

Policy Type: Operational

Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES

Issued: July 1, 2017

Revised:

Edited:

Reviewed: March 2019

Responding to the growing need for environmental stewardship and the University's commitment for the implementation of sustainable practices, Mount Union has adopted this Green-Sustainability Purchasing Policy. Green-Sustainability Purchasing is defined as taking into consideration the impact of products on the environment and human health when making purchasing decisions, giving preference to more environmentally friendly and energy efficient products when quality and cost are equal or superior. Green purchasing guidelines are a formal set of goals that direct the University's implementation of green-sustainability purchasing.

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Definitions

Term	Definition

Policy Details

PROCEDURE

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I. PURCHASING GUIDELINES

Product specifications and requisitions for products must conform to the following guidelines:

- 1) To the extent such information is known, requisition originators shall identify in the purchase requisition products available with recycled content or qualified ENERGY STAR products and vendors from whom such products are available.
- 2) The Purchasing Department and/or Delegate has the authority to specify a minimum recycled content or approved ENERGY STAR qualified product in bid specifications.
- 3) Specifications and requisitions shall not require the exclusive use of products made from virgin materials, nor specifically exclude the use of recycled-content or ENERGY STAR qualified products.
- 4) Performance standards must be reasonable and related to function and purpose, and shall not be designed to exclude the purchase of recycle-content products or products that are ENERGY STAR qualified.

The current list of ENERGY STAR qualified products is available on-line at www.energystar.gov.

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In addition, other considerations involved in requisition specifications include the ability of a product and its packaging to be reused, reconditioned or recycled through the University's existing recycling collection program.

II. **PURCHASING POLICIES AND GOALS**

- To maintain a consistent “cradle to grave” supply chain and purchasing process which considers economic, ethical, social and environmental impacts for all contracts and purchases.
- To integrate green-sustainability purchasing concepts and products into architectural designs, final construction documents and into the final construction or renovation of Mount Union buildings.
- To utilize environmentally responsible biodegradable solvents and cleaning supplies whenever practicable as long as quality and performance is not compromised. Products shall be “Green Seal” certified or “Ecologo” labeled.
- To purchase computers (desktop and laptop) that are Electronic Product Environmental Assessment Tool (EPEAT) rated silver or gold when possible.
- To conduct research and procure alternative energy when practicable, from certified alternative energy suppliers.
- To evaluate the purchase of fleet vehicles that utilize alternative fuel and/or increase the average fuel efficiency of the overall fleet.
- To ensure that proper MSDS (Material Safety Data Sheets) are identified in all purchasing specifications and kept on record as required by OSHA.
- To work with suppliers in the area in the areas of reduction and reuse of packaging materials.
- To make suppliers aware of Mount Union’s Green Purchasing Policy sending a clear message that Mount Union will favor those suppliers whose products meet the environmental objectives of the University.
- More specifically, Mount Union will consider utilizing to the fullest extent possible, environmentally friendly or green products that have the following attributes or qualities:
 - o Durable as opposed to single use or disposable items.
 - o Made of recycled materials, maximizing post-consumer content.
 - o Non-toxic or minimally toxic, preferably biodegradable.
 - o Highly energy efficient in production and use.
 - o Recyclable, but if not, may be disposed of safely.
 - o Made from raw materials obtained in an environmentally sound, sustainable manner.
 - o Manufactured in an environmentally sound, sustainable manner by companies with good environmental track records.
 - o Cause minimal or no environmental damage during normal use or maintenance.
 - o Shipped with minimal packaging (consistent with care of product)
 - o Produced locally or regionally to minimize the environmental cost of shipping and the reduction of emissions during transportation.

Hence forth, Mount Union will give preference to environmentally superior products, where quality, function and cost are equal or superior. Whenever practicable and possible, products and packaging materials will contain a prescribed minimum postconsumer recycled content and will be minimized and/or substituted with more environmentally appropriate alternatives. All products will be chosen based on efficient use of energy, natural resources and potential for safe, non-hazardous disposal. Whenever practicable means that the recycle products can perform the function intended at least as well as products from only virgin material, and the cost of the recycle product reasonably approximates the cost of the product produced only from virgin materials. Mount Union will work with give special preference to vendors who are socially and environmentally responsible in adhering to the above principals and guidelines

Responsibilities

Position or Office	Responsibilities
Business Office	Purchasing

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Resources

Contacts

Subject	Office	Telephone	E-mail/URL
Purchasing	Business Office	330.823.6572	businessoffice@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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