



FROM PURPLE TO GREEN

Western's Sustainable Procurement Guidelines

Director's Message

Western University (Western) is an institution of higher learning that is highly regarded for its environmental achievements. Integrating sustainability into decision-making is one strategy in which Western demonstrates leadership in environmental initiatives. In support of this, Procurement Services urges the Western community to take economic, social, and environmental considerations into account when making purchasing decisions. This guide is intended to unite Western's students, faculty and staff in responsible procurement practices, ensuring that sustainability is embedded in the purchasing decisions the University makes from the ground up.

Of course, obtaining maximum value for every dollar spent on supplies, equipment, and services is imperative; however, Western also has a responsibility to procure products with minimal environmental impacts and select products that are ethically sourced. Choosing products that consume fewer natural resources, have minimal waste outputs, and have a long life span are not only better for the environment, but also for our pockets. Procuring such products can lead to smarter returns on investments, happier employees, and a healthier planet.

We have developed this guide as a tool to share our recommendations for purchasing products that balance economic, environmental, and social benefits. In an effort to further advance Western's sustainability efforts, we hope that this guide will unite the Western community in best practices that reflect Procurement Services' ever growing commitment to sustainability. With campus wide collaboration, sustainable purchasing decisions will not only support responsible procurement policies, but will also foster a greener future for the students, faculty and staff at Western.

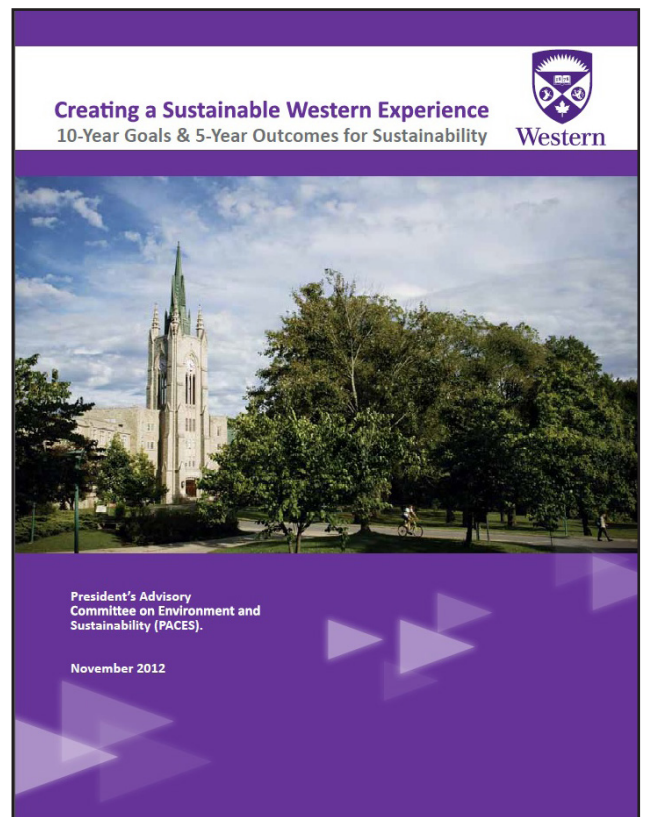
Director, Procurement Services

About This Guide

Western is committed to creating a sustainable campus through the facets of everyday life. The President's Advisory Committee on Environment and Sustainability (PACES) has developed a campus strategy for achieving sustainability goals, known as "Creating a Sustainable Western Experience," which was launched in 2011. As a part of the strategy, PACES created goals dedicated to achieving excellence in sustainability teaching and learning, pursuing research across the disciplines into issues of environmental sustainability, and improving sustainability in operations to minimize Western's ecological footprint.

As a part of improving campus operations, PACES advises that Western purchase products that meet a comprehensive range of sustainability criteria. As campus requisitioners build sustainability into purchasing practices and incorporate life-cycle accounting, it is hoped that sustainability in procurement will be increased within the next five years at Western.

This guide complements Western's Sustainable Procurement Policy and serves as a tool to help members of the University community make sustainable and responsible purchasing decisions. Criteria that render a product or service sustainable are provided in an effort to help purchasers select products that promote environmental sustainability. Also included in this guide are Western's preferred suppliers, as well as trusted, authentic eco logos and certifications.



President's Advisory Committee on Environment and Sustainability

"Creating a Sustainable Western Experience" was launched in 2011 and serves as Western's formal sustainability strategy. The document outlines Western's 10-year vision and 5-year outcomes pertaining to campus sustainability.

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Think before you buy:

What is Sustainable Purchasing?

