

2016 Sustainability Action Research

Housing Team Final Report: Environmentally Preferred

Purchasing

Mochi Li

Jessie Chen

Bryce Lee

Pamela Lim

Chris Hunter

Emma Sorrell

Sustainability Manager
UCLA Housing & Hospitality



Table of Contents

I. Introduction	1
II. Background	2
III. Research Methodology	4
IV. Results and Discussion	9
V. Challenges and Difficulties	11
VI. Conclusion	14
VII. References	16
VIII. Appendices	17



I. Introduction

This year's Housing Team of the Sustainability Action Research program worked to assess current procurement practices at the University of California, Los Angeles and to improve them in the interest of sustainability. We were the first SAR team to focus specifically on purchasing, and even initially, we were excited to explore this often overlooked aspect of sustainability. Throughout these past two quarters, we have worked very closely with Emma Sorrell, our wonderful stakeholder who is the Sustainability Manager of UCLA Housing & Hospitality Services, to develop a project that could benefit the university on a large scale.

We spent most of Winter Quarter gaining an understanding of the current procurement situation, limiting our scope to office supply products (due to our finite time/resources and because they are universal and recurring purchases by nature). Indeed, we analyzed the existing University of California procurement guidelines and evaluated the procurement practices of staff from Housing & Hospitality Services and the Office of Residential Life. Ultimately, we found that the current guidelines are vague in regard to sustainable purchasing and that UCLA staff members are largely unaware of the guidelines as well as the abundance of environmentally preferred products. With that in mind, we researched the environmentally preferred office supplies that are available through the BruinBuy system used by UCLA staff and developed a methodology for selecting the most environmentally conscious and cost-competitive products. We compiled the SKU numbers and descriptions of these products (as well as tips on how to live sustainably in and out of the office) into a user-friendly recommendation list that we called our Green Office Catalog. The purpose of this catalog is to streamline the procurement process and make purchasing environmentally preferable office supplies more efficient.

However, creating the Green Office Catalog was only the first stage of our project. Knowing that the catalog alone would do little to improve purchasing habits, we spent Spring Quarter training UCLA staff members how to use it via the Learn at Lunch program. During these training sessions, we also spent time explaining the importance of sustainability and green purchasing. We gave several presentations, and were encouraged by the positive feedback and helpful suggestions of attendees.

Ultimately, there is still much to be done to maximize sustainable purchasing. The Green Office Catalog is a temporary solution for procurement of green office supplies. These eco-conscious office supplies represent a small fraction of products that people frequently purchase. Hence, much more work can be done to increase green spending at UCLA. However, we are optimistic that it is a step in the right direction, and we have many ideas on how future projects can expand upon ours. Indeed, given the responses we have gotten so far, we feel confident that UCLA can and will become a leader in sustainable purchasing.

II. Background

As a large institution, UCLA has large purchasing needs as well as influence, and shifting its procurement practices towards sustainability could have far-reaching positive implications. However, there are several major obstacles to this goal; indeed, we found that the current procurement guidelines of the University of California are vague and inconsistently followed. And as the first Sustainability Action Research team focused specifically on purchasing, we were initially somewhat uncertain on how to address this issue in a feasible way.

In the very beginning, we intended to reform the guidelines themselves to make them easier to follow. Without a previous SAR project for guidance, we collected information on guidelines such as the EPA Comprehensive Procurement Guidelines and analyzed research done

by the State of California's Procurement Division, which developed a priority list to evaluate various products. We eventually found this avenue of research to be outside of our scope, and decided instead to improve the connection between the cumbersome/ambiguous existing procurement guidelines and the UCLA staff members who actually purchase office supply products.

With this new goal in mind, we looked into a project done by UC Berkeley's Zero Waste Manager, Lin King. Facing the same vague procurement guidelines, Lin developed a sustainable product recommendation list in collaboration with OfficeMax that addressed only the most frequently purchased office supplies (e.g. pens, Post-Its, dry erase markers, and paper). In order to encourage individuals throughout UC Berkeley to purchase sustainably, he organized roadshows during which vendors promoted their own products and gave away free samples. We took inspiration from what Lin began in Berkeley and decided to greatly expand the recommendation list and continue the promotion of green office supplies here at UCLA.

Our journey that began with attempting to reform the procurement guidelines of the UC system ultimately resulted in the compilation of our Green Office Catalog. This catalog was the culmination of our product recommendations (their SKU numbers and descriptions) and tips on sustainable living. With valuable input from our stakeholder, Emma Sorrell, we made a presentation to be given to UCLA staff members. It contained information on why sustainability is important in general, the significance of green purchasing, and information on how to use the Green Office Catalog. During our presentations (which were facilitated by the Learn at Lunch program), we also distributed sample products from the catalog, which we were able to purchase using funds from The Green Initiative Fund (TGIF).

III. Research Methodology

Winter Quarter

The first few weeks of our project were spent assessing the current procurement situation within UCLA Housing & Hospitality Services. We worked very closely with our stakeholder to gain an understanding of how products are purchased, and quickly decided that our project would focus on office supplies because they are frequently purchased and widely used. Additionally, there are no strict regulations regarding what kinds of products can be purchased/used (as there are for chemical cleaning supplies, for example).

Additionally, we performed background research and analyzed the current University of California Sustainability Practices Policy as well as past UCLA Housing purchasing data. Our findings were surprising. We found that the current procurement guidelines outlined in the policy are relatively vague; there are few quantified requirements, and there is very little that addresses the procurement of non-paper office supplies (such as pens, pencils, and staplers). The past Housing purchasing data also yielded some interesting discoveries. We found that the total percentage of green purchases made by Housing actually decreased from the period of 2011-2012 to the 2012-2013 academic year. Moreover, we learned that Housing classifies a said purchase as “green” if it meets one of several third party certifications or some relatively nonspecific criteria that Housing created internally; there is no centralized system or set of criteria.

With these findings in mind, we began to develop survey questions to gain an understanding of the H&HS staff’s awareness and opinions on current procurement policies/practices. We ran the survey by our stakeholder and also received valuable feedback from Allison Kanny, who helps students create effective, unbiased surveys. We asked survey

participants a variety of procurement related questions. For example, we determined if they were aware of the UC procurement policies, if they follow the policies, which office supply products they most frequently purchase, and what factors they find most (and least) important when making those purchases. We created the online survey with Google Forms and had our stakeholder distribute it to both UCLA Housing & Hospitality staff and UCLA Office of Residential Life staff that were identified as employees who purchase office supplies through the BruinBuy system.

Taking all of this into consideration, we came up with the initial project idea of creating our own set of comprehensive procurement guidelines. These would be quantified, clear, and concise. However, we soon found that this project would be logistically difficult to complete and implement, given our resources and timeline. We also realized that the current guidelines are already available to UCLA staff, who, as the survey data indicated, are largely unaware of them. For this reason, simply updating the existing guidelines would have likely had little effect in changing purchasing behavior. The need for an educational component quickly became apparent - indeed, nearly 50% of survey participants identified a lack of awareness/knowledge of sustainable products as the biggest obstacle to the sustainable procurement of office supplies at UCLA.

We delved deeper into the current procurement system, learning that the UC System is contracted with OfficeMax and that it uses an interface known as BruinBuy to make purchases. We thus decided to use the OfficeMax Green Office catalog (available to the public online) to compile a product recommendation list. We also made general plans to incorporate this list into an education program set to take place during Spring Quarter.

After reviewing the survey results and narrowing our scope, we began the process of forming our recommendations. The first step was to determine which office supplies we would create recommendations for. As a starting point, we looked at the survey responses regarding the most frequently purchased office supplies in each respondent's office, which gave us a tentative list of 35 item classes. To complete the list, we consulted the UC Berkeley Sustainable Product Recommendations and sifted through the OfficeMax Green Office catalog. We used our own judgement and the experiences of two of our group members who work on the Hill, one in ResLife and one at a front desk, to come to decisions on which items from the OfficeMax catalog to include. The two team members' experiences were helpful in determining what H&HS and ResLife staff members frequently use and would appreciate seeing on our recommendation list. Ultimately, we came up with a list of 39 of the most commonly purchased items and supplies, covering a wide range of paper products, writing utensils, desk accessories, and disposable silverware.

