

# Sustainable Purchasing Policy for the Middleton Student Association

## 1.0 Purpose

The purpose of this document is to encourage the purchase and use of materials that will support the environment and the community while maintaining the required functionality and **performance of the Middleton Student Association**.

## 2.0 Scope

Sustainable purchasing will be encouraged for the following areas:

2.1 Ongoing consumables: This includes paper, ink, batteries, pens, and other office supplies. Also included are cups, plates, and utensils used during food events. These items must meet one or more of the following criteria to be in compliance:

- 2.1.1 At least 20% post consumer and/or pre consumer material
- 2.1.2 At least 50% rapidly renewable materials
- 2.1.3 Locally manufactured in Nova Scotia
- 2.1.4 FSC Certified paper products
- 2.1.5 Rechargeable batteries

2.2 Food: This includes all meals and snacks purchased for meetings and social events. To be in compliance they must meet one of the following:

- 2.2.1 Purchased from a locally owned restaurant
- 2.2.2 Grocery items manufactured or processed by a Nova Scotian company or prepared in store

2.3 Durable Goods: This includes office equipment, electronics, and furniture. To be in compliance they must meet one of the following criteria:

- 2.3.1 Environmentally sustainable electronic equipment featuring an energy star logo when feasible
- 2.3.2 Manufactured using rapidly renewable materials, which are planted and harvested in a less than 10 year cycle
- 2.3.3 Manufactured using materials and adhesives that will not off-gas volatile organic compounds, which can adversely effect indoor air quality

## 3.0 Performance Metric

Items meeting the sustainable purchasing requirements will be tracked by their price. The percentage of total dollars spent will be our performance indicator.

## 4.0 Goals

- 4.1 The Middleton Student Association aims to encourage representatives to become aware of the impacts that their purchasing decisions can have on the environment
- 4.2 The Middleton Student Association hopes to reduce their environmental impact by making sustainable choices when it is possible to do so

## 5.0 Procedures and Strategies

- 5.1 The VP of Finance shall be responsible for the following:

- 5.1.1 Maintaining a log of all purchases with dollar amounts
- 5.1.2 Indicating which purchases conform with the policy
- 5.1.3 Preparing performance metrics as part of the financial report

#### 6.0 Time Period

This policy will be in effect from the date it is ratified by the council until the end of the current council's term in May 2012. At that time it will be up to the incoming council to decide if they wish to continue.