**Environmental Policy**

 In Support of the University of Washington Policy on Environmental Stewardship, the Purchasing Department is committed to maintaining purchasing practices that promote and encourage the use and purchase or environmentally and socially responsible products. Your response to the following questions may be considered a factor in the University’s decision to contract with your company.

  **Your response should be: *Yes - No - Developing - No Plan to Develop***

***– Not Applicable or include a written narrative.***

 **ENVIRONMENTAL MISSION STATEMENT AND POLICY**

 Does your company have an environmental mission statement?

 Does your company have a formal sustainability policy?

 If you answered “Yes” to the above questions, please complete the following:

 Provide a copy or link to your mission statement and policy.

 Provide information about your current environmental or sustainability initiatives.

 How do you ensure and measure the success of your policy and initiatives?

 **INFORMATION AND DOCUMENTATION – provide applicable links**

 Do you have web based documentation of your sustainability initiatives?

 Do you publish a company sustainability report?

 Is sustainability awareness part of your employee orientation/training program?

 **PACKAGING AND SHIPPING MATERIALS**

Describe your standard packaging materials, including boxes or mailers, tape and other adhesives and any “filler” designed to cushion the projects.

 What packaging and shipping materials are recyclable?

 What packaging and shipping materials are reusable?

 What packaging and shipping materials are bio-degradable?

 What packaging and shipping materials are made from 100% post consumer recycled materials? If not 100% PCR, what is the recycled content?

 What packaging minimization programs and incentives do you offer?

 **TRANSPORTATION PROGRAM**

 Describe your efforts to minimize environmental costs associated your delivery transportation operations.

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 Are you using biodiesel, electric or hybrid vehicles?

 Do you have an established Green Transportation Plan? Please provide a link, or detail below.

 Do you purchase carbon offsets?

 Do you offer flex schedules, telecommuting and job sharing?

 Do you encourage or subsidize carpools, public transportation, biking or other modes of transportation?

 **RESOURCE REDUCTION**

 Describe your efforts, or planned programs to promote resource efficiency.

 Do you have a waste reduction and recycling program?

 Have you performed an energy audit?

 Are you using an energy management system?

 Are you carbon-neutral or have plans to achieve carbon neutrality?

 Do you have a Director of Sustainability?

 Are you a member of environmental or sustainability organizations?

 Do you have a company- wide paper reduction program?

 Are your copiers and printers defaulted to print in duplex?

 **COMPLIANCE AND SAFETY**

 Has your company ever been cited for non-compliance with a safety or environmental requirement?

 If yes, provide the date, reason, citation and outcome.

 **SUPPLY CHAIN MANAGEMENT**

 Describe your efforts to monitor and manage your supply chain regarding sustainability.

 What environmental criteria do you use when making purchasing decision? (EPEAT/FSA/recycled content, etc)

What percentage of your purchases include environmental attributes: recyclable, reusable, non- toxic, bio-degradable, maximum post consumer recycled content materials?

 Do you evaluate your suppliers based on their commitment to sustainability?

 Do you have a supplier code of conduct?

 Do you have a diverse supplier program? If so, please provide a copy or web link.

Do you use environmental life cycle analysis conducted by certified testing organizations for products you supply?

 What systems are used to track and measure the volume of environmentally preferable products that are being purchased? What other data is provided in connection with these measurements (e.g. waste reduction, energy usage)?