

OP 10: Purchased Goods

Rationale

This credit recognizes institutions that are purchasing socially and ecologically preferable cleaning supplies, office supplies, electronics, and furniture. These categories of goods are common to all higher education institutions, have well-established standards designed to address their sustainability impacts throughout the supply chain, and are not addressed in other credits to the extent that construction and renovation materials, food, energy and fuel, and vehicles are.

This credit is focused on the purchase of new goods; the recovery and reuse of materials is addressed in the Materials Management and Waste Generation and Recovery credits. Likewise, the value of goods that are not purchased due to reduction and reuse initiatives is more directly addressed in the Avoided Spend credit in Innovation & Leadership.

Applicability

Applicable to all institutions.

Points available

A maximum of 4 points are available for this credit.

Criteria

10.1 Percentage of cleaning products spend that meets sustainability criteria

An institution earns 1 point when 100 percent of its total annual spend on consumable cleaning products is on goods that meet one or more of the preferable sustainability criteria listed in Table I. Incremental points are available and earned as outlined in Table II.

Table I. Cleaning product sustainability criteria

Scope	Sustainability criteria
<ul style="list-style-type: none">• General purpose bathroom, glass, and carpet cleaners• Degreasing agents• Biologically-active	A. Preferable Third party certified to a ISO Type I ecolabel or sustainability standard for cleaning products that is:

<p>cleaning products (enzymatic and microbial products)</p> <ul style="list-style-type: none"> • Floor-care products (e.g., floor finish and floor finish strippers) • Hand soaps and hand sanitizers • Disinfectant • Metal polish and other specialty cleaning products <p>An institution may include other types of consumable cleaning and janitorial products, for example, sanitary paper and trash/bin liners, at its discretion, as long as it does so consistently.</p>	<ul style="list-style-type: none"> • Developed or administered by an ISEAL Alliance or Global Ecolabelling Network (GEN) member organization <p>AND/OR</p> <ul style="list-style-type: none"> • Recognized as a preferable option by the Sustainable Purchasing Leadership Council (SPLC) or a green building rating system that is developed or administered by a World Green Building Council (WorldGBC) member organization <p>An updated list of preferable standards is available in the STARS Help Center.</p> <p>B. Other qualifying</p> <ul style="list-style-type: none"> • Third party certified to an ISO Type I ecolabel or sustainability standard not recognized as preferable <p>AND/OR</p> <ul style="list-style-type: none"> • 30 percent minimum post-consumer recycled and/or agricultural residue content (for sanitary paper, trash/bin liners, and other cleaning supplies, if included)
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Table II. Points earned for indicator 10.1

Sustainability criteria	Annual spend on cleaning products that meet each type of sustainability criteria		Total annual spend on cleaning products		Factor		Points earned
A. Preferable		÷		×	1	=	
B. Other qualifying		÷		×	0.5	=	
Total points earned →							

Measurement

Report the most recent annual (fiscal or calendar year) data available from within the previous three years. An institution may track purchases over a full one-year time period, report average annual expenditures over a two or three year period, or estimate annual expenditures based on a **representative sample**. When using a sample, institutions should ensure that the sample recognizes seasonal and other variations that influence purchasing behavior.

Expenditures on goods that meet both preferable and other qualifying criteria may not be double-counted.

At a minimum, the figures provided must include expenditures by the institution’s central purchasing unit, department, portal, or vendor. Other expenditures may be excluded at the institution’s discretion to simplify reporting.

Provide information about the methodology used to complete this indicator and any data limitations that may have influenced the results in the public “Notes” field provided in the Reporting Tool.

Documentation

Report the following information in the online Reporting Tool, with expenditure figures in the institution’s local currency.

- Local currency code (required). Report the three-digit ISO alphabetic code of the currency used to document the institution’s expenditures for this credit (e.g., AUD, CAD, or USD).
- Does the institution have sufficient data on its cleaning product spend to pursue this indicator? (required)

If Yes, the following five fields are also required. If No, zero points are earned for this indicator and no further information is required to complete it.

