



# Green Purchasing Guide

**Edition 1.2**

Prepared by the:



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# Guide Purpose

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This Green Purchasing Guide is meant to serve as a pilot product and educational tool to increase awareness of and associated compliance with NYS green purchasing mandates and ESF green purchasing goals. If purchasers have questions about the purchasing hierarchy, EO 4 or other legal aspects of NYS procurement law, they should contact the Business Office and/or College Counsel.

There are over 75 approved NYS green purchasing specifications, which can be found on the following page. State agencies and authorities are required to purchase commodities, services and technologies that meet these specifications.

This Guide does not include every product that meets NYS and ESF green purchasing standards, nor does it include a product for every specification category. This Guide contains products that meet NYS green purchasing mandates for the items most commonly used on ESF campuses. It also includes green versions of commonly purchased products that do not currently have a NYS green purchasing specification, but have a relevant 3rd party certification or have been designated as ESF environmentally preferred.

This Guide will be reviewed quarterly, to ensure that links are live and products remain in stock. Products will be added to this Guide as College purchasing habits change over time and product availability evolves.

In future versions of the guide, Service-Disabled Veteran-Owned Businesses (SDVOBs) will be included and marked as was done in this version with Minority- and Women-Owned Businesses (MWBs).

**If you have suggestions for improvement please email [Sue Fassler](mailto:scfassle@esf.edu) ([scfassle@esf.edu](mailto:scfassle@esf.edu)). Suggested products will be researched and added to the Guide during the routine quarterly update period. All purchasers that identify products not included in this Guide but meet EO4 specs, have 3rd party certifications or meet ESF environmentally preferred criteria are welcomed and encouraged to send them to Sue! They will be added to the Guide for our collective benefit.**

# NYS Green Purchasing Specifications

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Executive Order 4 (EO4) established a [green purchasing program in NY](#) state (NYS). State agencies and authorities are required to purchase commodities, services and technologies that have an associated green purchasing specification. These specifications can be seen below or by following the link above. If you are purchasing a good or service that falls within the categories below, you must ensure that those items meet the specification criteria, even if product suggestions for these categories are not included in this Guide.

- [Air purifiers](#)
- [Commercial coffee brewers](#)
- [Commercial clothes washers](#)
- [Commercial dishwashers](#)
- [Commercial fryers](#)
- [Commercial griddles](#)
- [Commercial hot food holding cabinets](#)
- [Commercial ice machines](#)
- [Commercial ovens](#)
- [Commercial refrigerators and freezers](#)
- [Commercial steam cookers](#)
- [Computers and displays](#)
- [Dehumidifiers](#)
- [Domestic clothes washers](#)
- [Electric hand dryers](#)
- [Imaging equipment \(printers\)](#)
- [Residential clothes dryers](#)
- [Residential dishwashers](#)
- [Residential freezers](#)
- [Residential refrigerators](#)
- [Room air conditioners](#)
- [Food service containers and wrappers](#)
- [Single use food service utensils](#)
- [State funded food](#)
- [AAA, AA and D batteries](#)
- [Acoustical ceiling tiles and panels](#)
- [Adhesives](#)
- [Apparel and textile materials](#)
- [Coating removal products](#)
- [Floor coverings](#)
- [Composting toilets](#)
- [Cookware and bakeware](#)
- [Disinfectants and sanitizers](#)
- [Drinking fountains](#)
- [Floor finishes and floor removers](#)
- [Furniture](#)
- [General purpose cleaners](#)
- [Garment cleaning](#)
- [Hand cleaners and personal cleansing products](#)
- [Ink](#)
- [Janitorial paper products](#)
- [Laundry detergent](#)
- [Lighting fixtures, ballasts and lamps](#)

# NYS Green Purchasing Specifications

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Executive Order 4 (EO4) established a [green purchasing program in NY](#) state (NYS). State agencies and authorities are required to purchase commodities, services and technologies that have an associated green purchasing specification. These specifications can be seen below or by following the link above. If you are purchasing a good or service that falls within the categories below, you must ensure that those items meet the specification criteria, even if product suggestions for these categories are not included in this Guide.

- [Lubricants](#)
- [Monochrome toner cartridges](#)
- [Motion sensitive wall light switches](#)
- [Mulch](#)
- [Outdoor furniture and playground structures](#)
- [Paint](#)
- [Pest management for indoor spaces](#)
- [Pest management for outdoor spaces](#)
- [Photovoltaic systems](#)
- [Printing](#)
- [Pre-packaged snowmelt and deicing products](#)
- [Refrigerant containing equipment](#)
- [Reusable bags](#)
- [Showerheads](#)
- [Solar thermal systems](#)
- [State funded lodging](#)
- [Toilets](#)
- [Trash bags](#)
- [Vacuum cleaners](#)
- [Brake pads](#)
- [Engine block heaters](#)
- [Hydraulic oil, high detergent](#)
- [Lubricating oil, high detergent](#)
- [Passenger cars](#)
- [Pavement marking paint](#)
- [Pavement sealer](#)
- [Traffic message boards](#)
- [Traffic safety products](#)
- [Treated road salt](#)
- [Vehicle wheel weight and continuous wheel balancers](#)

## **New Specifications as of April 2022**

- [Packaging](#)
- [Sustainable Landscaping](#)

## **Tentatively Approved Specifications**

- [Packaging](#) (Updated specification)
- [Lower Carbon Concrete](#)
- [Menstrual Products](#)

# Background

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[Per Executive Order 4](#) (EO4), NYS agencies and authorities are required to purchase commodities, services, and technologies that are [included within and meet approved green procurement specifications](#). This requirement only applies to products and services that currently have associated EO4 specifications.

NYS agencies and authorities are also required to abide by [NYS Procurement Guidelines](#) and by [NYS Finance Law](#). ESF employees must also abide by ESF's [Green Purchasing & Break Free From Plastic Policy](#). This Guide aims to simplify compliance with these requirements!

Per NYS Procurement Guidelines, State agencies must look for products that meet agency specified "form, function, and utility" standards from Preferred Sources, starting with 1, before purchasing products from other vendors in the purchasing hierarchy:

- 1 - [New York State Industries for the Disabled \(NYSID\)](#), [Corcraft](#) and [New York State Preferred Source Program \(NYSPSP\)](#).
- 2 - [OGS Centralized Contracts](#)
- 3 - Agency or multi-agency established contracts (in ESF's case, [SUNY contracts](#)).
- 4 - Discretionary spending (open market)
  - See the **Vendor Key** on the next page

Purchases from [Minority & Women-owned Businesses](#) (MWBES) and [Service-Disabled Veteran-Owned Businesses](#) (SDVOBs) should be prioritized, within every level of the purchasing hierarchy, where available.

Many **products** listed in this guide meet or exceed EO4 specifications. It should not be assumed that all products sold by a vendor referenced in this guide meet or exceed EO4 specifications.

3rd party certified or ESF-designated environmentally preferred products are listed for commonly-used products that do not have an associated EO4 specification

- 3rd Party Certifications: [GreenSeal](#), [UL EcoLogo](#), [Energy Star](#), [Biodegradable Products Institute \(BPI\) Certified Compostable](#), [EPA Safer Choice](#), [USDA Certified BioBased](#), [Forest Stewardship Council](#), [Cradle to Cradle](#), and others
- ESF Environmentally-Preferred Products:
  - Product is made from recycled content;
  - Minimal, recyclable, and/or compostable packaging;
  - Product is easily reusable/ durable;
  - Uses replaceable/ refillable parts.

# Guide Overview

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The products in this guide are grouped in the following categories:

- **Office supplies**
- **Janitorial supplies**
- **Trades and Facilities**
- **Food Service and Cafeteria**
- **Electronics**
- **Apparel**

These product categories are based on the most commonly purchased items at SUNY ESF during a typical fiscal year.

Within each category, you will find:

1. A **Table of Contents** outlining the products listed in that category, in the order they appear. These are linked to their location in the guide.
2. **Links to products** that meet EO4 specs, have relevant 3rd party certifications or are deemed ESF environmentally preferred products

## **Abbreviations**

- PCR: Post-Consumer Recycled
  - Note: PCR content is environmentally preferable, over post-industrial content, because the material was already used in a consumer product
- TRC: Total Recycled Content - Includes post-consumer and post-industrial content

## **Searching the Guide**

1. Jump to the Product Category in the [Table of Contents](#) then click the Product Type in the category table of contents to see all available products
2. When looking for a specific item use the function "ctrl + f" to jump to that item

# Symbols

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## Vendor Key - By Purchasing Priority

Products listed in this Guide are ranked based upon [NYS Procurement Guidelines](#) and [New York State Finance Law](#). While using the guide, use the following color code to identify each vendor's purchasing priority level. Refer to the symbol shape for green purchasing standard compliance.

- 1 Preferred Sources: [NYSPSP](#), [Corcraft](#), and [NYSID](#)
- 2 [OGS Centralized Contracts](#)
- 3 [SUNY Contracts](#)
- 4 Discretionary (open market)

## Product Key

All items in this guide meet or exceed EO4 specifications and/or are compliant with 3rd party certifications and/or are designated as ESF environmentally preferred products

- ★ Meets or exceeds EO4 specifications
- 3rd- Party Certified
- ▲ Meets ESF Green Purchasing Policy
  - Product is made from recycled content;
  - Minimal, recyclable, and/or compostable packaging;
  - Product is easily reusable/ durable;
  - Uses replaceable/ refillable parts.

**Please see the Legend on the next page for a detailed description of each symbol found within the guide.**

**MWBE:** Minority- and Women-owned Business Enterprises will be bound by a gray box

**Example :**  = Product that meets or exceeds EO4 specifications from an OGS-contracted MWBE

# Symbol Legend

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In the following pages, you will see symbols next to each vendor's name. Within each category, each vendor is organized by purchasing priority. The symbol shape refers to the environmental attributes of linked **products** listed in this Guide. **It should not be assumed that all products offered by listed vendors meet green purchasing standards.**

 **Golden Star:** Products that meet or exceed EO4 Specifications, from a Preferred Purchasing Source

 **Golden Circle:** Products are 3rd-party Certified Sustainable, from a Preferred Purchasing Source

 **Golden Triangle:** Products that meet ESF's Environmentally-Preferred specifications, from a Preferred Purchasing Source

 **Blue Star:** Products that meet or exceed EO4 specifications, from an OGS-contracted vendor

 **Blue Circle:** Products are 3rd-party Certified Sustainable, from an OGS-contracted vendor

 **Blue Triangle:** Products that meet ESF's Environmentally-Preferred specifications, from an OGS-contracted vendor

 **Green Star:** Products that meet or exceed EO4 specifications, from a SUNY-contacted vendor

 **Green Circle:** Products are 3rd-party Certified Sustainable, from a SUNY-contacted vendor

 **Green Triangle:** Products that meet ESF's Environmentally-Preferred specifications, from a SUNY-contacted vendor

 **Purple Star:** Products that meet or exceed EO4 specifications, from a Discretionary Purchasing source

 **Purple Circle:** Products are 3rd-party Certified Sustainable, from a Discretionary Purchasing source

 **Purple Triangle:** Products that meet ESF's Environmentally-Preferred specifications, from a Discretionary Purchasing source

 **Bounded:** Vendor is a NY-certified Minority- or Women-owned Business Enterprise

# Staples & ProfTech Ordering

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## Important!

Please purchase Staples products through [ProfTech](#). ProfTech is a NYS certified MWBE and is able to provide the same items as Staples.

You must have a ProfTech account to make purchases. Contact [Wendy Emigholz](#) ([waemigho@esf.edu](mailto:waemigho@esf.edu)) in the Business Office for account setup and for information pertaining to use of this account.

Items from ProfTech in this Guide are separated by those on- and off-contract. On-contract and off-contract items must be purchased in separate orders. You can change product availability by setting the shipping location (top right corner of ProfTech website).

