

ENVIRONMENTALLY PREFERABLE PURCHASING POLICIES

INTENT

To reduce environmental harm from materials purchased and used in the operations and maintenance of buildings.

RESPONSIBILITY

All employees, vendors, subcontractors, and franchises purchasing products addressed by this policy are required to be responsible for establishing, implementing, maintaining and assuring continued compliance with the requirements of this policy, including the training of personnel and subcontracted work.

Responsible Party: Suzanne LaCaro, Procurement Manager, Contracts & Procurement/Risk & Real Estate Management, Administration & Finance

Lamp Responsible Party: Jude Fledderman, Director, Facilities Operations

GOALS

Category	Goal	Measurement
Purchases: Ongoing consumables	60% meet sustainability criteria	Cost
Purchases: Durable goods and electric powered equipment	90% meet sustainability criteria	Cost
Purchases: Lamps	90% of lamps have 60 picograms of mercury per lumen-hour or less	Number of lamps

ONGOING CONSUMABLES PURCHASING SCOPE

The practices listed below shall be implemented, to the extent practical, with a minimum compliance threshold of 60%, based on cost, of products complying with at least one of the following criteria. Product types subject to these requirements include, but are not limited to: paper products, toner cartridges, binders, desk accessories, writing tools, and batteries. The first five items on the list represent the top five (5) most purchased product categories under management's control, with paper (multipurpose, color and specialty) being the primary purchase.

- **Recycled Content:** All consumables must meet or exceed the minimum recycled content levels listed in the Environmental Protection Agency Comprehensive Procurement Guidelines and the State Agency Buy Recycled Campaign (SABRC; California Public Contract Code Section 12209). A partial list of recycled content minimum criteria is included below.
- **Extended Use:** Batteries should be rechargeable. Toner cartridges for laser printers must be remanufactured and should be recyclable.
- **Bio-Based Materials:** Bio-based products must meet the Sustainable Agriculture Network's (SAN) standards. Bio-based raw materials must be tested using ASTM Test Method D6866 and be legally harvested, as defined by the exporting and receiving country. This criterion excludes hide products such as leather and other animal skin content.
- **Forest Stewardship Council (FSC):** Forest Stewardship Council or the USGBC approved equivalent.

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ONGOING CONSUMABLES PROCUREMENT GUIDELINES

Product	Material	Postconsumer Content (%)	Total Recovered Materials (%)
Binders – Paper Covered	HDPE	90	90
	Pressboard	30	50
Binders – Plastic Covered	Paper	75 – 100	90 – 100
	Plastic	--	25 – 50
Binders – Solid Plastic	PE	30 – 50	30 – 50
	PET	100	100
	Misc. Plastics	80	80
Cards (e.g., index, postal and index sheets)	Paper	30	5300
Coated Printing Paper	Paper	30	30
Cotton Fiber Paper (e.g., ledger, stationary and matching envelopes and other writing papers)	Paper	30	30
Dyed Filing Products	Paper	30	30 – 50
Envelope Paper (e.g., woven, Kraft-white, colored, manila, unbleached, excludes custom envelopes)	Paper	30	30
Forms Bond (e.g., forms, computer printouts and ledger)	Paper	30	30
Educational and Laboratory Supplies (e.g., beakers, deburring media, liquid filter media and test tubes)	Glass	10	10
	Plastic	10	10
Newsprint	Paper	30 – 85	30 – 100
Office Products (e.g., buckets, cartons, containers, corrugated boxes, desk accessories, file folders, hanging files, packaging, paper clips, scissors, staplers, and trays)	Glass	10	10
	HDPE	90	90
	Metal	10	10
	Paper	30	30
	Plastic	10	10
Offset Paper (e.g., offset printing, book, brochure, calendar, magazine, report, poster, and publication)	Paper	30	30
Plastic Clip Portfolios	HDPE	90	90
Plastic Clipboard	HDPE	90	90
	Misc. Plastics	30	30 – 80
	PS	50	50
Presentation Folders	HDPE	90	90
Printer Cartridges (e.g., inkjet, toner)	Plastic	20	20
Reprographic Paper (e.g., mimeo, duplicator, high-speed copier, bond, watermark, xerographic, and other uncoated paper)	Paper	30	30
Tablet Paper (e.g., offset paper such as note pads, stationery, and other writing papers)	Paper	30	30
Text and Cover Paper (e.g. cover stock, book, stationery, and other writing paper)	30	30	
Trash Bags	Plastic	20 – 100	---
Waste Receptacles	Corrugated Paper	30 – 50	30 – 50
	Industrial Paperboard	40 – 80	100
	Plastic	20 – 100	---
	Solid Fiber Paper	40	---
	Steel	16	25 – 30

