

Presented by:Sustainability Action Research Housing Team

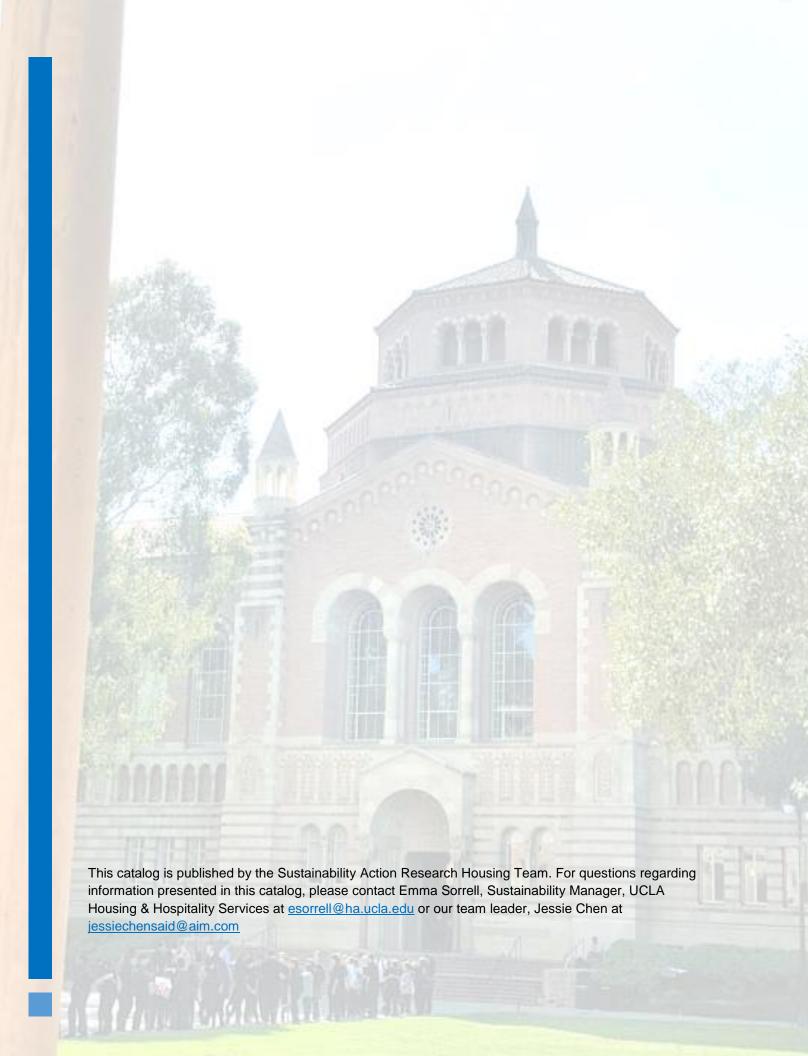


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Members: Bryce Lee, Chris Hunter, and Pamela Lim

The Housing Team is the first Sustainability Action Research Team to focus on non-food procurement at UCLA. Our goal seeks to increase and streamline procurement of environmentally preferred products, specifically office supplies, within UCLA Housing and Hospitality Services. We hope our guidelines will reach UCLA as a whole. Our project empowers individuals to take an active role in overcoming obstacles on UCLA's road to sustainability and to meeting the UC-wide goal of Zero Waste by 2020. By doing so, we hope to mainstream sustainable purchasing, enhance awareness of the existing sustainability policies, and bringing UCLA one step closer to sustainability.



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Easy Ways to Practice Sustainable Living

