

Recycled and Environmentally Preferable Products and ENERGY STAR Purchasing Policy

The State of Massachusetts has developed a Recycled and Environmentally Preferable Products and Services Guide to Massachusetts Statewide Contracts. The guide has been prepared by the Massachusetts Operational Services Division in cooperation with the Executive Office of Environmental Affairs and the Department of Environmental Protection in an attempt to assist entities like GCC in identifying and procuring products made with recycled content and having other environmentally preferable attributes. Products and services listed are all ones that are available through statewide contracts.

Products include:

- automotive supplies
- building materials and supplies
- cleaning products
- landscaping products
- electrical and lighting supplies
- food service supplies
- IT Hardware
- office furnishings and supplies
- paper and envelopes
- photocopiers and printers
- power controllers for vending and snack machines
- toner cartridges
- trash bags

In addition, The United States Environmental Protection Agency has an ENERGY STAR program whereby equipment and appliances that meet energy efficiency standards earn an ENERGY STAR rating. Equipment and appliances that have earned the ENERGY STAR rating will help eliminate wasted energy through special energy-efficient designs. These products use less energy to perform regular tasks, and when not in use, many automatically enter a low-power mode. ENERGY STAR qualified office and imaging products use as much as 60% less electricity than standard equipment. Not only can these products save energy and reduce emissions of greenhouse gasses, they also save GCC considerable money. Some of the products with ENERGY STAR rating include the following:

- ❖ Computers
- ❖ Copier and Fax Machines
- ❖ Digital Duplicators
- ❖ External Power Adapters
- ❖ Notebook Computers/Tablet PCs
- ❖ Mailing Machines
- ❖ Monitors

- ❖ Printers, Scanners and All-In-Ones
- ❖ Water Coolers
- ❖ Exit Signs
- ❖ Vending Machines
- ❖ Heating and Cooling Products
- ❖ Lighting
- ❖ Refrigerators and Freezers
- ❖ Commercial Food Service Products such as Dishwashers, Fryers, Ice Machines and Cookers

In recognition of the need to make more efficient use of our natural resources, reduce energy use, lower our carbon footprint, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, abide by the President's Commitment to Climate Change and serve as a model for private and public institutions, GCC is committed to purchasing products which are environmentally preferable and/or made of recycled materials and have an ENERGY STAR rating whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following standards should be adhered to:

1. Before purchasing products, all purchasers should consult the Commonwealth of Massachusetts Recycled and Environmentally Preferable Products Guide for State Contracts, published by the Operational Services Division. Whenever possible, all purchasers shall purchase recycled and environmentally preferable products listed in the guide.
2. Before purchasing any new equipment and accessories, research will be performed to ascertain whether those products requested have brands/options that have earned an ENERGY STAR rating. If they have, every effort will be made to ensure that new equipment will be purchased that has an ENERGY STAR rating.
3. If one product requested has multiple ENERGY STAR model options, every effort will be made to purchase the ENERGY STAR model that uses the least amount of electricity. Even if a non ENERGY STAR product can be purchased at an initial lower cost than an ENERGY STAR product, the ENERGY STAR rated product will be purchased. If there is no ENERGY STAR option available for a product requested, and if information is available contrasting that item's energy usage with other similar models, the product with the lowest energy requirements will be purchased. Purchasers researching whether a product requested has an ENERGY STAR rating will go to www.energystar.gov.

4. For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials (higher whenever possible) to meet the current state and federal minimum standards.
5. All contracts for printing shall require that the minimum content standards shall be no less than 30% post-consumer recycled materials (higher whenever possible) to meet the current state and federal minimum standards and that there be an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
6. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.
7. GCC shall require its vendors, contractors and consultants to use and specify recycled and ENERGY STAR products in fulfilling contractual obligations wherever practicable. This will include Food Service, the Book Store and vending machine contractors.
8. All new vehicles purchased by the college or GCC Foundation will have the best fuel efficiency possible in their class and take advantage of the latest in fuel efficient technology including but not limited to hybrid or plug in hybrid capability.
9. Faculty and staff will be will be asked to observe the same policy when bringing their own products/purchases (microwaves, etc.) into their offices.