

NOTTINGHAM TRENT UNIVERSITY

SUSTAINABLE PURCHASING GUIDE

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1. Introduction and Purpose of the Guide

The Sustainable Purchasing Guide is designed to help staff to better understand the sustainability issues that surround the purchase of products and services for the University.

The guide is intended to support School and Professional Service purchasers by highlighting the sustainable purchasing options embedded into the contracts we have in place for particular goods and services.

The guide's primary purpose is to provide practical advice to equip School and Professional Service purchasers with the knowledge they need to understand and implement sustainable procurement.

The University recognises that taking into account the environmental impacts of our purchases forms a key part of our commitment. Social issues need to be considered equally in the procurement of all goods and services and incorporated into procurement processes. Guidance on equality in procurement;

COMPLIANCE WITH THE RACE RELATIONS AMENDMENT ACT 2000 (RRAA) - PURCHASING

DEPARTMENT GUIDANCE NOTE

This report details the action to be taken to ensure that the University is compliant with the Race Relations Act 1976, as amended in 2000 (Race Relations Amendment Act (RRAA)), from a procurement perspective.

The University has developed a Race Equality Policy, which was published in May 2002. This requires, amongst other things, policies and procedures for procuring goods and services to be reviewed in the context of the Race Relations Act 1976, as amended in 2000 (RRAA).

Higher Education Institutions (HEI), as public authorities, now have a Duty to Promote Race Equality in relation to Procurement and not just to eliminate discrimination. The Commission for Racial Equality (CRE) have produced guidance for public authorities and an HE National Working Group has produced a guidance toolkit.

The University Executive Board endorsed the Race Equality in Purchasing Action Plan on the 7 April 2004.

In order to assist staff, preferences for product choices and cost implications are provided, where possible.

The commodity guidance within the document is a practical tool that will enable purchasers to maximise the sustainability of their purchases and it is split into sections relevant to the everyday purchasing activities undertaken by departmental purchasers. The guide assists in promoting the sustainability activities of a number of the University's main suppliers.

The Sustainable Purchasing Guide will be a living document in which we hope that content will change frequently.

The Sustainable Purchasing Guide is set within the context of the Sustainable Purchasing Policy, which is itself a part of the wider ranging Environmental Policy - http://www.ntu.ac.uk/ecoweb/document_uploads/75115.pdf

2. Sustainable Procurement – Aims and Objectives

The key aims and objectives of the University's sustainable procurement are stated in the policies and procedures under sustainable objectives.

At a practical level we aim to:

INCREASE

- the use of waste hierarchy principles, which are to reduce, reuse, and recycle
- the recycled content of all products wherever possible
- the use of durable items as opposed to disposable ones
- the use of biodegradable products
- consideration of natural materials over synthetic ones, which can produce harmful emissions
- habitat preservation, wherever possible, e.g. timber from sustainable sources
- specifications for goods, works and services to cover the requirements of equality groups with particular reference to accessibility and utility of these for users with disabilities, female users and users with diverse beliefs

REDUCE

- resource use by minimising excess waste wherever possible
- use of products that create or involve hazardous chemicals in the manufacturing process
- use of potentially hazardous products, wherever possible
- pollution (including noise) by switching to more environmentally-friendly practices
- energy & water use by installing resource efficient appliances and embracing 'green' energy generation
- transport and travel mileage

3. Purchasing Goods and Services – A Spin Around the Purchasing Cycle

a) Identification of Need - First things first....Do you need to buy?

Before buying any products or services, a number of questions should be considered:

- Is the product or service required?
- Can the need be met in another way e.g. by service rather than goods purchase?
- Is a suitable product available elsewhere in the institution?
- Can the requirement be met by renting or sharing rather than purchasing?
- Is the quantity requested essential?
- Can the product serve any useful purpose after its initial use?

Remember that the best way to help the environment is to minimise consumption.

Please see Appendix A for more detailed guidance - Checklist for Sustainable Procurement Consideration

b) General Guidelines

- If it is essential to purchase, it is important when choosing products to consider whether alternatives are available which are less environmentally and socially damaging.
- An assessment of the impact and risk relating to the goods and services that NTU purchases is provided within this guidance.
- For those that are deemed high risk, you should carry out some further assessment of the suppliers and the products/services required.

c) Supplier selection

- Identifying suppliers that can meet your sustainability goals is important so the supplier's sustainability policies and practices should be assessed.

Please see Appendices B and C for more detailed guidance – Key Questions to ask Suppliers e.g. do they have an environmental policy?

d) Product and/or Service Specification

- The specification is a key means of stating your requirements from a sustainability perspective as well as quality, quantity, delivery and fitness for purpose.

- In developing the product or service specification consider all the phases of a product's lifecycle (e.g. production, transportation, maintenance, disposal etc.) when determining its cost and environmental impact.

Examples of criteria to consider when determining potential impacts of goods and services include:

- Fitness for the purpose and provision of value for money
- Energy and resource efficiency
- Minimised use of virgin materials
- Maximised use of post-consumer materials i.e. recycled materials
- Non (or reduced) polluting components
- Durability, ease of upgradability and repairability
- Minimised packaging
- Reusability and recyclability
- Suitability for individuals from different equality groups

e) Evaluation

When choosing the supplier and required goods/services you should evaluate:

- Price
- Delivery
- Quality
- Quantity
- Ability to meet specification
- Sustainability aspects

The specification of a particular sustainability requirement may occasionally result in a purchase that costs more - even after taking account of whole life costs - than a less sustainably preferable product or service. There is no reason why this extra cost can't be justified on sustainability grounds, although care should be taken to ensure that a proper balance is struck between the cost and the perceived sustainability benefits.

It is important not to overlook the supplier's environmental policies and practices, particularly if they are a major supplier to your College/Department. Ask them to provide their environmental policy and details of their environmental performances. Do they operate an environmental management system and if so have they obtained certification to ISO 14001? Does any of their products carry any environmental "labels"? (see Appendix D)

f) Contract Management

- Work with suppliers to improve their sustainability performance.
- If they have been successful in undertaking sustainability initiatives, pass the information onto colleagues.
- By promoting the "good practice" of suppliers, it will encourage them to seek further improvement which can only benefit them, NTU and others.

HEALTH & SAFETY

This section is under construction

DIVERSITY & EQUALITY

For high impact commodities and services relating to equality we need to ensure that we address the needs of staff and students from different equality groups. In addition, we need to ensure that suppliers from different equality groups are given the opportunity to do business with the University.

The current full University guidance relating to equality is available under the Equality tab.

The key issues that need to be addressed from an equality perspective are:

- a) Ensuring that the product or service specification includes for the requirements of the different equality groups e.g. staff or students that have a disability
- b) Ensuring that equality high impact requirements, if below the University's tender threshold, are advertised (please contact the Central Purchasing team for help and guidance with this)
- c) Ensuring that suppliers used can meet the University's requirements in terms of equality

COMMODITY GUIDES

1) PAPER

NTU purchases about 27,000 reams of paper on contract each year.

Eco-labels

European eco-label for copying and graphic paper,

http://europa.eu.int/comm/environment/ecolabel/product/pg_copyingpaper_en.htm

German Blue Angel

- recycled papers RAL-UZ 14; printing and publication paper primarily made of waste

paper RAL-UZ 72, http://www.blauerengel.de/englisch/navigation/body_blauer_engel.htm

Nordic White Swan

- printing paper, <http://www.svanen.nu/Eng/criteria/kriterie.asp?pgn=44>
- Swan labelling of paper envelopes, <http://www.svanen.nu/DocEng/014e.pdf>

Environmental significance

- Paper is produced from wood chip. Use of wood chip from unsustainably managed forests is damaging to the environment. Issues surrounding unsustainable forest management are covered in more detail in the Timber section.
- Chlorine is used as a bleaching agent and in de-inking processes in paper production, which can be toxic to health and the environment. Chlorine compounds are linked to the destruction of the ozone layer, global warming and acid rain and produce toxic by-products such as dioxins, linked to damage of the nervous system (TWEN 2004).
- 70% more energy is required to make paper from virgin fibres than recycled fibres (SDIG 2004). The environmental significance of energy consumption is discussed in the section Energy – Electricity and Gas.
- In order for recycling of materials to be successful, price reductions to occur and environmental benefits to be achieved, it is essential to 'close the loop' on the process. Paper recycling programmes need to be complemented with the purchase of recycled paper, thereby closing the loop. Overall, the environmental impact of recycled paper is less than that of virgin fibre-based paper in terms of the use of natural resources such as timber, water and energy (WBCSD 1996).

