Green Purchasing Policy

# Scope

This policy will apply to all purchases of materials made by [*Business name*].

# Performance Metric

A list of all materials purchased from vendors will be made. The company’s performance will be measured by the percent that “Green purchases” represent out of all the company’s purchases.

# Goals

The purpose of this policy is to support the purchase of recycled, environmentally preferred products, and local products in order to minimize the environmental impacts relating to our work. [*Business name*] recognizes our employees can make a difference in favor of environmental quality. We strongly recommend the purchase of environmentally preferable products and local whenever they perform satisfactorily and are available at a reasonably competitive price.

# Procedure and Strategies

All materials purchased by [***Business name*]** will be evaluated to determine which ones can be obtained from more sustainable sources. Vendors that provide sustainable options for materials used at [*Business name*] will be evaluated to add them as preferred vendors. The products will be assessed to make sure the desired performance is obtained. Energy Star rated products make part of the sustainable materials. Besides providing a green option; other aspects of the vendors may be considered as well such as if they use minimal amount of packaging for their products, if they use re-usable or recyclable packaging and if their packaging comes from recycled materials.

Green purchased materials can include office paper and office equipment.

# Responsible Party

[*Business name*] will be responsible for naming a person to be in charge of this program. [*Person’s name*] will be responsible for making the list of vendors, putting together a team to analyze the products (if necessary) and will be in charge of all the communication between [*Business name*] and [vendor]. [*Business name*] management will provide the necessary support (financial, technical, etc.) for [*Person’s name*] to complete the task of implementing the green purchasing policy. [*Business name*] will provide clear instructions as to how to enforce the policy.

# Time Period

The Green Purchasing Policy will be implemented on XX/XX/XXXX and will be valid from then on. A yearly update on the products being purchased will be given in the [Business name] (quarterly, monthly, etc.) staff meeting.