



Sustainable Practices Policy

Responsible Officer: Executive Vice President- Business Operations
Responsible Office: Capital Resources Management
Original Issuance Date: July 1, 2004
Date of Last Revision: August 22, 2011
Effective Date: August 22, 2011
Scope: All campuses, Medical Centers, and the Lawrence Berkeley National Laboratory

Contact: Matthew St.Clair
Email: Matthew.StClair@ucop.edu
Phone #: 510-287-3897

- I. Policy Summary
- II. Definitions
- III. Policy Text
- IV. Compliance / Responsibilities
- V. Procedures
- VI. Related Information
- VII. Revision History

I. POLICY SUMMARY

The Sustainable Practices Policy (“Policy”) establishes goals in eight areas of sustainable practices: green building, clean energy, transportation, climate protection, sustainable operations, waste reduction and recycling, environmentally preferable purchasing, and sustainable foodservice.

II. DEFINITIONS

Climate Neutrality: in the context of this policy, climate neutrality means that the University will have a net zero impact on the Earth’s climate, and that it will be achieved by minimizing greenhouse gas (GHG) emissions as much as possible and using carbon offsets or other measures to mitigate the remaining GHG emissions.

CBC: California Building Code, Title 24 portion of the California Code of Regulations

Environmentally preferable products: designation for those products whose manufacture, use, and disposal results in relatively less environmental harm than comparable products.

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. This policy refers to the following rating systems:

LEED for Commercial Interiors (LEED-CI) for renovation projects;

LEED for Existing Buildings: Operations and Maintenance (LEED-EBOM) for the ongoing operational and maintenance practices in buildings; and,

LEED for New Construction (LEED-NC) for new buildings and major renovations of existing buildings.

Post-Consumer Waste (PCW): waste produced by the end-user of a product. Post consumer waste is differentiated from pre-consumer waste, which refers to waste produced in the manufacture of a product.

Renewable power: energy generated from inexhaustible sources, such as the sun or wind, or from sources that can quickly be replenished, such as biomass. For the purposes of this policy, an energy source is renewable if it has been designated as such by the California Energy Commission
(<http://www.cpuc.ca.gov/PUC/energy/Renewables/FAQs/01REandRPSeligibility.htm>).

Savings by Design: an energy efficiency program offered by California's four investor-owned utility companies and the Sacramento Municipal Utility District. Savings By Design provides design assistance, energy analysis, life-cycle costing, and financial incentives for new construction and major renovation projects. The Savings By Design program is also known as the Non-Residential New Construction Program.

Strategic sourcing: a process designed to maximize the purchasing power of large, decentralized organizations, such as the University of California, by consolidating and leveraging common purchases.

TDM: Transportation Demand Management. TDM is the application of strategies and policies to reduce travel demand (specifically that of single-occupancy private vehicles). TDM programs may include: car sharing (car share), carpools (rideshare), vanpools, bus pools, campus shuttles, transit, bicycle circulation systems, pedestrian circulation systems, emergency rides home, telecommuting, flexible schedules, parking management (amount, access, fees), etc.

USGBC: U.S. Green Building Council. The USGBC is a membership-based non-profit organization dedicated to sustainable building design and construction, and is the developer of the LEED building rating system.

III. POLICY TEXT

The University of California is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. The University's campuses should be living laboratories for sustainability, contributing to the research and educational mission of the University, consistent with available funding and safe operational practices. Policy goals are presented below in eight areas of sustainable practices.

A. **Green Building Design**

New Buildings

1. All new building projects, other than acute care facilities, shall be designed, constructed, and commissioned to outperform the CBC energy-efficiency standards by at least 20%. The University will strive to design, construct, and commission buildings that outperform CBC energy efficiency standards by 30% or more, whenever possible within the constraints of program needs and standard budget parameters.
2. Standards for energy efficiency for acute care facilities will be developed in consultation with campuses and medical centers.
3. All new buildings (except acute care facilities) will achieve a USGBC LEED-NC "Silver" certification at a minimum. All new buildings (except acute care facilities) will strive to achieve certification at a USGBC LEED-NC "Gold" rating or higher, whenever possible within the constraints of program needs and standard budget parameters.
4. The University of California will design, construct, and commission new laboratory buildings to achieve a minimum of LEED-NC "Silver" certification as well as meeting at least the prerequisites of the Laboratories for the 21st Century (Labs21) Environmental Performance Criteria (EPC)¹. Design, construction, and commissioning processes shall strive to optimize the energy efficiency of systems not addressed by the CBC energy efficiency standards.
5. All new building projects will achieve at least two points within the available credits in LEED-NC's Water Efficiency category.

