

**I. DIRECTIONS**

To request a temporary compliance exemption from the requirements of the [University of California Sustainable Practices Policy](#) prohibition on the sale, procurement, or distribution of *packaging foam*<sup>1</sup>, complete all applicable sections of this form and provide all required documentation to substantiate claims in support of the exemption. This request for exemption must be submitted and signed by an authorized representative of the requesting business. The University of California shall review requests for exemptions on a case-by-case basis, and may grant an exemption in whole or in part, with or without conditions, for a period of up to 36 months<sup>2</sup>. An application for renewal of an exemption must be submitted to the University of California no later than 90 days prior to the expiration of the current approved exemption. The University's determination on an exemption request shall be final and shall not be subject to appeal.

**II. BUSINESS INFORMATION**

Business Name

Business Address

Name of Authorized Individual Applying for Waiver

Title of Authorized Individual

Telephone Number

Email Address

Authorized Individual Signature

Date

**FOR UNIVERSITY OF CALIFORNIA INTERNAL PROCESSING**

Scope of Exemption Approval (individual campus, multi-campus or UC-wide):

Period of Approval (max. 36 months): \_\_\_\_\_

University of California Policy Exception Authority Name

Title of Authorized Individual

Telephone Number

Email Address

University of California Policy Exception Authority Signature

Date

<sup>1</sup> *Packaging foam*: Any open or closed cell, solidified, polymeric foam used for cushioning or packaging, including but not limited to: Ethylene-vinyl acetate (EVA) foam, Low-density polyethylene (LDPE) foam, Polychloroprene foam (Neoprene), Polypropylene (PP) foam, Polystyrene (PS) foam (including expanded polystyrene (EPS), extruded polystyrene foam (XPS) and polystyrene paper (PSP)), Polyurethane (PU) foams, Polyethylene foams, Polyvinyl chloride (PVC) foam, and Microcellular foam. Not included is easily biodegradable, plant-based foams such as those derived from corn or mushrooms.

<sup>2</sup> Exemptions may be approved for a longer period on a case-by-case basis when the initial contracting period exceeds 36 months.

### III. EXEMPTION REQUEST DETAIL

Provide complete responses to all questions in the appropriate section below based on your business type in order to have your Exemption Request reviewed. You may submit detailed responses via a separate document along with this completed request form. Determination of approval is at the discretion of the University, is final and shall not be subject to appeal.

#### For Manufacturers -

1. Provide a description of all non-compliant packaging foam material(s) for which an exemption is being requested. Include the type of foam material (i.e. expanded polyethylene) and a description of the specific uses of the material (i.e. laserjet printer packaging).
2. Provide an explanation for why your company requires the use of these packaging foam material(s) for these specific product types.
3. What is the duration of the exemption you are requesting (maximum 36 months)?
4. Provide an explanation to support your company's determination that there is no suitable compliant alternative or that all suitable compliant alternatives cost 15% more than the non-complying packaging foam material(s).
5. State your company's strategy for eliminating the use of all packaging foam material(s) listed in Question #1, and for identifying environmentally preferable functional alternatives. Provide a detailed phase out plan and timeline for each packaging foam material listed. If your company determines there is no suitable compliant alternative, provide a factual explanation to support that determination. If all suitable compliant alternatives cost 15% or more than the non-complying foam packaging materials, include this in your explanation.
6. Explain any potential risks, dependencies or other obstacles in the marketplace that may prevent your company from achieving the stated phase out timeline.
7. For non-compliant packaging, provide a detailed proposal on managed take-back programs your company will offer for any products sold to the UC as part of a contracted agreement. .
8. If your company is approved to receive an exemption, you will be required to provide annual reports estimating the weight and volume of packaging foam materials distributed to the UC by site (campus). Reporting must show estimated weight and volume of packaging foam material by foam type (i.e. expanded polyethylene) and specific use (i.e. laserjet printer packaging). If this reporting poses an undue burden on your company, detail the obstacles/hardships preventing you from being able to provide this information.

#### For Distributors –

1. Provide a report of all products packaged with foam offered to the UC by each manufacturer. If your company is unable to provide this information, please provide a detailed description outlining the barriers to accessing this information and provide as much detail as possible on likely product lines that may be packaged in non-compliant material.
2. Provide a list of available alternative products not packaged with packaging foam, or a list of alternative packaging materials for those products offered (if available).
3. Provide a narrative explaining the following:
  - a. Use of packaging foam for goods your company has distributed over the past **five** years -
    - i. Describe your company's efforts to track this data over the past five years;
    - ii. List which products have historically been packaged with packaging foam materials;
    - iii. Describe what your company has done to mitigate these materials in packaging (e.g. worked directly with manufacturers to select product alternatives).
  - b. Your company's programmatic approach to mitigate and work towards the elimination of packaging foam materials over the next **three** years -
    - i. Detail whether or not this is a required part of your company's sourcing practices, and if so, how;
    - ii. Include information on how your company proactively identifies packaging foam materials and subsequently engages your manufacturers to eliminate its use.