

Appendix B: PDZA green purchasing guide

The MPT Sustainability Coordinator and key purchasers at PDZA met several times during the summer of 2015 to discuss ways to streamline purchasing in order to reduce emissions from shipping, and how to encourage staff to purchase more sustainable items. The following checklist was developed for staff who regularly make purchases to consider.

PDZA green purchasing guidelines - checklist

1. Could I borrow this or get a used version?
 - a. Use email to share or borrow items with other departments
2. Purchase to limit waste and shipping
 - a. Can it be purchased differently to avoid extra packaging or shipping?
 - i. Can it be purchased by Commissary and/or in bulk?
 - b. Am I ordering just enough, or will some be wasted?
 - i. Check expiration dates of current products
 - c. What kind of packing does it come in? Is it recyclable?
3. Purchase with the whole life-cycle of the product in mind
 - a. Is it recyclable?
 - i. "Down-cycling" (traditional recycling) versus "up-cycling" (refashioning materials without breaking them down)
 - b. Is it reusable?
 - c. How long will it last?
4. Purchase recycled materials when possible
 - a. Pre vs. post-consumer recycled materials
5. Purchase locally whenever possible
6. Is there "eco-friendly" option?
 - a. Organic?
 - b. Sustainably sourced ingredients such as responsible palm oil?
7. Energy efficient / alternative fuels if relevant?
8. Water efficient if relevant?

Labels to look for:

- Seafood Watch – Monterey Bay Aquarium
- USDA Organic / Oregon Tilth
- Forest Stewardship Council (Wood/paper products)
- Energy Star (Devices and appliances)
- WaterSense (Water efficient fixtures)
- AZA Smart Source – Green Solutions
- Roundtable on Sustainable Palm Oil
- Eco Label Index