

EMORY
UNIVERSITY



Sustainable Purchasing Guide

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sustainability.emory.edu



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Introduction

Welcome to the Emory University Sustainable Purchasing Guidelines

In collaboration with [The Office of Sustainability Initiatives](#), [The Office of Information Technology](#), [Campus Services](#) and [Procurement and Support Services](#), these guidelines are designed to serve as a comprehensive resource for all stakeholders in the Emory community—faculty, staff, and students alike—who are involved in the procurement of goods and services. As a leading educational and research institution, Emory University is committed to leveraging its purchasing power to support sustainable practices that positively impact our environment, society, and the economy.

In 2013, Emory became a founding member of the [Sustainable Purchasing Leadership Council](#), a non-profit organization whose mission is to support and recognize purchasing leadership that accelerates the transition to a prosperous and sustainable future. This affiliation underscores our dedication to being at the forefront of sustainable procurement practices globally.

This document outlines the principles, strategies, and practices that guide our purchasing decisions, ensuring they align with our broader sustainability goals.

Since 2005, when Emory identified sustainability as a strategic priority, the Emory enterprise has set best-in-class procurement goals and targets and developed ambitious programs and initiatives to achieve them. From sourcing local and sustainable food to banning Styrofoam and neonicotinoids, our community has time and again shown determination to lead us into a sustainable future.

Over the years, Procurement and Support Services have collaborated with the Office of Sustainability Initiatives to integrate sustainability into our procurement processes. Choosing an Emory preferred vendor is an easy first step to ensuring that your purchase is more sustainable. The product labels and guidance listed either come from Emory, LEED, EPA, or use industry-recognized best practices.

Due to the decentralized nature of purchasing at the university, this guide provides purchasers with the necessary knowledge and resources to make informed, sustainable decisions.



General Sustainability Practices



Through thoughtful procurement, we aim to minimize our environmental footprint, promote social responsibility, and encourage economic diversity and inclusion.

-
- » **Assess Real Needs**
Consider whether a purchase is truly necessary. Evaluate if the item can be borrowed, shared, or if an existing resource can be repurposed.
 - » **Choose Certified Suppliers**
Opt for suppliers that adhere to recognized labor standards and environmental practices, such as JUST, Fair Trade, or B Corp certification.
 - » **Minimize Waste**
Buy in bulk to reduce packaging waste and look for products made from recycled materials to further minimize environmental impact.
 - » **Prioritize Eco-Friendly Products**
Select products with recognized eco-friendly labels like ENERGY STAR, Green Seal, or FSC-certified to ensure they meet high environmental standards.
 - » **Consider the Full Product Lifecycle**
Choose products that are biodegradable or easily recyclable to minimize long-term environmental impact.
 - » **Engage with Suppliers**
Actively communicate with your suppliers about their sourcing practices. Encourage them to prioritize local sources and sustainable practices.
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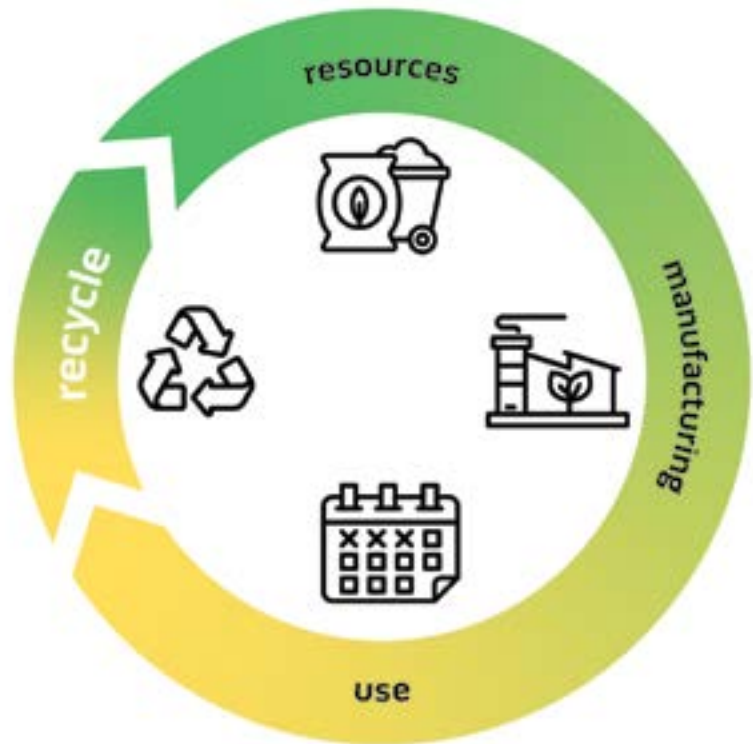


Cradle-to-Cradle

Lifecycle Assessment

A life cycle assessment (LCA) considers the environmental impact of a product throughout its entire lifespan, from the extraction of raw materials to its disposal. By taking this approach, you can make more informed purchasing decisions that reduce Emory University's environmental footprint.

Effective waste reduction strategies in procurement include purchasing products that are durable, made from recycled materials, and are themselves fully recyclable, reusable or repairable at the end of their life cycle. By opting for items that can be easily disassembled and recycled or reused, we can significantly decrease the volume of waste sent to landfills. Additionally, choosing suppliers who participate in take-back programs or offer reusable packaging can further reduce waste.



Look for products made from safer, environmentally sourced non-virgin materials.

Products with high recycled content and locally sourced materials have a lower embodied carbon impact.