Green Procurement Tips

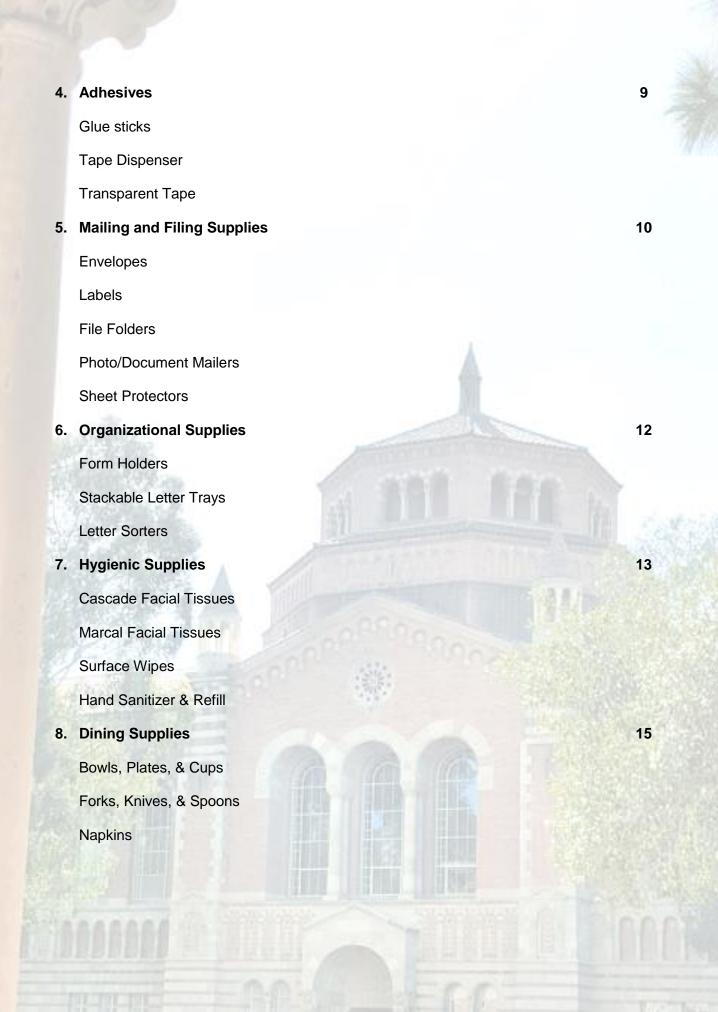
- 1. Look for these characteristics that lower a product's carbon footprint:
 - a. Reusable or refillable items (non-disposable)
 - b. Made of recycled content, especially postconsumer recycled content
 - c. Minimally packaged
- 2. Choose non-toxic or eco-friendly products, especially when ordering chemicals.
- 3. Purchase in bulk to further reduce packaging.
- 4. Consolidate ordering to cut down on the number of deliveries.
- 5. Look for the "reduce, reuse, recycle" symbol in the BruinBuy catalog.
- 6. Choose products that have certifications such as:
 - a. Environmental Protection Agency Comprehensive Procurement Guidelines
 - b. Forest Stewardship Council
 - c. Green Seal

Other Ways to Be Green at the Office

- Turn off power strips or unplug unused electronics.
- Sort your waste into recyclables and compostables.
- 3. Turn on energy-saving settings on your electronics.
- 4. Print double-sided whenever possible.
- 5. Make your own scrap paper and notepads (for example: reuse one-sided prints).
- 6. Bring your own reusable mugs, plates, utensils, etc. (ex: to use at catered events).
- 7. Carpool, use public transit, bike, or walk to get to work.
- 8. Take the stairs instead of the elevator.
- 9. Set the thermostat to 78° in the summer and 68° in the winter.
- 10. Use digital file sharing instead of printing and mailing documents.
- 11. Take shorter showers or 5-minute showers.
- 12. Do laundry with cold water and full loads.
- 13. Reduce meat and dairy consumption.
- 14. Reduce food waste.
- 15. Plant herbs, produce, or drought-tolerant plants.
- 16. Open your windows or use a fan instead of the air conditioner.
- 17. Bring your own take-out containers for restaurant leftovers.
- 18. Invest in reusable goods. For example:
 - a. Cloth napkins
 - b. Hand towels
 - c. Grocery bags
 - d. Water bottles

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1. Writing Instruments Stick Ballpoint Pens Retractable Ballpoint Pens & Refills Dry-Erase Markers & Refills Highlighters **Permanent Markers** Mechanical Pencils & Lead, Eraser Refills 2. Paper Multipurpose Paper Colored Multiuse Paper **Construction Paper** Paper Stock Writing Pads Flip Charts 3. Basic Office Supplies Staplers Scissors Post-Its Mouse Pad Jumbo & Regular Paper Clips Correction Pen & Refills Clipboards





