ASU

Supply Chain Management
Sustainable Purchasing Guidelines

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Introduction

ASU Sustainability Procurement Guidelines identify product and service sustainability attributes that are preferred or required by Arizona State University when making procurement decisions on behalf of the university.

University staff, organizations and contactors must adhere to ASU Sustainability Procurement Standards. The ASU Sustainability Procurement Standards must be written into all Requests for Proposals, contracts, sponsorship agreements and strategic alliance agreements that pertain to procurement of products or services. Any variances must be approved in writing by the Director of Supply Chain Management or by the Executive Director of University Sustainability Practices.

Sustainable procurement reduces unnecessary purchasing and prioritizes the purchase of surplus or multiple use products, before looking at recyclable, compostable or otherwise sustainable products. Sustainable procurement standards outline the product attributes to seek after determining that reduction, surplus or used products are not sufficient.

ASU's sustainability goals are only achievable when the procurement habits of every buyer, department and school at ASU are made with sustainability in mind. What we spend money on and bring to campus matters. Not following these guidelines may diminish ASU's sustainability performance and standings in international sustainability ratings.

Overview

ASU Sustainability Procurement Standards are divided based on these product or service categories:

- Food.
- Cleaning and janitorial products.
- Event purchases.
- Furniture.
- IT hardware and appliances.
- Lab supplies.
- Licensed goods.
- Office supplies.
- Transportation.

By adhering to these standards, purchasers and suppliers contribute to supporting more sustainable and ethical practices to ensure ASU remains a leader in sustainability. These guidelines aim to provide actionable steps to foster a culture of sustainability throughout the procurement process.

Food

Product service category	Recognized certification and industry standards	Purchasing standard
Coffee and tea	The following recognized certification standards for coffee and tea include: • USDA Organic • Fair Trade Certified • Rainforest Alliance Certified	ASU food services suppliers should use products with recognized certifications and attributes. 75% of products meet at least one recognized certifications and attributes.
Eggs Examples include shell and liquid eggs.	Cage-free eggs standards determined by USDA	ASU food services suppliers should use products with recognized certifications and attributes. 100% of products meet the recognized certifications and attributes.
Dairy products Examples include milk, cheese, etc.	The following recognized certification standards for dairy products include: • USDA Organic • Animal Welfare Approved • Food Alliance Certified • American Grassfed • Certified Humane Raised and Handled • Ecological Outcome Verification Written commitment rBGH-free/rBST-free: • Pledge not to use rBGH.	ASU food services suppliers should use products with recognized certifications and attributes. 10% of products meet at least one recognized certifications and attributes.
Produce	The following recognized certification standards for produce include: • USDA Organic • Fair Trade Certified Preferred attributes for lab consumables include: • Local: Grown/raised and processed within 250 miles of ASU.	ASU food services suppliers should use products with recognized certifications and attributes. 10% of products meet at least one recognized certification and 25% meet locally sourced attributes.
Meat	The following recognized certification standards for meat products include:	ASU food services suppliers should use products with recognized certifications and attributes.

Examples include beef, poultry, and pork.	- American Grassfed Certified - Animal Welfare Approved by A Greener World - Certified Grassfed by A Greener World - Certified Grassfed by Food Alliance - Certified Responsible Antibiotic Use - Certified Humane Raised and Handled - Ecological Outcome Verification - Global Animal Partnership Steps 1-5+ Preferred attributes for lab consumables include: - Local: Grown/raised and processed within 250 miles of ASU.	15% of products meet at least one recognized certifications and attributes.
Seafood	The following recognized certification standards for seafood products include: - Monterey Bay Aquarium Seafood Watch & Marine Steward Council (MSC) Certified - Best Practice Aquaculture or Aquaculture Stewardship Council	ASU food services suppliers should use products with recognized certifications and attributes. 75% of products meet at least one recognized certifications and attributes. *0% purchased from the Monterey Bay Aquarium Seafood Watch Avoid category.
Meat Alternative Products	The following recognized certification standards for meat alternative products include: - Meal options are plant-based or feature meat/dairy alternatives. - Certified Plant Based	ASU food services suppliers should use products with recognized certifications and attributes. 10% of dining meals meet at least one recognized certifications and attributes.

Supplier engagement

Supplier will make every effort to manage the cost of food and beverages, including:
- securing inventory against pilferage;
- use of inventory control software that tracks and reconciles theoretical inventory to actual;
- a robust strategy for measuring and reducing food waste, including provision of regular reporting to the Contract Administrator;
- supplier will communicate updates every quarter if a category's purchasing standards are not met.

