

FOOD AND PURCHASING SUBCOMMITTEE

Expanded Recommendations, plus **Appendices**:

1. Real Food Declaration
2. Criteria for Sustainable Catering
3. Sustainable Carpet Guidelines
4. Public Letter on Paper
5. Furniture Statement
6. Furniture Purchasing Guide

The charge of the Food and Purchasing Subcommittee is to steer NYU toward more sustainable procurement of food and other products. By developing a food system and purchasing policies that support both environmental and human health, NYU can not only reduce its environmental impact, but also use its purchasing power to shape industry practices and create change in the larger community.

Food

This year, our food-specific areas of focus were student dining and departmental catering. NYU serves nearly 10,000 student meals per day during the academic year, while the university administration and schools spend several million dollars annually on event catering.

1. Dining

Our goal is to achieve the maximum possible percentage of local, organic, and worker-supportive food in NYU's dining halls.

This year, we collaborated with NYU Dining Services to gather data about dining hall sustainability. We received and analyzed data about the pilot program at Hayden Hall, submitting to Dining Services a set of questions for clarification and further research. We have also begun developing a student-led Sustainable Food Group to complement this subcommittee's work.

Next year we plan to follow up on our information request from this year in order to get comparative data about all of the dining halls, not only Hayden. Key questions include:

- How much is spent on garbage pick-up? Is it substantial enough that reducing waste would save a significant amount?
- Is there any difference between Hayden Hall and the other dining halls in terms of the amount of waste produced?
- If Hayden Hall were to stop using trays, about how much money could be saved in garbage pick-up, cleaning supplies, and wasted food?
- What are the issues surrounding the local sourcing of meat and poultry? Why is there none at Hayden?
- Why do students feel the need to buy bottled water? What are feasible alternatives?

Other goals for next year include:

- Have the NYU administration endorse the Real Food Declaration, an official statement of support for sustainable food on campus. This document, created collaboratively at the Real Food Summit in November 2007, is posted on the Sustainability website.
- Use signage, demonstrations, discussions, and other techniques in the dining halls to inform students about food sustainability issues.

- Partner with the Food Studies Department and with community groups to carry out these objectives.

Our long-range plan is to work with Dining Services to:

- Eliminate all bottled water on campus.
- Create and implement waste reduction plans in dining halls.
- Replicate and expand the Hayden dining hall model across campus.
- Partner with sustainable food sources and local food systems organizations in the larger community.
- Use Dining Halls as “living laboratories” that present teaching opportunities as an extension of NYU classrooms.

2. Catering

By creating a set of sustainable catering guidelines and beginning to develop a list of caterers committed to sustainability, we aim to apply NYU’s purchasing power to contribute to a broader shift of industry practices.

This year, we gathered information about the largest-expenditure caterers contracted by NYU, as well as the departments and schools that made the largest expenditures. We developed a set of sustainable catering criteria, a classification system, and a questionnaire that we will use to gather specific information about the sustainable practices implemented by NYU caterers. (These materials are posted on the sustainability website.)

Next year, we plan to:

- Communicate these guidelines and administer a survey of the sustainable practices of all major NYU caterers.
- Contact other NYU caterers using sustainable practices and survey them as well.
- Categorize the caterers surveyed into different tiers of sustainability performance.
- Collect data on price differentials between these tiers.
- Create and distribute to NYU departments a sustainable catering guide.

Following the distribution of the sustainable catering guide, we will work closely with NYU departments and caterers to facilitate implementation of these recommendations and keep the guide up to date.

Purchasing

NYU spends hundreds of millions of dollars annually on a diverse range of purchased goods from scientific equipment to office supplies. This year we focused the purchase of carpeting, paper goods, and furniture.

1. Carpeting

The subcommittee developed a Sustainable Carpeting Guideline (posted online) that establishes performance standards for public health and the environment and addresses the economic, ecological, and social impacts of carpet purchased by NYU.

