

Office Supplies

UBC consumes a significant amount of paper products, supplies and equipment. To reduce UBC's impact, Supply Management has chosen companies that work with them on waste reduction initiatives (i.e. reducing packaging, implementing recycling programs and designing trip reduction programs to reduce emissions).

These companies also provide dollar incentives that helps to foster sustainable research initiatives at UBC. After you've opened an account with the UBC bookstore you can purchase office supplies from Supply Management [sustainability partners](#).

There are two ways to buy office supplies from companies chosen by Supply Management for their sustainability initiatives:

1. Online through the UBC Bookstore using [E-Way](#) through UBC's corporate partner Staples Advantage (formerly Corporate Express)
 - Billing is by P-Card or Bookstore Open Account.
 - You can register for an E-Way account [here](#).
 - Once you have your E-Way ID and password, go the E-Way [website](#) to order.
 - When buying products online, watch for the green and black EcoOffice products icon.
 - To quickly find over 1200 environmentally office products, log in to E-Way, Shopping List and click "AAA ECO Products"
2. In person through the UBC Bookstore:
 - You can purchase or order sustainable office supplies using a UBC P-card, journal voucher (JV) or bookstore account.
 - Departmental discounts are available at the UBC Bookstore or online with E-Way.ca

For easy ordering at UBC, you may want to have a UBC Purchase Card (PCard), basically a credit card that gives you additional discounts with specific companies, for purchases. For information visit the [PCard](#) webpage.

Choose:

- Items with a high percentage of post-consumer recycled content (plastic, paper, metal)
- Refillable pens and highlighters
- Non-toxic ink and ink pads
- Rewritable CDs and DVDs
- Remanufactured or refillable printer toner cartridges
- Biodegradable and non-toxic cleaning supplies



Photo: Javier Landaeta

Authentic Logos

When purchasing supplies look for these symbols:



Ecologo certification: third party certification of environmentally-preferable products.



Staples Advantage EcoEasy logo helps identify products in the paper catalogue that have more sustainable product design, recycled content, and certifications.



Look for the EcoOffice logo online at Eway for environmentally friendly products