

2015-16 Working Policy Document for Sustainable Purchasing for Ball State Facilities

1.0. Purpose:

1.1 To encourage the purchase and use of materials, products, and services that incorporate environmental, social, community, and performance goals, Ball State Facilities has developed this environmentally preferable sustainable purchasing policy for the purchase of materials.

2.0. Scope

2.1. Sustainable purchasing must be encouraged or required, if feasible, for ongoing consumables, including paper, toner cartridges, binders, batteries, and desk accessories. Food and beverage purchases are exempt. Purchasing activity for the entire building and associated grounds must be included and documented.

2.2. Ball State Facilities must evaluate its needs and make purchases that meet 1 or more of the following criteria, where practicable:

2.2.1. At least 10% postconsumer and/or 20% pre-consumer materials.

2.2.2. At least 50% rapidly renewable materials.

2.2.3. At least 50% materials harvested or extracted and processed within 500 miles of the project.

2.2.4. At least 50% Forest Stewardship Council (FSC)- certified paper products.

2.2.5. Use of rechargeable batteries.

2.3 Extended Policy Scope: In addition, Ball State Facilities must encourage the purchase and use of sustainable durable goods. In addition, sustainable and recycled packaging of goods is encouraged.

2.3.1. Environmentally sustainable, electric-powered equipment, including office equipment, appliances, external power adapters, televisions, and other audio-visual equipment, must be ENERGY STAR qualified, when feasible.

2.3.2. In addition, environmentally preferable furniture, which meets the criteria listed in section 2.2 above should be used.

3.0. Performance Metric

3.1. Percentages must be based on total purchases of applicable materials on a cost basis. Materials meeting 2 separate criteria count twice toward the total.

3.2. The average mercury content of lamps purchased must be determined using the weighted average method in the LEED Reference Guide for Green Building Operations & Maintenance, 2009 Edition.

3.3. Documentation of all purchases related to the applicable categories must be maintained on an annual basis.

4.0. Goals

4.1. Ball State Facilities must maintain sustainable purchasing that adheres to the criteria above for at least 80% of the total annual purchase of applicable ongoing consumable materials, as deemed feasible by the facility manager.

4.2. Ball State Facilities must maintain sustainable purchasing that adheres to the criteria above for at least 90% of the total annual purchase of applicable durable materials, as deemed feasible by the facility manager.

5.0. Procedures and Strategies

- 5.1. The facility manager must be responsible for the following:
 - 5.1.1. Adopting and enforcing the environmentally preferable products that meet the needs of the building.
 - 5.1.2. Working with vendors to identify environmentally preferable products that meet the needs of the building.
 - 5.1.3. Evaluating items that are purchased for the building, identifying opportunities for more environmentally friendly alternatives, and establishing a policy to purchase these alternatives, where feasible.
- 6.0. Responsible Parties
 - 6.1. Facility Manager: James Lowe
 - 6.2. Purchasing Manager: Roger Hassenzahl
 - 6.3. Suppliers: HP Products, Olympic Color Rods, Bullseye Glass, OfficeMax, Wal-Mart, Lowes, IN Oxygen
- 7.0. Time Period
 - 7.1. This policy will remain in effect going forward from its inception date, Fall 2015.
- 8.0. Definitions
 - 8.1. Environmentally preferable product: A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may take into consideration raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable, recycled, and reusable products.
 - 8.2. Rapidly Renewable Materials: Materials that are planted and harvested in a less than 10-year cycle. These include materials such as bamboo, wool, cotton insulation, agrifiber, linoleum, wheat board, strawboard, and cork.