Portland Community College

PCC's Guidelines for Socially Responsible and Sustainable Purchasing

February 2023

Introduction to PCC's Guidelines for Socially Responsible and Sustainable Purchasing & Frequently Asked Questions

Sustainably 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 and extends into buying locally. PCC takes a holistic approach that considers 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 the end of life of the product.

What is PCC's policy on socially responsible and sustainable purchasing?

PCC's Board of Directors first approved our commitment to sustainability purchasing back in 2011.

In 2020 PCC adopted its own Community College Rules of Procurement in accordance with ORS 279.A065(5)(a) and ORS 279A.070. The sustainability commitment section 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 socially responsible and sustainably responsible products?

In accordance with PCC's value statement, BP 1203, 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, BP 3551 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 ."

What does PCC 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. PCC also purchases services such as speakers, workshops and contractors.

Why does what I do matter?

PCC has considerable buying power and the college's purchases each year make up over one-third of our annual carbon footprint. Many carbon intensive product categories include supplies commonly purchased with a P-card. Due to PCC's buying power, the college can encourage market and supply trends that benefit people and the planet.

Other Considerations for Socially Responsible and Sustainable Purchasing

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 for a needed item.

PCC staff and faculty use a google group to share opportunities to swap 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.

What are the total costs of ownership?

PCC is committed to being a good steward of public funds and that includes considering the total costs of ownership. The total cost of ownership means evaluating goods and services on how much they will cost to operate, maintain and dispose of with considerations for the environmental and social costs in addition to the purchase price. The total cost of ownership should include the initial purchase price and all other 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. PCC is committed to being a good steward of public funds and that includes considering total cost of ownership.

The college is taking into account criteria that reflect the qualitative, technical and sustainable aspects of the purchase as well as price when reaching an award decision. In addition to the total cost of ownership, the College aims to make purchases that align with college values.

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 that at least some of it will be accepted by the recycling system. But not all materials have a high 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 the college sends its waste to have some form of methane recovery and/or electrical generation. However, there is no guarantee that the landfills maintain these

practices for all waste sent there. Items in landfills decay very slowly as they are often without the ingredients that would let them decompose: air and sunlight.

See also: Surplus Property and Product End of Life

Ecolabels

If a purchase is required, is there a consumer conscious label (ecolabel) for this product type?

Consumer conscious labels, also known as ecolabels, represent a declaration that a product is sustainable in some way. Many companies self-declare the sustainability of 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 one or more of the following:

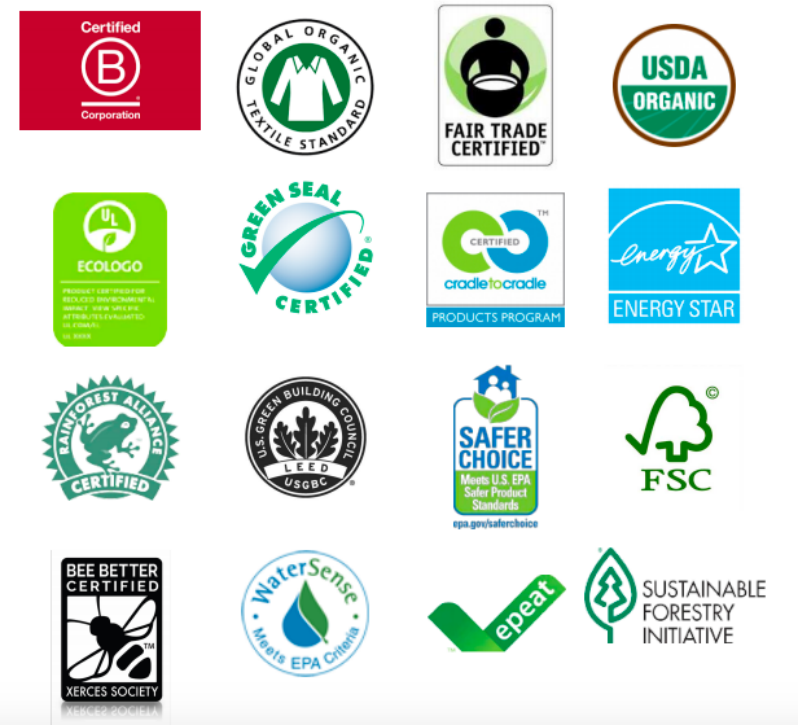
(1) Overall company practices and procedures
(2) An individual characteristic of a product (e.g. mador sweatshop free)
(3) An aspect of production (e.g. made with 100% renewable energy)
(4) Meets certification requirements (e.g. Fair Trade USA)
(5) Achievement of multiple standards (e.g. PCC is rated Silver in the Sustainability Tracking and Reporting System, PCC meets Tree Campus USA standards)

