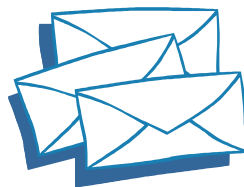

Guide to Buying Recycled and Environmentally Preferable Products on North Carolina State Term Contracts



1998



1998 Guide to Buying Recycled and Environmentally Preferable Products on North Carolina State Term Contracts

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Acknowledgments

"I'm proud that the State of North Carolina is leading the effort to buy recycled products as a way to encourage investment in the recycling industry and to use materials collected in community recycling programs. Please join the North Carolina Buy-Recycled Campaign by purchasing recycled products for your work place and home."

James B. Hunt Jr.
Governor, North Carolina



Published by the Division of Pollution Prevention and Environmental Assistance (DPPEA), North Carolina Department of Environment and Natural Resources.

DPPEA expresses its appreciation to the Division of Purchase and Contract (P&C), N.C. Department of Administration, and others who assisted with the development of this guide. Disclaimer: a listing in this guide does not imply endorsement by DPPEA or P&C of any vendor or its products.

DPPEA-FY98-16. 300 copies of this public document were printed on recycled paper at a cost of \$112.28, or \$0.374 each.

Introduction

In 1996, approximately \$3 billion in goods and services were purchased in North Carolina; \$421 million of that was from statewide term contracts. A growing percentage of items available have recycled content or are environmentally preferable (EP): they promote reuse, prevent waste, reduce toxicity, or conserve energy. This guide was developed by the Division of Pollution Prevention and Environmental Assistance (DPPEA), in cooperation with the Division of Purchase and Contract (P&C), to help purchasers identify the many recycled-content and EP products available through state term contracts. All state agencies, institutions, universities, community colleges, and public schools are required to purchase products from these contracts; eligible non-state agencies also may purchase from state term contracts.¹

This guide is organized into two sections. The first section offers general information about purchasing recycled-content products. The information includes the environmental, economic, and legal reasons for buying recycled, a glossary of buy recycled terms, and a directory of resources available from DPPEA, P&C, and other organizations. The second section lists recycled-content and EP products by contract number and title. Each entry contains contact information, a description of the items available, and a vendor list. The guide also includes a sample tracking form to make the record-keeping of purchases of recycled-content and EP products easier.

DPPEA and P&C encourage users of the guide to provide feedback about buying recycled products from state contracts. The evaluation form on the last page asks for input about improving the guide as well as suggestions for new recycled-content and EP products to add to state contracts.

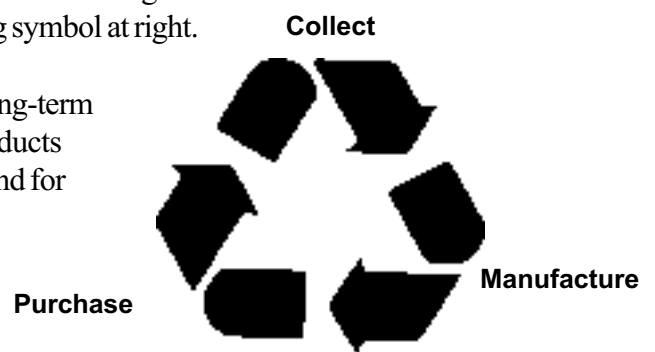
SECTION I Reasons to Buy Recycled

Environmental and Economic Benefits

Public awareness of recycling and waste reduction has increased dramatically during the past decade. People now take advantage of opportunities to recycle in their communities and at work. To many, participation in recycling programs means collecting paper, bottles, and cans for pickup at the curb or in the office. But recycling includes more than just collection; it also involves buying new products manufactured from recyclables collected in residential and commercial programs. This process, called “closing the loop,” is represented by the chasing arrows in the familiar recycling symbol at right.

Buying products made with recycled materials is essential to the long-term success of recycling. Consumer demand for recycled-content products strengthens markets for recyclables, which in turn stimulates demand for the materials collected in local recycling programs. Closing the loop affects the economy and environment in other important ways. It creates jobs, conserves virgin resources, reduces pollution, and saves energy.