Next came the challenging process of making specific product recommendations for each of those items. Our main resource throughout this process was the OfficeMax Green Office Catalog, which contains almost all of the products that are available through BruinBuy. Some item classes had dozens of product choices, while others only had one or two, but we considered the same criteria for each item class.

Most important to us was reducing waste generation. We thus recommended reusable or refillable products whenever possible, and also considered durability for more permanent products. In the majority of cases where there were no significant differences in waste generation, we looked next at the materials used to make each product. Primarily, this meant looking for the products with the highest recycled and post-consumer contents. In several cases,

though, we were able to recommend products made with plant-based, renewable materials as opposed to plastic. We also paid attention to harmful substances such as PVC, chlorine, and corrosive acids, and avoided recommending products containing them. The final environmental factor we considered was certifications. For example, many of our paper recommendations are Forest Stewardship Council certified, while other recommended products are certified by organizations such as Ecologo, Green Seal, USDA, among others. Finally, cost was an important factor because most departments and offices have fixed budgets that can be spent on office supplies. Any time that two products had similar environmental impact, we chose the cheaper of the two, and we did not recommend products that were substantially more expensive even if their footprint was smaller.

Once we had compiled a complete list of product recommendations, we had to put them in a format that would be most efficient and easy to use by Housing staff. We decided to use the UC Berkeley Sustainable Product Recommendations as a model. For each product, we provided the catalog name, a picture, a description of why it is sustainable, and any other relevant details about the product. Through our correspondence with UCLA OfficeMax Representative, Trent Larson, we were able to obtain access to the OfficeMax catalog used in BruinBuy, which allowed us to include SKU numbers and accurate prices in our recommendation list. The SKU numbers enable office purchasing managers to quickly find recommended products in BruinBuy rather than manually search through the system for green office supplies.

We sent the list to our stakeholder Emma Sorrell, UCLA Chief Sustainability officer Nurit Katz, Director of the UCLA Institute of the Environment Dr. J. Cully Nordby, and Professor Carl Maida for input and comments. After that, there were only some minor formatting changes to make before we were ready to share the list with H&HS staff.

Spring Quarter

Once our catalog was completed, we shifted focus towards the educational component of our project. Working with Emma, we set dates for two “Lunch & Learns” with Housing and Res Life staff, a presentation at UCLA Staff Assembly, and a presentation to “Team Green on the Hill,” a student sustainability group on the Hill, all in late April and early May. We sent out invitations around a month in advance and followed up with several reminders throughout April in order to maximize attendance.

We contacted UCLA OfficeMax Representative Trent Larson about receiving sample supplies to distribute at the Earth Day Fair and our Lunch & Learn presentations and he generously sent a wide array of sample materials. We also used our TGIF grant money to purchase several hundred pens and highlighters from our catalog to give away at the Earth Day Fair and presentations. The pens were very popular and attendees seemed to enjoy having the chance to try out some products at the presentation. Unfortunately, the pens and highlighters we purchased did not arrive in time for Earth Day so we had dozens left over. After all of the presentations were complete, we donated any leftover supplies to a local underserved elementary school that Dr. J. Cully Nordby had contact with.

For the presentation itself, our goal was to maximize the use of our catalog. We felt that although most attendees already had some interest in sustainability given that attendance was voluntary, it would be best to first provide some background and demonstrate why sustainable purchasing is important in the first place. We began the presentation by briefly outlining what “sustainability” actually means, as most people only think of environmental sustainability and are not aware that social and economic factors are equally important to achieving sustainability. We then discussed how purchasing factors into sustainability and walked the audience through

the life cycle of a piece of paper to demonstrate the wide-reaching consequences of even the most mundane products, before explaining some general ways to reduce one's purchasing footprint. Next, we went more specifically into some specific barriers to sustainable purchasing facing UCLA by discussing the university's Zero Waste by 2020 plan, the current sustainable purchasing guidelines, as well as our survey results.

The second half of the presentation focused on our methodology for creating the catalog and walked the audience in detail through how to use it. We also distributed our "B2P" pens to all attendees and gave them a chance to try out samples of several of the supplies in our catalog. The response was positive and we received many excellent questions about the catalog, as well as some suggestions for possible ways to expand our project in the future.

After our presentations, the bulk of our work was done, but we continued to spread awareness of the catalog and tried to expand its reach to as much of campus as possible. We have distributed our catalog to multiple departments and offices on campus such as the UCLA Library system, UCLA Law School, and UCLA Office of Residential Life.

IV. Results and Discussion

Survey

As discussed in Section III, we conducted a survey of Housing and ResLife staff to learn more about current procurement practices and attitudes regarding sustainability. The survey and results can be viewed in detail in Appendix Figures 1 and 2, respectively. We received 39 responses, which was enough to construct an accurate idea of purchasing trends across the campus as a whole.

When asked whether they were familiar with the current UC sustainable procurement guidelines, only 51% of respondents said "yes," while 36% said "vaguely" and 13% said "no."

It became instantly clear to us that the University was not doing a good job at enforcing the guidelines, since barely half of purchasing managers were even well aware of what the guidelines were. Furthermore, only about 1 in 4 said they followed the guidelines “Very closely,” while just over half said they follow the guidelines “Moderately,” and the rest either were unaware of the guidelines or admitted to not following them at all. Only about 12% thought that UCLA had been “very successful” in promoting the guidelines.

Perhaps the most significant finding of our survey was that lack of awareness, not cost, being seen as the largest barrier to sustainable purchasing.

Nearly half of respondents wrote that “Lack of awareness/knowledge of sustainable products” is the biggest obstacle to sustainable procurement of office supplies, while over 30% thought it is a lack of availability and only 13% said cost. After looking through the BruinBuy/OfficeMax catalog, we realized there is no lack of availability of sustainable products. Rather, every product class had anywhere from several to dozens of sustainable options available. We interpreted this to mean that anyone who chose “lack of availability” really just lacked awareness. These two categories combined made up nearly 80% of responses, which is 6 times the number of responses blaming cost as the biggest barrier. We also asked respondents to write anything they would like to see changed or clarified in the current procurement guidelines, and the majority of respondents said they would like to be able to find sustainable products more easily and to know which products fulfill the guideline’s definition of “sustainable.” The results from this question were hugely significant in shaping our decision to create a list of recommendations and to conduct educational workshops as our primary goal.

Another significant finding which helped us to make our recommendations was which factors each respondent valued most when making a purchase. We asked to which degree they

considered cost, sustainability, quality, brand, aesthetics, and functionality when purchasing supplies for their office. Functionality was the most important factor, followed by quality, then cost, sustainability, aesthetics, and brand in that order.

End Results

We do not have any data to report at this point about the impact of our catalog and presentations. It may take several months for purchasing trends to show a noticeable difference. However, we are encouraged that awareness of our catalog has already spread to many corners of campus. So far, many departments outside of H&HS and ResLife have integrated our recommendations into their purchasing practices, including UCLA Library, UCLA Law School, ASUCLA Catering, and UCLA Recreation. We are also hoping that Athletics and several academic departments, as well as offices at UC Merced and UC Office of the President, which use the same BruinBuy platform as UCLA, will soon integrate our recommendations into their purchasing practices. Long term, we would like to create a web portal directly on the BruinBuy website that automatically finds and recommends the most sustainable option for each product type.

Next fall, we hope to obtain purchasing data for the Hill from this Spring and Summer in order to see if there is any increase in the procurement of sustainable products. Although our research will be over, it will be beneficial to Emma and potentially a SAR team next year if it decides to tackle purchasing as well.

V. Challenges and Difficulties

The inceptive goal of our project was to create a set of concrete guidelines for sustainable procurement within UCLA Housing, with an emphasis on commonly used office supplies. The current UCOP and H&HS guidelines on purchasing are vague and make it difficult for

purchasers to discern between what is environmentally preferred and what is not. Emma suggested for the team to consolidate purchasing standards to create a guide that would streamline sustainable procurement and maximize UCLA Housing's use of eco-friendly goods. As mentioned earlier, the team intended to create the guidelines based on several third party certifications like the EPA's Comprehensive Procurement Guidelines and University of California Sustainable Practices Policy. This improved guideline would provide staff members with the tools with which to make knowledgeable decisions about environmental procurement.

