



## Going Green Makes Sen\$e

### How To Start A ReSupply Center For Reusing Office Supplies



Do your employees have drawerfuls of unused pens, paper clips, three-ring binders and other supplies? Do you spend lots of money ordering these items again and again? Put those gently used supplies in a place where people who need them can get them. Many items can be reused, saving thousands of dollars as well as natural resources. Here are some tips to get started with forming your own re-supply “store”.

- Organize a team. They will be responsible for collecting and organizing the used office supplies and making them available in a central location.
- Location, location, location! Before collecting supplies, work with facility services to find a convenient place for your store -- an empty cubicle, a large cabinet, shelves, etc.
- Do an audit. Find out what office supplies are ordered most often. Ask employees what they would like to get rid of (e.g. too many three ring binder, an excess of binder clips, file folders, etc.)
- Set some rules. Decide what you would like to offer in your store and then draw up guidelines for donations and “shopping”. For example: the acceptable condition of donated items, if some items can be taken for personal use, etc.
- Give your store a “brand” name. Our logo identifies our store and is used on our web page and promotional materials.
- Identify a convenient place for staff to regularly drop-off their unwanted supplies (a break room, floor mail room, etc.) and use signage as both a reminder and a way to keep things organized.
- Track. Ask shoppers to log what they take.
- Communicate. Publicize your new store with a kick-off event, ribbon cutting, e-mail announcement, etc. Update info about the store on your internal website regularly.
- Before you order, make sure purchasing staff check the store before they place an order. You may never need to buy paper clips again!
- Keep it clean! If your store is overflowing with some products, consider donation to a non-profit or local school.
- Measure your results. Between April 2009 and December 2010, the DEEP ReSupply Center calculated a savings of **\$12,179.78** and the equivalent of **5 metric tons of CO<sub>2</sub>** in greenhouse gas emissions.



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