UNIVERSITY
OF
CALIFORNIA

Sustainable Procurement Guidelines

Table of Contents

1. Glossary

All definitions below are adopted from the UC [Sustainable Practices Policy](), [BUS-43]() or [UC's Electronic Commerce Appendix](), unless otherwise noted. For additional procurement policies, procedures and definitions, refer to [BUS-43]().

Addressable Spend: Spend that can be impacted through sourcing activities. For the purposes of this policy, addressable spend relates to the spend within a specific product or service category.

Best Value: The most advantageous balance of price, quality, service, performance, and other elements as defined by the University, achieved through methods in accordance with Public Contract Code Section 10507.8 and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, required services, and the reduction of overall operating costs included in the proposal.

Campus Locations: Includes all University of California institutions of higher education (academic campuses) and related facilities.

Catalog: Refers to the list of detailed product information, agreement pricing, manufacturer part numbers and/or service descriptions relating to the Goods and/or Services to be offered either as a Punch-out Catalog, a Hosted Catalog or in a combination. See definitions for Hosted Catalog and Punch-out Catalog for more information.

Commodity Manager: A manager or buyer assigned responsibility on a University-wide basis for coordinating standards and specification development covering specific commodities, or groups of commodities. A Commodity Manager develops a commodity strategy and leads a team with representation from Locations on the development of the initiative plan, the research for developing product specifications, creation of the Request for Proposal documents, and then leads the team through the bidding and award processes. The Commodity Manager at the Office of the President also manages the resulting Systemwide agreement(s) on an ongoing basis.

[Procurement] Contract: A fully executed (signed by both parties) legally binding agreement for the procurement of goods and/or services by the University that defines performance standards, scope of work, and complex terms associated with the purchase of a good or service.

Criteria: Element(s) included in the qualitative and price/cost factors for bid evaluation.

Economic and Community Impact (ECI) Spend: spend on products or services supplied by a business holding one of the UC-recognized designations listed in the UC Sustainable Procurement Guidelines.

Environmentally Preferable: Designation for those products whose manufacture, use, and disposal results in relatively less environmental harm than comparable products. This definition is provided for clarification within the Guidelines and is not defined within other UC policy.

eProcurement: eProcurement and eCommerce are used interchangeably to mean UC's electronic web-based purchasing and catalog systems. Each campus has a branded eProcurement site.

Expanded Polystyrene (EPS): As defined by the City of San Francisco, blown polystyrene and expanded and extruded foams which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including but not limited to, fusion of polymer spheres (expanded bead polystyrene), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene).

Full Time Equivalent (FTE): A full-time equivalent employee is the hours worked by one employee on a full-time basis and can be used to convert the hours worked by several part-time employees into the

hours worked by full-time employees. A full-time employee is assumed to work 40 hours in a standard week.

Health Locations: Includes all University of California academic health centers, health systems, non-hospital clinics, and other related facilities owned by those entities. This policy also applies to leased facilities, where feasible to the extent of operational control and data accessibility.

Hosted Catalog: A Catalog that is a properly formatted computer file supplied to UC campuses through the campuses' respective eProcurement systems.

LEED™: Leadership in Energy and Environmental Design. LEED is a registered trademark of the U.S. Green Building Council (USGBC). This trademark applies to all occurrences of LEED in this document. LEED is a green building rating system developed and administered by the non-profit U.S. Green Building Council. The four levels of LEED certification, from lowest to highest, are Certified, Silver, Gold, and Platinum. LEED has several rating systems. The UC Sustainable Practices Policy refers to the following rating systems:

> **LEED for Interior Design and Construction (LEED-ID+C)** for renovation projects;

> **LEED for Building Operations and Maintenance (LEED-O+M)** for the ongoing operational and maintenance practices in buildings; and,

> **LEED for Building Design and Construction (LEED-BD+C)** for new buildings and major renovations of existing buildings.

Locations: University of California's Campus Locations, Health Locations, Division of Agriculture and Natural Resources (ANR), and the UC Office of the President (UCOP).

Packaging Foam: Any open or closed cell, solidified, polymeric foam used for cushioning or packaging, including but not limited to: Ethylene-vinyl acetate (EVA) foam, Low-density polyethylene (LDPE) foam, Polychloroprene foam (Neoprene), Polypropylene (PP) foam, Polystyrene (PS) foam (including expanded polystyrene (EPS), extruded polystyrene foam (XPS) and polystyrene paper (PSP)), Polyurethane (PU) foams, Polyethylene foams, Polyvinyl chloride (PVC) foam, and Microcellular foam. Not included are easily biodegradable, plant-based foams such as those derived from corn or mushrooms.

Policy Exception Authority: The responsible authority for granting exceptions to items III.G.5.a. and V.G.7. in the Sustainable Procurement sections of the UC Sustainable Practices Policy will be the Chief Procurement Officer for a non-UC Health Systemwide or Office of the President contract; the AVP, UC Health Procurement for a UC Health Systemwide contract; and otherwise the Procurement/Supply Chain Director of the campus, medical center, or Laboratory. This definition is provided for clarification within the Guidelines and adapted from the definition in [BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management](#).

Preferred Level Green Spend: Spend on products meeting the UC Preferred Level of environmental sustainability criteria as laid out in the Product Category Guidance section of the UC Sustainable Procurement Guidelines.

Punch-Out Catalog: A Catalog hosted by a Supplier on its Supplier Site. Users may access this Punch-out Catalog via an Internet link provided by Supplier to UC that redirects a User from the campus' eProcurement system to the Supplier Site. Supplier Site means an internet site operated and maintained by Supplier that has been made subject to the UC Electronic Commerce Appendix.

Required Level Green Spend: Spend on products meeting the UC minimum Required Level of environmental sustainability criteria as laid out in the Product Category Guidance section of the UC Sustainable Procurement Guidelines.

Specifications: These should contain descriptions which are adequate to obtain competition, will insure responsive quotations, will provide the same information to all competing suppliers and, to the fullest extent practicable, do not favor one brand, trade name, article, manufacturer, or supplier over others.

Supplier: A Supplier is a service provider, contractor, vendor or other entity entering into a contract or subcontract directly or indirectly with UC.

Sustainable Practices Policy: Refers to the University of California Sustainable Practices Policy, governed by the UC Sustainability Steering Committee. This definition is provided for clarification within the Guidelines and is not defined within other UC policy.

Sustainable Procurement: [Modified from the UK Government's Sustainable Procurement Task Force (2012)] Purchasing that takes into account the economic, environmental and socially responsible requirements of an entity's spending. Sustainable Procurement allows organizations to procure their goods and services in a way that achieves value for money on a whole-life basis in terms of generating benefits not only to the organization, but also to society and the economy, while remaining within the carrying capacity of the environment.

Sustainable Procurement Working Group (SPWG): The working group charged with improving the integration of sustainable principles and practices into UC procurement. The SPWG recommends changes to this document for review by the UC Procurement Leadership Council, and recommends changes to the UC Sustainable Practices Policy for review by both the UC Procurement Leadership Council and UC Sustainability Steering Committee. This definition is provided for clarification within the Guidelines and is not defined within the UC Sustainable Practices Policy.

Total Cost of Ownership (TCO): An analysis of cost that considers not only purchase price, but also any costs associated with the acquisition, use, and disposal of the product. These costs may include some or all of the following: freight, taxes and fees, installation, operation/energy use, maintenance, warranty, collection, end-of-life disposal or recycling, as well as social or environmental costs, such as the cost of purchasing pollution offsets or monitoring labor practices.

UC Procurement Leadership Council (PLC): The Procurement Leadership Council is a shared governance body composed of 11 voting members (the Systemwide CPO and the 10 Campus CPO/Procurement Directors) and 3 non-voting members from the Systemwide procurement function (Strategic Sourcing, Analytics & Systems, and the Program Management Office/Chief of Staff). The PLC exists to continuously improve UC supply chains through innovation and collaboration.

UC Sustainability Steering Committee: The UC system wide committee charged with overseeing updates to and progress against the UC Sustainable Practices Policy. This definition is provided for clarification within the Guidelines and is not defined within the UC policy.

2. Introduction

The University of California (UC)'s Sustainable Procurement Guidelines ("Guidelines") lay out the minimum sustainability requirements for products and services purchased by UC Locations and identify those product attributes that are strongly preferred, if not mandatory.

The UC's Sustainable Procurement Guidelines act as a companion to the Sustainable Procurement Policy and Procedure Sections of the [UC Sustainable Practices Policy](#).

In general terms, the UC Sustainable Practices Policy outlines the University's targets for sustainable procurement as well as requirements for UC sustainable procurement practices, that is, the activities of UC buyers as they relate to sustainable procurement. This Guidelines document outlines what the UC considers to be sustainable at the product, product category, service or industry level.

The UC Sustainable Practices Policy prioritizes waste reduction in the following order: reduce, reuse, and then recycle. Accordingly, sustainable procurement should look to reduce unnecessary purchasing first, then prioritize purchase of surplus or multiple use products, before looking at recyclable, compostable, or otherwise sustainable products.

3. Document Guide

These Guidelines are intended to be used by the following parties, for the following purposes:

1. UC Office of the President Strategic Sourcing Centers of Excellence (i.e. commodity managers) and UC Campus Procurement Services and Supply Chain Management Departments (i.e. commodity managers, buyers).

    a. To educate personnel purchasing on behalf of the University on Required and Preferred environmental (Green) and Economic and Community Impact (ECI) sustainability criteria to be included in bid specifications and reporting.

    b. To negotiate better pricing for products and services meeting the criteria described throughout these Guidelines and the Sustainable Practices Policy over traditional products and services, where opportunities exist.

    c. To develop language and bid specifications stating that product and service offerings meeting the criteria described in these Guidelines will be required where they exist.

2. Department Level Buyers

    a. To educate personnel purchasing on behalf of the University on Green and ECI sustainability criteria when making purchasing decisions.

4. Green Spend Overview

Required Level Green Spend is defined as spend on products meeting the UC minimum Required Level of environmental sustainability criteria as outlined in the Product Category Guidance section.

