



OFFICE SUPPLIES

NON-MANDATORY FOR STATE AGENCIES

AVAILABLE TO POLITICAL SUBDIVISIONS

The NASPO ValuePoint (formerly WSCA-NASPO) cooperative purchasing organization has established contracts for office supplies. Categories and discounts under the contracts are listed on the next page and include a wide variety of general office supplies including copier paper, ink and toner cartridges, technology supplies, and break room supplies. In order use the contracts, the Division of General Services (DGS) must sign a Participating Addendum (PA) with a contract vendor.

NOTE: Copier paper purchases are no longer excluded from this contract for State of Alaska executive branch agencies. Pricing for copier paper is listed on page four of this document. DGS encourages agencies to purchase copier paper through this contract unless another vendor can provide competitive pricing.

Contractor	NASPO Contract Number	State Contract Number	PA Signed
Office Depot/Max	5737	WN2015OFFICE0002	Yes
Staples	5739	WN2015OFFICE0001	Yes

Contract Term: January 5, 2015, through January 4, 2017, with six additional one-year renewal options.

Freight Policy: All shipments are F.O.B. Destination, freight prepaid by the vendor. Contract pricing includes all shipping and delivery costs for deliveries within the Anchorage, Fairbanks, and Juneau areas, defined as follows:

Anchorage Area: all areas within Anchorage and all surrounding communities, in their entirety, accessible by roadway and within a 50 mile radius of Anchorage city limits.

Fairbanks Area: all areas within Fairbanks and all surrounding communities, in their entirety, accessible by roadway and within a 50 mile radius of Fairbanks city limits.

Juneau Area: all areas accessible by roadway within the boundaries of the City and Borough of Juneau.

Actual shipping costs for deliveries outside of the Anchorage, Fairbanks, and Juneau areas will be passed on to the ordering agency. All emergency or rush deliveries that require special shipping and handling will also be at the ordering agency's expense, with prior approval from the ordering agency. All shipping and delivery costs billed to an ordering agency shall be added to an invoice as a separate line item.

Customer Service: Customer service agents and technical support staff will be available to handle all orders and mitigate all order related technical issues from 8:00 am to 5:00 pm Alaska Standard Time.

Training: Contractors shall provide all training as necessary at no additional cost on all aspects of ordering, online ordering, product delivery, product returns, and customer service processes.

The original solicitation and contract terms and conditions for this contract can be found at the NASPO ValuePoint website along with an office supplies webinar power point presentation:

<http://www.naspovaluepoint.com/#/current-contracts/search>

If you have any questions concerning the contract, please contact:

Jason Grove, CPPB
Contracting Officer
State of Alaska
Department of Administration
Division of General Services
Phone: (907) 465-5679
Email: jason.grove@alaska.gov

Office Supply Categories and Discounts

Category	Description	Staples		Office Depot/Max	
		Vendor Catalog Discount %	Wholesale Catalog Discount %	Vendor Catalog Discount %	Wholesale Catalog Discount %
1	Adhesives, Glues, Glue Sticks, Adhesive Removers	65%	48%	63%	48%
2	Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.	59%	59%	48%	33%
3	Archive Boxes, Cardboard Boxes, Storage Containers	58%	53%	61%	50%
4	Award Frames, Displays, Plaques, Certificates	60%	44%	49%	35%
5	Badges, Badge Holders, Lanyards	50%	38%	57%	42%
6	Batteries, Chargers, UPS Power Supplies, Surge Protectors, Extension Cords	53%	51%	54%	45%
7	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	65%	52%	72%	46%
8	Binders, Combs, Rings, Spines	64%	61%	54%	43%
9	Book Cases, Book Ends, Book Shelves	40%	40%	51%	37%
10	White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails	40%	31%	55%	36%
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Calendars, Deskpads, Refills, Planners	52%	45%	58%	46%
12	Garbage Can Liners, Shredder Bags	40%	40%	74%	47%
13	Carts, Handtrucks	33%	25%	54%	43%
14	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases	44%	31%	46%	31%
15	Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats	54%	49%	62%	43%
16	Clocks, Hooks, Lamps (including Desk Lamps and Light Bulbs)	46%	36%	53%	38%
17	Correction Fluid, Correction Tape, Correction Pens	65%	59%	61%	48%
18	Food Service Ware: Cups, Spoons, Forks, Plates, Bowls	45%	44%	55%	44%
19	Breakroom Cleaners: Dusters, Computer Air Dusters, Wipes, All Purpose Cleaners, Bathroom Cleaners, Disinfectants, Sanitizers, Hand Soaps, Glass Cleaners, Air Fresheners, Dust Pans, Stainless Steel Cleaners, Microfiber Cloths, Kitchen Cleaners, Furniture Cleaners and Other Cleaning Supplies	45%	45%	55%	40%
20	Chalk Erasers, Dry Erase Erasers, Chalk	55%	52%	58%	47%
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders,	42%	29%	49%	37%