Transparency labels (like Declare) disclose product ingredients and 'Red List Free' compliance.



Look for products made using environmentally-friendly manufacturing practices.

Product-specific EPDs provide embodied carbon data to inform comparative product selection.

Manufacturer programs like JUST, Fair Trade and B Corp are used to disclose business and supply chain practices.



Look for products that are durable, low maintenance, and safe for building users.

Durable materials have a longer lifespan of use before they need to be replaced.

Third-party certifications (like Greenguard Gold, SCS Indoor Advantage Gold) verify low VOC (Volatile Organic Compounds) Emissions Testing compliance.



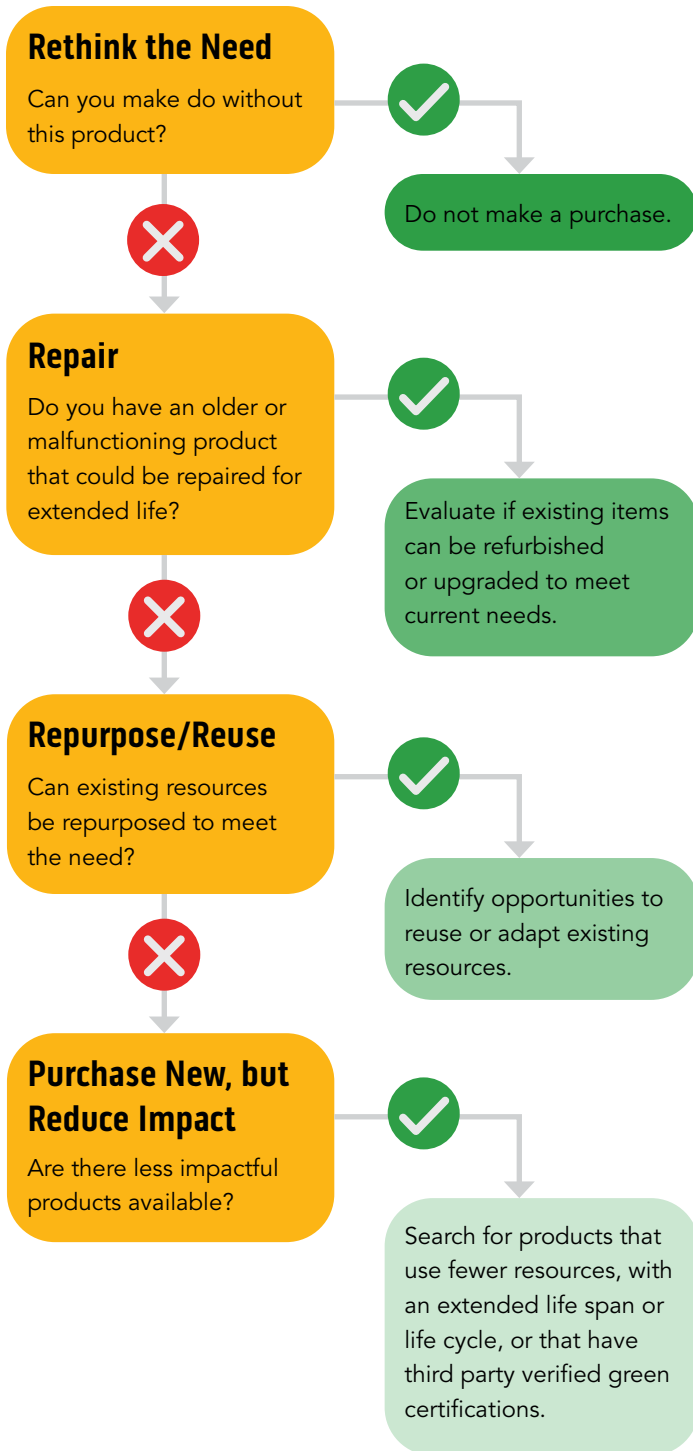
Look for products that have a manufacturer end-of-life take-back program to support a closed-loop lifecycle.

Products that are made from a single material, or that can be disassembled, are easier to recycle and turn into new usable products.



Decision-Making Tree

Can a product be borrowed or repurposed from elsewhere?



For repurpose/reuse resources refer to [Emory Auxiliary Surplus](#).



Supply Chain & Procurement Strategy



Emory University recognizes the importance of global sustainability challenges outlined by the [United Nations Sustainable Development Goals \(SDGs\)](#). These goals provide a comprehensive framework for addressing issues like climate change, responsible consumption, decent working conditions and environmental protection. Our commitment to sustainability aligns with the UN SDGs, and these purchasing guidelines are a key tool in achieving them.

By prioritizing sustainable purchasing practices across four key areas, we can significantly reduce our environmental impact and contribute to a healthier planet:

- Climate & Biodiversity
- Social Equity
- Health & Safety
- Waste Reduction



Climate & Biodiversity

Emory University is committed to addressing climate change through our procurement practices. Our goal is to reduce total Greenhouse Gas (GHG) emissions 50% by 2030 and reach net zero emissions by 2050, from a 2010 baseline. As part of our broader [Climate Action Plan](#), these purchasing guidelines are designed to promote sustainable practices that directly combat climate change, aligning with the goals and recommendations of the [Intergovernmental Panel on Climate Change](#) (IPCC).

This focus on climate action extends to biodiversity as well. Healthy ecosystems play a crucial role in mitigating climate change by absorbing carbon dioxide and supporting resilient communities. Unsustainable practices throughout a product's lifecycle can disrupt these ecosystems and contribute to biodiversity loss.

