

UNIVERSITY OF FLORIDA ENVIRONMENTAL PURCHASING POLICY

Purpose

The purpose of this policy is to support the purchase of products that will minimize any negative environmental impacts of our work. The University of Florida recognizes that the purchasing decisions of our employees can make a difference in favor of environmental quality. We prefer the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price.

Definitions

- A. "Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- B. "Recycled Products" are products manufactured with waste material that has been recovered or diverted from solid waste. *Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.*
- C. "Practicable" means sufficient in performance and available at a reasonable cost.

Policies

- A. All University of Florida personnel will purchase recycled and environmentally preferable products whenever practicable.
- B. All imprinted letterhead paper; envelopes and business cards used by the University of Florida departments should be recycled paper and should bear an imprint identifying the paper as recycled... *Departments should be implementing this policy when ordering new stationery so that the University is using only recycled stationery by **July 1, 2004.***
- C. University of Florida departments should ensure that the title page of each report printed or copied on recycled papers bears an imprint identifying the recycled content of the paper wherever practicable. *The use of this imprint on every communication will help the University of Florida set an example that will promote the use of recycled products. There is also a significant community relations benefit in this.*
- D. Departments should use both sides of paper sheets whenever practicable, have recycle boxes at each desk and Xerox station, and use the back of non-confidential documents for note paper or to print drafts.

- E. University of Florida should promote the use of recycled and other environmentally preferable products by publicizing its procurement program. *Materials produced for advertising, conferences, trade fairs, press releases, and other communications with clients and citizens can make reference to the University of Florida's commitment and leadership in the use of environmentally preferable products.*
- F. The University of Florida will have an aluminum recycle container available within a reasonable distance of soda machines and in all dining establishments where canned drinks are served.
- G. The University Purchasing and Disbursements Department will make every effort to secure contracts with vendors that are environmentally conscientious whenever practicable.

Selected Environmental Products

- A. Recycled paper and paper products
- B. Remanufactured laser printer toner cartridges
- C. Re-refined lubrication and hydraulic oils
- D. Recycled plastic Outdoor-wood substitutes
- E. Computers, Appliances (Energy Star Rated)
- F. Re-crushed cement concrete aggregate and asphalt
- G. Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash
- H. Remanufactured tires and products made from recycled tire rubber
- I. Compost
- J. Re-manufactured paint
- K. Cleaning products with lowered toxicity
- L. Energy saving products
- M. Waste-reduced products
- N. Water-saving products
- O. Office Supplies (marked with environmental sign)
- P. Re-ripened antifreeze
- Q. Desk top organizers
- R. Other products designated by the Deans, Directors, and Department Chairpersons

Responsibilities of Departments

- A. Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by agencies whenever possible. The department should use the list composed in this document. They may add or modify this list as needed.
- B. Inform employees of their responsibilities under this policy; provide them with information about recycled products and environmental procurement

- opportunities. Check the Purchasing and Disbursements Web Page (<http://www.purchasing.ufl.edu>) for frequent updates on vendor participation with environmental efforts.
- C. Establish a yearly review committee to evaluate the efforts the department has made to help protect and preserve the environment and what the future goals are for the up-coming year.
 - D. Submit new ideas and problems to the Greening Committee at Purchasing and Disbursements (352) 392-1331.

Exemptions

Nothing in this policy should be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

General Information

- A. Brightly colored or neon colored paper cannot be recycled.
- B. Envelopes with windows cannot be recycled.
- C. Visit the Purchasing and Disbursements Website for updates on environmentally safe products.
- D. Consider more than just recycled products when purchasing commodities. Many computers, appliances, and vehicles meet energy-efficient standards defined by the federal government's Energy Star program.
- E. Switching to an integrated pest management (IPM) approach is an increasingly popular method of significantly reducing chemical quantities and toxicities.
- F. Ronald McDonald house will assist departments with boxes for soda can tops. The tops have more aluminum content than the whole can. The money from the tops is used for patients of the Ronald McDonald house and others with serious illnesses.
- G. When replacing used lab equipment and computers consider donating them to a local school or other state agency.
- H. Clean out your office supply cabinet and donate over stock or un-used items to schools or other state agencies.
- I. Turn out the lights when you leave your office for the evening.
- J. Ride to work with a friend, walk, bike, or take the bus if possible.

Environmentally Preferable Purchasing (EPP) Resources

- A. Center for a New American Dream's Procurement Strategies (www.newdream.org/procure)
- B. EPA's EPP Web Site (www.epa.gov/oppt/epp)
- C. EPPNet (www.nerc.org/eppnet.html)
- D. Green Seal (www.greenseal.org)
- E. Office of the Federal Environmental Executive (www.ofee.gov)