

PCC's Sustainability Guidelines for Purchasing

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Index

Index

Principles for Sustainably Responsible Purchasing - Frequently Asked Questions

What are sustainability friendly products?

What is PCC's policy on sustainable responsible purchasing?

Why should PCC care about buying sustainability responsible products?

What do we buy?

Why does what I do matter?

Principles of Sustainably Responsible Purchasing for General Goods

Checklist - Best Practices for Sustainability Responsible Purchasing

Major Product Category Guidelines

Best Practices for Category Specific Sustainability Responsible Purchases - Specs

Office Employees

Surplus Property and Product End of Life

Green Office Supplies

What will happen to this product at the end of its life cycle?

Online Procurement

P-Card Use with On-Line Suppliers

Business Travel

Catering & Events

Dining

Swag, Awards, Gifts, and Flowers

Energy Management: Plug Load, Heating & Cooling (Utilities & Employee Break Rooms)

Panther Print

Paper

PCC Green Office Program

Show your office the description handout [pdf] or powerpoint introduction [pdf] and get their support!

Complete initial audit using the Green Office Checklist [pdf]

Contact sustainability staff for resources and work on greening the office

Apply for Green Office Certification using the Green Office scoresheet [pdf]

Submit your scoresheet to Briar Schoon

Receive your Green Office Leaf Rating and Certification!

PCC Resources for Promoting Sustainable Office Behaviors

End of Life Disposal, Reuse, Repurpose, Compost, and Recycle

Reuse and Repurpose

Composting and Recycling

Information Technology (IT) Buyers

Computers and Monitors and other Technology

Facilities & Bond Office

Fleet Vehicles/Fuel

Water Consumption

Grounds & Landscaping

Green Cleaning Products & Sanitary Paper Products

New Construction

Furniture and Furnishings

Furniture

Furnishings

Paint: Purchasing Interior/Exterior Architectural Paint Products.

Appliances and Minor Equipment

Lamps

Water Fixtures

Before you make a new purchase, consider the following:

Is this item already at the college?

Am I the right person/department to be making this purchase?

What are the total costs of ownership?

What will happen to this product at the end of its life cycle?

What's a consumer conscious or ecolabel?

Definitions

Principles for Sustainably Responsible Purchasing - Frequently Asked Questions

What are sustainability friendly products?

Sustainable responsible purchasing means buying our goods and services in an environmentally friendly and socially responsible way. PCC recognizes that its impact from purchasing extends beyond our campuses and centers and how it uses its purchasing power influences the practices of the companies who produce the products and services that PCC uses. This goes beyond buying from small, women and minority owned businesses. It extends into buying local and involves looking at both the environmental and social impacts of products and services during all aspects of the product or service's life cycle including manufacturing, delivery, and end of life.

What is PCC's policy on sustainable responsible purchasing?

In 2011, PCC's Board of Directors approved the sustainability commitment added to section 100 of the Oregon Community College Rules of Procurement (CCR.102 -4), which states:

In accordance with the Oregon Community College Rules of Procurement, member colleges are committed to the use and purchase of environmentally and socially responsible materials and products which are fiscally responsible, reduce resource consumption and waste, perform adequately and promote human health and well-being. Recognizing their regional economic role, colleges shall seek opportunities to educate, encourage, and influence their respective markets by utilizing, where feasible, products and services including new environmentally preferable products, reusable products, recycled content and recycled products.

Why should PCC care about buying sustainability responsible products?

In accordance with PCC's value statement, Board Policy 104, PCC's mission is to provide education in an atmosphere that encourages the full realization of each individual's potential. The college offers students of all ages, races, cultures, economic levels and previous education experience opportunities for personal growth and attainment of their goals.

PCC lives its values in all aspects of its operations including effective and ethical use of public funds and purchasing items that support and value the people who created them.

PCC's sustainable use of resources policy, B-707 states:

Portland Community College is committed to becoming a leader in academic programs and operational practices that model the sustainable use of resources, so that the needs of current generations are met without impairing the ability of future generations to meet their own needs.

What do we buy?

As a large educational institution, PCC purchases a diverse array of goods and services that includes: office supplies, air travel, appliances, light and heavy duty equipment, lab & cleaning chemicals, food, furniture, paints, landscaping materials, buildings, fixtures, books,

Why does what I do matter?

PCC has considerable buying power and the college's purchases each year represent as much as 2/3 of our annual carbon footprint. Many carbon intensive product categories include supplies commonly purchased with a P-card. Further, because of PCC's buying power, we can encourage market and supply trends that benefit people and the planet.

Principles of Sustainably Responsible Purchasing for General Goods

These principles align with PCC's Solid Waste Management Policy on solid waste source reduction and mission vision and values.

Product Manufacturing Characteristics

- Made from recycled materials, made from recycled materials with a high percentage of post-consumer content; made of recycled and recovered content.
- Made from raw materials obtained in an environmentally sound manner.
- Produced locally or regionally; locally available products and services that exhibit additional sustainability criteria.
- Products made with conflict-free minerals

Product Supplier & Manufacturer Characteristics

- Supplier and/or manufacturer employs supplier code of conduct
- Supplier and/or manufacturer offers transparency in their supply chain
- Supplier and/or manufacturer is a member of the Minority, Women, and Emerging Small Business supplier and community workforce in accordance with PCC Board Policy B-506, Minority Women-Owned and Emerging Small Business Participation and Workforce Development
- Supplier and/or manufacturer indicates sweat-shop free labor
- Supplier and/or manufacturer pays a living wage to employees
- Supplier and/or manufacturer is employee owned
- Supplier and/or manufacturer has a mission, vision, values and or policies that align with the college's mission, vision, values and or policies on diversity, equity, inclusion, and sustainability

Product Ownership & Operational Characteristics

- Durable, reusable, long lasting, repairable, refillable, and rechargeable
- Energy efficient and/or water efficient, e.g. Energy Star or Water Wise
- Nontoxic and low VOC
- Recyclable, compostable, and biodegradable.

Packaging Considerations

- Minimally packaged or with recyclable packaging or packaged with high post consumer recycled material packing or with reduced packaging through methods such as vendor take-back of packaging or packaging reuse options
- Made of rapidly renewable materials (e.g., bamboo, cork)
- Salvaged, remanufactured, or refurbished (e.g., repurposed furniture)

Product Delivery

- Product is available in bulk
- Product is delivered in green vehicles that are fuel efficient or use alternative fuels
- Product is delivered with route optimization or fuel efficiency in mind

Certifications / Ecolabels

- Certified organic products
- Fair trade certified products

Spotlight:

In 2019, Rock Creek implemented a pilot with concentrated soap in refillable containers reducing impacts from packaging, soap use, and transportation, leading to savings in solid waste and greenhouse gas emissions. The program was extended to the PCC Cascade campus this year and will eventually cover the entire district. According to Ecolab, in 2019, the two locations have saved the college nearly \$9,000, while avoiding 294 lbs of cardboard waste and an estimated 520 lbs of plastic waste.

More recently, PCC's Central Distribution Services has launched a program to distribute surplus personal computers. The pilot was launched with 46 computers from Intel. In the future, when IT determines that a computer is surplus (as opposed to scrapped), they will go to the foundation office to distribute to PCC students enrolled in the STEM program.

