

Sustainable Purchasing at Loyola

Through thoughtful purchasing practices, Loyola encourages you to:

- Conserve natural resources
- Minimize pollution
- Reduce water and energy use
- Avoid environmental health hazards on our campus and within our community
- Divert material from the landfill
- Improve the availability and use of environmentally preferable product
- Encourage suppliers to reduce their environmental impact and to send that message up their supply chain
- Support locally produced goods and services
- Educate and inform ourselves, campus requestors and end users, and suppliers of the best environmentally responsible purchasing choices

Sustainable/Environmentally Preferred Purchasing is valuable to Loyola because it:

- Reduces costs and improves the campus environment;
- Strengthens markets for recyclable material;
- Promotes use of less-toxic products that protect the health and safety of students and employees and minimize harmful emissions to our air, land, and water; and
- Saves energy by promoting the purchase of energy conserving products.

Three Steps to Green Procurement:

Do you need it? We don't want to discourage you from purchasing the things you need, but hope to assist you in making informed and empowered purchasing decisions.

Environmentally Preferable Purchasing. Many items may seem a good initial price but cost more in the long-term for maintenance or replacement. Consider the following; Product is durable? Product has recycled content? Product can be recycled or biodegrade? Product is energy and water efficient? Product has no toxins or volatile chemicals?

Third Party Certified. When possible consider purchasing equipment or materials that meet third-party criteria for sustainability. Be on the look-out for green-washing attempts with terms like: 'Natural', 'Green', 'Recyclable' and only choose items that meet criteria listed above or have an official third-party recognition.

At the end of the day, what we bring onto our campus, we have to pay to power, provide water for, or dispose of. Help Loyola save money and resources and PURCHASE SUSTAINABLY!

For more detailed information, use the 'Guide to Green Purchasing at Loyola'.

Managing Paper Use

One of Loyola's larger purchases is office paper. In 2017, we bought over 150,000 lbs of paper. Here are some steps to reduce paper use:

- **Double-Sided Printing:** Check your printer settings for double sided printing ability and set the default accordingly. If you want help with this, put in an IT Request ticket by emailing helpdesk@luc.edu or by calling 773 508 4487.
- **Margin settings:** The default margin settings in MS Word are 1.25" on both sides, and 1" top and bottom. According to Microsoft's help line, this convention is without technical foundation. If you set your word doc margins to .75" you realize an eighteen percent increase in the printable area on each sheet of paper. Better yet, go to .25" margins all around!
- **Print economy:** Another way to get the most out of your printed page is to print two pages per paper face. On a PC this can be done by selecting Properties from the Print menu, then selecting two pages per sheet on the Finishing tab. If you are a MAC user, the sequence is Print, Layout, Pages Per Sheet. When you add double-sided printing to this combination you use one piece of paper to print a four page document.
 - Use a smaller font to get more on a page.
 - If you must distribute hard copies of PowerPoint presentations, *print more than one slide per page*, print double-sided, and print in grayscale or black & white
- **Reduce:** "Think before you print" is a great start to reducing paper use. Avoid the temptation to print extra copies "just in case". A recent study done by Xerox Corporation found that 47 percent of the paper printed in a day ends up in the bin by the end of that same day.
 - Proof read your document before printing to eliminate "do-overs".
 - Fax digitally whenever possible.
 - Print only the page or passage you need out of a longer document.
 - Electronically distribute meeting materials--especially PowerPoint presentations--before or after an event. When we reduce paper use, we also reduce the amount of paper used to wrap each ream, the cardboard used to hold each case, and all the resources required to deliver that case of paper to your desk.
- **Reuse:** Save those single sided docs and use the clean, other side to print working documents. Or, cut them up to use as note paper in lieu of a sticky note.
- **Recycle:** Put all your waste paper in a recycling bin. To make paper recycling convenient keep a small, under-the-desk box that you can fill up then empty into a larger, blue, paper recycling bin.
- **Buy recycled:** Post Consumer Waste (PCW) content products use what you have previously put in the recycle bin. The higher the PCW content, the smaller the virgin tree content.
- **Consider this:** When you reduce printing, you save ink, power, and printer wear and tear as well as paper. You also save storage space and some of the labor to file and retrieve that document. Think of the extra floor space we could enjoy without filing cabinets!

Irony – [ahy-ruh-nee]

noun, plural –nies

1. *Printing on paper to tell people not to print on paper**
2. *Loyola has a goal to reduce total waste*

**Inspiration: Yale Office of Sustainability*



Office of
Sustainability