- Optical brightening agents enter waterways through effluent from paper production. They have poor biodegradability, can trigger allergies and may be toxic to aquatic life (Greenseal 2004).

Products

Recommended environmental preference selection procedure

- Preference for 100% recycled content paper with a minimum of 75% post-consumer content, which is preferable to pre-consumer content (OGC).
- Paper purchased from Office Depot will ensure compatibility with printing and photocopying equipment.
- Preference for paper that is totally chlorine free or, failing this, elemental chlorine free.
- Preference for paper that is free of optical brightening agents.

Cost implications

- In NTU's recent (2012) pricing for paper from Office Depot showed that recycled paper (100% postconsumer) was only 3p more expensive per 5 reams than the virgin fibre paper.

2) STATIONERY AND OFFICE PRODUCTS

NTU spends around £400,000 on stationery items each year via the contract with Office Depot.

The Office Depot on-line catalogue is arranged so that environmentally-friendly products are automatically selected and provided where available.

Approximately 40% of catalogue items have an environmentally-friendly option

Eco-labels

Nordic Swan

- Eco-labelling of writing instruments, <http://www.svanen.nu/DocEng/057e.pdf>
- Eco-labelling of adhesives, <http://www.svanen.nu/DocEng/024e.pdf>

German Blue Angel

- Solar-powered products and mechanical watches/clocks RAL-UZ 47 (pocket calculators), http://www.blauer-engel.de/englisch/navigation/body_blauer_engel.htm

Environmental significance

- Correction fluids can be solvent based. Solvents are produced from non-renewable sources and emit volatile organic compounds, which are linked to ground level ozone, global warming and health problems. For more detail on the impacts on sustainability of solvents, go to the Solvent section.
- Paper products such as envelopes, notepads, diaries and planners can contain chlorine and optical brighteners. Virgin wood chip can be sourced from unsustainably managed forests and requires 70% more energy than recycled fibres. Further details on paper and sustainability issues are discussed in the Paper section.

- Folders and files are available in recycled paper, which is better environmentally for the reasons given above regarding envelopes. Paper is produced from a renewable resource, unlike plastic, which is most commonly petroleum based.
- Waste in the UK is managed most commonly by landfill or incineration, both of which have environmental issues. Recycled materials reduce waste and use less energy and water to produce than virgin materials. Pens and pencils are available in styles made from recycled paper and plastic; rulers are available in recycled plastic; and mouse mats are available in rubber from recycled tyres. For more detail on the issues surrounding waste see the Waste Disposal/Recycling section.
- Plastics made from virgin materials are produced from petroleum, which is a non-renewable resource.
- Markers can contain chlorine or aromatic solvents. The impacts of solvents are discussed above; chlorine compounds are linked to the destruction of the ozone layer, global warming, acid rain and produce toxic by-products.
- Products such as calculators are generally solar or battery powered, or in some instances a combination of both. Batteries can contain heavy metals, which are harmful to health and the environment, and they consume 50 times more energy to produce than they give out. The impact of batteries on the environment will be covered in more detail in the Batteries section.
- Glues can contain solvents and other substances harmful to health and the environment. Water-based and solvent-free products are available. For more information on the issues surrounding solvents go to the Solvent section.

Recommended environmental preferences

- Avoid all use of correction fluids, where necessary use water-based ones.
- All paper products, including envelopes, notepads, diaries and planners, should be produced from recycled paper.
- Preference for folders and files produced from recycled paper over virgin paper or plastic.
- All pens, pencils and rulers should be produced from recycled plastic or unpainted timber, particularly if FSC accredited.
- All markers, both permanent and whiteboard markers, should be free of chlorinated or aromatic solvents and made from recycled paper or plastic.
- Preference for solar-powered desktop and pocket calculators, followed by dual power (solar and battery), over battery-powered calculators.
- Preference for water-based glues that do not contain solvents or petrochemicals.

Cost implications

With regard to the 40% of products for which there is an environmentally-friendly alternative there is overall price parity between products. Some products are less expensive and some more expensive.