However, we soon discovered that the EPA's Comprehensive Procurement Guidelines was the only set of guidelines that incorporated office supplies. Even so, its guidelines on office supplies were ambiguous and showed little difference from the existing guidelines on "Environmentally Preferable Purchasing" that Housing already utilizes. Additionally, our team realized that creating a list of criteria solely based on the EPA's system of standards would do little in terms of changing purchasing habits and increasing environmentally preferred products. Even with clearer and more specific guidelines, the problem remains that staff members are unaware of the guide or have little motivation to use it.

We quickly shifted and reevaluated the goals of our project and began to consider other research possibilities. The team decided upon using the OfficeMax Green Office catalog to put together a set of specific product recommendations that contain prevalent information such as SKU number, pricing, and why each chosen product is environmentally preferred. The recommendation list is based on and an expansion of a simple list of environmentally preferred products offered in the BearBuy purchasing system at UC Berkeley. The team selected products that were the most environmentally preferable by looking into their recycled content, waste generation, third party certifications, and other metrics. We used these recommendations as a

core component of the educational phase of the project. Unlike a more comprehensive guideline, the recommendation list provided us with concrete examples to present to our audiences. It eased the process of describing and explaining environmental purchasing.

This is not to say that the recommendation list is the perfect way to address purchasing at UCLA. It is inherently limited because we purposely narrowed our focus to specific, frequently used office supplies. The broadness of the guideline is useful, because it allows staff members to use their own discretion and apply environmental goals toward any product they need to purchase. The real strength of our recommendation list was for the opposite reason; with only one choice for each product, we intended to smooth the process of selection as much as possible. Upon considering this weakness of the recommendation list, we decided to include a page in our Green Office Catalog: “Easy Ways to Practice Sustainable Living.” The first half addresses sustainable purchasing at the office and provides the purchaser with simple goals to reach for when trying to purchase as sustainably as possible.

Ultimately, our Green Office Catalog is merely a short-term solution to the issue of sustainable purchasing at UCLA. Our team decided that the optimal situation would be the existence of a portal within the BruinBuy system that automatically directs purchasing managers toward the most sustainable and cost-efficient product. However, this program would require arrangements with the BruinBuy, UCLA Purchasing, OfficeMax, other departments, and a person who is knowledgeable about web design and computer software. This was beyond the scope of our project, considering the trajectory of our goals, which began with a modified purchasing guideline. Still, it would be a great project for a future Sustainability Action Research Team or for another department to take over.

An unrelated issue we encountered was the incentivization of our Learn at Lunch

presentations. We had hoped to encourage attendance by providing lunch or refreshments, but ran into several issues. First, TGIF regulations do not allow for funds to go toward food purchases, so we had to find separate funding. Secondly, UCLA policy prohibits events in conference rooms on the Hill from using outside catering, so we were limited to ASUCLA catering which was out of our price range, even if we received additional funding. We ultimately decided to ask attendees to bring their own lunch, and to our surprise, this did not seem to affect attendance much, if at all.

VI. Conclusion

The Housing Team is the first Sustainability Action Research Team to focus on environmentally preferred purchasing at UCLA. We intended for the list of recommended green office supplies to streamline the purchasing process by pointing out to purchasing managers the most sustainable and price-competitive green office supplies they can acquire for their departments. To support the goal of purchasing more sustainable products, the Housing Team supplemented the recommendation list with an educational phase of the project. The team planned and organized educational “Lunch and Learns” to educate staff and students on the importance of sustainable procurement. These outreach programs provided UCLA staff and students with the opportunity to learn about green office supplies with the goal of changing consumer habits and purchasing patterns. Although, the project was initially directed at UCLA Housing & Hospitality Services, we have ultimately expanded our target audience, so that our guidelines can reach UCLA as a whole. Awareness of the Green Office Catalog is spreading across campus, with UCLA Library, Recreation, Law School, and ASUCLA Catering all recently adopting our catalog into their purchasing practices. We have also explored the possibility of sharing the catalog to UC Merced and UC Office of the President. We are hopeful

that even more departments will be adopting the practice soon. This project was a tremendous success as the team was able to accomplish all of its major goals. However, we recognize that the solution we created to sustainable procurement is a short term one. The availability of products on BruinBuy is updated on a rolling basis and the possibility of products we have recommended no longer being offered is a possibility. To secure the future of environmentally preferred products at UCLA, an eco-friendly procurement portal needs to be embedded within the BruinBuy system that would automatically update the availability of certain products. The development of the portal brings its own challenges that the team did not have the resource or time to address. That is a conversation to be had with UCLA Purchasing, OfficeMax, and the development team of BruinBuy. Moreover, the catalog is intended for staff members. Hence, there is no current guideline for the 40,000 + students at UCLA. A future SAR team could research the feasibility of outreach and creating a guide for students. The impacts of the catalog and the sustainability education has yet to be determined. A tracking and monitoring system is currently in the works with UCLA Purchasing to assess whether there has been an increase in sustainable procurement after the implementation of the catalog and outreach programs. Our goals were to address UCLA campus purchasing patterns, create a shift towards more environmentally preferred purchasing, specifically for office supplies, and support UCLA's overall commitment to sustainability. Our project empowered individuals to play an active role in support UCLA's path to sustainability and to meeting the UC-wide goal of Zero Waste by 2020.

VII. References

"EPA's Recommendations of Specifications, Standards and Ecolabels." EPA. US Environmental Protection Agency. Web. 02 Feb. 2016.

Green Spend Progress, 2012–2013. Rep. Los Angeles: UCLA Housing & Hospitality Services, 2014. Print.

"Procurement." UC Berkeley Sustainability & Energy. University of California, Berkeley. Web. 02 Feb. 2016.

University of California – Policy: Sustainable Practices. University of California, Office of the President, 22 June 2015.

VIII. Appendices

Figure 1: Preliminary Purchasing Habits Survey



Housing Team Survey

This survey intends to assess current University of California procurement practices and evaluate how to improve them in the interest of sustainability. Your responses will contribute to ameliorating the UC Sustainable Practices Policy. Thank you for your participation!

* Required

Name *

Position Title *

Department *

When purchasing products for your office, how important are the following factors? *

	Not Important	Somewhat Important	Important	Very Important
Cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aesthetics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functionality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you use other means to make purchases besides Bruin Buy? *

If yes, please list what you use

- I only use BruinBuy
- Office Credit Card
- Invoicing
- Other:

Are you aware of the current University of California Sustainable Practices Policy? *

- Yes
- No
- Vaguely

What do you think is the biggest obstacle to sustainable procurement of office supplies at UCLA? *

- Cost
- Lack of awareness/knowledge of sustainable products
- Complicated procurement policies
- Lack of availability of sustainable products
- Other:

On a scale of 1-5, with 5 being the most sustainable, how sustainable do you consider your lifestyle outside of the office to be? *

- 1
- 2
- 3
- 4
- 5

Is there anything you would like to see changed or clarified in UCLA's current procurement guidelines? *

If "Yes" or "Vaguely," to what degree do you follow those guidelines in regard to purchasing? *

- Very closely
- Moderately
- Not at all
- Only when convenient
- I answered "No" to the previous question
- Other:

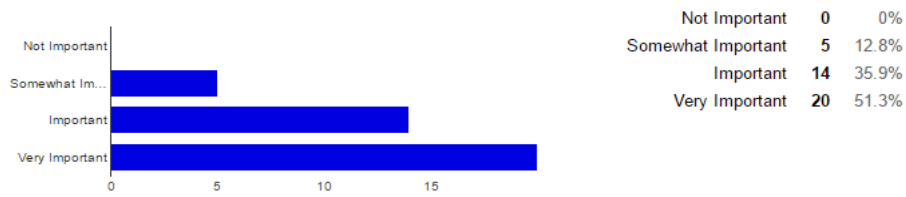
On a scale of 1-5, with 5 being the most successful, how successful do you think UCLA has been at promoting its current sustainable procurement guidelines? *

