
Environmentally Sustainable Procurement Guidelines

Facilities Management Policy Group

1 Purpose

The purpose of these guidelines is to provide University employees with assistance to make purchasing decisions which reflect the University's commitment to environmental sustainability. These guidelines must be read in conjunction with the Procurement Policy.

The [Environmental Policy](#) states that the University will implement environmentally sound business practices and provide community leadership in environmental sustainability. Procurement choices could affect the environmental performance of the University through the operation and disposal of products. Furthermore, as a large organisation the University has the purchasing power to influence suppliers to become more environmentally focussed in the goods and services they provide.

2 Organisational Scope

These guidelines are University-wide and shall apply to all employees of the University and its subsidiaries.

3 Definitions

For the purposes of these guidelines, unless otherwise stated, the following definitions shall apply:

Environment: Ecosystems and their constituent parts, including;

- (a) People and communities; and
- (b) All natural and physical resources; and
- (c) Amenity values; and
- (d) The social, economic, aesthetic, and cultural conditions (including university policy) which affect or are affected by the matters stated in paragraphs (a) to (c) of this definition ([Resource Management Act 1991](#))

Sustainability: Sustainability integrates the concern for social, economic and environmental issues, and involves thinking broadly about objectives, considering long-term as well as short-term effects, assessing indirect as well as direct effects, and taking extra care when changes brought about by development might be irreversible.

4 Guideline Content

These guidelines provide a checklist of four basic environmental considerations when making a purchase. The principles of environmentally sustainable procurement are then listed in greater detail to provide further guidance on what to look for when making a purchase. Details of the eco-labelling programmes are provided to help identify environmentally sustainable products or services, and a number of example clauses for tenders or contracts are provided to be used where appropriate.

4.1 Basic Checklist

Prior to purchasing any goods or services consider these basic principles of environmentally sustainable procurement:

- (a) Ensure the item needs to be purchased (i.e.: there are no other suitable items already available within the University).
- (b) Ensure the life cycle impacts of the item were considered (i.e.: what processes were used to create it, what environmental impacts does it have when used, what will happen at the end of its life?)
- (c) Ensure the supplier provides any relevant environmental information.
- (d) Ensure that an appropriate environmental weighting has been given in the evaluation of the item (suggested 10%).

4.2 Environmentally Sustainable Procurement Principles

There are a lot of elements to making an environmentally sustainable purchasing decision. The principles listed below provide a range of potential considerations – many may not be applicable to specific purchases, and some may not be achievable. It is designed to provide guidance on what to look for when assessing goods or services.

4.2.1 Conserve Resources

- (a) Evaluate and reduce the need to purchase goods, materials and services;
- (b) Evaluate the appropriate scale and utilisation of a good, material or service;
- (c) Purchase goods, materials and services that use recycled products;
- (d) Purchase goods and materials that require less material to manufacture;
- (e) Purchase goods and materials that require less packaging; and
- (f) Reuse, recycle and recover goods and materials.

4.2.2 Conserve Energy

- (a) Purchase goods, materials and services where the consumption of energy (electricity and fossil fuels) during production, transportation, usage and delivery is minimised; and
- (b) Purchase goods, materials and services that facilitate energy efficiency and resource conservation.

4.2.3 Promote Waste Reduction and Pollution Prevention

- (a) Purchase goods and materials that are easy to recycle;
- (b) Purchase goods and materials with structures that facilitate disassembly for processing, recycling and waste management;

- (c) Purchase goods and materials which are packed with recycled products or materials that are recyclable;
- (d) Purchase goods and materials with a manufacturing process that avoids the creation of waste and pollutants at source;
- (e) Purchase goods and materials that are used or remanufactured;
- (f) Purchase services that minimise adverse environmental impacts; and
- (g) Purchase goods and materials that have greater durability and longer life-span.

4.2.4 Evaluate Value and Performance

- (a) Purchase goods, materials and services that perform adequately and are available at a reasonable price with careful consideration of life-cycle costing; and
- (b) Purchase goods, materials and services that comply with recognised environmental standards.

