



Environmental
Sustainability Program

SUSTAINABLE OFFICE SUPPLIES PURCHASING GUIDE

2024 VERSION



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INTRODUCTION

Welcome to Island Health's Sustainable Office Supplies Purchasing Guide! This guide was developed in collaboration between Corporate Services, the Environmental Sustainability Team, and Staples Professional. At Island Health we are working to advance environmental stewardship across the organization. Purchasing is just one of many areas where we can make a difference.

This guide has been created to provide Island Health staff with recommendations on office supply products that consider economic, environmental, and social impacts. Comprehensive product evaluations can take time, especially with the volume of product offerings available to Island Health through Staples Eway. This is why a ready-to-use guide has been created, designed to empower you to confidently make informed, and sustainable choices when buying office supplies.

By adopting procurement and purchasing practices that incorporate sustainability considerations, Island Health is able to encourage responsible consumption, contribute to organizational and global sustainability goals, and help drive positive change!

- The Island Health Corporate Services and Environmental Sustainability Teams

What is sustainable purchasing?

Sustainable purchasing is the process of integrating economic, environmental, and social aspects into a purchasing choice. The evaluation and selection of sustainable goods and services goes beyond the upfront financial costs and product functionality. It accounts for product lifecycle (production, acquisition, use, and disposal), impacts on communities, and also considers circular economy practices such as keeping materials and products in use for as long as possible by sharing, leasing, reusing, repairing, refurbishing, and recycling existing resources.

What are the benefits?

Sustainable purchasing offers a variety of advantages to our organization, some of the key benefits include:



Reduced environmental footprint – By making purchasing decisions that consider the impact on the environment, those decisions can help lessen harm to our planet. This can include reduced product and packaging waste, emissions, and more efficient use of resources.



Alignment with strategic framework – Island Health is committed to the health and wellness of our populations, communities, and planet as expressed in our five-year strategic framework:

- **Strategic Pillar 3 - Increase Value & Ensure Sustainability**
We promise to pursue operational excellence and innovation across the entire organization to increase value in our services while caring for the environment.
- **Strategic Pillar 4 - Improve Population Health & Wellness, Reduce Health Inequities**
We promise to be a system leader in partnership that lifts up the health and wellness of populations and communities so they can pursue their full potential, and the future is seen with opportunity and hope.



Using our purchasing power for good – *Every purchasing decision made has an impact.* By utilizing Island Health’s collective purchasing power, we demonstrate our values and establish our preferences with suppliers and service providers.

PRODUCTS

With an abundance of office supplies to choose from, the intention of this guide is to provide those placing orders with a curated list of recommended products that have been identified through the comprehensive evaluation process.

How were products selected for this guide?

The team’s evaluation revealed that the ideal product did not always exist and therefore trade-offs were made based on the products available. During the selection process, the following factors were considered:

- Economic**
- Environmental**
- Social**
- The most purchased items in various product categories**
- Product reviews**

A balanced approach was used to make informed decisions to optimize our suggested product list based on what is available to Island Health.

How to use this guide

Referring to the numbers included on the image to the right:

1. The green check mark indicates an environmentally preferred choice.
2. Product name.
3. Environmental and/or social features will be highlighted here in green text.
4. Item number used to locate the product on Staples Eway.
5. Indicates the available order formats – you are encouraged to consider the bulk option as a way to reduce frequency of orders and excess packaging.

1

2 Round Stic Ballpoint Pens

3 • **Reduced packaging through bulk buy**

- Ballpoint pen moves effortlessly across the page for consistent, smooth writing
- Medium, 1.0 mm tip