Look for these Ecolabels

Look for third-party ecolabels to help you make better purchasing choices. They cover a huge range of products.

Some of the more popular ones include (from left to right and top to bottom below): B Corporation, Global Organic Textile Standard, Fair Trade Certified, USDA Organic, Ecologo, Green Seal, Cradle to Cradle, Energy Star, Rainforest Alliance Certified, US Green Building Council, Safer Choice Forest Stewardship Council, Bee Better Certified, WaterSense, epeat and the Sustainable Forestry Initiative.

Some notable consumer conscious labels include:



Characteristics of Socially Responsible and Sustainable Goods and Services

This section is a checklist of preferences, characteristics and attributes to ensure sustainable purchase for goods and services at the college. These preferences align with PCC's sustainability policies, PCC Mission and Values and the PCC Climate Action Plan. All of the Sustainability Department's planning and policy documents can be found on the Sustainability Department's policies and plans page. This guidance is divided into sections to help you with your purchasing questions and offers detailed questions for you to think about the environmental and social impact of the goods and services you buy. These questions include reflections about how your purchase is made, how it will be maintained, what impacts it will have while being used, what the packaging is like, how it will be delivered and what kinds of certificates it might have. These questions can also help you write a request for proposal (RFP).

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

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 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
- ☐ Does a Qualified Rehabilitation Facility (QRF) provide this product or service?

Product Ownership & Operational Characteristics

- ☐ Durable, reusable, long lasting, repairable, refillable and rechargeable
- ☐ Energy efficient and/or water efficient (e.g. United States Environmental Protection Agency (USEPA) Energy Star or US EPA WaterSense)
- ☐ 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

Waste Reduction

Reduce

- ☐ Is this purchase necessary?
- ☐ Can demand for the item be aggregated amongst multiple users?
- ☐ Can a service be used to meet the need?
- ☐ 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?
- ☐ How much waste is generated by the product during its use and disposal?
- ☐ Can this waste be minimized?
- ☐ What is the cost of disposal arrangements?

Reuse

- ☐ Can a used or refurbished item meet the requirement?
- ☐ Can this product be procured through PCC's or the State of Oregon's Surplus Property Department?
- ☐ Could a lease or rental option be considered?
- ☐ Is the product durable?
- ☐ Can the product be disassembled for reconditioning and reuse?
- ☐ 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?

Recycle

- ☐ Is the item disposable or can it be recycled at the end of its life?
- ☐ Can waste be source separated on site and recycled?
- ☐ Does the supplier/manufacturer offer take-back programs for reuse or recycling? Can this reuse or recycling be verified?
- ☐ Will consumables (such as toner cartridges) be accepted for recycling?
- ☐ Where hazardous waste is involved, can a certified recycler be engaged to reclaim or recycle material?
- ☐ Is the product made from recycled materials?
- ☐ Can the product and/or its packaging be recycled at local facilities?

Operation Efficiency

- ☐ Are there options to increase the product's energy or water efficiency?
- ☐ Does the product require specialized disposal such as hazardous disposal?
- ☐ Can the product be made with less toxic ingredients/components?
- ☐ Does the product have a certification label such as Energy Star or EPEAT?

- ☐ Was a total cost of ownership or lifecycle costing analysis performed on this purchase?

Characteristics of Socially Responsible and Sustainable Goods and Services

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Office Employees

Resources: Sustainable Purchasing at PCC

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).

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.

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.