Environmental and economic benefits also result from buying products that are reusable, refillable, more durable, and



¹ Eligible non-state agencies are defined in N.C.G.S. 143-49.1

repairable. These products create less waste and are more cost-effective in the long run than disposable or single-use products. Environmentally preferable (EP) products — those that are less toxic, less polluting, and more energy efficient — have a reduced impact on human health and the environment.

State agencies and other government institutions should demonstrate leadership in buying recycled and EP products. Government action sets an example for businesses and institutions and conveys a message of concern for the environment to manufacturers and the public.

Legal Requirements for State Agencies

The North Carolina General Assembly and Governor James B. Hunt, Jr., recognize the importance of state government leadership for buying recycled. State law and policy require state agencies to close the loop by participating in office recycling programs and purchasing products that contain recycled materials and reduce waste.

Buying Recycled

Specifically, General Statute 143-58.2(a), enacted in 1993, declares:

It is the policy of this state to encourage and promote the purchase of products with recycled content. All State departments, institutions, agencies, community colleges, and local school administrative districts shall, to the extent economically practicable, purchase and use, or require the purchase and use of, products with recycled content.

In April 1993, Governor Hunt signed Executive Order #8 which states:

To help develop markets for recyclable materials, to support local government's recycling efforts mandated by G.S. 130A-309.09B, and to set an example to local government and the private sector, all state agencies shall purchase and use products made wholly or in part with recycled materials whenever feasible and practicable.

All state agencies must meet legislative or executive goals for the purchase of recycled paper and paper products. From June 30, 1997, forward, all state agencies and local school administrative units must purchase *at least* 50% of total paper and paper products with recycled content. In Fiscal Year 1997-98, state government departments and universities must purchase *at least* 65% of total paper and paper products with recycled content.

Printing

G.S. 130A-309.14(j) requires any state agency, the General Assembly, the General Court of Justice, the University of North Carolina, community colleges, or non-profit organizations receiving state funds to print reports, documents, and publications on recycled paper to the extent economically practicable. G.S. 143-169 specifically states:

Every publication published at State expense shall be prepared in accordance with the recycling and reuse requirements set forth in G.S. 130-309.14(j).

Waste Reduction

The General Assembly also passed legislation requiring state government to purchase products that reduce waste and toxicity. G.S. 130A-309.14(a1) requires:

. . . The Department of Administration [to] review and revise its bid procedures and specifications . . . to encourage the purchase or use of reusable, refillable, repairable, more durable, and less toxic supplies and products. The Department of Administration shall require the procurement of such supplies and products to the extent that the purchase or use is practicable and cost-effective. The Department of Administration shall [also] require the purchase or use of remanufactured toner cartridges for laser printers to the extent practicable.

Glossary of Commonly Used Terms

Products can differ in the type and quantity of recycled material they contain and their environmental attributes. Many of the terms below are used to describe the content of recycled products available through state contract. While recycled products may be environmentally preferable, not all environmentally preferable products are recycled. This guide treats them separately.

Recovered materials — waste materials and by-products that have been recovered or diverted from the solid waste stream. Recovered materials do not include by-products generated from, and commonly reused within, an original manufacturing process.

Post-consumer materials — materials or finished products generated by businesses or consumers that have served their intended use and have been diverted or recovered from solid waste that is destined for disposal.

Recycled products — goods that contain materials that have been diverted from the solid waste stream, including post-consumer materials and materials generated in industrial processes.

Recyclable materials — materials that are capable of being recycled and which would otherwise be processed or disposed as solid waste.

Waste paper — 1. All post-consumer materials (such as discarded copy paper) 2. manufacturing wastes generated after the completion of the papermaking process, and 3. finished paper and paperboard from obsolete inventories.

Remanufactured products — products or equipment partially or fully manufactured from existing product materials where such materials are cleaned, repaired, and reused in the new product or equipment.

Environmentally preferable products* — goods or services that have a lesser or reduced effect on human health and the environment when compared with other goods or services that serve the same purpose. Preference may be a function of product design, content, manufacturing, production, distribution, reuse, operation, maintenance, or disposal.

*As defined in Executive Order 12873, *Federal Acquisition, Recycling, and Waste Prevention*, Sections 201 and 503 (October 20, 1993).

