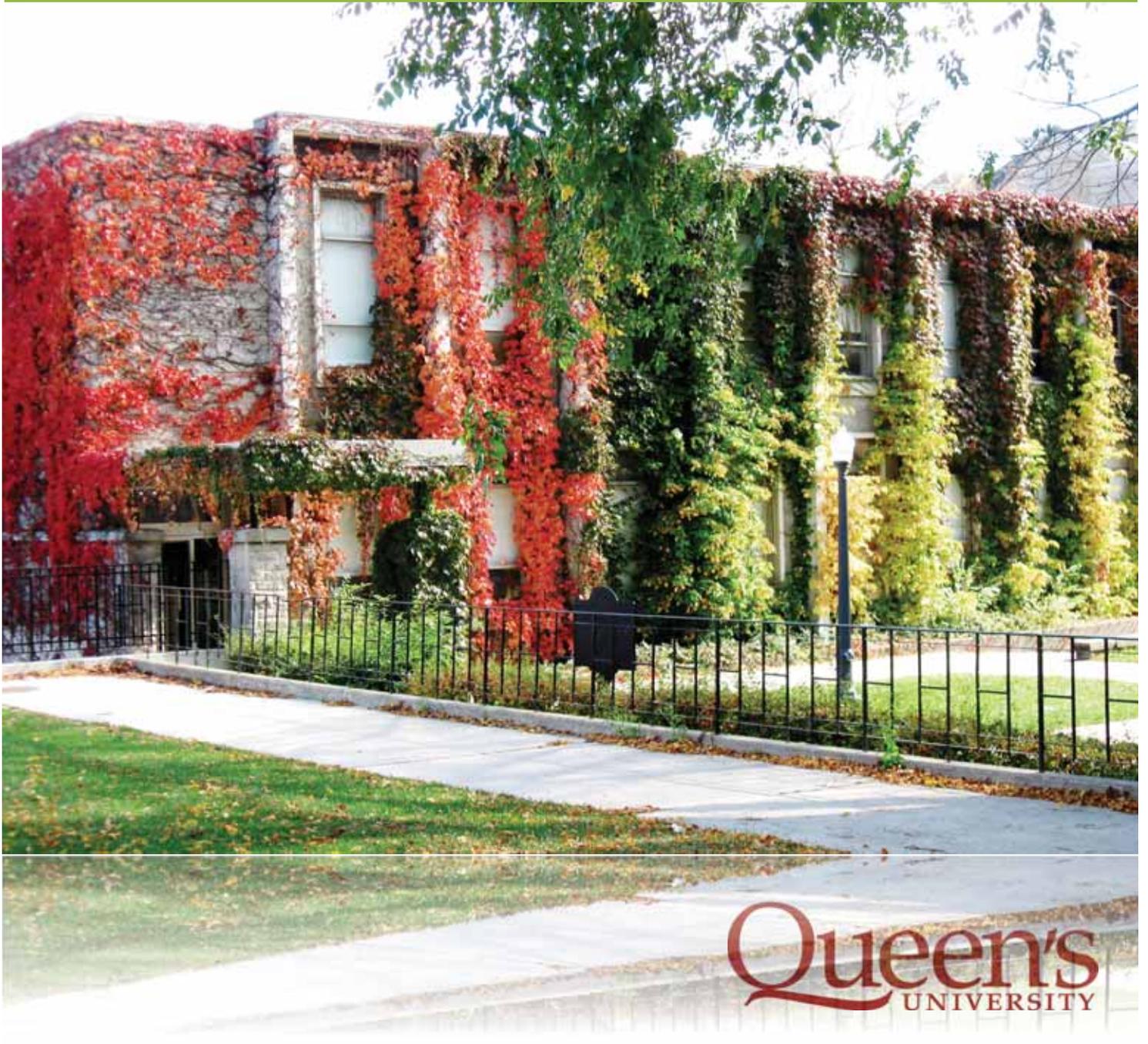


Gaels Go Green



Sustainable Procurement Guidelines

Authors' Message

Queen's University is dedicated to creating a culture of sustainability on campus that influences the way we operate. Addressing campus sustainability can take many forms and involve a variety of operational elements to improve the university's environmental impact. Procurement activities, the purchasing of goods and services, offer a significant opportunity for the university to have a broad impact environmentally, socially and economically.

