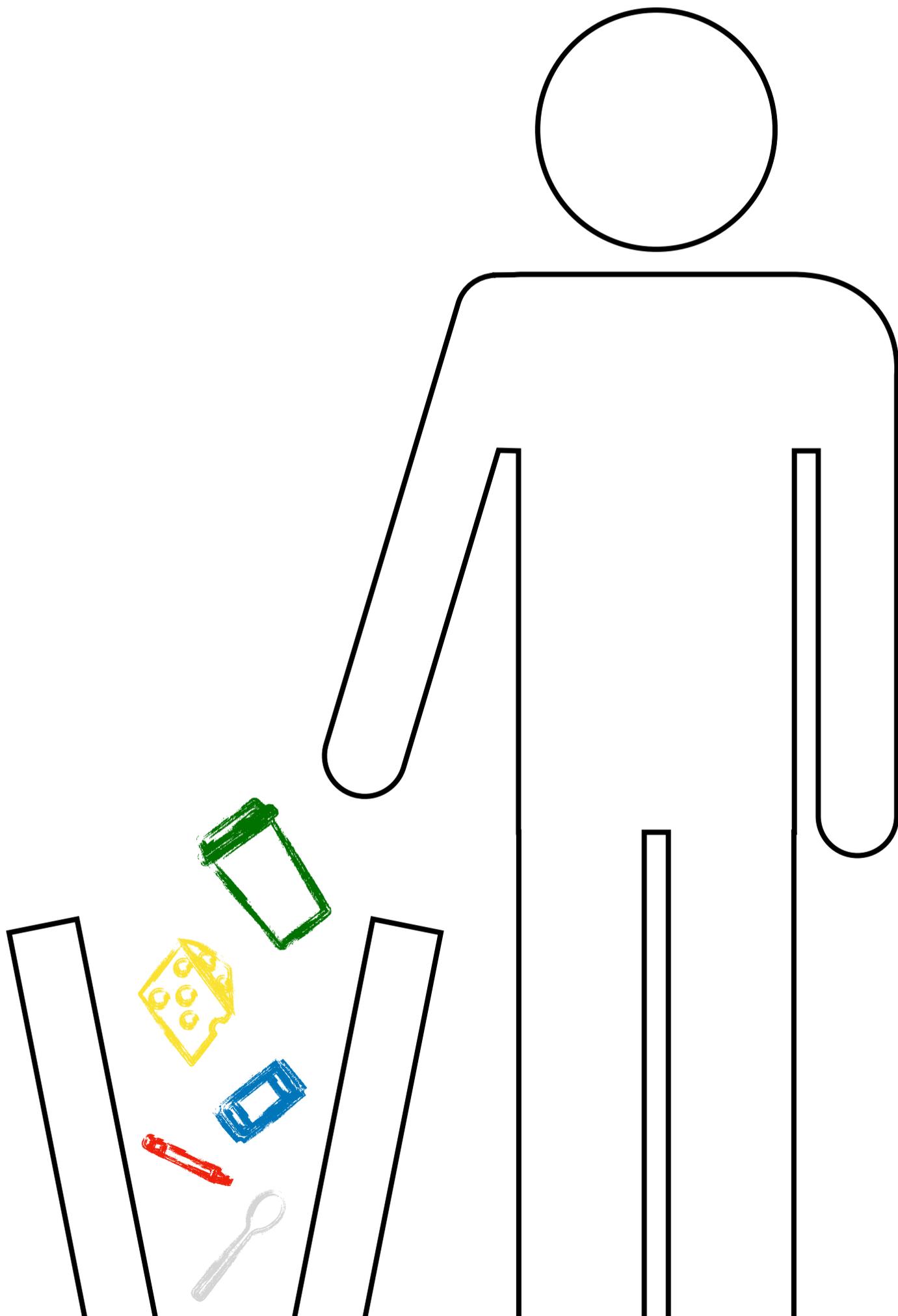


ECO-QUICK GUIDE

TOWARDS ZERO WASTE OFFICES AND EVENTS





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MASSACHUSETTS

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INTRODUCTION

The goal of this guide is to introduce the idea of being eco-resourceful in the workplace and at events in order to reduce or eliminate environmental and health effects caused by our buying and operational decisions. We hope this is just the first chapter of your new story.



The Story of Stuff - A relevant message 10+ Years later

"The Story of Stuff, originally released in December 2007, is a 20-minute, fast-paced, fact-filled look at the underside of our production and consumption patterns. The Story of Stuff exposes the connections between a huge number of environmental and social issues, and calls us together to create a more sustainable and just world. It'll teach you something, it'll make you laugh, and it just may change the way you look at all the Stuff in your life forever."

The Story of Stuff was written by Annie Leonard, Louis Fox, and Jonah Sachs, directed by Louis Fox and produced by Free Range Studios. Executive Producers included Tides Foundation and the Funders Workgroup for Sustainable Production and Consumption. It was released in December 2007.

More at storyofstuff.org



AT THE OFFICE

If almost everyone has a job, and most work in separate locations than their home, chances are most people have a unique work space filled with supplies and furniture that needs a sustainable intervention.

If you work in an downtown office and have a great view of the city, just look out and think of the quantity of paper alone in each window or room you can see. Imagine the cork boards, the filing cabinets, and the shelving. These spaces, the architecture, the facilities, and equipment, allow us to make amazing things come to fruition everyday and help to expand our potential. But what we often don't see, or what is so hard to grasp, is the reality of the environmental and health impacts our actions are having at work.

We like to think that someone else, some person in our organization, in our community, or in our leadership is thinking about this and making decisions on our behalf. But unless you have a director of sustainability who is actively communicating and demanding better for the employees, it is up to each individual to think about the big picture and take care and pride in making choices that are responsible.

