



► SMART STEPS TO YOUR GREENER OFFICE

How to go green, save money and create an efficient, healthy workspace

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► TOPICS

- **WHAT IS GREEN?**
- **WHY GO GREEN?**
- **BUYING GREEN**
- **BEING GREEN**
- **SELLING GREEN**

▶ WHICH OF THESE BOXES IS GREEN?

A

B

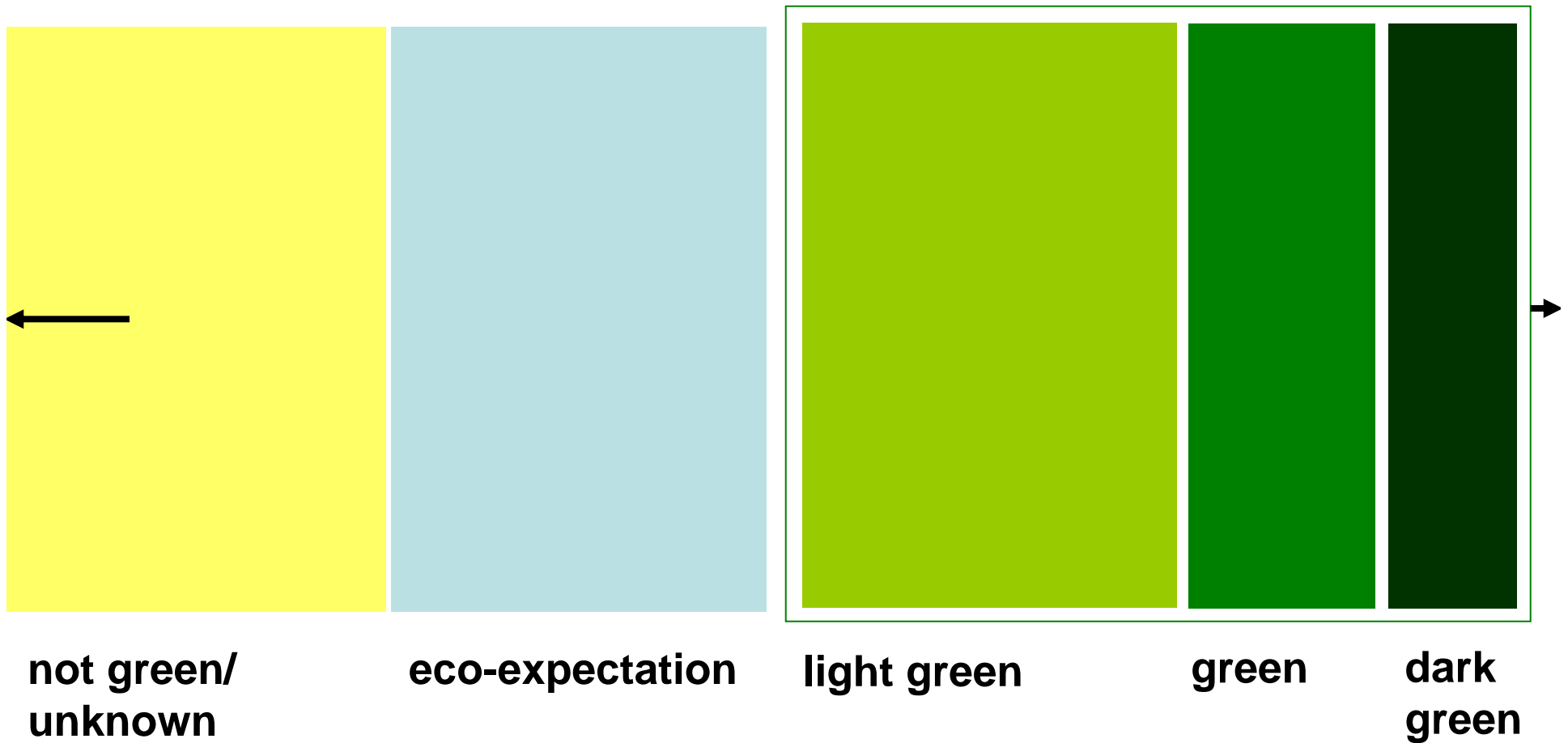
▶ WHICH OF THESE BOXES IS GREEN?

C

D

E

▶ **NEW GREEN PERSPECTIVE:
THERE ARE ONLY SHADES OF GREEN**



► EXAMPLE: SHADES OF GREEN - COMMUTING



LIGHT GREEN:

Fuel Efficient Car

BRIGHT GREEN:

Public Transit

DARK GREEN:

Biking or
Walking

► EXAMPLE: SHADES OF GREEN – COFFEE CUP



LIGHT GREEN:

→ Recycled cup

BRIGHT GREEN:

→ Compostable cup
that's composted

DARK GREEN:

→ Reusable cup
that's reused

- ▶ A PRODUCT OR PRACTICE IS GREENER THAN ANOTHER IF CHOOSING IT RESULTS IN ENVIRONMENTAL BENEFITS LIKE...

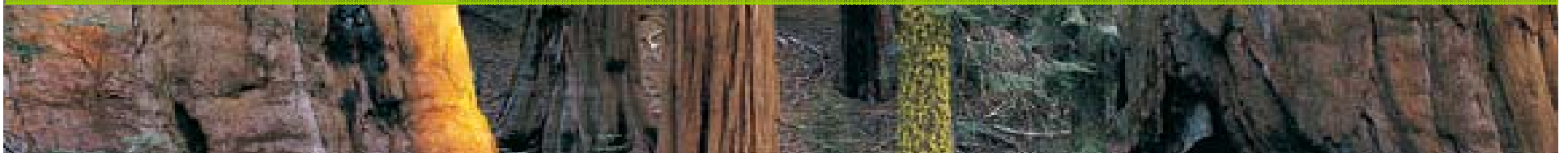


1. reduced waste...





and reduced pressure on resources
[such as forests or water or land or oil]





2. reduced energy...

