



## Environmentally Preferable Purchasing Policy

### Statement of Purpose

This shall be known as Language Bridge, LLC Environmentally Preferable Purchasing Policy. Its purpose is to ensure that Language Bridge, LLC purchases recycled and other environmentally preferable products whenever they meet cost and performance requirements.

### Definitions

"Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

"Recycled Products" are products manufactured with waste material that has been recovered or diverted from solid waste.

"Practicable" means sufficient in performance and available at a reasonable cost.

"Cost" means the total expense of the product including the initial price, lifecycle costs, and disposal costs.

"Price" means the initial expense to acquire the product.

### Statement of Policy

Language Bridge, LLC shall purchase recycled and other environmentally preferable products whenever practicable.

Language Bridge, LLC shall require contractors and consultants to use recycled and other environmentally preferable products whenever practicable.

### Statement of Procedure

Language Bridge, LLC shall be responsible for coordinating implementation of this policy. Language Bridge, LLC shall:

1. Assign appropriate personnel to fulfill the requirements of this policy.
2. Research opportunities for procurement of recycled and other environmentally preferable products and communicate these to purchasing decision makers for evaluation and purchase.
3. Collaborate with specifying agencies to prepare or revise bid documents and contract language where necessary to implement this chapter.
4. Promote the use of recycled and other environmentally preferable products by publicizing its environmental purchasing policy and its implementation.
5. Educating staff about the policy and listening to staff comments and suggestions.

### Exemptions

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable cost.

Lyudmila Dubinchik  
Director

A handwritten signature in black ink, appearing to be 'LD', written over a large, faint circular watermark or stamp.

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