UNIVERSITY OF FLORIDA
SUSTAINABLE PURCHASING DIRECTIVE

Purpose

The purpose of this policy is to support campus sustainability at the University of Florida and to provide guidelines, information, and resources in procuring products that will minimize negative impacts on society and the environment to the greatest extent practicable.

Responsibilities of Departments

A. Develop and maintain information about environmentally and socially preferable products. Departments should use the list composed in this document as a guideline and may add or modify the list as needed.

B. Inform employees of their responsibilities under this policy; provide them with information about sustainable procurement opportunities. Check the Purchasing Web page (http://www.purchasing.ufl.edu) for frequent updates on vendor commitments to sustainability, including new annual contracts and participation in vendor shows.

C. Submit new ideas, problems or concerns to Purchasing (352) 392-1331 or e-mail purchasing@ufl.edu.

Best Practices and Procurement Strategies

1. Reduce waste at the point of purchase.

Faculty, staff and students can help achieve the university’s waste reduction goals by practicing the three R’s: reducing, reusing, and recycling. Priority should be given to reducing waste upstream by purchasing products made from recycled material that can be reused or recycled.

To reduce disposal costs and waste, choose items that can be remanufactured, recycled, or composted. Many products made from recycled materials are available and are being included in the University of Florida contracts. Current contracts include:

- Letterhead stationery, envelopes, and business cards made from recycled paper
- Office supplies
- Recycled toner cartridges

Contract information is available from the Purchasing website http://www.purchasing.ufl.edu/ under contracts and UF Pricing.