The adoption of sustainable procurement practices is appealing because a purchased good involves much more than the item itself and can have a considerable effect in key areas of campus operations. There is an entire chain of impact points along the life cycle of the product that includes the raw resources, the production, the packaging, the transportation, potential operating impacts and finally its disposal. Each point represents an opportunity to decrease environmental impact by making more sustainable product and service choices.

Sustainable product choices can range from opting for higher post-consumer recycled content in order to reduce raw resource harvesting or selecting local producers to lessen transportation impacts. Other considerations could be looking for the most energy efficient product, reduced packaging, non-toxic, reusability, produced with socially responsible labour etc. The choices are many, but the opportunity to receive good value and reduce environmental impact resulting from our purchasing decisions is obtainable.

Within the context of existing purchasing agreements and suppliers, this guide seeks to provide suggestions and assistance to help your office with sustainable procurement. The guide has focused on common items that are routinely purchased on campus. Each section highlights purchasing criteria that should be considered for a more sustainable product and identifies recommended products that are currently available with existing Queen's suppliers.

We hope you find this guide useful and thank you for your commitment to sustainable procurement at Queen's University.

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What is Sustainable Purchasing?

In general, sustainable procurement is a way to acquire goods and services without exclusively focusing on a private/institutional cost-benefit analysis, and instead attempts to maximize the net benefits within a broader context.

Conventional procurement would generally see an institution evaluate products and services based on price and quality. An institution practicing sustainable procurement attempts to also evaluate other extrinsic elements and costs that involve environmental, social and economic impacts in order to avoid and/or minimize broader adverse impacts.

By following Sustainable Procurement Guidelines, those responsible for the procurement of products at Queen's can contribute towards a sustainable campus. This can be achieved through the purchasing of products that meet a comprehensive range of sustainability criteria that among other benefits can;

- Reduce operating costs
- Reduce waste and waste disposal costs
- Reduce energy costs
- Improve employee health
- Improve workplace conditions in production facilities

“Sustainable procurement ...attempts to also evaluate other extrinsic elements and costs that involve environmental, social and economic impacts”

