

Procurement Policies

Here are policies taken from 2 campus plans that are on our website. I also looked at Santa Barbara's procurement section and it's VERY detailed, so I skipped it, but it's on the website also at http://sedona.phys.uaf.edu/uaf_sustain_comm/

REFERENCES ON GREEN PROCUREMENT:

- Center for a New American Dream: <http://www.newdream.org/procure/>
- EPA guide to state and local green purchasing: <http://www.epa.gov/oppt/epp/pdfs/statenlocal.pdf>

University of Colorado: *Blueprint for a Green Campus*

Greening Campus Consumption and Disposal Habits

Part I: Purchasing Environmentally ▪ Responsible Products

The Vision:

CU adopts an environmentally-preferable purchasing policy which will institute standards for environmentally responsible purchasing.

General Campus-wide Progress:

There has been significant progress by a number of campus departments, but not institutional progress on the goal of establishing an environmentally preferable purchasing policy for the CU- Boulder campus.

- **Tree-Free Paper Consumption:** Wilderness Study Group campaigned for increasing the use of recycled disposal paper consumption on the CU campus. After researching and recommending 100% recycled content toilet paper and paper towels products, Facilities Management not only switched to recycled paper products in all general fund building bathrooms, but also saved money in the process. The products now in use cost slightly less than previously used non-recycled products.
- **Campus Printing Initiative (CPI):** The CPI's pay-for-print program is estimated to reduce the amount of paper used in computer labs by 50 percent, or approximately 7,500,000 sheets of paper. The tests of recycled paper in printers have been positive, showing that 100% post-consumer recycled paper is performing well in the machines. To date, the program has been using Eureka 100 paper.
- **Policy/Contract Reform:** Meetings with the staff of CU's Procurement Service Center (PSC) have addressed key issues necessary to implementing environmentally preferable purchasing policies. Discussions in 2002-2003 with PSC related to prioritizing goods and services where procurement standards and contract reform could be piloted. Computers were selected as one of the product categories to pilot but this work is delayed as CU will be part of a regional contract for computer products slated for revision within 3 years. Further discussion and recommendations need to occur. PSC also agreed to generate a list of upcoming contracts where environmental standards could apply.
- **Green Purchasing Expo:** The Green Purchasing Expo, held in conjunction with the Campus Sustainability Summit, was organized to bring higher education purchasing departments together with environmentally friendly product and service vendors. Oftentimes, despite a

desire to green their campuses, higher education procurement staff are simply unaware of the environmentally preferable alternatives available in the marketplace. The intent of the Expo was to provide a much-needed link between procurement personnel and environmentally friendly businesses. Over twenty businesses attended the first Expo.

Progress by Facilities Management:

- Environmental Services currently reviewing and rating all cleaners and disinfectants used by custodians based on toxicity. This is an ongoing project; To date, 206 cleaners have been reviewed and ranked.
- Environmental Services continues to research, test, and use least-toxic pesticides for use in the IPM program. All pesticides used have the least possible potential to impact human health, the environment and non-target species.
- Environmental Services switched to 100% recycled content (minimum 20% post-consumer) toilet paper stocked in general fund buildings in February, 2003.

Progress by Housing:

- Housing is underway with its green building program. In the fall of 2002, Housing contracted with a green building consultant to identify opportunities to incorporate green building materials and methods in both major construction and smaller maintenance projects. Procurement procedures that currently act as barriers to using green products will be modified to support this activity. Training sessions to familiarize project managers and supervisors will be provided, and project management procedures will be modified to help make incorporating green measures a new Housing standard.
- Items typically stocked in Housing Services' warehouse such as paints, finishes, and adhesives will be evaluated for cost and performance against environmentally healthier alternatives. If this evaluation favors these alternatives, they will likely become standard stocked items.
- The maintenance supervisors for Family Housing are looking at making recycled content/recyclable carpeting the standard for replacement carpeting in all apartment units.

Outreach to Campus Departments:

The student outreach staff at CU Recycling have been conducting visits to campus offices to share information and make recommendations on a variety of environmental issues, particularly recycling, waste reduction, and environmentally friendly purchasing options. The Green Products Guide and updated recycled paper price, quality and availability information are distributed as part of a "green" folder containing a variety of campus environmental information. Staff have already visited and shared information with over 50 offices in 10 buildings.

