LUNCH AND LEARN:
SUSTAINABLE PROCUREMENT
AGENDA

Introduction
Sustainable Purchasing Concepts
Sustainable Procurement Trends
Tools at Dalhousie
Future Directions
Sustainable procurement involves the utilization of procurement criteria that includes environmental, social and ethical considerations along with generally understood commercial factors.

Procurement decisions will consider the total cost of ownership of an item based on analysis of vendor’s response to the above criteria.
COMMODITY Action

- **Avoid It** (Do we need it): ex. conference gifts (donation to a charity)
- **Reuse It**: ex. surplus goods, dump and run, support produce take back and reuse programs
- **Sharing**: ex. chemical stores (bulk dispensing), car share, refrigerator space
- **Use Less of it**: ex.
  - Paper (policy, MFD, computer software – double-sided)
  - Concentrated cleaners
  - Energy & Water Efficiency
  - Building Renovation/ C&D labs-workshops, projects
  - Food services packaging and food (catering/retail/events)
    - residences – trayless, weighing food waste, china, organics
  - ITS – review of who needs workplace handheld device
- Choose a more sustainable selection
Overarching Principles:
Avoid, Reduce, Efficient Use, Triple Category Consideration (Below)

Environmental
- Water quality and quantity,
- Toxics,
- Energy,
- Waste and emissions

Economic
- Costs:
  - Purchase,
  - Transport,
  - Operational,
  - Waste quality,
  - Durability,
  - ...

Health and Safety
- Worker Health & Safety,
- Community Development,
- Fair wage,
- Human rights
WHAT IS THE IMPACT OF SP - Goods?

Transport

Production
- Raw Materials
- Energy
- Waste
- Emissions to Air & Water
- Clean tech., fair wages, organic, efficient production, labour

Use
- Energy
- Waste
- Emissions to Air & Water
- Resource efficient, clean tech.

Disposal
- Energy
- Waste
- Emissions to Air & Water
- Re-used, recycled, composted, repaired
SUSTAINABLE PROCUREMENT TRENDS

SOCIAL PROCUREMENT - Set Aside, Social Enterprise

LIFE CYCLE COSTING

ETHICAL CONSIDERATIONS – Welfare (People, Animals), Fair Wages,

SUPPLY CHAIN TRANSPARENCY
WHAT IS THE IMPACT OF SUSTAINABLE PROCUREMENT?

LARGE – Dal over $100 million per year goods and services

Amount Purchased x Type of Products + Their Impacts.

At Dal we purchase a lot of many things from around the world.
On our own and with others (ISI) we can influence markets.
SO FAR...

- Sustainability incorporated into ISI purchasing policy (concepts in Dal purchasing policy)
- Sustainability language and evaluation in Policy, RFPs and tenders: example MFDs, food and beverage services, AV equipment, paper, C&D services, buildings (LEED gold or higher+), energy projects, fuels
- Some standard language in documents like contracts
- ENERGY STAR Partner
Policies: Sustainability & Procurement

RFP: Goals, reference, documents, scope, evaluation criteria

Tenders: Scope & Evaluation Criteria (KPI)

Three quotes: Scope and evaluation criteria

Contracts

Check lists/code of conduct - Pcards
The Seven Sins

SIN OF THE HIDDEN TRADE-OFF
A claim suggesting that a product is ‘green’ based on a narrow set of attributes without attention to other important environmental issues. Paper, for example, is not necessarily environmentally-preferable just because it comes from a sustainably-harvested forest. Other important environmental issues in the paper-making process, such as greenhouse gas emissions, or chlorine use in bleaching may be equally important.

SIN OF NO PROOF
An environmental claim that cannot be substantiated by easily accessible supporting information or by a reliable third-party certification. Common examples are facial tissues or toilet tissue products that claim various percentages of post-consumer recycled content without providing evidence.

SIN OF VAGUENESS
A claim that is so poorly defined or broad that its real meaning is likely to be misunderstood by the consumer.
ROLE OF CERTIFICATION/LCA/EPDS

USE OF CERTIFICATION AS A PREFERENCE POINT AND/OR MINIMUM STANDARD

COMPREHENSIVE

SINGULAR CATEGORY
Public sector purchasing

Working in the public sector? Purchasing policies that include sustainability criteria encourage suppliers to source sustainable products and services. It’s leading change, by the way you buy.

