Guide Purpose

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 (MWBEs).

If you have suggestions for improvement please email Sue Fassler (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.
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
- 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
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 (2 - 4):

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)

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

- Office supplies
- Janitorial supplies
- Trades and Facilities
- Electronics
- 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

**When looking for a specific item use the function "ctrl + f" to search the Guide by item**
Symbols

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

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
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) 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
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- 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 (scfassle@esf.edu)

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

🌟 Preferred Sources

- None

🌟 W.B. Mason

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

🌟 Intivity

- [Skilcraft, Nature-Cycle 100% PCR Recycled White Copy Paper](#), Case
- [Inti Paper Co., Nature Saver 100% TRC Recycled White Copy Paper](#), Case
- [Mohawk, 100% TRC Recycled White Copy Paper](#), Single Ream

🌟 Liberty Office Supplies & Equipment

- [Boise, Aspen 100% PCR Recycled White Copy Paper](#), Case of 5
- [Boise, Aspen 100% PCR Recycled White Copy Paper](#), Case of 10

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

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

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

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

Copy Paper - Color

⚠️ Preferred Sources

- 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.
Office Supplies

W.B. Mason
- W.B. Mason Circus 30% PCR Recycled Color Paper, Ivory or Salmon, Assorted Quantities
- 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

Intivity
- Sparco, 30% TRC Recycled Color Paper, Assorted Colors, Reams
- Skillcraft, 30%-50% TRC Recycled Color Paper, Assorted Colors, Reams
- Hammermill, Colors 30% TRC Recycled Color Paper, Assorted Colors, Reams

Liberty Office Supplies & Equipment
- Skillcraft, 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

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

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

ProfTech - On-contract, use Shipping Location: PFT-CC42
- Oxford, Earthwise 1-Subject Notebooks, 100% TRC Recycled
- Mead, Cambridge Notebooks, 30% PCR Recycled
- Blueline, MiracleBind Professional Notebooks, 30% PCR Recycled
  - Blueline, MiracleBind Notebook Refill Paper
- Tru Red, Premium 1-Subject Notebook, 30% - 80% TRC

W.B. Mason
- Mead, 100% TRC Recycled Notebooks
- Blueline, NotePro Notebooks
- TOPS, Second Nature Notebooks & Note Pads
- National, Computation Book, Quadrile Rule

United Supply Corp.
- Oxford, Earthwise Recycled Notebooks
- Mead, Five Star Recycled Notebooks
- Mead, 100% Recycled Notebooks
- TOPS, Second Nature Notebooks

Grainger
- Skilcraft, 100% TRC Recycled Notebooks
- TOPS, Second Nature Notebooks & Note Pads

Intivity
- Mead, 100% TRC Recycled Notebooks
- Oxford, Earthwise Recycled Notebooks
- Nature Saver, Recycled Notebooks & Note Pads

Liberty Office Supplies
- Skilcraft, 100% TRC Recycled 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.
Office Supplies

**Pocket Folders**

- **NYSPSP**
  - Skilcraft, Double Pocket Folders

- **ProfTech - On-contract, use Shipping Location: PFT-CC42**
  - Oxford, Earthwise Pocket Folders, 100% PCR Recycled
  - Oxford, Esselte Pocket Folders, 100% PCR Recycled
  - Oxford, 2-Pocket Portfolio Folders, 100% PCR Recycled

- **W.B. Mason**
  - Oxford, Earthwise 100% TRC Recycled Pocket Folders
  - Oxford, Contour 2-Pocket, Recycled Folders
  - JAM Paper, Handmade, 100% TRC Recycled Cotton Fiber Folders

- **United Supply Corp.**
  - Oxford, Earthwise 100% TRC Recycled Pocket Folders
  - Oxford, Contour 2-Pocket, Recycled Folders

- **Intivity**
  - Oxford, Contour 2-Pocket, Recycled Folders
  - Oxford, Earthwise 100% TRC Recycled Pocket Folders
  - Skilcraft, Double Pocket Folders

- **Liberty Office Supplies & Equipment**
  - Oxford, Earthwise 100% TRC Recycled Pocket Folders

**Classification Folders**

- **Preferred Sources**
  - None

- **ProfTech - On-contact, use Shopping Location: PFT-CC42**
  - TRU RED, Pressboard Classification Folders, 30% PCR, 60% TRC
  - Smead, Manila Classification Folders, 100% TRC Recycled
  - Smead, Pressboard Classification Folders, 50% TRC Recycled

- **ProfTech - Off-contact, use Shipping Location: PFT-NC42**
  - Skilcraft, 30% PCR Recycled Pressboard Classification Folder

Products below meet the Recycled Content Requirements for the Green Seal Standard for Printing and Writing Paper, GS-7, but are not officially certified.
**Office Supplies**

1. **W.B. Mason**
   - Universal, Recycled Classification Folders
   - Smead, 50% - 60% TRC Recycled Pressboard Classification Folders
   - W.B. Mason, Recycled Pressboard Classification Folders

