NORTHERN ARIZONA UNIVERSITY	POLICY PUR 204-00
	Section: General
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	Responsible office: Purchasing
	Origination date: 02/09/2012
Subject: Sustainable Purchasing	Effective date: 02/19/2012
Source: University policy	Revision date: 02/20/2014

PURPOSE

To establish a policy for the procurement of environmentally responsible products and services.

POLICY

PUR 204-00-01

Northern Arizona University (University) is committed to sustainability and as such is committed to purchasing in a manner wherein environmental and social concerns are taken into consideration along with the price, availability, and performance criteria used to make purchasing decisions. The Contracting and Purchasing department will endeavor to balance environmental and fiscal responsibilities in making sustainable purchasing decisions.

Sustainable procurement is procuring goods and services that cause less harm to the environment than alternative products, procuring goods and services from firms that demonstrate environmental and social responsibilities and arranging for delivery of goods and services in a manner that will reduce the University's carbon footprint.

When possible, practical and feasible, the University will strive to select products that are:

1. Durable as opposed to single use or disposable
2. Non or minimally toxic, preferably biodegradable
3. Energy efficient
4. Contain a high recycled content, especially post-consumer recycled content
5. Highly recyclable at the end of the lifecycle
6. Made from raw materials obtained and manufactured in an environmentally sound manner
7. Cause minimal or no environmental damage during normal use or maintenance, throughout the lifecycle
8. Shipped responsibly by combining shipments with other shipments to the University or region with minimal packaging consistent with care of product made from recycled and/or recyclable materials

PUR 204-00-02:

Contracting and Purchasing Services will include a sustainable purchasing statement in its solicitation documents that reads, "Northern Arizona University is committed to buying products with recycled content or environmentally sustainable alternatives. Identify all environmentally sustainable features of the offered and supply all relevant specifications about the product. Include in the offer, information regarding your firm's overall sustainable efforts." In such appropriate cases, evaluation criteria will be included in the solicitation of the firms' sustainable efforts.

The University preference is to utilize the following operational initiatives to support sustainable procurement:

1. All campus-standard computers purchased meet the ePEAT Gold, Silver or Bronz Standard and at least EnergyStar 4 standard.
2. All appliances and electronics procured are EnergyStar rated.
3. Procure recycled items through Staples, the University's contracted office supply vendor.

4. Collect used toner cartridges by the Campus Supply department and return for recycling.
5. Procure cleaning and janitorial products that are Green Seal™ or UL Environment (EcoLogo)™ certified and/or meet similar criteria for cleaning and janitorial products.