



SUSTAINABLE PROCUREMENT GUIDELINES

Purpose

Consistent with Stanford's sustainability goals, the purpose of these guidelines is to support and facilitate the purchase of products, services and materials that minimize the harmful effects to the environment from their production, transportation, use and disposition. It is Stanford's goal to purchase and use Environmentally Preferable Products (including services) whenever they perform satisfactorily and can be acquired at similar total value (taking into account quality and Life Cycle Cost). A related purpose is to develop and implement common purchasing programs to be used by all Stanford personnel that support suppliers of Environmentally Preferable Products, and thereby help to bring down the costs of such products.

Applicability

These guidelines are intended to apply to all general *business-related* purchases. While it is the University's goal to likewise provide guidance for *research-related* purchases, we recognize that some research activities can have very specific product needs. For this reason and while we further develop our knowledge in this area, these guidelines do not directly apply to research-related purchases at this time.

Definitions

- A. "Environmentally Preferable Products" (EPP) means products and services that have a lesser negative or reduced negative effect on resource consumption, human health and the environment when compared with similar products that serve the same purpose. This comparison may consider factors including: resource (including energy and water) use; raw material content; and impacts associated with acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and/or disposal of the product.
- B. "Life Cycle Cost" means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the useful life of the product.
- C. "Recycled Material" means material and by-products that have been recovered or diverted from solid waste, and have been utilized in place of raw or virgin material in the manufacturing of a product. It is derived from post-consumer recycled material, manufacturing waste,

industrial scrap, agricultural waste, and other waste material, but does not include material or by-products generated from, and commonly reused within, an original manufacturing process.

- D. “Recycled Product” means a product manufactured with waste material that has been recovered or diverted from solid waste. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.

Guidelines

- A. All Stanford University personnel should purchase Environmentally Preferable Products (including services) whenever they perform satisfactorily and can be acquired at similar total value (taking into account quality and Life Cycle Cost).
- B. Stanford University will promote the use of Environmentally Preferable Products, services, practices and suppliers by developing and implementing Campus-Wide Agreements (CWA's) with preferred suppliers, and product and service standards.
- C. The University Procurement Department will seek to secure contracts with suppliers that are environmental leaders in their respective markets whenever practicable.
- D. Where such criteria are available, Stanford should procure Environmentally Preferable Products and services using criteria that have been established by governmental or other widely-recognized authorities (e.g., Energy Star, EPA Eco Purchasing Guidelines).

Examples of some of the *qualities* of Environmentally Preferable Products are:

- Highly energy efficient in production and use
- Made of recycled materials, maximizing post-consumer content
- Durable and/or reusable products as opposed to single use, customized or disposable items
- Recyclable or compostable at the time of disposal
- Non-toxic or minimally toxic, preferably biodegradable
- Manufactured in an environmentally sound, sustainable manner by companies with good environmental track records
- Causing minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and/or recyclable materials
- Reflecting appropriate Life Cycle Costs and benefits
- Obtained from a vendor with a demonstrated commitment to sustainable operations, products and services
- Minimizing transportation distances (e.g., produced locally), as well as campus deliveries

Examples of some Environmentally Preferable Products are:

- Recycled paper and paper products
- Computers and electric appliances that are Energy Star Rated
- Compact fluorescent lamps (with Energy Star Seal on package)
- Re-crushed cement concrete aggregate and asphalt
- Cement and asphalt concrete containing glass cullet, recycled fiber, plastic or tire rubber
- Remanufactured tires and products made from recycled tire rubber
- Re-refined lubrication and hydraulic oils
- Green Seal cleaning products

Responsibilities of Procurement Department

Stanford University is committed to actions designed to make efficient use of energy, water and other resources, and to protect the environment. It is the responsibility of the Procurement Department, in conjunction with all University departments, to promote the development and use of Environmentally Preferable Products (including services) through the following activities:

- Develop and implement common purchasing programs (Campus Wide Agreements – CWA's) that identify, make financially feasible, and make available Environmentally Preferable Products (and services) to Stanford purchasers.
- Review contracts, bids and specifications for goods and services to ensure that, whenever practicable and economical, they are amended to provide for the use of Environmentally Preferable Products.
- Consult with all user departments to identify new Environmentally Preferable Products and services, as well as improvements/changes in industry standards that may impact the environment.
- Require the use of recycled materials and recycled products by incorporating them in bid specifications where practicable.
- Purchase from suppliers that provide Environmentally Preferable Products and services, or suppliers that are environmentally sensitive in their daily operations.
- Seek new suppliers and encouraging existing suppliers to review the manner in which their goods are packaged. Work with suppliers in the areas of reduction and reuse of packaging materials.
- Use cost/benefit analysis and Life Cycle Cost to arrive at the correct sourcing decision – one that remains economically practical, reflects effective purchasing practices, satisfies the requirements of the user department, and supports the University's sustainability goals.
- Make suppliers aware of the Stanford's Sustainable Procurement Guidelines.
- Develop tools to track goals, assist in identifying and financially evaluating green products and services, make it easier to measure achievement of goals, and integrate green purchasing into everyday decisions.
- Utilize the Sustainable Procurement Checklist for use in University purchasing.
- Participate in training for implementing and improving the procurement of environmentally friendly products.

Responsibilities of Departments

- A. First consider whether the product or service is truly necessary. If so and where available, take advantage of Campus-Wide Agreements (CWA) that covers the intended purchase. The CWA is located here <http://fingate.stanford.edu/staff/buypaying/cwa.html> at the Gateway to Financial Activities Site. Where a CWA is not available, consider factors such as the following in making a purchase:
- Reduction of energy/water consumption
 - Maximizing of recycled products used in product
 - Environmental cost of entire product or Life Cycle Cost
 - Reuse of existing products or materials in product
 - Recyclability and/or compostability of product
 - Minimization of packaging
 - Toxicity reduction or elimination
 - Elimination of uncertified hardwoods in product or service life cycle
 - Durability and maintenance requirements
 - Ultimate disposal of the product

Further guidance can be found in the Sustainable Procurement Checklist below.

- B. Inform employees of these guidelines and of their responsibilities under these guidelines; provide them with information about Environmentally Preferable Products and environmental procurement opportunities.
- C. Submit new ideas or suggestions to Procurement Services.

Stanford University Sustainable Procurement Checklist

The following questions can help guide both procurement and departmental customers in minimizing the adverse environmental effects of their purchases.

First, determine if the product or service is truly necessary. (The product with the least environmental impact will usually be the one that is not purchased at all.)

If a purchase is necessary, consider asking the supplier about the following (while noting the need to balance EPP considerations with issues of product performance, cost, and availability):

- **Waste reduction:** Is the product durable? Can it be easily and economically serviced and maintained? Is the product designed to reduce consumption and minimize waste? Is the product reusable? Is the product technically and economically recyclable in the immediate area? Do facilities and internal collections systems exist to recycle the product? Can the product be returned to the supplier at the end of its useful life? Is the product compostable and

are systems in place to compost the product on or off-site? Will the product biodegrade over time into harmless elements?

- **Packaging:** Can it be eliminated? Is minimal packaging used? Is the product packaged in bulk? Is the packaging reusable or recyclable? Are Recycled Materials used to produce the packaging and at what percent post-consumer waste? Can the packaging be returned to the supplier? Is the packaging compostable?
- **Material source:** Are Recycled Materials used in the product? If so, what percentage? What percentage of post-consumer materials is used? If wood is used in the product, what is its source and how is it harvested? Is the product manufactured from tropical rainforest wood?
- **Energy efficiency:** Is the product energy efficient compared to competitive products? Are Energy Star rated products available? Can the product be recharged? Can the product run on renewable fuels? Does the product require less energy to manufacture than competing products?
- **Supplier environmental record:** Is the company producing the product in compliance with all environmental laws and regulations? What is the company's record in handling environmental and safety issues? Can the company verify all environmental claims? Does the manufacturer/supplier have a company environmental policy statement? What programs are in place/planned for promoting resource efficiency? Are printed materials available documenting these programs? Has the company conducted an environmental or waste audit? Is the product supplier equipped to bid and bill electronically? Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization, such as Green Seal?
- **Minimize Transportation:** Can the required products be obtained from local sources or can they be supplied by existing suppliers who already have delivery routes on campus?

Environmentally Preferable Purchasing (EPP) Resources

- A. EPA's Comprehensive Procurement Guidelines (<http://www.epa.gov/cpg/>)
- B. EPA's EPP Web Site (www.epa.gov/oppt/epp)
- C. EPPNet (www.nerc.org/eppnet.html)
- D. Green Seal (www.greenseal.org)
- E. Energy Star (www.energystar.gov)
- F. Office of the Federal Environmental Executive (www.ofee.gov)