

**U of I Environmentally Preferable Procurement (EPP) Guide**

Through the Illinois Procurement Code, 30 ILCS 500/45-26, University of Illinois Urbana-Champaign (U of I) is obligated to contract for supplies and services that are environmentally preferable, unless contracting for an environmentally preferable supply or service would impose an undue economic or practical hardship on the contracting State agency, or if an environmentally preferable supply or service cannot be used to meet the requirements of the department.

By establishing this EPP Guide, U of I will bring recycling full circuit through the purchasing of products that contain recycled content; it will stimulate markets for the recyclables the University collects. With this guide, U of I and its departments are committed to purchasing products that are made of recycled materials when they are available at reasonable prices. Specifications for contracts, at the discretion of the requesting department, may include a price preference of up to 10% for environmentally preferable supplies and/or services.

Definitions:

* "Supplies" means all personal property, including but not limited to equipment, materials, printing, and insurance, and the financing of those supplies.
* "Services" means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports or supplies that are incidental to the required performance.
* "Environmentally preferable supplies" means supplies that are less harmful to the natural environment and human health than substantially similar supplies for the same purpose. Attributes of environmentally preferable supplies include, but are not limited to, the following:
	+ made of recycled materials, to the maximum extent feasible;
	+ not containing, emitting, or producing toxic substances;
	+ constituted so as to minimize the production of waste; and
	+ constituted so as to conserve energy and water resources over the course of production, transport, intended use, and disposal.
* "Environmentally preferable services" means services that are less harmful to the natural environment and human health than substantially similar services for the same purpose. Attributes of "environmentally preferable services" include, but are not limited to, the following:
	+ use of supplies made of recycled materials, to the maximum extent feasible;
	+ use of supplies that do not contain, emit, or produce toxic substances;
	+ employment of methods that minimize the production of waste; and
	+ employment of methods that conserve energy and water resources or use energy and water resources more efficiently than substantially similar methods.
* “Recycled Content” means the total percentage of recovered material in a product, including pre-consumer and postconsumer materials.
* “Total Recycled Content Percent” means total percent of post-consumer and/or pre-consumer recycled content in a product.
* “Virgin materials” means materials that have no recycled content.

U of I departments shall, at a minimum, observe the following requirements and factor end of life considerations into purchasing decision (e.g. locally recyclable through campus or through the state).

**Recycled Supplies**

When a public contract is to be awarded to the lowest responsible bidder or offeror, an otherwise qualified bidder or offeror who will fulfill the contract through the use of products made of recycled supplies shall be given preference over other bidders or offerors unable to do so, provided that the cost included in the bid of supplies is equal or less than other bids or offers, unless the use of the product constitutes an undue practical hardship. Nothing in this Section shall be construed to apply to a construction agency for the purposes of procuring construction and construction-related services. [30 ILCS 500/45-20] The department will make this determination and will provide written justification with their requisition.

**Building materials**

Construction projects must consider the end of life of the building materials they purchase, especially for materials often challenging to recycle, like carpet.

Insulation, carpet, tiles, steel framing, plastic partitions, pallets, paint, roofing shingles, and counter tops should have recycled content. Consider the use of recycled glass, biologically produced bricks, pavers, tiles.

**Clothing**

Shirts, pants, uniforms, and safety vests when made from polyester or other synthetic fiber – should contain recycled content.

**Construction**

Drainage pipes – plastic containing recycled content certified to AASHTO M294 Standard.

Concrete, asphalt, traffic cones, parking stops, traffic signs, and anything made from plastic should have recycled content.

**Food**

In accordance with a primary Zero Waste iCAP objective, give preference in purchasing decisions to food and food products that are locally sourced, with at least 35% of dining hall operations supplied by local food sources by FY30.

**Foodware Accessory Items**

Food-service products, e.g., plates, cups, utensils, containers, napkins, lids, cup sleeves

Paper – See paper products.

Plastic - Purchase and source plastic and plastic products that are durable/reusable, compostable, or containing post-consumer recycled content.

Styrofoam - Avoid

**Furniture**

Indoor and outdoor furniture that is metal or plastic should have recycled content or be remanufactured.

**Lighting**

When installing new light fixtures or replacing bulbs, departments shall specify LED when possible.

**Lumber**

When appropriate, use sources who are certified by the Sustainable Forestry Initiative (SFI) or Forest Stewardship Council, plastic lumber with recycled content, such as for decking, fence posts, picnic tables, park benches, furniture, and piers

**Office supplies**

Binders, calendars, folders, letter openers, pens and pencils, rulers, etc. should contain recycled content.

**Office electronics**

Computers of all types, servers, monitors, cellphones, imaging, printing and copying equipment and televisions shall have secured, at a minimum, an EPEAT bronze rating.

**Paper products**

All paper products, including computer paper, copier paper, stationary, envelopes, folders, towels, napkins, toilet paper, etc. will contain total post-consumer waste content of no less than 30%. Paper procured must also be certified to meet sustainability standards of one or more of the following: Forest Stewardship Council, Chlorine Free Products Association, Sustainable Forestry Initiative.

**Plastic bags**

Plastic bags for trash and recycling must have a minimum recycled content of no less than 10%.