Cleaning and janitorial products

Product service category	Recognized certification and industry standards	Purchasing standard
Chemicals **Examples include**: • Carpet cleaner. • Dishwashing and laundry detergent. • Disinfectants. • General purpose cleaners. • Hand soap.	The following recognized certification standards for chemicals include: • Chemicals recognized in the AASHE STARS® Technical Manual under the Cleaning and Janitorial criteria. • Green Seal. • Safer Choice. • U.S. EPA Safer Choice. • UL ECOLOGO.	ASU employees and suppliers should use products with recognized certifications and attributes. Preference for cleaning products sold in as a concentrate.
Cleaning product containers	Buyers should avoid purchasing aerosol containers and buy reduced plastic containers.	Preference for cleaning containers with reduced plastic packaging — pouches, bulk cleaners, etc.
Paper Examples include toilet paper and paper towels.	The following recognized certification standards for paper products include: • Forest Stewardship Council. • Green Seal. • UL ECOLOGO. Buyers who purchase paper products should be in compliance with the U.S. EPA's Comprehensive Procurement Guidelines: • At least 40% post-consumer recycled content for paper towels. • At least 30% PCRC for napkins. • At least 10% PCRC for facial tissues.	ASU employees, suppliers and campus cleaning service providers should use products with recognized certifications and attributes.
Trash bins and liners	Contain 30% post-consumer recycled content.	Campus cleaning service providers should utilize products with recognized certifications and attributes.
Brooms and mops	The following recognized certification standards for brooms and mops include: • Green Seal. • Recycled content. • UL Validated Recycled content.	ASU employees, suppliers and campus cleaning service providers should use products with recognized certifications and attributes.

Event purchasing

Product and service category	Recognized certification and industry standards	Purchasing standard
Decorations	**Evergreen**: Items can be reused multiple times. **Do not** include dates, times or other details that vary. Use reusable or rentable decorations and aim to reduce landfill waste.	Products with recognized certifications and attributes.
Signage and marketing	**Evergreen**: Items can be reused multiple times. **Do not** include dates, times or other details that vary. The preferred format for signage or marketing materials is **digital**.	Products with recognized certifications and attributes.
Serviceware	Reusable, compostable or recyclable serviceware is preferred whenever possible.	Refer to the ASU Zero Waste webpage for products with recognized certifications and attributes.
Gifts and promotional products	Consult the ASU Promotional Purchasing Guide for recommended sustainable products and materials. **Note**: If the item is being imprinted with any ASU approved logo or wordmark, a licensed vendor must be used to procure the product. Refer to the licensee search to look by product category, location or school.	- Non-material goods. - Reusable and useful items recycled content. - Evergreen products made in the U.S. or locally sourced.
Catering	Sustainable Procurement Food Standards for ASU.	Prefer catering options that align with Sustainable Procurement Food Standards.

Furniture

Product service category	Recognized certification and industry standards	Purchasing standard
Furniture Examples include: • Desks. • Seating. • Shelving and storage units. • Tables. • Workstations.	The following recognized certification standards for furniture include: • BIFMA. • Cradle to Cradle Certified. • Forest Stewardship Council. • Global Organic Textile Standard. • International Living Future Institute Declare Red List-Free • Intertek Clean Air Gold. • OEKO-TEX. • SCS Indoor Advantage. • UL GREENGUARD. Or certifications and standards recognized by: • ISEAL or GEN member. • USGBC recognized.	Products with recognized certifications or with attributes and certifications recognized by **ISEAL** or **GEN GBC**.
Supplier shipping guidelines		
Packaging	Not applicable.	Reduce or eliminate polystyrene products such as peanuts and Styrofoam and plastic bubble wrap. Feature products with reduced packaging and consolidate shipments when applicable.