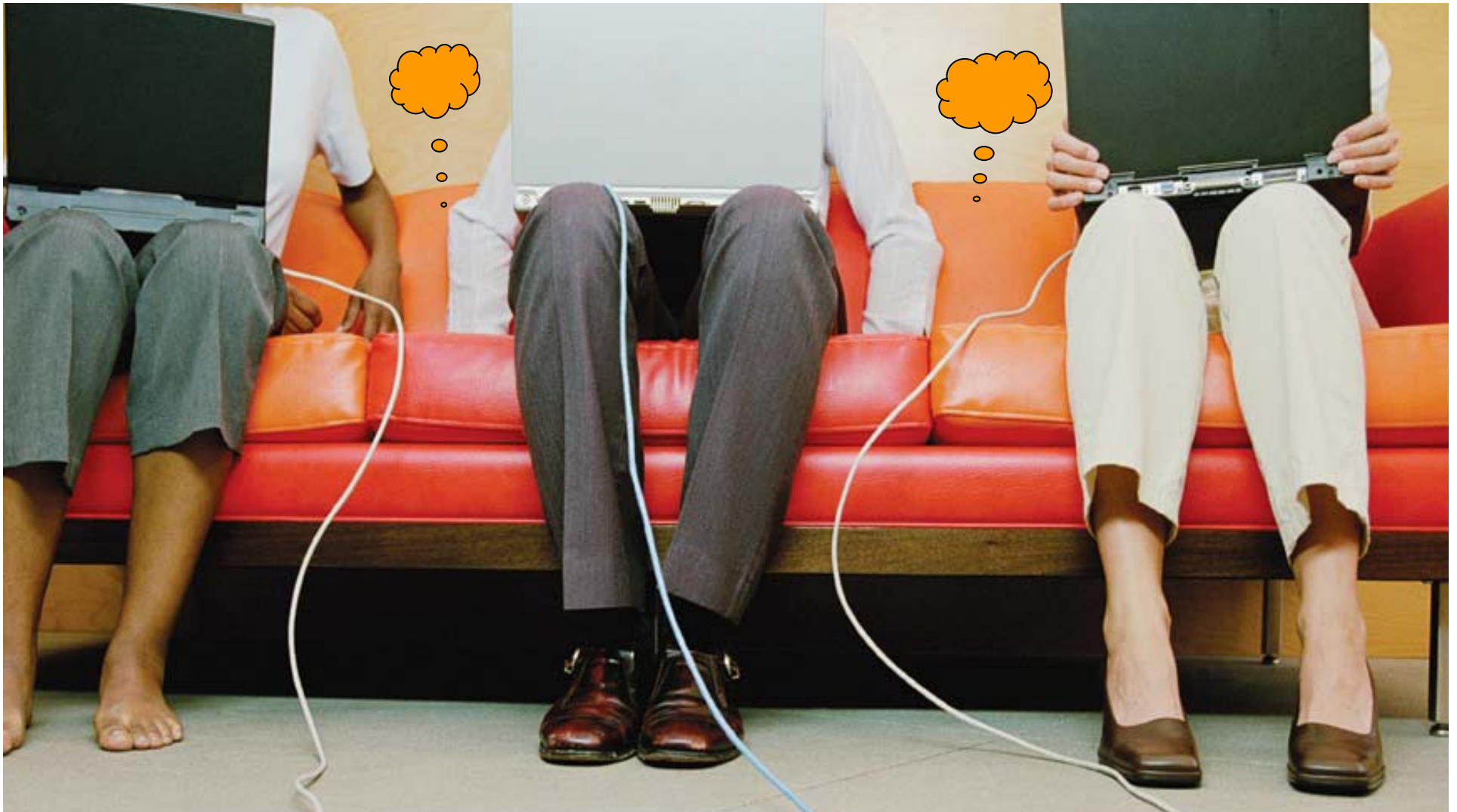
Image courtesy of National Geographic



**and reduced greenhouse gas
emissions**



**3. reduced harsh chemicals
[in production...]**



[and in use, consumption and disposal]



▶ RECAP: THREE MAIN REASONS SOMETHING'S GREEN

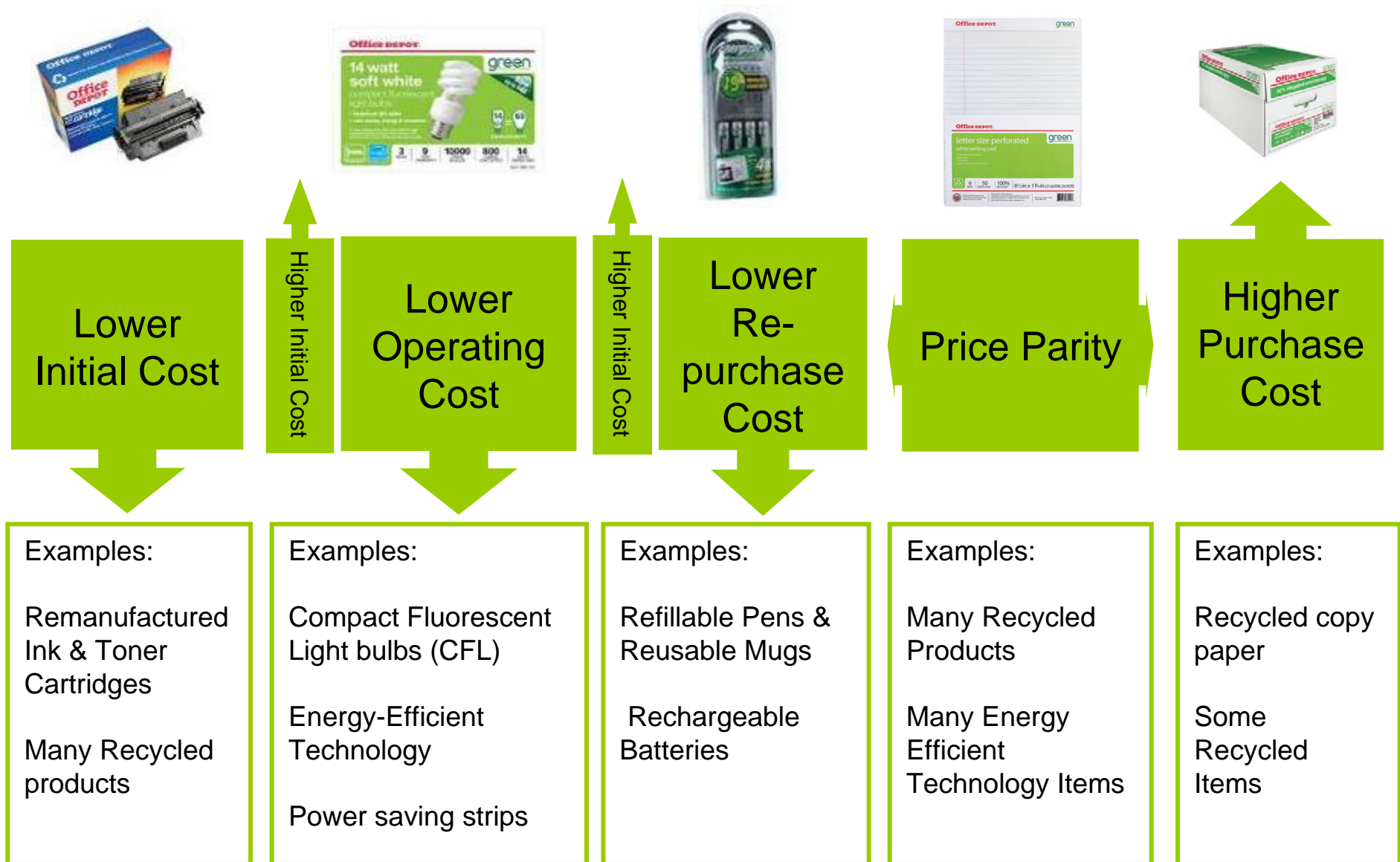
1. REDUCED WASTE AND REDUCED PRESSURE ON RESOURCES [SUCH AS FORESTS OR WATER OR LAND OR OIL]

2. REDUCED ENERGY AND REDUCED GREENHOUSE GAS EMISSIONS

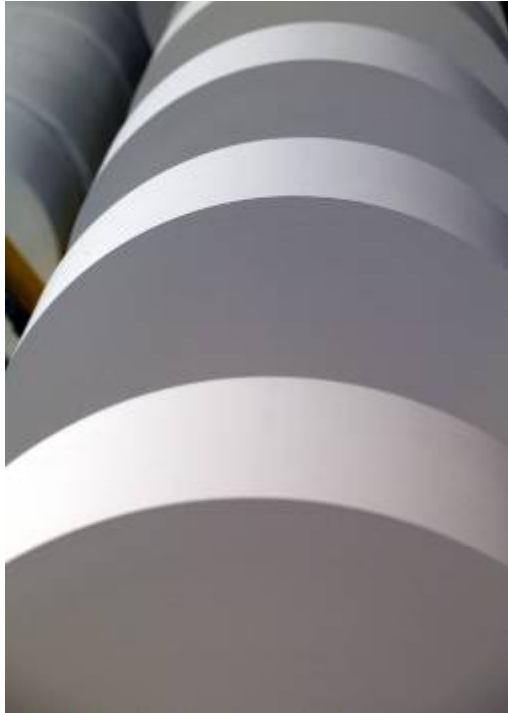
3. REDUCED HARSH CHEMICALS IN PRODUCTION, USE, CONSUMPTION AND DISPOSAL

► WHY GO GREEN?

