

 <p>UNIVERSITY OF DENVER</p>	UNIVERSITY OF DENVER BUSINESS SERVICES SUSTAINABLE PURCHASING POLICY	
Responsible Department: Business Services Approved By: Vice Chancellor Woody		Effective Date:

1 INTRODUCTION

1.1 PURPOSE

The Sustainable Purchasing Policy supports the University’s commitment to fiscal, social, and environmental responsibility. The American College and University Presidents Climate Commitment was signed by the Chancellor in June of 2007, and has thus pledged the University of Denver: (1) to integrate sustainability into our curriculum; (2) to complete a comprehensive inventory of all University related greenhouse gas emissions and (3) to develop an institutional action plan for becoming climate neutral.

1.2 SCOPE

This Policy sets forth recommendations that apply to all purchases made using university funds. University funds include both unrestricted and restricted funds.

1.3 POLICY OVERVIEW

1.3.1 Funding Restrictions on Expenses

If more than one requirement or policy applies to a particular transaction, then the more restrictive one shall be followed, (e.g., if terms and conditions of outside donors and sponsors are determined to be more restrictive than those of University policy, then the terms and conditions of outside donors and sponsors shall take precedence over University policy).

1.3.2 Purchasing Environmentally Preferable Products

Preference shall be given to any product that has a lesser impact on human health and the environment when determined to have equal quality and price compared to traditional products. If the Environmentally Preferable Product exceeds such a desired level expense, and the unit has funding available within the current year’s resources, a Life Cycle Cost Analysis may be performed to justify the margin.

2 POLICY OVERVIEW

2.1 GUIDELINES FOR COMMON ACTIVITIES and PURCHASES

- 2.1.1** Expenses shall be incurred at a level that meets and does not exceed the needs of the University.
- 2.1.2** Whenever possible, preference will be given to environmentally superior products, including products containing recycled materials, where product quality, function, and cost are equal or superior.
- 2.1.3** In accordance with *Propriety of Expense Policy*, it is the responsibility of the Requestor to ensure all expenses comply with the *Propriety of Expense Policy*.
- 2.1.4** The table below is intended to provide guidance and information to Requester's regarding environmentally friendly commodities, certifications, and registries.

ITEM DESCRIPTION/COMMODITIES	CERTIFICATION/ REGISTRY	COMMENTS/RESOURCES
a. General Information	Environmental Protection Agency	http://www.epa.gov/epp/index.htm
b. Appliances	Energy Star Certification	Energy Star certified appliances are more efficient than non-certified products on the market. Additional information can be located at http://www.energystar.gov/
c. Computer Desktops, Laptops, and Monitors	EPEAT registered products	EPEAT certification considers the efficiency, toxicity, recyclability, and other environmental considerations of various electronics. The registry can be located at http://www.epeat.net
d. Cleaning Supplies, Interior Building Materials, Furnishings, and Finish Systems	Greenguard Certification	Greenguard certification recognizes products that have a lessened impact on human health and the environment. Information can be found at http://www.greenguard.org/
	Greenseal Certification	Greenseal is the leader in green-product certification, and also evaluates consumer products that have a lessened impact on human health and the environment. http://www.greenseal.org/

ITEM DESCRIPTION/COMMODITIES	CERTIFICATION/ REGISTRY	COMMENTS/RESOURCES
e. Wood/lumber/paper products	Forest Stewardship Council (FSC) Certification	The Forest Stewardship Council certifies tree-based products that have sustainable attributes. A general rule of thumb for copy/office paper is to purchase at least 30% post-consumer recycled products. http://www.fscus.org/
f. General supplies, including automotive, building and construction, cleaning and janitorial products, fuels, equipment, etc.	Ecologo Certification	Ecologo certified products can be found at: http://www.ecologo.org/en/
g. General guidelines for reference	Association for the Advancement of Sustainability in Higher Education (AASHE)	AASHE is the leader and general “hub” for sustainability in higher education. http://www.aashe.org/resources/procurement_policies.php

3 DEFINITIONS

University Funds - Includes all funds controlled by, or administered by, the University of Denver. This includes, but is not limited to, base operating budget funds, endowment funds, gift funds, grant funds, investment funds, etc.

Requestor- An employee, student, or associate of the University of Denver who enters into a transaction or an agreement whereby University Funds are expensed. This includes expenditures made with a DU purchasing card, purchases made that are billed directly to the University, an electronic requisition processed through Purchasing Services, a transaction in which the Requestor pays with personal funds then submits a reimbursement request through Accounts Payable or Petty Cash.

Environmentally Preferable Purchasing- Environmentally preferable means "products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal (Executive Order 13423).

Life-Cycle Analysis - A Life-Cycle Cost Analysis is a calculation that shows the benefits of considering the entire “life” of a product from manufacturing to disposal. This type of analysis has the potential to incorporate energy savings, disposal costs, and other variables instead of solely basing a purchase on the lowest initial bid. For example, purchasing a compact fluorescent light bulb (CFL) will cost more than a traditional incandescent bulb, but will pay for itself (and more) through energy savings.

Post-Consumer vs. Pre-Consumer Recycled Products - When purchasing products with recycled materials, it is important to know the distinction between post-consumer and pre-consumer. The later is when the manufacturer uses leftover scraps as inputs into the manufacturing cycle. This is an easy way for manufacturer to deem a product “recycled” before the final product is ever produced. Post-consumer is more desirable because the product has already been through the product life-cycle, and has been reintegrated back into the production loop.