

Sustainability Policies and Procedures

Illinois Institute of Technology

Procedure No.: 301
Effective Date: 3/1/16

Subject: Purchases for Certified Green Buildings

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While Illinois Tech may opt to evaluate building performance and design using a variety of rating systems, the current system used is the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED).

LEED certified properties and buildings pursuing LEED certification must observe IIT's Overarching Purchasing Policy, which includes sub-section 236: Purchases for Green Buildings.

Here is the current list of buildings covered by this policy:

Building	Certification	Certification Status
Wishnick Hall	LEED-EB:OM v2009 – Gold	Application in process

i. Policy Scope

This policy applies to all buildings listed above, and covers purchase orders of the following items **to be used in those buildings** (this does not include items merely purchased in or shipped to those buildings):

- Ongoing consumables:
 - paper (printing or copy paper, notebooks, notepads, envelopes)
 - toner cartridges
 - binders
 - batteries
 - desk accessories, such as pens and pencils
- Durable goods:
 - office equipment, appliances, and audiovisual equipment
 - other electric powered equipment
 - furniture
- Mercury containing light bulbs/lamps

The scope of this policy does not include purchases made with procurement card. Sole source purchases are also excluded from the scope of this policy.

ii. Goals and Performance Metrics

<u>Category</u>	<u>Goal</u>	<u>Performance measurement unit</u>
Ongoing consumables	65% of purchases meet sustainability criteria	Cost
Durable goods – electric powered equipment	50% of purchases meet sustainability criteria	Cost
Durable goods – furniture	45% of purchases meet sustainability criteria	Cost
Mercury-containing lamps	90% of lamps have 60 picograms of mercury per lumen-hour or less	Number of lamps

iii. Procedures and Strategies

Ongoing consumables

Purchases are considered to be sustainable if they meet one or more of the criteria listed below:

- Purchases contain at least 10% postconsumer and/or 20% postindustrial material.
- Purchases contain at least 50% rapidly renewable materials.
- Purchases contain at least 50% materials harvested and processed or extracted and processed within 500 miles of the project.
- Purchases consist of at least 50% Forest Stewardship Council (FSC)-certified paper products.
- Batteries are rechargeable.

Durable Goods: Electric-Powered Equipment

Electric-powered equipment purchases, such as computers and printers, will meet one of the following sustainability criteria:

- **EPEAT rating.** The equipment must have a silver Electronic Product Environmental Assessment Tool (EPEAT) rating or better.
- **ENERGY STAR rating.** The equipment is ENERGY STAR® qualified (for product categories with developed specifications).
- The equipment (either battery or corded) replaces conventional gas-powered equipment.

Durable Goods: Furniture

Furniture purchases are considered to be sustainable if they meet one or more of the criteria listed below:

- Purchases contain at least 10% postconsumer and/or 20% postindustrial material.
- Purchases contain at least 70% material salvaged from off-site or outside the organization.
- Purchases contain at least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program.
- Purchases contain at least 50% rapidly renewable material.
- Purchases contain at least 50% Forest Stewardship Council (FSC)-certified wood.
- Purchases contain at least 50% material harvested and processed or extracted and processed within 500 miles of the project.

Mercury-containing lamps

Purchased lamps (indoor and outdoor, hard-wired and portable fixtures) shall have 60 picograms of mercury per lumen-hour or less. The lumens value will be based on the mean lumen output (design or actual). The rated life is the value based on a three-hour instant start data point (except for T5 lamps).

iv. Responsible Party

Responsibility for this plan is shared between the Purchasing Department, the Office of Campus Energy & Sustainability (OCES), and all requisitioners of purchases covered by this policy. The Purchasing Department is responsible for sharing this policy with appropriate requisitioners and encouraging policy adoption accordingly. OCES will work with requisitioners to ensure that the process works effectively for all parties involved. OCES will review this plan for any significant changes on the interval specified in the quality assurance section. If at any time updates are required to this plan, OCES will ensure that the appropriate individuals are informed of the updates.

v. Quality Assurance/Quality Control Processes

OCES will evaluate the purchasing activity on an annual basis to assess progress towards the implementation goals and work with the Purchasing Department and appropriate requisitioners to resolve any identified performance issues related to policy. OCES will also determine whether to update the policy or the purchasing processes in order to achieve the goals set forth in section ii. **Goals and Performance Metrics** above.