

Sustainable Procurement Guideline (SPG)

PURPOSE:

The Ohio State University is committed to Sustainable Procurement in support of Ohio State's Sustainability goals focused on improving the student experience on campus, the health of our patients and families, staff, and the communities we serve through innovation in research, education, and patient care.

GUIDELINE:

This Sustainable Procurement Guideline (SPG) will be applied to procurement decisions made by Strategic Purchasing and Supply Chain, excluding pharmaceuticals. Ohio State will evaluate the social, economic and environmental impacts of products, services and processes in an effort to minimize adverse impacts and select healthy and safe products and services. Ohio State's staff involved with product selection will communicate to the marketplace that the university expects suppliers to continuously develop price competitive products that conform to our SPG.

GENERAL GUIDELINES:

- I. SPG will be incorporated into the deliberations on commonly used products, especially where sustainable alternatives may be available.
- II. Sustainable Procurement criteria identified below will not be the sole criteria for decision-making. Additional factors used for determining product selection include clinical outcomes, infection prevention, safety for patients and staff, cost and other quality and service components.
- III. Products, services, and processes will be evaluated in RFP scorecards using the Sustainable Procurement criteria.

SPECIFIC SUSTAINABILITY CONSIDERATIONS FOR PROCUREMENT:

- I. Ohio State promotes the purchase of
 - a. products/services that:
 - i. Reduce greenhouse gas emissions
 - ii. Conserve resources (e.g. use less water, or virgin resources to produce or use)
 - iii. Conserve energy (e.g. use less energy or renewable energy sources or have an Energy Star certification)
 - iv. Eliminate/reduce waste (e.g. minimal packaging)
 - v. Promote the use of renewable materials by increasing use of bio-based or sustainable materials and reducing use of fossil fuel-based materials

- vi. Promote healthy, local and sustainable food
 - vii. Reduce toxicity (e.g. mercury-free)
 - viii. Are recyclable
 - ix. Readily recycled, re-processed, reusable and/or re-used products, or products with high post-consumer recycled content
 - x. Promote land stewardship by protecting natural resources and cultivating healthy ecosystems
 - xi. Protect air quality by minimizing pollutants throughout the lifecycle
 - xii. Are produced locally and sustainably, especially if food products (Buckeye Bullseye zone system, Figure 1)
 - xiii. Have Take-Back Provisions
- b. Building products and materials that do not adversely impact indoor air quality
 - c. Environmentally preferable cleaning products
 - d. Energy Star and/or EPEAT certified electronic equipment (as applicable):
 - i. **Appliances** such as commercial clothes washers, vending machines and water coolers
 - ii. **Electronics** such as telephones, televisions, audio/video equipment, professional displays, set-top and cable boxes, and VoIP phones
 - iii. **Food Service Equipment** such as dishwashers, fryers, griddles, hot food holding cabinets, ice makers, ovens, refrigerators, freezers, and steam cookers
 - iv. **Office Equipment** such as computers, data center storage, displays, enterprise servers, imaging equipment, and uninterruptible power supplies (UPS)
- II. Whenever possible and cost-effective, Ohio State shall adhere to the 23 standardized attributes, listed in Appendix A.
 - III. Whenever possible and cost-effective, the University will collaborate with our vendors to promote and adopt manufacturing practices that reduce our life-cycle environmental footprint while continuing to improve overall public health. Practices which uphold this corporate environmental responsibility expectation include:
 - a. Minimizing first and second tier product packaging or using packaging that is recyclable, non-toxic, or bio-based
 - i. Packing material that is returnable to the supplier for reuse, recycle or re-manufacturing
 - b. Transporting products using fuel-efficient transportation modes
 - c. Manufacturing products to use the least amount of resources during their production and use
 - d. Manufacturing processes that avoid violation of US labor laws and the use of conflict minerals

DEFINITIONS:

- I. **Bio-based** refers to commercial or industrial products that are composed in whole, or in significant part, of biological products or renewable domestic agricultural materials or forestry materials.

- II. **Take-Back Provisions** encompass the ability to return items for credit, reuse and disposal such as the return of mercury sphygmomanometers, shipping containers, packaging etc.
- III. **Sustainable procurement** is a three (economic, social, and environmental) dimensional life cycle approach versus the traditional one-dimensional economics-focused approach. (World Bank)
- IV. **Electronic Product Environmental Assessment Tool (EPEAT)** is a resource for purchasers, manufacturers, resellers and others wanting to find or promote electronic products with positive environmental attributes.

