

## **Environmentally Sustainable Procurement Policy for Windward Community College**

Developed for compliance with the Hawaii Green Business Program

The following procurement policy outlines recommended practices for Windward Community College Employees when making purchases as directed by UH Sustainability Policy [EP 4.202](#).

The policy is a supplement to existing University of Hawaii procurement policies and should be implemented only when it is consistent with existing procurement policies and procedures and prices between different goods are comparable or where cost-saving (in terms of energy or water conservation, disposal costs, or deferred maintenance) over time can be proven to regain any additional purchase costs within a reasonable amount of time. Purchasing decisions should take into account the full lifetime of the product, its durability, and eventual disposal.

This policy has three focus areas:

1. Purchasers should select items built with recycled materials. This increases the market share of recycled materials and reduces the amount of energy used in the production of goods.
2. Purchasers should support existing Green Certification programs that are designed to measure the environmental impact of different products.
3. Purchasers should choose products that are less toxic, improving the physical health of workers who handle these potentially dangerous products and the University environment.

### **Recycled Materials**

1. Purchase the following items with at least 30% recycled post-consumer waste:
  - a. Copy, computer, or fax paper,
  - b. Folders/letterheads, envelopes, and business cards, and
  - c. Toilet paper, tissues, and paper towels.
  - d. Boxes and or bags
  - e. Garbage bags, garbage pails, and or dumpster lids
  - f. Pens, pencils, desk accessories, and utility/organization bins
  - g. Mulch/and or soil amendments
  - h. Furniture, benches, and or playground equipment

### **Green Certifications**

2. Purchase from other Green Business Program Awardees
3. Employ local companies and business when possible.
4. Purchase equipment (Computer, monitors, refrigerators, A/C units) with energy saving features (EPEAT, Energy Star, or other energy conservation labels)

5. Purchase equipment (faucets, toilets, urinals, etc) with water saving features (WaterSense labelled when possible).
6. Purchase Green Seal Certified products (paints, coatings, cleaning products) when available.
7. Purchase FSC certified paper when available.

**Reduced Toxicity**

8. Purchase low toxic cleaners.
9. Purchase non-aerosol alternatives when available.
10. Purchase natural or low emissions building material, carpets, and furniture when available.
11. Purchase vehicles with highest rated EPA Fuel economy by vehicle class.

This policy is meant to encourage those making purchases of supplies and equipment to consider green alternative in terms of recycled materials, third party green certification, and less toxic and low emission materials whenever available, feasible, and comparably priced and in accordance with existing University of Hawaii procurement policies.