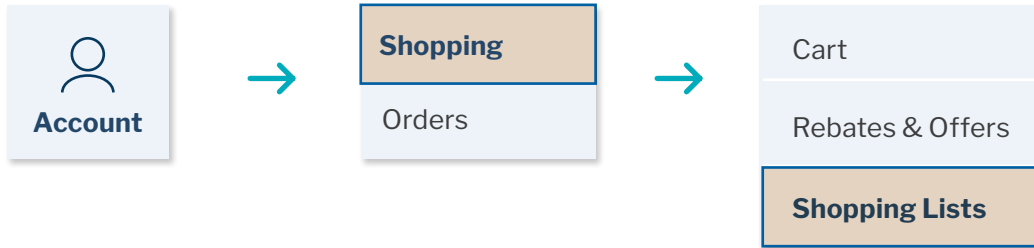
Item#	Description	Qty
4 BICGSM609BLK	Medium tip - Black	60/BX
BICGSM609BLU	Medium tip - Blue	60/BX

5

Accessing products on Staples Eway

There are two ways to access the recommended products on Staples Eway once you are signed in:

1. This guide provides the item # for all recommended products. Simply type in the item # in the search bar and select the item to add to your cart.
2. On Staples Eway hover your mouse over **Account** which can be found on the top right navigation bar of any page. Next hover over **Shopping** and then click **Shopping Lists**. Click into the **Sustainable Office Supplies** list and select your products from here.



Product List Disclaimer

The following product list was assembled based on the information available at the time of creation. Product availability, prices, and specifications may vary without notice due to manufacturer, supplier, market, or supply changes. For this reason Island Health cannot guarantee total accuracy or reliability of the information provided.

Island Health intends to review and refresh this guide with Staples Professional annually to provide readers with updated product information.



PENS



Postscript Ballpoint Pens

- Retractable ballpoint pens with stylish chrome tip
- Medium, 1.0 mm tip

Item#	Description	Qty
STP18262	Medium tip - Black	12/BX
STP18263	Medium tip - Blue	12/BX



Retractable Ballpoint Pens

- Contoured rubber grip
- Fine, 0.7 mm tip

Item#	Description	Qty
STP18689	Fine tip - Black	EA, 12/BX
STP18685	Fine tip - Blue	EA, 12/BX
STP18688	Fine tip - Red	EA, 12/BX



Ultra Round Stic Grip Ballpoint Pens

- Tungsten carbide ball point ensures durability and smooth writing
- Medium, 1.2 mm tip

Item#	Description	Qty
BICGSMG11BK	Medium tip - Black	12/BX



Round Stic Ballpoint Pens

- **Reduced packaging through bulk buy**
- Ballpoint pen moves effortlessly across the page for consistent, smooth writing
- Medium, 1.0 mm tip

Item#	Description	Qty
BICGSM609BLK	Medium tip - Black	60/BX
BICGSM609BLU	Medium tip - Blue	60/BX



Round Stic Ballpoint Pens

- Ballpoint pen moves effortlessly across the page for consistent, smooth writing
- Medium, 1.0 mm tip

Item#	Description	Qty
BICGSM11BK	Medium tip - Black	12/BX
BICGSM11BE	Medium tip - Blue	12/BX
BICGSM11RD	Medium tip - Red	12/BX



Round Stic Precision Ballpoint Pens

- Ballpoint pen moves effortlessly across the page for consistent, smooth writing
- Fine, 0.8 mm tip

Item#	Description	Qty
BICGSF11BK	Fine tip - Black	12/BX
BICGSF11BE	Fine tip - Blue	12/BX



ECOlutions Ballpoint Pens

- **Made with 97% recycled plastic**
- A smooth-flow and long lasting ink system
- Medium, 1.0 mm tip

Item#	Description	Qty
BICGSME10BLU	Medium tip - Blue	10/BX



PENCILS



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Economy Pencils

- 100% real wood pencil
- #2 HB graphite core for smooth writing
- Latex free eraser

Item#	Description	Qty
STP17982	#2 HB - Medium soft	12/BX



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Grip Mechanical Pencils

- Refillable with standard lead
- Rubberized grip for comfort
- Assorted barrel colours

Item#	Description	Qty
STP16741	0.7 mm lead	12/BX



ECOLution Mechanical Pencils

- Made with 81% recycled plastic
- Refillable with standard lead
- Assorted barrel colours

