

## Weber State University's Sustainable Purchasing Guidelines

Weber State University (WSU) is committed to [achieving carbon neutrality by the year 2040](#) and [modeling sustainable operations](#). While WSU has significantly [reduced its Scope 1 and 2 greenhouse gas emissions](#), there is work to be done reducing the greenhouse gas emissions and environmental impacts associated with university purchasing. Every individual, procurement specialist, and department purchasing on behalf of WSU has an opportunity help the University reduce its environmental impact. To ensure that WSU's sustainability goals are achieved, it is the University's preference that all personnel purchase and use environmentally preferable products whenever practicable.

WSU Sustainability has outlined green purchasing guidelines for the following nine product categories which are available at: <https://www.weber.edu/sustainability/green-purchasing.html>

- [Office Supplies](#)
- [Office Paper](#)
- [Electronics](#)
- [Swag/Giveaways](#)
- [Furniture](#)
- [Transportation and Fuels](#)
- [Food and Dining](#)
- [Cleaning Products](#)
- [Construction Materials](#)

### General Sustainable Purchasing Guidelines

For products and services that are not within one of the nine categories above, the following guidelines can be utilized by WSU personnel to select environmentally preferable products.

- If possible, rather than purchasing a new product, consider reusing existing products by checking out WSU's [Property Control](#) Department.
- Give preference to products that are durable, long-lasting, reusable, or refillable.
- Give preference to products that contain high post-consumer recycled content.
- Give preference to products that are [easily recycled](#) at WSU.
- Purchase products with minimal, reusable, or recyclable packaging.
- Look for products that are non-toxic or biodegradable.
- Choose products that are water and energy efficient.
- Look for products that are manufactured in an environmentally friendly manner by companies with good environmental track records.
- Give preference to products produced locally or by women-owned or minority-owned businesses.
- Procure products that are Third Party Certified as environmentally friendly or using criteria that have been established by the [Environmental Protection Agency \(EPA\)](#).

## **WSU Purchasing Department Support of Sustainable Purchasing Practices**

To promote the use of environmentally-friendly products and services, WSU's Purchasing Department will help:

- Review contracts, bids, and specifications for goods and services to ensure that, whenever possible and economical, the products and services meet WSU's sustainable purchasing guidelines.
- Whenever practicable, purchase from suppliers that provide products and services that meet WSU's sustainable purchasing guidelines.
- Make existing suppliers aware of WSU's sustainable purchasing guidelines and encourage them to develop tools to identify and track products and services that meet those specifications.
- Seek new suppliers that provide products that meet WSU's sustainable purchasing guidelines.
- Work with WSU Sustainability to provide education to the campus community about WSU's sustainable purchasing guidelines.