



Re-used Office Supplies & Furniture

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For government purchasers

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Benefits of Reuse

- ☑ Saves money
- ☑ Reduces procurement costs
- ☑ Reduces waste
- ☑ Reduces public exposure to toxics in the environment
- ☑ Reduces greenhouse gas emissions

Institutions start getting full value from purchases by cultivating the habit of reuse.

Significant savings and reduced climate impact will result. Upstream, building on a study by the U.S. Environmental Protection Agency, reports that 44 percent of all U.S. greenhouse gas emissions come from the consumption of products and packaging. See [Products, Packaging and US Greenhouse Gas Emissions](#).

Ecology Reuse Center

Chuck Wilkowski and Dennis Lorton run a very active reuse center in the Shipping and Receiving area at the Department of Ecology. The center serves as a two-way pipeline of office supplies, furniture, and other items at Ecology headquarters (which houses over 1,000 people). Chuck and Dennis also assist five regional offices and three field offices around the state.



The cavernous room is a model of organizational efficiency. Walk in and find neatly organized shelves of paper clips, binder clips, staplers, tape dispensers, three-ring binders, hanging file folders, writing tablets, markers, and much more. “Chuck’s Warehouse” is open to all staff, from 8 AM-5 PM, for pick up.



Customers like Ecology purchasing coordinator (PC) Millie White “go shopping” at the Reuse Center. Millie works with staff to find a reused item that will meet the need before purchasing a new item.

Purchasing coordinators often restock Ecology supply rooms with gently used items (and sometimes new) from the Reuse Center.

How to Buy

Contact the Department of Enterprise Services Surplus Program.

[Surplus for qualified organizations](#)

Success Story: Spills Program Saves Money

The Ecology Spills Program had a new rule which led to a lot of correspondence, tracking and plan submittals from regulated facilities. Sarah Aschenbrenner, Spills Administrative Assistant, needed a way to keep everything organized, both electronic and hard copy.

Sarah says, “I took a trip down to our agency warehouse to get ideas. I was lucky enough to find five unopened boxes of classification folders to set up this new filing system. These folders average about \$90 for a box of fifteen. I was thrilled to save the program about \$450.”

To view an electronic copy of this document and others, go to <http://ecy.wa.gov/programs/swfa/epp/>.

Environmentally Preferable Purchasing

The Department of Ecology offers tools and resources to make environmentally preferable purchasing easier.

Find out about environmentally preferable products, standards and certifications, laws and directives, and more at.

<http://ecy.wa.gov/programs/swfa/epp/>

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Performance and Benefits

Re-use has many benefits:

- Eliminates the cost of and shipping fees for new products.
- Reduces staff time to process purchase orders.
- Reduces waste that is sent to landfills and cost of trash haulage.
- Reduces the costs and waste of new product packaging.
- Reduces toxics and greenhouse gases associated with the lifecycle of new products.

Surplus and reuse programs make sure that items put back in distribution perform as well as new. Plus, staff often appreciate it when their work contributes towards sustainability.

End of Life

The best office products can be re-used many times and can be recycled when they don't meet functional expectations.



Keep products like these well-aged folders in circulation. They can last for many years and have multiple owners.

Resources

Association of Washington Cities [Surplus Equipment Program](#)

University of Washington Surplus Program [State Agencies](#)

Surplus Programs in Washington

Several excellent surplus programs exist in Washington State. The Department of Enterprise Services (DES) program, [Surplus for qualified organizations](#), receives and redistributes surplus items from state agencies. State and public agencies in the state of Washington are priority customers and get first choice on available items.

Agencies can get reimbursed for no longer needed property. The DES program also makes it possible to transfer surplus from one agency to another with no charge.

The Association of Washington Cities runs a [Surplus Equipment Program](#). The program offers cities an opportunity to purchase surplus equipment or sell their surplus to other government agencies before it is sold in a public auction.

Laws and Directives

Executive Order 02-03 Sustainable Practices by State Agencies	Requires sustainable practices by state agencies. This includes practices that do not sacrifice the needs of future generations and reduce threats to resources such as clean water.
Executive Order 04-01 Persistent Toxic Chemicals	Directs state agencies to adopt measures to reduce the use of equipment, supplies, and other products that contain persistent, toxic chemicals.

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