



Florida State University Sustainable Purchasing Checklist

Waste Reduction

- Is the product or service necessary?
- Does this product need to be new, or would used or repurposed goods suffice?
- How will it be disposed of? Is it recyclable, reusable, compostable, or biodegradable?
- Are there alternatives to this product on SpearMart? Use the green product filter to find out!
- What material is the product made of?
- Is the product durable? What is the expected useful life span of the product?
- How has the product been transported and delivered? How far has it travelled? Can this product be found locally?

Packaging

- Are the packaging components recyclable? Refer to this link about recycling on campus. <https://www.facilities.fsu.edu/depts/wastemanagement/recycling.php>

Product Certification

- Has the product/service been certified by an independent organization such as Environmental Choice, Energy Star, EPEAT or Leadership in Energy and Environmental Design (LEED)?

Energy Efficiency

- Is the product energy efficient compared to other competitive products?

Social Responsibility

- Under what conditions was the product manufactured? Is the product made in an ethically responsible fashion?
- Is this product made by a small, local, veteran, woman, or minority run business?

Warranties

- How long is the warranty and should an extended warranty be purchased to increase life span?

Maintenance

- Is the product designed for easy maintenance and repair? Are maintenance and replacement parts readily available and reasonably priced? Is the product easy and cost effective to upgrade or repair?