



Green Purchasing Policy

Responding to the growing need for environmental stewardship and calls from the University community for the implementation of sustainable practices, Duke University Stores adopted this Green Purchasing Policy. The following policy outlines the purchasing component of Duke Store's plan to "green" its products and services. The other component consists of a marketing strategy to move environmentally preferable products off the shelves.

Hence forth, Duke Stores will give preference to environmentally superior products, where quality, function and cost are equal or superior. Products and packaging materials will contain a prescribed minimum post-consumer recycled content and will be minimized and/or substituted with more environmentally appropriate alternatives whenever possible. All products will be chosen based on efficient use of energy, natural resources, and potential for safe, non-hazardous disposal.

Duke Stores will inform all suppliers / vendors of products and services about the policy and will work with them to meet its criteria.

Where practical and cost effective, products will be ordered in appropriate quantities to avoid having to dispose of obsolete products.

"Whenever practicable,"¹* products should be purchased which meet the criteria specified in the EPA's Environmentally Preferable Purchasing (EPP) database which is available on the EPA website (www.epa.gov).

When a candidate product meets some of the EPP criterion but not others, preference will be given in the following order:

- 1) The highest percentage of post-consumer² recovered material available in the marketplace; and
- 2) The highest percentage of pre-consumer recovered material available in the marketplace

¹ "Whenever practicable" means a) the recycled products can perform the function intended at least as well as a product produced from only virgin material, and b) the cost of the recycled product reasonably approximates the cost of the product produced from only virgin materials.

² "Post-consumer" materials are those materials that have been used by consumers, collected by recycling programs and then remanufactured into a new product. "Pre-consumer" material consists of the leftover scraps from milling and industrial processes. While both are environmentally preferable to virgin materials, post-consumer recycled material is given priority because it supports local recycling programs by creating demand for the materials collected.

In addition to the recovered material content of a product, the EPP database specifies other important criteria that should be considered in selecting products:

- 1) The ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs; and
- 2) The volume and toxicity of waste and by-products a given product and its packaging generate in their manufacture, use, recycling and disposal.

Equipment purchased or rented by Duke Stores are to be compatible, whenever practicable, with the use of recycled-content products (e.g. photocopy machines).

Product specifications and requisitions for products must conform to the following guidelines:

- 1) Specifications and requisitions shall not require the exclusive use of products made from virgin materials, nor specifically exclude the use of recycled-content products;
- 2) Performance standards must be reasonable and related to function, and shall not be designed to exclude the purchase of recycled-content products;
- 3) To the extent such information is known, Duke Stores staff shall identify in the purchase requisition products available with recycled content and vendors from whom such products are available; and
- 4) The Purchasing Agent has the authority to specify a minimum recycled-content standard in bid solicitations.

Duke Stores will promote this green purchasing policy on its website, inside its stores and within its marketing materials.

Dukes Stores will promote environmentally preferable products within its stores through green tagging, preferential shelf placement and special displays. Within its catalog, environmentally preferable products will be denoted through a green labeling scheme.