

Laurentian University's Sustainable Procurement Guide



LaurentianUniversity
Université**Laurentienne**

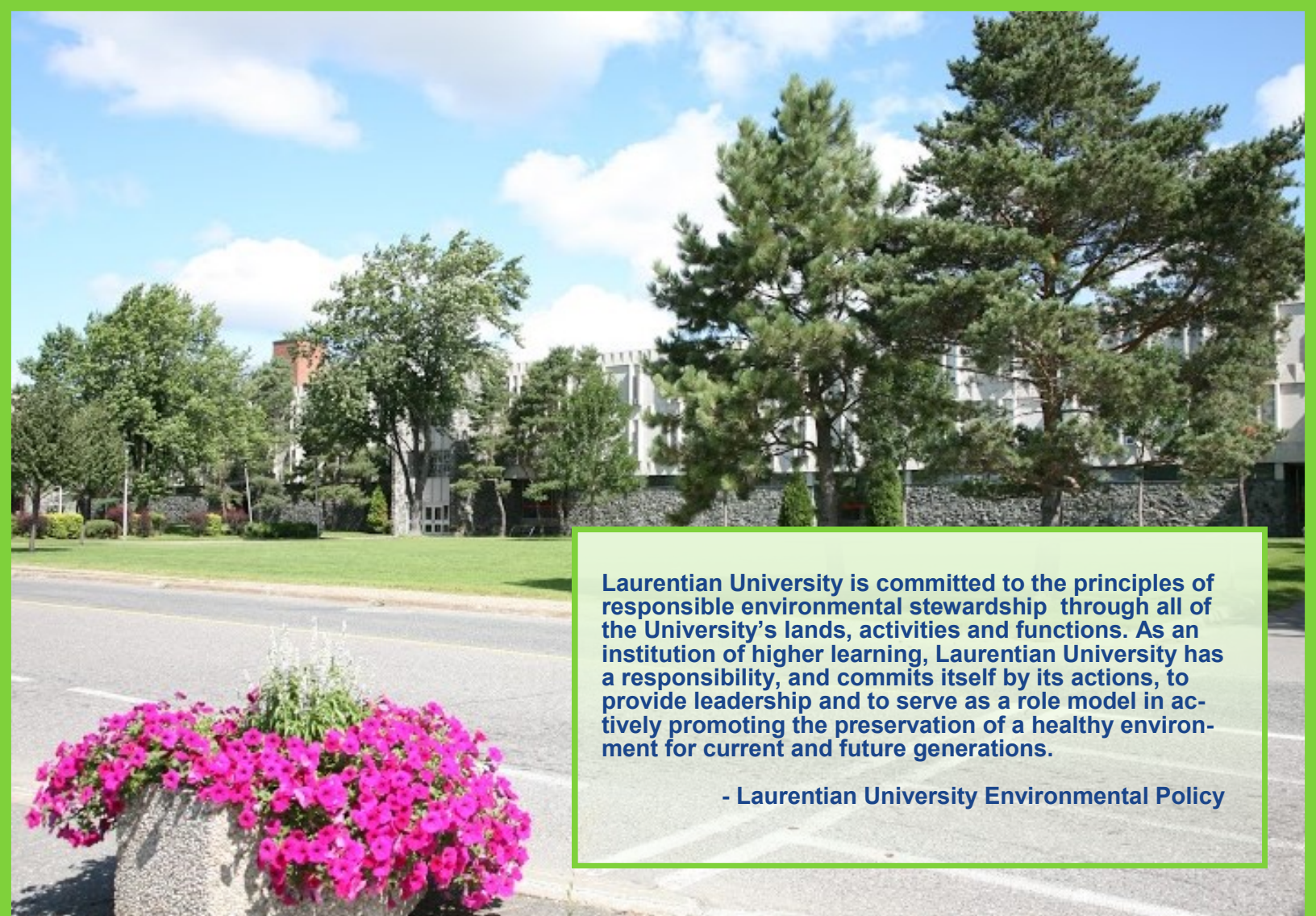
Purchasing and Contract Management

Office of Procurement and Contracts
935 Ramsey Lake Road
Sudbury, Ontario
P3E 2C6
(705) 675-1151 ext. 1514
purchasing@laurentian.ca
<https://laurentian.ca/purchasing-policy>

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Laurentian University is committed to the principles of responsible environmental stewardship through all of the University's lands, activities and functions. As an institution of higher learning, Laurentian University has a responsibility, and commits itself by its actions, to provide leadership and to serve as a role model in actively promoting the preservation of a healthy environment for current and future generations.

- Laurentian University Environmental Policy

BACKGROUND

As an institution of higher education, Laurentian University is concerned about the state of the world environment and the advancement of sustainable development. Laurentian University is committed to promoting actions that will achieve a sustainable future. The Laurentian University Purchasing Department has always encouraged “green” purchasing, however recognizes the need for more formal resources to enhance the skills and knowledge of all staff and faculty with purchasing authority.