Next Steps

- The Environmental Center will update, reprint and redistribute the Green Products Guide.
- Based on consumption reports from cost centers, UCSU staff plan to develop and propose a pilot environmentally-preferable purchasing policy.
- The Campus Environmental Council formed a subcommittee to research and recommend next steps for environmentally preferable purchasing programs and policies.

Discussion Topics

- How can Procurement Services assist in tracking the amount of green products being purchased and in determining the price, quality and availability of the more environmentally friendly products?
- What would be an appropriate green procurement policy for CU-Boulder and/or the University of Colorado system?

- Which vendor contracts could be revised to include environmentally-preferable alternatives?

The University of Wisconsin Oshkosh

Campus Sustainability Plan 2008 -2012

1. Introduction: Purchasing - the acquisition of goods and services on the best possible terms, has historically been based on two criteria, price and quality, with the view to maximizing benefits for the procuring organization. Sustainable, or “green” purchasing broadens this framework to ensure that quality criteria includes minimal adverse environmental and health impacts. In making a sustainable purchasing decision, the entire life cycle costs (financial, environmental, and social) of the product are taken into consideration. The life cycle takes into account extraction, production, manufacturing, distribution, operation, maintenance and disposal. Many “green” products are competitively priced with their conventional counterparts, are of comparable quality, and have one or more of the following attributes:

- High Content from Post-Consumer Recycled Materials
- Low Embodied Energy (consumed to extract, manufacture, distribute and dispose)
- Recyclable
- Non-toxic
- Energy Efficient
- Durable and/or Repairable
- Produced in an Environmentally- and Socially-Sustainable Manner

2. Goal: Develop and follow sustainability-focused purchasing policies in more than 50% of spending for campus materials and equipment by 2012.

3. History:

At the present time, the campus purchasing process is quite de-centralized, with departments and individuals making independent purchasing decisions. Although there are proscriptive state purchasing guidelines, including directions on which vendors are to be utilized for specific products, there is no major emphasis on sustainable purchasing.

a. The following items are currently purchased with recycled content in accordance with the state contract guidelines:

- * Toilet Paper
- * Copier paper
- * Computer Monitors
- * Photo Copiers

b. Over the past several years, incandescent lights have been replaced with compact fluorescents fixtures in many of the Residence Halls.

c. Custodial Services began purchasing environmentally safer cleaning chemicals in 2006.

d. Food vendors, campus retail stores, and Dining Services have made some sustainable products

(e.g., fair trade, organic, local, cruelty-free, etc.) available for sale and special events.

4. Action Plan In order to accomplish the goals listed in this section, the following recommendations should be enacted:

Initial Consideration:

Develop a sustainability-based purchasing policy that stimulates the purchase of cost competitive (based on broad accounting standards, e.g. life cycle analysis) products and services. Products and services covered by this policy would have a reduced effect on human health and the environment compared to competing products or services that serve the same purpose.

○ *Establish a sustainability purchasing committee with the mission to research attributes of current campus purchasing patterns, identify alternatives, and to make recommendations. The committee should revisit and update their recommendations on an annual basis, or as necessary.*

○ *The UW Oshkosh Purchasing Department should track and record sustainable purchasing efforts and prepare a report highlighting performance on an annual basis.*

○ *Collaborate with UW System on pilot projects that demonstrate sustainable purchasing policies, particularly when state policies interfere with best practices; continuously, share the information with UW System, other institutions, and vendors to improve state policies and preferred vendor contracts.*

○ *Make sustainable products and services easily available in convenience or “captive audience” situations (e.g. less harmful detergents in dorm laundry rooms, sustainable choices in dining halls and vending machines, etc.)*

Produce and annually update a “green” guide to purchasing that provides a list of recommended environmentally friendly products or services. The guide should cover a wide variety of materials and equipment, including Energy Star-rated office equipment, kitchen equipment, laundry equipment, and vending machines.

Within Three Years:

Educate the campus community about sustainability purchasing programs and policies.

Future Considerations (5 years or greater):

None noted