Paper Mate - Write Bros® Recycled Stick Ballpoint Pens - Blue, Medium, 12/Pack

Item #: N11750867

Total Cost: \$1.36

- 80% pre-consumer recycled content
- Perfect for situations where large quantities, of pens are needed
- Non refillable



Pilot - Bottle 2-Pen Retractable Ballpoint Pens -12/Pack

(Black) Item #: N134800 (Blue) Item #: N134801

Total Cost: \$6.96 Cost/Pen: \$0.58

(Red) Item #: N134602

Total Cost: \$7.50 Cost/Pen: \$0.63

- Retractable ballpoint pen made from recycled plastic bottles
- Contains 86% total recycled content with 83% postconsumer recycled content
- Refillable for continued use (see below)



Pilot Bottle 2-Pen Ballpoint Pens Retractable Refills

(Black) Item #: N177227 (Blue Item) #: N177228

Total Cost: \$0.50 Cost/Refill: \$0.25

(Red Item) #: N177229

Total Cost: \$0.60 Cost/Refill: \$0.30

- 2/Pack
- Point Size: 1 mm medium
- PVC free product







catalog in **BruinBuy**)



Pilot® V-Board Master BeGreen 91% Recycled Dry-**Erase Markers, Chisel Point,** Assorted, Pack Of 5

Item #: N143917

Total Cost: \$5.49 Cost/Marker: \$1.10

- Contains 91% postconsumer content
- Refillable for continued use & less waste (see below)
- Assorted colors (black, blue, green, orange and red)



Pilot - Refill for BeGreen® V **Board Master Dry Erase** Markers

(Red) Item #: N143924 (Green) Item #: N143925 (Black) Item #: N143922 (Blue) Item #: N143923 (Orange) Item #: N143926

Red Refill Cost: \$0.69/Unit Green Refill Cost: \$0.63/Unit Black Refill Cost: \$0.95/Unit Blue Refill Cost: \$0.95/Unit Orange Refill Cost: \$0.95/Unit

- Sold individually
- **Durable Twin Pipe** Feed System® provides consistent color intensity and ink flow



Office Depot® Brand Chisel-Tip Highlighter, Assorted Fluorescent Colors, Pack Of 12

Item #: N2OD78739

Total Cost: \$2.50 Cost/Highlighter: \$0.21

- Barrel contains 100% total recycled plastic with 30% postconsumer recycled content.
- Certified AP nontoxic
- Assorted colors include Blue. Green, Orange, Pink, Purple, Yellow







	Recycled Permanent Markers, Fine Point, Black, Pack Of 12 Item #: N2OD88669 Total Cost: \$3.25 Cost/Pen: \$0.27	•	consumer recycled content AP nontoxic certified
thot fixed to be	Pilot RexGrip BeGreen Mechanical Pencils Item #: N451220 Total Cost: \$8.80 Cost/Pencil: \$0.73		Contains 71.9% pre- consumer content Contains 0.5mm HB leads Box of 12 Refillable with Pilot lead and MS-10 eraser refills
leadell	Mechanical Pencil Lead Eraser Refill Lead Item #: N4OM97039 Total Cost: \$0.68 Eraser Item #: N470001 Total Cost: \$0.58	Lead: • • • Eraser	PVC free 0.5mm 30 leads/pack Color: white vinyl 5/pack





Boise® Aspen® Multipurpose Paper, 8 1/2" x 11", 20 Lb, 100% Recycled FSC Certified, 500 Sheets Per Ream.

Item #: P1054922-CTN (Case Of 10 Reams)

Total cost: **\$32.47**

Item #: P1054922

(1 Ream)

Total Cost: \$5.18

- 500 sheets/ream
- 100% post-consumer content
 - Forest Stewardship Council Recycled Certified & Sustainable Forestry **Initiative Certified** Sourcing
- Exceeds EPA's Comprehensive Procurement Guidelines



Xerox Multipurpose Color Paper, 8-1/2" x 11"

(Green) Item#: P13R05857 (Blue) Item#: P13R05856 Gold Item#: P13R05861 Cherry Item#: P1P13R20080 Lilac Item#: P13R11230

