

POLICY



Policy on Environmentally Sustainable Procurement

Category:	Operations
Approval:	PVP
Responsibility:	Associate Vice-President, Financial Services & Associate Vice-President, Facilities Management
Date:	Date approved: March 27, 2017 Supersedes: <i>Environmental Procurement Policy January 27, 1995</i>

Definitions:

Environmentally Sustainable Procurement: The acquisition of goods and services that strives to minimize the environmental impact of producing, using and disposing of the products and, as it applies, the delivery of services. This includes selecting products with attributes such as energy efficiency, recycled content, recyclability, durability, decreased maintenance, low toxicity and minimal packaging. Purchasing decisions are guided by evaluating the product attributes as well as its associated operational, utilities and maintenance impacts.

Sustainable Product Design: Products that are designed to be reused, recycled and/or composted at end of use/life.

Purpose/Reason for Policy:

The intent of this policy is to reduce the environmental impact of Trent University operations by ensuring departments are using an environmentally sustainable approach when making purchasing decisions.

Scope of this Policy:

This policy applies to all University staff and faculty who are responsible for making purchases of goods and services on behalf of the University and by tenants and clubs/groups affiliated with Trent University who purchase goods and services for use on University grounds or for University activities.

This policy applies to all products and services purchased by the University for use in Trent University owned or operated buildings and external spaces, including but not limited to Symons Campus, Durham Campus and University operated residences and buildings at other locations.

Any procurement related to food, food service and/or events serving food will include provisions to support the serving of local, organic and Fair Trade food at Trent; as well as provisions to reduce and divert associated food packaging. Reusable dining ware (ceramic plates, bowl, cutlery, etc.) should be stipulated as the first consideration for dine-in service, special events and meetings. RFX points should be following the hierarchy of the greatest award for reusable, then compostable, then recyclable and the lowest (none) for landfill destined waste.

Some goods and services may be considered for an exemption from this policy such as the procurement of professional services (lawyers, accountants, consultants) and potentially sole-sourced research equipment.

This Policy supports the University's *Environment & Sustainability Policy* (Oct. 2014), as part of a systemic framework to provide leadership in environmental sustainability by enhancing decision-making processes to contribute to the stewardship of our environment and supporting actions to reduce the carbon footprint of University operations.

Policy Statement:

The University is committed to actions that conserve and protect the environment and will continue to implement those actions whenever possible. The University will reduce, reuse, recycle, and minimize energy and water use through sound purchase decisions and by optimizing procedures. The University will formally consider the upfront and on-going environmental impact of a product or service in the purchasing process.

Trent University supports the responsible acquisition of goods and services that conserve natural resources. This includes selecting products with environmental benefits such as reduced energy consumption, recycled content, recyclability, durability, decreased maintenance, low toxicity and minimal packaging.

Purchasing specifications in RFX documents are to follow the ***Guidelines to Environmentally Sustainable Procurement*** when purchasing in product categories where industry sustainability standards have normalized such as, but not limited to: lighting, electronic equipment, fridges, freezers and other appliances, stationary supplies, paper products, cleaning supplies, furniture, computers, cell phones, vending machines, and laboratory equipment. Purchases of equipment with significant energy consumption will include an estimated cost of utility consumption over the expected life of the equipment as a component of the total cost in a competitive tendering process.

Where guidelines are not provided or available for a specific good or service, RFX documents will include scoring criteria which rewards Bidders whose product/service and/or company practices meet the sustainable objectives of the University, with a minimum of 10% of available points.

Responsibilities:

Purchasing Department: The Purchasing Department will promote the purchase of environmentally sustainable products and services in accordance to the above policy statement, and the attached procedures and guidelines.

Sustainability Office: The Sustainability office will review the *Guidelines to Environmentally Sustainable Procurement* on an annual basis and amend as required. The Sustainability Office will provide guidance to Purchasing and all other departments regarding sustainable products and services and new technologies as they emerge.

Trent University Departments: All Trent University Departments will consider the environmental impact of a product or service in the purchasing process (RFX, Quotes, etc.) and will be guided by the *Guidelines to Environmentally Sustainable Procurement* and the attached Procedures. Trent University Departments will further aim to reduce the requirement to purchase materials by participating in ***reuse programs*** (e.g. swap shop, etc.), as well as ***reduction programs*** (e.g. reducing the amount of printed materials required to be purchased by increasing electronic processes and procedures, double siding all printing, etc.)