This section will cover a few examples on how to approach different office supplies and give some "this or that" entries to spark debate for deciding on which options are actually the best route. At the end of our guide is the **Our Discoveries** section that lists some products to consider when having to make new purchases.

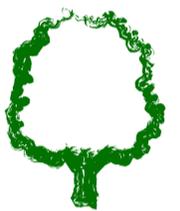


PAPER

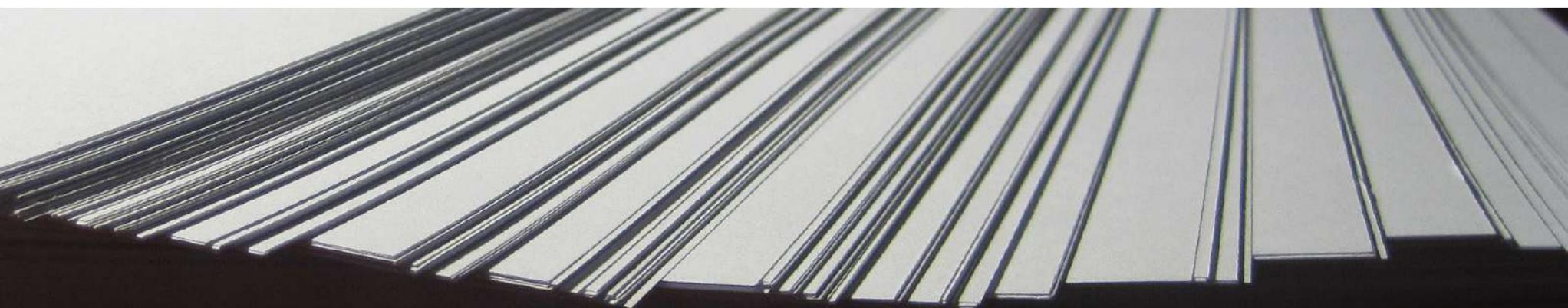
The most ubiquitous item of our office lives offers one of the best and most important opportunities to reduce our waste.

You might be thinking, isn't paper the most recycled item in offices today? Sure, the blue recycle bin is present in most offices (which is great!), but the real question to be asking is where is all our paper coming from? Where is the pulp sourced? How and where is it made? What is the recycled content? What processes are used to dye the paper? How efficiently are you using it?

Selecting Paper: A great resource we found for understanding how to responsibly choose paper is conservatree.org. For us our main uses of paper is in brochures, flyers, posters, table signs, business cards, and large easel note pads. To begin it's best to review what items you currently use and then search for the option that fits the triple bottom line. Taking inventory of what you have on hand is the number one priority, as going through all existing paper is the most responsible move to make.

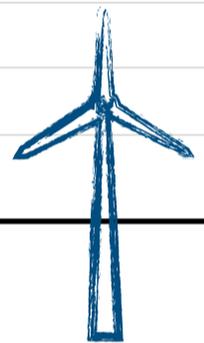


When ordering large bulk promotional items, or looking for a printer for your magazine or newsletter for example, companies like Recycled Paper Printer, Inc. of Boston are a responsible choice as they only print on recycled paper and are powered by renewable energy. More info recycledpaper.com.



**PRODUCT COMPARISON****Staples Card Stock
8 1/2" x 11"****Color Copy 100%
Recycled PC White
Card Stock - 8 1/2 x 11****Strathmore Premium Smooth
100% PC White Card Stock
8 1/2" x 11"**

Manufacturer	Staples	Mohawk	Mohawk
Recycled Percentage	10%	100%	100%
Carbon Neutral			✓
FSC Certified		✓	✓
Lignin Free		✓	✓
Made using Renewable Energy		✓	✓
Processed Chlorine Free			✓
Paper Weight	110 pound	80 pound	80 pound
Brightness	92	96	96
Color	White	White	White
Printer Type	Laser	Laser	Laser
Cost (Per 250 Sheets)	\$13.39	\$22.47	\$34.97
Shipping	\$9.95	\$13.00	\$13.00
Total Cost	\$23.34	\$35.47	\$47.97



When looking for paper there are certain specs you should look for. Our search for responsible card stock serves as a great example. Back to the blue bin first, where is all that paper going? We should reclaim it as much as possible. Considering that the environmental impact has already occurred when the material was extracted originally, why get paper from a new source and cause more extraction? Thus is important to source items with high recycled content. Is it possible to get **100% Recycled Content** today.

Regardless of new content, or recycled, the **FSC Certified** label is important to making sure that the very beginning of the papers journey is started responsibly. **Processed Chlorine Free** is the new label for paper items, which lets you know that harmful chemicals are not being used to bleach the paper to the white finished we have come to expect.

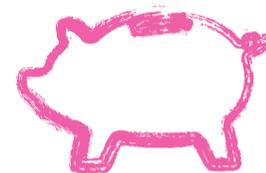
Nice to have specs would be if it is **Produced Locally, Carbon Free**, and with **Renewable Energy**. For us, Mohawk paper is made in New York and is a more local option.

If we are conscious of our use, the prospective increase in price could be worth the knowledge that our choice is better. A intermediate option could move us towards this goal, while allowing this "perfect" option to get more economically viable as time passes.

FOLDERS

Keeping our papers clean, pristine, and organized is the duty of our friendly neighborhood two pocket folder. Often called a presentation folder, the two pocket design can be used to present information to a potential client or patron, with the option of exterior branding or the inclusion of a business card in a holder in most designs.

A good first step towards responsible use is specifying a single folder for both internal office use and for marketing. If you often use file cabinets, using a specific file folder may work for you. Buying a single folder for all options reduces employee stress around selection and ordering, it allows for flexibility, and often meets the triple bottom line with economy as buying in bulk can reduce the cost per unit.



