

# Environmentally Preferable Janitorial Paper Supplies in Alameda County



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Environmentally friendly paper towels, bathroom tissue, paper napkins and facial tissue are readily available in Alameda County.

## 1. PRIMARY CONSIDERATIONS

**QUALITY, COST AND AVAILABILITY** are still primary considerations when making purchases. Adding environmental benefit considerations does not need to sacrifice other factors and, in fact, may reduce costs and improve performance.

The top three environmental preferences to ask for are:

- A. **Recycled Content** – the most important.
- B. **Processed Chlorine Free (PCF)** – less toxic whitening.
- C. **Green Seal** or UL Environment’s **ECOLOGO Certified Products** – independent, third-party certifications.

There are many tissue products nationwide that can meet all three criteria. Table 1 lists suggested specifications for each environmental attribute.



**Table 1. Suggested Environmental Criteria by Product Category**

Product	Recycled Fiber		Bleaching	Certifications
	Total Recycled	Postconsumer		
Paper Towels	100%	40%	Processed Chlorine Free (PCF)	Green Seal or UL/ECOLOGO
Bathroom Tissue (Toilet Tissue)	100%	20%	Processed Chlorine Free (PCF)	Green Seal or UL/ECOLOGO
Seat Covers	100%	20%	Processed Chlorine Free (PCF)	Green Seal or UL/ECOLOGO
Paper Napkins	100%	30%	Processed Chlorine Free (PCF)	Green Seal or UL/ECOLOGO
Facial Tissue	100%	10%	Processed Chlorine Free (PCF)	Green Seal or UL/ECOLOGO

Note: See Appendix B at the end of this Fact Sheet for resources and tips for how and where to buy products that meet these criteria.

## 2. ENVIRONMENTAL ATTRIBUTES

### RECYCLED CONTENT

Using recycled materials saves energy, water, and trees; reduces air, water and land pollution; and creates markets for papers collected in local office and community recycling programs.

**Postconsumer fiber content is the most important.** “Postconsumer” means the fiber is from papers that have been used by a consumer and then recycled into another consumer product. For tissue products, the most common postconsumer material comes from office paper collection programs. The U.S. Environmental Protection Agency (EPA) sets recycled content guidelines [www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program](http://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program) that indicate minimum recommended thresholds for postconsumer content. Please note that suppliers frequently label their products “EPA compliant,” although EPA does not verify or certify their content.

**Total recycled content matters, too.** In fact, for many commercial janitorial paper categories, there are plenty of options with 100% recycled content, along with postconsumer percentages that meet or exceed the EPA guidelines. That additional recycled content might include extra postconsumer content, or it might include preconsumer fibers from print shops or converting processes such as envelope makers, or a combination. Both provide great environmental benefits compared to paper made with forest fibers.

Table 2 on the next page lists the minimum recycled content guidelines by EPA for both postconsumer and recovered content (total recycled content).

**Table 2. EPA Minimum Recycled Content % for Commercial/Industrial Sanitary Tissue Products\***

	Postconsumer Fiber (%)	Recovered Fiber (%)
Bathroom Tissue		
(includes toilet seat covers)	20-60%	20-100%
Paper Towels	40-60%	40-100%
Paper Napkins	30-60%	30-100%
Facial Tissue	10-15%	10-100%
General Purpose Industrial Wipers	40%	40-100%

\* [www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#03](http://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#03)

**NOTE:** The content levels should be read as X% recovered fiber, *including* Y% postconsumer fiber, and not as X% recovered fiber *plus* Y% postconsumer fiber. The recovered and postconsumer fiber percentages are each calculated as a percentage of the total fiber weight. Therefore, a product with 100% recycled and 40% postconsumer content would contain 40% postconsumer fiber and 60% additional recycled fiber.

## PROCESSED CHLORINE FREE (PCF)

Most paper manufacturers use chlorine derivatives to bleach paper. Byproducts from this bleaching process can create hazardous substances that act as endocrine disruptors and carcinogens when released into the environment. But products can be bleached in processes that whiten them without using chlorine chemistries.