Item#	Description	Qty
BICMPE12BLK	0.7 mm lead	12/BX



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Mechanical Pencil Lead Refills

- Refills for mechanical pencils
- 30 refills per tube, 3 tubes per pack
- Produces dark, crisp lines with minimal effort

Item#	Description	Qty
STP34518	0.7 mm lead	3/PK

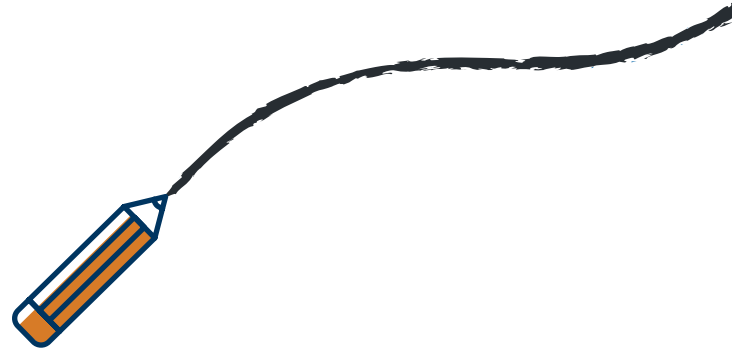
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White Vinyl Erasers

- Removes pencil lines without smudging

Item#	Description	Qty
STP11255	Erasers	2/PK



HIGHLIGHTERS

Sharpie



Tank-Style Highlighters

- Smear Guard ink
- Long-lasting, tank-style highlighters offer a long-write life
- Chisel tip for both wide and narrow lines

Item#	Description	Qty
SAN25026BX	Green	12/BX
SAN25009BX	Pink	12/BX



AVERY



Hi-Liter Desk Style Highlighters

- **Water-based ink**
- Easily underline, circle and highlight books, notes
- Chisel tip for both wide and narrow lines

Item#	Description	Qty
AVE83507	Yellow	EA, 12/BX
AVE83506	Orange	EA, 12/BX



TRU RED



Pocket Highlighters

- **AP certified non-toxic ink**
- Rubberized comfort grip
- Slim chisel tip writes thin or broad lines

Item#	Description	Qty
TRUTR56252	Slim tip - Assorted colours	5/PK



TRU RED



Pocket Highlighters

- **AP certified non-toxic ink**
- Rubberized comfort grip
- Slim chisel tip writes thin or broad lines

Item#	Description	Qty
TRUTR56250	Slim tip - Yellow	12/BX

Sharpie



Pocket-Style Highlighters

- Smear Guard ink helps prevent smearing over many pen and marker inks
- Slim chisel tip writes thin or broad lines

Item#	Description	Qty
SAN27006	Slim tip - Orange	EA, 12/BX

PILOT



Spotliter Highlighters

- Slim chisel tip writes thin or broad lines

Item#	Description	Qty
PILSWSLPK	Slim tip - Pink	EA, 12/BX
PILSWSLGN	Slim tip - Green	EA, 12/BX
PILSWSLBE	Slim tip - Blue	EA, 12/BX

PERMANENT MARKERS



Black Permanent Markers

- **AP certified non-toxic ink**
- Marks most surfaces easily and resists fading
- Bold black color makes your signs or notes easy to read at a distance

Item#	Description	Qty
TRUTR56239	Fine tip - Black	12/BX
TRUTR58176	Ultra fine tip - Black	12/BX



Black Permanent Markers

- **Reduced packaging through bulk buy**
- **AP certified non-toxic ink**
- Quick-drying, high-intensity ink is waterproof, smear proof and fade resistant

Item#	Description	Qty
SAN1884739	Fine tip - Black	36/BX



Red Permanent Markers

- **AP certified non-toxic ink**
- Quick-drying, high-intensity ink is waterproof, smearproof and fade resistant

Item#	Description	Qty
SAN30002	Fine tip - Red	EA, 12/BX
SAN37002	Ultra fine tip - Red	EA, 12/BX



Permanent Markers

- **AP certified non-toxic ink**
- Quick-drying, high-intensity ink is waterproof, smear proof and fade resistant

