PURCHASING DEPARTMENT

Please detail the responsibilities of the department.
The Purchasing Department serves to support the entire University in the procuring of goods, services, information technology, consultant services and construction.

How many employees are in the department?
20 employees

Please provide the name(s) of individuals in the department that are involved with decisions regarding environmental issues concerning the department.
Venis Manigo
Scott Reynolds
Robert Baker
Randy Wise

Please list future plans/goals regarding environmental issues.
In November of 2005 Purchasing will seek a five (5) year term contract for the recycling/resale of surplus electronics to include computers and CRT monitors.

Survey 2003-2004
Please answer the following questions as completely as possible. They are intended to assist the Environmental Advisory Committee (EAC) with assessing the status and progress of the University’s environmental policy. Feel free to add additional comments, explanations, or data where relevant.

1. Does the department have an environmental policy and how does it determine the environmental impacts of its products, processes, and/or services?
The Purchasing Department is committed to developing creative solutions for ‘closing the loop’ by actively identifying supplies made from recycled products. All bid documents include clauses for the proper disposal by contractors of all waste and packaging materials associated with shipping materials to the University.

2. What measures have been taken to minimize and/or reduce the department’s environmental impacts?
Education and University support are the keys to the success of our programs and initiatives. Our staff provides information to departments on suggestions for reducing their solid waste, alternative sources of recycled products and the promotion of the availability of products made from recycled products. This information has also been distributed through articles in the USC Times newspaper, our website, responses to inquiries and purchasing training sponsored by Human Resources. We believe that the University staff and faculty will make even more environmentally sound decisions when making purchasing goods if we continue to develop more methods to present opportunities for them to help close the loop and encourage their active participation in the process.

3. Do the copy paper, toilet tissue, and paper towels purchased by the department have post consumer recycled content? How much of each is used?
All of the paper products listed contain a minimum of 50% Post Consumer Waste with the exception of the Bond paper which has no Post Consumer Waste.
Description                                      Quantity
a. copy paper                                   11,843 Cases
b. bond paper                                   3020 Reams
c. hand towels/jumbo roll                      1596 Cases
d. hand towels/multi-fold                      2867 Cases
e. toilet tissue/standard                      1987 Cases
f. toilet tissue/jumbo                         2620 Cases

4. Are items collected to be remanufactured? If so, what items and how many?
   Yes, toner cartridges and electronics
       Toner Cartridges --- 425
       Electronics --- 108.7 Tons

5. Are remanufactured items purchased by the department? If so, what items and how many?
   Yes, toner cartridges and miscellaneous furniture. We are researching the quantities on the furniture.
       Toner Cartridges --- 201
       Furniture --- ???

6. Are items collected for recycling or resale? If so, what items and how much?
   All surplus items are collected in accordance with state requirements. Our first objective is to re-issue items within the University community. All other items are then categorized and screened by a representative from the State Surplus Property Office. Items that are deemed as “junk” by the State Surplus Property Office are then sold/issued to vendors through administered contracts for recycling/resale. This includes all property i.e. furniture office equipment and supplies, IT equipment and supplies, construction equipment and supplies, etc…

       Scrap Electronics---108.7 Tons
       Miscellaneous Scrap Items---28 Tons
       Items Re-issued within the University community---638
       Items turned over to State Surplus Property for resale---3,350

7. What efforts have been made to increase the use of recycled materials and decrease waste?
   The Purchasing department has administered contracts to vendors in efforts to dispose of surplus property to responsible vendors in the business of recycling materials.

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   Conducted By:           Elaine R. Durr, SUI Graduate Assistant
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