	Pencil Sharpeners, Air Cleaners				
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	42%	39%	50%	38%
23	Headsets, Headset Accessories, Headphones	31%	21%	44%	40%
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	53%	40%	60%	50%
25	Knives, Cutters, Blades, Scrapers	55%	42%	61%	49%
26	Labels, Label Makers, Label Holders	63%	42%	56%	44%
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper	67%	58%	65%	53%
28	Markers, Highlighters, Felt Pens	59%	52%	63%	48%
29	Mice, Keyboards, Wristrests, Keyboard Pads, Mousepads, Keyboard Trays, Speakers	40%	27%	53%	40%
30	Paper: Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads,	74%	55%	73%	58%
31	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves	56%	38%	62%	47%
32	Paper (including Copy Paper except for paper in category 49, Writing Paper, Stationery Paper, Color Paper, etc.)	76%	70%	70%	55%
33	Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills	62%	47%	68%	61%
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	56%	52%	62%	47%
35	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcements, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	66%	56%	66%	55%
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	50%	42%	50%	26%
37	Staplers, Staples, Staple Removers	63%	55%	62%	41%
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	49%	49%	51%	36%
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products	59%	55%	61%	46%
40	Breakroom Paper Products: Tissue, Paper Towels, Napkins	51%	50%	55%	44%
41	Toner Cartridges, LaserJet HP Brand only including High Yield	43%	39%	45%	37%
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums	38%	31%	42%	31%
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other OEM Brands	33%	30%	39%	34%
44	High Yield, Remanufactured and Bio-based Toner and Ink Cartridges	56%	46%	49%	47%
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	45%	25%	57%	30%

46	USB Drives, Flash Memory, Zip Disks	60%	24%	34%	10%
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools, Crayons	40%	40%	66%	50%
48	Un-Categorized Spend	47%	40%	40%	27%
49	Copier Paper (Price Based on RISI) (Including Recycled-Content Paper)	N/A	N/A	N/A	N/A

Most items purchased under the contract are from the vendor catalog. If you have questions about the discount percentage(s) you are receiving, contact the respective vendor.

Note: These contracts also contain two different product "tracks."

Track 1 consists of standard office supplies that may have some green/environmentally preferable items.

Track 2 consists only of "green" products that meet the environmental/green specifications listed at the end of this document. Vendors are required to label their green products by including the eco-labels and standards (such as total recycled content and post-consumer recycled content) provided in the specifications in their online ordering system and catalog in order to help ordering agencies easily identify them.

There are no requirements for ordering agencies within Alaska to use standard or green supplies.

Copier paper pricing (per case):

Staples

8 ½ x 11: \$29.61

8 ½ x 11 – 30% Recycled: \$31.81

8 ½ x 11 – 100% Recycled: \$43.88

8 ½ x 14: \$42.22

8 ½ x 14 – 30% Recycled: \$69.30

11 x 17: \$33.25

11 x 17 – 30% Recycled: \$42.05

8 ½ x 11 Color: \$64.20

8 ½ x 11 Three-hole punched: \$56.51

Office Depot/Max

8 ½ x 11: \$29.61

8 ½ x 11 – 30% Recycled: \$31.81

8 ½ x 11 – 100% Recycled: \$43.88

8 ½ x 14: \$42.22

8 ½ x 14 – 30% Recycled: \$69.30

11 x 17: \$33.25

11 x 17 – 30% Recycled: \$42.05

8 ½ x 11 Color: \$64.20

8 ½ x 11 Three-hole punched: \$56.51



Master Agreement # 5739

Ordering Website: <https://order.staplesadvantage.com>

Contact Information

Anchorage & the Mat-Su Valley

Laurene Sheperd
Phone: (907) 786-5148
Email: laurene.shepard@staples.com

Kenai Peninsula

Dean Fleming
Phone: (907) 252-7392
Email: dean.fleming@staples.com

Fairbanks

Ron Caldwell
Phone: (907) 378-2081
Email: ron.caldwell@staples.com

Sales Manager

Steven Matthews
Phone: (510) 608-6608
Email: steven.matthews@staples.com



Master Agreement No. 5737

Ordering Website: <https://business.officedepot.com>

Contact Information

Anchorage Store

201 E. 6th Avenue
Anchorage, AK 99501
Store Manager: Steven Covan
Phone: (907) 277-7470
Email: ods00557csr@officedepot.com

Juneau Store

8475 Glacier Highway, Suite 103
Juneau, AK 99801
Store Manager: Adam Dordea
Phone: (907) 523-2900
Email: ods06858@officedepot.com

Fairbanks Store

24 College Road, Bentley Mall
Fairbanks, AK 99701
Store Manager: Darla Powell
Phone: (907) 456-6662
Email: ods06466@officedepot.com

Sales Manager

Steven Henson
Phone: (800) 597-3181 ext. 1707
Email: steve.henson@officedepot.com

Green Product Specifications

Multi-Attribute Certification or Recognition

<p>Cradle to Cradle Certified</p> 	<p>The Cradle to Cradle (C2C) Innovation Institute evaluates and labels products that meet multiple environmental, health and social criteria. Office supplies that carry the C2C ecolabel include, but are not limited to dry-erase whiteboards, cork tack boards, filing cabinets, bookcases, monitor stands, and keyboard trays. A registry of C2C-certified products can be found at http://www.c2ccertified.org/products/registry.</p>
<p>DfE Recognized</p> 	<p>The US Environmental Protection Agency's <i>Design for the Environment</i> (DfE) Program evaluates the toxicity of products such as breakroom cleaners, furniture polish hand soaps, and dishwashing detergent and awards its label to those that pass its multiple chemical screens.</p>
<p>EcoLogo Certified</p> 	<p>EcoLogo is a multi-attribute certification label owned by Underwriters Laboratories (UL). Its products are certified against multiple environmental, health and, often, performance criteria. EcoLogo-certified office supplies include, but are not limited to: hand soaps and hand sanitizers, cleaning products, office and janitorial paper products, and toner cartridges. Go to www.ecologo.org/en/certifiedgreenproducts/?category_id=27#27 for a list of EcoLogo-certified products.</p>
<p>Fair Trade Certified</p> 	<p>Fair Trade-certified includes those that have received (and currently maintain) a fair trade certification from Fair Trade USA, Fairtrade International USA or the Institute for Market Ecology's Fair for Life Program. The most common Fair Trade-certified office supplies include coffee, tea, sugar and cocoa. Fair Trade certifications address multiple environmental, health and social attributes of products such as chemical use, sustainable production methods, and fair wages.</p>
<p>Green Seal Certified</p> 	<p>Green Seal is an independent nonprofit organization that certifies products meeting multi-attribute environmental standards. Green Seal-certified office supplies include hand soaps, cleaning products, printing and writing papers, and janitorial paper products. Lists of Green Seal-certified products can be found at www.greenseal.org/FindGreenSealProductsAndServices.aspx.</p>
<p>Rainforest Alliance Certified</p> 	<p>The Rainforest Alliance, a nonprofit organization, certifies products that are sourced from farms that have taken steps to protect wildlife, maintain tree cover, conserve soil quality, reduce chemical use, and ensure the well-being of workers and their families. Rainforest Alliance-certified office supplies include, but are not limited to, coffee, paper and paper products, food service ware, etc. A list of Rainforest Alliance-certified products can be found at http://www.rainforest-alliance.org/green-living/shopthefrog.</p>