2. **United Supply Corp.**
   - Smead, 50% TRC Recycled Pressboard Classification Folders
   - Skilcraft, 100% TRC Recycled Pressboard Classification Folders

3. **Intivity**
   - Skilcraft, 100% TRC Recycled Pressboard Classification Folders
   - Nature Saver, 100% TRC Recycled Classification Folders
   - Smead, 50% TRC Recycled Pressboard Classification Folders

4. **Liberty Office Supplies & Equipment**
   - Smead, 50% TRC Recycled Pressboard Classification Folders

**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

3. **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

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Green Purchasing Guide | SUNY ESF
Office Supplies

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

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

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

Preferred Sources
- None

ProfTech - On-contract, use Shipping Location: PFT-CC42
- Samsill, Earth’s Choice 40% TRC Recycled Binders, Assorted
- Stride, QuickFit 40% PCR Recycled Binders, Assorted

ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Staples, 35% PCR Recycled Standard 4” Binder

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

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.
Office Supplies

Intivity
- Skilcraft, 100% TRC Recycled, EcoLogo Certified Recyclable Binders, Assorted

Liberty Office Supplies & Equipment
- Skilcraft, 100% TRC Recycled, EcoLogo Certified Recyclable Binders, Assorted

Sticky Notes

NYSID
- 30% PCR Recycled Glue-Top Writing Pad, Yellow Lined
- 30% PCR Recycled Glue-Top Writing Pad, White Plain

NYS PSP
- Skilcraft 100% TRC, 30% PCR Content Recycled Adhesive Notes, Assorted Colors, Quantities, and Styles

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

ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Redi-Tag, 80% PCR, 100% TRC Recycled Self-Stick Notes, 12 Pack

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

Products below meet the Recycled Content Requirements for the Green Seal Standard for Printing and Writing Paper, GS-7, but are not officially certified.
Liberty Office Supplies & Equipment
- Redi-Tag, 80% PCR, 100% Recycled Self-Stick Notes, Assorted Colors, 12 Packs
- Universal, 30% PCR Recycled Self-Stick Note Pads, Yellow
- Post-It, 30% PCR Recycled Sticky Notes, Assorted Colors, Quantities, and Styles

Index Cards

Preferred Sources
- None

ProfTech - On-contract, use Shipping Location: PFT-CC42
- Tru Red, 10% TRC Recycled Index Cards, Assorted Colors, Styles, and Sizes

ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Oxford, 10% PCR Recycled Glow Index Cards, 3" x 5", Lined

W.B. Mason
- Universal, 10% PCR Recycled Index Cards, Assorted
- Oxford, 10% PCR Recycled Index Cards, Assorted

Intivity
- Oxford, 10% PCR Recycled Index Cards, Assorted Colors and Sizes, Ruled

Liberty Office Supplies & Equipment
- Universal, 10% PCR Recycled Index Cards, Assorted
- Oxford, 10% PCR Recycled Index Cards, Assorted, Ruled
- Oxford, 10% PCR Recycled Index Cards, Assorted, Unruled

Labels

Preferred Sources
- None

ProfTech - On-contract, use Shipping Location: PFT-CC42
- Avery, EcoFreindly 100% PCR Recycled Labels, Assorted Sizes, White

ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Avery, 100% PCR Recycled Labels, Assorted Sizes, Kraft Brown

W.B. Mason
- Avery, EcoFriendly 100% PCR Recycled Labels, Assorted Sizes, White
Office Supplies

**Intivity**
- Skilcraft, 100% PCR Recycled Labels, Assorted, White
- Avery, EcoFriendly 100% PCR Recycled Labels, Assorted, White
- Avery, 100% PCR Recycled Labels, Assorted, Kraft Brown

**Liberty Office Supplies & Equipment**
- Skilcraft, 100% PCR Recycled Labels, Assorted, White

**Custom Stickers**

**Leapin' Lizard Labels**
- 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

**EcoEnclose**
- 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**

**Preferred Sources**
- None

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

**W.B. Mason**
- Pilot, Bottle 2 Pen 86% PCR Recycled, Refillable, Retractable Ballpoint Pens, Assorted Colors and Quantities
  - Pilot, G2 Ink Refills, Assorted - Bottle 2 Pen compatible
- Zebra, ECO Jimmie 75% PCR Recycled, Refillable, Retractable Ballpoint Pens, Black and Blue, Dozen
  - Zerba, H-Refills, Black - ECO Jimmie compatible

Products below meet the Recycled Content Requirements for the [Green Seal Standard for Printing and Writing Paper, GS-7](https://www.greenseal.org/paper/), but are not officially certified.
Office Supplies

Intivity
- Pilot, Bottle 2 Pen 89% PCR Recycled, Refillable, Retractable Ballpoint Pens, Assorted Colors and Quantities
  - Pilot, G2 Ink Refills, Assorted - Bottle 2 Pen compatible
- Zebra, ECO Jimnie 75% PCR Recycled, Refillable, Retractable Ballpoint Pens, Black and Blue, Dozen

