

Sample Sustainable Purchasing Policy

Sample Purchasing Policy for Environmentally Preferable Products

Sample text your business can modify to incorporate the purchase of products that are recyclable, have recycled content and reduce waste into your daily operations.

I. POLICY

As part of ongoing efforts to make Portland a healthier place to live, work and do business, [Business Name] will work to the extent possible to purchase equipment or materials that are recyclable, made of recycled content, and reduce waste.

II. PURPOSE

To provide guidelines for purchasing activities to maximize the purchase of recycled content products that are recyclable and reduce waste, where performance will not be compromised.

Businesses generate more than three-quarters of Portland's waste, much of which can be reduced through the use of reusable products, the implementation of recycling and careful waste segregation. Buying products with recycled content also helps create a market for these materials and drives their prices down.

In complying with this, [Business Name] will request that suppliers specify whether there is an alternative product that has recycled content or is recyclable that could be substituted.

III. GUIDELINES

A. Responsibilities

1. Purchasing Department

In an effort to minimize waste, staff involved in purchasing decisions shall adhere to the guidelines set forth in this policy when making purchasing decisions. The Purchasing Department will participate in establishing goals to increase the number of recyclable products or products that are made of recycled content used by [Business Name].

2. Department Managers and End Users

Individuals in all departments must work with purchasing to evaluate the feasibility of recyclable products, products that are made of recycled content and products that reduce waste in application.

B. Purchasing Guidelines

1. Establish a waste minimization policy with vendors.

Whenever possible the use of equipment and products that are recyclable, made of recycled content and/or reduce waste should be maximized. These products should be purchased whenever such alternatives exist and performance is not compromised.

Vendors should be contacted and provided information regarding [Business Name]'s waste minimization goals.

2. Select those vendors who are willing to meet waste minimization goals.

Purchasing agents shall request from vendors information relating to recycled content and recyclability of products and equipment, and the opportunities these items offer to prevent waste. Purchasing agents will then develop a preferred list of vendors based on those who are willing to help provide such alternatives.