- Recycled papers bleached without chlorine-based chemicals are frequently described as being “Processed Chlorine Free” (PCF) because, while the recycled papers are manufactured without chlorine or chlorine derivatives, the fibers in the recycled pulp may have been originally bleached with chlorine or derivatives in their first paper manufacturing before they were recycled.
- Keep in mind that papers labeled “Elemental Chlorine Free” (ECF) indicate papers that have avoided bleaching with elemental chlorine but still use chlorine derivatives.
- PCF bleaching is preferred when available.

## Unbleached Alternatives

Another alternative is to simply not bleach the products at all. Personal hygiene papers such as paper towels, bathroom tissue, facial tissue and sanitary products do not need to be bright white for use.

Unbleached products high in recycled content may be brown or off-white. However, ironically, not all brown or natural-colored paper is unbleached; some brown paper is actually bleached and then dyed back to brown. So be sure to specify “Unbleached or Processed Chlorine Free” or clarify the whitening process with the vendor.

## ENVIRONMENTALLY CERTIFIED

Green Seal and UL/ECOLOGO are two independent organizations that certify multiple environmental and performance attributes of products based on their own consensus-based standards. Products meeting either the Green Seal or UL/ECOLOGO standards are usually labeled with the certification logo. Read more about these certification programs in the “Buying Tips” section below.

## 3. GUIDELINES, STANDARDS AND CERTIFICATIONS

It's important to understand the differences between guidelines, standards, and certifications when purchasing recycled paper products. Standards and guidelines help to understand what attributes are important and which are considered in evaluating and certifying products, while third-party certifications are the only way to independently verify environmental claims.

### STANDARDS AND GUIDELINES

A **standard** or **guideline** sets targets that a product must meet to be compliant. If it does not also require an investigation into the product's production, it is not the same as a certification. Examples include the EPA Minimum Recycled Content Guidelines, which are very influential in encouraging significant recycled product manufacturing and markets, and the U.S. Green Building Council's LEED Rating System, which credits the use of recycled products but does not certify them. (LEED certifies green buildings, but does not investigate and certify the products it credits for the buildings' achievements.)

### PRODUCT CERTIFICATIONS

A **certification** is the result of a third-party investigation into whether a product actually meets the claims that it makes and the standards set by the certifying organization.

A **single-attribute certification** investigates only one attribute, although it is usually one that purchasers greatly value.

A **multi-attribute certification** makes a more comprehensive evaluation of the product, considering many attributes and often performance and packaging elements, as well. The most reliable certifications are usually issued by independent nonprofit third-party organizations unaligned with the industry producing the product in question.

### MULTI-ATTRIBUTE CERTIFICATION EXAMPLES

Green Seal and UL/ECOLOGO multi-attribute certifications are most commonly seen on labels of janitorial paper products sold in the U.S.

#### Green Seal

**Green Seal** ([www.greenseal.org](http://www.greenseal.org)), an independent, nonprofit organization, consolidates tissue standards into one Sanitary Paper Products standard (GS-01). It specifies that all recycled-content tissue products covered (paper towels, bathroom tissue, facial tissue, napkins and general purpose wipes) contain 100% recovered material with minimum postconsumer content that is slightly higher than the EPA minimum postconsumer content guidelines. Since the certification also allows an alternative of up to 85% agricultural residue, buyers should still specify recycled content.



In addition, it requires that the paper's bleaching must be processed chlorine free (PCF) as well as limits additives, bans toxics and reduces waste and toxics in cores and packaging. On Green Seal's website you can view the standards ([www.greenseal.org/GreenBusiness/Standards.aspx](http://www.greenseal.org/GreenBusiness/Standards.aspx)) and lists of certified products ([www.greenseal.org/FindGreenSealProductsandServices.aspx](http://www.greenseal.org/FindGreenSealProductsandServices.aspx)).