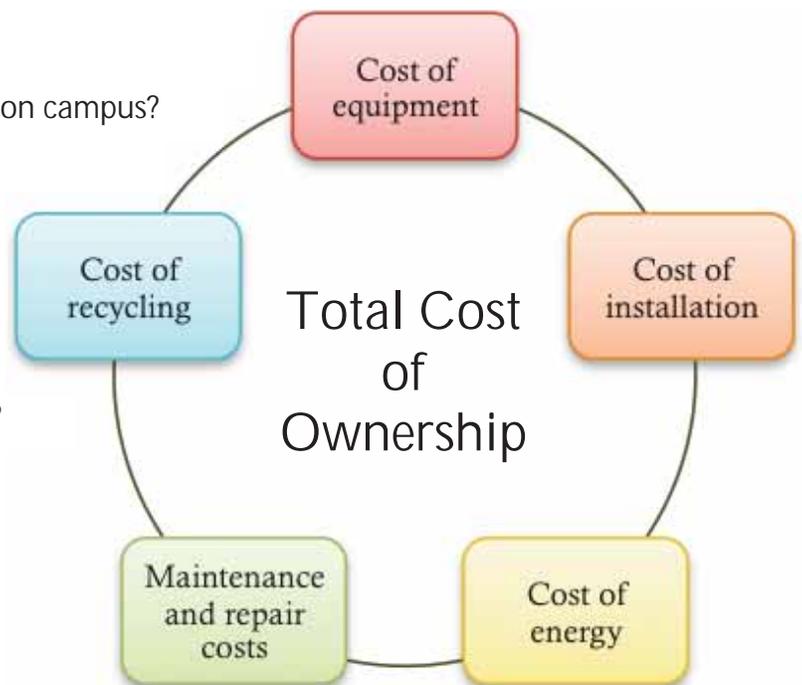


General Purchasing Strategies

The Life-Cycle Approach

Although every purchase will be slightly different and may require unique evaluation approaches, there are nevertheless a few common considerations that can be universally applied. It is recommended that buyers begin the purchase process by asking themselves these questions before they buy something:

- What need does the product fulfill?
- Is it truly necessary?
- Can I repurpose something already on campus?
- What are the product contents?
- How was it made?
- How it will get here?
- Is it durable?
- How will it be disposed?
- What is the total cost of ownership?



Total cost of ownership (TOC) is an evaluation process that addresses a product's entire life cycle, focuses on the financial costs and environmental impacts associated with each phase of the life cycle.

By evaluating a product based on its TCO, it is often the case that many products with cheaper upfront or capital costs eventually cost more to maintain over the duration of the product's life. By using a TOC evaluation, buyers can often receive better value for their purchases.

Business Products

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.

Stationery Supplies

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

- 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 waste based inks, correction fluids and glues
- Choose items that are rechargeable
- Plan ahead to reduce the number of orders made

Useful Tip... Websites often have online tools to assist with sustainable purchasing

- Office Max (Grand & Toy) has a pop-up search available to look for items that are part of their Green Product Line
- EcoEasy – Staples offers an online tool at checkout to flag sustainable alternatives to your desired product



Business Products

Paper and Paper Products

Encourage colleagues to reduce paper use and consider the following when making purchases.

Preparing to Buy

- Choose products certified by a reputable forest management system such as the Sustainable Forest Initiative (SFI) or Forest Stewardship Council (FSC).
- Avoid individual wrappers or excessive packaging by purchasing in bulk
- Ensure paper is made with post-consumer recycled content and chlorine-free
- Check for non-toxic, natural or water-based adhesives
- Reduce paper consumption using the following strategies:
 - Use and share online documents
 - Print double-sided and reduce margin sizes
 - Collect scrap paper reuse for informal documents

Look For These Labels:



SFI is a reputable third party certified forest management system.



FSC is a reputable third party certified forest management system.

Recommended Product

Staples 100% Recycled FSC-Certified Copy Paper, 8½" x 11"

... *OR* for a more innovative solution...

Step Forward 80% Wheat Straw FSC-Certified Copy Paper



Business Products

GREENGUARD Environmental Institute (GEI)

An industry-independent, non-profit organization that oversees the GREENGUARD Certification Program for low-emitting products and materials; furniture products from our preferred suppliers have been certified by GEI.

Furniture

Standardization of commonly used furniture products allows Queen's to select and procure quality furniture products that address the following criteria: aesthetics, durability, ergonomics, functionality, life-cycle cost, maintenance, non-obsolescence, performance, safety, sustainability and warranty.

Furniture procurement on campus must follow the Campus Planning guidelines, using the preferred supplier to meet office needs. The furniture procurement ordering process can be found here: <http://www.queensu.ca/procurement/preferred/furniture-1/ordering.html>

The preferred suppliers for non-office furniture have been evaluated based on a variety of criteria similar to that of the office furniture standards. A list of contracted vendors may be found here: <http://www.queensu.ca/procurement/preferred/furniture.html>

Preparing to Buy

- Look for existing furniture on campus that can be reused by checking the [Freecycle](#) item exchange network
- Within Campus Planning furniture procurement guidelines, look for products that fulfill the following criteria
 - o Low/no volatile organic compounds (VOC)
 - o Materials with high recycled content
 - o High post-life recyclability

Business Products

Computers, Cell Phones & Other Electronics

Looking for environmentally friendly features for electronics may not be as intuitive as other office items; however, the following sections can guide more energy efficient and 'greener choices

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 reused
- Replace parts of products instead of the whole product if possible (ie. batteries).