Liberty Office Supplies & Equipment
- Pilot, Bottle 2 Pen 89% PCR Recycled, Refillable, Retractable Ballpoint Pens, Assorted Colors and Quantities
  - Pilot, G2 Ink Refills, Assorted - Bottle 2 Pen compatible

Pilot
- Pilot, G2 Ink Refills, Assorted Colors and Point Types
  - Bottle 2 Pen compatible

Mechanical Pencils
Preferred Sources
- None

ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Pilot, RexGrip BeGreen 72% TRC Recycled Mechanical Pencil, Dozen
- Pentel, e-sharp 72% TRC Recycled Mechanical Pencils, Dozen
- Pentel, Twist-ease CLICK 59% PCR Mechanical Pencils, 6 Pack

W.B. Mason
- Pentel, EnerGize X 83% TRC Recycled Mechanical Pencils, Dozen
- Pentel, e-sharp 72% TRC Recycled Mechanical Pencils, Dozen

Intivity
- Pentel, e-sharp 72% TRC Recycled Mechanical Pencils, Dozen
- Pentel, Twist-Ease CLICK 59% PCR Recycled Mechanical Pencils, Single

Liberty Office Supplies & Equipment
- Skilcraft, Tango 68% PCR Recycled Mechanical Pencils, Dozen
- Skilcraft, Dual Action 46% PCR Recycled Mechanical Pencils, Dozen

Please see compatible pencil lead refills on the next page.
Office Supplies

Mechanical Pencil Lead Refills
0.5 mm Lead Refills

Preferred Sources

- None

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

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

W.B. Mason

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

Intivity

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

Liberty Office Supplies & Equipment

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

0.7mm Lead Refills

Preferred Sources

- None

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

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

W.B. Mason

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

Liberty Office Supplies & Equipment

- Pentel, Super Hi-Polymer HB Lead Refill, #2, 0.7mm, 100% TRC plastic case, Assorted Quantities
Office Supplies

**Highlighters**

- **Preferred Sources**
  - None

- **ProfTech** - On-contract, use Shipping Location: PFT-CC42
  - Pentel, Handy-Line Slim 54% PCR Recycled, Refillable Highlighters

- **W.B. Mason**
  - Pentel, Handy-Line Slim 54% PCR Recycled, Refillable Highlighters
  - Zebra, Eco Zebrite 74% PCR Recycled, Double-Ended Highlighters, Assorted

- **Intivity**
  - Skilcraft, Eco-Bottle 100% PCR Recycled Highlighter, Yellow
  - Zebra, Eco Zebrite, 74% PCR Recycled Double-Ended Highlighters

- **Liberty Office Supplies & Equipment**
  - Skilcraft, Eco-Bottle 100% PCR Recycled Highlighter, Yellow
  - Skilcraft, 50% TRC Recycled Retractable Highlighters, Assorted Colors and Quantities

- **Pentel**
  - Pentel, Handy-line Slim Highlighter Refill, Assorted

**Permanent Markers**

- **Preferred Sources**
  - None

- **ProfTech** - Off-contract, use Shipping Location: PFT-NC42
  - Pilot, Super Color Jumbo Refillable Permanent Markers

- **W.B. Mason**
  - Pilot, Super Color Jumbo Refillable Permanent Marker, Assorted Colors
    - Pilot, Super Color Marker Xylene-Free Refill Ink, Black
  - Zebra, PM-701 Refillable Permanent Markers, Assorted Colors
    - Zebra, PM-701 Permanent Marker Refill, Black

- **Liberty Office Supplies & Equipment**
  - Pilot, Super Color Jumbo Refillable Permanent Markers, Assorted Colors
    - Pilot, Super Color Jumbo Marker Xylene-Free Refill Ink, Black
  - Skilcraft, Permanent Impressions 20% TRC Recycled Permanent Markers, Assorted Colors and Styles, Dozen

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.

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Green Purchasing Guide | SUNY ESF
Office Supplies

Intivity
- Zebra, PM-701 Refillable Permanent Marker with Refill, Black
  - Zebra PM-701 Marker Refill, Black

Preferred Sources
- None

Dry Erase Markers

Preferred Sources
- ProfTech - Off-contract, use Shipping Location: PFT-NC42
- W.B. Mason
- Intivity
- Liberty Office Supplies & Equipment

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

Preferred Sources
- ProfTech - Off-contract, use Shipping Location: PFT-NC42
- W.B. Mason
- Intivity
- Liberty Office Supplies & Equipment

Whiteboard Cleaner

Preferred Sources
- None

Preferred Sources
- ProfTech - On-contact, use Shipping Location: PFT-CC42
  - Staples, Sustainable Earth Whiteboard Cleaner
- ProfTech - Off-contact, use Shipping Location: PFT-NC42
  - Quartet, BoardGear Whiteboard Conditioner/Cleaner

