

# Policy on Environmentally Sustainable Procurement

**Category:** Operations

**Approval:** PVP

**Responsibility:** Associate Vice-President, Financial Services & Associate Vice-President, Facilities Management

**Date approved:** March 27, 2017

## **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:**

Associate Vice President, Facilities Management

**Date for Next Review:**

April 1, 2022

**Related Policies, Procedures & Guidelines**

- a) Procedure for Environmentally Sustainable Procurement
- b) Guidelines for Environmentally Sustainable Procurement
- c) Environment & Sustainability Policy

**Policies Superseded by This Policy:**

- a) Environmental Procurement Policy January 27, 1995