## ECOLOGO

**UL Environment's ECOLOGO certification** ([industries.ul.com/environment](http://industries.ul.com/environment)), originally launched by the Canadian government and now exclusively provided by Underwriters Laboratory (UL), calculates a product's environmental life cycle benefits based upon the composite balance of its contributions to energy and resource conservation as well as reductions in harmful emissions to water, air and land. It calculates the contribution of the products' sourcing and production processes to its overall environmental performance to determine the leaders in each product category. You can access UL 175 Standard for Sustainability for Sanitary Paper Products ([standardscatalog.ul.com/standards/en/standard\\_175\\_1](http://standardscatalog.ul.com/standards/en/standard_175_1)) and lists of certified products ([spot.ulprospector.com/en/na/BuiltEnvironment/EcoTech/37172/UL-175-Standard-for-Sustainability-for-Sanitary-Paper-Products?st=1](http://spot.ulprospector.com/en/na/BuiltEnvironment/EcoTech/37172/UL-175-Standard-for-Sustainability-for-Sanitary-Paper-Products?st=1)) on UL Environment's website.



## ADDITIONAL CERTIFICATIONS

Some janitorial tissue products also include additional certifications. These are great for verifying the attributes they certify, although they should be considered as additional to the Green Seal or UL/ECOLOGO certifications and not a replacement for them.

**The Chlorine Free Products Association (CFPA)** ([chlorinefreeproducts.org](http://chlorinefreeproducts.org)) is an independent not-for-profit accreditation and standard-setting organization that verifies production implementing advanced technologies free of chlorine chemistries, as well as certifies products that meet its standards. Recycled products manufactured without chlorine chemistries are labeled processed chlorine free, or PCF. (Note: Products that are elemental chlorine free, or ECF, use a chlorine derivative. Choose PCF whenever possible.)



**The Forest Stewardship Council (FSC)** ([fsc.org](http://fsc.org)) is an independent global nonprofit organization that certifies environmentally responsible forest management worldwide, verifying forest products made from paper and wood from the forest of origin through production and the supply chain. Since FSC also certifies recycled content, its label on janitorial paper products may signify certified recycled content or certified sustainably managed virgin forest fiber content, or sometimes both, so be sure to specify recycled. Note that while you may see other forest certification labels – e.g., SFI (Sustainable Forestry Initiative), PEFC (Programme for the Endorsement of Forest Certification) – environmental organizations strongly back FSC and consider it the most comprehensive and reliable label.



## 4. BUYING TIPS

### QUESTIONS TO ASK

Many janitorial products list their environmentally preferable qualities, but some don't. Some brands also offer many different products, some with recycled content and some without. Ask specifically for the product's environmental attributes, such as:

1. **Does it contain postconsumer recycled content?**
2. **What is its total recycled content?**
3. **Is the paper processed chlorine free (PCF)?**
4. **Are products available that have been environmentally certified by Green Seal or UL/ECOLOGO?**
5. **Does it help us use less paper or packaging?**

### CHOOSING PRODUCTS

-  **Require Green Seal or UL/ECOLOGO certification whenever possible.** Paper towels, toilet tissue, facial tissue and seat covers have many certified options and are widely available from distributors and/or retail office products stores that supply Alameda County. A few product categories, such as sheeted toilet paper and some types of napkins, may have more limited options but those are available in Alameda County as well.
-  **If you have difficulty finding an option that meets the specifications, check the resources at the end of this Fact Sheet and in Appendix B.** You can require that the vendor provide a letter to you, signed by an executive at the manufacturing facility, that the product meets each specified aspect you require. Imported products, in particular, should be verified because manufacturers outside the U.S. frequently are unfamiliar with the intent of the specification terms.
-  **Some applications might require or eliminate particular products.** For example, corrections facilities will not want to use spindles with the coreless toilet paper rolls because they can be weaponized. Some sites may have specialized dispenser requirements that limit the products that can be used. For example, health care facilities may require hands-free dispensers and parks may need particularly strong ones to ward off destruction and graffiti.

#### Use Less Paper

The design of paper dispensing systems and the packaging of paper products can impact paper usage. Using less paper saves time (dispensers can be reloaded less frequently), money (buying in jumbo sizes stretches dollars further) and resources (reduced demand for trees, energy, water and minerals used in manufacturing).

**Here are some options to use less paper and reduce waste:**

1. Use jumbo rolls instead of folded paper towels. People use less paper when hand towels are from rolls instead of sheets. Paper vendors can supply documented savings.
2. Select coreless or small-core paper products.
3. When refilling toilet paper rolls, require use (not disposal) of the unfinished roll.
4. Use air dryers instead of paper towels.