**Printing**

a) Contracts requiring the procurement of offset printing services shall specify the use of soybean oil-based ink or vegetable oil-based ink unless a State Purchasing Officer determines that another type of ink is required to assure high quality and reasonable pricing of the printed product. [30 ILCS 500/45-15]

b) This preference does not apply when a university requires digital printing services, a printing method that includes, but is not limited to, the electrostatic process of transferring ink or toner to a substrate and that may use photo imaging plates, photoreceptor drums, or belts that hold an electrostatic charge. Digital printing also includes the process of transferring ink through a print head directly to a substrate, such as ink-jet printers.

c) Offset printing includes lithography, flexography, gravure or letterpress and involves the process of transferring ink through static or fixed image plates using an impact method of pressing ink into a substrate.

**Trash & Recycling Containers**

Trash and recycling roll-off containers, indoor collection containers and receptacles should have recycled content.

**Traffic Control**

Consider using solar powered traffic control systems.

**Vehicles**

Sections 25-75 and 45-40 of the Illinois Procurement Code impose requirements applicable to the purchase and, in some situations, the lease of passenger vehicles. These requirements are:

1. Section 25-75 (Flex Fuel, Hybrid or Biodiesel)
2. Gasoline Power. All gasoline powered automobiles and light trucks purchased with State funds must be flexible fuel or fuel efficient hybrid vehicles. Station wagons, SUVs and crossovers, vans (including mini-vans), four-wheel drive (including AWD) vehicles, emergency vehicles, and police and fire vehicles are not exempt.
3. Flexible fuel vehicles are automobiles or light trucks that operate on either gasoline or E-85 (85% ethanol, 15% gasoline) fuel.
4. Fuel efficient hybrid vehicles are automobiles or light trucks that use a gasoline or diesel engine and an electric motor to power and gain a minimum of 20% increase in combined USEPA city/highway fuel economy over an equivalent or most-similar conventionally-powered model.
5. Diesel Power. All diesel powered automobiles and light trucks purchased with State funds shall be certified by the manufacturer to run on 5% biodiesel (B5) fuel. Station wagons (including SUVs and crossovers), vans (including mini-vans), four-wheel drive (including AWD) vehicles, emergency vehicles, and police and fire vehicles are not exempt.
6. "State funds" means, for the purpose of this Section, any funds appropriated by the General Assembly. If State funds are used in whole or in part to purchase these vehicles, this Section applies.
7. Section 45-40 (Mileage)
8. Any new passenger automobiles, whether purchased or leased, must meet minimum fuel mileage standards. This does not apply to station wagons, SUVs and crossovers, vans (including mini-vans), four-wheel drive (including AWD) vehicles, emergency vehicles, and police and fire vehicles.
9. This fuel mileage requirement applies regardless of the source of funds used to purchase or lease the vehicle.
10. Coordination of Sections 25-75 and 45-40. When procuring a vehicle, a university shall make reasonable attempts to identify one that meets the requirements of both subsections (a) and (b). If no vehicle meets both of these requirements, the university shall purchase a vehicle or vehicles that satisfy the requirements of subsection (b); otherwise, the university may request a waiver as outlined in subsection (d).
11. 15% of all passenger vehicles purchased with State funds shall be vehicles fueled by electricity, electricity and gasohol (hybrids or plug-in hybrids), compressed natural gas, liquid petroleum gas, or liquid natural gas, including dedicated or non-dedicated fuel type vehicles. For the purposes of this Section, "State funds" means any funds appropriated by the General Assembly. If State funds are used in whole or in part to purchase these vehicles, this Section applies.

The [EPA Guidelines](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program) list standards for 61 product categories.

Departments are also strongly advised to be mindful of other environmentally conscious practices. Some of these practices include:

* When using the “Shop” simple search in iBuy, consider filtering by product flag (green or recycled). See Exhibit 1 for example.
* When shopping a catalog vendor in iBuy, many of our vendors offer green, recycled, or other similar sustainability designation. See Exhibit 2 for example.
* Purchasing products that are environmentally preferable, such as products that come from sustainably managed forests.
* When possible, offices within the same building can collaborate on purchasing orders to minimize packaging and reduce energy consumption.
* Each department can implement paper reduction strategies through setting double sided printing as a default, sharing and circulating materials, the use of electronic mail and newsletters, and the reuse of discarded paper for drafts, scrap paper, or internal messages.
* Give preference in purchasing decisions to plastic and plastic products with bio-based or post-consumer recycled content verified by an independent, third-party organization such as BPI or an equivalent certification system. Give preference in purchasing decisions to paper and plastic products that also contain other recovered materials or rapidly renewable products (e.g. post-consumer recycled content, agricultural residues, bamboo) after maximizing post-consumer recycled content.
* Give preference in purchasing decisions to food and food products that are locally sourced, with at least 35% of dining hall operations supplied by local food sources.
* UIUC has a best practice of "incentivizing consolidated deliveries” whenever feasible (e.g. deliveries only on certain days of the weeks or reduced pricing for consolidated shipping)" and document how this consolidation impacts the carbon footprint of both the supplier and the school.

Exhibit 1:



Exhibit 2:

