Buying Manual

Subject: The Purchase Order Process

Title: Sustainable Purchasing

Number: 408

Issued: December 9, 2013 Revised: September 10, 2014

Sustainable Purchasing

Introduction

Cornell formalized the commitment to campus sustainability in the 2010-2015 Cornell University Strategic Plan. As part of this plan, the practices used in purchasing goods ought to follow the new sustainable guideline set forth by Procurement Services. Each purchase has an impact on the goals Cornell has set to achieve in the Climate Action Plan.

Making a Purchase

The preferred method for purchases, including those considered sustainable, is through e-SHOP. The goods in e-SHOP contain product flags to make it easier for you to identify green certified, recycled, and Energy Star products.

Green certified includes products which are labeled under green or sustainable certification processes, excluding Energy Star or recycled goods. These products meet a standard including, but not limited to: Green Seal, EPEAT, Forest Stewardship Council (FSC), and Sustainable Forestry Initiative (SFI).

Recycled content products are made from pre-consumer or post-consumer material diverted from the waste stream.

Energy Star products are labeled and certified by government-backed program. Energy Star helps businesses and consumers protect the environment through energy efficiency. Look for the energy star label.



Energy Efficient Purchasing

To meet the desired results of the Climate Action Plan and our commitment to sustainability, Cornell University has implemented a plan for purchasing energy efficient products. The university has pledged to make a dedicated effort to purchase products that are Energy Star certified or meet the performance requirements for Energy Star certification. This practice includes but is not limited to the purchase of computers, appliances, electronic equipment, and food service equipment.

It is the responsibility of each purchaser to select products with this label. Search for products in e-SHOP with the Energy Star flag to find the good you need which meets the certification standard.

Visit the Energy Star web site at energycost by using these certified appliances and models. For more information on sustainable purchasing and recommended products, visit the Procurement Services web site at https://www.dfa.cornell.edu/procurement/about/initiatives/sustainability/purchasing.

Life Cycle Cost Analysis

Life Cycle Cost Analysis focuses on evaluating the economic performance of a building including the building process, operation, and maintenance over its useful lifetime. Tradeoffs are made between the initial costs and long-term savings made through choices such as energy efficient purchasing.

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Issued: February 9, 2009 Title: Sustainable Purchasing Revised: March 1, 2012

Although this analysis is related to sustainability it is not identical. For life cycle cost analysis, the focus is on cost-efficient building design and production. Solutions determined through this analysis may be environmentally beneficial. Particular designs which save energy or water will often result in a long-term cost savings.

Life-cycle costing is also applied to the purchasing of appliances and equipment on a smaller scale. When making purchasing decisions, you are encouraged to buy products which exceed the minimum efficiency standards set by the Department of Energy. ENERGY STAR has created comprehensive techniques to identify energy-efficient products that offer savings on energy bills without sacrificing performance.

Due to the continuous updates to the standards, we ask that you refer to the links below to find the current standards. Appliance and equipment purchases made at Cornell should meet the listed Energy Star standard at a minimum.

Department of Energy Standards:

http://energy.gov/eere/buildings/standards-and-test-procedures

Energy Star Standards:

- http://www.energystar.gov/certified-products/certifiedproducts?c=products.pr find es products
 - Select the product type
 - Select the specifications tab
 - Utilize the product criteria link for the Energy Star Standards

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