321-002-A: ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

I. Introduction

Environmentally preferable purchasing (“EPP”) is the purchase of products and services that have a lesser effect on human health and the environment in their manufacture, use, and disposal when compared to other goods and services that serve the same purpose. Environmentally preferable purchasing protects the environment. EPP can also protect human health, save money, and improve the overall quality of purchases.

II. Policy

The University Corporation at Monterey Bay (the “Corporation”) is committed to minimizing the adverse environmental impacts of its purchases. The Corporation will consider the cost, performance, and availability of environmentally preferable products and services compared to other products and services when making purchasing decisions.

III. Policy Guidelines

A. This policy is not intended to limit or restrict purchasing flexibility. A variety of factors may be considered to determine the rigor of environmental screening. These factors include but are not limited to:

   1. The type and complexity of the product or service being purchased,
   2. The commercial availability of the product or service,
   3. The type of purchasing method – for example, whether it is a small credit card purchase, a negotiated contract, an RFP, or a bid,
   4. The timeframe of the purchase, and
   5. The dollar amount.

B. The Corporation will use the EPA’s guiding principles for EPP in implementing this policy.

   1. Include environmental considerations, such as durable versus disposable, as part of the normal purchasing process.
   2. Emphasize pollution prevention early in the purchasing process.
   3. Examine multiple environmental attributes throughout a product’s or service’s life cycle.
4. Compare relevant environmental impacts when selecting products and services.
5. Collect and base purchasing decisions on accurate and meaningful information about environmental performance.

IV. Adoption and Review

A. The Corporation’s Board of Directors has adopted this Environmentally Preferable Purchasing Policy, dated January 2013.

B. This policy shall be evaluated ten years from its adoption date to determine its effectiveness and appropriateness. The policy may be evaluated before that time as necessary to reflect substantial organizational, financial, or physical change(s) at the University Corporation or any change required by law or by other governing policy.

C. Any proposed amendments or variations of this policy would require a majority approval by the Corporation Board of Directors.

V. Related Documents

A. 321-001-C Procurement Policy

B. *Final Guidance on Environmentally Preferable Purchasing* from the Environmental Protection Agency