Preferred Level Green Spend is defined as spend on products meeting the UC Preferred Level of environmental sustainability criteria as outlined in the Product Category Guidance section. The percentage of Preferred Level Green Spend is calculated using the following methodology, for a given product category over a particular period of time:

$$\left(\frac{\text{Total spend on items meeting Preferred Level criteria in a given product category}}{\text{Total Addressable Spend in a given category}}\right) \times 100$$

For example, the percent Green Spend calculation for EPEAT®-eligible electronics for Fiscal Year 16/17 is:

$$\left(\frac{\text{Total spend on EPEAT® Gold registered electronics during FY 16/17}}{\text{Total spend on EPEAT®-eligible electronics categories during FY 16/17}} \right) \times 100$$

In addition to the above calculations, Locations may also calculate the "Dollar not Spent" to add to their overall Green Spend percentage. Please note that calculating the "Dollar not Spent" for an individual Location is optional and not required as part of a Location's annual Green Spend reporting. Please see Appendices – The "Dollar not Spent" and Green Spend to find more information on the various allowable methodologies to calculate the "Dollar not Spent."

Category Criteria

The following pages outline the environmental sustainability criteria the University uses to define a given product category as environmentally preferable for purposes of identifying products in Hosted and Punch-out Catalogs, and for calculating and reporting on Green Spend.

Recognized Certifications - These are reputable third-party certifications UC recognizes as identifying products that may have a reduced impact on humans and/or the environment. At a campus' discretion, products with these certifications may be flagged as "light green" in Hosted and Punch-out Catalogs.

Required Level - These are the minimum mandatory requirements for each product category, which should be included in all relevant bid solicitations. Products and services that fall into the product categories listed below but do not meet these minimum requirements shall not be listed in UC product Catalogs except with the express request of campuses. Products in a given category must meet all Required Level criteria listed, unless otherwise noted.

Preferred Level - Preferred Level criteria are used for calculating Green Spend. The University is required to reach a minimum of 25% Green Spend, unless noted otherwise, as a total percentage of spend per product category within three fiscal years after a category is added to the Guidelines. At a campus' discretion, products meeting these criteria may be labelled as "dark green" in Hosted and Punch-out Catalogs, and shall be given preference during evaluation in all relevant bid opportunities, where price comparable (based on a total cost of ownership assessment) and consistent with the needs of University researchers, faculty, and staff. Products must meet all applicable Required Level criteria to qualify for Preferred Level criteria.

Category Scope

A complete list of all the products covered under each category is listed or linked to in each category section. This section also specifies whether the category applies to all UC Locations or whether certain Locations are exempted from meeting the criteria.

Category Specifications

These additional specifications should be used during bid solicitations, contracting and as a reference when making department purchases. Minimum requirements for each product category are outlined in the third column of each category table. The items below are recommended for inclusion in Best Value bids. Other than those items referred to in Policy or Guidelines as mandatory, project teams need to determine which of the category specifications will be mandatory and preferred during the RFP development phase.

Category Timeline

This section outlines when product category guidance is added to the Guidelines, or updated, and when associated Green Spend goal(s) should be achieved. This is typically three (3) years from time added. For example, if a category is added to the Guidelines in June 2018, spend in that category should reach the 25% Green Spend target and minimum requirement standards no later than June 2021.

Category Reporting

This section outlines the reporting required from each UC Location for a given product category as described in the UC Sustainable Practices Policy. Reporting may include but is not limited to reporting on Green Spend and ECI spend.

5. Product Category Guidance

Appliances & IT Hardware

Green Spend Criteria

Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level	Examples of Products in this Category
ENERGY STAR ®	ENERGY STAR®	ENERGY STAR®	Data center equipment, dishwashers, refrigerators, heating and cooling appliances, ULT freezers, vending machines
EPEAT®	EPEAT® Bronze	EPEAT® Gold or highest available EPEAT® label for given product category	Computers, monitors, printers, PV modules and inverters, servers

Scope

This category applies to Campus and Health Locations.

Appliances includes all electronic product categories covered and defined by the current ENERGY STAR ® label.

IT Hardware includes all electronic product categories covered and defined by the current EPEAT® ecolabel, including computers (desktop computers, notebook computers, integrated desktop computers, portable all-in-one computers, slates/tablets, small-scale servers, thin clients, and workstations), displays (monitors and signage displays), servers, imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners), televisions, mobile phones, and photovoltaic modules and inverters.

Specifications

In addition to the criteria established in the table above, Locations will ensure the following:

1. In accordance with Policy, all recyclers of the University's electronic equipment must be e-Steward certified by the Basel Action Network (BAN). In cases where Locations have established take-back programs with a manufacturer, Locations will require the manufacturer to become a BAN-certified e-Steward Enterprise.

2. Printers and copiers must have duplex printing capabilities and hold their warranty while using 100% recycled content paper.

3. Suppliers shall be required to deliver items to Locations with energy efficiency and duplex printing functions enabled.

   a. Departments will work with their IT departments to ensure that features remain enabled for the duration of the product's use.

Timeline

There is no timeline for adherence with this specification, as it is already required for all applicable purchases.

Reporting

Each Campus and Health Location shall report annually to UCOP their preferred level green spend on appliances and IT hardware as a percentage of total spend, as described in Green Spend Overview Section 4. This reporting may be conducted by UC Procurement on behalf of UC Campus Locations.

Cleaning and Janitorial Supplies

Green Spend Criteria

Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level	Examples of Products in this Category
From [AASHE STARS ® 2.2 Technical Manual](#) Cleaning and Janitorial criteria (OP-13 p. 1): • Blue Angel labeled (German Federal Environment Agency) • Cradle to Cradle Certified™ Products Program • ECOLOGO certified (UL Environment) • EU Ecolabel • Forest Stewardship Council (FSC) certified • Good Environmental Choice Australia (GECA) certified • Green Seal® certified • Nordic Swan labeled (Nordic Ecolabelling Board) • U.S. EPA Safer Choice labeled • Other multi-criteria sustainability standards and ISO Type 1 ecolabels developed/administered by • Global Ecolabelling Network and/or ISEAL Alliance member organizations	A minimum of 25% of purchases must meet at least one of the recognized certifications and standards found under AASHE STARS 2.2 Cleaning and Janitorial criteria (OP-13 p. 1).	A minimum of 75% of purchases must meet at least one of the recognized certifications and standards found under AASHE STARS 2.2 Cleaning and Janitorial criteria (OP-13 p. 1).	Disinfectants, laundry detergent, dishwashing detergent, hand soap, general purpose cleaners, carpet cleaner

Scope

This Category does not apply to UC Health Locations.

As described in AASHE STARS ® 2.2 Technical Manual (OP-13 p.1), cleaning and janitorial supplies include general purpose bathroom, glass and carpet cleaners; degreasing agents; biologically-active cleaning products (enzymatic and microbial products); floor-care products (e.g. floor finish and floor finish strippers); hand soaps and hand sanitizers; disinfectants; and metal polish and other specialty cleaning products. Also included are janitorial paper products such as toilet tissue, tissue paper, paper towels, hand towels, and napkins. Other janitorial products and materials (e.g. cleaning devices that use only ionized water or electrolyzed water) are excluded from this category.

Specifications
Disinfectants

All disinfectants must be EPA-registered, and should contain only the following active ingredients: hydrogen peroxide, citric acid, lactic acid, caprylic (octinoic) acid, or thymol (if other ingredients aren't available). If possible, avoid disinfectants containing: chlorine bleach (hypochlorites), quaternary ammonium compounds ("quats"), phenolic compounds, and peroxyacetic acid.

As there is no UC-recognized sustainability certification for disinfectants, in order to increase the percent Green Spend for Cleaning and Janitorial Supplies and follow green cleaning practices, it is

recommended that each site assess its current usage and application of disinfectants. Disinfectant use should be limited to high-risk surfaces (campuses where there is a higher risk for blood borne incidents, skin contact (MRSA risk), or contact with feces and body fluids) and where required by regulation. Microbes can be effectively removed from high-touch surfaces (door handles, faucet handles, handrails, drinking fountains etc.) by frequent and proper cleaning with a regular cleaning product.[1]

Where disinfectants are required, refer to these Safer Products and Practices for Disinfecting and Sanitizing Surfaces, and use the SF Approved Safer disinfectants for COVID-19 web tool.

Timeline
There is no timeline for adherence with this specification, as it is already required for all applicable purchases.

Reporting
Each UC Campus Location shall report annually to UCOP their preferred level green spend on cleaning and janitorial supplies as a percentage of total spend, as described in Green Spend Overview Section 4. This reporting may be conducted by UC Procurement on behalf of UC Campus Locations.

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[1] UMass Lowell Toxics Use Reduction Institute's Guide to Safe and Effective Cleaning and Disinfecting is available here.

Flooring
Green Spend Criteria

Product or Service Category	Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level	Examples of Products in this Category
Adhesives	• Green Seal® • EcoLogo • SCS FloorScore Standard • GREENGUARD® Gold • Carpet and Rug Institute (CRI) Green Label Plus	Must meet ALL of the following requirements: • Meets one of the recognized certifications • Complies with the VOC limit (50) established in Rule 1168 by the South Coast Air Quality Management District (SCAQMD) • Is free of chemicals contained on the Prop 65 list of substances that are known to the State of California to cause cancer, birth defects or other reproductive harm, and those identified by the Association of Occupational and Environmental Clinics (AOEC) as asthmagens.	In addition: • Uses "no glue" installation methods as these virtually eliminate VOCs from installation to the purchasing entity.	Adhesives for carpet and flooring
Carpet	• NSF/ANSI-140® Standard (most recent version) • Cradle to Cradle Certified™ Silver or higher	Must meet ALL of the following requirements: • Meets one of the recognized certifications • Solution-dyed • Has a ten-year warranty from the date of Certificate of Agency Use and Occupancy • Has at least 10% post-consumer recycled content or 30% total recycled content	In addition: • Has an Environmental Product Declaration (EPD) Transparency Summary • Is free of the following chemicals of concern: 1. Antimicrobials 2. Coal fly ash 3. Flame retardants 4. Fluorinated stain- resistant chemicals (e.g. per fluorinated chemicals (PFCs)) 5. Formaldehyde 6. Lead 7. Mercury 8. Nanomaterials	Tile and broadloom

			9. Phthalates 10. Polyvinyl chloride (PVC)	
Carpet Cushion	• Carpet and Rug Institute's Green Label Plus • SCS FloorScore Standard • GREENGUARD® Gold • Cradle to Cradle Certified™ Silver or higher	Must meet ALL of the following requirements: • Meets one of the recognized certifications • Meets the minimum recycled-content Comprehensive Procurement Guidelines established by the US EPA	In addition: • Has an Environmental Product Declaration (EPD) Transparency Summary • Is free of the following chemicals of concern: 1. Antimicrobials 2. Coal fly ash 3. Flame retardants 4. Fluorinated stain-resistant chemicals (e.g. per fluorinated chemicals (PFCs)) 5. Formaldehyde 6. Lead 7. Mercury 8. Nanomaterials 9. Phthalates 10. Polyvinyl chloride (PVC)	
Hard Surface Flooring	• NSF-332 Gold or Higher • Cradle to Cradle Certified™ Silver or higher • SCS FloorScore Standard • GREENGUARD® Gold • Forest Stewardship Council (FSC)	Must meet ALL of the following requirements: • Meets one of the recognized certifications • Has a minimum warranty in line with industry standards	In addition: • Contains at least 30% post-consumer recycled content or 50% total recycled content • Has an Environmental Product Declaration (EPD) Transparency Summary • Is free of the following chemicals of concern: 1. Antimicrobials 2. Coal fly ash 3. Flame retardants 4. Fluorinated stain-resistant chemicals (e.g. per fluorinated chemicals (PFCs)) 5. Formaldehyde 6. Lead 7. Mercury 8. Nanomaterials 9. Phthalates 10. Polyvinyl chloride (PVC)	Resilient flooring (vinyl, linoleum, cork, rubber, etc.), tile, wood flooring, laminate flooring, stone related products and accessories

Scope

This Category applies to Campus Locations. Whenever it is feasible within the constraints of patient care requirements, Health Locations will strive to meet these guidelines.