Gray Item#: P13R20079

Total Cost: \$4.24/ream (All)

Contains a minimum of 30% postconsumer recycled content

- 500/ream
- Acid-free



Pacon - Riverside® **Groundwood Construction** Paper - Assorted, 9" x 12", 50/Pack

Item #: J1103637

Total Cost: \$2.85

100% total recycled content

Size: 9" Height x 12"

Width

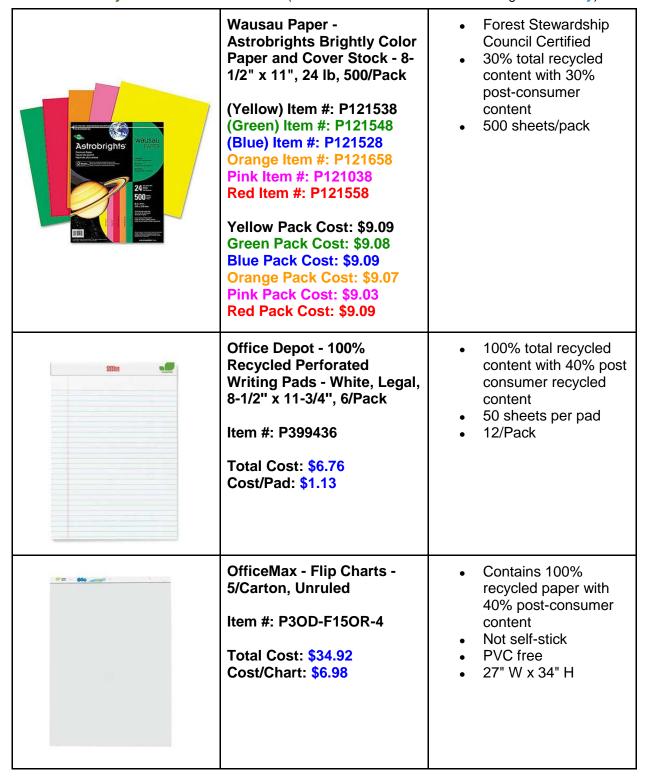
Color: Assorted Features: Acid-free,

Heavyweight











	Stanley Bostitch - Ascend™ Desktop Stapler - Red, 20 Sheet Item #: H1B210R-RED Total Cost: \$5.43 *The black and blue models are more expensive	 Contains 70% post consumer recycled content Uses standard staples Staples up to 20 sheets of 20-lb paper at once
ALSTORT!	Westcott - KleenEarth® Recycled Soft Handle Scissors - 7", Black, Straight Item #: H315587 Total Cost: \$4.69	 Contains 70% total recycled content with 30% postconsumer recycled content. The handle is plastic and the blade is stainless steel Handle Orientation: straight 10-year manufacturer's warranty
COOKE STATE OF THE PARTY OF THE	Recycled Post-it Note Pad Cabinet Packs - Yellow, 24/Pack, 3" x 3" Item #: A2654R-24CP-AP Total cost: \$17.47	 30% post-consumer content (paper) SFI Chain of Custody Certified 75 sheets per pad Minimal waste packaging; no individually wrapped pads Yellow





Fellowes - Recycled Mouse Pad - 9" W x 8" D x 1/16" H, Mouse pad

Leaves Item #: E65903801 Blue Ocean Item#: E65903901 Puppy Item #: E65913901

Total Cost: \$10.95

- Mouse pad base contains 95% postconsumer recycled content
- Comes in Blue Ocean, Puppy, and Leaves designs
- Nonskid base
- Packaging card is printed with soybased ink and is made recycled material



Office Depot - 50% Recycled Paper Clips, 2", Silver -Jumbo, 20 Sheet, Silver, 100/Box

Item #: H410014

Total Cost: \$0.77

- Contains 50% postconsumer recycled content
- Size: Jumbo
- Quantity/Unit: 100/Box



Office Depot - 50% Recycled Paper Clips, 2", Silver -Regular, 10 Sheet, Silver, 100/Box

Item #: H4OD10011

Total Cost: \$0.28

- Contains 50% postconsumer recycled content
- Paper Clips, 1 1/4"
- Quantity/Unit: 100/Box







