



# Sustainable Purchasing Policy

CREATED BY THE TARBELLAS - ASU 2023



# Sustainable Purchasing Policy

## Introduction

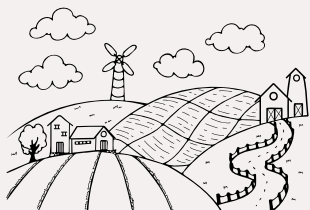
Sustainable purchasing is an effective method used to create change in environmental, social, and economic issues through responsible sourcing. This document provides a purchasing guide for Tarbell's to implement these actions into their everyday business practices. The goal of these guidelines is to improve the sustainability impact of procurement by purchasing goods and services that advance Tarbell's sustainability goals. Purchasing from suppliers who share Tarbell's commitment to sustainability and leveraging buying power can incentivize others to work towards these same standards.

The purpose of this policy is to:

- Develop relationships with manufacturers who are committed to supporting sustainability initiatives and have good environmental and social track records;
- Include a diverse group of vendors including minority, locally, regionally, LGBTQ+, women, and/or veteran-owned vendors
- Encourage suppliers to utilize more sustainable practices
- Develop partnerships with local organizations to make sustainable purchases together and support local suppliers together as much as possible.

## How to Use

- This guide is divided into different purchasing categories (ex. energy & appliances, water, food, alcohol, etc.) for ease of use
- Each category then has required policies and preferred policies
  - All vendors must meet at minimum the required items
  - Preferred items can help the organization choose between vendors or identify new suppliers that have more sustainable operations
- This guide can be provided to suppliers to identify new sustainability opportunities to further their initiatives
- This Sustainable Purchasing Policy aligns with Green Restaurant Association's certification and best industry practice including the EPA, EnergyStar, the Monterey Bay Aquarium, and more.



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# RESOURCES

To create this guidebook, we used information from multiple sources. These sources are listed below:

[ASU Sustainable Purchasing Guidebook](#)

[GRA](#)

[Green Restaurant Checklist](#)

[University of California Sustainable Procurement Guidelines](#)

[SARE Sustainable Food Purchasing Guide](#)

[Supplier Code of Conduct](#)

[GoodOnya Vendor Requirements](#)

[Sustainable and Healthful Food Standards](#)

[Sustainable Procurement](#)

[Green Purchasing](#)

[Sustainable Floristry Network](#)



# Energy & Appliances



## Required:

- Buy Energy Star rated appliances
  
- Rented or third-party maintained equipment:
  - Vendors should conduct annual maintenance checks on HVAC, lighting, hot water heating (or as often as recommended by manufacturer). Provide updates and alerts on failing equipment.
  
- Use LED Lighting
  - Use Million LED Challenge resource to find lighting replacements





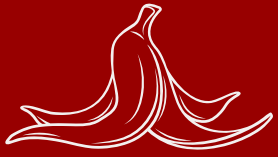
# Water & Filtration



## Required:

- All products should be EPA WaterSense® Certified (e.g. faucets, toilets, urinals)
  
- Dishwashing pre-rinse sprayer at a flow rate of 1.15 or less
  
- Landscape with native and drought tolerant plants





# Waste/Recycling/Composting/ Oil & Grease Recycling



## Required:

- General waste:
  - Utilize any form available to divert waste from landfills (e.g. Recycling, composting, donating etc.)
  
- Oil & Grease Recycling: 100% conversion of used fats, oils, and grease into biodiesel or electricity OR must haul grease product to a company that converts 100% of the used grease into biodiesel or electricity

## Preferred:

- Food Waste:
  - Use the EPA Food Recovery Hierarchy





# Labor Practices

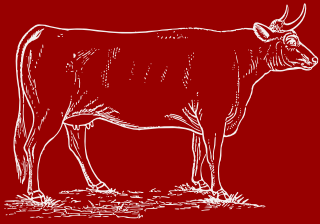


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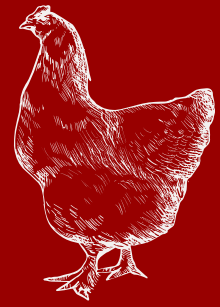
All suppliers should have their own policies regarding the following–

- Nondiscrimination:
  - No discrimination with regard to hiring and employment practices, including salary, benefits, advancement, discipline, termination or retirement on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political affiliation, disability, or physical impairment or handicap.
  
- Coercion and Harassment:
  - Treatment of all workers with dignity and respect. Disrespectful, inappropriate behavior, unfair treatment or retaliation of any kind will never be tolerated. Actions such as corporal punishment, threats of violence and/or other forms of physical, sexual, psychological, verbal abuse and/or harassment will never be allowed or condoned.
  