IT hardware and appliances

Product service category	Recognized certification and industry standards	Purchasing standard
Appliances Examples include: • Data center equipment. • Dishwashers. • Heating and cooling appliances. • Refrigerators. • Ultra-low temperature freezers. • Vending machines.	The recognized certification standard for appliances is ENERGY STAR. Refer to the ENERGY STAR Appliance product list for applicable products. **Note**: Consider applying for a SIRF grant for assistance when transitioning to ENERGY STAR appliances.	Products with recognized certifications or sustainable attributes listed.
IT peripherals **Examples include**: • Computers. • Monitors. • Printers. • PV modules and inverters. • Servers.	The following recognized certification standards for IT peripherals include: • Carbon Neutral Certified by SCS Global Services. • Climate neutral by ClimatePartner. • ClimeCo Certified. • EPEAT. • Recycled content. • Reducing CO2. • Refurbished products. **Note:** Consider applying to ASU SIRF grants for needed assistance when transitioning to EPEAT equipment.	Products with recognized certifications or sustainable attributes listed.
Supplier shipping guidelines		
Packaging	Not applicable.	Reduce or eliminate polystyrene products like peanuts and Styrofoam, and plastic bubble wrap. Feature products with reduced packaging and consolidate shipments when applicable.

Lab supplies

Product and service category	Recognized certification and industry standards	Purchasing standard
Lab consumables	The recognized certification standards for lab consumables is ACT Labeled. Preferred attributes for lab consumables include: • Free of substances that cause environmental harm. • Non-toxic. • Ozone-safe. • Renewable energy use. • Responsible chemical management.	Products with recognized certifications or sustainable attributes listed.
Lab machinery, appliances and IT hardware	The recognized certification for lab machinery, appliances and IT hardware include: • ENERGY STAR. • EPEAT. Consider applying for a SIRF grant for assistance when transitioning to EPEAT and ENERGY STAT machines, appliances and hardware.	
Supplier shipping guidelines		
Packaging	Not applicable.	Reduce or eliminate polystyrene products such as packing peanuts and Styrofoam, and plastic bubble wrap. Feature products with reduced packaging and consolidate shipments when applicable.

Licensed goods

Product and service category	Recognized certification and industry standards	Purchasing standard
Licensed apparel Examples of licensed apparel with the ASU logo include: - Hats. - Jackets. - Pants. - Shirts.	The recognized certification for licensed goods includes: - Fair Labor Accreditation. - Worker's Rights Consortium. Preferred attributes for licensed apparel include: - Bluesign certified. - Fair Trade. - Global organic textile standard. - Organic cotton. - Recycled content. - USDA organic.	Products with recognized certifications or sustainable attributes listed.
Licensed promotional products Examples of licensed promotional products with the ASU logo include hard goods such as cups, water bottles, pens and notepads, and accessories like bags and hats.	Standards for licensed promotional products include: - Avoidance of single-use products. - Nonmaterial goods such as event tickets, subscriptions and service-related gift cards. Preferred certifications and attributes for licensed apparel include: - Bluesign Certified. - Evergreen and durable. - Fair Trade. - GOTS. - Made in the U.S. or locally. - Organic cotton. - Recycled content. - USDA organic. If the item is being imprinted with any ASU-approved logo or wordmark, a licensed vendor must be used to procure the product. You can visit the licensee search and search by product category or by location or school.	Purchasing preferences for licensed promotional products include: - Nonmaterial gifts and promotional products. - Products intended to be used multiple times. - Products that are plastic-free, easily compostable or recyclable in ASU waste streams. Products with recognized certifications or sustainable attributes listed. ASU prefers products made in the U.S. or locally that are made with recycled material or designed to be durable, long-lasting, reusable or refillable. Avoid product designs with dates, times or details that vary.

Supplier engagement

ASU has worked with vendors to provide sustainable options that meet guidelines. Please ask your preferred or licensed vendor what sustainable options they have. All vendors have sustainable options available. Refer to the licensee search or promotional items including T-shirts and polo contract webpage.

Office supplies

Product and service category	Recognized certification and industry standards	Purchasing standard
Office paper	The following recognized certification standards for office supplies include: • Forest Stewardship Council. • Green Seal. • Scientific Certification Systems — Recycled Claim Certification. • UL — ECOLOGO or Recycle Claim Certification.	Contains at least 90–100% post-consumer recycled content or certified FSC recycled.
Paper, other than office paper **Examples include**: • #10 white woven and manila envelopes. • Manila and hanging file folders. • Paper products including colored copy paper. • Sticky notes White and colored legal pads.	The following recognized certification standards for paper, other than office paper, include: • Forest Stewardship Council. • Green Seal. • SCS — Recycled Claim Certification. • UL — ECOLOGO or Recycle Claim Certification.	30% or more post-consumer recycled content **or** meet one recognized certification listed.
Batteries Examples include AA, AAA, C, D and 9V batteries.	The recognized certification standards for batteries are ISO 14001.	Supplier catalog promotes lithium-ion batteries and batteries meeting ISO 14001. Batteries containing nickel cadmium, mercury or lead are prohibited. Offer at least one brand of NiMH rechargeable batteries in the following sizes: AA, AAA, C, D and 9V. All NiMH rechargeable batteries offered on the contract must meet the following minimum power ratings: • AA: 2500 mAh. • AAA: 800 mAh. • C: 5,000 mAh. • D: 10,000 mAh. • 9V: 175 mAh.
Binders	The preferred certification for binders is Forest Stewardship Council.	At least 40% post-consumer recycled content or does not containing vinyl or antimicrobials.

