



City of Tukwila

Environmentally Preferable Products Purchasing Guide



Buy Environmentally Preferable products to “green” your business. Here are terms to help with purchasing:
Environmentally Preferable Purchasing (EPP) - purchasing products which minimize impacts on the earth and on human health.

Pre-consumer content - product was made from extra materials in a manufacturing process.

Post-consumer content - product was made from items recycled by people at home or work.

Do not assume a product is made from recycled materials, unless the product packaging specifically is labeled with a “recycled-content” tag.



Online Resources For “Green” Products

King County Ecodeals for “Green Products” www.ecodeals.org

King County’s Environmentally Friendly Procurement Guide

www.kingcounty.gov/operations/procurement/Services/Environmental_Purchasing.aspx

Northwest Pollution Prevention Resource Center (NWPP) for information on EPP.

http://www.pprc.org/pubs/epp/epp_report.cfm

NWPP Green Product Databases for information on where to purchase environmentally friendly products, including a wide array of products such as paper, plastics, cleaning products and furniture.

http://www.pprc.org/pubs/epp/epp_report.cfm#database

King County Link Up Program for referrals for green products

<http://your.kingcounty.gov/solidwaste/linkup>

Sustainable Industries Green Office Guide and Green Building Products Guide

www.sustainableindustries.com/resources



Tips for “greening” your Purchasing Practices

Your suppliers probably offer a wide variety of quality recycled-content products and environmentally friendly supplies. Here are a few simple steps to get started:

- Buy recycled-content and environmentally preferable products as a company policy. Identify the products you currently purchase that could be replaced with recycled-content products. Buy products containing the most “post-consumer” recycled-content.
- Print your letterhead, envelopes, business cards and forms on post-consumer recycled-content paper.
- Buy durable, reusable items such as dishes for staff instead of disposable products. Some businesses have phased out disposable cups for water coolers and given employees reusable water bottles or cups to refill and reuse.
- Purchase printers and copiers with the capability of making double sided copies to help reduce paper use. Look for Energy Star certified products.

Questions? Want More Information? Contact the City of Tukwila
<http://www.ci.tukwila.wa.us/recycling>
 Email: Rebecca Fox at the City of Tukwila rfox@ci.tukwila.wa.us or 206-431-3683

Vendors with Environmentally Preferable Products



The following vendors offer recycled-content or environmentally preferable products. This is a partial listing. If your business offers environmentally preferable products and would like to be included on this list, please contact the City of Tukwila.

Complete Office	www.complete-office.com	Request their "Green Alternatives" catalog or online listing offering office products, green cleaners and compostable products. Tukwila based.
Corporate Express	www.corporateexpress.com	Variety of recycled-content and "green" products.
Green Earth Office Supplies	www.greenearthofficesupply.com	Variety of recycled-content and "green" products.
Office Depot	www.officedepot.com	Offers a variety of recycled-content products. Look for the recycle icon when ordering products online.
Recycled Products Cooperative	www.recycledproducts.org	National nonprofit environmental program. Online retailer of environmentally friendly products.
Service Paper	www.servicepaper.com	Variety of recycled-content and "green" products.
Staples	www.staples.com	Offers a variety of recycled-content products. Look for the recycle icon when ordering products online.
Sustainable Group Rebinder	www.sustainablegroup.net	Offers green office supplies and presentation tools. Seattle based.
Weisenbach Recycled Products	www.recycledproducts.com	Variety of promotional materials and office supplies made from recycled content.

Disclaimer: Inclusion in this guide does not constitute an endorsement by City of Tukwila or any of its staff or contractors. Exclusion from this guide is no comment on suitability of any other product(s) or vendor(s). Any cost information provided reflects the best information available at the time the guide was prepared.

