

University of South Florida

Sustainable Purchasing Best Practices and Guidelines

July 2013



I.	INTRODUCTION (Purpose and Intent) .....	4
II.	RESPONSIBILITIES OF DEPARTMENTS.....	4
III.	BEST PRACTICES AND PROCUREMENT STRATEGIES.....	4
	A. Reduce waste at the point of purchase.....	4
	B. Purchase durable and reusable goods.....	5
	C. Lease and rent when appropriate. ....	5
	D. Specify product and packaging take-back. ....	5
	E. Buy goods in bulk or concentrated form.....	5
	F. Manage surplus effectively.....	5
	G. Procure commodities that are certified to meet sustainability standards. ....	6
	H. Procure remanufactured goods and use refurbishing services.....	6
	I. Purchase goods containing fewer toxic constituents.....	6
	J. Reduce paper use. ....	7
	K. Recycling.....	7
IV.	IMPLEMENTING BEST PRACTICES.....	7
	A. Guidelines:.....	7
	B. Resources: .....	7
	C. Socially Responsible/Ethical Purchasing Standards.....	8
	D. Glossary .....	9
V.	EXEMPTIONS.....	10
VI.	SOURCES OF ADDITIONAL INFORMATION .....	10

USF



property tags/under \$5,000) on USF Property List serve  
<http://listserv.admin.usf.edu/listserv/wa.exe?A0=PROPERTY> you must subscribe to the list  
serve to post) or d

By procuring goods with fewer or no toxic chemicals, departments can reduce their hazardous waste disposal, future liability concerns, and the risk of occupational exposure and spills. Low-toxicity products such as mercury-free medical supplies, printing ink low in volatile organic compounds (VOCs), and chlorine free cleaning supplies are increasingly available and cost-competitive. See the Cross-sector certifications to help selecting products (example: Green Seal certified for cleaning products and ACMI for art and creative material)

J. Reduce paper use.

Set all printers, copiers, and fax machines to the default duplex mode if the function is available.

Purchase office equipment that has duplex capability.

Utilize technology to send and store information electronically. Utilize imaging systems to maintain copies of documents.

Utilize internet fax when available.

E-mail document files instead of faxing hardcopies.

Instead of having forms preprinted and stored, fill out forms online and print as needed when available and feasible.

Store documents electronically instead of storing hard copies.

K. Recycling.

The University of South Florida will have a recycle container available within a reasonable distance of soda machines a ltoals

Re-refined lubrication, hydraulic oils, and antifreeze  
 Recycled plastic outdoor-wood substitutes including plastic lumber, benches, fencing, signs and posts  
 Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation  
 Re-crushed cement concrete aggregate and asphalt  
 Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash  
 Composites

## D. Glossary

**Biosolids** refers to treated sewage sludge that meets the EPA pollutant and pathogen requirements for land application and surface disposal.

**Certification** is an official document or seal providing evidence and details of something that is authentic and verified by a third party.

**Environmentally Preferable Products** are 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.

**Extended Producer Responsibility (EPR)** is vendors taking on the responsibility for the environmental impacts of their products through the entire product's life cycle especially the take-back, recycle, and disposal programs.



**Waste Prevention** means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

## V. EXEMPTIONS

As initially stated, nothing in this document should be construed as requiring the purchase of products that do not perform adequately, are not available at a reasonable price, or are not procured in adherence to purchasing and competitive pricing policies.

## VI. SOURCES OF ADDITIONAL INFORMATION

[psqs.usf.edu/office-of-sustainability/](http://psqs.usf.edu/office-of-sustainability/)

[usfweb2.usf.edu/purchasing/index.html](http://usfweb2.usf.edu/purchasing/index.html)

[www.pplant.usf.edu/](http://www.pplant.usf.edu/)

[usfweb2.usf.edu/FacilitiesPlan/index.html](http://usfweb2.usf.edu/FacilitiesPlan/index.html)

[www.presidentsclimatecommitment.org/](http://www.presidentsclimatecommitment.org/)

[www.aashe.org](http://www.aashe.org)

<http://www.usgbc.org/>