Building Renovations

6. Renovation of buildings that require 100% replacement of mechanical, electrical and plumbing systems and replacement of over 50% of all non-shell areas (interior walls, doors, floor coverings and ceiling systems) shall at a minimum comply with III.A.3 or III.A.4, above. Such projects shall outperform CBC Title 24, Part 6, currently in effect, by 20%.

¹ Labs21 is a voluntary partnership program that offers training and resources to support the design and operation of high-performance laboratories. Labs21 is co-sponsored by the Department of Energy and the Environmental Protection Agency.

The Labs21 Environmental Performance Criteria (EPC) is a rating system that consists of prerequisites and credits in several laboratory-specific areas, including laboratory equipment water use, chemical management, and ventilation. Labs21 EPC is designed as a complement to LEED.

7. Renovation projects with a project cost of \$5 million or greater (CCCI 5000) that do not fall under item III.A.6. shall at a minimum achieve a LEED-CI Certified rating and register with the utilities' Savings by Design program, if eligible.

B. Clean Energy

1. The University will reduce consumption of non-renewable energy by using a portfolio approach that includes a combination of energy efficiency projects, the incorporation of local renewable power measures for existing and new facilities, green power purchases from the electrical grid, and other energy measures with equivalent demonstrable effect on the environment and reduction in fossil fuel usage.
2. The University will provide up to 10 megawatts of on-site renewable power by 2014.
3. The University will use energy efficiency retrofit projects to reduce system-wide growth-adjusted energy consumption by 10% or more by 2014 from the year 2000 base consumption level.

C. Climate Protection Practices

Each campus will develop a long-term strategy for voluntarily meeting the State of California's goal for reducing greenhouse gas (GHG) emissions to 1990 levels by 2020, pursuant to the California Global Warming Solutions Act of 2006. As an intermediate target, each campus shall pursue the goal of reducing GHG emissions to 2000 levels by 2014. Campuses will aim to achieve climate neutrality as soon as possible after achieving the 2014 and 2020 reduction targets. GHG emissions reduction goals pertain to emissions of the six Kyoto greenhouse gasses² originating from all sources specified in the American College and University Presidents Climate Commitment. These goals will be pursued while maintaining the research and education mission of the University.

D. Sustainable Transportation

1. Each campus will develop GHG emission reduction goals for transportation, including the emission categories of fleet, commute, and business travel, and report annually on progress toward achieving the goals.
2. Campus fleets shall implement practicable and cost-effective measures including, but not necessarily limited to, the purchase of the cleanest and most efficient vehicles and replacement tires, the use of alternative fuels, and other sustainability measures.
3. The University will pursue the expansion of Transportation Demand Management (TDM) programs and projects to reduce the environmental impacts from commuting. In conjunction with this effort, campuses will engage in advocacy efforts with local transit districts to improve routes to better serve student and staff ridership.
4. To the extent practicable, campuses will develop a business-case analysis for any proposed parking structure projects.

² The six greenhouse gasses identified in the Kyoto Protocol are carbon dioxide, methane, nitrous oxide, sulfur hexafluoride, hydrofluorocarbons, and perfluorocarbons.

E. Sustainable Building Operations

1. Each campus will submit for certification one pilot building at a LEED-EBOM “Certified” level or higher.
2. Each campus shall certify campus-wide LEED-EBOM credits and prerequisites to streamline the certification of multiple buildings through the LEED-EBOM rating system by July 1, 2012.
3. Each campus shall seek to certify as many buildings as possible through the LEED-EBOM rating system, within budgetary constraints and eligibility limitations.

