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# Sustainable Procurement Policy

## Earth Friendly Products



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## Purpose

In accordance with the Earth Friendly Product Sustainable Policy [2010] the company recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant business practice. Earth Friendly Products recognizes that the types of products and services the company buys each have inherent social, human health, environmental and economic impacts. Earth Friendly Products endeavors to make procurement decisions that embody the company's commitment to sustainability.

Consistent with our goal towards zero waste and the economics of effectively managing costs for solid waste disposal, Earth Friendly Products shall adopt and promote the use of recycled/recyclable supplies and materials as a priority. Earth Friendly Products gives preference to environmentally friendly products whose quality, function, and cost are equal or superior to more traditional products. Earth Friendly Products will procure materials, products, or services in a manner that integrates environmental stewardship, fiscal responsibility, and social equity.

This Sustainable Procurement Policy is intended to focus on the following areas:

- Identifying those sustainability factors that shall be incorporated into procurement decisions
- Providing implementation guidance
- Empowering employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions

- Complementing Earth Friendly Products sustainability goals and policies
- Ensuring the health and safety of workers and citizens
- Supporting the local economy by purchasing goods and services from local vendors
- Procuring goods and services that are environmentally friendly without compromising cost or quality
- Complying with all local, state, and federal laws that govern our procurement activity

### **Sustainability Factors**

Earth Friendly Product will incorporate the following factors when writing specifications for or procuring materials, products, or services. While not all factors will be incorporated into every purchase, it is the intent of this policy that Earth Friendly Product will make the effort to integrate and balance these factors to the maximum extent possible.

Environmental factors to be considered include but are not limited to the following:

- Waste generation
- Greenhouse gas emissions
- Energy consumption
- Depletion of natural resources
- Impacts on biodiversity
- Emitting pollutions
- Toxicity, especially the use of persistent, bioaccumulative, and toxic chemicals

Social equity factors to be considered include but are not limited to the following:

- Human health impacts
- Use of local businesses

Fiscal factors to be considered include but are not limited to the following:

- Reducing consumption
- Product performance and quality
- Lifecycle cost assessment
- Leveraging buying power
- Long-term financial and market changes

### **Use of Best Practices**

Best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable. Earth Friendly Products will utilize best practices in sustainable procurement as they evolve.

### **Toxics in Products and Services**

Earth Friendly Product will utilize the framework of the Precautionary Principle as a guide when evaluating the comparative toxicity of products and services.

### **Data Collection and Performance Reporting**

For purposes of setting goals and evaluating the performance of our Sustainable Purchasing program, vendors may be requested to report the environmental attributes of their products.

The purchasing personnel shall be responsible for the following:

- Collaborating with vendors to design and implement a data collection system for tracking the environmental attributes of products
- Compiling records for the purpose of producing an annual summary of the company's environmentally responsible purchasing operations and for evaluating the effectiveness of these actions in reducing the environmental impacts of company procurement
- Identifying opportunities to educate end users about the impacts of their product choices

### **Education and Training**

Earth Friendly Products shall commit to providing the appropriate dedicated staff levels and related funding to support the implementation and coordination of this policy. This includes activities such as, but not limited to, employee training and resources, professional services, product/service pilot tests, and educational materials.

The purchasing personnel shall be responsible for the following:

- Building awareness of this policy and sustainable procurement standards through information distribution and incorporation into routine employee trainings
- Encouraging employee attendance at internal and external trainings related to sustainability

- Encouraging the use of environmentally preferable/ sustainable products and services through information distribution, development of internal procedures, pilot testing and leading by example
- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools and best practices
- Taking lead in communicating to existing and potential contractors and the public about this policy related to Earth Friendly Products' requirements
- Cooperating in gathering information for the purposes of tracking, reporting and evaluating Earth Friendly Products' sustainable procurement activities.

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## Areas of Focus

### Source Reduction

Reducing unnecessary waste at the source allows Earth Friendly Products to both mitigate the inefficient use of our natural resources and benefit economically from decreased handling and disposal costs.

At Earth Friendly Products procurement activity includes the following:

- Utilizing institutional practices that reduce waste, resulting in the purchase of fewer products whenever practicable and cost-effective but without reducing safety or workplace quality
- Purchasing remanufactured products as often as possible, such as laser toner cartridges, tires, furniture, equipment and equipment parts whenever practicable but without reducing safety, quality or effectiveness
- Considering short-term and long-term costs in comparing product alternatives and the evaluation of total costs expected during the time a product is owned, including but not limited to acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives
- Purchasing products that are durable, long lasting, reusable or refillable
- Requesting that vendors eliminate packaging or use the minimum amount necessary for product protection to the greatest extent practicable
- Requesting packaging that is reusable, recyclable or compostable when suitable uses and programs exists

- Reusing as many materials and items such as packaging materials
- Requiring that all equipment bought after the adoption of this policy, when practicable, be compatible with products and services that provide source reduction benefits

### **Recycled Content Products**

Earth Friendly Products has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential for continuing the viability of that recycling system and the foundation of an environmentally sound production system.

At Earth Friendly Products procurement activity includes products for which the United States Environmental Protection Agency (USEPA) has established minimum recycled content standard guidelines, such as printing paper, office paper, nonpaper office products, and those that contain the highest postconsumer content practicable.

### **Energy and Water Savings**

Recognizing that the generation of electricity is a major contributor to air pollution and global warming issues and that clean water is a finite resource, Earth Friendly Products values products that minimize the use of these valuable resources.

At Earth Friendly Products, procurement activity includes the following:

- Energy-efficient equipment with the most up-to-date energy efficiency functions, including but not limited to high-efficiency heating and cooling systems

- Efficient lighting with energy-efficient equipment
- Products for which the USPA Energy Star Certification is available and that meet the requirements for Energy Star Certification when practical