W.B. Mason
- Earth Friendly Products, Ecos Pro Whiteboard Cleaner
  - Ecos Pro Whiteboard Cleaner Refill
- Quartet, BoardGear Whiteboard Cleaner
- Quartet, BoardGear Whiteboard Conditioner/Cleaner

Liberty Office Supplies & Equipment
- Quartet, BoardGear Whiteboard Cleaner
- Quartet, BoardGear Whiteboard Conditioner/Cleaner

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

Products below are EPA Safer Choice Certified and meet the EPA Safer Product Standards.
Whiteboard Erasers/ Cleaning Cloths

Preferred Sources
- None

ProfTech - On-contract, use Shipping Location: PFT-CC42
- Impact, Premium Microfiber Cleaning Cloths - Washable and Reusable
- Post-It, Dry Erase Cleaning Cloth - Washable & reusable

ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Expo, White Board Care, XL Eraser
  - Expo, White Board Care, XL Erase Replacement Pads
- Expo, White Board Care, Precision Eraser
  - Expo, White Board Care, Precision Eraser Replacement Pads

W.B. Mason
- Expo, Microfiber Whiteboard Cleaning Cloth - Washable and Reusable
- Expo, White Board Care, XL Eraser - Compatible with replacement pads
- Expo, White Board Care, Precision Eraser
  - Expo, White Board Care, Precision Eraser Replacement Pads

Intivity
- Expo, Microfiber Whiteboard Cleaning Cloth
- General Purpose Microfiber Cleaning Cloths, Assorted
- Expo, White Board Care XL Eraser
  - Expo, White Board Care XL Erase Replacement Pads
- Expo, White Board Care Precision Eraser
  - Expo, White Board Care Precision Eraser Replacement Pads

Liberty Office Supplies & Equipment
- Dry Erase Microfiber Cloth - Washable & Reusable
- Universal, Microfiber Cleaning Cloth - Washable & Reusable
- Expo, White Board Care XL Eraser
- Expo, White Board Care Precision Eraser
  - Expo, White Board Care Precision Eraser Replacement Pads

Paper Clips

Preferred Sources
- None

Skilcraft, 90% TRC, 75% PCR Recycled Paper Clips
- Office Depot
- Intivity
- 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
- Intivity
- 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

🌟 **Preferred Sources**

- None

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

- Tru Red, Remanufactured HP 55X High Yield Black Toner Cartridge, Dual
  - Remanufactured, 92% PCR content
- HP, 55X High Yield Black Toner Cartridge, Single
  - 34% TRC, 17% PCR recycled content
- HP, 55X High Yield Black Toner Cartridge, Dual

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

- Tru Red, Remanufactured HP 55X Extended High Yield Black Toner Cartridge
  - Remanufactured, 79% PCR content

🌟 **W.B. Mason**

- HP, 55X High Yield Black Toner Cartridge, Single or Dual

🌟 **Intivity**

- Skilcraft, Remanufactured HP 55X High Yield Black Toner Cartridge, Single
  - Remanufactured, 35% PCR content
- HP, 55X High Yield Black Toner Cartridge, Single
- HP, 55X High Yield Black Toner Cartridge, Dual

🌟 **Liberty Office Supplies & Equipment**

- Innovera, Remanufactured HP 55X Extra High Yield Black Toner Cartridge
  - Remanufactured, 89% PCR content
- Innovera, Remanufactured HP 55X High Yield Black Toner Cartridge
  - Remanufactured, 89% PCR content
- 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 M477FNW
Toner Model: HP 410X Toner

⭐ Preferred Sources
- None

ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Tru Red, Remanufactured HP 410X Toner Cartridges
  - Single Black, Cyan, Magenta, and Yellow Cartridges
  - Remanufactured, 85% PCR content

ProfTech - On-contract, use Shipping Location: PFT-CC42
- HP, 410X High Yield Toner Cartridges
  - Single Black, Cyan, Magenta, and Yellow Cartridges
  - 18% TRC

W.B. Mason
- HP, 410X High Yield Toner Cartridges, Assorted Colors and Sizes

Intivity
- Elite Image, Remanufactured HP 410X High Yield Toner Cartridges
  - Remanufactured, 85% PCR content
- IBM, Remanufactured HP 410X High Yield Toner Cartridges
  - Remanufactured
- HP, 410X High Yield Toner Cartridges, Assorted Colors and Sizes

Liberty Office Supplies & Equipment
- Innovera, Remanufactured HP 410X High Yield Toner Cartridges
- 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, M477FNW
**Preferred Sources**

- None

**ProfTech** - Off-contract, use Shipping Location: PFT-NC42
  - Tru Red, Remanufactured HP 87X High Yield Black Toner Cartridge
    - Remanufactured, 85% PCR content

**ProfTech** - On-contract, use Shipping Location: PFT-CC42
  - HP, 87X High Yield Black Toner Cartridge, Single
    - 15% TRC
  - HP 87X High Yield Black Toner Cartridge, Dual

