



# **SAN JOSÉ STATE UNIVERSITY**

## **Environmental Preferable Purchasing Guide**

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## Mission Statement

San Jose State University Procurement & Support Services is committed to encouraging Environmental Preferable Purchasing (EPP). We shall actively seek and promote the purchase of products and services that meet the standards for CSU required recycled content requirements, ecolabels, and environmental certification programs wherever possible and practical.

## Introduction

SJSU Procurement aims to be environmentally responsible when procuring products and services. Almost every purchase creates waste, such as garbage, hazardous waste, or carbon emissions. The United States Environmental Protection Agency defines environmentally preferable purchasing (EPP) as purchasing 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 may consider raw materials acquisition, product manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.<sup>1</sup> These products and services include, but are not limited to:

- Non-toxic or less toxic
- High energy and/or water efficient
- Durable or refillable
- Produced with recycled content
- Conserve natural resources
- Pollution reduction
- Minimal packaging
- Reduce environmental health hazards to workers and our community
- Support strong recycling markets
- Reduce the discarding of materials into landfills
- Extended producer responsibility
- Preferably produced locally or in California

SJSU Procurement recognizes the importance of being environmentally conscientious. We will reduce our negative impact on the environment through promoting and educating departments the importance of selecting sustainable products and services and developing dialogue with our suppliers of our need for EPP.

## Policy Precedent

- United States Federal Government
  - EO 13423
- State of California
  - Public Contract Code 12200 – 12320
  - State Agency Buy Recycled Campaign
- CSU Chancellor's Office
  - EO 987
  - CSU Buy Green Campaign

## Procurement's Sustainability Goals

In conjunction with SJSU's sustainability mission, the Procurement Office has developed goals to achieve:

- Conduct an initial survey with a random group of campus Department End Users to determine how they make their buying decisions for their department and their level of interest and knowledge in

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<sup>1</sup> [Instructions for Implementing Executive Order 13423](#)

EPP. Follow-up survey to be done every other year to determine if EPP awareness and goals are being met.

- Establish sustainable procurement procedures and check list to help Purchasing Buyers facilitate the selection of environmentally friendly products and services.
- Work with current and new supply and service providers for EPP options and encourage them to provide evidence of their environmental performance, strategies, and objectives.
- Provide outreach and education to campus employees on Procurement's sustainability policies and mission and to promote the importance of purchasing green products and services. Presentations to be provided through quarterly training and Open Lab, Vendor Fair, and the PASS Bulletin.
- Reference this EPP policy or request sustainable products in bid specifications where practicable.
- Coordinate with the Sustainability Office to report total of EPP purchases and outcomes and successes of sustainable purchasing to campus community every two years.

## Sustainable Purchasing Guidelines

The list below identifies categories of purchase items that may contain EPP options. Please consult this list and apply the relevant policy prior to purchases you make in each described category.

Product <sup>i</sup>	Policy	
	Mandatory <sup>ii</sup>	Recommended <sup>iii</sup>
<b>Antifreeze</b> Recycled antifreeze and antifreeze containing a bittering agent or made from polypropylene or other similar nontoxic substance.	70% Postconsumer	
<b>Custodial Products</b> Soap and cleaning products		No parabens and phthalates Low to no VOC  Certified: <ul style="list-style-type: none"> <li>• Green Seal</li> <li>• Ecologo</li> </ul>
<b>Office Furniture</b> Chairs, desk, cubicle panels, file cabinets, shelves.		Review available items at <a href="#">SJSU Furniture/Equipment Reuse Program</a> <sup>iv</sup>  Contains one or more features: <ul style="list-style-type: none"> <li>• Refurbished</li> <li>• Remanufactured</li> <li>• New with recycled content</li> <li>• Recycled</li> </ul> Certified: <ul style="list-style-type: none"> <li>• Forest Stewardship Council (FSC)</li> <li>• Green Seal</li> </ul>

