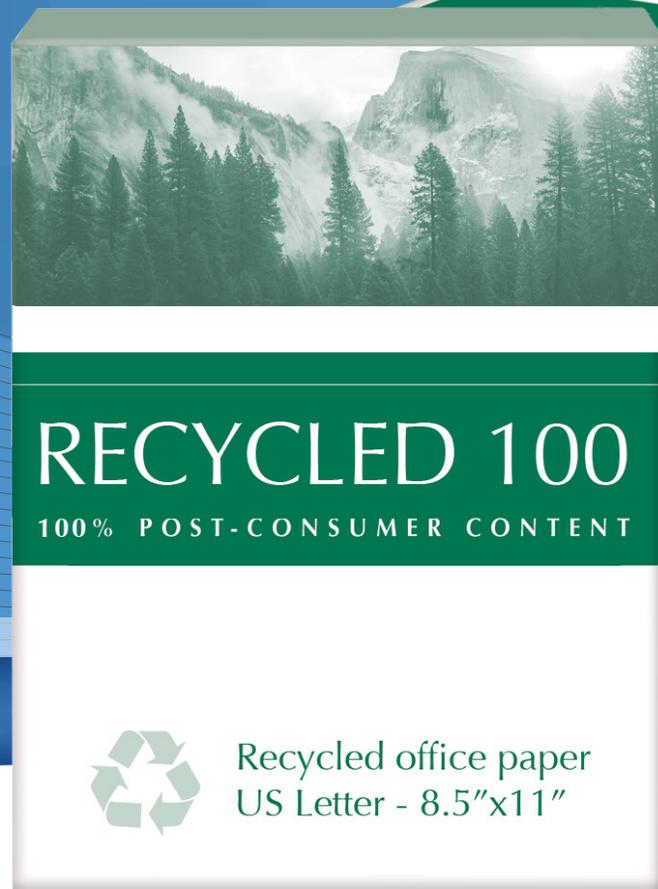


Environmentally Preferable Paper Office Products





Environmentally Preferable Paper Office Products in Alameda County

Table of Contents

1. **It's Time to Switch**
2. **Paper Office Products Containing Recovered Materials**
3. **Exploring Environmental Sustainability Factors**
4. **Cost Competitiveness and Paper Buying Tips**
5. **Tips for Buying or Leasing a Copier/Printer**
6. **Waste Prevention Tips**
7. **Steps for Success**
8. **Additional Resources**
9. **Appendix - Where to Buy Recycled Paper**

Many governments and businesses have made great strides in buying recycled content paper in the last decade. Still, there is much more that can be done. After all, paper is still the most predominant material in our trash.

The myth of a “paperless society” in the electronic age is just that. Each American on average consumes 700 pounds of paper and paper products each year. And more than 90% of printing and office paper still does not contain any recycled content.

The next time you stock up on paper for your printer, copy machine, or other office supplies, buy recycled. You'll help create a demand for the used office paper, old newspapers, and boxes we recycle every day, and you'll support a wide range of environmental benefits.

1. IT'S TIME TO SWITCH

The results are in. Paper containing 30 percent postconsumer fiber works without problems. As long ago as 1998, three office equipment manufacturers (Canon U.S.A., Inc., Hewlett-Packard Company, and Lexmark International, Inc.) and the U.S. Government Printing Office evaluated the quality and performance of multipurpose recycled content copy paper containing high levels of postconsumer fiber. Over two million sheets were tested on various types and models of copiers, laser printers, and ink jet printers.

They successfully tested:

- Paper feeding
- Reliability
- Image quality
- Toner fixability
- Smoothness
- Curl, among other characteristics

They found that multi-purpose recycled content paper containing 30% postconsumer fiber works fine in office equipment. In the meantime, Buyers Laboratory (BLI) has been independently testing hundreds of new copier, printer, fax and multi-function products (MFP) each year for over 50 years. They use millions of sheets of 30% - 100% postconsumer recycled content paper as part of their evaluations. They annually award performance certifications to numerous recycled paper manufacturers whose papers have proved to be highly reliable with negligible mis-feeding, no multi-sheet feeding and no problems related to image quality, dusting or curl. So, now there are no more excuses.



