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
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
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 - ECDECOPSPSFSK
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
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
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