

## General Stores Green Initiatives

### Green Products

General Stores stocks the following Multi-Use Copier Paper that can be ordered by the carton (10 reams/ carton) or skid (40 cartons):

#### UP Campus Only

- Boise - Aspen 30% Recycled Paper - carton (Product# PSUGOGREENCT) or skid (Product# PSUGOGREENSK).
- Boise - Aspen 100% Recycled Paper - carton (Product# PSU100CT) or skid (Product# PSU100SK).

#### Commonwealth Campuses only

- Boise - Aspen 30% Recycled Paper - carton (Product# PSUGOGREENCC).
- Boise - Aspen 100% Recycled Paper - carton (Product# PSU100CC).

In addition to the above, General Stores provides a wide array of other environmentally friendly products that can be found in the GS catalog as well as on-line. The easiest way to locate an environmentally friendly product is through the on-line advance search as follows:

#### Advanced Search:

1. Go to eBuy
2. Click on General Stores
3. Click on "Advanced Search" located right under the standard search field
4. You can do one of the following to search for a products: search by Keyword or Product Code; search by Category - use drop down in category field and select a product category; or search by brand.
5. Check the "Recycled Goods" box.
6. Click "Search".

### Recycle Empty Toner Cartridges (UP Only):

General Stores Delivery Drivers can pick-up your empty toner cartridge(s) at your desk on their next scheduled delivery to your office. When the delivery driver is at your location, please inform them that you have empty toner cartridges for them to pick-up. If you don't place an order through General Stores but have empty toners cartridges that need to be picked up, you will need to notify General Stores by completing an on-line return form at [www.generalstores.psu.edu](http://www.generalstores.psu.edu).

#### Toner Cartridge Return Form:

1. Go-to: [www.generalstores.psu.edu](http://www.generalstores.psu.edu)

2. Click on: Returns
3. Return Type: select Toner Cartridges
4. Order/ PO Number: enter - N/A
5. Room & Building field: enter your room and building
6. Contact Name: enter your name
7. Phone number: enter your number
8. Fax Number: enter your number
9. Email Address: enter email
10. Return Items: enter "empty toners" next to the "Stock Number" and the "qty" next to "Quantity".
11. Click Submit

### **Green Monday Program:**

As part of the University's commitment to institute environmentally responsible business practices, General Stores implemented Green Monday, a 4-day a week delivery of office products that went into effect October 11, 2010. Customers can still place orders anytime on-line through eBuy. However, office supplies will not be delivered on Monday's, historically the lightest delivery day of the week. We hope this will lead to consolidation of orders (increased order size) to reduce the use of boxes and packaging material. In addition, this change will help us improve efficiency and ultimately save the University money. Janitorial and cylinder gases will continue to be delivered on a daily basis Monday thru Friday.

We thank you and appreciate your continued support of General Stores. Please contact us at 863-0317 if you have any questions.