

**Policy 1701
Sustainable Procurement**

Date of Current Revision: December 2020

Responsible Officer: Associate Vice President for Business Services

1. PURPOSE

The university's commitment to sustainability is documented in the strategic plan and the Environmental Stewardship Action Plan (ESAP). This policy provides guidelines, information, and resources for procuring products and services that will reduce negative impacts on the environment to the extent practical.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

3. DEFINITIONS

Certification

Official document or seal providing evidence and details of something that is authentic and verified by a third party.

Environmental Stewardship

Responsibility for environmental quality shared by all those whose actions affect the environment. This sense of responsibility is a value that can be reflected through the choices of individuals, companies, communities, and government organizations, and shaped by unique environmental, social, and economic interests. It is also a behavior, one demonstrated through continuous improvement of environmental performance, and a commitment to efficient use of natural resources, protection of ecosystems, and, where applicable, ensuring a baseline of compliance with environmental requirements (Environmental Protection Agency [EPA], 2005).

Sustainability

The working definition of sustainability that is adapted from the Federal Register (2009): Sustainability creates and maintains "the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations."

4. APPLICABILITY

This policy applies to all JMU employees and students.

5. POLICY

The university will align its procurement plans, practices, and procedures with JMU's environmental stewardship goals and [Environmental Stewardship Action Plan](#).

6. PROCEDURES

6.1 Computers and Other Electronic Products

- Desktop computers, notebooks, and monitors that are purchased must be Electronic Product Environmental Assessment Tool (EPEAT) registered with a Bronze rating or higher.
- Other electronic products, including imaging equipment, such as copiers, printers, and scanners, must be ENERGY STAR labeled.

6.2 Cleaning and Janitorial Products

- Cleaning products that are Green Seal certified or U.S. EPA Safer Choice labeled must be purchased or be required to be used by janitorial contractors. Cleaning products include general purpose bathroom, glass, and carpet cleaners; degreasing agents; biologically-active cleaning products (enzymatic and microbial products); floor-care products (e.g., floor finish and floor finish strippers); hand soaps and hand sanitizers; disinfectants; and metal polish and other specialty cleaning products.
- Janitorial paper products that are Forest Stewardship Council (FSC) labeled will be used when possible. Janitorial paper products include toilet tissue, tissue paper, paper towels, hand towels, and napkins.

6.3 Office Paper and Printing Projects

- Office paper with a Forest Stewardship Council label of FSC Mix, FSC Recycled, or FSC 100% must be used. Thirty percent or greater post-consumer recycled content office paper may be used if the FSC paper is not available. Consistent with the U.S. Environmental Protection Agency, office paper is defined as high grade papers such as copier paper, computer printout, and stationery.
- Printing projects must use FSC labeled paper.

6.4 Other Products

- Vacuum cleaners that meet the Carpet and Rug Institute's "Green Label Testing Program-Vacuum Cleaner Criteria" (capable of capturing 96 percent of particulates measuring larger than 0.3 microns and operating with a sound level less than 70dBA) will be used by in-house staff and required for janitorial contractors.
- Biobased plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, will be acquired by the university and/or used by our contracted vendors.
- Used or salvaged wood and wood products should be purchased whenever feasible.
- Products and equipment should not contain lead or mercury. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
- Lighting and appliances that ENERGY STAR certifies must be ENERGY STAR labeled.
- Other consumable office products, including batteries, lamps, and toner cartridges, should be extended use, rechargeable, and remanufactured when possible.
- Water-efficient products, with the EPA WaterSense label should be purchased. This includes, but is not limited to, toilets, faucets, and irrigation components when the building structure supports its use.
- When specifying asphalt, concrete, aggregate base, or Portland cement concrete for road construction projects, recycled, reusable, or reground materials will be used when practicable.

- The use of reclaimed stone and brick and the use of secondary or recycled aggregates will be specified.

6.5 Green Building Materials and Products

- Green purchasing concepts will be integrated into architectural designs, final construction documents, and the final construction of all university buildings and renovations of property or facilities owned by the university. All buildings and renovations undertaken by the university will follow green building practices for design, construction, and operations, where appropriate, equivalent to those in the LEED (Leadership in Energy and Environmental Design) Rating System or VEES (Virginia Energy Conservation and Environmental Standards).
- When maintaining buildings, products such as paint, carpeting, adhesives, furniture, and casework with the lowest volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde will be used when practicable.
- All carpet distributors and/or manufacturers of carpet installed at the university will have a carpet recycling plan approved by Procurement Services.
- See Policy [1703](#) - Sustainable Construction.
- Using chlorofluorocarbon and halon-containing refrigerants, solvents and other products will be phased out, and new purchases of heating/ventilating/air conditioning, refrigeration, insulation, and fire-suppression systems will not contain them.

6.6 Landscaping

- All landscape renovations, construction, and maintenance performed by internal staff members or contractors providing landscaping services will employ sustainable landscape management techniques for design, construction, and maintenance. This includes, but is not limited to, integrated pest management, drip irrigation, composting, and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- Landscape structures constructed of recycled content materials will be used whenever feasible. Impervious surfaces in the landscape will be limited, whenever practicable. Permeable substitutes, such as permeable asphalt or pavers, will be used for walkways, patios, and driveways whenever feasible.
- Plants should be appropriate to the microclimate. Native and drought-tolerant plants that require no or minimal watering once established should be purchased.

6.7 General

- Departments will use the standards outlined in this policy when making all purchasing decisions. University policy on procurement protocol will still be followed for procurement of goods noted in this policy.
- Check the [Procurement Services](#) web page for frequent updates on vendor commitments to sustainability, including new annual contracts that can be utilized.

7. RESPONSIBILITIES

The director of procurement is responsible for the management and oversight of this policy.

Employees with buying responsibilities will be familiar with this policy and only procure goods and services that meet the standards.

All departments, offices, and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) - Records Management.

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense.

9. EXCLUSIONS

Requests for exclusions to this policy or waivers from its provisions must be submitted to and approved by the director of procurement.

10. INTERPRETATION

The authority to interpret this policy rests with the president and is generally delegated to the associate vice president for business services.

Previous version: June 2015

Approved by the president: October 2009