

LEWIS & CLARK

Sustainable Procurement Policy

POLICY STATEMENT

Lewis & Clark is a **community that commits itself to diversity and sustainability as dimensions of a just society**. Purchasing decisions should balance economic, social and environmental factors and consider the impacts resulting from production, transportation, use and disposal of products or services.

REASON FOR POLICY

Lewis & Clark is a leader in environmental education and shall make procurement decisions that embody our commitment including **local, national and global issues affecting ecological, social and economic sustainability**.

ENTITIES AFFECTED BY THIS POLICY

All units of Lewis & Clark including Lewis & Clark College of Arts and Sciences, Lewis & Clark Law School, and Lewis & Clark Graduate School of Education and Counseling

WHO SHOULD READ THIS POLICY

- Deans, directors, and unit heads
- Administrative staff responsible for purchasing materials or services

CONTACTS

Direct any questions about this policy to your unit's administrative manager. If you have questions about specific issues, call the following offices:

| Subject | Contact | Email | Telephone |
|----------------|------------------------|--------------------|--------------|
| Purchasing | Purchasing Manager | domann@lclark.edu | 503-768-7878 |
| Sustainability | Sustainability Manager | advorak@lclark.edu | 503-768-7794 |

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Biodegradable – capable of being decomposed by biological agents, especially bacteria.

Compostable – product must 1) break down to carbon dioxide, water, inorganic compounds, and biomass at a rate similar to paper, 2) disintegrate into small pieces within 90 days, so that the original product is not visually distinguishable in the compost, and 3) leave no toxic residue

Recycled: products manufactured with waste material that has been recovered or diverted from solid waste.

GUIDELINES

Lewis & Clark will strive to balance environmental and fiscal responsibilities in making purchasing decisions by promoting the purchase of products that are:

- Durable, not single use or disposable
- Made of recycled material that can be reused or recycled
- Biodegradable/compostable
- Produced or grown locally to reduce transportation impact
- Energy efficient products including products labeled with [Energy Star Seal](#) and Electronic Product Environmental Assessment Tool ([EPEAT](#)) for Computer Products
- Non-toxic cleaning products
- Minimally packaged
- Manufactured in an environmentally sound, sustainable, socially responsible manner
- Water efficient

Examples of preferred practices or products include but are not limited to the following:

1. Consumables
 - a. Minimum of 30% post-consumer waste recycled paper is standard while striving to use 100% post-consumer waste recycled paper where practical.
 - b. Reduce paper consumption by moving to electronic storage of data and increased use of duplex printing.
 - c. Office Supplies – purchase of supplies from Staples preferred Eco-Conscious list where practical
 - d. Drinking Water – Where a water source is available, replace 5-Gallon water coolers with water filtration systems.
 - e. Cleaning Products –purchase [Green Seal certified](#) cleaning products wherever practical to lessen the impact on the environment and protect the health of the community.
2. Electronics
 - a. Purchase of [EPEAT](#) Gold rated computers and monitors, whenever practical.
 - b. Copiers/Printers – increase number of networked multi-function machines to reduce the number of individual copiers, printers, scanners and fax machines.
 - c. Purchase electronic products that meet U.S. EPA Energy Star certifications.
3. Energy
 - a. Lighting – When replacing interior and exterior lighting, the most efficient sources economically and commercially available should be considered for use.
 - b. All energy using products should meet the U.S. EPA Energy Star certification when available and practicable.