A big environmental impact to consider when choosing folders is the dye or color used to manufacture it. Decide if you need to specifically have colored folders to match branding needs, or could you go for an option with a natural finish?

Our Pick



Guided's two pocket presentation folder offers a robust recycled kraft chipboard construction that maximizes lifetime through durability, but also is dye free and 100% recycled. It is manufactured in the USA reducing the embodied energy of transport.

They also have ink and foil stamp branding options, giving the possibility of personalizing for your company or organization with logos or event branding. If you are a non-profit, you can also benefit from a discounted rate. View products and get more info at [guided.com](https://www.guided.com).

For us, unbranded works for our needs as it give more flexibility in its use. We are looking at getting a custom stamp with organic ink to brand the folders as needed, plus have the stamp to brand other items as well, like envelopes, flyers, or gift wrapping.



PENS

Our capacity to scribe down our thoughts has been a powerful evolutionary trait that today may seem like an archaic practice in the emergence of digital notepads and word processing. But pens today still have a very important role in jotting quick notes, filling out forms, or signing that important document.

Sitting and reading this you likely are within arms reach of some pen. Likely a cheap branded pen from a hotel you didn't visit, or from a company that gave you a promotional bag at a recent convention. Pens have somehow become a marketing go to. We have to bring this to an end. These pens are often not of high quality, nor do they appear to be designed to actually be a great pen to use. The bodies of the pens are almost impossible to recycle if it were not for programs like that offered by Terracycle. They cannot be reused, and have a minimal life. Not to mention the visual clutter and chaos of a pen cup stuffed with them.

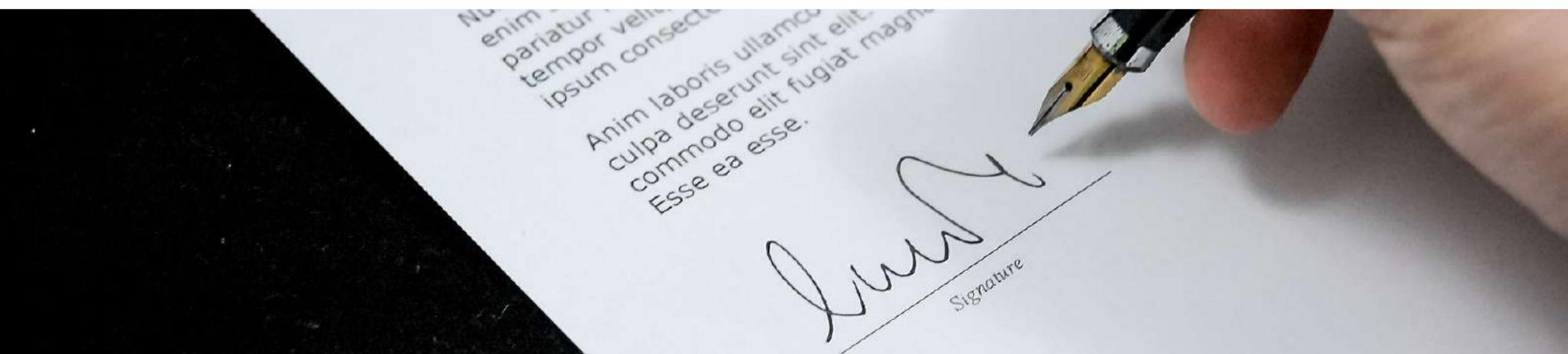
To start, don't buy into the temptation to throw them away. The most responsible move is to use them all, then recycle as possible. Don't buy new pens until you absolutely need them. And when you do, what should you look for?



Explore the world of fountain pens!

The perfect professional and environmentally responsible choice. These are durable, solid, and meant to last. Designed right, they can be used for everyday carry and be used to better represent your style and brand image. They are also refillable and you decide what ink you use. What chemicals are used? Is the ink organic? Where is it made?

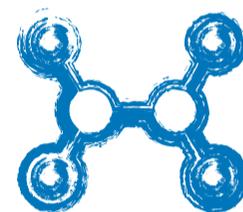
Sharing common ink sources among an office reduces waste and saves money on pens that are normally lost or thrown away because we have no reason to care for them. They feel disposable. Is a fountain pen too nice for public use? Look for office pens that offer refills and a body that can be recycled. Also find creative ways to reduce its use in the first place.



MARKERS

Paper or dry erase board markers make collaboration happen in real time everyday, and are a key instrument for leading and facilitating a group discussion. The interaction and spontaneity of engaging a topic or idea in real time on a big canvas opens us up to new ideas and possibilities. This feeds our mental health and abilities, but the nature of the marker's ink can cause us similar harm to our health through toxins and off-gassing. Just imagine the effects of inhaling these chemical or what happens when ink gets on your skin.

Volatile chemicals are added to help marker inks dry quickly, and fragrances often contain phthalates. They become indoor air pollution and even effect individuals who are not using the markers. Chemical solvents are to be avoided, so when looking at markers, avoid alcohol and solvent based markers which are often marked waterproof or permanent. Look for water based markers with an AP Label. Low Odor is also a good move.



