



### ABOUT SAGE

The *Save. Act. Grow. Earn.* (SAGE) Sustainable Business Program is your “one-stop-shop” for business sustainability. SAGE provides FREE and confidential advice, assistance, and resources that integrate sustainability into your business practices to help you identify and act on relevant economic, environmental, and social opportunities

#### Benefits



##### Save Money

Cut costs through increasing operational efficiency



##### Gain Recognition

Responsible practices benefit customer and employee relations



##### Reduce Footprint

Minimize use of critical resources to benefit human health and the environment

# SUSTAINABLE PURCHASING SIMPLE ACTION GUIDE

## Why Source Sustainably?

By purchasing greener products and services, your business improves human and environmental health. By leveraging your buying power, you can stimulate market demand for and increase the availability of environmentally friendly and socially beneficial products.

## Top Opportunities

First, look at your operations and ask: *Where are our and materials sourced? To what degree are these products environmentally friendly?*

**Purchasing Principles:** source items that are reusable, energy-efficient, water-conserving; remanufactured, rechargeable, recyclable or more durable; have minimal, packaging, toxic content or chemical hazard potential; are resource efficient in its manufacture, use and disposal; and in its use or disposal minimizes potential environmental liability

**Upgrade lighting:** install energy efficient, ENERGYSTAR certified fixtures

**Slow the Flow:** purchase water-saving, WaterSense certified toilets and devices such as low-flow shower heads, faucet aerators, and spray nozzles

**Toxic free:** use cleaning products that are bio-based and biodegradable

## Procurement Resources: Make it Happen!

- Use Green Seal approved cleaning products including industrial and institutional cleaners, floor care products, hand cleaners and degreasers, and commercial cleaning services.
- EPEAT (Electronic Product Environmental Assessment Tool) can help you evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.
- Look for certifications (e.g., Fair Trade, USDA Organic) verifying a product for its environmental, human health, or socially responsible production.
- Purchase products off the SAGE “Guidelines for Buying Environmentally Preferable Products” which lists commercial products and services and the environmental attributes to consider when purchasing or sourcing them



SUSTAINABLE WESTMINSTER