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 office supplies, look for the following qualities:

(1) Contains 30% or more post-consumer recycled content or remanufactured
(2) Made with 30% or more agricultural residues, rapidly renewable materials or bio-based alternatives
(3) Has features such as solar powering, PVC free, rechargeable, refillable, or made with rapidly renewable materials.
(4) 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™
(5) Is manufactured locally
(6) Has business offices located locally
(7) Is certified as a Minority & Women Owned Business Enterprise or Oregon Certification Office for Business Inclusion and Diversity (COBID) organization

Try to store up purchases so they can all arrive at once. Bulk ordering cuts down on transportation emissions, which helps us keep our air healthy, and reduces packaging waste. If there is uncertainty about the sustainability of a product, try an online search or contact the Sustainability Department at sustainability@pcc.edu. A little research can usually determine if it is an eco-friendly or wannabe-green product.

See also:

- Before buying, ask:
  - 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 Purchasing

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.

Try to store up 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 there is uncertainty about the sustainability of a product, try an online search or contact the Sustainability Department at sustainability@pcc.edu.

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- What will happen to this product at the end of its life cycle?
- What are the life cycle impacts?
- Principles of Sustainability Responsible Purchasing for general goods
- What's a consumer conscious or ecolabel?

Appendix - Sustainability Specifications for Waste Disposal

Refer to PCC's Waste Management Policy for additional information.

https://docs.google.com/document/d/1LlVX6irUMtFAoIcH6oNp3vHEbDppkq2O5174fYd1aDQ/edit

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P-Card Use with Online Suppliers

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Business Travel

Resources:
PCC Domestic Travel Policy.
PCC International Travel Policy
bookdifferent
Trip Zero
Veggie Hotels
Vegan Welcome
VegVisits

Appendix - Business Travel

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 a trip. Telecommunication has the lowest carbon impact (and the lowest cost) for meetings. PCC's greenhouse gas inventory tracks how much greenhouse gasses 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. PCC's greenhouse gas emissions from travel are roughly equivalent to its emissions from the natural gas used to heat and cool the college.

Ask 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.

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

Consider the 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 the expense 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 booking places that hosts either live in or only rent out when they are not home.

Sometimes traveling can pose a challenge to 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 with making sustainable seafood choices.

Dining, Catering & Events

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

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

Food Choices

The food eaten at the college has a huge impact on people and the planet and that is why PCC catering is proud to offer food choices that reflect the school's commitment to sustainability. There may be an option to include fresh produce from one of PCC's learning gardens in a meal. Speak with Dining Services to find out what is in season and to develop a special menu.

Vegetarian, vegan and gluten-free options that are good for both people and the planet are available as well, meaning everyone can have a place at the table no matter their dietary needs. Plant-based eating can be encouraged by enhancing diners' repertoire, such as adding a vegetarian side dish as a way to explore new foods. In addition, offering a salad, baked potato or burrito bar helps 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. Support Green Monday by ordering vegetarian and vegan options for catered events. Check out these tips for ordering sustainable catering.

When hosting an event, the college appreciates 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, ordering 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 ordered, especially when trying to meet multiple dietary needs.

The PCC Sustainability Department does not encourage the use of compostable plastics at events. There is no exception for plastic items labeled "compostable," "biodegradable," or "made from plants." These items cannot be composted in the region. Additionally, they can have negative environmental impacts equal to or greater than conventional plastics and are unlikely to reduce plastic pollution in the ocean. Furthermore, they post extra contamination issues in our recycling.

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

PCC Dining Services is committed to sustainability. Between 26% and 30% of the total amount Dining Services spends on food each year is spent on products that are produced, grown or manufactured within 250 miles of a PCC campus. The food eaten at the college has a huge 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 Coffee Roasters and Starbucks. Fair Trade is a third-party certification label for producers, companies, shoppers, advocates and organizations that put people and the 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:

- US Foods | Food Supplier & Distributor | Restaurant Supply
- Charlie's Produce | Fruit & Vegetable Wholesale Distribution
- Portland Coffee Roasters

