



PAPER PRODUCT OFFICE SUPPLIES

1.0 SCOPE

DGS Purchasing Standards provide the minimum criteria purchases must meet to be considered Environmentally Preferable (EPP), aka “green”, by the State of California. They establish a mechanism for incorporating performance and environmental requirements that meet the state’s environmentally preferable goals, into procurements and policy.

Per Public Contract Code §12400, the purchasing standard herein establishes minimum EPP requirements for paper product office supplies.

2.0 LAWS, REGULATIONS, AND POLICY

Departments must adhere to all applicable laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, California Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2 and 3, as applicable.

This list is for informational purposes only and is not all-inclusive. It is the state department’s responsibility to ensure the purchase adheres to all applicable laws, regulations, policies, best practices, and purchasing authority requirements.

- [EO B-18-12 - Governor's Green Building Initiative](#)

3.0 ENVIRONMENTALLY PREFERABLE PURCHASING REQUIREMENTS

Products must meet the requirements established herein to be considered EPP.

Paper product office supplies must be certified by a minimum of one Third-Party Environmental Certification and/or meet the minimum Postconsumer Recycled Content (PCRC).

EPP approved Third-Party Environmental Certifications and PCRC by commodity type are as follows:

Paper Product Office Supplies				
Commodity	UNSPSC	Certification		PCRC ⁽¹⁾
		Certification	Category	
Printing & Copy Paper ⁽²⁾	14111507	Forest Stewardship Council	Chain of Custody	30%
		Sustainable Forestry Initiative	Chain of Custody	
		Green Seal	GS-07	
Writing Paper	14111511	Forest Stewardship Council	Chain of Custody	
		Sustainable Forestry Initiative	Chain of Custody	
		Green Seal	GS-07	

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Paper Binders	44122003	Forest Stewardship Council	Chain of Custody	30%
		Sustainable Forestry Initiative	Chain of Custody	
Packing Paper	14121504			
Folders	44122011			
Letter folders	44102106			
Expandable Filing Folders	44122027			
Hanging folders or accessories	44122017			
Folders, binders and indexes	44122000			
Hanging Folders	44122017			
Dividers	44122010			
File Pockets	44122019			
Standard Envelopes ^[2]	44121506			
Packaging Carton	24121511			
Mailers	44121503			
Easel Pads	14111514			
Sticky Note	14111530			
Storage Boxes	44111515			50%
Desk Pad Calendar	44121621			

^[1] Paper Products must contain a minimum of 30% PCRC to be considered State Agency Buy Recycled Campaign (SABRC) compliant.

^[2] These commodities have statewide contracts established. See the statewide contract index for contract information.

4.0 RESOURCES

Find products that meet the standard's minimum requirements:

- [Find GreenSeal™ products](#)
- [Find Forest Stewardship Council Certified products](#)
- [Find Sustainable Forestry Initiative products](#)

See the [Buying Green website](#) for additional information on paper products office supplies.

See the [State Agency Buy Recycled Campaign](#) for additional information on recycled content.

Learn more about UNSPSC codes by visiting [United Nations Standard Products and Services Code®](#).