

Sample Policy For Recycled Content or Recyclable Products

I. POLICY

As part of the ongoing efforts to ensure a safe environment for patients, staff and visitors _____ will work to the extent possible to purchase of equipment or materials that are made of recycled content and/or are recyclable when possible.

II. PURPOSE

To provide guidelines for purchasing activities to maximize the purchase of products made of recycled content and/or are recyclable, in order to reduce waste in the hospital environment, where it does not compromise patient safety or care. Hospitals generate a tremendous amount of waste, much of which can be reduced through the use of reusable products, the implementation of recycling and careful waste segregation. Buying products with recycled content also helps create a market for these materials and drives prices down. In complying with this policy hospital purchasing will request that suppliers specify whether there is an alternative product that has recycled content or is recyclable that could be substituted.

III. GUIDELINES

A. Responsibilities

1. Purchasing Department

In an effort to minimize waste, personnel involved in purchasing decisions shall adhere to the guidelines set forth in this policy when making purchasing decisions. The Purchasing department will participate in establishing goals to increase the number of recyclable products or products that are made of recycled content, used by the facility.

2. Department Managers/End Users

The individuals in the various departments including central services, clinical staff, facilities and other departments must work with purchasing to evaluate the feasibility of recyclable products or products that are made of recycled content, in application.

B. Purchasing Guidelines

1. Establish a waste minimization policy with vendors.

Whenever possible the use of equipment and products that are made of recycled content and/or are recyclable, should be maximized. Recycled content or recyclable products should be purchased whenever feasible as long as alternatives exist and will not compromise patient care. Vendors should be contacted and provide information regarding _____ waste minimization goals.

2. Select those vendors who are willing to meet waste minimization goals

_____ will develop a preferred list of vendors based on those who are willing to help provide recycled content or recyclable product alternatives. In the proposal process, purchasing agents shall request information relating to recycled content/recyclability of equipment.

3. Ensure waste disposition is evaluated prior to purchase.

Where alternatives are not feasible, continue to work with vendors to seek recycled content or recyclable products for substitution.

4. Identify waste reduction goals through purchasing efforts.

A Waste Assessment will be conducted to evaluate the current amount of solid and regulated medical waste being generated. This will provide a benchmark so that as the transition is made to more products that are recyclable, the waste numbers should decrease.

Periodically Purchasing will evaluate and modify the purchasing process based on the results and efforts made to increase the presence of recycled content or recyclable products at

_____.