

<b>SUBJECT:</b> Sustainable Purchasing Procedure	<b>Effective Date:</b> 11/7/19	<b>Procedure Number:</b> FS 2019 FS0038	
	<b>Supersedes:</b> FS 2013 FO0006	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all individuals within Facilities and Safety (F&S) who request goods and services for purchase. This procedure does not require F&S to purchase products that do not perform effectively for the intended use; are too costly; have unacceptably long lead-times; or exclude competition.

**PROCEDURE STATEMENT:**

Facilities and Safety is committed to the stewardship of a sustainable environment, and promotes environmentally responsible purchasing practices, to moderate and reduce the university’s dependence on non-renewable resources. Purchase request decisions will be based on multiple factors, including environmental impact, protection of occupant health, cost, quality and packaging of products, recyclable content, and related services, and with continuous sourcing for new, environmentally-friendly products. All purchase requestors are encouraged to select consumable and durable goods and services from vendors who share our desire to reduce any adverse impact on the environment.

Facilities and Safety pledges to use environmentally-friendly products in the construction of new buildings and alterations, including any additions to existing buildings. To promote sustainability, the university supports certification programs that ensure products meet a set of standards that surpass compliance with national environmental laws. UCF follows the Leadership in Energy and Environmental Design (LEED) green building rating system for design and construction initiatives. This system endorses the purchase of environmentally-friendly products for new and existing building construction. . Facilities and Safety will follow UCF Purchasing Guidelines for all procurement.

**DEFINITIONS:**

Consumables: goods that may be destroyed, spent, or depleted during use

Durable goods: materials that do not wear out quickly and yield utility over time rather than being consumed in one use

Leadership in Energy and Environmental Design (LEED): a green building rating and point system developed by the U.S. Green Building Council. Points are earned by completing specific projects that incorporate green design and construction initiatives. The number of points

achieved determines the LEED certification level the project receives: certified, silver, gold, and platinum.

Rapidly renewable material: natural, non-petroleum-based building materials that have harvest cycles under 10 years. Such materials include bamboo, cork, cotton, natural linoleum products, soy, straw, strawboard, wheat board, wool, etc.

Recycled material: materials that have been recycled and diverted from the landfill to create a non-virgin material for manufacturing a new product

South California Air Quality Management district (SCAQMD): the air pollution control agency for Orange County, CA and the urban portions of Los Angeles, Riverside, and San Bernardino counties

Sustainability Criteria: contains postconsumer recycled content, is rechargeable, has been remanufactured, derived from a sustainable agriculture source, is a bio-based raw material meeting the Sustainable Agriculture Network's Sustainable Agriculture Standard, harvested and produced within 100 miles of delivery site, certified by the Forest Stewardship Council, or has an ENERGY STAR rating

**GOALS:**

<b>Category</b>	<b>Goal</b>	<b>Performance measurement unit</b>
Purchases: Ongoing consumables	60% meet sustainability criteria	Cost
Purchases: Durable goods and electric powered equipment	40% meet sustainability criteria	Cost
Purchases: Lamps	90% of lamps have 60 picograms of mercury per lumen-hour or less	Number of lamps

**PROCEDURES:**

**General purchases:**

Facilities and Safety will strive to purchase environmentally-friendly products and services, and will encourage vendors to provide such product lines. All purchase requestors will become familiar with and use the Sustainable Product Website Listing (Attachment A) and the Sustainable Purchasing Performance Metrics (Attachment B) as resources when making purchasing decisions. The criteria identified will reduce the environmental impact of products purchased for use in operations, maintenance, upgrades, and new building construction.

**Bids:**

When the purchase of commodities requires bidding, Facilities & Safety will work with UCF Procurement Services to develop a scope that aligns with sustainability criteria. Each vendor’s bid packet must include an explanation of how they can assist F&S in tracking purchasing information, and in increasing environmental and public health benefits through the purchase of sustainable goods and services. At any time, selected vendors must be prepared to verify that their product meets at least one of the criteria listed in the Sustainable Purchasing Performance Metrics (Attachment B).