Our Picks:

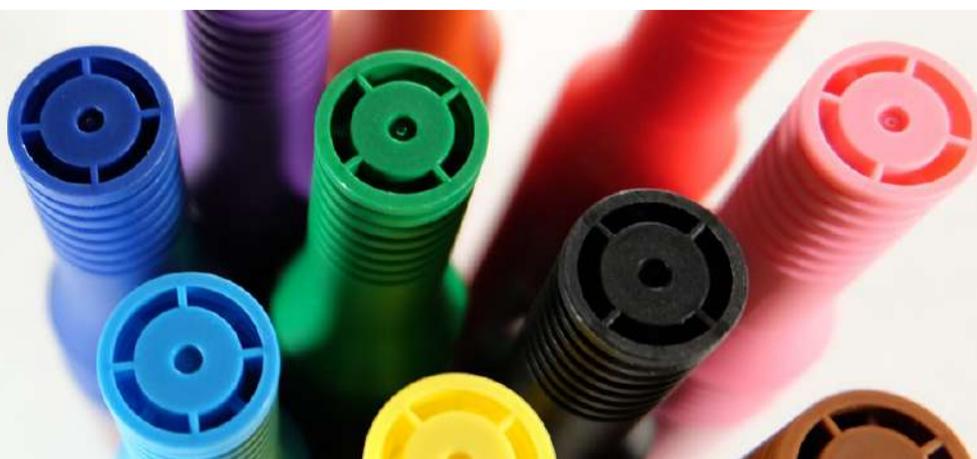
Just like with pens, refillable options are a great way of minimizing waste and prolonging life of what you have. Always use your existing stock before buying new.



Options for dry erase include EcoSmart or AusPen which are refillable markers that also include non-toxic responsible inks.

For paper markers, Edding's Ecoline, Neuland No.One, and some from Staedtler offer up more responsible options which include the ability to refill ink.

With these options, the tricky part can be finding availability in the US. It seems like our friends abroad have been busy finding better alternatives already.



📎 STAPLES OR PAPERCLIPS?

Paper fasteners make up an interesting market in the office place. They are so well known that a mainstream office supply store is named after one.

Excluding bigger fasteners that rely on hole punches, or large binder clips, which is a more sustainable option, staples or paperclips?



PRODUCT COMPARISON

Staples

Paperclip

Material	Steel	Steel
Recycled Content	No	Yes, up to 100%
Use	Stapler / Remover	Self sufficient
Reusable	No	Yes
Durability	High	Medium
End of Life	Blue Bin Recyclable	Blue Bin Recyclable
Typical Units per Box	5,000	100
Typical Units per purchase	10,000	1,000
Cost	\$7.00	\$7.00
Units per penny spent	14	1.4
Typical page holding capacity	20	20
Our Winner	✗	✓
Why?	One time and needs a stapler	Reusable and Self Sufficient



☐ NOTEBOOK OR COMPUTER?

Digital signatures and cloud streaming are bringing in an aspect of convenience and ease that makes a technology filled life more attractive. In transition now is the handy note book or pad that allows spontaneous and battery free use of a space to write down thoughts, jot notes, make lists, and create drawings.

The prevalence of portable electronics like the iPad with Apple Pencil, make the prospect of having a digital note book that serves the same purpose more realistic.

So which option is more sustainable or is the better option? Physical or Digital? Use the matrix below as a spark for personal and office debate. Maybe for you its both.

Physical

- + Can use writing utensil of choice.
- + There are different pad / paper sizes.
- + Its accessible.
- + No batteries are required.
- + Can use multiple to organize use.
- + Easy use on the go and outdoors.
- + Is inexpensive.
- + Is recyclable.
- + Is often made of renewable materials.

- Is vulnerable to loss and damage.
- Information is in one spot.
- Cannot search notes quickly.
- Have to digitize information separately.
- Standalone item to carry along.
- Rigid format can limit use.
- Have to buy more when full.
- No security against unauthorized access.
- May be redundant if using computer.

Digital

- + Information can be backed up.
- + Information can sync between devices
- + Multi-functional device.
- + Allows multimedia.
- + Photos can be manipulated or noted on
- + Type or stylus input.
- + Has a search feature.
- + Easy delete and editing of information.
- + Copy and paste into a project.

- Needs power and uses energy.
- Can be expensive.
- One device limits multitasking and lending.
- Learning curve of software.
- No immediate use.
- High embodied energy.
- Rare materials inside.
- Hard to use outside and on the go.
- Internet is sometimes required.



🌿 HEALTHY SPACE

Workplace health has been a hot topic of internet obsession as of recent, with discussions of standing desks and access to outdoor spaces as the latest investments of large companies to keep and attract talent.

When you compare us to other animals, we spend a lot of time “indoors.” We actually build our shelters so well that we often disconnect natural ventilation from our spaces, and so mechanical units have to pump in fresh air and exchange out the old. These tight shells create a conditioned space that is effected by the choices we make, and these choices effect employee health and well being. Here are a few things that will make things better.

Toxic Materials: We are in the beginning of a revolution to rid our spaces and lives of substances and ingredients that are having adverse effects on our health and the environment. The Living Building Institute’s Red list and Declare product label system offers a way to start to educate and inform on positive choices for the built environment. In your space, use products with low or zero volatile organic compounds and that have no red list materials. This can be from the furniture you speck, or the cleaners you use.



Plants and Sunlight: With the soup of chemicals present in our offices, adding plants like the Peace Lily, are known to clean the air while also bringing positive biophilic effects to us. To support the plants, and the people, good sunlight strategies are important to everything’s health.

Physical Health: Standing desks are on the rise, and for obvious reasons, we were not made to sit in a chair and at a desk all day. Giving the opportunity for employees to stand improves health and productivity. Same goes for giving different work spaces to allow a change in environment and a more relaxed occupation of space. Having a shared lunch space also encourages employees to break from their work and to engage with others as they choose.





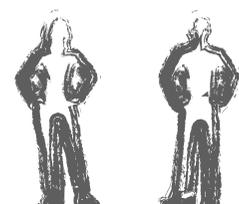
AT EVENTS

Sharing our passions and latest and greatest at events makes the work we do more meaningful by setting the stage for other people to participate and to engage.

Events are a marketing event like no other, and the selections we make, whether we like it or not, reflect on our values and on the care we give to those who visit.

The goal should be to run the most environmentally responsible and health promoting event that functions within the budget and other constraining factors. Just like in the office, we should challenge our buying options, operational decisions, and eco-resourcefulness to help write the next chapter of the story.