Next year we plan to disseminate these guidelines and monitor changes in purchasing habits across the university.

2. Paper

Our goal is to move toward the exclusive procurement of 100% recycled content paper. It is common practice for universities (including Princeton, Hampshire, and the University of Vermont) to require 100% post-consumer content recycled paper purchasing.

This year we evaluated usage of virgin and recycled paper, reached out those to those NYU departments still using virgin paper through Supply Central, and created a public letter of information to purchasers and departments seeking to switch to recycled paper. (A copy can be found online.) Although there is little to no difference in terms of performance between 30% recycled content paper and virgin paper, some departments still have not been persuaded to switch over.

The university administration has already mandated the purchase of 30% recycled post-consumer content paper in areas under their direct responsibility. Though this does not include the individual NYU schools and colleges, many of them are moving to a similar standard. **We recommend that the university leadership immediately mandate the purchase of paper with at least 30% recycled content, in both the central administration and individual NYU schools and colleges.**

Next year we will work with NYU departments and the Sustainability Advocates to monitor and facilitate implementation of this recommendation, and to further increase the percentage of recycled paper purchased by NYU departments.

3. Furniture

Our goal is to steer NYU toward the use of furniture that is functional, cost-effective, and has no harmful effects on the environment or on human health.

This year we created a set of criteria for the purchase of sustainable furniture along with clarification of relevant terms. We have also evaluated the recycled content of furniture options available at NYU, and created a matrix illustrating our findings that departments can use to inform their purchasing decisions. (The matrix is posted online.)

Next year we will move forward with publicizing our sustainable furniture criteria.

4. Topics for further consideration

Next year the subcommittee plans to focus on the environmental and health issues in the following areas related to purchasing: paint, recycled toner and printer cartridges, and tissue and bathroom paper. We hope to develop a minimum Staples office supply order amount to reduce the amount of packaging and fuel use associated with deliveries. We will also encourage the reduction of overall consumption.

Appendix 1: Real Food Declaration

The Real Food* Declaration:

A new vision for institutional dining, education, and social change

Institutions of higher learning have a powerful impact on their students and surrounding communities. By virtue of their educational missions, community-building potential, and purchasing power, colleges and universities have a unique responsibility to act as models for the rest of society, and to cultivate socially responsible students as citizens and leaders.

To address the world's most pressing questions regarding the environment, health, education, labor, culture, and the global economy, we must consider the food we eat, how it is produced, and how its producers are treated. While many schools have taken strides to address the wide-ranging implications of food production and consumption, there is still much more work to be done. We, the undersigned, call on leaders in higher education to follow these guiding principles and to lead our nation towards a more just, sustainable, and healthy food system for all.

1) Institutional dining should be based on seasonality, prioritizing food that is sourced locally from farmers who practice sustainable agriculture. When food must come from far away, it should be certified organic and fair trade. In addition, campus-wide recycling and composting programs must be developed and implemented to reduce waste on all college and university campuses.

Why?

*"Real Food" is fresher, healthier and more delicious.

* The true cost of conventional food is far too large. Cheap food hides serious costs: degradation of the environment, harm to human health, inhumane labor conditions, unequal food access, and contribution to rapid climate change.

*Colleges and universities have enormous purchasing power, spending over \$4 billion a year on food alone. If colleges and universities demand and pay for "Real Food," the market will respond.

*Food waste can be a source of fertility for agricultural lands instead of polluting waterways or sitting in landfills.

*Farmers and farm workers deserve fair wages and safe labor conditions.

2) Education should reflect and elucidate the complex relationships between food, the environment, health, labor, art, culture and the global economy. More academic opportunities, college farms and gardens, and other food & agriculture-related extracurriculars will fulfill this goal.

Why?

*A school's footprint is not only measured by its operations, but also by the quality of education it imparts on its students.