When ordering printing and writing papers, you can simply say you are looking for 30 percent postconsumer recycled content.

2. PAPER OFFICE PRODUCTS CONTAINING RECOVERED MATERIALS

Try to buy paper with the highest postconsumer content available. The U.S. EPA recommends minimum recycled content levels to look for when purchasing paper office products, as shown in the following table. In some cases, rather than specifying just one level of recycled content, ranges are offered that reflect actual market conditions.

ITEM	NOTES	POSTCONSUMER CONTENT (%)
Printing and Writing Papers		
Reprographic	Business papers such as bond, ink-jet and multi-purpose, electrostatic, copy, mimeo, duplicator and reproduction	30
Offset	Used for book publishing, commercial printing, direct mail, technical documents, and manuals	30
Tablet	Office paper such as note pads and notebooks	30
Forms bond	Bond type papers used for business forms such as continuous, cash register, sales book, unit sets, and computer printout, excluding carbonless	30
Envelope	Wove Kraft, white and colored (including manila) Kraft, unbleached Excludes custom envelopes	30 10-20 10
Cotton fiber	High-quality papers used for stationery, invitations, currency, ledgers, maps, and other specialty items	30
Text and cover	Premium papers used for cover stock, books, and stationery and matching envelopes	30
Supercalendered	Groundwood paper used for advertisements and mail order inserts, catalogs, and some magazines	10
Machine finished groundwood	Groundwood paper used in magazines and catalogs	10
Papeteries	Used for invitations and greeting cards	30
Check safety	Used in the manufacture of commercial and government checks	10
Coated	Used for annual reports, posters, brochures, and magazines Have gloss, dull, or matte finishes	10
Carbonless	Used for multiple-impact copy forms	30
File folders	Manila or colored	30
Dyed filing products	Used for multicolored hanging folders and wallet files	20
Index and card stock	Used for index cards and postcards	20
Pressboard	High-strength paperboard used in binders and report covers	20
Tags and tickets	Used for toll and lottery tickets, licenses, and identification and tabulating cards	20

ITEM	NOTES	POSTCONSUMER CONTENT (%)
Newsprint		
Newsprint	Groundwood paper used in newspapers	20-85
Paperboard and Packaging Products		
Corrugated containers (<300 psi) (300 psi)	Used for packaging and shipping a variety of goods	25-50 25-30
Solid fiber boxes	Used for specialized packaging needs such as dynamite packaging and army ration	40
Folding cartons	Used to package a wide variety of foods, household products, cosmetics, pharmaceuticals, detergent, and hardware	40-80
Industrial paperboard	Used to create tubes, cores, cans, and drums	45-100
Miscellaneous	Includes “chipboard” pad backings, book covers, covered binders, mailing tubes, game boards, and puzzles	75-100
Padded mailers	Made from kraft paper that is usually brown but can be bleached white	5-15
Carrierboard	A type of folding carton designed for multitask beverage cartons	10-15
Brown papers	Used for bags and wrapping paper	5-20
Miscellaneous Paper Products		
Tray liners	Used to line food service trays Often contains printed information	50-75

When selecting paper, consider the highest postconsumer recycled content, at least meeting the EPA’s minimum recommended percentages. Adding Processed Chlorine Free (PCF), and Forest Stewardship Council-certified forest fibers or alternative “tree-free” fibers to paper with recycled content can provide an even more environmentally preferable paper. The most preferable choice will depend on what is available, affordable and needed.

Sample Specifications

You may not need to adjust your existing specifications at all, except to include the postconsumer recycled content standard. Brightness is being dropped from specifications because it is an aesthetic, not a functional, characteristic. If you must specify brightness, a minimum of 84 should satisfy your needs.