“We recognize the need for more formal resources to enhance the skills and knowledge of all staff and faculty with purchasing authority”

In collaboration with Laurentian University's Manager of Energy and Sustainability; sustainable procurement of paper, cleaning products, furniture, carpets, etc. will support Laurentian University's goal of realizing a more sustainable campus. Laurentian University will endeavour to minimize the environmental impact of the products and services purchased in support of campus operations and those provided by contractors engaged in operating campus services.

PURPOSE

The purpose of this guideline is to promote Laurentian University's accountability for its use of public funds in the acquisition of goods and services within the University's objectives and mission statement. The University will establish guidelines which all departments must adhere to for the acquisition of goods and services. The University will also assist faculties and departments to acquire value-added, appropriate, institutional quality goods and services that meet the immediate and long-term needs for the best overall value with minimum impact on the environment.

Procurement is an important activity where the responsibility for buying goods and services is assigned to a group of people trained and skilled in negotiating, dealing with contractual terms and conditions, cost reduction and other pertinent purchasing techniques. The University's Purchasing and Contract Management Services in conjunction with all University departments will endeavor to purchase and promote the use of recycled and environmentally preferable products. Additionally, the Purchasing Department will aim to secure contracts with vendors that are environmentally conscientious whenever practicable whilst using cost benefit analysis to arrive at the correct sourcing decision: One that remains economically practical, reflects effective purchasing practices and satisfies the requirements of the user department.



This guideline aims to define sustainable procurement as it pertains to Laurentian University and to develop a framework to act as a resource for the university community. This will result in more environmentally responsible planning, purchasing, use and disposal of goods at Laurentian University all while:

- Reducing greenhouse gas emissions and air contaminants;
- Improving energy and water efficiency;
- Reducing ozone depleting substances;
- Reducing waste and supporting reuse and recycling;
- Reducing hazardous waste; and
- Reducing toxic and hazardous chemicals and substances.





LAURENTIAN UNIVERSITY'S SUSTAINABILITY MISSION

Laurentian University is committed to fostering a strong culture of sustainability. In 2009, our President and Vice-Chancellor signed the Council of Ontario Universities pledge, Ontario Universities: Committed to a Greener World.

By signing this pledge Laurentian University accepted responsibility to: "assist in finding solutions to the challenges of environmental sustainability; to share knowledge about sustainability and climate change; and to incorporate, wherever possible, principles of sustainability into our own operations".

Our mission is to promote environmental stewardship for the campus community in the hopes of continuously building a sustainable future to learn, work, live and play.



Laurentian University accepted responsibility to: "assist in finding solutions to the challenges of environmental sustainability, to share knowledge about sustainability and climate change; and to incorporate, wherever possible, principles of sustainability into our own operations"

DEFINITIONS



SUSTAINABLE PROCUREMENT: “is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.”

ENVIRONMENTALLY FRIENDLY: “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal.”



Definition adopted by the Task Force on Sustainable Public Procurement led by Switzerland (membership includes Switzerland, USA, UK, Norway, Philippines, Argentina, Ghana, Mexico, China, Czech Republic, State of Sao Paulo (Brazil), UNEP, IISD, International Labor Organization (ILO), European Commission (DG-Environment) and International Council for Local Environmental Initiatives (ICLEI) and adopted in the context of the Marrakech Process on Sustainable Production and consumption led by UNEP and UN DESA.

<http://www.unep.fr/scp/procurement/whatisspp/>

United States Environmental Protection Agency's Final Guidance on Environmentally Preferable Purchasing:

<http://www.epa.gov/oppt/epp/pubs/guidance/finalguidanceappx.htm#AppendixA>

Examples of Practices and Products to Consider

BASIC CRITERIA:

- Floor care and lawn care causing minimal or no harm to the environment
- Recycled paper and products
- Vehicles using re-refined lubrication and hydraulic oils
- Lighting including LED lighting and Energy Star sealed packages
- Cleaning products which are non-toxic or biodegradable
- Electronics which are Energy Star rated
- Items shipped with minimal packaging
- Made of recycled materials, maximizing post-consumer content
- Durable items as opposed to single use or disposable
- Furniture should be considered for future uses, portability and alternate uses

DO YOU KNOW?

Laurentian University uses 100% recycled bathroom tissue, hand towels and energy efficient hand-dryers!



PURCHASING CRITERIA:

- Careful consideration of the good's, material's or service's impact on the environment, economy, and human health and well-being
- Purchases should be reusable, recycled and recyclable products
- Purchases should be made from the highest available recycled content and/or post-consumer content
- Purchases should be durable products, with a long life expectancy, as opposed to single use goods
- Products should be: energy efficient, rechargeable, run on renewable fuels or reduce water use
- Purchases should be non-toxic, minimally toxic and/or biodegradable products or product alternatives
- Consideration of market factors such as specifications, quality, delivery date, and price of the good, material or service



PACKAGING CRITERIA:

- Products that have minimal or no packaging
- Bulk products when available
- Proactively discuss both efficiencies and methods of reducing packaging requirements with suppliers, on an on-going basis
- Acquire packaging, where possible, that is refillable, reusable or returnable
- Seek packaging that is recyclable or contains recycled material



DO YOU KNOW?

