University of South Florida

Sustainable Purchasing Best Practices and Guidelines

July 2013

Contents

USF: Sustainable Purchasing Best Practices and Guidelines

I.   INTRODUCTION (Purpose and Intent)

A. This document is intended to facilitate implementation of purchasing guidelines that are consistent with the American College and University Presidents' Climate Commitment (ACUPCC), signed by the USF President Dr. Judy Genshaft in 2008. The purpose of this document is to support and encourage campus sustainability at USF and to provide guidelines, information, and resources in procuring products that will minimize negative impacts on society and the environment to the greatest extent practicable.

B. Nothing in this document should be construed as requiring the purchase of products that do not perform adequately, are not available at a reasonable price, or are not procured in adherence to purchasing and competitive pricing policies.

II.   RESPONSIBILITIES OF DEPARTMENTS

A. Refer to and utilize information in this document about environmentally and socially preferable products to develop and maintain information about environmentally and socially preferable products, using the resources, including USF Purchasing web site (http://usfweb2.usf.edu/purchasing/sustainability) section to be developed) and USF Sustainability website (http://psgs.usf.edu/office-of-sustainability). Departments should use the information compiled in this document as a guideline and may add or modify the list as needed.

B. Department leaders or their designees shall inform employees of their responsibilities to USF's sustainability efforts and provide them with information about sustainable procurement opportunities. They shall check the Purchasing web page for frequent updates on vendor commitments to sustainability, including new annual contracts and participation in vendor shows.

C. Department leaders or their designees will encourage all parties to submit new ideas, problems or concerns, and success stories to the Office of Sustainability and USF purchasing.

III.   BEST PRACTICES AND PROCUREMENT STRATEGIES

A. Reduce waste at the point of purchase.

Faculty, staff and students can help achieve the University's waste reduction goals by practicing the three R's: Reduce, Reuse, and Recycle. Priority should be given to reducing usage which will consequently reduce waste upstream. By purchasing products made from recycled material waste can be reused or recycled. Examples are:

- Letterhead stationery, envelopes, and business cards made from recycled paper
- Office supplies
- Recycled toner cartridges

To reduce disposal costs and waste, choose items that can be remanufactured, recycled, or composted. Many products made from recycled materials are available and are being included in the University of South Florida contracts.

B. Purchase durable and reusable goods.

Consider life-cycle cost analysis. Rather than automatically choosing goods with the lowest purchase price, identify the best long-term value which can help departments. For a life-cycle cost analysis, factor in a product's estimated life span as well as its energy, maintenance, consumable supplies and disposal costs.

- Consider durability and repair ability of products prior to purchase.
- Invest in goods with extended warranties.
- Conduct routine maintenance on products/equipment.
- Save money and minimize waste by eliminating single-use items, such as non-rechargeable batteries, in favor of rechargeable batteries.
- Use rechargeable cartridges.
- Eliminate or reduce personal printers.

C. Lease and rent when appropriate.

Consider an operating lease or rental rather than a purchase or capital lease. Lease and rental contracts give vendors the responsibility for the upkeep of goods such as computers and copiers, and for managing them at the end of their useful life. Businesses that lease equipment tend to manufacture more durable items, salvage reusable parts, refurbish, recycle, or donate used equipment that can no longer be leased. Renting is a cost- effective option for short-term equipment needs.

D. Specify product and packaging take-back.

1. Increasingly, product vendors are offering to take back the products they sell when they become obsolete. By utilizing vendors who offer an Extended Product Responsibility (EPR) program, especially take-back, recycle, and disposal programs, departments are ensured equipment and products are disposed of properly whether recycled, donated, refurbished or disposed of without the added cost. Any **disposal must follow USF policies such as those from EHS** and Property Services.

2. Other vendors will take back used items, such as carpeting and toner cartridges when purchasers buy new products. For example, several carpet manufacturers have invested in sophisticated recycling facilities that turn old carpet into new carpet or other goods and toner cartridges are disposed of properly or sent to be recharged and sold at a lower cost. Specific recycling information is found at the Sustainability web site http://psgs.usf.edu/usf-office-of-sustainability/initiatives/recycling/

3. Departments should require vendors to assume responsibility for some of their shipping materials, such as wooden pallets and excess packaging materials. When ordering large furniture or computer shipments request products ship blanket-wrapped or using reduced packing material.