Short Market (Sign overced live	Paper Mate DryLine Ultra Correction Tape Pen Item #: A91777626 Total Cost: \$3.80	 Refillable (see below) Color: white Size: 1/4" x 234"
Tantal Baller Oversi'	Paper Mate Liquid Paper® Dryline Ultra Correction Tape Refill Item #: A91777625 Total Cost: \$4.94	 Refill tape for DryLine Ultra Correction Tape Pen Line Coverage: 1 Tape Width: 1/4" Tape Length: 234"
d Children's Lawrence	Office Depot - Recycled Standard Wood Clipboard - Light Brown, Letter, 3/Pack Item #: F710045 Total Cost: \$2.53 Cost/Clipboard: \$0.84	 Contains 100% postconsumer recycled content with 100 % post consumer content Size: letter (8 ½ x11") Diverse supplier, Minority-Owned Business









Office Depot - 100% Recycled Lift & Press™ Premium Envelopes, #10 -4-1/8" x 9-1/2" - White

Item #: P276148

Total Cost: \$8.93 Cost/Envelope: \$0.36

- 100% total recycled content
- 250/Box
- Lift & Press closure provides a permanent seal immediately upon contact. Just lift the lower flap, then press down the top flap for an immediate seal
- Forest Stewardship Council (FSC) certified 'Gold' standard of responsible forestry



Avery - EcoFriendly Labels - White, 1" x 2-5/8", 750/Pack

Item #: A548160

Total Cost: \$7.81

- Product contains 100% postconsumer recycled content. Packaging is 100% recycled with 35% post consumer recycled content
- 100% recyclable water-based adhesive
- Forest Stewardship Council certified



Office Depot - File Folders -Recycled - Letter, 1/3, Assorted, 100/Pack

Item #: F10M01501

Total cost: \$6.33

- 30% post-consumer content
- SFI Chain of Custody Certified
- 10-pt. manila stock; single-ply, undercut tab
- 100 per box









Quality Park -Photo/Document Mailers -White, 9" x 11-1/2", 25/Pack

Item #: P264014

Total Cost: \$31.02

- **Total Recycled** Content: 100% with 95% post Consumer Content
- Green Compliance Certificate/Authority: SFI
- Material: Fiberboard
- Color: White
- Features: Perforated Tear Strip



C-Line - Recycled Polypropylene Sheet Protectors - 8-1/2" x 11", Transparent, 100/Pack

Item #: L262029

Total Cost: \$17.68

- 70% pre consumer content
- Holds up to 8-1/2" x 11" materials
- Clear
- 100/Pack





Office Depot - 89% **Recycled Aluminum Form** Holder, Top-Opening -Gray, 8-1/2 x 11, 1/Each

Item #: F70D679172

Total Cost: \$14.69

- Contains 89% total recycled content with 50% post consumer content
- High-capacity clip holds up to 1" of paper.
- Heavy-duty aluminum features an opaque finish



Office Depot® Brand 30% **Recycled Ribbed Bottom** Stackable Letter Trays, Black, Pack Of 6

Item #: K310415

Total Cost: \$8.67 Cost/Tray: \$2.89

- Contains 30% total recycled content
- Stacks securely to create a convenient form of desktop organization
- Dimensions: 10-1/2" H x 9-5/8" W x 9-5/8" D



Office Depot 30% Recycled **Deluxe Desk Accessories**

Item #: K310401

Total Cost: \$5.07

- Greener choice contains 30% total recycled content
- Features 5 separate compartments for sorting
- Dimensions: 6-1/16" H x 5-1/16" W x 8" D







Cracates	Cascade Moka 2-Ply Facial Tissue Item #: W34186 Total Cost: \$20.99 Cost/Box: \$0.70	 100 tissues per box, 30 boxes per unit Made from 100%- unbleached, recycled fiber with 80% postconsumer recycled content.
		Green-E certified — made with renewable energy Ecologo certified & Green Seal certified Processed Chlorine Free
Marcal Small steps Poning Recycled Control of the C	Marcal - Small Steps® Facial Tissue - Boutique - 2-Ply, 80 Sheets, 6/Pack Item #: W54034 Total Cost: \$8.60	 100% total recycled content 2-ply Unscented tissues packed in attractive boutique boxes 80 tissues per boutique box, 6 boxes per carton
greens gr	Clorox - Green Works Wipes - Multi-purpose, Wipes, 5/Carton Item #: W330655 Total cost: \$75.60 Cost/Carton: \$15.12	 99% natural plant fiber-based 30 wipes/container, 5 containers/carton Recognized by EPA's Design for the Environment (DfE) Formulation Program