Checklist - Best Practices for Sustainability Responsible Purchasing

- Can this product be procured through PCC's surplus property department?
- Does a Qualified Rehabilitation Facility (QRF) provide this product or service?
- Can this product be procured through the State of Oregon surplus property department?
- Could a lease or rental option be considered?
- Is there an existing contract or cooperative solicitation for this product?
- Is there another agency involved in a similar solicitation that the college could partner with on a joint solicitation
- Is the product made of durable materials?
- Can the product be re-used for a similar or different purpose after its use for this solicitation is complete?
- Can the product be used with reusable components or features, such as rechargeable batteries?
- Are there options to increase the product's energy efficiency?
- Are there options to increase the product's water efficiency?
- Is the product made from recycled materials?
- Does the product require specialized disposal such as hazardous disposal?
- Can the product and/or its packaging be recycled at local facilities?
- Can the packaging be used or recycled?

- Can the product be made with less toxic ingredients/components?
- Are you buying a product with a certification label such as EnergyStar or EPEAT?
- Was a total cost of ownership or lifecycle costing analysis performed on this purchase?

Major Product Category Guidelines

In 2011, PCC's Board of Directors approved the sustainability commitment added to section 100 of the Oregon Community College Rules of Procurement (CCR.102 -4), which states

"In accordance with the Oregon Community College Rules of Procurement, member colleges are committed to the use and purchase of environmentally and socially responsible materials and products which are fiscally responsible, reduce resource consumption and waste, perform adequately and promote human health and well-being. Recognizing their regional economic role, colleges shall seek opportunities to educate, encourage, and influence their respective markets by utilizing, where feasible, products and services including new environmentally preferable products, reusable products, recycled content and recycled products."

Best Practices for Category Specific Sustainability Responsible Purchases - Specs

Office Employees

What this training covers: best practices for purchasing and recommendations for items purchased using the following account codes: Office Supplies (3010), Art Supplies (7610), Travel (3910, 3915, 3925), Miscellaneous (3090), Food (3023) & Vending Supplies (3024).

Resources:

1. Ted-Ed The Life Cycle of a T-Shirt by Angel Chang [6:04]
https://www.youtube.com/watch?v=BiSYoeqb_VY
2. Ted-Ed What really happens to the plastic you throw away - Emma Bryce
https://www.youtube.com/watch?v=_6xINyWPpB8 [4:07]
3. The Story of Stuff - <https://www.youtube.com/watch?v=9GorqroigqM>

Surplus Property and Product End of Life

PCC's surplus property is handled through Central Distribution Services, a part of Facilities Management Services. Surplus property is sometimes redistributed within PCC depending on condition. Before buying new items, check the warehouse to see if there is a surplus item available. Send in a request through the [Facilities Management Services Assetworks system under Surplus Property](#).

PCC property is considered publicly owned because PCC is primarily funded through Oregon tax dollars. PCC must follow state and federal guidelines regarding recording and tracking of existing property and how property is disposed of once it becomes surplus.

In addition to redistributing reusable items, surplus property has recycling programs for specialty items that have no further use and no market including: toner cartridges, metals, non-functioning electronics, paper and cardboard, wood (must be clean and have no metal or lamination), and most furniture (does not include systems furniture.) Many plastics do not hold their value well and end up going to the landfill.

Central Distribution Services also periodically holds Shop the Warehouse events to reuse surplus items across the college. In September of 2018, PCC's Central Distribution Services Warehouse held a "Shop the Warehouse Extravaganza" district wide to provide surplus items across the college. The PCC community was invited to shop for items for their office/program for no charge with free delivery. PCC distributed furniture, office items, electronics and lab equipment. Chairs, cabinets, couches and keyboards were among the items that found new homes at PCC.

More recently, PCC's Central Distribution Services launched a program to distribute surplus personal computers. The pilot was launched with 46 computers from Intel. In the future, when Information Technology determines that a computer is surplus (as opposed to scrapped), they will go to the foundation office to distribute to PCC students enrolled in the STEM program.

PCC also hosts a listserv for repurposing items. Sign up with free-stuff-group@pcc.edu.

For more information about property disposal, please review [PCC's Step by Step Guide to Disposing of Surplus PCC Property](#).

See also [End of Life Disposal](#).

Green Office Supplies

Check with surplus property, stores@pcc.edu to see if we have any of the supplies you want in stock before shopping.

What will happen to this product at the end of its life cycle?

See also: [Surplus Property and Product End of Life](#)

When shopping for new products, look for the following qualities:

- Contains 30% or more post-consumer recycled content or remanufactured
- Made with 30% or more agricultural residues, rapidly renewable materials or bio-based alternatives
- Has features such as solar powering, PVC free, rechargeable, refillable, or made with rapidly renewable materials.
- Meets certain certifications, including BCorps, Forest Stewardship Council™, Green Seal™, EPA Safer Choice, ENERGY STAR®, EPEAT, level®, USDA Organic, Fair Trade™, or Cradle to Cradle™
- Is manufactured locally
- Has its businesses offices locally

- Is registered as a Minority and Women Owned Enterprise or Oregon COBID organization

Try to store up your purchases so they can all arrive at once. Bulk ordering cuts down on transportation emissions and helps us keep our air healthy. If you see a product you aren't sure about, try an online search! You can usually determine pretty quickly if it's eco-friendly or wannabe-green.

See also:

Before you buy:

Is the purchase really necessary?

Am I the right person/department to be making this purchase?

What are the total costs of ownership?

What will happen to this product at the end of its life cycle?

What are the life cycle impacts?

What's a consumer conscious or ecolabel?

Principles of sustainability responsible purchasing for general goods

Online Procurement

P-Card Use with On-Line Suppliers

For major product categories such as furniture, appliances, and electronic equipment, PCC has specialized buyers who can obtain bulk discounts through procurement contracts and often have developed consumer conscious guidelines already in place. PCC also has developed guidelines for office products, business travel, and swag. For other items, look for products with the following qualities:

- Contains 30% or more post-consumer recycled content or remanufactured
- Made with 30% or more agricultural residues, rapidly renewable materials or bio-based alternatives (e.g. soy based ink)
- Has features such as solar powering, PVC free, rechargeable, refillable, or made with rapidly renewable materials.
- Meets certain certifications, including Forest Stewardship Council™, Green Seal™, EPA Safer Choice, ENERGY STAR®, EPEAT, level®, USDA Organic, Fair Trade™, or Cradle to Cradle™

Try to store up your purchases so they can all arrive at once. Team up with others who have similar job functions to place a group order. Bulk ordering cuts down on transportation emissions and helps us keep our air healthy. If you see a product you aren't sure about, try an online search!

See also:

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Is the purchase really necessary?

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Principles of Sustainability Responsible Purchasing for general goods

What's a consumer conscious or ecolabel?

Business Travel

Resources:

Resources:

PCC Domestic Travel Policy.

PCC International Travel Policy

bookdifferent

Trip Zero

Veggie Hotels

Vegan Welcome

VegVisits

Travel relating to education, research, and college operations is essential to PCC. In order to achieve the college's climate action goals, it's important to take into consideration the environmental and social impact of your trip. Telecommunication has the lowest carbon impact (and the lowest cost) for meetings. PCC's greenhouse gas inventory tracks how much greenhouse gases emitted from travel contribute to our overall carbon footprint. Travel impacts result from transportation, meals, and lodging. Impacts vary based on the mode of transportation (air, auto, train, bus, etc.). Travel by bus, train, or carpool emits less carbon than traveling by plane. Our greenhouse gas emissions from travel is roughly equivalent to the amount of emissions we have from the natural gas we use to heat and cool the college.

Ask yourself whether the potential benefits of the trip justify the time, expense, and environmental impact after considering cost effective and low carbon alternatives, such as video conferencing. If the answer is no, choose another option.

Coordinating your travel with others going to the same destination can result in reduced expenses and reduced environmental impact (e.g. sharing a taxi).

Consider your total travel budget when booking a place to stay. Spending more money on taxis and a rental car may not be the cheapest option; location far from eating options may also increase your expenses and environmental impact.