Computer Consumables

This section is under review

- **IT Equipment**
This section is under review
- **Furniture**
This section is under review
- **Water Cooler Systems**
This section is under review
- **Business Travel**
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- **Vehicles**
This section is under review
- **Fairtrade**
This section is under review

APPENDIX A – CHECKLIST FOR SUSTAINABLE PROCUREMENT CONSIDERATION

- Could I repair or refurbish the old item instead of purchasing a new one ?
- Can I loan, lease or buy it from someone else/another department at NTU?
- Does the product make efficient use of resources ? Does the product use energy, fuel or water more efficiently or uses less paper, ink, light or other resources ?
- Does the product have minimal content and use of toxic substances in production and final product ?
- Is the product reusable or durable, have a long economically useful life and/or can be economically repaired or upgraded, compared to alternatives ?
- Is the product recyclable (and do local facilities exist that are capable of recycling the product at the end of its useful life) ?
- Is the product biodegradable (will it take a long time to decompose in landfill) ?
- Does the product contain recycled material? Do we really need to buy a virgin product when the recycled version is of the same quality ?
- Is the product purchased from local supplier, which minimizes the ecological footprint, such as transportation and packaging cost ?
- Can the additional cost accounted for improved quality be reimbursed in lower operating costs over 5 years ?
- Does the supplier have ISO 14001 or another Environmental Management Standard
- Are any of the products to be purchased eco labelled? (if yes, please state which ones)

APPENDIX B

Key Questions to Ask Suppliers

- Do they operate an environmental management system and if so have they obtained certification to ISO 14001?
- Ask them to provide a copy of the certification, where appropriate
- Does the supplier have an Environmental Policy that they can send electronically?
- Review the environmental policy to gauge their commitment
- What are the key environmental impacts of the products and services that you would offer and what action have you taken to minimise these?
- Ensure that suppliers are asked to complete the University's on-line equality questionnaire if they have not previously done so - <http://www2.ntu.ac.uk/purchasing/forms/RRAAform.asp>
- You can check for a supplier's previously submitted questionnaire via http://www2.ntu.ac.uk/purchasing/TNTU-ONLY/JPages/RRAA_Supplier_List.asp
- How does your product or service meet the needs of different equality groups?

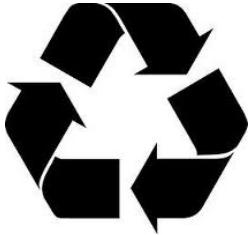
APPENDIX C




Optional Questions to Ask Suppliers (dependent on subject matter of product or service)

- Does your company have a supply chain policy (or similar policy) that requires your suppliers to uphold minimum commitments relating to labour standards which meet core ILO Conventions on Labour Rights?
- Have you had any enforcement notices or prosecutions by the Health & Safety Executive or Environment Agency (or similar bodies in countries in which you operate) in the past 3 years? If yes, provide details
- What percentage of the goods quoted for potential supply against any resulting contract are manufactured from re-cycled materials? _____% / NOT APPLICABLE
- What percentage of the material content of the goods quoted for potential supply against any resulting contract, are made from materials that can be re-cycled? _____% / NOT APPLICABLE
- What percentage of your packaging is made from re-cycled materials? _____% / NOT APPLICABLE
- Can your packaging be collected after delivery so that you can re-use or recycle? YES / NO / NOT APPLICABLE
- What are you doing to reduce the hazardous material content of the products supplied under this contract, if applicable?
- Describe any special arrangements you have for waste disposal which ensure minimisation of environmental pollution. (If none, state 'none') DETAILS ENCLOSED / NONE /NOT APPLICABLE
- Describe any measures taken by your company to preserve or protect natural resources. (If none, state 'none') DETAILS ENCLOSED / NONE
- Does your company have a carbon management policy, if so please attach a copy and detail how you apply this policy to achieve carbon reductions
- Are Product Safety Data sheets available?
- Are Product Assessment sheets available?
- Which products require special disposal procedures?
- Are all items of equipment to be supplied that require a CE Mark, so labelled?

