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Sustainable Office Supplies

Recommendations from the Office of Sustainability for purchasing at Staples

When completing purchasing for your department, use this quick guide to select more sustainable options for traditional office materials. In general, office supplies made from recycled materials, not bleached or containing harsh chemicals, and/or are reusable are preferred.

This document is created to support the online training, introduction to sustainability at Concordia for employees.

Paper:

[Staples FSC-Certified Copy Paper - 20 lb. - 8.5" x 11" - White - 5000 Sheets](#) - STP17029

[Staples FSC-Certified Multiuse Paper - 20 lb. - 8.5" x 11" - White - 5000 Sheets](#)- STP18896

[Staples FSC-Certified 30% Recycled Copy Paper - 20 lb. - 8.5" x 11" - White - 5000 Sheets](#) - STP572356

[Staples FSC-Certified 30% Recycled Copy Paper - 20 lb. - 8.5" x 11" - White - 500 Sheets](#) - STP572357

[Staples FSC-Certified Multiuse Paper - 20 lb. - 8.5" x 11" - White - 500 Sheets](#) - STP40439

[Domtar FSC Certified EarthChoice30 Recycled Office Paper, 20lb., 8.5" x 11" - White - 500 Sheets](#) - DPP1842

[Earth's Choice 30 Recycled 3-Hole Punched Copy Paper - 8.5" W x 11" H - 500 Sheets](#) - DPP3965

[Xerox Vitality Multipurpose Printer Paper 100% Recycled - 20 lb. - 8.5" x 11" - White - 5000 Sheets](#) - XER3R11376

Envelopes:

[Staples #2 Padded Mailers - 8-1/2" x 12" - 10 Pack](#) - STP18614

[Staples 100% Recycled Kraft Crimped Mailing Tubes - 2" x 36"](#) - STP20834

[Staples 100% Recycled Kraft Crimped Mailing Tube - 2" x 24"](#) - STP20833

[Staples #0 Padded Mailers - 6" x 9" - 10 Pack](#) - STP18613

[Staples Self Seal Padded Mailer - #1 - 7.5" x 12" - Kraft - 100 Pack](#) - STP20429BX

[Staples 100% Recycled Kraft Crimped Mailing Tube - 2" x 18"](#) - STP20832

[Crownhill 100% Recycled Letter Size Kraft Padding Boards - 25 Pack](#) - CLL80025

[Staples #5 Padded Mailers - 10-1/2" x 16" - 10 Pack](#) - STP18618



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Tape:

[Scotch Eco-Friendly General Purpose Masking Tape, 36mm x 55m](#) - MMM205536NP

Notepads:

[Staples 100% Recycled Pad - 8-1/2" x 11-3/4" - White - 50 Sheets - 12 Pack](#) - STP18590

[Staples 100% Recycled Pad - 5" x 8" - Narrow Rule - White - 50 Sheets - 12 Pack](#) - STP18592

Boxes:

[Staples 100% Recycled Storage Box, 8 Pack](#) - STP1010302

[Staples Basic-duty 100% Recycled Storage Box, 4 Pack](#) - STP1010301

[Staples Mailing Box, 22" x 18" x 12", White, 3 Pack](#) - STP16314

[Staples Corrugated Boxes, 11" x 8" x 2" White, 2 Pack](#) - STP16312

Compostable Plates:

[Perk Compostable Paper Plates, 9", White, 250 Pack](#) - PKRPK56339

[Perk Compostable Paper Bowls, 12 Oz., White, 125 Pack](#) - PKRPK56335

[Ecodinnerware 9" Eco Round Plate - 1000 Box](#) - ECDECO9R

[Eco Guardian Compostable Bagasse Plates, 10", 500 Pack \(EG-N-A005\)](#) - ECGEGNA005

[Eco Guardian Compostable Bagasse Plates, 6", 1000 Pack \(EG-N-A004\)](#) - ECGEGNA004

[Eco Guardian Compostable PLA-Lined Paper Bowls, 12 oz, 500 Pack \(EG-P-PL-S12\)](#) - ECGEGPPLS12

[Eco Guardian Compostable PLA-Lined Paper Bowls, 8 oz, 1000 Pack \(EG-P-PL-S08\)](#) - ECGEGPPLS08

Paper towel:

[Cascades PRO Perform Roll 1-Ply Towels for Tandem - Natural - 775' - 7 3/4" Width - 6 Pack](#) - CCDT115

[Coastwide Professional 2-Ply Jumbo Bathroom Tissue - 6 Pack](#) - CWPCW58339

[Coastwide Professional Standard 2-Ply Bathroom Tissue - White - 48 Pack](#) - CWPCW58336

[Coastwide Professional Multifold Paper Towels - Natural - 16 Packs of 250](#) - CWPCW58334

[Coastwide Professional Hardwound Paper Towels - Natural - 6 Roll Pack](#) - CWPCW58337



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Compostable Cups:

[Eco Guardian Compostable PLA-Lined Hot Drink Paper Cups, 10 oz, 1000 Pack \(EG-P-PL-K10-W50\)](#) - ECGEGPPLK10W50

[Eco Guardian Compostable Paper Cups in Sleeve, 12 oz, 64 Pack \(EG-PL-K12-S08-L\)](#) - ECGEGPLK12S08L

[Perk Compostable Cold Cup, 12oz, 300 Pack](#) - PKRPK56196

[Perk Compostable Paper Hot Cup - 12 Oz. - White Green - 50 Pack](#) - PKRPK56224

[Perk Compostable Paper Hot Cup - 10 Oz. - White Green - 50 Pack](#) - PKRPK56225

