

**December, 2019**

**To:** Colgate University's Best Practices Committee

**From:** John Pumilio, Director of Sustainability  
Simon Fritz, Director of Purchasing

**RE: Clarification and Guidance on Purchasing Policy 1.6 (Environmentally Preferable Purchasing)**

Colgate University's Office of Sustainability and Office of Purchasing provide the following clarification and recommendations concerning its Environmentally Preferable Purchasing (EPP) (July, 2018):

- 1) **Copier Paper** – Virgin bleached copier paper is not available via its suppliers (Staples nor Amazon) except through a special exception granted by the Directors or management. Join your colleagues who have long made the switch from non-recycled paper to post-consumer recycled content office paper. Paper with at least 30% post-consumer recycled content is a viable alternative. Ideally, 100% post-consumer recycled paper is preferred. As a reminder, eliminating paper waste and using recycled paper is the best combined strategy to reduce costs while protecting our natural environment. Using recycled paper can protect well-managed forests while reducing greenhouse gas emissions and landfill waste. Tips for eliminating paper waste while protecting precious resources include:
  - Use paper wisely. Print only when necessary. It is estimated that nearly 45 percent of all printouts are disposed of by the end of the workday.
  - Print double-sided. Contact ITS (x7111) if you need assistance with getting your printer set up for duplex printing.
  - Increase your paper margins from the standard 1" setting to 0.5"
  - Always recycle your used paper. According to the EPA, paper and paper products are the largest component of municipal solid waste, making up nearly 30% of all waste found in landfills.
  - Purchase SFI or FSC certified paper. Third-party certifications ensure the paper is sourced from responsibly managed forests.
  - Always purchase recycled paper. Let's continue to work together to completely eliminate the purchase and use of non-recycled paper at Colgate.
  
- 2) **Event Supplies** – In order to reduce waste, save energy, and avoid carbon emissions, all events on campus should be zero-waste events. For guidance and green event certification, please see our [Oak Events webpage](#) to help you plan your next zero-waste event. In the case that your event requires disposables, we strongly encourage the use of compostable cups, cutlery, and dinnerware for all Colgate events. Please reference Colgate's ECO lists for alternatives or consult with either the Office of Sustainability or Office of Purchasing to assist in finding a better alternative.

The recognized standards for various products and services are within [Staples's Colgate Preferred Lists](#): 1 ECO Supplies and 2 ECO Paper. This is not intended as a complete list of products or services that help Colgate maintain its historic carbon neutrality pledge as one of the most environmentally responsible campuses in the United States of America. Please always consider the life cycle / disposal costs with the acquisition costs. [Thank you for supporting Colgate's goals.](#)

## **1.6 Environmentally Preferable Purchasing (EPP) (July, 2018) Policy**

The Purchasing Department in collaboration with the University's Office of Sustainability (<http://www.colgate.edu/about/sustainability>) will develop and maintain recognized standards for various products and services used by the campus. Colgate's sustainable procurement standards are designed to facilitate the University's' efforts to monitor and reduce its environmental impact. Every effort should be made to procure goods and services with these standards in mind.

### **Procedure**

In order to support Colgate University's commitment to environmental sustainability and carbon neutrality, the university is committed to purchasing goods and services from manufacturers and suppliers who demonstrate leadership in environmental stewardship. It is the preference of Colgate University that our suppliers use environmentally sensitive products, materials, and sources whenever practicable. If two products are competitive in performance, characteristics, and pricing, the university will favor the more environmentally sensitive product or company.

The university and the supplier may negotiate during the contract term to permit the substitution or addition of environmentally sensitive products when such products are readily available at a competitive cost and satisfy the university's performance needs. If a supplier is citing environmentally preferable product claims, the supplier must be able to provide proper certification or detailed information on environmental benefits, durability and recyclable properties.

Requisitioners should use a basic screen for environmentally sensitive products that will look for those that are reusable instead of disposable, recyclable, made with renewable energy, and contain a significant percentage of post-consumer waste recycled content. Third-party certifications that indicate an environmentally preferable product may also be used for the screening process. In cooperation with the university's Office of Sustainability, the Purchasing Department will maintain a list of approved certifications.