When looking to purchase low carbon products, look for locally sourced materials and goods to reduce transportation emissions.

To assess the environmental impact of a product throughout its life cycle, we consider its contribution to Emory University's greenhouse gas (GHG) footprint. The [Greenhouse Gas Protocol](#), categorizes emissions into three scopes:

- » **Scope 1**
Direct emissions from facilities that are owned or controlled by the organization.
- » **Scope 2**
Indirect emissions from purchased electricity, heat or steam.
- » **Scope 3**
Other indirect emissions that are a consequence of the organization's activities but occur from sources not owned or controlled by the organization, such as waste, transport and purchased goods and services.

By prioritizing sustainably sourced products with minimal environmental impact during and after use, we can influence and encourage positive change throughout the supply chain.





Social Equity

The [Supplier Diversity and Inclusion Program](#) at Emory University ensures a broader mix of qualified suppliers to meet our procurement needs, reflecting our commitment to social equity. We support opportunities for interaction, communication, and decision-making with diverse suppliers. Not only does this provide economic opportunities and growth to these suppliers and their regions but also gives Emory a competitive advantage through enhanced cultural awareness, innovation, and flexibility, often seen in small businesses.

Additional Benefits of Supplier Diversity and Inclusion

- » It provides multiple channels from which to procure goods and services.
- » It provides alignment with the changing demographics.
- » It's a commitment being beyond compliance.
- » It provides increase market share penetration with diverse communities.
- » It drives competition and cost reduction through the supply channels.
- » It improves metrics by bringing value and innovation, thereby, decreasing inefficiencies.
- » It increases the organization's revenue.
- » It showcases the organization's interest in and commitment to the economic growth of all communities.
- » It can offer tax credits to Georgia companies for payments made.



11 SUSTAINABLE CITIES
AND COMMUNITIES

3 GOOD HEALTH
AND WELL-BEING



Health & Safety

The COVID-19 pandemic has heightened awareness of the importance of health and safety in all aspects of our lives, including purchasing decisions. By prioritizing health and safety standards in our purchasing decisions, we can minimize potential risks to our faculty, staff, students, and visitors. For disinfectants against COVID-19, prioritize products listed on [EPA's List N](#).

Green cleaning products offer a powerful alternative to traditional cleaning solutions, safeguarding both human health and the environment.

Prioritize products with lower hazard ratings (often found on Safety Data Sheets (SDS)) to minimize potential risks for users and the environment.

Benefits of Green Cleaning Products:

- » **Improved Indoor Air Quality**
Conventional cleaning products often contain volatile organic compounds (VOCs) that contribute to indoor air pollution. Green cleaning products typically have lower VOC content or are VOC-free, reducing respiratory irritation and improving overall indoor air quality for building occupants.
- » **Safer for Users**
Many traditional cleaning products contain harsh chemicals that can irritate skin, eyes, and the respiratory system. Green cleaning products often use plant-derived or biodegradable ingredients, posing a lower risk to users during cleaning and reducing the potential for health risks.
- » **Environmental Benefits**
Green cleaning products are typically formulated with biodegradable ingredients and are less harmful to aquatic life if they enter waterways.

Review EPA guidance on [Sustainability Cleaning Product considerations](#).





Waste Management

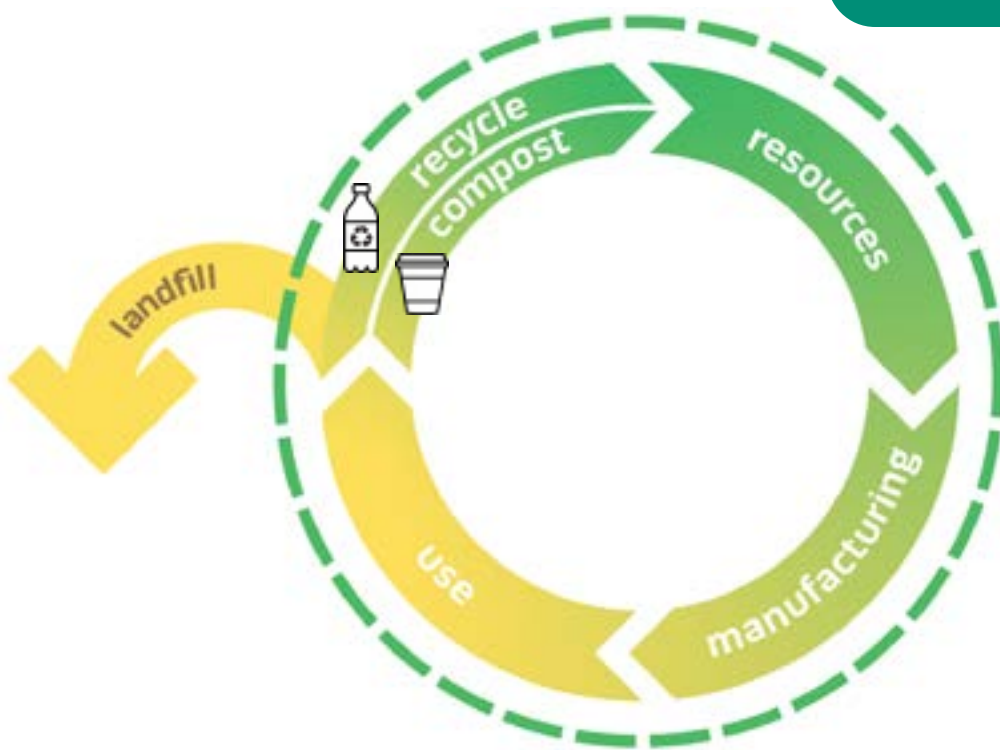
Emory University is committed to reducing waste through strategic purchasing decisions that emphasize reusability and recyclability.

