



Sustainable Purchasing Policy

Introduction

Haverford College is committed to reducing adverse impacts on the environment and recognizes the impact of the purchase, use, and disposal of products and services used or consumed by the College community on our environment and our local neighborhood. Understanding that campus sustainability requires a community-wide effort, our students, staff, and faculty all partner to create a campus community that in its operations safeguards the health of its inhabitants and the world around us.

This Sustainable Purchasing Policy, authored by the [Council for Sustainability and Social Responsibility](#), is designed to reduce Haverford's environmental impact by advocating for purchasing decisions that align with our commitment to sustainability.

Policy

Bearing in mind that the most environmentally responsible practice is to minimize consumption itself, we will utilize extant resources as efficiently as possible and purchase the minimum materials necessary to advance the College's mission.

Haverford College will strive to purchase products with superior environmental and social standards, including recycled content and/or environmentally friendly components, and to identify sustainable alternatives to legacy products, provided that those purchases meet acceptable use and performance needs. We also will strive to minimize the environmental impact of transporting goods to campus by purchasing locally wherever possible and appropriate (with the additional benefit of supporting local economies). We recognize that some of these goals may come at a higher cost, and ask that offices and departments balance fiscal responsibility with environmental and social considerations when making purchasing decisions. The College recognizes that long-term it needs to make prudent financial decisions in all its activities. However, by entities and individuals purchasing more sustainable products, the cost of environmentally-friendly products and services may decline with increased volume.

The College will emphasize the purchase of products that:

- Contain a higher percentage of post-consumer recycled content (a finished material that would normally be thrown away as solid waste at the end of its life cycle, and does not include manufacturing or converting wastes).
- Reduce air, land, and/or water pollution.
- Reduce the amount of waste they produce.
- Are readily and easily recycled.
- Are reusable or contain reusable parts.
- Are multifunctional (i.e., scanner/copier/printers, multipurpose cleaners) and serve to decrease the total number of products purchased.
- Are produced with a comparatively smaller greenhouse gas emission (“embodied energy”), or are made with renewable energy.
- Decrease the use of toxins detrimental to human health and to the environment.

Procedures

Equipment (including Computers, Appliances, and other Electronics):

- Computer hardware that is Energy Star Certified or EPEAT Gold rated is preferred.
- When possible, purchase all-in-one equipment rather than multiple single-purpose devices.
- Reduce presence of individual printers wherever possible, emphasizing those in common areas, and by fiscal year 2021-22, ensure that all academic and administrative printers on campus are provided and serviced through our printing contract.
- Consider longevity and durability in all purchasing decisions, balancing the life of the equipment with considerations of cost and technological functionality.

Paper:

- All computer printers must be set with duplex printing as the default.
- All paper purchased for on-campus use, including letterhead, should contain a minimum of 30% recycled content. However, the College further encourages the purchase of 100% recycled content paper, or sustainable alternatives such as sugarcane paper, which is made from the waste product of sugar refining, and contains no wood paper material.
- By 2020, off-campus printing, including promotional material, mailings, and invitations, should use paper containing a minimum of 30% recycled content.
- By 2022, all on- and off-campus printing should use paper containing a minimum of 70% recycled content, or paper containing no wood paper material.

- No longer purchase any office- or individual-specific College letterhead; instead, purchase standardized College letterhead for use as appropriate and emphasize broader adoption of digital letterhead for most applications.
- Encourage all campus offices to decrease production and distribution on-campus of printed promotional material.
- Prioritize work with off-campus vendors who are: Forest Stewardship Council certified, Green-e certified, carbon neutral, use alternative energy, or use only low-VOC inks, or have other such certifications as may be applicable.
- Develop standard graphic to recognize and promote sustainability on printed promotional material.

Construction, Maintenance, and Grounds:

- Use LEED checklist as a framework to enable the College to identify those strategies which align with appropriate and impactful sustainability objectives. Each significant project, additionally, should be designed to the applicable Energy Code and undergo Enhanced Commissioning, as appropriate and beneficial.
- Continue to build new major projects to LEED Gold Standards as applicable, integrating green purchasing concepts and building practices for design, construction, and operations.
- Continue the conversion of interior and exterior lighting to LED or other energy-efficient options.
- Prioritize water-efficient appliances, including, but not limited to, toilets, faucets, shower heads, and washing machines.
- When available and appropriate, purchase recycled or reclaimed building materials (stone, brick, as well as components for concrete and cement) and sustainably harvested wood products.
- Maintain the preference for planting of native species of trees, shrubs, and other flora.
- Continue to promote low maintenance and environmentally sensitive landscapes, which minimize unnecessary use of resources in their upkeep.
- Continue to purchase products such as paint, carpeting, adhesives, furniture and casework with a low amount of VOCs, high recycled content and low formaldehyde, which should be used when practical. The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products should be phased out and new purchases for HVAC, refrigeration, insulation and fire suppression systems should not contain these chemicals.

Housekeeping:

- Cleaning solvents should be biodegradable and phosphate-free, have low VOC content, reduced packaging, and low life cycle energy use.

- Cleaning products should meet EcoLogo or Green Seal Certification standards, or other comparable standards.
- All bathroom paper products should be 100% post-consumer recycled content, or use an alternative product with a very high percentage if 100% is untenable or problematic.
- All bin liners should be made from recycled materials, or be directly compostable.

Office Supplies:

- Office supplies should be re-usable or re-fillable wherever possible.
- Post-consumer recycled content should be maximized in purchased products.

Packaging and Transportation

- Packaging should be reusable, recyclable, or compostable. Vendors should be requested to minimize packaging where possible.
- Orders and deliveries should be consolidated when possible, and preferably, to no more than one visit to campus per vendor per week, or as the delivery schedule mandates.
- Prioritize the purchase of fuel-efficient or alternative fuel campus vehicles.
- Palletized shipments should be requested on corrugated cardboard pallets.

Food and Beverage

- In campus contexts, reduce or eliminate the purchase/re-sale of bottled water.
- Consolidate/reduce tank-fed water (Deer Park) dispensers, or replace them with in-line water filtration systems.
- In line with the Real Food Campus Commitment, allocate 20% of our total food budget to local, organic, fair-trade, and/or ethically sourced products by fiscal year 2020-21.
- Emphasize local, sustainably produced, and/or fair-trade products across the College's campus food/beverage contexts, not only the Dining Center
- Emphasize reusable plates/cups/containers/cutlery wherever possible across campus.
- Purchase compostable, or, as a fall-back option, recyclable plates/cups/containers/cutlery for necessary disposable applications. Eliminate non-recyclable single-use plastics, such as straws, in all contexts.

Apparel & Branded Items:

- Prioritize the purchase (for both staff uniforms and branded merchandise) of sustainably and responsibly produced apparel and other goods.

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*Sponsor: Jesse Lytle, Vice President, Chief of Staff, and Chief Sustainability Officer
Contact the Office of Purchasing or the Office of the President with any questions.*