Where and when practicable, consider using an ecologically responsible hotel, such as the one identified by the Green Hotel Association, Green Globe, Hoteles Mas Verdes, Green Key Global, or other eco-friendly identifier. AirBNB can be a great cost savings measure and may also assist in reducing hotel construction when you book places that hosts either live in or only rent out when they aren't home. Many popular travel sites also have green filters that help you locate sustainable travel.

Sometimes traveling can pose a challenge to your normally sustainable eating habits. Here are a couple of tips.

- Purchase items labeled Fair Trade.
- Eating locally produced food and drinks is a great way to check out the local 'terroir.'
- Download the Monterey Bay Aquarium Seafood Watch App to assist you with making sustainable seafood choices.

Catering & Events

PCC has great resources for planning events. PCC's sustainable events program offers a checklist to help you get your green event launched.

PCC catering is dedicated to providing healthy, sustainable food served to you in ways that minimize waste.

Food Choices

The food we eat has an impact on people and the planet, and PCC catering is proud to offer food choices that reflect the school's commitment to sustainability. If you're interested in including fresh produce from one of PCC's learning gardens in your meal, speak with Dining Services to find out what's in season and develop a special menu.

Vegetarian, vegan, and gluten-free options that are good for both you and the planet are available as well, meaning everyone can have a place at the table no matter their dietary needs. You can also encourage plant-based eating by enhancing your diners repertoire; try adding a vegetarian side dish as a way to explore new foods. In addition, offering a salad, baked potato or burrito bar helps your diners have control over their food, while providing budget-friendly and low-carbon healthy eating options.

Dining services also offers additional plant-based options on Mondays as part of the Green Monday program; you can join in by supplying vegetarian and vegan options to your catered events. Check out these tips for ordering sustainable catering.



Waste Reduction and Single Use Plastic Reduction

PCC now offers durable dishware at all of its events. You can help by reminding people that the dishware and utensils need to be returned and to place their food waste and recyclables in the correct bin. Remember: if it's green, return so we can clean!



Bring your own cup and receive a .10 discount from dining services. Additionally, available on our reusable mug wall at the cafeteria.



Both the Rock Creek Campus and the Sylvania campus offer reusable takeout containers in a variety of shapes and sizes. Diners put down a \$3.00 deposit for any container they wish to use. Containers may be returned to the OZZI machine located in the dining hall for a special

OZZI printed coin that may be used on the next visit. The coin may also be exchanged with Dining Services for a refund of the \$3.00 deposit.

When hosting your own events, we appreciate your thoughtful attention to reducing waste. Reduce the amount of packaging required by avoiding individually packaged items. Order a bowl of chips instead of prepackaged chips, pitchers of drinks instead of canned sodas. Provide whole fruit instead of fruit salad for boxed meals.

Work to order the correct amount of food for events; dining services automatically builds a 10% margin for error into their servings. In addition, order dishes where the meat can easily be served on the side and added as a bonus topping for the dish (burritos, salads, baked potatoes and stir-fry) makes it easier to right-size the amount of food you order, especially when trying to meet multiple dietary needs.

The PCC Sustainability office does not encourage the use of compostable plastics at events - they end up in the trash in Portland and they are not worth the extra energy to manufacture or the expense at this time. In addition, they pose extra contamination issues in our recycling.

PCC's Sustainable Events Program - need to make this a form or a separate page that they can go to and not overwrite our copy; this link goes to our google drive at the moment.

See also:

Dining

What are the total costs of ownership?

What will happen to this product at the end of its life cycle?

What are the life cycle impacts?

Principles of socially responsible procurement for general goods

Dining

The food we eat has an impact on people and the planet, and PCC Dining Services is proud to offer food choices that reflect the school's commitment to sustainability. Over the last 20+ years, Dining Services has continued to expand its commitment to sustainability adding a variety of sustainable foods (including produce from the learning garden). PCC's dining services commitment extends into the use of durable dishware in catering and offerings of reusable to-go containers at the Sylvania and Rock Creek campuses.

PCC Dining Services purchases Fair Trade Certified coffee from Portland Roasting Company and Starbucks. Fair Trade is a third-party certification label for producers, companies, shoppers, advocates, and organizations that put people and planet first. Other carbon-friendly options include purchasing from local and organic suppliers.

PCC Dining Services also procures many organic products from many companies including:

- Brew Dr
- Camellia Grove Columbia Gorge Organic
- Pacific Natural
- Portland Roasting Coffee

In your vending machine,

- Look for organic product choices
- Choose items in aluminum cans over plastic bottles

Resources



USDA Certified Organic



Fair Trade Certified

PCC Dining Services also purchases from many local companies including:

- A & J Orchards, LLC (Portland, OR)
- Betty Lou's (McMinnville, OR)
- Brew Dr (Portland, OR)
- Camellia Grove (Portland, OR)
- Columbia Gorge Organic (Hood River, OR)
- The Cookie Department (Portland, OR)
- Darigold (Seattle, WA)
- Franz bread (Portland, OR)
- Goodwolf Feeding Co (Portland, OR)
- Higher Taste (Portland, OR)
- Pacific Foods
- Portland Roasting Coffee
- Real Live Food Oregon (Cottage Grove, OR)
- Ryan's Hood River Juice (Hood River, OR)
- Tofurky (Hood River, OR)
- Shoofly Vegan Bakery (Portland, OR)
- Snackrilege (Portland, OR)
- Trazza Fine Lebanese Foods (Tualatin, OR)

Drinking Water



PCC has installed water bottle refilling stations across the college. Bring your own container (or borrow a mug from the mug wall) and have a sip. This water comes from the public water system, which is regulated by the State of Oregon and the federal government (unlike bottled tap water). The water refilling stations have collectively saved over 4 million plastic bottles from use.

When ordering from dining services, ask them to provide a refillable pitcher for water.

PCC's water is provided by the public water system and meets the State of Oregon and federal requirements for safe drinking water. Drinking fountains with bottle refilling stations are available in the overwhelming majority of PCC facilities.

If you have an issue with a bottle refilling station in your area please create a work order for using the Facilities Management Services's ReADY system.

Questions regarding drinking water testing should be directed to the Environmental Health & Safety manager, Cheryl Arpan x 8469 Cheryl.arpan@pcc.edu.

Green Mondays

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Eating a plant based diet cuts your carbon footprint in half. The college's greenhouse gas emissions from composted food waste each year is _____. Carbon footprint in half! Plant-based options are featured in Dining Services every Monday and vegetarian and vegan options are always available. Here are some of our suppliers.



- Higher Taste (Portland, OR based eatery specializing in vegetarian and vegan food)
- Shoofly Vegan Bakery (Portland, OR based)
- Trazza Fine Lebanese Foods (Tualatin, OR Based Lebanese Food)
- Snackrilege (Portland, OR based company specializing in vegan food)
- Real Live Food Oregon (Cottage Grove, OR based company that specializes in collard green wraps and sushi rolls - gluten free and vegan)
- Franz bread (headquarters in Portland Oregon and supplies vegan breads)
- Soylent
- Tofurky
- Produce from our Rock Creek Learning Garden (Please provide the catering team with a minimum of three weeks notice.)

See also: Catering & Events

What's a consumer conscious or ecolabel?

Swag, Awards, Gifts, and Flowers

SWAG is great. We recommend offering experience based swag over physical stuff. Can you offer a pizza party, food donated to the PCC Panther Pantry in the individual's or department name, tickets to a college or local play? Would someone like a succulent instead of cut flowers? How about a gift card to Rock Creek's Portlandia FarmStandia (seasonally available)?

For a Farmstandia gift card, please email LearningGarden@pcc.edu.