REASON #1: BUYING GREEN FOR YOUR ORGANIZATION CAN SAVE MONEY: THE GREEN COST CONTINNUM



- **REASON #2: YOU CAN CONTRIBUTE WITHOUT SACRIFICE NOW – GREEN PRODUCTS MAY NOT HAVE WORKED IN THE PAST, BUT NOW THAT’S MAINLY PERCEPTION [PILOT IF YOU DON’T BELIEVE]**



Recycled paper is now bright and spec free – you can’t find the little wood chips anymore



Remanufactured cartridges are not “drilled and filled” there are is much quality assurance



For cleaning, as with many other green product categories, now green works

► REASON #3: AS AN INDIVIDUAL YOU MAY CARE ABOUT CERTAIN ENVIRONMENTAL ISSUES AND WANT TO ACT



TO REDUCE WASTE AND LANDFILLS:

Buy what you need, and use items with high recycled content and use recycling solutions



TO REDUCE ENERGY DEMAND & CARBON:

Buy products that reduce energy use such energy-efficient office technology and solar powered items
[Also recycled]



TO REDUCE HARSH CHEMICALS IN PRODUCTION:

Buy items made with less harsh chemicals e.g. PVC-free plastics / choose bio-based alternatives to synthetic chemicals

THERE ARE NUMEROUS GREEN ISSUES. YOU CAN CHOOSE WHAT YOU CARE ABOUT & PRIORITIZE ORGANIZATION ACTIONS IN THESE AREAS



TO REDUCE PRESSURE ON FORESTS:

Buy what you need, and seek paper products with high recycled content / from certified well managed forests



TO REDUCE LOCAL AIR POLLUTION & CARBON EMISSIONS

Reduce Fuel and related carbon dioxide emissions by buying products in bulk and ordering less frequently



TO IMPROVE INDOOR AIR QUALITY:

Buy GREENGUARD or SCS Certified furniture & Greenseal or EcoLogo certified cleaning products

► REASON #4: YOU MAY HAVE TO COMPLY WITH GOVERNMENTAL OR ORGANIZATIONAL MANDATES

State Agency Buy Recycled Campaign Buying Recycled Products

What's Required?

State agencies must purchase recycled products instead of non-recycled products whenever recycled products are available, if fitness and quality are equal, and are at the same or a lesser total cost than non-recycled products. The State Legislature has mandated that State agencies purchase goods and materials from 11 product categories ([Public Contract Code \(PCC\) section 12201\(c\)](#)).

Eleven (11) Reportable Product Categories

State agencies shall ensure each of the following to accomplish the mandate:

- At least 50 percent of reportable purchases are recycled products (PCC section 12201(c)).
- The requirements apply to all 11 reportable purchases for product categories. (PCC section 12209).
- The reportable purchases shall meet each requirement and be applied to the total dollar amount of each specified product category. The purchase of a recycled product from one category may not be applied toward the requirements or the total dollar amount of any other category. (PCC section 12203(d)).

Note: Reused or refurbished products should be considered 100 percent recycled and there is no minimum-content required.

The 11 reportable product categories are described below. To go directly to a specific category, select it from the list below or continue to scroll down. Any questions regarding whether a product is reportable should be directed to the State Agency Buy Recycled Campaign (SABRC) contact listed at bottom of this page.

→ [Paper Products](#)

→ [Printing and Writing Papers](#)

→ [Mulch, Compost, Co-compost](#)

→ [Glass Products](#)

→ [Lubricating Oils](#)

→ [Plastic Products](#)

→ [Paint](#)

→ [Antifreeze](#)

→ [Tires](#)

→ [Tire-Derived Products](#)

→ [Metal Products](#)

Paper Products, including, but not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders and hanging files, building insulation and panels, corrugated boxes, tissue, and toweling.

- Minimum content requirement: 30 percent postconsumer (PCC section 12209(a)).
- Of all the paper products purchased at least 50 percent of the total dollars spent within this category must be used to procure product (s) meeting the 30 percent postconsumer requirement.

Printing and Writing Paper, including, but not limited to, copy, xerographic watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.

- Minimum content requirement: 30 percent postconsumer (PCC section 12209(b)).

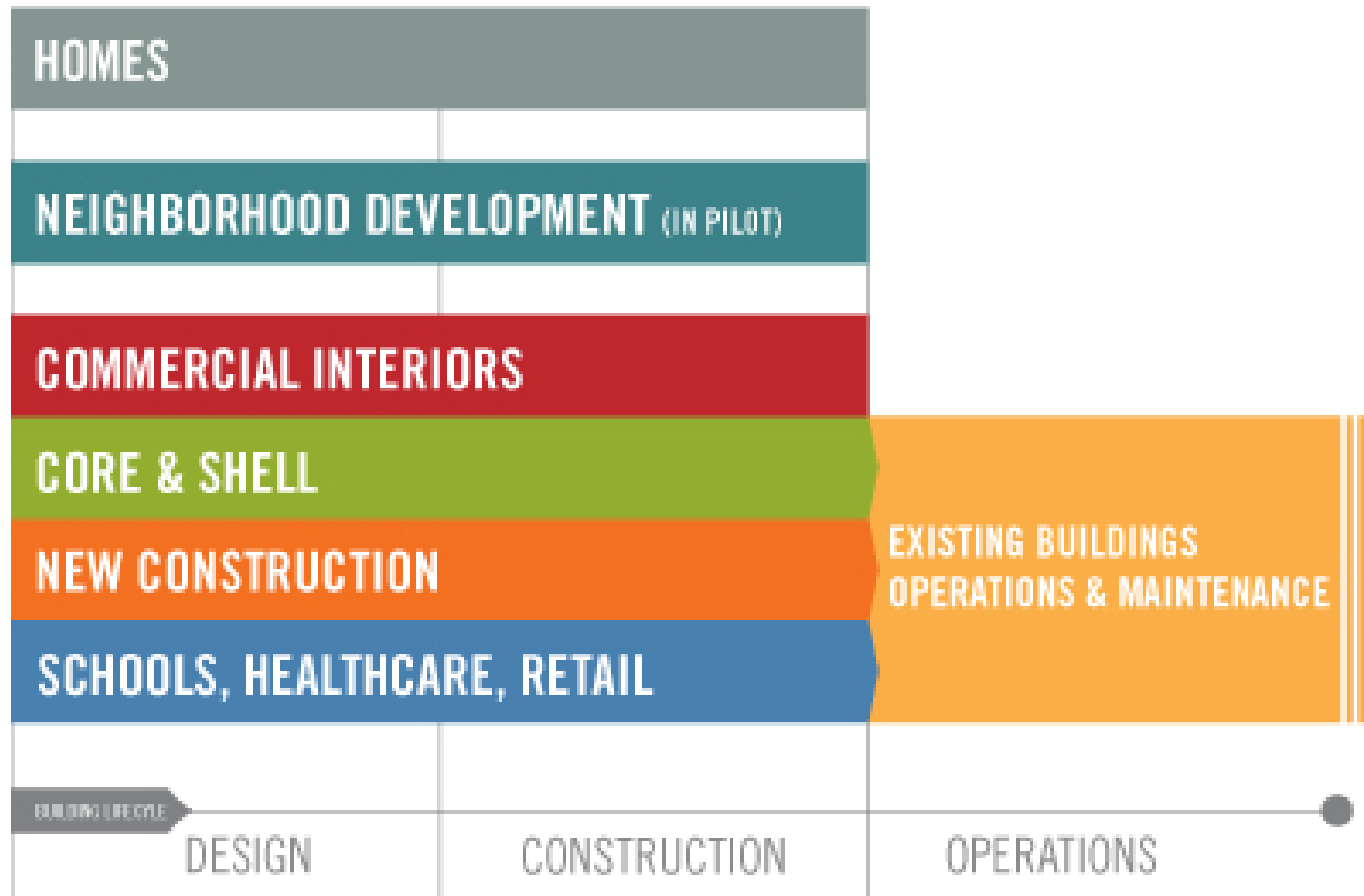


► REASON #5: GOING GREEN MAY BE PART OF YOUR ORGANIZATIONS POLICY OR LEADERSHIP e.g. LEED


- Going green may be part of your organizations mission, it may even be part of a formal policy mandate [www.officedepot.com/corporatecitizenship]
- Going green can help you report on leading practices, gain publicity for innovation, and differentiate by leading your peers
- Green practices support a broader commitment your organization may have to Sustainable Development or Green Buildings e.g. LEED for New Construction or Existing Buildings