In 2005, Laurentian University purchased the first Ford Escape Hybrid in Sudbury!

RESPONSIBILITIES OF OFFICE of PROCUREMENT and CONTRACTS

The Laurentian University Procurement Department is responsible to promote environmentally friendly products and services through the following actions:

- Review and amend contracts, bids and specifications for goods and services to ensure that, wherever possible and economical, they: use and/or contain recycled materials, recycled products, the maximum level of post-consumer reusable or recyclable waste/or recyclable content; without significantly affecting the intended use of the product or service.
- Consult with all departments to: explore, identify and financially justify new environmentally friendly products and services.
- Make suppliers aware of the Laurentian University Sustainable Procurement Guideline.
- Purchase from suppliers, seek new suppliers and encourage existing suppliers that provide environmentally friendly products and services, that are environmentally sensitive in their daily operations and those that consider the packaging of their goods and reduction of waste/reusability from goods packaging.
- Use cost/benefit analysis to arrive at appropriate sourcing decisions that consider the requirements of the department and remains economically practical in addition to using the Laurentian University Sustainable Procurement checklist contained in this Guideline.
- In conjunction with the Laurentian University Manager of Energy and Sustainability, keep abreast of improvements and changes in industry standards that may impact the environment including participating in training for improving the procurement of environmentally friendly products.
- Working with Laurentian University's Manager of Energy and Sustainability to identify new environmentally friendly products and services.



RESPONSIBILITIES OF ALL OTHER DEPARTMENTS

To integrate sustainable procurement into every day decisions at Laurentian University, all departments are encouraged to:

- Use the list provided in this Guide to explore and identify environmentally preferable products aimed at meeting the purpose of this Guide as previously outlined.
- Inform other employees and departments of their responsibilities under this guideline to promote sustainable procurement of environmentally friendly products and services.
- Submit suggestions, feedback and new ideas to the Procurement Department.



RESOURCES

- Ontario's Green Energy Act: <http://www.energy.gov.on.ca/en/green-energy-act/>
- International green purchasing network: <http://www.igpn.org/>
- United Nations Environment Programme: Division of Technology, Industry, and Economics
- Sustainable Consumption & Production Branch: <http://www.unep.fr/scp/procurement/docsres/index.htm>
- US EPA: Electronic Product Assessment Tool (EPEAT): <http://www.epa.gov/epp/pubs/products/epeat.htm>
- Public Works and Government Services Canada: policy on Green Procurement: <http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>
- Buy Smart Network: <http://www.buysmartbc.com/>
- Association for Advancement of Sustainability in Higher Education (AASHE) – Sustainable Procurement policies and resources. <http://www.aashe.org/resources/resources-sustainable-purchasing-higher-education/>
- Laurentian University Environmental Policy
- Laurentian University Supply Chain Code of Ethics



DO YOU KNOW?

Laurentian University has a recycling program that recycles all campus lamps! Thousands of pounds of lamps have been recycled since 2010!

LAURENTIAN UNIVERSITY SUSTAINABLE PROCUREMENT CHECKLIST

To assist in procuring your items, the following checklist can be used.



Energy Efficiency	<ul style="list-style-type: none"> Does the product have energy efficiency certifications? Is the product energy efficient compared to competitor products?
Material Origin	<ul style="list-style-type: none"> Is a portion of the product made with recycled material? What percentage of post-consumer materials is used? If the product is wood, is it certified by the Forest Stewardship Council of Canada (FSC-CA)?
Supplier Environmental Record	<ul style="list-style-type: none"> What is the company's record with respect to environmental concerns and events? Does the manufacturer/supplier have a company environmental policy statement? Is the company equipped to conduct business electronically (including invoices, bids, etc.)?
Waste Reduction	<ul style="list-style-type: none"> Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization Is the product designed to reduce consumption and minimize waste and/or is it reusable? Can the product be recycled or returned to the supplier at the end of its useful life? Will the product biodegrade over time into harmless elements? Is minimal packaging used? Is the product packaging reusable or recyclable?

DO YOU KNOW?

all goods that are no longer required by a certain department, we inquire if another department can reuse, sell to the university community, send to charities or non-profit organizations or recycle.

Labels to Look for...

Energy Star: http://www.energystar.gov/index.cfm?fuseaction=find_a_product	
Forest Stewardship Council (FSC) Certified Paper: https://us.fsc.org/index.htm	
Water Sense: http://epa.gov/watersense/	
Green seal: http://www.greenseal.org/Home.aspx	
GREENGUARD or ECOLOGO: http://industries.ul.com/environment/	