At the heart of these efforts is the concept of the circular economy, which emphasizes reducing waste, reusing materials, and recycling products to create a closed-loop system. Unlike the traditional linear economy, where products are made, used, and disposed of, the circular economy seeks to extend the lifecycle of products, thus minimizing waste and conserving resources.

The diagram below illustrates this concept, showing how products like plastic bottles and biodegradable cups can be part of a cradle-to-cradle system, promoting proper disposal, recycling, and reuse to ensure sustainability.

You can contribute to waste reduction by using Emory's recycling locations [Map](#).

See Appendix for additional recycling info.



Instagram: @plasticfreeemory



Join the Plastic Free Emory Project, a student-led initiative reducing plastic waste on campus, and support the ["Break Free from Plastic"](#) to phase out single-use plastics at Emory's Atlanta and Oxford campuses.



Purchasing Guidelines



Emory University is committed to integrating sustainability principles across our enterprise. This commitment extends to the products we purchase, recognizing the environmental and social impact of our buying decisions. This section provides practical recommendations to guide your purchasing choices towards more sustainable options.

These guidelines are designed to empower you to make informed decisions that align with Emory's environmental goals. By considering these factors throughout the purchasing process, we can collectively contribute to a more sustainable future for our campus and the planet. Let's explore these recommendations and discover how we can all be responsible stewards of our environment.



Diversity & Social Justice Practices

Emory University integrates supplier diversity and social justice practices as fundamental components of our sustainability purchasing policy. This commitment aligns with our dedication to fostering an inclusive community that advances our educational and research missions. By engaging a diverse supply base, we promote competition, create opportunities, and generate value by broadening the pool of supplier expertise, perspectives, and capabilities.

Emory University participates in several matchmakers per year in multiple sourcing and construction categories held by local organizations such as:

- [The Greater Women’s Business Council \(GWBC\)](#)
- [The United States Pan Asian American Chamber of Commerce \(USPAACC\)](#)
- [The OUT Georgia Business Alliance](#)
- [The U.S. Small Business Administration](#)

Key considerations for incorporating social equity into your purchasing decisions:

Fair Labor Practices:

Seek out suppliers committed to upholding fair labor standards, such as the following:

- Fair wages
- Safe working conditions
- No exploitation of workers

Transparency:

Provide recognition of vendors that maintain company transparency through a certification or disclosure program:



Just.



Diversity and Inclusion:

Recommended resources for vendors and best practices from [Emory’s Supplier Diversity and Inclusion Program](#):

- [Small Business Administration \(SBA\)](#)
- [Georgia Minority Supplier Development Council \(GMSDC\)](#)
- [U.S. Department of Veterans Affairs \(VetBiz\)](#)
- [National Minority Supplier Development Council \(NMSDC\)](#)
- [Women’s Business Enterprise National Council \(WBENC\)](#)
- Any State/Municipality Certification
- DD Form 214 Veteran Business Enterprises (VBE)



Food & Beverage Selection

The following chart outlines Emory University's [Sustainable Guidelines for Food Service Purchasing](#). By prioritizing these standards, we aim to protect the environment, promote animal welfare, and support sustainable farming practices. Additionally, our emphasis on locally crafted and fair trade products helps support local economies and reduce our carbon footprint. When planning and hosting events, please use Emory preferred vendors to make sustainable choices easy.

Category	Standards/Practices	Benefits
<p>Certified Organic:</p> <p>Food grown without synthetic pesticides, fertilizers, GMOs (genetically modified organisms), or antibiotics.</p>	<ul style="list-style-type: none"> • No synthetic pesticides or fertilizers • No GMOs • No antibiotics or growth hormones 	<ul style="list-style-type: none"> + Protects the environment + Enhances biodiversity + Promotes animal welfare + Ensures sustainable farming practices
<p>Grass Fed & Pasture Raised Meats:</p> <p>Animals fed a natural diet of grass and forage, raised on pasture.</p>	<ul style="list-style-type: none"> • Diet of natural grass and forage • Raised on pasture • No antibiotics or hormones 	<ul style="list-style-type: none"> + Healthier meat with higher omega-3 fatty acids + Promotes animal welfare + Reduces environmental impact
<p>Certified Sustainable:</p> <p>Comprehensive sustainability including environmental, social, and economic criteria.</p>	<ul style="list-style-type: none"> • USDA Organic standards • Animal Welfare Approved standards • Humane Farm Animal Care standards • Food Alliance standards 	<ul style="list-style-type: none"> + Promotes holistic sustainability + Improves soil and water quality + Ensures fair labor practices + Encourages continuous improvement
<p>Humane & Ethical Treatment:</p> <p>Ensures humane treatment of farm animals.</p>	<ul style="list-style-type: none"> • Sufficient space and shelter • No routine antibiotics or hormones • Humane handling practices 	<ul style="list-style-type: none"> + Promotes animal welfare + Reduces stress and disease in animals + Supports ethical farming practices
<p>Locally Crafted & Fair Trade:</p> <p>Supports local and fair trade businesses, ensuring fair wages and sustainable practices.</p>	<ul style="list-style-type: none"> • Business conducted locally (within 150 miles) • Fair wages and safe working conditions • Sustainable fishing practices 	<ul style="list-style-type: none"> + Supports local economies + Reduces carbon footprint + Promotes sustainable and ethical production

Food & Beverage Selection

Emory Food Recovery Programs

Slow Food Emory: A student-run organization that distributes free packaged and untouched surplus food from the DCT Fire and Spice Station every Wednesday during fall and spring semesters from 10:00 PM – 11:00 PM to students and staff.