👍 **Tree-free content is increasingly available in some tissue products.** While both Green Seal and UL/ECOLOGO can certify them, very few are. Almost all the certified options are for recycled content. Tree-free content can be a good choice, especially if the balance is recycled content or, at a minimum, certified forest fiber. However, be vigilant about the tree-free sources for imported products, since they are often more difficult to investigate to determine whether they were grown in environmentally sustainable ways.

👍 **Watch out for paper products labeled as “rapidly renewable.”** These have no recycled content, are made from virgin wood fibers, and often originate from tree plantations that replaced threatened forests, such as in Indonesia. Insist, instead, on recycled content.

## TIPS TO SAVE MONEY

👍 **Buy jumbo rolls:** Reduces packaging, more can be packed in a carton, reduces labor costs, and people tend to use less.

👍 **Buy in bulk:** Saves purchasing dollars and packaging waste.

👍 **Coreless tissue:** Can double capacity, decrease service intervals, and reduce waste up to 95% by eliminating cores, wraps and boxes.

👍 **Paper towels vs. other options:** Evaluate the cost/benefit to your workplace of using air dryers or cloth towels.

👍 **Consider not using paper seat covers.**

👍 **Buy cooperatively:** Saves time preparing and evaluating bids.

See *PIGGYBACKING FOR GREEN PURCHASING: Tips and Resources for Local Agencies in Alameda County To Leverage Purchasing of Environmentally Preferable Products* at [www.acgov.org/sustain/documents/PiggybackingResources.pdf](http://www.acgov.org/sustain/documents/PiggybackingResources.pdf).

Government agencies and schools may be able to purchase cooperatively from larger agencies to save money. One source is the **Alameda County General Services Agency**, which has issued janitorial paper bids with environmental attributes. Interested buyers may contact the GSA’s Purchasing Department at 510-208-9623 for contract language and names of suppliers.

**Appendix A** at the end of this Fact Sheet provides the environmental specifications used in the 2013 GSA contract. Suppliers should be contacted directly for purchases.

### State Mandates Recycled Content Trash Can Liners

According to State law, plastic trash bag manufacturers selling trash bags in California are required to meet either one of the following:

- Plastic trash bags must contain a quantity of recycled plastic postconsumer material equal to at least 10% of the weight of the regulated bags.
- At least 30% of the weight of material used in all of a manufacturer’s plastic products intended for sale in California must be recycled plastic postconsumer material.

Be sure to ask your suppliers if they comply with the State of California’s Recycled Content Trash Bag Program as mandated in Public Resources Code Section 42290. For more information or to check on compliant and non-compliant manufacturers: [www.calrecycle.ca.gov/buyrecycled/trashbags](http://www.calrecycle.ca.gov/buyrecycled/trashbags)

## 5. STEPS FOR SUCCESS

Changing products and purchasing practices can take time. Businesses and governments that buy more environmentally friendly products have found that **including those who use the products in the decision-making process, starting with pilot programs, and testing one or two products at a time** in specific applications, helped make it easier.

Remember, when you consider environmental attributes in purchasing decisions, you are helping save money, creating a safer and healthier environment and workplace, and closing the recycling loop by buying products made from the papers collected from office recycling programs!

### PERFORMANCE AND COST COMPARISON

The City of Fremont tested two brands of recycled paper towels in one building before making any changes. The building manager was concerned about quality, performance and “client” satisfaction. The two brands of towels were chosen from a list of a half dozen and the price, an overriding criterion, was comparable. At the end of the test period, one towel clearly out-performed the other. The test was a success and useful in obtaining what the manager wanted – happy customers and a paper towel that cost less than the non-recycled brand.

#### Performance, Cost And Ease

“We like our recycled content paper towels and have had no complaints. They’re soft and absorbent – so soft you can even wipe your eyes with them. They’ve been well received.”

– *Manager, Janitorial Services,  
Alameda County General  
Services Agency*

“It’s easy. We simply required our janitorial supplier to provide paper supplies that met or exceeded EPA guidelines. Tenants didn’t notice a difference and the costs were negligible.”

– *Property Manager, Hines,  
Pleasanton Corporate Commons*

## 6. ADDITIONAL RESOURCES

There are many resources available to help identify products and their performance, see sample bids and specifications, and read case studies of successful programs.