Opacity is more important than brightness today because double-sided copies must be legible. The following specifications are a good model to follow for copy paper:

ATTRIBUTE	SPECIFICATION
Grade:	4
Recycled Content:	30% postconsumer
Basis Weight:	20 lb. (or sub 20)
Color:	White or list colors
Opacity:	Minimum 85
Equipment Used:	List what equipment is used

👉 Visit [Bids and Specifications used by the Alameda County General Services Agency](#). Examples include environmental criteria for postconsumer recycled content and disclosure of whitening technology for office paper, and use of recycled content paper and Alameda County Green Businesses for printing services.

🔗 www.acsustain.org

3. EXPLORING ENVIRONMENTAL SUSTAINABILITY FACTORS

Many paper buyers shop for “environmentally sustainable papers.” This means that many environmental attributes come together in a production process that does not deplete resources faster than they can be renewed. The key to choosing sustainable paper is “footprints” and “systems.” In other words, favor paper that reduces the production footprint as much as possible and that helps sustain critical systems such as recycling.

Paper’s production footprint refers to how much water, energy, forest fiber, chemicals, and other inputs are needed to make one paper versus another, and how much pollution, greenhouse gases and other harmful outputs are produced. Fortunately, there’s an easy way to compare these factors in different papers. [The Paper Calculator \(calculator.environmentalpaper.org\)](http://calculator.environmentalpaper.org) – allows you to evaluate the environmental impacts of one paper or of several compared to each other.

Reduced Energy, Water and Greenhouse Gases

The most comprehensive way to reduce several production factors at once is to use recycled paper. Not only does the use of recycled fiber reduce demand on forests, it also reduces the amount of water and energy required for production, as well as the use of harmful chemicals. These in turn reduce the amount

of greenhouse gases released both from paper production and from landfills where the paper would have been deposited if not used in recycling. Other forms of pollution are reduced by using recycled content as well, and requiring recycled content in all your paper choices helps to strengthen and maintain the paper recycling system.

According to the Paper Calculator, when a copy paper with 100% recycled fiber is compared to one made with 100% virgin (non-recycled) fiber, the recycled paper reduces:

- Net energy consumption by 33%
- Greenhouse gas emissions by 37%
- Wastewater by 49%
- Solid waste by 39%
- Wood use by 100%

Postconsumer Recycled Content vs. Preconsumer Recycled Content

As long as the postconsumer percentage meets at least the EPA minimum standards, it is not always necessary to require that all recycled content be postconsumer. Postconsumer content is essential and key to sustaining the larger recycling collection and processing system. But allowing higher percentages that include preconsumer recycled content also provides environmental benefits.

Certified Forest Fiber

Choosing paper with at least some recycled content is still key to environmental sustainability. When paper contains less than 100% recycled content, the virgin fiber should be certified to have come from sustainably managed forests. There are several forest certification programs. The nonprofit [Forest Stewardship Council \(FSC\)](http://www.fscus.org) (www.fscus.org), is considered by almost all environmental organizations to be the most comprehensive and reliable.



For paper to carry the FSC certification label, every point in the forest fiber’s “chain-of-custody,” from trees cut in the forest to the sawmill to the paper mill to the paper merchant and printer, must be certified to comply with the sustainable forest fiber standards. FSC also certifies 100% recycled paper and awards certification for papers that contain both recycled and sustainable forest fibers.

Remember that, even if certified, virgin paper can require up to 4.4 tons of wood to produce one ton of pulp, compared to 1.4 tons of recovered fiber to produce one ton of recycled pulp. Virgin paper also does not benefit from the savings in water, energy and landfill space, plus reductions in greenhouse gases and pollution achieved with recycled content.

Bleaching

Choosing recycled paper is most likely to maximize the best bleaching

choices. Paper used to be bleached with elemental chlorine, which combines with organic materials such as wood to release dioxins (carcinogens and endocrine disruptors) and organochlorines into waterways. Now North American paper mills have switched to other bleaching methods, most often using a chlorine derivative such as chlorine dioxide. This Elemental Chlorine Free (ECF) process significantly reduces dioxin production, often to levels below detection by government-mandated testing. However, since organochlorines bioaccumulate, creating greater health burdens as they move up the food chain, even the lowest levels of release (still detectable with more sensitive tests) cause concern.