E. Buy goods in bulk or concentrated form.

This practice can significantly reduce the packaging associated with lower product quantities and save costs. Carefully estimate demand when purchasing in bulk; purchasing more than is needed can create excess that becomes waste and add costs.

F. Manage surplus effectively.

- Reduce waste by eliminating excess purchase
- Review past needs to minimize the procurement of unneeded items.
- Clean out your office supply cabinet and personal workspace and post re-usable items (no

property tags/under $5,000) on USF Property List serve
http://listserv.admin.usf.edu/listserv/wa.exe?A0=PROPERTY you must subscribe to the list
serve to post) or donate to local non-profit.

For items that are tagged, Departments should refer to Property Services, the Asset Management
Manual (for disposing of unwanted, out-dated property form 3008
http://usfweb2.usf.edu/uco/assetmanagement/property.asp).
Additionally, Purchasing & Asset Management will assist to effectively redistribute, recycle, or dispose
of surplus property by bidding it out through surplus on-line bids, etc.

G. Procure commodities that are certified to meet sustainability standards.

Paper and Forest Products

- Forest Stewardship Council at https://us.fsc.org/
  Office Depot offers FSC certified paper products. Register online to access USF business
  account pricing. Instructions to register are on Purchasing's website at
  http://usfweb2.usf.edu/purchasing/OFFICE%20DEPOT%20ANNOUNCEMENT.pdf once
  registered, access USF office Depot business account at https://business.officedepot.com/
- Chlorine Free Products Association http://www.chlorinefreeproducts.org/

Electronics and Appliances:

- Energy Star at http://www.energystar.gov/
- Electronic Product Environmental Assessment Tool (EPEAT) - http://www.epeat.net/

Cross-sector:

- Environmental Choice at http://www.ecologo.org/en/
- Green Seal at http://www.greenseal.org/
- Scientific Certification Systems at http://www.scsglobalservices.com/

Renewable Energy:

- Green-e at http://www.green-e.org/
- http://www.3degreesinc.com/
- http://www.renewablechoice.com/

Low Volatile Organic Compounds (VOCs) Products

- Green Guard at http://www.greenguard.org/en/index.aspx

Art & Creative Material:

- Art & Creative Material Institute at

  http://www.acminet.org/

H. Procure remanufactured goods and use refurbishing services.

It can be less expensive to buy remanufactured goods such as remanufactured toner cartridges,
or to use refurbishing services for computer upgrades, carpet repair, and furniture reupholster,
than to buy new items. "Recharged" toner cartridges typically save departments 30 to 50 percent
per sheet of paper. **Remanufactured items should require no sacrifice in performance.** Toner
cartridges can be recycled through individual vendors (i.e., HP ink jet and toner) or Office Depot
(see Sustainability website http://psgs.usf.edu/usf-office-of-sustainability/initiatives/ for specific
information).

I. Purchase goods containing fewer toxic constituents.

By procuring goods with fewer or no toxic chemicals, departments can reduce their hazardous waste disposal, future liability concerns, and the risk of occupational exposure and spills. Low-toxicity products such as mercury-free medical supplies, printing ink low in volatile organic compounds (VOCs), and chlorine free cleaning supplies are increasingly available and cost-competitive. See the Cross-sector certifications to help selecting products (example: Green Seal certified for cleaning products and ACMI for art and creative material)

J. Reduce paper use.

- Set all printers, copiers, and fax machines to the default duplex mode if the function is available.
- Purchase office equipment that has duplex capability.
- Utilize technology to send and store information electronically. Utilize imaging systems to maintain copies of documents.
- Utilize internet fax when available.
- E-mail document files instead of faxing hardcopies.
- Instead of having forms preprinted and stored, fill out forms online and print as needed when available and feasible.
- Store documents electronically instead of storing hard copies.

K. Recycling.

- The University of South Florida will have a recycle container available within a reasonable distance of soda machines and in all dining establishments where canned or bottled drinks are served. For information, visit: http://www.pplant.usf.edu/.
- Paper Recycling containers are placed in individual offices as well as in common areas.