- To order **on-contract** items, set the Shipping Location to **PFT-CC42**.
  - To order **off-contract** items, set the Shipping Location to **PFT-NC42**
-

# Table of Contents

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<b>Front Matter</b> .....	pg. 01
Guide Purpose .....	pg. 02
NYS Green Purchasing Specifications .....	pg. 03
Background .....	pg. 05
Guide Overview .....	pg. 06
Symbols .....	pg. 07
Staples & ProfTech Ordering .....	pg. 09
<b>Table of Contents</b> .....	pg. 10
<b>Office Supplies</b> .....	pg. 11
<b>Janitorial Supplies</b> .....	pg. 37
<b>Trades &amp; Facilities</b> .....	pg. 55
<b>Food Service &amp; Cafeteria</b> .....	pg. 67
<b>Electronics</b> .....	pg. 79
<b>Apparel</b> .....	pg. 92

# Office Supplies

## Contents

### Products

[Copy Paper - White](#)

[Copy Paper - Color](#)

[Notepads and Notebooks](#)

[Pocket Folders](#)

[Classification Folders](#)

[File Folders](#)

[Binders](#)

[Sticky Notes/ Post-Its](#)

[Index Cards](#)

[Labels](#)

[Custom Stickers](#)

[Pens](#)

[Mechanical Pencils](#)

[Mechanical Pencil Lead Refills](#)

[Highlighters](#)

[Permanent Markers](#)

[Dry-Erase Markers](#)

[White Board Cleaner](#)

[White Board Erasers/ Cleaning Cloths](#)

[Paper Clips](#)

[Toner](#)

Environmentally-preferred versions of the following commonly-used office supplies could not be found. If you find or currently use "green" versions of these, please email [\*\*Sue Fassler\*\*](mailto:scfassle@esf.edu) (scfassle@esf.edu)

- Binder Clips, Prong Fasteners, Staples, Chalk, Printheads

# Office Supplies

**Important Note for Copy Paper:** Purchasers located at the Syracuse campus should continue to request and purchase copy paper through the Copy Center (basement of Bray Hall). All copy available through the Copy Center meets GreenNY specifications.

Purchasers located at the Regional Campuses are asked to use the links in the pages that follow to purchase GreenNY-compliant copy paper.

## Copy Paper - White

### 1 Preferred Sources

- o None

### 2 W.B. Mason

- o [Mohawk, 100% PCR Recycled White Copy Paper](#), Single Ream
- o [Boise, Aspen 100% TRC Recycled White Copy Paper](#), Case
- o [Boise, Aspen 100% TRC Recycled White Copy Paper](#), Single Ream



### 4 Intivity

- o [Intl Paper Co., Nature Saver 100% TRC Recycled White Copy Paper](#), Case
- o [Mohawk, 100% TRC Recycled White Copy Paper](#), Single Ream



### 4 Liberty Office Supplies & Equipment

- o [Boise, Aspen 100% PCR Recycled White Copy Paper](#), Case of 5



### 4 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o **Q1 Update:** [Rolland Enviro 100% PCR Recycled White Copy Paper](#), Cases
- o [Staples, 100% PCR Recycled White Copy Paper](#), Case
- o [Staples, 100% PCR Recycled White Copy Paper](#), Single Ream



### 4 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Eagle Office, 100% PCR Recycled White Copy Paper](#), Case
- o [Eagle Office, 100% PCR Recycled White Copy Paper](#), Single Ream



# Office Supplies

## Copy Paper - Color

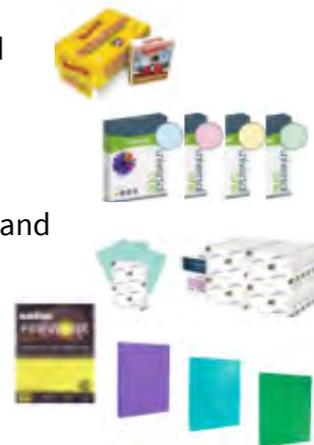
Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

### 1 Preferred Sources

- None

### 2 W.B. Mason

- [W.B. Mason Circus 30% PCR Recycled Color Paper](#), Assorted Quantities and Colors
- [Universal, Deluxe 30% PCR Recycled Color Copy Paper](#), Assorted Colors, Reams
- [Hammermill, Colors 30% PCR Recycled Color Copy Paper](#), Assorted Colors and Quantities
- [Boise, Fireworx 30% PCR Recycled Color Copy Paper](#), Assorted Colors and Quantities
- [JAM Paper, 30% PCR Recycled Color Copy Paper](#), Assorted Colors and Quantities



### 4 Intivity

- [Sparco, 30% TRC Recycled Color Paper](#), Assorted Colors, Reams
- [Hammermill, Colors 30% TRC Recycled Color Paper](#), Assorted Colors, Reams



### 4 Liberty Office Supplies & Equipment

- [Skilcraft, 30%-50% PCR Recycled Color Paper](#), Assorted Colors and Quantities
- [Hammermill, Colors 30% PCR Recycled Print Paper](#), Assorted Colors and Quantities
- [Universal, Deluxe 30% PCR Recycled Color Copy Paper](#), Assorted Colors, Reams



### 4 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Hammermill, Colors 30% PCR Recycled Copy Paper, Orchid](#), Reams
- [Hammermill, Colors 30% PCR Recycled Copy Paper, Blue](#), Reams
- [Hammermill, Colors 30% PCR Recycled Copy Paper, Canary](#), Reams
- [Hammermill, Colors, 30% PCR Recycled Copy Paper, Goldenrod](#), Reams



### 4 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- [Hammermill, Colors 30% PCR Recycled Copy Paper, Green](#), Reams
- [Hammermill, Colors 30% PCR Recycled Copy Paper, Gray](#), Reams



# Office Supplies

## Notepads & Notebooks

Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper GS-7](#), but are not officially certified.

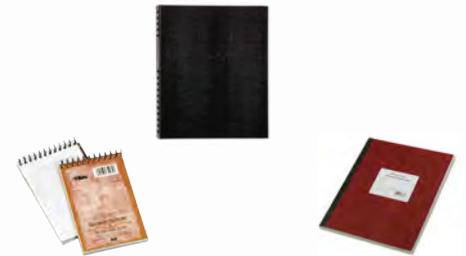
### 2 ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- o [Oxford, Earthwise 1-Subject Notebooks, 100% TRC Recycled](#)
- o [Mead, Cambridge Notebooks, 30% PCR Recycled](#)
- o [Blueline, MiracleBind Professional Notebooks, 30% PCR Recycled](#)
  - [Blueline, MiracleBind Notebook Refill Paper](#)
- o [Tru Red, Premium 1-Subject Notebook, 30% - 80% TRC](#)



### 2 W.B. Mason

- o [Blueline, NotePro Notebooks](#)
- o [TOPS, Second Nature Notebooks & Note Pads](#)
- o [National, Computation Book, Quadrille Rule](#)



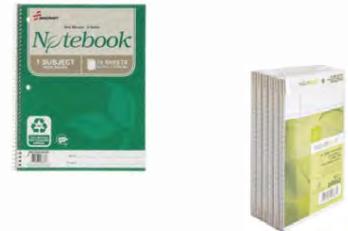
### 2 United Supply Corp.

- o [Oxford, Earthwise Recycled Notebooks](#)
- o [Mead, 100% Recycled Notebooks](#)
- o [TOPS, Second Nature Notebooks](#)



### 3 Grainger

- o [Skilcraft, 100% TRC Recycled Notebooks](#)
- o [TOPS, Second Nature Notebooks & Note Pads](#)



### 4 Intivity

- o [Mead, 100% TRC Recycled Notebooks](#)
- o [Oxford, Earthwise Recycled Notebooks](#)
- o [Nature Saver, Recycled Notebooks & Note Pads](#)



### 4 Liberty Office Supplies

- o [Skilcraft, 100% TRC Recycled Notebooks](#)



# Office Supplies

## Pocket Folders

### 1 NYSPSP

- o [Smead, Double Pocket Folders](#)



Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

### 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o [Oxford, Earthwise Pocket Folders, 100% PCR Recycled](#)
- o [Oxford, Esselte Pocket Folders, 100% PCR Recycled](#)
- o [Oxford, 2-Pocket Portfolio Folders, 100% PCR Recycled](#)



### 2 W.B. Mason

- o [Oxford, Earthwise 100% TRC Recycled Pocket Folders](#)
- o [Oxford, Contour 2-Pocket, Recycled Folders](#)
- o [JAM Paper, Handmade, 100% TRC Recycled Cotton Fiber Folders](#)



### 3 United Supply Corp.

- o [Oxford, Earthwise 100% TRC Recycled Pocket Folders](#)
- o [Oxford, Contour 2-Pocket, Recycled Folders](#)



### 4 Intivity

- o [Oxford, Contour 2-Pocket, Recycled Folders](#)
- o [Oxford, Earthwise 100% TRC Recycled Pocket Folders](#)



### 4 Liberty Office Supplies & Equipment

- o [Oxford, Earthwise 100% TRC Recycled Pocket Folders](#)



## Classification Folders

### 1 Preferred Sources

- o None

Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

### 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o [TRU RED, Pressboard Classification Folders, 30% PCR, 60% TRC](#)
- o [Smead, Manila Classification Folders, 100% TRC Recycled](#)
- o [Smead, Pressboard Classification Folders, 50% TRC Recycled](#)



### 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Skilcraft, 30% PCR Recycled Pressboard Classification Folder](#)

# Office Supplies

## 2 W.B. Mason

- [Universal, Recycled Classification Folders](#)
- [Smead, 30% - 100% TRC Recycled Pressboard Classification Folders](#)
- [W.B. Mason, Recycled Pressboard Classification Folders](#)



## 3 United Supply Corp.

- [Smead, 100% TRC Recycled Pressboard Classification Folders](#)
- [Skilcraft, 100% TRC Recycled Pressboard Classification Folders](#)



## 4 Intivity

- [Nature Saver, 100% TRC Recycled Classification Folders](#)
- [Smead, 50% TRC Recycled Pressboard Classification Folders](#)



## 4 Liberty Office Supplies & Equipment

- [Smead, 100% TRC Recycled Pressboard Classification Folders](#)



Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

## File Folders

### 1 NYSPSP

- [Skilcraft Single-Tab Manila File Folders](#)
- [Skilcraft, Reinforced Tab Manila File Folders](#)



## 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Smead, 100% TRC Recycled Manila File Folders](#)
- [Smead, 100% TRC Recycled Hanging File Folders](#)
- [Tru Red, 10% - 30% PCR Recycled Letter File Folders, Assorted](#)
- [Pendaflex, Earthwise 100% TRC Recycled Expanding File Folder](#)
- [Pendaflex, Earthwise 100% TRC Recycled Hanging File Folders](#)
- [Ampad, Envirotec 100% TRC Recycled File Folders](#)



## 2 W.B. Mason

- [Smead, 100% TRC Recycled Letter Manila File Folders](#)
- [Smead, 100% TRC Recycled Hanging File Folders](#)
- [Pendaflex, Earthwise 100% TRC Recycled File Folders](#)
- [Pendaflex, Earthwise 100% TRC Recycled Hanging File Folders](#)



# Office Supplies

## 3 United Supply Corp.

- [Skilcraft, 100% TRC Recycled File Folders](#)
- [Smead, 100% TRC Recycled Letter Manila File Folders](#)
- [Smead, 100% TRC Recycled Hanging File Folders and Pockets](#)
- [Pendaflex, Earthwise 100% TRC Recycled File Folders](#)



## 4 Intivity

- [Nature Saver, 100% TRC Recycled Manila File Folders](#)
- [Nature Saver, 100% TRC Recycled Hanging File Folders](#)
- [Pendaflex, Earthwise 100% TRC Recycled File Folders](#)
- [Pendaflex, Earthwise 100% TRC Recycled Hanging File Folders](#)



## 4 Liberty Office Supplies & Equipment

- [Smead, 100% TRC Recycled Manila File Folders](#)
- [Smead, 100% TRC Recycled Reinforced Top File Folders](#)
- [Smead, 100% TRC Recycled Hanging File Folders and Pockets](#)
- [Pendaflex, Earthwise 100% TRC Recycled File Folders](#)
- [Pendaflex, Earthwise 100% TRC Recycled Hanging File Folders](#)
- [Skilcraft, 100% TRC Recycled File Folders](#)



## Binders

### 1 Preferred Sources

- None



Products below meet the Recycled Content Requirements of the [EPA's Comprehensive Procurement Guidelines for Binders](#). See next page for [UL EcoLogo Certified, UL 2771](#) binders by Skillcraft.

