

# THE UNIVERSITY OF WINNIPEG

**GUIDELINE TITLE: Sustainable Purchasing Guidelines**

**APPROVAL BODY: VP Finance & Administration**

## **GUIDELINE PURPOSE**

These Guidelines set forth product specifications, targets, and waste management practices associated with the purchase and full life-cycle handling of all goods and services purchased with University funds, including, but not limited to, operating, capital, research, and funds held in trust.

## **APPLICABILITY**

These Guidelines apply to all employees of the University, who engage in purchasing activities on behalf of the University, and to all goods and services purchased with University funds, including, but not limited to, operating, capital, research, and funds held in trust.

## **RESPONSIBILITY**

The Vice President, Finance and Administration is responsible for the development, administration and review of these Guidelines.

## **GUIDELINE ELEMENTS**

The purchase categories included in the targets below includes the top 5 non-durable goods purchase categories at the University that can be reasonably monitored and controlled by Purchasing Services as well as the top 3 durable goods purchase categories that the University can reasonably monitor. The list excludes products purchased and waste generated through property renovation and maintenance activities as these are addressed in the Capital Projects Policy and associated Procedures and Guidelines.

### **Targets**

<b><u>Category</u></b>	<b><u>Targets</u></b>	<b><u>Performance measurement unit</u></b>
Purchases: Office Copier Paper	100% meet sustainability criteria	Cost
Purchases: Other Paper Products	90% meet sustainability criteria	Cost
Purchases: Cleaning & Janitorial Supplies	60% meet sustainability criteria	Cost
Purchases: Lamps (Lightbulbs)	100% of lamps to use light emitting diode technology (LED)	Number of lamps
Purchases: Services	Average sustainability questionnaire scores: Establish 1 year baseline data by March 31 2020	sustainability questionnaire scores for awarded service contracts
Purchases: Furniture	80% meet sustainability criteria	Cost
Purchases: Appliances	100% meet sustainability	Cost



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	criteria	
Purchases: IT Equipment	95% meet sustainability criteria	Cost
Purchases: All goods	% that meet sustainability criteria: Establish 1 year baseline data by March 31 2020	Cost

## **Purchasing Specifications**

In order to contribute to achieving the targets outlined above, purchases shall meet the following criteria:

### **Office Copier Paper:**

- Must contain 100% post-consumer recycled content
- Chlorine free
- Must be certified by the Forest Stewardship Council

### **Other Office Paper (business cards, letterhead paper, envelopes, etc.):**

- Must contain 100% post-consumer recycled content
- Chlorine free
- Must be certified by the Forest Stewardship Council

### **Cleaning & Janitorial Products**

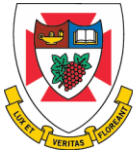
- Must comply with sustainability criteria outlined in the University's Green Cleaning Guidelines.

### **Lamps (lightbulbs)**

- Purchased lamps shall Use light emitting diode technology (LED). The rated life the lamp will be 10,000 hours or greater and have a colour rendering index (CRI) of 80 or greater.

### **Furniture**

- Must be either GREENGUARD or SCS Indoor Advantage certified. For types of furniture not certified under these programs, they should meet the following criteria to be considered as contributing towards achievement of Targets:
  - Wood products shall be certified by the Forest Stewardship Council
  - Foam cushioning shall be manufactured without the use of HCFCs.
  - Adhesives used on construction/assembly, including fiberboard binders must be formaldehyde-free.
  - Furniture glues and adhesives must be low VOC or VOC free (water-based adhesives)
    - Vendor shall supply Material Safety Data Sheets for all adhesives used in manufacturing process
    - Products must have been tested, following ANSI/BIFMA Standard Method M7.1-2011, and must comply with ANSI/BIFMA e3-2011 Furniture Sustainability Standard, Sections 7.6.1 (valued at 50% cost) or 7.6.2 (valued at 100% cost)
  - Metal component must be powder coated
  - Metal components must contain minimum average 30% recycled content
  - Plastic component must contain post-consumer recycled content
  - Fabric options must include biodegradable or recycled content
  - Lighting components shall be equipped with energy efficient lighting



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- Furniture must be durable, easy to maintain and easy to disassemble and recycle
- Bio-based materials. Bio-based products must meet the Sustainable Agriculture Network's Sustainable Agriculture Standard. Bio-based raw materials must be tested using ASTM Test Method D6866 and be legally harvested, as defined by the exporting and receiving country. Excludes hide products, such as leather and other animal skin material.

## **Appliances & IT Equipment**

- All products shall meet EPEAT Gold level certification
- If a product cannot be EPEAT rated, it should have ENERGY STAR rating.

## **Product Specific Criteria**

The list below provides additional guidelines for things to look for when purchasing specific items with University funds.

### Office and Deskware (Paper and Pen products):

- Note that when you purchase office supplies online from your OfficeMax University of Winnipeg Account, more sustainable options appear first.
- Paper containing 100% post-consumer waste and be Forest Stewardship Council certified
- Soy, vegetable, or water based inks
- Portfolio covers made of >50% recycled plastic
- Pens with a body made of bio-plastic or 100% post-consumer waste paper or recycled plastic
- Did you know: UWinnipeg purchases 100% post-consumer recycled paper?