Consider other low cost promotions by providing that memorable, "instagram-able moment." Create an experience that would be memorable to you. An opportunity to meet a local hero and snag a picture? A chair massage? A guessing game? A photo-booth? The added publicity for your program won't hurt either.

Laptop/notebook stickers and buttons also make low impact, high volume swag. When considering more durable swag, it's important to think about how it will endure in the environment. The more detailed you are with your questions about how your product will be made, the better your choice is likely to be. For something like a sticker, you might want to ask your printer whether or not they will be made on site, if they offer soy-based inks, and the recycled content of the papers involved.

Bags and t-shirts are nice items. Consider obtaining those made from 100% cotton as opposed to a blend, which is harder to recycle. Even better, t-shirts may be obtained from organic cotton or recycled materials, repurposed, etc. In the last two years, scientists have reported that microfibers shed from synthetic materials (polyester, acrylic, polypropylene, polyamide, and polyethylene) are ending up in our waterways, simply by being laundered.

Again, when choosing a printer, choose one that can avoid petroleum based products. The Sustainability Office uses [Rendered.co](https://rendered.co/), which is based in Portland Oregon and offers water-based screen printing. This process avoids mineral spirits, paint thinners and other petroleum based cleaners. Direct fabric printing for tablecloths can also reduce the amount of water used in the printing process.

When purchasing containers, look at glass in a protected silicone sleeve or a stainless steel option. These are great for durability and prevent the chemicals used in plastic from leaching into your water.

An option for staff and student give-aways at the Rock Creek and Sylvania campus include vouchers for the [OZZI reusable food and drink containers program](#). This allows folks to participate in the program without paying the \$3 deposit. Please reach out to the Sustainability Office to acquire vouchers for the OZZI program.



To obtain PCC Branded Swag, please work with [Marketing and Communications](#). We're also happy to share our experiences acquiring items for our own program. The Sustainability Department has purchased pins, bags, notebooks, straws, mugs, and awards. Here are a few examples of past purchases designed and acquired by PCC's Marketing and Communications and Sustainability Departments.

Scout Books



This is a local print vendor who uses 100% recycled paper in the products. These are also a great product because the little notebooks they create are a usable item. People like to put them in their bags for notes, lists, etc. When branded they created a usable item that will always remind people of the college every time they use it.

Chico Bag

ChicoBag company is a certified [B-Corporation](#), a certification that indicates that the company is dedicated to being a force for good. Its sustainability commitments include acceptance of old reusable bags that will be repurposed or recycled and a zero waste center in their office that assists with keeping waste out of the landfill. PCC has used Chico bag to purchase reusable

bamboo utensil sets that come in a case made of recycled plastic bottles and the Chico bag, a reusable bag that fits easily into a backpack. Chico Bag also provides imprinting for the Light My Fire Spork, which has been purchased by both the Associated Students of Portland Community College and the PCC Sustainability Office.

We've worked with Eco Promotional Products in the past to provide reusable utensils and mugs.



We worked with the PCC Print Center to create these one of a kind awards. The print shop worked with PCC Maker Labs at the Sylvania and Cascade campuses respectively to create these one of a kind awards.

Those ordering PCC branded materials, should work through PCC Marketing and Communications.

See also:

What's a consumer conscious or ecolabel?

What are the total costs of ownership?

What will happen to this product at the end of its life cycle?

Life cycle / cradle to cradle

Principles of Sustainably Responsible Purchasing for general goods

Energy Management: Plug Load, Heating & Cooling (Utilities & Employee Break Rooms)

Resources: Oregon Department of Administrative Services & Department of Energy

PCC made an Energy Management Commitment in 2015 to adopt a strategic approach to energy management that is integrated into all decision making, with practices focused on mechanical, operational, and occupational best practices. Occupants are encouraged to participate in plug load management by adopting a variety of behavioral best practices.

Plug load is the energy used by products that are powered by the use of electrical outlets through an ordinary AC plug. Many plugs still draw power even when the machine is off. Some of these items have visible or internal clocks (e.g. a television set, microwave, coffee maker). Even the charging plug for your phone will still draw power while plugged in even if there is no phone on the other end. This demonstration from the General Services Administration shows you where plug load can be found in common office situations. Plug loads may account for 25-50% of total energy consumption (it's higher in high efficiency buildings).

Best behavioral and environmentally friendly procurement practices include:

- Employing “power saving” modes in available devices; or add external controllers that will power down devices when not in use. Examples include setting up your power settings for your computer and monitors and adding smart-power strips that will stop power to equipment that is not in use. Do not depend on factory settings.
- Reviewing equipment on a regular basis and upgrading with more energy efficient models.
- Removing or eliminating equipment extraneous equipment.
- Unplugging personal devices when not in use. Unplug other office equipment when preparing for office closures, or for an extended period of lower activity or occupancy levels. Even leaving a charging cord plugged into the wall without a phone on the other end will draw some power.
- Right sizing equipment by only purchasing equipment that is appropriate in size and use for your intended audience and purposes. This includes consolidating office equipment such as printers, copiers, and fax machines.
- Dressing appropriately for your office conditions. PCC owned and occupied buildings are set to cool to 74 degrees and heat to 70 degrees, although there are some exceptions. Buildings are set to maintain the temperature at 55 degrees during sleep modes, after classes end for the weekend and don't go into heating and cooling modes until 4 am Monday morning. Only use space heaters as a last resort; tickets for heating and cooling issues should be submitted through the Facilities Management Services's ReADY system right away. Requests for such items should be sent through management, with Risk and Environmental Health & Safety involvement.

See also What's a consumer conscious or ecolabel?

Panther Print

The PCC Print Center launched the Panther Print/Mandatory Printing Services program last year to centralize our printing, save money and resources and boost productivity throughout the district. The program encompasses all printers and copiers throughout the District. In less than a year, 167 desktop printers or non multi-function devices (e.g. printer/fax combination) have been taken out of commission, leaving 382 printers college wide.

Paper

PCC requires the use of 30% post consumer recycled paper in all district printing, including Panther Print, The Print Center Fleet, and the Print Center Production Printing. Post-consumer waste is waste that is generated through the consumption process as opposed to the manufacturing process.

Panther Print automatically ships supplies for devices as the supply runs low, saving resources in the ordering process. Panther Print excludes plotters, 3D printers and CAD printers.

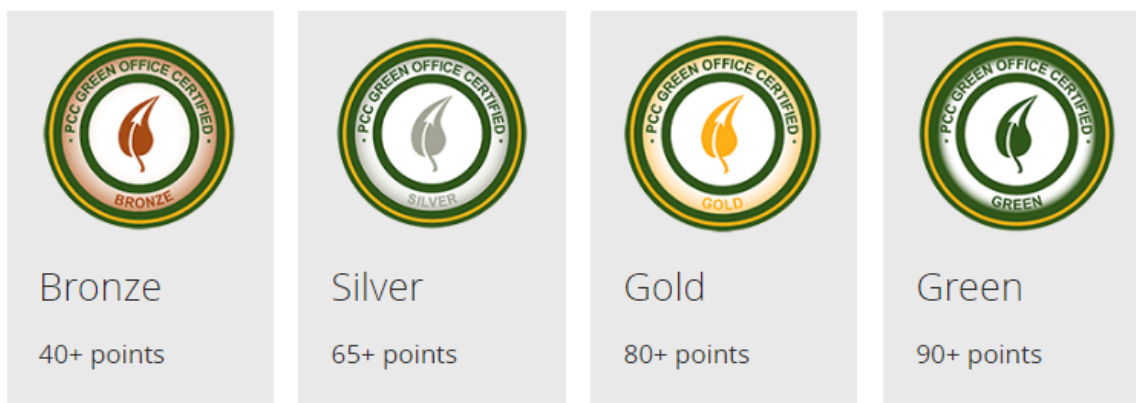
PCC's print services offer many tips on reducing paper use.

