



WELCOME

# Sustainability Purchasing Network

Fundamentals of Sustainability Purchasing  
Provincial Health Services Authority  
January 16, 2008

Facilitator: Tim Reeve



## Purpose & Learning Objectives

1. Understand sustainability purchasing
2. Empowered sustainable decisions
3. Use tools in priority areas
4. Minimize costs
5. Prepare an action plan



## Workshop Agenda

Part 1: Sustainable Purchasing: What, Why & How

Part 2: Identifying Opportunities

Part 3: Break

Part 4: Guest Speaker

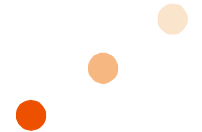
Part 5: Top 10 Products & Certifications

Part 6: Tools & Resources



## Part 1:

What exactly do we mean when we're talking about Sustainability Purchasing?



## Sustainability Purchasing is:

Buying supplies or services by taking into account:

- Price, Quality, Availability



- Functionality



- Life cycle environmental aspects



- Social and ethical aspects





## Purchasing Vision for PHSA:

When buying and ordering that staff regularly think about:

- what products are made of
- where they have come from
- who has made them
- how they will be ultimately disposed
- how really necessary is the purchase

## Case Study: Paper Purchasing at Vancity

- Buying Greener Paper
  - Shift from 30% to 100% post consumer recycled paper

**using 100% post-consumer waste recycled paper only**

In 2005, the Vancity Group switched from office paper that was made of 30% post-consumer waste to top-of-the-line 100% post-consumer waste recycled paper.

By doing this, we save around 1,370 trees and keep around 57 tonnes of greenhouse gases out of the atmosphere.

## Case Study: Paper Purchasing at Vancity

- Reducing paper use
  - shifting to member e-communication
  - introduced robust recycling programs
  - set printers to automatically duplex
  - reduced the size of waste bins to increase awareness
  - reward staff who are 'caught' using reusable mugs and lunch containers



**VANOC Buy Smart Program**  
*Case Study*  
**January 2008**

*Prepared for:*  
*The Vancouver Organizing Committee for the 2010 Olympic and  
Paralympic Winter Games (VANOC)*

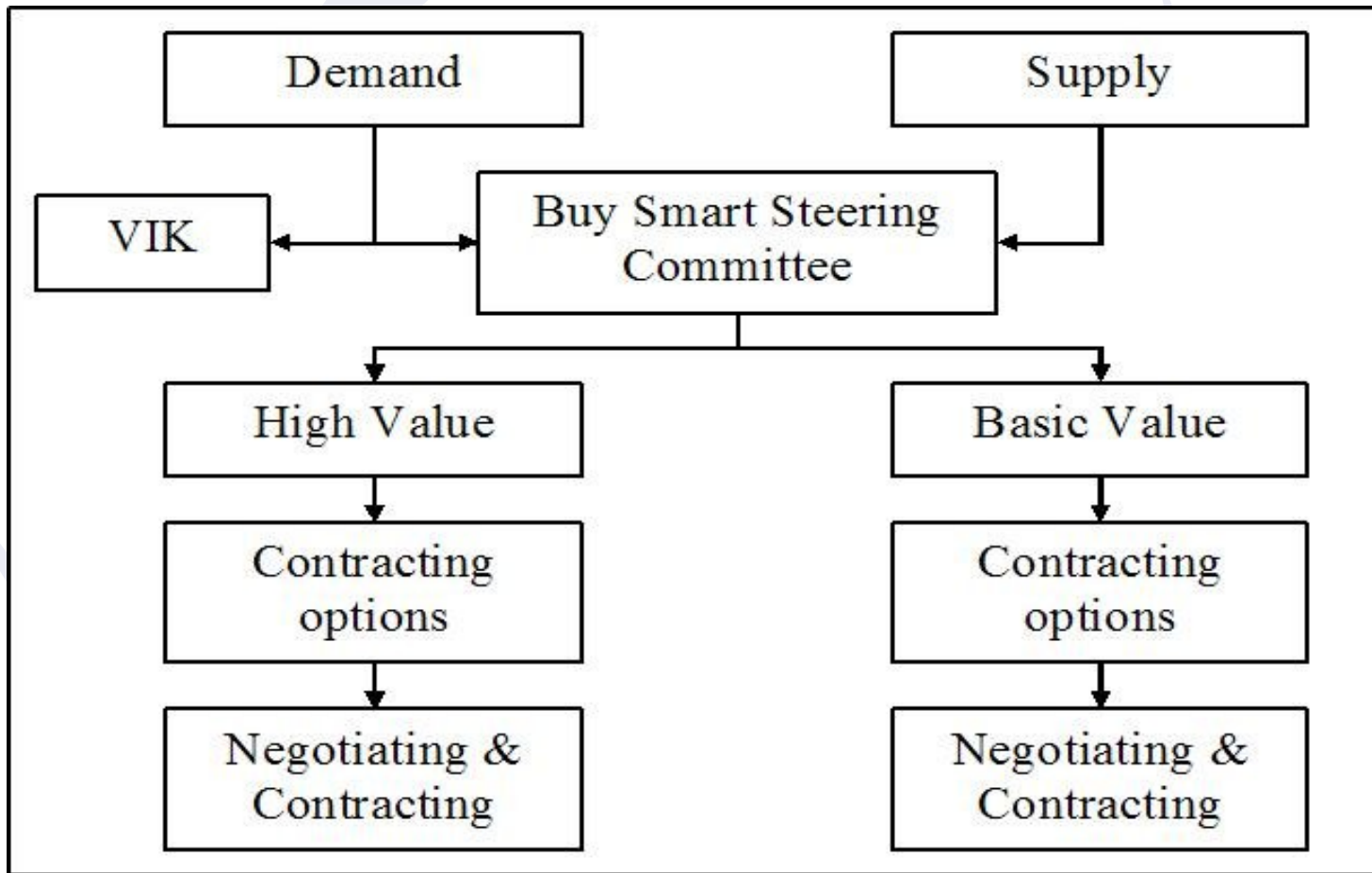
*Prepared by:*  
*Sustainability Purchasing Network*