In the vending machine,

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

Resources

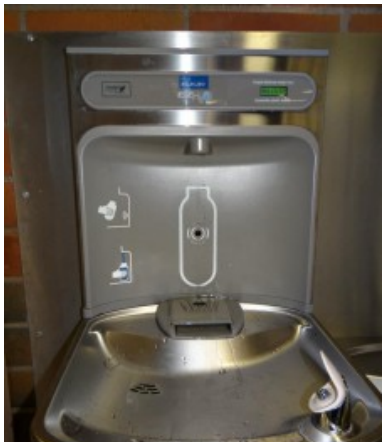
USDA Certified Organic

Fair Trade Certified

PCC Dining Services also purchases from many local companies including:

- Darigold (Seattle, WA)
- Franz Bread (Portland, OR)
- Pacific Foods
- Portland Coffee Roasters

Drinking Water



PCC has installed water bottle refilling stations across the college to promote reusable container usage. Drinking fountains with bottle refilling stations are available in the overwhelming majority of PCC facilities. This water is provided by the public water system, which is regulated by the State of Oregon and the federal government for safe

drinking water (unlike bottled tap water). The water refilling stations have collectively saved over 4 million plastic bottles from use. In addition, Dining Services is supporting efforts to phase out plastic-bottled water sales at the college by replacement with aluminum, paper boxes and/or glass containers.

For fixing any issues with a bottle refilling stations, a please create a work order using the Facilities Management Services's ReADY system.

When ordering from dining services, ask them to provide a refillable pitcher for water. Questions regarding drinking water testing should be directed to the Environmental Health & Safety manager, Cheryl Arpan x 8469, Cheryl.Arpan@pcc.edu.

Green Mondays

Eating a plant based diet cuts one's carbon footprint in half and reduces exposure to the bioaccumulation of harmful pesticides and other chemicals, which can magnify in the food web. A plant based diet is also low in saturated fat, free of cholesterol and rich in fiber, vitamins, minerals and antioxidants. And research reveals that following this type of diet will lower one's risks of heart disease. 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. However, it is recommended to offer an experience based opportunity over physical swag. Ideas include offering a pizza party, donating food to the PCC Panther Pantry in the individual's or department's name or providing tickets to a college event or local play? Would someone like a succulent instead of cut flowers?

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

When considering more durable swag, it is important to think about how it will endure in the environment. Putting more detailed research into product choice will likely yield buying a more sustainable product. 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 for branded swag, choose one that can avoid petroleum based products. The Sustainability Department uses 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 and banners 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 avoid the chemical exposure to drinking water that may happen with a plastic reusable container.

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 Department to acquire vouchers for the OZZI program.

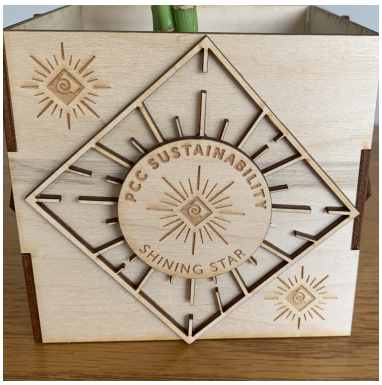
Laptop/notebook stickers and buttons also make low impact, high volume swag. For example, when buying a sticker, it would help to ask the printer about where it is made, do they offer soy-based inks and is there recycled content in the product.

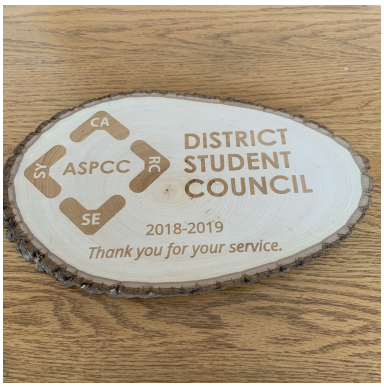
To obtain PCC Branded Swag, please work with Marketing and Communications. The Sustainability Department is also happy to share its experiences acquiring items for its own program, such as pins, bags, notebooks, straws, mugs and awards. Here are a few examples of past purchases designed and acquired 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 usable items. 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. Their 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 purchased reusable bamboo utensil sets from 4Imprint 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 Department.

PCC's Sustainability Department has worked with Eco Promotional Products to provide reusable utensils and mugs.





The Sustainability Department has also 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 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. To review the commitment, along with other best practices, please go to PCC's Energy webpage.