Straws:

[Ecodinnerware Bendable Paper Straw - 233mm - 2000 Box](#) - ECDECOST20

Cutlery:

[Eco Cutlery PSM - 3 Packs of 1000](#) - ECDECOPSPFSK

[Perk Mediumweight Compostable Knives - White - 300 Pack](#) - PKRPK58396

[Perk Mediumweight Compostable Plastic Assorted Cutlery - White - 360 Pack](#) - PKRPK58399

[Perk Mediumweight Compostable Spoons - White - 300 Pack](#) - PKRPK58398

[Perk Mediumweight Compostable Forks - White - 300 Pack](#) - PKRPK58397

[Perk Mediumweight Plastic Assorted Cutlery - White - 300 Pack](#) - PKRPK56385

Paper Hot Cup Sleeves:

[Perk Paper Hot Cup Sleeve - Brown - 500 Pack](#) - PKRPK56228

Ball point pens:

[Paper Mate FlexGrip Ultra Recycled Retractable Ballpoint Pen - 0.8mm - Blue Ink](#) - PAP95601

[Paper Mate FlexGrip Ultra Recycled Retractable Ballpoint Pen - 1.0mm - Blue Ink](#) - PAP95101

[Paper Mate Flexgrip Ultra Ballpoint Pens - Retractable - 0.8mm - Black](#) - PAP95801

[Paper Mate FlexGrip Ultra Recycled Stick Ballpoint Pen - 0.8mm - Black ink](#) - PAP96801

[Paper Mate FlexGrip Ultra Ballpoint Pens - 1.0mm - Red Ink](#) - PAP96201

[BIC ReVolution Clic Stic Ballpoint Pens, Retractable, 1.0mm, Blue, 12 Pack](#) - BICCSEM11BE

[BIC ReVolution Clic Stic Retractable Ballpoint Pens - 1.0mm - Blue - 10 Pack](#) - BICCSEM10BLU



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Gel pens:

[Zebra Sarasa Eco Gel Retractable Pen - Medium Point - 0.7mm - Blue Ink - ZEB41120](#)

Retractable Correction Tape Pens:

[BIC Wite-Out Brand ECOLutions Mini Correction Tape - White - BICWOETP11](#)

Cleaning Supplies:

[Brighton Professional Clear & Mild Foam Handwash Refill for LTX-12 Dispenser - 1200 mL - 2 Pack - STP21899](#)

[GOJO Green Certified Foam Hand Cleaner, 222mL Pump Bottle - GOJ571506](#)

[Gojo Green Certified Foam Hand Cleaner Refill for TFX Dispenser - 1200 mL - 2 Pack - GOJ566502](#)

[Brighton Professional Citrus Ginger Foam Hand Soap - 1250 mL - 3 Pack - STP21891](#)

[Purell Advanced Hand Sanitizer Foam Refill for ADX-12 - 1200 mL - 3 Pack - GOJ880903CAN00](#)

[Sustainable Earth by Staples Lotion Hand Soap - Fruit Scent - 3.78L - STPSA600378G4](#)

Missing from sustainability catalogue:

Cleaning Supplies:

[Green Works Dishwashing Liquid, Original, 650 mL \(CL01123\) CXS1023 \(discontinued\)](#)

Coffee filters

[Bunn Coffee Filters - 12 Cup - 1000 Pack - BUN201156000 \(wrapped in plastic\)](#)

Permanent Markers

[Jiffco Giant Size Medium Point Permanent Eco-Marker - Green - JILJK90GN](#)

[Jiffco Medium Point Permanent Eco-Marker - Blue - JILJK70BE](#)

[Jiffco Slim Line Extra Fine Permanent Eco-Marker - Black - JILJK7001](#)

Whiteboard markers

[Pentel Easyflo Refillable Whiteboard Marker - Chisel Tip - Red - PENMW60MB](#)



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[Pentel Easyflo Refillable Whiteboard Marker - Chisel Tip - Blue](#) - PENMW60MC

[Pentel Easyflo Refillable Whiteboard Marker - Chisel Tip - Green](#) - PENMW60MD

Pencils

[Dixon Primary Printer Pencil - #2 - Pre-Sharpened - Red](#) - DIX18997

[Dixon Primary Printer Pencil - #2 - Blue](#) - DIX18995

[Staedtler Lumocolor Non-Permanent Omnichrom All Surfaces Pencil - White](#) - STD1080

[Dixon Classmate Wood-Cased Pencils - #2 Soft - No Eraser - Yellow - 144 Pack](#) - DIX14011

Mechanical Pencils

[Paper Mate Advanced #2 Mechanical Pencils - 0.5mm - Black and Gun Metal Gray- 2 Pack](#) - PAP2128211

[Paper Mate HB #2 Mechanical Pencil Refills - 0.5mm - 3 Pack](#) - PAP66400PP

[Zebra M-301 Mechanical Pencil - 0.7mm - Stainless Steel Barrel](#) - ZEB54310

[Paper Mate HB #2 Mechanical Pencil Refills - 0.7mm - 3 Pack](#) - PAP66401PP

Erasers (nothing sustainable)

Highlighters:

[Staples Chisel Tip Pen-Style Eco Highlighters - Assorted Colours - 12 Pack](#) - STP27021

Sharpeners

[Staedtler Metal Blade Manual Pencil Sharpener without Receptacle - 1 Hole - Silver](#) - STD51010

[Time 4 Crafts Bamboo Pencil Sharpener, 1 x 1 inch, Pack of 12, Bamboo](#) - CTF44047DF12