 **Green Purchasing Policies**

**DEPARTMENT:** [Enter Department Name]

**DATE:** [Enter Date]

< [ You can adopt some or all. Policies must be approved by the Department Head.] *\* Each policy adopted is worth 0.5 points for credit PP-1 in the Green Department Checklist. Department must adopt at least 2 policies to receive points.* >

**Our department commits to implement the following policies:**

* + **Paper** Department/office purchase all general use office paper with 100% post-consumer recycled paper or 100% FSC Recycled Label certified paper. For all other special use paper purchases, department purchases a minimum 30% to 50% post-consumer recycled paper or FSC Mix certified paper.
  + **Office supplies** Department/office identifies the top five most frequently purchased office supplies (excluding paper) and replaces existing purchases with environmentally-friendly alternatives. Environmentally-friendly alternatives include those that are reusable (e.g. refillable pens or markers) or products made out of rapidly renewable materials, post-consumer recycled material, or FSC certified materials.
  + **Cleaning supplies** Department/office switches to and maintains environmentally-friendly cleaning supplies (dish soap, paper towels, cleaning wipes, etc.), such as those with environmental certifications (EPA Safer Choice, ECOLOGO, Green Seal, Cradle to Cradle, FSC etc.)
  + **Reusing/Procuring items** Department/office will search [WSU’s Property Control](https://www.weber.edu/financialservices/Property_Control.html) (or other second-hand stores like Habitat for Humanity ReStore, Savers, or other thrift stores) first for durable goods (furniture, computers, monitors, etc.) before purchasing new equipment. \*When needing to purchase new furniture, department/office purchases environmentally-friendly items constructed of rapidly renewable materials, post-consumer recycled content, or FSC certified materials. It is durable and is constructed of low toxicity materials (look for Greenguard certification) and is recyclable or capable of being repurposed (look for Cradle 2 Cradle certification).
  + **Electronics** Department/Office purchase or acquire electronics that are Energy Star certified and/or EPEAT certified when new electronics are needed. Additionally, when newly acquired electronics are installed they are set to utilize power saving modes (power down to the deepest sleep setting after 20 minutes or less without use) whenever possible.
  + **Printing** Department/Office only prints using matte finish (no glossy paper). **Business cards** Department/office purchase all business cards on 100% recycled content matte finish paper from printing services.
  + **Breakroom/dining supplies** Department/Office provides only reusable plates, cups, and silverware. When this is not possible, the department will utilize recycled content or compostable dishes and cutlery for the event at a minimum. This includes individually packaged drinks.
  + **Swag –**All SWAG or giftable items provided by department/office are made of environmentally-friendly alternatives including those that are reusable (e.g. reusable water bottles, reusable straws, etc.) and/or products made out of rapidly renewable materials, post-consumer recycled material, or FSC certified materials All SWAG or giftable items provided by department/office are made of environmentally-friendly alternatives including those that are reusable.
  + **Other** (Any other sustainable purchasing policies not listed above) **–**

By checking this box, the Department Head verifies that the policies above have been reviewed with the entire department to ensure understanding and implementation.

Approved by (Department Head): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_