Purchasing Policy

Purpose:
Skidmore College believes our procurement decisions should match our institutional values and commitment to sustainability and responsible citizenship. We recognize that every purchase has an environmental and social impact, and we are committed to making procurement decisions that are environmentally and socially responsible and support a thriving local economy. Our commitment extends across product categories, including paper, IT/Electronics, Fleet Vehicles, and Cleaning Products.

I. **Paper Purchasing**
   Office Paper
   All office printing paper will meet or exceed 30 percent post-consumer recycled content or will be Forest Stewardship Council MIX certified. Each office is responsible for adhering to this policy, and the College's WB Mason account settings will direct users to products that meet these criteria.

   Janitorial Paper Products
   All janitorial paper products, including paper towels and bathroom tissue, will be made from 100 percent post-consumer recycled content or will be Forest Stewardship Council, Green Seal, or UL ECOLOGO certified.

II. **IT/Electronics**
   Skidmore College will give preference to electronics or appliances that are Energy STAR certified or meet or exceed EPEAT Gold certification standards when economically feasible. Qualifying electronics include desktop and notebook/laptop computers, displays, thin clients, tablets/slates, televisions and imaging equipment (copiers, digital duplicators, facsimile machines, mailing machines, multifunction devices, printers and scanners).

III. **Fleet Vehicles**
   Skidmore College will consider alternative-fueled vehicles when making all fleet vehicle purchases. Skidmore will give preference to hybrid or alternative-fueled vehicles when economically feasible. Alternative-fueled vehicles include:

   - Gasoline-electric hybrid;
   - Diesel-electric hybrid;
   - Plug-in hybrid;
   - 100 percent electric (including electric assist utility bicycles and tricycles);
   - Fueled with Compressed Natural Gas (CNG);
   - Hydrogen fueled;
   - Fueled with B20 or higher biofuel for more than four months of the year; or
   - Fueled with locally produced, low-level (e.g. B5) biofuel for more than four months of the year (e.g. fuel contains cooking oil recovered and recycled on campus or in the local community). (AASHE STARS 2.1, 2016)

Purchasing Policy

IV.   **Cleaning Products**
       Skidmore College gives preference to Green Seal or UL ECOLOGO certified
       cleaning products, providing that these products meet all required performance
       standards and are economically feasible.

Standards

ENERGY STAR

ENERGY STAR is a U.S. Environmental Protection Agency program that includes frameworks
to certify energy efficient buildings and products, and Portfolio Manager, an online tool to
benchmark the energy and water performance of buildings.

EPEAT

EPEAT is a certification for computers and other electronic products. The standard's evaluation
criteria include energy efficiency, reduction and elimination of environmentally sensitive
materials, materials selection, design for end-of-life, product longevity and life cycle extension,
end-of-life management, corporate performance, and packaging characteristics. EPEAT currently
registers products in 41 countries and regions.

Forest Stewardship Council

The Forest Stewardship Council (FSC) is an independent, non-profit organization that protects
forests for future generations. FSC Chain-of-Custody certification traces the path of products
from forests through the supply chain, verifying that FSC-certified material is identified or kept
separated from non-certified material throughout the chain. FSC Forest Management
certification confirms that a specific area of forest is being managed in line with the FSC
Principles and Criteria.

UL ECOLOGO

The UL Environment ECOLOGO program certifies products, services and packaging for
reduced environmental impact. ECOLOGO Certifications are voluntary, multi-attribute, lifecycle
based environmental certifications that meet the ISO 14024 standards for eco-labeling.

   (AASHE STARS Technical Manual, 2016)