Contact Officer	<i>Associate Vice President, Facilities Management</i>
Date for Next Review	<i>April 1, 2022</i>
Related Policies, Procedures and Guidelines	<i>Procedure for Environmentally Sustainable Procurement Guidelines for Environmentally Sustainable Procurement Environment & Sustainability Policy</i>
Policies Superseded by This Policy	<i>Environmental Procurement Policy Jan. 27, 1995</i>

PROCEDURE



Procedure for Environmentally Sustainable Procurement

Contact Officer

*Manager of Administration and Sustainability &
Manager of Purchasing Services*

PROCEDURE	Purpose	To outline actions to be taken by all departments to promote the purchase of environmentally sustainable products and services as per the <i>Policy on Environmentally Sustainable Procurement</i> .
	Procedure	
	<i>Purchasing Department and Sustainability Office</i>	<p><i>Step 1: Internal Policy, Procedure & Guidelines Awareness</i></p> <p>Spread awareness of the University's <i>Policy on Environmentally Sustainable Procurement</i>, Procedures and Guidelines to all faculty/staff and others who purchase goods and services for Trent University. Send a clear message that all departments are responsible to meet the sustainable objectives of the University.</p>
	<i>All Faculty & Staff who purchase goods/services</i>	<p><i>Step 2: Before Purchasing Needs Assessment</i></p> <p>2.1 Trent University Departments will review their need to purchase new materials by first participating reuse programs (e.g. swap shop), as well as reduction programs (e.g. reducing the amount of printed materials required to be purchased by increasing electronic processes and procedures, double siding all printing, etc.)</p> <p>2.2 Review the <i>Guidelines to Environmentally Sustainable Procurement</i> to aid in all procurement decision making.</p>
	<i>Purchasing Department</i>	<p><i>Step 3: Supplier Awareness of Policy, Procedures & Guidelines</i></p> <p>3.1 Work with end users and the Sustainability Office to develop environmentally sustainable specifications for products or services which Purchasing will then procure in the marketplace.</p> <p>3.2 Procurement practices should inform suppliers of the University's position on environmental sustainability, e.g. RFX documents that include minimum environmental standards, or allocate points for environmental initiatives.</p> <p>3.3 Work with existing suppliers to minimize the environmental footprint of their product or services e.g. reduction of packaging, consolidated shipments, increased use of recycled materials.</p>
<i>Purchasing Department with Faculty & Staff who purchase goods/services</i>	<p><i>Step 4: RFX Process - Include Sustainability Criteria</i></p> <p>RFX documents will include the minimum specifications as outlined in the <i>Guidelines to Environmentally Sustainable Procurement</i> when purchasing products which have credible industry sustainability standards such as, but not limited to: lighting, electronic equipment, fridges, freezers and other</p>	

	<p>appliances, stationary supplies, paper products, cleaning supplies, furniture, computers, cell phones, vending machines, and laboratory equipment.</p> <p>Where guidelines are not provided or available for a specific good or service, RFX documents will include scoring criteria which rewards Bidders whose product/service and/or company practices meet the sustainable objectives of the University, with a minimum of 10% of available points.</p> <p>Possible scoring criteria could include: <i>Sustainable Product Design</i>, durability, reusability, recycled content, hazardous material content, energy efficiency, packaging, shipping methods and how environmentally sensitive suppliers are in their operations.</p> <p>When purchasing equipment with significant energy consumption, RFX documents will need to request utility use (i.e. kw, m³) and life expectancy of the proposed equipment, so that, with the number of hours of operating time (from the end user) and utility rates (from Sustainability Office) that the total cost for each option includes the estimated cost of utility consumption over the expected life of the equipment.</p>
<i>Purchasing Department with Faculty & Staff who purchase goods/services</i>	<p>Step 5: Review & Amend Current Processes for Improvement</p> <p>Review RFX documents and specifications for goods and services to ensure that whenever possible and economical, they are amended to provide for the expanded use of products and services that meet the requirements of Trent’s Guideline for Sustainable Procurement, (e.g. have a high level of post-consumer, recycled content or optimize energy efficiency) while respecting the intended use/need of the product or service.</p>
<i>Purchasing Department with Faculty & Staff who purchase goods/services</i>	<p>Step 6: Collaborate with EAB and Sustainability Office</p> <p>Collaborate with the Environmental Advisory Board and Sustainability Office personnel to identify new environmentally friendly products and services and improvements/changes in industry standards.</p>
<i>Sustainability Office</i>	<p>Step 7: Update Guidelines Annually</p> <p>Annually update the <i>Guidelines to Environmentally Sustainable Procurement</i> to include the most current criteria and green technologies, and make available to Purchasing and all other departments.</p>
Date Approved	<i>Month Day Year</i>
Approval Authority	<i>PVP</i>
Date of Commencement	<i>2017 March 28</i>
Amendment Dates	<i>amended (Year Month Day)</i>
Date for Next Review	<i>2018 April 1</i>
Related Policies, Procedures and Guidelines	<i>Policy on Environmentally Sustainable Procurement Guidelines for Environmentally Sustainable Procurement Environment & Sustainability Policy (Oct. 2014)</i>

GUIDELINE



Guidelines for Environmentally Sustainable Procurement

Contact Officer

Sustainability Coordinator, Facilities Management



Purpose














To set minimum standards and guidelines for the selection of goods and services for the University in such a way that minimizes the negative impacts to the environment.