F. Recycling and Waste Management

1. The University prioritizes waste reduction in the following order: reduce, reuse, and then recycle.
2. The University adopts the following goals for diverting municipal solid waste from landfills:
 - 50% by June 30, 2008
 - 75% by June 30, 2012
 - Ultimate goal of zero waste³ by 2020

G. Environmentally Preferable Purchasing Practices

1. Environmentally preferable purchasing underlies and enables all other areas of sustainable practice in this *Policy*. Therefore, the University will maximize its procurement of environmentally preferable products and services.
2. The University will use its purchasing power to target environmentally preferable products and services for volume-discounted pricing to make them cost-competitive with conventional products and services.
3. For products and services without available environmentally preferable alternatives, the University will work with its existing and potential suppliers and leverage the University’s purchasing power and market presence to develop sustainable choices.
4. The University will integrate sustainability requirements into its practices for competitive bidding in materiel and services procurement, allowing for suppliers that meet these requirements to earn additional evaluation points.
5. Packaging for all products procured by the University should be designed, produced, and managed in an environmentally sustainable manner. The University shall seek products that have take-back programs, as appropriate.
6. When requested, suppliers citing environmentally preferable purchasing claims shall provide proper certification or detailed information on environmental claims, including benefits, durability, and take-back, reuse, and recyclable properties. Additionally, suppliers are responsible for providing proof of University of California-accepted third-party certification based upon the requirements of the University’s Procurement Services Department located in the Office of the President.

³ The University is in the process of developing implementation procedures for achieving zero waste, including a working definition of zero waste.

7. All policy and procedures for environmentally preferable purchasing are to be applied by the University within the constraints of research needs and budgetary requirements and in compliance with applicable rules, regulations and laws.

H. Sustainable Foodservices Practices

1. Campus and Medical Center Foodservice Operations

Campuses and Medical Centers shall develop sustainability goals and initiatives in each of the four categories of sustainable foodservice practices listed below.

a. Food Procurement

Each campus and Medical Center foodservice operation shall strive to procure 20% sustainable food products by the year 2020, while maintaining accessibility and affordability for all students and Medical Center foodservice patrons.

b. Education

Each campus and Medical Center shall provide patrons with access to educational materials that will help support their food choices.

c. Engagement With External Stakeholders

Campus and Medical Center departments, organizations, groups, and individuals shall engage in activities with their surrounding communities that support common goals regarding sustainable food systems.

d. Sustainable Operations

Campus and Medical Center foodservice operations shall strive to earn third-party “green business” certifications for sustainable dining operations.

2. Retail Foodservice Operations:

- a. Retail foodservice tenants located on campuses will strive to meet the policies in III.H.1.a-d. above. Given the constraints faced by nationally-branded franchises that must purchase food through corporate contracts, campus departments managing retail foodservice tenants will have the option of meeting III.H.1.a. (procuring 20% of all sustainable food products by the year 2020) by aggregating the purchases of all retail entities under the jurisdiction of a single operational unit on campus.
- b. Campuses will include Section H of this *Policy* in lease language as new leases and contracts are negotiated or existing leases are renewed. However, campuses will also work with tenants to advance sustainable foodservice practices as much as possible within the timeframe of current leases.

IV. COMPLIANCE / RESPONSIBILITIES

A. *Implementation of the Policy*

The Executive Vice President-Business Operations is the Responsible Officer for this policy.

The UC Sustainability Steering Committee, which is chaired by the Executive Vice President-Business Operations, provides oversight for all aspects of the policy.

B. Revisions to the Policy

The President is the approver of this *Policy* and has the authority to approve or delegate the approval of revisions to the *Policy*.

The systemwide Working Group corresponding to each section of the *Policy* recommends *Policy* revisions to the UC Sustainability Steering Committee and Executive Vice President-Business Operations. Proposed policy revisions accepted by the UC Sustainability Steering Committee and the Executive Vice President-Business Operations shall then be recommended to the President for approval or to the appropriate delegated authority, as stated above.

The Sustainable Practices *Policy* will be reviewed, at a minimum, once every three years with the intent of developing and strengthening implementation provisions and assessing the influence of the policy on existing facilities and operations, new capital projects, plant operating costs, fleet and transportation services, and campus accessibility, mobility, and livability. The University will provide for ongoing active participation of students, faculty, administrators, and external representatives in further development and implementation of this *Policy*.

