



Eastern Kentucky University

Policy and Regulation Library

Administrative Regulation: 6.2.1ADR

Responsible Office(s): Office of Financial Affairs

Effective: April 19, 2010

Next Review Date: April 19, 2013

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Green Purchasing

Statement

Eastern Kentucky University endorses “Green Purchasing” and is committed to the use and purchase of environmentally responsible products and services. Departments are encouraged to support this effort in accordance with the goals:

- Recognize EKU’s role as a leader in the community with regard to environmental issues;
- Demonstrate EKU’s commitment to environmental stewardship; and
- Provide the University community with information and education which will assist in balancing fiscal responsibilities with the purchase of socially and environmentally responsible products and services.

Entities Affected

- The entire university community

Procedures

With every purchase, large or small, ask critical questions about the environmental sensitivities of the product before buying.

Include in all RFP/bidding specifications: “The University is committed to reducing the adverse environmental impact of its purchasing decisions; it is committed to buying goods and services from contractors who share its environmental concern and commitment. The University encourages bidders to include in their responses economical and environmentally friendly products and service options that serve to minimize waste, reduce excess packing and packaging, recycle, reduce, reuse, prevent pollution, and/or offer resource efficiency. It’s the University’s goal to maximize environmental responsibility on its campuses.”

Make suppliers aware of EKU's Green Purchasing Policy. Send a clear message that EKU will give consideration to those suppliers whose products and services meet the University's environmental objectives.

To the extent possible, give preference to environmentally superior products, where quality, function and cost are equal or superior. Choose products based on efficient use of energy, natural resources, and potential for safe, non-hazardous disposal.

Promote the purchasing of durable, as opposed to single use or disposable items.

Encourage suppliers to review the manner in which their goods are packaged, and work with them in the areas of reduction and reuse of packaging materials.

Ensure that energy efficiency is a prerequisite when purchasing appliances and fixtures including light bulbs and street light bulbs. Refer to www.energystar.gov for ENERGY STAR products.

Utilize environmentally responsible biodegradable solvents and cleaners.

Purchase vehicles which maximize fuel efficiencies, utilize alternative fuel and/or alternative environmentally responsible energy methods.

Ensure that all photocopiers and printers purchased or leased are capable of duplex copying and printing.

Procure post-consumer recycled-content office supplies and paper, including paper towels and toilet tissue.

Promote the purchase of environmentally responsible and ergonomically designed furniture and furnishings, including floor coverings and window treatments.

To the extent possible, give preference to locally or regionally grown or manufactured products in the purchasing decision process.

Avoid the purchase and use of all potentially hazardous chemicals including pesticides and wood preservatives for which safety evaluations to current standards have not been carried out and which are known to be persistent in the environment. If no suitable alternative exists, such substances should be used under strictly controlled conditions and subject to a full environmental, health and safety assessment.

Landscape renovations, construction, and maintenance performed by internal staff members or contractors providing landscaping services shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible. The amount of impervious surfaces in the landscape shall be limited, whenever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios, and driveways. Plants should be selected to minimize

waste by choosing species that are appropriate to the microclimate. Native and drought-tolerant plants that require no or minimal watering once established should be purchased.

Promote all Green Purchasing initiatives to the University and regional community.

Definitions

- **Green Purchasing:** The acquisition of recycled-content products, environmentally preferable products and services, bio-based products, energy and water efficient products, alternative fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals.

Responsibilities

See Policy Procedures

Violations of the Policy

Violations of this Policy will be handled through normal University procedures.

Regulation Adoption Review and Approval

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
April 19, 2010	Board of Regents	Adopted
April 19, 2010	President	Approved
April 16, 2010	Administrative Council	Approved