- 1
- 2
- 3
- 4
- 5

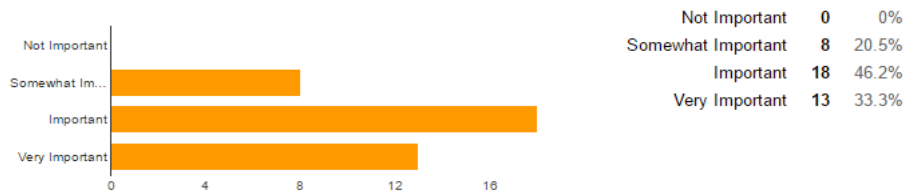
Please list the most frequently purchased products in your office. *

Figure 2: Survey Responses and Results

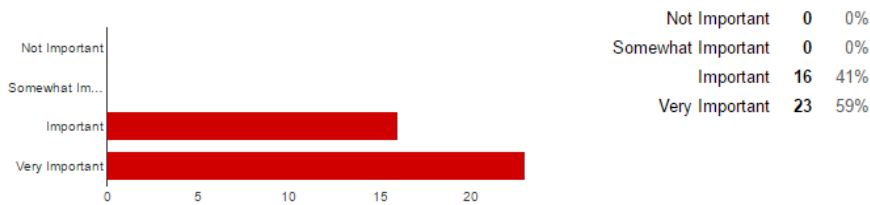
Cost [When purchasing products for your office, how important are the following factors?]



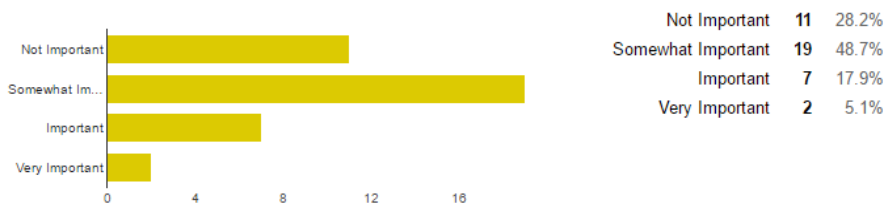
Sustainability [When purchasing products for your office, how important are the following factors?]



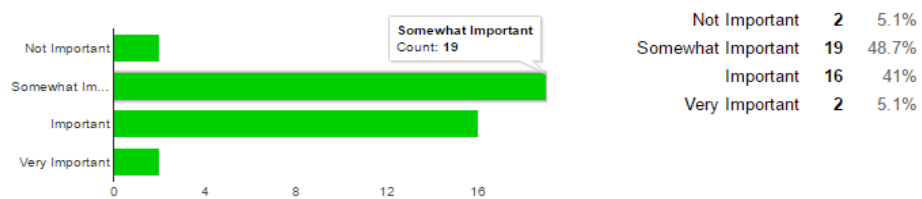
Quality of Product [When purchasing products for your office, how important are the following factors?]



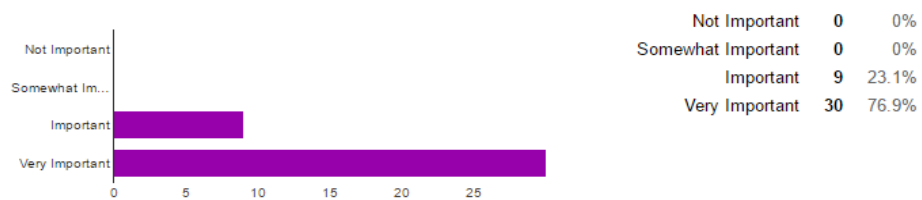
Brand [When purchasing products for your office, how important are the following factors?]



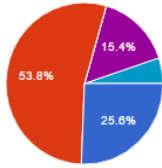
Aesthetics [When purchasing products for your office, how important are the following factors?]



Functionality [When purchasing products for your office, how important are the following factors?]

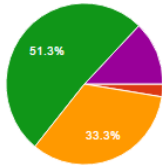


If "Yes" or "Vaguely," to what degree do you follow those guidelines in regard to purchasing?



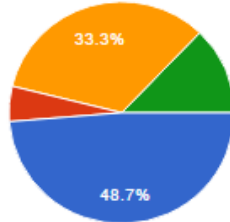
Very closely	10	25.6%
Moderately	21	53.8%
Not at all	0	0%
Only when convenient	0	0%
I answered "No" to the previous question	6	15.4%
Other	2	5.1%

On a scale of 1-5, with 5 being the most successful, how successful do you think UCLA has been at promoting its current sustainable procurement guidelines?



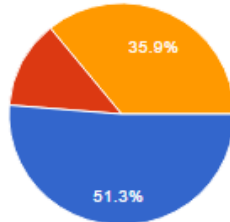
1	0	0%
2	1	2.6%
3	13	33.3%
4	20	51.3%
5	5	12.8%

Do you use other means to make purchases besides Bruin Buy?



I only use BruinBuy	19	48.7%
Office Credit Card	2	5.1%
Invoicing	13	33.3%
Other	5	12.8%

Are you aware of the current University of California Sustainable Practices Policy?

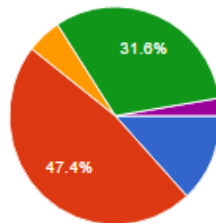


Yes	20	51.3%
No	5	12.8%
Vaguely	14	35.9%

Please list the most frequently purchased products in your office.

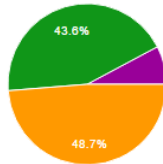
Paper
100% recycled copy paper :)
Paper butcher paper pens file folders
I order for my two bosses so whatever items they need: pens, binder clips, paper clips, magnifying glasses, index cards, file folder, etc.
Office supplies, such as copy paper, pens and binders.
Recycled copier paper, Electronic stapler, Report covers, Tab/flags and 3 hole punch.
Paper Tissue Pens Paper Clips Rubberbands Classification Folders

What do you think is the biggest obstacle to sustainable procurement of office supplies at UCLA?



Obstacle	Count	Percentage
Cost	5	13.2%
Lack of awareness/knowledge of sustainable products	18	47.4%
Complicated procurement policies	2	5.3%
Lack of availability of sustainable products	12	31.6%
Other	1	2.6%

On a scale of 1-5, with 5 being the most sustainable, how sustainable do you consider your lifestyle outside of the office to be?



Scale	Count	Percentage
1	0	0%
2	0	0%
3	19	48.7%
4	17	43.6%
5	3	7.7%

Is there anything you would like to see changed or clarified in UCLA's current procurement guidelines?

please update the sustainable list of office supplies commonly ordered and resent to current bruinbuy preparers.
Better awareness and specific product to purchase that are the most sustainable.
I honestly don't know what the guidelines are but I also don't purchase many paper items, so I don't know how many pens, paper clips, etc are currently sustainable
It would be helpful to have the guidelines offered to the people requesting the supplies. It appears that the guidelines are generally available to the people purchasing the items, but not necessarily to those requesting the products.
Not with the guidelines but to help me out a little more I would like to have more options in the OfficeMax book. Somethings I just can't buy that are sustainable.
More options of sustainable products easily available from Officemax.

Figure 3: The Green Office Catalog



UCLA Sustainability Action Research

Housing Team

***Green
Office
Catalog***

April 2016

Presented by:

Sustainability Action Research Housing Team



Stakeholder: Emma Sorrell

Leaders: Jessie Chen and Mochi Li

Members: Bryce Lee, Chris Hunter, and Pamela Lim

The Housing Team is the first Sustainability Action Research Team to focus on non-food procurement at UCLA. Our goal seeks to increase and streamline procurement of environmentally preferred products, specifically office supplies, within UCLA Housing and Hospitality Services. We hope our guidelines will reach UCLA as a whole. Our project empowers individuals to take an active role in overcoming obstacles on UCLA's road to sustainability and to meeting the UC-wide goal of Zero Waste by 2020. By doing so, we hope to mainstream sustainable purchasing, enhance awareness of the existing sustainability policies, and bringing UCLA one step closer to sustainability.