### 2 ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- [Samsill, Earth's Choice 40% TRC Recycled Binders](#), Assorted
- [Stride, QuickFit 40% PCR Recycled Binders](#), Assorted



### 2 ProfTech - Off-contract, use Shipping Location: **PFT-NC42**

- [Staples, 35% PCR Recycled Standard 4" Binder](#)



### 2 W.B. Mason

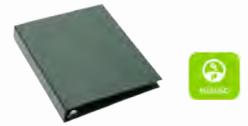
- [Samsill, Earth's Choice 50% TRC Recycled Binders](#), Assorted
- [Avery, Durable Binder 45% PCR Recycled Binders](#), Assorted
- [Universal, Economy 42% PCR Recycled Binders](#), Assorted
- [Stride QuickFit 60% TRC Recycled Binders](#), Assorted



# Office Supplies

## 4 Liberty Office Supplies & Equipment

- [Skilcraft, 100% TRC Recycled, EcoLogo Certified Recyclable Binders](#), Assorted



Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

### Sticky Notes

#### 1 NYSID

- [30% PCR Recycled Glue-Top Writing Pad](#), Yellow Lined
- [30% PCR Recycled Glue-Top Writing Pad](#), White Plain



#### 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Skilcraft, 100% TRC, 30% PCR Content Recycled Adhesive Notes](#), Yellow, Assorted Quantities
- [Post-It, 30% PCR Recycled Super Sticky Notes](#), Assorted Colors and Quantities



#### 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- [Redi-Tag, 80% PCR, 100% TRC Recycled Self-Stick Notes](#), 12 Pack



#### 2 W.B. Mason

- [Post-It, 30% PCR Recycled Sticky Notes](#), Assorted Colors, Quantities, and Styles
- [Highland, 30% PCR Recycled Self-Stick Notes](#), Yellow
- [Universal, 30% PCR Recycled Self-Stick Note Pads](#), Yellow
- [Redi-Tag, 80% PCR, 100% Recycled Self-Stick Notes](#), 12 Pack



- **Intivity**

- [Redi-Tag, 80% PCR, 100% Recycled Self-Stick Notes](#), 12 Packs
- [Post-It, 30% PCR Recycled Sticky Notes](#), Assorted Colors, Sizes, and Styles
- [Business Source, 30% PCR Recycled Adhesive Notes](#), Yellow, Assorted Styles



# Office Supplies

## 4 Liberty Office Supplies & Equipment

- o [Redi-Tag, 80% PCR, 100% Recycled Self-Stick Notes](#), Assorted Colors, 12 Packs
- o [Universal, 30% PCR Recycled Self-Stick Note Pads](#), Yellow
- o [Post-It, 30% PCR Recycled Sticky Notes](#), Assorted Colors, Quantities, and Styles



## Index Cards

### 1 Preferred Sources

- o [None](#)

Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

## 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o [Tru Red, 10% TRC Recycled Index Cards](#), Assorted Colors, Styles, and Sizes



## 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Oxford, 10% PCR Recycled Glow Index Cards](#), 3" x 5", Lined



## 2 W.B. Mason

- o [Universal, 10% PCR Recycled Index Cards](#), Assorted
- o [Oxford, 10% PCR Recycled Index Cards](#), Assorted



## 4 Intivity

- o [Oxford, 10% PCR Recycled Index Cards](#), Assorted Colors and Sizes, Ruled



## 4 Liberty Office Supplies & Equipment

- o [Universal, 10% PCR Recycled Index Cards](#), Assorted
- o [Oxford, 10% PCR Recycled Index Cards](#), Assorted, Ruled
- o [Oxford, 10% PCR Recycled Index Cards](#), Assorted, Unruled



## Labels

### 1 Preferred Sources

- o [None](#)

Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

## 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o [Avery, EcoFriendly 100% PCR Recycled Labels](#), Assorted Sizes, White



## 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Avery, 100% PCR Recycled Labels](#), Assorted Sizes, Kraft Brown



## 2 W.B. Mason

- o [Avery, EcoFriendly 100% PCR Recycled Labels](#), Assorted Sizes, White



# Office Supplies

## 4 Intivity

- o [Avery, EcoFriendly 100% PCR Recycled Labels](#), Assorted, White
- o [Avery, 100% PCR Recycled Labels](#), Assorted, Kraft Brown



## 4 Liberty Office Supplies & Equipment

- o [Skilcraft, 100% PCR Recycled Labels](#), Assorted, White

## Custom Stickers

Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](#), but are not officially certified.

### 4 Leapin' Lizard Labels

- o Offers stickers, labels, and banners made from FSC-certified paper, 100% PCR content vellum paper, hemp paper, and FiberStone printed with water-based inks, with or without lamination

### 4 EcoEnclose

- o Offers Zero-Waste stickers and labels made from 100% PCR content paper with or without plastic-free coating and 100% recyclable stickers, labels, and plastic-free liners
  - [Zero-Waste sticker types](#):
    - Uncoated white paper, Uncoated kraft paper, Plastic-free matte-varnished white paper



## Pens

Products below meet the [UL EcoLogo Standard for Pens, Mechanical Pencils, and other Writing Utensils, UL 2773](#), but are not officially certified.

### 1 Preferred Sources

- o None

### 2 ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- o [Pilot, Bottle 2 Pen 86% PCR Recycled, Refillable, Retractable Ballpoint Pens](#), Assorted Colors and Quantities
  - [Pilot, G2 Ink Refills](#), Black - Bottle 2 Pen compatible
  - [Pilot, G2 Ink Refill](#), Blue - Bottle 2 Pen compatible



### 2 W.B. Mason

- o [Pilot, Bottle 2 Pen 86% PCR Recycled, Refillable, Retractable Ballpoint Pens](#), Assorted Colors and Quantities
  - [Pilot, G2 Ink Refills](#), Assorted - Bottle 2 Pen compatible
- o [Zebra, ECO Jimmie 75% PCR Recycled, Refillable, Retractable Ballpoint Pens](#), Black and Blue, Dozen
  - [Zebra, H-Refills](#), Black - ECO Jimmie compatible



# Office Supplies

## 4 Intivity

- o [Pilot, Bottle 2 Pen 89% PCR Recycled, Refillable, Retractable Ballpoint Pens](#), Assorted Colors and Quantities
  - [Pilot, G2 Ink Refills](#), Assorted - Bottle 2 Pen compatible
- o [Zebra, ECO Jimmie 75% PCR Recycled, Refillable, Retractable Ballpoint Pens](#), Black and Blue, Dozen



## 4 Liberty Office Supplies & Equipment

- o [Pilot, Bottle 2 Pen 89% PCR Recycled, Refillable, Retractable Ballpoint Pens](#), Assorted Colors and Quantities
  - [Pilot, G2 Ink Refills](#), Assorted - Bottle 2 Pen compatible



## 4 Pilot

- o [Pilot, G2 Ink Refills](#), Assorted Colors and Point Types
  - Bottle 2 Pen compatible

## Mechanical Pencils

### 1 Preferred Sources

- o None

### 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Pilot, RexGrip BeGreen 72% TRC Recycled Mechanical Pencil](#), Dozen
- o [Pentel, e-sharp 72% TRC Recycled Mechanical Pencils](#), Dozen
- o [Pentel, Twist-Erase CLICK 59% PCR Mechanical Pencils](#), 6 Pack

### 2 W.B. Mason

- o [Pentel, EnerGize X 83% TRC Recycled Mechanical Pencils](#), Dozen
- o [Pentel, e-sharp 72% TRC Recycled Mechanical Pencils](#), Dozen

## 4 Intivity

- o [Pentel, e-sharp 72% TRC Recycled Mechanical Pencils](#), Dozen
- o [Pentel, Twist-Ease CLICK 59% PCR Recycled Mechanical Pencils](#), Single



## 4 Liberty Office Supplies & Equipment

- o [Skilcraft, Tango 68% PCR Recycled Mechanical Pencils](#), Dozen
- o [Skilcraft, Dual Action 46% PCR Recycled Mechanical Pencils](#), Dozen



Products below meet the [UL EcoLogo Standard for Pens, Mechanical Pencils, and other Writing Utensils, UL 2773](#), but are not officially certified.

Please see compatible pencil lead refills on the next page.

# Office Supplies

## Mechanical Pencil Lead Refills

### 0.5 mm Lead Refills

#### 1 Preferred Sources

- o None

#### 2 ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- o [Pentel, Super Hi-Polymer HB Fine Point Lead Refills, #2, 0.5 mm, 100% TRC plastic case](#), 90 pack
- o [Pentel, Super Hi-Polymer HB Fine Point Lead Refills, #2, 0.5 mm, 100% TRC plastic case](#), 30 pack



#### 2 W.B. Mason

- o [Pentel, Super Hi-Polymer HB Fine Point Lead Refills, #2, 0.5 mm, 100% TRC plastic case](#), Assorted Quantities

#### 4 Intivity

- o [Pentel, Super Hi-Polymer HB Fine Point Lead Refills, #2, 0.5 mm, 100% TRC plastic case](#), Assorted Quantities



#### 4 Liberty Office Supplies & Equipment

- o [Pentel, Super Hi-Polymer HB Lead Refill, #2, 0.5mm, 100% TRC plastic case](#), 90 pack



### 0.7mm Lead Refills

#### 1 Preferred Sources

- o None

#### 2 ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- o [Pentel, Super Hi-Polymer HB Medium Point Lead Refills, #2, 0.7 mm, 100% TRC plastic case](#), 12 pack
- o [Pentel, Super Hi-Polymer HB Medium Point Lead Refills, #2m 0.7mm, 100% PCR plastic case](#), 90 pack



#### 2 W.B. Mason

- o [Pentel, Super Hi-Polymer HB Lead Refills, #2, 0.7 mm, 100% TRC plastic case](#), Assorted Quantities

#### 4 Liberty Office Supplies & Equipment

- o [Pentel, Super Hi-Polymer HB Lead Refill, #2, 0.7mm, 100% TRC plastic case](#), Assorted Quantities



# Office Supplies

## Highlighters

### 1 Preferred Sources

- o None

Products below meet the Recycled Content or the Refillable Criteria of the [UL EcoLogo Standard for Pens, Mechanical Pencils, and other Writing Utensils, UL 2773](#), but are not officially certified.



### 2 ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- o [Pentel, Handy-Line Slim 54% PCR Recycled, Refillable Highlighters](#)



### 2 W.B. Mason

- o [Pentel, Handy-Line Slim 54% PCR Recycled, Refillable Highlighters](#)
- o [Zebra, Eco Zebrite 74% PCR Recycled, Double-Ended Highlighters, Assorted](#)



### 4 Intivity

- o [Zebra, Eco Zebrite, 74% PCR Recycled Double-Ended Highlighters](#)



### 4 Liberty Office Supplies & Equipment

- o [Skilcraft, Eco-Bottle 100% PCR Recycled Highlighter, Yellow](#)
- o [Skilcraft, 50% TRC Recycled Retractable Highlighters, Assorted Colors and Quantities](#)



### 4 Pentel

- o [Pentel, Handy-line Slim Highlighter Refill, Assorted](#)



## Permanent Markers

### 1 Preferred Sources

- o None

Products below meet the Refillable Criteria of the [UL EcoLogo Standard for Pens, Mechanical Pencils, and other Writing Utensils, UL 2773](#), but are not officially certified.



### 2 ProfTech - Off-contract, use Shipping Location: **PFT-NC42**

- o [Pilot, Super Color Jumbo Refillable Permanent Markers](#)



### 2 W.B. Mason

- o [Pilot, Super Color Jumbo Refillable Permanent Marker, Assorted Colors](#)
  - [Pilot, Super Color Marker Xylene-Free Refill Ink, Black](#)
- o [Zebra, PM-701 Refillable Permanent Markers, Assorted Colors](#)
  - [Zebra, PM-701 Permanent Marker Refill, Black](#)



### 4 Liberty Office Supplies & Equipment

- o [Pilot, Super Color Jumbo Refillable Permanent Markers, Assorted Colors](#)
  - [Pilot, Super Color Jumbo Marker Xylene-Free Refill Ink, Black](#)
- o [Skilcraft, Permanent Impressions 20% TRC Recycled Permanent Markers, Assorted Colors and Styles, Dozen](#)



# Office Supplies

## 4 Intivity

- o [Zebra, PM-701 Refillable Permanent Marker with Refill](#), Black
  - [Zebra PM-701 Marker Refill](#), Black



## Dry Erase Markers

### 1 Preferred Sources

- o None

Products below meet the [UL EcoLogo Standard for Pens, Mechanical Pencils, and other Writing Utensils, UL 2773](#), but are not officially certified.

