ILLINOIS GREEN OFFICE CHALLENGE

ILLINOIS GREEN BUSINESS ASSOCIATION

Green Purchasing Assessment Form

This assessment is designed to help you assess the environmental attributes of the products regularly used in your business. Mark an **"X" or "✓"** in the applicable boxes. At the end of the table, write down any purchasing practices that you feel can be improved for future purchases.

Product	Do you Use These Products?			Environmental Attributes of Products					
	Yes	No	N/A	% Recycled Content	Reusable	Recyclable	Low Voc-Non Toxic	Organic	Locally Made
Office Products: Paper									
Office paper – minimum 30% post-consumer recycled content									
Letterhead									
Business Cards									
Post-it notes									
Printing Paper									
Annual Reports									
Business Plans									
Other Reports									
Envelopes									
Facsimiles									
Brochures									
Cards									

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Product	Do you Use These Products?			Environmental Attributes of Products					
	Yes	No	N/A	% Recycled Content	Reusable	Recyclable	Low Voc-Non Toxic	Organic	Locally Made
Christmas Cards									
File Folders									
Colored Office Paper									
Invoices									
Labels									
Other Correspondence									
Other Printed Material									
Paper towels									
Toilet paper									
Facial tissue									
Boxes and bags for shipping or retail use									
Toilet seat covers									
Office Products- Printing and toner cartridges									
Remanufactured toner cartridges									
Ink-jet Printers									
Laser Printers									
Photocopiers									

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	Yes	No	N/A	% Recycled Content	Reusable	Recyclable	Low Voc-Non Toxic	Organic	Locally Made
Office Products- Computer and Printing Equipment									
Personal Computers									
Photocopiers									
Servers									
Printers									
Facsimiles									
Scanners									
Internet Router									
Office Products- Other									
Kitchen utensils									
Trash bags made of 30% recycled content or better									
Carpet, carpet cushion, rugs or floor mats									
Renewable flooring materials such as bamboo, wool carpet, linoleum, etc.									
Construction materials when building or remodeling: paint, insulation, concrete,									

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	Yes	No	N/A	% Recycled Content	Reusable	Recyclable	Low Voc-Non Toxic	Organic	Locally Made
lumber/wood, flooring, tile, etc.									
Recycling bins									
Landscaping-Compost and Mulch									
Compost									
Fertilizer									
Pesticides									
Herbicides									
Mulch/Woodchips									
Potting Soil									
Outdoor Furniture									
Outdoor Tables									
Outdoor Chairs									
Park Benches									
Bridges									
Outdoor Waste Receptacles									
Outdoor Ashtrays									
Outdoor Signs									
Other:									

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	Yes	No	N/A	% Recycled Content	Reusable	Recyclable	Low Voc-Non Toxic	Organic	Locally Made
Restaurant/Café Specific Products									
Paper Products									
Take out containers									
Paper table covers									
Pizza boxes									
Cup sleeves									
Guest checks									
Placemats									
Coasters									
Tablecloths									
Menus									

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Strategies for Improvement