- Health and Safety:
  - Provide workers with a safe and healthy workplace (and housing, if applicable) in compliance with all applicable laws and regulations. At a minimum, must also ensure reasonable access to potable water, sanitary facilities, proper ventilation, adequate lighting and fire safety. In addition, are responsible for general emergency preparedness and machine maintenance and evaluations in order to comply with applicable safety standards. All required permits, licenses and registrations must be obtained, maintained and kept up-to date and made available upon request. Must satisfy their operational and reporting requirements to applicable legal and regulatory authorities.
  
- Livable wages:
  - The goal of a living wage is to allow employees to earn enough income for a satisfactory standard of living and prevent them from falling into poverty.
  - [MIT resource](#) to calculate your state's livable wage





# Food Sourcing: Animal Products



## Required:

- Prioritize animal products grown/raised 1st- locally, 2nd- regionally, 3rd- nationally
- Must be from farms that feed the animals their natural diet and all animal welfare standards have to be followed:
  - Freedom from hunger and thirst
  - Freedom from fear and distress
  - Freedom from discomfort
  - Freedom from pain, injury or disease
  - Freedom to express normal behavior
- No use of non-therapeutic, routinely-given antibiotics, or growth hormones

## Preferred:

- 100% Certified Organic to USDA standards or organically-sourced products with real food ingredients
- Certified Humane Raised & Handled animal products
- Prioritize animal products from within the state
- Certified Biodynamic or Regenerative Farm Practices

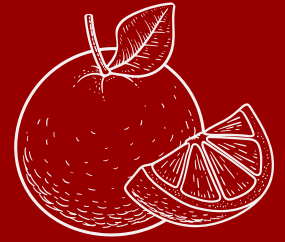
## Seafood

### Required:

- Use the [Seafood Watch database](#) to determine which fish to buy



# Food Sourcing: Produce



## Required:

- Certified organic, Organic but not certified, or Transitional organic
  
- Prioritize produce grown 1st- locally, 2nd- regionally, 3rd- nationally, or 4th- internationally

## Preferred:

- Fertilized via compost, manure, cover crops, crop rotation/diversity
  
- Family and/or small- to medium-sized farm
  
- Certified Biodynamic or Regenerative Farm Practices
  
- Seasonally





# Food Sourcing: Dry Goods, Oils, Spices

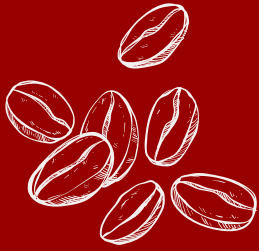


## Required:

- Organic
- Non-GMO
- No hydrogenated/partially hydrogenated oils (e.g. no trans fats)

## Preferred:

- Buy products locally in bulk
- Replacement of refined grains with whole grains, and unhealthy fats (e.g. trans and saturated fats) with healthy fats (unsaturated fats)
- No Palm Oil Policy. If used, follow these guidelines:
  - No development on High Conservation Value (HCV) landscape or High Carbon Stock (HCS) forests.
  - No development on peatlands regardless of depth, and use of best management practices for existing plantations on peat.
  - Traceability to the extraction mill and validation of fresh fruit bunches.
- Use of soybeans using sustainable methods certified by the U.S. Soybean Export Council (USSEC)



# Food Sourcing: Coffee, Tea, Chocolate



## Required:

- Has one or more of the following certifications: Fair-trade, Food Alliance, or Organic

## Preferred:

- Has two or more of the following certifications: Fair-trade, Food Alliance, or Organic





# Alcohol: Wine, Beer, Spirits



## Required:

- Purchase 1st- locally, 2nd- organically, 3rd- regionally

## Preferred:

- Use regenerative farming practices





# Cleaning

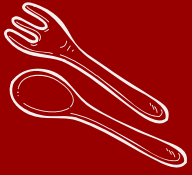


## Required:

- Chemical characteristics:
  - Do not contain:
    - Carcinogens
    - Asthmagens
    - Skin irritants
    - Ozone depleting potential (ODP)
    - Combustibles
    - Items that result in hazardous decomposition products
    - Items that result in aquatic toxicity
    - Ingredients or degradation products that bioaccumulate
    - Ingredients that cause chronic inhalation toxicity
  - Must contain:
    - Natural, bio-based, non-toxic ingredients
    - Individual organic ingredients that are readily biodegradable
    - VOC levels less than 0.1% for dilutable carpet cleaner and less than 1% for general-purpose, restroom, glass, and ready to use carpet cleaners
    - Less than 0.5% phosphorus
    - Only fragrances that follow the Code of Practice of the International Fragrance Association
    - Closed dilution-control concentrate labeling requirements
    - Color components are FDA certified or natural
    - Ingredients that are corrosive to or easily absorbed by the skin or cause serious eye damage (pH between 2 and 11.5)

## Preferred:

- Certifications:
  - Pest control: Green Shield Certified Service
  - Green Guard
  - Green Seal
  - EcoLogo (UL Environmental)
  - U.S. EPA Safer Choice
  - Cradle to Cradle Certified™ Products Program



# Packaging & Disposables



## Required:

- No Styrofoam and EPS (expanded polystyrene foam)
  