*Stewardship and a sense of responsibility arise with a specific connection to place. That connection is realized through studying, working, and eating from the land on which one lives.

*College graduates must be ready to make active, socially and environmentally conscious decisions about food every day for the rest of their lives--as individuals, family members, government officials, businesspersons, and community leaders.

3) Colleges and universities should cultivate loyal and diverse relationships with local food producers, community members, and community organizations. These

relationships will support local economies and land stewardship, preserve and cultivate diverse, productive landscapes, promote resource sharing, and increase access to Real Food across lines of race, class, and gender.

Why?

- *Farmland and rural communities in the U.S. are disappearing at an alarming rate.

- *A very small handful of corporations--with profit as their bottom line-- increasingly control our ability to feed ourselves in accordance with our values.

- *Consumers have the right to know exactly what they are eating and where it is coming from.

- *The health and sustainability of our entire food system depends on the quality of the social, political, and economic relationships that tie us together.

- *Equal access to healthy food is a basic human right.

How do we get there from here?

- *Initiate transparent dialogue between campus and community stakeholders, including administrations, students, faculty, staff, community members, and food producers and distributors.

- *Set ambitious goals that reflect the urgent need for education and immediate food system changes.

- *Implement institutional purchasing practices and policies aligned with the above principles.

- *Create accountability mechanisms so that colleges and universities can regularly assess progress.

- *Commit to creating a renewed, just, and sustainable food system, on campus and beyond; a world where everyone can eat food that truly nourishes people, communities, and the earth.

*Real food is a term to describe the intersection of many food movements: just, local, sustainable, organic, humane and fair trade.

Appendix 2: Sustainable Catering Criteria

The Food and Purchasing Subcommittee of the Sustainability Task Force has developed these guidelines for caterers and NYU purchasers seeking to be leaders in environmentally responsible catering.

We endorse efforts to work with caterers that provide substantial amounts of local, seasonal organic, and Fair Trade food, as well as food produced with high animal welfare standards. We also endorse caterers that reduce food waste and packaging at their events.

Key Criteria for Sustainable Catering:

1. Local and seasonal food

Local food is food grown and processed as closely as possible to where it is consumed. Buying local food not only supports local farmers, it reduces the amount of energy used to transport and store food. We encourage caterers to source as much food locally as possible, and we support caterers' efforts to vary their menus according to what food is available seasonally.

2. Organic food

Certified organic food, and food grown with minimal use of pesticides or chemical fertilizers, is better for both environmental and human health. We encourage caterers to integrate as much organic food into their menus as possible.

3. Fair Trade food

If food must be sourced internationally, Fair Trade certification ensures that it has been grown, processed, and traded with fair labor practices. We encourage caterers to use Fair Trade products when they buy food that has come from abroad, particularly coffee, tea, chocolate and fruits that cannot be found locally.

4. Food produced with higher animal welfare standards

We support caterers that use free-range and cage-free meats and poultry, and hormone- and antibiotic-free dairy products. We also encourage caterers to provide a range of vegan and vegetarian options, which have a lighter carbon footprint because they require less energy and resources to produce.

5. Waste reduction: packaging/serving

Catered events often generate a lot of waste from disposable serving and packaging materials as well as excess food. Sustainable caterers work to reduce this waste by using non-disposable flatware and platters wherever possible, and otherwise using compostable or recyclable packaging and serving materials. They also implement solutions to reduce the amount of food waste their events create, such as reconfirming requested food volumes prior to events, composting leftovers, or redistributing food to community organizations.

6. Documentation

Caterers should be willing and able to provide NYU clients with documentation of their sustainable practices.