Buy Sustainably, Buy Smart

The BuySmart Network (formerly the Sustainability Purchasing Network) is a key source of information and education on sustainable purchasing. Administered by the non-profit Fraser Basin Council, BuySmart benefits from the participation of leaders in business, public bodies and non-profit organizations who are willing to share procurement strategies and learn from each other.

Would you like to help create a cleaner environment, a healthier community and better workplaces by weighing the social, economic and environmental impacts of the goods and services you buy? Welcome — this website is for you.

Fraser Basin Council

Does it really matter what a business buys? It does! Just ask our sponsors. By leading change for environmental, social and economic sustainability, they are seeing value in a triple bottom line. And by supporting the BuySmart Network, they are helping others do the same.
ENERGY STAR

- The international symbol for energy efficiency products are "top of their class" in terms of energy efficiency.
- Natural Resources Canada’s Office of Energy Efficiency promotes the ENERGY STAR in Canada.
- visit www.energystar.gc.ca.
SUSTAINABLE PROCUREMENT WEBSITE & TOOLS

- Dalhousie Procurement and Office of Sustainability
- Buy Smart BC
- Responsible Purchasing Network
- Government of Canada
- Energy Star (Office of Energy Efficiency)
- Nova Scotia Government
- US Federal Government
- Eco Logo Program
- Green Electronics - EPEAT
- Municipality of Whistler UBC's
- Sustainable Purchasing Guide
- Canadian Food Inspection Agency
- Food Labelling and Advertising
GROUP EXERCISE
Sustainability Checklist

What key products are purchased in your unit?

Think about this product/service and consider items on the Sustainable Procurement checklist.

Discuss if/how the checklist items relate to this product.
SUSTAINABLE PROCUREMENT CHECKLIST

A guide purchasing decision whether using a purchasing card, obtaining quotes, or working on RFP and tender documents.

Can be sent directly to potential vendors to outline key sustainability criteria that are important in Dalhousie sustainable purchases.
SUSTAINABLE EVENTS GUIDE

PROCUREMENT

- When making purchases for your event, consider:
  - Necessity
  - Durability
  - Reusability
  - Responsibility

ENERGY & WATER

- Turn off lights and equipment when not in use
- Provide water jugs and glasses (available through Aramark)
- Point out water fountains to participants

WASTE MANAGEMENT

- Start your event by pointing at the nearest four bin waste system
- Order non-disposables
- Sort event waste properly
Sustainable Events Guide

**TRANSPORTATION**
- Encourage guests to walk, bike, carpool, use ride share or use public transit
- Communicate venue accessibility to guests

**PROMO & PRINTING**
- Promote the event online & in-person
- Transfer materials electronically
- Minimize handouts
- Double side any relevant printing

**CATERING**
- Choose hand held food
- Aim for fair trade local, & seasonal options
- Provide vegetarian, gluten free, vegan etc. options
- Compost unwanted leftovers
GREEN EVENTS CERTIFICATION

The Office of Sustainability will provide consultations, resources, and certification to encourage and support more sustainable events at Dalhousie. The program will focus on carbon footprint, waste management, inclusivity and accessibility.

The purpose of the program will be to raise awareness, involve participants and reduce material waste by working closely with the event managers throughout the planning process.
THREE LEVELS OF CERTIFICATION

Evaluate each action item in the Sustainable Events Checklist to determine if it applies to your event and if it is completed.

- **BRONZE**: 40% of applicable points
- **SILVER**: 55% of applicable points
- **GOLD**: 75% of applicable points
**LOGISTICS AND PLANNING**

| Event planners set a sustainability policy for the event at the start of planning |
| Assign at least one person to ensure the implementation of sustainability and accessibility practices |
| Attendees pre-register or RSVP to limit over purchasing |
| Event is promoted as a "Sustainable Event" once certified |
| Use an electronic event invitation and registration process (e.g. email, eSignatures, paperless tickets, Google Forms). |
| Event is 100% paper-free or uses very little paper |
| Distribute documents electronically (e.g. via email, mobile app, handouts given as PDFs, or G Suite). |
| Reduce your paper consumption in the following ways: |
| • Print copies for groups instead of individuals. |
| • Print name tags on recycled paper, avoiding self-adhesive name tags. |
| • Print promotional materials and handouts on double-sided paper. |
| Print on labelled third-party certified paper containing recycled content. |
| Reuse plastic name tag-holders. |
| Only provide "thank-you" gifts, giveaway items and door prizes that model the [Sustainable Procurement Checklist](#). They should be durable, able to be reused and/or be a prompt for sustainable behaviour. |
| Whenever possible, create promotional signs out of materials which can be repurposed or reused at other meetings / events (e.g. avoid dates on banners or sandwich boards so they can be reused in future years). |
| Create decor out of materials that can be repurposed or reused at other events (e.g. reusable centerpieces). |
| Use erasable boards, blackboards, SMART Board, or projector instead of paper flip charts most of the time. |
| Event is held in a venue chosen for its energy efficiency and sustainable amenities, i.e. a LEED-certified building, a space with natural lighting, or outdoors. |
| Follow @DalOfficeSust on Twitter with your department Twitter account. |
| Tell another organization about the Sustainable Events Certification program |
## WASTE MANAGEMENT

