



# OFFICE EQUIPMENT & SUPPLIES PURCHASING GUIDELINES

## 1.0 PURPOSE

The purpose of this procedure is to provide guidelines for selecting energy efficient office equipment or office supplies that have minimal impact on the environment.

## 2.0 SCOPE

This procedure applies to all personnel in FMS Reliability

## 3.0 RESPONSIBILITY

Process Owner: Administrative Support is responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of affected personnel.

## 4.0 DEFINITIONS

VOC (Volatile Organic Compound) - Volatile organic compounds have a high vapor pressure and low water solubility. Many are human-made chemicals that are used and produced in the manufacture of paints, pharmaceuticals, and refrigerants. VOCs typically are industrial solvents, fuel oxygenates, or by-products produced by chlorination in water treatment. VOCs are often components of petroleum fuels, hydraulic fluids, paint thinners, and dry cleaning agents. They are common ground-water contaminants.

## 5.0 GUIDELINES

All employees are encouraged to select products that comply with this list, unless the cost/benefit tradeoff cannot be justified and documented on the Purchase Requisition.

### ***1. Cleaning Supplies***

- (1) Cleaning supplies such as window cleaners, soap, detergent, and the like, the articles should be biodegradable

### ***2. Copiers, laser printers, laser faxes, and multifunctional machines***

- (1) Consume as little power as possible during operation
- (2) Have the function of automatically switching into low-power or power-off mode a certain time after it has become inactive (for all machines, the "Energy Star" logo helps indicate the machine has such a function)
- (3) Have a two-side copying/printing function, if applicable
- (4) Be easy to recycle or donate
- (5) Incorporate recycled parts and/or materials
- (6) Use toner cartridges that can be easily re-filled or recycled, if applicable

### ***3. Disposable paper (facial or toilet tissue and paper towels)***

- (1) Contain a blend of recycled paper
- (2) Have low brightness or whiteness (no chlorine bleach)
- (3) Single ply

### ***4. Light Bulbs and Lighting Equipment***

Incandescent light bulbs and fluorescent lights

- (1) High lamp efficiency
- (2) Long lasting
- (3) If there is no interference with the intended function and if it is compatible with the lighting device, switch incandescent light bulbs to florescent light bulbs to conserve energy
- (4) All bulbs and lamps should be recycled at an authorized location

Lighting Fixtures

- (1) Florescent lighting fixtures should have high energy efficiency
- (2) Designed to facilitate dismantling and recycling after discard

Lighting Plans

- (1) Consider the necessary brightness
- (2) Promote the use of natural lighting
- (3) Utilize brightness sensors, human motion sensors, timer functions, and light adjustment functions
- (4) Appropriately combine localized and wide area lighting

**5. Office Furniture**

- (1) Designed to make recycling after disassembly easier when no longer in use
- (2) Use many recycled materials
- (3) They may have low emissions of formaldehyde

**6. Paper for office machines (copiers, printers, fax machines) and printing paper**

- (1) Contain recycled paper, either blend or 100%
- (2) Have low brightness or whiteness (no chlorine bleach)
- (3) Have no plastic coating which prevents easy recycling of the paper

**7. Personal computers**

- (1) Consume as little power as possible during operation
- (2) Have the function of automatically switching into low-power or power-off mode a certain time after it has become inactive (for all machines, the "Energy Star" logo helps indicate the machine has such a function)
- (3) Have the capacity for upgrading or expanding functions for a longer useful life
- (4) Designed to facilitate recycling and re-use of component parts (manufacturers may promote the collection and re-use of its own used products)

**8. Refrigerators**

- (1) Low energy consumption during operations
- (2) The products should use non-CFC materials and refrigerant.

**9. Stationery and Office Supplies**

This includes but is not limited to: Note pads; report, manuscript, ledger, and memo paper; letter stationery; adhesive notes; drawing paper; envelopes; labels; files and binders; mats; mouse pads; card files; transparencies; tape; pencils of all types, including refill lead for mechanical pencils; ball point pens; markers; erasers; and correctional tools.

- (1) Use of large percentages of recycled materials
- (2) Low levels of brightness or whiteness
- (3) Binding equipment and covers should be separable to reuse, binding equipment reusable, or they should be recycled separately
- (4) Products with resin treatment should be avoided so that they can be recycled
- (5) To facilitate recycling of paper with tape, water-soluble adhesives are recommended and resin lamination should not be used
- (6) Low levels of VOCs

**6.0 CHANGE HISTORY**

Rev.	Date	Responsible	Department	Required Training
Original	7/1/2010	Fred	All	review