

**Policy No.: 900-18**

**Effective:** 12/4/15

Environmentally Preferable Purchasing (EPP) is the procurement of goods and services that have a reduced impact on human health and the environment as compared to other goods and services serving the same purpose ([Public Contract Code §12400-12404](#)). This refers to the manufacture, use, and disposal of products and services.

#### **POLICY:**

The [CSU Sustainability Policy](#) & the [Integrated CSU Administrative Manual \(ICSUAM\)](#) 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, working within the University's budgetary, regulatory and programmatic constraints.

#### **CSU SUSTAINABILITY**

##### **Sustainable Procurement**

1. Campuses will promote the use of suppliers and/or vendors who reduce waste, re-purpose recycled material, or support other environmentally friendly practices in the provision of goods or services to the CSU under contract. This may include additional evaluation points in solicitation evaluations for suppliers integrating sustainable practices.
2. To move to zero waste, campus practices should: (1) encourage use of products that minimize the volume of trash sent to landfill or incinerators; (2) participate in the CalRecycle Buy-Recycled program or equivalent; and (3) increase recycled content purchases in all Buy-Recycled program product categories.
3. Campuses shall continue to report on all recycled content product categories, consistent with [PCC § 1215 3-12217](#) and shall implement improved tracking and reporting procedures for their recycled content purchases.

#### **PURPOSE:**

CSUN recognizes our impact as a major purchaser of goods and services. As such, the University gives preference to environmentally friendly products whose quality, function, and cost are

equal or superior to more traditional products. This policy aims to:

- conserve natural resources
- minimize pollution
- reduce the use of water and energy
- eliminate or reduce environmental health hazards to workers and our community
- support strong recycling markets
- reduce the quantity of materials that are landfilled
- increase the use and availability of environmentally preferable products
- support locally produced goods and services
- educate ourselves, our vendors, and our end users

## **RESPONSIBILITIES:**

The Associate Vice President of Financial Services and Vice President of Administration and Finance are responsible for collaboratively overseeing the implementation of these practices.

## **GENERAL PURCHASING CONSIDERATIONS**

Where possible, purchasing decisions shall favor:

- Products that reduce greenhouse gas emissions or are made with renewable energy
- Products that reduce the use of chemicals that are hazardous to the environment and employee and public health
- Products that contain the highest possible percentage of postconsumer recycled content
- Products that reduce air and water pollution
- Products that reduce waste
- Products that serve several functions (e.g., copier/printers, multipurpose cleaners) and reduce the overall number of products purchased
- Computers and other electronic devices that are Energy Star Rated and EPEAT registered.
- Products that are recyclable or compostable
- Products with limited packaging
- Products on office and cleaning supply companies and other vendors "Green Products" list
- Reusable products
- Suppliers who strive to improve their environmental performance and provide environmentally preferable products, and who can document the supply-chain impacts of their efforts

Environmentally preferable products and services comparable to their standard counterparts in quality and price should receive purchasing preference. In situations where environmentally preferable products are unavailable or impractical, secondary considerations should include the environmental management practices of suppliers and producers.

The purchase of environmentally preferable products is part of our long-term commitment to the environment. By sending a clear signal to producers and suppliers about this commitment, we hope to support wider adoption of environmentally preferable products and practices.

All departments must make a determination prior to replacing commodities. This includes determining whether or not furniture, electronics and equipment no longer meet their needs or has exceeded its useful life and is obsolete. Purchasing and Contracts Administration may contact departments to ensure all of these requirements have been met prior to any agreements with vendors.

## **SPECIFIC PRODUCT REQUIREMENTS:**

### **Paper**

- Virgin paper, paper with no recycled content, should not be purchased.
- At minimum, 30%-50% post-consumer waste and recycled content paper should be used for routine office tasks.

### **Printers and Copiers**

- All printers and copiers purchased for routine office tasks should include duplex capability. The duplex feature should be enabled as the default when installed and remain enabled for as long as it remains at CSUN.
- The Purchasing Department and Information Technology (IT) will identify a suite of ENERGY STAR® product options that will print duplex for both printers and copiers and that will work efficiently and hold their warranties in place while utilizing 30%, 50% and 100% post-consumer waste recycled content paper.

### **Furniture**

Furniture purchases should meet the sustainable furniture criteria below. If a department is unable to find furniture which meets the criteria, the department is to work with Purchasing to locate viable options.

- Sustainable Furniture Criteria:
  - o Meet ergonomic standards
  - o Contain a high recycled content
  - o Features energy efficient lighting
  - o Has low or no-VOC adhesives or finishes
  - o Are made from renewable resources in a socially responsible manner
  - o Travels the least distance to campus, thereby decreasing the environmental impact due to transport
- Contract awards to vendors are contingent upon vendors meeting department specifications, competitive pricing, and providing a diverse selection of sustainable options. In addition to price points, weight will be given to each sustainable furniture criteria (above) that is met.

- Furniture no longer required by a department shall be evaluated to determine whether it has any further value to the University or can be disposed of as surplus property. If deemed as surplus property, it shall be disposed of in accordance with the disposition methods and procedures outlined in the CSU Executive Order 649. Disposition methods include trade-in, sales, recycling, donations, and take-away programs.
- Modular furniture systems are not required to have built in lighting; however, systems that contain lighting/task lights must have energy efficient lighting (i.e. LED). In some cases, independent energy efficient task lights may be more ergonomic, but should follow the same requirements for energy efficiency.

### **Equipment**

- Purchases of supplies and equipment that require energy use should be ENERGY STAR® rated products when they are available and meet the researchers'/service units' required performance standards. For high-value purchases, weight will be given for energy efficiency, quantity of recycled content, proximity of manufacture to CSUN, low or no VOC content, manufacture waste stream data, and price points to make final selections.
- For special-purpose equipment/hardware purchases, the goal is to seek energy efficient products and to encourage vendors to seek ENERGY STAR® ratings.
- For a list of PC's and Laptops that meet these standards, click [here](#).

### **Alternative Fuel/Ultra Efficient Vehicles**

- Departments planning to purchase or lease vehicles are to consider and balance need, vehicle duty, fuel type, availability, the CO<sub>2</sub> impact of the vehicle and the alternative fuel and/or ultra-efficient standards, and cost. The vehicle selected for purchase or lease should have the lowest CO<sub>2</sub> impact (preferably all electric or hybrid), while meeting performance and budgetary constraints.
- CSUN will routinely assess the need for electric vehicle charging stations on campus and develop strategic plans for their location, including incorporating them into new parking lot construction projects or major parking lot renovations as justified.

Three (3) years from the adoption of these practices, a cost benefit analysis should be performed and the practices evaluated for their effectiveness.