The only North American mills that use totally chlorine free bleaching methods are some (but not all) of the recycling mills. These use combinations of oxygen, ozone and hydrogen peroxide, in a process referred to as Processed Chlorine Free (PCF). Many of the 100% recycled papers are PCF, indicated on the label.

Paper purchasers buying in large quantities on bids can encourage the most environmentally sustainable bleaching practices by specifying PCF or Enhanced ECF processes. “Enhanced ECF” results in reduced use of even chlorine dioxide by requiring that a mill go beyond simple substitution of chemicals for chlorine gas and also use extended pulping processes and some non-chlorine-based bleaching. These differences are not noted on labels, so small-quantity buyers are not able to make this choice without additional research.

Tree-Free Fibers - Agricultural Residue and Agricultural Crop Fibers

Agricultural crops and residues can also be used to make paper products. Agricultural residue refers to usable materials recovered primarily from annual crops as byproducts of food and fiber production, including straw from wheat, rye, and rice as well as other plants, cotton seed residues, bagasse from sugar cane harvesting, and residues from other agricultural crops. Agricultural crop fibers are harvested from non-wood plants that are grown intentionally for tree-free paper or other fiber products, including kenaf, hemp, flax, and bamboo.

Tree-free papers are increasingly being introduced from Asia, as well as from Central and South America. Paper buyers will want to verify these papers on environmental paper information websites such as [Canopy’s Ecopaper Database \(www.canopyplanet.org/EPD\)](http://www.canopyplanet.org/EPD) to ensure that the papers conform with North American purchasers’ expectations. (For example, some overseas papers claim to have recycled content but they are counting materials such as recycled construction wood; this difference may not conform with some buyers’ requirements.)

What about “stone” papers? These are made from calcium carbonate (a form of ground-up marble) bound together with plastics. While the manufacturers say they can recycle the papers if they are returned, there is no viable recycling collection system for them and the plastic is a contaminant in the traditional paper recovery collection system.

4. COST COMPETITIVENESS AND PAPER BUYING TIPS

Many recycled papers are equal to or less than the cost of virgin papers - especially papers used for letterhead, brochures and business cards. Recycled paper is so widely available that many major purchasers often specify recycled paper that meets the EPA Guidelines as a minimum, rather than ask for bids for both virgin and recycled paper.



Here are some tips for further cost savings:

- ✓ **Buy in large quantities to take advantage of bulk discounts.**
If necessary, consolidate orders with other departments or organizations. Bigger orders get the best prices. A pallet (40 cartons) often yields good discount pricing for copy paper.
- ✓ **Reduce the basis weight to reduce costs as well as environmental impacts.**
(Heavier papers use more fiber.) Twenty-four pound paper has become popular with some offices, but a 20# copy paper is sufficient for almost all uses. Lighter papers also reduce postage and shipping costs.
- ✓ **Make sure you're using the right grade of paper for the job.**
Frequently, buyers who report high prices for recycled paper are not choosing the same recycled grade of paper as the virgin paper grade they're comparing to. The higher costs are caused by the more expensive type of paper, not by the recycled content.
- ✓ **If minimizing costs is critical, then buy recycled papers that meet at least the minimum EPA federal purchasing guidelines.**
While these papers do not offer as much environmental benefit as those with higher postconsumer contents, they help strengthen and maintain the recycling system. They are generally less expensive than higher postconsumer recycled-content papers and very cost-competitive compared to virgin papers.

Remember, when buying and using printing and writing paper:

- ✓ **Work with your printer.**
Dissimilar papers exhibit differences in performance and printability - whether recycled content or not. Also, printers favor some paper distributors over others to consolidate purchases. So if one printer does not have the recycled paper you need, or it's very expensive, another may well have better access and prices.

