

**Office: Finance and Administration**

**Procedure Contact: Sustainability and Recycling Manager**

**Related Policy or Policies: Sustainable (equity and environment) Purchasing Policy (FAD.026)**

**Revision History**

Revision Number:	Change:	Date:
	New procedure to accompany the implementation of SOU’s Sustainability and Equity Purchasing Policy	July 2021

**A. Purpose**

This procedure covers the following:

- Sustainability and equity evaluation required for all purchases of products and services above \$25,000 and to use as a guide to make decisions in line with SOU’s values for purchases and contracts less than \$25,000.
- Specific requirements for certain products and services.

**B. Definitions**

**Sustainable (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. Sustainable (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.

**Post-Consumer Recycled Content** - Material collected after consumer use and used to make new products. For example, post-consumer recycled content paper is made from paper that has been reclaimed through the recycling process.

**Life Cycle** - Refers to a product in its entirety: the resources it is made of, the resources used in its production, the energy used in transporting the product, how the product is used and what happens to the product at the end of its life.

**Environmentally Preferable Product** - A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable products, recycled products, and reusable products.

**Minority Business Enterprise (MBE)** - MBE is a business certification of company ownership and diversity. Generally, this certification requires that the company is at least 51% owned and controlled by a member of a minority group such as Black American, Native American, Asian-Pacific American, Subcontinent Asian American, Hispanic American or other socially disadvantaged group. MBE certifications are usually issued by the state government.

**Women Business Enterprise (WBE)** - WBE is a business certification of company ownership and diversity. Generally, this certification requires that the company is at least 51% owned and controlled by a woman or women. WBE certifications are usually issued by the state government.

**Service Disabled Veteran Business (SDV)** - SDV is a business certification of company ownership and diversity which designates that a company is owned and operated by a veteran who suffered a disability while in the military service. Additionally, it requires that the company is at least 51% owned, operated and controlled by a service disabled veteran. SDV certifications are usually issued by the state government.

**C. Procedures**

**Section C1 Sustainability Evaluation**

This checklist has been designed to aid SOU employees in purchasing sustainable products and services, both environmentally preferable and equitable. Sustainable purchasing involves the evaluation of products and services that move the University towards procurement decisions that provide the best value (i.e., total cost of ownership with the lowest environmental and social impacts). These decisions are complex and by considering the questions in the evaluation below we start to understand the impact that a product or service can have across its entire life cycle and explore alternatives that could be more aligned with SOU’s values and sustainability goals.

The checklist can be used to help guide purchasing decisions, whether using a purchasing card, obtaining quotes, or working on requests for proposals and tender documents. A copy of the checklist can be sent directly to potential vendors to outline key sustainability criteria that are important to SOU. Purchasing decisions will also consider product performance, cost, and availability.

Guidance and help is available from SOU’s Sustainability Manager in completing and applying the Sustainability Evaluation.

	<b>Criteria</b>	<b>Checklist</b>
<b>Strategic</b>		
	Is the product or service truly necessary?	
	Before purchasing, have you asked the vendor what they do to take into account the environmental impact of the product or service, including the impact on greenhouse gas emissions and water and energy use?	
	Before purchasing, have you made the vendor aware of SOU’s Equity and Sustainability in Purchasing Policy to send a clear message that consideration will be given to vendors that meet the University’s vision and goals for environmental sustainability and social equity?	
	Have you explored alternative options to understand and weigh up if there are more desirable options in relation to environmental sustainability and social equity?	
<b>Social Equity</b>		
	Does the product or service promote social equity, including no forced or child labor; meeting occupational health and safety standards as well as legally mandated working hours and wages; and workplaces free from harassment, abuse, and discrimination?	
	Before purchasing, have you verified with the vendor if they are a certified minority business enterprise, women business enterprise, or a service-disabled veteran’s enterprise?	
	Will the product or service have a positive impact for social justice and environmental justice?	
<b>Environmental impact</b>		

	Will the product or service reduce the amount of items purchased through options to reduce amounts needed, leasing, sharing, and reusing existing products on campus?	
	Has the following been considered? Durability, reusable, refillable, extended use, rechargeable, remanufactured, and recycled products where possible.	
	Is the product or service made from materials obtained in an environmentally sound and sustainable manner?	
	Is the product or service non-toxic or minimally toxic, and preferably biodegradable?	
	Where appropriate, has the purchase considered bio-based products, fuels, and solvents?	
	Is the purchase avoiding the introduction or use of single use items on campus?	
	Has the product or service been manufactured in an environmentally sound manner?	
	Does the product or service minimize the use of packaging material and use packaging material that is reused, reusable, recycled, or recyclable?	
	Does the product or service have minimal or no environmental damage during normal use or maintenance?	
	Is the product or service water and energy efficient?	
	Have greenhouse gas emissions across the life cycle of the product or service been considered?	
	Is the product or service resilient to changes in the climate that we are experiencing?	
<b>Economic vitality</b>		
	Is the product or service sourced locally?	

### Section C2 Specific requirements for selected products and services

Specific requirements for products and services can be found below. Additions and changes to this list can be made at any time.