Item#	Description	Qty
SAN30003	Fine tip - Blue	EA, 12/BX
SAN30004	Fine tip - Green	EA, 12/BX



WHITEBOARD MARKERS



Dry Erase Markers

- **AP certified non-toxic ink**
- Write and erase on whiteboards, glass, and other dry erase surfaces
- Bold ink that erases cleanly
- Versatile chisel tip writes thin or broad lines

Item#	Description	Qty
TRUTR56240	Chisel tip - Black	4/PK
TRUTR56242	Chisel tip - Assorted	4/PK



Dry Safe Non-Permanent Wet Erase Marker

- **Barrel, cap, and end-plug made with 97% recycled plastic**
- Fine tip marker for any smooth glossy surface
- Markings remove easily with a damp cloth

Item#	Description	Qty
STD3169	Fine tip - Black	EA, 12/BX



Dry-Erase Board Eraser

- Specially designed to clean any dry-erase surface
- 12 cm x 4.7 cm x 3.1 cm (4.7" x 1.8" x 1.2")

Item#	Description	Qty
STP13612	Eraser	EA



Whiteboard Care Cleaning Spray

- **Non-toxic formula**
- Easily cleans and removes shadows, ghosting and stains from dry-erase markers to make whiteboards look like new
- To use, simply spray onto whiteboard and wipe with a soft cloth

Item#	Description	Qty
SAN81803	256 mL - Cleaning spray	EA



STICKY NOTES & PAGE MARKERS



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Recycled Stickies Self-Stick Notes

- **Made with 30% recycled content**
- Repositionable adhesive won't mark paper and other surfaces
- 12 pads, 100 sheets per pad

Item#	Description	Qty
STPS152YR12C	1-3/8" x 1-7/8" - Yellow	12/PK

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Stickies Brights Notes

- High quality, low price adhesive bright notes
- 12 pads, 100 sheets per pad

Item#	Description	Qty
STPS152BR12	1-3/8" x 1-7/8" - Assorted colours	12/PK

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Stickies Adhesive Notes

- Repositionable adhesive won't mark paper and other surfaces
- 12 pads, 100 sheets per pad

Item#	Description	Qty
STPS33YR12	3" x 3" - Yellow	12/PK



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Recycled Stickies Pop Up Notes

- **Made with 30% recycled content**
- High quality, low price, pop-up stickie notes
- 12 pads, 100 sheets per pad

Item#	Description	Qty
STPS33YRP12	3" x 3" - Yellow	12/PK

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Stickies Brights Pop Up Notes

- Pop up Bright Notes
- 12 pads, 100 sheets per pad

Item#	Description	Qty
STPS33BRP12	3" x 3" - Assorted colours	12/PK



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Recycled Stickies Self-Stick Notes

- **Made with 30% recycled content**
- High quality, low price, lined stickie notes
- 5 pads, 100 sheets per pad

Item#	Description	Qty
STPS46YR5C	4" x 6" - Ruled yellow	5/PK



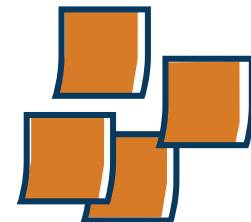
staples



Stickies Page Markers

- **Alternative to plastic page markers**
- Colourful page markers are easy to spot and can be written on
- 5 pads, 100 sheets per pad

Item#	Description	Qty
STPSPM5175BR	1/2" - Assorted colours	5/PK



PRINTER PAPER



Sugar Sheet Copy Paper

- Forest-free paper made from sugar cane waste pulp
- Low greenhouse gas emission option, equivalent to a 100% recycled paper source
- ISO 9001, 14001, and 45001 certified
- Headquartered in B.C.
- 500 sheets per ream, 10 reams per box

Item#	Description	Qty
ISPSUGSHCARTON	8.5" x 11"	10/BX



EarthChoice30 Recycled Legal Paper

- Made with 30% recycled content
- FSC certified
- 500 sheets per ream, 10 reams per box

