SUSTAINABLE PURCHASING GUIDELINES

Procedure Type:	Management	**Initially Approved:**	September 30, 2014
Procedure Sponsor:	VP, Administrative Services	**Last Revised:**	September 30, 2014
Administrative Responsibility:	AVP, Business and Retail Services	**Review Scheduled:**	April 2019
Approver:	President's Executive Committee		

A. PROCEDURES

1. SUPPLY CHAIN SERVICES RESPONSIBILITIES

1.1 The Supply Chain Services department is responsible for the management of all purchasing activities on behalf of the University. Supply Chain Services has the authority to design and manage purchasing programs, practices and procedures.

1.2 Mount Royal University is committed to minimizing the negative impact of its operations on the environment. Supply Chain Services contributes toward this goal by assisting departments in the procurement of goods and services that fully meet or exceed business requirements while;

a. Minimizing resource consumption (including energy).

b. Reducing or preventing the generation or release of waste, greenhouse gases, and other pollutants to air, water and land.

c. Managing waste in an environmentally responsible manner.

d. Protecting health and well-being.

1.3 Supply Chain Services manages all centralized purchases on behalf of the University through:

a. Competitive Bidding Opportunities (Tenders and Requests for Proposals) – Buyers are to review the Sustainability Purchasing Guidelines at the project start up meeting. This gives the selection committee/project manager a chance to specify what is applicable to that particular competitive bidding opportunity.

b. Purchase Orders: Buyers are to take into consideration the Sustainability Purchasing Guidelines when issuing Purchase Orders to vendors.

c. Supply Chain Services will provide the Sustainability Purchasing Guidelines on the Mount Royal University intranet site for all those who make purchases using P-Cards or any other payment method.

2. DEPARTMENTAL RESPONSIBILITIES

2.1 University faculties and departments are responsible to:

2.2 Participate in Project Start-Up Meetings and provide feedback to Supply Chain Services regarding the sustainability considerations in the Sustainability Purchasing Guidelines.

2.3 Consider the Sustainability Purchasing Guidelines when making any purchases. Faculties and departments may consult with Supply Chain Services at any time regarding these guidelines.

3. GENERAL GUIDELINES FOR SUSTAINABLE PURCHASING

Sustainability Considerations are listed in the following table. This list is not exhaustive and other sustainable considerations may be appropriate.

Disposal	Is it recyclable, and is it recyclable in the local facilities available to Mount Royal University? Can we ask the vendor to take it back when the product becomes obsolete? Is there an end of life program that includes re-use, recycling and/or refurbishing?
Durability and Reusability	Pens, towels, uniforms, etc. Recyclable and/or made from recycled material (recycled paper, plastic, or wood). Can the product be re-used, refilled, re-charging or re-conditioned to extent its life?
Energy Efficiency	Well known product certifications for energy savings (e.g., Energy Star). Efficient use. Ask vendors for training to ensure maximum efficiency. Power saving features (avoid equipment that can't be turned off or that has no power saving mode). Energy efficient lighting and motion sensors.

Local	When price, fitness, availability and quality are equal then consider the transportation and carbon emissions needed to provide the product or service.
Packaging	Options to minimize packaging and/or return packaging. Packaging made from recycled materials. Reusable packaging. Vendor route optimization to reduce carbon emissions.
Recycled Content	Products which are easily recycled at local facilities. Amount of recycled content (100% preferred). Post-consumer waste content. Recycled content beyond paper: toners, fabric, furniture, construction material, paints, etc.
Total Cost of Ownership	Offsetting higher initial pricing with lower operating costs for energy and/or water demands over the life span. Cost of auxiliary products – toners, trash can liners, batteries, etc. Reduction of costs from a vendor take-back program or re-use.
Toxics	Third party certifications (e.g., Green Seal, Ecologo, FSC). BPA-free plastics. Lead-free products. Bio-degradable products.
Water Efficiency	Low Flow. Auto Sensors. Flow restrictors. “High efficiency” labels or certifications.
Energy Conservation	Power management setting for appliances and electronics. Does the item have different energy consumption rates for all operation modes? Optimized settings for heating and cooling.
Transportation	Use of fuel efficient vehicles (later models preferred). Route optimization for deliveries.

Waste Management and Recycling	How waste from construction or services will be re-used or disposed of. Electronic processes may reduce or eliminate the need for paper based processes. Making use of on-line ordering systems.

B. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
09/30/2014	NEW			