



## **Board Policy 3830 Environmentally Preferable Purchases**

The West Hills Community College District provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

### Purchases

- All West Hills Community College District departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- All West Hills Community College District departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- The West Hills Community College District shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- The West Hills Community College District shall promote the use of recycled products by publicizing its procurement policy whenever practicable.

### Purchase Responsibilities of Recycled Products and Materials

The Vice Chancellor of Business Services or his/her designee shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all West Hills Community College District departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Specifications of these new products and their suggested uses will be made available to all West Hills Community College District departments. The Vice Chancellor of Business Services or his/her designee will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition.

### Environmentally Preferable Practices

The West Hills Community College District will act to make resource conservation an integral part of its waste reduction and recycling programs.

- The West Hills Community College District will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.

**Board Policy 3830**  
**Environmentally Preferable Purchases**

- The West Hills Community College District will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for recovering waste and recycling develop within the West Hills Community College District, the district will participate by appropriately separating and allowing recovery of recyclable waste products.
- The West Hills Community College District will purchase, where financially viable, recycled products. The West Hills Community College District will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.

Representatives of the West Hills Community College District will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

Board approval date: 12/16/08