*Pilot, BeGreen V Board Master Dry Erase Markers, Refillable, 91% TRC*

### 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

### 2 W.B. Mason

### 4 Intivity

### 4 Liberty Office Supplies & Equipment



*Pilot, BeGreen V Board Master Dry Erase Marker Refills*

### 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

### 2 W.B. Mason

### 4 Intivity

### 4 Liberty Office Supplies & Equipment



## Whiteboard Cleaner

### 1 Preferred Sources

- o None



Products below are EPA Safer Choice Certified and meet the [EPA Safer Product Standards](#)

### 2 ProfTech - On-contact, use Shipping Location: PFT-CC42

- o [Staples, Sustainable Earth Whiteboard Cleaner](#)

### 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Quartet, BoardGear Whiteboard Conditioner/ Cleaner](#)

### 2 W.B. Mason

- o [Earth Friendly Products, Ecos Pro Whiteboard Cleaner](#)
  - [Ecos Pro Whiteboard Cleaner Refill](#)
- o [Quartet, BoardGear Whiteboard Cleaner](#)
- o [Quartet, BoardGear Whiteboard Conditioner/ Cleaner](#)



### 4 Liberty Office Supplies & Equipment

- o [Quartet, BoardGear Whiteboard Cleaner](#)
- o [Quartet, BoardGear Whiteboard Conditioner/ Cleaner](#)

# Office Supplies

## Whiteboard Erasers/ Cleaning Cloths

### 1 Preferred Sources

- o None

### 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o [Impact, Premium Microfiber Cleaning Cloths](#) - Washable and Reusable
- o [Post-It, Dry Erase Cleaning Cloth](#) - Washable & reusable



### 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Expo, White Board Care, Precision Eraser](#)
  - [Expo, White Board Care, Precision Eraser Replacement Pads](#)



### 2 W.B. Mason

- o [Expo, Microfiber Whiteboard Cleaning Cloth](#) - Washable and Reusable
- o [Expo, White Board Care, XL Eraser](#) - Compatible with replacement pads
- o [Expo, White Board Care, Precision Eraser](#)
  - [Expo, White Board Care, Precision Eraser Replacement Pads](#)



### 4 Intivity

- o [Expo, Microfiber Whiteboard Cleaning Cloth](#)
- o [General Purpose Microfiber Cleaning Cloths](#), Assorted
- o [Expo, White Board Care XL Eraser](#)
- o [Expo, White Board Care Precision Erase](#)



### 4 Liberty Office Supplies & Equipment

- o [Dry Erase Microfiber Cloth](#) - Washable & Reusable
- o [Universal, Microfiber Cleaning Cloth](#) - Washable & Reusable
- o [Expo, White Board Care Precision Eraser](#)
  - [Expo, White Board Care Precision Eraser Replacement Pads](#)



## Paper Clips

### 1 Preferred Sources

- o None
- o

Skilcraft, 90% TRC, 75% PCR Recycled Paper Clips

### 2 Office Depot

### 4 Intivity

### 4 Liberty Office Supplies & Equipment



# Office Supplies

ACCO, 90% TRC, 50% PCR Recycled Paper Clips

 [ProfTech](#) - On-contact, use Shipping Location: **PFT-CC42**

 [W.B. Mason](#)

 [Liberty Office Supplies & Equipment](#)



*Continue to next page*

# Office Supplies

## Toner Cartridges

### ***SUNY ESF Managed Print Initiative***

ESF will implement the SUNY-wide managed print initiative (MPI) in near the future. The MPI will establish print defaults, eliminate locally attached desktop printers, limit printing to essential items, deploy printer monitoring software and centralize campus printing budgets. These changes will reduce waste and provide cost savings. Once the MPI is implemented, the types of printers available for purchase and use on campus will be minimized and streamlined, to ensure standardization across campus.

Once the MPI is live, toner for MPI printers will be automatically ordered for the Department by Toshiba when toner levels drop to 20%. You do not need to contact the Business Office or CNS to restock. Toner cartridges provided by Toshiba will meet EO4 criteria.

ESF recognizes that staff currently use a multitude of printers that are not part of the forthcoming MPI. These printers will be phased out over time, but the Guide includes EO4-compliant toner cartridges for non-MPI printers, beginning on the following page (26).



# Office Supplies

The following products are compatible with the most-commonly used printers on the SUNY-ESF campus, as of October 2021. These printers will be phased out over time as the College implements the MPI.

**Printer Model:** HP LaserJet P3015\*

**Toner Model:** HP 55X Toner



## 1 Preferred Sources

- o None

## 2 ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- o [Tru Red, Remanufactured HP 55X High Yield Black Toner Cartridge](#), Dual
  - Remanufactured, 92% PCR content
- o [HP, 55X High Yield Black Toner Cartridge](#), Single
  - 34% TRC, 17% PCR recycled content
- o [HP, 55X High Yield Black Toner Cartridge](#), Dual



## 2 ProfTech - Off-contract, use Shipping Location: **PFT-NC42**

- o [Tru Red, Remanufactured HP 55X Extended High Yield Black Toner Cartridge](#)
  - Remanufactured, 79% PCR content

## 2 W.B. Mason

- o [HP, 55X High Yield Black Toner Cartridge](#), Single or Dual



## 4 Intivity

- o [HP, 55X High Yield Black Toner Cartridge](#), Single
- o [HP, 55X High Yield Black Toner Cartridge](#), Dual



## 4 Liberty Office Supplies & Equipment

- o [Innova, Remanufactured HP 55X Extra High Yield Black Toner Cartridge](#)
  - Remanufactured, 89% PCR content
- o [Innova, Remanufactured HP 55X High Yield Black Toner Cartridge](#)
  - Remanufactured, 89% PCR content
- o [HP, 55X High Yield Black Toner Cartridges](#), Single or Dual



### \* Toner cartridges listed are also compatible with:

- HP LaserJet Enterprise MFP M525dn, MFP M525f
- HP LaserJet Enterprise P3015, P3015d, P3015dn, P3015n, P3015x
- HP LaserJet Enterprise Flow MFP M525c
- HP LaserJet Managed MFP M525fm

# Office Supplies

**Printer Model:** HP Color LaserJet Pro MFP M477FNNW^

**Toner Model:** HP 410X Toner



## 1 Preferred Sources

- o None

## 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Tru Red, Remanufactured HP 410X Toner Cartridges](#)
  - Single [Black](#), [Cyan](#), [Magenta](#), and [Yellow](#) Cartridges
  - Remanufactured, 85% PCR content



## 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o [HP, 410X High Yield Toner Cartridges](#)
  - Single [Black](#), [Cyan](#), [Magenta](#), and [Yellow](#) Cartridges
    - 18% TRC



## 2 W.B. Mason

- o [HP, 410X High Yield Toner Cartridges](#), Assorted Colors and Sizes



## 4 Intivity

- o [Elite Image, Remanufactured HP 410X High Yield Toner Cartridges](#)
  - Remanufactured, 85% PCR content
- o [IBM, Remanufactured HP 410X High Yield Toner Cartridges](#)
  - Remanufactured
- o [HP, 410X High Yield Toner Cartridges](#), Assorted Colors and Sizes



## 4 Liberty Office Supplies & Equipment

- o [HP, 410X High Yield Toner Cartridges](#), Assorted Colors and Sizes



^^Toner cartridges listed are also compatible with:

- HP Color LaserJet Pro M452DN, M452DW, M452NW
- HP Color LaserJet Pro MFP M377, M477FDN, M477FDW, M477FNNW

# Office Supplies

**Printer Model:** HP LaserJet Enterprise m506\*\*

**Toner Model:** HP 87x Toner



## 1 Preferred Sources

- o None

- 2 **ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**
- o [Tru Red, Remanufactured HP 87X High Yield Black Toner Cartridge](#)
    - Remanufactured, 85% PCR content



- 2 **ProfTech** - On-contract, use Shipping Location: **PFT-CC42**
- o [HP, 87X High Yield Black Toner Cartridge](#), Single
    - 15% TRC
  - o [HP 87X High Yield Black Toner Cartridge](#), Dual



## 2 W.B. Mason

- o [HP, 87X High Yield Black Toner Cartridge](#), Single
- o [HP 87X High Yield Black Toner Cartridge](#), Dual

- 4 **Intivity**
- o [Elite Image, Remanufactured HP 87X High Yield Black Toner Cartridge](#)
    - Remanufactured, 85% PCR content
  - o [HP, 87X High Yield Black Toner Cartridge](#), Single or Dual



- 4 **Liberty Office Supplies & Equipment**
- o [Innovera, Remanufactured HP 87X High Yield Black Toner Cartridge](#)
    - Remanufactured, 89% PCR content
  - o [HP 87X High Yield Black Toner Cartridge](#), Single or Dual



## \*\* Toner cartridges listed are also compatible with:

- o HP LaserJet Pro M501dn, M501N
- o HP LaserJet Enterprise M506dn, M506n, M506x
- o HP LaserJet Enterprise MFP M527dn, MFP M527f
- o HP LaserJet Enterprise Flow MFP M527c, MFP527cm, MFP M527z
- o HP LaserJet Managed M506dnm, M506xm, MFP527dnm
- o HP LaserJet Managed Flow MFP527cm

# Office Supplies

**Printer Model:** HP LaserJet 9050^^

**Toner Model:** HP 43X Toner



## ★ Preferred Sources

- None

## ★ ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- [Tru Red, HP 43X Remanufactured High Yield Black Toner Cartridge](#), Single
  - Remanufactured, 85% PCR content
- [HP, 43X High Yield Black Toner Cartridge](#), Single
  - 15% Total Recycled Content, 2% PCR content



## ★ W.B. Mason

- [HP, 43X High Yield Black Toner Cartridge](#), Single



## ★ Intivity

- [Elite Image, Remanufactured HP 43X High Yield Black Toner Cartridge](#)
  - Remanufactured, 88% PCR content
- [HP, 43X High Yield Black Toner Cartridge](#), Single



## ★ Liberty Office Supplies & Equipment

- [Innovera, Remanufactured HP 43X High Yield Black Toner Cartridge](#)
  - Remanufactured, 89% PCR content
- [HP, 43X High Yield Black Toner Cartridge](#), Single



## ^^ Toner cartridges listed are also compatible with:

- HP LaserJet 9000, 9000dn, 9000hn, 9000hnf, 9000hns, 9000L MFP, 9000mfp, 9000n
- HP LaserJet 9040, 9040dn, 9040mfp, 9040n, M9040 MFP
- HP LaserJet 9050, 9050dn, 9050dnm, 9050mfp, 9050n, M9050 MFP
- HP LaserJet M9059 MFP

# Office Supplies

**Printer Model:** HP Color LaserJet Enterprise M553N~

**Toner Model:** HP 508X Toner



## 1 Preferred Sources

- o None

## 2 ProfTech - Off-contract, use Shipping Location: PFT-NC42

- o [Tru Red, Remanufactured HP 508X High Yield Toner Cartridges](#)
  - Remanufactured, 85% PCR content



## 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- o [HP, 508X High Yield Toner Cartridges](#)
  - Single [Black](#), [Cyan](#), [Magenta](#), and [Yellow](#) Cartridges
  - 14% PCR content



## 2 W.B. Mason

- o [Innovaera, Remanufactured HP 508X High Yield Black Toner Cartridge](#)
  - Remanufactured, 89% PCR content
- o [HP, 508X High Yield Toner Cartridges](#), Assorted Colors, Single packs



## 4 Intivity

- o [Elite Image, Remanufactured HP 508X High Yield Toner Cartridges](#)
  - Remanufactured, 85% PCR content
- o [IBM, Remanufactured HP 508X High Yield Toner Cartridges](#)
- o [HP, 508X High Yield Toner Cartridges](#), Assorted Colors and Sizes



## 4 Liberty Office Supplies & Equipment

- o [HP, 508X High Yield Toner Cartridges](#), Assorted Colors, Single packs



### ~ Toner cartridges listed are also compatible with:

- o HP Color LaserJet Enterprise M552
- o HP Color LaserJet Enterprise M553DN, M553N, M553X
- o HP Color LaserJet Enterprise MFP M577C, M577DN, M577F, M577Z
- o HP Color LaserJet Managed M553dnm, M553xm
- o HP Color LaserJet Managed Flow MFP M577cm

# Office Supplies

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# Janitorial Supplies

## Contents

### Products

[Hydrogen Peroxide General-Purpose Cleaners](#)

[All-Purpose Cleaners](#)

[Glass Cleaners](#)

[Disinfectant Cleaners](#)

[Hand Sanitizer](#)

[Hand Soap](#)

[Paper Towels](#)

[Facial Tissues](#)

[Toilet Paper](#)

