

PROCUREMENT SERVICES

Procurement Services at Caltech is responsible for managing the Institute's overall supply chain. In collaboration with Sustainability Programs and the Office of Environmental Health and Safety, Procurement Services identifies and recommends environmentally and fiscally responsible procurement practices to the campus community.

CAMPUS GREEN PURCHASING

The Institute's Green Purchasing Policy is predicated on the concept of material destination and strategic partnerships with suppliers. Green Products are those manufactured with more environmentally-friendly materials, are produced with minimal impact to the environment, and can be recycled or reused. The Institute promotes the purchase of products with the highest percentage of recycled content available, provided the products meet acceptable use and performance standards.

Caltech will strive to purchase materials that are:

- Durable, as opposed to single use or disposable
- Non-toxic or minimally toxic, preferably biodegradable
- Highly energy-efficient (EPEAT and Energy Star preferred)
- Recyclable or safely disposable
- Made from raw materials obtained in an environmentally sound, sustainable manner
- Manufactured in an environmentally sound manner
- Cause minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and/or recyclable materials

Custodial crew purchasing impacts

By purchasing 100 percent recycled, EcoLogo certified hand towels and tissue paper, the Institute is making a positive impact on the environment. Based on annual consumption data, each year we will save:

- 34,840 pounds of waste paper
- 53 cubic yards of landfill space
- 71,422 kilowatts of electricity
- 21,920 gallons of water
- 1,045 pounds of air pollutants
- 296 trees

GREEN OFFICE GUIDE

Caltech's Green Office Guide provides simple actions you can take in daily office life to minimize your impact on the environment and improve your working environment. [Download the guide here.](#)

Visit the [Caltech Procurement Services](#) website for more information on purchasing initiatives.

Green Guide Snippet...

75% That's how much energy usage your office can cut by turning off computers and copiers after work.¹

¹ According to Co-op America



materials

Caltech