- Performance year for cleaning products spend. The year the performance period ended.
- Total annual spend on cleaning products
- Annual spend on cleaning products that meet preferable sustainability criteria
- Annual spend on cleaning products that meet other qualifying sustainability criteria
- List or sample of cleaning product purchases that meet sustainability criteria

The Reporting Tool will automatically calculate the following two figures:

- Percentage of cleaning product spend that meets preferable sustainability criteria
- Percentage of cleaning product spend that meets other qualifying sustainability criteria

10.2 Percentage of electronics spend that meets sustainability criteria

An institution earns 1 point when 100 percent of its total annual spend on electronics is on goods that meet one or more of the preferable sustainability criteria listed in Table III. Incremental points are available and earned as outlined in Table IV.

Table III. Electronics sustainability criteria

Scope	Sustainability criteria
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<ul style="list-style-type: none"> • Computers (desktop computers, notebook computers, integrated desktop computers, portable all-in-one computers, slates/tablets, small-scale servers, thin clients, and workstations) • Displays (monitors and signage displays) • Servers • Data center and networking equipment • Imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners) • Televisions • Mobile phones <p>An institution may include other types of electronic or electric-powered equipment, at its discretion, as long as it does so consistently.</p> <p>Exclude goods that are reused on-site (i.e., not purchased).</p>	<p>A. Preferable</p> <ul style="list-style-type: none"> • EPEAT Gold (Green Electronics Council) <p>AND/OR</p> <ul style="list-style-type: none"> • TCO Certified <p>B. Other qualifying</p> <ul style="list-style-type: none"> • EPEAT Silver or Bronze • Third party certified to an ISO Type I ecolabel or sustainability standard for electronics not recognized as preferable • ENERGY STAR, EU Energy A, or local equivalent • Refurbished <p>AND/OR</p> <ul style="list-style-type: none"> • Extended producer responsibility (e.g., a closed-loop or product take-back program)
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Table IV. Points earned for indicator 10.2

Sustainability criteria	Annual spend on electronics that meet each type of sustainability criteria		Total annual spend on electronics		Factor		Points earned
A. Preferable		÷		×	1	=	
B. Other qualifying		÷		×	0.5	=	
Total points earned →							

Measurement

Report the most recent annual (fiscal or calendar year) data available from within the previous three years. An institution may track purchases over a full one-year time period, report average annual expenditures over a two or three year period, or estimate annual expenditures based on a representative sample. When using a sample, institutions should ensure that the sample recognizes seasonal and other variations that influence purchasing behavior.

Expenditures on goods that meet both preferable and other qualifying criteria may not be double-counted.

At a minimum, the figures provided must include expenditures by the institution's central purchasing unit, department, portal, or vendor. Other expenditures may be excluded at the institution's discretion to simplify reporting.

Provide information about the methodology used to complete this indicator, the scope of the analysis (e.g., product types included/excluded), and any data limitations that may have influenced the results in the public "Notes" field provided in the Reporting Tool.

Documentation

Report the following information in the online Reporting Tool, with expenditure figures in the institution's local currency.

- Does the institution have sufficient data on its electronics spend to pursue this indicator? (required)

If Yes, the following five fields are also required. If No, zero points are earned for this indicator and no further information is required to complete it.

- Performance year for electronics product spend. The year the performance period ended.
- Total annual spend on electronics
- Annual spend on electronics that meet preferable sustainability criteria
- Annual spend on electronics spend that meet other qualifying sustainability criteria
- List or sample of electronics purchases that meet sustainability criteria

The Reporting Tool will automatically calculate the following two figures:

- Percentage of electronics spend that meets preferable sustainability criteria
- Percentage of electronics spend that meets other qualifying sustainability criteria

10.3 Percentage of furniture spend that meets sustainability criteria

An institution earns 1 point when 100 percent of its total annual spend on office furniture is on goods that meet one or more of the preferable sustainability criteria listed in Table V. Incremental points are available and earned as outlined in Table VI.