Carpet, Adhesives, and Carpet Padding

Products in this category include tile and broadloom applications. The University has a strong preference towards tile installation and encourages the use of carpet tile in all applicable applications.

Hard Surface Flooring

Products in this category include resilient flooring (vinyl, linoleum, cork, rubber, etc.), tile, wood flooring, laminate flooring, stone related products and accessories.

Specifications[2]

Materials of Concern

Suppliers shall disclose whether each product offered on the contract contains any of the following chemicals and materials of concern. It is desirable that suppliers offer products free from the chemicals and materials listed below.

1. Antimicrobials
2. Coal fly ash
3. Flame retardants
4. Fluorinated stain- resistant chemicals (e.g. per fluorinated chemicals (PFCs))
5. Formaldehyde
6. Lead
7. Mercury
8. Nanomaterials
9. Phthalates
10. Polyvinyl chloride (PVC)

Suppliers shall disclose whether each product offered on the contract has a California Proposition 65 warning label notifying consumers that it contains a chemical known to the State of California to cause cancer, birth defects or other reproductive harm.

Environmental Product Declaration

Suppliers shall disclose whether each product offered has an Environmental Product Declaration (EPD) Transparency Summary. It is desirable for all products to have an EPD Transparency Summary. An EPD is a comprehensive disclosure of a product's lifecycle-based environmental impacts. If possible, the EPD should conform to industry standards such as ISO 14025, which was developed by the International Organization for Standardization (ISO).

Carpet Tile and Broadloom

The University has a strong preference towards tile installation and encourages the use of carpet tile in all applicable applications. All broadloom and carpet tile must meet the following specifications:

- Certified to the NSF/ANSI-140® Standard (most recent version) or *Cradle to Cradle Certified™* Silver or higher. Supplier shall provide proof of independent third-party certification with bid submission.

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[2] These specifications were adapted from the University of California Systemwide Flooring bid available here.

- Carpet must be a solution-dyed product, a manufacturing process where colored dye is thoroughly mixed into the liquid fiber solution before fibers are extruded, bringing the color all the way through the fiber. This technique results in a colorfast product that is highly resistant to fading or bleached color effects, allowing cleaning with a mild bleach solution ideally suited for settings where stains and germs can be a sanitary issue. Solution-dyed fabrics are well-suited for floorcovering in high-traffic settings.
- At a minimum all carpet must have a ten-year warranty from the date of Certificate of Agency Use and Occupancy. Carpet manufacturers must replace carpet that does not comply with specifications or that fail within the specified warranty period. Supplier shall be responsible for all associated product and labor costs.
- It is required that the products have at least 10% post-consumer recycled content or 30% total recycled content.
- It is required that 100% of existing carpet including carpet padding be taken to/recyclable at a recycling facility that accepts carpet for recycling unless otherwise required by law. Recycling means turning any manufacturer's old carpet or carpet components into new carpet or other consumer products.
  - Recycling does not include:
    - Carpet As Alternative Fuel (CAAF)
    - Burning Carpet in Cement Kilns
    - Waste-to-Energy (WTE)
    - Any high temperature material destruction or conversion
    - Carpet used as alternative daily cover (ADC)
  - Carpet must be properly handled for effective recycling. It must be:
    - Dry
    - Debris-free (i.e., free of trash, dirt, tack strips, cutting blades, nails, sharps, etc.)
    - Rolled, stacked or folded
  - Broadloom carpet must be:
    - Cut into manageable sections
    - Separated from any carpet padding if applicable
  - Awarded bidders shall be required to provide written verification documenting that existing carpet that was removed from the facility was taken to a carpet recycling facility. California's Product Stewardship for Carpets regulations are available from CalRecycle.

Adhesives

All carpet and flooring adhesives must:
- Have earned at least one the following third-party certifications:
  - Green Seal®
  - UL EcoLogo
  - Scientific Certifications Systems (SCS) FloorScore
  - UL GREENGUARD® Gold
  - Carpet and Rug Institute (CRI) Green Label Plus
- Comply with the VOC limit (50) established in Rule 1168 by the South Coast Air Quality Management District (SCAQMD).
- Be free of any chemicals that are either of the following lists:
  - Prop 65 list of substances that are known to the State of California to cause cancer, birth defects or other reproductive harm. This may include, for example, benzene, formaldehyde, methylene chloride, n-hexane, perchloroethylene, or toluene;
  - List of asthmagens by the Association of Occupational and Environmental Clinics (AOEC). This may include, for example, epoxy resins, diisocyanates, latex, and urea formaldehyde.

It is desirable to offer "no glue" installation methods which will virtually eliminate VOCs from installation to the purchasing entity.

Carpet Cushion

Carpet cushion (also called padding) is only applicable for certain broadloom installations; therefore, these specifications only apply for that use.

- Carpet cushion must be certified by one of the following:
    - Carpet and Rug Institute's Green Label Plus
    - Scientific Certification System's FloorScore
    - UL GREENGUARD® Gold
    - *Cradle to Cradle Certified*™ at the Silver lever or higher
- It is required for carpet cushion to meet the [minimum recycled-content *Comprehensive Procurement Guidelines* established by the US EPA](#).

Hard Surface Flooring

Products in this category include resilient flooring (vinyl, linoleum, cork, rubber, etc.), tile, wood flooring, laminate flooring, stone related products and accessories.
- All hard surface flooring must be:
    - *Cradle to Cradle Certified*™ at the Silver lever or higher
    - Certified to the NSF-332 Gold standard or higher
    - Certified by Scientific Certification System (SCS) inder its FloorScore Standard
    - Certified to UL GREENGUARD® Gold
    - Certified by the Forest Stewardship Council (FSC)
- All products must have a minimum warranty in line with industry standards. Manufacturers must replace flooring that does not comply with specifications or that fail within the specified warranty period. Supplier will be responsible for all associated product and labor costs.
- The University prefers products that contain at least 30% post-consumer recycled content or 50% total recycled content.

Resilient Flooring

Floor tiles and sheet product (plastic and rubber, including heavy duty) must meet the following criteria:
- Rubber tile flooring must conform to ASTM D 412, ASTM D 2240 – 05, ASTM F 1344 12e.
- Sheet vinyl floor covering must conform to ASTM F 1303 04, ASTM F 1516, ASTM F 1913 04, ISO 10581, and ISO 10582 and/or ASTM F 1700 13a.
- Sheet and tile linoleum must conform to ASTM F2034, ASTM F2195 – 13, ASTM F137, ASTM F925, ASTM F1514, ASTM F1515, ASTM F1516.
- Vinyl composition tile flooring must conform to ASTM F 1066 04 and ISO 10582 and/or ASTM F 1700 13a.
- Solid vinyl tile/luxury vinyl tile must conform to ISO 10582 and/or ASTM F 1700 13a.

Timeline
This guidance was approved and added to the UC Sustainable Procurement Guidelines at the start of FY 21/22, the University should reach its Preferred Level target no later than the close of FY 23/24.

Reporting
Each UC campus location shall report annually to UCOP their preferred level green spend on flooring as a percentage of total spend, as described in Green Spend Overview Section 4. This reporting may be conducted by UC Procurement on behalf of UC campus locations.

Food and Beverages

Green Spend Criteria

Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level	Examples of Products in this Category
AASHE STARS 3.0 – OP 7 Dining Service Procurement	Campus Locations: A minimum of 25% of purchases meet the AASHE STARS criteria	Campus Locations: A minimum of 25% of purchases meet the AASHE STARS criteria	Produce, meat products, dairy products, breads and pasta, etc. In Campus location food service facilities
Practice Greenhealth Healthier Food Purchasing Standards	Health Locations: A minimum of 30% of purchases meet the Practice Greenhealth criteria	Health Locations: A minimum of 30% of purchases meet the Practice Greenhealth criteria	Produce, meat products, dairy products, breads and pasta, etc. In Health Location food service facilities

Scope

For Campus Locations, sustainably or ethically produced food or beverages are those certified or verified as meeting the standards listed in the AASHE STARS 3.0 Technical Manual (OP 7 Dining Service Procurement).

Health Locations follow the Practice Greenhealth (PGH) Healthier Food Purchasing Standards definition of sustainable food and have a goal that a minimum of 30% of purchases meet the PGH criteria.

Foodservice operations leased in campuses and health locations owned by the University of California and contractors providing foodservices in campus and health locations will strive to meet these standards.

Specifications

No additional specifications at this time.

Timeline

Each Campus Location shall strive to procure 25% sustainable food products by the year 2030 as defined by AASHE STARS ® 3.0 Technical Manual OP 7 Dining Service Procurement.

Each Health Location shall strive to procure 30% sustainable food products by the year 2030 as defined by Practice Green Health (PGH) Healthier Food Purchasing Standards.

Reporting

All foodservice operations shall track and report annually the percentage of total annual food budget spent on sustainable food products.

