



Title: Environmentally Preferred Purchasing Policy
Effective Date: July 1, 2025
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: Director of Purchasing, 478-301-2633

Purpose

Mercer University is committed to sustainable practices and reduction of our environmental footprint. The purpose of this policy is to reduce the adverse environmental impact of University purchasing decisions through the use of environmentally friendly products and services which

- conserve natural resources;
- minimize pollution and environmental hazards;
- reduce water and energy use; and
- reduce waste materials and facilitate recycling.

Scope

This policy applies to all employees at Mercer University.

Exclusions

None

Policy Statement

Life cycle costs will be considered in all purchases to maximize cost, resource and energy efficiency and reduce waste. In performing life cycle analysis a 5% annual increase in natural gas and electricity costs will be assumed.

Computer equipment will be purchased through or approved by Technology services and meet the 'Gold' Electronic Product Environmental Assessment Tool (EPEAT) criteria when possible.

Appliances and other energy-using products shall meet the U.S. EPA Energy Star certification when available or be rated in the top of their class for energy and water efficiency when not available or rated.

Lighting, heating and cooling equipment and products will meet the highest efficiency standard applicable for its intended use.

Alternative energy vehicles will be used where practical with emphasis on energy efficiency

and minimal pollution. Electric or other non-carbon fuel vehicles will be preferred for on-campus use.

Where carbon-fueled vehicles are required for on-road use, fuel efficiency will be maximized, consistent with requirements for vehicle utility.

Recycled content products, including paper, will be used wherever compatible with equipment and function.

Soaps and cleaning products that are biodegradable, phosphate free, and meet Green Seal certification standards shall be used when possible.

Products made from renewable resources and a minimum of dangerous or toxic substances shall be preferred, as will environmentally responsible vendors and manufacturers.

All products and equipment shall be appropriately recycled at the end of their useful life; ease of recycling and disposal safety will be considered when products are purchased.

New and remodeled buildings will utilize the highest energy and water efficiency standards feasible with LEEDS standards used as the guideline.

The Purchasing Office will provide guidance and assistance in meeting these guidelines and making cost-effective and environmentally benign choices.

History

Revised July 7, 2010

Revised June 16, 2025