Single-Attribute Certification or Recognition

<p>ACMI Approved</p> 	<p>The Art & Creative Materials Institute (ACMI) certifies and maintains a list of "Approved Products" (AP) that have been evaluated by a toxicologist and verified to meet standards for acute and chronic toxicity as well as performance. A list of ACMI AP-Certified Products, which includes, but is not limited to, adhesives, paints, pens, markers, and whiteboard cleaners, can be accessed at http://www.acminet.org/.</p>
<p>Commercially Compostable</p>	<p>The Biodegradable Products Institute (BPI) certifies and labels food service ware, bags and other products that contain plant-based bio-plastics that are compostable in a commercial composting facility. A list of BPI-certified</p>

	<p>products can be found at http://www.bpiworld.org/BPI-Public/Approved/1.html. In addition, the Cedar Grove Composting Facility (located near Seattle, Washington) tests the compostability of food service ware and bags in its system and maintains a list of Cedar Grove Approved Products. Its list includes products that contain bio-plastics as well as paper, bagasse, bamboo, and other materials. A list of Cedar Grove-Approved Products can be found at http://cedar-grove.com/commercial/accepted-items/. (Note: This is not a product labeling program.)</p>
<p>ENERGY STAR Certified</p> 	<p>ENERGY STAR is a joint program of the US Department of Energy and US Environmental Protection Agency that allows its label to be used on products that meet its energy-efficiency (and performance) standards. Office supplies that may have an ENERGY STAR label include, but are not limited to battery chargers, desk lamps and light bulbs (e.g., LEDs and compact fluorescent lamps), routers and other computer networking equipment, uninterruptible power supplies, telephones, water coolers, appliances, desktop and laptop computers, AV equipment, etc. Lists of ENERGY STAR-certified products can be found at www.energystar.gov/certified-products/certified-products. Note: Some of these product types may not be offered on this Price Agreement.</p>
<p>FSC Certified</p> 	<p>The Forest Stewardship Council (FSC) is third-party organization that certifies products containing sustainably managed and harvested wood or paper fiber and/or recycled wood or paper fibers. This includes office supplies such as copy paper, notebooks, file folders, adding machine tape, break-room paper, wooden pencils, cork tack boards, picture frames, plaques, filing cabinets, etc. A list of FSC-certified products can be found at https://us.fsc.org/download.fsc-certified-papers.175.pdf.</p>
<p>GREENGUARD Certified</p> 	<p>GREENGUARD is a single-attribute certification label owned by Underwriters Laboratories (UL). It addresses chemical emissions from products that can affect indoor air quality IAQ. There are two levels of GREENGUARD certifications, which set different emissions limits on a variety of volatile organic compounds: GREENGUARD IAQ and the more stringent GREENGUARD Gold. Office supplies that may carry a GREENGUARD certification include, but are not limited to, dry-erase whiteboards, cork tack boards, filing cabinets, and bookcases. A list of GREENGUARD-certified products can be found at http://productguide.ulenvironment.com/QuickSearch.aspx.</p>
<p>Organic Certified</p> 	<p>The US Department of Agriculture (USDA) certifies and allows the labeling of “organic” food or other agricultural products that have been produced through approved methods that integrate cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. Synthetic fertilizers, sewage sludge, irradiation, and genetic engineering may not be used. For more information, click here.</p>
<p>SCS Indoor Advantage Certified</p> 	<p>SCS Indoor Advantage is a certification program run by the nonprofit organization Scientific Certification Systems (SCS). It addresses the chemical emissions of products that affect indoor air quality (IAQ). There are two levels of SCS Indoor Advantage certifications, which set different emissions limits on a variety of volatile organic compounds: SCS Indoor Advantage and the more stringent SCS Indoor Advantage Gold. Office supplies that may carry an SCS Indoor Advantage certification include, but are not limited to, dry-erase whiteboards, cork tack boards, filing cabinets, and bookcases. A list of SCS Indoor Advantage-certified products can be found at http://www.scsglobalservices.com/certified-green-products-guide.</p>