- **StopWaste** offers technical assistance to Alameda County public agencies and businesses for purchasing environmentally preferable products. Resources such as additional fact sheets, guides and links to other helpful environmental purchasing websites and documents can be found at [www.StopWaste.org/EPP](http://www.StopWaste.org/EPP).

To find out how and where to recycle any type of recyclable item in Alameda County, check out the online search tool “RecycleWhere?” at [www.StopWaste.org/recycle](http://www.StopWaste.org/recycle).

- **Alameda County and the General Services Agency** are committed to sharing their resources and experiences to promote green purchasing in public agencies. Policies, success stories, bids, specifications and other resources are available at [www.acsustain.org](http://www.acsustain.org).
- **The California Department of General Services Environmentally Preferable Purchasing Program** provides information on how the State is succeeding in buying environmentally sustainable products and services. Click on the “Buyers Guide” tab at [www.dgs.ca.gov/BuyingGreen](http://www.dgs.ca.gov/BuyingGreen) to find detailed information on State contracts and recommendations for greening commercial products and services.

- **The U.S. Environmental Protection Agency’s Environmentally Preferable Purchasing Program** offers tools, such as the Comprehensive Procurement Guidelines (CPG), for professionals and consumers on how to evaluate and purchase green products and services. See [www.epa.gov/greenerproducts](http://www.epa.gov/greenerproducts).
- **Conservatree**, [www.conservatree.org](http://www.conservatree.org), provides information on environmental paper markets, strategies and issues, as well as descriptions of paper types and selection.
- **Eco Paper Database**, [epd.canopyplanet.org](http://epd.canopyplanet.org), is Canopy’s listing of leading environmental papers, designated using the Paper Steps of the **Environmental Paper Network (EPN)**, [environmentalpaper.org](http://environmentalpaper.org). EPN also offers a purchasers’ toolkit and paper calculator for measuring the environmental impacts of paper and paper choices, among other resources.
- **The Responsible Purchasing Network (RPN)**, [www.responsiblepurchasing.org](http://www.responsiblepurchasing.org), offers procurement-related professional guides and resources on socially responsible and environmentally sustainable purchasing. Some resources are only available to members.

## Disclaimer

The information provided in this Fact Sheet should be considered by public agency and business purchasers who are interested in buying environmentally preferable products. It is provided as a public service by StopWaste in an attempt to provide environmental benefits and reduce costs. The information on products listed is supplied by the manufacturers. Listing in this Fact Sheet is not a recommendation or an endorsement. This Fact Sheet is not a substitute for the exercise of sound judgment in particular circumstances and is not intended as recommendations for particular products or processes.

This Fact Sheet was last updated in October 2017 by Kies Strategies on behalf of StopWaste.

# APPENDIX A: SAMPLE SPECIFICATIONS

Following are highlights from the Alameda County General Services Agency bid for janitorial paper products in 2013.

## BACKGROUND

Restrooms in Alameda County's facilities are stocked with hand towels, toilet tissue, and seat covers that contain post-consumer recycled content. Manufacturing these products with recycled content uses fewer natural resources (such as wood, water and energy), reduces pollution and greenhouse gas emissions, and helps support markets for office paper recycling programs.

## GENERAL JANITORIAL COARSE PAPER PRODUCTS SPECIFICATIONS

Product must be made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials or dirt. It must have no disagreeable odor, either wet or dry. Edges of the product must be cleanly cut and not ragged. Product must dispense properly from the box or fixture. Applicable dispensing units shall be provided at no cost to the County, but when current paper type is specified for use in a location, the existing dispensers will be utilized.

Products will not contain any added pigments, inks, dyes or fragrances with the following exception: Paper towels and napkins may be printed with inks or dyes provided these inks or dyes contain a sum concentration of less than 100 parts per million, by weight, of the following toxic heavy metal ions: lead, cadmium, mercury or hexavalent chromium.

### 1. Bathroom and Facial Tissue

The fiber in bathroom tissue shall contain a minimum of 20% post-consumer materials by weight. The fiber in facial tissue shall contain a minimum of 10% post-consumer materials by weight.

