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ENVIRONMENTAL PURCHASING POLICY

Devised: March 2012

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1 Purpose

The purpose of this policy is to support the purchase of products that will minimise any negative environmental impacts of our work. SUFA recognises that the purchasing decisions of our employees and volunteers can make a difference in favour of environmental quality. We prefer the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price.

2 Definitions

- A. “Environmentally Preferable Products” means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- B. “Recycled Products” are products manufactured with waste material that has been recovered or diverted from solid waste.
Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.
- C. “Practicable” means sufficient in performance and available at a reasonable cost.

3 Policies

- A. All SUFA personnel will purchase recycled and environmentally preferable products whenever practicable.
- B. All imprinted letterhead paper, envelopes and business cards used by SUFA departments shall be recycled paper and shall bear an imprint identifying the paper as recycled.
- C. SUFA departments shall ensure that the title page of each report printed or copied on recycled paper bears an imprint identifying the recycled content of the paper wherever practicable.

The use of this imprint on every communication will help SUFA set an example that will promote the use of recycled products by its clients. There is also a significant community relations benefit in this.

- D. Departments shall use both sides of paper sheets whenever practicable.
- E. SUFA shall promote the use of recycled and other environmentally preferable products by publicising its procurement program.

Materials produced for advertising, conferences, trade fairs, press releases, and other communications with clients and citizens can make reference to SUFA’s commitment and leadership in the use of environmentally preferable products.

4 Selected Environmental Products - Products are designated by the Management (see Section V).

SUFA departments shall evaluate the following environmentally preferable products and purchase them whenever the evaluation is favourable.

- A. Recycled paper and paper products;
- B. Remanufactured printer toner cartridges;
- C. Re-refined antifreeze;
- D. Recycled plastic Outdoor-wood substitutes;
- E. Re-crushed cement concrete aggregate and asphalt;
- F. Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash;
- G. Remanufactured tires and products made from recycled tire rubber;
- H. Compost;
- I. Re-manufactured paint;
- J. Cleaning products with lowered toxicity;
- K. Energy saving products;
- L. Waste-reduced products;

- M. Water-saving products; and
- N. Other products designated by the management.

5 Responsibilities of Management

SUFA management has *assign responsibility for coordinating policy implementation to* The CEO.

The CEO shall be responsible for coordinating the implementation of this policy. The CEO shall:

- A. Shall develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by agencies whenever possible. Initially, these shall include the products designated in section IV of this policy. This list may be modified as needed;
- B. Inform departments of their responsibilities under this policy, provide departments with information about recycled product and environmental procurement opportunities, develop reporting procedures with departments; and
- C. Assemble an annual report on the status of implementation by each department to the Management Committee of SUFA

6 Responsibilities of All Employees

Each employee/ volunteer shall:

- A. Purchase recycled paper products whenever practicable;
- B. Evaluate each Designated Product to determine the extent to which it may be practicably used by the department;
- C. Meet periodically with the CEO to report the progress of policy Implementation, including:
 - 1. The results of product evaluations;
 - 2. The status of efforts to maximize environmental purchasing; and
 - 3. Total purchases of environmentally preferable products.
- D. Ensure that contracts issued by the organisation require environmental purchasing wherever practicable.

7 Exemption:

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

Date Implemented: March 17	Future Review Dates			
	2018	2019	2020	Notes
Date to reviewed	April	April	April	
Date approved By Trustees				