PCC Green Office Program

The PCC Green Office Program is a points-based rating system that promotes eco-friendly offices to reduce the college's environmental footprint.

Participating offices complete action items under nine key areas from the Green Office Checklist. Each action item is worth points, varying on the degree of difficulty, and certification is based on the total number of points earned.

There are four different levels of certification:



- Show your office the [description handout \[pdf\]](#) or [powerpoint introduction \[pdf\]](#) and get their support!
- Complete initial audit using the [Green Office Checklist \[pdf\]](#)
- [Contact sustainability staff](#) for resources and work on greening the office
- Apply for Green Office Certification using the [Green Office scoresheet \[pdf\]](#)
- Submit your scoresheet to [Briar Schoon](#)
- Receive your Green Office Leaf Rating and Certification!

PCC Resources for Promoting Sustainable Office Behaviors

Purchasing is not the only way to reduce waste at PCC; the Sustainability Office has many resources to assist you with sustainable office behaviors like printing, turning off lights, and changing the power settings on your computer. If you are interested in championing these initiatives in your office or building, consider joining one of the college's many green teams.

[PCC Green Teams](#) are self-organized groups of employees committed to advancing sustainable practices in their office, department and/or building. These sustainability champions recognize the importance of staff and faculty commitment in order to meet the college's progressive sustainability goals. Green Teams meet about once a month to connect and share ideas, plan initiatives, and celebrate their accomplishments. These meetings also serve as a platform for collaborative education, community building, and innovation. Green Team members use a variety of provided resources and outreach materials to promote eco-friendly offices and reduce the college's environmental footprint. They also serve as the primary contact for their department or building when working with sustainability staff on events and other initiatives.

Check out [PCC's Sustainability Initiatives](#) to learn more about our green teams and to sign up. Please reach out to the sustainability office if you need tip sheets or stickers to post in your area at sustainability@pcc.edu.

End of Life Disposal, Reuse, Repurpose, Compost, and Recycle

Reuse and Repurpose

PCC recommends disposal by finding the highest and best use. We attempt to reuse or repurpose surplus property before selling, composting, recycling or trashing it. PCC's [Solid Waste Management Policy](#) guides disposal of waste at the end of its useful life.

PCC's surplus property is handled through Central Distribution Services, a part of Facilities Management Services. PCC property is considered publicly owned because PCC is primarily funded through Oregon tax dollars. PCC must follow state and federal guidelines regarding recording and tracking of existing property and how property is disposed of once it becomes surplus. For more information about property disposal, please review [PCC's Step by Step Guide to Disposing of Surplus PCC Property](#).

Composting and Recycling

PCC handles the management and proper disposal of a wide variety of items after their useful life cycle. In our classroom, office and general areas, we collect plastic bottles, cans, paper, and glass. In our kitchens, we collect pre-consumer food waste at all four campus cafeterias. Post-consumer food waste is collected in the dining hall at the Cascade, Rock Creek and Sylvania campuses. Universal waste, which includes items such as batteries and light bulbs, is handled through Environmental Health & Safety. There are a variety of other specialized recycling and waste management programs. Please visit our [Waste & Recycling webpage](#) to learn more and see the [Recycling @ PCC Guide](#) to determine the proper disposal of your items.

In addition to redistributing reusable items, Surplus Property has recycling programs for durable items that have no further use and no market value including: toner cartridges, metals, non-functioning electronics, paper and cardboard, wood (must be clean and have no metal or lamination), and most furniture (does not include systems furniture.) Items with market value may be redistributed to the college through stores@pcc.edu, shop the warehouse pop-up-events, and or [Government Surplus](#).

Source/Consumables	Disposal Method	Handling Procedure
Plastic bottles, cans, paper, and glass (commingled and separate)	Campus and building occupants dispose of these recyclables in collection points located throughout Classrooms: Single bin that accepts commingled aluminum and tin cans, plastic bottles and tubs, cardboard, newspaper, office paper. Indoor and outdoor public spaces: Four separate bins for (1) Glass, (2) Plastic Bottles and Cans, (3) Mixed paper and	Amounts are tracked and taken away by hauler on a regular basis (same schedule as current waste pickup) for recycling.

	Cardboard, and (4) Trash. Cleaning staff sorts commingled recyclables out of the trash when able and delivers to collection points.	
Mercury-containing Lamps	Staff from PCC Safety and Risk Department collect fluorescent lamps and store the unbroken lamps for disposal.	Managed by Environmental Safety for safe disposal, in accordance with local regulations on disposal of products containing mercury.
Paper/newspapers	Paper and newspapers may be disposed of in commingled classroom recycle bins or the public space mixed paper/cardboard bins. Cleaning staff sorts commingled recyclables out of the trash when able and delivers to collection points.	Amounts are tracked and taken away by hauler on a regular basis (same schedule as current waste pickup) for recycling.
Cardboard	Cardboard may be disposed of in commingled classroom recycle bins or the public space mixed paper/cardboard bins. Cleaning staff sorts commingled recyclables out of the trash when able and delivers to collection points.	Amounts are tracked and taken away by hauler on a regular basis (same schedule as current waste pickup) for recycling.
Batteries	Building occupants deliver batteries to one of multiple specially-designated collection points for disposal.	PCC Environmental Safety collects batteries and recycles in accordance with local regulations.
Durable Goods (Electronic Waste and Furniture)	PCC provides a Surplus Supply storage facility. Durable goods that have reached the end of their life within the building but still have value are taken to Surplus Supply. When larger durable goods, such as furniture and filing cabinets are needed, PCC staff is required to call Surplus Storage before purchasing new goods. An online used-market is provided to the public to bid on used-items that PCC has no use for. Campuses hold an E-goods take back at a minimum of once-a-year, in convenient bins around campus (all year at Sylvania).	Central Distribution Services picks up surplus equipment, and relocates to surplus storage.
Building Materials	All new and renovation construction projects require contractors to collect construction waste for reuse/recycling.	Amounts are tracked and taken away by an authorized hauler at the end of the demolition/construction period for recycling. The Contractor is responsible for implementation.
Food Scraps	Depending on the location, PCC has varying degrees of composting programs.	On-site sustainability coordinators and recycling

	<p>All four campuses have pre-consumer composting in the cafeteria. The pre-consumer food waste diversion program has been implemented for Dining Services. Five gallon buckets are used to collect food waste. Buckets are emptied as filled.</p> <p>Sylvania post-consumer food waste is composted through the hauler's food scrap collection program and overseen by the Recycling Technician.</p> <p>Rock Creek Campus pre-consumer food and post-consumer (plate) waste is collected by Dining Services and sustainability staff and is primarily composted through the hauler's food scrap collection program.</p>	<p>technicians oversee and audit composting procedures.</p> <p>Sylvania: Pre- and post-consumer food waste is taken by haulers for the City of Portland's composting program; some pre-consumer food waste will be sent to the on-campus vermicomposting bin at the learning garden.</p>
Books		
Plastic Film		

See also Surplus Property and Product End of Life.

Deskside Trash Disposal

- PCC offers a Mini Max can instead of a desk-side trash can. Place your landfill garbage into the Mini-Max, and all your recyclable materials into your normal desk-side recycling bin.
- When they're full, or when you want them emptied, take them to the closest **centralized trash and recycling area** and empty them. Custodians empty these units daily.
- **We suggest that people take their food and wet trash directly to their central bins, to avoid dirtying the Mini Max.** This also helps reduce pest issues! No liners will be provided though reusable towels for cleaning will be available.
- Now that you have your Mini Max, the custodians will not empty your desk-side container; you will need to do it yourself.

