

A stone wall sign for the University of California, Irvine. The sign is made of light-colored stone blocks and features the university's name in large, dark, serif letters. To the left of the main text is a circular seal of the University of California. The sign is set against a background of green trees and a clear blue sky. In the foreground, there is a field of tall, green grasses.

University of California, Irvine

Purchase Smart, Purchase Sustainably

UCI Procurement Services

Guidelines for Environmentally Responsible Purchasing

UCI Division of Finance and Administration | With U • For U

UCI Procurement Services

Procurement Services is your trusted strategic partner dedicated to providing the most effective and efficient customer service in support of UCI's mission and goals. Here are actions and areas with opportunities to achieve sustainable procurement for your office or your lab.



Sustainable Procurement

Sustainable procurement is the process of acquiring goods, services, and works that meet the needs of the present without compromising the ability of future generations to meet their own needs. It's a procurement approach that considers the full life cycle of a product, from raw material extraction to disposal, and focuses on balancing social, environmental, and economic considerations.



The objective of sustainable procurement is to reduce negative impacts and enhance positive impacts on people, communities, and the environment throughout the procurement process. This is done by selecting suppliers and products that meet environmental, social, and ethical standards and by integrating sustainable considerations into procurement decisions, contracts, and supplier relationships.

Examples of Sustainable Procurement

- Seeking out products with environmental certifications, such as Energy Star or Forest Stewardship Council (FSC)
- Considering the lifecycle impact of products and services, such as water usage and greenhouse gas emissions
- Evaluating the social and ethical practices of suppliers, such as labor rights and human rights
- Encouraging suppliers to adopt sustainable practices, such as waste reduction and efficient energy use



Tips for Sustainable Purchases

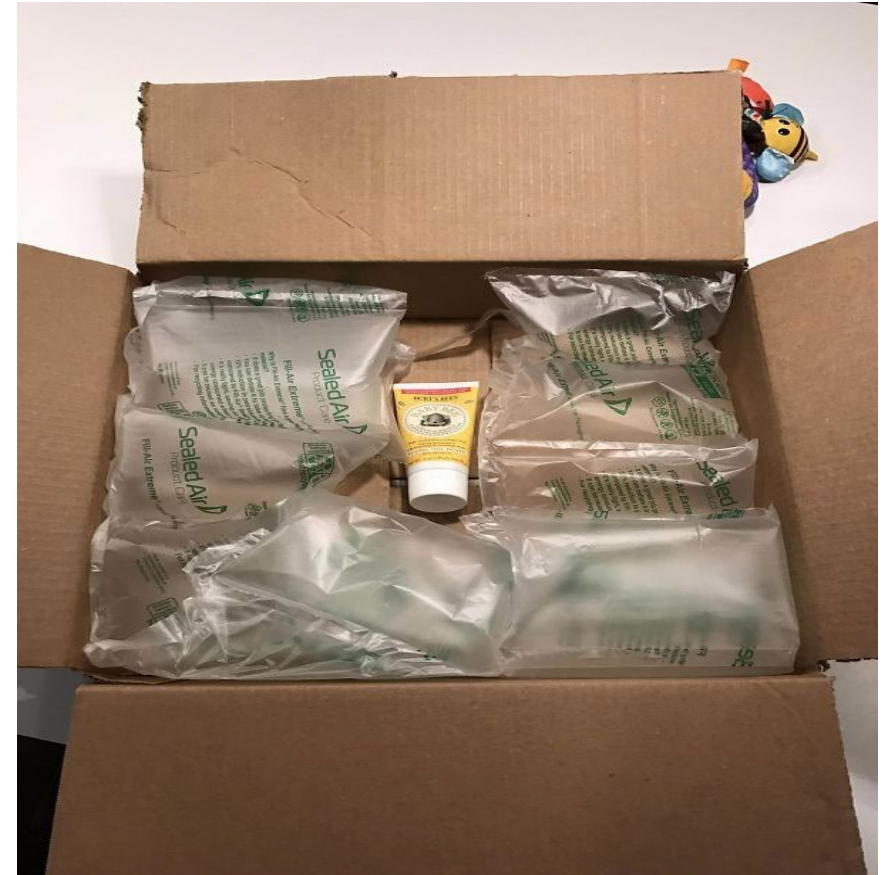


1. Choose products made from natural, renewable and biodegradable materials.
2. Buy products that are durable and long-lasting. This can reduce waste and the need for frequent replacements.
3. Look for products with certifications, such as the Forest Stewardship Council (FSC) for wood products, or the Global Organic Textile Standard (GOTS) for organic clothing.
4. Consider products that are made locally, as they are likely to have a smaller carbon footprint due to reduced transportation emissions.
5. Avoid single-use products, such as disposable razors, plastic water bottles, and paper coffee cups. Instead, choose reusable products.
6. Support companies that have a strong commitment to sustainability, such as using renewable energy, reducing waste, and improving the lives of workers and communities.
7. Consider purchasing second-hand items from places like UCI's Peter's Exchange, as this helps to reduce waste and conserve resources.