IV. IMPLEMENTING BEST PRACTICES

A. Guidelines:
1. All USF personnel will purchase recycled and environmentally preferable products whenever practicable.
2. USF Departments will purchase alternative fuel vehicles as mandated by State/Federal guidelines.
3. USF Purchasing Services will promote the use of recycled and other environmentally preferable products by publicizing its sustainable procurement program. Marketing materials should make reference to the University of South Florida's commitment and leadership in the use of recycled and environmentally/ socially preferable products.
4. USF Purchasing Services will make every effort to secure contracts with vendors that are socially and environmentally conscientious, and certified green whenever practicable.

USF departments are encouraged to recycle whenever possible. Please refer to the different recycling programs on campus, visit the Sustainability website http://psgs.usf.edu/usf-office-of-sustainability/initiatives/recycling/

B. Resources:

Some examples of environmentally preferred products include:
- Recycled paper and paper products
- Remanufactured laser printer toner cartridges
- Energy Star Rated computers and appliances
- Rechargeable batteries

- Re-refined lubrication, hydraulic oils, and antifreeze
- Recycled plastic outdoor-wood substitutes including plastic lumber, benches, fencing, signs and posts
- Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation
- Re-crushed cement concrete aggregate and asphalt
- Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash
- Compost, mulch, and other organics including recycled biosolid products
- Re-manufactured and/or low or VOC-free paint
- Cleaning products with lowered toxicity
- Energy saving products
- Waste-reducing products
- Water-saving products

Web Resources

- Responsible Purchasing Network (www.responsiblepurchasing.org)
- EPA's Environmentally Preferable Purchasing Web Site (www.epa.gov/oppt/epp)
- EPPNet (www.nerc.org/eppnet/)
- INFORM (www.informinc.org)
- Office of the Federal Environmental Executive (www.ofee.gov)

C. Socially Responsible/Ethical Purchasing Standards

In demonstrating a commitment to sustainability and seeking to ensure safe and healthy workplaces for the people who make products for USF, purchasers should strive to ensure that the products they purchase meet International Labor Organization (ILO) manufacturing standards and Fair Trade Labeling standards.

Learn more about the importance of ethical purchasing:

- Verité (www.verite.org)
- Workers' Rights Consortium (www.workersrights.org)
- International Labour Organization (www.ilo.org)
- Silicon Valley Toxics Coalition (http://svtc.org/)

D. Glossary

Biosolids refers to treated sewage sludge that meets the EPA pollutant and pathogen requirements for land application and surface disposal.

Certification is an official document or seal providing evidence and details of something that is authentic and verified by a third party.

Environmentally Preferable Products are products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

Extended Producer Responsibility (EPR) is vendors taking on the responsibility for the environmental impacts of their products through the entire product's life cycle especially the take-back, recycle, and disposal programs.

Glass Cullet is broken or refuse glass usually added to new material to facilitate melting in making glass.

Green Purchasing means purchasers take into consideration the environmental impact of products when making purchasing decisions, giving preference to more environmentally friendly products when quality and price are equal or superior.

Leasing is a legal rental contract allowing somebody exclusive possession of another's property for a specific time in return for a payment.

Life Cycle Cost Analysis is an economic evaluation technique that determines the total cost of owning and operating a building or equipment.

Life Cycle Evaluation is an evaluation of the major environmental impacts in each life-cycle stage of a product category including resource extraction, production, distribution, use, and eventual disposal or recycling. The evaluation considers energy, resource use, and emissions to air, water, and land, as well as other environmental and health impacts. The purpose of this evaluation is to identify significant life-cycle stages to be addressed.

Rechargeable means to replenish the amount of electric power in something, especially a battery.

Recycle means to reprocess and reuse used material.

Recycled Products are products 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.

Reduce means using less of products and utilizing other means of doing business when available to reduce the amount and toxicity of trash discarded.

Reuse means repairing what is broken or giving it to someone who can repair it or use it in its current state.

Sustainability means meeting today's needs without compromising the ability of future generations to satisfy their needs.

Waste Prevention means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

V.   EXEMPTIONS

As initially stated, nothing in this document should be construed as requiring the purchase of products that do not perform adequately, are not available at a reasonable price, or are not procured in adherence to purchasing and competitive pricing policies.

VI.   SOURCES OF ADDITIONAL INFORMATION

psgs.usf.edu/office-of-sustainability/

usfweb2.usf.edu/purchasing/index.html

www.pplant.usf.edu/

usfweb2.usf.edu/FacilitiesPlan/index.html

www.presidentsclimatecommitment.org/

www.aashe.org

http://www.usgbc.org/l