

# Sustainable Purchase Policy

## 1. Introduction

the purpose of this policy is to control University purchase in ways that advance social responsibility and environmental sustainability by using, maintaining, disposing or re-purposing, goods and services which: improve energy, water, and material efficiency; utilize renewable materials; advance the University toward carbon-neutrality or net positive renewable energy production; eliminate waste, especially hazardous materials; enhance the physical campus environment; protect and enhance the health of the campus community; encourage AU employees to adopt sustainability practices; offer additional consideration to vendors with sustainable production, distribution and end of life management systems or services; support locally produced goods and services; educate the University campus and the extended community about sustainability

## 2. Scope

The policy provides guidelines, information and resources for developing sustainable purchasing practices that apply to procurement conducted by all University departments and offices for ongoing consumables, durable goods, facility alterations and additions, and mercury-containing lamps.

## 3. Policy Statement

Consistent with the University's goals, all University personnel shall conduct purchasing in accordance with the following principles:

- a. Utilize procurement of goods and services as a means to act on the University's values of social responsibility and environmental sustainability.
- b. Support the University policy of striving for zero waste by reducing overall consumption and shifting to products with reduced product lifecycle impact.
- c. Support the University commitment to eliminate and offset our greenhouse gas emissions.
- d. Consider total cost of ownership rather than low purchase price as the only factor when evaluating the financial competitiveness of purchasing decisions.
- e. Require sustainability standards and certifications whenever possible, with preference for those which are developed by third-parties and independently verified throughout a products total chain of custody.
- f. Continuously improve sustainable purchasing practices.

## 4. Implementation Strategies

- a. With every purchase, large or small, ask critical questions about the environmental sensitivities of the product before buying.
- b. Include in all RFP/bidding specifications: "The University is committed to reducing the adverse environmental impact of its purchasing decisions; it is committed to buying goods and services from contractors who share its environmental concern and commitment. The University encourages bidders to include in their responses economical and environmentally friendly products and service options that serve to minimize waste, reduce excess packing and packaging, recycle, reduce, reuse, prevent pollution, and/or offer resource efficiency. It's the University's goal to maximize environmental responsibility on its campus."

- c. Make vendors aware of University Sustainable Purchasing Guidelines. Send a clear message that University will give consideration to those vendors whose products and services meet the University's environmental objectives.
- d. Give preference to environmentally preferable products, where quality, function and cost are equal or superior.
- e. Choose products based on efficient use of energy, natural resources and potential for safe, non-hazardous disposal.
- f. Consider short-term and long-term costs as well as quality when comparing product alternatives.
- g. Include evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- h. Give preference to manufacturers that have policies in place that support sound labor practices.
- i. Integrate sustainable purchasing concepts into the design, construction and landscape of buildings and renovations.
- j. Give preference to locally (within a 100 mile radius) and/or regionally (within a 250 mile radius) manufactured products in the purchasing decision process.
- k. Give preference to locally (within a 100 mile radius) and/or regionally (within a 250 mile radius) grown food and utilize organic and other third-party certified options, when feasible, in the purchasing decision process.

## 5. Benefits:

Some of the benefits of sustainable procurement are as follows:

- a. Minimize business risk, discussed in greater detail in a later section.
- b. Provide cost savings, through focusing organizations on following a whole life costing methodology when sourcing goods and services. This would include reducing use, reusing and recycling and ultimately reducing the amount of waste going to landfill.
- c. Enhance corporate image in the marketplace, by demonstrating purchasing and supply management's value to the organization.
- d. Create markets for new products and services, by using technology to develop and market sustainable products that will initially attract consumers who are early adopters and command a premium price in the marketplace.
- e. Secure the supply of goods and services in the light of increasingly environmental legislation.  
Reduce waste and improve resource efficiency