Levels of Sustainability

We have developed a rating system for evaluating sustainable catering at NYU:

1. "Forest Green"

Caterers at the Forest Green level have extremely sustainable business practices. Their menu is predominantly locally-sourced and/or certified organic or both, and changes based on seasonality and what farmers have on hand; the ingredients that aren't able to be sourced locally are certified organic and Fair Trade wherever possible. These caterers provide a range of vegan and vegetarian options, the meat and poultry they do serve is free-range or cage-free, and their dairy products are hormone- and antibiotic-free. They ensure that relatively little waste results from their events through careful preparation, minimization of plastic and paper utensils, and partnering with composting programs. Caterers at this level actively promote their sustainable business practices as a selling point, and are willing to provide customers with appropriate documentation of them. The Food and Purchasing Subcommittee strongly recommends caterers that achieve the Forest Green level of sustainability.

2. "Grass Green"

Caterers at the Grass Green level implement a significant number of sustainable business practices, sourcing a substantial amount of their food sustainably and providing documentation of their sustainable practices. They provide a variety of vegan and vegetarian options, strive to work with local farmers to source food from the region, and take considerable steps to reduce waste at their events. The Food and Purchasing Subcommittee recommends caterers that achieve the Grass Green level of sustainability.

3. "Lime Green"

Caterers at the Lime Green level, while just starting on the path to sustainability, have demonstrated a willingness to make their service more environmentally friendly. They are beginning to source local and organic ingredients and are able to provide documentation of their sustainable practices. They offer at least one vegan option, and are mindful of minimizing waste at their events. The Food and Purchasing Subcommittee recommends with reservation caterers who are at the Lime Green level of sustainability.

4. "Red"

Caterers at the Red level have implemented few or no sustainable business practices. Their ingredients come from conventional sources with little to no documentation of organic and Fair Trade certification. Their standard service includes non-biodegradable and non-recyclable packaging, and no steps are taken to reduce packaging and food waste. The Food and Purchasing Subcommittee does not recommend caterers who are at the Red level of sustainability, but is eager to assist caterers that wish to begin pursuing sustainable options, to strengthen their offerings to the NYU community.

Questionnaire for Caterers

Company name:		
Contact name:		
Contact details (address, phone number, email, website):		
Number of staff employed:		
1. Do you provide any locally sourced food?		
1a. If so, approx. what % of the food you serve (\$ or wt.) is local?		
1b. Which products are local?		
1c. Do you vary your menu by season?		
2. Do you provide any organic food?		
2a. If so, approx. what % of the food you serve (\$ or wt.) is organic?		
2b. Which products are organic?		
2c. Approximately what % of your products (\$ or wt.) are both local <i>and</i> organic?		
3. Do you provide any products that are Certified Fair Trade?		
3b. Which products are Fair Trade?		
4. Do you provide vegan and vegetarian options? How many? (Include the number of options you have for each category.)		Vegan: ____ Vegetarian: ____
4b. Does any of the meat, poultry, and dairy you serve meet higher animal welfare standards (e.g. cage-free, free-range, etc.)?		
4c. Approximately what percentage of the meat, poultry, and dairy you serve meets higher animal welfare standards?		
5. Do you take steps to ensure that the events you cater produce minimal amounts of waste?		
5a. What steps do you take to reduce the amount of packaging and serving waste at your events?		
5b. What steps do you take to reduce the amount of food waste your events create?		
6. Do you provide clients with documentation of your sustainable practices?		
Comments:		
Price Range per head (min-max)		

Appendix 3: Sustainable Carpet Guideline

New York University is committed to sustainability and eco-friendly processes and design. In abiding by this commitment, we are devoted to working with manufacturers that also share our environmentally-preferable principles.

The purpose of NYU's Sustainable Carpet Guideline is to provide a path to the selection of sustainable carpet. The guidelines will establish performance requirements for public health and the environment, as well as address the economic, environmental and social impacts. It is our goal to recommend carpet manufacturers that practice environmental responsibility through programs of material reduction, reuse and recycling, and energy and natural resource conservation.

We plan to provide information that enables users to understand the information on sustainable attributes; to encourage manufacturers and their suppliers to continue to develop environmental processes, practices, power sources and materials that follow these guidelines; educate all end-users in the carpet selection process.