- ✓ **Ask if your printer is a certified “Green Business”** If not, ask them to consider becoming certified. For information and a list of certified printers, visit the [Bay Area Green Business Program \(www.greenbiz.ca.gov\)](http://www.greenbiz.ca.gov).
- ✓ **Work with your graphic designer.**
Some papers are better than others for certain design needs. Have your designer start their creative design from choices among recycled papers rather than coming up with a concept and then looking for a paper to match it. Make sure your designer consults with your printer on paper sizes and formats so that designs can minimize paper waste.
- ✓ **Ask for vegetable-based inks and environmentally benign pigments.**
The majority of all commercial inks are petroleum-based, a non-renewable resource, and contain environmentally toxic metals. Vegetable oil-based inks such as soybean, linseed, corn, cottonseed, canola, China wood and rosin are widely available, more environmentally sound, and easier to remove when recycled. Be sure the ink used has a high percentage of vegetable oil (some replace only a small percentage of the petroleum) and look for inks without environmentally toxic metals in their pigments.
- ✓ **Promote paper recycling throughout the office.**
Establish or improve an office paper recycling program to help ensure the raw materials for recycled content papers are always available.

If you buy newsprint:

- ✓ **Pay attention to newsprint’s basis weight.**
Different weights hold up better in different presses. Consider your requirements for the newsprint you’re buying. Recycled content newsprint manufacturers are meeting customers’ printability, brightness, cleanliness and opacity performance requirements. State law requires California printers and publishers to use recycled content newsprint containing a minimum of 40% postconsumer fiber for at least half the newsprint they use. See the [CalRecycle website](http://www.calrecycle.ca.gov/BuyRecycled/Newsprint) for more information (www.calrecycle.ca.gov/BuyRecycled/Newsprint).

5. TIPS FOR BUYING OR LEASING A COPIER/PRINTER

- ✓ **Specify that you need a machine that works as well with recycled content paper as with virgin paper.** All the major manufacturers have verified that their copiers and printers are fine with recycled paper. In addition, the independent office products testing lab, Buyers Laboratory, Inc., reported that there has been no noticeable difference in runnability between the recycled and virgin paper they use in their test units.
- ✓ **Specify an EPEAT Gold, Silver or Bronze rating.** The [EPEAT standard \(www.epeat.net\)](http://www.epeat.net) incorporates several other environmental standards and certifications, including ENERGY



STAR and the European Union's RoHS Directive, which limits heavy metals and brominated flame retardants. In addition, ENERGY STAR qualified copier and printers have a power management feature that reduces energy consumption when the machine is not in use. This "power-down" or "sleep" feature can reduce annual electricity costs by as much as 60%.

- ✓ **Double-sided copying and printing multiple pages on a single sheet of paper can reduce paper use up to 50 percent.** This saves paper purchasing, storage and mailing costs.

6. WASTE PREVENTION TIPS

Preventing waste, or stopping waste before it starts, is the easiest, most effective way to reduce both purchasing and disposal costs. There are many simple strategies that have a tremendous payback. Think about putting some of these to work in your agency or company:

- ✓ **Make double-sided copies.** Be sure employees know how to make them on your copiers and printers. Better yet, program copiers to default to double-sided copying, saving paper use and purchasing costs. Require contractors to submit double-sided bid documents.
- ✓ **Where practical, work with your suppliers, vendors and business partners to reduce disposable packaging.** Use minimal, reusable or returnable packaging.
- ✓ **Replace disposable products.** Buy reusable coffee mugs, cutlery and crockery in place of single-use paper and plastic items.
- ✓ **Reuse single-sided paper.** Have it made into note pads or use it for copy or printing drafts.
- ✓ **Reuse manila envelopes to route internal mail.** Reuse file folders, envelopes and boxes.
- ✓ **Centralize your file cabinets.** Instead of having many duplicate paper files throughout your organization, store



The Paperless Express

Reducing paper use benefits you, the bottom line, and the environment. This 7-step guide from StopWaste provides tips and tools for office workers and managers in business, government, and other organizations.

You will find steps to reduce paper at your desk, in the mail room, by using new technologies, and in many other ways.