This section will cover a few examples on how to approach different event decisions and give some “this or that” entries to spark debate for deciding on which options are actually the best route.





VENUE SELECTION

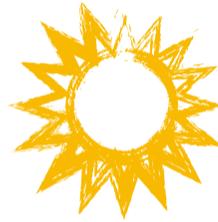
Selecting a desirable venue is the easy part, but actually getting that venue can be a challenge. Whether we like it or not, being in a venue implies we support that venue. Timing and budget can limit what can actually be available, so its important to do the best you can to run a responsible event and try your best to find a venue that matches your beliefs.

Buildings that have a green rating are always a good move. LEED, Living Building, Well, or Passive ratings are always a welcome sign for a good venue that likely practices environmentally responsible energy use and operations.

Other factors to look for / implement:

Natural light and ventilation when possible.

Limited VOC materials and environments.



Accessible location from public transit.

Bike parking / offer Bike valet.



🍴 CATERING

Keeping your guest fed keeps them engaged and energized. Providing them with organic and local goods keeps them healthy and lets everyone be environmentally responsible.

When shopping for catering for your event, there are a few key things to look for.

Local Support: Does the catering company source food from local farms and vendors? Doing so not only reduces the ecological footprint of growing and transporting, it supports the local economy. During the event, label all items with their origin farms and distributors to raise awareness. When providing beverages, try to source 100% domestic beverages, including locally sourced wines and beer.



Healthy Options: Can you provide at least 25% healthy options? These include things like fruits, nuts, vegetables, low fat items, whole grains, and low calorie items. Be sure to offer vegetarian and vegan options, one to meet dietary needs, and two, to reduce quantity of meat served, as it is a very water intensive ingredient. Also gluten free and kosher items should be considered.

Waste Practices: Does the catering company proclaim waste free / reduced practices? Do they compost at the kitchen and recycle food containers? Do they offer bulk food storage and liquid options to reduce packing and individual bottles? At the event, provide reusable serve ware whenever possible, when not available, use compostable products. Train staff on the recycling and composting processes, and to be stewards of responsible management of waste. For food leftovers, partner with organizations that collect food for donation. Some companies that do this are Rescuing Leftover Cuisine and Lovin' spoonfuls.



Encourage participants to bring their own water bottles or mugs to appropriate events.

Lastly, look to Incorporate WELL standards into food practices as much as possible. This benefits you, and it could also support the building owners mission.



GRAPHICS & COLLATERAL

Reusability and lifespan should be the focus for signs and banners at events, expos, conferences, and the like.

Signs: Having branding made for a unique event only gives that sign the lifespan of that particular occasion. Make branding more generic by just showing your logo and perhaps a small purpose statement. Have the smaller signs or handouts display the particular event or say why you are there. Be creative, and maybe larger signs have a section you can add or remove information from event to event.

For new items, print signage on recycled content, compostable, or reusable materials. Try to go for at least 25% post consumer content to be making a difference. Eliminate vinyl when possible and when requiring the use of lighting, choose LED.



For small and easel sized signs find alternatives to foam core. A direct replacement would be cardboard or similar paper based products. Invest a bit more in a more permanent option like a frame that you can insert large prints and posters into for each event, eliminating the use of new mounting boards every time. The design and materials of this new sign could be used to match the design and values of the brand.



Print outs: Your goal should be to print all collateral on 100% recyclable paper and make it recyclable in a standard municipal recycling stream. Paper handouts should also contain 100% post-consumer recycled content or FSC-Certified content. This can be branded onto the items as a source of education and advocacy. Try to print all graphics using non-toxic vegetable- or water-based inks.



NAME TAGS

Communicating our names and who we are is an important detail to include at events. The handy name tag has evolved over the years to its current form of typically a lanyard or bull clip with a vinyl holder. These are hard to recycle and the vinyl has a high impact on the environment and human health.

These tags usually make their way back with the visitor who usually has no need to use it again. They clutter up drawers or they end up in the trash stream and are lost into a landfill.

Reusable Tags: Finding an alternative is a good move. Look for ways to use a simple clip and paper option. The paper can then be customized for the participant, and then when the event is over, recycled in the proper bin. The clip can be salvaged and used for future events. If you have vinyl badges and lanyards, design a reuse strategy and collect the items at the end of the event. You can then reuse them for future events.

Permanent Tags: Look at how you are managing the name tags for staff, members, or board members, as you may be able to provide a more permanent and reusable solution for them. It would give your organization a more professional look and distinguish staff and members from those attending the event.



- Try to find plastic free alternatives, and metal free if possible. Spec material that is untreated and that is FSC Certified to limit your environmental impact.
- Choose renewable materials like wood that can be cut and engraved to include the designs and information you want. These then can become mementos for the staff to keep after their time with you, or they can degrade naturally after use.



GIFTS

Giving promotional gifts or selling merchandise has been a great way of spreading the word on your event or group's mission. This act could be of help and participants can enjoy what you provide, but what ways can you be more responsible with your environmental impact?

Swag Bags: Look for ways to give coupons or promotions to online virtual goody bags versus handing physical items to participants at events. If you do decide to make physical offers, give an option to volunteers or staff to opt out of receiving theirs to reduce the order and limit extra needed production and inventory.



Apparel: When providing t-shirts to staff, volunteers, participants, and for sale, be sure to source items that are made from 100% recycled material, are sourced domestically or are 100% organic cotton grown domestically. In addition, do your best to prioritize local and regional merchandise sourcing.

Non-Apparel: Have what you give and sell tell at least one sustainable story. This can be that it is fair-trade, recyclable, made locally or domestically, is organic, compostable, and the like. Think of items that are ethically responsible or can be seen as educational.