RESPONSIBILITIES:

Implementation of Sustainable Procurement will be the responsibility of Supply Chain and Strategic Purchasing in collaboration with Ohio State's Sustainability to bring together an awareness of procurement operations and sustainability practices. The Supply Chain, Strategic Purchasing, and Sustainability teams will identify and set program priorities, goals and metrics in which to measure success and seek continuous improvement.

MEASUREMENT AND GOVERNANCE

- I. Supply Chain and Strategic Purchasing will track progress to Sustainability goals and provide the information to the Sustainability teams each fiscal year
- II. This guideline is maintained by Supply Chain and Strategic Purchasing.

MAINTENANCE:

This guideline shall be reviewed annually to assure continuing relevance and revisions as necessary.

Appendix A

| 23 Standardized Attributes | Attributes Definitions |
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| 10% OR MORE POST CONSUMER RECYCLED CONTENT - PRODUCT | Product contains more than 10% post-consumer recycled content. |
| BISPHENOL A (BPA) | <p>All homogenous materials contain less than 1000 ppm of intentionally added Bisphenol A and related structural/functional analogues*.</p> <p>*Structural/functional analogues include: bisphenol AP, bisphenol AF, bisphenol B (BPB), bisphenol C, bisphenol C2, bisphenol E (BPE), bisphenol F (BPF), bisphenol G, bisphenol M, bisphenol S (BPS), bisphenol P, bisphenol PH, bisphenol TMC, bisphenol Z, and 4-cumylphenol (HPP) or Bisphenol A derived chemicals.</p> |
| POLYVINYL CHLORIDE (PVC) | Does not contain Polyvinyl Chloride. |
| ANTIMICROBIAL / ANTIBACTERIAL AGENTS | Does not contain intentionally added antimicrobial/antibacterial agents to reduce surface pathogens. |
| BROMINE AND CHLORINE-BASED COMPOUNDS | <p>All homogenous materials contain less than 1000 ppm of bromine and chlorine-based compounds*.</p> <p>*Bromine and Chlorine-based compound: Including but not limited to 79-94-7 Tetrabromobisphenol-A, 25637-99-4 Hexabromocyclododecane, 1163-19-5 Deca-BDE (Decabromodiphenyl ether), 32536-52-0, Octa-BDE (Octabromodiphenyl ether), 32534-81-9 Penta-BDE (Pentabromodiphenyl ether), 13674-84-5 Tris (2-chloroisopropyl phosphate) (TCPP), 115-96-8 Tris(2-chloroethyl) phosphate (TCEP), 13560-88-9 Dechlorane PlusTM.</p> |
| CHEMICAL INVENTORY | Have you conducted an assessment to identify the presence of all of the chemicals of concern in the product? |
| CONSUMER FRIENDLY RECYCLING LABELS | <p>Packaging is labeled with consumer-friendly recycling information*.</p> <p>* Labels meet US Federal Trade Commission Green Guides such as How2Recycle Label.</p> |
| DOES NOT CREATE A HAZARDOUS WASTE - PRODUCT | Product is not regulated as a state or federal hazardous waste when used for its intended purpose. |
| EUROPEAN UNION RESTRICTION of HAZARDOUS SUBSTANCES (EU RoHS) DIRECTIVE | <p>All homogenous electronic parts are compliant with all EU RoHS Directive's restricted limits (excluding exemptions)*.</p> <p>*Chemicals include cadmium, mercury, lead, hexavalent chromium, and polybrominated biphenyls, polybrominated diphenyl ethers. RoHS Directive information, including exemptions and restricted limits, can be found at https://www.gov.uk/guidance/rohs-compliance-and-guidance</p> |
| FOREST STEWARDSHIP COUNCIL | Packaging has received Forest Stewardship Council Certification*. |