4.3 Helpful Tools

Gathering information about the environmental impacts of goods, materials and services can be time consuming. To help the decision making process more and more products and services are getting environmental certification to provide a recognisable and trusted eco-label seal of approval.

Some of the eco-labels to look for include:

4.3.1 Environmental Choice New Zealand



The label was established in 1992, is owned by the New Zealand Government, and is administered by an independent trust. It covers office equipment, cleaning products, furniture, paints and construction materials.

<http://www.environmentalchoice.org.nz/>

4.3.2 Energy Rating



An assessment of energy efficiency of appliances. It was developed by Australian Government Agencies but is widespread throughout New Zealand. It provides labelling on products and extensive information online to provide model comparison <http://www.energyrating.gov.au/>

4.3.3 Energy Star



A global assessment of the energy efficiency of appliances, office equipment and electronics. Recently launched in New Zealand through EECA. It provides labelling on products and extensive online information

<http://www.energystar.govt.nz/>

4.3.4 Fair Trade



The FAIRTRADE Marks are the globally recognized symbols of the international Fairtrade system. When you buy products with any of the FAIRTRADE Marks, you support farmers and workers as they improve their lives and their communities. Products bearing these Marks meet the internationally-agreed social, environmental and economic Fairtrade Standards

<http://www.fairtrade.net>

4.3.5 Forest Stewardship Council



FSC is a global not-for-profit organization dedicated to the promotion of responsible forest management worldwide. FSC certification ensures that products (timber and paper products) come from well managed forests that provide environmental, social and economic benefits.

<http://ic.fsc.org>

4.4 Approved Environmental Management Systems

Organisations can also have their environmental management systems (EMS) approved. This does not ensure that the company will provide an environmentally sound product or service, but it does give some indication of their efforts to reduce their own impacts. In New Zealand the EMS eco-labels are:

4.4.1 ISO 14000: Environmental Management



Provides organisational guidelines and requirements for environmental management.

http://www.iso.org/iso/iso_catalogue/management_standards/iso_9000_iso_14000/iso_14000_essentials.htm

4.4.2 Enviro-Mark NZ



Provides organisational guidelines and requirements for environmental management.

<http://www.enviro-mark.co.nz>

4.4.3 CarboNZero and CEMARS



Both programmes are managed by Landcare Research. CEMARS (Certified Emissions Measurement and Reduction Scheme) provides independent verification of an organisations processes to measure and manage their greenhouse gas emissions. CarboNZero certification includes the extra step of offsetting to achieve carbon neutrality.

<http://www.carbonzero.co.nz/index.asp>

4.5 Example Clauses in Tenders and Contracts

Examples of standard environmental clauses for tenders and other documents that have been developed (to be modified to suit each situation):

- (a) The University is committed to purchasing sustainable products, works and services wherever possible. The University will give appropriate weighting to sustainable products, works and services in the purchasing process.
- (b) The Supplier will perform the services in a manner that gives appropriate regard to the protection of the natural environment. The Supplier will comply with all environmentally related legislation and codes of practices relating to the products and services being offered.
- (c) The Supplier will ensure any opportunities for improvement in the University's environmental performance, identified by the Supplier's employees or subcontractors are reported.
- (d) Tenders are to provide details of any eco-label licence (see www.environmental-choice.org.nz) or similar initiatives.
- (e) Tenders will include details of energy ratings for appliances.
- (f) The Supplier shall provide the minimum appropriate level of packaging for the supplied items, consistent with ensuring an adequate level of protection during the storage and delivery phases of those items.
- (g) The Supplier shall provide products and services with appropriate considerations to reduced levels of toxicity, end of life disposal, shipping efficiencies and reducing environmental impact during research services.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing these guidelines.

6 References

[Environmental Policy](#)

7 Approval Agency

Director, Campus Services

8 Approval Dates

These guidelines were originally approved on: 8 October 2008

This version was approved on: 19 June 2015

This version takes effect from: 30 June 2015

9 Contact Person

The following person may be approached on a routine basis in relation to these guidelines:

Environmental Manager

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