



PURCHASING

GOALS

Support and facilitate the purchase of products and material that minimize embodied greenhouse gas emissions and other harmful environmental and social effects from their production, transportation, use and disposal.

- Educate all West Chester University employees on sustainable purchasing, their role in the process, and opportunities to purchase socially and environmentally preferred goods and services.
- Increase purchases of environmentally preferred goods and services consistent with the mission of West Chester University while still remaining cost-effective and in compliance with procurement policy.
- Reduce consumption of energy and natural resources.
- Increase the use of recycled content products where possible.
- Create a model program for successfully purchasing environmentally preferable products that encourages other PASSHE universities and the local community to adopt similar goals.

SUMMARY OF PROJECTS AND INITIATIVES

1. Purchasing Policies & Planning

Objective 1.1 – Establish a Sustainable Purchasing Task Group

Objective 1.2 – Develop a Sustainable Purchasing Policy

2. Sustainable Purchasing Tracking, Reporting, and Promotion

Objective 2.1 – Track and Report Sustainable Purchasing Efforts

Objective 2.2 – Produce and Update a Campus Guide to Sustainable Purchasing

Objective 2.3 – Educate the Campus Community about Sustainable Purchasing

PROJECTS AND INITIATIVES

1. Purchasing Policies & Planning

OBJECTIVE 1.1 – ESTABLISH A SUSTAINABLE PURCHASING TASK GROUP

Sustainable Purchasing Committee Outcome: Establish a Sustainability/Environmentally Preferred Purchasing Task Group charged with researching attributes of current campus purchasing patterns, identifying alternatives, and making recommendations for a comprehensive WCU Sustainable Purchasing Policy.

- Action Step 1: Form the Task Group during Fall 2013

OBJECTIVE 1.2 – DEVELOP A SUSTAINABLE PURCHASING POLICY

Purchasing Policy Outcome: The Sustainable Purchasing Task Group develops and secures approval for a WCU Sustainable Purchasing Policy that, at minimum, a) recognizes that sustainable purchasing is a critical component of preserving natural resources and lowering operating costs and minimizing waste; b) specifies whenever possible and reasonable, the use of sustainable, environmentally friendly systems, equipment and materials; c) ensures that supplies, materials, equipment and services are procured at the lowest possible monetary and environmental costs; d) incorporates a commitment to purchasing Energy Star certified appliances and products; e) promotes business with design firms, consultants, contractors, manufacturers and suppliers that consistently demonstrate sustainable and socially conscious business practices; f) gives preference to locally owned businesses or produced products where possible; and g) provides clear guidance to staff on protocols required for achieving social and environmental goals.

- Action Step: Evaluate the current **Environmentally Preferred Purchasing Program**

2. Sustainable Purchasing Tracking, Reporting, and Promotion

OBJECTIVE 2.1 – TRACK AND REPORT SUSTAINABLE PURCHASING EFFORTS

Tracking and Reporting Outcome: The WCU Purchasing Department, in conjunction with other University departments, tracks and records sustainable purchasing efforts, and prepares a report highlighting performance on an annual basis.

- Action Step: Establish baseline product inventory data and social and environmental impact indicators.
- Action Step: Set goals for the procurement and use of socially and environmentally responsible goods and services.

OBJECTIVE 2.2 – PRODUCE AND UPDATE A CAMPUS GUIDE TO SUSTAINABLE PURCHASING

Campus Guide to Sustainable Purchasing Outcome: The Sustainable Purchasing Task Group produces and annually updates a guide to sustainable purchasing that provides a list of recommended environmentally friendly products or services. The Guide shares lessons learned and encourages adoption of sustainable practices.

- Action Step: Develop and maintain a database of suppliers and materials complying with University's sustainable purchasing policy

OBJECTIVE 2.3 – EDUCATE THE CAMPUS COMMUNITY ABOUT SUSTAINABLE PURCHASING

Sustainable Purchasing Education Outcome: The Sustainable Purchasing Task Group offers regular information sessions for campus purchasers to educate them about Sustainable and Environmentally Preferred Purchasing and helps secure the resources necessary to ensure compliance with the University's Sustainable Purchasing Policy.