

**Subject: Public Procurement – “Conservation and Efficiency in the Operation of State Government”**

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**1. Purpose**

This policy addresses procurement sustainability by procuring products that will minimize negative impacts on society and the environment to the greatest extent possible.

**2. Policy**

Tidewater Community College shall align its procurement plans, practices, and procedures with its commitment to leadership in environmental stewardship and stated objectives related to the Commonwealth of Virginia’s, Office of the Governor Executive Order 19, *Conservation and Efficiency in the Operation of State Government*.

### **3. Responsibilities**

The Vice President for Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

### **4. Procedures**

#### **4.1. Energy Conserving Products**

- All desktop computers, notebooks, and monitors purchased must meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" (bronze registration) or higher as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.
- Copiers, faxes, and printers purchased or leased will be compatible with the use of recycled paper.
- All appliances and equipment leased or purchased by the college for which Energy Star designation is available will meet the U.S. EPA Energy Star certification.
- When acquiring or replacing interior or exterior lighting, energy efficient equipment will be purchased.

#### **4.2. Toxins and Pollutants**

- Cleaning solvents should be biodegradable, phosphate free, and citrus-based when their use will not compromise quality of service.
- Industrial and institutional cleaning products that meet Green Seal certification standards or environmental preferability and performance will be purchased or required to be used by janitorial contractors.
- All surfactants and detergents used will be readily biodegradable and will not contain phosphates.
- Vacuum cleaners that meet the requirements of the Carpet and Rug Institute's "Green Label Testing Program-Vacuum Cleaner Criteria" (capable of capturing 96 percent of particulates measuring 0.3 microns and operating with a sound level less than 70dBA) will be used by in-house staff and required for janitorial contractors.
- Whenever possible, products and equipment will not contain lead or mercury. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

- Pest control will be managed through prevention-physical and mechanical- and through the purchase of environmentally friendly products. As a last resort, use of the least toxic pest control substance is required.
- Waste oil and anti-freeze collected from college vehicles will be collected and disposed of through a third-party reclamation firm.

#### **4.3. Purchased or Leased Vehicles**

- Vehicles purchased or leased will have low emissions of local air pollutants and greenhouse gases.
- In cases where the type of vehicle is available to meet the operational requirement, first consideration will be given to purchasing/leasing a biodiesel, electric, or hybrid vehicle. The overall cost to operate over its anticipated useful service life will be considered in making the decision to purchase or lease a particular type of vehicle. In addition to the purchase/lease cost of the vehicle, factors that should be considered are the fuel consumption rate (in miles per gallon) for biodiesel and hybrid vehicles and the range and expected battery life for electric vehicles. The decision to purchase/lease a non-alternative fuel vehicle requires the approval of the Vice President for Administration.

#### **4.4. Purchase of Recycled Products**

- All paper purchased will be recycled except where the equipment limitation or the nature of the document preclude the use of recycled paper.
- When specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects, recycled, reusable, or reground materials will be used when practicable.
- The use of reclaimed stone and brick and the use of secondary or recycled aggregates will be specified.
- Transportation products, including signs, cones, parking stops, delineators, channelizers, and barricades will contain the highest post-consumer content practicable.
- Products that are durable, long lasting, reusable, or refillable are preferred whenever feasible.
- Remanufactured toner cartridges should be used in all copiers and printers whenever feasible.

#### **4.5. Packaging**

Packaging that is reusable, recyclable, or compostable is preferred, when suitable uses and programs exist, as is eliminating packaging or using the

minimum amount necessary for product protection to the greatest extent practicable.

#### 4.6. Conference Planning

- Conferences and meetings not held in state owned offices, buildings, or facilities should be held at “Virginia Green” certified facilities if such use will meet the needs for the meeting, will not increase travel distances, and is not cost-prohibitive.
- The use of paper shall be minimized for all meetings and/or conferences whether on- or off-site.
- When meals or refreshments are served, disposable materials should be avoided to the greatest extent possible.
- Disposable materials that are used should be biodegradable or recyclable.

### 5. Definitions

**Sustainability.** Encompasses human and ecological health, social justice, secure livelihoods, and a better world for all generations. ([Association for the Advancement of Sustainability in Higher Education, 2009](#))

**Recycled Products.** Products manufactured with waste material that has been recovered or diverted from solid waste. Recycle material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.

**Reuse.** Repairing what is broken or giving it to someone who can repair it or use it in its current state.

**Reduce.** Using less of products and utilizing other means of doing business when available to reduce the amount and toxicity of trash discarded.

**Certification.** Official document or seal providing evidence and details of something that is authentic and verified by a third party.

### 6. References

[Executive Order 19 \(2010\)](#)

[IEEE 1680.1 Standard for the Environmental Assessment of Personal Computer Products](#)

[Association for the Advancement of Sustainability in Higher Education](#)

### 7. Review Periodicity and Responsibility

The Vice President for Finance shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

## **8. Effective Date and Approval**

This policy is effective upon its approval by the College President on August 30, 2010.

Policy Approved:

Procedure Developed:

Deborah M. DiCroce  
President

Phyllis F. Milloy  
Vice President for Finance

## **9. Review and Revision History**

This is the first version of this policy.