

Revised June 27, 2019



Miami Business School

Purchasing Policy

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1 - OBJECTIVE

The Miami Business School understands their potential impact on the environment including daily operations that draw from natural resources. Materials and products used in daily operation cause impact from the extraction, during the manufacturing, to their use, and disposal. The Miami Business School supports the University's commitment to corporate social responsibility standards and the current STARS BSJ-180 Sustainable Procurement document. This policy is written to establish a common interpretation of what Environmentally Preferable Procurement, purchasing, products, practices, and programs encompasses within the Miami Business School.

2 - SCOPE

This policy applies to materials and products purchased and used during the operation and maintenance of the Miami Business School located at the University of Miami (UM) main Campus. This policy will address performance targets for purchases and business practices as it applies to all materials and products purchased or used at this building. This policy will be consulted prior to purchasing materials and products.

3 - GOALS

The goal of this Purchasing Policy is to reduce the impact the Miami Business School has on the health of people and the environment by choosing products or services that have a lesser or reduced effect on human health and the environment.

Category	Goal	Performance measurement unit
Ongoing consumables	50% meet sustainability criteria	Annual Cost
AV, electronics, and electric powered equipment	50% meet sustainability criteria	Annual Cost
Lamps	90% of lamps have 60 picograms of mercury per lumen-hour or less	Number of lamps

4 - VENDOR REQUIREMENTS

PERFORMANCE METRICS AND MEASUREMENT

The Miami Business School acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. The Miami Business School requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring the Miami Business School to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

SUSTAINABILITY CRITERIA FOR VENDOR

- Following our main Campus City's ordinances banning Expanded Polystyrene and Single Use Plastic Bags, the University of Miami requires vendors to comply with these requirements on all campuses.
- If there is no increase in cost, products and services listed in the vendor's catalog should focus on Environmentally Preferred options.
- Vendors will provide an annual report of their Environmentally Preferred Products and Services procurement from UM upon request.
- Vendors' catalog will align as much as possible with the Workday Market Place standard used by the University: "Green" for Environmentally Preferred Products and Services, and "Recycled" for products containing recycled materials.
- Vendors will notify UM of their new Environmentally Preferred Products and Services offerings.
- Vendors will provide annual training on specific Environmentally Preferred Products and Services upon request by UM.
- To promote new approved EPPS initiatives at UM, vendors will contact UM Office of Sustainability: 305-284-8520 / green@umiami.edu.

5 - ONGOING CONSUMABLES

Ongoing consumables refer to low cost-per-unit materials that are regularly used and replaced throughout the daily course of business. These materials include, at a minimum, paper (printing or copy paper, notebooks, notepads, envelopes), toner cartridges, binders, batteries, and desk accessories. The use of environmentally sensitive materials is preferred.

- The five most purchased product categories based on total annual purchases.
 1. Catering/ Food & Beverage services
 2. Miscellaneous Items (Event supplies, study room supplies)
 3. Office Supplies (Paper, toner cartridges, binders, batteries, and desk accessories)
 4. Coffee & Tea
 5. Electronics

PERFORMANCE METRICS AND MEASUREMENT

The metrics must be based on total purchases per year of applicable materials on a cost basis. Materials meeting two separate criteria count twice toward the total.

SUSTAINABILITY CRITERIA FOR ONGOING CONSUMABLES

As applicable, a target of at least 50% of total purchases per year should comply with one of the following:

- Recycled materials and products: The content of purchases must meet or exceed the levels listed in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines. Products not covered by the Guidelines can get credit for their recycled content with no minimum.

- Extended use: Batteries must be rechargeable. Toner cartridges for laser printers must be remanufactured.
- Bio-based products: Bio-based products must meet the Sustainable Agriculture Network's Sustainable Agriculture Standard. Bio-based raw materials must be tested using ASTM Test Method D6866 and be legally harvested, as defined by the exporting and receiving country. Exclude hide products, such as leather and other animal skin material.
- Paper and wood products: Paper and wood products must be certified by the Forest Stewardship Council or USGBC-approved equivalent.
- Materials reuse: Reuse includes salvaged, refurbished, or reused products.
- Extended producer responsibility: Products purchased from a manufacturer (producer) that participates in an extended producer responsibility program or is directly responsible for extended producer responsibility.
- Cradle to Cradle Certified: Products purchased have earned Cradle to Cradle certification of any level, Version 3 or newer.
- Sustainable agriculture: The food or beverage must be labeled USDA Organic, Food Alliance Certified, Rainforest Alliance Certified, Protected Harvest Certified, Fair Trade, or Marine Stewardship Council's Blue Eco-Label, or labeled with the European Community Organic Production logo in accordance with Regulations (EC) No. 834/2007 and (EC) No. 889/2008.
- Local sourcing: The food or beverage must contain raw materials harvested and produced within 100 miles (160 kilometers) of the site.

6 - AV, ELECTRONICS, AND ELECTRIC POWERED EQUIPMENT

This refers to products AV, Electronics, and Electric Powered Equipment and other products with a useful life of approximately two or more years and that are replaced infrequently. Examples include office equipment, appliances, external power adapters, televisions, and audiovisual equipment.

- Lamps (indoor and outdoor, hard-wired and portable fixtures).
- Office equipment, appliances, and audiovisual equipment.
- Electric powered equipment.

PERFORMANCE METRICS AND MEASUREMENT

The metrics must be based on total purchases per year of applicable materials on a cost basis. Materials meeting two separate criteria count twice toward the total.

SUSTAINABILITY CRITERIA FOR AV, ELECTRONICS, AND ELECTRIC POWERED EQUIPMENT

As applicable, a target of at least 50% of total purchases per year should comply with one of the following:

- EPEAT rating: The equipment must have a silver Electronic Product Environmental Assessment Tool (EPEAT) rating or better.

- ENERGY STAR rating: If the equipment does not yet fall under the EPEAT rating systems, it must be ENERGY STAR® qualified or performance equivalent.
- Lamps: Lamps must contain no mercury (with equivalent energy efficiency as mercury containing lamps) or have an average low mercury content of 25 picograms per lumen-hour or less.

7 - RESPONSIBLE PARTIES

The responsible parties for this policy are the UM Sustainability Manager and Contract Administrator. The responsible parties ensure that this policy is executed and that any contracted vendors under management’s control purchasing products for the building are aware of the procedures outlined in this plan. Further, the Facility Manager is responsible for sharing this policy with the building staff, faculty, and students and encouraging policy adoption accordingly. The Sustainability Manager is responsible for reviewing this policy for any significant changes on an annual basis. If at any time updates are required to this policy, the responsible party will ensure that the appropriate individuals are informed of the updates.

8 - QUALITY ASSURANCE AND CONTROL PROCESS

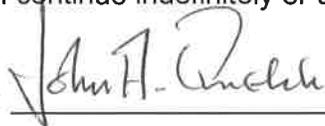
On an annual basis, the Sustainability Manager will evaluate this policy and request input from the staff. If the procedures and implementation strategies are not met, adjustments will be made to this policy.

Revision	Date	Responsible Person	Description of Change
1.0			
2.0			
3.0			

SIGNATORY & TIME PERIOD:

This policy was originally Executed in June 2019 and shall continue indefinitely or until amended and/or replaced by a subsequent policy.

Date Executed: 6/28/19

Signed By: 

Print Name: John A. Quelch

Title: Dean, Miami Business School