Sustainable procurement refers to the responsible acquisition of goods and services that have minimal environmental impacts and are ethically produced. Purchasing decisions should be guided by the evaluation of environmental, social and economic criteria. Environmental considerations should include resource efficiency and the product or service's impacts throughout its life cycle. Social aspects should address the effects of purchasing decisions

“Purchasing decisions should be guided by the evaluation of environmental, social and economic criteria.”

on issues such as equity in distribution of resources, labour conditions, and human rights. Finally, economic considerations should take into account the best quality for money, availability, and functionality.

Think before you buy:

- Is it necessary?
- Can we buy used or borrow?
- What is it made of?
- How was it made?
- Where was it made and by whom?
- How will it be packaged and delivered?
- Can we buy in bulk to reduce packaging and the number of shipments?
- Can we use a courier who embraces sustainable practices?



Why Sustainable Procurement?

Procurement Services has developed a sustainable Procurement Policy to ensure that those responsible for the procurement of products will contribute towards a sustainable campus. This can be achieved through the purchasing of products that meet a comprehensive range of sustainability criteria. Procurement Services is committed to facilitating the responsible acquisition of goods for all Western departments.

Investing in sustainable products can have multiple economic, social, and environmental benefits, as outlined below:

Did You Know?

- In order to reduce paper submissions from vendors, Western has begun using MERX, an e-bidding system that allows organizations to view goods and services available across Canada and the United States.
- Mustang Market also allows for web-based sourcing and requisitioning of goods and services from Western's contracted vendors.
- Caretaking Services has worked with the preferred vendor and reduced the number of products used to one. The ES65 Program uses different dilution ratios to handle multiple cleaning uses, therefore significantly reducing the number and quantity of products used.
- Western employs Life Cycle Cost Analysis as a matter of policy and practice when evaluating energy and water products.

ENVIRONMENTAL

- Reduce and prevent waste
- Reduce resource consumption
- Reduce the amount of pollutants and toxins released into the atmosphere, soil and water
- Reduce greenhouse gas emissions
- Maintain healthy biodiversity

SOCIAL

- Improve employee health and safety
- Stimulate demand for sustainable products and the growth of the sustainability sector
- Enhance access to sustainable products by lowering costs
- Improve conditions in the developing world
- Improve working conditions and advance human rights

ECONOMIC

- Reduce material and utility costs
- Reduce waste disposal costs
- Reduce health and safety costs
- Reduce operating, replacement and maintenance costs
- Increase operational and economic efficiencies
- Attract customers
- Simplify compliance and environmental health and safety regulations

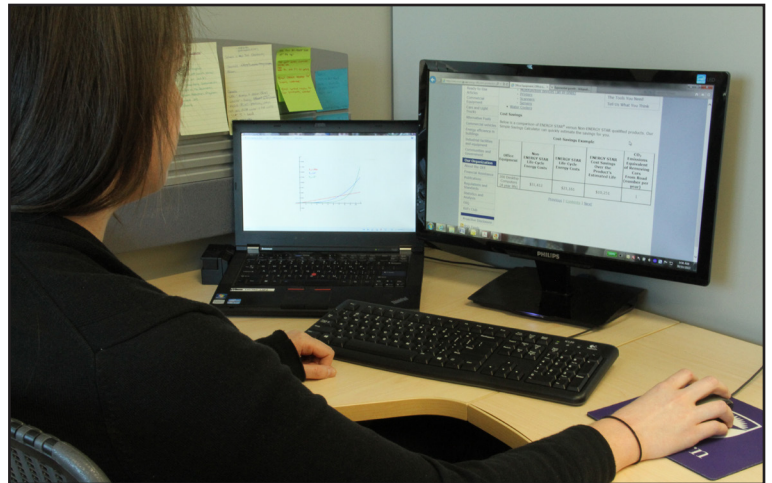
Source: Buy Smart Network

Total Cost of Ownership: A Life-Cycle Approach

When procuring products, it is important to take into consideration not only the upfront cost of the product, but also any costs associated with it after purchase, such as operating and maintenance costs. Total cost of ownership is an evaluation of the profitability and sustainability of purchases that reflect the entire life cycle of the product and the financial costs associated with each phase of the life cycle. By evaluating a product based on its total cost of ownership, it is clear that some products cost less money up front but more money to maintain in the long run. Including total cost of ownership in the price of a product at the initial time of purchase ensures a fair and complete price comparison.

5 Steps to Total Cost of Ownership

1. Identify purchasing needs
2. Research - Identify direct and indirect costs of competing products
3. Analyze sustainability performance
4. Develop recommendations
5. Measure impacts



Total Cost of Ownership: Computer Purchasing

Costs	Non ENERGY STAR Notebook Computer	ENERGY STAR 1 Notebook Computer
Initial Cost per Unit	\$825	\$825
Annual Energy Consumption	126 kWh	85 kWh
Lifetime Operating Cost (Energy and Maintenance)	\$51	\$34
Total Life Cycle Costs	\$876	\$859

Source: Natural Resources Canada

Business Products

Stationery Supplies

Purchasing environmentally friendly products to fulfill your day-to-day office supply needs is one of the easiest and most effective ways you can make a difference.