Foodware

Green Spend Criteria

Type	Product Examples	Material Examples	Required Level of Standards	Preferred Level of Standards
Reusable	Clamshells/hinged containers, plates, bowls, lids, cups, beverage containers, utensils, etc.	Stainless steel, plastic, porcelain, glass	• FDA Compliant • Dishwasher safe	• GREENSCREEN CERTIFIED Standard for Reusable Food Packaging, Food Serviceware, & Cookware • NSF International Certified
		Stainless steel, plastic	• BPA-free • Minimum 50% recycled content for plastics • End-of-life recyclable (plastics, metals)	
		Porcelain, glass	• Lead-free • Responsible Disposal	
Disposable	Clamshells/hinged containers, cups, plates, beverage containers, accessories, including utensils, napkins, beverage container lids, straws and stirrers, etc.	Bamboo, wood, paper, non-resin fiber-based material	• PFAS free • Made 100% from uncoated, unlined, obviously plant-based material, and/or • Approved by the location's organics collection partner as locally commercially compostable	Certified by: • EcoLogo • FSC • Green Seal • BPI • CMA • TÜV

Scope

This category applies to Campus and Health Locations.

Foodware items include all products used to serve or transport ready-to-consume food or beverages. This includes, but is not limited to:

- Primary items: Cups, bowls, plates, clamshells/hinged containers
- Accessory items: Utensils, chopsticks, napkins, cup lids, cup sleeves, trays, condiment containers, straws, stirrers, toothpicks

Definitions

<u>Locally Compostable</u>: A product is considered *locally compostable* if it can be processed by the commercial composting facility that services the campus or location. Acceptance must be verified with the local organics partner.

Automatically meets the requirement if:
- Made from 100% paper, wood, bamboo, or other natural plant fiber materials
- Uncoated and unlined (not treated with naturally derived chemicals or hazardous that provide resistance to grease or water)
- Material type is disclosed and approved by the local compost facility

Not acceptable:
- Products with polyethylene or polypropylene liners
- Compostability without verification from the organics partner

<u>Plant-Based Fiber Material</u>: Made from uncoated, unlined, plant-derived materials that have not been chemically transformed into resins or bioplastics. Bioplastics may be included only if verified compostable by the local facility.

<u>Locally Recyclable:</u> A product that can be recycled by the commercial recycling facility that services the campus or location. This includes, but is not limited to, materials such as aluminum, steel, glass, and reusable plastics. Acceptable materials vary by facility and must be confirmed with the local recycling provider. Products must also comply with the Single-Use Plastics Policy.

<u>Tree-free</u>: Paper products that are made without using traditional wood pulp sourced from trees. Instead, they use alternative plant fibers or agricultural residues, such as bagasse, bamboo, or wheat straw.

<u>Reusable Foodware</u>: Products designed for long-term, repeated use in food service settings, such as cups, plates, utensils, and clamshells. Reusable products must be:
- Made from durable, safe, and non-toxic materials
- Compliant with health and environmental standards
- Disposed of responsibly through local recycling, donation, or take-back options

Specifications

<u>Compostable Foodware Requirements</u>

Preferred materials: plant-based fiber, sourced from recycled materials and/or sustainably harvested

Prohibited materials: Any plastic linings or coatings, including but not limited to polyethylene (PE), polyethylene terephthalate (PET), polypropylene (PP) or bioplastics, unless verified as compostable by the local organics partner. Fiber-based items must be uncoated, unlined, and free from synthetic barriers or additives, especially those containing per- and polyfluoroalkyl substances (PFAS) or other fluorinated chemicals used for water- or grease-resistance. Additionally, products shall not contain plastics such as polyvinyl chloride (PVC), polycarbonate (PC), or polyurethane (PU).

- Paper products must:
  - Be tree-free or contain 100% recycled content (pre- or post-consumer)
  - Be manufactured using chlorine-free processing
  - Disclose type and amount of recycled content
  - Use vegetable-based inks approved by the FDA for food contact

- Preferred Certifications:
  - These certifications confirm environmental and health attributes of paper-based products.

- EcoLogo / UL ECOLOGO
- Forest Stewardship Council (FSC)
- Green Seal

- These certifications verify that disposable foodware made from plant-based materials (e.g., paper, bamboo, wood) will break down in commercial composting systems without leaving harmful residues and do not contain intentionally added PFAS (threshold: ≤100 ppm total fluorine). Certification is only meaningful when the product is also accepted by the local composting facility.
  - BPI Certified Compostable
  - TÜV AUSTRIA - OK Compost INDUSTRIAL or HOME
  - Compost Manufacturers Alliance (CMA)

<u>Reusable Foodware Requirements</u>

Material examples and properties:
- Stainless Steel: Durable, corrosion-resistant, non-reactive
- Durable Plastic: BPA-free, food-safe, impact-resistant, dishwasher-safe
- Porcelain: High-fired, dense, non-porous
- Glass: Chemically stable, non-porous, heat-treated for durability

Required attributes:
- BPA-free, lead-free, and FDA compliant (food safe)
- Dishwasher-safe for sanitation and reuse
- Preference for products made from recycled materials, such as stainless steel with high post-industrial recycled content, or durable plastic with verified post-consumer or post-industrial recycled content (food-safe)
- Responsibly disposed of at end of life through:
  - Local recycling programs
  - Scrap material centers
  - Manufacturer take-back or recycling programs
  - Donation centers or reuse programs

Preferred certification:
  GREENSCREEN Certified™ for Reusable Food Packaging, Food Serviceware, and Cookware (as available)
- NSF International Certified

Timeline
There is no timeline for adherence with this specification, as it is already required for all applicable purchases.

Reporting
Each UC campus location, Health location, LBNL and UCOP shall report annually to UCOP the phase-out status of single-use plastics in accordance with section F, Zero Waste, of the UC Sustainable Practices Policy. Locations will report on the status of their phase-out of single-use plastics, which include plastic bags, food ware, and beverage bottles. Reporting will begin in 2024 when the effective date of the single-use plastics ban goes into effect.

Resources:
NSF [Environmental Claim Verification List](#)
TÜV Austria [Database of Certified Products](#)

GREENSCREEN CERTIFIED Certified Reusables Database
UCSF Reusable Foodware Options (2025)
Foodware Aware Purchasing Guide (2024)
SPLC Purchasing Recommendations for Sustainable Foodservice Ware (2020)
GREENSCREEN CERTIFIED Standard for Reusable Food Packaging, Food Service Ware, & Cookware (2024)

Indoor Furniture

Green Spend Criteria

Required Level Certifications and Standards (minimum mandatory requirements)	Preferred Level Certifications and Standards	Examples of Products in this Category
Must be free of the 5 chemical classes of concern described in the Specifications section below. Acceptable documentation of compliance includes at least one of the following[3]: • Third-party certified as meeting credit 7.4.4, Targeted Chemical Elimination, of ANSI/BIFMA Level® e-3 Furniture Sustainability Standard (2024 version). • Certified to the GreenScreen standard for Furniture and Fabrics Version 1 or higher at the Bronze level, and listed on the GreenScreen Furniture and Fabric Certification list of certified products • Received the Green Health Approved Seal for Furniture, and is listed on the Green Health Approved list for Healthier Furniture • Listed on Declare label as Living Building Challenge (LBC) Red List Free	Must have at least one of the following additional certifications: • BIFMA Level® certified (preference for 2 or 3) • *Cradle to Cradle Certified™* (preference for Silver or Gold level) • FSC Certified wood • Textiles certified by one of the recognized textile certifications • Complete HPD • Complete Declare Label	Task and lounge seating (including textiles), height-adjustable tables, work surfaces, modular furniture systems, book cases, filing cabinets

Scope

This Category applies to Campus Locations. Whenever it is feasible within the constraints of patient care requirements, Health Locations will strive to meet these guidelines.

Indoor Furniture includes individual (e.g. task chair) and group seating; open-plan and private-office workstations; desks of all types, tables of all types; storage units, credenzas, bookshelves, filing cabinets and other case goods; integrated visual display products (e.g. markerboards and tackboards, excluding electronic display products); hospitality furniture; and miscellaneous items such as mobile carts, freestanding screens, and movable partitions. Movable partitions include office furniture system cubicle panels that are typically integrated with work surfaces, desks, and storage furniture. Furniture does not include office accessories, such as desktop blotters, trays, tape dispensers, waste baskets, all electrical items such as lighting and small appliances, and accessories such as aftermarket keyboard trays, monitor stands and monitor arms.

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[3] Furniture products approved as meeting the minimum requirements during the 2019 UC Office Furniture bid (resulting contract numbers 2019.001899, 2020.001890, 2019.001896) may meet this criterion without proof of certification.

Specifications[4]

The following specifications apply to the finished product as assembled, unless otherwise noted. For example, compliance with the VOC emission requirements applies to the finished product as assembled and thus, the applicable third-party certification must be for the finished product as assembled, not the individual components.

Suppliers shall limit product finishes and textile offerings to those that maintain compliance with these requirements. For example, University end-users should not receive information on surface materials or textiles that would conflict with these requirements or otherwise void a VOC emission certificate (i.e. some surface materials are not included in a product's VOC certification).

The University shall require furniture meeting the following specifications for hazardous chemical classes:

1. <u>Flame Retardants</u>: All furniture shall be free of flame-retardant chemicals at levels above 1,000 parts per million in both standard and optional components, excluding electrical components.

    a. All upholstered seating subject to TB 117-2013 shall be labeled as not containing flame retardant chemicals consistent with the manner described in Section 19094 of the California Business and Professions Code.

    b. A product may contain flame retardants if required to meet code or regulation (e.g., TB 133 or ASTM E 1537), in accordance with the following criteria:

        i. No halogenated flame-retardant chemical may be used at levels above 1,000 parts per million by weight of the homogeneous material, excluding electrical components.

        ii. Products that contain flame retardant chemicals that have been fully assessed using GreenScreen v1.2 (or newer) and meet the criteria for benchmark 2, 3, or 4 will be preferred.

2. <u>Formaldehyde and Volatile Organic Compounds (VOCs)</u>: All furniture shall comply with ANSI/BIFMA Level® e3-2014 Furniture Sustainability Standard, Sections 7.6.1 and 7.6.2, using either the concentration modeling approach or the emissions factor approach.

    a. Test results shall be modeled using the open plan, private office, or seating scenario in ANSI/BIFMA Level® M7.1, as appropriate.

    b. Furniture products that additionally meet ANSI/ BIFMA Level® e3-2014 Section 7.6.3 and/or California Department of Public Health Standard Method v1.1 (emission testing method for California Section 01350) are preferred.

    c. Products with UL Environment GREENGUARD® Gold, or Scientific Certification Systems (SCS) Indoor Advantage Gold third party certifications for CA Standard Method v1.1 2010 are automatically compliant.

    d. Salvaged and refurbished furniture more than one-year old at the time of re-use is considered compliant, provided it meets the requirements for any site-applied paints, coatings, adhesives, and sealants.