This catalog is published by the Sustainability Action Research Housing Team. For questions regarding information presented in this catalog, please contact Emma Sorrell, Sustainability Manager, UCLA Housing & Hospitality Services at esorrell@ha.ucla.edu or our team leader, Jessie Chen at jessiechensaid@aim.com

Special Thanks to:

Patty Zimmerman

Student Government Services Manager
UCLA Student Union

Allison Kanny

Coordinator
Assessment Support & Capacity Building

Dominika Sorrells

Commodity Manager
Strategic Sourcing - UCLA Procurement

Cully Nordby

Academic Director
UCLA Institute of the Environment and Sustainability

Emma Sorrell

Sustainability Manager
UCLA Housing & Hospitality Services

Patricia Magnuson

Administrative Analyst
UCLA Housing & Hospitality Services

Noopur Goel

Communications Director
Sustainable Action Research

ASUCLA's The Green Initiative Fund

The Dart Foundation

Lin King

Cal Zero Waste Manager
University of California, Berkeley

Carl Maida

Professor of Public Health
UCLA School of Dentistry

Trent Larson

Senior Account Executive.
Office Depot, Inc.

Nurit Katz

Facilities Management
Chief Sustainability Officer

Denita Toneva

Director
Sustainable Action Research

Elizabeth Roswell

Director
Sustainable Action Research

Gabriella Merino

Communications Director
Sustainable Action Research

Easy Ways to Practice Sustainable Living

Green Procurement Tips

1. Look for these characteristics that lower a product's carbon footprint:
 - a. Reusable or refillable items (non-disposable)
 - b. Made of recycled content, especially postconsumer recycled content
 - c. Minimally packaged
2. Choose non-toxic or eco-friendly products, especially when ordering chemicals.
3. Purchase in bulk to further reduce packaging.
4. Consolidate ordering to cut down on the number of deliveries.
5. Look for the "reduce, reuse, recycle" symbol in the BruinBuy catalog.
6. Choose products that have certifications such as:
 - a. Environmental Protection Agency Comprehensive Procurement Guidelines
 - b. Forest Stewardship Council
 - c. Green Seal

Other Ways to Be Green at the Office

1. Turn off power strips or unplug unused electronics.
2. Sort your waste into recyclables and compostables.
3. Turn on energy-saving settings on your electronics.
4. Print double-sided whenever possible.
5. Make your own scrap paper and notepads (for example: reuse one-sided prints).
6. Bring your own reusable mugs, plates, utensils, etc. (ex: to use at catered events).
7. Carpool, use public transit, bike, or walk to get to work.
8. Take the stairs instead of the elevator.
9. Set the thermostat to 78° in the summer and 68° in the winter.
10. Use digital file sharing instead of printing and mailing documents.
11. Take shorter showers or 5-minute showers.
12. Do laundry with cold water and full loads.
13. Reduce meat and dairy consumption.
14. Reduce food waste.
15. Plant herbs, produce, or drought-tolerant plants.
16. Open your windows or use a fan instead of the air conditioner.
17. Bring your own take-out containers for restaurant leftovers.
18. Invest in reusable goods. For example:
 - a. Cloth napkins
 - b. Hand towels
 - c. Grocery bags
 - d. Water bottles

TABLE OF CONTENTS

1. Writing Instruments	1
Stick Ballpoint Pens	
Retractable Ballpoint Pens & Refills	
Dry-Erase Markers & Refills	
Highlighters	
Permanent Markers	
Mechanical Pencils & Lead, Eraser Refills	
2. Paper	4
Multipurpose Paper	
Colored Multiuse Paper	
Construction Paper	
Paper Stock	
Writing Pads	
Flip Charts	
3. Basic Office Supplies	6
Staplers	
Scissors	
Post-Its	
Mouse Pad	
Jumbo & Regular Paper Clips	
Correction Pen & Refills	
Clipboards	






4. Adhesives	9
Glue sticks	
Tape Dispenser	
Transparent Tape	
5. Mailing and Filing Supplies	10
Envelopes	
Labels	
File Folders	
Photo/Document Mailers	
Sheet Protectors	
6. Organizational Supplies	12
Form Holders	
Stackable Letter Trays	
Letter Sorters	
7. Hygienic Supplies	13
Cascade Facial Tissues	
Marcal Facial Tissues	
Surface Wipes	
Hand Sanitizer & Refill	
8. Dining Supplies	15
Bowls, Plates, & Cups	
Forks, Knives, & Spoons	
Napkins	



Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Paper Mate - Write Bros® Recycled Stick Ballpoint Pens - Blue, Medium, 12/Pack</p> <p>Item #: N11750867</p> <p>Total Cost: \$1.36</p>	<ul style="list-style-type: none"> • 80% pre-consumer recycled content • Perfect for situations where large quantities, of pens are needed • Non refillable
	<p>Pilot - Bottle 2-Pen Retractable Ballpoint Pens - 12/Pack</p> <p>(Black) Item #: N134800 (Blue) Item #: N134801</p> <p>Total Cost: \$6.96 Cost/Pen: \$0.58</p> <p>(Red) Item #: N134602</p> <p>Total Cost: \$7.50 Cost/Pen: \$0.63</p>	<ul style="list-style-type: none"> • Retractable ballpoint pen made from recycled plastic bottles • Contains 86% total recycled content with 83% postconsumer recycled content • Refillable for continued use (see below)
	<p>Pilot Bottle 2-Pen Ballpoint Pens Retractable Refills</p> <p>(Black) Item #: N177227 (Blue Item) #: N177228</p> <p>Total Cost: \$0.50 Cost/Refill: \$0.25</p> <p>(Red Item) #: N177229</p> <p>Total Cost: \$0.60 Cost/Refill: \$0.30</p>	<ul style="list-style-type: none"> • 2/Pack • Point Size: 1 mm medium • PVC free product






	<p>Pilot® V-Board Master BeGreen 91% Recycled Dry-Erase Markers, Chisel Point, Assorted, Pack Of 5</p> <p>Item #: N143917</p> <p>Total Cost: \$5.49 Cost/Marker: \$1.10</p>	<ul style="list-style-type: none"> • Contains 91% post-consumer content • Refillable for continued use & less waste (see below) • Assorted colors (black, blue, green, orange and red)
	<p>Pilot - Refill for BeGreen® V Board Master Dry Erase Markers</p> <p>(Red) Item #: N143924 (Green) Item #: N143925 (Black) Item #: N143922 (Blue) Item #: N143923 (Orange) Item #: N143926</p> <p>Red Refill Cost: \$0.69/Unit Green Refill Cost: \$0.63/Unit Black Refill Cost: \$0.95/Unit Blue Refill Cost: \$0.95/Unit Orange Refill Cost: \$0.95/Unit</p>	<ul style="list-style-type: none"> • Sold individually • Durable Twin Pipe Feed System® provides consistent color intensity and ink flow
	<p>Office Depot® Brand Chisel-Tip Highlighter, Assorted Fluorescent Colors, Pack Of 12</p> <p>Item #: N2OD78739</p> <p>Total Cost: \$2.50 Cost/Highlighter: \$0.21</p>	<ul style="list-style-type: none"> • Barrel contains 100% total recycled plastic with 30% postconsumer recycled content. • Certified AP nontoxic • Assorted colors include Blue, Green, Orange, Pink, Purple, Yellow


