



Green Purchasing Guidelines

Division of Business and Finance

The Green Purchasing Guidelines align with The University of West Georgia's Strategic Imperative #4 – Operational Success: Effectiveness and Sustainability which states “As UWG grows, we will be committed to providing a sustainable campus that is learner-centered, attractive, functional, and safe and that addresses the educational, technological, instructional, research, cultural, social, environmental, housing, recreational, and co-curricular needs that support the academic mission, community activity, and student success. UWG will account for its operational success, effectiveness, and sustainability by building a culture of strategic planning that aligns transparent planning, budgeting, assessment, and accountability processes to support continuous improvement and the strategic and prudent use of resources. As the steward of funds from students, parents, families, public agencies, and donors, UWG will account for the use of those funds maintaining the highest ethics, standards, and efficiencies.” (Refer to UWG’s 2014-2020 Strategic Plan)

Subsection B. says that UWG will create a built environment that is sustainable and relevant to the educational and personal needs of students; the aspirations of faculty and staff; and the economic, social, and cultural needs of the community.

Action 1: On an ongoing scheduled basis, assess the condition and suitability of Campus facilities, technology, space utilization, and campus infrastructure, making Sustainability a priority in all new construction, technology investments, and building modification projects.

To achieve that goal, UWG may give preference to products and services that are locally-produced, certified by a third-party certification program, and/or are Small, Woman-owned, and Minority-owned businesses.

RECYCLED MATERIAL & WASTE REDUCTION

Guideline: At a minimum, 30% post-consumer waste recycled paper should be used for all applications where quality of service is not compromised. When recycled paper cannot be purchased, preference should be given to the most environmentally-friendly alternative. EPA guidelines can be found at:

<https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products>

Guideline: Copiers and printers purchased should be compatible with double-sided printing. To the extent possible, all documents by the University should be defaulted to double-sided printing to reduce the use and purchase of paper.

As noted, OCGA § 50-5-60.2 states:

(b) At least 95 percent of moneys spent on printing and writing paper purchased by state agencies, commissions, and authorities shall be spent upon recycled content paper which meets or exceeds Environmental Protection Agency guidelines for minimum recycled content; provided, however, the provisions of this subsection shall not apply if the price of recycled content paper required by this Code section exceeds 8 percent of the price paid by the Department of Administrative Services for 100 percent virgin paper products or if the recycled content paper required by this Code section does not meet the standards, quality level, and specifications established by the Department of Administrative Services.

ENERGY

Guideline: In order to support the University's climate neutrality goals, purchasers will purchase or lease energy efficient products, such as ENERGY STAR, EPEAT, or Federal Energy Management Program certified products. Please refer to the UWG Energy Conservation management Plan found at:

<https://www.westga.edu/administration/business-and-finance/cpf/>, under Resources for more information.

Guideline: When purchasing vehicles and mobile equipment, the University should acquire fuel-efficient vehicles, such as those that adhere to CAFE standards, or less-polluting alternatives to gasoline or diesel fuel. Alternative fuels should be considered when the life cycle greenhouse gas emissions associated with the production and consumption of the alternative fuel is less than the emissions from an equivalent conventional fuel. Alternatives may include compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells.

WATER

Guideline: The University should purchase water-efficient products whenever available, such as WaterSense certified products. Refer to University Water Conservation management Plan found at:

<https://www.westga.edu/administration/business-and-finance/cpf/>, under Resources for more information.

GREEN CLEANING

Guideline: Whenever practical, cleaning solvents should be biodegradable, phosphate-free and citrus-based where their use will not compromise quality of service such as Green Seal or Safer Choice certified products. (Refer to University Building Standards for more information).

TOXINS & POLLUTION PREVENTION

Guideline: Whenever possible, avoid the purchase and use of substances that contain toxic materials or ingredients.

Guideline: With the exception of fluorescent lamps and sealed lead batteries, all products and equipment purchased should not contain lead, PCBs, or mercury. When unavoidable, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

BIO-BASED PRODUCTS

Guideline: Bio-based plastic products that are biodegradable and compostable, such as bags, food and beverage containers, and cutlery, should be acquired by the University and /or used by our contractors whenever practicable.

Guideline: All wood based products that the University purchases should be certified as sustainably harvested by a comprehensive, performance-based certification system, such as Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), or its equivalent. Purchase of previously used or salvaged wood and wood products is encouraged whenever practicable. The use of tropical hardwoods should be avoided. (Refer to University Design Manual for more information)

Guideline: Suppliers of electronic equipment should have take-back equipment programs for reuse or environmentally safe recycling. Suppliers of office materials should provide recycling options for ink cartridges and toners.

Guideline: Products that are durable, long lasting, reusable or refillable are preferred whenever feasible. All University offices should avoid buying one-use products, such as, coffee cups, water bottles, plastic cutlery, and dishware, for daily use.

Guideline: Whenever practical, the availability of packaging that is reusable, recyclable or compostable should be considered when choosing a supplier. Packaging should be eliminated or minimized to the greatest extent practicable.

GREEN BUILDING

Guideline: Purchases related to new building construction, as well as renovation and remodeling of a certain size, shall comply with the Energy and Sustainable Construction Act (OCGA § 50-8-18) and contribute to meeting the minimum certification of The Georgia Peach Green Building Rating System or Leadership in Energy and Environmental Design (LEED) Silver or its equivalent for the building. (Refer to University Building Standards for more information)

LANDSCAPING

Guideline: All landscape renovations, construction, and maintenance performed by internal staff members or contractors should employ best management practices to preserve the integrity of the local watershed. Stormwater products shall meet or exceed the standards of the Georgia Stormwater Manual.

Guideline: Vendors that use an integrated pest management program should be given preference when contracting for services.

Guideline: Native and drought-tolerant plants that require no or minimal watering should be given preference when purchasing. (Refer to University Building Standards for more information)

MINORITY BUSINESS ENTERPRISE CERTIFICATION

A collaborative effort between the Georgia Department of Administrative Services (DOAS) and the Georgia Department of Transportation (GDOT) provides a joint process for minority certification. Companies desiring to certify as a "minority business enterprise" or a "minority subcontractor" may do so by first submitting an application for the Disadvantaged Business Enterprise (DBE) Certification to GDOT. The GDOT DBE Certification Application captures the required data used by DOAS. This eliminates duplication of effort for suppliers and provides greater exposure of certified minority companies to state and local procurement officials and private sector suppliers, thereby increasing subcontracting opportunities.

Only suppliers who have successfully completed the unified certification process and Registered in Team Georgia Marketplace are listed as "Certified Minority Business Enterprises." For more information on the certification process, contact the DOAS Helpdesk at 404-657-6000.

The Office of Sustainability is responsible for tracking and reporting on UWG's progress on a regular basis.

REVISION HISTORY

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