Recycled Content Standards

Products that meet the following criteria are deemed to meet the environmental requirements of this Price Agreement:

1. Products in categories that are covered under the U.S. EPA’s Comprehensive Procurement Guidelines (CPGs) must meet at least the minimum total recycled content (TRC) and post-consumer recycled content percentages for the applicable guideline (see table below).
2. Products in categories not included in the EPA CPGs must contain either a minimum of 50% total recycled content (TRC) or a minimum of 30% post-consumer recycled content.

Post-Consumer Recycled Content (PCRC) is the amount of material in a product that has completed its intended use as a consumer item (such as a sheet of copy paper or a plastic bottle), has been diverted from the waste stream by having been collected in a residential or commercial recycling program, and has been incorporated into a new product. Ideally, PCRC is verified by a third-party organization. Products covered by a CPG (described below) must meet at least the minimum threshold percentage listed for that category. This threshold usually includes PCRC, but may also have requirements for additional Total Recycled Content.

Total Recycled Content (TRC) is the total amount of recycled content in a product. It includes both PCRC and production scraps from converting, printing, or other post-industrial processes. It does not include materials generated from, and commonly reused within, an original manufacturing process.

SUMMARY OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY’S COMPREHENSIVE PROCUREMENT GUIDELINES (CPGs) FOR OFFICE SUPPLIES



Many of the environmental specifications in this solicitation reference the minimum post-consumer and total recycled-content levels in the US Environmental Protection Agency’s *Comprehensive Procurement Guidelines* (CPGs). Federal agencies are directed to purchase products that meet or exceed the CPGs. In addition, thousands of state and local governments reference these Guidelines in their procurement policies. The CPGs can be accessed at www.epa.gov/epawaste/consERVE/tools/cpg/index.htm.

Below is a summary of those levels for many office supplies products.

Note: *Post-Consumer Recycled Content (PCRC) is a subset of Total Recycled Content (TRC). When the minimum TRC exceeds the minimum PCRC level, then the difference between them must be met by additional recycled content, which may derive from either pre-consumer production scraps or PCRC.*

Office Supply Product Type	Minimum Total Recycled Content (%)	Minimum Post-Consumer Recycled Content (%)
Binders, Plastic-Covered	25	0
Binders, Paper-Covered	90	75
Binders and Report Covers, Pressboard	50	20
Binders, Solid Plastic, HDPE	90	90
Binders, Solid Plastic, Polyethylene	30	30
Binders, Solid Plastic, PET	100	100
Book and Printing Paper (including calendars)	30	30
Clipboards, Plastic, HDPE	90	90
Clipboards, Plastic, Mixed	15	15
Copy Paper	30	30

Boxes, Corrugated	25	25
Envelopes, Letterhead and Commercial (e.g., #10)	30	30
Envelopes, Heavy Weight - White, Manila, Colored and Unbleached (e.g., brown catalog envelopes)	10	10
Envelopes, Plastic	25	25
File Folders (Manila and Colored)	30	30
File Folders, Plastic, HDPE	90	90
Filing Supplies (Except Folders), e.g., Hanging Folders, Pocket Expanders)	20	20
Forms (pre-printed or computer printout)	30	30
Index Cards	50	20
Mailing Tubes	90	75
Mats, Plastic	100	10
Mats, Rubber	85	75
Mats, Rubber/Plastic Composite	100	100
Notebooks and Note Pads (e.g., Writing Tablets, Desk Calendars, Flip Charts, Post-Its)	30	30
Padded Mailers	5	5
Paper, with Cotton Fiber	30	30
Paper, Text and Cover	30	30
Pressboard Report Covers and Binders	50	20
Paper Bags	5	5
Toner Cartridges	----	Remanufactured
Trash Bags, Plastic	10	10
Waste Receptacles, Corrugated	25	25
Waste Receptacles, Plastic	20	20

