

Sustainable Procurement Toolkit



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 PROCUREMENT AND LIFE CYCLE CONSIDERATION POLICY ASKS:

- What is necessary to purchase?
- What is the product made of?
- How was it made?
- Who made it and how were they treated?
- How will it get here?
- How long will it last?
- How will it be disposed?

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

Environment	Social	Economic
<p>Reduces</p> <ul style="list-style-type: none"> Waste Use of natural resources Pollution and toxins Greenhouse gas emissions 	<p>Supports</p> <ul style="list-style-type: none"> Employee innovation and leadership Ethical work environments Employee health, safety and wellness 	<p>Encourages</p> <ul style="list-style-type: none"> A robust local economy Cost reductions in operations and maintenance A diverse market for sustainable products and services

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 green-campus@pdx.edu for additional product recommendation.