Product and service category	Recognized certification and industry standards	Purchasing standard
Keyboard cleaners	Not applicable.	Keyboard cleaners may not contain any fluorinated compounds: • HFC 134a:1,1,1,2-Tetrafluoroethane. • HFC 152a: 1,1-Difluoroethane.
Pens	Not applicable.	Refillable pens with refills and pens with at least 30% post-consumer recycled content or at least 50% total recycled content.
Toner cartridges	The following recognized certification standards for toner cartridges includes: • Blue Angel. • EPEAT 4.10.1.1, 4.9.3.1, 4.9.3.2, 4.9.3.3. • Nordic Swan. • Standardized Test Methods Committee Certified.	Environmentally preferable toner cartridges. This includes toner cartridges that are either: • Remanufactured by a company that is STMC-certified. • High yield, labeled with one of the following codes: X, XL, XLL, HY, XHY, etc. Toner cartridge products that have been tested to be compliant with one or more of the following indoor air quality standards or certifications must be labeled as such: • EPEAT 4.10.1.1 Indoor Air Quality Emission Requirements. • Nordic Swan. • Blue Angel.
Whiteboard	The following recognized certification standard for whiteboards is AP Nontoxic.	Whiteboard markers certified AP Nontoxic and is on the ACMI list with an approved product designation. Whiteboard cleaners that are certified by U.S. EPA's Safer Choice Program or Certified AP Nontoxic.
Markers and Cleaners	The recognized certification standard for markers and cleaners is U.S. EPA Safer Choice.	Markers and cleaners certified AP Nontoxic and is on the ACMI list with an approved product designation. Whiteboard cleaners that are certified by U.S. EPA's Safer Choice Program or Certified AP Nontoxic.

Product and service category	Recognized certification and industry standards	Purchasing standard
Imaging equipment Examples include copiers, multi-function devices, printers and scanners.	The recognized certification standard for imaging equipment is EPEAT Registry.	Imaging equipment must: • Be on the EPEAT registry at the bronze level or higher. • Have automatic duplexing capability, which is enabled at shipment — excluding scanners.
Breakroom cleaners Examples include sprays, wipes and dishwashing liquids.	The recognized certification standards for breakroom cleaners include: • Green Seal. • UL ECOLOGO. • US EPA Safer Choice.	Non-disinfecting breakroom cleaners, including sprays and wipes, that have at least one of the following certifications: • Green Seal. • Safer Choice. • UL ECOLOGO. Aerosol cleaners are not offered. Supplier catalog offers at least one general purpose cleaner and dishwashing liquid product that is free of fragrances and dyes.
Breakroom paper products Examples include paper towels, napkins and facial tissue.	The recognized certification standards for breakroom paper products include: • FSC. • Green Seal. • UL ECOLOGO. • US EPA Comprehensive Procurement Guidelines.	Products that comply with the U.S. EPA's comprehensive procurement guidelines: • At least 40% post-consumer recycled content for paper towels. • At least 30% PCRC for napkins. • At least 10% PCRC for facial tissues. **or** Have one of the following third-party certifications: • Forest Stewardship Council. • Green Seal. • UL ECOLOGO.

Supplier shipping guidelines		
Packaging	The recognized certification standard for packaging includes: • Consolidated shipments. • Recycled content. • Reduced packing materials and plastic.	Reduce polystyrene products such as peanuts and Styrofoam, or plastic bubble wrap. Feature products with reduced packaging and consolidate shipments when applicable. ASU prefers recycled content packing materials that are acceptable in local single-stream recycling.

Transportation

Product and service category	Recognized certification and industry standards	Purchasing standard
Vehicle purchases	Refer to PUR 211: Vehicles for sustainable purchasing guidelines.	Vehicle purchases comply with ASU PUR 211.