



Sustainable Procurement At Emory University

Our Commitment

Emory University is committed to environmental stewardship by maintaining purchasing practices that promote and encourage the use of environmentally and socially responsible products.

Procurement Services promotes environmentally preferred purchasing (EPP) as defined by the National Association of Educational Procurement, meaning that environmental and social considerations are “taken with equal weight to the price, availability and performance criteria that colleges and universities use to make purchasing decisions.”

The university’s sourcing team leverage current supplier relationships to raise awareness of the purchasing considerations necessary to reduce our environmental impact and to maximize resources efficiency. We appreciate your support in this effort and are always open to promote new or improved environmentally friendly products. We encourage and welcome your feedback.

The following guidelines aim to inform the Emory community in an effort to conserve resources, energy, and water; minimize the harmful environmental effects of pollution and toxicity; improve environmental health; support recycling markets and reusability; reduce landfill waste; support local suppliers; and educate through environmental stewardship and leadership.

Areas of Focus

1. **Source Reduction:** Reducing unnecessary waste at the source allows the University to both mitigate the inefficient use of natural resources and benefit economically from decreased handling and disposal costs.

Procurement activity may include:

- Institute practices that reduce waste, resulting in the purchase of fewer products whenever practicable and cost effective, but without reducing safety or workplace quality
- Purchase remanufactured products such as laser toner cartridges, furniture and equipment whenever practicable, but without reducing safety, quality or effectiveness
- Consider short-term and long-term costs in comparing product alternatives. Include evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives
- Purchase products that are durable, long lasting, reusable or refillable
- Request that suppliers eliminate packaging or use the minimum amount necessary for product protection to the greatest extent practicable
- Request packaging that is reusable, recyclable or compostable when suitable uses and programs exist
- Reuse pallets and packaging materials

2. **Recycled Content Products:** The University has made significant investments in establishing a successful recycling program and recognizes that recycled content products are essential to the continuing viability of that recycling program, and for the foundation of an environmentally sound production system.

Procurement activity may include:

- Procuring products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines – such as printing paper, office paper, janitorial paper, vehicles, and non-paper office products – and which contain the highest post-consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- Procuring copiers and printers that can be used with recycled content products

3. **Energy and Water savings:** Recognizing that the generation of electricity is a major contributor to air pollution and global warming issues, and that clean water is a finite resource, the University values products that minimize the use of these valuable resources.

Procurement activity may include:

- Procurement of energy-efficient equipment with the most up-to-date energy efficiency functions, including, but not limited to, high-efficiency heating and cooling systems
- Procurement of efficient lighting with energy-efficient equipment
- Procurement of products for which the U.S. EPA Energy Star certification is available and which meet Energy Star certification, when practicable. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program
- Procure water-saving products

4. **Toxins and Pollution:** The use of toxins and the generation of pollution should be minimized to reduce risks to health, safety, and the environment.

Procurement activity may include:

- Refrain from procuring cleaning or disinfecting products containing carcinogens, mutagens, or teratogens. Chemicals to be avoided are listed by the U.S. EPA or the National Institute for Occupational Safety and Health.
- Procure products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde in materials such as paint, carpeting, adhesives, furniture and casework.
- Reduce or eliminate the use of products that contribute to the formation of dioxins and furans, including, but not limited to: paper, paper products, and janitorial paper products that are bleached or processed with chlorine or chlorine derivatives.
- Procure products and equipment with no lead or mercury. For products containing lead or mercury, give preferences to those with lower quantities of these materials and to suppliers with established lead and mercury recovery programs.
- Consider vehicle procurement alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells as available.

5. **Forest Conservation:** Procure wood products such as lumber and paper that originate from forests harvested in an environmentally sustainable manner. Give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than those of the Forest Stewardship Council certification.

Emory's Procurement Department will look for the following qualities in products:

- Energy efficiency
- Recycled content
- Recyclability
- Reusability and durability
- Non-toxic materials
- Biodegradability
- Little to no environmental damage in regular usage of product
- Minimal packaging
- Decreased energy or water consumption
- Decreased environmental cost of entire life cycle of product
- Certified hardwoods only
- Hazard of disposability

Emory's Procurement Department will look for the following qualities in companies/suppliers:

- Environmentally conscious acquisition, manufacturing, packaging, and distribution practices
- Reputation for environmentally responsible behavior
- Minimal transportation in distribution of product (buying from local sources)
- Fair treatment of workers
- Strong safety and health standards

Explanation of Terms

Environmentally Preferable Product (EPP): A product that has a lesser or reduced negative effect on human health and the environment when compared with a competing product that serves the same purpose. Priorities of consideration include but are not limited to: natural resource usage, raw material usage, and the impacts of acquisition, production, manufacturing, packaging, distributing, reuse, operation, maintenance, and disposal of the product.

Life cycle assessment: The examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal.

Practicable: Satisfactory in performance and available at a fair and reasonable price.

Post-consumer content: The percentage of materials collected from end-users and recycled into the new product.

Recyclable product: A product that, at the end of its intended use, can be diverted from landfill waste and recovered or reprocessed into new products.

Reusable product: A product (such as a washable food or beverage container or refillable ballpoint pen) that can be used many times before being discarded.