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 a phone will still draw power while plugged in even if there is no phone on the other end. This demonstration from the US General Services Administration shows 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 power settings for a 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 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 an intended audience and purposes. This includes consolidating office equipment such as printers, copiers and fax machines.
- 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 provides resources for greening the office setting, including purchasing. To learn more, read about PCC's sustainable purchasing operations

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 with sustainable office behaviors like printing, turning off lights and changing the power settings on a computer. In order to champion these initiatives in an 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.

Purchasing is not the only way to reduce waste at PCC; every fall, you can join the college's Ecochallenge team to help you in developing sustainable office behaviors such as printing, turning off lights and changing the power settings on a computer. Join one of the college's many green teams to champion these initiatives in an office or building or check out our website for additional resources.

Check out PCC's Sustainability Initiatives to learn more about green teams and to sign up. Please reach out to the Sustainability Department at sustainability@pcc.edu for tip sheets or stickers to post in a work area.

Green Office Supplies

Check with surplus property, stores@pcc.edu for any needed supplies and whether they are in stock already.

When shopping for office supplies, PCC employees shall purchase from Office Max 's Environmentally Preferable Shopping Cart. This shopping cart has been aligned with PCC's procurement practices and sustainability values.

Look for the following characteristics in green office supplies:

- 30% or more post-consumer recycled content,
- Remanufactured,
- Certified/verified to Forest Stewardship Council™; Green Seal™; EPA Safer Choice; ENERGY STAR®; EPEAT; USDA Organic; Rainforest Alliance™; Fair Trade™; level®; Cradle to Cradle®
- Is 100% BPI Certified

PCC does not consider compostable products "green" as they are not able to be recycled through PCC's local landfills.

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

Reuse and Repurpose

PCC recommends disposal by finding the highest and best use. The college attempts to reuse or repurpose surplus property before selling, composting, recycling or trashing it. 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. PCC's website has more information on waste, recycling and composting, as well as PCC's Solid Waste Management policy.

Composting and Recycling

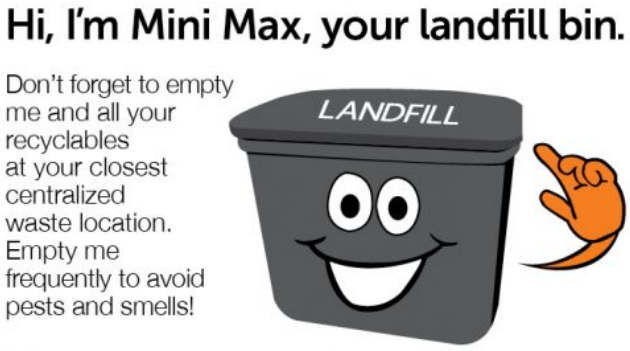
PCC handles the management and proper disposal of a wide variety of items after their useful life cycle. In the classroom, office and general areas, plastic bottles, cans, paper and glass are collected. In the kitchens, pre-consumer food waste is collected at all four campus cafeterias. Post-consumer 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 and Composting webpage to review our Solid Waste Management policy and learn more. The Recycling @ PCC Guide to determine the proper disposal of unwanted 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.

See also Surplus Property and Product End of Life. For additional information about

Deskside Trash Disposal

- PCC offers a Mini Max can instead of a desk-side trash can. Place landfill garbage into the Mini-Max and all recyclable materials into a normal desk-side recycling bin. The Mini Max can hook easily on the inside or outside of a desk-side recycling bin.



- When they are full, or need to be emptied, take them to the closes**t centralized trash and recycling area** and empty them. Custodians empty these units daily.
- **It is suggested 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.

- The custodial staff do not empty desk-side containers. Each employee is responsible for emptying their own Mini Man container.

Please visit our Waste, Recycling and Composting webpage to review our Solid Waste Management policy and learn more.

Auxiliary Services

Auxiliary Services shall have responsibility for purchasing printer paper and paper related (e.g. copiers, printers, scanners, fax machines, etc.) equipment. The use of individual printers is not allowed unless the user is working with highly confidential or proprietary information or has a highly specialized need (e.g. plotters, CAD printers, 3-D printers etc.). In addition, there is a preference for Energy Star qualified or EPEAT registered paper related equipment.

