

Green Purchasing Guide
September 2003
Companion to Office Depot catalog printed July 2003

Paper

Envirotech Multi-Purpose, 100% post consumer Item # 578-422 8 ½" x 11"	pg. 31
Office Depot Recycled Copy Paper, 35% post consumer Item # 940-650 8 ½" x 11" Item # 940-668 8 ½" x 14" Item # 711-021 8 ½" x 11", 3-hole punch	pg. 32
Great White Multi-use 20 Paper, min. 30% post consumer Available in 10-ream case or 500 sheet reams Item # 680-017 8 ½" x 11", case Item # 167-046 8 ½" x 14", case Item # 745-190 8 ½" x 11", ream Item # 679-985 8 ½" x 14", ream	pg. 31
Great White Recycled Laser Paper, 30% post consumer Sold by the ream, available in 10-ream case Item # 679-993 8 ½" x 11"	pg. 26
Great White Inkjet 24 Paper, 30% post consumer Sold by the ream, available in 10-ream case Item # 680-009 8 ½" x 11"	pg. 28
Southworth Fine Business Paper – 25% cotton 75% recycled fibers with 50% post consumer Item # 479-162 8 ½" x 11", white	pg. 42

Paper Pads

Ampad Envirotech Writing pads, 100% post consumer Item # 578-395 8 ½" x 11", white, legal rule, 4 pk.	pg. 68
100% Recycled Writing Pads, min. 30% post consumer Item # 124-217 5" x 8", white, dozen Item # 268-881 5" x 8", canary, dozen Item # 124-226 8 ½" x 11 ¾", white, dozen Item # 268-841 8 ½" x 11 ¾", canary, dozen	pg. 68
Tops Second Nature Steno Pads, 40% post consumer Item # 268-081 Gregg Ruled/ white, dozen	pg. 72
Second Nature Glue Top pads, 40% post consumer Item # 420-570 8 ½" x 11", white, wide rule, dozen Item # 268-691 8 ½" x 11", canary, narrow rule, dozen	pg. 71
Second Nature Recycled Memo Pads, 100% recycled Item # 942-342 4" x 6", dozen Item # 942-334 3" x 5", dozen Item # 942-359 5" x 8", dozen	pg. 72

Post-It Notes

3M Post-it Recycled Paper Notes in Pastel, 30% p.c. Item #809-939 1 ½" x 2", assorted, 12-pk Item #941-815 1 ½" x 2", yellow, 12-pk Item #617-225 2" x 3", assorted, 12-pk Item #941-948 2" x 3", yellow, each Item #404-079 3" x 3", assorted, 12-pk Item #193-428 3" x 3", yellow, 10-pk Item #411-033 3" x 3", yellow pop-up, 12-pk Item #941-898 3" x 5", yellow, each Item #322-608 3" x 5", asst. pastel, 12- pk.	pg. 63
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Desk Drawer Organizer

3M Desk Drawer Organizer, 50% post consumer Item #522-243	pg. 61
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Laser Printer Cartridges

See Office Depot catalog or website for Office Depot brand remanufactured cartridges	pg. 900
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Envelopes - Mailing/Catalog

Columbian Clasp Catalog Envelopes Item #705-025 10" x 13" brown kraft, 100-pk	pg. 52
Columbian Grip Seal Catalog Item #423-731 10"x13", white, 100-bx	pg. 55
Survivor Catalog Open-End mailing envelopes Made of Tyvek, 25% post consumer Item # 948-075 9" x 12", white, 100-box Item # 948-083 10" x 13", white, 100 box	pg. 57
Survivor Lightweight Expansion Mailers Made of Tyvek, 25% post consumer End opening style Item # 515-114 10" x 13" x 1 ½", 100-box Item # 514-992 12" x 16" x 2", 100-box	pg. 57

Envelopes – Interdepartmental Mailing

Columbian Recycled Re-Use-A-Seal, 20% post consumer Item # 500-694 10" x 13"	pg. 56
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File Folders

Smead 100% Recycled Manila, 10% post consumer Item # 475-814 Letter, 1/3 Cut Item # 475-806 Legal, 1/3 Cut	pg. 91
Smead Heavy Weight 2-Ply Tab Manila, 10% post consumer Item #991-380 Letter, Straight Cut Item #316-471 Letter, 1/3 Cut Item #991-513 Legal, Straight Cut Item #301-838 Legal, 1/3 Cut	pg. 90
Smead Reinforced Kraft, 10% post consumer Item #207-985 Letter	pg. 91
Office Depot Manila File Folders, 10% post consumer Item #810-838 Letter, 1/3 Cut	pg. 90

Expanding File Pockets

Smead redrope file pockets with Tyvek gusset 10% post consumer	pg. 109
Letter size Item # 449-777 3 ½" expansion, 5-pack Item # 449-744 5 ¼" expansion, 5-pack	
Legal size Item # 449-769 3 ½" expansion, 5-pack Item # 449-751 5 ¼" expansion, 5-pack	
Smead color file pockets, 10% post consumer	pg. 109
Item # 422-089 3 ½" expansion, 5-pack, assorted colors, letter Item #372-270 5 ¼" expansion, 5-pack, assorted colors, letter Item # 372-252 5 ¼" expansion, 5-pack, assorted colors, legal	