[Toilet Bowl Brushes](#)

[Mop Heads](#)

[Spray Bottles](#)

[Vacuums](#)

[Trash Bags](#)

[Compostable Bin Liners](#)

**\*\*Please contact [Mark Poupore \(mpoupore@esf.edu\)](mailto:mpoupore@esf.edu) to inquire about all janitorial supplies for the Syracuse campus. Links to products below should be used for research purposes only. Individual staff/Departments should not place orders for any custodial products. All purchases should be centralized through the Facilities Department.\*\***

# Janitorial Supplies

## Hydrogen Peroxide General-Purpose Cleaners

- 1 **Corcraft**
  - [OGS Approved Hydrogen Peroxide Cleaner](#), pg. 4

- 1 **NYSPSP**
  - [Snappy Green Life Peroxide Cleaner](#)

- 2 **Corr**
  - [Buckeye Eco E15 Cleaner](#)

- 2 **Hillyard**
  - [Suprox Multi-Purpose Cleaner](#)

- 2 **W.B. Mason**
  - [Betco Green Earth Cleaner](#)

- 3 **Hill & Markes**
  - [Pioneer Eclipse EnviroStar Green Cleaner](#)

- 3 **Grainger**
  - [Diversey PERdiem Cleaner](#)

- 4 **Intivity**
  - [Rochester Midland Corp. Proxi Multi-Surface Cleaner](#)



## All-Purpose Cleaner

- 1 **Corcraft**
  - [OGS Approved Green Line All-Purpose Cleaner/ Degreaser](#), pg 4

- 1 **NYSPSP**
  - [Greening The Cleaning, All-Purpose Cleaner](#)

- 1 **NYSID**
  - [Enviro Care, Low-Foam All-Purpose Cleaner](#)



# Janitorial Supplies

## ★ 2 Corr

- [Corr, Green All Surface Cleaner](#)
- [Buckeye, Tenacity Cleaner](#)



## ★ 3 Grainger

- [Greening the Cleaning, All-Purpose Cleaner](#)
- [Simple Green, Clean Building Cleaner](#)



## ★ 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Sustainable Earth, All-Purpose Cleaner](#), 32 oz Spray Bottle
  - [1 Gallon Refill, Single](#)



## ★ 4 Intivity

- [Simple Green, Clean Building Cleaner](#)



## Glass Cleaner

### ★ 1 Corcraft

- [OGS Approved - Green Line Glass Cleaner](#), pg. 5

### ★ 1 NYSPSP

- [Greening the Cleaning, Glass Cleaner](#)
- [Snappy Green Life, Glass Cleaner](#)



### ★ 1 NYSID

- [Liberty Enterprises, Enviro Care Glass Cleaner](#)



## ★ 2 Corr

- [Buckeye, Eco Glass Cleaner](#)
- [Corr, Green Non-Ammoniated Glass Cleaner](#)



## ★ 2 Hillyard

- [Hillyard, Green Select Glass Cleaner](#)



# Janitorial Supplies

## ★3 Grainger

- [Greening the Cleaning, Glass Cleaner](#)
- [Diversey, Glance Non-Ammoniated Glass Cleaner](#)



## ★4 Intivity

- [Rochester Midland Corp, Enviro Care Glass Cleaner](#)

## Disinfectant Cleaners

### ★1 Corcraft

- [Germicidal 128 Disinfectant Cleaner, pg.6](#)

### ★1 NYSID

- [Liberty Enterprises, Enviro Care Neutral Disinfectant](#)
- [Rochester Midland Corp., Enviro care Neutral Disinfectant](#)

## ★2 Corr

- [Maxim Facility+ Disinfectant](#)

### ★3 Grainger

- [SaniDate All Purpose Disinfectant](#)
- [SaniDate, Hard Surface Sanitizer](#)
- [Clorox, Hydrogen Peroxide Cleaner Disinfectant](#)

## ★4 Intivity

- [ChloroxPro Total 360 Disinfectant Cleaner](#)
- [Maxim Facility+ Disinfectant](#)



## Hand Sanitizer

### ★1 NYSID

- [Purell, LTX Refill Advanced Green IHS Foam](#)
- [Purell, Green Certified Hand Sanitizer, Gel](#)



# Janitorial Supplies



## Corr

- [Buckeye, Symmetry Foaming Hand Sanitizer](#)
- [Buckeye, Symmetry Non-Alcohol Foaming Hand Sanitizer](#)



## Hillyard

- [Hillyard, Alcohol-Free Foaming Hand Sanitizer](#)



## Grainger

- [Purell, Green Certified Hand Sanitizer Foam](#)
- [Georgia-Pacific, 1,000 ml Foam Hand Sanitizer](#)



## Intivity

- [Purell, Sanitizing Foam Refill](#)
- [S.C. Johnson, Non-Alcohol Hand Sanitizer Foam](#)



## Hand Soap



## Corcraft

- [Corcraft, Free & Clear Hand Soap](#), pg. 13



## NYSPSP

- [Greening the Cleaning, Foaming Hand Soap](#)
- [Greening the Cleaning, Lotion Hand Soap](#)
- [Snappy Green Life, Lotion Hand Soap](#)



## NYSID

- [GOJO Green Certified Foaming Hand Soap](#)



## Corr

- [Buckeye, Symmetry Green Certified Foam Hand Wash](#)
- [S.C. Johnson, Refresh Clear Foam Hand Soap](#)
- [S.C. Johnson, Refresh Azure Foam Hand Soap](#)



## Grainger

- [S.C. Johnson, Refresh Clear Foam Hand Soap](#)
- [Georgia Pacific, Aloe Moisturizing Foam Hand Soap](#)
- [Purell, Healthy Soap Fresh Foam](#)



# Janitorial Supplies

## 4 Intivity

- [Purell, Healthy Soap Fresh Foam](#)
- [GOJO, Clear Mild Foam Handwash](#)



## Paper Towels

### 1 NYSID

- [Tork, 100% Recycled Jumbo Paper Towels, Natural](#)



### 2 Corr

- [White Swan, Classic Long Roll, White](#)
- [White Swan, Classic C-Fold Towels](#)



### 2 Hillyard

- [Hillyard, Green Select Hand Towel Roll, Natural](#)
- [Tork, Universal Hand Towel Roll, Natural](#)
- [EcoSoft, Green Seal Certified Multifold Towel, Natural](#)
- [Tork, Sca Folded Paper Towels](#)



### 3 Grainger

- [Georgia Pacific, enMotion\(R\) Paper Towel Roll, Brown](#)
- [Georgia Pacific, Pacific Blue Basic Paper Towel Roll, Brown](#)



### 4 Intivity

- [Genuine Joe, Embossed Hardwound Towel Roll, Natural](#)
- [Genuine Joe, C-Fold Paper Towels, White](#)
- [Georgia Pacific, Pacific Blue Recycled Paper Towel Rolls, White](#)



## Facial Tissues

### 1 Preferred Purchasing Sources

- None

# Janitorial Supplies



## ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Coastwide Professional, Facial Tissues](#)



## Grainger

- [Georgia Pacific, Envision Facial Tissues](#)



## Intivity

- [Marcal Professional, Facial Tissue](#)



## Toilet Paper



## NYSID

- [Tork, Universal Toilet Paper, 1-ply](#)
  - Also available in [2-ply](#)
- [Tork, Jumbo Roll, 8.8" Diam, 1-ply](#)
  - Also available in [11.75" diam. rolls](#) and [2-ply](#)



## Hillyard

- [Tork, Universal Bath Tissue, 1-ply](#)
  - Also available in [2-ply](#)
- [Hillyard, EcoSoft Green Select Choice Bath Tissue, 2-ply](#)



## Grainger

- [Scott, Essential Standard Core Bath Tissue, 2-ply](#)
- [Scott, Essential Jumbo Core Bath Tissue, 1-ply](#)
  - Also available in [2-ply](#)



## Intivity

- [Georgia-Pacific, Envision Toilet Paper, 2-ply](#)
- [Scott, Essential Standard Core Bath Tissue, 2-ply](#)



# Janitorial Supplies

## Toilet Bowl Brushes

*Unger, Ergo Toilet Bowl Brush Sets*

 **ProfTech** - On-contract, use Shipping Location: **PFT-CC42**

 **Grainger**

 **Hill & Markes**

 **Intivity.**



*Unger, Ergo Replacement Brush Heads*

 **ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**

 **Grainger**

 **Hill & Markes**

 **Intivity.**



*Wooden Handle Brushes*

 **NYSPSP**

- [NYSPSP, Sanitary Bowl Brush](#)

 **Grainger**

- [Michigan Brush, Tampico Fiber Bristles, Short Handle Brush](#)



*Made with Recycled Materials*

 **ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**

- [Libman, Angled Toilet Bowl Brush](#), 33% PCR Recycled



## Mop Heads

*Flat Mops*

 **NYSPSP**

- [Inhibitor Anti-Microbial Dust Mop](#), Washable
- [Skilcraft Microfiber Flat Mops](#), Washable



# Janitorial Supplies

## 2 Corr

- [Pro-Link, Standard Launderable Dust Mops](#), Washable
- [Microfiber & More, Dust Mops](#), Washable



## 2 Hillyard

- [Hillyard, Smart Color MicroMop 15.0](#), Washable
- [Hillyard, Microfiber Wedge Complete Mop](#), Washable



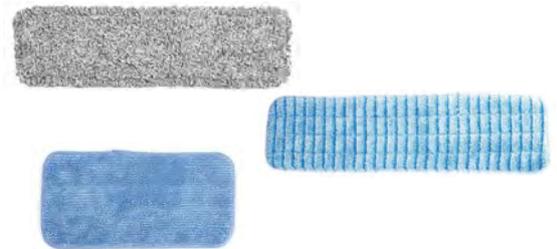
## 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Rubbermaid, 75% - 80% TRC Microfiber Mop Pad](#), Washable
- [Coastwide Professional, Microfiber Wet Mop Pad](#), Washable



## 3 Grainger

- [Tough Guy, Microfiber Flat Wet Mop](#), Washable
- [Microfiber Technologies, Flat Mop Heads](#), Washable,
- [Hospeco Flat Wet Mop Heads](#), Washable



## 3 Hill & Markes

- [Rubbermaid, Microfiber High Absorbency Flat Mop](#), Washable



## 4 Intivity

- [Rubbermaid Microfiber, High Absorbency Flat Mop](#), Washable

## String Mops

### 1 NYSPSP

- [Veterans, Wet Mop Heads](#) - Washable
- [Inhibitor, Antimicrobial Wet Mop Heads](#) - Washable
- [Economy, Cut-End Mop Heads](#) - Washable
- [Luxor, Recycled Yarn Mop Heads](#) - Single-Use recommended



### 2 Corr

- [Pro-Link, Premium Loop-End Wet Mop Heads](#), Washable
- [Pro-Link, Economy Plus Cut-End Wet Mop Heads](#), Washable
- [Pro-Link Cotton Cut-End Wet Mop Heads](#), Washable



# Janitorial Supplies

## 2 Hillyard

- [Hillyard, Microfiber Tube Wet Mop Heads](#), Washable
- [Hillyard, Wide Band Wet Mop](#), Washable
- [Hillyard, Antimicrobial Hospital Pro Wet Mop](#), Washable



## 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Coastwide Professional, Recycled Blend Looped-End Wet Mops](#), Washable
- [Rubbermaid, Super Stitch 100% TRC Recycled Blend Mops](#), Washable



## 3 Grainger

- [Tough Guy, Microfiber Tube Mop Heads](#), Washable
- [Tough Guy, Cotton String Mop](#), Washable



## 3 Hill & Markes

- [Rubbermaid, Microfiber Tube Mop](#), Washable



## 4 Intivity

- [Genuine Joe, Microfiber Wet Mop Head](#), Washable
- [Genuine Joe, Narrow Band Looped-End Mop Head](#), Washable



## Spray Bottles

### 1 NYSPSP

- [32 ounce Spray Bottles with Triggers](#), Refillable



### 2 Hillyard

- [Hillyard, 32-ounce Color Coded, Graduated Bottle](#), Refillable
  - [General Purpose Trigger Sprayers, Replacement](#)
  - [Chemical Resistant Trigger Sprayer, Replacement](#)
- [Hillyard, All-Purpose Spray Tank, 2-gallon](#), Refillable



### 2 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Impact, 32-ounce Plastic Bottle with Graduations](#), Refillable



