

SUSTAINABLE PROCUREMENT GUIDELINES

SECTION I

Purpose

These procedures are written to establish a common interpretation of what Sustainable procurement encompasses within the University of San Diego (USD) and to ensure University personnel consider social and environmental responsibility as factors in their purchasing decisions, in line with USD's strategic goals.

Sustainable procurement must consider the environment as well as economic and social responsibility as it relates to USD's spending. Sustainable procurement allows USD to procure goods and services in a way that achieves value for money on a whole life basis, generating benefits not only to the University but also to the society and the economy, while reducing impacts to the environment.

These guidelines seek to (a) educate procurement personnel on behalf of the University on required environmental (Green) and economic and socially responsible (EaSR) criteria on products and services when making purchasing decisions.

Applicability

The 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 these guidelines do not directly apply to research-based purchases at this time.

Definitions

Sustainable Procurement: Purchases that consider the environmental, as well as economical and socially responsible requirements established by the University.

Green Purchases: Products may have a "Green" designation or other designation recognized by the University and meet the USD "preferred level" of environmental sustainability criteria as laid out in these guidelines.

Economic and Socially Responsible (EaSR): Purchases or services from a business holding one of USD's recognized certifications as listed in these guidelines.

Environmentally Preferable Products: Designation for those products whose manufacture, use, and disposal result in relatively less environmental harm than comparable products.

SECTION II

Introduction

These guidelines establish the minimum sustainability requirements for products and services purchased by the University and identify those product attributes that are strongly preferred.

In general terms these guidelines outline the University's targets for sustainable procurement as well as requirements for the University's sustainable procurement practices, that's the activities of USD's faculty and staff engaged in purchasing as they relate to sustainable procurement. The guidelines document what the University considers to be sustainable at the product, product category, service or industry level.

USD's Sustainable practices prioritizes waste reduction in the following order: reduce, reuse and then recycle. Sustainable procurement then seeks to reduce unnecessary purchasing first, then prioritize purchase of multiple use products or surplus products, before looking at recyclable or otherwise sustainable products.

These guidelines seek to (a) educate University staff engaged in purchasing activities with regards to Green or environmentally preferable products and services, (b) develop language and specifications to be used in solicitations stating that products and services meeting the criteria in these guidelines will be required where they exist, (c) establish purchasing targets and reporting guidelines as established in these documents.

Reporting will be based on the percent spend in each of the following categories based on total addressable spend. Reporting will be done annually by product or service category in the sections below:

- i) Green or environmentally preferable spend;
- ii) Economic and socially responsible spend (EaSR);
- iii) Sustainable spend (those at the intersection of green and EaSR)

SECTION III

Green Spend

Spend on products meeting USDs preferred level of environmental sustainability criteria (see Table 1). The following criteria will be applied to all applicable categories and included in all relevant specifications and contracts.

- a) **Energy Star** and **WaterSense** certified products are required across all applicable product categories where price comparable and consistent with the needs of the University.
- b) Products and packaging must be free of hazardous additives, including those mixed into the product and those used as surface treatments, unless no feasible alternative exists, and it is determined that the benefits outweigh the risks.

Category Specific Criteria

Table 1 outlines the environmental sustainability criteria the University uses to define a product category as “Green” for purpose of identifying products in hosted and punchout catalogs, and for calculating and reporting on Green and Sustainable Spend.

Recognized certifications – these are reputable third-party certifications that USD recognizes for identifying products that may have reduced impact on humans and/or the environment.

Required level – these are the minimum requirements for each product category, which should be included in all relevant solicitations.

Preferred level – the preferred level of criteria is used to calculate Green as well as Sustainable Spend (See Section V).

Table 1 Category Specific Green Spend Criteria

Products or Service Category	Recognize Certifications and Standards	Required Level (minimum requirements)	Preferred Level
<i>Electronics</i>	Energy Star	Energy Star	Energy Star
	EPEAT	EPEAT Bronze	EPEAT Gold
<i>Cleaning Supplies</i>	Green Seal	A minimum of 50% of purchases certified by one of	At least 90% of purchases certified by one
	UL Ecologo		

	EPA Safer Choice	the recognized certifications	of the recognized certifications
	FSC (janitorial paper products)		
<i>Office Supplies</i>			
<i>Copy Paper</i>	FSC Recycled	Minimum of 30% PCRC or agricultural residue content	100% PCRC or agricultural residue content, or FSC Recycled label, with additional preference for paper that is PCF
	Post-consumer recycled content (PCRC)		
	Processed Chlorine Free (PCF)		
	Green Seal		
	Agricultural residue content		
<i>Paper Office Supplies (other than copy paper)</i>	FSC – Chain of Custody	A minimum of 30% PCRC or agricultural residue content	100% PCRC or agricultural residue content, or FSC Recycled label
	Post-consumer recycled content (PCRC)		
	Total recycled content		
	Processed Chlorine Free		
	Green Seal		
<i>Non-Paper Office Supplies</i>	Post-consumer recycled content	Meets the minimum CPG recycled-content levels for Non-Paper Office Products, and/or a minimum of 20% recycled content for writing utensils (dry-erase markers, highlighters, pens, pencils), or other	30% or more recycled contentment and free of antimicrobial coatings
	Total recycled content		
	Non-antimicrobial		
	EPA Comprehensive Procurement		