# International Movement



# Buy Smart Process Diagram





## Part 2: Tips for Getting Started



## Things To Consider Before You Start:

- Just do it
- Expect to build expertise with experience
- Start small - don't try to do it all at once



## 10 Ways to Enhance or Improve Your Program – AT A GLANCE

1. Find Allies in your Organization
2. Tap Into Key Resources
3. Find Ways to Use Less of What You Already Have
4. Make a “Top 10” Sustainability Shopping List
5. Take a “Total Cost of Ownership” Approach to What You Buy
6. Draft a Policy Statement
7. Start a Sustainability Conversation with Current Suppliers
8. Choose New Suppliers Committed to Sustainability
9. Set Goals and Track Your Activities
10. Communicate and Reward Achievements



## Tip #1: Find Allies in Your Organization

- Senior management champion
- Align with existing corporate initiatives
- Business case
- Working group/committee
- Meet regularly



## #2: Tap Into Key Resources

- Sustainability Purchasing Network
  - Learning Circles
  - Training
  - Forum
  - Web Resources
- Harmonize with other Canadian initiatives
- Reference international standards



## #3: Find Ways to Use Less of What You Already Have

- Ask yourself if the purchase is necessary
- Purchase only quantity needed & sure to be used
- Resource and energy efficiency
- Re-use

## #3: Using Less - Tools

Ask yourself if the purchase is necessary

- Do we need it?
- Can we do without it?
- Can we borrow it, rent or get it gently used?

Purchase only quantity needed & sure to be used

Resource and energy efficiency

- Can it be smaller, lighter or made from fewer materials?
- Are materials a naturally occurring, renewable and sustainable resource?
- Are the product and/or packaging refillable, recyclable or repairable?
- Is it made with post-consumer recycled or reclaimed materials? How much?
- Is it designed to be durable or multi-functional?

Re-use

- Is reuse practical and encouraged?
- Can it be recycled?
- Does it reduce the amount of waste destined to landfill?