### Hand Soap:

- Avoid antimicrobial agents
- EcoLogo or Green Seal certified

### Clothing:

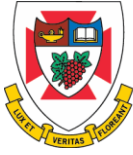
- Provide the University's code of conduct to bidders for review and signature confirming compliance with WRC standards.
- Certified organic natural fibres (wool, cotton, linen); OR highly renewable fibres (bamboo, hemp); OR low-impact recycled synthetic fibres (polyester)
- Manufactured using non-toxic or reduced toxicity fiber processes, treatments and dyes
- Garments can be easily laundered and thoroughly cleaned in cool water using environmentally friendly detergents and bleaches
- Design and color choices aimed at longevity rather than planned obsolescence

### Plastic Drinkware (Travel mugs, sports bottles):

- BPA free, Polyvinyl chloride (PVC) free, and made from at least 15% recycled content Packaging made up of 100% post-consumer waste materials

### Miscellaneous:

- Cloth bags and totes made from certified organic cotton, highly renewable fibers (eg. Hemp, bamboo), and/or recycled synthetic fibres
- Lanyards made from recycled cotton or 100% recycled plastic
- Metal based promotional products must be lead free



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- Electronics (flashlights, tire pressure gauges, calculators, radio) should contain no batteries, using solar or crank power; should contain LED light bulbs

## Gifts and recognition (plaques and magnets):

- Wood parts should be bamboo or sustainable wood products (FSC Certified)
- Paper magnets should be 100% post-consumer waste fibers
- Frames, plaques, etc should be lead free and use recycled glass as possible

## Coffee and Tea:

- Shade grown
- Certified organic
- Fair Trade certified or Direct Trade
- Rainforest Alliance

## **Other Products**

Other products should be certified under one of the following programs:

- EnergyStar: An energy efficiency rating, largely for **electronic appliances**, that is based on thresholds below the minimum standards for energy efficiency set by the US EPA.
- WaterSense: An water efficiency rating, largely for **plumbing fixtures**, that is based on thresholds below the minimum standards for water efficiency set by the US EPA.
- Cradle to Cradle: Looks at holistic efficiency from the creation to the disposal of a product. It covers a range of items, including **carpeting and other indoor décor and building materials**.
- Green Seal: Aimed at protecting human health and reducing toxic pollution and waste. It covers a range of items, including **cleaning products**.
- Green Guard: Gives assurance that products designed for use in indoor spaces meet strict chemical emissions limits. It covers a range of items, including **furniture and building**
- Canadian Organic: Ensures that products are in line with the Canadian government's Organic Standards. Covers **food products**.
- USDA Organic: Ensures that products are in line with the US government's National Organic Standards. Covers **food products**.
- Fair Trade: Assures the ethical treatment of producers. Covers **food products and clothing**.
- Rainforest Alliance: An agricultural standard that accounts for economic, social, and environmental sustainability. Covers **food products**.
- Forest Stewardship Council: A chain of custody certification that verifies that products are handled correctly at every stage of production. Covers **wood and paper**.
- EcoLogo: A lifecycle based environmental certification. Covers a range of items, including **office supplies and cleaning products**.
- EPEAT: Examines the environmental impact and efficiency of **electronics, especially computers**.
- Workers Rights Consortium: Certifies members (eg. the UWinnipeg Bookstore) and supplies third party auditing of labor rights compliance and working conditions in factories supplying members. Largely for **clothing**.
- Fair Labour Association: Certifies members and supplies third party auditing of labor rights compliance and working conditions in factories supplying members. Largely for **clothing**.



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- **B Corporation:** A certification for businesses that legally requires them to report the impact of their decisions on their workers, customers, suppliers, community, and the environment. Covers **businesses with a range of products**.
- **Bluesign:** Assures that **textiles** are produced in low-impact manner and meet stringent consumer safety requirements.
- **Certipur:** Ensures that foams are made without toxic chemicals. Covers **foams, especially mattresses**.
- **Climate Registered:** A certification for organizations that undergo greenhouse gas reporting in their operations so they can manage and reduce it. Covers **organizations with a range of products/services**.
- **GoodWeave:** Certifies that no child, forced or bonded labor was used in the making of a certified product, and that the purchase supports programs that educate children and ensure decent work for adults. Covers **carpets and rugs**.
- **Level:** A lifecycle sustainability rating for **furniture**.
- **SCS:** Production and materials sustainability rating that covers a range of items, including **food and paper**.

## **Roles and Responsibilities**

Purchasing Services is the primary Responsible Party for this guideline, with support from the Campus Sustainability Office.

### **Purchasing Services shall:**

- Ensure purchasing and financial tracking systems have the capabilities to track progress towards targets outlined in the guidelines;
- Generate quarterly reports to track performance against targets and share these reports with the Campus Sustainability Office;
- Establish and implement processes and training required internal to Purchasing Services to enable implementation of these guidelines;
- Ensure that purchases made through Purchasing Services comply with these Guidelines;
- If any implementation targets are not being met, investigate the situation and work with the individuals purchasing materials to achieve better progress towards targets;
- In collaboration with the Campus Sustainability Office, review Targets and Purchasing Specifications at least every 3 years and recommend changes to the VP Finance & Administration.

### **The Campus Sustainability Office shall:**

- Receive and file annual performance data from Purchasing Services and collate the data for annual reporting purposes;
- In collaboration with Purchasing Services, review Targets and Purchasing Specifications at least every 3 years and recommend changes to the VP Finance & Administration;
- Incorporate training related to these guidelines into applicable staff outreach programs and events;

## **ASSOCIATED POLICY & PROCEDURE**

- Purchasing Policy & Procedures
- Sustainability Policy