See how smarter paper buying choices can reduce cost and waste, and start your paper use reduction program today!

 [Download Now](#)

 www.stopwaste.org/paperless

them in one place. Many can be accessible online or through your internal network. Reduce the number of telephone and other directories distributed, or put them on-line.

- ☑ **Move toward a “paperless office” by using technology.** Use online sites or shared drives to manage documents instead of making paper copies. Use voice mail or electronic mail instead of paper memos. Use fax/modems to fax and receive documents by computer. Use optical scanners and computers to create electronic documents to share and save.

7. STEPS FOR SUCCESS

Changing to new products and purchasing practices can take time. Businesses and government agencies that have successfully changed to buying more environmentally friendly products have found that including those who use the products in the decision-making process and being willing to retest as new brands and types of products become available helped make it easier.

Success Story: Alameda County

How They Did It:

- **In 2003, the County released a bid for recycled content papers as well as virgin paper.** The General Services Agency set up a master contract with pricing for all of the County agencies and departments to use. Under this contract, use of recycled content paper was not mandated, and was slightly higher in cost, so not as many agencies/departments purchased it as expected.
- **In 2006, they followed in the footsteps of the federal government and used the U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines to set minimum recycled content requirements.** They offered agencies a choice of 30% and 100% recycled content papers at very competitive prices.
- **By 2014, all printers and copiers in Alameda County facilities are stocked with 100% postconsumer recycled content papers.** All County agencies are required to buy their office paper off this contract, which helps ensure the best price possible.

Challenge:

A few employees were concerned that recycled paper might not perform as well or might cause problems in their equipment. To date, no equipment issues have been reported, and employees are satisfied with paper quality. See the full success story on the [Alameda County General Services Agency purchasing website \(www.acgov.org/sustain/what/purchasing/success/paper.htm\)](http://www.acgov.org/sustain/what/purchasing/success/paper.htm).

8. ADDITIONAL RESOURCES

Alameda County Resources

- [StopWaste](http://www.StopWaste.org/epp) offers technical assistance to Alameda County public agencies for purchasing environmentally preferable products. The website contains resources such as additional fact sheets, guides and links to other helpful environmental purchasing websites and documents.
www.StopWaste.org/epp
- “[RecycleWhere?](http://recyclewhere.org)” is an online search tool for Alameda County which helps you determine how and where to recycle any type of recyclable item.
recyclewhere.org
- [Alameda County and the General Services Agency](http://www.acsustain.org) 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 online.
www.acsustain.org

National Organizations

- [Conservatree](http://www.conservatree.org): A nonprofit organization dedicated to providing technical assistance and the most up-to-date, in-depth information about environmentally sound papers and market developments. Includes listings of all the environmental papers available in the U.S. with lists specialized for large-quantity purchasers or individuals and small-quantity purchasers.
www.conservatree.org
- [The Paper Steps](http://www.WhatsInYourPaper.com): Sponsored by the Environmental Paper Network and developed and maintained by Canopy (Canada), the Paper Steps help paper buyers compare papers with different environmental attributes to choose the most sustainable options. Includes a listing of papers meeting the top environmental steps.
www.WhatsInYourPaper.com
- [US EPA Comprehensive Procurement Guidelines](http://www.epa.gov/epawaste/consERVE/tools/cpg) (CPG): The CPG program is part of EPA’s effort to promote the use of recycled products to federal agencies and other organizations. Product fact sheets on this website give suggested minimums for the amount of recycled content in different types of products.
www.epa.gov/epawaste/consERVE/tools/cpg

Documents & Reports

Conservatree (www.conservatree.org)

- [Recycled Paper: The Best Choice](http://www.conservatree.org/paper/PaperTypes/RecyBrochure.shtml) – This brochure from 2000 still gives a good overview of recycled paper myths and facts.
www.conservatree.org/paper/PaperTypes/RecyBrochure.shtml
- [Listening Study: Recycled Paper Use In Office Machines](http://www.conservatree.org/paperlisteningstudy/RecyEquip/recyequip.html) – Investigations of common concerns about using recycled paper.
www.conservatree.org/paperlisteningstudy/RecyEquip/recyequip.html