OSI Food Security Resource Guide: A monthly updated guide created by Emory Office of Sustainability Initiatives that lists food security resources and volunteer opportunities, specific to the Druid Hills/Emory, Oxford communities, and general Atlanta-based resources.

Community Fridge and Pantry: The Community Fridge and Pantry is available to anyone on campus who needs food. The fridge is located on the first floor of the AMUC. The fridge is stocked when food is available, to receive stocking updates, please follow the fridge on Instagram @emorycommunityfridge.

Oxford College Food Recovery Network: Oxford's student-run chapter collaborates with Oxford Dining to package leftover meals from the dining hall weekly. These meals are donated to the Giving Hands Food Pantry at Covington First United Methodist Church, serving Newton, Jasper, and Butts counties.

Oxford Organic Farm CSA: The Emory Oxford Organic Farm was created in 2014 after the donation of eleven acres of land from an Emory alumnus. Organic, fresh food is grown both for Emory's campuses and the surrounding community.





Catering and Dining Products

By embracing sustainable practices in catering and dining, we can make a positive difference. This guidance empowers Emory community members to make informed choices that promote environmental responsibility while maintaining the quality and enjoyment of our culinary experiences.

Emory's Sustainable Events Certification helps event planners and organizers create events that support Emory's sustainability vision by reducing environmental and social impacts. Please visit the [Sustainable Events](#) page for more information.

most preferred ▼

Reusable:



Reusable products can significantly reduce waste over time and are suitable for long-term use in dining facilities. * In April 2024, the single-use compostable food containers for carryout at the main residential undergraduate dining hall DCT gave way to reusable stainless-steel containers from [USEFULL](#).

Compostable:



Opt for plates and utensils made from compostable materials such as bamboo, sugarcane bagasse, or PLA (polylactic acid). These materials break down easily in composting facilities, reducing landfill waste. Compostable materials are suitable for single-use items that are discarded after use.

Recyclable:



These products are preferable as they help reduce the demand for virgin materials.

Avoid:



- Single-Use Plastics that are Non-Recyclable
- Non-Compostable or Non-Recyclable Materials
- Excessive Packaging
- Products with Harmful Chemicals
- Per- and Polyfluoroalkyl (PFAS) substances are often referred to as "forever chemicals" because they are extraordinarily persistent in the environment and cannot be broken down by natural systems.

least preferred ▲

Look for environmental certifications for product materials:



Forest Stewardship Council (FSC) Certification - Ensures that the paper comes from responsibly managed forests, promoting sustainable forestry practices.



**BIODEGRADABLE
PRODUCTS
INSTITUTE**

Biodegradable Products Institute (BPI) Certification – Verifies a product can break down into natural elements in a designated composting facility, diverting waste from landfills and creating valuable nutrient-rich soil.



Appliances & Electronics

Appliances and electronic equipment are essential tools in our daily lives, but their production and disposal can have negative environmental impacts. Consider selecting energy-efficient products that can be recycled after their use to ensure responsible consumption.

Prioritize ENERGY STAR-rated appliances for eligible products, as they are more energy-efficient in their operation compared to standard versions. The following products, among many others, are available with [ENERGY STAR](#) ratings:

ENERGY STAR Eligible Equipment/Appliances:

- Refrigerators
- Freezers
- Dishwashers
- Clothes Washers
- Clothes Dryers
- Ovens



When considering new electronics purchases, look for EPEAT (Electronic Product Environmental Assessment Tool) labeled products designed for easier end-of-life recycling. Emory's [Protocols for Electronic Waste](#) offers a responsible electronics recycling program for the following items:

Computing Devices:

- Desktop computers
- Laptop computers
- Tablets
- Mobile phones



Data Storage Devices:

- Thumb drives and memory sticks
- Optical media containing data (such as CDs and DVDs)
- Portable external hard drives

Input and Output Devices:

- Keyboards and mice
- Computer monitors
- Printers and fax machines
- Printer paper (FSC Certified)



E-Waste: Easily find a Hard-to-recycle station near you by using this [Map](#) from the Office of Sustainability (OSI).

Repair: Before discarding an electronic device, consider if it can be repaired. Many electronics have readily available replacement parts, and a simple repair can significantly extend the lifespan of your device. Check with your local IT rep for assistance.










All data-bearing electronic equipment from Emory laboratories must be properly decontaminated and tagged prior to pick up by local IT. We have additional information for [guidance](#) and the [form](#) for decontaminating laboratory equipment. Please visit [Green Labs at Emory](#) for more information about sustainable lab practices.

