



## IV A sustainable kit of office supplies

The large quantity of office supplies means that there is a need to select them bearing environmental criteria in mind so as to reduce the consumption of material, energy and the generation of waste, as well as prevent any possible health-related problems.

Some environmentally friendly products of everyday use ↓







→A sustainable kit of office supplies

## GOOD PRACTICES ↓

### Procure more sustainable office supplies

#### → Highlighters are not to be thrown away!

Phosphorescent highlighter pens we use in the office have not finished their service life once the ink has run out since they can be refilled. Phosphorescent ink refills are materials that have been standardised by the central procurement service. Just ask for them!

#### → Christmas gift of the district of Sants-Montjuïc

In 2004, the district sent out its best wishes for the Christmas festivities by awarding a small gift for 2005. This gift consisted of: a notebook of 100% recycled paper and a pen made of recycled paper and wood.

This initiative not only takes into account environmental criteria but also, in the long run will be more economical: if everyone looks after their own basic set of equipment and if good quality, long-life products are chosen, we will be ensuring that they do not disappear and therefore we will reduce orders for spares and refills.



#### → Permanent exhibition at the Sustainable Barcelona Resource Centre - Centre de Recursos Barcelona Sostenible

At the permanent exhibition at the CRBS, you will find, among a great many others, a sample of office supplies chosen bearing environmental criteria in mind.

Carrer Nil Fabra, 20, baixos (08012) Barcelona. Tel. 93 237 47 43

Timetable: Monday to Friday from 9.30 to 14 h and from 16.30 a 20 h. Saturdays from 11 to 13.30 h.

→[www.bcn.es/agenda21/crbs/index.htm](http://www.bcn.es/agenda21/crbs/index.htm)

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NOTE!



### Ciutat Vella: The procurement of recycled, remanufactured toner

All toner used at the main offices of the Ciutat Vella district is 100% recycled. Apart from the environmental benefits, this has also led to a 45% saving of economic resources.





Text markers with individual refills. Polypropylene marker, water-based ink

Wooden lacquer-free pencil

Folders made of polypropylene instead of PVC

Recycled folders with a cellulose window <sup>1</sup>

Fine-tipped marker with refills. Water-based ink

Hanging files and inner files made of recycled card <sup>1</sup>

Separators for filing cabinets made of recycled card <sup>1</sup>

Clipboards made of recycled cardboard <sup>1</sup>

Adhesive tape made by the same manufacturer, a polypropylene model instead of PVC. Or adhesive tape made of cellulose acetate

Note block made of recycled paper

Eraser made of natural rubber. PVC-free

Water-based liquid corrector, PVC-free container. Available in white and light grey (for recycled paper)

Adhesive stickers made by the same manufacturer, a model made of 90% recycled paper

Water-based glue stick. PVC-free holder

<sup>1</sup> Blue Angel-certified product