Available Resources

There is a wealth of information and assistance available to purchasers about buying recycled. The resources below can help North Carolina government and non-government agencies establish programs or expand the variety and quantity of recycled products purchased from state term contracts and suppliers. Many publications on buying recycled are available in hard copy and electronic formats on the internet. Check the internet sites listed in this section for links to national, state, and local sources of buy recycled information.

Division of Purchase and Contract

NC Department of Administration
116 W. Jones Street
Raleigh, NC 27603-8002
Phone: (919) 733-7624

The Division of Purchase and Contract, the agency responsible for issuing statewide term contracts for goods and services, can help purchasers identify recycled products on state contract. P&C collects information about recycled products in commodity areas not covered by state contracts and welcomes ideas for new products and vendors.



All contract listings, agency documents, and information about state procurement policy regarding buying recycled may be accessed electronically on the Division's internet site: <http://www.doa.state.nc.us/PandC/>.

The *State of North Carolina Agency Purchasing Manual*, Section X, summarizes the legislative and administrative requirements for recycled product procurement.

Division of Pollution Prevention and Environmental Assistance

NC Department of Environment and Natural Resources
P.O. Box 29569
Raleigh, NC 27626-9569
Phone: 919-715-6500 or 800-763-0136 (outside Raleigh)

DPPEA offers free, non-regulatory technical assistance to North Carolina businesses, industry, government agencies, institutions, and the public about waste reduction and recycling. The Division maintains an information clearinghouse and database of publications. Fact sheets and documents for buying recycled products are available.



Electronic versions of this guide and other buy-recycled documents may be accessed on-line from the Division's internet site at <http://www.p2pays.org>.



Setting Up a Buy-Recycled Program. Reviews the steps involved in setting up a successful recycled product procurement program in the workplace.

North Carolina Manufacturers of Recycled Products. Lists a selection of locally-produced products containing post-consumer recycled materials.

Annual Report on North Carolina State Agency Purchases of Recycled Products and Reduction of Solid Waste Disposal. Reports the amount of waste reduced, recyclables collected, and recycled products purchased annually by state agencies.

North Carolina Buy Recycled Business Alliance

c/o North Carolina Recycling Association

7330 Chapel Hill Road, Suite 207

Raleigh, NC 27607

Phone: 919-851-8444

The North Carolina Buy Recycled Business Alliance (NCBRBA) is a collection of North Carolina businesses and institutions that promote market development and procurement of recycled products through their commitment to buying recycled. Members of the Alliance receive a free copy of the *Buy Recycled Guide Book* and a subscription to the *Buy Recycled Newslines*. The North Carolina Recycling Association (NCRA) is a nonprofit organization dedicated to resource conservation through recycling and waste reduction.



On-line information about the NCRA and NCBRBA is located at <http://www.recycle.net/recycle/ncra>.

The North Carolina Recycled Products Directory, a comprehensive list of recycled products sold through North Carolina manufacturers and vendors, will be published on the NCRA web site in mid-1998.

The Departments of Administration and Environment and Natural Resources, in cooperation with other state agencies, have promoted buying recycled through the **North Carolina Buy-Recycled Campaign** since 1991.

SECTION II

Recycled and Environmentally Preferable Products Available on State Term Contracts

Recycled products listed in this section are organized by commodity type and contract number. Recycled products are designated with an **R**. Environmentally preferred products are designated with an **EP**. General descriptions of products and vendor contact information is included. Please refer to the full contract for details on pricing, minimum orders, delivery, transportation, order placement, and warranty information. Contracts are listed in their entirety on the P&C web site: <http://www.doa.state.nc.us/PandC/>.



Steps for finding recycled products on-line:

- 1) At the P&C home page, click on either the alphabetical or numerical contract list on the page index.
- 2) Select the commodity name or contract number for the product you want.
Contracts with recycled or EP products are designated with an “*.”
- 3) Click on the link to the entire term contract or a particular section.
- 4) Scroll through the listings in the section(s) to find recycled products or EP products.

Note: Not all products in a particular contract are recycled or environmentally preferred. **Additionally**, some recycled products are listed in the same sections with non-recycled products, while others are listed in their own section. Read the section headings and product descriptions carefully to determine if products contain recycled material.

