

Characteristics of Socially Responsible and Sustainable Goods and Services

Introduction

This document is a list of characteristics and attributes of sustainable goods and services, which align with [PCC Mission and Values](#), [PCC's policies on solid waste source reduction](#) and [PCC's 2021 Climate Action Plan](#). This guidance is divided into sections to help you with your purchasing questions and offers detailed questions for you to think about the environmental and social impact of the goods and services you buy. These questions include reflections about how your purchase is made, how it will be maintained, what impacts it will have while being used, what the packaging is like, how it will be delivered and what kinds of certificates it might have. These questions can also help you write a request for proposal (RFP).

Manufacturing Characteristics

- Made from recycled materials, preferably with with at least 30% or more of post-consumer content; made of recycled and recovered content
- Made from raw materials obtained in an environmentally sound manner
- Produced locally or regionally; locally available products and services that exhibit additional sustainability criteria
- Products made with conflict-free minerals

Supplier & Manufacturer Characteristics

- Supplier and/or manufacturer employs supplier code of conduct.
- Supplier and/or manufacturer offers transparency in the supply chain.

- Supplier and/or manufacturer is a member of the Minority, Women and Emerging Small Business supplier and community workforce in accordance with [PCC Board Policy B-506, Minority Women-Owned and Emerging Small Business Participation and Workforce Development](#).
- Supplier and/or manufacturer is employee owned
- Supplier and/or manufacturer has a mission, vision, values and/or policies that align with the college's mission, vision, values and/or policies on diversity, equity, inclusion and sustainability
- Does a [Qualified Rehabilitation Facility \(QRF\)](#) provide this product or service?

Ownership & Operational Characteristics

- Durable, reusable, long lasting, repairable, refillable and rechargeable
- Energy efficient and/or water efficient (e.g. [United States Environmental Protection Agency \(USEPA\) Energy Star](#) or [US EPA WaterSense](#))
- Nontoxic and low Volatile Organic Compounds (VOCs)
- Recyclable, compostable and biodegradable

Packaging Considerations

- Minimally packaged or with recyclable packaging or packaged with high post consumer recycled material packing or with reduced packaging through methods such as vendor take-back of packaging or packaging reuse options
- Made of rapidly renewable materials (e.g., bamboo, cork)



Get in touch with us at sustainability@pcc.edu. For sustainability policies, plans guides and procedures, please visit our [Sustainability Guidance page](#).

Characteristics of Sustainably Purchased Goods and Services



Product Delivery

- Product is available in bulk
- Product is delivered in green vehicles that are fuel efficient or use alternative fuels
- Product is delivered with route optimization or fuel efficiency in mind

Certifications / Ecolabels

- Certified organic products
- Fair trade certified products

Waste Reduction - Reduce

- Is this purchase necessary?
- Can demand for the item be aggregated amongst multiple users?
- Can a service be used to meet the need?
- Is there an existing contract or cooperative solicitation for this product?
- Is there another agency involved in a similar solicitation that the college could partner with on a joint solicitation?
- How much waste is generated by the product during its use and disposal?
- Can this waste be minimized?
- What is the cost of disposal arrangements?

Waste Reduction - Reduce & Reuse

- Can a used or refurbished item meet the requirement?
- Can this product be procured through PCC's or the [State of Oregon's Surplus Property Department](#)?
- Could a lease or rental option be considered?
- Is the product durable?

- Can the product be disassembled for reconditioning and reuse?
- Can the product be re-used for a similar or different purpose after its use for this solicitation is complete?
- Can the product be used with reusable components or features, such as rechargeable batteries?

Waste Reduction - Recycle

- Is the item disposable or can it be recycled at the end of its life?
- Can waste be source separated on site and recycled?
- Does the supplier/manufacturer offer take-back programs for reuse or recycling? Can this reuse or recycling be verified?
- Will consumables (such as toner cartridges) be accepted for recycling?
- Where hazardous waste is involved, can a certified recycler be engaged to reclaim or recycle material?
- Is the product made from recycled materials?
- Can the product and/or its packaging be recycled at local facilities?

Operation Efficiency

- Are there options to increase the product's energy or water efficiency?
- Does the product require specialized disposal such as hazardous disposal?
- Can the product be made with less toxic ingredients/components?
- Does the product have a certification label such as [Energy Star](#) or [EPEAT](#)?
- Was a total cost of ownership or lifecycle costing analysis performed on this purchase?