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| PROCEDURE SOURCE:  **Purchasing & Material Management** | PROCEDURE NO: 113 |
| PAGE NO.: 1 OF 2 |
| SUPERCEDES: 0 |
| TITLE: **Environmental Purchasing** | SUBMITTED BY: Thomas K. Dove |
| REVISED DATE**:** October 07, 2011 | APPROVED BY: Claire P. Wurmfeld |

1. **PURPOSE**

The purpose of this procedure is to support the purchase of products that will minimize any negative environmental impacts of our work. The University recognizes that the purchasing decisions of our employees can make a difference in favor of environmental quality. The Purchasing Office prefers such products whenever they perform satisfactorily and are available at a reasonable price.

1. **SCOPE**

The Offices of Purchasing and Property Administration are responsible for compliance.

1. **DEFINITIONS**
2. Environmentally Preferable Products means products that have a lesser impact on human health and the environment when compared with completing products. This comparison may consider raw materials acquisition, production, operation, manufacturing, packaging, distribution, reuse, maintenance, or disposal.
3. Recycled Products are products manufactured with waste materiel that have been recovered or diverted from solid waste. Recycled material may be derived from post-consumer waste (materiel that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.
4. Practicable means sufficient in performance and available at a reasonable cost.
5. **PROCEDURE**

In cooperation with the campus community, the purchasing office will evaluate and purchase environmentally preferable product categories whenever practical.

1. **GUIDELINES**
2. University personnel will purchase recycled and environmentally preferable products whenever practicable, including paper products and toner cartridges.
3. University Departmental Responsibilities:
4. Procure recycled products whenever practical.
5. Develop, evaluate and maintain information about environmentally preferable recycled materials.
6. Nothing in this procedure should be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price in a reasonable period of time.