## #4: Make A “Top 10” Sustainability Shopping List

- Start with a small scope & demonstrate success
- Save money with energy efficiency
- Look for product & service certification
- Check out what others have already done
- SPN Shopping List

## #5: Take A Total Cost of Ownership Approach to What You Buy

- Direct costs
- Indirect costs
- Measurable
- Across product life cycle

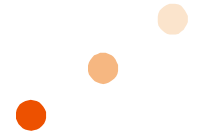


- SPN TCO Workbook



## #6: Draft a Policy Statement

- Formal signal inside & outside your organization
- Clear on:
  - What sustainability purchasing means to your organization
  - What you are looking for in products
  - What you are looking for in supplier companies
- SPN Web resources: policies



## Sample Purchasing Policy

# Environmental Purchasing Policy



*Acquisition decisions made on behalf of the Vancouver Aquarium must reflect the conservation goals and values of the organization. The Aquarium will use its purchasing power to promote environmental sustainability; this will extend to the acquisition of both products and services.*

*The Aquarium believes the environmental benefits associated with environmentally sustainable choices are worthwhile, and should be considered an important factor in all purchasing decisions.*

*While pricing and cost comparisons remain important factors, purchasing decisions will also include environmental sustainability; considering whole life costs, available choices and environmental risks.*



## #7: Start a Sustainability Conversation with Existing Suppliers

- Identify “strategic suppliers”
- Talk informally about:
  - Who your suppliers are
  - What they do and where
  - How they do what they do and why
- Formal survey
- Inform and engage
  - Policy development stage
  - Over time during implementation



## #7 Start a Conversation with Suppliers: Tools

Vancity defines “Strategic Suppliers” as:

- Suppliers who they procure >500K from,
- Suppliers that provide some operational imperative,
- Suppliers that they sole source from, or
- Suppliers (or their products/services) that are high profile.

## #8: Choose New Suppliers Committed to Sustainability

- Choose third party certified products and services



- Check out supplier directories
- Communicate (policy, objectives)
- Create an SP questionnaire for EOIs, RFPs etc.



## #9: Set Goals & Track Your Activities

- Use some simple & standard metrics
- Review the program regularly
- Continuous improvement over time

## #9 Set Goals & Track Your Activities: Tools

- Metrics

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TIFF (LZW) decompressor  
are needed to see this picture.

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## #10: Communicate & Reward Achievements

- Get the whole organization excited
- Reward those who have participated
- Tell suppliers and stakeholders
- Tell the media
- Seek award & recognition opportunities



## Part 3:

# The Business Case for Sustainability Purchasing



## What are the benefits?

Four key benefit areas:

- Financial
- Management
- Environmental
- Socio-economic

## Management Benefits

- Alignment with organizational values
- Reduced business risks
- Improved supply chain management & product innovation
- More effective human resources

**Example:** Hbc rebuilt its public reputation with a formal, audited Social Compliance Program – results were increased employee pride, supplier satisfaction and the founding of Canadian Retailers for Advancing Responsible Trade



## Financial Benefits

Benefits that result in direct or indirect savings to the organization by:

- Reducing direct costs
- Enhancing image & brand
- Easing the regulatory burden, and
- Improving access to capital

**Example:** Capilano College required Super 80 power supplies in a computer RFP and saved \$15K/year in energy costs.



## New Business Opportunities Driver

- Develop and market low-carbon products/services
- Enhance existing brand/rebrand

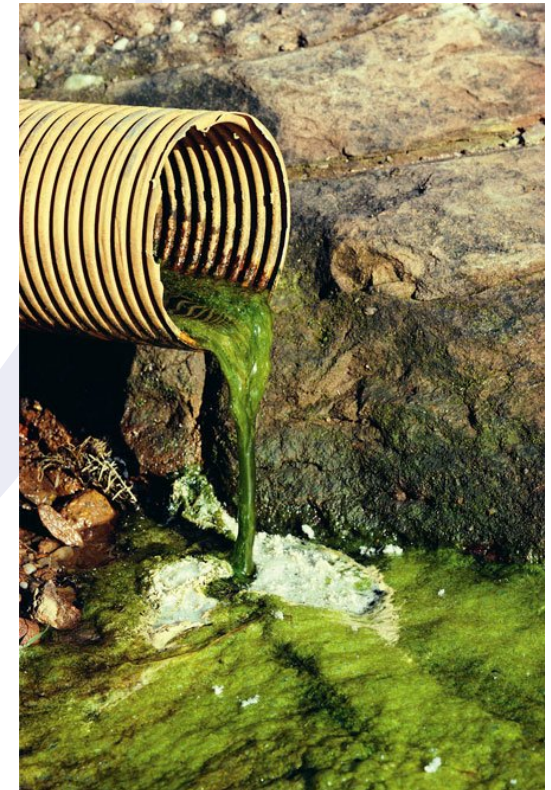
- Examples: Dell  
Radio Taxi  
Saltspring Coffee  
West Jet



## Environmental Benefits

- Reduces & Prevents Waste
- Reduces Resource Use
- Reduces Pollution & Toxins
- Reduces Greenhouse Gas Emissions
- Maintains Biodiversity

**Example:** City of Santa Monica eliminated 3,200 lbs of hazardous materials annually by purchasing non-toxic cleaning products



## Socio-economic Benefits

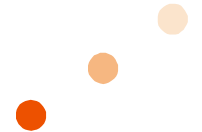
- Develops Markets for Sustainable Products
- Promotes Strong Local Economy & Reduces Infrastructure Load & Local Taxes
- Supports Vulnerable groups, Provides community services & Reduces public expenditures
- Promotes Economic Opportunity & Benefit-Sharing with Indigenous People
- Improves Conditions in the Developing World

**Example:** American fair trade purchases have improved living conditions for over 1.1 million farmers and farm workers in Latin America, Asia and Africa since 1999



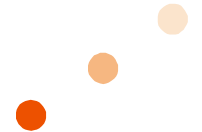
## Costs of Sustainability Purchasing ...and Success Strategies for Minimizing Them

- Research & information issues
  - Learn from other organizations
  - Use existing specifications
  - Look for product & organizational certification
- Cost & effort of engagement, persuasion, education & training
  - Start where there is proven success



## Costs of Sustainability Purchasing ...and Success Strategies for Minimizing Them

- Cost premium: initial higher cost of some products/services
  - Start small
  - Buying Clubs
  - Total Cost of Ownership (TCO)
- Learning curve & resistance to change
  - Dialogue
  - Business case



Small Group Dialogue Circle 1:  
Answer Two Questions

1. Where are you now? What is your current reality?
2. What could Sustainable Purchasing look like for you?  
Where do you see opportunities for Sustainable Purchasing within your group/agency?

**Please take 10 minutes to discuss with your group.**



## 15 minute Health Break

Please help yourself to a fresh cup of coffee!



Part 4:

Guest Speaker: Vicki Wakefield  
University of British Columbia



Part 5:

# Top 10 Products & EcoLabelling

## Tools: Top 10 Shopping List

### 1. Electronic Equipment

- Consider energy operating costs, and hazardous chemicals.



Tools for energy efficiency: EnergyStar or EnerGuide labels

Tool for wide-ranging environmental criteria (including hazardous materials, disposal, energy conservation, corporate performance and packaging): Electronic Product Environmental Assessment Tool (EPEAT) Find EPEAT rated products at [www.epeat.net](http://www.epeat.net).

## Tools: Top 10 Shopping List

### 2. Office Supplies

- Recycled paper clips, biodegradable pens, recycled content binders, desk organizers, etc.

### 3. Office Furniture

- Many selections now available from recyclable/renewable fibres, and non-toxic resins.
- Look for wood products certified by the Forest Stewardship Council.

For more information, visit  
[www.fscCanada.org](http://www.fscCanada.org).



## Tools: Top 10 Shopping List (cont'd)

### 4. Paper

- Important purchase due to volume of use and environmental issues (recycled content, bleaching, carbon footprint, sustainable forest management)

Prioritize impacts that are most important to your organization.



See [www.buysmartbc.com/resources](http://www.buysmartbc.com/resources) for paper buying advice, including FSC guide to paper procurement, WWF guide to buying paper, and a paper calculator from Environmental Defense

## Tools: Top 10 Shopping List (cont'd)

### 5. Lighting

Reduce energy & maintenance costs, greenhouse gases by improving efficiency (Compact fluorescent, High Intensity Discharge (HID) and Light Emitting Diode (LED))

BC Hydro's e-catalogue offers a list of approved lighting choices in BC at [www.bchydro.com/ecatalog](http://www.bchydro.com/ecatalog); check with commercial in other areas of the country.