Product	Policy	
	Mandatory	Recommended
<b>Office Machines and Electronics</b> Shredders, typewriters, calculators, audio, and visual.	Contains one or more features: <ul style="list-style-type: none"> <li>• “Power save” mode</li> <li>• Energy Star Label</li> </ul>	Extended producer’s responsibility (take-back or trade-in program)
<b>Computers and Imaging Equipment</b> Fax, copiers, computers, monitors, printers, and servers.	Contains one or more features: <ul style="list-style-type: none"> <li>• “Power save” mode</li> <li>• Energy Star Label</li> <li>• Not CRT screens</li> </ul>	<a href="#">Listed on EPEAT</a> Extended producer’s responsibility (take-back or trade-in program)  Contains one or more features: <ul style="list-style-type: none"> <li>• Duplex</li> <li>• Scanning</li> <li>• Draft</li> </ul>
<b>Glass</b> Windows, test tubes, beakers, laboratory or hospital supplies, fiberglass (insulation), reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose-grain abrasives, deburring media, liquid filter media, and containers.	10% Postconsumer	
<b>Lubricating Oil</b> Any oil intended for use in a crankcase, transmission, engine, power steering, gearbox, differential chainsaw, transformer dielectric fluid, cutting, hydraulic, industrial, or automobile, bus, truck, vessel, plane, train, heavy equipment, or machinery powered by an internal combustion engine.	70% Postconsumer	Re-refined oil
<b>Metal Products</b> Staplers, paper clips, steel furniture, desks, pedestals, scissors, jacks, rebar, pipe, plumbing fixtures, chairs, ladders, file cabinets, shelving, containers, lockers, sheet metal, girders, building and construction products, bridges, braces, nails, and screws.	10% Postconsumer	
<b>Mulch, Compost and Co-Compost</b> Soil amendments, erosion controls, soil toppings, ground covers, weed suppressants and organic materials used for water conservation.	80% Total Recycled	Select California native or drought tolerant plants.  Use animal and vegetation pest control with least toxic chemical on market.

	Policy	
Product	Mandatory	Recommended
<b>Paint</b> Water-based paint, graffiti abatement, interior and exterior, and maintenance.	50% Postconsumer	Low to no VOC (Clean Air Paints)  Green Seal certified
<b>Plastic Products</b> Diskette, office products, wastebaskets, buckets, containers, mats, packaging, signs, posts, binders, sheet, buckets, trays.	10% Postconsumer	
<b>Paper Products</b> Paper janitorial supplies, cartons, wrapping, packaging, file folders, and hanging files, building insulation and panels, corrugated boxes, tissue, and toweling.	30% Postconsumer	
<b>Printing &amp; Writing Paper</b> Copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.	30% Postconsumer	
<b>Print Toner &amp; Inkjet Cartridges</b>		Extended producer's responsibility (take-back or trade-in program)  Contains one or more features: <ul style="list-style-type: none"> <li>• Refurbished</li> <li>• Reused</li> <li>• Remanufactured</li> <li>• Recycled</li> </ul>
<b>Tire-derived</b> Flooring, mats, wheelchair ramps, playground cover, parking bumpers, bullet traps, hoses, bumpers, truck bedliners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mudflaps, and posts.	50% Postconsumer	Retreaded Tires
<b>Tires</b> Truck and bus tires, and those used on fleet vehicles and passenger cars.	50% Total Recycled Content 10% Postconsumer	

## Frequently Asked Questions

### 1. What environmental qualities should I look for when purchasing products?

SJSU Procurement encourages Department End Users to evaluate multiple environmental impacts of everyday products through their life cycle and to select products with attributes that minimize environmental and health risks. Product qualities can include:

- Recycled content
- Waste prevention
- Low or no Volatile Organic Compounds (VOC)
- Durable or refillable
- Biodegradable or compostable
- Energy and/or water efficient
- Remanufactured or repaired
- Minimal packaging
- Local or state produced.

### 2. Why should I practice EPP?

Purchasing environmentally preferable products offer a variety of benefits such as the reduction of waste, conservation of natural resources, energy efficiency, and a decrease in the production and emission of less toxic chemicals or economic reasons. For instance, using or installing less hazardous materials in our work environment helps improve employee health and safety which results in reduced liabilities; having less toxic materials on campus will result in reduced disposal cost; and buying a printer that allows duplex printing will overall allow you to use a third to half less in paper.