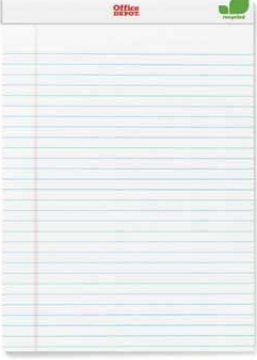

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Office Depot® Brand 100% Recycled Permanent Markers, Fine Point, Black, Pack Of 12</p> <p>Item #: N2OD88669</p> <p>Total Cost: \$3.25 Cost/Pen: \$0.27</p>	<ul style="list-style-type: none"> • Contains 100% post-consumer recycled content • AP nontoxic certified
	<p>Pilot RexGrip BeGreen Mechanical Pencils</p> <p>Item #: N451220</p> <p>Total Cost: \$8.80 Cost/Pencil: \$0.73</p>	<ul style="list-style-type: none"> • Contains 71.9% pre-consumer content • Contains 0.5mm HB leads • Box of 12 • Refillable with Pilot lead and MS-10 eraser refills
	<p>Mechanical Pencil Lead Eraser Refill</p> <p>Lead Item #: N4OM97039</p> <p>Total Cost: \$0.68</p> <p>Eraser Item #: N470001</p> <p>Total Cost: \$0.58</p>	<p>Lead:</p> <ul style="list-style-type: none"> • PVC free • 0.5mm • 30 leads/pack <p>Eraser</p> <ul style="list-style-type: none"> • Color: white vinyl • 5/pack

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Boise® Aspen® Multipurpose Paper, 8 1/2" x 11", 20 Lb, 100% Recycled FSC Certified, 500 Sheets Per Ream,</p> <p>Item #: P1054922-CTN (Case Of 10 Reams)</p> <p>Total cost: \$32.47</p> <p>Item #: P1054922 (1 Ream)</p> <p>Total Cost: \$5.18</p>	<ul style="list-style-type: none"> • 500 sheets/ream • 100% post-consumer content • Forest Stewardship Council Recycled Certified & Sustainable Forestry Initiative Certified Sourcing • Exceeds EPA's Comprehensive Procurement Guidelines
	<p>Xerox Multipurpose Color Paper, 8-1/2" x 11"</p> <p>(Green) Item#: P13R05857 (Blue) Item#: P13R05856 Gold Item#: P13R05861 Cherry Item#: P1P13R20080 Lilac Item#: P13R11230 Gray Item#: P13R20079</p> <p>Total Cost: \$4.24/ream (All)</p>	<ul style="list-style-type: none"> • Contains a minimum of 30% postconsumer recycled content • 500/ream • Acid-free
	<p>Pacon - Riverside® Groundwood Construction Paper - Assorted, 9" x 12", 50/Pack</p> <p>Item #: J1103637</p> <p>Total Cost: \$2.85</p>	<ul style="list-style-type: none"> • 100% total recycled content • Size: 9" Height x 12" Width • Color: Assorted • Features: Acid-free, Heavyweight

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Wausau Paper - Astrobrights Brightly Color Paper and Cover Stock - 8- 1/2" x 11", 24 lb, 500/Pack</p> <p>(Yellow) Item #: P121538 (Green) Item #: P121548 (Blue) Item #: P121528 Orange Item #: P121658 Pink Item #: P121038 Red Item #: P121558</p> <p>Yellow Pack Cost: \$9.09 Green Pack Cost: \$9.08 Blue Pack Cost: \$9.09 Orange Pack Cost: \$9.07 Pink Pack Cost: \$9.03 Red Pack Cost: \$9.09</p>	<ul style="list-style-type: none"> • Forest Stewardship Council Certified • 30% total recycled content with 30% post-consumer content • 500 sheets/pack
	<p>Office Depot - 100% Recycled Perforated Writing Pads - White, Legal, 8-1/2" x 11-3/4", 6/Pack</p> <p>Item #: P399436</p> <p>Total Cost: \$6.76 Cost/Pad: \$1.13</p>	<ul style="list-style-type: none"> • 100% total recycled content with 40% post consumer recycled content • 50 sheets per pad • 12/Pack
	<p>OfficeMax - Flip Charts - 5/Carton, Unruled</p> <p>Item #: P3OD-F15OR-4</p> <p>Total Cost: \$34.92 Cost/Chart: \$6.98</p>	<ul style="list-style-type: none"> • Contains 100% recycled paper with 40% post-consumer content • Not self-stick • PVC free • 27" W x 34" H

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Stanley Bostitch - Ascend™ Desktop Stapler - Red, 20 Sheet</p> <p>Item #: H1B210R-RED</p> <p>Total Cost: \$5.43 <i>*The black and blue models are more expensive</i></p>	<ul style="list-style-type: none"> • Contains 70% post consumer recycled content • Uses standard staples • Staples up to 20 sheets of 20-lb paper at once
	<p>Westcott - KleenEarth® Recycled Soft Handle Scissors - 7", Black, Straight</p> <p>Item #: H315587</p> <p>Total Cost: \$4.69</p>	<ul style="list-style-type: none"> • Contains 70% total recycled content with 30% postconsumer recycled content. • The handle is plastic and the blade is stainless steel • Handle Orientation: straight • 10-year manufacturer's warranty
	<p>Recycled Post-it Note Pad Cabinet Packs - Yellow, 24/Pack, 3" x 3"</p> <p>Item #: A2654R-24CP-AP</p> <p>Total cost: \$17.47</p>	<ul style="list-style-type: none"> • 30% post-consumer content (paper) • SFI Chain of Custody Certified • 75 sheets per pad • Minimal waste packaging; no individually wrapped pads • Yellow

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Fellowes - Recycled Mouse Pad - 9" W x 8" D x 1/16" H, Mouse pad</p> <p>Leaves Item #: E65903801 Blue Ocean Item#: E65903901 Puppy Item #: E65913901</p> <p>Total Cost: \$10.95</p>	<ul style="list-style-type: none"> • Mouse pad base contains 95% post-consumer recycled content • Comes in Blue Ocean, Puppy, and Leaves designs • Nonskid base • Packaging card is printed with soy-based ink and is made recycled material
	<p>Office Depot - 50% Recycled Paper Clips, 2", Silver - Jumbo, 20 Sheet, Silver, 100/Box</p> <p>Item #: H410014</p> <p>Total Cost: \$0.77</p>	<ul style="list-style-type: none"> • Contains 50% postconsumer recycled content • Size: Jumbo • Quantity/Unit: 100/Box
	<p>Office Depot - 50% Recycled Paper Clips, 2", Silver - Regular, 10 Sheet, Silver, 100/Box</p> <p>Item #: H4OD10011</p> <p>Total Cost: \$0.28</p>	<ul style="list-style-type: none"> • Contains 50% postconsumer recycled content • Paper Clips, 1 1/4" • Quantity/Unit: 100/Box

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Paper Mate DryLine Ultra Correction Tape Pen</p> <p>Item #: A91777626</p> <p>Total Cost: \$3.80</p>	<ul style="list-style-type: none"> • Refillable (see below) • Color: white • Size: 1/4" x 234"
	<p>Paper Mate Liquid Paper® Dryline Ultra Correction Tape Refill</p> <p>Item #: A91777625</p> <p>Total Cost: \$4.94</p>	<ul style="list-style-type: none"> • Refill tape for DryLine Ultra Correction Tape Pen • Line Coverage: 1 • Tape Width: 1/4" • Tape Length: 234"
	<p>Office Depot - Recycled Standard Wood Clipboard - Light Brown, Letter, 3/Pack</p> <p>Item #: F710045</p> <p>Total Cost: \$2.53 Cost/Clipboard: \$0.84</p>	<ul style="list-style-type: none"> • Contains 100% postconsumer recycled content with 100 % post consumer content • Size: letter (8 ½ x11") • Diverse supplier, Minority-Owned Business

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Elmer's - School Glue Naturals Glue Stick - 22 grams, Removable, 1/Each</p> <p>Item #: A1E5045</p> <p>Total Price: \$2.97</p>	<ul style="list-style-type: none"> • Plant-based formula with over 88% natural glue • Removeable & Washable
	<p>Scotch - C-38 Desktop Dispensers - 2-3/4" x 6-1/2" x 2-3/4", 1", Black, 1/Each</p> <p>Item #: A8C-38-BK</p> <p>Total Cost: \$2.37</p>	<ul style="list-style-type: none"> • Contains 100% total recycled content • Tape not included • PVC free • Holds tape up to 3/4" wide x 1,296" long on a 1" core • Refillable (see below)
	<p>Scotch - Magic™ 612 Greener Tape in Refillable Dispensers - 3/4" x 600", 1", Transparent, 6/Pack</p> <p>Item #: A86123</p> <p>Total Cost: \$14.08 Cost/Tape: \$2.35</p>	<ul style="list-style-type: none"> • Made from over 75% recycled or plant-based materials • Size: 3/4" x 900" Core Size: 1"

