



Policy on Sustainable Procurement

SEATTLE UNIVERSITY

Policy Title: Policy on Sustainable Procurement
Policy Owner: Office of Finance and Business Affairs
Effective Date: Date
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Scheduled Review: Date

RELATED INFORMATION

Item	Description
Seattle University Links	Procurement Policy Policy on Supplier Diversity (DBE) Vendor Code of Conduct
Seattle University Forms	Vendor Setup Form

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I. PURPOSE

As stated in the foundational goal of Seattle University’s [Reigniting Our Strategic Directions 2022-2027](#), Seattle University is committed “to institutional participation in Pope Francis’ seven-year journey



toward *integral ecology*, through the [Laudato Si' Action Platform \(LSAP\)](#).” This commitment is rooted in ethical responsibility and solidarity between all peoples and future generations. At Seattle University, we envision **sustainability** in the holistic spirit of integral ecology and will adopt institutional practices that are socially just, support human and ecological health, and promote economic well-being.

In response to Laudato Si's emphasis on ecological economics, Seattle University has developed an institution-wide ethical, equitable, & sustainable procurement policy. This policy serves as a resource to support and facilitate the purchasing of products and services that minimize the harmful effects on people and the planet from their production, transportation, consumption, and disposal.

II. APPLICABILITY & RESPONSIBILITY

This policy applies to purchasing products and services when such purchases are made on behalf of the University. Individuals making purchases on behalf of the University must also include commodity guidelines in vendor contracts in accordance with the University's [Procurement Policy](#). Exceptions may be approved by the President, the Provost, or the CFO. Please note that this document is specific to “sustainability-related” purchasing criteria and guidelines. There may be other industry safety and performance standards that apply or even supersede this Policy; consult the commodity-area specific policies and direct points of contacts provided in this policy to determine if there are applicable industry safety or performance standards.

III. DEFINITIONS

For definitions relevant to this policy, please consult section VI “[EXHIBIT: DEFINITIONS](#)” at the end of this policy.

IV. CHECKLIST FOR SUSTAINABLE PROCUREMENT

Recognizing the substantial impact that procurement decisions have on the environment, society, and economy, Seattle University strives to maximize the proportion of its procurement that consists of sustainable products and services. When purchasing goods or services this policy provides areas with metrics regarding sustainability which is one factor to consider alongside others such as whether it is the most cost effective, best product, best value, and whether funding is available. The checklist below is intended to assist SU community members in applying a sustainability lens to purchasing decisions. We encourage you to also use this checklist in communication and contracts with vendors. If you have any questions, please feel free to reach out to the Procurement Office.



1. Is the product or service truly necessary? **The product with the least environmental impact is the one not purchased at all.**
2. Can the product be **leased, rented, or shared**? Or can an existing product be **repurposed or upgraded**?
3. **Consider the cost of disposal** before making any purchase and factor it into the total cost of the purchase. Does the vendor “take back” its product (for refurbishing, reuse, recycling...) at end-of-life?
4. **Check internally** to determine if surplus items are available before purchasing (for example, IT department for electronics, Facilities for furniture, shipping materials at Reprographics, etc...)
5. Before looking at recyclable or compostable products, determine whether a **refurbished, refillable, durable, and/or reusable option** is available.
6. If procurement is necessary, consider the following attributes of sustainability-preferred products:
 - Animal cruelty-free
 - Biobased
 - Compostable
 - Diverse supplier (Please access the [Policy on Supplier Diversity](#) and [DBE Suggestions for SU Users](#) for guidance on selection)
 - Energy efficient
 - Free of harmful chemicals (carcinogens, CFCs, lead, mercury, PBTs, VOCs, PFAS/PFOAS, SLS, parabens, triclosan)
 - Free of plastics, microbeads, or other microplastics
 - Made of pre- or post-consumer recycled content
 - Minimal transportation (locally sourced, minimize delivery distance)
 - Minimal greenhouse gas emissions (see certifications such as: [Carbon Trust Certified](#), [Certified Carbon Neutral Global Standard](#), [Certified Carbon Free by CarbonFund.org](#),...)
 - Reusable packaging (such as reusable shipping containers), businesses with “take-back” packaging program, bulk purchasing.
 - Sourced from a regenerative farm (see certifications such as [Regenerative Organic Certified](#), [Certified Regenerative by AGW](#), [Soil and Climate Health Initiative Verified](#)...)
 - Third-party certified/verified (ex. [Fair Trade Certified](#), [USDA Organic Certified](#), [Forest Stewardship Council Certified \(FSC\)](#), [Rainforest Alliance](#), [Cradle to Cradle](#), [Certified B Corporation](#), [ISO-14001](#), etc.)
 - Water efficient
7. When purchasing from a punch-out catalog, utilize the Sustainable Settings (such as in the Amazon and Office Depot catalogs) located on the ProcureSU website.