What We Buy Matters, How We Buy Matters

- Product packaging contributes to CO2 emissions from producing plastics, polluting ecosystems as well as adding enormous amounts of waste to our landfills.
- 3 billion trees are pulped yearly to produce 241 million tons of shipping cartons.
- Of the 86 million tons of plastic packaging produced globally each year not even 14% is recycled.

Try to aggregate online orders and order once or twice per month to reduce packaging waste.



www.earth.org

Know Before You Buy

- As an employee of a public university, it is your responsibility to comply with all procurement laws, rules, regulations, executive orders, policies and procedures concerning the purchase of goods and services: [UCOP BUS-43](#).
- You are not authorized to sign on behalf of the University or to bind the University in any manner. It is a violation of federal and state law and [UC Sustainable Practices Policy](#) to procure a service or commodity without acquiring the necessary approvals and documents in advance. If you do, ***you may be held personally responsible for cost of product or services purchased.***
- The University of California is taking a stand against the throwaway culture that is choking our oceans and landfills with single-use plastics. The move is part of a bold new commitment to help UC achieve its zero waste goals. Please review the [UC Sustainable Procurement Guidelines](#) for additional information.



Practice Sustainability

- Know who your department purchaser is.
- Maintain Equipment Inventory, it helps prevent waste or having excess reagents unused and avoid duplicate or unnecessary purchases.
- Consolidate orders and buy only what you need to reduce carbon footprint.
- Become familiar with policies and procedures.
- Only ship overnight or rush when absolutely necessary.
- Purchase sustainable and efficient equipment with [Energy Star](#) label to reduce office or lab energy.
- UCI has a standard to purchase **EPEAT Gold** for computers, displays, thin clients, tablets/slates, televisions, and imaging equipment.



Where To Buy



[UCIBuy](#), our E-Commerce portal, highlights companies with sustainable options including Office Solutions, Waxie, and ODP Business Solutions (formerly Office Depot)



[Amazon Business | Climate Pledge Friendly](#) helps you discover and shop for more sustainable products. Look for the green symbol when purchasing items.



[Peter's Exchange](#) is UCI's surplus property store which is open to the general public and university departments. Visit the store during store hours on Tuesday and Thursday from 8:00 a.m. to 1:00 p.m. for the latest inventory. Products vary each week and often include office furniture, computers and monitors, gym equipment, and more.

In order to ease the burden on both buyers and suppliers, UC offers a product search tool [Ecomedes](#). You are able to search categories including appliances, cleaning products, office supplies, furniture, and more. Refine your search by brand, third party eco-labels, or certifying body with filters provided on the page.

Begin purchasing responsibly and making a difference today!

Zero Waste Items | ECOBuy Favorites Catalog

Shop All Catalogs by Commodity

Everyday Essentials

- Office DEPOT + Office Supplies
- Office Solutions Problem solved. Office Supplies
- UCI Zero Waste ECOBuy Favorites**


< Back to Showcase

Favorites

Search Import and Export Add New

Expand All Collapse All

- Personal
 - Office Supplies
- Shared
 - Ergonomic Furniture & Accessories
 - UCI Zero Waste**
 - Cups / Glasses
 - Cutlery / Utensils / Flatware
 - Plates / Trays



Suggested guidance to support campus initiatives – **ECOBuy** attribute associated to all recommended Zero Waste items available in Favorites Catalog

Simple Advanced Go to: Favorites Quick Order Browse: Suppliers Categories Contracts Ch

compostable cutlery

General search - predictive suggestions Identify Shared Favorite

Recommendations

- TPLA Compostable Cutlery, Knife/Fork/Spoon/Napkin, 6", White, 250/Carton 100% comp... 63.83 USD 1 Add To Cart
- Plantware Compostable Cutlery, Knife, 6", Pearl White, 50/Pack, 20 Pack/Carton Utensils ... 134.68 USD 1 Add To Cart
- Plantware Compostable Cutlery
- Plantware Compostable Cutlery

Hide compostable cutlery

ECOBuy

Search Results: 49

By Custom Attribute

- Zero** Waste Item (49)
- Green (40)
- Recycled (1)


By Product Flag

- Green (40)
- Recycled (1)

TPLA Compostable Cutlery, Knife/Fork/Spoon/Napkin, 6", White, 250/Carton 100% compostable in three to six months in a commercial composting facility.

