



Central Connecticut State University

Start with a Dream. Finish with a Future.

Purchasing Department

**Green Procurement Policy for
Environmentally Preferable Products and Services
Approved 11/24/08 rev 1/17**

Purpose:

CCSU recognizes that we are a large consumer of a broad spectrum of goods and services. Every one of our purchases has an environmental impact resulting from the combined effect of a product's manufacture, delivery, use, and disposition. As a result, our purchasing decisions can positively, or negatively, affect the environment.

Definition:

Green purchasing is the practice of purchasing environmentally preferable products and services, which are products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxins disposed of or consumed.

Why "buy green" (from the State of CT Environmentally Preferable Purchasing web site):

Many of the products we buy can cause damage to the environment and/or public health. From the extraction of raw materials and the manufacture of products, to their use and disposal, products that we use every day can be harmful to the environment. By purchasing environmentally preferable (EP) products and services we can reduce those negative impacts.

For example, by purchasing recycled products instead of virgin products, we reduce the need to extract raw materials, such as petroleum, trees or metals and, in general, use less energy and water. By purchasing products with fewer toxic ingredients, we minimize the hazardous impacts of those products during manufacture and reduce the damage caused through accidental spills and when disposed. By purchasing energy efficient products, we help to reduce energy consumption, which in turn lowers our emissions of sulfur dioxide (which causes acid rain) and carbon dioxide (a primary greenhouse gas).

In the end, the choices we make affect our local environment, our health and the global community. They also affect both current and future conditions and the overall well-being of our planet.

Connecticut Environmentally Preferable Purchasing (EPP) resources:

The State of Connecticut Department of Administrative Services (DAS) maintains an Environmentally Preferable Purchasing (EPP) web page which can be found at <http://das.ct.gov/cr1.aspx?page=132>. This site provides access to state contracts that feature environmentally preferable products and services as well as links to related current CT Statutes and policies.

Goal:

CCSU will strive to balance environmental considerations with performance, availability and fiscal responsibilities in making green purchasing decisions. We will strive to purchase more environmentally preferable goods and services as long as they meet acceptable use and performance needs and are available within a reasonable period of time at a reasonable cost.

CCSU Purchasing will give preference to environmentally superior products, where quality, function and cost are equal or superior.

CCSU will consider the following environmental attributes when purchasing products and services:

- Durable/reusable, as opposed to single use or disposable items
- Non-toxic or minimally toxic, preferably biodegradable
- Highly energy and water efficient
- Recyclable, but if not recyclable, may be disposed of safely
- Made from materials that have been obtained in an environmentally sound, sustainable manner
- Made from recycled materials or that maximizes post-consumer content
- Manufactured in an environmentally sound manner
- Causing minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and or recyclable materials
- Locally or regionally manufactured to minimize the environmental costs associated with shipping

Bidding and Contracting:

When appropriate, CCSU Purchasing will include in its Requests for Quotation a clause in its bidding specifications that reads: "Central Connecticut State University is committed to buying products with recycled content or environmentally sustainable alternatives. Please offer any environmentally sustainable or eco-friendly alternatives that you feel are available for this product and supply all relevant specific information about the product."

CCSU Purchasing shall routinely include a sustainability statement in all of its Requests for Proposals and Requests for Information as follows -

SUSTAINABILITY and GREEN CAMPUS INITIATIVE

In the interest of supporting CCSU's initiative to reduce waste and extraneous use of natural resources, CCSU is strongly encouraging vendors to submit proposals following these guidelines –

- All proposals should be submitted on two-sided recycled paper (minimum 30% post-consumer content).
- Proposers should refrain from using three ring binders where possible, especially for the copies being requested. Three ring binders are acceptable if the size of the proposal warrants such use.
- Proposers should refrain from using excessive and unnecessary packaging when shipping or mailing their responses
- Proposers should consider presenting peripheral information (i.e. company and product brochures) on CD, DVD or USB drive where possible or practical.

How you can help:

As every department has a procurement card, we can all make a difference.

- Buy recycled copy paper with a minimum 30% post-consumer content
- Buy energy-efficient office equipment
- Buy fewer pieces of office equipment (i.e. multi function devices versus separate copiers, printers, fax machines and scanners)
- Buy office supplies with recycled content or are otherwise environmentally friendly
- Buy recycled toner cartridges
- Recycle your used toner cartridges and ink cartridges
- Print emails, reports and memos on two sided paper if your printer allows
- Stop requesting paper catalogs if the vendor has an on-line catalog