# Janitorial Supplies

- [Impact, Yellow Spray Trigger, Replacement](#)
- [Impact, Red Spray Trigger, Replacement](#)

## 3 Grainger

- [Tough Guy, Spray Bottles](#), Refillable
- [Impact, Spray Bottles](#), Refillable
- [Ability One, Spray Bottles](#), Refillable



## 3 Hill & Markes

- [Impact, Spray Bottles with Graduations](#), Refillable
  - [Impact, Spray Bottle Trigger Replacements](#)



## 4 Intivity

- [Skilcraft, 32-ounce Graduated Trigger Spray Bottle](#), Refillable
- [Genuine Joe, 32-ounce Graduated Trigger Spray Bottle](#), Refillable
- [Impact, Handi-Hold 32-ounce Graduated Plastic Bottle](#), Refillable
- [Zep, Professional Graduated 32-ounce Spray Bottle](#), Refillable



## Vacuums

### 1 Preferred Sources

- None

### 2 Hillyard

- [Trident, V15S, Upright](#)
- [Trident, V15XP, Upright](#)
- [Trident, V12S, Upright](#)
- [Trident, V12XP, Upright](#)
- [Trident, V14D, Upright](#)
- [Trident, V18D, Upright](#)



### 2 Corr

- [Hoover, TaskVac, Upright](#)
- [NSS, Pacer 12UE & 15UE, Upright](#)
- [ProTeam, ProForce 1200XP, Upright](#)



# Janitorial Supplies

## 3 ★ Grainger

- [Sanitaire, EON Quiet Clean, Upright](#)
- [Sanitaire, EON Allergen, Upright](#)
- [Nobles, Independence, Cordless Upright](#)



## 3 ★ Hill & Markes

- [Tornado, CVD30 Deluxe, Upright](#)
- [Tennant, Nobles Dual Motor, Upright](#)
- [Hoover, HVR PWR 40V, Upright](#)



## 4 ★ Intivity

- [Hoover, HushTone, Upright](#)
- [Hoover, TaskVac Bagless, Upright](#)
- [Sanitaire, SC9050 DuraLite, Upright](#)
- [Sanitaire, SC9180 Multi-Surface, Upright](#)



## Trash Bags

### 1 ★ Preferred Sources

- None

### 2 ★ ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Webster, Earthsense 75% TRC Recycled Trash Bags](#)

### 2 ★ W.B. Mason

- [Webster, Earthsense 75% TRC Recycled Trash Bags](#)
- [Envision, Stout 100% TRC Recycled Bags](#)

### 3 ★ Hill & Markes

- [Aluf Plastics, 90% TRC Recycled Trash Bags](#)



# Janitorial Supplies

## 3 ★ Grainger

- [Ability One, 30%-70% TRC Recycled Trash Bags](#)
- [Tough Guy, 50%-80% TRC Recycled Trash Bags](#)

## 4 ★ Intivity

- [Skilcraft, 70% TRC Recycled Low-Density Trash Bags](#)
- [Skilcraft, Heavy-duty 100% Recycled Trash Bags](#)
- [Nature Saver, 75% PCR Recycled Can Liners](#)



## Compostable Bin Liners

### 1 ★ Preferred Sources

- None

### Heritage, BioTuf Compostable Bags

- 2 ★ [ProfTech](#) - On-contract, use Shipping Location: **PFT-CC42**
- 2 ★ [W.B. Mason](#)
- 3 ★ [Hill & Markes](#)



### Envision, Stout EcoSafe Compostable Bags

- 2 ★ [ProfTech](#) - Off-contract, use Shipping Location: **PFT-NC42**
- 2 ★ [W.B. Mason](#)
- 3 ★ [Hill & Markes](#)
- 3 ★ [Grainger](#)
- 4 ★ [Intivity](#)



### EcoSafe Zero Waste Inc., Compostable Bin Liners

- 2 ★ [Hillyard](#)\* special order item, contact Hillyard to purchase
- 4 ★ [Green Paper Products](#)



# Janitorial Supplies

## Q1 Update, Added April 2022

### Menstrual Products

*Aunt Flow, Day Pads with Wings, Dispenser Compatible - Case of 500*

★ United Supply Corp

4 ProfTech



*Aunt Flow, 100% Organic Cotton Applicator Tampons, Dispenser Compatible - Case of 500*

Note: Aunt Flow Applicator Tampons meet all EO4 specifications except that the cardboard applicator is not made from recycled-content

2 United Supply Corp

4 ProfTech



*Aunt Flow, 100% Organic Cotton Non-Applicator Tampons, Case of 500*

★ United Supply Corp

4 ProfTech



4 Aunt Flow, Menstrual Product Dispensers

- Model E, Tampon and Pad Dispenser
- Model P, Pad Dispenser



# Janitorial Supplies

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# Trades & Facilities

## Contents

### Products

[LED Light Bulbs](#)

[Pleated Air Filters](#)

[Customizable Multi-Stream Waste Bins](#)

[Recycling Bins](#)

[Waste Receptacles - Trash or Compost](#)

[Motion-Sensing Light Switches](#)

[Automatic Electric Hand Dryers](#)

[Thermostats](#)

Environmentally-preferred versions of the following commonly-used trades and facilities items could not be found. If you find or currently use "green" versions of these, please email [\*\*Sue Fassler\*\*](mailto:scfassle@esf.edu) ([scfassle@esf.edu](mailto:scfassle@esf.edu))

- Outlets/ GFCI receptacles
- Actuators and cartridges
- Static pressure tips
- Floor drain stoppers
- Water Filters

# Trades & Facilities

## LED Light Bulbs

List of EO4-compliant lightbulbs is not comprehensive. Review the NYS EO4 [Lamp Specifications](#) (pg. 6 of linked PDF) for specific requirements to find bulbs that meet your needs.

### Lightbulb Models: T8 & T5 Tube Lights

#### ★ Preferred Sources

- None

#### ★ Grainger

- [DLC-Listed LED T8 Linear Light Bulbs](#), Assorted
- [DLC-Listed LED T8 U-Bend Light Bulbs](#), Assorted
- [DLC-Listed LED T5 Linear Light Bulbs](#), Assorted



#### ★ WESCO

- If a specific bulb is unavailable from Grainger, search on [WESCO](#) by model #

#### ★ Hill & Markes

- [Sylvania 75183 Substituube, T8 LED Lamp, DLC-Listed](#)



#### ★ Intivity

- [SATCO, DLC-Listed T8 Linear Light Bulbs](#)



### Lightbulb Models: Spot, Reflector, and Flood Lights

#### ★ Preferred Sources

- None

#### ★ Grainger

- [ENERGY STAR Certified, LED Spot, Reflector, and Flood Light Bulbs](#), Assorted



#### ★ WESCO

- [Technical Consumer Products, ENERGY STAR Certified PAR 38 LED Light bulb](#)
- [Halco Lighting, PAR 20 LED Light bulb](#)



#### ★ Hill & Markes

- [GE, ENERGY STAR Certified PAR 30 LED 42133 Light bulb](#)



#### ★ Intivity

- [Satco, ENERGY STAR Certified 16.5 BR40 LED Flood Light bulb](#)



# Trades & Facilities

## Light Bulb Models: General Purpose Light Bulbs

### 1 Preferred Sources

- o None

### 2 Grainger

- o [ENERGY STAR Certified, LED A19 and A21 Light Bulbs](#), Assorted



### 2 WATS International

- o [GE, LED A19 Light Bulbs](#)

### 4 Intivity

- o [Satco, ENERGY STAR Certified, LED A19 Light Bulbs](#)



## Pleated Air Filters

### 1 Preferred Sources

- o None



Products listed are compliant with LEED air filter requirements

### 2 Grainger

- o [Air Handler, Green Pleat MERV 13 Filters](#), LEED-Compliant, Assorted



### 2 WESCO

- o [LEED-Compliant, MERV 13 Pleated Air Filters](#), Assorted



### 3 Lowe's

- o [LEED-Compliant, MERV 8, 11, 12, and 13 Pleated Air Filters](#), Assorted



### 4 Intivity

- o [Accumulair, LEED-Compliant MERV 8, 11, and 13 Air Filters](#), Assorted



# Trades & Facilities

## Customizable Multi-Stream Waste Bins

### Preferred Sources

- None

### Clean River

- Customizable Waste, Recycling, and Compost Bins, 97% PCR Plastic Lumber

- [Future Ready Bins](#)
- [Indoor Bins](#)
- [Outdoor Bins](#)



### Max-R

- Customizable Waste, Recycling, and Compost Bins, 95% PCR Plastic Lumber

- [Innovat-R Bins](#)
  - [Future-Proof Bins](#)
- [Infinity Bins](#)
- [Roll-out Cart Enclosure Bins](#)



*Continue to next page*

# Trades & Facilities

## Recycling Bins

### 1 Preferred Sources

- o None

### 2 Grainger

- o [Rubbermaid, 30% PCR Resin Recycling Bins](#), Assorted

### 2 Lowe's

- o [Rubbermaid, 30% PCR Resin Recycling Bins](#), Assorted

### 4 Intivity

- o [Rubbermaid, 30% PCR Resin Recycling Bins](#), Assorted



## Waste Bins - Trash or Compost

### 1 Preferred Sources

- o None

### 2 Grainger

- o [Tough Guy, 30%-60% TRC Recycled content Steel Waste Cans](#), Assorted

### 4 Intivity

- o [Safco, 10% PCR content Steel Waste Basket](#), UL Greenguard Certified



## Motion-Sensing Light Switches

### 1 Preferred Sources

- o None

### 2 Grainger

- o [Hubbell, Wall Light Switch Box Motion and Occupancy Sensors](#), Assorted
- o [Hubbell, Ceiling and Wall-Mounted Occupancy and Sensors](#), Assorted
- o [Lithonia Lighting, Ceiling-Mounted Occupancy Sensors](#), Assorted



# Trades & Facilities

## ★ WESCO

- [Legrand, Wattstopper Motion and Occupancy Sensors](#), Ceiling-Mounted and Wall Light Switches, Assorted
- [Lutron, Occupancy Sensor Wall Switch](#)
- [Hubbell, Wall Light Switch Box Motion and Occupancy Sensors](#), Assorted



## ★ Lowe's

- [Lutron, Motion Sensor Wall Light Switches](#), Assorted
- [Legrand, Motion Sensor Wall Light Switches](#), Assorted



## Automatic Electric Hand Dryers

### ★ Preferred Sources

- None

### ★ Grainger

- [World Dryer, SLIMdri Automatic Hand Dryers](#), Assorted
- [World Dryer, VERDEdri Automatic Hand Dryers](#), Assorted
- [World Dryer, SMARTdri Automatic Hand Dryers\\*](#), Assorted
  - \*EO4 and ADA compliant with [Recess Kit](#)
- [Excel, Xcelerator Automatic Hand Dryers\\*](#), Assorted
  - \*EO4 and ADA compliant with [Recess Kit](#)



### ★ Intivity

- [World Dryer, SLIMdri Automatic Hand Dryer](#), White or Stainless Steel
- [World Dryer, VERDEdri Automatic Hand Dryer](#), White or Stainless Steel
- [World Dryer, SMARTdri Automatic Hand Dryers\\*](#), Assorted
  - \*EO4 and ADA compliant with Recess Kit (see kits available from [Grainger](#) and [MAC Janitorial Supply](#))



### ★ MAC Janitorial Supply

- [World Dryer, SLIMdri Automatic Hand Dryer](#), White or Stainless Steel
- [World Dryer, VERDEdri Automatic Hand Dryer](#), Stainless Steel
- [World Dryer, SMARTdri Automatic Hand Dryers\\*](#), White or Stainless Steel
  - \*EO4 and ADA compliant with [Recess Kit](#)



# Trades & Facilities

## Thermostats



Products listed are [ENERGY STAR Certified](#)

### 1 Preferred Sources

- None

### 2 Grainger

- [Honeywell, RedLINK Vision PRO 8000 Smart Thermostat](#)
- [Honeywell, RedLINK Prestige](#)
- [Honeywell, T6 Pro Wi-Fi Programmable Thermostat](#)
- [Emerson, Sensi 1 F95U-42WF](#)
- [Emerson, Sensi 1 F87U-42WF](#)
- [Pro1 IAQ, T855iSH](#)

### 3 Lowe's

- [Honeywell, Wi-Fi Smart Color Thermostat RTH9585WF](#)
- [Honeywell, T9 Smart Thermostat, RCHT9510WF](#)
- [ecobee, EB-STATE3LT and EB-STATE5](#)



## Q1 Update, April 2022

### Acoustical Ceiling Panels

[USG MARS, ClimaPlus Performance HRC Acoustical Panels](#)

Note: Only the High Recycled Content (HRC) versions of these panels meet the EO4 Specifications

- [Gypsum Wholesalers Inc.](#) - Syracuse, NY
- [Kamco Supply Corp](#) - Liverpool, NY



# Trades & Facilities

## Maintenance Lubricants

### ★ SuperZilla

- [SuperZilla, Green Cleaner and Multipurpose Lubricant, Pump Sprays](#), Assorted Sizes
  - **Note:** Aerosol versions do not meet E04 specifications



## Engine Oil/ High Detergent Lubricating Oil

### ★ Kleen Performance Products

- [Lubriant Products](#), 100% Re-refined oil (recycled)



# Trades & Facilities

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# Food Service & Cafeteria

## Contents

### Products

- [Rentable, Reusable Dinnerware](#)
- [Reusable Takeout Containers](#)
- [Compostable Utensils and Cutlery](#)
- [Compostable Plates & Trays](#)
- [Compostable Bowls](#)
- [Compostable Hot Cups & Lids](#)
- [Compostable Cold Cups & Lids](#)
- [Compostable To-Go Containers](#)
- [Compostable Food Prep Gloves](#)
- [Paper Napkins](#)
- [Water Bottles](#)
- [Coffee](#)

[NYS EO4](#) specifies that state entities are **encouraged to use reusable cutlery, dishware, and drinkware, to the maximum extent practicable**. When single use, disposable options are needed, entities should use the environmentally-preferred options included in this guide. Proper disposal (compost or recycling) should be ensured and announcements should be made at events to direct people to compost/recycle materials. Be sure to specify which items are compostable and which items are recyclable!