Guidelines

There are two hierarchical sections to this Guide. The first sets minimum standards for products that have well-established, third party verified green certifications. The second assists with products where evaluating sustainability aspects may not be as clear. When using certifications, it is imperative that purchasing language specifies current certification version and for the specific product category.

Tier One: Criteria for products with well-established, main-stream sustainability criteria.

Product Category	Minimum Standard	Secondary Criteria	Supplemental Criteria
<p>Paper – Office and Sanitary</p>	<p>All paper must be made from 100% post-consumer recycled material (very few, specialty use, exceptions may apply)</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Chlorine-free <input type="checkbox"/> non-toxic, natural or water based adhesives and inks <input type="checkbox"/> order generic, high-volume products in bulk <input type="checkbox"/> optimize virtual options <input type="checkbox"/> minimize printed orders by requiring fixed pricing on smaller ‘top-up’ runs
<p>Office Supplies</p>			<ul style="list-style-type: none"> <input type="checkbox"/> non-toxic, natural or water based adhesives <input type="checkbox"/> refillable, rechargeable, and/or reusable items, <input type="checkbox"/> recycled content <input type="checkbox"/> compostable products <input type="checkbox"/> non-toxic or water based inks, glues, correction tape, etc. <input type="checkbox"/> order generic, high-volume products in bulk

Product Category		Minimum Standard	Secondary Criteria	Supplemental Criteria
Electronics	Computers			<input type="checkbox"/> Buy computers, appliances, vending machines, and other equipment that operate with maximum energy efficiency <input type="checkbox"/> made with post-consumer recycled materials <input type="checkbox"/> PVC free products (RoHS?) <input type="checkbox"/> Printers/photo copiers with duplex capability and compatible with 100% post-consumer recycled paper <input type="checkbox"/> products with minimal packaging that can be recycled
	Appliances/Food Service Equipment			
	Lighting	All new lighting must be LED. 		
	Office Equipment			
	HVAC Equipment			
Cleaning Supplies*	Chemicals	 and/or		<input type="checkbox"/> Floor Machines that use no or minimal chemicals <input type="checkbox"/> Power equipment that emits sound at <70dBA <input type="checkbox"/> use water most efficiently
	Cleaning Machines			
Furniture		Conduct needs assessment striving to first reuse assets through Trent's Swap Shop.		<input type="checkbox"/> used furnishings <input type="checkbox"/> post-consumer recycled content <input type="checkbox"/> natural materials <input type="checkbox"/> PVC free furniture <input type="checkbox"/> Low/no VOC emissions <input type="checkbox"/> Using foams free of CFCs/HCFCs <input type="checkbox"/> modular/adaptable

* Recognizing that there are cleaning functions such as the removal of graffiti where products available on the market have not yet been able to meet both the stated minimum standard and the function of removing the graffiti, Trent will

strive to test new products as we become aware of them and continue to ask suppliers to bring forward new certified products as they become available.

Tier Two: Criteria for Products/Services without well-established sustainability criteria.

For anything that may be purchased that does not fall into the first section there may be a less clear path to determine the environmental attributes of the product. Language must be included that allows for assessment of the product, the product performance and/or the supplying company’s environmental commitment. Ten percent of the total evaluation points must be assigned to this section.

If the respondents are to provide electricity, gas or water savings calculations in their proposals, please contact the Sustainability Office for the updated relevant standardized utility rates that should be stated in the RFX for comparison purposes.

Language similar to the following could be used in RFX documents:

In our evaluation, Trent has allocated 10% of scoring criteria to assess environmental attributes of your product/service and/or your company. Please provide an overview of the environmental aspects of your product such as recycled content, VOC emissions, energy consumption, etc. Additionally, please provide an overview of your company’s commitment to the environment. This could include use of renewable energy, effort to reduce emissions related to transportation, strategies to reduce packaging, etc.

We ask that you limit your written response to this section to two pages. We welcome links to further information that may substantiate your claims however understand that the intent is to score based on the information contained in the two-page limit.

Understand that our emphasis is first on the product/service and then on your company.

References:

National Resources Canada Energy Products Guide

Related Policies / Procedures

Policy on Environmentally Sustainable Procurement
Procedure for Environmentally Sustainable Procurement
Environment & Sustainability Policy (Oct. 2014)

Links

Energy Star <https://www.energystar.gov/buildings>
National Resources Canada Energy Products Guide <https://www.nrcan.gc.ca/energy/products/12509>

Date Approved	2017 March 27
Last Updated	2017 March 27 (the guidelines are to be updated annually)
Approval Authority	AVP of Facilities Management