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in **BruinBuy**)

	<p>Office Depot - 100% Recycled Lift & Press™ Premium Envelopes, #10 - 4-1/8" x 9-1/2" - White</p> <p>Item #: P276148</p> <p>Total Cost: \$8.93 Cost/Envelope: \$0.36</p>	<ul style="list-style-type: none"> • 100% total recycled content • 250/Box • Lift & Press closure provides a permanent seal immediately upon contact. Just lift the lower flap, then press down the top flap for an immediate seal • Forest Stewardship Council (FSC) certified 'Gold' standard of responsible forestry
	<p>Avery - EcoFriendly Labels - White, 1" x 2-5/8", 750/Pack</p> <p>Item #: A548160</p> <p>Total Cost: \$7.81</p>	<ul style="list-style-type: none"> • Product contains 100% postconsumer recycled content. Packaging is 100% recycled with 35% post consumer recycled content • 100% recyclable water-based adhesive • Forest Stewardship Council certified
	<p>Office Depot - File Folders - Recycled - Letter, 1/3, Assorted, 100/Pack</p> <p>Item #: F10M01501</p> <p>Total cost: \$6.33</p>	<ul style="list-style-type: none"> • 30% post-consumer content • SFI Chain of Custody Certified • 10-pt. manila stock; single-ply, undercut tab • 100 per box

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Quality Park - Photo/Document Mailers - White, 9" x 11-1/2", 25/Pack</p> <p>Item #: P264014</p> <p>Total Cost: \$31.02</p>	<ul style="list-style-type: none"> • Total Recycled Content: 100% with 95% post Consumer Content • Green Compliance Certificate/Authority: SFI • Material: Fiberboard • Color: White • Features: Perforated Tear Strip
	<p>C-Line - Recycled Polypropylene Sheet Protectors - 8-1/2" x 11", Transparent, 100/Pack</p> <p>Item #: L262029</p> <p>Total Cost: \$17.68</p>	<ul style="list-style-type: none"> • 70% pre consumer content • Holds up to 8-1/2" x 11" materials • Clear • 100/Pack

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))



	<p>Office Depot - 89% Recycled Aluminum Form Holder, Top-Opening - Gray, 8-1/2 x 11, 1/Each</p> <p>Item #: F7OD679172</p> <p>Total Cost: \$14.69</p>	<ul style="list-style-type: none"> • Contains 89% total recycled content with 50% post consumer content • High-capacity clip holds up to 1" of paper. • Heavy-duty aluminum features an opaque finish
	<p>Office Depot® Brand 30% Recycled Ribbed Bottom Stackable Letter Trays, Black, Pack Of 6</p> <p>Item #: K310415</p> <p>Total Cost: \$8.67 Cost/Tray: \$2.89</p>	<ul style="list-style-type: none"> • Contains 30% total recycled content • Stacks securely to create a convenient form of desktop organization • Dimensions: 10-1/2" H x 9-5/8" W x 9-5/8" D
	<p>Office Depot 30% Recycled Deluxe Desk Accessories</p> <p>Item #: K310401</p> <p>Total Cost: \$5.07</p>	<ul style="list-style-type: none"> • Greener choice contains 30% total recycled content • Features 5 separate compartments for sorting • Dimensions: 6-1/16" H x 5-1/16" W x 8" D




Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Cascade Moka 2-Ply Facial Tissue</p> <p>Item #: W34186</p> <p>Total Cost: \$20.99 Cost/Box: \$0.70</p>	<ul style="list-style-type: none"> • 100 tissues per box, 30 boxes per unit • Made from 100%-unbleached, recycled fiber with 80% postconsumer recycled content. • Green-E certified — made with renewable energy • Ecologo certified & Green Seal certified • Processed Chlorine Free
	<p>Marcal - Small Steps® Facial Tissue - Boutique - 2-Ply, 80 Sheets, 6/Pack</p> <p>Item #: W54034</p> <p>Total Cost: \$8.60</p>	<ul style="list-style-type: none"> • 100% total recycled content • 2-ply • Unscented tissues packed in attractive boutique boxes • 80 tissues per boutique box, 6 boxes per carton
	<p>Clorox - Green Works Wipes - Multi-purpose, Wipes, 5/Container</p> <p>Item #: W330655</p> <p>Total cost: \$75.60 Cost/Container: \$15.12</p>	<ul style="list-style-type: none"> • 99% natural plant fiber-based • 30 wipes/container, 5 containers/carton • Recognized by EPA's Design for the Environment (DfE) Formulation Program




Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Purell Instant Hand Sanitizer - Personal Pump Bottle</p> <p>Item #: W39652-12</p> <p>Total Cost: \$3.83</p>	<ul style="list-style-type: none"> • 8 oz, 1 each • Dye free • Dermatologist tested • Refillable Purell® Advanced Green Certified Gel Instant Hand Sanitizer (see below)
	<p>Purell® Advanced Green Certified Gel Instant Hand Sanitizer Refill - 2/carton</p> <p>Item #: W31903-02</p> <p>Total Cost: \$26.94 Cost/Carton: \$13.47</p>	<ul style="list-style-type: none"> • 1200 oz • Ecologo certified - for products with certified environmental and human health benefits • USDA-certified biobased formulation • Fragrance- and dye-free • Kills 99.99% of common germs; includes blend of 4 skin conditioners; clinically proven to help maintain skin health.

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in [BruinBuy](#))

	<p>Eco-Products - Sugarcane White Tableware - White, Bowl, Sugarcane, 12 oz</p> <p>Item #: A7ECPEPBL12PK</p> <p>Total Price: \$9.07 Cost/Bowl: \$0.18</p>	<ul style="list-style-type: none"> • Made from 100% reclaimed, renewable material • Can be used with hot or cold contents • BPI Certified Compostable: compostable in a commercial composting facility • 50 bowls per pack
	<p>Solo - Eco-Forward Plates - White, Plates, Sugarcane, 8.5"</p> <p>Item#: A7SCCOFMP9</p> <p>Total Price: \$11.59 Cost/Plate: \$0.09</p>	<ul style="list-style-type: none"> • Made from 100% plant-based renewable resources • Compostable in a commercial compost facility • Microwavable • Color: White • Material: Sugarcane • 125/Pack
	<p>Eco-Products - World Art™ Renewable Resource Compostable Hot Drink Cups - Pattern, Hot Beverage, Compostable, 12 oz</p> <p>Item #: A7EPBHC12WAPK</p> <p>Total Price: \$8.02 Cost/Cup: \$0.16</p>	<ul style="list-style-type: none"> • Made from 100% renewable resources. Lined with Ingeo™, a plant-based plastic • BPI Certified Compostable: compostable in a commercial composting facility • Do not microwave • 50 cups/pack

Environmentally Preferred Office Products (available via the **OfficeMax** WORKPLACE catalog in **BruinBuy**)

	<p>StalkMarket - Biodegradable Cutlery - White, Fork or Knife, 500/Pack</p> <p>Fork Item #: A7CPLA-002-S Knife Item #:A7CPLA-001-S</p> <p>Total Cost: \$52.78 (Both) Cost/Unit: \$0.11</p>	<ul style="list-style-type: none"> • 100% pre-consumer recycled content • Compostable in commercial composting facilities • Made from renewable CPLA (crystallized polyactic acid)
	<p>StalkMarket - Biodegradable Cutlery - White, Spoon, 500/Pack</p> <p>Item#: A7CPLA-003-S</p> <p>Total Cost: \$29.24 Cost/Spoon: \$0.06</p>	<ul style="list-style-type: none"> • 100% pre-consumer recycled content • Compostable in commercial composting facilities • Made from renewable CPLA (crystallized polyactic acid)
	<p>Seventh Generation - 100% Recycled Napkins - Brown, 11-1/2" x 12-1/2", 1-Ply, 500/Pack</p> <p>Item #: A713705</p> <p>Total Cost: \$8.61 Cost/Napkin: \$0.02</p>	<ul style="list-style-type: none"> • 100% recycled paper • 90% post-consumer content • Made from recycled paper • Size: 11-1/2" x 12-1/2" • 1-ply



