

## Green Purchasing Guidelines

The following Green Purchasing guidelines are meant to serve as a starting point. They reflect some good practices. If you have suggestions for amending this list, please email them to: [sustainability@ursinus.edu](mailto:sustainability@ursinus.edu)

- Beginning the green purchasing process:
  - Identify one person who can help facilitate green purchasing within the department.
  - Track green purchases for future planning and assessment (set up attributes for sustainability aspects)
  - Work with the OS to find sources for materials that are needed.
  - Create a list of preferred vendors based on environmental criteria and purchase from them when possible.
  - Encourage purchasers to consider whether existing items can be used rather than purchasing new items, including sharing or renting as options.
  - Use whole life costing rather than awarding contracts on the lowest price basis.
  - Source giveaways that are recycled whenever possible, including t-shirts, reusable water bottles, pens, paper and other products.
  - Focus on purchases that involve products that have high environmental impact, are expensive, and/or are easily influenced (biggest bang for the buck).
- Before purchasing, ask:
  - Does another department have a surplus that they would be willing to share?
  - Does another department have a surplus that they are not using?
  - If there is an existing item, can it be easily/economically repaired (rather than making a new purchase)
- Prioritize purchasing products that are:
  - Locally produced
  - Locally sold by local business
  - Energy Star rated
  - Durable and well made (built to last)
  - High in recycled/reused content

- Made from materials that are easily taken apart and are then recyclable at the end of their life
- Reusable and/or refillable
- Easily repaired (in whole or in part) rather than having to be replaced.
- Water and energy efficient
- Made from sustainably managed timber products (e.g., both Lowe's and Home Depot sell products that are certified by the Forest Stewardship Council (FSC)).
- Made from natural materials with no or low-VOC; never purchase teak or other woods that are unsustainable forested.
- Can be bulk ordered/shipped
- Shipping materials are compostable, recyclable, or reusable, and/or the vendor is willing to take back and reuse the packaging.

**Thank you for your interest in and your efforts toward green purchasing here on the Ursinus College campus, or elsewhere!**

**Office of Sustainability**

**Ursinus College**