Environmental Paper Network (www.environmentalpaper.org)

- [Paper To Protect the Planet](http://environmentalpaper.org/wp-content/uploads/2013/02/2012-recycled-fiber-fact-sheet-copy.pdf) – Understanding how recycled content in printing and writing paper – and all grades – reduces energy, water, chemical use, pollution and solid waste, while protecting forests.
environmentalpaper.org/wp-content/uploads/2013/02/2012-recycled-fiber-fact-sheet-copy.pdf
- [The State of the Paper Industry: Monitoring the Indicators of Environmental Performance](http://environmentalpaper.org/wp-content/uploads/2012/02/state-of-the-paper-industry-2011-full.pdf) – In-depth information on recycled content, forest issues, clean production, and more. First published in 2007, updated in 2011.
environmentalpaper.org/wp-content/uploads/2012/02/state-of-the-paper-industry-2011-full.pdf
- [Paperwork: Comparing Recycled to Virgin Paper](http://environmentalpaper.org/wp-content/uploads/2012/02/Paperwork.pdf), Susan Kinsella, Conservatree and the Environmental Paper Network - In-depth discussion with Q&A.
environmentalpaper.org/wp-content/uploads/2012/02/Paperwork.pdf

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 and vendors. 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. StopWaste is the Alameda County Waste Management Authority, the Source Reduction and Recycling Board, and the Energy Council operating as one public agency.

This Fact Sheet was last updated in February 2016 by Kies Strategies, Conservatree and StopWaste.

9. APPENDIX: WHERE TO BUY RECYCLED PAPER

A Resource for Alameda County Businesses and Residents

Recycling doesn't end at the curbside or in the workplace. When recyclable materials are collected, they are generally made into new products. Consumer demand for these products is what supports the recycling process.

Remember:

- **Double Check with Suppliers:** These listings are not comprehensive; many businesses not listed carry recycled products. The information was provided by stores and manufacturers and is subject to change. Contact suppliers for further product inquiries.
- **Be Sure to Check the Label: "Recycled content"** represents the percentage of material recovered from the waste stream that goes back into making a new product. **"Postconsumer"** indicates materials that have been recycled after consumer use. Always ask for maximum postconsumer recycled content.

Retail Sources

Retailer & Contact Information	Store Location	Internet Ordering	Postconsumer Content / Other Recycled Products / Alternative Fibers	Notes
Costco San Leandro: 510-562-6708 Hayward: 510-259-6600 www.costco.com	Hayward, San Leandro	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • FSC-certified papers 	
Ecology Center Store Berkeley 510-548-3402 www.ecologycenter.org/store	Berkeley	NO	Office/Copy Paper: <ul style="list-style-type: none"> • White: 100% • FSC-certified papers 	
FedEx Office San Leandro: 510-357-8050 www.fedex.com/us/office/	Alameda, Berkeley, Emeryville, Fremont, Hayward, Livermore, Oakland, Pleasanton, San Leandro, Union City	YES (orders for copies to be made)	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • FSC-certified papers 	Stores primarily provide copying although can sell reams of paper. Check ahead for sufficient recycled paper for large copy jobs.
Kelly Paper Store Hayward: 510-783-2200 Oakland: 510-444-6727 www.kellypaper.com	Hayward, Oakland	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White/Natural: 30-100% • FSC-certified papers Printing Papers/Envelopes: <ul style="list-style-type: none"> • White/Natural: 30-100% 	
Office Depot/OfficeMax 800-463-3768 (800-GO-DEPOT) www.officedepot.com	Berkeley, Dublin, Emeryville, Hayward, Oakland, San Leandro	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers • Tree-free papers Office Supplies: Various	