Hi, I'm Mini Max, your landfill bin.

Don't forget to empty me and all your recyclables at your closest centralized waste location. Empty me frequently to avoid pests and smells!



<https://www.pcc.edu/sustainability/operations/waste-recycling-composting/>

Information Technology (IT) Buyers

Resources: [Energy Management Commitment](#),

Computers and Monitors and other Technology

All technology purchases (e.g. computers, monitors, phones, headsets, etc.) are handled by our experts in Information Technology. To put in a request, get in touch with the IT Purchasing Team: buyit@pcc.edu or put in a request on the web at: pcc.edu/technology/buy.

PCC specifies the use of EPEAT certified computers and monitors. EPEAT-registered products meet strict environmental criteria that address the full-product life-cycle energy conservation, toxic materials, product longevity and end-of-life management EPEAT criteria review.

PCC's IT buyers prefer US EPA ENERGY STAR rated computers, monitors, power chargers, televisions and audio-visual equipment (where available.)

Facilities & Bond Office

* Fleet Vehicles / Fuel * Water * Grounds & Landscaping * Green Products & Sanitation
*New Construction * Furniture and Furnishings * Paint * Lamps *

Fleet Vehicles/Fuel

PCC prioritizes responsible use of public funds and therefore shall purchase the most fuel efficient vehicles where feasible (including hybrids and electric vehicles). When purchasing motor vehicles—including cars, carts, trucks, tractors, and buses—Facilities Management Services employees give preference to the cleanest and most fuel efficient options for the desired function. This includes consideration of electric, hybrid electric, and other alternative fuel vehicles.

Motorized Equipment - Grounds Maintenance considers fuel usage in all grounds activities and works continuously to reduce fuel needs by purchasing the most fuel efficient equipment with the least harmful emissions feasible, using equipment that best fits the task, and reducing equipment usage or employing less fuel-intensive options whenever possible.

Use Oregon biodiesel as part of the fleet fuel mix. When purchasing liquid fuel—including gasoline and diesel fuel—Facilities Management Services employees give preference to biofuels (e.g., biodiesel or ethanol) and biofuel blends. PCC will strive to have a diesel fleet that utilizes a B20 blend of biodiesel. PCC may also make the switch over to ultra-low sulfur diesel (ULSD) in advance of the national requirement for on-road equipment.

Purchase the most efficient vehicles where feasible (including hybrids and electric vehicles)

Goals

Biofuels: PCC will strive to have a diesel fleet that utilizes a B20 blend of biodiesel. PCC may also make the switch over to ultra-low sulfur diesel (ULSD) in advance of the national requirement for on-road equipment.

Water Consumption

Facilities Management Services has installed low flow aerators on our bathroom and break area faucets. Our faucets either are metering faucets (which provide a predetermined amount of water) or motion based sensor faucets. FMS has also installed low flush parts in toilets and urinals, which reduces the number of gallons per flush. See also [Drinking Water](#).

Grounds & Landscaping

*Landscaping * Herbicides * Pesticides *Turf * Grasses * Green Cleaning / Cleaning Products *

Resources:

[EPA's Comprehensive Procurement Guide : Landscaping Products](#)

Standards

- [Tree Campus USA](#)
- [Bee Campus USA](#)
- [Integrated Pest Management Plan at PCC](#)
- PCC's Integrated Weed Management Plan

Mandates

- [City of Portland Tree Policy](#) (Portland Parks and Recreation Urban Forestry Tree Planting Standards)
- [City of Portland Stormwater Requirements](#)
- [State of Oregon IPM in Schools Requirement](#)
- [Oregon Low Impact Pesticide List \(May 2018\)](#)
- AOSA's "Journal of Seed Technology; Rules for Testing Seeds"

PCC's campuses are part of a larger interconnected ecosystem, and the actions PCC take have ripple effects throughout the natural environment. PCC will protect and enhance the ecosystems and green spaces the college owns, manages, or impacts, in order to enhance regional biodiversity and personal well-being.

With an emphasis on best practices such as planting natives for ground cover, hand pulling and burning weeds, mulching and efficient watering, the grounds department has reduced pesticide use by over 80%. In order to conserve resources, the grounds crew recycles all landscape debris that is either used for mulch or composted, and is moving away from turf in landscaping. The grounds crew maintains an ET-based computerized irrigation system, which uses real-time weather and climate data to ensure that water used for irrigation replaces the volume of water lost through evapo-transpiration and avoids using water unnecessarily. Irrigation occurs in the morning and evening to minimize water loss through evaporation.

Native and drought-resistance plants, which require less water, are being introduced on campus in the landscaping around new buildings. Campus grounds also promote bee- and pollinator-friendly habitats with wildflower plantings throughout the district, which helped PCC become the fourth college to be certified as Bee Campus USA. The college is also Tree Campus USA certified and collaborates with multiple academic departments to supplement curriculum with hands-on learning in the natural environment.

PCC's goals are to provide healthy, toxic-free, resource efficient and aesthetically pleasing outdoor spaces that encourage native landscapes, build a sense of place, encourage outdoor learning, and support mental and physical health for the college community.

PCC accomplishes this by building and maintaining soil health over time, minimizing erosion, supporting local biodiversity, providing aesthetic value, and reducing heat island effects. Our landscaping principles include designs and practices that minimize the demand for water and synthetic chemicals, avoid the introduction of invasive plants, promote pollinator health, limit the use of conventional turf, promote the installation of drought-tolerant plants, and water carefully by using efficient watering methods and techniques.

PCC is committed to protecting and enhancing the natural environment of our campuses. Our expert grounds team maintains specifications for hundreds of products, ranging from sprinkler systems to landscaping materials. PCC specifies no neonicotinoids in all of its seed mix as well as zero weed seed and uses non-EPA registered essential oils to reduce pesticide consumption on campus.

Much of PCC's grounds is in use for academic purposes; we use our whole campus for plant identification. We currently have Learning Gardens at the Southeast Campus, the Cascade Campus, the Newberg Center, the Rock Creek Campus, and the Sylvania Campus with maps of food forests at the Southeast Campus and the Rock Creek Campus. None of these food producing areas are treated with pesticides. The entire district is managed under an integrated pest management plan.

Green Cleaning Products & Sanitary Paper Products

Resources and Standards

- PCC's Green Cleaning Plan
- ECOLOGO Product Certification
- Green Seal Industrial Cleaning Products

Green cleaning is a holistic approach to janitorial/housekeeping services. It takes into account the health, safety, and environmental risks associated with the product and processes associated with cleaning, and balances this with facility needs. Green cleaning involves the use of alternative products, application of the product in different ways, and evaluation and/or Specifically, it addresses:

- Sustainable cleaning systems.
- Sustainable cleaning products and maintenance related to floor, carpet, and entryway system.
- Use of chemical concentrates and appropriate dilution systems
- Cleaning equipment that reduces the impacts on indoor air quality

- Training of maintenance personnel in the hazards, use, and disposal of cleaning chemicals, dispensing equipment and packaging
- Promoting and improving hand hygiene Collecting and addressing occupant feedback

PCC's Green Cleaning policy specifies that when possible, cleaning products and materials, including hard-floor and carpet-care products shall, when possible, meet the requirements of the IEQc3.3 Green Cleaning Purchase of Sustainable Cleaning and Products. PCC prioritizes cleaning products that meet the Green Seal GS-37 for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes and GS-40 for industrial and institutional floor-care products. Other products must meet the Ecologo standard and or comply with the California Code of Regulations, Title 17 Section 94509, maximum allowable volatile organic compound (VOC) levels. Hand soaps must also meet one or more of the Green Seal or Ecologo certified standards.

