



## Sustainable Procurement Standards Guide

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### Overview

Yale relies on a wide range of goods and services to operate and carry out its mission. Each year the University spends more than \$1 billion on commodities ranging from vehicles, to office supplies, and lab equipment to construction materials, food, and computers. The type, quality, and quantity of commodities being procured have far reaching environmental impacts. In fact, these impacts extend beyond the borders of the institution, to the companies and markets being supported and on to our environment due to manufacturing, use, and disposal.

At Yale, purchasing decisions and vendor relationships must be based on a mix of social, environmental, and economic considerations. To the greatest extent possible, the most commonly purchased commodities and services are now evaluated and compared using life cycle assessments. These commodities and services are chosen based upon the best available information relative to the economic and environmental impacts on Yale University and the outside world.

Yale's Sustainable Procurement Standards are designed to facilitate the University's efforts to monitor and reduce its environmental impacts. Items that meet the standards have fewer negative effects on human health and/or the environment relative to comparable products or services. When buying these products or services, look for at least one of these standards. These standards will be reviewed and updated on a regular basis.

| When buying these products or services | Look for these Standards |
|--|--------------------------|
|--|--------------------------|

| Office Supplies   |   |
|---|---|
| Multi-use office paper  | 30% Post-consumer recycled content  |
| Toner cartridges  | Remanufactured cartridges<br>Post-consumer recycled content   |
| Break room supplies   | Post-consumer recycled content  |
| Binders and indexes   | Post-consumer recycled content  |
| Envelopes and shipping supplies   | Post-consumer recycled content  |
| Filing supplies   | Post-consumer recycled content  |
| Paper products  | Post-consumer recycled content  |
| Writing instruments   | Post-consumer recycled content  |
| General office supplies   | Post-consumer recycled content  |
| Electronics   |   |
| Computing equipment (e.g. desktops, laptops, monitors, servers)                   | EPEAT Certified (verification level "Silver" or "Gold")<br>Energy Star certified<br>Low standby power |
| Office equipment (e.g. copiers, printers)   | Energy Star certified   |
| Cleaning Supplies   |   |
| Cleaning supplies (e.g. cleaners, disinfectants, floor cleaning/waxing materials) | BioPreferred certified<br>Safer Choice certified  |
| Paper products (e.g. toilet tissue, paper towels)                                 | Post-consumer recycled content  |

| <b>Furniture</b>   |  |
|--|--|
| Office furniture (e.g. chairs, desks, modular walls/furniture) | BioPreferred certified<br>Post-consumer recycled content |
| <b>Paint</b>   |  |
| Paint  | Low or no volatile organic compounds (VOCs)              |
| <b>University Vehicles</b>                                     |  |
| Vehicles   | Zero or ultra low emissions                              |
| <b>Light Bulbs</b>   |  |
| Screw-In Type Bulbs  | Energy Star certified                                    |
| Pin-Type Bulbs   | Energy Star certified                                    |
| <b>Water Service</b>   |  |
| Drinking Water   | Filtration Unit  |
| <b>Appliances</b>  |  |
| Refrigerators  | Energy Star certified                                    |
| Dishwashers  | Energy Star certified                                    |
| Washing Machines   | Energy Star certified                                    |
| Room Air Conditioners  | Energy Star certified                                    |