C. Compliance with the Policy

Chancellors are responsible for implementation of the *Policy* in the context of individual building projects, facilities operations, etc. An assessment of campus achievements with regard to the *Policy* is detailed in an annual report to the Regents. The internal audit department may conduct periodic audits to assess compliance with this policy. (www.universityofcalifornia.edu/sustainability/reports.html).

D. Reporting

On an annual basis, the President will report to the Regents' Committee on Grounds and Buildings on the University's sustainability efforts in each area of the *Policy*.

V. PROCEDURES

A. Green Building Design

New Buildings

1. Projects will utilize the versions of the CBC energy efficiency standards and of LEED-NC that are in effect at the time of first submittal of "Preliminary Plans" (design development drawings and outline specifications) as defined in the *State Administrative Manual*.⁴
2. All new buildings and complete renovations (as defined in III.A.6) will register with the Savings By Design program in order to document compliance with the requirement to outperform CBC energy efficiency standards by at least 20%.
3. All privatized development projects on Regents' land where the project is to be used for a programmatic or auxiliary purpose (i.e., a University-related purpose) must comply

⁴ The State Administrative Manual (SAM) (<http://sam.dgs.ca.gov/TOC/default.htm>) is a reference source for statewide policies, procedures, regulations and information developed and issued by authoring agencies such as the Governor's Office, Department of General Services (DGS), Department of Finance (DOF), and Department of Personnel Administration.

with the requirements in section III.A. of this *Policy*. Campuses may decide if projects built on Regents' land pursuant to a ground lease by a private, institutional or government entity ("Lessee") for the Lessee's own use (whether in support the University's mission or to generate income for the University) must also abide by section III.A. The *Policy* shall also apply to build-to-suit buildings to be used for University-related purposes on land not owned by the Regents. The provisions of this subsection apply regardless of the business relationship between the parties (i.e., whether a gift, acquisition, ground lease and/or lease).

4. Campuses shall also coordinate with local water districts in efforts to conserve water and to meet reduced water use goals of the local districts.
5. Further study will be conducted before a similar sustainable design policy for new acute care facilities is adopted.

Building Renovations

6. At budget approval, all renovation projects should include a listing of sustainable measures under consideration.
7. For all improvement projects in spaces leased or licensed by the Regents to be used for University-related purposes for a term of greater than 12 months, campuses shall strive to comply with the *Policy* requirements in III.A.6 and III.A.7, as appropriate.

General/Miscellaneous

8. The University will develop a program for sharing best practices.
9. The University will incorporate the requirements of sections III.A. and V.A. into existing training programs, with the aim of promoting and maintaining the goals of the *Policy*.
10. Any proposed exception from section III.A of the *Policy* may be requested administratively from the Associate Vice President for Capital Resources Management during preparation of the Project Planning Guide (PPG). Any exception proposed after approval of the PPG will be treated as a scope change and processed in accordance with standard University procedures.
11. Capital projects applying for an exception from section III.A.3 of this *Policy* should strive to achieve a USGBC LEED-NC "Certified" rating. Projects that are unable to achieve a USGBC LEED-NC "Certified" rating should submit a LEED-NC scorecard and supporting documentation to the Associate Vice President for Capital Resources Management, showing the credits that the project did achieve.
12. The University planning and design process will include explicit consideration of lifecycle cost along with other factors in the project planning and design process, recognizing the importance of long-term operations and maintenance in the performance of University facilities.
13. The University will work closely with the USGBC, Labs21, the Department of Energy, the U.S. Environmental Protection Agency, state government, and other organizations to facilitate the improvement of evaluation methodologies to address University requirements.

B. Clean Energy

1. Each campus will determine the appropriate mix of measures to be adopted within its clean energy portfolio. The capacity to adopt these measures is driven by technological

and economic factors and each campus will need to reevaluate its mix of energy measures on a regular basis.

2. To achieve its renewable power goal, the University will continuously evaluate energy technology improvements for cost and technical efficiency.
3. The University will develop and implement a strategic plan for implementing energy efficiency projects for existing buildings and infrastructure.
4. The University will research possible funding sources and financing alternatives for energy efficiency, renewable energy, and clean energy projects that will enable campuses to most economically address their energy needs consistent with Policy goals.
5. If available, the University will evaluate the marketing of emissions credits as a means to bridge the cost-feasibility gap for renewable power projects.

