

GreenerOffice™ Rating

A simple way to shop greener

Learn how to make greener choices in some of the most commonly shopped categories by following the chart below.

Product Category	Typical environmental impacts	Potential benefits of going greener	Light Green a product with at least one green attribute	Mid Green a product with a high level of one green attribute or multiple green attributes	Dark Green a product with the highest level of one green attribute or multiple green attributes
 Ink/Toner Cartridges	- Oil resources used for plastic shell - Energy used to create new cartridges - Waste created if not recovered	Save money and oil resources needed to create new cartridges.	 Small % of recycled content	 High % of recycled content OR  Remanufactured	 Remanufactured AND  EcoLogo Certified
 Office Technology	- Energy needed during use - Quantity and toxicity of materials to create - Recyclability after use	Save money & energy while lowering your carbon footprint during use; reduce the need for mining and use of toxic materials in components.	 Refurbished OR  ENERGY STAR qualified	 EPEAT Bronze OR  EPEAT Silver	 EPEAT Gold
 Writing Instruments	- Plastic and energy needed for shells - Waste created if not refilled/recycled	Save money and resources needed for writing instrument shells.	 Refillable OR  Small % of recycled content	 Refillable AND  Medium % of recycled content	 Refillable AND  High % of recycled content
 Lighting	Energy required during use	Save money and energy while lowering your carbon footprint during use.	 Small improvement in energy use (e.g. halogen bulbs)	 Medium improvement in energy efficiency (e.g. CFL/T5 bulbs)	 Large improvement in energy efficiency (e.g. LED bulbs)
 Paper Products	- Forest fiber needed for virgin paper - Energy/water used for pulp and paper production - Waste created if not recovered	Save forest resources and reduce waste by using recycled materials.	 FSC certified virgin fiber OR  Small % of recycled content	 High % of recycled content	 High % of recycled content