Item#	Description	Qty
DPP3964	8.5" x 14"	EA, 10/BX



3-Hole Punched Enviro100 Copy Paper

- Made with 100% recycled content
- Low greenhouse gas emission option
- Made in Canada
- 500 sheets per ream, 10 reams per box

Item#	Description	Qty
RLA5102	8.5" x 11" -3-hole punched	EA, 10/BX



Enviro100 Tabloid Paper

- Made with 100% recycled content
- Low greenhouse gas emission option
- Made in Canada
- 500 sheets per ream, 5 reams per box

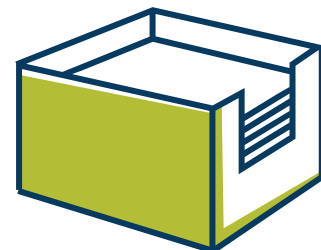
Item#	Description	Qty
RLA5104	11" x 17"	EA, 5/BX



30% Recycled Pastel Coloured Copy Paper

- Made with 30% recycled content
- 500 sheets per ream, 10 reams per box

Item#	Description	Qty
STP073000	8.5" x 11" - Pink	EA, 10/BX
STP073010	8.5" x 11" - Green	EA, 10/BX
STP073020	8.5" x 11" - Purple	EA, 10/BX
STP073060	8.5" x 11" - Blue	EA, 10/BX
STP073070	8.5" x 11" - Yellow	EA, 10/BX
STP073090	8.5" x 11" - Beige	EA, 10/BX



NOTEPADS & NOTEBOOKS



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100% Recycled Pads

- **Made with 100% recycled content**
- Micro perforated with red margin rule
- 50 sheets per pad, 12 pads per pack

Item#	Description	Qty
STP18590	8.5" x 11.75" - White	12/PK
STP18593	8.5" x 11.75" - Yellow	12/PK



Hilroy



1-Subject Recycled Notebooks

- **Made with 30% recycled content**
- **Wire is 90% recycled material**
- 160 lined pages

Item#	Description	Qty
HRY13042	6" x 9.5"	EA, 20/BX

Hilroy



Mead Wirebound Memo Notebooks

- Durable cover
- 120 lined pages

Item#	Description	Qty
HRY45354	3" x 5"	EA, 72/BX

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Steno Books

- Durable cardstock cover
- 350 lined pages with centre line

Item#	Description	Qty
STP21294	6" x 9"	EA, 16/BX



Blueline[®]



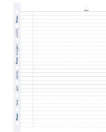
MiracleBind Notebooks

- **Made with 50% recycled paper content**
- **Sheets can be removed, reinserted and refilled to extend the life of your notebook**
- **FSC certified**
- 50 microperforated lined pages with margin

Item#	Description	Qty
DMNAF915085	9.25" x 7.25" - Turquoise	EA, 5/BX



Blueline[®]



MiracleBind Refill Ruled Sheets

- **Made with 50% recycled content**
- Extend the life of your notebook by purchasing these refill sheets
- **FSC certified**
- 50 MiracleBind ruled micro-perforated sheets with margin

Item#	Description	Qty
DMNAFR9050R	9.25" x 7.25" - Lined pages	EA, 20/PK

FILE STORAGE



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Recycled Records Files Box

- **Made with 100% recycled content**
- Fits Letter and Legal size documents
- Attached flip-top lid offers moderate storage security plus a lid you can't lose!
- 350 lb stacking strength, prevents boxes from becoming crushed in storage

Item#	Description	Qty
STP17979	12"W x 15"D x 10"H Letter and legal size	EA, 25/BX



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Recycled Letter Size File Folders

- **Made with 100% recycled paper**
- Has reversible 1/2-cut tabs for easy labelling
- Durable and designed for long-lasting use
- Best for: 8.5" x 11" documents
- 100 files per pack

Item#	Description	Qty
STP13573	Letter size - Kraft	100/PK



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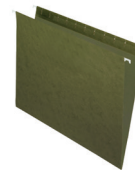
Recycled Legal Size File Folders