UCLA

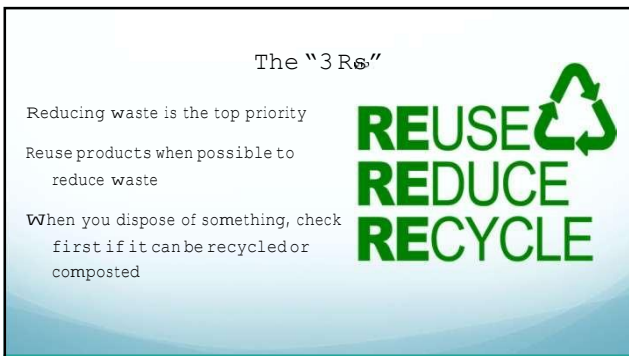
Sustainability Action Research

Sustainability Action Research (SAR) is a student-initiated, student-designed, and student-facilitated program offered through the Institute of the Environment & Sustainability (IoES). The program is twofold: In the fall, students are invited to attend the Sustainability Talks, where they will hear from professionals, academics, and activists in sustainable fields. In the winter/spring, students participate in the Sustainability Action Research Teams where they are partnered with a stakeholder to research, rethink, investigate, and tackle UCLA's greatest sustainability issues.

This program was formerly known as the Education for Sustainable Living Program (ESLP) which included the Action Research Teams. It was renamed in Spring 2016 to better reflect the purpose and goals of the program.

Funding for SAR is generously provided by the Dart Foundation and ASUCLA's TGIF fund.

Figure 4: Lunch and Learn Presentation for UCLA Staff

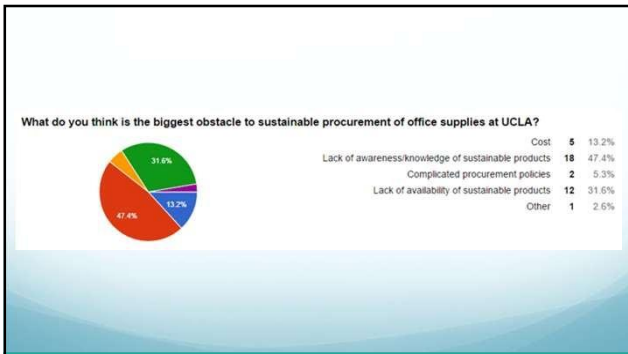
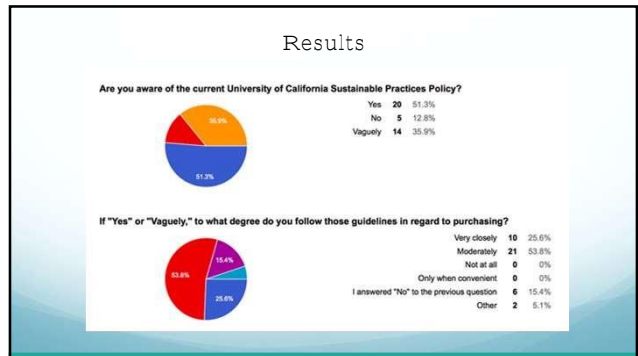




UC Procurement Guidelines

Guidelines are broad and most people are not well aware of them

1. Environmentally preferable purchasing underlies and enables all other areas of sustainable practice in this Policy. Therefore, the University will maximize its procurement of environmentally preferable products and services.
2. The University will use its purchasing power to target environmentally preferable products and services for volume-discounted pricing to make them cost-competitive with conventional products and services.





Methodology

- Recycled content
- Refillable
- Recyclable
- Bulk packaging
- Non-Toxic
- Certifications

OfficeMax Workplace Catalog

Green Office Catalog

Practice Sustainable Living
Recommendations of Office Supplies

UCLA Sustainability Action Research
Housing Team
Green Office Catalog

Pens

- Papermate
 - Recycled
- Bottle 2-Pen
 - Recycled content
 - Refillable

Environmentally Preferred Office Products (available via the OfficeMax catalog in Brindley)

<p>Paper Mate - Write Boss® Recycled Stick Ballpoint Pen - Blue, Medium, 12/Pack Item #: N1175087 Total Cost: \$1.36</p>	<ul style="list-style-type: none"> 80% pre-consumer recycled content Perfect for situations where large quantities of pens are needed Non-refillable
<p>Pilot - Bottle 2-Pen Retractable Ballpoint Pen - 12/Pack (Blue) Item #: N134800 (Black) Item #: N134801 Total Cost: \$5.96 Cost/Pen: \$5.05 (Red) Item #: N134802 Total Cost: \$7.00 Cost/Pen: \$5.83</p>	<ul style="list-style-type: none"> Retractable ballpoint pen made from recycled plastic bottle Contains 86% total recycled content with 63% post-consumer recycled content Refillable for continued use (see below)

Paper

- Multipurpose paper
- Cardstock
- Construction paper
- Legal pads
- etc.

Environmentally Preferred Office Products (available via the OfficeMax catalog in Brindley)

<p>Buckle Award Multipurpose Paper - 8 1/2" x 11" 20 Lb. 100% Recycled FSC Certified, 500 Sheets Per Ream Item #: P1054822-C1N (Case Of 18 Reams) Total cost: \$32.47 Item #: P1054822 (1 Ream) Total Cost: \$5.18</p>	<ul style="list-style-type: none"> 500 sheets/ream 100% post-consumer content Forest Stewardship Council Recycled Certified & Sustainable Forestry Initiative Certified Sourcing Exceeds EPA's Comprehensive Procurement Guidelines
<p>Xerox Multipurpose Color Paper - 8 1/2" x 11" (Green) Item #: P1380587 (Blue) Item #: P1380586 (Orange) Item #: P1380585 (Light Green) Item #: P13811252 (Grey) Item #: P1380589 Total Cost: \$4.24/ream (All)</p>	<ul style="list-style-type: none"> Contains a minimum of 30% post-consumer recycled content 500/ream Acid-free

Scissors & Stapler

- Recycled

Environmentally Preferred Office Products (available via the OfficeMax catalog in Brindley)

<p>Stanley Bostitch - Ascend® Desktop Stapler - Red, 20 Sheet Item #: H18216R-RED Total Cost: \$5.43 *The black and blue models are more expensive</p>	<ul style="list-style-type: none"> Contains 70% post-consumer recycled content Uses standard staples Staples up to 20 sheets of 20-lb paper at once
<p>Westcott - CleanEarth® Recycled Soft Handle Scissors - 7", Black, Straight Item #: H315587 Total Cost: \$4.69</p>	<ul style="list-style-type: none"> Contains 70% total recycled content with 30% post-consumer recycled content The handle is plastic and the blade is stainless steel Handle Orientation: straight 10-year manufacturer's warranty

How to Use the Green Office Catalog

Save it!

BruinBuy

Input SKU#

The screenshot shows the UCLA Sustainability website interface. At the top, there are navigation links: HOME, ABOUT US, FOR PARTNERS, GET INVOLVED, NEWS, SPECIAL/EMERGENCY PROJECTS, and HELP. Below this is a search bar and a list of categories: Academic & Research, Outreach & Events, Research, Community Engagement, and Strategic Initiatives. A red circle highlights the 'GET INVOLVED' link. The main content area features a 'PURCHASING' section with a sub-header 'Policy Statement' and a paragraph of text. A red circle highlights a link within this section.

The screenshot shows the UCLA Sustainability Action Research (SAR) website. At the top, the logo for 'UCLA Sustainability Action Research' is displayed, along with navigation links: HOME, SAR, TALKS, BLOG, and ARCHIVES. Below the navigation is a headline: 'A UCLA student-initiated, student-led organization exemplifying sustainability in the 21st century'. The main visual is a large group photo of diverse students posing outdoors.