



## Ongoing Purchasing and Waste Policy for Santa Barbara City College

Effective Date: June 2016

### i. Scope

This plan applies to all purchases entering and all ongoing waste leaving Santa Barbara City College (SBCC). This policy will be consulted prior to purchasing materials and arranging for waste disposal. This policy covers the following:

#### **Purchases**

Ongoing purchases – The following list includes the top 5 most purchased product categories under management’s control.

- Paper
- Toner cartridges
- Binders
- Batteries
- Desk accessories, such as pens and pencils
- Notebooks
- Lamps
- Envelopes

Durable goods purchases:

- Office equipment, appliances, and audiovisual equipment
- Other electric powered equipment

#### **Waste**

- All ongoing waste, including the ongoing purchasing categories listed above
- Glass, Plastic, metal, cardboard
- Office equipment, appliances, audiovisual equipment
- Electric powered equipment
- Hazardous waste, such as mercury-containing lamps and batteries

### ii. Goals

Category	Goal	Performance Measurement Unit
Purchases: Ongoing consumables	75% meet sustainability criteria	Cost

Purchases: Durable goods and electric powered equipment	90% meet sustainability criteria	Cost
Purchases: Lamps	90% of lamps have 60 picograms of mercury per lumen-hour or less	Number of lamps
Waste: Ongoing consumables	50% diverted from landfill	Volume
Waste: Durable goods and electric-powered equipment	100% diverted from landfill	Weight
Batteries and mercury containing lamps	100% diverted from landfill and disposed according to procedures described below	Weight

**iii. Roles and Responsibilities**

The responsible party for this plan is the Director of Business Services and the Senior Director of Facilities, Planning & Campus Development. The Director of Business Services and the Senior Director of Facilities, Planning & Campus Development are responsible for ensuring that this plan is executed and that any contracted vendors under management’s control and responsible for purchasing products for the campus or removing waste from the campus are aware of the procedures outlined in this plan. The Director of Business Services and the Senior Director of Facilities, Planning & Campus Development are also responsible for reviewing this plan for any significant changes on the interval specified in the quality assurance section. If at any time updates are required to this plan, they will ensure that the appropriate individuals are informed of the updates.

**iv. Procedures and strategies for implementation**

***Ongoing consumable purchases shall meet the following criteria:***

- **Postconsumer recycled content.** The content of purchases must meet or exceed the levels listed in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines. Products not covered by the Guidelines can get credit for their recycled content with no minimum. (<http://www.epa.gov/epawaste/consERVE/tools/cpg/>)
- **Extended use.** Batteries must be rechargeable. Toner cartridges for laser printers must be remanufactured.
- **Bio-based materials.** Bio-based products must meet the Sustainable Agriculture Network’s Sustainable Agriculture Standard. Bio-based raw materials must be tested using ASTM Test Method D6866 and be legally harvested, as defined by the exporting and receiving country. Exclude hide products, such as leather and other animal skin material.
- **Paper and wood products.** Paper and wood products must be certified by the Forest Stewardship Council or USGBC-approved equivalent.

***Electric-powered equipment purchases shall meet the following criteria:***

- **EPEAT rating.** The equipment must have a silver Electronic Product Environmental Assessment Tool (EPEAT) rating or better.
- **ENERGY STAR rating.** If the equipment does not yet fall under the EPEAT rating systems, it must be ENERGY STAR® qualified or performance equivalent for projects outside the U.S.

***Lamps***

- Lamp purchases shall have 60 picograms of mercury per lumen-hour or less. The lumens value will be based on the mean lumen output (design or actual). The rated life is the value based on a three-hour instant start.

***Ongoing Consumables Waste***

Non-waxy mixed paper, cardboard, metal, glass, and plastics 1 through 7 can be comingled for recycling. SBCC has blue lids on the recycling bins around campus and has provided improved signage and placement to encourage an increase in the diversion rate. There are storage containers in the common areas of each floor, and each workstation includes a small personal recycling bin. The recycling storage containers are collected daily by the facilities staff and relocated to the larger storage container in the loading dock. Recyclables are removed from the loading dock by the recycling hauler weekly.

In addition to blue lids, SBCC will start an on-site composting program, located at Food services and the Lifescape Gardens to compost a portion of the college's food prep waste and green waste. These programs have been implemented to increase overall campus diversion rate.

***Battery and Lamp Waste***

Receptacles for non-rechargeable batteries are provided on the East and West campuses. East campus collection site is the Campus Store and West campus collection site is the Facilities & Operations office. College employees are educated on where to drop off used batteries. As needed, the campus' Hazardous Materials consultant collects the batteries from each location and packages them for removal from campus for proper recycling.

All used florescent lamps shall be stored at the Facilities & Operations office managed storage facility prior to being packaged for removal and picked up and recycled by a certified vendor.

***Durable Goods Waste***

All durable goods are collected by the Shipping/Receiving/Surplus department located at the Purchasing and Warehouse facility on the main campus for furniture or office equipment collection, or the Information Technology department for e-waste collection. Building occupants are instructed to contact the appropriate department for removal and storage of the durable goods. After Board approval of all surplus items the respective department then arranges for items to either be collected by either an e-waste hauler or donates to another school or non-profit organization. The e-waste hauler reuses or repurposes the waste by disassembling the product and recycling the materials.

#### **v. Quality Assurance/Quality Control Processes**

The Director of Business Services and the Senior Director of Facilities, Planning & Campus Development will evaluate the purchasing and waste activity on a quarterly basis to evaluate progress towards the implementation of goals. If any purchases or waste is not being recorded properly, the Energy Efficiency Customer Supervisor will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation strategies are not being met, the responsible party will investigate the situation and will work with the individuals purchasing materials and building occupants disposing of waste to resolve the issue. The responsible party will evaluate whether updates are necessary to the policy or the purchasing or waste processes in order to achieve the goals for implementation.