

Appendix A – Procedures and Strategies for Sustainable Purchasing

Goals	Responsible Party
1. Ongoing Consumables	Director, Contracting and Procurement, Purchasing
2. Durable Goods	Sustainability Coordinator, Office of Sustainability; Lead Buyer and IT Specialist
3. Reduced Mercury Lamps	Materials Supply Manager, Facilities Management
4. Facility Alterations and Additions	Sustainability Coordinator, Office of Sustainability
5. Bottled Water	Sustainability Coordinator, Office of Sustainability
6. Food	Sustainability Coordinator, Office of Sustainability
7. Apparel	Director of Auxiliary Services

Sustainable Purchasing of Ongoing Consumables

The term “ongoing consumables” refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges, and batteries. American University’s goal is that at least 60% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested and extracted and processed within 500 miles of the facility
- Consists of at least 50% Forest Stewardship Council (FSC)-certified paper products
- Rechargeable batteries

American University acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. American University requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring American University to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Sustainable Purchasing of Durable Goods

The term “durable goods” refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adaptors, televisions, and furniture. The purchasing criteria for these products fall into the following two categories.

Electronics and Appliances

American University’s goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Energy Star labeled products, when available

- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- The equipment replaces conventional gas-powered equipment, i.e. maintenance equipment and vehicles

Furniture

American University's goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested, extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood

American University acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. American University requests that vendor(s) notify them of Energy Star and sustainable furniture opportunities that would comply with the above specifications, as well as reduced packaging options.

Sustainable Purchasing: Toxic Material Source Reduction – Reduced Mercury in Lamps

American University seeks to reduce the amount of mercury brought into all sites through purchase of lamps for the buildings and associated grounds. American University's goal is that at least 90% of the number of lamps purchased will meet the following overall mercury-content target:

- No more than 90 picograms of mercury per lumen-hour

American University representatives acknowledge the value of purchasing low-mercury lamps and require that vendors support that effort when appropriate and/or possible. American University requests that vendor(s) notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options.

Tracking of purchases will occur at a campus level and within specific buildings as possible to assess performance based on total purchases of applicable materials on a cost basis. Weighted values are used; materials meeting two separate criteria count twice toward the total. The average mercury content in lamps purchased is determined using the weighted average method in the LEED Reference Guide for Green Building Operations & Maintenance, 2009. Purchasing personnel and/or vendor responsible for purchasing will report American University purchases on an annual basis or as requested.