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[4] These specifications were adapted from the University of California Systemwide Office Furniture bid available here.

e. All composite wood materials, including hardwood plywood, particleboard, or medium density fiberboard, used in office, classroom, or healthcare furniture shall comply with Phase 2 of California's Code of Regulations, Title 17 §93120.2 – Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products. Compliance documentation for this requirement may be satisfied by demonstrating applicable components meet the requirement (as opposed to finished product as assembled).

3. Per and Poly-Fluoroalkyl Substances (PFASs) used as stain/water/oil resistant treatments: All furniture shall be free of any long- and/or short-chain per- and poly-fluorinated alkyl compounds and fluorinated polymers used as stain, water, or oil resistant treatments above 100 ppm by weight of the homogenous material.

4. Antimicrobials: All furniture shall be free of any added or built-in chemical antimicrobials. Antimicrobials added to raw materials for the sole purpose of preserving the product are exempt, with the exception of triclosan and triclocarban which are explicitly prohibited. Antimicrobials may be used in a healthcare setting only if they are registered with the U.S. EPA under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), and are part of a comprehensive infection control plan.

5. Polyvinyl Chloride (PVC): All furniture shall be free of polyvinyl chloride (PVC) greater than 1% of product by weight, excluding electrical components. Electrical components that are free of PVC are preferred.

6. All fabrics/textiles utilized on a finished product must be cleanable without dry-cleaning chemicals.

7. Heavy Metals: Avoid when possible the use of heavy metals and hexavalent chromium in plated finishes as outlined in LEED Healthcare MRc5.

Timeline
There is no timeline for adherence with this specification, as it is already required for all applicable purchases.

Reporting
Each UC campus location shall report annually to UCOP their preferred level green spend on indoor furniture as a percentage of total spend, as described in Green Spend Overview Section 4. This reporting may be conducted by UC Procurement on behalf of UC campus locations.

Lighting

Green Spend Criteria

Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level	Examples of Products in this Category
• Voluntary California Quality Light-Emitting Diode (LED) Lamp Specification Criteria • Quality Specifications for Linear LED Lamps and Retrofit Kits and Fixtures	Applicable product types must be on either of the following Million LED Challenge (MLC) listing: https://mlc.portalced.com/MillionLampChallenge/ https://millionledchallenge.com/purchase	Applicable product types must be on either of the following Million LED Challenge (MLC) listing: https://mlc.portalced.com/MillionLampChallenge/ https://millionledchallenge.com/purchase	LED troffer retrofit kits, LED troffer luminaires, linear LED lamps and drivers, screw-base light sources (A-lamps, PAR-lamps, R-lamps, retrofit kits, MR-16 lamps)

Scope

This Category applies to Campus Locations. Whenever it is feasible within the constraints of patient care requirements, Health Locations will strive to meet these guidelines.

The Million LED Challenge is a collaboration between the University of California, California State University, California Community Colleges, and Department of General Services (California Public Building Partnership (CBCP)) with the objective of deploying high-quality, high-efficacy LED light sources to students, staff, faculty, alumni, and retirees.

Recent technology developments, in combination with California's leading regulatory environment, have led to the development of high-quality LEDs intended for the replacement of linear fluorescent lamps and light fixtures. These LED products have improved performance, including color characteristics that emulate the expected performance of incandescent technology with high efficiency.

Inspired by recent research outcomes and the industry's willingness to produce these products, the CPBP developed and launched a high visibility, statewide light source conversion program known as the Million LED Challenge (MLC). Phase 1 of the effort addressed medium screw-based lamps. Phase 2 promotes the utilization of high efficiency, high-quality replacement linear LED products (i.e. TLEDs), troffer retrofit kits and new troffer luminaires.

Specifications

Specifications are available on both MLC Phase 1 and Phase 2 websites:

- Phase 1 (medium screw-based lamps)
  - Approved Product Listing: https://mlc.portalced.com/MillionLampChallenge/
- Phase 2 (high-quality replacement linear LED products (i.e. TLEDs), troffer retrofit kits, and new troffer luminaires)
  - Approved Product Listing: https://mlc.portalced.com/MillionLampChallenge/

Timeline

This guidance was approved and added to the UC Sustainable Procurement Guidelines at the start of FY 21/22, the University should reach its Preferred Level target no later than the close of FY 23/24.

Office Supplies

Green Spend Criteria

Product or Service Category	Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level	Examples of Products in this Category
Office/Copy Paper	- FSC Recycled - Post-consumer recycled content (PCRC) - Processed Chlorine Free (PCF) - Green Seal® (GS-07) - Agricultural residue[5] content	A minimum of 30% PCRC or agricultural residue content (or GS-07 certified)	100% PCRC or agricultural residue content, or FSC Recycled labelled, with additional preference for paper that is PCF	Copy paper
Paper Products (other than office/copy paper)	- FSC - Chain of Custody - Sustainable Forestry Initiative (SFI) - Post-consumer recycled content (PCRC) - Total recycled content - Processed Chlorine Free (PCF) - Green Seal® (GS-07)	A minimum of 30% PCRC[6]	100% recycled content with minimum 50% PCRC; 90% PCRC wire components; water-based or plant-based adhesives; and additional preference for PCF, FSC, and/or SFI labelled products[7]	Calendars, envelopes, folders, notepads
Non-Paper Office Supplies	- Post-consumer recycled content (PCRC) - Total recycled content - Non-antimicrobial - EPA Comprehensive Procurement Guidelines (CPG) - https://irp.cdn-website.com/bd31aa5e/files/uploaded/EPP_Specs_-_Office_Supplies-346c9f80.pdf	Meets the minimum CPG recycled-content levels for Non-Paper Office Products, and a minimum 30% recycled content for all writing utensils (dry-erase markers, highlighters, markers, pens, and pencils) or other plastic-based accessories	Meets the recycled content specifications in the Preferred EPP Specifications as listed by the Northeast Recycling Council (NERC), and free of antimicrobial coatings	Binders, paper clips, plastic-based accessories, writing utensils
Toner	- Remanufactured[8] - High yield	Is remanufactured *or* high yield	Is both remanufactured *and* high yield	

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[5] Must come from sustainably grown and harvested, non-GMO sources that do not replace forest stands or food crops.

[6] Aligns with CA Department of General Services (DGS) Purchasing Standard DGS-441200-A for Paper Product Office Supplies and Northeast Recycling Council (NERC) Model EPP Specifications and Purchasing Guidelines for Office Supplies.

[7] Modelled from Northeast Recycling Council's Preferred EPP Specifications for Paper Office Supplies.

[8] Shall meet the State of California's Specifications for Remanufactured Toner and Ink Cartridges

Scope

This category applies to Campus and Health Locations.

Office/Copy paper refers to standard office printing and copy paper.

Paper Office Supplies includes writing paper (pads), packing paper, folders, letter folders, expandable filing folders, hanging folders or accessories, binders and indexes, hanging folders, dividers, file pockets, standard envelopes, packaging cartons, mailers, easel pads, sticky notes, storage boxes and desk pad calendars.

Non-paper Office Supplies includes binders, clipboards, file folders, clip portfolios, presentation folders, plastic desktop accessories (desk organizers, desk sorters, desk and letter trays, and memo, note and pencil holders), plastic envelopes, and writing utensils (dry-erase markers, highlighters, markers, pens, and pencils).

Toner - Additional recommendations can be found from the [State of New York's Approved Specifications for Monochrome Toner Cartridges](#).

Specifications

No additional specifications at this time.

Timeline

There is no timeline for adherence with this specification, as it is already required for all applicable purchases.

Reporting

Each UC campus and health location shall report annually to UCOP their preferred level green spend on office supplies as a percentage of total spend, as described in Green Spend Overview Section 4. This reporting may be conducted by UC Procurement on behalf of UC campus locations.

Water Appliances and Fixtures

Green Spend Criteria

Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level	Examples of Products in this Category
WaterSense®	WaterSense® Certified	WaterSense® Certified	Faucets, toilets, irrigation controllers, pre-rinse spray valves, and urinals

Scope

This Category applies to Campus Locations. Whenever it is feasible within the constraints of patient care requirements, Health Locations will strive to meet these guidelines.

This category includes all products covered by WaterSense® including residential toilets, showerheads, bathroom faucets, commercial toilets, urinals, pre-rinse spray valves, irrigation controllers, and spray sprinkler bodies.

Specifications

To minimize operational issues, it is recommended that toilet and bowl assemblies shall have a MaP rating of 1000.

Timeline

There is no timeline for adherence with this specification, as it is already required for all applicable purchases.

6. Universal Guidance for all Products

Some Green (environmental) sustainability criteria are applicable across all, or a large number of different product or service categories. The following criteria should be considered for all applicable categories, and included in the specifications for all relevant bid solicitations and contracts.

Chemicals of Concern Specifications

In accordance with the UC Sustainable Practices Policy Section V.G.2., the University will work to remove harmful chemicals from products brought onto campus by increasing the purchase of products and materials that disclose known hazards (e.g. in compliance with the requirements of LEED BD+C v4 "Building product disclosure and optimization - material ingredients" - or updated equivalent) and choosing products with reduced concentrations of chemical contaminants that can damage air quality, human health, productivity, and the environment.

Additionally, where applicable, products and packaging shall be free of hazardous additives, including those mixed into the product and those used as surface treatments, unless no feasible alternative exists, and it is determined that the benefit outweighs the risk. Products and packaging should strive to meet all eleven of the Kaiser Permanente Chemicals of Concern Criteria[9], including, but not limited to:

a. Cadmium, mercury, lead, hexavalent chromium, polybrominated biphenyls, and polybrominated diphenyl ethers - All homogenous electronic parts are compliant with all European Union Restriction of the Use of Certain Hazardous Substances (EU RoHS) Directive's restricted limits (excluding exemptions).
b. Polyvinyl chloride (PVC) – Does not contain PVC.
c. Prop 65 Chemicals - Does not contain intentionally added chemicals listed by the State of California to cause cancer, birth defects, or reproductive harm that require warning or are prohibited from release to the environment under the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65). If products contain Prop 65 chemicals, supplier must disclose the Chemical Abstracts Service (CAS) #'s.
d. Persistent, bioaccumulative and toxic chemicals (PBTs) - All homogeneous materials must contain less than 1000 ppm of PBTs.
e. Organohalogen-based chemicals (bromine, chlorine, fluorine, and iodine)
f. Antimicrobial/antibacterial agents[10] - Does not contain intentionally added antimicrobial/antibacterial agents to reduce surface pathogens.

