Buy Environmentally Preferable products to “green” your business. Here are terms to help with purchasing:

**Environmentally Preferable Purchasing (EPP)** - purchasing products which minimize impacts on the earth and on human health.  
**Pre-consumer content** - product was made from extra materials in a manufacturing process.  
**Post-consumer content** - product was made from items recycled by people at home or work.  

Do not assume a product is made from recycled materials, unless the product packaging specifically is labeled with a “recycled-content” tag.

### Online Resources For “Green” Products

- **King County Ecodeals for “Green Products”**  [www.ecodeals.org](http://www.ecodeals.org)
- **King County’s Environmentally Friendly Procurement Guide**, click “buy goods” and “green products”  [www.kingcounty.gov/operations/procurement/FAQ/Environmental_Purchasing.aspx](http://www.kingcounty.gov/operations/procurement/FAQ/Environmental_Purchasing.aspx)
- **Northwest Pollution Prevention Resource Center (NWPP)** for information on EPP.  [http://www.pprc.org](http://www.pprc.org) search for “green procurement”
- **King County Link Up Program** for referrals for green products  [http://your.kingcounty.gov/solidwaste/linkup.index.asp](http://your.kingcounty.gov/solidwaste/linkup.index.asp)
- **EPA Guide**  [www.epa.gov/epp](http://www.epa.gov/epp)

### Tips for “Greening” your Purchasing Practices

Your suppliers probably offer a wide variety of quality recycled-content products and environmentally friendly supplies. Here are a few simple steps to get started:

- Buy recycled-content and environmentally preferable products as a company policy. Identify the products you currently purchase that could be replaced with recycled-content products. Buy products containing the most “post-consumer” recycled-content.
- Print your letterhead, envelopes, business cards and forms on post-consumer recycled-content paper.
- Buy durable, reusable items such as dishes for staff instead of disposable products. Some businesses have phased out disposable cups for water coolers and given employees reusable water bottles or cups to refill and reuse.
- Purchase printers and copiers with the capability of making double sided copies to help reduce paper use. Look for Energy Star certified products.
## Vendors with Environmentally Preferable Products

The following vendors offer recycled-content or environmentally preferable products. This is a partial listing. If your business offers environmentally preferable products and would like to be included on this list, please contact the City of Tukwila.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Office</td>
<td><a href="http://www.complete-office.com">www.complete-office.com</a></td>
<td>Request their “Green Alternatives” catalog or online listing offering office products, green cleaners and compostable products. Tukwila based.</td>
</tr>
<tr>
<td>Green Earth Office Supplies</td>
<td><a href="http://www.greenearthofficesupply.com">www.greenearthofficesupply.com</a></td>
<td>Variety of recycled-content and “green” products.</td>
</tr>
<tr>
<td>Office Depot</td>
<td><a href="http://www.officedepot.com">www.officedepot.com</a></td>
<td>Offers a variety of recycled-content products. Look for the recycle icon when ordering products online.</td>
</tr>
<tr>
<td>Staples</td>
<td><a href="http://www.staples.com">www.staples.com</a></td>
<td>Offers a variety of recycled-content products. Look for the recycle icon when ordering products online.</td>
</tr>
<tr>
<td>Weisenbach Recycled Products</td>
<td><a href="http://www.recyclingiscool.com">www.recyclingiscool.com</a></td>
<td>Variety of promotional materials and office supplies made from recycled content.</td>
</tr>
</tbody>
</table>

**Disclaimer:** Inclusion in this guide does not constitute an endorsement by the City of Tukwila or any of its staff or contractors. Exclusion from this guide is no comment on suitability of any other product(s) or vendor(s). Any cost information provided reflects the best information available at the time the guide was prepared.

**The City of Tukwila Recycling Outreach Program is funded by a Grant from the King County Solid Waste Division and/or a Grant from the Washington State Department of Ecology.**

Printed on 100% post-consumer recycled content paper July 2016