Sustainable procurement considers the inherent social, environmental, and economic impacts of purchasing decisions. Looking beyond costs, the Sustainable Procurement and Life Cycle Consideration Policy, strives to minimize adverse impacts of products and services, from production, transport, use, and final disposal. Below you will find examples of procurement strategies to help you make more sustainable purchasing decisions.

**Sustainable Purchasing Considerations**

Sustainable purchasing involves the critical evaluation of products, services and processes that support PSU’s sustainability goals and models environmental, economic, and community stewardship. Prior to purchases, staff should review this checklist to help determine if products or services are needed, and if so, how to choose the most sustainable option.

**Benefits of sustainable procurement**

<table>
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<tr>
<th>Environment</th>
<th>Social</th>
<th>Economic</th>
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<tr>
<td>Reduces Waste</td>
<td>Supports</td>
<td>Encourages</td>
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<tr>
<td>Use of natural resources</td>
<td>Employee innovation and leadership</td>
<td>A robust local economy</td>
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<tr>
<td>Pollution and toxins</td>
<td>Ethical work environments</td>
<td>Cost reductions in operations and maintenance</td>
</tr>
<tr>
<td>Greenhouse gas emissions</td>
<td>Employee health, safety and wellness</td>
<td>A diverse market for sustainable products and services</td>
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Is the purchase necessary?

- Is this purchase something that will be used often or just a few times a year?
- Can you rent, lease, share or borrow the product rather than buying? Check out PSU’s Item Lending Library, another department might have what you’re looking for!
- Can a used or refurbished item meet your needs? Check out PSU’s Reuse Room for used office supplies and PSU Surplus for used furniture and equipment.

Product Considerations

- Purchase remanufactured goods or use refurbishing services rather than buying new
- Choose products that contain recycled content and can be reused and/or recycled
- Choose products from manufacturers that have policies in place that support ethical labor practices
- Prioritize local sources to reduce environmental impacts and support the local economy
- Choose products made with low or non-toxic materials
- Purchase products in bulk and in high concentration to help reduce transportation emissions and waste
- Choose products that are durable and have long lifecycles
- Choose products that are energy efficient
- Avoid single-use items and choose rechargeable or refillable products when possible
- Can this item be used amongst multiple users and be added to the PSU Item Lending Library?

Sustainability standards to look for

Watch out for greenwashing (natural, green, eco, etc.) in advertising and product claims not backed by reputable certifications. Whenever possible use the third party certifications listed below:

- Certified Organic
- Chlorine Free Products Association
- Eco Logo
- Electronic Product Environmental Assessment Tool (EPEAT)
- Energy Star
- Fair Trade
- Green Guard
- Green Seal

Recommended products

The Campus Sustainability Office is working closely with PSU’s Contracting and Procurement Services and the vendors on the ePSU Marketplace to ensure that product offerings meet the standards listed in the Sustainable Procurement and Life Cycle Consideration Policy when possible. Contact greencampus@pdx.edu for additional product recommendation.