C. *Climate Protection Practices*

1. Each campus will pursue individual membership with The Climate Registry (TCR)⁵.
2. The Climate Change Working Group (under the UC Sustainability Steering Committee) will develop protocols to allow for growth adjustment and normalization of data and accurate reporting procedures. The Climate Change Working Group will monitor progress toward reaching the stated goals for GHG reduction, and will evaluate suggestions for programs to reach these goals.
3. Each campus will complete a GHG emissions inventory annually. To comply with TCR and American College and University Presidents Climate Commitment requirements⁶, inventories should contain emissions of the six Kyoto greenhouse gasses from sources including: direct and indirect emissions outlined in the ACUPCC implementation guide and TCR general reporting protocol; air travel paid for by or through the institution; and commuting to and from campus on a day-to-day basis by students, faculty, and staff. All UC campuses will report their updated emissions inventories through the ACUPCC online reporting tool at least biennially. Campuses must verify all emissions inventories through TCR, but campuses may either pursue verification annually (for the previous year's emissions inventory) or biennially (for the emissions inventories from the previous two years).
4. Each campus will complete a biennial update of its action plan for reducing emissions to 2000 levels by 2014, 1990 levels by 2020, and becoming climate neutral as soon as possible.

D. *Sustainable Transportation*

1. With the goal of measuring fuel consumption reductions for their vehicular fleets, campuses will collect and report fuel consumption annually to the Office of the President.

⁵ The Climate Registry (<http://www.theclimateregistry.org/>) is a nonprofit collaboration among North American states, provinces, territories and Native Sovereign Nations that sets consistent and transparent standards to calculate, verify and publicly report greenhouse gas emissions into a single registry.

⁶ ACUPCC requirements are outlined at <http://www.presidentsclimatecommitment.org/about/commitment>.

2. Each campus will implement a pre-tax transit pass program to facilitate the purchase of transit passes by University employees, or will establish a universal access transit pass program for employees.
3. Campuses are encouraged to collect data on Average Vehicle Ridership (AVR) of commuters. AVR is defined as the number of trips to campus divided by the number of automobiles used for those trips ($AVR = \text{trips}/\# \text{ automobiles}$). AVR data may be used to: set goals for reduction of fuel consumption; develop maps of distance “zones” surrounding the campus in conjunction with transportation mode split data; and model each zone’s proportionate share of various commuting modes (e.g., percentage of bicycle or single-occupancy vehicle trips within 0-2 miles from the central campus core).
4. The University has made a written request to major automobile manufacturers expressing both the University’s commitment to work with industry to provide vehicle and fuel choice, and the expectation that industry will provide these choices to the fullest extent possible.
5. Optional mechanisms for reducing transportation emissions:
 - a. Mechanisms for reducing fleet emissions include:
 - i. replacing vehicles with low or no emission vehicles
 - ii. rightsizing fleets (determining the appropriate fleet size, revising business practices to reduce need for travel)
 - iii. reducing fleet fuel consumption
 - iv. reducing fleet vehicle miles traveled
 - v. increasing use of fuels with lower GHG emissions.
 - b. Mechanisms for reducing commute emissions include:
 - i. constructing additional on-campus housing
 - ii. expanding Transportation Demand Management programs: car share, carpool (rideshare), vanpool, bus pool, campus shuttles, transit, bicycle circulation system, pedestrian circulation system, emergency rides home, telecommuting, flexible schedules, parking management, etc.
 - c. Mechanisms for reducing business air travel emissions include:
 - i. remote conferencing, such as teleconferencing, videoconferencing, and web conferencing.
6. The University will work with regulatory agencies and other entities (e.g., regional transit agencies, air quality management districts) to speed the development, approval, and implementation of programs and technologies that support the goals of sustainable transportation as related to the increased use of biodiesel or other alternative fuel sources. This includes working with State agencies to facilitate the purchase and use of Low Emission Vehicles (LEV), Zero-Emission Vehicles (ZEV), and alternative fuel vehicles by the campuses, and to find solutions for increasing the availability of an affordable supply.
7. The University will develop a mechanism for ongoing involvement of undergraduate and graduate students in efforts toward achieving sustainable campus transportation. The means may include, but are not limited to, undergraduate and graduate internships and/or scholarships for relevant conference attendance.

