

Sustainable Purchasing Policy

TEMPLATE

The [Town/City of] recognizes that procurement decisions of our employees and contractors have significant impacts on the environment. By including environmental, public health, and waste reduction considerations in our purchasing decisions, along with price, performance, and product availability, we can remain fiscally responsible while promoting practices that minimize waste and environmental impacts. The purpose of this document is to establish the framework for a sustainability-based purchasing program for the [Town/City of].

Objectives of this policy include making purchasing decisions that:

1. Minimize waste and prioritize reuse by identifying alternative options to new and single-use products and equipment,
2. Support recycling markets by purchasing products with post-consumer recycled content, and that are recyclable after use.
3. Conserve natural resources such as energy and water, and
4. Minimize environmental impacts from pollution, greenhouse gases and toxins/hazardous products.

To meet the above goals, [Town/City] will, whenever feasible:

- Purchase products and services offered through the Operational Services Division's [Environmentally Preferable Products and Services Guide](#),
- Prioritize donation and reuse before disposal of goods or equipment; and whenever possible, utilize the State [Surplus Property Program](#).
- Adhere to [Federal Comprehensive Procurement Guidelines](#) for minimal accepted recycled content levels when purchasing office paper, envelopes, notepads and file folders.
- Prioritize purchasing products that are durable, long lasting, reusable or refillable, and avoid purchasing single use products.

The [Town/City] is committed to sustainable purchasing and empowers employees to be innovative and demonstrate leadership by considering environmental and public health benefits when making purchasing decisions.

Signature

Date