Tire Recapping and Repairing Services (Statewide)

Contract No. 060E

Contact: Bill Needham, (919) 733-7500, bill_needham@mail.doa.state.nc.us

**Product/Service Description****Type/Level****Vendor Information**

Pickup and delivery service for the recapping and repair of truck and off-the-road vehicle tires. Discount price schedule based on geographic area and size and type of tire.

remanufactured and reused tires

White's Tire Service of Wilson, Inc.
(919) 237-5426

Toner Cartridges, Remanufactured

Contract No. 600E

Contact: Mike Brendle, PPB, (919) 733-7624, mike_brendle@mail.doa.state.nc.us

**Product/Service Description****Type/Level****Vendor Information**

Laser printer toner cartridges (black ink only) remanufactured from spent cartridges returned to vendor. Prices include pick up of spent cartridges and delivery of replacements.

remanufactured

Duraline Imaging
(704) 687-3690, (800) 982-3872
Laser Tech Company ☆
(910) 855-9312, (800) 755-9312
Laser Recharge of Carolina ☆
(919) 467-5902, (800) 825-0664

Lines Available (see contract for specific models):

Apple (LaserWriter, Personal LaserWriter)
Brother (HL Series)
Cannon (LBP Series)
DEC (LNO Series)
Hewlett Packard (1686TA, 2686, 33472-A, Laser Jet (Plus))
IBM (Laserprinter 4029, 4019, 4028)
QMS (Big Kiss, Conceptwriter, Imageserver, Kiss, Lasergraphic, PS, Smartsript, Smartwriter)

☆ indicates a minority owned business.

Lamps and Ballasts

Contract No. 285A

Contact: Bill Needham, (919) 733-7500, bill_needham@mail.doa.state.nc.us

**Product/Service Description****Type/Level****Vendor Information**

TL 80 fluorescent lamps; F40T12, F32T8, 4 ft. Econ-o-watt® and Altoä fluorescent lamps; Econ-o-watt® and Altoä high pressure sodium lamps. (Contact Philips for assistance with selecting the most efficient lighting system.)

TL 80/Econ-o-watt® energy efficient

Alto™ low mercury content (less toxic)

Philips Lighting Corp.
(see contract for list of distributors)
(704) 543-7500

General Electric Supply Co.
(see contract for list of distributors)
(919) 833-4691, (800) 326-4326

Electrical Suppliers, Inc.
(800) 456-7299

Paper (Continuous Stock) and Labels

Contract No. 395B

Contact: Don Sykes, (919) 733-7624, don_sykes@mail.doa.state.nc.us

R

Product/Service Description	Type/Level	Vendor Information
Continuous office forms, carbonless, with tear-off margins. Greenbar or white. Single or multi-part.	minimum 20% post-consumer recovered fiber	Moore Business Forms (910) 643-0704, (800) 786-3062 Shade/Allied (414) 432-6700 Zellerbach (800) 432-9287

Pails, Waste Cans, and Special Refuse Containers

Contract No. 485F

Contact: Don Sykes, (919) 733-7624, don_sykes@mail.doa.state.nc.us

R

Product/Service Description	Type/Level	Vendor Information
Plastic recycling containers, blue with white lettering. Various sizes and shapes.	minimum 10% post-consumer recovered material	Calico Industries (800) 638-9828 Continental Manufacturing (704) 347-1843, (800) 325-1051 Industrial Soap Co. (314) 241-6363

Office Supplies, Miscellaneous

Contract No. 615A

Contact: Alice Cheatham, (919) 733-7624, alice_cheatham@mail.doa.state.nc.us

R

Product/Service Description	Type/Level	Vendor Information
Legal pads, white and canary, various sizes. Stenographer's notebook pads, double column. Index cards, ruled and blank, various sizes. Adding machine paper, sulfite bond.	minimum 50% recovered fiber, 10% post-consumer	American Specialty (803) 664-1114, (800) 466-9561 Brame School Products (919) 683-1331, (800) 533-2041 Taylor Printing & Office Supply (910) 599-2146, (800) 782-2953
Note pads, removable, self sticking, yellow. Assorted sizes.	100% recovered fiber, 10% post-consumer	Corporate Express (305) 999-6600, (800) 543-4700 Brame School Products
Pencils	100% recycled newspaper	Brame School Products
Plastic desk trays	20% - 100% recovered material, 30% post-consumer	Taylor Printing & Office Supply
Drawer organizer	25% recovered material	Taylor Printing & Office Supply

Binders, Fillers, Forms, Expanding Files, Paper Punches, Etc.

