
POLICY AND PROCEDURE**TITLE:** Environmental Procurement Policy**POLICY NO.** PUR 3**EFFECTIVE:** Jan 27, 1995

ENVIRONMENTAL PROCUREMENT POLICY**1.0 POLICY OBJECTIVE**

It is the objective of the University that the supplies, equipment, and services procured by the University shall support the 3 Rs of waste management, namely Reduce, Reuse, and Recycle, and the conservation of energy and water. In so doing the University intends to minimize the harmful effects of their use and final disposition on the environment.

2.0 SCOPE

This policy applies to all University purchases of goods and services.

The University will endeavour, where possible, to consider in the purchasing process the favourable environmental impact of the product or service selection. The criteria for such consideration will be products or services which have been approved by the Ministry of Environment's "Environmental Choice Board" and identified by the Canadian Standards Association or other such Federal, Provincial or Nationally recognized body, as being produced in such a way that improves energy efficiency, reduces hazardous by products, uses recycled materials or because the product itself can be reused or is recognized to be environmentally sensitive.

3.0 RESPONSIBILITY

The University is committed to actions designed to conserve and protect the environment and will continue to implement those actions whenever possible and economical. It is the responsibility of the University's Purchasing Office in conjunction with all University departments to promote the development and use of environmentally friendly products and services through the following activities:

i) Reviewing contracts, tenders and specifications for goods and services to ensure that whenever possible and economical, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste /or recyclable content, without significantly affecting the intended use of the product or service;

ii) Working with the President's Advisory Environmental Committee and waste management personnel to identify new environmentally friendly products and services and improvements/changes in industry standards that may impact on our environment.

iii) Purchasing from suppliers that provide environmentally friendly products and services or suppliers that are environmentally sensitive in their daily operations.

iv) Promoting the purchase of goods and services which support the three R's where available and practical, for the day to day operation of the University.

v) Seeking new suppliers and encouraging existing suppliers to review the manner in which their goods are packaged. Working with suppliers in the areas of reduction and reuse of packaging materials.

vi)Using cost benefit analysis to arrive at the correct sourcing decision, one that is economically practical, reflects effective purchasing practices and satisfies the requirements of the user department.

vii)Making suppliers aware of the University's Environmental Procurement Policy. Sending a clear message that the University will favour those suppliers whose products meet the environmental objectives of the University.