Similarly, state entities are encouraged to procure food from providers that:

- Have taken the [Taste NY Pledge](#); or
- Are a member of the [Green Restaurant Association](#); or
- Are a member of the New York Environmental Leaders program

A full list of local establishments in compliance with EO4, see the [GreenNY Sustainable Food Establishments in New York State](#) document

# Food Service & Cafeteria

## Rentable, Reusable Dinnerware

If you are in need of reusable dinnerware for a business related campus event, please rent china, flatware, and glassware from one of the following local vendors instead opting for single-use compostable items.

**The Sustainability Division will strive to cover the entire cost of these rental items, please contact [Sue Fassler \(scfassle@esf.edu\)](mailto:scfassle@esf.edu) for information.**

For smaller internal campus events, consider purchasing reusable dinnerware from a local thrift store and keeping them in your office for future use. If these items will be used for "personal" events (lunches, birthdays, retirements) then they must be purchased with personal funds. State dollars cannot be used to support these activities.

- [Taylor Rental](#)
- [Syracuse Tents & Events](#)
- [Auburn Party Rental](#)
- [Century Party Rental](#)
- [A Classic Party Rental](#)
- **Ralston Companies**
  - [China](#)
  - [Glassware](#)
  - [Flatware](#)



## Reusable Takeout Containers

- ★ **OZZI**
  - [O2GO Take Out Containers](#)



- ★ **G.E.T Enterprises**
  - [Eco-Takeouts](#)



- ★ **Hubert**
  - [Reusable Takeout Containers](#)



# Food Service & Cafeteria

Reusable cutlery, plates, trays, bowls, cups, and mugs for purchase are not included in the guide due to wide availability. State entities are encouraged to use reusables to the maximum extent possible prior to purchasing compostable disposable versions.

All disposable tableware must be [BPI-certified](#) to be compostable at SUNY ESF.



## Compostable Utensils and Cutlery

### ★ Preferred Sources

- None

### ★ OGS Contracts

- None

### ★ Summit Paper Co.

- [World Centric, TPLA Cutlery](#)



### ★ ProfTech - On-contract, use Shipping Location: **PFT-CC42**

- [Perk, Compostable PLA Cutlery](#)



### ★ Hill & Markes

- [Eco-Products, Cutlereease and Plantware Compostable Cutlery](#)
  - Excluding Vine Cutlery Kit (ESVBKEROLL3) - wrapped in plastic
- [Dixie, Smartstock Compostable Cutlery](#)



### ★ Imperial Bag & Paper Co.

- [Eco-Products, Plantware Cutlery](#)



## Compostable Plates and Trays

### ★ NYSPSP

- [GreenWave Tableware, Assorted Plates and Trays](#)



### ★ ProfTech - Off-contract, use Shipping Location: **PFT-NC42**

- [World Centric, Molded Fiber Plates](#), Assorted styles
- [World Centric, PLA-Lined Molded Fiber Trays](#), Assorted sizes
- [Eco-Products, Vanguard Sugarcane Plates](#), Assorted styles



### ★ Hill & Markes

- [Eco-Products, Sugarcane Plates\\*](#), Assorted Styles and Quantities
  - \*Excludes Wheat Straw Dinnerware shown through link
- [World Centric, Molded Fiber Trays](#), Assorted Styles and Sizes
- [World Centric, Molded Fiber Plates](#), Assorted Styles



# Food Service & Cafeteria

## Compostable Bowls

### 1 NYSPSP

- o [GreenWave Tableware, Compostable Bowls](#)



### 4 Summit Paper Co.

- o [World Centric, Molded Fiber Bowls](#)
- o [World Centric, Clear Ingeo Bowl Lid](#)



### 4 Imperial Bag & Paper Co.

- o [Terrapac, Molded Fiber Square Bowls](#)



### 4 Eco-Products

- o [Eco-Products, Sugarcane Bowls](#)



## Compostable Hot Cups & Lids

### 1 Preferred Sources

- o None

### 4 Summit Paper Co.

- o [World Centric, Paper Hot Cups and Lids](#)



### 4 Imperial Bag & Paper Co.

- o [Bare, Eco-Forward PLA-Coated Paper Hot Cups](#)
- o [Eco-Products, World Art PLA-Coated Paper Hot Cups](#)
- o [Int. Paper, Ecotainer PLA-Coated Paper Hot Cups](#)



### 4 Eco-Products

- o [Eco-Products, World Art Hot Cups](#)
- o [Eco-Products, World Art Insulated Hot Cups](#)
- o [Eco-Products, GreenStripe Hot Cups](#)
- o [Eco-Products, Minimally Branded Hot Cups](#)
- o [Eco-Products, EcoLid Renewable Hot Cup Lids](#)
- o [Eco-Products, Eco-Grip Hot Cup Sleeves](#)



# Food Service & Cafeteria

## Compostable Cold Cups & Lids

### 1★ Preferred Sources

- None

### 4★ Summit Paper Co.

- [World Centric, Ingeo Clear Cold Cups](#)

### 4★ Imperial Bag & Paper Co.

- [Fabri-Kal, Greenware Printed PLA Cups](#)
  - [Fabri-Kal, Greenware Clear PLA Straw Slot Lids](#)
- [Eco-Products, GreenStripe Cold Cups](#)
  - [Eco-Products, GreenStripe Straw Slot Lids](#)



### 4★ Eco-Products

- [Eco-Products, GreenStripe Cold Cups & Lids](#)

## Compostable To-Go Containers

### 1★ Preferred Sources

- None

### 4★ Summit Paper Co.

- [Int. Paper, Ecotainer Compostable Lids](#)
- [World Centric, Fiber To-Go Containers](#)
- [World Centric, Clear Ingeo Fiber Box Lid](#)
- [World Centric, Fiber Lid](#)
- [World Centric, Deli To-Go Containers & Lids](#)
- [World Centric Take Out Burger and Hoagie Boxes](#)

### 4★ Imperial Bag & Paper Co.

- [Int. Paper, Ecotainer PLA-Coated Paper Round Containers](#)
- [Asean Corp., Planet+ Compostable Paper Round Containers](#)
- [Eco-Products, World Art Paper Soup Containers](#)



### 4★ Eco-Products

- [Eco-Products, PLA Clear Clamshells](#)
- [Eco-Products, PLA Clear Deli Containers](#)
- [Eco-Products, PLA Clear Salad Bowls](#)
- [Eco-Products, PLA Clear Portion Cups & Lids](#)
- [Eco-Products, PLA Clear Wedge Containers](#)
- [EcoProducts, PLA Premium Sushi Containers](#)

# Food Service & Cafeteria

## **Food Prep Gloves**

### **1 Preferred Sources**

- None

*EcoSafe Compostable Food Prep Gloves*

### **2 Hillyard\***

- \*Special order item contact Hillyard to purchase

### **4 Green Paper Products**



*Continue to next page*

# Food Service & Cafeteria

## Paper Napkins

### ★ Preferred Sources

- None

### 4 Summit Paper Co.

- [Cascades, Pro Select, Full Fold 100% Recycled Table Napkins](#), Natural
- [Cascades, North River, 1/4 Fold 100% Recycled Table Napkins](#), White
- [Tork Universal Quality Xpressnap Dispenser 100% Recycled Napkins](#), Natural
- [Tork, Universal Quality, Masterfold Dispenser 100% Recycled Napkins](#), Natural
- [Cascades, North River ServRite II Dispenser 100% Recycled Napkins](#), Natural
- [Cascades, North River Perky II Dispenser 100% Recycled Napkins](#), White



### ★ Imperial Bag & Paper Co.

- [Tork, Advanced 1-Ply 100% Recycled Dispenser Napkins](#), Natural
- [Tork, Xpressnap Cafe 100% Recycled Dispenser Napkins](#), Natural
- [Tork, Universal 1-Ply 100% Recycled Dispenser Napkins](#), Natural
- [Tork, Universal 1-Ply Xpressnap Dispenser 100% Recycled Napkins](#), Natural
- [Georgia Pacific Pro, EasyNap 1-Ply 100% Recycled Dispenser Napkins](#), Brown



## Water Bottles

### 1 Preferred Sources

- None

### 2 Ace Endico Corp.

- [Open Water, Still Water](#), Aluminum Bottles
- [Saratoga Spring Water, Still Spring Water](#), Glass Bottles
- [Acqua Panna, Natural Spring Water](#), Glass Bottles



### 2 Sysco\*

- \*To view products, click "Continue as guest" or log-in

- [Saratoga Spring Water, Still Spring Water](#), Glass Bottles
- [Acqua Panna, Natural Spring Water](#), Glass Bottles

### 4 ProfTech - On-contract, use Shipping Location: PFT-CC42

- [Just Water, Spring Water](#), Recyclable Cartons



### 4 Office Depot

- [Open Water, Still Water](#), Aluminum Bottles & Cans
- [Flow Hydration, Alkaline Spring Water](#), Recyclable Cartons

# Food Service & Cafeteria

## Coffee

### 1 Preferred Sources

- o None

### 4 TasteNY Pledged

- o [Finger Lakes Coffee Roasters, Jamaican Me Crazy](#)
- o [2 Queens, Coffee 2-Pack Box](#)



## Local, 3rd Party-Certified

### 4 Recess Coffee, Syracuse, NY

- o [Ethiopian Yirgacheffe](#), Fair Trade, Organic
- o [Swiss H2O Decaf](#), Organic



- **SkyTop Coffee**, Manlius, NY

### 4

- o Offers Fair Trade and Organic Coffee varieties

- [Ethiopia - Duromina](#), Fair Trade, Organic
- [Ethiopia - Alaka](#), Fair Trade
- [Ethiopia - Sidamo](#), Decaf, Fair Trade
- [Colombia - Tolima](#), Fair Trade
- [Honduras - Marcala](#), Fair Trade, Organic
- and [More](#)



### 4 Gimme! Coffee, Ithaca, NY

- o Offers Fair Trade and Organic Coffee varieties:

- [Peru Rutas de Inca](#), Fair Trade, Organic
- [Honduras Sagastume](#), Fair Trade, Organic
- [Leftist Espresso](#), Fair Trade, Organic
- and [More](#)



### 4 Finger Lakes Coffee Roasters, Victor, NY

- o Offers Fair Trade and Organic Coffee varieties:

- [Breakfast in the Finger Lakes](#), Fair Trade, Organic
- [Papua New Guinea](#), Fair Trade, Organic\*
- [Jamaican Me Crazy](#), Fair Trade Organic\*
  - \*Use drop down menu to select roast



# Food Service & Cafeteria

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# Food Service & Cafeteria

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# Food Service & Cafeteria

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# Food Service & Cafeteria

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# Electronics

## Contents

[SUNY ESF Campus Electronics Recycling](#)

[Purchasing Laptops, Computers, & Displays](#)

### Products

[Printers](#)

[AA, AAA, and D Batteries](#)

[Advanced Power Strips](#)

[Computer Mice](#)

[Keyboards & Keyboard-Mouse Sets](#)

[Headsets](#)

[Air Purifiers](#)

Environmentally-preferred versions of the following commonly-used office supplies could not be found. If you find or currently use "green" versions of these, please email [\*\*Sue Fassler\*\*](mailto:scfassle@esf.edu) ([scfassle@esf.edu](mailto:scfassle@esf.edu))

- Flash Drives
- GPS Units
- Fans

# Electronics

## **SUNY ESF Campus Electronics Recycling**

Electronics recycling collection bins are located on every floor of every building at the Syracuse campus. The information below can also be found on the collection bins themselves, so it should be easy to properly recycle electronics on campus!