Hanging Folders

Office Depot hanging file folders, 100% recycled 95% post consumer pg. 117
Item #810-929 1/3-cut tabs, letter, 25-box
Item #810-994 1/5-cut tabs, letter, 25-box
Item #810-945 1/3-cut tabs, legal, 25-box
Item #811-018 1/5-cut tabs, legal, 25-box

Earthwise Hanging File Folders, 1/5-cut, 100% recycled pg. 116
Minimum 50% post consumer
Item #938-530 blue
Item #938-548 green
Item #938-555 natural

Portfolios/Report Covers

Earthwise Clear-Front Report Covers pg. 168
100% recycled content with minimum 50% post consumer
Item #855-472 red w/ clear front
Item #855-463 dark blue w/ clear front

Earthwise Twin Pocket Portfolios pg. 170
100% recycled content with 50% post consumer
Item #934-703 box (25), aqua
Item #934-711 box, Earth red

Acco Accogrip Punchless Binders, side bound pg. 172
50% recycled content with 30% post consumer
Item #501-627 letter size, 5/8" capacity, black, 2-pk

Acco Recycled Pressboard Report Binders w/ Fasteners pg. 172
60% recycled material
Item #391-565 8 1/2" x 11", 10-pk, black
Item #469-833 8 1/2" x 11", 10-pk, dark blue

Oxford Deluxe Clear Report Covers pg. 168
20% post consumer
Item #934-760 8 1/2" x 11", dark blue
Item #934-794 8 1/2" x 11", black

Binders

Cardinal Xtralife Clearvue D-ring Binders pg. 143
50% recycled content with 49% post consumer, in blue and black also
Item #462-814 1" ring, white
Item #462-832 1 1/2" ring, white
Item #462-841 2" ring, white
Item #462-850 3" ring, white

Wilson Jones Binders with Locking Round Rings pg. 153
50% recycled content, Available in cartons of 12, blue and gray also
Item #582-635 1" ring, black
Item #582-783 2" ring, black
Item # 582-817 3" ring, black

Ring Binder Dividers

Avery write-on big tab dividers with erasable laminated tabs pg. 181
20% post consumer, sold as individual sets
Item #993-238 5 tab, white
Item # 993-220 5 tab, multi-color
Item #349-029 8 tab, white
Item #349-010 8 tab, multi-color

Avery Index Maker Clear Label Dividers w/ white tabs pg. 174
Dividers with printable tabs, 20% post consumer content
For Laser and Inkjet printers
Item # 933-028 5 tab, 3 hole punch
Item # 933-036 8 tab, 3 hole punch
Item # 595-000 12 tab, 3 hole punch
Item # 991-034 3 tab, 3 hole punch, 5-set
Item # 470-179 5 tab, 3 hole punch, 5-set
Item # 470-187 8 tab, 3 hole punch, 5-set
Item # 991-135 5 tab, 3 hole punch, 25-set
Item # 990-267 8 tab, 3 hole punch, 25-set

Avery Index Maker Clear Label Dividers w/color tabs pg. 174
Multi-color tabs (see catalog for single color tab sets)
For Laser and Inkjet printers
Item # 161-631 5 tab, 3 hole punch, 5-set
Item # 162-581 8 tab, 3 hole punch, 5-set
Item # 591-652 12 tab, 3 hole punch, 5-set
Item # 111-331 5 tab, 3 hole punch, 25-set
Item # 111-341 8 tab, 3 hole punch, 25-set

Appointment Books/Calendars

See Office Depot catalog for many options pgs. 376-402

Overheads and Transparencies

3M Transparency Film for Inkjet Printers pg. 756
(50% recycled content)
Item #555-839 film for color inkjet printer, 50-box
Item #913-871 universal inkjet film, 50-box

3M CG60000 Multi-Purpose Film pg. 756
50% recycled content, for use in printers and copiers, b/w & color
Item # 753-601 50-pk

3M Transparency film for Color Laser Printers pg. 756
50% recycled content
Item 782-888 for color laser printers, 50-box
Item # 405-522 for black & white laser printers, 50-box
Item #516-989 for black & white laser printers/copiers, 50-box

Miscellaneous

Nature Saver Recycled Paper Clips pg. 261
25% post consumer metal, packaging 98% post consumer paper
Item #424-838 No. 1 recycled
Item #517-757 Jumbo

Fiskars Envirogrip Scissors pg. 255
Handles made of 30% post consumer plastic
Item # 296-461

Papermate Earthwrite Pencils pg. 368
Barrel made from 100% preconsumer waste
Item #625-467 #2, Medium soft lead, 48-pk

3M's compact scotch tape dispenser pg. 269
50% post consumer plastic
Item # 910-356 black

This list was designed to help you with the purchase of commonly ordered office supplies. It is by no means a complete listing of recycled products available from Office Depot. We suggest consulting the Office Depot catalog and/or the website, <http://bsdnet.officedepot.com>, for a complete listing.

Contact **Nancy Jones**, 385.0384, nancy.jones@sustainable.gatech.edu, or **Cindy Jackson**, 894.2004, cindy.jackson@facilities.gatech.edu, for additional information or if you have any questions, comments, or concerns.

Georgia Tech and Office Depot are partners in the effort to encourage and expand green purchasing.