### 3. Can we save money by buying environmentally preferable products?

With the surge in demand for EPP, we have noticed the prices of these types of goods are becoming more affordable. This is evident in recycled paper products or recycled toner or ink cartridges which are lower or equal in price to their traditional counterparts.

Sometimes the saving is not in the initial purchase price, but in the operating and maintenance costs and direct and/or indirect cost savings. For instance, purchasing energy efficient or water conserving products helps us save money by reducing consumption or buying products that are reusable, refillable, and repairable are more cost-effective in the long run than purchasing disposables.

### 4. Do recycled and refilled toner cartridges produce quality copies?

Current recycled and refilled toner cartridges provide equal if not improved quality as compared to new cartridges. Additionally, their advantages over new cartridges in cost and waste reduction make recycled cartridges an economically and environmentally sound choice. OfficeMax offers recycled toner cartridges for many office machines that are frequently used around the University.

### 5. Are recycled toner cartridges more expensive than regular cartridges?

By purchasing recycled toner cartridges, you can save money while helping the environment. Terrific savings are available on recycled toner cartridges through OfficeMax, our vendor for office supplies. OfficeMax offers recycled toner cartridges for many office machines that are frequently used around the University.

### 6. Do recycled toner cartridges void the warranty on some printers?

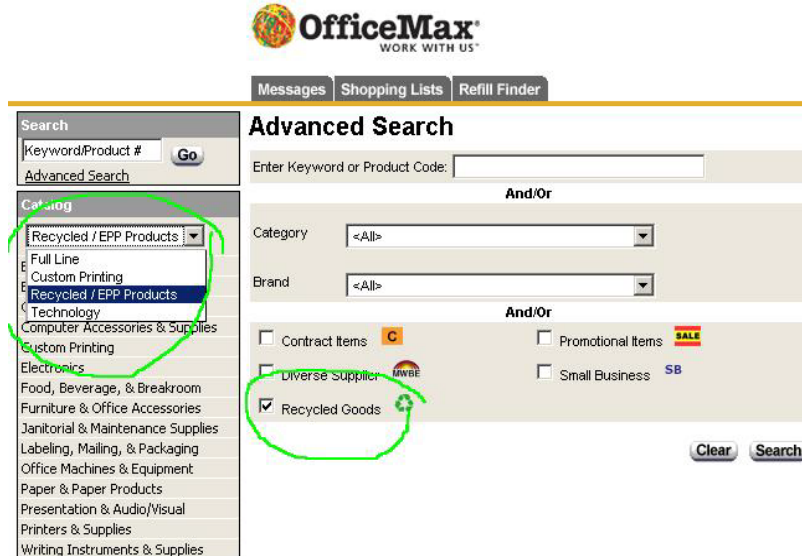
For most printers and copiers the use of refilled cartridges alone does not affect the warranty or maintenance contract. In some cases if failure or damage is found to be attributed directly to the use of the cartridge, then the repair will not be covered under warranty and will be charged. We suggest you check your equipment's specific warranty for details.

### 7. Where can I recycle my used toner cartridges?

If you have the manufacturer's return mailing label with the cartridge, then SJSU Shipping & Receiving will collect them from you. Otherwise, please visit the [Facilities, Development, and Operations \(FD & O\) Recycling](#) website for instructions to properly dispose of property

## 8. What is the easiest way to find environmentally preferable products through OfficeMax online?

Look in the "Shopping List" in OfficeMax's website for recycled products which the CSU has negotiated excellent prices. You can also browse all environmental friendly products in the "Advanced Search" link. Additionally, when searching for products, look for the icons that indicate which products are environmentally friendly.



## 9. Where can I find out more information about the SJSU's Recycling and Waste Program?

[FD & O Recycling](#) is responsible for this program and has a very informative web section about recycling and waste on campus.

## 10. Does recycled paper jam copy machines and printers?

Today's recycled copier paper is high quality and technically perfected for use in copiers and printers. Many of the concerns people have about recycled paper "not working in copiers" are caused by using inappropriate papers, not the recycled content. In particular, make sure you're using a paper specifically designed to be used in copiers for copying purposes. [SJSU Procurement Office](#) mandates purchasing at least 30% post-consumer recycled content paper content from OfficeMax. OfficeMax also offers excellent, affordable choices for 100% post-consumer recycled copy paper.