The first and most important guideline is that the product meets the California Gold Standard (State of California) - The Sustainable Carpet standard developed by the Department of General Services (DGS) of the State of California. Please see <http://www.documents.dgs.ca.gov/green/epp/standards.pdf>.

The purpose of the California Gold Sustainable Carpet Standard is to establish consistent requirements for sustainable carpet products. These requirements are intended to form the basis of conformity assessment programs, such as third-party certification or registration.

- The California Gold Sustainable Carpet Standard has been designed, in part, to satisfy the following criteria:
- Demonstrate how carpet and rug products can conform to the environmental, economic, and social principles of sustainability throughout the supply chain.
- Demonstrate conformance with ISO Type 1 (14024) and Type 2 (14021) environmental labeling and declaration requirements.
- Demonstrate conformance with the Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims.
- Engender confidence in the various stakeholders (manufacturers, suppliers, regulators and consumers) so that products labeled with a third party certification, consistently meet the requirements of this program.
- Encourage participation by all manufacturers of carpets and rugs to maximize impact reductions and enhance environmental accomplishments.

Another important guideline is the recent introduction of an American National Standards Institute (ANSI) approved standard—NSF 140-2007—facilities managers have a comprehensive tool to help make sound purchasing decisions for carpet. The NSF 140-2007 is the unified standard for sustainable carpet in the U.S. For nearly five years, a multi-stakeholder group, which included federal and state government representatives, end users, and manufacturers, worked through a consensus-driven approach to define the criteria for sustainable carpet. This process was conducted under the guidance of NSF International, a not-for-profit, non-governmental organization and a leading group in standards development, product certification, education, and risk management for public health and safety.

When end-users select carpet products certified to this standard, they will know they are choosing products that meet performance requirements and have a lower environmental impact. Therefore, carpet-certified under the standard can contribute toward: LEED credits from the U.S. Green Building Council (USGBC); improved indoor air quality and lower emissions; enhanced health and safety for workers and

consumers; measurable reductions in total environmental impact; improved supply chain performance; product and design innovation; and recognition of the importance of social improvement.

The University looks to programs and initiatives within each company as well as adherence to national standards and third party certification. Carpets made from recycled content usually require less energy, conserves natural resources, emits lower levels of climate-changing gases; and produces less pollution.

Look for carpets that emit zero or low amounts of volatile organic compounds (VOC) and that meet the California green label plus criteria. VOCs often have an odor, and are often characterized as the “new carpet smell”

The University recommends working with manufactures that provide a recycling service and at no extra charge to the University and do so in a transparent and responsible manner. The incineration and down cycling of material is to be avoided, unless incineration is used to convert waste to energy.

Modular Carpet

Modular Carpet is often the carpet of choice for building spaces utilizing open modular systems furniture, or other modular office systems. This allows carpet to be replaced more easily with furniture in place without dismounting furniture systems. Other advantages include the ability to remove and replace stained, worn or damaged tiles one at a time, instead of the entire carpet, extending the life of the remaining carpet tiles.

Broadloom Carpet

Broadloom or roll goods type of carpet can be an appropriate choice for some building settings. Broadloom carpets typically uses less material, particularly in the backing, and are often used in corridors or large or small rooms where the furniture can easily be removed. By using less material, broadloom carpets typically weigh less, and cost less, and in some situations maybe considered more sustainable.

Adhesives

It is important to specify and use low-emitting carpet adhesives, concrete moisture sealers, cove base adhesives, and other carpet related products

Carpet: type 6.6. Nylon face fiber.

These fiber systems provide the highest level of post industrial recycled content type 6,6 nylon available.

List of terms related to sustainability:

Reclamation: Manufacturers and distributors take financial and/or physical and/or contractual responsibility for their products or for another’s product, throughout the entire product lifecycle, including collection disassembly and reuse and/or recycling of the carpet to the highest degree practicable.

