
Cline Library

Northern Arizona University
PO Box 6022
Flagstaff, AZ 86011-6022

928.523.6802 phone
928.523.3770 fax
nau.edu/library

1.0 Purpose

To encourage the procurement and use of materials, products, and services that incorporate the environmental, social, performance, and community goals of Cline Library and Northern Arizona University. This policy expands upon the University-wide Sustainable Purchasing Policy (PUR 204-00-01), and provides a series of guidelines by which purchase decisions should be made for Cline Library.

2.0 Scope

This policy applies to sustainable purchasing within building and site management's control for the Cline Library. Responsible parties will strive to balance environmental, performance and fiscal obligations when making sustainable purchasing decisions.

This policy applies to sustainable purchasing of the following categories of products:

- *Ongoing Consumables: paper, toner cartridges, pens, notepads, envelopes, boxes, desk accessories, and batteries.
- Durable Goods: office equipment, appliances, audiovisual equipment, and other electric-powered equipment.
- Lamps (hard-wired and portable fixtures)

Food and beverages are not included within the scope of this policy.

*This list contains the top five most purchased products within the ongoing consumable category.

3.0 Performance Metrics**Sustainable Purchasing of Ongoing Consumables**

"Ongoing consumables" refers to low-cost-per-unit materials that are regularly used and replaced throughout the course of daily business operations. These products include, but are not limited to: printing and copying paper, notepads, envelopes, binders, sticky notes, toner cartridges, desk accessories, and batteries. Responsible parties should consider the sustainable purchasing criteria and, whenever practical and feasible, strive to purchase products that comply with one or more of the following:

- Postconsumer recycled content. Products covered by the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines must contain levels that meet or exceed the requirements of these guidelines.
- Extended use, as opposed to single use or disposable. In the case of batteries, the responsible party should always consider rechargeable options.
- Paper and wood products should be certified by the Forest Stewardship Council or by an equivalent standard approved by the Office of the Dean.
- Bio-based materials that meet the Sustainable Agriculture Network's Sustainable Agriculture Standard.

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- *Remanufactured Toner* – Due to reoccurring performance issues, Library Technology Services has requested that for all high-volume printers available to library visitors, original toner cartridges be purchased until a more efficient option can be identified (4/2015). Remanufactured options should still be considered for toner cartridge orders for printers serving staff areas.

This policy does not contain any instructions that shall be construed as requiring Cline Library to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price within a reasonable period of time.

Sustainable Purchasing of Durable Goods

“Durable goods” refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, and fax machines), appliances (refrigerators, dishwashers, water coolers), and external power adaptors, televisions, and furniture.

The purchasing criteria for these products fall into two separate categories.

Electronics and Appliances

- Energy Star labeled products.
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least Silver Level rating).

Sustainable Purchasing of Lamps

Cline Library seeks to reduce the amount of mercury brought into the building through the purchase of lamps.

An overall building average of 70 picograms of mercury per lumen-hour or less for all mercury-containing lamps purchased for the building. Outdoor lamps purchased for the associated grounds are not included within this policy because they are not within the building manager’s direct control.

4.0 Goals

This policy exists to encourage Cline Library to choose sustainable purchasing options, whenever possible, in order to promote environmental considerations such as the reduction of waste, recycling, and sustainability.

- At least 60% of the cost of purchases of ongoing consumable products will comply with at least one of the sustainability criteria set by this policy.
- At least 80% of electronic and durable goods purchases will comply with at least one of the sustainability criteria.
- Maintain a building average of 70 picograms or less of mercury per lumen-hour for all lamps purchased for the building and associated grounds.

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5.0 Performance Evaluation and Quality Assurance

Cline Library provides a variety of services to thousands of student, faculty, and community visitors. High quality and product performance must be a top priority. Communication between building users combined with regular tracking of purchases can help to assure a balance between quality performance and sustainable products.

The products covered within the scope of this policy should be tracked on a monthly basis to ensure the procedures within the policy are being adhered to and to determine if any significant changes should be made to the sustainable purchasing policy. If at any time updates are required to this plan, the responsible parties should ensure that all appropriate individuals are informed of the updates and that a copy of the updated policy is available on Sharepoint.

6.0 Responsible Party

The Office of the Dean shall implement this policy in coordination with other appropriate departments and personnel, including but not limited to, Information Tech Services for Cline Library, Cline Library employees, parties purchasing materials on Cline Library's behalf and/or companies contracted to provide goods to Cline Library.

The responsible parties within the Office of the Dean should ensure that the Sustainable Purchasing Policy is adapted accordingly and that contract vendors and building employees are aware of the specifics outlined in this policy. Contact information for the responsible parties is provided below:

Contact Information for Responsible Party:	
Department:	Office of the Dean
Name:	Jill Friedmann (Assistant Dean)
Phone:	928-523-3253
Email:	Jill.Friedmann@nau.edu

Contact Information for Responsible Party:	
Department:	Office of the Dean
Name:	Nancy Pitz (Administrative Director)
Phone:	928-523-6804
Email:	Nancy.Pitz@nau.edu

7.0 Procedures and Strategies

This policy covers purchases that are within the building and site management's control, Cline Library personnel may use any qualifying vendor to procure the products described in Section (3), and are encouraged to also consider the following areas of interest:

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Packaging

Cline Library desires to reduce waste generated through daily operations and recognizes that such reduction begins with the material that enters each facility. Cline Library will request that all items purchased be packaged and delivered with minimal packaging material. Cline Library reserves the right to request that vendors alter the packing of goods delivered, when appropriate and/or possible.

Recycled Content

Cline Library requests that all vendors provide recycled content options for goods when available, and when financially. If a product is available with recycled content, vendor will disclose that option to the appropriate Cline Library representative.

8.0 Time Period

This policy shall take effect on March 1, 2014 shall continue indefinitely or until replaced by subsequent sustainable purchasing policy.

9.0 Additional Resources

NAU - Sustainable Purchasing Policy:

<https://nau.edu/Contracting-Purchasing-Services/Forms/Policies/204/>

Energy Star

<https://www.energystar.gov/products>

Staples Eco-Conscious Product List:

<http://www.staples.com/sbd/cre/marketing/sustainability-center/shop-green-products/>