▶ WHAT IS LEED? LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN



▶ HOW DO YOU GET LEED “CREDITS” – LEED FOR EXISTING BUILDINGS EXAMPLE



LEED for Existing Buildings: Operations & Maintenance

Registered Project Checklist

	Yes	?	No		
				Materials & Resources	14 Points
	<input checked="" type="checkbox"/>			Prereq 1 Sustainable Purchasing Policy	Required
	<input checked="" type="checkbox"/>			Prereq 2 Solid Waste Management Policy	Required
				Sustainable Purchasing	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 1 Ongoing Consumables	1 to 3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Credit 1.1 40% of Purchases	1
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Credit 1.2 60% of Purchases	2
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Credit 1.3 80% of Purchases	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 2.1 Durable Goods, Electric	1
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 2.2 Durable Goods, Furniture	1

Certified
[Light Green]

Silver
[Green]

Gold
[Dark Green]

Platinum
[Greenest]

▶ EXAMPLE REPORTING TO HELP TRACK SPENDING FOR LEED-EB CREDITS [LEED CREDIT TOOL SUSTAINABLE PURCHASING]

Office DEPOT.

LEED for Existing Buildings: Operations & Maintenance - Credit Tool

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Sustainable Purchasing: Ongoing Consumables Credit Materials & Resources (MR) 1.1-1.3

Name of Organization:	ABC CORPORATION	Performance Period:	11/15/08 through 02/15/09
Building Address:	TEMPE, ARIZONA	Ship to Number:	Several-Desk Top Customer
Total cost of ongoing consumables:	\$9,649	A.) Green purchases of consumables (weighted value) represents the following % of total ongoing consumable purchases. *Points: 1pt for 40%-59%, 2pts for 60%-79%, 3pts for 80%-100% (2008 registered EB)	47%
		Based on the ongoing consumables purchased, potential LEED credit(s) available =	1 pts
Total green purchases value as purchased:	\$1,827	B.) Percent by value of product manufacturer' or suppliers' documentation that verifies product compliance with the specified green criteria:	62%
Total green purchases weighted value:	\$4,515	Purchases meet minimum 20% documentation requirement =	Yes

Item Information		Calculating Total Value			Green Qualities										
Item Code	Item Purchased	Qty	Cost per unit	Total Value	Green (Y/N)	Total Green Value	% of Green Costs	Green Book (Y/N)	PCR or > = 10%	PreCR or > = 20%	Rapidly Renew. > 50%	Regional >= 50%	FSC >= 50%	Recharge-able Battery	Total Green Weighted Value
218691	PAD,EASEL,TABLE TOP,POST-IT	28	\$25	\$703	N										
979405	HARD DRIVE,PORTABLE,500GB	3	\$180	\$540	N										
360974	PAD,EASEL,POST-IT,BLUE GRID	19	\$24	\$448	N										
943225	BOOK,RECORD,10-5/8X8.5,300-PG	6	\$62	\$372	N										
621730	PAD,POST-IT,5X8,MEMO,RCY,2/PK	62	\$5	\$326	Y	\$326	17.8%		30%	70%					\$1,302
754441	BADGE,NAME,CLIP,SOFT,100CT	4	\$81	\$324	N										
511650	KEYBOARD/MOUSE,NATL ERGO 7000	2	\$120	\$240	N										
808256	TONER,LJ 2100 SERIES,96A	2	\$110	\$220	Y	\$220	12.0%			20%					\$220
204164	MRKR,SET,D/ERS,8CLR	20	\$10	\$197	N										
943217	BOOK,RECORD,10-5/8X8.5,150-PG	12	\$16	\$189	N										
619561	PEANUTS,LOOSEFILL,FLO-PAK,REG	4	\$45	\$180	Y	\$180	9.8%	Y		100%					\$360
164089	TONER,REMAN,OD BRAND,BLACK	1	\$173	\$173	Y	\$173	9.5%	Y	80%						\$346
257158	PEN,RB,VISION ELITE,S/FINE,BLK	17	\$10	\$168	N										
810448	PAD,EASEL,WHITE,4 PACK	2	\$79	\$158	N										
408470	FLASHDRIVE 2GB,BRAVIA,BLK	10	\$15	\$150	N										