E. Sustainable Building Operations

1. The University will incorporate the Sustainable Building Operations policy requirements into existing facilities-related training programs, with the aim of promoting and maintaining the goals of the *Policy*.
2. The University will work closely with the USGBC to address the needs and concerns of campuses in the further development of USGBC programs, including the LEED-EBOM rating system and the USGBC's "Application Guide for Multiple Buildings and On-Campus Buildings."
3. Campuses will use the LEED-EBOM certification process to advance the University's educational and research mission by using the buildings as living, learning laboratories.

F. Recycling and Waste Management

1. The University will voluntarily comply with Chapter 18.5, the "State Agency Integrated Waste Management Plan," in California Public Resources Code Section 40196.3.
2. Waste reduction and recycling shall be prioritized in seeking LEED credits for LEED-NC, LEED-CI, and LEED-EBOM projects.
3. The University will seek research funding sources for financing waste reduction projects.
4. Medical Centers are required to meet diversion requirements for municipal solid waste.
5. Exceptions will be considered for entities which represent less than 1% of the overall campus solid waste tonnage.

G. Environmentally Preferable Purchasing (EPP) Practices

Sustainable Economy

1. The University seeks to compare the total cost of ownership when evaluating the cost of goods and services for the selection of suppliers. The total cost of ownership includes the initial purchase price and all other initial costs, including installation, freight, taxes and fees where applicable, operating cost, maintenance cost, warranty cost, collection, and end-of-life disposal or recycling costs.
2. "Cradle to cradle" is the University's preferred purchasing standard. It is defined as accountable, responsible, and environmentally preferable supply chain management from material extraction, production, marketing, sale, use, disposal, collection, re-use and the web of closed loop cycles and processes.
3. The University will complete the transition of all locations toward electronic and paperless e-procurement systems, and will use web-based catalogs, punch-out, and other electronic programs.
4. The University will incorporate the credit requirements set forth by LEED-NC, LEED-CI, and LEED-EBOM into product and service sourcing and procurement when applicable.
5. The University will use its purchasing power and prominence to advance the development of sustainable technologies and products by pressing markets to continually lower resource use in the manufacturing and distribution processes and increase productivity of their plants, warehouses, and distribution methods.
6. Each Commodity Team working on a specific RFI, RFQ, or RFP for products will determine the appropriate sustainability requirements to be included in these

documents. Additionally, the Commodity Team will decide if and how many Quality Points utilized in the Total Cost per Quality Point bid evaluation methodology will be allocated to sustainability requirements.

Sustainability and the Supply Chain

7. The University will require all strategically sourced suppliers to present their organization's continuous improvement with the development of sustainable products and operational practices in the Procurement Services/Strategic Sourcing Quarterly Business Reviews.
8. The University will require all strategically sourced suppliers, and eventually all suppliers, to report annually on the qualitative aspects of their business operations and to report quarterly on the sales of products, which will result in the quantitative measurement of their EPP business with UC.
9. When requested, suppliers citing EPP claims shall provide proper certification or detailed information on environmental claims, including benefits, durability, and recyclability properties.
10. The University will recognize recycled content and the following third-party certifications and ratings for the purpose of calculating the percentage of sustainable products that the University purchases:
 - a. ENERGY STAR[®] - Energy Star is a standard for energy efficient consumer products administered by the U.S. Environmental Protection Agency and the U.S. Department of Energy.
 - b. EPEAT[®] - The Electronic Product Environmental Assessment Tool is a method for consumers to evaluate the effect of a product on the environment. It ranks products as gold, silver or bronze based on a set of environmental performance criteria. It is managed by the Green Electronics Council.
 - c. GREENGUARD[®] - The GREENGUARD Environmental Institute certifies products and materials for low chemical emissions.
 - d. Green Seal[®] - A Green Seal Certification Mark on a product means that it has gone through a stringent process to show that it has less impact on the environment and human health.
 - e. WaterSense[®] - WaterSense is a U.S. Environmental Protection Agency program designed to encourage water efficiency in the United States through the use of a special label on consumer products.
11. Standards for packaging materials and their appropriate reuse or disposal will be outlined in all RFIs, RFQs, and RFPs requiring potential bidders to document their standards and practices for packaging materials, including materials contained in the boxes of shipped products to protect goods, as well as the boxes and cartons themselves. Suppliers who have reusable tote programs should make these programs available to the University.
12. The University will specify that all packing materials abide by at least one, and preferably all, of the criteria listed below:
 - a. Made from 100% post-consumer recycled materials and be recyclable or reusable