V. EXHIBIT: COMMODITY PURCHASING GUIDANCE

Below you will find guidance on sustainable purchasing for the following commodity areas:

- A. [Campus Fleet](#)
- B. [Chemically Intense Products & Services and Safety Equipment](#)
- C. [Cleaning and Janitorial Products & Services](#)
- D. [Office Supplies and Reprographic Needs](#)
- E. [Built Environment, Furniture & Furnishings](#)
- F. [Food & Beverages – Food Service Providers \(FSP\)](#)
- G. [Garments & Linens](#)
- H. [Information Technology \(IT\) Products & Services](#)
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- J. [Landscaping](#)
- K. [Professional Service Providers](#)
- L. [Promotional Products—SWAG](#)

For each commodity area you will find SU’s current sustainability practices and, in most cases, a table that lists the commodity-specific products purchased at SU (column 1); current SU minimum requirements (column 2); the “preferred” sustainability attributes to consider in your purchasing (column 3); and recommended product-specific 3rd-party sustainability certifications to look for (column 4). If you have any questions, please feel free to reach out to the Procurement Office.

A. CAMPUS FLEET

Primary Point of Contact:

Facilities & Campus Services, Transportation Manager

The “Seattle University Green Fleet* Policy” (adopted in 2023) outlines the requirements for new vehicle purchasing and leasing that will support the university’s shift to alternative fuel options:

SU will prioritize electric, zero emission vehicles over other options, where it can be cost-effective. In cases where there is no electric model to suit the operational needs for the vehicle being purchased or leased, or there is no cost-effective electric alternative, prioritize according to the following hierarchy:

- (1) Plug-in hybrid vehicle
- (2) Hybrid-electric vehicle (Gasoline-electric; diesel-electric)
- (3) Alternative fuel or other vehicle with demonstrated lower emissions than a comparable conventional vehicle: Compressed Natural Gas (CNG); Hydrogen fueled vehicles; vehicles



fueled with B20 or higher biofuel; vehicles fueled with locally produced, low-level (e.g., B5) biofuel.

- (4) Where alternative fuels are not feasible, preference shall be given to models with the best fuel economy (highest fuel efficiency)

* "Fleet" refers to all cars, carts, trucks, tractors, buses, and similar vehicles that are used for transporting people and/or goods, including both leased vehicles and vehicles that are owned and operated by any SU department.

B. CHEMICALLY INTENSE PRODUCTS & SERVICES AND SAFETY EQUIPMENT

Primary Point of Contact:

Academic Safety Officer and Environmental Health and Safety (EHS) Manager

Seattle University's [Hazardous Materials Procurement Policy](#) governs health, safety, and environmental impacts of our purchasing. Requisitions are reviewed and approved by the Academic Safety Officer and/or Environmental Health and Safety (EHS) Manager.

SU is a member of CSHEMA (Campus Safety, Health, and Environmental Management Association). This is a membership organization for enhancing compliance with environmental, health, and safety regulations within the higher education sector.

PRODUCTS AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
<ul style="list-style-type: none"> Hazardous Chemicals in Laboratories, Shops and Studios (e.g., solvents, acids, bases, varnishes, aerosols, lubricants, film developing solution) 	<ul style="list-style-type: none"> Minimize amounts purchased. Choose less hazardous alternatives. Dispose of chemicals before expiration dates 	<ul style="list-style-type: none"> Apply Green Chemistry Principles Check for chemicals to share on campus through CampusOptics before purchasing 	<ul style="list-style-type: none"> ACT Label®
<ul style="list-style-type: none"> Compressed Gases Liquified Gases (e.g., propane) 	<ul style="list-style-type: none"> Return cylinders to suppliers for reuse 		



<ul style="list-style-type: none"> • Pipettes • Glass- and Plasticware • Spatulas, Scoopulas, Tongs, etc. 		<ul style="list-style-type: none"> • Meets certification (see next column "Relevant Certifications and Standards") • Non-Styrofoam packaging • Reusable • 100% recycled or highest available recycled content 	<ul style="list-style-type: none"> • ACT Label®
<ul style="list-style-type: none"> • Safety Glasses/Goggles • Face Shields • Aprons • Insulating Gloves • Hearing Protection 	<ul style="list-style-type: none"> • Choose reusable items. 	<ul style="list-style-type: none"> • Does not contain per- and polyfluoroalkyl substances (PFAS) • Are not labeled as "dry-clean only" 	
<ul style="list-style-type: none"> • Gloves 		<ul style="list-style-type: none"> • Meets certification (see next column "Relevant Certifications and Standards") • Biodegradable 	<ul style="list-style-type: none"> • ASTM D5526-12 • GreenCircle Certification

C. CLEANING AND JANITORIAL PRODUCTS & SERVICES

Primary Point of Contact:

Director of Building and Grounds Services

SU Facilities developed a [Green Cleaning Policy](#) to assist the University custodial departments, contracted vendors, and suppliers to purchase sustainable cleaning chemicals, cleaning equipment, and



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hard-floor and carpet products; to develop and implement standard operating procedures for effective cleaning; to promote and improve hand hygiene; to develop guidelines for handling cleaning chemicals; to develop employee training requirements; and to collect and address occupant feedback. The Green Cleaning Policy fulfills [LEED O+M](#) Green Cleaning requirement Option 4: “Green Seal” products are purchased for all janitorial and cleaning needs at SU.

PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATION SYSTEMS
<ul style="list-style-type: none"> All-purpose Hard Surface Glass Cleaner Carpet & Upholstery Cleaners 	<ul style="list-style-type: none"> Green Seal – 37 		<ul style="list-style-type: none"> Green Seal
<ul style="list-style-type: none"> Floor Care Products Odor Remover Drain or Grease Trap Cleaners 	<ul style="list-style-type: none"> Green Seal – 37 UL Ecologo UL2791/UL2796/UL2798 		<ul style="list-style-type: none"> Green Seal UL EcoLogo Certified
<ul style="list-style-type: none"> White board cleaners 	<ul style="list-style-type: none"> US EPA Safer Choice Certified 		<ul style="list-style-type: none"> US EPA Safer Choice Certified
<ul style="list-style-type: none"> Hand Cleaners Hand Soaps 	<ul style="list-style-type: none"> Green Seal – 41 UL Ecologo UL2784 No Antimicrobial Agents 		<ul style="list-style-type: none"> Green Seal UL EcoLogo Certified
<ul style="list-style-type: none"> Trash Can Liners 	<ul style="list-style-type: none"> UL EcoLogo UL126 		<ul style="list-style-type: none"> UL EcoLogo Certified
<ul style="list-style-type: none"> Compostable Bin Liners 	<ul style="list-style-type: none"> Meets ASTM D6400 and EN 13432 standard specifications for compostable plastics 		<ul style="list-style-type: none"> ASTM Certified
<ul style="list-style-type: none"> Vacuum Cleaners Powered Scrubbing Machines 	<ul style="list-style-type: none"> CRI Green Label 		<ul style="list-style-type: none"> CRI Green Label
<ul style="list-style-type: none"> Disinfectants for daily “routine” cleaning 	<ul style="list-style-type: none"> Use of accelerated Hydrogen Peroxide (AHP) for routine 		



	disinfecting – Category IV (non-toxic)		
<ul style="list-style-type: none"> Paper/hand Towels 	<ul style="list-style-type: none"> 100% PCR UL EcoLogo FSC 		<ul style="list-style-type: none"> UL EcoLogo Certified FSC Certified
<ul style="list-style-type: none"> Toilet Tissue 	<ul style="list-style-type: none"> 100% PCR UL EcoLogo FSC 		<ul style="list-style-type: none"> UL EcoLogo Certified FSC Certified
<ul style="list-style-type: none"> Menstrual Products 	<ul style="list-style-type: none"> 100% Organic Cotton Complimentary product, free of charge 	<ul style="list-style-type: none"> Menstrual cups (Free cups available at “Health and Wellness” office) 	

D. OFFICE SUPPLIES AND REPROGRAPHIC NEEDS

Primary Point of Contact:

Facilities Manager of Reprographics / Super Copy

Managed Print Services (MPS), the campus-wide system used for printing, copying, and scanning, requires all white printer paper purchased to be 100% recycled paper. White MPS printer paper should be requested from Reprographics.

PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
<ul style="list-style-type: none"> Printer Paper – White 	<ul style="list-style-type: none"> Managed Print Services (MPS): 100% Recycled/FSC (8.5x11) Reprographics/Super Copy: <ul style="list-style-type: none"> 30% Recycled/FSC All paper is ECF (Elemental Chlorine free) or PCF (Processed Chlorine free) 	<ul style="list-style-type: none"> 100% Recycled/FSC 	<ul style="list-style-type: none"> Forest Stewardship Council Certified (FSC)



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<ul style="list-style-type: none"> Printer Paper – White for color prints (“Color Copy Paper”) 	<ul style="list-style-type: none"> Managed Print Services (MPS): 100% Recycled/FSC (8.5x11) Reprographics/Super Copy: <ul style="list-style-type: none"> 100% Recycled/FSC 		<ul style="list-style-type: none"> Forest Stewardship Council Certified (FSC)
<ul style="list-style-type: none"> Printer Paper – Colored 	<ul style="list-style-type: none"> Reprographics/Super Copy: <ul style="list-style-type: none"> 30% Recycled/FSC All paper is ECF (Elemental Chlorine free) or PCF (Processed Chlorine free) 	<ul style="list-style-type: none"> 100% Recycled/FSC 	<ul style="list-style-type: none"> Forest Stewardship Council Certified (FSC)
<ul style="list-style-type: none"> Cardboard Boxes and bubble wrap (from deliveries/mailing, etc.) 	<p>Mailing Services/Reprographics:</p> <ul style="list-style-type: none"> Empty boxes and bubble wrap can be dropped off and are made available for reuse for the campus community (pick up at Reprographics) Boxes used to deliver Reprographics completed jobs receive stickers asking customers to return to repro for reuse purposes 		
<ul style="list-style-type: none"> Notebook Folder Label Index cards Stationery Calendar Envelope Flyer Brochure Sticky notes 		<ul style="list-style-type: none"> 100% recycled or highest available recycled content Meets FSC certification 	<ul style="list-style-type: none"> Forest Stewardship Council Certified (FSC)
<ul style="list-style-type: none"> Notepad 	<p>At Reprographics:</p>		



	Single-sided 100% recycled discarded print paper is used to create notepads for use by campus members		
<ul style="list-style-type: none"> Stickers, labels, nametags 		<ul style="list-style-type: none"> Non-vinyl (bamboo, hemp, paper, recycled paper,...). 	
<ul style="list-style-type: none"> Binders, folders 		<ul style="list-style-type: none"> 100% recyclable 100% recycled or highest available recycled content Non-vinyl (e.g. cardboard) Meets certification (see next column "Relevant Certifications and Standards") 	<ul style="list-style-type: none"> UL EcoLogo Certified
<ul style="list-style-type: none"> Pen Mechanical Pencil Highlighter Permanent Marker Dry Erase Marker 		<ul style="list-style-type: none"> 100% recycled or highest available recycled content Refillable Low-odor Non-toxic 	
<ul style="list-style-type: none"> Whiteboard cleaners 	<ul style="list-style-type: none"> EPA Safer Choice Certified 	<ul style="list-style-type: none"> Water-based Low-odor Non-toxic Meets certification (see next column "Relevant Certifications and Standards") 	<ul style="list-style-type: none"> US EPA Safer Choice Certified
<ul style="list-style-type: none"> Toner Cartridge 	<p>MPS: Sharp toner and waste toner cartridges are returned to Sharp to</p>	<ul style="list-style-type: none"> 100% recycled or highest available recycled content Remanufactured Refillable 	<ul style="list-style-type: none"> UL EcoLogo Certified



