



Working together for a sustainable campus and community

HOPE COLLEGE GREEN PURCHASING GUIDELINES

Hope College endorses “Green Purchasing” and is committed to the use and purchase of environmentally and socially responsible products and services. Departments are expected to support this initiative in accordance with the following guidelines.

Goals

- Recognize Hope College’s role as a leader in the community with regard to environmental issues.
- Demonstrate Hope College’s commitment to environmental stewardship.
- Provide the college community with information and education which will assist in the purchase of socially and environmentally responsible products and services.
- Through our green purchasing efforts, encourage the manufacturing and service sectors to be more environmentally and socially responsible.

Definition

According to the Office of the Federal Environmental Executive (OFEE), Green Purchasing includes 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.

Guidelines

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

- Include in all RFP/bidding specifications: “Hope College is committed to buying products with recycled content or environmentally sustainable alternatives. Please offer any alternatives that you feel are available for this product/project and supply all relevant specific information about the product.”
- Make suppliers aware of Hope College’s Green Purchasing Guidelines. Send a clear message that Hope College will favor those suppliers whose products and services meet the environmental objectives of Hope.
- Integrate Green Purchasing concepts and products into architectural designs, final construction documents and the final construction of all new buildings and renovations.
- 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.
- Purchase 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.
- Require that energy efficiency is a prerequisite when purchasing all appliances and fixtures including light bulbs and street light bulbs. Refer to www.energystar.gov for ENERGY STAR products.
- Give preference when purchasing wood and products that contain wood to those which are from sustainably managed sources. Refer to <http://fscus.org/> for Forest Stewardship Council (FSC) certified manufacturers.
- Utilize environmentally responsible biodegradable solvents and cleaners whenever possible.
- Give preference to the purchase of equipment and vehicles which utilize alternative fuel and/or alternative environmentally responsible energy methods.
- Specify that photocopiers and printers purchased or leased are capable of double sided copying/printing whenever possible.
- Procure post-consumer recycled-content paper and office supplies.
- Procure environmentally responsible and ergonomically designed furniture and furnishings including floor coverings and window treatments.
- Consider product and equipment life cycles when evaluating alternatives along with price, quality, etc. in the purchasing decision matrix.
- Give preference to locally or regionally manufactured products in the purchasing decision matrix.
- 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.
- Promote all Green Purchasing initiatives to the college and wider community.