















Example - Sustainable Purchasing Guide for Office Supplies from Staples

If you would like a PowerPoint version of this guide, contact the author at dalenberg.angela@mayo.edu.

Sustainable Procurement – Office Supplies from Staples		
<h3>I Want to ... Order Supplies Now</h3> <ol style="list-style-type: none"> 1) Check the Office Supply Exchange – you may find what you need for free! 2) Go to the Staples ordering site and check the sustainable office paper shopping list 3) Use filters to select desired product and feature symbols 4) Add items to cart 5) Checkout – thank you for supporting sustainable procurement!! <div style="float: right;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ★ sustainable breakroom supplies NEW SHARED <small>42 items Updated 9/13/23</small> </div> <div style="border: 1px solid #ccc; padding: 5px;"> ★ sustainable office paper NEW SHARED <small>25 items Updated 9/13/23</small> </div> </div>		
<h3>I Want to ... Dig Deeper</h3>		
<h4>Maximize Savings and Sustainability</h4> <ul style="list-style-type: none"> Filter search results for On Contract and Any Eco Feature On Contract items receive deeper discount and offer best value <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Filters</p> <p><input checked="" type="checkbox"/> On Contract (10)</p> <p>Environmental Any Eco Feature</p> <p><input checked="" type="checkbox"/> Any Eco Feature (10)</p> </div>	<h4>Mayo Commitments and Resources</h4> <ul style="list-style-type: none"> Environmentally Preferable Purchasing Guideline Green at Mayo Clinic – Sustainable Procurement Supplier Diversity Program 	<h4>Meaning of Eco-Feature Symbols</h4> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Eco-ID is a Staples program to identify products that meet credible environmental criteria.</p> </div> <div style="text-align: center;">  <p>Products made with recycled content materials.</p> </div> <div style="text-align: center;">  <p>Products certified to meet rigorous performance, health, and environmental criteria in Green Seal standards.</p> </div> </div>
<h4>Meaning of Diverse Supplier Symbols</h4> <p>All are certified by a national, state or regional council to be at least 51% owned, controlled or operated by a diverse group.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <small>MINORITY OWNED</small></div> <div style="text-align: center;"> <small>WOMEN OWNED</small></div> <div style="text-align: center;"> <small>SMALL BUSINESS</small></div> <div style="text-align: center;"> <small>DISABILITY OWNED</small></div> </div>	<h4>Mayo Clinic Values in Action</h4> <div style="text-align: center; margin-top: 20px;">  <p><i>The needs of the patient come first</i></p> <p>■ Respect ■ Integrity ■ Compassion ■ Healing ■ Teamwork ■ Innovation ■ Excellence ■ Stewardship</p> </div>	<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>Products are tested to meet rigorous third-party chemical emissions standards, helping to reduce indoor air pollution.</p> </div> <div style="text-align: center;">  <p>Independently certified products that meet strict standards for energy efficiency set by the EPA.</p> </div> <div style="text-align: center;">  <p>Items that have had third-party testing and verification of bio-based content to meet USDA standards for their category.</p> </div> </div>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>EPA program to identify products that perform and contain ingredients that are safer for human health and the environment.</p> </div> <div style="text-align: center;">  <p>Products are certified for reduced environmental impact against third-party standards.</p> </div> <div style="text-align: center;">  <p>Choosing FSC® supports responsible forest management.</p> </div> </div>		