Packaging Specifications

The University Standards for packaging materials will be outlined in all relevant bid solicitations. Suppliers will be required to demonstrate how their standards and practices for packaging materials meet these UC Standards.

Minimum Requirements
a. In accordance with the UC Sustainable Practices Policy section III.F.3., the University does not allow the sale, procurement, or distribution of packaging foam other than that utilized for laboratory supply

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[9] In the event of a conflict in requirements between Kaiser Permanente's Chemicals of Concern Criteria and any category-specific criteria, the category-specific criteria should take precedence.

[10] This includes hand and dish soaps labelled as antibacterial, except where required for use in hospitals and food service settings. Antimicrobials added to raw materials for the sole purpose of preserving the product are exempt, with the exception of triclosan and triclocarban which are explicitly prohibited.

or medical packaging and products. For related policy implementation procedures, reference the [Foam Ban Guidance](#) below.

b. The University requires that all packaging be compliant with the [Toxics in Packaging Prevention Act (AB 455)](#) as to be free of any intentionally introduced lead, cadmium, mercury or hexavalent chromium, and containing no incidental concentrations of these regulated metals greater than 100 parts per million (ppm) by weight.

Additional Criteria

In addition, the University requires that all packaging meet at least one of the criteria listed below:

a. Uses bulk packaging;
b. Uses reusable packaging (e.g., totes reused by delivery service for next delivery);
c. Uses innovative packaging that reduces the weight of packaging, reduces packaging waste, or utilizes packaging that is a component of the product;
d. Maximizes recycled content and/or meets or exceeds the minimum postconsumer content level for packaging in the [U.S. Environmental Protection Agency Comprehensive Procurement Guidelines](#);
e. Uses locally recyclable or certified compostable material

Additional consideration in bid evaluations should be given to suppliers who meet more than one criterion listed above for packaging, and preference should be given to those using reusable packaging (b).

Foam Ban Guidance

In accordance with section III.F.5. of the [UC Sustainable Practices Policy](#), the University has prohibited the sale, procurement and/or distribution of packaging foam, other than that utilized for laboratory supply or medical packaging and products. The following guidance is meant for sourcing and procurement professionals and is intended to leverage large sourcing opportunities to mitigate single use packaging foam waste in support of UC's [Zero Waste](#) goals.

1. Scope
   The ban on expanded plastic foam materials in packaging applies to all packaging brought onto UC campuses via the purchase of goods for the University. The only exception to this ban is for the purchase of products utilized in laboratory or medical settings.

2. Enforcement
   This ban is a requirement of the UC Sustainable Practices Policy, meant to support UC's Zero Waste goal. The [UC Terms and Conditions](#) include the policy language regarding this ban, which is included when contracting with suppliers for the purchase of goods. When conducting a competitive bid for goods, the University must incorporate language into all Requests for Proposals/Quotes/Information (RFx's) articulating this ban, including in the qualitative evaluation, and ensure that it is addressed as part of the final award.

   If a supplier claims to be unable to meet the requirements of the ban, an exemption will require UC approval in accordance with the instructions below. The exemption process is not required for one-time purchases. In the case of one-time purchases, the supplier should be required to take back non-compliant packaging upon delivery. For UC contracts executed prior to January 1st, 2020, enforcement of this ban (including a possible exemption request) must be addressed during the next contract amendment, extension or as part of a new award.

   All off-contract purchases are also required under UC policy to abide by this ban. It is the responsibility of the person buying goods on behalf of UC to be aware of UC policy.

3. Exemption Process

   If a supplier is unable to meet UC's ban on expanded plastic foam material in packaging and UC still intends to do business with that supplier, then the supplier must apply for an exemption. To do so, the supplier must submit a completed Foam Packaging Ban Exemption Form including all required documentation to substantiate their exemption. UC staff can download the **Request for Exemption Form** from the [UC Forms & Policies SharePoint portal](#) or request public access from ProcurementAdmin@ucop.edu.

   Suppliers are to submit their Exemption Form to the appropriate commodity manager, buyer or other employee authorized to contract for, or purchase goods from, a supplier on behalf of the UC. The Policy Exception Authority must grant approval of the exemption request. A copy of all submitted (approved and denied) Exemption Forms must be submitted to the appropriate Sustainability Office for reference.

7. Economic and Community Impact (ECI)

Overview of Economic and Community Impact (ECI)

In this document, Sustainability refers to Environmental Sustainability and ECI. This section sets forth guidelines of the University's approach to ECI.

As the largest Public University system in the nation, the University of California (UC) has a vested interest in supporting the innovation, sustainability and growth of small businesses and forward-thinking business models. While large businesses are vital, small and local businesses foster healthy competition, extend opportunities and enhance economic resilience. Additionally, strategic inclusion of businesses benefits our procurement organizations, students and faculty/staff in that there is great potential to expand viable Supplier options.

ECI Focus Areas

The University of California (UC) focuses on four (4) areas in ECI: (1) CALS Spend Targets, (2) ECI Partnerships, (3) ECI Key Reporting Indicators and (4) Support Resources. ECI focus areas are set forth herein.

CALS Spend Targets

UC aspires to spend 25% of its addressable spend with a focus on ECI. To calculate ECI spend, we have determined four (4) areas outlined as CALS, as shown in Table A.

TABLE A. CALS DESIGNATIONS			
CALS	**Classification**	**Certifications**	**Description**
C	**Community Impact and California Small Businesses**	California State Certification (DGS) B-Corp	Public institutions have a vital role in the sustainability of local economies. While all contracting opportunities are merit based, buying entities are authorized to offer additional weight to certified Small Businesses in UC's competitive selection process. This focus on California certified Small Businesses leverages our partnership with DGS and extends opportunity for local businesses. **Community Impact-**Our impact on the community is an important value to UC. Sustainable Procurement is a universal *principle* that extends beyond UC. This includes B Corp certified businesses and non-profit organizations that aim to be a force for good, considering their impact on employees, communities, or the environment.[11]

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[11] Community Impact data may be assessed from existing suppliers, not from competitive environments. Inclusion of suppliers in Community Impact/CALS target data does not infer preferential treatment in UC's competitive selection process. No preference in contracting or supplier decisions, or procurement opportunities shall be based on race, religion, color, citizenship, national or ethnic origin, ancestry, sex, gender, and gender expression**.**

TABLE A. CALS DESIGNATIONS			
CALS	**Classification**	**Certifications**	**Description**
A	**Alumni and Active Student Businesses**	Recommendation from University Department Verification through Alumni Association	The University of California system is a world class institution with brilliant and ingenious students and alumni. As a part of our Economic Impact initiatives, we must make a concerted effort to encourage the inclusion of qualified Alumni and UC student owned businesses within UC's competitive environments.
L	**Locally Impacted, Recovery & Resilience Zones Businesses**	• Federal, State and Local Government designation. • Impact Review	When communities are impacted by natural disasters and other Local Emergencies as defined California Govt. Code section 8558 (c), the businesses within those communities are impacted as well. Public Private Partnerships, access to market and/or partnerships with institutions can positively impact small and local businesses. In the interest of economic sustainability, UC's Economic and Community Impact targets include businesses within the following areas: Economic Recovery and Resilience Zones[12], Economically Distressed[13], HUB Zone[14],

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[12] **Economic Recovery and Resilience Zones** are part of a broader strategy by the U.S. Small Business Administration (SBA) and other federal agencies to support communities—especially small businesses—recovering from disasters and building long-term resilience.

[13] **Economically Distressed Areas** According to the California Department of Water Resources (DWR), an area is considered Economically Distressed if it meets any of the following criteria:
- Median Household Income (MHI) is less than 85% of the statewide MHI.
- The area has financial hardship indicators, such as high unemployment or low per capita income.
- The area lacks access to safe drinking water or adequate wastewater infrastructure.

DAC Mapping Tool may be used to determine qualifying communities.

[14] **HUBZones (Historically Underutilized Business Zones)** are determined by the U.S. Small Business Administration (SBA) based on specific geographic and socio-economic criteria.
Key Criteria for Designation:
- **Qualified Census Tracts (QCTs)** – Areas identified by the U.S. Department of Housing and Urban Development (HUD) as having a high concentration of low-income residents.
- **Qualified Non-Metropolitan Counties (QNMCs)** – Counties with high unemployment and low median household income.
- **Indian Lands** – Federally recognized tribal lands.
- **Redesignated Areas** – Areas that previously qualified but have since lost eligibility; they remain HUBZones for a transitional period.
- **Governor-Designated Covered Areas** – Areas nominated by state governors and approved by the SBA.
- **Qualified Disaster Areas** – Regions impacted by federally declared disasters.

SBA HUBZone Map can be used to determine whether specific addresses California falls within a HUBZone

TABLE A. CALS DESIGNATIONS			
CALS	**Classification**	**Certifications**	**Description**
			Opportunity Zones[15] Suppliers can petition to justify how their business could qualify as an impacted Supplier.
S	**Small Business Enterprise** **Disabled Veteran Owned Business Enterprise** **(Nationwide)**	• California State Certification (DGS) • Equivalent State government certification[16] • Disability: IN • National Veteran Owned Business Association	Small and underutilized businesses across the nation have varied experience and competitive offerings. UC welcomes the inclusion of certified Small Business Enterprise (SBE) and certified Disabled Veteran Owned Business Enterprise (DVBE) from all US states and federal government agencies. Small Businesses and Disabled Veteran Owned Businesses that have not received certification from a state or federal agency must be verified through a UC assigned third party and must meet California Small Business certification requirements. For non-federally funded projects, the completion of Sam.gov checklist does not count as a certification and will require verification or certification with one of the approved certifying entities. Where small business is located in a state that does not operate a Small Business Certification program, local government certifications (city or county level) will be accepted with a signed attestation confirming the supplier meets California small business standards. If the state has reciprocity agreements with other agencies or organizations for small business certification, certifications from those reciprocating entities are acceptable with appropriate documentation.

ECI PARTNERSHIPS

The University of California is committed to ensuring best value within our supply chain, including Suppliers that align with our Sustainable Procurement goals. Suppliers that meet one or more of the CALS designations and large suppliers (Primes) that partner with these entities (listed in Table A) are referred to as ECI Partners.