Contract No. 615B

Contact: Alice Cheatham, (919) 733-7624, alice_cheatham@mail.doa.state.nc.us



Product/Service Description	Type/Level	Vendor Information
Standard 3-ring binders, blue or black, various sizes.	56% recycled material, 35% post-consumer	Brame School Products (919) 683-1331, (800) 533-2041
Presentation 3-ring binders; blue, black, white; clear overlay on covers and spine, various sizes.	52% recycled material, 35% post-consumer	Brame School Products

Calendars (Desk), Diary Items, Appointment Books, Etc.

Contract No. 615C

Contact: Alice Cheatham, (919) 733-7624, alice_cheatham@mail.doa.state.nc.us



Product/Service Description	Type/Level	Vendor Information
Hanging wall calendars; monthly desk pad calendars; medium refill pad, loose-leaf style.	minimum 50% waste paper; 10% post-consumer	Brame School Products (919) 683-1331, (800) 533-2041 Corporate Express (305) 999-6600, (800) 543-4700

File Folders and Storage Supplies, Office

Contract No. 615D

Contact: Alice Cheatham, (919) 733-7624, alice_cheatham@mail.doa.state.nc.us



Product/Service Description	Type/Level	Vendor Information
Bankers' storage boxes and transfer storage files, corrugated	35%-71% recovered fiber; 20%-100% post-consumer	Brame School Products (919) 683-1331, (800) 533-2041 Forms & Supply, Inc. (704) 598-8971, (800) 532-0335
Card and file guides, various dimensions and tab labels	minimum 10% recovered fiber, 10% post-consumer	Brame G & L Marketing (757) 857-5517, (800) 528-8464
Hanging file folders, various tab cuts	10%-100% recovered fiber, 10%-20% post-consumer	Brame G&L Marketing Lions Club Industries, Inc. ☆ (919) 596-8277, (800) 526-1562 Professional Systems USA, Inc. (910) 570-3813, (800) 962-9163
File folders, manila, various dimensions and tab cuts.	10%-100% recovered fiber, 10%-20% post-consumer	Brame G&L Marketing

☆ indicates a disabled-owned business.

Pens, Markers, Highlighters

Contract No. 620A

Contact: Alice Cheatham, (919) 733-7624, alice_cheatham@mail.doa.state.nc.us**Product/Service Description****Type/Level****Vendor Information**

Ball point pens, black ink, retractable, medium and fine point.

cap – 100% post-consumer recovered material; barrel – 50% post-consumer recovered material

Industries of the Blind☆
(910) 274-1591

☆indicates a disabled-owned business.

Liners, Plastic, Can

Contract No. 640A

Contact: Don Sykes, (919) 733-7624, don_sykes@mail.doa.state.nc.us**Product/Service Description****Type/Level****Vendor Information**

Polyethylene can liners; low and high density; various dimensions; brown, clear, and opaque.

low density – 70% recovered material, 35% post-consumer; high density – 20% recovered material

Calico Industries
(800) 638-0828
Central Poly Corp.
(800) 480-2247**Paper Napkins, Towels, and Bathroom Tissue**

Contract No. 640B

Contact: Don Sykes, (919) 733-7624, don_sykes@mail.doa.state.nc.us**Product/Service Description****Type/Level****Vendor Information**

All napkins, folded paper towels, and roll bathroom tissue.

100% recovered fiber, 0%-95% post-consumer

Brame Specialty Company
Durham (919) 682-5421,
(800) 672-0011
Rocky Mount (919) 442-3154
Wilmington (910) 343-0111
Charlotte (704) 372-2777
Morrisette Paper Company
(919) 834-4455, (800) 621-9361
Unisource (800) 555-2282

Paper (Office Use), and Envelopes

Contract No. 645A

Contact: Don Sykes, (919) 733-7624, don_sykes@mail.doa.state.nc.us

R

Product/Service Description	Type/Level	Vendor Information
Dual purpose paper, white and colors	minimum 20% post-consumer recovered fiber	Mac Paper, Inc. (919) 467-6078 Unisource (800) 658-7007 Henley Paper Co. (910) 668-0081, (800) 822-1786
Offset paper, white and colors, various weights	minimum 20% post-consumer recovered fiber	Henley Paper Co. Unisource
White wove, plain envelopes, (with or without clear biodegradable window); brown kraft envelopes	minimum 10%-20% post-consumer recovered fiber	Unisource
Watermarked and rag bond	25% recovered fiber	Mac Paper, Inc.
Carbonless sets	minimum 20% post-consumer recovered fiber	Unisource