Waste reduction: Manufactures should provide data which outlines their successes in areas such as:

- Closed-loop recycling, which turns carpet waste into new carpet. This process saves the carpet waste from being incinerated, used for energy recover or otherwise improperly disposed of.
- Use bulk packaging of carpet tiles when delivery is made to a job site for immediate installation to reduce waste. The University understands the feasibility of reducing waste and cutting costs, and requires vendors to be proactive in efforts to curb waste on campus.

Waste to Energy Recycling

The waste to energy process combusts waste at furnace temperatures exceeding 1800 degrees Fahrenheit, thereby destroying pathogens, bacteria and toxins, while conserving natural resources and providing a new energy source.

Down cycling

Down cycling provides another lifecycle for used carpet material before it reaches a landfill. This method of recycling slows the cycle of waste rather than eliminating it. This program exists for type 6.6 Nylon but is limited for type 6 Nylon as the vast majority of type 6 Nylon goes to a landfill.

Recycled content

Many carpets are available with recycled content. Look for carpet that contains post-consumer material, which is finished material that has completed its life cycle as a consumer item, and would have been disposed of as a solid waste, but it is instead diverted from landfill disposal and recycled or reused.

Indoor air quality test: Carpet specified shall not exceed the stated emission criteria of theCRI (Carpet and Rug Institute) Indoor Air Quality carpet testing program.

Adhesives: Apply environmentally approved adhesives in accordance with manufacturer's instructions.

Releasable pressure- Sensitive type adhesive: Low VOC type releasable carpet tile adhesive as recommended by carpet manufacturer and that complies with CRI green label Certification Program. This permits the removal of carpet tile without damage or adhesion to carpet after a project is installed. The vendor shall provide a certificate of recycling which describes the method by which the old carpet was recycled and a certificate specifying the method by which the new carpet will be recycled at the end of its useful life.

Fiber:

Manufacturers must present certification from the fiber producer verifying the use of the branded fiber. The certification should include the % of recycled content by weight for fibers, and describe the source of these fibers. If virgin Nylon is used, the manufacturer must outline the method he will use to recapture the Nylon at the end of the carpet's useful life.

Cradle to Cradle Recycling

In the cradle to cradle system, the carpet backing and yard face are separated, broken down, and reprocessed. The backing becomes more backing, and yarn becomes more yarn, over and over again with no compromise in aesthetics or performance

Environmentally Preferable Products (or EPP) - Environmentally Preferable Products are manufactured in a manner such that the impact on the environment is minimized throughout the entire lifecycle of the product, by implementing sustainable practices during material sourcing, manufacturing and transportation and by providing products that can be used and disposed of in an environmentally sound manner.

Green Seal - an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products. See <http://www.greenseal.org/> for information on the organization's programs and standards.

LEED - An acronym for "Leadership in Energy and Environmental Design". LEED is a Green Building Rating System®, a voluntary, consensus-based national standard for developing high-performance, sustainable buildings. Members of the U.S. Green Building Council representing all segments of the building industry developed LEED and continue to contribute to its evolution. (see <http://www.usgbc.org/> for more information on LEED and LEED-EB)

Post-consumer Material - a finished material which would normally be disposed of as solid waste, having reached its intended end-use and completed its life cycle as a consumer item. This does not include manufacturing or converting wastes.

Pre-consumer Material - material or byproducts generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

Resources

Carpet America Recovery Effort (CARE)

Promotes the reuse and recycling of carpet. CARE can provide a comprehensive list of carpet recycling programs as well as information on market and product development for recycled carpet and information on other end-of-life options.

Carpet and Rug Institute (CRI)

Provides a wide range of information on carpet types, performance and care, materials used in carpet, and health and environmental issues.