► RECAP: FIVE MAIN REASONS TO GO GREEN

1. BUYING GREEN CAN SAVE MONEY

2. YOU CAN CONTRIBUTE WITHOUT SACRIFICE

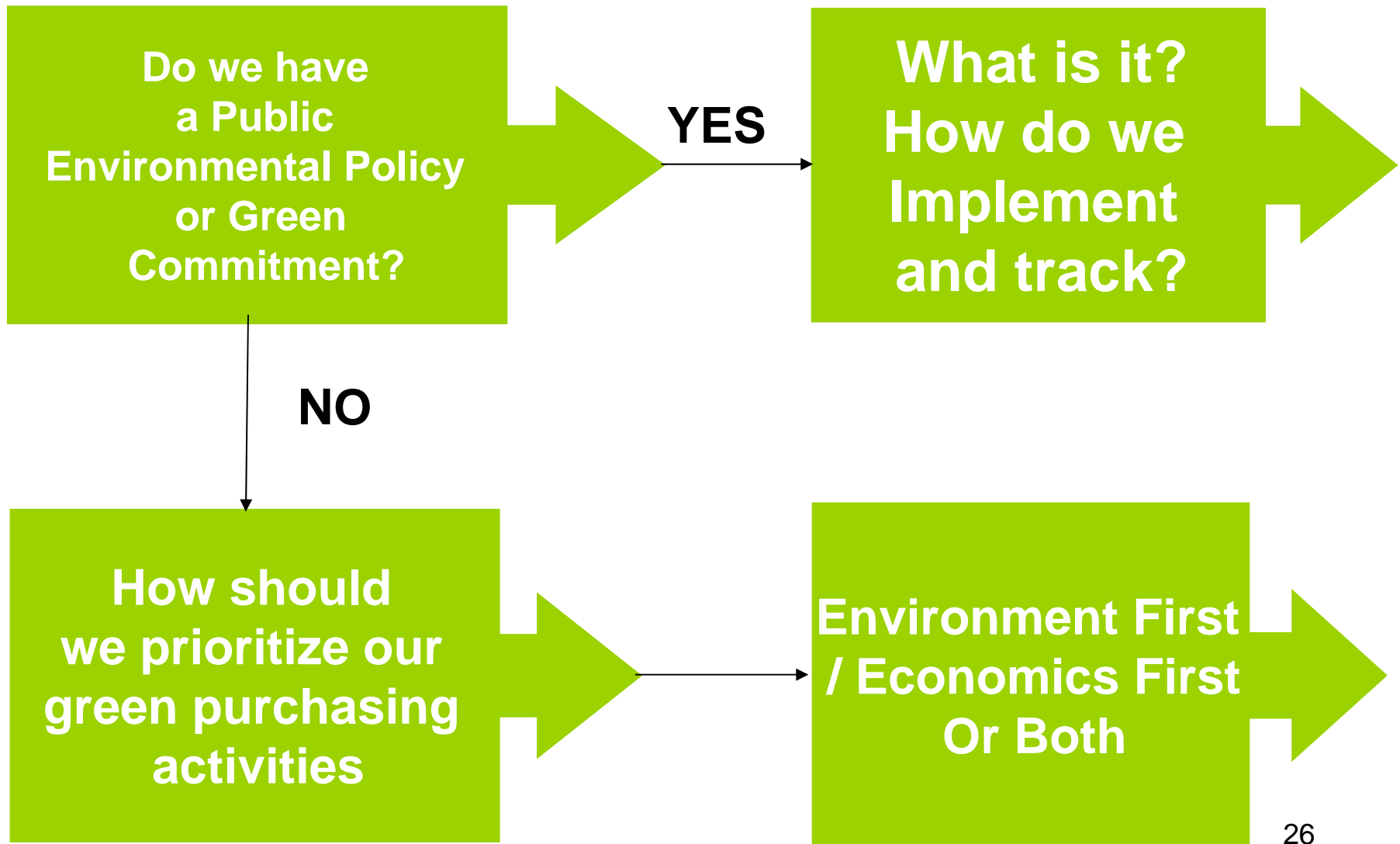
3. AS AN INDIVIDUAL, YOU MAY CARE

4. IT MAY BE A POLICY

5. IT MAY HELP YOU LEAD PEERS

► **BUY GREEN: ENVIRONMENTALLY
PREFERABLE OFFICE PURCHASING**

► **FIRST QUESTIONS TO ASK WHEN THINKING ABOUT A GREEN PURCHASING POLICY**



► CONSIDER YOUR ORGANIZATION'S MATERIAL ENVIRONMENTAL IMPACTS & ECONOMIC OPPORTUNITIES

Environmental Benefits

**What are our significant environmental impacts?
What do we care about?**

Combined
Environmental,
and Economic
Benefits

Economic Benefits

**Where are we
spending? Where are
we wasting?**

Source: Michael Porter

▶ WITHIN THE OFFICE, THINK ABOUT WHICH SPECIFIC IMPACTS YOU WANT TO FOCUS ON – START THERE

- **Paper**
 - Forests
 - Biodiversity
 - Energy use
 - Water use
 - Paper waste in landfill
- **Ink & Toner**
 - Resource use
 - Energy use
 - Cartridge waste in landfills
- **Office Supplies**
 - Resource use
 - Harsh chemicals
 - Disposables in landfills
- **Office Equipment**
 - Energy use
 - Using machines
 - “Phantom power”
 - Cooling buildings
 - Carbon dioxide emissions
 - Electronic waste in landfill
- **Lighting**
 - Energy use
 - Mercury content
 - Mercury in landfill
- **Office Furnishings**
 - Forests
 - Harsh chemical glues
 - Formaldehyde
 - Durables in landfills
- **Breakroom**
 - Disposable coffee cups / water bottles in landfill
 - Food / beverage packaging in landfill
 - Harsh chemical cleaners
 - Paper use
- **Business Travel/Deliveries**
 - Fuel use from commuting / air travel / supply deliveries
 - Carbon dioxide emissions
 - Packaging impacts



▶ EXAMPLE GREEN PURCHASING POLICY FOR FURNITURE

Scope: Our green purchasing policy for furniture covers chairs, desks, shelving and filing

Specifications: When making furniture purchases, buyers are encouraged to “increasingly buy green” by seeking by seeking furniture that meets one or more of the following specifications:

- At least 10% post-consumer recycled (PCR) content and/or 20% total recycled (TR) content
- Made from at least 50% Forest Stewardship Council (FSC-certified) wood
- Made with at least 50% “rapidly renewable” materials such as bamboo or agricultural crops
- Greenguard or SCS Indoor Advantage Certified furniture

Responsible Parties: Furniture buyers, Administrative Assistants

Metric: Spend on Policy-Compliant Furniture.
Total Spend on Furniture

Goals & Timeline: 50% Compliant spend by end 2010; 80% Compliant spend by end 2011

Procedures:

1. Whenever buying office furniture, specify Recycled, FSC-certified, Rapidly Renewable materials or Greenguard / SCS Indoor Advantage certified furniture
2. Maximize spend on furniture made with Recycled, FSC-certified or Rapidly Renewable materials or Greenguard / SCS Indoor Advantage certified furniture
3. Ensure Recycled, FSC-certified or Rapidly Renewable furniture or Greenguard / SCS Indoor Advantage certified furniture spend is tracked
4. Ensure total spend on furniture is tracked

▶ EXAMPLE GREEN PURCHASING POLICY FOR TECHNOLOGY

Scope: Our green purchasing policy for technology covers desktops, laptops, monitors, printers, fax machines, scanners, refrigerators, dishwashers, external power adaptors, televisions

Specifications: When making technology purchases, buyers are encouraged to “increasingly buy green” by seeking products that meet one or more of these specifications:

- ENERGY STAR Qualified (see www.energystar.gov) and/or
- EPEAT-Silver (Electronic Product Environmental Assessment Tool, see www.epeat.net)

Responsible Parties: Technology buyers

Metric:
$$\frac{\text{Spend on Energy Star + EPEAT Silver or Gold Technology.}}{\text{Total Spend on Technology}}$$

Goals & Timeline: 50% Compliant spend by end 2010; 80% Compliant spend by end 2011

Procedures:

- Whenever buying technology, specify ENERGY STAR qualified and/or EPEAT-registered purchases
- Maximize spend on ENERGY STAR qualified and EPEAT registered products whenever possible
- Ensure ENERGY STAR and EPEAT compliant spend on technology is tracked
- Ensure total spend on technology is tracked

▶ EXAMPLE GREEN PURCHASING POLICY FOR SUPPLIES

Scope: Our green purchasing policy for office supplies covers copy paper, envelopes and pads, filing, binders, mailing supplies, desk accessories, dated goods, ink & toner cartridges and batteries.

Specifications: When making office supplies purchases, **[Customer name]** buyers are encouraged to “increasingly buy green” by seeking products that meet one or more of the following specifications:

- Minimum 30% post consumer recycled copy paper
- Minimum 10% post-consumer recycled content and/or 20% total recycled content for supplies
- Remanufactured ink and toner cartridges
- Virgin paper products with fiber from FSC-certified “responsibly-managed forests”
- Items made with at least 50% “rapidly renewable” materials such as bamboo or agricultural crops
- Rechargeable batteries
- Refillable pens, pencils and refills

Responsible Parties: Supplies buyers, Administrative Assistants, End Users with Office Depot user IDs

Metrics:	<u>Policy-compliant spend</u>	<u>Spend on 30% PCR Paper</u>	<u>Reman Toner Spend</u>
	Total Spend on Supplies	Total spend on Paper	Total Toner Spend

Goals & Timeline: 50% Policy-Compliant spend by end 2010; 100% Compliant spend by end 2011

Procedures:

- Use the Office Depot Green Book™ as your first stop for office supplies purchases
- Buy Office Depot Green™ branded office supplies when possible.
- If your items are not in the Green Book, click the Your Greener Office link on the Office Depot site