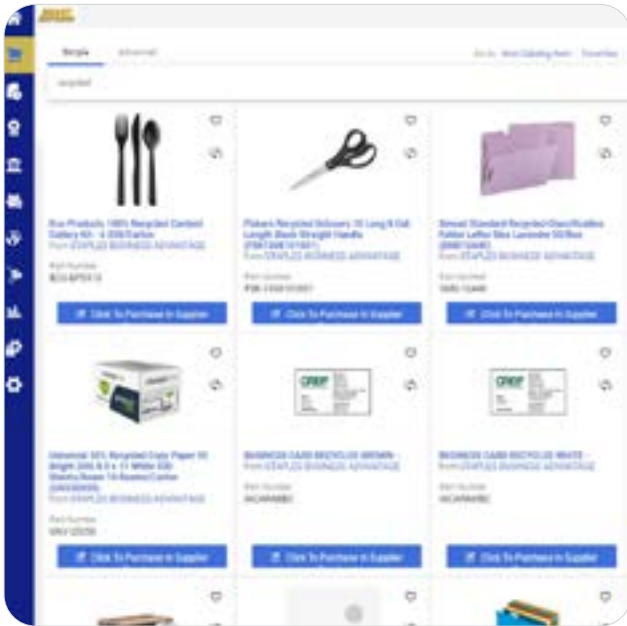
[Green Offices at Emory](#) is a voluntary program aimed at helping employees improve workspace sustainability through energy and water efficiency, recycling, waste reduction, sustainable procurement and events.



Administrative Supplies

When selecting office materials such as paper, pens, and other essentials, look for products that have been manufactured with minimal environmental impact. This includes choosing items made from recycled or renewable materials and those certified by recognized environmental standards like FSC or Green Seal. Emory University also encourages the reuse of office supplies and the proper disposal of items through recycling programs, ensuring that our administrative operations contribute to a more sustainable future.

Label Type	Description	Certifications/Labels
Green Labels	These labels indicate a product meets environmental performance standards across its lifecycle, considering factors like energy efficiency, resource use, and pollution reduction.	<ul style="list-style-type: none"> Ecologo  Green Seal  EPEAT  Cradle to Cradle 
Health Impact Labels	These labels prioritize human health by identifying products made with safer ingredients and avoiding harmful chemicals.	<ul style="list-style-type: none"> Safer Choice  Red List Free 
Environmental Sourcing	These labels highlight the product's environmental impact based on the materials sourced.	<ul style="list-style-type: none"> FSC  USDA Bio-Based  Recycled content  EPD (Environmental Product Declaration)  



Administrative Supplies

The [Emory Express](#) product catalog offers a convenient platform for sustainable purchasing decisions. Product Flags “Green,” “Recycled,” or “Energy Star,” can be used to reduce environmental impact, promote the use of recycled materials, or enhance energy efficiency. Additional products are included to identify cautionary properties that should be considered prior to purchase.



Controlled Substance: This icon indicates items designated as controlled substances, including addictive drugs or products used in their manufacture, regulated under CSA, FDA, and USDOJ guidelines.



Energy Star: Denotes products certified with the ENERGY STAR qualification, ensuring energy efficiency standards are met.



Green: Indicates a product labeled as green according to NAEP’s green purchasing definitions, being environmentally and socially responsible.



Hazardous Material: This icon is associated with items classified as hazardous materials, with OSHA regulations identifying specific health and physical hazards associated with substances like Flammable or Oxidizer.



Recycled: Products considered environmentally friendly as they can be recycled through established programs, manufactured from recycled materials, or used in green chemistry programs.



Radioactive: This icon signifies a radioactive item, indicating it meets NRC regulations for usage due to its level of radioactivity.



Rad Minor: This icon is for products flagged as Radioactive Minor, indicating their radioactivity is below background levels and doesn’t require an NRC license for use.



Select Agent: Indicates the product contains live cells of extremely hazardous pathogens, listed and monitored by CDC as select agents.



Toxin: Products toxic to various biological processes, used in studying specific cell mechanisms such as signal transduction.

For more guidance, follow [Emory Green Purchasing Initiative](#).

For more information, contact the [Office of Information Technology](#) or [Emory Health and Safety Office](#).



Cleaning Supplies & Pest Management

Green Cleaning:

A clean and healthy indoor environment fosters a positive learning and working atmosphere. The [Environmental Protection Agency](#) (EPA) highlights that good indoor air quality can significantly reduce respiratory illnesses, allergies, and even symptoms of asthma.

Refer to Emory's Green Cleaning Manual for approved green cleaning products and equipment.

Bulk cleaning products are purchased through an RFP process and approved by Environmental Health and Safety Office (EHSO). Individual cleaning products should follow the guidance in this section.

Plants and Landscaping:

Emory bans the use of neonicotinoid pesticides and the purchase of plants pre-treated with neonicotinoids and maintains the [Pollinator Protection Policy](#).



General purpose cleaning products should meet the following third-party certifications and features:



100% Recycled Content Paper Towels and Bathroom Tissue

REUSABLE

Microfiber Cloths and Mops

Indoor cleaning chemicals should also comply with the AASHE STARS 3.0 program, OP 10: Purchased Goods criteria for environmentally friendly cleaners, including the following certifications:

Green Seal

Safer Choice
US EPA

Cradle to Cradle or
Material Health Certificate



According to the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA), **these chemicals should be avoided:**

- ⊗ Volatile Organic Compounds (VOCs)
- ⊗ Alkylphenol Ethoxylates
- ⊗ Phosphates & Nitrogen-Containing Compounds
- ⊗ Known Carcinogens and Reproductive Toxicants
- ⊗ Hazardous Air Pollutants (HAPs)
- ⊗ Corrosive or Irritating Substances
- ⊗ Neonicotinoids



Appendix



University Contacts Information

Office of Sustainability Initiatives
emorysustainability@emory.edu

Office of Information Technology (OIT)

Environmental Health and Safety Office

Procurement and Support Services
emory.fsc@emory.edu

Campus Services
cscsc@emory.edu

Campus Service Work Request



Appendix

Recycling

As part of Emory's waste management, collection streams across campus have been standardized for all interior and exterior locations. All major University buildings have five standardized interior bins to collect:



[Map](#) for designated collection areas.

