

<b>Policy Number/Title:</b>	8.1.1 Sustainable Procurement
<b>Effective Since:</b>	05/01/2013
<b>Last Revision Approved:</b>	06/18/2025
<b>Responsible Officer:</b>	Procurement Services/Office of Sustainability

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## 1. Scope:

Winthrop University is committed to serving as a positive example through employing sustainable practices. Sustainable procurement can address environmental degradation, negative social health concerns, and fiscal responsibility.

## 2. Definitions:

For definitions, contact Winthrop University's Office of Sustainability at [sustainability@winthrop.edu](mailto:sustainability@winthrop.edu).

## 3. Policy:

The purpose of this policy is to support the statewide **Green Purchasing Initiative**, South Carolina's Senate Bill 1497, by purchasing products that minimize the harmful effects on the community, employees, and students through their use and disposal on human and natural systems. Winthrop University recognizes that the purchasing decisions of our employees can improve environmental quality and the buildings we occupy. Purchase sustainable and **Environmentally Preferable Products** whenever they perform satisfactorily and are available at a reasonable and comparable price.

## 4. Procedures:

- A. Winthrop University shall promote the responsible sourcing of sustainably preferred products by publicizing its Sustainable Procurement Program.
- B. Whenever practicable and fiscally responsible, Winthrop University personnel shall purchase products that lower **Life Cycle Costs** by eliminating excessive or all packaging, choosing **Recycled Products**, increasing energy and water efficiency, reducing air pollution and greenhouse gas emissions, supporting biodiversity and healthy ecosystems, and minimizing or eliminating toxic chemicals.
- C. Winthrop University's Procurement Department will make every effort to secure



contracts with vendors who employ **Sustainable Practices**, including but not limited to recycling and waste reduction practices, maximizing energy and water efficiency, lowering or eliminating all types of pollution and emissions, treating people with respect and dignity, or contributing to safe and healthy working conditions and work environments.

D. Winthrop University will procure products and services using criteria established by governmental or other widely recognized and proven **Third-party Authorities** (e.g., Energy Star, EPA Eco Purchasing Guidelines, etc.).

E. Listed are examples of preferred sustainable purchasing practices or products. This is not an exhaustive list.

#### Offices and Departments

- Reduce and reuse office supplies. (Departments or offices with excess supplies can communicate using the Daily Digest or the public Swap-N-Shop email group when items are available. Contact the Office of Sustainability for information about what items are collected for recycling.)
- Purchase products made of **Recycled Material**, maximizing pre- and post-consumer content and/or highly energy efficient in production and use.
- Prioritize durable, reusable products over single-use or disposable items.
- Choose products manufactured in an environmentally sound, sustainable manner by companies with good environmental track records.
- When possible, use non-toxic or minimally toxic, and preferably biodegradable materials that cause minimal or no environmental damage during normal use or maintenance. (Hazardous materials must be processed by EHS and often are done so at high disposal costs.)
- Choose products and supplies shipped with minimal packaging (consistent with the care of the product) that are preferably made of recycled and/or recyclable materials.
- Refer to EPEAT (Electronic Product Environmental Assessment Tool) for Silver or Gold registered desktop computers, laptops, and monitors.

#### Buildings and Construction

- Convert all lamps into light-emitting diodes (LED) that are UL-rated and preferably Energy Star certified.
- Consider re-refined lubrication and hydraulic oils.
- Use energy-efficient appliances that are preferably Energy Star certified.
- Specify re-crushed cement, concrete aggregate, and asphalt.
- Specify cement, asphalt concrete containing glass cullet, recycled fiber, plastic, or tire rubber.
- Consider remanufactured tires and products made from recycled tire rubber.
- Maintain Green Seal (TM) cleaning products program.
- Use water-saving products where feasible.
- Consider the life cycle costs and benefits of all purchases.



- Evaluating, as appropriate, the environmental performance of vendors in providing products and services.
- Request or recommend the use of **Sustainable Products** by incorporating them in bid specifications where practicable, including recycled materials and products, energy-efficient equipment

F. This policy will be reviewed annually by the Sustainability Committee and the Office of Procurement Services.

## 5. Resources:

For resources, contact Winthrop University's Office of Sustainability at [sustainability@winthrop.edu](mailto:sustainability@winthrop.edu).

## 6. History of Revisions:

06/12/2025	Revisions
05/01/2013	Minor Revisions
12/01/2012	Policy first established

## 7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: