

Complete Policy Title: Environmentally Green Purchasing	Policy Number: P-500
Approved by: Vice-President (Administration)	Date of Most Recent Approval: Oct, 2016
Date of Original Approval:	Supersedes/Amends Policy dated:
Responsible Executive: Director, Strategic Procurement	Enquiries: Manager University Sustainability
<i>DISCLAIMER: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

1. OVERVIEW

McMaster University advocates a practice of buying “green” goods and services. Environmentally responsible or “green” procurement is the selection of products and services that minimize environmental impacts. Environmental benefits may include reduced life cycle costs, reduced energy consumption, recycled content, recyclability, extended product life, decreased maintenance, minimal packaging, and low toxicity.

2. POLICY

McMaster University is committed to environmental stewardship, conserving natural resources and preserving and promoting a healthy environment.

3. RESPONSIBILITY

It is the responsibility of each individual involved in the purchasing process to consider environmentally friendly products and services in their purchasing decisions. The above policy statement will be included

4. GUIDELINES FOR PRODUCT SELECTION

When purchasing goods and services look for products that minimize negative impacts on the environment. Encourage suppliers to suggest environmentally sound products as applicable. “Green” products should meet as many of the following criteria as possible:

- are reusable or contain reusable parts (refillable pens, remanufactured toner cartridges, rechargeable batteries);
- are recyclable (uncoated recyclable paper instead of coated, non-recyclable stocks for publications) or contain recycled materials (paper products containing post-consumer recycled fibre);
- make efficient use of resources and energy (photocopiers capable of duplexing, products containing the EcoLogo or Energy Star label);

- have minimal or no packaging or packaging that is refillable, recyclable, reusable or returnable;
- are non-toxic, minimally toxic and/or biodegradable (low-pollution water-based paints);
- are produced locally or regionally to reduce shipping and packaging requirements;
- are available for sale locally, regionally or through University locations (e.g. ABB or HSC Stores, campus bookstores or other retail outlets).