Other Environmental and Health Criteria Referenced

Battery-Free	<i>Battery-free</i> products are those that are able to perform a function that typically uses batteries such as USB computer mice.
Electricity-Free (Mechanical)	<i>Electricity-free</i> products are those that are able to perform a function that typically uses electricity. An example is a mechanical pencil sharpener.
Latex-Free	<i>Latex-free</i> products are those that do not contain latex and can replace products that typically contain latex, which is an allergen and asthmagen. Latex-free office supplies include some brands of grip pens, pencils, erasers, rubber bands, gloves, chair and floor mats, bandages, etc.
Non-Chemical	<i>Non-chemical</i> products are those that can directly replace chemical products. For example, mechanical keyboard cleaners can replace chemical air dusters.
Processed Chlorine-free (PCF)	<i>Processed Chlorine-Free (PCF)</i> refers to products (mostly paper) that have been bleached with non-chlorine chemistries such as oxygen, peroxide or ozone. Some products are certified by the Chlorine-Free Products Association. For more information, see www.chlorinefreeproducts.org .
Rechargeable	Rechargeable refers to batteries or battery-powered products (such as calculators and flashlights, etc.) that reduce battery consumption and waste because the batteries can be recharged and reused rather than needing to be discarded (or recycled) after a single use.
Refillable or Reusable	<i>Refillable</i> or <i>reusable</i> refers to products such as refillable pens and mechanical pencils, water filters, microfiber cloths, mechanical air dusters, and other products that reduce waste by eliminating the need to replace some or all of the product when it reaches the end of its useful life. Refillable and reusable products replace items that typically are disposable.
RoHS-Compliant	The European Union's Directive on the Restriction of Hazardous Substances (RoHS, 2011/65/EU) prohibits electrical and electronic products from being

	<p>offered for sale throughout Europe if they contain certain hazardous substances (including lead, cadmium, mercury, hexavalent chromium, and polybrominated diphenyl ethers) above specified amounts. Manufacturers that comply receive conformity assessment documents for their RoHS-compliant products. Office supplies that may be offered on this contract that are RoHS-compliant include flash drives and other computer storage devices. (Other electronics must be both RoHS-compliant AND ENERGY STAR-certified.)</p>
<p>Solar-Powered</p>	<p>Products that are <i>solar-powered</i> (such as calculators, battery chargers and flashlights) use photovoltaic technology (often in conjunction with a rechargeable battery) to power the equipment.</p>
<p>SCAQMD-Compliant</p>	<p>The South Coast Air Quality Management District (SCAQMD), sets stringent limits on volatile organic compounds (VOCs) in consumer products that can be sold in and around the City of Los Angeles, California. SCAQMD-compliant office supplies include, but are not limited to, adhesives, spray paints, and some breakroom cleaning products such as graffiti removers.</p>

Environmental and Health Specifications for Certain Categories of Office Supplies

1. Toner and Ink Cartridges (Remanufactured, High-Yield and Bio-based Certified)

Toner and ink cartridges that qualify as environmentally preferable (green) on this Price Agreement include:

- Remanufactured High-Yield Cartridges
- High-Yield Original Equipment Manufacturer (OEM) Cartridges
- Remanufactured Standard-Yield Cartridges
- Certified Biobased Cartridges

Definitions

Remanufactured Cartridge – Used OEM cartridge which has been disassembled, cleaned, and any worn, damaged, or end of life components replaced, including toner. **NOTE:** A remanufactured cartridge may be “compatible with” certain OEM printers and copiers. This is different from “compatible toner cartridges or clones”, which are new cartridges built from 100% new parts by a third party (not by the OEM) and sold under a third party brand name. These are not accepted as green products on this Price Agreement.