- Paper disposables:
  - Containers are 1) compostable or 2) recyclable
  - Made with minimum % of PCW (Post Consumer Waste), chlorine-free & unbleached:
    - Bags - 95%
    - Hot Cup - 10%
    - Kraft Paper rolls - 50%
    - Dinner and Beverage napkins - 60%
    - Paper towels - Centerfold - 80%
    - Molded Fiber trays - 100%
    - Molded Fiber cup carriers - 100%
    - Take Out containers - 35%
    - Hot Cup sleeves - 100%
    - Paper towels - multifold & roll - 85%
    - Toilet paper - 60%
  
- NO purchases from paper-based packaging products made with illegal fiber or the following unwanted sources:
  - Wood harvested from forests that have been converted to plantations or non-forest use
  - Wood from high conservation value forests, unless those forests are credibly certified
  - Wood where the source forest and species are unknown
  - Wood harvested in a manner that violates human rights
  - Wood harvested that violates local or international laws
  
- Plastic disposables:
  - Containers are recyclable
  - Made with minimum % PCW:
    - Take-out containers - 100%
    - Cold Cups - 25%
    - Trash Liners - 30%
    - Food Trays - 100%
    - Scrub Pads - 90%
    - Bowls - 100%
    - Cutlery - 100%



# Packaging & Disposables

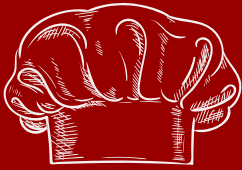


## Preferred:

- Reusable
  
- Locally compostable and certified by R City's list of acceptable materials
  
- Certifications: Paper-packaging certified by a third-party, e.g. Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI)







# Linens & Uniforms



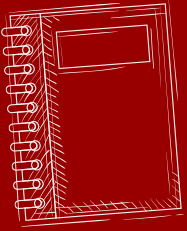
## Required:

- GOTS or Oeko-Tex Certified
- Designed for quality and durability
- For laundry service: certified in TRSA's Clean Green Program

## Preferred:

- Made in U.S.A.
- Made partly from recycled materials and/or 100% cotton





# Office & Kitchen Supplies



## Required:

- Reusable soy ink cartridge for printers
- Plate and Glassware:
  - 100% recycled, 70% PCW recycled plastic, glass, metal
- No purchases from paper products made with illegal fiber or the following unwanted sources:
  - Wood harvested from forests that have been converted to plantations or non-forest use
  - Wood from high conservation value forests, unless those forests are credibly certified
  - Wood where the source forest and species are unknown
  - Wood harvested in a manner that violates human rights
  - Wood harvested that violates local or international laws
- Paper Disposables made with minimum % PCW (Post Consumer Waste) & chlorine-free:
  - Office - 100%
  - Receipt Paper - 40%
  - Guest Checks - 100%

## Preferred:

- Preferred paperless statements and billing from vendors and guests
- Reusable coffee filters
- Certified by a third-party
  - Forest Stewardship Council (FSC) standard,
  - Program for the Endorsement of Forestry Certification (PEFC),
  - Sustainable Forestry Initiative (SFI)
  - Green Seal® (GS-07)



# Floral



## Required:

- Utilize local florists that sell local, native flowers then local florists, etc.

## Preferred:

- Use Sustainable Floristry Network (SFN) Stamp; committed to rejecting traditional, unsustainable ideas





# Flooring & Flooring Adhesives



## Required:

- Minimum one certification:
  - GreenGuard Gold
  - Cradle to Cradle Certified™
  - FSC
  - NSF/ANSI-140 Standard (carpet)
  - Green Seal
  - SCS FloorScore Standard
  - Carpet and Rug Institute (CRI) Green Label Plus
  - GREENGUARD® Gold
  - SCS FloorScore Standard

## Preferred:

- Contains at least 10% post-consumer recycled content or 30% total recycled content
- Has an Environmental Product Declaration (EPD) Transparency Summary
- Uses “no glue” installation methods as these virtually eliminate VOCs from installation (below)
- Is free of the following chemicals of concern:
  1. Antimicrobials
  2. Coal fly ash
  3. Flame retardants
  4. Fluorinated stain resistant chemicals (e.g. per fluorinated chemicals (PFCs))
  5. Formaldehyde
  6. Lead
  7. Mercury
  8. Nanomaterials
  9. Phthalates
  10. Polyvinyl chloride (PVC)



# Furnishings & Décor



## Required:

- Candles
  - 100% non-petroleum candles
  - No lead wicks
  - Recyclable container
  - Rechargeable candles must use LED
  
- Furniture:
  - Minimum one certification:
    - FSC
    - GreenGuard
    - SCS Indoor Advantage
    - Cradle to Cradle Certified
    - GOTS or OekoTex
    - Declare Labels
    - BIFMA
  
- Paints:
  - No VOC paint or colorant
  - GreenGuard Certified







# Notes



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# Notes



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