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[15] **Opportunity Zones** were established under the Tax Cuts and Jobs Act of 2017 to spur economic development and job creation in low-income areas. Investors can defer or reduce capital gains taxes by investing in Qualified Opportunity Funds (QOFs) that finance projects within these zones. OZ 2.0 reforms, signed into law in July 2025, made the Opportunity Zone program a permanent part of federal tax policy.

[16] **Equivalent State government certification** refers to small business or disabled veteran certifications qualified, accredited and/or administered by any state within the United States. "Small Business" designation is determined by business size and revenues in accordance with industry and other guidelines from the Small Business Administration (SBA) and U.S. Department of Commerce.

The proportion of Supplier spend within a partnership directly with CALS supplier will count towards our spend goals. Spend with CALS suppliers and the portion of spend within a partnership with CALS suppliers shall be referred to as ECI Partner Spend.

(a) ECI Partner Spend.

i.   **ECI Spend Calculation.** The percentage of ECI spend is calculated to track the University's 25% spend target using the following methodology:

$$\frac{Economic\ \&\ Community\ Impact\ Partner\ Spend}{Total\ Addressable\ Spend}\ X\ 100\%$$

Spend on products or services supplied by a business that falls into at least one CALS bucket, is divided by the total addressable spend.

ii.   **Co-Tier 1 and Tier 2.** Prime suppliers are encouraged to form partnerships with certified small businesses when working with UC systems. Spend with co-tier 1 or direct tier 2 partner will count towards ECI Partner Spend.

Scope of Co-Tier 1. Partnership between large and small businesses where the small business is paid directly for their product or service. This includes but is not limited to Joint Ventures (JVs), Business Solution Partnerships (BSPs), Value Added Resellers (VARs), Collaborative Bids (CBs) and/or Subcontracting. Only the portion of the contract/transaction paid to the Small Business partner will be counted towards ECI Partner Spend.

Scope of Tier 2. ECI Partner Spend from Direct Tier 2 may include: (aa) subcontracting spend in construction projects; (bb) distributor sourced food producers based in California; and/or (cc) Tier 2 spend from select Prime suppliers. University of California may require select Suppliers to submit Tier 2 Supplier data. If selected, Supplier may have to upload information to third party application, or an alternative method directed by UC. Suppliers included in Tier 2 data must qualify in one or more of the CALS designations to count towards ECI Partner Spend.

ECI KEY REPORTING INDICATORS

Economic and Community Impact is vital to UC's Sustainable Procurement Practices. Efforts and outcomes must be documented and measured. UC captures data regarding business inclusion. The purpose of this data is to remain in compliance with California State and local laws and UC requirements and is in compliance with Regents Policy 4404 which prohibits using race, ethnicity or gender quotas. Data may also be leveraged for AASHE STARS honors and induction into the Billion Dollar Roundtable (BDR). In addition, this data helps to enhance our ability to conduct market analysis, internal evaluation of program effectiveness and assessment for capacity building.

(a) **Anti-Discrimination in ECI.** UC must ensure that our policies, programs and practices are inclusive and non-discriminatory. UC does not give preference in contracting or supplier decisions, or procurement opportunities, based on race, religion, color, citizenship, national or ethnic origin, ancestry, sex, gender, and gender expression. UC actively works to ensure all suppliers have equitable access to compete for UC business.

Classification of Businesses Tracked. Our ECI Key Reporting will include data on various classifications of business and supplier networks as follows:

TABLE B. BUSINESS CLASSIFICATIONS		
Business Classification	**Certifications**	**Other Recognized Certifications**
i. Small Business (SB)[1] Small Business Enterprise (SBE)	• California State Certification (DGS)	• Equivalent State government certification • HUBZone[17] • SBA 8(a) [18] • WOSB[19] • EDWOSB[20] • Other verified Small Businesses
ii. Disabled Veteran Business Enterprise (DVBE) / Service-Disabled Veteran-owned Business Enterprise (SDVBE)	• California State Certification (DGS) • Disability: IN • National Veteran Owned Business Association	• Veterans In Business Network • California Public Utilities Commission Clearinghouse • U.S. AbilityOne Commission • CalVet
iii. Minority-owned Business Enterprise (MBE)	• National Minority Supplier Development Council	• California Public Utilities Commission Clearinghouse
iv. Disadvantaged Business Enterprise (DBE)	• Caltrans	• Department of Transportation • HUBZone
v. Women-owned Business Enterprise (WBE)	• Women's Business Enterprise National Council	• California Public Utilities Commission Clearinghouse • WOSB • EDWOSB
vi. Disability Owned Businesses Enterprise (DOBE)	• Disability: IN	• California Public Utilities Commission Clearinghouse
vii. Veteran-owned Business Enterprise (VOBE)	• National Veteran Owned Business Association	• CalVet • Veterans In Business Network
viii. LGBT-Owned Business Enterprise (LGBTBE)	• National LGBT Chamber of Commerce (NGLCC)	• California Public Utilities Commission (CPUC)

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[18] **SBA 8(a)** Certification refers to a designation granted by the U.S. Small Business Administration (SBA) under its 8(a) Business Development Program. This program is designed to help small businesses that are socially and economically disadvantaged gain access, primarily to the federal contracting marketplace.

[19] **WOSB** certification refers to the Women-Owned Small Business Federal Contract Program administered by the U.S. Small Business Administration (SBA).

[20] **EDWOSB** certification stands for Economically Disadvantaged Women-Owned Small Business certification. It is a subset of the Women-Owned Small Business (WOSB) Federal Contract Program.

(b) ECI Key Reporting.

Reporting based on the Business Classifications noted in the chart above is for the purpose of identifying and tracking outreach efforts to ensure all suppliers have equitable access to compete for UC business. This reporting is separate from the Spend Targets captured from CALS data (See Sec. II(1)(a) above) and is in compliance with [Regents Policy 4404](#) which prohibits using race, ethnicity or gender quotas. With the exception of SBE, SB and DVBE, no certification listed is to be given preferential treatment in any UC competitive environment.

(c) Certification. The processes businesses go through to become certified with the above identified certifying agencies give some indication of business's general capacity as a supplier; and Certifications support UC's ability to identify and track indicators of the economic impact of the University system's sustainable procurement practices to all communities. UC leverages third party technology partners and Technical Assistance Providers (identified below) to verify certifications.

(d) Market Analysis and Impact Trends. ECI Key Reporting indicators provides a source of supplier data and market information that can be leveraged for assessment and evaluation of marketplace.

(e) Operations. ECI Key Reporting indicators provide baselines for Performance reviews as well as data that can be applied in the development and scaling of Economic and Community Impact initiatives.

(f) Effect of Federal Funding. Activity funded, partially or fully, by federal grants or contracts must follow all federal rules.

ECI SUPPORT RESOURCES

(a)   Outreach and Education. UC and its Procurement teams throughout the UC footprint will collaborate with local chambers of commerce, anchor institutions and business advocacy groups to provide education and training on:

      i.   overall sustainability best practices,
     ii.   procurement best practices, and
    iii.   small business development.

In addition, UC will connect with the local business community through trade fairs, matchmaking events and presentations on how to do business with UC.

(b)   Small Business Technical Assistance Providers. UC works with a group of governmental and non-profit business advocacy organizations that have been embedded in UC local communities for decades. Such organizations serve as Small Business Technical Assistance Providers (SBTAPs) supporting UC's commitment to local business development. SBTAPs and their local affiliates are available as resources for UC and small businesses. The following is a list of Small Business Technical Assistance Providers:

    i.   **Small Business Development Center (SBDC)**
        https://americassbdc.org

    ii.   **National APEX Accelerator Alliance**
        https://www.napex.us/

   iii.   **Western Region Minority Supplier Development Council (WRMSDC)**

https://wrmsdc.org/

iv. **National Minority Supplier Development Council (NMSDC)**
https://nmsdc.org

v. **Women's Business Enterprise National Council (WBENC)-Pacific**
https://wbec-pacific.org/

vi. **Women's Business Enterprise National Council (WBENC)**
https://www.wbenc.org

vii. **National Veteran-Owned Business Association (NaVOBA)**
https://navoba.org

viii. **Disability:IN**
https://disabilityin.org

ix. **National LGBT Chamber of Commerce (NGLCC)**
https://nglcc.org

x. **Local Anchor Institutions**

xi. **Additional strategic partners identified by UC Campuses and locations**

8. Best Practices for Procurement Services[21]

1. Market basket lists can be used as a tool for increasing the purchase of sustainable products at competitive and affordable prices. By only including products meeting the Required and Preferred Level of sustainability criteria in a market basket list, the University may be able to achieve reduced rates that will in turn direct spend towards sustainable products over conventional products. Allowing for revisions to the market basket beyond traditional changes in volume/spend patterns may allow for more competitive pricing on newly added sustainable items.

2. Through bid specifications and contract provisions, require suppliers to:
   a. Offer eCommerce capabilities, including:
      i. clearly identifying UC-recognized "light green" and "dark green" sustainable items in product Catalogs.
      ii. ensuring that any additional sustainability symbols/icons/certifications are displayed along with attribute details per product (e.g. a product with a recycled content symbol must also have in its product description details about the percentage of total recycled content and post-consumer recycled content).
      iii. blocking and/or restrict pre-identified conventional items from being purchased online so University employees are compelled to purchase products that comply with UC's Sustainable Procurement Policies and Guidelines.
      iv. auto-substituting pre-identified conventional products with sustainable products on the market basket list when end-user places conventional item in online cart.
      v. making sustainable items display first in online Catalog search results, or make them easily found within online product Catalogs through effective search tools, search filters, and related navigational tools.
   b. Incentivize consolidated deliveries whenever feasible (e.g. deliveries only on certain days of the week or reduced pricing for consolidated shipping), and
      i. document or illustrate how the delivery consolidation method reduces the UC and supplier's carbon footprint (e.g. reduction in fossil fuel use, carbon emissions, packaging materials, or on-site vehicle traffic).
   c. Use only delivery service companies that are participants in EPA's Smartway Partnership Program.

3. LEED credits should be incorporated into all procurement associated with new facility construction and major renovations.[22]

4. These Guidelines (in particular the Green Spend Criteria) should be required of all providers that lease space or provide contracted goods or services at UC locations. Locations should include the Sustainable Procurement Policy and Guidelines provisions in lease language as new leases and contracts are negotiated or existing leases are renewed, and should work to incorporate these practices, as much as possible, within the timeframe of current leases.