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| | *Packaging has one of the following certifications: 100% - From well-managed forests; Mix - From responsible sources; Recycled - Made from recycled material. |
| If "NO" to PROP 65 CHEMICALS, PROVIDE CHEMICAL ABSTRACTS SERVICE (CAS) NUMBERS | If answered "No" to Prop 65 criteria, list Chemical Abstracts Service (CAS) #'s (separated by ",") |
| METALS | Does not contain mercury, lead, cadmium, or organotin compounds*. |
| | *Lead and lead-containing compounds in concentrations exceeding 40 ppm, mercury and mercury-containing compounds exceeding 100 ppm, cadmium and cadmium-containing compounds exceeding 100 ppm, Organotin compounds [e.g. tributyltin (TBT), dibutyltin (DBT)] exceeding 100 ppm. |
| NATURAL RUBBER LATEX | Does not contain natural rubber latex |
| NON-HALOGENATED FLAME RETARDENTS (FRs) | All non-electronic homogeneous materials contain less than 1000 ppm of any chemical or chemical compound for which a functional use is to resist or inhibit the spread of fire, including but not limited to phosphorous-based and nitrogen-based chemicals. |
| PERFLUORINATED CHEMICALS (PFCs) | Products does not contain stain- or water-repellant treatments that contain a perfluorinated compound*. |
| | *PFCs (often referred to as PFASs) are a category of compounds that includes long and short chain per- and poly-fluorinated alkyl compounds and fluorinated polymers. PFCs are widely used to make everyday products, including furnishings and fabrics more resistant to stains, grease and water. This includes any compound that meets any one of the definitions: |
| | Perfluoroalkyl substances : Compounds for which all hydrogen atoms on all carbon atoms (except for carbons associated with functional groups) have been replaced by fluorine atoms. |
| | Polyfluoroalkyl substances : Compounds for which all hydrogen atoms on at least one (but not all) carbon atom have been replaced by fluorine atoms. |
| | Fluoropolymers : Carbon-only polymer backbone with fluorine atoms directly bound. |
| | Perfluoropolyethers : Carbon and oxygen polymer backbone with fluorine atoms directly bound to carbon atoms. |
| | Side-chain fluorinated polymers: Variable composition non-fluorinated polymer backbone with fluorinated side chains. |
| PERSISTENT, BIOACCUMULATIVE | All homogenous materials contain less than 1000 ppm of persistent, bioaccumulative toxins (PBTs)*. |

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| AND TOXIC CHEMICALS (PBTs) | *PBTs include chemicals on any of the following lists: US EPA –Priority PBTs and US EPA – Priority PBTs (NWMP) - (https://www.dtsc.ca.gov/SCP/upload/1-L-US-EPA_NWM.pdf); OSPAR – Priority PBTs & EDs & equivalent concern (http://www.ospar.org/work-areas/hasec/chemicals/priority-action); UNEP Stockholm Conv –Persistent Organic Pollutants (http://chm.pops.int/TheConvention/ThePOPs/ListingofPOPs/tabid/2509/Default.aspx); US EPA –Toxics Release Inventory PBTs (https://www.epa.gov/toxics-release-inventory-tri-program/persistent-bioaccumulative-toxic-pbt-chemicals-covered-tri). |
| PHTHALATES, INCLUDING di(2-ethylhexyl) phthalate (DEHP) | All homogenous materials contain less than 1000 ppm of phthalates*. * Phthalates include Di-2-ethyl hexyl phthalate (DEHP) CAS 117-81-7, Benzylbutylphthalate (BBP) CAS 85-68-7, Di-n-hexyl phthalate (DnHP) CAS 84-75-3, Di-isodecyl phthalate (DIDP) CAS 68515-49-1 or 26761-40-0, Dibutyl phthalate (DBP) CAS 84-74-2, Diisononyl phthalate (DINP) CAS 28553-12-0 and 68515-48-0, Diisobutyl phthalate (DIBP) CAS 84-69-5, as well as Di n-pentyl phthalate (DPENP) CAS 131-18-0, Dicyclohexyl (DCHP) CAS 84-61-7 and Di-n-hexyl phthalate (DHEXP) CAS 84-75-3 (above 1000ppm). |
| PROP 65 CHEMICALS | Does not contain intentionally added chemicals listed by the State of California to cause cancer, birth defects, or reproductive harm that require warning or are prohibited from release to the environment under the California Safe Drinking Water and Toxic Enforcement Act of 1986. (Proposition 65)*. *The Prop 65 list can be found at http://oehha.ca.gov/proposition-65/proposition-65-list |
| RECYCLABILITY - PACKAGING | Packaging is Recyclable*. *A product or package is recyclable if it can be collected, separated, or otherwise recovered from the waste stream through an established recycling program for reuse or use in manufacturing or assembling another item, with recycling facilities for the item available to at least 60 percent of communities where the item is sold. |
| RECYCLABILITY - PRODUCT | Product is Recyclable*. *A product or package is recyclable if it can be collected, separated, or otherwise recovered from the waste stream through an established recycling program for reuse or use in manufacturing or assembling another item, with recycling facilities for the item available to at least 60 percent of communities where the item is sold. |
| RECYCLED CONTENT - PRIMARY PACKAGING | Primary Packaging - Contains more than 10% post-consumer recycled content. |
| RECYCLED CONTENT - SECONDARY PACKAGING | Secondary Packaging - Contains more than 30% post-consumer recycled content. |
| REUSE - PRODUCT | Designed for multi-use |

Figure 1