	<p>be refilled and reused.</p> <p>HP printers: cartridges are recycled. Ink is water-based. Printing supplies are recyclable through the HP Planet Partners program.</p> <p>Konica printers: toner is made with plant-based “biomass” materials. Konica refills the empty toner cartridges and returns refilled ones back to SU.</p>		
<ul style="list-style-type: none"> Printer Ink 	<p>HP ink: Water based, UL ECOLOGO Certified, UL GREENGUARD GOLD Certified</p>	<ul style="list-style-type: none"> Vegetable-based Water-based 	<ul style="list-style-type: none"> UL EcoLogo Certified GreenGuard certification
<ul style="list-style-type: none"> Batteries 		<ul style="list-style-type: none"> Rechargeable batteries 	
<ul style="list-style-type: none"> Laminate 	<ul style="list-style-type: none"> Recyclable if not encasing anything 		

E. BUILT ENVIRONMENT, FURNITURE & FURNISHINGS

Primary Point of Contact:

Design + Construction Director and Project Manager for Interiors/Furniture

All building products, furniture, and furnishings on campus must be procured through Design + Construction.

The [SU Furniture policy](#) states that promoting sustainability is one of its goals. Furniture is selected for durability; long warranties and on-site repairs are required of vendors. Furniture is re-purposed, if possible, to reduce waste.



Manufacturers with processes that reduce environmental impacts and energy are preferred.

All new construction at Seattle University shall meet LEED Gold or better.

PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
BUILDING PRODUCTS (REMODEL, OPERATION & MAINTENANCE)			
<ul style="list-style-type: none"> • Dropped ceilings 			
<ul style="list-style-type: none"> • Demountable partitions 			
<ul style="list-style-type: none"> • Composite Lumber • Wood Products 	Composite Lumber: Recycled Content Wood Products: Refurbished Salvaged if allowed by code.	<ul style="list-style-type: none"> • 100% recycled or highest available recycled content • Free of Formaldehyde or least available • Meets certification (see next column “Relevant Certifications and Standards”) • Jobsite recycling 	<ul style="list-style-type: none"> • Forest Stewardship Council Certified (FSC)
<ul style="list-style-type: none"> • Carpet • Carpet Pad 	Recycled Content	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Take back programs if available. 	<ul style="list-style-type: none"> • Carpet & Rug Institute’s Green Label Plus • NSF/ANSI-140® • Cradle to Cradle Certified • SCS FloorScore Standard
<ul style="list-style-type: none"> • Hardwood flooring 			<ul style="list-style-type: none"> • Forest Stewardship Council Certified (FSC)



• Tiles (VCT)	Prefer biobased tile		
• Biobased tiles			
• Lighting	<ul style="list-style-type: none"> • LED • ENERGY STAR® 		<ul style="list-style-type: none"> • ENERGY STAR®
<ul style="list-style-type: none"> • Adhesives • Sealants 	<ul style="list-style-type: none"> • Conformance with LEED EQ Credit 4.1 “Low-Emitting Materials, Adhesives and Sealants” 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) 	<ul style="list-style-type: none"> • Green Seal • UL EcoLogo Certified • SCS FloorScore Standard • GREENGUARD® Gold • Carpet & Rug Institute’s Green Label Plus
• Paint	<ul style="list-style-type: none"> • Coating products: low-VOC content and meet current LEED criteria • Interior wall products: zero-VOC. • Recycled Content • Anti-microbial • Formaldehyde Reducing Technology • Odor Eliminating Technology • ASTM Standards 		
<ul style="list-style-type: none"> • Faucet • Toilet • Urinal 	<ul style="list-style-type: none"> • Low Flow (max. 1.28 gallons per flush) 	<ul style="list-style-type: none"> • WaterSense • Take back programs if available 	<ul style="list-style-type: none"> • WaterSense
FURNITURE & FURNISHINGS			
• Systems Furniture	<ul style="list-style-type: none"> • Free of Flame-Retardant Chemicals if allowed by code, Formaldehyde, 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Recycled, refurbished. 	<ul style="list-style-type: none"> • SCS Indoor Advantage Gold • GREENGUARD® Gold



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	VOCs, PFASs, PVC, Heavy Metals		<ul style="list-style-type: none"> • Cradle to Cradle Certified • Forest Stewardship Council Certified (FSC)
<ul style="list-style-type: none"> • Upholstered furniture 	<ul style="list-style-type: none"> • Free of Flame-Retardant Chemicals if allowed by code, Formaldehyde, VOCs, PFASs, PVC, Heavy Metals • Durable furniture: furniture with a minimum 10-year warranty 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Recycled, refurbished. 	
<ul style="list-style-type: none"> • Not-upholstered furniture 	<ul style="list-style-type: none"> • Free of Flame-Retardant Chemicals, Formaldehyde, VOCs, PFASs, Antimicrobials, PVC, Heavy Metals • Durable furniture: furniture with a minimum 10-year warranty 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Recycled, refurbished. 	
<ul style="list-style-type: none"> • Textiles (curtains, upholstery...) • Textiles applied to walls. • Wall mounts • Blinds 	<ul style="list-style-type: none"> • Recycled Content 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) 	<ul style="list-style-type: none"> • OEKO-TEX Certified • Global Organic Textile Standards Certified (GOTS)



			<ul style="list-style-type: none"> Cradle to Cradle Certified
<ul style="list-style-type: none"> Mattresses 	<ul style="list-style-type: none"> Must meet fire code standards. 		