## 11. Can you buy recycled paper that is the same quality as virgin paper?

Recycled papers are virtually identical from their non-recycled counterparts, with similar performance, color, and cost.

## 12. What environmentally preferable products does the SJSU Procurement Office suggest purchasing?

SJSU Procurement Dept. requires departments to purchase products with the postconsumer content as required by the CSU. Also when you select products, consider looking for ones with ecolabels or certifications such as Energy Star, Forest Stewardship Council, Green Seal, or Fair Trade Certified (see the resources, Third Party Environmental Organizations and Certifiers section for more labels).

## 13. How can I find out more about EPP?

Information about EPP is being developed for the [SJSU Procurement & Support Services'](#) website. Please visit the useful websites listed in the Resource section.

## 14. Besides purchasing choices, what else can offices do to become more sustainable?

- Select products with minimal packaging.

- Minimize use of disposable cups, cutlery, and food containers. Instead use reusable ones made of glass, ceramic, or metal.
- When possible, produce literature and reports electronically and make available on websites.
- Set printers to print in draft mode or print on both sides of paper in order to reduce paper and toner cartridge usage.
- Distribute announcements and updates electronically.
- Reuse envelopes with new address labels where possible.
- Save packaging materials and boxes to be reused when needed.
- Save and reuse folders and dividers.
- Reuse draft prints and internal documents as scrap paper.
- Recycle the following items:
  - White paper, mixed paper and cardboard
  - Plastic bottles
  - Glass bottles
  - Aluminum and steel cans
  - Printer and toner cartridges
- Reduce energy consumption:
  - Turn off all computers and monitors when not in use.
  - Use low energy monitors and activate low energy screen savers when the computer is not in use for longer than 5 minutes throughout the day.
  - Use power saving mode on copiers and printers when not in use.
  - Switch off all electronic equipment including printers, photocopiers, lights, machinery and kitchen equipment overnight.
  - Keep all windows and internal doors closed to maintain the temperature.

## Resources

These resources provided material for this document. Refer to them for more detailed information to help you learn about sustainability, recycling, and environmentally preferable products (EPP).

### Government Agencies

- **United States Federal Government** – White House Executive Order 13423: “Strengthening Federal Environmental, Energy, and Transportation Management”. [http://www.whitehouse.gov/omb/assets/procurement\\_green/eo13423\\_instructions.pdf](http://www.whitehouse.gov/omb/assets/procurement_green/eo13423_instructions.pdf)
- **EPA Environmentally Preferable Purchasing Program** – Environmental Protection Agency website with EPP guidelines, training tools, and products, and services. <http://www.epa.gov/oppt/epp/>
- **State Agency Buy Recycled Campaign (SABRC)** – This is a campaign by CalRecycle and DGS to implement State law requiring State agencies and the Legislature to purchase products with recycled content. <http://www.calrecycle.ca.gov/Buyrecycled/StateAgency/>













### The California State University

- **CSU Buy Recycled Campaign** – This is a joint effort between the campuses and the administrative offices of the CSU in support of the State Agency Buy Recycled Campaign (SABRC). <http://www.calstate.edu/CSP/recycle/recycle.shtml>

### San José State University

- **SJSU Sustainability Office** – This office was established to help develop and implement the best sustainable practices on campus. <http://www.sjsu.edu/sustainability/>
- **SJSU FD & O Recycling** – This group is responsible for all the recycling and disposal of garbage at the university. <http://www.sjsu.edu/fdo/operations/recycling/>