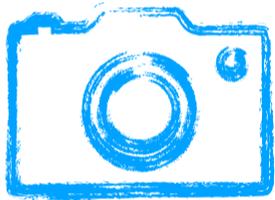
AWARDS

Recognizing the hard work of your community is important to fostering a environment of positive reinforcement and engagement in your field while also encouraging excellence.

The idea of a trophy, plaque, or medal can be intriguing and is often associated in our culture as being signs of excellence, but these often find themselves just cluttering up an office shelf, or box in the closet, serving no other purpose then to show off your accomplishments. Todays work environment makes it harder for individuals to feel comfortable displaying these things in fear of looking vain or boastful. Also open offices limit actually having the space.

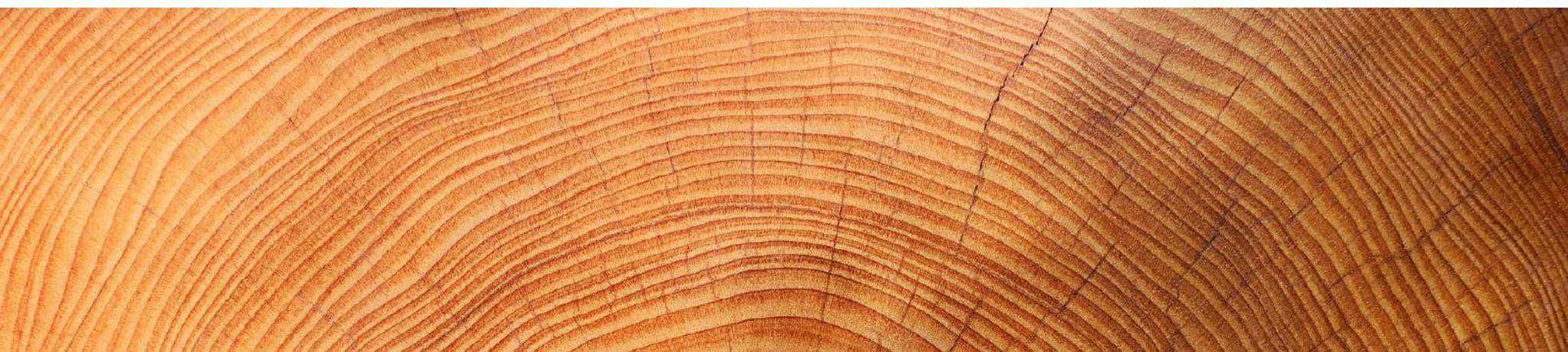


Be innovative and dare to be different.



Find functional alternatives to these types of awards. Like exclusive merchandise at the event, a photo op or meeting with the celebrity speaker, a gift card for a night out at a local restaurant, VIP access to another event, special publicity and marketing in your newsletter, a paid for experience or trip, free membership or access to your organization, entry into a hall of fame or records, or some other great perk you can imagine.

If you want to give them a keep sake, try for something made renewably and that is reusable. If some sort of trophy / medal, have it serve an additional purpose. As a pen cup, a picture frame, a coaster, a mirror, a bag, a mug, a beautiful fountain pen, business card holder, or some other item that give the item more then just a sedentary life.



CLEAN UP

Having planned and run this complex event with its extensive kit of parts, it is important to understand the aftermath of it all. During the selection of a venue, and during planning, be in contact with the event venue or local licensed hauler to plan for sorting recycling, trash, and food waste.



Staff: Enlist volunteers to sort recycling/trash and food waste and make sure all are well educated in recycling and composting. Keep people stationed at the barrels and bins to ensure contamination does not happen and everything is sorted.

Food: For extra food look into how you can donate it through programs like Rescuing Leftover Cuisine. For waste, composting is not always available, so look into partnering with groups like Bootstrap, Save our stuff, or Black Earth.



Inventory: Plan for what you are going to do with leftover mementos and merchandise. Is it possible to give it out at future events or is it event specific? Can you donate these items or sell them on your website?





REUSABLE OR DISPOSABLE TABLE LINENS?

Table linens have become a visual fixture of catered events with tables. They are also often required when renting tables as the quality and appearance of the raw table surface leaves a lot to be desired.

There is an emergence of disposable table linen options from companies that argue it is actually the more sustainable choice. They argue the water usage of reusables and the chemical absorption during use and cleaning process is having environmental and health impacts. Have a debate about what option is better, and use the points below to start.

Reusable

- + Appearance and feeling of quality
- + No waste
- + Available in many sizes and colors
- + Durable

- Can be expensive to rent
- Very high water use over lifetime for washing
- Cross contamination of cleaners and washing
- Cotton fabric has high energy production
- Have to coordinate with outside vendor

Disposable

- + Inexpensive
- + Fresh and Clean, no stains. No bleach.
- + Small water use during fabrication
- + Paper has low energy production
- + Available in many sizes and colors
- + Can self order or available with catering

- Lacks full quality of Linen or Cotton
- Materially wasteful after use
- Often comes in plastic packaging
- Not usually reusable



REUSABLE OR DISPOSABLE TABLEWARE?

For drop off catering, disposable tableware has been the norm. Recently the options for disposable ware has moved away from plastics as they have been ending up mostly in landfills or the ocean, into more compostable and plant based options. The issue is both of these options require industrial management to be in place after use in order to properly recycle or compost. Most of the compostable items will not decompose in the backyard.

Reusable ware on the other hand after manufacturing gets a lot of use, but causes issues when it comes to expense, transport, quantity, and cleaning. Have a debate about what option is better for you, and use the points below to start.