In addition, PCC specifies 100% recycled-content including post-consumer recycled waste in all sanitary paper products.

For further details, please consult [PCC's Green Cleaning Plan](#).

New Construction

New construction at PCC strives to meet or exceed the US Green Building Council's Leadership in Energy and Environmental Design (LEED) Certification Standards for Building Design and Construction. This standard contains minimum requirements for all certification levels across nine categories:

- location & transportation
- sustainable sites
- water efficiency
- energy & atmosphere
- materials & resource
- indoor environmental quality
- innovation
- regional priority
- integrative process

Based on the number of points achieved through planning, design, and construction, a project may pursue certification at one of four LEED rating levels: Certified, Silver, Gold and Platinum. PCC has initiated a tiered approach to LEED Certification¹ based building on size:

- 0 - 5,000 SF - Not Certified
- 5,000 - 15,000 SF - Certified Level
- 15,000 - 40,000 SF - Silver Level
- Above 40,000 SF - Gold, Platinum Levels (case-by-case)

¹ LEED certification may be considered for major existing building renovations; LEED O&M may be considered for renovations of existing buildings if focused on systems upgrades (not reconfiguration of space). Other third-party sustainability certifications may be considered for projects with severe budgetary constraints, with specific functional uses, and/or a calculated low ROI. Such projects may follow a lower level of certification, or in some cases, no certification (based on size ranges above).

For information about green buildings at PCC, please contact the sustainability office at: sustainability@pcc.edu.

Furniture, Fixtures and Equipment - (7100) & Minor Equipment (3250)

Furniture and Furnishings

For assistance with your furniture purchase, please contact [FMS Planning, Design and Construction](#).

Furniture

Resources: [City of San Francisco Purchasing Guide](#)

When purchasing furniture, PCC and Facilities Management Services employees give preference to furniture that contains recycled content or sustainably harvested bio-based materials; is made from 100% Forest Stewardship Council-certified wood; is refurbished, is Cradle to Cradle certified, and/or is sourced (extracted, manufactured, and purchased) within 100 miles of the campus. FMS also frequently repurposes and reuses furniture on campus through our surplus program. If you are interested in a surplus property item, please email stores@pcc.edu.

FMS specifies flame retardant-free furnishings (where feasible) in new construction and remodels and applies. FMS staff considers the entire life cycle of the product, from materials to disposal.

Furnishings

Resources

- [ANSI/Business and Institutional Furniture Manufacturer's Association \(BIFMA\) Standard M7.1](#)
- [State of California' ANSI/Business and Institutional Furniture Manufacturer's Association \(BIFMA\) Standard M7.1s Proposition 65 List](#)
- [Healthier Hospitals List for Furniture and Materials](#)
- [Living Building Challenge Red List](#)
- [Oregon Environmental Council's Healthier Buildings 13Guide\)](#)
- [Indoor airPLUS Construction Standards for Homes \(USEPA\)](#)
- [Global Organic Latex Standard certified \(GOLS\)](#)
- [Oeko-tex](#)
- [European Naturtextil IVN certification](#)

PCC's sustainability strategy for sustainable purchasing includes design considerations that use recycled materials in the manufacturing process, purchasing products that can be disassembled and recycled after their useful life, and purchasing products that contain materials without toxins or emissions. Sustainable furniture design is a closed-loop cycle in which materials and products are perpetually recycled so as to avoid disposal in landfills. Materials from FSC-certified sustainable forests, have low toxic material levels, locally manufactured and are durable enough to last.

PCC is working to reduce the number of toxic chemicals used in the furniture products we buy. Other considerations include the materials, the sourcing of materials, production methods, finishes, life cycle impacts, and product emissions.

Materials: low or no environmental impact in terms of sourcing (are the raw materials renewable, recyclable, nontoxic? Does their processing create toxic pollution? Have they been 3rd party certified?)

Production methods: small carbon footprint, positive or neutral social impact (fair trade, fair made)

Finishes: low or nontoxic ingredients, minimal or no off-gassing of harmful fumes (avoid any Halogenated and Organophosphate Flame Retardants, Perfluorochemicals, Chlorinated Compounds, Volatile Organic Compounds, Phthalates, and Heavy Metals).

Life cycle: product's impact from cradle to grave, end of life—is it reusable, recyclable, biodegradable? Locally sourced? Is the design enduring? Are the materials and construction durable?

Emissions requirements for office furniture and seating: The minimum requirement is determined by the applicable standard, such as ANSI/Business and Institutional Furniture Manufacturer's Association (BIFMA) Standard M7.1). Indoor airPLUS Construction Specifications for homes.

In pursuing the goals of these standards PCC shall

- Reduce the number of toxic chemicals used in furniture products, like those identified in the ANSI/Business and Institutional Furniture Manufacturer's Association (BIFMA) Standard M7.1, the State of California' ANSI/Business and Institutional Furniture Manufacturer's Association (BIFMA) Standard M7.1s Proposition 65 List, the Living Building Challenge Red List, and other relevant lists of chemicals of high concern
- Utilize the Flame Retardants in Furniture Vendor Letter with furniture purchases. (see Materials Related to Furnishings)

Cushions

- In cushions, exclude inner cushion materials made of polyurethane foam, a plastic polymer containing the toxic chemicals methyloxirane (aka propylene oxide) and toluene, both carcinogenic.
- Exclude Soy-based foam, as it typically only contains a maximum of 20% soy, the rest being polyurethane. Soy is also problematic due to pesticide use, genetically modified crops, appropriation of food stocks and deforestation.
- Opt for a natural rubber foam cushion, known as natural latex, a renewable, sustainable resource harvested from the rubber tree. Ask for Dunlop latex to assure there are no synthetic chemicals added. Global Organic Latex Standard certified (GOLS) may be the cleanest option.

Coils

Coils can be made of recycled metal. Batting or padding can include wool, coconut fiber (aka coir), kapok, bamboo, or cotton (preferably organic). Down has ethical issues around production in terms of animal welfare and lack of regulations.

Fabric

Select natural fabrics like organic cotton or linen, and avoid synthetics like petroleum-based polyester, unless it's made from recycled bottles or fiber. Exclude vinyl (PVC), which is produced with highly toxic dioxin. Select untreated fabrics, since stain and fire resistant chemicals are linked to a slew of health and environmental risks. They can cause fatal hyperthyroidism in cats, cancer in humans, and are toxic to other life forms when they enter the environment. By seeking out GOTS or Oeko-Tex certified fabrics, you can avoid these toxic culprits and negative social impacts too. Better yet, choose Cradle to Cradle (C2C) Certified, a complete life cycle standard requiring fabrics to be upcyclable to another use.

Leather

Leather is a very durable upholstery material. Most leather production employs chromium and other toxic chemicals in the tanning and dyeing processes, and often uses child labor. Vegetable tanned, chromium-free leathers are preferable, but be prepared to deal with stiffer leather that needs to be broken in. There are also eco certifications for leather, like Oeko-tex's or the European Naturtextil IVN certification, assuring low impact production and protection of workers' health.

Frames - Forest Stewardship Council certified (FSC), reclaimed or salvaged wood; or recycled steel. Frames should be designed for longevity, and ideally, to be easily disassembled for recycling.

Paint: Purchasing Interior/Exterior Architectural Paint Products.

All facilities painting should be coordinated through FMS Planning, Design and Construction. FMS works to use low-VOC (volatile organic chemical) paints that comply with the current standards set forth by the California South Coast Air Quality Management rule 1113 for Architectural coatings. FMS also gives preference to recycled and/or re-blended latex paints with low-VOC properties.

Questions regarding any old or unused paint should be directed to Environmental Health & Safety.

