

<u>Policy Number</u>	<u>ENVIRONMENTALLY PREFERABLE PRODUCTS</u>
1.0	Purpose: To promote the procurement and use of Environmentally Preferable Products (EPP) and ENERGY STAR certified products.
2.0	Revision History: None.
3.0	<p>Persons Affected:</p> <p>This policy applies to:</p> <ul style="list-style-type: none"> • Director of Purchasing; • Director of Facilities; • All Cost Center Heads; • All staff, faculty, and students initiating purchases and purchasing requests which support college functions, activities and operations;
4.0	<p>Policy: Quinsigamond Community College is committed to making its campus more sustainable and to contribute to the elimination of global warming by significantly reducing and neutralizing its greenhouse gas emissions. As part of this commitment, Quinsigamond Community College will ensure a targeted approach to purchasing practices that includes a focus on Environmentally Preferable Products and ENERGY STAR certified products.</p>
5.0	<p>Definitions:</p> <p>5.1 <u>EPPs – Environmentally Preferable Products:</u> Products and services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. They may include, but not be limited to, items that:</p> <ul style="list-style-type: none"> ○ Contain recycled materials ○ Minimize waste ○ Conserve energy and/or water ○ Consist of fewer toxic substances ○ Reduce the amount of toxic substances disposed or consumed ○ Protect open-space ○ Lesson the impact to public health <p>5.2 <u>ENERGY STAR Certified Products:</u> ENERGY STAR provides a trustworthy label on over 50 product categories. These products deliver the same or better performance as comparable models while using less energy and saving money. A list of ENERGY STAR certified products can be found at http://www.energystar.gov/ .</p>

6.0	<p>Responsibilities:</p> <p>The Purchasing Director is responsible for ensuring that state guidelines, provided by the Massachusetts Operational Services Division Environmentally Preferable Products Purchasing Program are followed.</p>
7.0	<p>Procedures:</p> <p>7.1 Quinsigamond Community College will:</p> <ul style="list-style-type: none"> • Promote the procurement and use of EPPs listed below, and follow the EPP purchasing and specification requirements described in the Operational Services Division Environmentally Preferable Products Purchasing (EPP) Program Guide whenever any of the listed commodities are being purchased; • Promote the procurement and use of EPPs which have not been designated by OSD whenever feasible; • Educate and inform all staff about EPPs and state requirements; • Identify in RFRs that additional points will be awarded to bidders of EPPs and establish evaluation criteria for selecting EPPs whenever feasible; • Maintain records of all procurements and purchases of EPPs in our procurement files; • Adopt specific measures to meet the energy and water conservation targets established in the Governor's Executive Order #484 where applicable. • Require the purchase of energy-efficient ENERGY STAR certified products in all areas for which such products exist. Examples of such product categories are: <i>Air-Source Heat Pumps, Boilers, Central Air Conditioners, Compact Fluorescent Bulbs (CFLs), Computers & Monitors, Copiers, DVD Products, Exit Signs, Furnaces, Geothermal Heat Pumps, Printers, Refrigerators, Room Air Conditioners, Scanners, Vending Machines, Water Coolers, Commercial Fryers, Commercial Hot Food Holding Cabinets, Commercial Solid Door Refrigerators and Freezers, Commercial Steam Cookers, Clothes Washers, Refrigerators and Freezers, TVs, VCRs, & Combination Units</i> <p>7.2 Products and Services such as those listed below, are available through statewide contracts at a value and quality comparable to non-environmentally preferable counterparts. For specific product and vendor information, please visit the state Operational Services Division website at http://www.mass.gov or visit the QCC Purchasing website at http://www.qcc.mass.edu/purchasing and click on the Climate Commitment tab.</p>

	<p><u>Products</u> <i>Anti-freeze, lubricants, boxes, building materials and supplies, carpet and flooring, cleaning products, compost and mulch, diesel fuels, electrical and lighting supplies and equipment, fitness equipment, fertilizers, foodservice supplies, hospital supplies, IT hardware and computers, motor oil, marketing/promotional items, office furnishings, office supplies, paper, photocopier equipment and supplies, tires, toilets, toner cartridges, traffic cones, trash bags, vehicles, water.</i></p> <p><u>Services</u> <i>Asbestos and lead paint abatement, environmental diagnostic testing, hazardous material collection, pest management, solid waste and recycling, surplus disposal.</i></p>
	<p>Optional Documentation: None</p>