

POLICY OBJECTIVE

The CSU continues to be a leader in sustainability. This policy supports the CSU sustainability policy and articulates the CSU's requirements to ensure procurement and contracting activities are in compliance with CSU sustainability goals, State Agency Buy Recycled Campaign (SABRC) goals, and applicable regulations.

POLICY STATEMENT

The Chancellor's Office has implemented CSU purchasing policies that assure the following minimum sustainability requirements are achieved. These CSU Policies were designed to maximize the use of suppliers and vendors with sustainable practices in campus contracting activities.

Campuses will prioritize waste reduction in the following order: reduce, reuse and then recycle. Procurement shall reduce unnecessary purchasing before considering products for which a viable reuse application exists, or those which are reusable, locally compostable and/or recyclable. These purchasing practices shall be established to promote the move to Zero Waste by procuring and using materials, goods, and supplies that may be reused, repurposed, or recycled at end of life, minimizing the volume of trash sent to landfills or incinerators.

This policy shall cover all campus business operations, including self-funded entities such as student housing, student unions, parking, children's centers, and auxiliary operations.

Campus responsibilities:

1. Each campus is responsible for the following sustainable purchasing reporting requirements:
 - a. In order to track progress toward policy goals using a standard approach, campuses shall collect and report procurement information in alignment with the Sustainability Tracking and Assessment Rating System (STARS) on an annual basis (see Sustainable Procurement Policy Procedures document for current reporting requirements).
 - b. Regarding procurement-related STARS credits, campuses shall achieve 50% of total available points by July 1, 2022, 75% of total available points by July 1, 2024, and 90% of total available points by July 1, 2026.²
 - c. Campuses shall submit Buy Recycled Reports annually to the Office of the Chancellor in accordance with the due dates specified on the CSU Contract Services and Procurement Policy Reporting Requirements Schedule.
2. Each campus shall incorporate certifications recognized in the Sustainable Procurement Policy Procedures document into the campus procurement office procedures, including competitive solicitations.

² Detailed criteria for STARS reporting can be found in the Sustainable Procurement Policy, Procedures document.

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a. All campuses are to utilize a bid evaluation preference for sustainable criteria and certifications when procuring supplies and equipment.

3. All procurement staff will consult the CSU Sustainable Procurement Policy Procedure document for minimum mandatory sustainability criteria and certifications. Each campus will employ Life Cycle Cost Analysis (LCCA) when evaluating all purchases specifically related to energy and water using products and systems.

a. All requests for proposals (RFPs) related to energy and water using products and systems are to be structured on the basis of lowest total cost of ownership (TCO) in addition to purchase price.³

b. Campus Planning, Design, and Construction (CPDC) shall document LCCA's as part of the project design process.

4. Campuses may require all suppliers to certify, upon receipt, any claimed sustainability attributes of all products and their packaging, including, but not limited to, recycled content.

a. Campuses shall require suppliers to use recycled products, to the maximum extent economically feasible, in the performance of the contract work. Campuses shall require suppliers to certify the minimum percentage, if not the exact percentage of post-consumer recycled content in all products.

b. Prior to purchasing a product substitute, campus purchasers are responsible for confirming that the material is locally recyclable or compostable.

5. Campuses are responsible for implementation of the Policy in the context of individual building projects, facilities operations, etc. The internal audit department may conduct periodic audits to assess compliance with this Policy.

6. Campuses are required to comply with the current version of Sustainable Procurement Policy Procedures.

Office of the Chancellor's responsibilities:

1. On October 1 of every year, collect updated relevant credits for STARS reporting from each campus.

2. Maintain and update CSU Sustainable Procurement Policy and Procedure no less than every five years.

3. On November 1 of every year, provide a report to CSU Board of Trustees on the CSU's sustainability efforts in each area of this Policy.

³ Total cost of ownership (TCO) estimates the total life cycle direct and indirect costs of an asset in a single monetary figure. Life Cycle Cost Analysis (LCCA) is the process used to estimate an asset's TCO. In addition to purchase price, LCCA incorporates future costs such as maintenance, replacement of parts, energy use and disposal, and evaluates them on the basis of Net Present Value. LCCA can also be used to incorporate environmental and social life cycle costs, such as the cost of purchasing pollution offsets or monitoring labor practices.
<https://stars.aashe.org/wp-content/uploads/2019/07/STARS-2.2-Technical-Manual.pdf>

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4. [On November 1 of every year, file the CSU's Buy Recycle Report with the State.](#)

Policy implementation schedule:

[This policy shall be effective July 1, 2021, upon which all contracts, whether new, renewed or extended, shall adhere to this policy and the accompanying Sustainable Procurement Policy Procedure guidelines. Exemptions are extended to the following areas:](#)

- [1. Certified small businesses, certified DVBEs, and companies within Target Area Contract Program Act \(TACPA\) areas are exempt from this policy until July 1, 2024.](#)
- [2. Research grants are exempt from this policy until July 1, 2024 \(for purchases over \\$25,000\), and July 1, 2026 \(for purchases under \\$25,000\).](#)
- [3. ProCard purchases are exempt from this policy until July 1, 2024 for purchases below \\$1,000. Campus ProCard policies will be revised to reflect these conditions.](#)

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