<b>Consumable office products (e.g., paper, toner cartridges, binders, batteries, desk accessories, pens and pencils, notebooks, lamps, and envelopes)</b>	
Paper	Purchase recycled paper with a minimum of 30% post-consumer recycled content (PCRC).
Toner Cartridges	Toner cartridges for laser printers must be remanufactured.
Inks	Bio-based or wax based inks are encouraged for printing operations.

Lamps	Purchased lamps shall have 60 picograms of mercury per lumen-hour or less; lumens value will be based on the mean lumen output (design or actual). The rated life is the value based on a three-hour instant start.
<b>Durable consumables (e.g., furniture, IT equipment, other electric powered equipment, appliances, and audiovisual equipment)</b>	
Information Technology equipment	All end user equipment (e.g., desktops, laptops, and monitors will meet Gold Rating for the Electronic Product Environment Assessment Tool (EPEAT))  All enterprise equipment (e.g., networking, servers, and classroom technology will meet Silver rating for the EPEAT)
Copiers and printers	All copiers and printers purchased or leased shall be capable of double-sided copying/printing. Use printing options that require confirmation to print to ensure unneeded output is not printed.  Purchase and utilize networked printers or multifunctional printers in preference to individual printers. These are faster, more network secure, cost less in toner, and use less energy. They are also properly vented for air quality.
Furniture	Preference will be given to recycled content, recyclability, durability and environmentally preferable materials.
All electric powered equipment and appliances	All electronic equipment must be Energy Star rating or performance equivalent.
Washing machines	Washing machines, where practicable, will have a process in place to combat microplastics.
Tools	Preference will be given to electrical tools and all new small hand tools will be electrical.
<b>Chemicals and toxins (e.g., products used for building and facilities maintenance, cleaning and landscape management)</b>	
All chemicals and toxins	For purchase and use of any chemicals and toxins, please also refer to the appropriate policy (e.g., landscape management, integrated pest management and green cleaning policy).  Products and equipment should not contain lead or mercury, unless an alternative is not available. 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.
Cleaning products	Purchase cleaning products that reduce the exposure of building occupants and custodial and maintenance staff to potentially harmful and hazardous contaminants that may adversely affect air quality, human health, and building finishes.  Cleaning products should meet Green Seal Certification standards and should be recommended for use by both internal and contracted vendors.
<b>Food services</b>	
Food and drink	SOU's is committed to the Real Food Challenge and 20% of all purchases for campus meeting Real Food Challenge criteria by 2023.

Single use item in food and dining services	Reuse options will be encouraged (e.g., bottle filling stations to discourage the sale on campus of water and other beverages in single-use items such as plastic bottles).  Avoid single use items in food and dining services (e.g., cutlery, condiments, and containers)
<b>Garments and linens</b>	
Garments and linens	Promote organic practices or minimize use of pesticides in the production of raw materials  Shortened transparent supply chain and locally produced where possible  Durable long lasting clothing
<b>Professional Service Providers (e.g., architectural, engineering, and public relations)</b>	
Request for proposal (RFPs)	Where appropriate, SOU will include a clause in its bidding specifications that reads: "SOU is committed to buying products with recycled content or environmentally sustainable alternatives. Please offer any alternatives that you feel are available for this product and supply all relevant specific information about the product."
<b>Transportation and fuels</b>	
Vehicles and fuels	Preference shall be given to electrical powered motorized vehicles and tools. Where vehicles and tools are not electrical, preference will be given to less-polluting alternatives to gas and diesel, such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available. Where alternative fuel options are not feasible, preference shall be given to models with the best fuel economy (highest fuel efficiency).
Bicycles	Support bicycles where appropriate and a bicycle-friendly campus
Air Travel	A fee is paid into a fund for all air travel to use towards sustainability initiatives on campus.
<b>Maintenance, Renovation, and Construction</b>	
New and existing buildings	All new buildings and major renovation projects shall achieve the U.S. Green Building Council's LEED Silver Certification or equivalent, at a minimum. New buildings shall target LEED Gold or Platinum Certification, Three Green Globes or higher certification, Living Building Challenge certification, or certification by another sustainable building standard.  Green building concepts shall be integrated into architectural designs, construction documents, and the construction of and renovations to all SOU buildings.
Construction materials	Paper products and construction products made from non-wood, plant-based contents, such as agricultural crops and residues, are encouraged.  As practical, ensure that wood and wood contained in products purchased is certified to be sustainably harvested. Certification standards used should be equal to or better than the Forest Stewardship Council certification.  Purchase or use of previously used or salvaged wood and wood products is encouraged.  Recycled, reusable, or reground materials shall be used where practical for parking or road construction projects.

Lighting	<p>Inefficient interior lighting (incandescent and T-12 and T-8 fluorescent light sources) shall be phased out and replaced with LEDs or similarly energy-efficient equipment. Halogen torchiere lamps shall not be allowed.</p> <p>Inefficient exterior lighting shall be phased out and replaced with LEDs or similarly energy-efficient equipment. Exterior lighting shall be minimized where possible while providing adequate illumination for safety and accessibility.</p>
Water use (e.g., toilets)	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. Preference shall be given to WaterSense labeled products.
Paints and adhesives	When purchasing materials such as paint and adhesives 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.
Carpets	Carpet installed on campus should be Green Label Plus (GLP) certified. The distributors and/or manufacturers of all carpet installed at SOU shall have a carpet recycling plan, when feasible.
Cooling and heating	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.

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