Preparing to Buy

- Purchase products that contain post-consumer recycled content.
- Opt for refillable and reusable items for longevity.
- Purchase biodegradable or compostable products.
- Look for non-toxic or water based inks, correction fluids and glues.
- Choose items that are rechargeable.
- Plan ahead to reduce the number of orders made.

Look For These Labels:



Developed by the Government of Canada, the EcoLogo is found on thousands of products which meet stringent life-cycle based environmental criteria.



Green Seal certifies products which meet rigorous life-cycle based sustainability standards.

Preferred Suppliers



Grand & Toy identifies all items that are environmentally friendly with this icon. Look for it on the Western Favourites ordering page and throughout the Office Max (Grand & Toy) website.



After the Buy

Ink/Toner:

Grand & Toy collects cartridges through the ThInk Program. Give used cartridges to your delivery driver or schedule a pick up.

Boomerang Box:

Grand & Toy uses standard Boomerang Boxes for deliveries. The stackable shape of these boxes allows them to be easily stored and returned to your delivery driver for reuse.

Batteries:

Place your dead batteries in the battery drop off boxes located on every floor of most buildings, under the Green Boards.

Plastics:

All plastics with a 1-7 recycling symbol on them can be recycled on campus (excluding Styrofoam and plastic bags).

Business Products

Paper and Paper Products

Encourage colleagues to reduce paper use and consider the following when purchasing paper products.

Preparing to Buy

- Choose products certified by a reputable forest management system such as the Sustainable Forestry Initiative (SFI) or Forest Stewardship Council (FSC).
- Ensure paper is made with post consumer recycled content.
- Purchase chlorine-free paper.
- Avoid individual wrappers or excessive packaging by purchasing in bulk.
- Check for non-toxic, natural or water based adhesives.

Think Before You Ink

- Use and share online documents
- Eliminate the use of printed meeting agendas
- Use track changes and commenting to edit draft documents
- Collect scrap paper and share for printing or notes
- Print exact numbers
- Print double sided and reduce margin sizes
- Eliminate print bleeds to save paper, ink, and money

Look For These Labels:



SUSTAINABLE
FORESTRY
INITIATIVE

SFI is a reputable third party certified forest management system.



FSC is a reputable third party certified forest management system.

Preferred Suppliers

DATA Group offers letter head and memo pads that are FSC certified and made of 10% post-consumer recycled content. Official brown envelopes are FSC certified and made of 100% post-consumer recycled content.

Staples and Grand & Toy offers paper that is SFI certified. They have also combined paper and stationery deliveries so Western's carbon footprint is minimized.

Staples has also grouped all Eco-Friendly products for ease of ordering.

After the Buy

From sticky notes to envelopes, all office-related paper products can be recycled on campus!

Business Products

Furniture

Although Western does not have one sole preferred furniture supplier, the following guide can assist in making sustainable choices when purchasing furniture.

For office chairs, In2Space is our preferred supplier.

Preparing to Buy

- Allocate furniture from the Asset Disposal Program.
- Buy used if possible.
- Purchase locally manufactured and Canadian made products when economically feasible.
- Select furniture that consists of natural fibres and materials.
- Ensure furniture is made of FSC certified wood products.
- Choose PVC free furniture.
- Look for furniture that doesn't emit VOCs and CFCs.
- Purchase products with post-consumer recycled content.
- Check for ergonomic options.
- Ensure furniture is modular and adaptable.
- Choose products with minimal packaging or packaging that can be reused by the company.

Look For These Labels:



Green Guard identifies interior products with low chemical emissions.



Cradle to Cradle recognizes products that are made of safe materials that can be disassembled and recycled.



SCS identifies interior products with low chemical emissions.

After the Buy

Don't throw away old furniture! First, check out [Procurement Services' Asset Disposal Program](#) and give your used furnishings a second life.



Business Products

Computers, Cell Phones and Other Electronics

Looking for environmentally friendly features among computers, cell phones and other electronics may not be as intuitive as other items being purchased on a more regular basis; however, the following sections can guide more energy efficient and 'greener' choices.

Also remember, Western has recycling stations for electronics throughout campus.

Preparing to Buy

- Find items in the office that can be used instead of purchasing new.
- When purchasing, try to buy used.
- Select PVC free products.
- Look for items made with reduced hazardous materials and substances.
- Opt for energy efficient models and chargers.
- Look for durability and long lasting products.
- Check for items made with post-consumer recycled material.
- Choose products with minimal packaging, recyclable packaging, or packaging that can be re-used.

