

Butte College Associated Students Green Purchasing Policy

Purpose

This shall be known as the Butte College Associated Students Green Purchasing Policy. Its purpose is to ensure that the Associated Students purchase recycled and/or environmentally preferred products whenever they meet cost and performance requirements as well as to ensure the Butte College Associated Students minimizes its carbon footprint. This policy applies to purchases made by all programs and services funded by the Student Activity Fee and the Student Representation Fee.

Definitions

Environmentally Preferred Products: products that have a lesser impact or reduced negative effect on human health and the environment when compared with competing products that serves the same purpose. This comparison between competing products may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

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

Post-Consumer Waste (PCW): Waste produced by the end-user of a product, and has been diverted from a landfill. Post-consumer waste is differentiated from pre-consumer waste, which refers to waste produced in the manufacture of a product.

Statement of Policy

The Butte College Associated Students will purchase recycled and other environmentally preferred products and services whenever practicable.

Paper Products & Printing:

1. The Associated Students will phase out the use of virgin paper and adopt a standard of 100% Post-Consumer Waste (PCW) recycled content paper to be used in all office equipment (e.g., multi-function devices, copiers, printers, and fax machines).
2. The Associated Students will purchase remanufactured ink cartridges whenever available.
3. The Associated Students will maintain a minimum standard of 30% PCW recycled content paper for all other office related paper products (envelopes, labels, cards, posters, file folders, etc.)
4. The Associated Students will work toward the transitioning all operations toward electronic and paperless e-procurement systems, and will use web-based catalogs, communications, and other electronic programs when applicable.
5. The Associated Students will print both sides of paper used whenever applicable

Electronics:

1. All desktop computers, laptops, and computer monitors purchased by the Associated Students are required to have achieved a minimum Bronze-level registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT®), where applicable, and must be Energy Star certified.
2. Preference will be given for electronics products that have achieved EPEAT® Silver or EPEAT® Gold registration. The registration criteria and a list of all registered equipment are provided at EPEAT.
3. The Associated Students will purchase rechargeable lithium ion or nickel-metal hybrid batteries whenever applicable. If the purchase of rechargeable batteries is not available, the Associated Students will purchase long lasting batteries. All batteries purchased must be recycled.

Cleaning Products:

1. The Associated Students will purchase only non-toxic soaps, hand sanitizers, and wipes, and will purchase biodegradable cleaning materials whenever possible.
2. All-purpose cleaning supplies purchased by the Associated Students will be free of environmentally harmful chemicals including phthalates, ammonia, triclosan, and chlorine compounds.

Apparel:

1. The Associated Students will buy apparel items (shirts, hats, etc.) made of sustainably produced materials (i.e. cotton, hemp, tencel, linen) or a minimum of 50% recycled material when applicable and will limit the number of items purchased to precise estimates of the items needed.
2. All apparel items procured by the associated students must be 100% biodegradable.

Promotional Items:

1. The promotional items purchased must be reusable and/or recyclable items, and will be held to the standards listed in this policy.
2. The Associated Students will avoid the purchase of excess promotional items.

Miscellaneous Supplies:

1. The Associated Students will purchase basic office supplies (i.e. pens, paper clips, staples) made of recycled and environmentally preferred materials whenever applicable.
2. The Associated Students will purchase tableware products (i.e. napkins, tissues, plates, cups, utensils) manufactured with a minimum of 30% pre/post-consumer recycled materials, and will purchase only biodegradable and/or 100% recyclable tableware items.

Statement of Procedure

The Associated Students Business Affairs Director, Sustainability Director, and ICC Director shall be jointly responsible for coordinating implementation of this policy. They will:

1. Research opportunities for procurement of recycled and other environmentally preferred products

and communicate these to purchasing decision makers for evaluation and purchase.

2. Maintain records of purchases made by The Associated Students of recycled and other environmentally preferred products.
3. Prepare and submit semesterly reports to The Associated Students by the end of each semester, describing the progress of the implementation of this policy, including the following elements:
 - a. Quantities, costs, and sources of recycled and other environmentally preferred products purchased
 - b. Analysis of quality and affordability in relationship to non-sustainable products
 - c. Recommendations for changes in procurement policy
4. Educating staff, AS, ICC officers about this policy and listening to staff comments and suggestions.
5. Promote the use of recycled and other environmentally preferred products by publicizing this green purchasing policy and its implementation.
6. Advocate for the expansion of this policy to other campus organizations and/or campus administration offices in the event of successful and progressive results.
7. Violations of this policy may result in loss of purchasing privileges from the AS. Violations will be reviewed by the AS Budget and Finance Committee to determine appropriate consequences.

Exemptions

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately, and/or products that are not cost-effective to achieve the product's purpose. Sustainable products exceeding the prices of non-sustainable products by 25% will be exempt.

Implementation

This policy shall be effective immediately from the date of AS board approval on May 15th, 2018.