**W.B. Mason**
  - HP, 87X High Yield Black Toner Cartridge, Single
  - HP 87X High Yield Black Toner Cartridge, Dual

**Intivity**
  - Elite Image, Remanufactured HP 87X High Yield Black Toner Cartridge
    - Remanufactured, 85% PCR content
  - HP, 87X High Yield Black Toner Cartridge, Single or Dual

**Liberty Office Supplies & Equipment**
  - Innovera, Remanufactured HP 87X High Yield Black Toner Cartridge
    - Remanufactured, 89% PCR content
  - HP 87X High Yield Black Toner Cartridge, Single or Dual

**Toner cartridges listed are also compatible with:**
  - HP LaserJet Pro M501dn, M501N
  - HP LaserJet Enterprise M506dn, M506n, M506x
  - HP LaserJet Enterprise MFP M527dn, MFP M527f
  - HP LaserJet Enterprise Flow MFP M527c, MFP527cm, MFP M527z
  - HP LaserJet Managed M506dnm, M506xm, MFP527dnm
  - 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

⭐ **Preferred Sources**
- None

⭐ **ProfTech** - Off-contract, use Shipping Location: PFT-NC42
  - Tru Red, Remanufactured HP 508X High Yield Toner Cartridges
    - Remanufactured, 85% PCR content

⭐ **ProfTech** - On-contract, use Shipping Location: PFT-CC42
  - HP, 508X High Yield Toner Cartridges
    - Single Black, Cyan, Magenta, and Yellow Cartridges
    - 14% PCR content

⭐ **W.B. Mason**
  - Innovera, Remanufactured HP 508X High Yield Black Toner Cartridge
    - Remanufactured, 89% PCR content
  - HP, 508X High Yield Toner Cartridges, Assorted Colors, Single packs

⭐ **Intivity**
  - Elite Image, Remanufactured HP 508X High Yield Toner Cartridges
    - Remanufactured, 85% PCR content
  - IBM, Remanufactured HP 508X High Yield Toner Cartridges
  - HP, 508X High Yield Toner Cartridges, Assorted Colors and Sizes

⭐ **Liberty Office Supplies & Equipment**
  - Innovera, Remanufactured HP 508X High Yield Toner Cartridges
  - HP, 508X High Yield Toner Cartridges, Assorted Colors, Single packs

~ Toner cartridges listed are also compatible with:
  - HP Color LaserJet Enterprise M552
  - HP Color LaserJet Enterprise M553DN, M553N, M553X
  - HP Color LaserJet Enterprise MFP M577C, M577DN, M577F, M577Z
  - HP Color LaserJet Managed M553dnm, M553xm
  - HP Color LaserJet Managed Flow MFP M577cm

Green Purchasing Guide | SUNY ESF
Janitorial Supplies

Contents

Products

Hydrogen Peroxide General-Purpose Cleaners
All-Purpose Cleaners
Glass Cleaners
Disinfectant Cleaners
Hand Sanitizer
Hand Soap
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Facial Tissues
Toilet Paper
Toilet Bowl Brushes
Mop Heads
Spray Bottles
Vacuums
Trash Bags
Compostable Bin Liners

**Please contact Deb Faust (dafaust@esf.edu) and Mark Poupore** (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

2. NYSPSP
   - Snappy Green Life Peroxide Cleaner

2. Corr
   - Buckeye Eco E15 Cleaner

2. Hillyard
   - Suprox Multi-Purpose Cleaner

1. 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

Corr
- Corr, Green All Surface Cleaner
- Buckeye, Tenacity Cleaner

Grainger
- Greening the Cleaning, All-Purpose Cleaner
- Simple Green, Clean Building Cleaner

ProfTech - On-contract, use Shipping Location: PFT-CC42
- Sustainable Earth, All-Purpose Cleaner, 32 oz Spray Bottle
  - 1 Gallon Refill, Single
  - 1 Gallon Refill, Case of 4

Intivity
- Simple Green, Clean Building Cleaner

Glass Cleaner

Corcraft
- OGS Approved - Green Line Glass Cleaner, pg. 5

NYSPSP
- Greening the Cleaning, Glass Cleaner
- Snappy Green Life, Glass Cleaner

NYSID
- Liberty Enterprises, Enviro Care Glass Cleaner

Corr
- Buckeye, Eco Glass Cleaner
- Corr, Green Non-Ammoniated Glass Cleaner

Hillyard
- Hillyard, Green Select Glass Cleaner
Janitorial Supplies

Grainger
- Greening the Cleaning, Glass Cleaner
- Diversey, Glance Non-Ammoniated Glass Cleaner

Intivity
- Rochester Midland Corp, Enviro Care Glass Cleaner

Disinfectant Cleaners

Corcraft
- Germicidal 128 Disinfectant Cleaner, pg.6

NYSID
- Liberty Enterprises, Enviro Care Neutral Disinfectant
- Rochester Midland Corp., Enviro care Neutral Disinfectant