- **Made with 10% recycled material**
- Has reversible 1/2-cut tabs for easy labelling
- Durable and designed for long-lasting use
- Best for: 8.5" x 14" documents
- 100 files per pack

Item#	Description	Qty
STP38221	Legal size - Ivory	100/PK



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Green Letter Size Hanging File Folders

- **Made with 10% recycled content**
- Great everyday hanging folders
- Tabs and inserts sold separately
- Best for: 8.5" x 11" documents
- 25 files per pack

Item#	Description	Qty
STP13533	Letter size - Green	25/PK



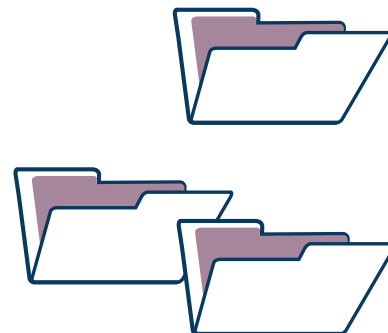
staples



Green Legal Size Hanging File Folders

- **Made with 10% recycled content**
- Great everyday hanging folders
- Tabs and inserts sold separately
- Best for: 8.5" x 14" documents
- 25 files per pack

Item#	Description	Qty
STP13535	Legal size - Green	25/PK





PAPER

The sheer volume of paper goods the organization requires to support operational and clinical service delivery is substantial.

For instance, in 2022 Island Health purchased over 106,000 reams (500-page packages) of copy paper. Stacked up this would be equivalent to the height of 10 CN Towers (a total of 5,533 metres). This volume makes it essential to use a sustainable purchasing lens to inform conscious choices and decisions about the products staff choose to purchase.

One of the key considerations in selecting paper products is the environmental impact. For this it is important to consider how the product is made, the materials used, and the associated impact on the planet. Product information related to material, recycled content, and FSC-Certified supports the decision making process.

What does FSC-Certified mean?

The Forest Stewardship Council® (FSC) is a non-governmental entity committed to advancing the responsible governance of forests globally. FSC-certified forests are overseen in accordance to rigorous environmental, social, and economic standards.

The FSC certification can apply to a wide range of products including copy paper, envelopes, file storage boxes, and even packaging itself. Products can be made with recycled content and be FSC-certified. When faced with a choice between the two, preference should be given to the product made with recycled materials.



Why choose paper products made with recycled content?

Choosing paper products made with recycled content is beneficial because:



It alleviates the demand to cut down trees from managed and natural forests.



It helps to preserve precious ecosystems.



Since the fibres have been processed at least once, it helps conserve valuable resources and minimizes pollution through the manufacturing process.



It supports circular economy practices through the diversion of materials from local landfills.



In general, the higher the recycled content, the lower the associated greenhouse gas emissions.

The advantages of recycled paper are well-established through scientific studies and lifecycle assessments. When choosing products, look for high recycled content percentages whenever possible. For more information visit www.papercalculator.org.

What about alternative paper sources?

Conventionally, paper products are created with wood fibres. Through innovation, alternative materials such as hemp, sugar cane bagasse (waste pulp generated through the harvesting process), cotton, and others are becoming available. The production process for these materials can be less intense than that for wood fibre, resulting in a lower environmental impact. Due to their newness, literature available can be limited, therefore a deeper investigation is required when considering products. These products are assessed as they become available.

Island Health's selected copy paper – Sugar Sheet™

Island Health has been using the alternative paper, Sugar Sheet, as its preferred copy paper since 2019. Sugar Sheet is a certified carbon-neutral product made from sugar cane bagasse. By turning this waste material into a useful product, it eliminates the need to landfill or burn the material in Colombia where the crop is harvested. The paper production uses fewer resources and emits less carbon than traditional production processes, even when including the overseas shipping.

Sugar Sheet is made exclusively by Social Print Paper, which is headquartered in New Westminster, B.C. Along with designing a low-impact product, this Canadian company invests in carbon credits to offset the carbon footprint of their Sugar Sheet product. Many small- and medium-sized businesses use Sugar Sheet, along with various divisions of the Canadian Government. For more information visit www.socialprint.com.