Office Solutions, Inc. Part WORASPSTN Mfg. World Centric® Name WORASPSTN 1 Add To Cart

System 250/CT Mfg. Part No. Zero Waste Item ✓



Attribute will appear on the same items if the General Search bar is used instead

UCIBuy Punchouts - Global Sustainable Favorites

The screenshot displays the UCIBuy Punchout interface. At the top, the 'UCIBuy Punchout' header includes a session expiration timer: 'Your UCIBuy Punchout Session will expire in: 51:53' with a 'Reset Session' link. Below the header, there are navigation tabs for 'Orders', 'Order By Item', 'Shopping Lists' (highlighted with an orange box), 'Proprietary Items', and 'Bulletin Board'. A search bar is located in the top right. On the left, there are promotional banners for 'Office DEPOT' and 'UCI Zero Waste Ecolibuy Favorites'. The main content area shows 'My Lists' with a search prompt: 'Search by list name, list description, or item #.' Below this is a 'Find A List' section with a search input and a 'List type' dropdown menu set to 'Company Wide' (highlighted with an orange box). A table lists three punchout lists:

List Name	List Type	Description	Favorite
Zero Waste Breakroom	Company Wide	-	<input type="checkbox"/>
Zero Waste CopyPaper	Company Wide	UCI Sustainable Favorites	<input type="checkbox"/>
Zero Waste Cutlery	Company Wide	UC Sustainability Guidance	<input type="checkbox"/>

To the right of the 'Find A List' section, a green-bordered box highlights a list of 'punchout filters for best ECO friendly items'. These filters include:

- Eco-conscious
 - Product Content Contains Compostable Material (11)
 - Recycled Content (4)
 - Plant-Based Materials (4)
- Eco Label Standard
 - ASTM D6868 (3)
 - BPI Certified Compostable (6)
 - Cedar Grove Approved (3)
 - DIN Certco Compostable (2)
 - SFI Certified Fiber Sourcing (3)
 - USDA Certified Biobased (3)

A 'Create Shopping List' button is visible in the center of the page, overlaid on an image of a calculator and documents.

Location of Supplier Punchout Catalog Favorites/Shopping Lists and the specific offerings may vary by supplier based on contracts and are effective tools for re-ordering favorites and identifying sustainable alternatives

UCI Peter's Exchange

Procurement Services also offers free pick up of many office items, working or not.

Please use this [form](#) for resale of surplus equipment and recycling of E-Waste.

Come shop with us at 19148 Jamboree Road, Irvine, CA 92612.

We are open every Tuesday and Thursday from 8:00 a.m. to 1:00 p.m.

For more information, contact Peter's Exchange at:

949.824.6447/949.824.6100 or email Equipment-Management@uci.edu

Complimentary Mail Supplies

UCI Supplies		
Quantity	Description	Cost
Quantity <input type="text" value="0"/>	FOLDERS - gently used, manila, (Limit to 20)	\$0.00
Quantity <input type="text" value="0"/>	PAPER CLIPS - large (100 per bag) (Limit to 1)	\$0.00
Quantity <input type="text" value="0"/>	PAYQUEST/KFS BAGS (Limit to 20)	\$0.00
Quantity <input type="text" value="0"/>	Expedited check deposit bags for cashier (Limit to 5)	\$0.00
Quantity <input type="text" value="0"/>	PERSONNEL FILE TRANSFER ENVELOPE (Limit to 20)	\$0.00
Quantity <input type="text" value="0"/>	USPS PLASTIC LETTER TRAY (holds 450 business envelopes) (Limit to 10)	\$0.00
Quantity <input type="text" value="0"/>	USPS PLASTIC TUB (holds 150 10x13" "flats" envelopes) (Limit to 10)	\$0.00
Quantity <input type="text" value="0"/>	Inter-department campus envelopes (Limit to 5)	\$0.00
Quantity <input type="text" value="0"/>	FOLDERS-gently used,hanging LEGAL- size Pendaflex (Limit to 20)	\$0.00

[UCI Transportation and Distribution Services](#) provides free mail supplies. Just fill out the Supply Order Form and it will be delivered to your office.



