

Sustainable Purchasing

How to save the planet, one purchase at a time

01

Assess the Need



Ask yourself...

- Can you avoid the purchase?
- Can you get it secondhand from surplus?
- Can you repurpose what you have?

02

Look For a Contract



If you *must* purchase...

- Check for green contracts (even if it costs less than \$10,000). We've already negotiated a great deal!
- Don't see what you need? You can "piggyback" off another public agency's contracts to save time.

03

Use Ecolabels



Ecolabels tell you if a product is **certified** as having met **environmental standards**.

Look for:

- made with recycled content
- recyclable/compostable
- reusable or durable
- low: toxicity, VOCs, energy, or water
- biobased

04

Reduce Shipping Waste



- Purchase in bulk
- Recycle packaging
- Choose standard shipping, not overnight
- Choose nearby sellers

05

Pay with P-Card



Paying with P-Card reduces paper waste and saves time...

\$74 per transaction.

06

Disposal



- Reuse items, or surplus
- Compost and recycle
- Recycle with supplier
- Dispose of hazardous waste correctly

think
sustainable

💰 **Economical**

🌱 **Environmental**

♥️ **Small Business**

▶ kingcounty.gov/procurement/green