- b. Non-toxic
 - c. Biodegradable
 - d. Produced with the minimum amount of resources and sized as small as possible, while still maintaining product protection during shipping; where feasible, packaging materials should be eliminated.
13. The University will use established programs or work with its suppliers to establish end-of-life reuse, recycling, or “take-back” programs at no extra cost to the University, and in compliance with federal, state, and local laws, and University environmental standards regarding waste disposal. The University may use other disposition methods, consistent with University Policy BUS-38, Disposition of Excess Property and Transfer of University-Owned Property⁷, or other appropriate University policies. When documentation is required to comply with federal, State, and local laws or University policy, this shall be incorporated into the end-of-life program.
14. In the case of usable products for which there is neither a need to redeploy on the campus nor a supplier take-back program, the University will use other disposal methods, including sale through the Excess and Salvage units, donation (if allowed under BUS-38, Disposition of Excess Material and Transfer of University-Owned Material), or existing campus-designated programs.

Energy and Water

15. For product categories where ENERGY STAR[®]-rated or WaterSense[®] certified products are available, the University will focus its procurement efforts only on products with an ENERGY STAR[®] rating or WaterSense[®] certification, consistent with the needs of University researchers, faculty, and staff.
16. The University will use its Strategic Sourcing Program to negotiate better pricing and inclusion in the University’s market basket for products that are certified through the US EPA’s ENERGY STAR[®] and WaterSense[®] programs.
17. The University will engage with the ENERGY STAR[®] and WaterSense[®] programs to continually press the market for greater energy and water efficiency for the products and services regularly purchased by the University.
18. For all electronic equipment, the supplier will deliver the items to the University with energy efficiency and conservation features enabled and campuses will work to ensure that features remain enabled.

Paper

19. The University will phase out the use of virgin paper and adopt a minimum standard of 30% Post Consumer Waste (PCW) recycled content paper to be used in all office equipment (e.g., multi-function devices, copiers, printers, and fax machines).
20. University Procurement Services will use its Strategic Sourcing Program to negotiate better pricing for commodities with recycled content compared to commodities without recycled content, where such opportunities exist.
21. Through the Strategic Sourcing Program, University Procurement Services will develop language and specifications for RFIs, RFQs, and RFPs stating that recycled content product offerings be required where they exist.

⁷ <http://www.ucop.edu/ucophome/policies/bfb/bus38.pdf>

22. Suppliers are discouraged from bringing hard copies of presentations to Quarterly Business Reviews. Suppliers are encouraged to present all information in electronic format that is easily transferable to University staff.
23. Suppliers and consultants are encouraged to print RFIs, RFQs, RFPs, Price Schedule Agreements, and required reports on a minimum of 30% PCW recycled content paper, using narrow margins and both sides of the page. These documents shall be clearly marked to indicate that they are printed on recycled content paper.

Electronics Equipment

24. All desktop computers, laptops, and computer monitors purchased by the University are required to have achieved a minimum Bronze-level registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT[®]), where applicable.
25. Preference will be given for electronics products that have achieved EPEAT[®] Silver or EPEAT[®] Gold registration. The registration criteria and a list of all registered equipment are provided at <http://www.epeat.net>.
26. All recyclers of the University's electronic equipment must be e-Steward certified by the Basel Action Network (BAN) (www.ban.org). In cases where the University has established take-back programs with a manufacturer, the University will encourage the manufacturer to become a BAN-certified e-Steward Enterprise (<http://e-stewards.org/recycle-responsibly/enterprises/>).