Corr
- Maxim Facility+ Disinfectant

Grainger
- SaniDate All Purpose Disinfectant
- SaniDate, Hard Surface Sanitizer
- Clorox, Hydrogen Peroxide Cleaner Disinfectant

Intivity
- ChloroxPro Total 360 Disinfectant Cleaner
- Maxim Facility+ Disinfectant

Hand Sanitizer

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, 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

**Intivity**
- Purell, Healthy Soap Fresh Foam
- GOJO, Clear Mild Foam Handwash

**Paper Towels**

**NYSD**
- Tork, 100% Recycled Jumbo Paper Towels, Natural

**Corr**
- White Swan, Classic Long Roll, White
- White Swan, Classic C-Fold Towels

**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

**Grainger**
- Georgia Pacific, enMotion(R) Paper Towel Roll, Brown
- Georgia Pacific, Pacific Blue Basic Paper Towel Roll, Brown

**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**

**Preferred Purchasing Sources**
- None

**Hillyard**
- Hillyard, EcoSoft Green Select Choice

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Green Purchasing Guide | SUNY ESF
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*

- [Hillyard](#)
- [ProfTech](#) - On-contract, use Shipping Location: **PFT-CC42**
- [Grainger](#)
- [Hill & Markes](#)
- [Intivity](#)

*Unger, Ergo Replacement Brush Heads*

- [Hillyard](#)
- [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](#)
  - [3M, Easy Scrub Flat Mops, Washable](#)
  - [Skilcraft Microfiber Flat Mops, Washable](#)
Janitorial Supplies

A Corr
- Pro-Link, Standard Launderable Dust Mops, Washable
- Microfiber & More, Dust Mops, Washable

A Hillyard
- Hillyard, Smart Color MicroMop 15.0, Washable
- Hillyard, Microfiber Wedge Complete Mop, Washable

A ProfTech - On-contract, use Shipping Location: PFT-CC42
- Rubbermaid, 75% - 80% TRC Microfiber Mop Pad, Washable
- Coastwide Professional, Microfiber Wet Mop Pad, Washable

A Grainger
- Tough Guy, Microfiber Flat Wet Mop, Washable
- Microfiber Technologies, Flat Mop Heads, Washable
- Hospeco Flat Wet Mop Heads, Washable

A Hill & Markes
- Rubbermaid, Microfiber High Absorbency Flat Mop, Washable

A Intivity
- Rubbermaid Microfiber, High Absorbency Flat Mop, Washable

String Mops

A 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

A 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

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

**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

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

**Hill & Markes**
- [Impact, Microfiber Tube Wet Mop](#), Washable
- [Rubbermaid, Microfiber Tube Mop](#), Washable

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

**Spray Bottles**

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

**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

**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**

### Grainger
- **Tough Guy, Spray Bottles**, Refillable
- **Impact, Spray Bottles**, Refillable
- **Ability One, Spray Bottles**, Refillable

### Hill & Markes
- **Impact, Spray Bottles with Graduations**, Refillable
  - **Impact, Spray Bottle Trigger Replacements**

### 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

#### Preferred Sources
- None

#### Hillyard
- **Trident, V15S, Upright**
- **Trident, V15XP, Upright**
- **Trident, V12S, Upright**
- **Trident, V12XP, Upright**
- **Trident, V14D, Upright**
- **Trident, V18D, Upright**

#### Corr
- **Hoover, TaskVac, Upright**
- **NSS, Pacer 12UE & 15UE, Upright**
- **ProTeam, ProForce 1200XP, Upright**
Janitorial Supplies

Grainger
- Sanitaire, EON Quiet Clean, Upright
- Sanitaire, EON Allergen, Upright
- Nobles, Independence, Cordless Upright

Hill & Markes
- Tornado, CVD30 Deluxe, Upright
- Tennant, Nobles Dual Motor, Upright
- Hoover, HVR PWR 40V, Upright

Intivity
- Hoover, HushTone, Upright
- Hoover, TaskVac Bagless, Upright
- Sanitaire, SC9050 DuraLite, Upright
- Sanitaire, SC9180 Multi-Surface, Upright

Trash Bags
Preferred Sources
- None

ProfTech - On-contract, use Shipping Location: PFT-CC42
- Webster, Earthsense 75% TRC Recycled Trash Bags

W.B. Mason
- Webster, Earthsense 75% TRC Recycled Trash Bags
- Envision, Stout 100% TRC Recycled Bags

Hill & Markes
- Aluf Plastics, 90% TRC Recycled Trash Bags
Janitorial Supplies

🌟 Grainger
- Ability One, 30%-70% TRC Recycled Trash Bags
- Tough Guy, 50%-80% TRC Recycled Trash Bags

🌟 Intivity
- Skilcraft, 70% TRC Recycled Low-Density Trash Bags
- Skilcraft, Heavy-duty 100% Recycled Trash Bags
- Nature Saver, 75% PCR Recycled Can Liners

