

Santa Clara County Green Business Award

In our ongoing effort to reduce waste and increase recycling, keep the following in mind when purchasing and using products:

- Always consider purchasing used products or products with recycled content: paper, envelopes, cards and/or promotional collateral, folders and other paper products, pencils, rulers and other desk accessories, etc.
- Purchase reusable items; mugs instead of disposable cups, cloth towels and rags, rechargeable batteries, reusable flatware and dishes, refillable pens, erasable calendars, reusable coffee filters, etc.
- Buy products bulk, concentrated, durable, and/or repairable, making sure that you need all you are ordering.
- Replace several similar products with one or two that can do the same jobs.
- Maintain proper storage conditions to reduce material degradation (temperature and humidity, etc.).
- Arrange storage area/access to reduce potential for damaging stock.
- Make two-sided printing and copying standard practice (set copier to default to duplex printing).
- Use the backsides of printed sheets and outdated material for notes and drafts (full sized or cut smaller), use in the fax and/or designate a “draft drawer” on the printer.

Prohibited Supplies California EPA Art Hazards List

Section 320666 of the California Education Code requires the Office of Environmental Health Hazard Assessment (OEHHA) to develop a [list of those art and craft materials “which cannot be purchased or ordered” for use in kindergarten and grades one through six.](#)