



February 5, 2019

To All Valued California State University, Northridge Furniture Vendors:

The [CSU Sustainability Policy](#) establishes Environmentally Preferred Purchasing and Use practices that are applicable to all California State Universities. California State University, Northridge (CSUN), including, but not limited to, all auxiliary and enterprise operations, is committed to implementing Environmentally Preferred Purchasing and Use practices that meet or exceed CSU's goals. In an effort to meet CSUN's sustainability goals and improve the environmental attributes of the furniture it purchases, California State University, Northridge (CSUN) will be utilizing the [Business + Institutional Furniture Manufacturers Association](#) (BIFMA) LEVEL Certification program. [LEVEL](#) is an evaluation and certification system for environmentally-preferable and socially-responsible office furniture and has three performance tiers: LEVEL 1, 2, and 3.

Beginning **March 1, 2020**, all furniture and furnishing products purchased by the University shall be certified as compliant with the [ANSI/BIFMA e3 Furniture Sustainability Standard](#) at **LEVEL 1** or **higher** that shall be supported with a BIFMA LEVEL certification statement on vendor quotations for all orders. Furniture and furnishings subject to LEVEL certification include, but are not limited to, movable/full-height walls, systems furniture, desk systems, benching systems, case goods, storage cabinets, bookcases, file cabinets, desks, tables, screens, seating of all types, and related accessories. Additional information regarding LEVEL Certified Products can be found at <https://level.ecomedes.com/>.

Any questions regarding this sustainability policy, please contact the Purchasing & Contract Administration Office at 818-677-2301.

Thank you for being a valuable partner and supporting the mission of sustainability in the CSU.