Remanufactured Toner – Economical and Greener!

It's easy to find remanufactured toner for your machine on the ODP (formerly Office Depot) punchout by typing "remanufactured toner" in the search bar. Buying high-yield, remanufactured toner cartridges (those that have been used, disassembled, cleaned, and had worn parts replaced and toner refilled) last 2-3 times longer than standard-yield cartridges, cost less on a per-page basis, and prevent waste and manufacturing impacts. Remanufactured toner and ink cartridges are widely available for use in most printers, copiers, and other laser cartridge machines, with equivalent performance standards to original equipment manufacturers (OEMs). OEM toner and ink cartridges typically cost **30% to 60%** more per copy than equivalent remanufactured models.



Recycle Your Office Paper

Recycling paper is easy - blue recycling bins for paper are located in campus copy centers and in all offices. Almost all of the paper that you use in your office, classrooms, and home can be recycled including:

- white and colored paper
- computer and photocopy paper
- stationery and letterheads
- newspaper, magazines, and books
- phone books and journals
- shredded paper
- mixed paper, e.g., cereal boxes
- envelopes
- scratch paper



Did you know that on average, UCI recycles enough paper to save over 6,000 trees a year?

Purchasing Cleaning Products



With years of experience and the combined knowledge of staff chemists, [WAXIE-Green™ cleaning products](#) are safer to use, third-party ecolabel certified, and provide the ultimate in cleaning performance.

A minimum of 25% of purchases are certified by one of the following recognized certifications:

- Green Seal
- UL Ecologo
- EPA Safer Choice
- Forest Stewardship Council (for janitorial paper products)

Preferred Criteria: At least 75% of purchases are certified by one of the above recognized certifications

For help shopping for sustainable cleaning products, please review the [UCI Green Cleaning Policy](#) and find products on [UCIBuy](#).

UCI Green Labs

Become Green Labs Certified!

The UCI Green Labs program works with principal investigators, lab managers, and students to educate and assist in the implementation of more sustainable practices in campus laboratories. The program provides resources and guidance in areas including energy efficiency, waste reduction, water conservation, sustainable purchasing, and green chemistry. Upon incorporating greater sustainable practices, research groups are awarded official Green Labs certification. All campus research labs are encouraged to participate.

ENERGY STAR® and WaterSense® certified products are required across all applicable product categories where price comparable (based on a total cost of ownership assessment) and consistent with the needs of University researchers, faculty, and staff.

- Find compliant ENERGY STAR® certified [products](#).
- To see a [list of ENERGY STAR® cold storage options](#) available through UC contracted suppliers. Simply copy and paste the part number into the respective UCIBuy punchout to find pricing and product details.

Visit [UCI Green Labs](#) for more information.

Sustainability Remotely

- Make use of natural daylight at home by opening curtains and blinds. Natural light boosts vitamin D, enhances sleep, increases productivity, and improves mood.
- Be conscious of how much water you use. Turn off the faucet when lathering your hands with soap.
- Install low-flow restrictors to faucets. These fixtures can reduce water by as much as 60% without compromising water pressure.
- Run only full loads for dishwasher and laundry machines.
- Source your products locally to reduce the carbon foot-print of the item.
- When possible, consider buying second hand items.
- Pick-up lunch? Support a local restaurant in walking or biking distance to your home. Great for the environment and economy!



Responsibility

Recognizing the substantial impact that procurement decisions have on the environment, society, and the economy, and in alignment with the aforementioned policies and Sustainable Development Goals, UCI maximizes its procurement of sustainable products and services, including those that are environmentally preferable and that come from socially responsible sources. We all need to do our part.



Resources

- [UCI Sustainable Purchasing](#)
- [UCI Peter's Exchange](#)
- [UCOP Sustainability](#)
- [UCOP Sustainable Practices Policy](#)
- [UC Sustainable Procurement Guidelines](#)
- [Ecomedes](#) - UC Product Search Tool
- [EPEAT](#) (Electronic Product Environmental Assessment Tool)
- [Energy Star](#)
- [Green Seal Certified Products](#)
- [LEED](#) - Leadership in Energy and Environmental Design
- [UCI Recycling](#) - Paper, printer cartridges
- [Office of Federal Sustainability](#)
- [UC Irvine Sustainability](#) - Keeping the Campus Green
- [U.S. EPA](#) - Environmental Protection Agency
- [UCI Green Cleaning Policy](#)
- [UCI Green Labs](#)



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