F. FOOD & BEVERAGES - FOOD SERVICE PROVIDERS (FSP)

Primary Point of Contact:

Director of Building and Grounds Services

Following SU’s Laudato Si’ Action Plan, Redhawk Dining will continue to increase its **verified sustainably or ethically produced food and beverage purchasing**. It is also Redhawk Dining’s focus to source **local produce** (ideally within 70-mile; maximum 250-mile radius) and to increase **plant-based** food and beverage options.

By contract, SU’s food service provider uses products that meet **Green Seal** certification requirements (following SU’s Green Cleaning Policy). They shall conduct operations in a sustainable manner, meeting or exceeding industry best practices and comply with the University’s sustainability programs and policies around consumption, operations, solid waste management, composting, recycling, and waste reduction.

In 2011, Seattle University adopted a **single-use plastic water bottle ban**: no still water in single-use plastic bottles is purchased or sold at SU.

The [City of Seattle](#) prohibits the use of **plastic utensils, plastic straws, and plastic cocktail picks**. Compliant options include durable or compostable utensils, straws, and cocktail picks. SU adheres to this ordinance by purchasing the compostable versions of these items.

PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
<ul style="list-style-type: none"> Clamshells Condiment ramekins 	<ul style="list-style-type: none"> Compostable 	<ul style="list-style-type: none"> Reusable to-go containers. Condiment dispensers instead of packaged condiments 100% recycled products 	
<ul style="list-style-type: none"> Packaging (grab & go items; 	<ul style="list-style-type: none"> Recyclable 	<ul style="list-style-type: none"> Compostable 	



condiments; food products, snacks...)			
<ul style="list-style-type: none"> Cups 	<ul style="list-style-type: none"> If disposable: Compostable (Greenstripe Eco products) is standard OR 30% recycled plastics if compostable not available (Bluestripe Eco products) 	<ul style="list-style-type: none"> Reusable to-go cups If disposable, preference is given to compostable and 100% recycled products 	
<ul style="list-style-type: none"> Utensils Plates Straws 	<ul style="list-style-type: none"> China plates are used in main dining area (C-street) If disposable, these products are plastic-free (City of Seattle ban) and compostable 	<ul style="list-style-type: none"> Reusable silverware If disposable, 100% recycled products are preferred 	
<ul style="list-style-type: none"> Catered Meals 	<ul style="list-style-type: none"> If boxed: Compostable is standard or Recyclable if compostable is not available 	<ul style="list-style-type: none"> Non-packaged meals, self-serve All compostable packaging/containers Reusable plates (china) and utensils 	
<ul style="list-style-type: none"> Food Prep Gloves Wax paper Cookie sleeves 		<ul style="list-style-type: none"> Compostable 	
<ul style="list-style-type: none"> Paper Towels Napkins 	<ul style="list-style-type: none"> Compostable Made of 100% recycled material 	<ul style="list-style-type: none"> Meets certification (see next column "Relevant 	<ul style="list-style-type: none"> Forest Stewardship Council Certified (FSC)



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		Certifications and Standards")	
<ul style="list-style-type: none"> Bottled Still Water 	<ul style="list-style-type: none"> No single-use plastic bottle ban 	<ul style="list-style-type: none"> Use of water fountains on campus Aluminum cans 	
<ul style="list-style-type: none"> Soda Juices Flavored Water Sparkling Water 		<ul style="list-style-type: none"> Fountain beverages (e.g. through combo meals) No single-use plastic bottles Aluminum cans 	
<ul style="list-style-type: none"> Fountain Beverages 	<ul style="list-style-type: none"> Compostable Cups 	<ul style="list-style-type: none"> Reusable/refillable cups 	
<ul style="list-style-type: none"> Coffee Tea 		<ul style="list-style-type: none"> Meets certification (see next column "Relevant Certifications and Standards") Locally sourced 	<ul style="list-style-type: none"> Fair Trade Certified USDA Organic Certified Rainforest Alliance Carbon Zero Certified Bird friendly coffee UTZ certified
<ul style="list-style-type: none"> Wine/alcohol 		<ul style="list-style-type: none"> Meets certification (see next column "Relevant Certifications and Standards") Locally sourced 	<ul style="list-style-type: none"> Fair Trade Certified USDA Organic Certified Carbon Zero Certified Bee better certified Regenerative Organic Certified Salmon Safe Certified
<ul style="list-style-type: none"> Chocolate Snacks herbs/spices/oil /sugar/salt 		<ul style="list-style-type: none"> Meets certification (see next column "Relevant Certifications and Standards") Locally sourced Plant-based Compostable packaging 	<ul style="list-style-type: none"> Fair Trade Certified USDA Organic Certified Rainforest Alliance Carbon Zero Certified UTZ certified Forest Stewardship Council Certified (FSC)
<ul style="list-style-type: none"> Fruits Vegetables Legumes Nuts 	<ul style="list-style-type: none"> "Imperfectly Delicious Produce" Program for produce used 	<ul style="list-style-type: none"> Meets certification (see next column "Relevant Certifications and Standards") Locally sourced 	<ul style="list-style-type: none"> Fair Trade Certified USDA Organic Certified Rainforest Alliance Carbon Zero Certified UTZ certified Bee better certified