Paper reporting requirements

Through the *Climate Change Accountability Act*, SBC 2007, C-42, Island Health is legally required to report its office paper greenhouse gas emissions annually to the Province along with emissions from buildings and fleet vehicles. The paper reported on includes letter-, legal-, and tabloid-sized paper. Though paper has historically only made up approximately 2% of Island Health's tracked emissions, ongoing efforts are aimed at reducing them. This can be done by reducing consumption of paper and by choosing products made with alternative materials and high percentages of recycled content.

Choosing a paper made with 100% recycled content, or alternative materials, typically results in 37% lower emissions than paper made from virgin wood fibre.

RECOMMENDED MINIMUM ORDER SPEND: \$50

You can help cut fees and carbon emissions tied to the delivery of office supplies by being conscious of the orders you place!

Staples Professional administers their **Fifty Green Program** which adds a **\$9.99 charge to your order** if the total cost is less than \$50 (before taxes). The intent of this charge is to encourage Staples' customers to help minimize their impact on the environment by:

- Decreasing the number of deliveries to a location by combining orders.
- Improving Staples' operational efficiency, allowing for better service and competitive prices.
- Reducing packaging and gas emissions associated with transport.

Though Staples does donate a portion of each fee to Tree Canada to support tree planting initiatives, a more positive impact is made on the environment by being conscious of the orders we place.

Ordering best practices

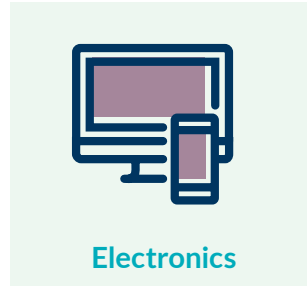
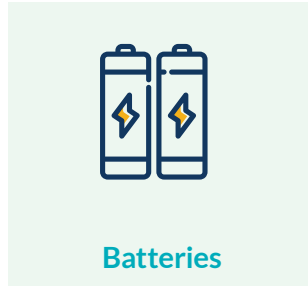
Here are four tips to help you get over the recommended minimum spend threshold:

1. Ask your workplace colleagues who use the same cost centre as you if they need any office supplies before placing an order.
2. Consolidate your recurring orders to reduce the number of deliveries annually.
› *Ex. Cases of copy paper could be ordered quarterly rather than monthly.*
3. Buy items in bulk that you know you will need in the near future.
› *Ex. If a team member needs a new notepad and says there are none left, order a pack rather than an individual item.*
4. For those that order supplies for different units, departments, and teams: If a requested order is under the \$50 threshold, inform your contact about this fee and send them the above three bullets to see if any additional supplies can be added to their order.

There is an understanding that in certain scenarios the provided tips may not be suitable, however in most cases, these tips are expected to contribute positively to standard and routine orders placed.

RECYCLING

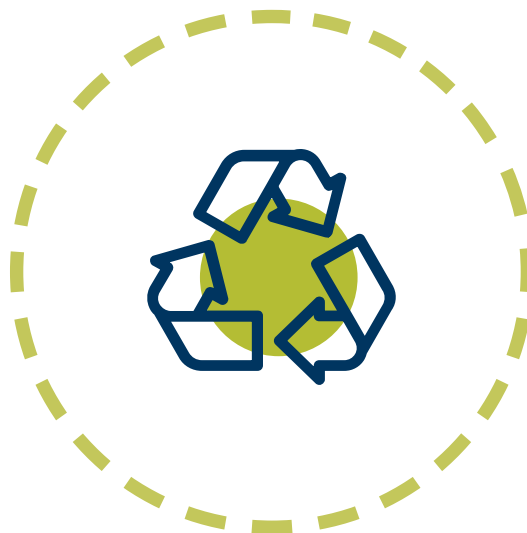
As a Staples Professional customer, Island Health receives access to additional recycling streams including:



If you work at a healthcare facility: Connect with the Environmental Service Team at your site to learn about drop off locations for these materials.

