

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>2.9</b>		
<i>CHAPTER:</i> <b>Practices</b>	<i>ISSUED:</i> <b>06/01/2009</b>	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> <b>Sustainability</b>	<i>PAGE 1 OF 2</i>		

## **PURPOSE**

To define the University's sustainable buying practices

## **SCOPE**

This policy applies to all employees and all suppliers providing goods or services to the University.

## **POLICY**

Creighton University will give preference to environmentally friendly products, where quality, function and cost are equal or superior. Products and packaging materials will contain a prescribed minimum post-consumer recycled content and will be minimized and/or substituted with more environmentally appropriate alternatives whenever possible. All products will be chosen based on efficient use of energy, natural resources, and potential for safe, non-hazardous disposal. Potential supplier's own sustainable policies and practices are a serious criteria used for awarding of the University's business.

Creighton University will inform all suppliers of products and services about this policy and will work with suppliers to meet the following sustainability criteria.

"Whenever practicable,"\* products should be purchased which contain the following in order of preference:

- 1) The highest percentage of post-consumer recovered material available in the marketplace;
- 2) The highest percentage of pre-consumer recovered material available in the marketplace; and Paper products should, at a minimum, meet the Federal Government Standard of a minimum 30% post-consumer recovered material and a minimum 50% total recovered material.

- "Whenever practicable" means a) the recycled products can perform the function intended at least as well as a product produced from only virgin material, and b) the cost of the recycled product reasonably approximates the cost of the product produced from only virgin materials.

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In addition to the recovered material content of a product, other important criteria considered in selecting products are:

- 1.) The ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- 2.) The volume and toxicity of waste and by-products a given product and its packaging generate in their manufacture, use, recycling and disposal.
- 3.) The firm’s commitment and application of sustainable practices in the production, manufacture and distribution of products and services.

Equipment, goods or services purchased or rented by Creighton University are to be compatible, whenever practicable; with the use of recycled-content products (e.g. photocopy machines). Product specifications and requisitions for products must conform to the following, but not limited to the following green certification guidelines: ISO 14001, Energy Star, Green Seal, American Society for Testing and Materials (ASTM), Forest Stewardship Council (FSC), Green Clean, Institute for Green Business, Scientific Certification Systems (SCS), EPEAT.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding interpretation of this policy should be directed to the Director of Purchasing.

## **ADMENDMENT/TERMINATION OF THIS POLICY**

The University reserves the right to modify, amend, or terminate this policy at any time.

## **VIOLATIONS/ENFORCEMENT**

Any known violations of this policy should be reported to the University’s Purchasing Director.