Reusable

- + Appearance and feeling of quality
- + No waste
- + Available in many sizes and colors
- + Durable

- Can be expensive to rent
- High water use over lifetime for washing
- Cross contamination of cleaners and washing
- Ceramics & Metals have high energy production
- Have to coordinate with outside vender

Disposable

- + Inexpensive
- + Fresh and Clean
- + Small water use during fabrication
- + Paper has low energy production
- + Available in many sizes and colors
- + Can self order or available with catering

- Lacks full quality of Ceramics & Metals
- Materially wasteful
- Often comes in plastic packaging
- Often have extra left that are unused





CONCLUSION

The goal of this guide was to introduce the idea of being eco-resourceful in the workplace and at events in order to reduce or eliminate environmental and health effects caused by our buying and operational decisions. We hope it has been helpful in sparking interesting investigations into how you operate and occupy your spaces and events, while also creating dialogue among your team on what options are the right fit for you and who is responsible for making these decisions. The next three sections are here to support you on starting the first chapter of your new story.

The **Our Discoveries** section lists some of the options we have considered or have selected for our use here in the office. We also include some additional supplies not listed here that we gained some increased knowledge in on our voyage.

The **Industry Labels** section lists some of the logos and product certifications you may come across. Its not an exhaustive list, but it will cover the basics.

The **Eco-Checklists** summarizes a lot of the guide section into quick lists for reference. Use them when looking into your current supplies and operations, and then apply them to find better alternatives for the future



Thank you for reading,
USGBC MA Chapter

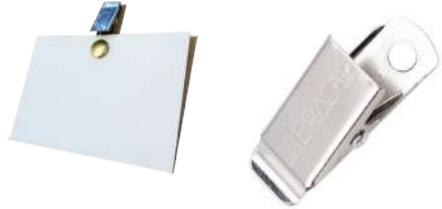


OUR DISCOVERIES

Here is a list of some of our preferred choices on a short list for now or the future.

	BRAND	ABOUT	#	\$
PAPER		EcoEnclose EcoEnclose 100% Recycled Office Paper is made from beautiful opaque vellum right here in the USA. Made completely with recycled fiber, using 100% wind power and manufactured carbon neutral. Processed Chlorine Free. Speckled Design. available at ecoenclose.com	500	\$30.00
		Mohawk Color Copy 100% Recycled PC White Paper - 8 1/2 x 11 in 28 lb Writing. 100% Recycled. FSC Certified, Lignin Free, Made Using Wind Power, Recycled Content. available at thepapermillstore.com	500	\$22.00
		Envirographic Envirographic 100 COLORS White Paper - 8 1/2 x 11 in 20 lb Bond Smooth. 100% Recycled. FSC Certified, Processed Chlorine Free. Made in USA. available at thepapermillstore.com	500	\$15.00
FOLDERS		Guided Standard 8.5" x 11" paper, two pocket recycled presentation folder. Made from thick and durable 20pt 100% recycled kraft chipboard. Great for presentations, marketing materials or storage. Made in the USA available at guided.com	30	\$39.60
		Earthwise Earthwise® by Oxford® 100% Recycled Twin Pocket Folders, Letter Size, Natural, 10/Pack 8.59 a pack. available at staples.com	30	25.77
		Naked Binder Naked Pocket Folders make a big impression with a small footprint on the planet. Environmentally friendly, recycled and recyclable pocket folders made in the U.S.A. available at staples.com	30	42.90

	BRAND	ABOUT	#	\$
PEN		Pilot * Great entry pen for beginners Metropolitan Fountain Pen. Featuring a metal body and smooth steel nib, the Metropolitan is a perfect choice for new and experienced fountain pen users. It comes in a gift box with one black ink cartridge and a converter. available at jetpens.com & gouletpens.com	1	\$15.50
		Lamy * Great entry pen for beginners Lamy Safari Fountain Pen. A world-renowned pen manufacturer from Germany. Its Safari line features high-quality pens composed of sturdy plastic, steel nibs, and self-sprung metal clips. They have a unique, modern aesthetic, and are well-designed. available at jetpens.com & gouletpens.com	1	\$29.60
		Kaweco * Built to last Brass Sport Fountain Pen - made from solid brass with a raw finish that will darken and develop a unique patina over time, giving it an antique, vintage feel. available at jetpens.com & gouletpens.com	1	\$87.00
		Kara Kustoms * Built to last The Fountain K is a compact, machined fountain pen that comes in aluminum, brass, and copper. It uses German-made Bock nib assemblies known for their quality and long life. Also included with each pen is a Schmidt K5 cartridge converter and 5 black Monteverde short international ink cartridges. Made in USA available at karaskustoms.com & gouletpens.com	1	\$105
MARKER		Edding's Ecoline Whiteboard and Flipchart Markers. Sustainable EcoLine markers – at least 90% of the total plastic used is made from recycled material (83% post-consumer) Refillable available at amazon.com	4	\$9
		Neuland No.One Neuland No.One®, wedge nib, 10-Set. Ergonomic finger grooves. Unique and simple refill system uses nontoxic water-based ink that will not bleed through paper, and will refill your NoOne 22 times. available at us.neuland.com	10	\$18.00
		Staedtler Lumocolor Whiteboard and flipchart markers. Water-based, low-odor ink will not bleed through on most papers, and it dries in seconds. available at jetpens.com	4	\$8.50