High-Yield Cartridge is a toner or ink cartridge that is filled to obtain maximum number of copies of printed material. A high-yield cartridge may be either an OEM or remanufactured cartridge.

Biobased Certified Cartridge is a toner or ink cartridge in which the petroleum-based toner resin is replaced with a toner containing a significant concentration of biobased resins such as those made with natural oils from agricultural crops such as soy beans, corn and cotton seed. Acceptable products must be certified by the USDA’s Biopreferred Program and listed in its *Biobased Products Catalog*, which can be found at http://www.biopreferred.gov/Biobased_Products.aspx.

2. Surface Disinfectants and Sanitizers

All surface disinfectants and sanitizers (including sprays and wipes) must be registered by the U.S. Environmental Protection Agency (U.S. EPA) and have a currently active U.S. EPA Registration Number.

All products offered on *Track 2: Green Office Supplies* may contain only the following active ingredients: **Hydrogen Peroxide, Citric Acid, Lactic Acid, and Silver**. Prohibited antimicrobial product ingredients include

Sodium hypochlorite (chlorine bleach), Quaternary ammonium chloride products, Ortho-phenylphenol, Hydrogen chloride, and Thymol.

Prohibited Chemicals, Materials and Packaging Containers

No products or packaging offered on Track 2: *Green Office Supplies* of this Price Agreement may contain the following:

- a. **Carcinogens by IARC, NTP, OSHA or State of California** (Known or Suspected/Reasonably Anticipated) such as Arsenic, Asbestos, Benzene, Cadmium, Coal tar pitch, Chloroform, Chromium VI, DEHP, Ethyl benzene, Formaldehyde, Lead, Mercury (except in fluorescent lighting, 3.0 ug Hg max in CFLs), Ortho-Phenylphenol, Polystyrene, Polyvinyl chloride (PVC), etc. except Nickel, which is commonly found in rechargeable batteries.
- b. **Asthmagens** (on the AOEC List) such as Ammonia, Benzalkonium chloride, Epoxy resins, Ethylene diamine, Formaldehyde, Hydrochloric acid, Methyl methacrylate, Monoethanolamine, Quaternary ammonium chloride compounds, Polystyrene, Polyvinyl chloride (PVC), Sodium hypochlorite (Chlorine bleach), Triethanolamine, Turpentine) *except latex*. Latex-free products are available on *Track 2: Green Office Supplies*.
- c. **Reproductive Toxins** (Known to the State of California to Cause Birth Defects, Other Reproductive Harm or Developmental Toxicity) such as Toluene, Dibutyl phthalate and other Phthalates.
- d. **Fluorinated Compounds** (such as fluorinated stain-resistance compounds, Difluoroethane, Tetrafluoroethane, Tetrafluoroethylene, etc.)
- e. **Triclosan, Tricloban or Microban** as well as all antimicrobial hand soaps
- f. **Mercury** in fluorescent lighting in amounts that exceed the European Union's 2011 Restriction of Hazardous Substances (RoHS) Directive ([2011/65/EU](#))
- g. **Bis-Phenol A**
- h. **Nanotechnology** (including any products that are marketed as containing nanotechnology)
- i. Plants or animals that are listed as **endangered or threatened endangered** by the Convention on International Trade in Endangered Species (CITES) of Wild Fauna and Flora
- j. **Aerosol containers**

Verification of Ongoing Compliance with Environmental Specifications

If awarded a Master Agreement for products on Track 2: *Green Office Supplies*, the Contractor must agree to supply proof of environmental certification or other documentation of compliance with the environmental specifications in this Master Price Agreement) for all products (including any additional products added to the Master Agreement throughout the duration of the Master Agreement), if requested by DAS PS or any Participating State. Failure to do so may result in the rejection of the product item that lacks current certification.