



## PROCUREMENT OPERATIONS GREEN PROCUREMENT GUIDELINES

- 1) Procure environmentally preferable products and services where criteria have been established by governmental or other widely recognized authorities (e.g. Energy Star, EPA Eco Purchasing Guidelines).
- 2) Integrate environmental factors into the Houston Community College's buying decisions where external authorities have not established criteria. Examples include:
  - (a) replacing disposables with reusable's or recyclables;
  - (b) supporting eco-labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for money
  - (c) taking into account life cycle costs and benefits;
  - (d) evaluating, as appropriate, the environmental performance of vendors in providing products and services;
- 3) Raise staff awareness on the environmental issues affecting procurement by providing relevant information and training;
- 4) Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices;
- 5) Encourage providers of services to consider environmental impacts of service delivery.
- 6) Comply with all environmental legislative and regulatory requirements in the procurement of products and services.

Nothing in these guidelines shall be construed as requiring a department, agency or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

Procedures and Guidelines shall be established as necessary to ensure the continuation of a strong Environmental Procurement Program.