### 2. Paper Towels and Napkins

The fiber in paper towels shall contain at least 40% and napkins shall contain at least 30% post-consumer material by weight. The core of a roll of paper towels must be manufactured from 100% recovered fiber.

### 3. Toilet Seat Covers

The fiber in toilet seat covers shall contain at least 20% post-consumer material by weight.

### 4. Minimum Post-Consumer Waste Content

The minimum Post-Consumer Waste Contents for all paper products bid to be considered for award are outlined in Table 1 below. These minimum levels are based on the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines, which can be found at [www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program](http://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program).

**Table 1. Summary of Minimum Post-Consumer Recycled Content for Paper**

Coarse Paper Products	Minimum Post-Consumer Recycled Content Per Product Type to Be Considered for Award
Toilet Paper	20% Post-Consumer Material by Weight
Facial Tissue	10% Post-consumer Material by Weight
Paper Towels	40% Post-Consumer Material by Weight
Napkins	30% Post-Consumer Material by Weight
Toilet Seat Covers	20% Post-Consumer Material by Weight

## 5. Deinking of Recovered Paper

Recovered paper shall not be de-inked using chlorinated solvents or any chemicals listed by the U.S. Environmental Protection Agency under Section 313 of the Emergency Planning and Community Right to Know Act or under Proposition 65 by the California Office of Environmental Health Hazard Assessment.

## 6. Whitening Technology and Environmental Hierarchy

All papers, whether manufactured in the U.S. or offshore, must comply with the U.S. EPA standards of manufacturing without elemental chlorine. The County will not procure paper products whitened with elemental chlorine. In the case where products of comparable performance and price are submitted in the bid process, products will be eligible for a higher evaluation score based on the following:

- A. **PCF: Processed Chlorine Free** products are most preferable and will be eligible for the highest score. Processed Chlorine Free refers here to products that contain recycled content produced without elemental chlorine or chlorine derivatives, although one or more fiber components may have originally been bleached with chlorine or chlorine derivatives. Any virgin pulp is totally chlorine free.
- B. **ECF: Elemental Chlorine Free** products are acceptable but not preferred and will not be eligible for the highest score. ECF is a technique that uses chlorine dioxide for the bleaching of wood pulp.

## 7. Persistent Bio-Accumulative Toxins

In January 2002, the County passed a resolution to “encourage the reduction and, where feasible, the elimination of ‘persistent bio-accumulative and toxic’ (PBT) chemical emissions...” The U.S. EPA has established a list of twelve (12) priority PBTs including dioxins, polychlorinated bi-phenyls, mercury and its compounds, lead and others. The most current list can be found at the EPA’s website at [www.epa.gov/chemicals-under-tsca](http://www.epa.gov/chemicals-under-tsca). Additionally, PBTs are listed in the California Code of Regulations (CCR), Title 22, Section #66261.24. Vendor must provide products and services that allow the County to comply with the PBT Resolution.

## 8. Third-Party Certification

Products will be eligible for a higher evaluation score if they have achieved, and vendor can document, one (1) or more of the following third-party environmental certifications: Green Seal™ or UL/ECOLOGO. Vendors must submit documentation verifying certification.

## 9. 100% Total Recycled Content or Forest Stewardship Council (FSC) Certified Virgin Content

Products will be eligible for a higher evaluation score if either one of the following criteria are met:

- A. **The product is made from 100% recovered content** (mandated post-consumer content plus pre-consumer content equates to 100% of the product by weight), or
- B. **All of the virgin content is certified to be from FSC certified forests.** Vendors must submit documentation verifying certification.

## 10. Recycled Content in Primary and Secondary Packaging

Products will be eligible for a higher evaluation score if the primary and secondary packaging made from paper or paperboard is recyclable and made from 100% recovered material, and secondary packaging made from containerboard (corrugated cardboard) is recyclable and made from a minimum of 30% recovered material.

## APPENDIX B: LOCAL DISTRIBUTORS AND STORES

This Appendix provides businesses and residents with listings of **local distributors and stores** for purchasing environmentally preferable tissue and toweling products in Alameda County.

Tissue and toweling products are generally described in one of two ways: “at home” products for residential use and “away from home” for businesses and commercial use. Local stores and distributors may sell one or both product areas. If you are looking for recycled paper products for residential use, these items are generally found in groceries, drugstores and health food markets. Additional sources can be found through catalog and Internet sources.