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	in food preparation		<ul style="list-style-type: none"> • Salmon Safe Certified • Regenerative Organic Certified
<ul style="list-style-type: none"> • Milk • Yogurt 	<ul style="list-style-type: none"> • Free of the artificial growth hormones rBGH/rBST 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Plant-based • Locally sourced 	<ul style="list-style-type: none"> • USDA Organic Certified • Humane Farm Animal Care (HFAC) Certified • Global Animal Partnership (GAP) Certified • Carbon Zero Certified • Bee better certified • Regenerative Organic Certified • Salmon Safe Certified
<ul style="list-style-type: none"> • Eggs 	<ul style="list-style-type: none"> • Humane Farm Animal Care (HFAC) certified cage-free 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Locally sourced 	<ul style="list-style-type: none"> • USDA Organic Certified • Humane Farm Animal Care (HFAC) Certified
<ul style="list-style-type: none"> • Chicken 	<ul style="list-style-type: none"> • Produced without routine use of human antibiotics (following criteria developed by the Environmental Defense Fund) 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Locally sourced 	<ul style="list-style-type: none"> • Global Animal Partnership (GAP) Certified • Carbon Zero Certified • USDA Organic Certified • Humane Farm Animal Care (HFAC) Certified
<ul style="list-style-type: none"> • Turkey 	<ul style="list-style-type: none"> • Produced without routine use of human antibiotics (following criteria developed by the Environmental Defense Fund) 	<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Locally sourced 	<ul style="list-style-type: none"> • USDA Organic Certified • Humane Farm Animal Care (HFAC) Certified • Carbon Zero Certified • Global Animal Partnership (GAP) Certified • Certified Humane • Regenerative Organic Certified • Salmon Safe Certified



<ul style="list-style-type: none"> • Beef • Pork 		<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Locally sourced • Blended meat products (e.g. mushroom-meat) to increase plant-based offer. See example from Princeton. 	<ul style="list-style-type: none"> • USDA Organic Certified • Humane Farm Animal Care (HFAC) Certified • Carbon Zero Certified • Global Animal Partnership (GAP) Certified • Certified Humane • Regenerative Organic Certified • Salmon Safe Certified • PCO Certified grassfed • AGA-Certified Grassfed
<ul style="list-style-type: none"> • Seafood 	<ul style="list-style-type: none"> • Monterey Bay Aquarium Seafood Watch: “Best Choice” or “Good Alternative” 	<ul style="list-style-type: none"> • Monterey Bay Aquarium Seafood Watch: “Certified” or “Best Choice” • Meets certification (see next column “Relevant Certifications and Standards”) 	<ul style="list-style-type: none"> • Marine Stewardship Council (MSC) • Monterey Bay Aquarium Seafood Watch • OceanWise • Global Animal Partnership (GAP) Certified • Carbon Zero Certified
<ul style="list-style-type: none"> • Vegetarian or vegan “meat” products 		<ul style="list-style-type: none"> • Meets certification (see next column “Relevant Certifications and Standards”) • Locally sourced 	<ul style="list-style-type: none"> • Vegan Certified • Fair Trade Certified • USDA Organic Certified • Carbon Zero Certified • Rainforest Alliance • UTZ certified • Bee better certified • Salmon Safe Certified • Regenerative Organic Certified

G. GARMENTS & LINENS

Primary Point of Contact:

Follow Guidance Provided Below



Any items with the SU logo and branding need to be purchased from a MarCom-approved vendor (consult [MarCom](#) website) or from the campus store (consult [campus store](#) and website). These vendors have been vetted based on Seattle University’s [Vendor Code of Conduct](#).

PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
<ul style="list-style-type: none"> Screen Printing 		<ul style="list-style-type: none"> Plant and water based ink 	
<ul style="list-style-type: none"> Any promotional items and garments with SU name and or logo (such as: lab coats, shirts, pants, shoes, socks, accessories, activewear, hats, totes...) Athletics travel apparel and uniforms Linens 		<ul style="list-style-type: none"> Meets certification (see next column “Relevant Certifications and Standards”) Contains recycled material. Contains organic material. Does not contain per- and polyfluorinated substances (PFCs) Does not contain added anti-microbial or anti-odor agents. Are not labeled as "dry-clean only" 	<ul style="list-style-type: none"> OEKO-TEX Certified Bluesign Certified Fair Trade Certified USDA Organic Certified Global Organic Textile Standards Certified (GOTS)

H. INFORMATION TECHNOLOGY (IT) PRODUCTS & SERVICES

Primary Point of Contact:

Director of IT Administration

All requisitions for electronics products go through review and approval by the Information Technology department. IT electronic equipment should be [EPEAT-certified](#) (Electronic Product Environmental Assessment Tool) when such certification exists for the specific product purchased. EPEAT is the most comprehensive sustainability certification for IT equipment, evaluating a number of different attributes, including materials sourcing, environmental safety during production, energy consumption, and end of life.



PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
<ul style="list-style-type: none"> Printers, scanners, copiers Displays Thin clients Monitors Tablets/slates Desktop and Notebook/Laptop computers (Mobile) Phones 	<ul style="list-style-type: none"> EPEAT® ENERGY STAR® Displays, laptops, and desktops are repurposed after use (depending on life and functionality) 	<ul style="list-style-type: none"> EPEAT® GOLD 	<ul style="list-style-type: none"> EPEAT® ENERGY STAR®
<ul style="list-style-type: none"> Server Network equipment 	<ul style="list-style-type: none"> EPEAT® 	<ul style="list-style-type: none"> EPEAT® SILVER 	<ul style="list-style-type: none"> EPEAT®
<ul style="list-style-type: none"> Docking station Projectors Speakers Ceiling microphones Wireless equipment 			
<ul style="list-style-type: none"> Mouse Keyboard Speaker Adapters 	<ul style="list-style-type: none"> Repurposed after use (depending on life and functionality) 	<ul style="list-style-type: none"> 100% recycled or highest available recycled content 	
<ul style="list-style-type: none"> Charging cables Headsets Voice amplifier 		<ul style="list-style-type: none"> 100% recycled or highest available recycled content 	



I. NON-IT EQUIPMENT & APPLIANCES

Primary Point of Contact:

Director of Facilities Plant Operations & Maintenance

Non-IT equipment purchases should be Energy Star certified. Energy Star is the most robust and prevalent sustainability/energy-efficiency certification for non-IT equipment.

PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
Residential appliances: <ul style="list-style-type: none"> Stoves Dishwasher Refrigerator 	<ul style="list-style-type: none"> ENERGY STAR® Equipment picked up by supplying vendor and recycled 		
Non-residential appliances: <ul style="list-style-type: none"> Dishwasher Refrigerator Heating/Cooling Appliance Freezer ULT Freezer 	<ul style="list-style-type: none"> ENERGY STAR® 	<ul style="list-style-type: none"> Low water usage 	<ul style="list-style-type: none"> ENERGY STAR®
<ul style="list-style-type: none"> Air Purifier/filters 		<ul style="list-style-type: none"> Reusable or recyclable air filters and/or use of take-back programs 	
<ul style="list-style-type: none"> Microscope Autoclave Centrifuge Fume Hood Burners/lab heaters 		<ul style="list-style-type: none"> Meets certification (see next column "Relevant Certifications and Standards") 	<ul style="list-style-type: none"> ACT Label®



J. LANDSCAPING

Primary Point of Contact:

Director of Building & Grounds Services

Seattle University’s Grounds follow [sustainable landscape management operations and maintenance practices](#). Ninety-nine percent (99%) of SU’s grounds are managed in accordance with an organic program and an Integrated Pest Management (IPM) System; 1% is inorganic allowing some synthetic fertilizer for a natural turf soccer field.

The shift to sustainable landscape practices began in 1979 with the implementation of an Integrated Pest Management (IPM) program. SU’s IPM program differs from many others in that chemical pesticide applications are not considered a viable last option. SU uses a combination of methods that focus on total plant health, particularly at the soil level, to maintain our grounds. Organic practices, composting, and chemical-free weed suppression are used throughout campus except on the soccer field. SU’s grounds are designated as a Backyard Wildlife Sanctuary, a Wildlife Habitat, and Tree Campus Higher Education. These certifications are an important part of providing enriched outdoor classroom space, preserving natural green spaces in our urban landscape for local wildlife and plant populations, and helping to ensure our campus remains safe, attractive, and sustainable.

PRODUCT AT SU	CURRENT SU PRACTICE (MINIMUM REQUIREMENT)	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
<ul style="list-style-type: none"> Pesticides Herbicides Fungicides Fertilizer 	<ul style="list-style-type: none"> Organic at all levels: OMRI Listed Products Seasonal synthetic for CHAF Natural Turf only. 		<ul style="list-style-type: none"> Organic Materials Review Institute (OMRI) Listed Products
<ul style="list-style-type: none"> Compost 	<ul style="list-style-type: none"> Organic at all levels (Campus-made or Cedar Grove) 		<ul style="list-style-type: none"> Seal of Testing Assurance
<ul style="list-style-type: none"> Soil 	<ul style="list-style-type: none"> Organic at all levels (Cedar Grove) 		<ul style="list-style-type: none"> Seal of Testing Assurance
<ul style="list-style-type: none"> Vegetation 	<ul style="list-style-type: none"> Grounds Preferred Nurseries 	<ul style="list-style-type: none"> ANSI American Nursery Standard 	



K. PROFESSIONAL SERVICE PROVIDERS

At Seattle University, all professional service providers are asked to follow the [Vendor Code of Conduct](#). The Code applies to each contractor, subcontractor, agent, vendor, manufacturer, person, or entity that has entered into an agreement with the University. The Vendor Code of Conduct emphasizes business relationships with entities that share SU’s commitment to practices that are socially just, support human and ecological health, and promote economic well-being.

As set out in the Vendor Code of Conduct, Seattle University seeks to do business with vendors who take a leadership role on minimum labor standards and practices regarding Wages and Benefits, Working Hours, Child Labor, Health and Safety, Nondiscrimination, Women’s Rights, Harassment or Abuse, Freedom of Association.

