

WHAT TO LOOK FOR...

REDUCE FIRST

Consider whether the product is actually necessary before purchasing.

RECYCLED CONTENT

Choose products that have a high recycled content, if possible.

QUALITY & DURABILITY

Consider purchasing products that are designed to last or are easily upgraded.

EFFICIENCY

Try to choose products that make the best use of their source and create the least amount of waste at the end of their life.

MATERIALS

Try to find products that use or are made of natural or minimally processed materials.

LESS PACKAGING

Avoid products that need high levels of packaging to be shipped.

CHOICE OF VENDOR

Try to use the university's preferred suppliers, or a supplier that is environmentally conscious about their product.

LOGOS WORTH KNOWING TO MAKE SUSTAINABILITY EASIER



RECYCLABLE:

This product can be collected, separated, or recovered from the solid waste stream and used again.



RECYCLED CONTENT:

This product was made with recovered materials instead of virgin natural resources.



FOREST STEWARDSHIP COUNCIL:

This product is guaranteed to contain wood products harvested from a well-managed forest.



DESIGNED FOR THE ENVIRONMENT:

This product contains environmentally friendly ingredients as designated by the EPA.



GREEN SEAL:

This product has been reviewed for the environmental impacts tied to its use, manufacture, and disposal.



ORGANIC:

This product was not produced using irradiation, specified fertilizers, prohibited pesticides, and GMO's.



FAIR TRADE:

The workers behind this product participate in international markets in ways that are fair and equitable.



ENERGY STAR:

This product met EPA standards for reducing greenhouse gas emissions through energy efficiency.

Sustainable OFFICE SHOPPING IN THE UNIVERSITY OF MISSOURI SYSTEM





GOALS OF THE UM SYSTEM SUSTAINABLE OFFICE SHOPPING PROGRAM

- 1 Help the UM System campuses meet environmental goals
- 2 Maintain our costs for supplies and consumables
- 3 Support a healthy workforce by using products free of toxins and allergens
- 4 Increase the UM System's buying power & ability to negotiate savings

Your purchases could impact the environment by....

...containing hazardous or toxic chemicals that could pollute the air, soil, or groundwater

...depleting the availability of natural resources if virgin or raw materials are constantly used

...creating more waste in landfills.

FREQUENT QUESTIONS

How can I order sustainable office supplies?

By using the Show-Me Shop eProcurement tool. On the vendors' "punch out" catalog sites, sustainable items are identified by an icon.

Why should I use the electronic purchasing system, Show-Me Shop?

Ordering through the Show-Me Shop saves time, money and energy. UM's group purchasing contracts negotiate the best prices, paperwork costs are dramatically reduced and free delivery saves employees many miles. It's also easier to compare environmentally preferred products and track our progress buying green products.

How do I access the Show-Me Shop?

Check with your supervisor to get access and training.

Log in to the PeopleSoft application, and click the "eProcurement" tab.

"Create a New Requisition" to begin placing your order.

Where can I find help with Show-Me Shop?

Help can be found at <https://doit.missouri.edu/training/peoplesoft/financials/epro.html>.

Aren't all sustainable products more expensive?

Not all sustainable products cost more. The cost of environmentally-preferable products has gone down since they first hit the market.

BEST PRACTICES

High-Quality. Reusable. Durable. Efficient. Third Party Certified. Less Packaging. Better.

Base purchasing decisions on accurate & **meaningful info** about environmental performance.

Examine multiple environmental attributes throughout a product's or service's life cycle.

When you can't find items through Show-Me Shop, then **seek out 'green' purchases locally.**

Look for companies operating within **the framework of a triple bottom line**, considering people, planet and profit.

INCLUDE ENVIRONMENTAL CONSIDERATIONS AS PART OF THE NORMAL PURCHASING PROCESS.