Table V. Furniture sustainability criteria

Scope	Sustainability criteria
<ul style="list-style-type: none"> ● Individual and group seating ● Workstations, desks, and tables ● Storage and shelving units ● Filing cabinets and cases ● Integrated visual display products (e.g., markerboards and tackboards) ● Hospitality furniture ● Miscellaneous items such as mobile carts, freestanding screens, and movable partitions <p>An institution may include other types of furniture, at its discretion, as long as it does so consistently.</p> <p>Exclude goods that are reused on-site (i.e., not purchased).</p>	<p>A. Preferable</p> <p>Third party certified to an ISO Type I ecolabel or sustainability standard for furniture that is:</p> <ul style="list-style-type: none"> ● Developed or administered by an ISEAL Alliance or Global Ecolabelling Network (GEN) member organization <p>AND/OR</p> <ul style="list-style-type: none"> ● Recognized as a preferable option by the Sustainable Purchasing Leadership Council (SPLC) or a green building rating system that is developed or administered by a World Green Building Council (WorldGBC) member organization <p>An updated list of preferable standards is available in the STARS Help Center.</p> <p>B. Other qualifying</p> <ul style="list-style-type: none"> ● Environmental Product Declaration (EPD) or Health Product Declaration (HPD) ● Extended producer responsibility (e.g., a closed-loop or product take-back program) <p>AND/OR</p> <ul style="list-style-type: none"> ● Third party certified to an ISO Type I ecolabel or sustainability standard not recognized as preferable

Table VI. Points earned for indicator 10.3

Sustainability criteria	Annual spend on furniture that meets each type of sustainability criteria		Total annual spend on furniture		Factor		Points earned
A. Preferable		÷		×	1	=	
B. Other qualifying		÷		×	0.5	=	

Total points earned →	
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Measurement

Report the most recent annual (fiscal or calendar year) data available from within the previous three years. An institution may track purchases over a full one-year time period, report average annual expenditures over a two or three year period, or estimate annual expenditures based on a representative sample. When using a sample, institutions should ensure that the sample recognizes seasonal and other variations that influence purchasing behavior.

Expenditures on goods that meet both preferable and other qualifying criteria may not be double-counted.

At a minimum, the figures provided must include expenditures by the institution’s central purchasing unit, department, portal, or vendor. Other expenditures may be excluded at the institution’s discretion to simplify reporting.

Provide information about the methodology used to complete this indicator, the scope of the analysis (e.g., product types included/excluded), and any data limitations that may have influenced the results in the public “Notes” field provided in the Reporting Tool.

Documentation

Report the following information in the online Reporting Tool, with expenditure figures in the institution’s local currency.

- Does the institution have sufficient data on its furniture spend to pursue this indicator? (required)

If Yes, the following five fields are also required. If No, zero points are earned for this indicator and no further information is required to complete it.

- Performance year for furniture spend. The year the performance period ended.
- Total annual spend on furniture
- Annual spend on furniture that meets preferable sustainability criteria
- Annual spend on furniture that meets other qualifying sustainability criteria
- List or sample of furniture purchases that meet sustainability criteria

The Reporting Tool will automatically calculate the following two figures:

- Percentage of furniture spend that meets preferable sustainability criteria
- Percentage of furniture spend that meets other qualifying sustainability criteria

10.4 Percentage of office paper spend that meets sustainability criteria

An institution earns 1 point when 100 percent of its total annual spend on office paper meets one or more of the preferable sustainability criteria listed in Table VII. Incremental points are available and earned as outlined in Table VIII.