Comprehensive Procurement Guidelines (CPG)

Designates products that can be made with recovered materials and recommends minimum recovered material content levels

Green Seal

Is an independent, nonprofit organization that develops voluntary environmental standards for consumer and commercial products and provides consumer education on environmentally preferable purchasing.

Scientific Certification Systems (SCS)

Is an independent organization that provides a wide range of evaluation and certification services, including a number of voluntary health and environmental standards for products.

Special Procedures for carpet reclamation:

- Identify a reclamation agency used to recycle carpet.
- Reclamation agency and carpet remover shall certify in writing that the used carpet was removed and recycled in accordance with Reclamation program.
- Adhesive removal solvents must comply with Carpet and Rug Institutes guidelines.
- Remove used carpet in large pieces, roll tightly, and pack neatly in container. Remove adhesive according to recommendation of Carpet and Rug Institute.
- Deposit only clean, dry carpet in containers. When available, include scrap and waste from new installation. Clean shall be defined as carpet free from demolition debris or asbestos contamination, garbage, and tack strips.
- Place used carpet in container supplied by reclamation agency. Place only used commercial carpeting on collection container. Keep container locked or supervised. Neatly stack carpet tiles or repack in cardboard boxes prior to placing in container.

Appendix 4: Public Letter on Recycled Paper

Dear Community Members,

The importance of using recycled rather than virgin paper whenever possible is clear. The quality and performance of recycled is almost exactly that of virgin paper, and the environmental impact of recycled paper is far less than that of virgin paper. The Food and Purchasing Subcommittee intend this letter to be a resource for NYU community members who wish to help their departments make the transition from virgin to recycled paper. The Subcommittee recommends and strongly encourages the use of recycled paper by all NYU departments. The Subcommittee additionally recommends and strongly encourages two-sided copying whenever possible.

Last year, NYU purchased about 1.4 million dollars worth of paper, but only half of the paper had some percentage of recycled content. Supply Central receives a report of all virgin paper orders, as well as who placed them, and based on this information does outreach to departments and individuals recommending that they switch to recycled content paper. Supply Central provided free sample reams of 30% and 100% recycled paper to those community members still using virgin paper, as well as other interested individuals.

The most popular recycled paper that Supply Central offers are the 30% and 100% recycled paper in the “Staples” brand “green” wrappers. NYU offices order paper and all other office supplies on-line by accessing the Staples icon in I-Buy Marketplace, via the Purchasing services e-Req System. Staples recycled paper is featured in the Best Value section of the I-Buy/StaplesLink site. Other recycled paper is accessible by using the search field on the site.

Currently there is a small price differential between virgin paper and 30% post-consumer recycled paper; however, this price differential is shrinking, and will continue to do so as more people use recycled paper.

There is almost no difference between recycled paper and virgin paper in terms of quality, and what little difference still exists is lessening quickly. Just a few years ago, 30% recycled paper was 84 brightness. Now, it is 92 brightness, and 100% recycled paper is 90 brightness! Furthermore, there is absolutely no difference between virgin and 30% recycled paper in terms of performance – recycled paper is no more likely to jam a printer or copier than virgin paper is. TGI, who sell and service the majority of the copiers, fax machines, and printers on campus, confirm that the machines will perform at optimum factory standards using 30% recycled paper. 50-100% recycled paper may require a minor service adjustment, but it is unlikely that it will affect performance.

Below is some feedback from end users who had been using virgin paper to samples of recycled paper that were provided to them by Supply Central:

“We’ve received the free recycled paper and we’ve been ordering it since then. Thank you for your suggestion.”

“I received your free sample and have placed on order of 30% recycled paper for our office. Our tech support recommended it for our copier to keep copies from curling.”

“We received the recycled paper that you sent last semester, and we notice no variance between it and unrecycled paper. As I mentioned at the time, we will be purchasing the recycled paper in the future.”

Supply Central, the Food and Purchasing Subcommittee, and the Sustainability Advocates are happy to support NYU offices wishing to transition to the use of recycled paper in any way possible.