### 6. Cleaning Supplies and Custodial Services

Greener cleaners avoid health and environmental impacts of harsh chemicals. Information on green cleaners that satisfy strict environmental criteria available from: EcoLogo in Canada ([www.environmentalchoice.com](http://www.environmentalchoice.com)) and Green Seal in the US ([www.greenseal.org](http://www.greenseal.org))

## Tools: Top 10 Shopping List (cont'd)

### 7. Meetings/Conferences/Events

#### Impacts:

- Transportation
- Accommodation
- Event Execution



## Tools: Top 10 Shopping List (cont'd)

### 7. Meetings/Conferences/Events (Cont'd)

- Transportation: SpaceShare helps organizations find connections between event attendees to share flights, rooms and rides: [www.spaceshare.com](http://www.spaceshare.com). You can offset the carbon footprint of your meeting, at [www.offsetters.ca](http://www.offsetters.ca) or [www.zerofootprint.net](http://www.zerofootprint.net).

- Accommodation: Certification can help purchasers choose a greener meeting facility. Find the Green Leaf Eco-Rating Program for hotels at: [www.terrachoice.com/Home/Certification/Hotel%20Eco-Rating](http://www.terrachoice.com/Home/Certification/Hotel%20Eco-Rating).

- Events: BlueGreen Meetings provides tools and resources to green meetings at [www.epa.gov/oppt/greenmeetings](http://www.epa.gov/oppt/greenmeetings). Ten steps to greener meetings include:

1. Establish an environmental policy,
2. Use paperless technology,
3. Meet close,
4. Practice the 3Rs,
5. Provide bulk condiments,
6. Use green hotels,
7. Eat green,
8. Buy recycled,
9. Save energy, and
10. Spread the word.

## Tools: Top 10 Shopping List (cont'd)

### 8. Business Travel

Reduce the greenhouse gas emissions associated with corporate travel.

- Consider fuel efficient, alternatively fueled and electric fleet vehicles - ([www.greenfleets.org](http://www.greenfleets.org)) and ([www.e3fleet.com](http://www.e3fleet.com)).

- Best practice is to minimize air travel - consider video conferencing, or bus and rail travel.

Organize rideshares and carpools to reduce impacts.

For necessary air travel, many travel agencies and airlines offset the carbon impacts of air travel. Air Canada, offers a carbon offset program at:

[www.aircanada.com/en/travelinfo/traveller/zfp.html](http://www.aircanada.com/en/travelinfo/traveller/zfp.html). UNIGLOBE Travel has a Green Flight Program which is certified by Ecologo (visit [www.uniglobeadvancetravel.com](http://www.uniglobeadvancetravel.com), click "offset your flight's carbon emissions")

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## Tools: Top 10 Shopping List (cont'd)

### 9. Gifts and Apparel

Ensure your branded shirts, ball caps and other corporate gifts are manufactured in factories with fair and safe workplace practices:

[www.fairlabor.org/participants/companie](http://www.fairlabor.org/participants/companie)



### 10. Coffee, Tea and Other Commodities

Fair trade labels provides assurance that farmers and workers in emerging economies receive fair compensation for their products and labour; support sustainable environmental practices; improved social services; and promote investment in local economic infrastructure.

Consult TransFair Canada at [www.transfair.ca](http://www.transfair.ca).

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## Certifications

- Paper
  - FSC, SFI, CoC
- Electronic Products
  - Energy Star, Energuide
  - EPEAT
- Cleaning Supplies
  - Ecologo, Green Seal

## Certifications

- Accommodations
  - Green Leaf
- Offsets
  - Gold Standard
- Consummables
  - Fair trade ([www.transfair.ca](http://www.transfair.ca))
- Global Ecolabeling Network (GEN)



## Part 6:

# Sustainability Purchasing Tools & Resources



## Tools and Resources

### Top 10 Shopping List

1. Electronic Equipment
2. Office Supplies
3. Office Furniture
4. Paper
5. Lighting
6. Cleaning Supplies and Custodial Services
7. Meetings/Conferences/Events
8. Business Travel
9. Gifts and Apparel
10. Coffee, Tea and Other Commodities



## Part 5: Tools and Resources

Your resource disk contains:

- Workshop Resources/Tools:
  - The Ten Tips to Get Started
  - Web Resources
  - Top 10 Shopping List
- General SPN Resources:
  - SPN Fact Sheet
  - Business Case Guide to SP
- Carbon Resources:
  - Business Guide to Going Carbon Neutral
  - Others on our website (March 22nd workshop materials)

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# Tools and Resources



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**Guide to the Business Case  
& Benefits of Sustainability  
Purchasing**

**March 2007**



# Action Planning

1. Create your Sustainability Shopping List  
Identify 3 focus supplies or services
2. Use Green Corporate Supply Arrangements
3. Carbon focused purchase initiative
4. Green meeting focused initiative
5. Specialty purchase or project



# Thank you!

- Check out our Winter/Spring Training Events Calendar online at [www.buysmartbc.com](http://www.buysmartbc.com)
- Join our Distribution List to keep up to date with Network news and events



## About the Sustainability Purchasing Network

- What is the SPN?
- What does the Network offer?
- Why participate?
- Who can join?
- Who's leading the way?