PLASTICS & METALS

Metal cans, foil, plastic bottles, snack wrappers, plastic bags & wrap, most office supplies

MIXED PAPER

Newspapers, magazines, folders, colored paper, and small cardboard

WHITE PAPER

Printer paper, notebook paper and envelopes

COMPOST

All food, food-soiled paper, napkins, paper food and beverage containers

LANDFILL

Think before you toss.

Recycle before you landfill.

Try harder.

NOTHING goes here except food grade Styrofoam.

Hard to Recycle Material Streams:

- Glass
- Batteries
- Ink & Toner Cartridges
- CFL & LED Bulbs
- Non-Food Styrofoam Packaging
- Aerosol Cans
- Cardboard

For more information, see [Emory Recycles](#).



Appendix

Print Management

Emory University and our managed print vendors are committed to environmental stewardship. Aware of the environmental impact of electronic waste and consumables, we focus our sustainability efforts on recycling toner cartridges and end-of-life devices. Here's a closer look at our approach:

Approach	Description	Certifications/Labels
Toner Cartridge Recycling Program	Every toner cartridge supplied comes with an easy-to-follow recycling guide. We've established a system for collecting used cartridges, which can be returned in the original packaging or via our collection bins placed strategically across campus locations.	This system not only prevents thousands of cartridges from ending up in landfills annually but also reduces the carbon footprint tied to the production of new cartridges.
End-of-Life Device Recycling	At the end of a device's usable life, instead of discarding, a thorough process begins with an attempt to refurbish and repurpose the device. If refurbishing is not viable, we ensure that the device undergoes responsible recycling. Components that can be reclaimed are extracted, and the rest is processed in an environmentally friendly manner.	Our methods drastically cut down on e-waste, ensuring that harmful elements like lead, mercury, and cadmium do not leach into the environment. Moreover, by reclaiming valuable components, we reduce the demand for virgin materials, promoting a circular economy.
Continuous Awareness Campaigns	Understanding that success in recycling often hinges on user participation, we engage in awareness campaigns. Through regular communications, training sessions, and informative materials, we educate users about the importance and methods of recycling.	By fostering a culture of recycling and sustainability, we multiply the positive environmental effects as individuals become active participants in our green initiatives.



Appendix

Packaging

Packaging plays an important role in protecting and transporting goods, but it can also contribute significantly to waste generation. Consider choosing packaging that not only protects the product but also has minimal environmental impact. Opting for packaging with recycled content or FSC certification ensures that the materials are sourced responsibly. Additionally, reduced packaging can significantly lower the amount of waste generated. Also, look for packing that are recyclable or compostable at end of life, and check if the supplier offers a take-back program to further minimize waste. Here are some considerations for next time you purchase:

Environmentally Responsible Properties



Recycled Content



Forest Stewardship Council (FSC) certified



Reduced Packing

End of life



Recyclable



Compostable



Take Back Program



Downloadable forms for vendors:

Vendor Product Assessment Form

Vendor/Supplier _____ Product Use _____
Manufacturer _____ Contact _____

Climate

Provide any climate commitments your company holds _____

Food and Beverage Purchasing

Certified Organic: <input type="checkbox"/> No synthetic <input type="checkbox"/> No GMOs <input type="checkbox"/> No antibiotics or growth hormones	Grass Fed & Pasture Raised Meats: <input type="checkbox"/> Diet of natural grass and forage <input type="checkbox"/> Raised on pasture <input type="checkbox"/> No antibiotics or hormones	Certified Sustainable: <input type="checkbox"/> USDA Organic standards <input type="checkbox"/> Animal Welfare Approved standards <input type="checkbox"/> Humane Farm Animal Care standards <input type="checkbox"/> Food Alliance standards
--	--	--

Office Supplies

Green Labels: <input type="checkbox"/> Ecologo <input type="checkbox"/> Green Seal <input type="checkbox"/> EPEAT <input type="checkbox"/> USDA Bio-Based <input type="checkbox"/> Cradle-to-Cradle	Environmental Sourcing: <input type="checkbox"/> USDA <input type="checkbox"/> Recycled Content <input type="checkbox"/> EPD <input type="checkbox"/> Forest Stewardship Council (FSC)	Health Impact Label: <input type="checkbox"/> Safer Choice <input type="checkbox"/> Red List Free Energy Efficiency Label: <input type="checkbox"/> Energy Star
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Cleaning Supplies

Indoor Cleaning: <input type="checkbox"/> Green Seal <input type="checkbox"/> Ecologo <input type="checkbox"/> EPA Safer Choice Standard	Outdoor Cleaning: <input type="checkbox"/> Snow and ice removal: EPA Safer Choice Standard for Deicers	Pest Management: <input type="checkbox"/> GreenPro <input type="checkbox"/> EcoWise <input type="checkbox"/> GreenShield
--	--	--

Packaging

<input type="checkbox"/> Recyclable <input type="checkbox"/> Take Back Program	<input type="checkbox"/> Recycled Content <input type="checkbox"/> Reduced Packaging	<input type="checkbox"/> Forest Stewardship Council (FSC)
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Supplier Diversity & Inclusion

Certification or Disclosure Program

<input type="checkbox"/> Small Business Enterprise (SBE)	<input type="checkbox"/> Veteran Owned	<input type="checkbox"/> HUBZone
<input type="checkbox"/> Minority-Owned Business Enterprise (MBE)	<input type="checkbox"/> Women's Business Enterprise (WBE)	<input type="checkbox"/> Other _____

Emory University integrates supplier diversity and social justice practices as fundamental components of our sustainability purchasing policy. This commitment aligns with our dedication to fostering an inclusive community that advances our educational and research missions. By engaging a diverse supply base, we promote competition, create opportunities, and generate value by broadening the pool of supplier expertise, perspectives, and capabilities. We believe that partnering with diverse suppliers is mutually beneficial and contributes to the social and economic development of our communities.



