SOUTHERN OREGON UNIVERSITY

Policy Title:	Green Purchasing Policy

Governing Body:	SOU	**Policy Number:**	FAD.026
Policy Contact:	Larry Blake	**Date Revised:**	November 13, 2009
Custodial Office:	Finance & Administration	**Date Approved:**	April 21, 2010.
Approved By:	President/Cabinet	**Next Review:**	April, 2013
Related Policy:	Governor's Executive Order 06-02		

A. Purpose

Reduce the adverse environmental impact of our purchasing decisions by buying goods and services from manufacturers and vendors who share the University's commitment to environmental stewardship.

B. Definitions

Green Purchasing – The method by which environmental and social considerations are considered in relation to price, availability and performance criteria to make purchasing decisions. Also known as "environmentally-preferred purchasing" (EPP), green procurement, affirmative procurement, eco-procurement, and environmentally-responsible purchasing. Green purchasing minimizes negative environmental and social effects through the use of environmentally friendly products. Green purchasing attempts to identify and reduce environmental impact and to maximize resource efficiency.

Bio-Based Products - Products or raw materials that are derived from sustainable, primarily plant sources.

C. Policy Statement

1.   Energy

a. All new purchases of desktop computers, notebooks and monitors must meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" (bronze registration) or higher as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products. Exceptions shall be approved by Information Technology (IT).

b. Additional consideration shall be provided for electronic products that have achieved EPEAT silver or EPEAT gold registration. The registration criteria and a list of all registered equipment are provided at: http://www.epeat.net

c. All copiers and printers purchased or leased shall be capable of double-sided copying/printing.

d. Copiers and printers shall be compatible with the use of recycled content products.

e. Purchase new printers or personal printers only when existing networked printers can't be utilized to reduce the proliferation of printers on campus.

f. Use printing options that require confirmation to print to ensure that unneeded output is not printed.

g. All energy-using appliances purchased by the University shall meet the U. S. EPA Energy Star certification when available. When Energy Star labels are not available, all purchasing units shall choose energy products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

h. Energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, heating and cooling systems.

i. University purchasing units replacing vehicles shall consider less-polluting alternatives to gas and diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

j. Facilities shall phase out inefficient interior lighting (incandescent and T-12 fluorescent light sources) and replace with energy-efficient equipment. Halogen torchiere lamps shall not be allowed.

k. Facilities shall phase out inefficient exterior lighting and replace with energy-efficient equipment. Exterior lighting shall be minimized where possible while providing adequate illumination for safety and accessibility.

2. Water

a. Purchase only the most water-efficient appliances available, including, but not limited to, high-efficiency toilets, low-flow faucets and aerators, and upgraded irrigation systems.

b. Discourage the sale on campus of water and other beverages in plastic bottles. Where water filtration units are used, centralize the location of the units to serve more of the campus community.

3. Toxins and Pollutants

a. Cleaning solvents shall be biodegradable, phosphate-free, and citrus-based where their use will not compromise quality of service.

b. Industrial and institutional cleaning products that meet Green Seal certification standards shall be utilized by custodial staff and outside custodial contractors.

c. All surfactants and detergents shall be readily biodegradable and shall not contain phosphates.

d. Vacuum cleaners shall meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program.

e. Products and equipment shall not contain lead or mercury. For products that contain lead or mercury, preference shall be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

f. When maintaining buildings and landscapes, Facilities shall manage pest problems through prevention and the use of environmentally-friendly products. Facilities shall adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort.

4. Bio-Based Products

a. Bio-based plastic products that are biodegradable and compostable—such as bags, films, food and beverage containers, and cutlery—are encouraged.

b. Compostable plastic products shall meet American Society of Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-03 standards.

c. Vehicle fuels made from non-wood, plant-based contents such as vegetable oils shall be encouraged.

d. Bio-based or wax-based inks are encouraged for printing operations.

e. Paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged.

5. Forest Conservation

a. Ensure that all wood and wood contained in products purchased by SOU is certified to be substantially harvested by a comprehensive, performance-based certification system. The certification system shall include independent third party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

b. Purchase or use of previously used or salvaged wood and wood products is encouraged.

6. Recycling

a. Purchase recycled paper with 30% post-consumer waste composition for all applications.

b. Facilitate efficient collection of recycling in all SOU buildings. Separate stations shall be established for different categories of recycling; i.e., commingle, glass, etc. Guidelines for each category will be posted at the stations.

c. Recycled, reusable, or reground materials shall be used for parking or road construction projects.

d. Purchase durable, long lasting, reusable or refillable products.

e. All documents shall be printed and copied on both sides to reduce the use and purchase of paper, whenever practicable.

f. All surplus computers, monitors and televisions and other electronic devices are considered to be universal waste and shall be sent to IT for disposal.

g. All used printer toner cartridges shall be disposed of using a toner cartridge recycling service.

7. Packaging

a. Use packaging that is reusable, recyclable or compostable. Eliminate packaging or use the minimum amount of packaging necessary for product protection.

8. Green Building

a. Green building concepts shall be integrated into architectural designs, construction documents, and the construction of and renovations to all SOU buildings.

b. All new buildings and major renovation projects shall achieve the U.S. Green Building Council's LEED Silver Certification, at a minimum. New buildings shall target LEED Gold or Platinum Certification.

c. When purchasing materials such as paint, carpeting, adhesives, furniture and casework for building maintenance, products with the lowest amount of volatile organic compounds (VOCs), the highest recycled content, and low or no formaldehyde shall be used. Paint used on the campus shall meet the Green Seal GS-11 Standard for Low VOC content.

d. The distributors and/or manufacturers of all carpet installed at SOU shall have a carpet recycling plan.

e. The use of chlorofluorocarbon (CFC) and halon-containing refrigerants, solvents, and other products shall be phased out. New purchases of heating, ventilating, air conditioning, refrigeration, insulation, and fire suppression systems shall not contain these chemicals.

9. Landscaping

a. All landscape construction, renovations and maintenance performed by SOU Landscape Services staff or outside contractors shall employ sustainable management techniques. This includes, but is not limited to, integrated pest management, drip irrigation, composting, and use of mulch and compost. Preference shall be given to mulch and compost produced from regionally-generated plant debris and/or food waste.

b. Recycled content materials shall be used for landscape features.

c. Plants shall be selected that are appropriate to the microclimate. Native and drought-tolerant plants that require no or minimal watering once established shall be used.

10. Food

a. When purchasing agricultural products, all food contractors shall purchase Oregon-grown products if the products are available and if the vendor can meet the applicable quality standards and pricing requirements.

b. All food contractors shall work with their food distributors to purchase a minimum of 15% locally grown products and shall purchase as much local produce and product as possible.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation

Information Technology, Facilities Management & Planning, Environmental Health & Safety, Sustainability Council, Executive Cabinet, Academic Council, Business Affairs Council, and Student Affairs Council

E. Associated Procedures or Other Information

Two of the requirements of this policy relate to "tangible actions" required by the American College and University Presidents Climate Commitment.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.