Also, when entering into an agreement with a vendor, the following “[Vendor Setup Form](#)” should be utilized. This questionnaire includes questions related to diverse suppliers and sustainability criteria.

L. PROMOTIONAL PRODUCT – SWAG

Primary Point of Contact:

Follow Guidance Provided Below

Promotional products are given out to participants at various events and for various reasons. Many know it as SWAG or “Stuff We All Get.” Often the items are customized for the event, for an individual, or for the organization. Unfortunately, many of these items require a lot of resources to manufacture inexpensively, are made of hard-to-recycle material, and/or are quickly discarded.

To align with the purpose of Sustainable Procurement, Seattle University encourages users to consider the attributes mentioned in the [Checklist for Sustainable Procurement](#) when purchasing promotional products. If a material promotional item is necessary, procure it with the environmental and social impact in mind, such as the examples in the table below.

For SU branded products, please reference [Section G, Garments & Linens](#) above.

PRODUCT FEATURES	EXAMPLES	PREFERRED LEVEL	RELEVANT CERTIFICATIONS & STANDARDS
<ul style="list-style-type: none"> Edible 	<ul style="list-style-type: none"> Food Coffee/tea Snacks Candy Chocolate 	<ul style="list-style-type: none"> Meets certification (see next column “Relevant 	<ul style="list-style-type: none"> Fair Trade Certified USDA Organic Certified Bee better certified



		<ul style="list-style-type: none"> Certifications and Standards”) <ul style="list-style-type: none"> Community-based: local and BIPOC owned. Plant-based 	<ul style="list-style-type: none"> Regenerative Organic Certified Salmon Safe Certified Rainforest Alliance Bird friendly coffee
<ul style="list-style-type: none"> Non-material 	<ul style="list-style-type: none"> Donation to a social/environmental justice organization Gift card from a local, diverse supplier business Event Ticket Subscription Promo Codes 	<ul style="list-style-type: none"> Paperless Community-based Plant-based, Fair Trade, or zero waste business 	<ul style="list-style-type: none"> Fair Trade Certified Certified B Corporation
<ul style="list-style-type: none"> Material 	<ul style="list-style-type: none"> Natural Soap Bars Native Plant Seeds Candles Bamboo Silverware Stainless Steel Straw Stainless Steel Lunch Container Reusable bottle or mug Canvas Tote Food (bees) wraps Folder / binder Portfolio 	<ul style="list-style-type: none"> Meets certification (see next column “Relevant Certifications and Standards”) <ul style="list-style-type: none"> Reusable 100% recycled or highest available recycled content 	<ul style="list-style-type: none"> Fair Trade Certified Certified B Corporation USDA Organic Certified Bee better certified

VI. EXHIBIT: DEFINITIONS

A. **Compostable:** An item or product that is made of non-toxic, natural materials that, at the end of its useful life, can be processed in a timely way into nutrient-rich compost is said to be compostable. It may be made from plastic, paper, or plant fibers, along with other ingredients that provide necessary form and functionality ([CC.org](#)).



- B. Fair Trade:** a movement whose goal is to help producers in developing countries to get a fair price for their products so as to reduce poverty, provide for the ethical treatment of workers and farmers, and promote environmentally sustainable practices ([M-W.com](#)).
- C. Green Cleaning:** The use of cleaning products and practices with minimal impact on human and environmental health. This approach prioritizes products with fewer harmful chemicals while also considering factors such as efficient packaging, the use of recyclable materials, and reduced energy consumption ([EPA](#)).
- D. Recyclable:** Refers to materials and items that can be processed and repurposed within the recycling system. The process involves three main steps: collection, processing, and remanufacturing ([EPA](#)).
- E. Locally Sourced:** Products purchased within a defined geographical area, with consideration of factors including distance, production practices, and reduced intermediaries. The Congress of the United States of America in the 2008 Food, Conservation, and Energy Act (2008 Farm Act) limited the distance a product can be transported and still considered a “locally or regionally produced agricultural food product” (Martinez et al., 2010) to less than 400 miles (643 km) from its origin, or within the State where it is produced ([FAO](#)).
- F. Pre-consumer waste/material:** Material diverted from the waste stream during the manufacturing process ([USGBC](#)).
- G. Post-consumer Waste (PCW):** Material generated by households or by commercial, industrial, and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose and is discarded or recycled ([USGBC](#)).
- H. Recycled Product:** Items collected, processed, and manufactured into new products after initial use ([EPA](#)).
- I. Recycling:** The process of converting waste into a reusable material or returning a material to a previous state in a cyclic process ([EPA](#)).
- J. Remanufacturing:** A form of product recovering that involves rebuilding, repairing, and/or restoring parts or an instrument to match the same consumer expectations as new items ([EPA](#)).
- K. Third Party Certified or Verified:** An entity is assessed against a standard by an independent (third party) organization that is independent from the entity being certified (first party), and from the program that set the standard (second party) ([EPA](#)).
- L. Volatile Organic Compounds (VOCs):** Volatile organic compounds (VOCs) are emitted as gases from certain solids or liquids. VOCs include a variety of chemicals, some of which may have short- and long-term adverse health effects, and thus are generally avoided whenever possible ([EPA](#)).



M. Zero Waste: The conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health ([Zero Waste International Alliance](#))