APPENDIX D – ECO LABELS

Simple graphic indicators are often used by suppliers to illustrate that their products have been certified as meeting a particular set of environmental standards. The symbols shown below are widely recognised "seals of approval" for products and suppliers. **Watch out for suppliers who invent their own!**

	<p>The Mobius Loop - The internationally recognised recycling symbol is the 3 chasing arrows icon. Each arrow represents an aspect of a successful recycling programme: collection, remanufacturing/reprocessing into a new product, and finally purchase by the consumer.</p>
	<p>The European Ecolabel - This scheme was launched to avoid proliferation of separate national schemes. Award of the label signals that the item meets "rigorous environmental criteria and proper fitness of use", but it does not necessarily mean that a product contains any recycled content. Products featuring the Ecolabel should become more widespread as manufacturers apply to be allowed to use the label on products which comply</p>

	<p>with the appropriate criteria, which are based on detailed life cycle analysis. For more information see Web Site: http://www.ecolabel.eu</p>
	<p>The Blue Angel - This scheme is administered by the German Quality Control Institute, and has been established since 1979. It covers a wide range of consumer products from wallpaper to tyres. Currently, over 4,000 products from various manufacturers carry this widely recognised label. For recycled paper to qualify for the mark, it must be made of 100% waste paper (tolerance 5%), and contain at least 51% low grade or medium grade scrap and wastes. For more information see Web Site: http://www.blauer-engel.de/Englisch</p>
	<p>The Nordic Swan - This label was introduced by the Nordic Council of Ministers in 1989, to encourage production methods that create the minimum environmental impact. It covers fine papers and soft tissue grades, but does not necessarily imply that the product contains any recycled fibre.</p>

	<p>NAPM Recycled Mark - This mark is awarded to those papers which contain a minimum of 50%, 75% or 100% genuine paper and board waste fibre. Genuine waste is defined as: Converters' waste - paper which has left the mill and has become waste during a converting process such as cutting or slitting to meet a specific commercial order. Printers' waste - printed or unprinted waste collected from a printing operation (trimmings, overs or rejects). Domestic or Office waste - collected from homes and offices, printed or unprinted. Web site: http://www.napm.org.uk/recycled_mark.htm</p>
	<p>The Swedish Confederation of Professional Employees currently offer TCO labels for information technology products. The labels address the life cycle or "cradle to grave" approach to the manufacturing process where it bans such chemicals as chlorofluorocarbons (CFCs) and certain chlorinated solvents. It also limits low-frequency</p>



electrical and magnetic emissions. For more details see Web Site: <http://www.tco-info.com>

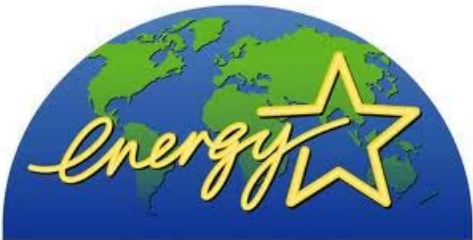


ISO 14001

A supplier operating an environmental management system may seek certification to ISO 14001. This standard specifies the requirements for an environmental management system in terms of an organisation's environmental commitment to a policy, compliance with applicable legislation and regulations and to continual improvement in its overall performance. For more information see Web site: <http://www.iso14000.com>



The Forest Stewardship Council evaluates, accredits and monitors certification organisations which inspect forest operations and grant labels certifying that timber has been produced from well managed forests. Once certified, timber and timber-based products originating from that forest or woodland are eligible to carry the FSC Trademark. For additional information, check out their Web site: <http://www.fsc-uk.demon.co.uk/index.html>



EPA Energy Star - The Energy Star® Office Equipment Program is a self-certification program dedicated to reducing energy consumption. It was developed in 1992 by the US environmental Protection Agency to reduce energy wasted during idle periods by personal computers, printers, fax machines, copiers and scanners. Machines with this logo should power down after a period of not being used, and then power up when used again. For more information see Web site: <http://www.epa.gov/appdstar/esoe>



The Fair Trade Organisation is the independent non-profit organisation that licenses use of the FAIRTRADE Mark on products in the UK in accordance with internationally agreed Fairtrade standards. Fairtrade seeks to transform trading structures and practices in favour of the poor and disadvantaged. By facilitating trading partnerships based on equity and transparency, Fairtrade contributes to sustainable development for marginalised producers, workers and their communities. For additional information, check out their Web site: <http://www.fairtrade.org.uk/>