	Guidelines (CPG)	plastic-based accessories	
<i>Toner</i>	Remanufactured	Meets one of the recognized standards	
	High Yield		Meets more than one recognized standards
<i>Indoor Furniture</i>	GREENGUARD Gold		Meet at least one of the recognized standards for furniture and/or textile
	SCS Indoor Advantage Gold		
	Cradle to Cradle (C2C)		
<i>Compostable Food Service Ware</i>	Biodegradable Products Institute (BPI)	Certified Compostable by BPI or other recognized authority, or made 100% from uncoated, unlined, plant-based material	Meet additional criteria
	Green Seal		
<i>Water Appliances & Fixtures</i>	WaterSense	WaterSense Certified	WaterSense Certified

SECTION IV

Economic and Socially Responsible (EaSR) Spend

Economic and socially responsible (EaSR) spend is defined as spend on those products or services provided by a company holding one of the USD recognized business classification or certification listed below in Table 2, along with the preferred certifications and criteria the university uses to define EaSR spend.

Table 2 – EaSR Spend Criteria

Business Classification	Recognized Certifications and Standards	Preferred Certifications

Small Business Enterprise	All government agency certifications and accepted third party certifiers such as SBA-approved Third Party Certifiers	CA DGS certification or California state or local agency certification Hub-zone certified SBA 8(a)
Disadvantage Business Enterprise	All Government agency certifications	All government agency certification accepted. Principal place of business must be California
Woman-owned Business Enterprise	All Government agency certifications	All government agency certification accepted. Principal place of business must be California
Minority Business Enterprise	All Government agency certifications	All government agency certification accepted. Principal place of business must be California
Veteran-owned Business Enterprise	All Government agency certifications	All government agency certification accepted. Principal place of business must be California
Service Disabled Veteran-owned Business Enterprise	All Government agency certifications	All government agency certification accepted. Principal place of business must be California
Locally-Owned Small Business Enterprise	City of San Diego Certification and <u>USD Certification</u>	City of San Diego Certification and <u>USD Certification</u>

SECTION V

Sustainable Spend

USD's Sustainable spend are expenditures on a product or service category that is provided by a business meeting one of the University's recognized EaSR certifications in addition to meeting the Preferred Level Green Spend criteria from Table 1 (simultaneously). In other words, spend must meet the criteria and requirements in Table 1 for Green Spend and goods and services provided by an entity holding a recognized certification as outlined in Table 2.

For Example:

Total USD Spend on Electronics FY17 = \$4M

Expenditure on electronics that EnergyStar certified = \$3M

Expenditure on electronics that are EnergyStar certified and provided by an entity that meets the EaSR guidelines = \$2.5M

USD's Sustainable Spend for electronics for FY17 would be \$2.5M

SECTION VI

Responsibilities of End-Users

First consider whether the product or service is truly necessary. If so and where available, take advantage of our Campus-Wide Agreements that cover the intended purchase. Our Campus Wide Agreements are located here: <https://www.sandiego.edu/procurement/purchasing-information/>

Where a Campus Wide Agreement is not available, consider social and economic factors, as well as factors such as the following when 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 products
- Recyclability and/or compost ability of products
- Minimization of packaging
- Toxicity reduction or elimination
- Durability and maintenance requirements
- Ultimate disposal of the product

Employees may also inform other employees of these guidelines and their responsibilities under these guidelines and submit new ideas to the procurement department.

Responsibilities of the Procurement Department

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) and consider social and economic responsibility as factors in our purchasing decisions through the following activities:

- Develop and implement common purchasing programs (Campus-Wide Agreements through our Strategic Sourcing efforts), that identify, make financially feasible, and make available Environmentally Preferable Products (and services) to USD purchasers.
- Establish a roster of Economical and Socially Responsible (EaSR) suppliers for the USD community
- Review contracts, bids and specifications for goods and services to ensure that, whenever practical and economical, they are amended to provide for Environmentally Preferable Products
- Require the use of recycled materials and recycled products by incorporating them into bid specifications where practicable
- Seek new suppliers and encourage 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.
- Make suppliers aware of USD's Sustainable Procurement Guidelines
- Develop tools to track goals, assist in identifying and financially evaluating green products and services, EaSR spend, and sustainable spend. Make it easier to measure achievement of goals, and integrate green and sustainable (EaSR) purchasing into everyday decisions.
- Consult with user departments to identify new Environmentally Preferable Products and services, EaSR vendors and suppliers, as well as

improvements/changes in industry standards that may impact the environment.

SECTION VII

Point of Contact

Questions regarding these guidelines can be submitted to the following point of contact:

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