Cards, Business

Contract No. 700A

Contact: Don Sykes, (919) 733-7624, don_sykes@mail.doa.state.nc.us

R

Product/Service Description	Type/Level	Vendor Information
All flat printed and thermographed cards, variety ink colors.	Crosspointe Torchslow - 50% recovered fiber, 20% post-consumer Wausau - 50% recovered fiber, 25% post-consumer	Business Card Express (919) 467-9217 Eagle Press, Inc. (919) 451-1825, www.eaglepressinc.com

Paper, Drawing and Construction, Newsprint, Etc.

Contract No. 785B

Contact: Don Sykes, (919) 733-7624, don_sykes@mail.doa.state.nc.us

R

Product/Service Description	Type/Level	Vendor Information
Bristol, railroad, tag, mount, and chipboard in white or colors; books, tablets and easel pads; finger paint and general purpose art paper; newsprint, ruled and unruled; chart tablets, sentence strips and flash cards.	minimum 20% waste paper, 10% post-consumer	Brame School Products (919) 683-1331, (800) 533-2041 Bender-Burkot ☆ (919) 224-4631, (800) 682-2638

☆indicates a woman-owned business.

Sample Tracking Form for Purchases of Recycled and EP Products

Tracking purchases of recycled products on a continuing basis makes data collection and annual reporting easier. Use this sample form to monitor the progress of your office's buy-recycled efforts and keep track of vendors and their products. Please adapt, copy, and distribute the form as needed. Electronic/disk copies are available upon request from DPPEA.

DATE	PRODUCT NAME/DESCRIPTION (MANUFACTURER)	VENDOR NAME	COMMODITY NUMBER	QUANTITY/ TOTAL COST	COMMENTS (R or EP)
<i>Ex. 1/20/97</i>	<i>Cardboard storage File, Letter Size (Gussco)</i>	<i>Brame School Products</i>	<i>618-40-80</i>	<i>1 @ \$6.48</i>	<i>63% recycled, 100% post-consumer</i>

Form continued on reverse page.

DATE	PRODUCT NAME/DESCRIPTION (MANUFACTURER)	VENDOR NAME	COMMODITY NUMBER	QUANTITY/ TOTAL COST	COMMENTS (R or EP)
<i>Ex. 1/20/97</i>	<i>Cardboard storage File, Letter Size (Gussco)</i>	<i>Brame School Products</i>	<i>618-40-80</i>	<i>1 @ \$6.48</i>	<i>63% recycled, 100% post-consumer</i>

Evaluation/Suggestion Form

Opportunities for buying recycled products both on and off state term contracts will continue to expand. Access to information about new products and changing policies needs to keep pace with these expanding opportunities. You can help improve the guide by sharing your opinions and suggestions. This form was designed as a self mailer to reduce waste. Upon completing, clip along the dotted line, fold with mailing address facing out and affix postage. Or fax to:

**State Agency Recycling Coordinator
Division of Pollution Prevention and Environmental Assistance**

Fax: (919) 715-6794

-
1. Is the information in the guide clearly presented? **very somewhat not at all**
2. On the lines provided below, write the letter that best describes the usefulness of the information in each section:
V – very S – somewhat N – not at all
- | | |
|--------------------------------------------|-------------------------------------------|
| _____ Why Buy Recycled? | _____ Available Resources |
| _____ Legal Requirements of State Agencies | _____ Listing of Recycled and EP Products |
| _____ Glossary of Terms | _____ Sample Tracking Form |
3. What information that was not included in the guide would be useful to you?
4. What else would you change about the guide?
5. Do you need assistance setting up a buy recycled program? Yes No
6. Which other recycled and EP products not mentioned in the guide should P&C consider adding to state term contracts?
- | <u>Product Name or Description</u> | <u>Vendor Name and Phone Number</u> |
|------------------------------------|-------------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



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