



UCL



Sustainable Stationery Guide

Before buying - Ask yourself

Do you need to buy?

Do you really need to buy stationery items? Have a quick look around the office and ask colleagues as it may be that another individual has the items you need.

Have you checked WARPiT?

WARPiT is UCL's reuse portal. Any UCL staff member can put items online and claim items for free. Often unwanted stationery is offered. Therefore before buying any stationery we ask that you look on WARPiT to see if any items you want can be sourced from WARPiT. Information on WARPiT and how to sign up can be found [here](#).

What value is your order?

Each purchase order costs UCL £30 to process no matter the value. Furthermore, each order must be delivered to UCL, increasing the traffic on campus. If you are doing an order under the value of £20 please see if you can combine an order at a later date or with another individual.

Using the guide

The guide is intended to be used as a reference for purchasing items, as an easy way to know what to look out for when buying products.

This guide identifies best practise for buying different stationery items. There are 2 tables below:
ANY BUYER SHOULD USE TABLE 1 AT A MINIMUM.

1. A Quick Reference Table

This has standard products and the key specification your purchase MUST comply with according to UCL. It presents the label that certifies the specification and importantly, the search term; when searching products on the eMarketplace include the search term/s in the search to find complying products in that category.

2. A Full Reference Table.

This lists the same standard products, however has additional specifications you may want to consider.

















TABLE 1















Product	Spec	Label	Search Term
Copy paper	100% recycled paper	FSC3	FSC3
Print paper	75-100% recycled paper	FSC2	FSC2
Envelopes	100% recycled paper	FSC3	FSC3
Notebooks and Notepads and Diaries	Recycled paper and card	FSC2	FSC2
Pencils	Recycled	FSC2 or FSC3	FSC2 or FSC3
Pens	made from recycled content	Bottle to Pen	B2P
Box files and storage boxes	Recycled paper and card	FSC2 or FSC3	FSC2 or FSC3
Document wallets	Recycled Card	FSC2 or FSC3	FSC2 or FSC3
Post it Notes	Recycled paper	FSC2 or FSC3	FSC2 or FSC3
Lever-arch files	Recycled Card	FSC2 or FSC3	FSC2 or FSC3
Cleaning Products	Ecological	EU Ecolabel	Eco or Ecological
Correction fluid	Container made with recycled content	n/a	Recycled
Correction tape	Container made with recycled content	n/a	Recycled
Eraser	Polyvinyl chloride (PVC) free	PVC Free	PVC free
Highlighter	Water based ink	n/a	Water based
Calculators	Solar powered	n/a	Solar
Batteries	NimH batteries	n/a	NimH

TABLE 2













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Copy Paper		
100% recycled	Mobius Loop Recycled 100% content label	 100% Recycled Fiber
	Blue Angel	
	FSC 3 label	
	NAPM Approved Recycled	
Processed without chlorine	Processed Chlorine Free (PCF)	
Completely free of chlorine	Totally Chlorine Free (TCF)	
Print paper		
75-100% recycled	FSC2 –MIX 75% or above	
	Mobius Loop Recycled 100% content	 100% Recycled Fiber
	FSC 3 label	
	Blue Angel	
	NAPM Approved Recycled	
Processed without chlorine	Processed Chlorine Free (PCF)	
Completely free of chlorine	Totally Chlorine Free (TCF)	
Envelopes		
100% recycled	Mobius Loop Recycled 100% content label	 100% Recycled Fiber
	Blue Angel	
	FSC 3 label	

	NAPM Approved Recycled	
Processed without chlorine	Processed Chlorine Free (PCF)	
Completely free of chlorine	Totally Chlorine Free (TCF)	
Notebooks and Notepads and Diaries		
Recycled paper/card	Mobius Loop Recycled content label	 XX% total recycled fiber
	FSC 2 Mix Label	
	NAPM Approved Recycled	
	FSC 3 label	
	Blue Angel	
	Green Seal	
FSC sourced paper/card	FSC 1 label	
Processed without chlorine	Processed Chlorine Free (PCF)	
Completely free of chlorine	Totally Chlorine Free (TCF)	
Pencils		
refillable mechanical pencils		
recycled paper, cardboard or plastic preferred	FSC 2 mix	
	FSC 3	
FSC certified wood after these		
Pens		
Refillable rather than single-use.		

Pens made from recycled content preferred	B2P stands for bottle to pen	
Box files and storage boxes		
Recycled card	Mobius Loop Recycled content label	
	FSC 2 Label	
	NAPM Approved Recycled	
	FSC 3 label	
	Blue Angel	
FSC sourced card	FSC 1 label	
Document wallets		
Recycled card	Mobius Loop Recycled content label	
	FSC 2 Label	
	NAPM Approved Recycled	
	FSC 3 label	
	Blue Angel	
FSC sourced card	FSC 1 label	
Polypropylene (PP)	PP logo on plastic (not always present)	
Post it notes		
Recycled paper	Mobius Loop Recycled content label	

	FSC 2 Label	
	NAPM Approved Recycled	
	FSC 3 label	
	Blue Angel	
FSC sourced paper	FSC 1 label	
Lever-arch files		
Recycled card	Mobius Loop Recycled content label	
	FSC 3 label	
	FSC 2 Label	
	Blue Angel	
	NAPM Approved Recycled	
FSC sourced card	FSC 1 label	
Cleaning Products		
Sustainable cleaning product	EU Ecolabel	

	Green Seal	
	Nordic Swan	
	Blue Angel	
	Cradle to Cradle	
Correction fluid		
Container made with recycled content		
Correction tape		
Container made with recycled content		
Erasers		
Made from recycled content		
Polyvinyl chloride (PVC) free	PVC free sign on packaging	
Highlighter		
Water-based ink		
Made from recycled content		
Calculators		
Buy solar powered		
Scissors		
Made from recycled content		
Batteries		
Re-chargeable		
Low self-discharge NimH batteries are best		
Mercury, Cadmium, Lead, Zinc carbon and zinc chloride free		