

Fleming College Sustainable Procurement Guidelines



**For assistance with using this guideline for purchases
contact:**

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Purchasing:

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Background

It is the objective of these guidelines to advance the protection of the environment and support sustainable development by integrating environmental performance considerations into the procurement decision-making process.

Green procurement is set within the context of achieving value for money. It requires the integration of environmental performance considerations into the procurement process including planning, acquisition, use and disposal. In this context, value for money includes the consideration of many factors such as cost, performance, availability, quality and environmental performance.

Green procurement also requires an understanding of the environmental aspects and potential impacts and costs, associated with the life cycle assessment of goods and services being acquired. In addition, the guidelines and procurement methods can also offer opportunities to reduce the environmental impacts of institutional operations.

In collaboration with Fleming College's Office of Sustainability; sustainable procurement of paper, cleaning products, furniture, carpets, etc. will support Fleming College's goal of realizing a more sustainable campus. Fleming College will endeavor 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, in support of UN Sustainable Development Goals - SDG #12

12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



Purpose

The purpose of this guideline is to promote Fleming College's accountability for its use of public funds in the acquisition of goods and services within the College's vision for sustainability statement. The College has established this guideline which all departments are encouraged to adhere to for the acquisition of goods and services. The College will also assist all 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.

The College's Purchasing Department in conjunction with all College 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 conscious whenever practical while 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 defines sustainable procurement as it pertains to Fleming College and is a resource for the college community. This will result in more environmentally responsible planning, purchasing, use and disposal of goods at Fleming College, 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.
- Levering the purchasing power to achieve economies of scale in the acquisition of environmentally preferable goods and services, thereby reducing the cost for the institution and strengthening greener markets and industries;
- Resulting in more environmentally responsible planning, acquisition, use and disposal practices using life cycle assessment; and, Supporting a healthier working environment for employees through the purchase of environmentally preferable goods and services.



Fleming College is committed to fostering a strong culture of sustainability. In 2009, our President signed the CIGan Pan-Canadian Protocol for Sustainability.

By signing this protocol Fleming College accepted responsibility to: "maximize their contribution to a sustainable future and are committed to their role as leaders to their internal and external communities", specifically;

Fleming College accepted responsibility to:
"maximize their contribution to a sustainable future and are committed to their role as leaders to their internal and external communities"

"Incorporate sustainability practices in procedures and operations such as green standards for buildings, alternate energy sources, Energy Star certification for products, and energy efficient transportation".

CIGan Pan-Canadian Protocol for Sustainability, 2007



Definitions

Sustainable Procurement:

The term sustainable procurement means placing procurement priority not only on price, quality and service, but also on the environmental and socio-economic impacts of a product or service. Sustainable procurement also encompasses working with suppliers to improve environmental and socioeconomic performance across value chains from point of manufacture to final delivery and ultimate disposal of a product or service.

Environmentally Friendly:

The term sustainable procurement means placing procurement priority not only on price, quality and service, but also on the environmental and socio-economic impacts of a product or service. Sustainable procurement also encompasses working with suppliers to improve environmental and socioeconomic performance across value chains from point of manufacture to final delivery and ultimate disposal of a product or service.



Criteria

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

Purchasing Criteria

- Careful consideration of the goods, materials or services 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

Did You Know?

Fleming College uses 100% recycled copy paper?



Packaging Criteria

- Use products that have minimal or no packaging
- Purchase 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

“Fleming's culture delivers innovative programs and practices that build healthy futures for people, communities and the environment”

-Fleming's Sustainability Plan (2013-2018)

SUSTAINABLE DEVELOPMENT GOALS



Responsibilities of all College Departments

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

- Use the list provided in this Guideline to explore and identify environmentally preferable products aimed at meeting the purpose of this Guideline 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 Office of Sustainability and/or Purchasing Department.



References

- 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>
- The State of Municipal Sustainable Procurement in Canada: <https://reeveconsulting.files.wordpress.com/2011/05/2012-state-of-munic-sust-proc-canada.pdf>
- 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/>



Fleming College Sustainable Procurement Checklist

Energy Efficiency:

- √ 1. Does the product have energy efficiency certifications?
- √ 2. Is the product energy efficient compared to competitor products?

Material Origin:

- √ 1. Is a portion of the product made with recycled material?
- √ 2. What percentage of post-consumer materials is used?
- √ 3. If the product is wood, is it certified by the Forest Stewardship Council of Canada (FSC- CA)?

Supplier Environmental Record:

- √ 1. What is the company's record with respect to environmental concerns and events?
- √ 2. Does the manufacturer/supplier have a company environmental policy statement?
- √ 3. Is the company equipped to conduct business electronically (including invoices, bids, etc.)?

Waste Reduction:

- √ 1. Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization?
 - √ 2. Is the product designed to reduce consumption and minimize waste and/or is it reusable?
 - √ 3. Can the product be recycled or returned to the supplier at the end of its useful life?
 - √ 4. Will the product biodegrade over time into harmless elements?
 - √ Is minimal packaging used?
 - √ 5. Is the product packaging reusable or recyclable?
-

Labels to Look for...

Energy Star:

[http://www.energystar.gov/index.cfm?
fuseaction=find_a_product](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/>