All privatized development of new buildings or major renovations on University-owned land that is constructed in whole or in substantial part for University-related purposes (i.e. in furtherance of the University's mission, both programmatic and auxiliary uses), and build-to-suit projects not on University-owned land constructed for University-related purposes, should be held responsible for compliance with these Guidelines. The provisions should apply regardless of the business relationship between the parties (i.e. whether a gift, acquisition, ground lease and/or lease).

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[21] Some of the content from this list is modified from the Northeast Recycling Council.

[22] Guidance is available from the City of Phoenix.

9. Supplier Reporting

Green Spend Reporting

The University will require all strategically sourced suppliers to report annually on their sustainable business operations and quarterly on Green Spend and ECI Spend, as outlined in the Sustainable Practices Policy. Quarterly spend reports will be collected by the appropriate University of California Procurement Services department. Quarterly spend reports must be filterable, include all products and services purchased, use Excel compatible software, include information on a single sheet, and include the following fields:

1. Campus
2. Department and/or delivery location
3. SKU and/or manufacturer number
4. Item description
5. 8-digit UNSPSC code
6. Product category/Title of UNSPSC code
7. Quantity
8. Unit of measure
9. Price
10. Third-party sustainability attribute or certification as recognized in the Guidelines

State Agency Buy Recycled Campaign Reporting

In order to meet the reporting requirements of the State Agency Buy Recycled Campaign (SABRC), UC campus and health location suppliers will be required to annually provide post-consumer content documentation for all products within the 16 categories covered by SABRC. This documentation will consist of the total spend on products covered by SABRC and total spend on SABRC-compliant products, as outlined in the SABRC program requirements.

The 16 product categories included under SABRC include:

- Paper Products
- Printing and Writing Paper
- Soil Amendments and Soil Toppings
- Erosion Control Products
- Glass Products
- Lubricating Oil Products
- Plastic Products
- Paint

- Antifreeze
- Tires
- Tire-derived Products
- Pavement Surfacing
- Metal Products
- Building Finishes
- Carpet
- Textiles

10. Approval Procedure Updates and Changes

Changes to this document require approval by the UC Procurement Leadership Council (PLC). Prior to PLC consideration, proposed changes must be reviewed and recommended by the Sustainable Procurement Working Group and approved by the UCOP Director responsible for Procurement Policy.

Change Log

Approval Date	Summary of Changes	Approved by	Product Categories Impacted	Start Date for Reporting on New or Updated Categories
8/10/18	Implementation of UC Sustainable Procurement Guidelines	UC Procurement Leadership Council	Electronics, Cleaning Supplies, Copy Paper, Paper Office Supplies (other than copy paper), Non-paper Office Supplies, Toner, Indoor Furniture, Compostable Food Service Ware, Water Appliances/Fixtures	7/1/2018
10/15/19	Added new section "Packaging Foam Ban Guidance"		All where product packaging is involved.	
10/15/21	Definitions updated, clarification of "required" v. "preferred" green spend, updated outdated accepted certifications lists for many product categories, updated compostables guidance to comply with the UC Sustainable Practices Policy, addition of food and beverages; flooring; and lighting; clarification of some of the categories on the EaSR list, reformatting changes for readability.		All product categories, furniture, food and beverages, flooring, and lighting.	
02/03/26	Updated EaSR section to new ECI section, updated furniture, foodware, food and beverages, and reporting sections.	UC Procurement Leadership Council	All product categories, Furniture, foodware, food & beverages	N/A

11. Appendices

The "Dollar not Spent" and Green Spend

As with waste, the hierarchy of environmentally sustainable spend starts with reduce and reuse. As such, in the assessment of Green Spend, the "dollar not spent" can be included in Green Spend calculations. This concept is addressed in the following section. Please note that calculating the "Dollar not Spent" for an individual campus is optional and not required as part of a site's annual Green Spend reporting (outlined in the Green Spend Overview above).

How to calculate the dollar not spent:

Items that are not purchased due to education and reduction activities and/or items that are reused on campus may be added to the Green Spend calculation at a campus' discretion. The process for adding these to the Green Spend calculation is as follows:

$$\left(\frac{\text{Green Spend purchase per category + approximate market value of goods not purchased}}{\text{Addressable spend per category + approximate market value of goods not purchased}} \right) \times 100$$

To determine the approximate value of goods not purchased, campuses should use an appropriate combination of the methodologies below:

Method 1: Reuse (for example, goods reused from surplus operations)

STEP 1. Determine the current market value of the goods were they to be purchased new.

STEP 2. Sum the product cost (quantity of goods x current market value of goods).

STEP 3. Include the current market value of goods in the numerator and denominator of the Green Spend calculation.

Where:

Current market value of goods is to be determined as the average purchase price of the equivalent good available on system wide contracts (or an average market value of equivalents if no system wide contract exists).

> **Method 1 Example:** 4 desks and 3 desk chairs re-used on campus in surplus operations.
>
> **STEP 1:** Determine the average cost for the 4 desks and 3 desk chairs from relevant system wide contracts (e.g. average cost of desk is $2000 each, average cost of chair is $1,500 each).
>
> **STEP 2.** Sum the product cost of the items (4 x $2,000) + (3 x $1,500) = $12,500
>
> **STEP 3.** Include the market value of the goods in the numerator and denominator for the calculation for green spend;

$$\left(\frac{\text{Green Spend purchase per category + \$12,500}}{\text{Total Addressable Spend in a given category + 12,500}} \right) \times 100$$

Method 2: Normalized Reduction in Purchase of Commodity Goods
Where:

Product use (goods purchased) is a function of the number of staff/users.

STEP 1. Determine the quantity of goods purchased per driver in a baseline year:

Equation:	**For example:**
Baseline quantity of goods consumed	Baseline # reams of copy paper purchased
Baseline quantity of driver	Baseline # Full Time Equivalent staff
	Baseline # gallons of cleaning products purchased
	Baseline # square feet of cleaned space

STEP 2. Determine the quantity of goods purchased per driver in the current year using equations as above:

Equation:	**For example:**
Current quantity of goods purchased	Current # reams of copy paper purchased
Current quantity of driver	Current # Full Time Equivalent staff
	Current # gallons of cleaning products purchased
	Current # square feet of cleaned space

STEP 3. Determine the total difference in the quantities of goods purchased between the baseline and current years (savings) using the following equation:

Equation:

Current quantity of driver x (Baseline quantity of goods per driver - Current quantity of goods per driver)

Example:

Paper: Current number of FTEs x (Baseline number of reams of copy paper purchased per FTE - Current number of reams of copy paper purchased per FTE)

Cleaning: Current number of sq. ft. cleaned x (Baseline number of gallons of cleaning product purchased per sq. ft. cleaned - Current number of gallons of cleaning product purchased per sq. ft. cleaned)

STEP 4. Determine the value of savings based on the current market value of goods.

STEP 5. Include the current market value of goods in the numerator and denominator of the Green Spend calculation.

Where:

Current market value of goods: is to be determined as the average price of the equivalent good available on system wide contracts (or an average market value of equivalents if no system wide contracts product available).

Note that if the purchase of one commodity is replaced with purchase of a different (but similar) commodity, this should not be considered a reduction.

Method 2 Example (Using copy paper as example good):

STEP 1: Determine the quantity of goods purchased per driver in baseline year

Baseline year: FY 05/06

Quantity of goods purchased: 500 reams of copy paper/year

Driver: 800 Full Time Equivalent staff

Number of reams of copy paper purchased per FTE: 500/800 = .625 reams per FTE

STEP 2: Determine the quantity of goods purchased per driver in current year

Current year: FY 17/18

Quantity of goods purchased: 500 reams of copy paper/year

Driver: 1500 Full Time Equivalent staff

Number of reams of copy paper purchased per FTE: 500/1500 = .33 reams per FTE

STEP 3: Determine savings per driver between baseline and current year

Current # FTEs x (reduction in reams per FTE) = 1500 FTEs x (.625 reams per FTE - .33 reams per FTE)

= 421.5 reams of paper

STEP 4: Determine the average value of the savings/reduction

Average value of a ream of paper in UC contract: $5

$5 x 421.5 reams of paper = $2,107.5

STEP 5: Add the value of the reduction to both the numerator and the denominator of the Green Spend equation for the product category

$$\left(\frac{\text{Green Spend purchase per category} + \$2,107.50}{\text{Total Addressable Spend in a given category} + 2,107.50} \right) \times 100$$

Method 3: Replacement of disposables with reusables

If successful methods have been found to identify reuse numbers where disposables were the standard business as usual, the market value of these disposables may be used in Green Spend calculations. An example of this might be the use of reusable to-go containers at dining locations where reusables are "checked out," so specific numbers of reusables are available.

In these cases, the value of the disposables displaced may be considered Green Spend and added to the numerator and the denominator for the Green Spend calculation. The process for calculating this is as follows:

STEP 1. Determine number of goods displaced.

STEP 2. Determine value of goods displaced per unit.

STEP 3. Calculate total value of goods displaced (number of goods displaced) x (value of goods displaced per unit)

STEP 4. Include the current market value of goods in the numerator and denominator of the Green Spend Calculation.

> **Method 3 Example:**
>
> For this example, a dining operation uses reusable to-go containers and tracks their usage. 500 reusable to-go containers are used in a year.
>
> **STEP 1.** Determine number of goods displaced
>
> From the example above, 500 to-go containers are displaced
>
> **STEP 2.** Determine value of goods displaced per unit
>
> Alternative compostable to-go containers cost $0.20 each (on system wide or local contract).
>
> **STEP 3.** Calculate total value of goods displaced
>
> 500 compostable to-go containers x $0.20/container = $100
>
> **STEP 4:** Add the value of the savings/reduction to both the numerator and the denominator of the Green Spend equation for the product category:

$$\left(\frac{\text{Green Spend purchase per category} + \$100}{\text{Total Addressable Spend in a given category} + 100} \right) \times 100$$

Sustainable Spend

Sustainable Spend is a concept the University is evaluating, looking at the intersection of Green and ECISpend. UC Sustainable Spend is defined as spend that meets the criteria and requirements for Green Spend as well as for Economic and Community Impact Spend. Thus, Sustainable Spend is defined as the expenditures on products in a particular product category that are supplied by a business holding one of the UC-recognized ECI certifications, in addition to the product meeting the Preferred Level Green Spend criteria.

Figure 1 below illustrates an example calculation for the percentage of Sustainable Spend for computers over a given time period:

$$\left(\frac{\text{Expenditures on EPEAT® Gold certified computers from Small Business suppliers}}{\text{Total Addressable Spend on computers}} \right) \times 100$$

Figure 1. Sustainable Spend for Computers