# Acknowledgements

Platinum Sponsor:



Gold Sponsors:



Silver Sponsors:



Premium Supporters:



SPN is a program of:

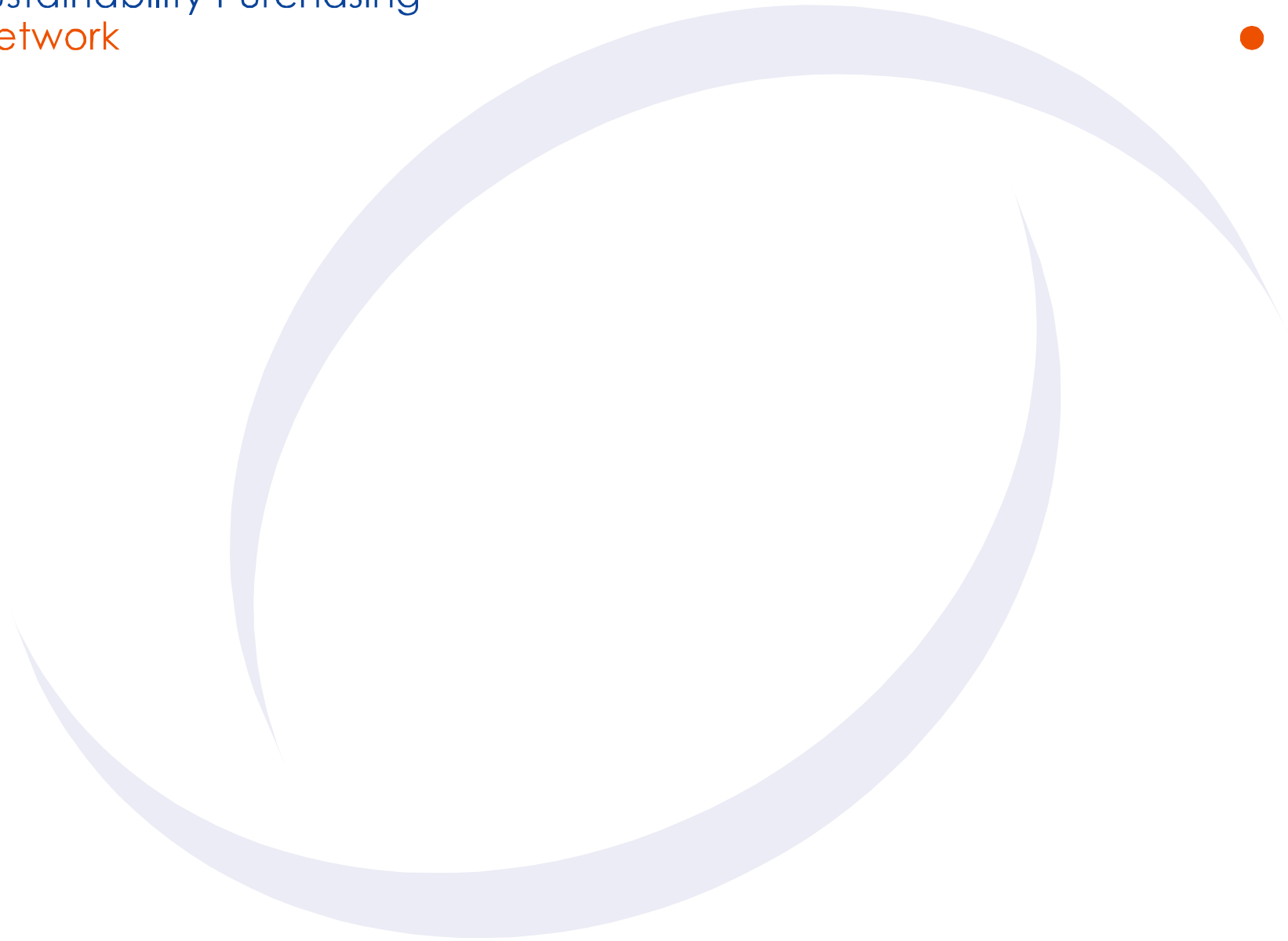




## Workshop Evaluation

- Content / Information Level
- Expectations
- Length of Session
- Format
- Questions on the session?