Brands of recycled products for businesses can be found from office supply, janitorial supply and paper supply vendors. If you buy commercial products in large quantities, you may be able to purchase from wholesale distributors.

- If ordering in large quantities, there are often minimum order requirements. Start with your current supplier; most also have recycled content products. Ask vendors for samples.
- If janitorial services are contracted out, include environmentally preferable specifications/ requirements in the bid and contract. Require the winning contractor to provide environmentally preferable products. See sample of specifications in Appendix A of this Fact Sheet.
- As with all products, there is a wide range of quality and cost. Shop around and try other options if one doesn't meet your needs.

The information in these tables was provided by the stores and manufacturers and is subject to change. In many cases, there is a wide variety of products within each brand and some may not meet all the environmental criteria and certifications listed. It is recommended that suppliers be contacted for further product inquiries and to verify that your product choice meets the criteria.

While the listings below represent a wide range of the recycled and chlorine free tissue products available in Alameda County, they are not exhaustive. Many businesses not listed below also carry recycled products and additional product lines may be available.

**Reference to any commercial business, organization, or product does not constitute endorsement. Note that some vendors may carry non-compliant products in addition to those listed here.**

## QUICK TIPS FOR HOW TO BUY

- 1. The top environmental attributes to ask for are:**
  - Recycled content and processed chlorine free (PCF) paper alternatives.
  - Products that use less paper and/or that meet Green Seal or UL/ECOLOGO environmental standards. Refer to Table 1 of this Fact Sheet for suggested specifications.
- 2. Remember to check product details:**
  - Not all products sold by the vendors listed meet the suggested specifications in Table 1 of this Fact Sheet.
  - Not all products within brands comply.
- 3. Use any of the following resources for up-to-date information on certified janitorial paper products and their environmental attributes.** These product lists can be sorted by brand names, manufacturers and environmental attributes.
  - Green Seal's list of certified products: [www.greenseal.org/FindGreenSealProductsandServices.aspx](http://www.greenseal.org/FindGreenSealProductsandServices.aspx)
  - UL/ECOLOGO's list of certified products: [spot.ulprospector.com/en/na/BuiltEnvironment/EcoTech/37172/UL-175-Standard-for-Sustainability-for-Sanitary-Paper-Products?st=1](http://spot.ulprospector.com/en/na/BuiltEnvironment/EcoTech/37172/UL-175-Standard-for-Sustainability-for-Sanitary-Paper-Products?st=1)
  - Canopy's Eco Paper Database listing of leading environmental papers: [epd.canopyplanet.org](http://epd.canopyplanet.org).