**Tracking of environmentally friendly purchases:**

Facilities & Safety will track and report environmentally-friendly purchases on an aggregate basis by commodity. The data collected should include, at a minimum:

- Transaction Date
- Item Description
- Quantity Purchased
- Unit of Measure
- Unit Cost
- Extended Line Item Cost
- Commodity
- Vendor
- Purchaser and Department


**REFERENCES:**

SCAQMD: [www.aqmd.gov](http://www.aqmd.gov)

UCF Climate Action Plan: <http://www.sustainable.ucf.edu/resources/climate-action-plan>

UCF Energy Sustainability Policy:  
<https://policies.ucf.edu/documents/3-111.pdf>

USGBC: LEED Reference Guide for Green Building Operations and Maintenance v4:  
<http://www.usgbc.org/leed>

Approved By:	Date Approved:
 <hr style="width: 80%; margin: 0 auto;"/> Duane Siemen Interim Associate Vice President Administration and Finance (Facilities and Safety)	11/7/19 <hr style="width: 80%; margin: 0 auto;"/>

**Revision Log**

Version	Description of Changes	Date
0	Original approved procedure	11/7/13
1	Revised and procedure # changed from FS 2013 FO0006 to FS 2019 FS0038, as it applies to whole division rather than only FO	11/7/19

**Sustainable Product Website Listing  
(Attachment A)**

<b>Sustainable Organizations</b>	<b>Websites</b>
Carpet and Rug Institute	<a href="http://www.carpet-rug.org/">www.carpet-rug.org/</a>
Electronic Product Environmental Assessment	<a href="http://www.epeat.net/">www.epeat.net/</a>
Electronic Product Environmental Assessment Tool (EPEAT)	<a href="http://www.epeat.net/">www.epeat.net/</a>
Energy Star	<a href="http://www.energystar.gov/">www.energystar.gov/</a>
Energy Star Label	<a href="http://www.energystar.gov/index.cfm?c=business.bus_bldgs">www.energystar.gov/index.cfm?c=business.bus_bldgs</a>
EPA Comprehensive Procurement Guidelines (CPG)	<a href="http://www.epa.gov/osw/consERVE/tools/cpg/pdf/paper.pdf">www.epa.gov/osw/consERVE/tools/cpg/pdf/paper.pdf</a>
EPA SmartWay and SmartWay Elite	<a href="http://www.epa.gov/smartway/">www.epa.gov/smartway/</a>
EPA Watersense	<a href="http://www.epa.gov/watersense/">www.epa.gov/watersense/</a>
Fair Trade Certified	<a href="http://www.fairtradeusa.org/">www.fairtradeusa.org/</a>
Food Alliance	<a href="http://foodalliance.org/">foodalliance.org/</a>
Forest Stewardship Council	<a href="http://www.fsc.org/">www.fsc.org/</a>
Forest Stewardship Council (FSC)	<a href="http://www.fsc.org/">www.fsc.org/</a>
Green Seal	<a href="http://www.greenseal.org/">www.greenseal.org/</a>
Greenguard	<a href="http://www.greenguard.org">www.greenguard.org</a>
Marine Stewardship Council	<a href="http://www.msc.org/">www.msc.org/</a>
MDBC's Cradle to Cradle Silver Certification	<a href="http://www.mdbc.com/c2c/">www.mdbc.com/c2c/</a>
NEMA Premium	<a href="http://www.nema.org">www.nema.org</a>
Protected Harvest	<a href="http://www.protectedharvest.org/">www.protectedharvest.org/</a>
Rainforest Alliance	<a href="http://www.rainforest-alliance.org/">www.rainforest-alliance.org/</a>
RoHS	<a href="http://www.rohs.gov.uk/">www.rohs.gov.uk/</a>
SCS (Scientific Cert. Sys.) / NSF International	<a href="http://www.scscertified.com/">www.scscertified.com/</a> <a href="http://www.nsf.org/">www.nsf.org/</a>
Terra Choice/ Ecologo	<a href="http://terrachoice.com/">terrachoice.com/</a> <a href="http://www.ecologo.org/">www.ecologo.org/</a>
US Federal Energy Management Program (FEMP)	<a href="http://www1.eere.energy.gov/femp">www1.eere.energy.gov/femp</a>
USDA Organic	<a href="http://www.usda.gov/wps/portal/usda/usdahome?navid=ORGANIC...">www.usda.gov/wps/portal/usda/usdahome?navid=ORGANIC...</a>
USDA Organic Label	<a href="http://www.usda.gov/">www.usda.gov/</a>