### **Please place all product packaging in corridor recycling bins**

The following items are accepted in **electronics recycling bins**:

- Keyboards
- Mice
- Cables/cords
- Ink/toner cartridges

**Batteries** are collected for recycling separately from electronics. Battery recycling bins are located close to electronics recycling bins, on every floor of every building at the Syracuse campus.

**Desk phones and data storage devices** should be brought to 317 Baker

**TVs, microwaves, monitors, printers, scanners, fax machines or other items without an asset tag** should be brought to the attention of the Facilities Department via [Work Order](#).

**Tablets/laptops, cameras, computers, lab equipment or any electronic item with an ESF asset tag** should be managed by Property Control. [Email Deb Snyder](#)

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# Purchasing Laptops, Computers & Displays

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All laptops, computers and monitors purchased with State or Research Foundation dollars must meet [EO4 specifications for computers and displays](#). The specification contains environmental performance, packaging and recycling criteria.

Among other criteria, computers and displays must have achieved [EPEAT](#) Bronze registration or higher to meet GreenNY standards. The College has set a goal of purchasing computers and displays that have achieved **EPEAT Gold registration**.  Therefore, purchasers should strive to meet this ESF goal whenever possible. Please contact [Delaney Demro](#) or [Sue Fassler](#) if you have questions about EPEAT registered products.

**Please contact the [Help Desk](#) if you would like to purchase a computer, laptop or monitor** Computing and Network Services (CNS) is able to provide detailed guidance for equipment and associated pricing. Prices can change monthly, so please contact the Help Desk for every computer, monitor or laptop purchase that you hope to make.

Once a purchaser has obtained product information and pricing from CNS, they will submit a purchase requisition to the Business Office for approval.

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# Electronics

## Printers

### Managed Print Initiative

ESF will implement the SUNY-wide managed print initiative (MPI) in near the future. The MPI will establish print defaults, eliminate locally attached desktop printers, limit printing to essential items, deploy printer monitoring software and centralize campus printing budgets. These changes will reduce waste and provide cost savings. Once the MPI is implemented, the types of printers available for purchase and use on campus will be minimized and streamlined, to ensure standardization across campus. Printer purchasing will be centralized through either the Business Office or CNS. This Guide will be updated with contact information once available.

**Printer Model:** Toshiba e-Studio 5516AC

**1** Preferred Sources

- None

**3** Toshiba



**Printer Model:** Toshiba e-Studio 6516AC

**1** Preferred Sources

- None

**3** Toshiba



**Printer Model:** Toshiba e-Studio 7516AC

**1** Preferred Sources

- None

**3** Toshiba



**Printer Model:** HP Laser Jet Managed E60165DN

**1** Preferred Sources

- None

**4** HP



# Electronics

**Printer Model:** HP Laser Jet Managed Flow MFP E62665H

**★ Preferred Sources**

◦ None

**★ HP**



**Printer Model:** HP Laser Jet Managed Flow MFP E62665Z

**★ Preferred Sources**

◦ None

**★ HP**



**Printer Model:** HP Laser Jet Managed Flow MFP E62665H

**★ Preferred Sources**

◦ None

**★ HP**



# Electronics

## AA, AAA, and D Batteries

Executive Order 4 encourages the use of electronics that do not require batteries, when a viable alternative exists. Before purchasing replacement batteries, please see if it feasible to replace the item with a rechargeable alternative for continued use. Purchase batteries in the largest reasonable quantity to minimize required packaging.

Proper disposal of single-use and rechargeable batteries is required.

### ★ Preferred Sources

- None

### ★ ProfTech - On contract, use Shipping Location: PFT-CC-42

- [Duracell, Rechargeable AA NiMH batteries](#)
- [Duracell, Rechargeable AAA NiMH batteries](#)
- [Duracell, Ion Speed 4000 Premium Battery Charger](#)
- [Duracell, Ion Speed 1000 Value Battery Charger](#)



### ★ W.B. Mason

- [Duracell, Rechargeable AA and AAA NiMH batteries](#)
- [Duracell, Premium and Value Battery Chargers](#)

### ★ Intivity

- [Energizer, Rechargeable AA, AAA, and D NiMH Batteries](#)
- [Energizer, Recharge Pro and Universal Battery Chargers](#)
- [Duracell, Rechargeable AA and AAA NiMH Batteries](#)



## Advanced Power Strips

### ★ Preferred Sources

- None

### ★ [TrickleStar, Tier 1 Advanced Power Strips](#)

### ★ [Simply Conserve, Advanced Power Strip](#)



# Electronics

## Computer Mice

**Logitech, Ergo M575 Wireless Mouse, Black, 51% PCR Content**

**1 Preferred Sources**

- None

**2 ProfTech** - On-contract, use Shipping Location: **PFT-CC42**

**4 Logitech**



**Logitech, M190 Wireless Mouse, Black 61% PCR Content**

**1 Preferred Sources**

- None

**2 ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**

**4 Logitech**



**Logitech, M100 USB Mouse, 72% PCR Content**

**1 Preferred Sources**

- None

**2 ProfTech** - On-contract, use Shipping Location: **PFT-CC42**

**4 Liberty Office Supplies & Equipment**

**4 Logitech**



**Microsoft, Ocean Plastic Mouse, 20% recycled ocean plastic**

**1 Preferred Sources**

- None

**2 ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**

**4 Best Buy**

**4 Microsoft**



**Cherry Americas, MW 8 Ergo Rechargeable Mouse, Battery-free**

**1 Preferred Sources**

- None

**4 Intivity**



# Electronics

## Keyboards & Mouse-Keyboard Sets

**Logitech, K120 USB Keyboard, 51% PCR content**

**1 Preferred Sources**

o None

**2 ProfTech** - On-contract, use Shipping Location: **PFT-CC42**

**4 Intivity.**

**4 Logitech**



**Logitech, K400 and K400 Plus Wireless Keyboard, 51% PCR content**

**1 Preferred Sources**

o None

**2 ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**

**4 Liberty Office Supplies & Equipment**

**4 Logitech**



**Logitech, MK345 Mouse and Keyboard Set, 28% and 35% PCR content, respectively**

**1 Preferred Sources**

o None

**2 ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**

**4 Liberty Office Supplies & Equipment**



# Electronics

## Headsets

**Logitech, G435 Headset**, 22% PCR content

**1 Preferred Sources**

- None

**2 ProfTech** - Off-contract, use Shipping Location: **PFT-NC42**

**4 Logitech**



## Air Purifiers

**1 Preferred Sources**

- None

**2 ProfTech** - On-contract, use Shipping Location: **PFT-CC42**

- [Fellowes, AeraMax 190 True HEPA Portable Air Purifier](#)
- [Fellowes, Aera Max 290 True HEPA Portable Air Purifier](#)

**3 Grainger**

- [Field Controls, TrioPlus Portable Air Purifier](#)
- [Fellowes, AeraMax 190 and 290 True HEPA Portable Air Purifiers](#)

**4 Intivity**

- [Fellowes, AeraMax DX55 and DX95 True HEPA Portable Air Purifiers](#)
- [Honeywell, True HEPA Portable Air Filters, Assorted Styles](#)



# Electronics

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# Apparel

## Contents

### Vendors

### Products

[Custom Screen Printed and Embroidered Apparel](#)

[Lab Coats](#)

If you find or currently use environmentally preferred versions of other types of apparel, please email [Sue Fassler](mailto:scfassle@esf.edu) ([scfassle@esf.edu](mailto:scfassle@esf.edu)).

- Shirts
- Pants
- Shoes
- Hats
- Accessories

Per [NY EO4](#), environmentally preferred apparel includes one or more of the following:

- Contains recycled material
- Contains organic material
- Does not contain per- and polyfluorinated substances (PFCs)
- Does not contain added anti-microbial or anti-odor agents
- Are not labeled as "dry-clean only"
- Carries one or more third-party certification
  - see [NY EO4](#) for acceptable 3rd party standards
- Limits the amount of packaging and uses packaging that complies with [Environmental Conservation Law section 37-0205](#)

# Apparel

## **List of Apparel Vendors by Purchasing Priority**

The list of vendors below is not comprehensive, please review the [OGS-Contracted](#), [SUNY-Contracted](#), and [NYS MWBE-Certified](#) Vendor Directories for other recognized businesses.

### **2** OGS Contracts

- [Protective Outerwear](#)
  - [HAIX North America, Inc.](#)
  - [Red Wings Brand of America, Inc.](#)
  - [Saf-Gard Safety Shoe Co.](#)
- [Science and Laboratory Equipment](#)
  - [Fisher Scientific](#)

### **3** SUNY Contacts

- [Athletic Apparel](#)
  - [ADPRO Sports](#)
  - [BSN Sports](#)

### **4** NY Certified MWBEs\*

- [UniPro International](#)
- [Simmons Ink and Stitch](#)
- [Remember Me Green](#)

### **4** Discretionary

- [Print Natural](#)
- [Holy Shirt!](#)

### ★ OEKO-TEX 100 Certified

- [Gildan](#)
- [Fruit of the Loom](#)
- [Hanes](#)



# Apparel

## ★ Bluesign Certified

- [Adidas](#)
- [Brooks](#)
- [lululemon](#)
- [Nike](#)
- [Osprey](#)
- [Outerknown](#)
- [Patagonia](#)
- [prAna](#)
- [Puma](#)



## ★ Fair Trade Certified

- [Athleta](#)
- [Free Assembly](#) by Walmart
- [Patagonia](#)
- [prAna](#)
- [REI](#)



## ★ Global Organic Textile Standard (GOTS) Certified

- [SoftShirts](#)
- [Royal Apparel](#)
- [PrintNatural](#) (Inks)



## ● FLA Accredited

- [Bella + Canvas](#)
- [New Balance](#)
- [New Era](#)
- [Toms](#)
- [Top of the World LLC](#)
- [Under Armour](#)
- [Volcom](#)



# Apparel

[Executive Order 4](#) encourages NY state entities to minimize the purchase of apparel, including giveaways and promotional items, and to only purchase the least amount necessary.

State entities are encouraged to reuse and recycle garments at their "end of life" by recirculating it for use by other employees or recycling garments through a textile recycling program.

## Custom Screen Printed and Embroidered Apparel

### • Print Natural

- Offers custom screen printing using GOTS-certified organic plant- and water-based inks
- Offers printing on EO4-compliant t-shirts, sweatshirts, and totes made from:
  - ★ Organic, GOTS-certified cotton apparel by [Soft Shirts](#) and [Royal Apparel](#)
  - ★ Recycled fabric apparel from [econscious](#)
  - ④ FLA accredited cotton apparel from [Bella + Canvas](#)



### • Holy Shirt! - Syracuse, NY

- Offers custom screen printing and embroidery on a wide variety of EO4-compliant apparel:
  - Polos, knits, t-shirts, activewear, fleece, sweatshirts, outerwear, hats, bags, and accessories
  - **Important:** If ordering embroidered items, request cotton thread
- Available apparel is made from:
  - ★ OEKO-TEX 100 certified materials by [Gildan](#), [Hanes](#), and [Fruit of the Loom](#)
  - ★ Bluesign certified materials by [Nike](#)
  - ④ FLA accredited apparel from [Bella+Canvas](#) and [New Era](#)



## Lab Coats

### ▲ Fisher Scientific

- [100% Cotton Lab Coats](#)
  - **Important: Personal safety is always first priority.** **Always** use the appropriate personal protective equipment (PPE) for your type of work.
  - 100% cotton lab coats are environmentally preferred and are only encouraged to be used when the nature of your work allows.



# Apparel

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