## LOCAL DISTRIBUTORS AND STORES: JANITORIAL PAPER PRODUCTS

Company	Location	Telephone	Website	Notes
American Paper & Plastics, Inc.	San Leandro, CA	626-444-0000	<a href="http://www.appinc.com">www.appinc.com</a>	Serves mostly restaurants and food service businesses; order online or call.
Blaisdell's Business Products	Oakland, CA	510-483-3600 888-483-3604	<a href="http://blaisdells.com">blaisdells.com</a>	Phone and online orders. Certified Small, Local and Emerging Business (SLEB) in Alameda County.* Bay Area Green Business.**
Costco	Fremont, Hayward, Livermore, and San Leandro, CA	See website for specific location details.	<a href="http://www.costco.com">www.costco.com</a>	Members only warehouse supplying both commercial and residential products. Livermore regional office is a Bay Area Green Business.**
Give Something Back	Oakland, CA	888-456-4483	<a href="http://givesomethingback.com">givesomethingback.com</a>	Commercial business supply company; donates an average of 75% of after-tax profits to non-profit and community organizations. Certified Small, Local and Emerging Business (SLEB) in Alameda County.* Corporate Headquarters in Oakland and warehouse in San Leandro are Bay Area Green Businesses.**
Grainger	Local branch store in San Leandro, CA	800-472-4643	<a href="http://www.grainger.com">www.grainger.com</a>	Online, catalog and stores for businesses and institutions.
Greenline Paper Company	York, PA	800-641-1117	<a href="http://www.greenlinepaper.com">www.greenlinepaper.com</a>	Supplies for home and business.
Hillyard	Union City, CA	800-255-5326	<a href="http://www.hillyard.com">www.hillyard.com</a>	Commercial cleaning supply company.
JC Paper	Fremont, CA	510-413-4700 800-527-2737  Direct Order Line: 800-245-2650	<a href="http://www.jcpaper.com">www.jcpaper.com</a>	Certified Small, Local and Emerging Business (SLEB) in Alameda County.*
Mission Peak Supply	San Ramon, CA	510-651-2298	<a href="http://missionpeaksupply.com">missionpeaksupply.com</a>	Janitorial supply company with retail store in industrial complex.
Monahan Paper	Oakland, CA	510-835-4670	N/A	Serves residential and business customers; also cash-and-carry. Certified Small, Local and Emerging Business (SLEB) in Alameda County.*
Office Depot/ Office Max	Alameda, Berkeley, Emeryville, Hayward, Livermore, Oakland, Pleasanton, San Leandro, San Ramon, and Union City, CA	1-800-463-3768	<a href="http://www.officedepot.com">www.officedepot.com</a>  Buying Green Guide: <a href="http://www.officedepot.com/a/guides/buygreen/buygreen/">www.officedepot.com/a/guides/buygreen/buygreen/</a>	Office supply store with residential and commercial products.

Company	Location	Telephone	Website	Notes
Pacific Copier & Computer	Sacramento and Fairfield, CA	916-454-3599	www.pacificcopier.com	Online ordering with headquarters in Sacramento and sales office in Fairfield.
Pacific Janitorial Supply	Santa Clara, CA	408-727-0271	www.pacjan.com	Serves commercial customers.
Restaurant Depot	Oakland, CA	510-628-0600	www.restaurantdepot.com	Members only; cash-and-carry warehouse. Supplies restaurants, cafeterias, grocery stores and food services.
Sav-on Supplies	Dublin, CA	925-829-0300	www.savonsupplies.net	Phone orders and retail store.
SF Supply Masters	San Francisco, CA	866-710-6400	sfsupplymaster.com	Supplies restaurants, hospitals, schools, bars, hotels and institutions.
Staples	Berkeley, Fremont, Pleasant Hill, and San Ramon, CA	800-333-3330	www.staples.com	Office supply store with residential and commercial products. Narrow by "Environmental" for online products.
Starline Supply Company	Oakland, CA	510-893-7572 888-362-5326	www.starlinesupply.com	Phone and online catalog orders for businesses and institutions. Certified Small, Local and Emerging Business (SLEB) in Alameda County.* Bay Area Green Business.**
SupplyWorks	San Jose, CA	888-820-6515	www.supplyworks.com	Commercial cleaning supply company.
Tatum Janitorial Services and Supplies	Union City, CA	510-489-6611	N/A	Certified Small, Local and Emerging Business (SLEB) in Alameda County.*
Techniclean	Hayward, CA	510-783-4500	technicleanproducts.com	Supplies primarily commercial and industrial customers.
The Betty Mills Company	San Mateo, CA	800-238-8964	www.bettymills.com	Online ordering with headquarters in San Mateo.
The Green Office	San Francisco, CA	800-909-9750	www.thegreenoffice.com	Online retailer for green and conventional products.
The Office City	Hayward, CA	877-484-3633	www.theofficecity.com	Online ordering with office in Hayward. Certified Small, Local and Emerging Business (SLEB) in Alameda County.* Bay Area Green Business.**
Treecycle Recycled Paper	Sherwood, OR	406-550-3116	www.treecycle.com	Phone, online catalog or mail orders; retail store/warehouse in Sherwood, OR.
Waxie Sanitary Supply	Livermore, CA	925-454-2900 800-995-4466	info.waxie.com	Commercial cleaning supply company.

\* To confirm current SLEB status: Alameda County Small, Local and Emerging Business (SLEB) program, [acgov.org/auditor/sleb](http://acgov.org/auditor/sleb).

\*\* To confirm current Green Business status: Bay Area Green Business Program, [www.greenbiz.ca.gov](http://www.greenbiz.ca.gov).