**Sustainable Purchasing - Performance Metrics  
(Attachment B)**

Category	Examples	Goal X % cost of goods purchased will comply with criteria:	Purchase contains <u>at least</u> one of the criteria:
Consumables	Batteries	60%	Rechargeable batteries
	Cartridges	60%	10% Post-consumer and/or 20% post-industrial material 50% Rapidly renewable material (e.g., bamboo, cork, cotton, wool) 50% Materials harvested, extracted, and processed within 500 miles of the facility
	Dining ware - disposable		
	Envelopes		
	Notebooks		
	Paper clips		
	Printing and copy paper		
	Sticky notes		
	Toner		
Durable Goods	Appliances Electronics	40%	Energy Star-labeled products, if available Electronic Product Environmental Assessment Tools (EPEAT)-rated products - at least bronze level Electronic equipment in lieu of gas-powered equipment, if performance is not jeopardized
	Furniture	40%	10% Post-consumer and/or 20% post-industrial material 70% Salvaged material from off-site or outside the organization 70% Salvaged material from on-site, through an internal materials and equipment reuse program 50% Rapidly renewable material (e.g., bamboo, cotton, cork, wool) 50% Materials harvested, extracted, and processed within 500 miles of the facility/site 50% Forest Stewardship Council (FSC)-certified wood
Food	Retail food establishments  UCF food plans	40%	Within budget: Purchase seasonal foods Purchase local food, based on value, distance, growing practices, and labor practices Purchase organic foods Purchase antibiotic-free meats; humane treatment of livestock Purchase cage-free or range-free poultry, as defined by the USDA Purchase fair-trade-certified coffee and chocolate

**Sustainable Purchasing - Performance Metrics  
(Attachment B)**

Category	Examples	Goal X % cost of goods purchased will comply with criteria:	Purchase contains <u>at least</u> one of the criteria:
Chemicals	Cleaning solvents	50%	Where product will not compromise performance and quality of service: Purchase biodegradable, phosphate-free, and citrus-based products
Lamps	Mercury-containing lamps	90% purchased	Overall mercury-content target of no more than 90 picograms of mercury per lumen-hour
Vehicles/fleet		100%	Zero emission vehicles (electric, solar, and other innovative technologies) Alternative fuel vehicles (bio-diesel, compressed natural gas, hydrogen fuel cell) Hybrid vehicles using technologies listed above
Facilities Additions and Alterations  Materials permanently or semi-permanently attached to the building in the course of demolitions, new construction additions, refits, and renovations	Adhesives, coatings and paint;  Attached finishes (ceiling panels, drywall, trim);  Building components and structures (doors, insulation wall studs, windows);  Carpet and other flooring materials	50%	To obtain LEED for New Construction certification, 14 credits related to air quality, energy efficiency, and water usage are mandatory. 10% Post-consumer and/or 20% post-industrial material 70% salvaged material from off-site or outside the organization 70% salvaged material from on-site, through an internal materials and equipment reuse program 50% Rapidly renewable material (e.g., bamboo, cork, cotton, wool) 50% Materials harvested, extracted, and processed within 500 miles of the facility/site 50% Forest Stewardship Council (FSC) certified wood Adhesives and sealants that comply with SCAQMD rules governing allowable VOC content Paintings and coatings that comply with Green Seal's GS-11 requirements governing VOC emission levels Finished flooring that is FloorScore-certified and constitutes a minimum of 25% of the finished floor area Carpet and carpet cushion that meets the requirements of the Carpet and Rug Institute (CRI) Green Label Plus carpet testing program Composite panels and agrifiber products that contain no added urea-formaldehyde resins