🌟 Revolution Bag
- Revolution Bag, EcoMax 97% PCR Recycled Can Liners
- Revolution Bag, LoadMaster 97% PCR Recycled Can Liners
- Revolution Bag, HerCules 97% PCR Recycled Can Liners
- Revolution Bag, DrawPro 97% PCR Recycled Can Liners

Compostable Bin Liners

🌟 Preferred Sources
- None

Heritage, BioTuf Compostable Bags
- ProfTech - On-contract, use Shipping Location: PFT-CC42
- W.B. Mason
- Hill & Markes

Envision, Stout EcoSafe Compostable Bags
- ProfTech - Off-contract, use Shipping Location: PFT-NC42
- W.B. Mason
- Hill & Markes
- Grainger
- Intivity

EcoSafe Zero Waste Inc., Compostable Bin Liners
- Hillyard* special order item, contact Hillyard to purchase
- Green Paper Products

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Environmental versions of the following commonly-used trades and facilities items could not be found. If you find or already use "green" versions of these items, please email Sue Fassler (scfassle@esf.edu):

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

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
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 Substitube, 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

🌟 Preferred Sources
- None

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

🌟 WESCO
- [ENERGY STAR Certified LED A19 Light Bulbs](#), Assorted

🌟 WATS International
- GE, LED A19 Light Bulbs

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

Pleated Air Filters

1 🌟 Preferred Sources
- None

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

2 🌟 WESCO
- [LEED-Compliant, MERV 13 Pleated Air Filters](#), Assorted

3 🌟 Lowe's
- [LEED-Compliant, MERV 8, 11, 12, and 13 Pleated Air Filters](#), Assorted

4 🌟 Intivity
- [Accumulair, LEED-Compliant MERVE 8, 11, and 13 Air Filters](#), Assorted

Products listed are compliant with LEED air filter requirements.
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
Recycling Bins

Preferred Sources

- None

Grainger

- Rubbermaid, 30% PCR Resin Recycling Bins, Assorted

Lowe's

- Rubbermaid, 30% PCR Resin Recycling Bins, Assorted

Intivity

- Rubbermaid, 30% PCR Resin Recycling Bins, Assorted

Waste Bins - Trash or Compost

Preferred Sources

- None

Grainger

- Tough Guy, 30%-60% TRC Recycled content Steel Waste Cans, Assorted

Intivity

- Safco, 10% PCR content Steel Waste Basket, UL Greenguard Certified

Motion-Sensing Light Switches

Preferred Sources

- None

Grainger

- Hubbell, Wall Light Switch Box Motion and Occupancy Sensors, Assorted
- Hubbell, Ceiling-and Wall-Mounted Occupancy and Sensors, Assorted
- Lithonia Lighting, Ceiling-Mounted Occupancy Sensors, Assorted
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

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
Thermostats

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

Products listed are ENERGY STAR Certified
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
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) 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.

- 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
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, Cutlerease and Plantware Compostable Cutlery
    - Excluding Vine Cutlery Kit (ESVBEROLL3) - wrapped in plastic
  - Dixie, Smartstock Compostable Cutlery

- **Imperial Bag & Paper Co.**
  - Eco-Products, Plantware Cutlery

**Compostable Plates and Trays**

- **NYSPSP**
  - Environmentally Friendly Tableware, 5-Compartment Tray
  - Environmentally Friendly Tableware, Plates

- **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

NYSPSP
- Environmentally Friendly Tableware, Bowls

Summit Paper Co.
- World Centric, Molded Fiber Bowls
- World Centric, Clear Ingeo Bowl Lid

Imperial Bag & Paper Co.
- Terrapac, Molded Fiber Square Bowls

Eco-Products
- Eco-Products, Sugarcane Bowls

Compostable Hot Cups & Lids

Preferred Sources
- None

Summit Paper Co.
- World Centric, Paper Hot Cups and Lids

Imperial Bag & Paper Co.
- Bare, Eco-Forward PLA-Coated Paper Hot Cups
- Eco-Products, World Art PLA-Coated Paper Hot Cups
- Int. Paper, Ecotainer PLA-Coated Paper Hot Cups

Eco-Products
- Eco-Products, World Art Hot Cups
- Eco-Products, World Art Insulated Hot Cups
- Eco-Products, GreenStripe Hot Cups
- Eco-Products, Minimally Branded Hot Cups
- Eco-Products, EcoLid Renewable Hot Cup Lids
- Eco-Products, Eco-Grip Hot Cup Sleeves
Compostable Cold Cups & Lids

Preferred Sources
- None

Summit Paper Co.
- World Centric, Ingeo Clear Cold Cups

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

Eco-Products
- Eco-Products, GreenStripe Cold Cups & Lids

Compostable To-Go Containers

NYSPSP
- Environmentally Friendly Tableware, 3 Compartment Box

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

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

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**

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*Continue to next page*
Food Service & Cafeteria