Preferred Suppliers

Dell Canada
Computata Systems
Stronghold Services

GovDeals

GovDeals is a liquidity services marketplace. Check out [GovDeals](#) to auction off products or items that are no longer needed.

After the Buy

Replace parts of products instead of the whole product if possible (i.e. batteries). If the product is still in working condition, use Procurement Services' Asset Disposal Program. To arrange for the disposal of large items or quantities, contact Client Services at extension 83304.

Look For These Labels:



EPEAT is an environmental rating system that identifies greener computers and electronic equipment.



This label identifies products which contain restricted amounts of harmful substances like lead, mercury, cadmium, PBB and PBDE.



Energy Star identifies energy efficient electrical products.

Scientific Products

Laboratory Equipment and Products

When purchasing new items for laboratories, the following can facilitate responsible decision making for sustainable choices.

Preparing to Buy

- Check chemical inventories before purchasing new products.
- Look for energy efficient options for new and old equipment.
- Try to borrow or buy used first.
- Invest in items that have a long life span.
- Opt for refillable or reusable products.
- Purchase items with post-consumer recycled material.
- Favour recyclable or biodegradable products.
- Choose products that have minimal packaging.

Look For These Labels:

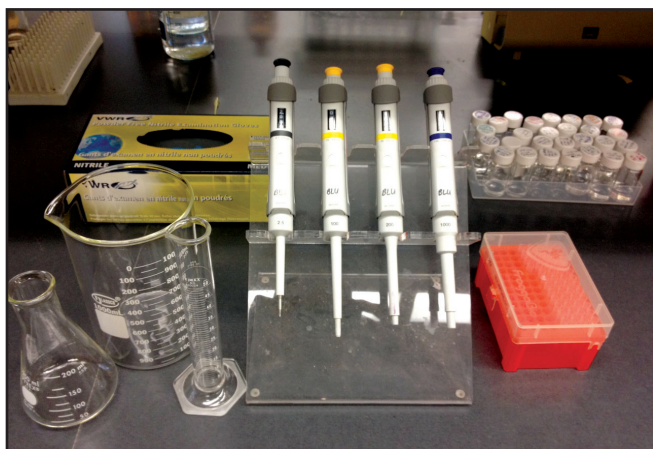


Energy Star identifies energy efficient electrical products.

Preferred Suppliers

Caledon Laboratory Chemicals is Western's preferred supplier for chemical purchases.

Fisher Scientific is Western's Prime Supplier for glassware and other laboratory supplies.



After the Buy

If equipment is still in working condition use Procurement Services' Asset Disposal Program.

Consult with *Western University's Hazardous Materials Management Handbook* for details on how to properly dispose of laboratory waste.

Engaging The Western Community

Achieving excellence in community engagement and education is one of the visions of PACES' sustainability strategy. Western offers a variety of programs that assist in achieving this vision. If you are interested in advancing sustainability in your department, office or classroom, contact the Sustainability Team at sustainability@uwo.ca to set up any one of the following programs.

Green Office Program

Western's Green Office Program will help your office identify areas of improvement, track progress, and celebrate achievements related to sustainability. By following checklists spanning eight categories developed specifically for Western's campus, this program establishes an office green team and facilitates changes for a more sustainable workplace.

Sustainability Lunch & Learns and Presentations

These interactive or lecture-style sessions are geared towards educating groups of students, staff or faculty about sustainability at Western. Topics include, but are not limited to, energy and water conservation, waste management, and ways to get involved on campus. Find out more about upcoming presentations [online](#).

Green Campus Tours

Guided walks will take you and your group through several of Western's LEED® certified buildings focusing on green features like water and energy efficiency, environmentally preferable building materials, construction methods, and measures to maximize indoor air quality performance. Along the way your guide will point out features such as rain water cisterns, LED lighting, FSC certified wood products, ventilation design, and much more! [Book your tour today!](#)

Energy Dashboard

Western's Energy Dashboard is an easily accessible, online tool for viewing electricity, steam, and water consumption of the campus as a whole, or building-by-building. This system allows viewers to compare a building's energy consumption to data from the previous week, month, or year. In doing so, viewers can also compare "Savings Equal To" categories such as kWh, MWh, House (Family of 4/Day), or kilograms of CO₂.

What Else Can You Do?

- Use an office composter (contact sustainability@uwo.ca for details).
- Sort recyclables (plastics 1-7, paper products, glass and metals).
- Use reusable beverage containers for hot and cold drinks.
- Turn off all lights in your area before leaving.
- Turn off your computer at the end of the day.
- Keep blinds closed to improve insulation.

References

[Buy Smart Network](#)

[Natural Resources Canada](#)

[The UBC Sustainable Purchasing Guide](#)

Contacts

Procurement Services

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