Appendix 7: Furniture Statement

Sustainable Furniture Statement

By: Giselle Graham

General Statement:

The Goal is to use furniture that is functional, cost effective and have no harmful side-effects on the environment or human health

Immediate Goals:


















1. Recycled Materials- To make sure 25-75% of products using materials other than wood are made with recycled or biobased materials
 - To specify products (seating and casegoods) that are made from materials containing the maximum amount of post-consumer and post-industrial recycled content.
 - To require that wood products used are grown and harvested in a sustainable manner and have the appropriate 3rd Party Certification Standards such as a rating from the [Forest Stewardship Council \(FSC\)](#).
 - To use furniture that is designed to be disassembled and enhanced with new or retrofitted parts, versatile and interchangeable designs, and be fully recycled at the end of use.
2. Textiles- to use fabrics that consist of a minimum of 100% recycled material
 - To request sustainable fabrics for office systems and chairs. Many of these fabrics are made of natural materials and some include recycled content such as recycled polyester and are designed to be biodegradable after their useful life.
3. Packaging- to work with furniture manufacturers who offer services to eliminate transportation packaging and waste. For example, blanket-wrap, carton return or recycling services
 - To require vendors, dealers, and installers to provide a recycling or recovery service for the responsible reuse, remanufacture, or recycling of old furniture.
4. Energy Conservation
 - To specify lighting fixtures and office equipment that is energy efficient.
5. Toxic Emissions- Only use products that have low to zero VOC emissions
 - To ensure that the foam in furniture does not contain CFCs or HCFCs, and that products have low-emissions to avoid harmful off gassing.

Recycled Content vs. Recyclable

Recycled Content- is a combination of pre-consumer content which means the manufacturer used waste materials that were left over and never made it into the marketplace and post-consumer content which is material that has been used before and returned to be made into another product.

When a manufacturer claims that their product is 90-99% recyclable, they are referring to the material content that each component of the item is constructed from. For example, the Herman Miller Aeron Chair is 94% recyclable. It is made up of aluminum, steel, plastic and foam/textile all of which can be recycled at the end of its useful life. The problem is not all manufacturers have documented, in detail, all of the components and the percentages of each material used in their products. Just because some furniture items are said to be recyclable, does not necessarily mean that all or even half is made from recycled products. Sometimes the product can only contain 1% recycled content while the other 99% could be made up of raw or virgin materials which are new or non-recycled contents.

Appendix 8: Furniture Purchasing Guide

 New York University <i>A private university in the public service.</i> Purchasing Services 726 Broadway 2 nd Floor New York, NY 10003-6687 Tel: (212) 998-1030 Fax: (212) 995-3672 Internet: www.nyu.edu/purchasing-services		GREEN FURNITURE MATRIX LEVELS OF RECYCLED CONTENT- (RC)				
Photo	Name				Notes	
Recycled Content		Up To 35% RC	36% - 65% RC	66% - 85%+ RC		
Task Chairs						
	Steelcase- Leap	18%				
	Steelcase-Criterion	22%				
	Vecta- 4 O'Clock AM+	33%				
	Steelcase- Think		43%			
	Herman Miller- Aeron		62%			
	Humanscale- Freedom		53%			
	Humanscale- Liberty		43%			
	Knoll-Life		52%			
	Haworth- Zody		50%			
	Allsteel-Relate		38%			
Guest Chairs						
	Steelcase- Move	21%				
	Steelcase- Player	25%				

	Steelcase- Jersey	27%			
	Brayton-Enea	24.6%			
	Vecto-Karl		62%		
	Humanscale-Liberty-side			85%	
	Herman Miller-Caper	21%			
	Emeco-Hudson			80%	Recycled Aluminum
Casegoods					
	Steelcase-Answer	34%			
	Steelcase-EE6		57%		
	Steelcase-Kick	35%			