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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. Also refer to the [Yale University Green Purchasing website \(http://www.yale.edu/procurement/green_purchase.html\)](http://www.yale.edu/procurement/green_purchase.html) for additional information.

When buying these products or services

Look for these Standards

Office Supplies	
Multi-use office paper	30% or greater post-consumer recycled content
Toner cartridges	Remanufactured cartridges
Break room supplies	Post-consumer recycled content Biodegradable/compostable
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") Energy Star certified
Office equipment (e.g. copiers, printers)	Energy Star certified
Cleaning Supplies	
Cleaning supplies (e.g. cleaners, disinfectants, floor cleaning and waxing materials)	Green Seal certified EPA DfE Approved

Paper products (e.g. toilet tissue, paper towels)	EcoLogo certified Green Seal certified EPA Compliant
Furniture	
Office furniture (e.g. chairs, desks, modular walls/furniture)	BIFMA Level certification Cradle to Cradle certified Indoor Advantage certification PVC Free
Paint	
Paint	Low or no volatile organic compounds (VOCs)
University Vehicles	
Vehicles	Electric for light-duty campus-only vehicles Zero or ultra low emissions
Light Bulbs	
Screw-In Type Bulbs	Energy Star qualified CFL(Compact Fluorescent)
Pin-Type Bulbs	TCLP Compliant
Water Service	
Drinking Water	Filtration Unit
Appliances	
Refrigerators	Energy Star certified
Dishwashers	Energy Star certified
Washing Machines	Energy Star certified
Room Air Conditioners	Energy Star certified