	BRAND	ABOUT	#	\$	
NAME TAGS Vinyl Free option using paper with simple hardware		Paper: Mohawk Replacement for Avery label sheets	Color Copy 100% Recycled PC White Card Stock - 8 1/2 x 11 in 80 lb Cover. \$23 without paper service. With services added to separate tags, the Toal is \$55. 8 tags per sheets gives 2000 possible tags. Cost is about \$20 more then Avery, but offers FCS Certification and renewable energy production available at thepapermillstore.com	250	\$55
		Brady	Brady Clothing-Friendly Bulldog Clip (100/Pkg)	100	\$7
		ACCO	ACCO Solid Brass Paper Fasteners, 1 Inch Capacity, 100 Fasteners per Box (A7071504)	100	\$8
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FOOD		Basil Tree	Basil Tree is also devoted in sustainable practices, from purchasing ingredients and products from local sources to minimizing waste. In addition, Basil Tree received certification as a Women's Business Enterprise as well as an LGBT Business Enterprise. Provides a bin to collect dishes for reuse.		\$\$
		Better Life Foods	Better Life food offers a unique selection of food made from local ingredients. In addition, they also push for sustainability, providing reusable china rentals. All menu items are served in baskets, ceramic, metal and/or bamboo platters with fresh fruit, vegetables and/or herb garnish.		\$
		Fresh Food Generation	Mixing food and social justice with their food truck, Fresh Food Generation provides on-the-go meals to neighborhoods where healthy options are hard to find. With their dedication to the community, they take pride in sourcing all of their high-quality ingredients from local farms and businesses around Boston and New England. They are also committed to being a green company using recyclable tableware and utensils.		\$

Learn more at freshfoodgeneration.com



INDUSTRY LABELS

Here is a list of some environmental labels for products you may encounter in your planning.



The **AP (Approved Product) Seal** identifies art materials that are safe and that are certified in a toxicological evaluation by a medical expert to contain no materials in sufficient quantities to be toxic or injurious to humans, including children, or to cause acute or chronic health problems. Such products are certified by ACMI to be labeled in accordance with the chronic hazard labeling standard, ASTM D 4236, and the U. S. Labeling of Hazardous Art Materials Act (LHAMA).



Cradle-to-Cradle Certified, designed to be recycled. A model of industrial systems in which material flows cyclically in appropriate, continuous biological or technical cycles. All waste materials are productively re-incorporated into new production and use phrases, i.e. “waste equals food”.



A choice for **Fair Trade Certified™** goods is a choice to support responsible companies, empower farmers, workers, and fishermen, and protect the environment. In other words, it's a world-changing way of doing business.



The green frog certification seal indicates that a farm, forest, or tourism enterprise has been audited to meet standards that require environmental, social, and economic sustainability. The Rainforest Alliance is one of the founding members of the Forest Stewardship Council® (FSC®). Products that bear the **FSC mark** and the **Rainforest Alliance Certified seal** are sourced from forests that protect endangered species and forest areas of high conservation value, set aside a portion of land as forest reserve, provide workers with decent wages and protect their ability to organize. They Follow FSC guidelines that determine how, when, and where timber and non-timber forest products are harvested and respect the rights of local communities and indigenous people



FSC – Forest Stewardship Council: An independent, international organization that promotes responsible management of the world’s forests. They develop standards and a certification system and have become a recognized trade member. Branded with this logo means the paper or wood based material is sourced from a sustainable managed forest.



Green Seal is a non-profit environmental standard development and certification organization. Its flagship program is the certification of products, services, restaurants, and hotels. Certification is based on Green Seal standards, which contain performance, health, and sustainability criteria.



ECOLOGO Certified products, services and packaging are certified for reduced environmental impact. ECOLOGO Certifications are voluntary, multi-attribute, lifecycle based environmental certifications that indicate a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.



The **Global Organic Textile Standard (GOTS)** is recognized as the world's leading processing standard for textiles made from organic fibers. It defines high-level environmental criteria along the entire organic textiles supply chain and requires compliance with social criteria as well.



The **SFI** program has on-product labels to help customers and consumers identify exactly what they are buying: one SFI Certified Sourcing label and SFI Chain-of-Custody labels. SFI Standards promote sustainable forest management in North America and responsible procurement of forest products around the world.



ENERGY STAR is the trusted, government-backed symbol for energy efficiency helping us all save money and protect the environment through energy-efficient products and practices. The ENERGY STAR label was established to: Reduce greenhouse gas emissions and other pollutants caused by the inefficient use of energy; and Make it easy for consumers to identify and purchase energy-efficient products that offer savings on energy bills without sacrificing performance, features, and comfort.



ECO-CHECKLISTS

OFFICE PAPER

	100% Recycled Content
	FSC Certified
	Lignin Free
	Made using Renewable Energy
	Processed Chlorine Free
	Made Locally /or Domestically

PENS / MARKERS

	Refillable Body
	Water based Ink / Low Odor
	Refill Ink
	AP Label / Similar
	Recycled Content
	Made Locally /or Domestically

FOLDERS

	100% Recycled Content
	Un-dyed / Water based inks
	Made Locally /or Domestically

BINDING

	Recycled Content
	Reusable
	Recyclable

EVENT VENUE

	Green Facility / Rated
	Limited VOC materials
	Access to Public Transit
	Bike Parking / Bike Valet
	Beautiful Space

CATERING

	Locally Sourced
	Reusable or Low impact ware
	At least 25% Healthy selection
	Vegetarian / Vegan Options
	100% Domestic Beverages
	Bulk servings / No individual wrapping or bottles

GRAPHICS & COLLATERAL

	Reusable Signs
	25% Post Consumer content in banners and signs
	LED Lights when needed
	No Foam, Vinyl, or Plastic
	100% Recycled paper in handouts
	Non-Toxic vegetable or water based inks

NAME TAGS

	No Vinyl
	Reusable and Recyclable
	FSC Certified or 100% Recycled
	Plan for collection at end of event
	Permanent tags for staff

GIFTS

	Virtual / Digital items versus physical
	100% Recycled Content
	Sourced domestically, local better
	Apparel 100% Organic Cotton and/or Fair Trade
	Ethically responsible and/or education

CLEAN UP

	Educated Staff and Volunteers
	Set up food donation plan
	Ensure Composting is available
	Make plan for leftover merchandise

AWARDS

	Multipurpose Item
	Free Experience
	Marketing Recognition