Retailer & Contact Information	Store Location	Internet Ordering	Postconsumer Content / Other Recycled Products / Alternative Fibers	Notes
Staples 800-333-3330 or 1-800-STAPLES www.staples.com	Berkeley, Fremont, San Leandro	YES, with Recycled Content and other Environmental features filters	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers • Tree-free papers Office Supplies: Various	
The Office City 877-484-3633 www.theofficecity.com	Hayward	YES, with Green Products filter	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers • Tree-free papers Office Supplies: Various	Log-in required for pricing.
Walmart www.walmart.com	Fremont, Livermore, Oakland, Pleasanton, San Leandro, Union City	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% 	

Wholesale Distributors

Distributor & Contact Information	Location	Internet Ordering	Postconsumer Content / Alternative Fibers / Minimum Order Requirements
J.C. Paper 800-527-2737 www.jcpaper.com	Fremont	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • Printing Papers: 10-100% • FSC-certified papers • Tree-free papers Minimum order: \$300 for deliveries
Spicers Paper 510-476-7700 www.spicers.com	Union City	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • Printing Papers: 10-100% • FSC-certified papers • Tree-free papers – can order Minimum order: none
Unisource 800-864-7687 www.unisourcelink.com	Pleasanton	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • Printing Papers: 10-100% • FSC-certified papers • Tree free papers Minimum order: \$500
Xpedx 800-888-5475 www.xpedx.com	Livermore	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • Printing Papers: 10-100% • FSC-certified papers Minimum order: charge of \$50 for orders less than \$500

Catalog and Internet Sources

Contact Information	Catalog Ordering	Internet Ordering	Postconsumer Content / Other Recycled Products / Alternative Fibers	Notes
Blaisdell's Business Products 510-483-3600 www.blaisdells.com	YES, by request. Also provides a Green Products catalog.	YES, with Recycled Content and Environmental Compliance (certifications) filters	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified paper • Tree free papers Office Supplies: various	Also offers recycling services for catalogs, e-waste, cell phones, batteries, and ink and toner cartridges. Pick up, reuse and recycling of shipping boxes and packing material.
Dolphin Blue 800-932-7715 www.dolphinblue.com		YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • Printing Papers: 30-100% • FSC-certified papers Office Supplies: various	Free pre-paid shipping labels for empty inkjet and laser toner cartridges.
Ecopaper, Costa Rica Natural 805-644-4462 www.ecopaper.com		YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 100% sugar cane fiber (bagasse) • Paper made with fiber from agro-industrial waste such as banana, coffee, tobacco Office Supplies: various	
Give Something Back 800-261-2619 or 888-456-4483 givesomethingback.com	YES, by request	YES, with Green and Recycled Content filters	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • Printing Papers: 30-100% • FSC-certified papers • Tree free papers Office Supplies: various	
Green Earth Office Supply 800-327-8449 greenearthofficesupply.com	YES – online only	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • Tree free papers Office Supplies: various	Minimum order: \$40
GreenLine Paper 800-641-1117 www.greenlinepaper.com		YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers • Tree free papers Office Supplies: various	
OfficeDesk 800-711-5273 www.4officedesk.com	YES, by request. Green & Recycled Business Products catalog available.	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% Office Supplies: various	

Contact Information	Catalog Ordering	Internet Ordering	Postconsumer Content / Other Recycled Products / Alternative Fibers	Notes
Quill Corporation 800-982-3400 www.quillcorp.com	YES, by request	YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers • Tree free papers Office Supplies: various	
Recycled Products Cooperative 760-802-5690 www.recycledproducts.org		YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers Office Supplies: various	
The Green Office 800-909-9750 www.thegreenoffice.com/		YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers • Tree free papers Office Supplies: various	Online product notes include % total/postconsumer content, third-party certifications, chemical reductions and ability to screen products by environmental factors.
Treecycle Recycled Paper 406-550-3116 www.treecycle.com		YES	Office/Copy Paper: <ul style="list-style-type: none"> • White: 30-100% • Color: 30% • FSC-certified papers • Tree free papers Office Supplies: various	

This Appendix was last updated in February 2016.