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.

Business Products

Multifunction Devices

Having multiple devices for separate functions wastes space, energy, and time. Multifunction devices can help to reduce energy consumption and reduce e-waste. Queen's University's preferred supplier for multifunction devices is Xerox, an ISO certified supplier. To learn more about sustainability features, go to www.bbequipment.ca

Recommended Product – Xerox

- ColorQube solid ink reduces waste by up to 70 %
- Reduces waste residue, nontoxic, biodegradable
- LED technology – lower heat levels



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 first
- Look for energy efficient options
- Invest in items that have a long life span
- Opt for refillable or reusable products
- Favour recyclable or biodegradable products
- Purchase items with post-consumer recycled material
- Choose products that have minimal or sustainable packaging



Sustainable Catering

When catering an event, there are a number of strategies that can be used to support a sustainable food system, reduce waste, and divert organics from the landfill. Remember to keep the following points in mind for your next event.

Planning Ahead

- Avoid wasting leftovers by making a projection of attendees or ask guests to RSVP prior to ordering catering service
- Contact the Sustainability Office (see p. 18) to facilitate organics collection at your event to divert compostable waste from the landfill
- Ask the caterer to supply reusable table covers to eliminate waste
- Opt for catering services that use local and sustainable ingredients
- Purchase refreshments in bulk to reduce waste from individual packaging
- Ask guests/participants to bring their own mug or bottle to the event to avoid waste incurred from providing disposable coffee cups

During the Event

- Provide appropriately labeled recycling and waste containers
- Use reusable or compostable dining ware and cutlery to reduce waste

After the Event

- Donate excess food to a local charity (Soul Food, Loving Spoonful)



Travel & Transportation

Look for this label:



The EnerGuide label is affixed to new vehicles for retail sale in Canada. The label provides the model-specific [estimated fuel consumption](#) and annual fuel cost for

Vehicle Procurement: Campus Fleet

The campus has a fleet of roughly 90 vehicles that are used in a variety of capacities including research, maintenance, security and general personnel shuttling. These vehicles are attributed with significant purchase and operational costs, and combined contribute roughly 175 MTCO_{2e} to the campus carbon footprint. Selecting more fuel-efficient vehicles can both reduce costs and environmental impacts.

Before you buy:

- Do you need full-time use of a vehicle, or can you share with another department?
- Have you considered a car-sharing program for your needs?
- Right-size your vehicle purchase.
- Select the most fuel-efficient vehicle available.
- For a people mover, consider a small-sized car with a minimum 6 L/100 km efficiency rating.
- For a utility-type vehicle, consider smaller 4 cylinder options with a 9L/100 km efficiency rating.

The most fuel-efficient vehicles for model year 2014 (NRCAN)

Cars	
Compact	Ford Focus Electric 107 kW electric motor, 1-speed automatic
	Toyota Prius c 1.5 L, 4 cylinder hybrid, continuously variable
Pickup Truck	
Small	Toyota Tacoma 2.7 L, 4 cylinder, 5-speed manual
Standard	Ram 1500 Diesel 3.0 L, 6 cylinder, 8-speed automatic
Van	
Cargo	Nissan NV200 Cargo Van 2.0 L, 4 cylinder, continuously variable
Passenger	Ford Transit Connect Taxi 1.6 L, 4 cylinder, 6-speed automatic with select shift

Travel & Transportation

Business Travel

Business travel is sometimes an unavoidable necessity for university employees; however there are several options available that can reduce environmental impacts.

Before you travel:

- Is the trip necessary?
- Can the information be shared via teleconference or online?
- If travel is unavoidable, traveling via train offers the least environmental impact and is often the most economical.
- If more than one person is travelling and the train is not an option, be sure to share rental cars.
- Book the most fuel efficient car rental to suit the number of passengers.
- If your destination requires air travel, consider purchasing a carbon offset.