<table>
<thead>
<tr>
<th>Event is zero waste (no trash is generated at event)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand how to sort waste into Paper, Recycling, Organics and Garbage by reviewing <a href="#">Dalhousie Waste Management Guide</a></td>
</tr>
<tr>
<td>Abide by Pack It Up, Pack It Out signage</td>
</tr>
<tr>
<td>Do not move bins – locate the nearest sorting station</td>
</tr>
<tr>
<td>Tell participants how to sort common items at the event</td>
</tr>
<tr>
<td>For large events such as conferences, it is hire or arrange for volunteers to provide education at core waste stations.</td>
</tr>
</tbody>
</table>

## TRANSPORTATION

<table>
<thead>
<tr>
<th>Event is walkable from provided/recommended accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform and encourage attendees to use sustainable transportation to get to the event, such as cycling, walking, public transit, carpooling or using a carshare.</td>
</tr>
<tr>
<td>Encourage out-of-town attendees to take a shuttle or bus to and from the airport.</td>
</tr>
<tr>
<td>Use video teleconferencing tools for meetings, planning sessions, and more to reduce travel.</td>
</tr>
<tr>
<td>Shuttle, carpool, group walks, and/or bike rides are arranged for transportation to, from, and/or during events</td>
</tr>
<tr>
<td>CATERING</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Event has no bottled water</td>
</tr>
<tr>
<td>Event is mostly vegetarian</td>
</tr>
<tr>
<td>Food and condiments served in reusable or compostable dishware</td>
</tr>
<tr>
<td>Food is clearly labeled with dietary information and source (farm, vendor, etc.), as appropriate</td>
</tr>
<tr>
<td>Provide reusable/recyclable/compostable dishware rather than disposable</td>
</tr>
<tr>
<td>Ask about dietary restrictions and provide labelled options (vegetarian/vegan, allergies, kosher, halal, etc.)</td>
</tr>
<tr>
<td>If alcohol is served, offer non-alcoholic alternatives</td>
</tr>
<tr>
<td>Reduce food packaging waste</td>
</tr>
<tr>
<td>Serve only fair-trade tea and coffee</td>
</tr>
<tr>
<td>Make a plan for the potential of surplus food</td>
</tr>
<tr>
<td>Choose china first, compostable dishware second</td>
</tr>
<tr>
<td>Have finger food if metal cutlery is not available</td>
</tr>
</tbody>
</table>
### PARTICIPANT INVOLVEMENT

- Encourage participants to bring their own dishware, bags etc.
- Develop a customized land acknowledgement and practice pronunciation beforehand
- Communicate the sustainability goals and features of the event to participants before, during, and after the occasion
- Gift or give away ethical consumables, reusable mugs or bags, or nonmaterial gifts such as donations

### EXHIBITOR INVOLVEMENT

- Communicate your event's sustainability features and goals to all exhibitors or vendors
- Samples or giveaways should align with the event's message
- Integrate sustainability concepts into vendor contracts, by mandating reusable or compostable sample cups, for example
- Request that no single garbage bins be provided for each booth
SOCIAL GOOD

| Choose a venue that is physically accessible (e.g. entryways and washrooms are wheelchair accessible). |
| Offer to provide interpretation services through Accessibility Resources upon request. |
| Post directions to the nearest all-gender washrooms. |
| Ensure accessibility and inclusivity features are communicated to event attendees. |
Feedback

How can we promote our tools (check list, guide, and events certification)?

How can we use them more effectively?

Are there any other tools you would like to receive?

How can we help you? (we have helped Depts with RFP language and reviews.)