

GPN-GL6 Purchasing Guidelines for

Stationery and Office Supplies

Green Purchasing Network (GPN)

1. Scope

These guidelines cover important environmental issues that shall be considered when purchasing the stationery and office supplies listed below. Containers will be considered as a part of product and included in the scope of these guidelines. These guidelines does not cover packaging, while information requirements do.

[List of scope items]

- Office paper products (report paper, payment slips, etc.)
- Other paper products (notebooks, envelopes, etc.)
- File folders, binders, albums, and portfolios
- Writing materials and correction materials (pencils, ball-point pens, erasers, etc.)
- Glue and adhesive tapes
- Drawing/painting and calligraphy items (brushes, paints, cases, etc.)
- Seal and stamp items (seals, inkpads, stamp racks, etc.)
- Labels, organization and desk accessories (name holders, stationary cabinets, bookends, etc.)
- Other stationery and office supplies (labels, scissors, staplers, etc.)
- Office appliances (overhead projector transparencies, storage items, desk trays, etc.)
- Garbage separation and collection items (recycling bins, bottle and can crushers, etc.)

2. Guidelines

When purchasing stationery and office supplies, the following articles shall be considered for purchasing products with as little environmental burden as possible.

[General Items]

- (1) Use of a large percentage of recycled materials
- (2) When wood or paper is used as a primary material, raw materials except for recycled materials shall be produced in accordance with the law and the rules of the regions where the trees are logged and use a large amount of recycled, unused timber or timber procured after confirmation of environmental and social sustainability of the regions where the trees are logged under sustainable forest management.

[Individual Items]

<Applying to office paper products, other paper products, and labels>

(3) Meet levels of unexcessive brightness

<Applying to ball point pens, markers, correction materials, glue, adhesive tapes, stamps/seals, and utility knives>

(4) Made from either replaceable or refillable consumable parts

<Applying to files/binders and albums>

(5) Separable binding equipment and covers for reuse

(6) Replaceable labels for repeated use

<Applying to adhesive tapes/labels made from paper>

(7) Without lamination resin

(8) Use of water-soluble, water-dispersible, or mildly alkaline water-soluble adhesives

<Applying to mechanical pencils>

(9) Items which utilize minimal length of remaining lead

<Applying to cutting mats>

(10) Usable reverse side

3. Information Requirements

- Material Separation/Classification
- Envelope window material(s)

*These guidelines are subject to change in accordance with new findings and changes in social conditions.

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By Green Purchasing Network (GPN)