Purell Instant Hand Sanitizer - Personal Pump Bottle

Item #: W39652-12

Total Cost: \$3.83

- 8 oz, 1 each
- Dye free
- Dermatologist tested
- Refillable Purell® Advanced Green Certified Gel Instant Hand Sanitizer (see below)



Purell® Advanced Green **Certified Gel Instant Hand** Sanitizer Refill - 2/carton

Item #: W31903-02

Total Cost: \$26.94 Cost/Carton: \$13.47

- 1200 oz
- Ecologo certified for products with certified environmental and human health benefits
- **USDA-certified** biobased formulation
- Fragrance- and dyefree
- Kills 99.99% of common germs: includes blend of 4 skin conditioners; clinically proven to help maintain skin health.



Eco-Products - Sugarcane White Tableware - White, Bowl, Sugarcane, 12 oz

Item #: A7ECPEPBL12PK

Total Price: \$9.07 Cost/Bowl: \$0.18

- Made from 100% reclaimed, renewable material
- Can be used with hot or cold contents
- **BPI** Certified Compostable: compostable in a commercial composting facility
- 50 bowls per pack



Solo - Eco-Forward Plates -White, Plates, Sugarcane, 8.5"

Item#: A7SCCOFMP9

Total Price: \$11.59 Cost/Plate: \$0.09

- Made from 100% plant-based renewable resources
- Compostable in a commercial compost facility
- Microwavable
- Color: White

Material: Sugarcane

125/Pack



Eco-Products - World Art™ Renewable Resource **Compostable Hot Drink** Cups - Pattern, Hot Beverage, Compostable, 12

Item #: A7EPBHC12WAPK

Total Price: \$8.02 Cost/Cup: \$0.16

- Made from 100% renewable resources. Lined with Ingeo™, a plant-based plastic
- **BPI** Certified Compostable: compostable in a commercial composting facility
- Do not microwave
- 50 cups/pack



	StalkMarket - Biodegradable Cutlery - White, Fork or Knife, 500/Pack Fork Item #: A7CPLA-002-S Knife Item #:A7CPLA-001-S Total Cost: \$52.78 (Both) Cost/Unit: \$0.11	 100% pre-consumer recycled content Compostable in commercial composting facilities Made from renewable CPLA (crystallized polyactic acid)
	StalkMarket - Biodegradable Cutlery - White, Spoon, 500/Pack Item#: A7CPLA-003-S Total Cost: \$29.24 Cost/Spoon: \$0.06	 100% pre-consumer recycled content Compostable in commercial composting facilities Made from renewable CPLA (crystallized polyactic acid)
SEVERION GENERATION GENERATI	Seventh Generation - 100% Recycled Napkins - Brown, 11-1/2" x 12-1/2", 1-Ply, 500/Pack Item #: A713705 Total Cost: \$8.61 Cost/Napkin: \$0.02	 100% recycled paper 90% post-consumer content Made from recycled paper Size: 11-1/2" x 12-1/2" 1-ply



Sustainability Action Research (SAR) is a student-initiated, student-designed, and student-facilitated program offered through the Institute of the Environment & Sustainability (IoES). The program is twofold: In the fall, students are invited to attend the Sustainability Talks, where they will hear from professionals, academics, and activists in sustainable fields. In the winter/spring, students participate in the Sustainability Action Research Teams where they are partnered with a stakeholder to research, rethink, investigate, and tackle UCLA's greatest sustainability issues.

This program was formerly known as the Education for Sustainable Living Program (ESLP) which included the Action Research Teams. It was renamed in Spring 2016 to better reflect the purpose and goals of the program.

Funding for SAR is generously provided by the Dart Foundation and ASUCLA's TGIF fund.