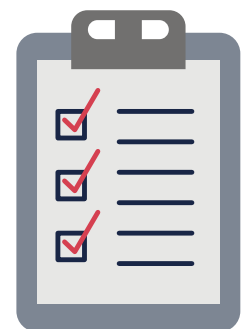


# PURCHASE SUSTAINABLY



## How UCI staff can purchase sustainably while working...

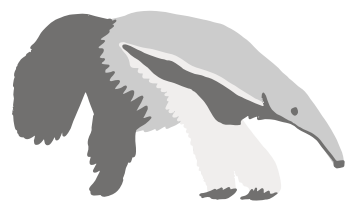
### ON CAMPUS



**Maintain an inventory of office supplies and equipment** to avoid duplicate or unnecessary purchases.



**Consolidate orders and order only what you need.** If you need a small amount, consider asking for a sample instead.



**Before purchasing new items, check with surplus sales inventory at UCI's Peter's Exchange.**

### REMOTELY FROM HOME



**Source your products locally to reduce the carbon footprint of the item.** Contact UCI Procurement for assistance.

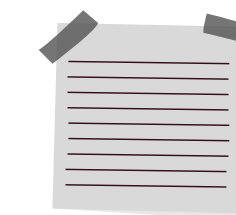


**When possible, consider buying secondhand items.** Visit your local thrift shop or find items on eBay.

### Did You Know?

You can easily locate energy and cost-saving items through Ecomedes, an online tool listing products that meet UC's sustainable procurement criteria.

### ON CAMPUS OR REMOTELY



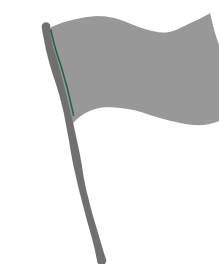
**Per campus standards, purchase 100% recyclable paper.** Learn more here.



**Only ship overnight or rush when absolutely necessary.** Learn more by watching the Climate Lab video "The environmental cost of free two-day shipping."



**Check for eco-labels such as Energy Star when making purchases.** UCI has established a campus-based policy to require that when an "Energy Star" choice exists the required purchase will be the Energy Star product.



**Identify products that meet UC standards in hosted/punch-out environments such as UCI Buy.** You can also do this by looking for products with a green flag icon.