### Third Party Environmental Organizations and Certifiers

	<b>LEED</b> – Leadership in Energy and Environmental Design is a green building rating system, developed by the U.S. Green Building Council. <a href="http://www.usgbc.org/">http://www.usgbc.org/</a>
	<b>Energy Star</b> – A government program providing useful energy efficient solutions and tips. <a href="http://www.energystar.gov/">http://www.energystar.gov/</a>
	<b>Forest Stewardship Council</b> – A non-profit organization devoted to encouraging the responsible management of the world's forests. <a href="http://www.fscus.org/">http://www.fscus.org/</a>
	<b>Greenguard</b> – An independent, third-party testing program for low-emitting products and materials. <a href="http://www.greenguard.org/index.aspx">http://www.greenguard.org/index.aspx</a> Product Search = <a href="http://www.greenguard.org/en/QuickSearch.aspx">http://www.greenguard.org/en/QuickSearch.aspx</a>
	<b>Green Seal</b> – An independent non-profit organization dedicated to safeguarding the environment and changing the marketplace by promoting the manufacture, purchase, and use of environmentally responsible products and services. <a href="http://www.greenseal.org/">http://www.greenseal.org/</a>
	<b>RPN (Responsible Purchasing Network)</b> – An international group of institutional buyers committed to socially responsible and environmentally sustainable purchasing. <a href="http://www.responsiblepurchasing.org/index.php">http://www.responsiblepurchasing.org/index.php</a>
	<b>EPEAT (Electronic Product Environmental Assessment Tool)</b> – A system that helps purchasers evaluate, compare and select electronic products based on their environmental attributes. <a href="http://www.epeat.net/PublicSearch.aspx">http://www.epeat.net/PublicSearch.aspx</a>
	<b>TransFair USA</b> – A branch of the FairTrade Labeling Organizations International (FLO). They inspect and certify products as Fair Trade which guarantees farmers and farm workers are paid a fair, above-market price for their goods. <a href="http://www.transfairusa.org/">http://www.transfairusa.org/</a>
	<b>AASHE Stars</b> – The Sustainability Tracking, Assessment & Rating System developed by the Association for the Advancement of Sustainability in Higher Education. <a href="http://stars.aashe.org/">http://stars.aashe.org/</a>
	<b>EcoLogo</b> – Provides customers, public, corporate and consumer, with assurance that the products and services bearing the logo meet stringent standards of environmental leadership <a href="http://www.ecologo.org/en/index.asp">http://www.ecologo.org/en/index.asp</a>
	<b>University Leaders for a Sustainable Future (ULSF)</b> – Their goal is to support sustainability as a critical focus of teaching, research, operations and outreach at colleges and universities worldwide through publications, research, and assessment. Responsible for publishing the Talloires Declaration. <a href="http://www.ulsf.org/programs_talloires_td.html">http://www.ulsf.org/programs_talloires_td.html</a>
	<b>Sierra Club</b> – Oldest and largest grassroots environmental organization. The Cool Schools program feature sustainability progress at other universities. <a href="http://www.sierraclub.org/sierra/200809/coolchools/">http://www.sierraclub.org/sierra/200809/coolchools/</a>

### Sustainability at other Universities

- **CSU, Chico** - <http://www.csuchico.edu/sustainablefuture/>
- **CSU, Sacramento** - <http://www.csus.edu/aba/green/>
- **Cornell University** - <http://www.sustainablecampus.cornell.edu/>
- **Iowa State Purchasing Office** - <http://www.purchasing.iastate.edu/green/>
- **Princeton University** - <http://www.princeton.edu/sustainability/>
- **University of Colorado at Boulder Purchasing Office** - [https://www.cu.edu/psc/purchasing/sustainable\\_purchasing.htm](https://www.cu.edu/psc/purchasing/sustainable_purchasing.htm)
- **University of California, Los Angeles** - <http://www.sustain.ucla.edu/>
- **University of California, Riverside** - <http://sustainability.ucr.edu/>
- **University of California, Santa Barbara** - <http://sustainability.ucsb.edu/purchasing/>

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<sup>i</sup> Product - Item listed includes, but is not limited to.

<sup>ii</sup> Mandatory - CSU minimum content requirement.

<sup>iii</sup> Recommended - Procurement Office advocates or encourages these features in addition to Department End User's specifications.

<sup>iv</sup> [SJSU Furniture/Equipment Reuse Program](http://www.sjsu.edu/pass/purchasing/reuse/) -The Procurement Office created this program to redeploy furniture and equipment no longer used by campus departments. Departments are asked to view the list of available items before placing an order with Purchasing. Visit the PASS website for more information about the program and for special access instructions to view property. The program's website is <http://www.sjsu.edu/pass/purchasing/reuse/>.