Appliances and Minor Equipment

When constructing new buildings, PCC specifies appliances that are Energy Star compliant. Energy star ratings are given for both residential and commercial grade equipment and cover items like refrigerators, ovens, air conditioning units, televisions, etc. Replacement equipment should also score well with energy star ratings.

The Facilities Management Services Grounds & Maintenance Division gives preference to electric and low-carbon equipment over more energy and environmental intensive options where practicable.

Lamps

Resources: City of San Francisco LED Bulb Standards

Facilities Management Services gives preferences for energy efficient and mercury free lighting including indoor and outdoor fixtures as well as portable and hard-wired fixtures. Low-emitting

diode lighting (LED) should be the first option at retrofitting and purchasing new units for replacement. If you need assistance with task lighting, please contact FMS Planning, Design and Construction.

When mercury-containing lamps are required, Facilities Management Services purchases lamps containing less than 70 picograms of mercury per lumen-hour unless nothing meeting this standard is available. Removal and retrofitting to reduce high-mercury lamps; transition to newer technology (LED) shall be practiced for all renovations. Management of any mercury containing lamps should involve Environmental Health & Safety.

Water Fixtures

All irrigation controllers and sprinkler heads are USEPA WaterSense water sense labeled products.

When purchasing plumbing fixtures—including toilets, urinals, showerheads, and faucets—Facilities Management Services employees give preference to EPA WaterSense labeled products. The maintenance team at FMS has installed low flow aerators on our bathroom and break area faucets. We have either metering faucets (which are the spring loaded handles that limit the water being used) or we are using sensor operated faucets to help cut down on wasted on water. Many toilets have dual flush handles. In addition, the college has installed low flow parts in urinals and toilets.

Before you make a new purchase, consider the following:

Is this item already at the college?

Central Distribution Services serves as a hub for retaining still usable goods and disposing of unneeded, but sellable surplus property. They receive a wide variety of surplus items during office cleanouts and remodels, which can be reused by the college or, when no longer useful sold, recycled, or otherwise disposed of. They often have chairs, filing cabinets, and office supplies, but sometimes have other types of items. Email stores@pcc.edu to put in a request.

PCC staff and faculty share use a google group to share opportunities for free-stuff. The items on here range from food grade containers to printer ink.

Am I the right person/department to be making this purchase?

Several of PCC's employees make frequent, high volume purchases on behalf of the college and are experts in buying certain types of products. They consider the total cost of ownership and are frequently able to get discounts using bulk buying power or through the use of large contracts.

See also Best Practices for Category Specific Sustainable Responsible Purchasing - Specs

What are the total costs of ownership?

Purchase products and services based on long-term environmental and operating costs, and find ways to include environmental and social costs in short-term prices. Compare the total cost of ownership when evaluating the cost of goods and services for the selection of suppliers. The total cost of ownership should include the initial purchase price and all other initial costs, including installation, freight, taxes and fees where applicable, operating and energy costs, maintenance cost, warranty cost, collection, and end-of-life disposal or recycling costs. These costs are often not considered when purchasing an item, but still paid by the college until after disposal.

The principle of Best Value enables the College to take into account criteria that reflect qualitative, technical, and sustainable aspects of the purchase as well as price when reaching an award decision.

What will happen to this product at the end of its life cycle?

Products vary vastly as to their ability to be recycled. The more easily a product can be broken down into its component parts, the more likely it is to be able to be recycled. But not all materials have great resale or reuse value. Metals tend to have the highest resale and reuse value, followed by glass and wood. Plastics have the least, as they can only be reformed into weaker plastics. Many of the landfills that we send our waste to from the Portland area have some form of methane recovery and electrical generation, but some are cleaner than others.

See also: Surplus Property and Product End of Life

What's a consumer conscious or ecolabel?

Consumer conscious labels represent a declaration that a product is sustainable in some way. Many companies self-declare their products; to avoid greenwashed products (products making unsubstantiated environmental claims), rely only on ecolabels that are third-party verified by an independent group. Ecolabels refer mainly to the environmental impacts of products, although many include other social considerations as well (e.g. ensuring no child labor, living wages, and workforce reentry programs). In general, consumer conscious labels go above and beyond standard government regulations and represent a conscientious effort to hold the organization to a high standard of excellence.

Consumer conscious labels may measure just one or more of the following:

- Overall company practices and procedures
- An individual characteristic of a product (e.g. recycled content or sweatshop free)
- An aspect of production (e.g. made with 100% renewable energy)
- Achievement of a particular standard (e.g. PCC is Bee Campus Friendly and Tree Campus USA)
- Achievement of multiple standards (e.g. PCC is rated Silver in the Sustainability Tracking and Reporting System)

Some notable consumer conscious labels include:





Definitions

Contractor: Any person, group of persons, consultant, association, partnership, corporation, or other business entity that has a contract with PCC (including suppliers) or serves in a subcontracting capacity with an entity having a contract with PCC for the provision of goods or services.

Energy Star® compliant products mean products that meet or exceed the U.S. Environmental Protection Agency's (EPA) Energy Star® criteria for energy efficiency. Energy Star: A U.S. Environmental Protection Agency (EPA) voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency. Environmental footprint: the area of productive land and water ecosystems required to produce the resources that one consumes and assimilate the wastes that the he/she produces.

EPEAT: Electronic Product Environmental Assessment Tool: An environmental certification for electronic equipment, commonly computers, developed by the Environmental Protection Agency and maintained by the Green Electronics Council.

Environmentally preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

Life cycle analysis means the comprehensive examination of a product's environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal.

Life cycle cost assessment: The comprehensive accounting of the total cost of ownership, including the initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

Post-consumer material: A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Post-Consumer Material is a part of the broader category of Recovered Material.

Post-consumer waste means a finished material that would normally be disposed of as solid waste, having completed its life cycle as a consumer item. "Post-consumer waste" does not include manufacturing waste.

Practicable: Satisfactory in performance and available at a fair and reasonable price.

Procurement means the act of acquiring goods or services on behalf of the College through a variety of methods including purchase order, procurement card or written contract.

Recovered material: Waste material and by-products which have been recovered or diverted from solid waste and includes both Post-Consumer Material and manufacturing or PreConsumer Material. Also known as recycled material, recovered, or recycled content.

Recyclable for the purposes of this policy means that the good can actually be recycled in practice by PCC and its contractors, not just in theory.

Recycled material means any material that would otherwise be a useless, unwanted or discarded material except for the fact that the material still has useful physical or chemical properties after serving a specific purpose and can, therefore, be reused or recycled.

Recyclable product means a product that, after its intended end use, can demonstrably be diverted from the solid waste stream for use as a raw material in the manufacture of another product, preferably higher value uses.

Recycled paper means a paper product with not less than:

- A. Fifty percent of its fiber weight consisting of secondary waste materials; or
- B. Twenty-five percent of its fiber weight consists of post-consumer waste.

Reusable product means a product, such as a washable food or beverage container or a refillable ballpoint pen, that can be used several times for an intended use before being discarded.

Secondary waste materials means fragments of products or finished products of a manufacturing process that has converted a virgin resource into a commodity of real economic value. "Secondary waste materials" includes post-consumer waste. "Secondary waste materials" does not include excess virgin resources of the manufacturing process. For paper, "secondary waste materials" does not include fibrous waste generated during the manufacturing process such as fibers recovered from waste water or trimmings of paper machine rolls, mill broke, wood slabs, chips, sawdust or other wood residue from a manufacturing process.

Sustainability department (SD): A unit within Facilities Management Services that works to ensure environmentally responsible practices are incorporated into campus operations.

Total cost of ownership: A financial determination of the total direct and indirect costs of a product or system over a set period of time.