

Humantech Sustainable Purchasing Policy

(LEED EBOM Prerequisite 1)

Humantech, <October 2014>

Scope

Environmentally preferable purchasing (EPP) when economically feasible.

The purpose of this policy is for item purchases at Humantech's facility located at 1161 Oak Valley Drive in Ann Arbor, Michigan; and that are within the building and site management's control. This policy applies to sustainable purchasing of the following types of products:

- Ongoing consumables
- Durable goods
- Building materials used in facility alterations and additions
- Mercury-containing lamps
- Food and beverages are not included in the scope of this policy.

Goals

To purchase ongoing consumable in a manner that will:

- protect the environment and public health
- conserve natural resources
- minimize waste, including landfilling and incineration, and reduce toxicity
- encourage purchase of recycled products as a standard purchasing priority

Performance Metric

Humantech acknowledges the value of purchasing sustainable product and requires that vendor(s) support that effort when appropriate and/possible. Humantech requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring Humantech to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

The successful implementation of this policy will be measured by the ... track purchases

Ongoing Consumables: The term "ongoing consumables" refer to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges, and batteries. Humantech's goal is that at least <40%> <60%> <80%> of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 50% rapidly renewable material (e.g. bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested and extracted and processed within 500 miles of Humantech's building
- Consists of at least 50% Forest Stewardship Council (FSC) certified paper products
- Rechargeable batteries

Durable Goods: The term “durable goods” refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adapters, televisions, and furniture. The purchasing criteria for these products fall into the following two categories:

- Electronics and Appliances: Humantech’s goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:
 - Energy Star labeled products, when applicable
 - Electronic Product Environmental Assessment Tools (EPEAT) created products (at least bronze level)
 - The equipment replaces conventional gas-powered equipment (i.e. maintenance equipment and vehicles)
- Furniture: Humantech’s goal is that at least 90% of the cost of goods purchased will comply with one or more of the following criteria:
 - Contains at least 10% post-consume and/or 20% post-industrial material
 - Contains at least 70% salvaged material from off-site or outside the organization
 - Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
 - Contains at least 50% rapidly renewable material (e.g. bamboo, cotton, cork, wool)
 - Contains at least 50% materials harvested, extracted and processed within 500 miles of the facility/site
 - Contains at least 50% Forest Stewardship Council (FSC) certified wood

Facility Alteration and Additions: LEED, or Leadership in Energy & Environmental Design, is a green building certification program that recognizes best-in-class building strategies and practices. To receive LEED certification, building projects satisfy prerequisites and earn points to achieve different levels of certification. The Minimum Program Requirements (MPRs) are the minimum characteristics or conditions that make a project appropriate to pursue LEED certification. Humantech will use the MPRs to guide material, finish and product selections for all its facility alterations or additions.

This policy covers materials that are permanently or semi-permanently attached to the building itself in the course of facility renovations, demolitions, refits and new construction additions. These products may include, but are not limited to: building components and structures (wall studs, insulation, doors, windows), panels, attached finishes (drywall, trim, ceiling panels), carpet and other flooring materials, adhesives, paints and coatings. Humantech’s goal is that at least 90% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (e.g. bamboo, cotton, cork, wool)
- Contains at least 50% materials harvest/extracted and processed within 500 miles of the facility/site
- Contains at least 50 % Forest Stewardship Council (FSC) certified wood
- Adhesives and sealants comply with SCAQMD rules governing allowable VOC content
- Paints and coating comply with Green Seal’s GS-11 requirements governing VOC emission levels
- Finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area

- Carpet and carpet cushion meets the requirements of the Carpet and Rug Institute (CRI) Green Label Plus carpet testing program
- Composite panels and agrifiber products contain no added urea-formaldehyde resins

Toxic Material Source Reduction — Reduced Mercury in Lamps: Humantech seeks to reduce the amount of mercury brought into all sites through purchase of lamps for the building and associated grounds. Humantech’s goal is that at least 90% of the number of lamps purchased will meet the following overall mercury-content target:

- No more than 70 picograms of mercury per lumen-hour

Humantech representatives acknowledge the value of purchasing low-mercury lamps and require that vendor(s) support that effort when appropriate and/or possible. Humantech requests that vendor(s) notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options.

Performance Evaluation

Humantech and/or vendor will record and track purchases on a monthly basis. Humantech personnel and/or vendor responsible for purchasing will report Humantech purchases to the appropriate Humantech representative using the provided Materials Purchasing Worksheet. Vendor is required to track and report Humantech’s purchases monthly. Vendor will use Humantech’s Materials Purchasing Worksheet or a Humantech approved alternative reporting method. Vendor is prepared to report the manner by which each product purchase meets the following purchasing criteria. Whenever possible, Humantech personnel should include an evaluation of the environmental and public health benefits achieved through sustainable purchasing of the goods described above.

Responsibility

The <Title of the Responsible Party> shall implement this policy with Humantech in coordination with other appropriate organization personnel, including but not limited to, Humantech’s <Purchasing Officer>, Humantech employees, parties purchasing materials on Humantech’s behalf and/or companies contracted to provide goods to Humantech.

Contact Information for Responsible Party	
Name:	
Job Title:	
Phone:	
Email:	
Date of assignment:	

Procedures and Strategies

This policy covers purchases that are within the building and site management’s control. Humantech personnel may use any qualifying vendor to procure the products described above, and are encouraged to also consider the following areas of interest:

- Packaging: Humantech desires to reduce waste generated through daily operations and recognizes that such reduction begins with the material that enters the facility/site. Humantech will request that all items purchased be packaged and delivered with minimal packaging material. Humantech reserves

the right to request that vendors alter the packaging of goods delivered, when appropriate and/or possible.

- Recycled Content: Humantech requests that all vendors provide recycled content options for goods when available. If a product is available with recycled content, vendor will disclose that option to the appropriate Humantech representative. <If a product is available with recycled content, but Humantech does not specifically request as such, the vendor will default to order the product with recycled content, unless it exceeds the cost of the conventional product by 10% or greater.> Recycled content targets may be overridden at the discretion of Humantech representatives if certain products with recycled content present themselves as cost-prohibitive.

Time Period

This policy shall take effect on December 31, 2014 and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable solid waste management policy.