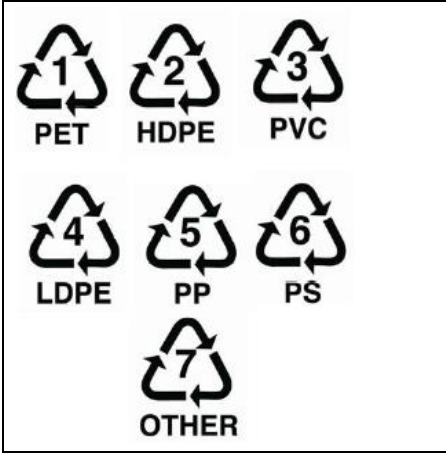
















Stationery and office supplies (Category Code – S)



Product Code	Product	Easy-to-use Green Procurement Tips for Small Amount Purchase
S01	Adhesive tape & tape dispenser	Adhesive tape core <ul style="list-style-type: none"> Contain recycled content or material
		Adhesive tape Look for at least one product declaration below: <ul style="list-style-type: none"> No organic solvents in adhesives Phthalate-free (無鄰苯二甲酸酯)
		Adhesive tape dispenser Look for product declaration <ul style="list-style-type: none"> No PVC (聚氯乙烯) used
		Or look for plastic resin identification code (塑膠分類標誌): <div data-bbox="857 855 1301 1310" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p style="text-align: center;"> 1 PET 2 HDPE 3 PVC 4 LDPE 5 PP 6 PS 7 OTHER </p> </div>



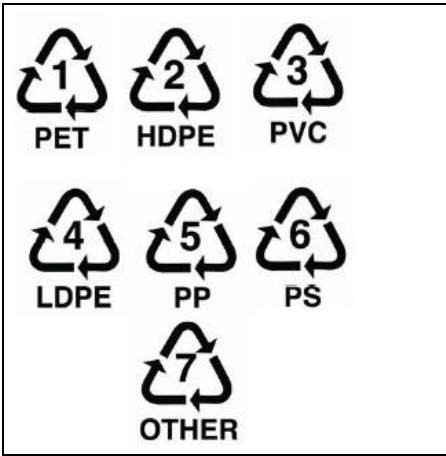
S03	File box	Look for at least one green label:	
		Forest Stewardship Council (FSC)	
		PEFC (Programme for the Endorsement of Forest Certification schemes)	
		Or look for at least one product declaration below: <ul style="list-style-type: none"> • No chlorine bleaching agent (含氯漂白劑) used • Contain recycled content or material 	
S04	General office stationery	Look for at least one product declaration below: <ul style="list-style-type: none"> • Contain recycled content or material • Phthalate-free (無鄰苯二甲酸酯) 	
S05	Ink / Toner cartridge	Look for at least one product declaration below: <ul style="list-style-type: none"> • The recycling percentage of recovered toner cartridge parts should be over 95% of the total product weight (excluding the toner) 	
S06	Self-stick note-pad	Look for at least one product declaration below: <ul style="list-style-type: none"> • Contains recycled content or material • No chlorine bleaching agent (含氯漂白劑) used 	

		<p>Or Look for at least one green label:</p> <table border="1"> <tr> <td>Forest Stewardship Council (FSC)</td> <td>  </td> </tr> <tr> <td>PEFC (Programme for the Endorsement of Forest Certification schemes)</td> <td>  </td> </tr> </table>	Forest Stewardship Council (FSC)		PEFC (Programme for the Endorsement of Forest Certification schemes)	
Forest Stewardship Council (FSC)						
PEFC (Programme for the Endorsement of Forest Certification schemes)						
S07	Paper envelope	<p>Look for at least one green label:</p> <table border="1"> <tr> <td>Forest Stewardship Council (FSC)</td> <td>  </td> </tr> <tr> <td>PEFC (Programme for the Endorsement of Forest Certification schemes)</td> <td>  </td> </tr> </table> <p>Or look for at least one product declaration below:</p> <ul style="list-style-type: none"> • No chlorine bleaching agent (含氯漂白劑) used • No optical brightener (熒光增白劑) used • Contain recycled content or material 	Forest Stewardship Council (FSC)		PEFC (Programme for the Endorsement of Forest Certification schemes)	
Forest Stewardship Council (FSC)						
PEFC (Programme for the Endorsement of Forest Certification schemes)						



S08	Paper file jacket	Look for at least one green label:	
		Forest Stewardship Council (FSC)	
		PEFC (Programme for the Endorsement of Forest Certification schemes)	
		Or look for at least one product declaration below: <ul style="list-style-type: none">• No chlorine bleaching agent (含氯漂白劑) used• No optical brightener (熒光增白劑) used• Contain recycled content or material	
S09	Pen	Look for at least one product declaration below: <ul style="list-style-type: none">• Complying EN-71-3• The product should use refillable ink or refills, and such refill products should be available• Contain no volatile organic solvent (揮發性有機溶劑)	



S11	Plastic file jacket	Look for plastic resin identification code (塑膠分類標誌): 
		Or look for product declaration: <ul style="list-style-type: none">• Contain recycled content or material
S12	Rechargeable battery	Look for at least one product declaration below: <ul style="list-style-type: none">• Cadmium-free/ No Cd (不含鎘/無鎘)• Lead-free/ No Pb (不含鉛/無鉛)• Mercury-free/ No Hg (不含水銀/無水銀)
S13	Standard / Alkaline dry battery	Look for at least one product declaration below: <ul style="list-style-type: none">• Cadmium-free/ No Cd (不含鎘/無鎘)• Lead-free/ No Pb (不含鉛/無鉛)• Mercury-free/ No Hg (不含水銀/無水銀)
S15	Correction tape	Look for at least one product declaration below: <ul style="list-style-type: none">• Contains recycled content or material• The product should use refillable materials which are readily available• Contain no CFCs (氟氯化碳)



S18	Pre-inked stamp	Look for at least one product declaration below: <ul style="list-style-type: none">• Non-toxic or complying with EN-71-3• Contains recycled content or material
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