Table VII. Office paper sustainability criteria

Scope	Sustainability criteria
<p>Standard office printing and copier paper</p> <p>An institution may include other types of paper products, for example, folders and envelopes, at its discretion, as long as it does so consistently.</p>	<p>A. Preferable</p> <ul style="list-style-type: none"> 100 percent post-consumer recycled and/or agricultural residue content Forest Stewardship Council (FSC) Recycled label <p>AND/OR</p> <ul style="list-style-type: none"> Paper Step ‘Superior’ (Canopy Ecopaper Database / Environmental Paper Network) <p>B. Other qualifying</p> <ul style="list-style-type: none"> 30 percent minimum post-consumer recycled and/or agricultural residue content Third party certified to an ISO Type I ecolabel or sustainability standard not recognized as preferable (e.g., FSC Mix) <p>AND/OR</p> <ul style="list-style-type: none"> Processed Chlorine Free (PCF) or Totally Chlorine Free (TCF)

Table VIII. Points earned for indicator 10.4

Sustainability criteria	Annual spend on office paper that meets each type of sustainability criteria		Total annual spend on office paper		Factor		Points earned
A. Preferable				×	1	=	
B. Other qualifying				×	0.5	=	
Total points earned →							

Measurement

Report the most recent annual (fiscal or calendar year) data available from within the three years. An institution may track purchases over a full one-year time period, report average annual expenditures over a two or three year period, or estimate annual expenditures based on a representative sample. When using a sample, institutions should ensure that the sample recognizes seasonal and other variations that influence purchasing behavior.

Expenditures on goods that meet both preferable and other qualifying criteria may not be double-counted.

At a minimum, the figures provided must include expenditures by the institution's central purchasing unit, department, portal, or vendor. Other expenditures may be excluded at the institution's discretion to simplify reporting.

Provide information about the methodology used to complete this indicator, the scope of the analysis (e.g., product types included/excluded), and any data limitations that may have influenced the results in the public "Notes" field provided in the Reporting Tool.

Documentation

Report the following information in the online Reporting Tool, with expenditure figures in the institution's local currency.

- Does the institution have sufficient data on its office paper spend to pursue this indicator? (required)

If Yes, the following five fields are also required. If No, zero points are earned for this indicator and no further information is required to complete it.

- Performance year for office paper spend. The year the performance period ended.
- Total annual spend on office paper
- Annual spend on office paper that meets preferable sustainability criteria
- Annual spend on office paper that meets other qualifying sustainability criteria
- List or sample of office paper purchases that meet sustainability criteria

The Reporting Tool will automatically calculate the following two figures:

- Percentage of office paper spend that meets preferable sustainability criteria
- Percentage of office paper spend that meets other qualifying sustainability criteria

Glossary

Green building rating systems – Tools and certifications used to assess and recognize buildings that meet sustainability requirements or standards. Rating systems vary in their approach and can be applied to the design and construction of new buildings and major renovations or to the operations

and maintenance of existing buildings. An extensive – but non-comprehensive – list of green building rating tools may be found on the [World Green Building Council](#) (WorldGBC) website.

ISO Type I ecolabel – A voluntary, multiple-criteria based, third party program that awards a license that authorizes the use of environmental labels on products indicating overall environmental preferability of a product within a particular product category based on life cycle considerations. The International Organization for Standardisation (ISO) has identified three broad types of voluntary labels, with ecolabelling fitting under the strongest Type I designation:

- Type I environmental labeling: for eco-labelling schemes where there are clearly defined criteria for products
- Type II self-declared environmental claims: for products and services where there are neither criteria nor labeling schemes
- Type III environmental declarations: for specific aspects of products using a life-cycle approach

[Adapted from the definitions used by the Global Ecolabelling Network and ISO.]

Representative sample – A subset of a statistical population that accurately reflects the members of the entire population. A representative sample should be an unbiased indication of what the entire population is like. For example, in a student population of 1,000 students in which 25 percent of the students are enrolled in a business school, 50 percent are enrolled in humanities programs, and 25 percent are enrolled in science programs, a representative sample might include 200 students: 50 business students, 100 humanities students, and 50 science students. Likewise, a representative sample of purchases should accurately reflect the institution's total purchases, accounting for seasonal and other variations in product availability and purchasing.