► **FOCUS ON GREENER PRODUCTS WITH ATTRIBUTES YOU CARE ABOUT [NOTE: THE BENEFIT IS RELATIVELY LESS IMPACT ON THE PLANET, THERE'S ALWAYS AN IMPACT, ALL WE DO IS REDUCE IT]**

REDUCED WASTE AND PRESSURE ON RESOURCES



Recycled



Remanufactured



**Recycling
Solution**



**Responsible
Forestry**



**Rapidly
Renewable**



**Bio-based/
Compostable**



Reusable



Refillable



Rechargeable

**REDUCED ENERGY &
CARBON EMISSIONS**



**Energy
Efficient**



**Renewable
Power**



Carbon-balanced

**REDUCED HARSH CHEMICALS IN
MANUFACTURE, USE & DISPOSAL**



**Reduced Harsh
Chemicals**



Chlorine-free



**Bio-based/
Biodegradable**

► **SEEK GREEN CERTIFICATIONS THAT PROVIDE ADDED ASSURANCE OF ENVIRONMENTAL CLAIMS AND “SHADE OF GREEN”**

[NOTE CERTIFICATIONS ARE NOT ALWAYS AVAILABLE / CRITICAL TO GREEN PURCHASING – ITS MOST IMPORTANT TO HAVE THE UNDERLYING ATTRIBUTES]

**REDUCED WASTE
PRESSURE ON RESOURCES**



**REDUCED ENERGY &
CARBON EMISSIONS**



REDUCED HARSH CHEMICALS



Multiple Attribute / Lifecycle Certifications



visit www.ecolabelling.org for 300 more (!) 33

▶ SMART GREEN STEP: FIRST SEEK PRODUCTS IN THE GREEN BOOK, OFFICE DEPOT'S 2200 GREENEST PRODUCTS




- 2200 items: Green to Dark Green
- No “Light Green” items e.g. minimum 30% Post Consumer Recycled for recycled products
- Sixteen Pages of Education and Definitions
- Also available as an Online Catalog

Example Innovative Green products:


- Stride Binders
- Zebra pens/pencils
- Compostable dishware
- Power-saving Surge protectors
- Voltaic Messenger Bags

► SMART GREEN STEP: THEN SEEK PRODUCTS FROM YOURGREENEROFFICE~6500 LIGHT GREEN TO DARK GREEN




Buy Green


Featured Categories




Paper, Forms & Envelopes
10% or more Post Consumer Recycled Content




Ink & Toner Cartridges
Remanufactured & Recycled




Filing & Storage
10% or more Post Consumer Recycled Content



Lighting
Lamps and Bulbs



Binders & Accessories
10% or more Post Consumer Recycled Content



Pens, Pencils & Markers
Refillable, Refills & Some Recycled

All Categories

AV Supplies & Equipment (83)	File & Storage Cabinets (43)
Basic Supplies (23)	Filing & Storage (956)
Batteries (6)	Furniture Collections (120)
Binders & Accessories (569)	Ink, Toner & Ribbons (619)

WWW.OFFICEDEPOT.COM/YOURGREENEROFFICE

OR CLICK:
GREEN OFFICE

ON THE BSD HOME PAGE

Includes ~6,500 light green to dark green items.

Including light green items such as reusable cups, refillable pens and pencils and items with just 10% or 20% post consumer recycled content

▶ SMART GREEN STEP FOR SAVINGS: BUY REMANUFACTURED INK AND TONER CARTRIDGES

**Assuming \$75 price for OEM toner cartridges
vs. remanufactured at 10% average cost savings*:**

- ~ cost savings for one reman. toner cartridge: \$7.50
- ~ cost savings for 1000 reman. toner cartridges: \$7,500
- ~ cost savings for 10,000 reman. toner cartridges: **\$75,000**



- On average, toner cartridges weigh 2.5 lbs., and each new toner requires half a gallon of oil to make new plastic, therefore compared to virgin plastic cartridges estimated. benefits of one reman. toner cartridge =
 - 2.5 lbs metal and plastic saved from landfill
 - 0.5 gallons of oil not required for new plastic

▶ SMART GREEN STEP FOR SAVINGS: IF YOU PREFER OEM CARTRIDGES, CHOOSE MULTI-PACKS TO LOWER UNIT COST & PACKAGING [+ MANY HP CARTRIDGES ARE RECYCLED]

3 Cartridges, 1 box = lower unit price + lower packaging and shipping impacts



- Many HP LaserJet cartridges meet or exceed recycled content guidelines from the U.S. Environmental Protection Agency (EPA)
- Many HP LaserJet cartridges contain an average of 20% or more total recycled content*

³⁷HP cartridges are made with recycled pellets of plastic. This is different to a remanufacturing which reuses the whole cartridge shell without regrounding/reforming new plastic. Remanufactured cartridges are generally accepted to be "greener" than recycled ones; but recycled cartridges are greener than virgin plastic ones.

► SMART GREEN STEP FOR SAVINGS: SWITCH TO CFL'S – MAYBE REPLACE ALL INCANDESCENT BULBS?






Over \$7,000 net savings and over 70,000lbs of carbon dioxide emissions avoided over the life of just 100 Compact Fluorescent Lights

PLUS hassle reduction as you won't need to change burnt bulbs as often

Summary of Benefits for 100 CFLs

Initial cost difference	\$250
Life cycle savings	\$7,524
Net life cycle savings (life cycle savings - additional cost)	\$7,274
Simple payback of additional cost (years)	0.1
Life cycle energy saved (kWh)	46,000
Life cycle air pollution reduction (lbs of CO ₂)	70,840
Air pollution reduction equivalence (number of cars removed from the road for a year)	5.89
Air pollution reduction equivalence (acres of forest)	7.30
Savings as a percent of retail price	2425%

▶ SMART GREEN STEP FOR SAVINGS: SPECIFY ENERGY STAR / EPEAT TECH (SMALLER IS OFTEN GREENER)

EPEAT Quick Search Tool				
For Products Registered in United States				
				Totals
	BRONZE	SILVER	GOLD	
Desktops	5	31	57	93
Integrated Desktop Computers	0	38	7	45
Monitors	1	420	69	490
Notebooks	25	341	270	636
Thin Clients	0	6	0	6
Workstation Desktops	1	2	16	19
Workstation Notebooks	0	1	0	1
Total:	32	839	419	1290

* Integrated System is a desktop and integrated monitor as one product




Item 817695

► SMART GREEN STEP FOR SAVINGS: BUY REFILLABLE PENS & PENCILS [AND REFILL THEM!]

Pilot® Precise BeGreen Gel Retractable Rollerball Pens, 0.7 mm, Needle Point, Black Translucent Barrel, Black Ink, Pack Of 12

Item # 525768



Print Email

☒ Delivery only

\$17.99
dozen

Quantity

ADD TO CART

ADD TO LIST **COMPARE**

Overall Customer Rating:
Not Yet Rated

[Write the First Review](#)

Share this product

Notes:

- Contains Recycled Material
- Office Depot Exclusive Brands: Compare & Save!

Description Product Details **Related Items** Customer Reviews

Patented needle point technology delivers crisp, fine lines

- **Small 0.7 mm point for fine-line writing.** The needle point tip gives you ultimate control of your writing. Produce clear, legible text — even in the tightest spaces.
- **Smear-proof gel keeps your page neat!** Fluid gel ink glides on effortlessly and dries quickly to prevent smudges. It's waterproof and acid-free so it won't fade over time.
- **Traction pockets help you get a grip!** The soft rubber grip is dimpled with traction pockets to make your writing experience even more pleasurable.
- **Colorful translucent barrel shows your ink supply.** Fashionable and functional — know precisely when it's time to refill.
- **Contains 70.6% total recycled content.**
- **Refillable for continued use.**

Print Email

☒ Delivery only

\$17.99
dozen

Quantity

ADD TO CART

ADD TO LIST **COMPARE**

Overall Customer Rating:
Not Yet Rated




[Write the First Review](#)

Share this product

Notes:

- Contains Recycled Material
- Office Depot Exclusive Brands: Compare & Save!

Description Product Details **Related Items** Customer Reviews

	Quantity
 Zip Notes™ Refill Roll, 3" x 150", Pink Item #458030	\$4.46 roll <input type="text"/>
 Post-it® Super Sticky Pop-Up Notes, 3" x 3", Assorted Neon, 90 Sheets Per Pad, Pack Of 10 Pads Item #855155	Available \$17.39 pack <input type="text"/>
 Pilot® Rollerball Pen Refills, Fits Dr. Grip Gel, G-2, LTD & Executive Q7 Pens, Needle Point, 0.5 mm, Black, Pack Of 2 Item #453616	Available \$1.99 pack <input type="text"/>

Save up to 50% with refills
instead of discarding disposables

▶ SMART GREEN STEP FOR SAVINGS: SEARCH FOR “OFFICE DEPOT GREEN” BRANDED PRODUCTS

OFTEN SAVE MONEY COMPARED TO NATIONAL BRANDS
– AND MAKE A GREEN STATEMENT EVERY DAY



Item 480675



Item 850484



Item 810945



Item 416105

▶ SMART GREEN STEP FOR HEALTHIER INDOOR AIR:
CLEAN GREEN & SAVE BY BUYING BULK SIZES



Item 292585



Item 117345

► SMART GREEN STEP FOR HEALTHIER INDOOR AIR: SEEK GREENGUARD/SCS-INDOOR AIR CERTIFIED FURNITURE



► SMART GREEN STEP WITH MULTIPLE BENEFITS:
SWITCH TO RECYCLED CONTENT PAPER 30% OR 100%



Item 940 650



Item 521980

▶ THE RECYCLED “ATTRIBUTE” DELIVERS MULTIPLE GREEN BENEFITS

Benefits of Recycled Paper

Compared to copy paper made from 100% virgin forest fiber, a copy paper made from 100% recycled content reduces:

- total energy consumption by 44%
- net greenhouse gas emissions by 38%
- particulate emissions by 41%
- wastewater by 50%
- solid waste by 49%
- wood use by 100%

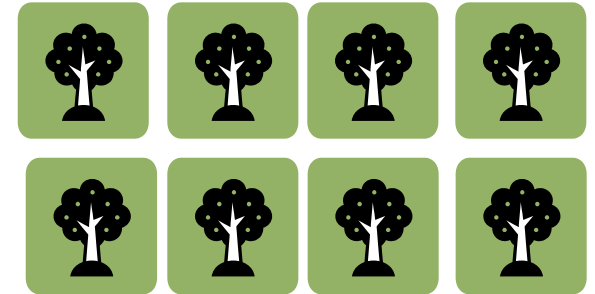
Source: Environmental Defense Paper Calculator.

► HOW DOES THIS HAPPEN? A VISUAL DEPICTION

12 cases (1/mth) virgin 8.5x11 ...



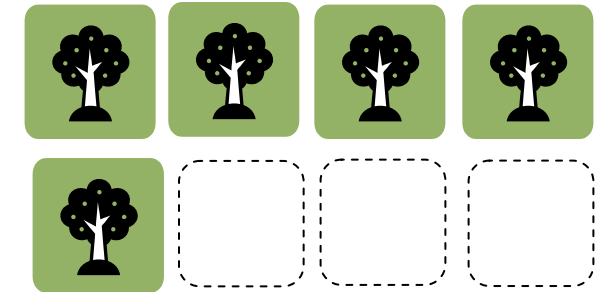
requires ~1 ton of wood...which requires harvesting ~8 trees



12 cases 30% recycled 8.5x11...



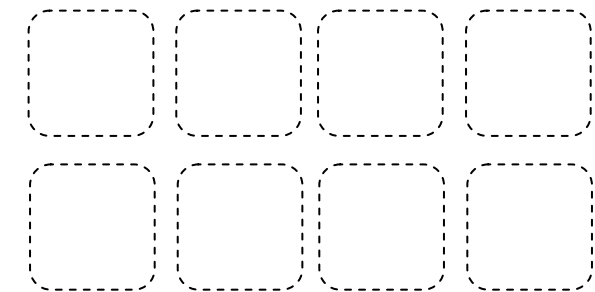
requires ~ 5/8 ton of wood...which requires harvesting ~5 trees



12 cases 100% recycled 8.5x11...



requires 0 tons of wood... which requires harvesting 0 trees



Source: www.papercalculator.org. Wood use measures the amount of wood required to produce a given amount of paper. The number of typical trees assumes a mix of hardwoods and softwoods 6-8" in diameter and 40' tall. Calculated collaboratively by Conservatree and Environmental Defense based on data from Tom Soder, Pulp & Paper Technology Program, University of Maine, as reported in Recycled Papers: The Essential Guide, by Claudia G. Thompson, The MIT Press, 1992. 1 ton of wood is the equivalent of of about 8 trees

▶ RECAP: FOUR MAIN WAYS TO A GREENER OFFICE THROUGH GREENER PURCHASING

1. GIVE ALL END USERS / PURCHASERS A GREEN BOOK

2. REVIEW OFFICEDEPOT.COM/YOURGREENEROFFICE

3. FOCUS FIRST ON WHERE YOU BUY MOST/CARE MOST

4. USE SAVINGS FROM LOW COST GREEN OPTIONS TO PAY FOR HIGHER COSTS FOR OTHER GREEN OPTIONS

▶ **BE GREEN: ENVIRONMENTALLY PREFERABLE
OFFICE / WORKPLACE OPERATIONS**

▶ SMART GREEN STEP TO BE GREEN AND SAVE GREEN: UPGRADE SOME PRINTERS / SWITCH TO DUPLEX



Item 825740

Paper has two
sides, paper
has two sides,
paper has two
sides,
Paper has two
sides, paper
has two sides

Paper has two
sides, paper
has two sides,
paper has two
sides,
Paper has two
sides, paper
has two sides,

My back has
been used

[!]

My back has
been used

[!]

**REDUCE PAPER
USE & FUND
GREENER PAPER
PURCHASING**

► SMART GREEN STEP TO BE GREEN AND SAVE GREEN:
INSTALL POWER STRIPS AND SWITCH THINGS OFF!



Item 711335

75% OF ENERGY FOR
HOME AND OFFICE
ELECTRONICS IS
CONSUMED BY
PLUGGED-IN ITEMS THAT
ARE NOT BEING USED

Source: US Department of Energy, "[Home Office and Home Electronics.](#)" 15 Jan 2008

USDA UNPLUGGED
PROGRAM DELIVERED
NEARLY \$90,000 IN
ENERGY SAVINGS IN
JUST ONE MONTH OF
IMPLEMENTATION IN DC



Item 899990

► SMART GREEN STEP TO BE GREEN AND SAVE GREEN:
BUY REUSABLES ONCE AVOID RE-BUYING DISPOSABLES



Item 977540

[Seek metal or
BPA-free to be
Greenest]

IN ONE YEAR AVOID WASTING
600 DISPOSABLE BOTTLES &
600 DISPOSABLE CUPS

IF YOU ON AN AVERAGE
WORKDAY YOU DRINK ONLY:

3 BOTTLES OF WATER
3 CUPS OF COFFEE



Item 832072

► SMART GREEN STEP TO BE GREEN: RECYCLE THE MOST COMMON RECYCLABLES IN THE OFFICE...