Look for this label:

The David Suzuki Foundation lists several Gold Standard carbon offset providers that can be selected to offset the emissions for flights.

[The Gold Standard](#) is widely considered to be the highest standard in the world for carbon offsets.

It ensures that key environmental criteria have been met by offset projects that carry its label.



David
Suzuki
Foundation

SOLUTIONS ARE IN OUR NATURE

Preferred Suppliers

Office Supplies/Stationery

- Office Max (Grand & Toy) identifies all items that are environmentally friendly with this icon. Look for it throughout the website to find preferable products
- Staples offers a line of *Sustainable Earth by Staples™* products that are eco-conscious to help reduce the environmental impacts of everyday office supplies
- Queen's Campus Computer Store stocks eco-friendly and energy efficient toner, ink, fax machines, printers, keyboard cables etc

Paper and Paper Products

- Office Max (Grand & Toy) offers paper that is SFI certified. They have also combined paper and stationery deliveries so our carbon footprint is minimized
- Staples offers a variety of copy paper that is FSC certified and Eco-Responsible

Furniture

- Office Max (Grand & Toy) is the sole preferred supplier in a contract with Queen's University. Look for Green Guard, Cradle to Cradle, and SCS labels when browsing their website online

Computers and Electronics

- Campus Computer Store
- Multifunction Devices – Xerox

Lab Materials and Equipment

- CanadaWide Scientific
- Caledon Lab Chemicals
- Diamed Canada
- VWR



Post Product Life – Recycling

Paper Recycling

- All office-paper products can be recycled on campus!
- Reuse scrap paper for informal purposes
- Boomerang Box – Office Max (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.

Stationery Recycling

- Ink/Toner – Queen’s departmental offices send cartridges to the Campus Computer Store and the Queen’s Post Office for recycling

E-Waste Recycling

- Batteries and E-Waste – Bring your dead batteries and other E-Waste to your academic department office collection site or the Campus Computer Store. Physical Plant Services will transport all E-Waste to a processing facility where 100% of electronic waste will be disassembled and recycled.



Note: Sort recyclables (1, 2, 4 & 5 plastics, paper products, glass and metals) into recycling bins at your desk or at a recycling station

Post Product Life – Opportunities for Reuse

FreeCycle Program

- Don't throw away old furniture! First, check out the Furniture Reuse Program and add to the surplus furniture inventory. Give your used furnishings a second life with others on campus who may want it
- The University has implemented an item exchange network, [Freecycle](#). This application provides a vehicle for the campus community to advertise items they no longer need for others to use with no cost attached. It could be anything: office supplies, furniture, equipment, etc. Using this site to exchange unwanted items saves money, ensures less waste goes to landfill and supports our campus culture of sustainability.

Room of Requirement

- Surplus, unused and lightly used office/school supplies can be taken to the Room of Requirement in the John Deutsche University Centre. Run by the Alma Mater Society, this resource helps to reduce waste and offers sustainable alternatives to students

The Campus Bookstore

- To combat the high costs of inkjet printing and to encourage reuse for the environments sake, the bookstore has partnered with RIS (Retail Inkjet Solutions) to offer an Ink-Jet cartridge refill service, saving customers up to 50% on printer ink. This accommodates most top-selling cartridges from HP®, Lexmark®, Canon® and Dell®, and Epson®

The AMS Publishing & Copy Centre

- The P&CC sells Trashbooks as a way to reuse scrap and misprinted paper. It is a great way to reduce, reuse, and recycle. Also consider transforming your own scrap paper into Trashbooks by using the P&CC's binding services.

References

Natural Resources Canada Procurement Toolkit
The UBC Sustainable Purchasing Guide
Western University Sustainable Procurement Guideline
AASHE Procurement Toolkit
Recycling Tips Look-up
Special thanks to Anna Zhuo (ArtSci 15)

Contacts

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