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**Tips:**

* Many suppliers offer reusable and recycled products
  + Examples include paper, paper Towels, and toilet paper
* Some suppliers offer reduced packaging options as well
* Swap Opportunities with other businesses to swap out unused or unnecessary equipment will save both money from purchasing and from disposing.
* When purchasing, ask for electronic copies of receipts which reduces paper waste and can be used for an easy to find database

**Examples in Smart Businesses:**

* Barilla works with the "Virgin Cardboard Initiative" -- uses less energy to produce, produced by companies who plant a tree for each one that they cut down, still can be recycled by end consumer
* Danfoss packs most products in returnable
* The Loft uses BPA-free receipt paper as standard practice

**Ames Resources**

Donate unneeded office supplies to thrift stores, or the [Annual Ames Rummage Rampage](https://www.cityofames.org/Resident-Services/Sustainability/Rummage-RAMPage), where the equipment will find a new home.

**Other Resources**

[**Environmentally Preferable Purchasing**](http://www.epa.gov/epp/)

[Why E-invoicing?](https://taimer.com/blog/invoicing-billing/why-e-invoicing-benefits-challenges-small-businesses) The article discusses the beneficial opportunities organizations can take advantage of by moving their invoicing from old traditional paper form to a digital format.

Organizations of all sizes can use this [Green Procurement](https://sftool.gov/greenprocurement) database to do research on different types of equipment that you utilize daily within your operations.

This [Green Office Supplies](https://dolphinblue.com/collections/office-supplies) and [Webstaurant](https://www.webstaurantstore.com/47129/eco-friendly-disposables.html) website offer many options to consider when switching to eco-friendly products.

**LEED Certification**

The [U.S. Green Building Council](https://www.usgbc.org/)  is committed to a sustainable future through cost-efficient and energy-saving green buildings. Register your LEED green building project by following the link to get more information on certification in this program.

List of Green Products previously used by SBC participants:

* + Facial Tissues – Recycled Material (Envision 2-Ply Facial Tissues)
  + Napkins – Recycled Material (EnMotion – Georgia Pacific)
  + Kitchen Paper Towel Rolls – Recycled Material (Sustainable Earth by Staples)
  + Hardwound Paper Towel Rolls – Recycled Material (EnMotion – Georgia Pacific)
  + Toilet Paper – Recycled Material (Sustainable Earth by Staples)
  + 10” Paper Plates – 100% Bio Based (Eco Products Compostable Sugarcane)
  + 6” Small Plates – 100% Bio Based (Sustainable Earth by Staples)
  + 12 oz. Bowls – Bio Based (Sustainable Earth by Staples)
  + Copy Paper – 30% Recycled Material (Earth Choice)
  + Notebooks– Recycled Material (Ampad 25419 Wire bound Recycled Notebook)
  + Notepads – Recycled Material (Staples Notepads 21674STP)
  + Composition Notebooks – 100% total recycled content (EarthWise Recycled)
  + Legal Pads – 100% total recycled content (Staples Notepads)
  + Jr. Legal Pads – 100% total recycled content (Earthwise Ampad)
  + Sticky Notes – 100% Recycled Material (Post-it Recycled Notes)
  + Paper Clips – Recycled Material (ACCO)
  + Canned Air – 10% Recycled Material (Staples Compressed Gas Duster)
  + Pens – Recycled Material (Pilot B2P Bottle-2-Pen Retractable Ball Point Pens)
  + Pencils – 76% total recycled content (BIC ECOlutions)
  + Sharpies – 100% total recycled content (Sharpie Fine Point Permanent Markers)
  + Staplers – 43% total recycled material (Sustainable Earth by Staples)
  + Tape dispensers – 100% recycled content (Scotch C38)
  + Cubicle clips – 30% recycled content (Lorell plastic cubicle clips)
  + Clipboards – 100% recycled content (OIC Hardboard Clipboards)
  + Rulers – 70% recycled content (Westcott Recycled Ruler)
  + First Choice Coffee Filter Packs (Compostable)