If you work in an office or site without an Environmental Service Team: Establish a collection point in your workplace for the materials mentioned above. When a Staples Professional delivery is made, provide the driver with the gathered materials.

These materials will be taken back to Staples Professional and sent to their recycling partners for processing.



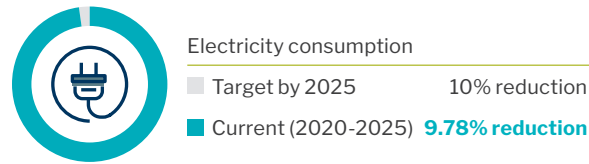
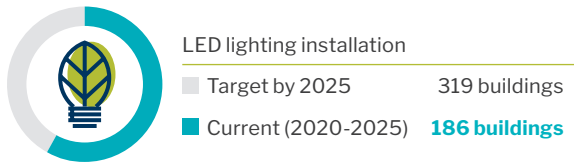
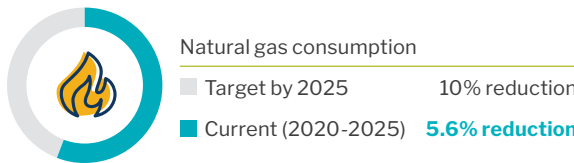
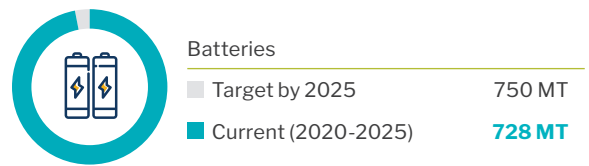
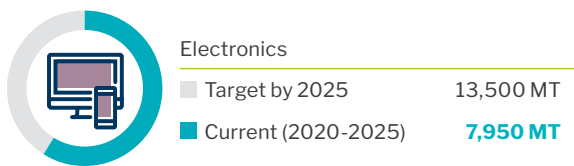
STAPLES PROFESSIONAL SUSTAINABILITY

Here at Staples Professional, we have been planet-passionate for over 20 years.

We work hard to generate innovative ideas, launch collaborative programs, and provide sustainable solutions that make it easier for Canadians to make environmentally conscious choices. We support the communities that we live and work in while championing a stance that both our associates and communities are proud of.

Together, we are making significant progress in reducing our environmental footprint across Canada.

Cumulative Progress Towards 2025 Goals:



Staples Canada aims to continuously reduce its environmental impact by improving waste diversion/recycling and maximizing energy efficiency.

In 2020, we set goals to help Canadians reduce their environmental impact. We are currently on track to achieve all of our targets by 2025.

Staples Canada is proud to collaborate with and support Island Health with the development of this Sustainable Office Supplies Purchasing Guide.



Learn more about
Sustainability at
Staples Professional

CONTACT US

Island Health

If you have questions or suggestions about this guide or the products featured in it, staff are encouraged to head to the [Sustainable Office Supplies Purchasing webpage](#) on the intranet to provide input through the feedback form. Your input is valued and supports the continuous improvement of the purchasing guide.

Staples Professional

The Staples Professional's Customer Care team can be reach through Eway live chat, email (easyservice@staples.com), or by phone at 1-877-272-2121 (8:00am - 5:00pm local time; Monday to Friday). They can address your comments and questions about:

- Specific products
- Product performance issues
- Pricing
- Ordering
- General Staples feedback

If you have feedback, comments, or any other questions relating to your Staples account or experience, contact the Staples Professional Account Manager for Island Health:

Darlene Sollows

Darlene.Sollows@staples.com

250-857-1849

Connect with the Guide Developers

Island Health is pleased to share our Sustainable Office Supplies Purchasing Guide with other organizations. You are welcome to utilize this content for the development of your own guides.

If our work supports your initiatives, we encourage you to reach out, as it helps us measure the impact of our efforts and fosters collaboration. You can contact our project team via email at sustainability@islandhealth.ca.