ELECTRIC POWERED EQUIPMENT PURCHASING GUIDELINES

All new electric powered equipment is required to meet the standards associated with the appropriate energy efficiency certification (Governor's Executive Order S-20-04) for all wired and wireless electric powered equipment. Examples of electric-powered equipment include, but are not limited to, office equipment (computers, monitors, copiers, printers, scanners, fax machines), appliances (refrigerators, dishwashers, water coolers), cleaning and maintenance equipment, external power adapters, and televisions and other audiovisual equipment. Sustainable purchases are those that meet one of the following criteria:

- EPEAT® Rating: The equipment must have a silver Electronic Product Environmental Assessment Tool (EPEAT) rating or better.
- ENERGY STAR® Rating: If the equipment does not yet fall under the EPEAT rating systems, it must be ENERGY STAR qualified.

Phase-out Plan

As electric powered equipment, especially noncompliant equipment, ends its useful life and can no longer be cost effectively repaired (10-year payback), it shall be replaced with the appropriate environmentally preferable item.

LAMP PURCHASING GUIDELINES

Purchased (indoor and outdoor) lamps shall have no more than 60 picograms of mercury per lumen-hour or less. The 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. Lamps containing no mercury are preferred but must have an energy efficiency at least equal to that of their mercury containing counterparts.

PURCHASES REPORTING

All purchases shall be tracked. Tracking shall include date of purchase, purchaser, product name, manufacturer, cost, quantity and applicable criteria or standard. Both recycled content products and non-recycled content products, as well as reused or refurbished products, are reportable regardless of how they were purchased. The responsible party will produce Annual Reports which are due in the chancellor's office by August 31 of each year for purchases within the last fiscal year.

A complete inventory of electric powered equipment will be completed. Inventorying and tracking shall include date of purchase, purchaser/department, product name, description, manufacturer, cost, quantity and applicable reference standard. For EPEAT rated equipment, indicate whether the product is rated silver or gold. Documentation, in electronic format, of the equipment's rating is also required. The manufacturer's product literature (cut sheet), information from the products webpage in print-to-pdf format, or the suppliers invoice, confirming the criteria are acceptable forms of documentation. Please circle or highlight the section that indicates compliance with the relevant criteria on the documentation. Tracking shall include date of purchase, purchaser, product name, cost, quantity and applicable reference standard. Examples of electric-powered equipment include, but are not limited to, office equipment (computers, monitors, copiers, printers, scanners, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adapters, and televisions and other audiovisual equipment.

Documentation, in electronic format, verifying the products sustainable characteristics are required for all products that meet the sustainability criteria. For products with recycled content and extended use products, the manufacturer or supplier's material safety data sheet (MSDS) or product literature (cut sheet), information from the products webpage in print-to-pdf format, or the suppliers invoice, confirming the criteria are acceptable forms of documentation. For bio-based products, proof of SAN certification is required. For FSC products, the invoice showing the manufacturer's chain-of-custody (CoC) number is

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required. Please circle or highlight the section that indicates compliance with the relevant criteria on the documentation. Post- Consumer Certification Forms from all suppliers must be kept on file.

REFERENCES

- *ASTM Test Method D6866: [astm.org/Standards/ D6866.htm](http://astm.org/Standards/D6866.htm)*
- *CSU Reporting Due Dates: [calstate.edu/CSP/ reports.shtml](http://calstate.edu/CSP/reports.shtml).*
- *Forest Stewardship Council: us.fsc.org/*
- *Rainforest Certified Products: rainforest-alliance.org*
- *State Agency Buy Recycled Campaign (SABRC): [calrecycle.ca.gov/buyrecycled/stateagency/ Buying.htm](http://calrecycle.ca.gov/buyrecycled/stateagency/Buying.htm)*
- *Sustainable Agriculture Network's Standards: sanstandards.org/sitio/*
- *U.S. EPA Comprehensive Procurement Guidelines: epa.gov/epawaste/conservation/tools/cpg/index.htm*
- *EPEAT: epeat.net/*
- *ENERGY STAR: energystar.gov/*
- *State of California Executive Order S-20-04: gov.ca.gov/news.php?id=3360*