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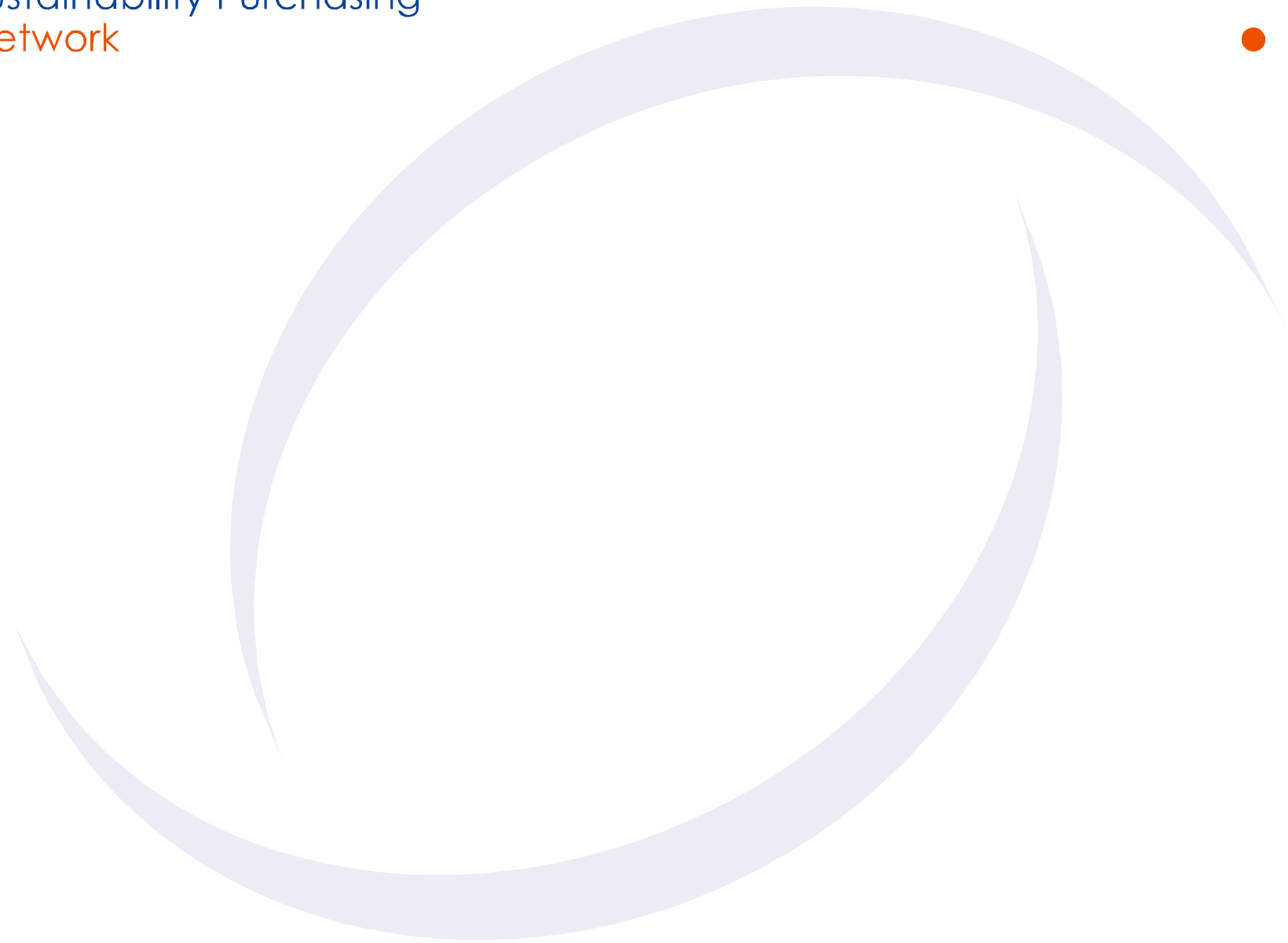
Connecting Organizations to Buy Smart

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