H. Sustainable Foodservices Practices

1. Campus and Medical Center foodservice operations subject to this *Policy* shall include both self-operated and contract-operated foodservices.
2. In the context of this *Policy*, sustainable food is defined as food and beverage purchases that meet one or more of the criteria listed below, which are reviewed annually by the UC Sustainable Foodservices Working Group (under the UC Sustainability Steering Committee).
 - i. Locally Grown⁸
 - ii. Locally Raised, Handled, and Distributed
 - iii. Fair Trade Certified
 - iv. Domestic Fair Trade Certified
 - v. Shade-Grown or Bird Friendly Coffee
 - vi. Rainforest Alliance Certified
 - vii. Food Alliance Certified
 - viii. USDA Organic
 - ix. AGA Grassfed
 - x. Pasture Raised
 - xi. Grass-finished/100% Grassfed

⁸ Resulting from regional constraints, campus definitions of "Locally Grown" and "Locally Raised, Handled, and Distributed" may vary; however, Locally Grown and Locally Raised, Handled, and Distributed cannot be defined as over 500 miles.

- xii. Certified Humane Raised & Handled
 - xiii. Cage-free
 - xiv. Protected Harvest Certified
 - xv. Marine Stewardship Council
 - xvi. Seafood Watch Guide “Best Choices” or “Good Alternatives”
 - xvii. Farm/business is a cooperative or has profit sharing with all employees
 - xviii. Farm/business social responsibility policy includes (1) union or prevailing wages, (2) transportation and/or housing support, and (3) health care benefits
 - xix. Other practices or certified processes as determined by the campus and brought to the Sustainable Foodservices Working Group for review and possible addition in future *Policy* updates.
3. With the goal of achieving 20% sustainable food purchases, all Food Service Operations should track and report annually the percentage of total annual food budget spent on sustainable food.
 4. If cost effective, each campus and Medical Center will certify one facility through a third-party green business certification program through one of the following: (1) city or county’s “green business” program, (2) Green Seal’s Restaurants and Food Services Operations certification program, or (3) the Green Restaurant Association certification program.
 5. Campuses, Medical Centers, and retail foodservice operations will provide an annual progress report on these goals. Annual reports should include the individual campus and Medical Center’s goals as well as the progress and timelines for the programs being implemented to reach those goals.
 6. Campuses and Medical Centers are encouraged to form a campus-level foodservices sustainability working group to facilitate the campus goal setting and implementation process.
 7. The stakeholders who are involved with the implementation of the Sustainable Foodservice section of this *Policy* will participate in a systemwide working group to meet, network and to discuss their goals, best practices, and impediments to implementation.
 8. Campuses and Medical Centers are encouraged to implement training programs for all foodservice staff on sustainable foodservice operations, as well as, where applicable, on sustainable food products being served to patrons, so that staff can effectively communicate with the patrons about the sustainable food options.
 9. Campuses and Medical Centers are encouraged to participate in intercollegiate and national programs that raise awareness on dietary health, wellness and sustainability (e.g. the MyPyramid.gov Corporate Challenge and the Real Food Challenge).
 10. Campuses and Medical Centers are encouraged to develop health and wellness standards for food service operators, including eliminating the use of trans-fat oils or products made with trans-fat.

11. Campuses and Medical Centers are encouraged to undertake additional initiatives that encourage healthy and sustainable food services operations. Examples include tray-less dining, beef-less or meat-less days, and preservative minimization programs.

VI. RELATED INFORMATION

- UC Sustainability Website: <http://www.universityofcalifornia.edu/sustainability/>
- Annual progress reports to The Regents: www.universityofcalifornia.edu/sustainability/reports.html
- UC Code of Conduct for Trademark Licensees: <http://www.ucop.edu/ucophome/coordrev/policy/1-05-00code.html>

VIII. REVISION HISTORY

- The Regents approved sustainability policy principles in July 2003 (<http://www.universityofcalifornia.edu/sustainability/documents/regpolicy.pdf>).
- June 2004: President formally issued the “*Presidential Policy on Green Building Design and Clean Energy Standards*.” This policy was subsequently renamed the *Policy on Sustainable Practices*
- January 2006: Policy expanded to include transportation and climate protection
- March 2007: Policy expanded to include sustainable operations, waste reduction, and environmentally preferable purchasing; renovations guidelines added to green building section, climate protection section refined
- September 2009: Policy expanded to include sustainable foodservice
- August 22, 2011: Policy revised to update the following sections: green building design, climate protection practices, sustainable operations, environmentally preferable purchasing, and sustainable foodservice practices.