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 prefers 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 USEPA 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 and Maintenance considers fuel it uses in all grounds activities. They work 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 strives to have a diesel fleet that utilizes a B20 blend of biodiesel and/or renewable diesel. PCC may also make the switch over to ultra-low sulfur diesel (ULSD) in advance of the national requirement for on-road equipment. Parking & Transportation also prefers biodiesel and renewable diesel when available. For information regarding purchasing new fleet vehicles, please get in touch with Central Distribution Services.

Chemical Acquisition

Chemicals are in use at the college for a variety of reasons including academic use, operational processes, disinfecting/sanitizing and pest management. The Sustainability Department and Environmental Health and Safety Department frequently collaborate to ensure that PCC's acquisition, use and disposal of chemicals are safe, responsible, meet regulatory requirements and are ecologically responsible.

All chemical acquisitions must be made following the procedures outlined in PCC's Hazard Communication Plan (EH&S H&SM Ch 8).

Any chemicals with the following classifications require additional vetting at PCC per the Hazard Communication Plan; acute toxicities, germ cell mutagenicity, reproductive hazard, and/or carcinogenic by the GHS / SDS Employees shall solicit information and guidance from theEnvironmental Health and Safety Department to determine the additional approval steps for purchasing, transportation, receipt, handling, storage and disposal of any chemicals with one or more of these hazards.

Integrated Pest Management

PCC limits use of pesticides in accordance with the college's Integrated Pest Management Plan and in alignment with Oregon's School Integrated Pest Management Law, (Oregon Revised Statutes Chapter 634.700–634.750). The college has a adopted a list of low-impact pesticides that cannot have any of the following:

> (A) Contain a pesticide product or active ingredient that has the signal words "Warning" or "Danger" on the label;
>
> (B) Contain a pesticide product classified as a human carcinogen or probable human

carcinogen under the United States Environmental Protection Agency (EPA) 1986 Guidelines for Carcinogen Risk Assessment; or

(C) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the EPA 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

Grounds & Landscaping

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

Resources:
EPA's Comprehensive Procurement Guide : Landscaping Products

Standards

Relevant certifications include Tree Campus USA, Bee Campus USA. For PCC specific sustainability policies, plans guides and procedures include please visit our Sustainability Guidance page.

Mandates

(1) City of Portland Tree Policy (Portland Parks and Recreation Urban Forestry Tree Planting Standards)
(2) City of Portland Stormwater Requirements
(3) State of Oregon IPM in Schools Requirement
(4) Oregon Low Impact Pesticide List (May 2018)
(5) 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 noxious 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; the entire campus is used for plant identification. There are currently Learning Gardens at the Southeast Campus, Cascade Campus, Newberg Center, Rock Creek Campus and Sylvania Campus with maps of food forests at the Southeast Campus and Rock Creek Campus. None of these food producing areas are treated with pesticides. The entire district is managed under an integrated pest management plan.

It is estimated that the U.S.water-related energy use is at least 521 million MWh a year—equivalent to 13% of the nation's electricity consumption. The carbon footprint of our water use is likely growing for several reasons. Climate change is predicted to have numerous adverse effects on freshwater resources, rendering many available water supplies far less reliable. With water demand growing and many local, low-energy supplies already tapped, water providers are increasingly looking to more remote or alternative water sources that often carry a far greater energy and carbon cost than existing supplies. Furthermore, the adoption of higher water treatment standards at the state and federal levels will increase the energy and carbon costs of treating our water and wastewater.

Green Cleaning Products & Sanitary Paper Products

Resources and Standards

(1) PCC's Green Cleaning Plan

(2) ECOLOGO Product Certification
(3) 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.

Green Seal and Ecologo Cleaning Supplies.
In addition, paper products should be composed of I00% recycled content (including post-consumer waste) and be of sufficient quality to maintain tenant comfort. All disposable custodial paper products and trash bags meet the minimum requirements of the U.S. EPA's Comprehensive Procurement Guidelines. Hand soaps are green Seal Certified.

For further details, please consult PCC's Green Cleaning Plan.

