Green Purchasing Policy

Statement of Purpose
This shall be known as the Calvin College Building Services Green Purchasing Policy. Its purpose is to ensure that Calvin College Building Services purchases recycled and other environmentally preferable products whenever they meet cost and performance requirements.

Definitions
“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.

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

“Practicable” means sufficient in performance and available at a reasonable cost.

“Cost” means the total expense of the product including the initial price, lifecycle costs, and disposal costs.

“Price” means the initial expense to acquire the product.

Statement of Policy
Calvin College Building Services shall purchase recycled and other environmentally preferable products whenever practicable.

Calvin College Building Services shall require contractors and consultants to use recycled and other environmentally preferable products whenever practicable.

Statement of Procedure
Calvin College Building Services shall be responsible for coordinating implementation of this policy. Calvin College Building Services shall:

1. Assign appropriate personnel to fulfill the requirements of this policy.
2. Research opportunities for procurement of recycled and other environmentally preferable products and communicate these to purchasing decision makers for evaluation and purchase.
3. Collaborate with specifying agencies to prepare or revise bid documents and contract language where necessary to implement this chapter.
4. Collect data on purchases by Calvin College Building Services of recycled and other environmentally preferable products.

5. Annually review the following elements:
   a. Quantities, costs, and types of recycled and other environmentally preferable products purchased;
   b. A summary of savings achieved through the purchase of recycled and other environmentally preferable products;
   c. A summary of program promotional efforts;
   d. Recommendations for changes in procurement policy.

6. Promote the use of recycled and other environmentally preferable products by publicizing its environmental purchasing policy and its implementation.

7. Educating staff about the policy and listening to staff comments and suggestions.

**Exemptions**
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 cost.

**Implementation**
This policy shall be effective immediately.
Green Seal Certified Products

Cleaners
101 All purpose Cleaner
102 Glass Cleaner
103 Neutral Disinfectant
Green Solutions Restroom Cleaner
Floorfront Zinc free Floor finish
Green Solutions Floor finish/seal remover

Paper Products
Jumbo Bath Tissue 100% Recycled
Household size toilet tissue 100% Recycled
Natural Roll Towel 100% Recycled

Personal Care
Gojo Handsoap
Gojo Hair and bodywash

Microfiber
Cloths
Dusting tools
Mops

Miscellaneous
All interior matting is 100% Recycled
Window cleaning is done using deionized water without the use of chemicals
Hepa Vacuums