



Procedure Memo

Date: _____

Re: Sustainable (Green) Purchasing – DATA COLLECTION

1. Company Purpose

Commitment - The management and staff of _____ are committed to managing resources in ways consistent with current sustainable practices. The commitment and implementation of these practices are management priorities.

Priority – Developing a Green Purchasing Program is designated as a priority

Objectives – Company applications which apply

- Waste reduction, paperless procedures, data integration
 - Develop templates for industry outreach based on company strengths
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2. General Resources

Policy Statement - PREMIER MATERIALS TECHNOLOGY will deem products and services preferable as set out in the Purchasing Criteria Document.

Team Members –

Schedule – milestone dates

3. Specific Resources (attachments)

Data sources – list software with format and location

Vendors, Suppliers, Products – list file locations and data contents

Matrix, Charts, Calculations – compile for sustainable comparisons

Training applications – meeting dates and workshops