Green Buildings

New construction and major renovation 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:

(1) Location & transportation
(2) Sustainable sites
(3) Water efficiency
(4) Energy & atmosphere
(5) Materials & resource
(6) Indoor environmental quality
(7) Innovation
(8) Regional priority
(9) 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 Certification[1] 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)

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

The design team is to provide recommendations on utilizing supplementary cementitious materials (fly ash or slag) to replace Portland cement at the highest rate that is structurally feasible. In addition, consider options for using recycled aggregate. Mix design to be submitted to the PCC Project manager and the Sustainability Department for review. Refer to PCC Design & Construction Standards (Division 3 - Concrete) within PCC's for further information about sustainability requirements.

For assistance with a furniture purchase, please contact FMS Planning, Design and Construction.

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

Furniture, Finishings and Site Furnishings

Furniture

Resources: City of San Francisco Purchasing Guide

[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).*

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. For assistance with getting 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.

Finishings and Exterior Furniture

In general, adhesives, sealants, paints and coatings shall comply with low-VOC and low-emitting requirements. Paints, Flooring, Composite Wood, Gypsum Board, Acoustic Ceiling Tile, Thermal Insulation and Acoustic Insulation shall comply with CDPH Standard Method v1.2 emissions testing standards. Paints, Flooring, Composite Wood, Walls, Ceilings and Insulation shall comply with emissions testing standards.

For all projects, all wood should be priced as FSC certified in order to analyze cost impacts of FSC wood procurement. FSC wood procurement will be analyzed for each project, with a preference for at least 50% FSC wood

Exterior Landfill, Recycling Receptacles and Recycling and Garbage Enclosures

Where requested by PCC, a single combination landfill and recycling receptacle shall be used.

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 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, purchasing products that contain materials without toxins or make fewer greenhouse gas emissions in the manufacturing process. Sustainable furniture design is a closed-loop cycle in which materials and products are perpetually recycled so as to avoid disposal in landfills.

Wood certified by the Forest Stewardship Council (FSC), a non-profit organization dedicated to responsible management of the world's forest via timber certification, has low toxic material levels, is locally manufactured and is durable enough to last. For all projects, all wood should be priced as FSC certified to analyze cost impacts of FSC wood procurement. FSC wood procurement will be analyzed for each project, with a preference for at least 50% FSC wood. Refer to PCC Design & Construction Standards (Division 12 - Interior Furnishings) for further information about sustainability requirements.

PCC is working to reduce the number of toxic chemicals used in the furniture products we buy. PCC looks at the materials, the sourcing of materials, production methods, finishes, life cycle impacts and product emissions. Adhesives, sealants, paints and coatings shall comply with low-VOC and low emitting standards in specification section 01 81 13 Sustainable Design Requirements. Refer to PCC Design & Construction Standards (Division 12 - Interior Furnishings) within PCC's for further information about sustainability requirements.

Here are some things PCC takes into account when choosing furniture products.

Materials: In addition to being durable, the ideal product should have little to 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: Ideal products have a small carbon footprint and that have a positive or neutral social impact (fair trade, fair made)

Finishes: The ideal product uses low or nontoxic ingredients and has minimal or no off-gassing of harmful fumes (avoids any Halogenated and Organophosphate Flame Retardants, Perflourochemicals, Chlorinated Compounds, Volatile Organic Compounds, Phthalates and Heavy Metals).

Life cycle: The ideal product's impact from cradle to grave, end of life is zero. Is the product 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.

Cushions

- Typically, most commercial furniture uses polyurethane foam due its better loft quality.
- Be on the lookout for opportunities to exclude inner cushion materials made of polyurethane foam, because it is a plastic polymer containing the toxic chemicals methyloxirane (aka propylene oxide) and toluene, both carcinogenic.
- Avoid soy-based foam, as it typically only contains a maximum of 20% soy (the remainder is polyurethane). Soy based foam is also problematic for the environment due to pesticide use, genetically modified crops, appropriation of food stocks and deforestation.
- Natural rubber, known as natural latex, a renewable, sustainable resource harvested from the rubber tree may become commercially available. If so, 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.