Definitions

Alkylphenol Ethoxylates (APEs)

A family of chemicals used mainly as surfactants in commercial detergents and cleaners and also found in paints, pesticides and other products, whose byproducts include persistent toxic chemicals that build up in the environment and in wildlife, where they pose a health risk.

B Corp

A certification awarded to businesses for meeting high standards of social and environmental performance as well as transparency and accountability in governance.

Biodegradable Products Institute (BPI) Certified

A third-party verified certification a product can achieve for meeting ASTM's compostability standards.

Carbon Footprint

The total amount of greenhouse gas emissions generated by the actions of a person, process, or organization.

Circular Economy

A regenerative, closed loop model for resource consumption that aims to extract maximum value from resources and minimize waste by keeping materials and products in circulation indefinitely by designing out waste through reuse, recycling, repurposing, and repairing.

Cradle-to-Cradle Certified

A certification awarded to a product on a level from Bronze to Platinum, indicating the degree of sustainability of that product with regards to its alignment with a circular economy approach, measured in 5 categories: material health, material reuse, renewable energy and carbon management, water stewardship, and social fairness.

EcoWise

A third-party certification for pest control professionals providing service to California indicating that the provider has demonstrated knowledge of prevention-based pest control measures, minimizing the use of pesticides.

ECOLOGO

A voluntary, multi-attribute, lifecycle-based certification operated by UL that indicates a product has undergone rigorous scientific testing or auditing to prove it complies with stringent third-party standards of reduced environmental and health impacts.

Electronic Product Environmental Assessment Tool (EPEAT)

An ecolabel managed by the Global Electronics Council that indicates the sustainability of an electronic product from material extraction to end of life.



Definitions

Energy Efficient

The ability for a system to consume less energy to accomplish the same task, as compared to conventional energy usage.

Environmental Product Declaration (EPD)

A type III environmental declaration compliant with ISO 14025 standard that transparently reports objective, comparable and third-party verified data about products and services' environmental performances from a lifecycle perspective.

Environmental Protection Agency (EPA)

A U.S. federal agency whose goal is to protect human health and the environment by conducting research, providing educational resources, and developing and enforcing regulations.

EPA Safer Choice Standard

An ecolabel that helps consumers identify products that contain ingredients that are safer for human health and the environment.

Fairtrade

The Fairtrade mark on a product indicates that it was produced in line with standards agreed on by international farmers and businesses, creating decent working conditions for laborers in developing countries.

Genetically Modified Organisms (GMO)

A living thing whose genome has been engineered in a laboratory to favor the expression of desirable physiological traits.

Green Seal

An ecolabel symbolizing transparency, integrity, and proven environmental leadership, indicating that a product meets high levels of human health and environmental impact over its lifecycle.

GreenPro

A certification for pest control professionals nationwide, administered by the National Pest Management Association, confirming that the integrated pest management (IPM) services they provide are least-risk to people, property, and the environment.

GreenShield

A third-party certification for pest control professionals as well as facilities and landscapes nationwide, indicating that effective pest management has been employed while minimizing risk to people and the environment.

Hazardous Air Pollutants (HAPs)

Air pollutants known to cause cancer and other serious health impacts, which are required to be regulated under the EPA's Clean Air Act.



Definitions

EPA Safer Choice Standard

An ecolabel that helps consumers identify products that contain ingredients that are safer for human health and the environment.

JUST

A certification awarded by the International Living Future Institute (ILFI) marking corporate transparency in social justice and equity.

Neonicotinoid

A group of pesticides widely used in the United States that exerts neurotoxic effects on insects to protect crops, but are now known to cause devastating ecological impacts by harming helpful pollinators and aquatic ecosystems.

Occupational Safety and Health Administration (OSHA)

A U.S. federal agency that aims to ensure safe and healthful working conditions by setting and enforcing standards and providing training and education.

Red List Free

The Living Building Challenge (LBC) Red List is a list of chemicals prevalent in the building industry that are “worst in class” with regards to human health and the environment. Declare screens a product against the Red List, where it may become labeled Red List Free, indicating that product has disclosed 100% of ingredients present at or above 100 ppm (0.01%) and it does not contain any Red List chemicals.

Safety Data Sheet (SDS)

A disclosure form required under OSHA's Hazard Communication Standard (HCS) wherein manufacturers or distributors of hazardous chemicals must list the health and safety impacts of the chemical.

USDA Bio-Based

A label for biobased products (those derived from plants and other renewable agricultural, marine, and forestry materials) that indicates the biobased content of the product. Manufacturers must test the content of these products at a third-party laboratory then USDA will certify it with the label if it meets the minimum biobased content standard.

Volatile Organic Compounds (VOCs)

Toxic substances whose composition makes it possible for them to evaporate under normal indoor conditions of temperature and pressure, creating a health risk for humans exposed to their fumes.



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