Item 494682



Item 513470



In store box, or Tech Trade-In program:
See www.officedepot.com > Our Services

► ...INCLUDING EMPTY INK & TONER CARTRIDGES

PICK-UP BY OFFICE DEPOT DRIVER

1. Protect each empty ink or toner cartridge during shipment - by wrapping it in newspaper or using old packaging.
2. Place cartridge in its original box or place multiple protected cartridges in a cardboard box (used paper boxes work well). *Please do not mix ink and toner cartridges in the same box to help avoid damage.*
3. Close and seal the box and hand it to your Office Depot driver when you get your next office supply delivery.



SHIP DIRECTLY TO RECYCLING FACILITY

1. Order a free Ink Cartridge recycling box (SKU# 621558) or a free Toner Cartridge recycling box (SKU# 650988).
2. Protect each empty cartridge during shipment by wrapping it in newspaper or using old packaging.
3. Place used cartridges inside the specific Office Depot recycling box for ink or toner. *Please do not mix ink and toner cartridges in the same box to help avoid damage.*
4. Repeat this process until the box is full and then close and seal the box.
5. Add the pre-labeled box to regular UPS pick up: shipping is free.



621558

650988

CS.SS.12.4.07.09

► SMART GREEN STEP TO SAVE FUEL & PACKAGING:
ORDER WEEKLY OR BIWEEKLY INSTEAD OF DAILY

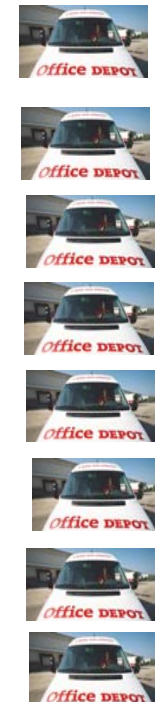
5 days a week



3 days



1 day



EVERY OFFICE DEPOT DELIVERY RESULTS IN EST. AVERAGE
OF 4.74 LBS OF CARBON DIOXIDE EMISSIONS

▶ RECAP: FIVE MAIN WAYS TO A GREENER OFFICE THROUGH GREENER PRACTICES

1. PRINT DOUBLE-SIDED WHEN FEASIBLE

2. STOP PHANTOM POWER

3. USE REUSABLES

4. RECYCLE RECYCLABLES

5. REDUCE DELIVERY FREQUENCY

▶ **SELL GREEN: ENCOURAGING
ENVIRONMENTALLY POSITIVE BEHAVIOR**

▶ SELL GREEN BY RECOGNIZING OLD GREEN VS. NEW GREEN APPROACHES - AND FOCUS ON THE NEW

OLD GREEN

- Binary: Green vs. Not Green
- One green attribute: recycled
- Preachy
- Guilt-Inducing
- Negative focus: the problem
- Granola Crunchy
- Leaves, trees, brown imagery
- Perfection
- Transformation
- Berkeley

NEW GREEN

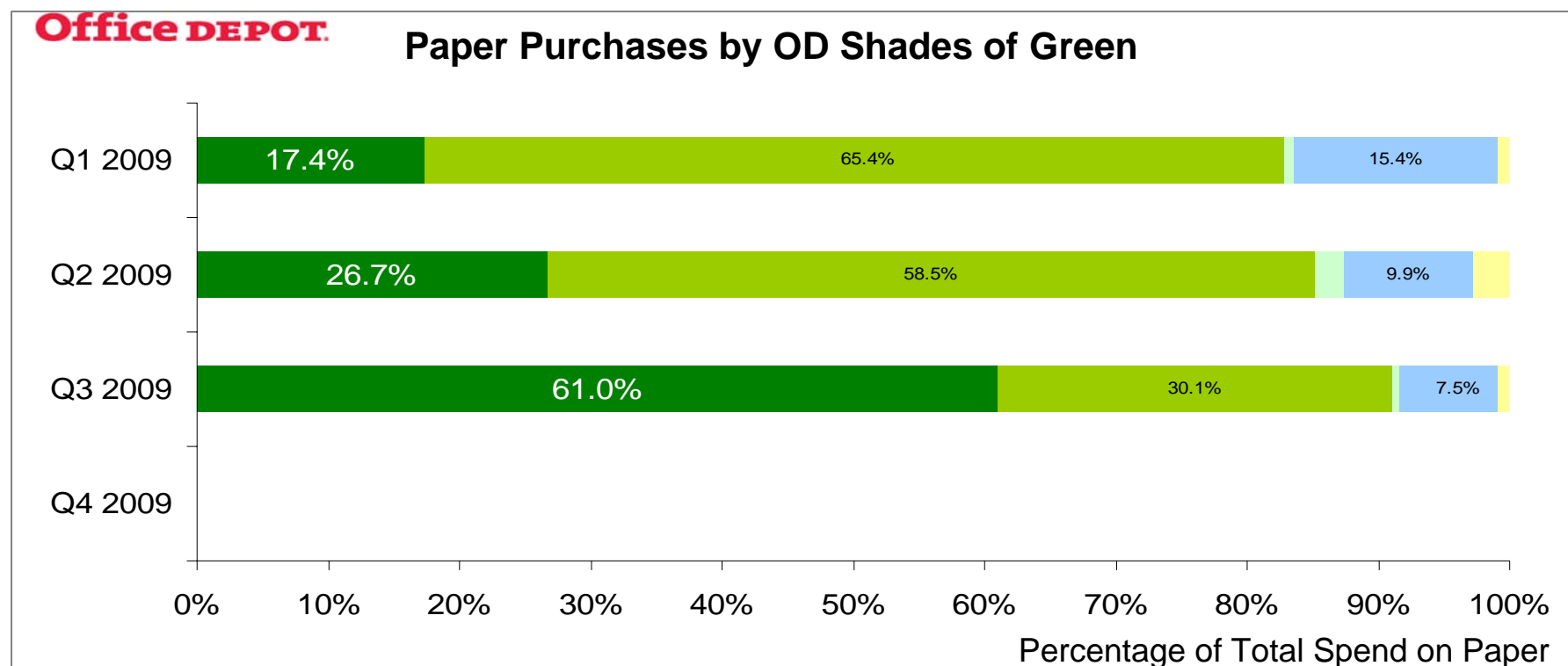
- Shades of Green
- Various green attributes
- Friendly
- Quietly Educational
- Positive focus: the solution
- Crisp and Modern
- Clean, bright imagery
- Progress
- Small Steps
- Manhattan

► SELL GREEN BY ENGAGING OTHERS, SOFTLY



1. Identify decision makers and influencers & involve them
 2. Identify nay-sayers and champions & Involve them
 3. Identify business priorities
 4. Identify environmental priorities
 5. Develop the case
 6. Start small
 7. Implement
 8. Track results with data
 9. Share results
 10. Celebrate Wins
- + Reward leaders**

► EXAMPLE REPORTING TO ENCOURAGE PROGRESS: [OFFICE DEPOT GREEN BUSINESS REVIEW]



90%-100% Post consumer recycled

30%-89% Post consumer recycled

10-29% PCR/FSC certified virgin

Certified to Sustainable Forestry Initiative (SFI) / Canadian Standards Association (CSA) / Program for Endorsement of Forest Certification (PEFC) Standards + ECF Bleached Meets Office Depot's "Eco-expectation for paper

Unknown or Undisclosed Attributes
No known Forest Certification
Or
0% Post Consumer Recycled Content

► SELL GREEN BY ACCEPTING THAT ALL STEPS MATTER