Upholstery

Upholstery fabric should be solution dyed, nylon, polyester, blends with rayon or acrylic with a minimum double rub durability rating of 100,000. PCC prefers pre and post consumer content in the fabric. Where available, choose Cradle to Cradle (C2C) Certified, a complete life cycle standard requiring fabrics to be upcyclable to another use. Avoid synthetics like petroleum-based polyester, unless it's made from recycled bottles or fiber. Avoid vinyl (PVC), which is produced with highly toxic dioxin.

Leather is a very durable upholstery material; however college does not use it for reasons of expense and lasting durability. Seating in public areas should use a non-woven, coated, wipeable fabric (polyurethane can flake). A polyurethane with polycarbonate content or a silicone product can be a more sustainable option, e.g. sileather/silica. In addition to concerns about animal welfare, most leather production employs chromium and other toxic chemicals in the tanning and dying processes and often uses child labor. If the college chooses to use leather, 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 or the European Naturtextil IVN certification, assuring low impact production and protection of workers' health.

In addition to thinking about the material options, consider how the material will be cleaned, delivered and the values of the company offering the contract. How local are they? How big? Who owns it (e.g. minority, woman, veteran owned)? Do they purchase green energy? Are there published labor and human rights standards that clothing suppliers must meet. Consider adding a stated preference for organic, bio-based, or recycled content textiles.

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.

Gypsum Board / Drywall

All gypsum board to be Greenguard Gold certified.

Acoustic Ceiling Panels

All ACT to be Greenguard Gold certified.

Flooring-Carpet

All carpet tile to be CRI Green label plus.
Adhesive: low-VOC per specification section 01 81 13 Sustainable Design Requirements.

Resilient Flooring

All resilient flooring should be FloorScore certified or compliant with emissions testing standards per specification section 01 81 13 Sustainable Design Requirements.

Refer to PCC Design & Construction Standards (Division 9 - Finishings) within PCC's for further information about sustainability requirements.

Masonry

Refer to PCC Design & Construction Standards (Division 4 - Masonry) within PCC's for further information about sustainability requirements.

Metals

A goal is to use steel with 80% recycled content. Refer to PCC Design & Construction Standards (Division 5 - Metals) within PCC's for further information about sustainability requirements.

Paint: Purchasing Interior/Exterior Architectural Paint Products.

All facilities painting should be coordinated through Facilities Management Services Project Development 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. General Paint and Primer to be Greenguard Gold Certified and low or no VOC. Refer to PCC's Design & Construction Standards (Division 9 - Finishes) within PCC's for further information about sustainability requirements.

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.

See also, Computers and Monitors and other Technology.

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.For 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.

Use LED lighting fixtures that have independently replaceable LED lamp modules. Also, lighting in the entries should use lamp technology that is compatible with daylighting controls. Refer to PCC Design & Construction Standards (Division 26 - Lighting) within PCC's for further information about sustainability requirements.

Water Fixtures

All irrigation controllers and sprinkler heads are US EPA WaterSense water sense labeled products. When purchasing plumbing fixtures–including toilets, urinals, showerheads and faucets–Facilities Management Services employees give preference to US EPA WaterSense labeled products. Provide commercial grade low flow, US EPA WaterSense fixtures as described in the PCC Design & Construction Standards . The maintenance team at FMS has installed low flow aerators on our bathroom and break area faucets. FMS has also installed low flush parts in toilets and urinals, which reduces the number of gallons per flush. There are either metering faucets (which are the spring loaded handles that limit the water being used) or sensor operated faucets to help cut down on wasted water. In addition, the college has installed low flow parts in urinals and toilets. Refer to PCC Design & Construction Standards (Division 22 - Plumbing) within PCC's for further information about sustainability requirements.b

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 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.

Pre-consumer waste means a material that was discarded before it was ready for consumer use. Pre-consumer waste is the reintroduction of manufacturing scrap (such as trimmings from paper production, defective aluminum cans, etc.) back into the manufacturing process. Pre-consumer waste is commonly used in manufacturing industries and is often not considered recycling in the traditional sense.

Post-consumer material means 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 (such as food waste from plate scrapings). 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 guidance, recyclable means that the goods 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.