**Paper Napkins**

- **Preferred Sources**
  - None

- **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**

- **Preferred Sources**
  - None

- **Ace Endico Corp.**
  - Open Water, Still Water, Aluminum Bottles
  - Saratoga Spring Water, Still Spring Water, Glass Bottles
  - Acqua Panna, Natural Spring Water, Glass Bottles

- **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

- **ProfTech - On-contract, use Shipping Location: PFT-CC42**
  - Just Water, Spring Water, Recyclable Cartons

- **Office Depot**
  - Open Water, Still Water, Aluminum Bottles & Cans
  - Flow Hydration, Alkaline Spring Water, Recyclable Cartons
Food Service & Cafeteria

Coffee

★ Preferred Sources
  ○ None

★ TasteNY Pledged
  ○ Java Joe’s Roasting Co., Jamaican Me Crazy Coffee

Local, 3rd Party-Certified

4 Recess Coffee, Syracuse, NY
  ○ Congolese Mapendo, Fair Trade, Organic
  ○ Swiss H2O Decaf, Organic
  ○ *Ethiopian Yirgacheffe, Fair Trade, Organic
    ■ *Coming soon

4 SkyTop Coffee, Manlius, NY
  ○ Offers Fair Trade and Organic Coffee varieties
    ■ Ethiopia - Duromina, Fair Trade, Organic
    ■ Ethiopia - Alaka, Fair Trade
    ■ Colombia - Tolima, Fair Trade
    ■ Guatemala - Guayab, Fair Trade
    ■ and More

4 Gimme! Coffee, Ithaca, NY
  ○ 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
  ○ 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*
    ■ Bolivian Dark Roast, Fair Trade Organic*
      ■ *Use drop down menu to select roast
Electronics

Contents

SUNY ESF Campus Electronics Recycling
Purchasing Laptops, Computers, & Displays

Products

Printers
  SUNY ESF Managed Print Initiative 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 (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

Continue to next page
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.

Continue to next page
Preferred Sources

Toshiba

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
☆ Preferred Sources
  ○ None
  ☆ Toshiba

Printer Model: Toshiba e-Studio 6516AC
☆ Preferred Sources
  ○ None
  ☆ Toshiba

Printer Model: Toshiba e-Studio 7516AC
☆ Preferred Sources
  ○ None
  ☆ Toshiba

Printer Model: HP Laser Jet Managed E60165DN
☆ Preferred Sources
  ○ None
  ☆ 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
3. Logitech

Logitech, M190 Wireless Mouse, Black 61% PCR Content

1. Preferred Sources
   - None
2. ProfTech - Off-contract, use Shipping Location: PFT-NC42
3. Logitech

Logitech, M100 USB Mouse, 72% PCR Content

1. Preferred Sources
   - None
2. ProfTech - On-contract, use Shipping Location: PFT-CC42
3. 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
3. Best Buy
4. Microsoft

Logitech, MX Anywhere 3, Rechargeable Mouse, Battery-free

1. Preferred Sources
   - None
2. ProfTech - On-contract, use Shipping Location: PFT-CC42
Electronics

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

**Preferred Sources**
- None

**Intivity**

Keyboards & Mouse-Keyboard Sets

Logitech, K120 USB Keyboard, 51% PCR content

**Preferred Sources**
- None

1. **ProfTech** - On-contract, use Shipping Location: PFT-CC42
2. **Intivity**
3. **Logitech**

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

**Preferred Sources**
- None

1. **ProfTech** - Off-contract, use Shipping Location: PFT-NC42
2. **Liberty Office Supplies & Equipment**
3. **Logitech**

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

**Preferred Sources**
- None

1. **ProfTech** - Off-contract, use Shipping Location: PFT-NC42
2. **Liberty Office Supplies & Equipment**
Electronics

Logitech, MX900 Rechargeable Keyboard and Mouse Set, battery-free

Preferred Sources
- None
- Logitech

Headsets

Logitech, G435 Headset, 22% PCR content

Preferred Sources
- None
- ProfTech - Off-contract, use Shipping Location: PFT-NC42
- Logitech

Air Purifiers

Preferred Sources
- None
- 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
- Grainger
  - Field Controls, TrioPlus Portable Air Purifier
  - Fellowes, AeraMax 190 and 290 True HEPA Portable Air Purifiers
- Intivity
  - Fellowes, AeraMax DX55 and DX95 True HEPA Portable Air Purifiers
  - Honeywell, True HEPA Portable Air Filters, Assorted Styles
If you find or currently use environmentally preferred versions of other types of apparel, please email Sue Fassler (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.

### 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

### SUNY Contacts
- Athletic Apparel
  - ADPRO Sports
  - BSN Sports

### NY Certified MWBEs*
- UniPro International
- Simmons Ink and Stitch
- Remember Me Green

### 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)

〇 FLA Accredited
- Bella + Canvas
- New Balance
- New Era
- Toms
- Top of the World LLC
- Under Armour
- Volcom
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
    - 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
    - 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.
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