**Sustainability Action Plan Chapter G8**

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| **Purchasing** |

Effected units: Procurement, Contracts, Travel, Central Stores, Transport, Print and Copy Center, Mail Services, and Surplus Property.

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|  | **Overview:**  The Business Services Department is responsible for the procurement of all goods and services for the University. Business Services insures that all procurements follow State regulations and University policy. Goods and services are procured using purchase orders, competitively bid contracts and cooperative purchasing agreements.  Over the past several years, steps have been made at the state and university level to purchase more environmentally preferable products. In 2005, the state of Washington provided a Purchasing Reference Guide for Environmentally Preferable Purchasing. This guide was updated in 2010. The guide was provided to assist buyers at state agencies, colleges, universities, and political subdivisions make smart purchasing decisions about the social, health and environmental impact of products. In 2009, the legislature passed legislation requiring state agencies to purchase 100% recycled paper for us in office copiers and printers if the paper used is white. Color paper that meets the 100% recycled content is not available at this time. Then, in 2010, Governor Gregoire signed a law requiring the preferred purchasing of gold rated EPEAT registered electronic products. A gold rating shows that the electronics are energy efficient, have minimal packaging and don’t use environmentally sensitive materials among other advantages.  As of today, approximately 95% of Western’s electronic products meet the gold EPEAT rating; 100% of the white paper purchased for office copiers and printers has 100% recycled content.  The Forest Steward Council (FSC) <https://us.fsc.org/> and GreenGuard <http://www.greenguard.org> provide guidance regarding the furniture manufacturing process as well as the environmental impact. Western requires that all furniture purchased be FSC and GreenGuard certified.  Currently, there is a Banner Initiative Project called Procure-to-Pay that is in the initial discovery phase. The goal of this project is to automate the procure-to-pay process. An anticipated outcome of this project is a single one-stop shopping portal that will organize and make available university contracts in one place. This type of portal or shopping environment may allow for the environmentally preferable choices for each product to appear at the top of any “shopping” list. If adopted and implemented, this portal will simplify the purchasing process significantly and hopefully increase the amount of environmentally preferred products purchased. It’s expected to be implemented within the next 12-18 months.  When applicable, the Purchasing Department uses a supplier sustainability questionnaire to learn about vendor’s sustainable practices and products. There are many environmentally preferable purchasing resources available for faculty and staff to aid them in making the best choice in their product selections including government agencies on the state and local level.  Western Washington University’s Business Services Department seeks to provide departments with environmentally friendly products. In addition to those already mentioned, all appliances must be Energy Star rated; janitorial supplies are considered “green”; local vendors are used as permitted by state regulations. Office supplies are purchased from Office Depot and Keeney’s (local vendor); both companies have been recognized for their efforts toward sustainability in processes and provision of green products; both offer recycling options for toner cartridges and Keeney’s Magnum toner cartridges are manufactured in Seattle – one of the few US made toner cartridges available. |  |  |
|  | **Vision for purchasing:** To be the leaders in sustainable procurement amongst universities, purchasing 100% of our products from suppliers with environmental impact in mind.  **Goals:**   * **Goal 1:** Give priority to sustainable businesses.   *Sustainability terms will be defined by strategy 1.1.1.*   * + **Objective 1.1:** Purchase supplies from suppliers that are sustainable under a set of predetermined requirements\*.     - **Strategy 1.1.1:** Define all sustainability terms.   *This includes terms like sustainable, recycled, local, etc*   * + - **Strategy 1.1.2**: Create guidelines for sustainable purchasing.     - **Strategy 1.1.3:** Including sustainable purchasing guidelines in the university policy.     - **Strategy 1.1.4:** Research the practices of all suppliers to determine our current procurement practices as it relates to sustainability.     - **Strategy 1.1.5:** Provide a vendor guide for sustainable practices     - **Strategy 1.1.6:** Determine base line of green procurement based on FY 2014 purchases of goods. Increase percentage of green products purchased annually.     - **Strategy 1.1.7:** Provide information to faculty and staff about purchasing from local, minority-owned, veteran owned, and sustainable businesses and small businesses.     - **Strategy 1.1.8:** Provide information to faculty and staff on businesses that fit the criteria for local, minority-owned and sustainable.     - **Strategy 1.1.9:** Research how many cartridges are sent overseas versus local.   *Currently, some cartridges are being sent to a “local” business in Seattle WA, while others are still being sent overseas. We want to determine the amount being sent to each so that we can keep track and increase the percentage of cartridges bought locally.*   * + - **Strategy 1.1.10:** Determine baseline of remanufactured cartridges. *Increase percentage of remanufactured cartridges purchased by campus departments.* * **Goal 2**: Increase use of sustainable products.   + **Objective 2.1.:** Identify specific commodities that could contain “green” products.   *Determine base line purchases and work toward increasing the dollar spend on “green”.*   * + - **Strategy 2.1.1:** Hire a work study employee to be in charge of all research and tracking.     - **Strategy 2.1.2:** Implement Procure-to-pay system to keep track of all purchases and to identify additional sustainable categories.      * + - **Strategy 2.1.3:** Continue to assess how much recycled paper, cartridges and janitorial supplies are purchased and reduce volume.     - **Strategy 2.1.4:** Continue to identify and select furniture vendors that provide items through environmentally friendly and sustainable le processes.     - **Strategy 2.1.5:** Include procurement data on Western’s Office of Sustainability website. * **Goal 3:** Reduce waste.   *This includes paper, office supplies, energy use, and other products determined to be wasteful from research.*   * + **Objective 3.1:** Aim for waste reduction of 10%\*.   *\*This number is subject to change based on the findings of research on supplies.*   * + - **Strategy 3.1.1:** Work with the student bookstore, office of sustainability and AS to reuse surplus property rather than throwing them out.     - **Strategy 3.1.2:** Create an online space for the exchange program.     - **Strategy 3.1.3:** Create awareness about the program by sending out electronic flyers through email.     - **Strategy 3.1.4:** Look into donating surplus supplies to acceptable recipients per state guidelines.   + **Objective 3.2:** Increase efficiency within purchasing processes in the campus community.     - **Strategy 3.2.1:** Research the implementation of a campus-wide managed print program.     - **Strategy 3.2.2:** Educate campus community on the value of consolidating orders and reviewing history of usage to promote effective purchasing processes.     - **Strategy 3.2.3:** Research and track campus printing habits.   *Allow each person to get involved by seeing their paper usage*  *throughout the quarter and how it compares to others.*   * + - **Strategy 3.2.4** Research the impact of implementation of a central receiving process. * **Goal 4:** Engage campus community through education and activities.   *Getting people involved could hopefully increase awareness and possibly spur new ideas*  *for our campus.*   * + **Objective 4.1:** Survey students, staff and faculty to understand their perspective on sustainability**.**      - **Strategy 4.1.1:** Survey students and faculty about awareness, satisfaction with sustainable purchasing, and ask if the individuals are participating. The campus community should also be able to give suggestions on improvements.     - **Strategy 4.1.2:** Survey students when they enter the university and when they graduate to determine their sustainability knowledge.   + **Objective 4.2:** Create opportunities for campus community to learn about sustainable purchasing.     - **Strategy 4.2.1:** Present at new student orientation.     - **Strategy 4.2.2:** Present at new employee orientations.     - **Strategy 4.2.3:** Develop dashboard of KPIs; Communicate what sustainable purchasing milestones are and which ones have been met.     - **Strategy 4.2.4:** Target distributed purchasers throughout the system. Continue to utilize vendor expertise to assist in educate campus community.     - **Strategy 4.2.5:** Use contests and competitions for innovative ideas. *Engaging students using incentives will provide more ideas on how to improve Western’s purchasing processes in regards to sustainability.*     - **Strategy 4.2.6:** Ensure all vendors are aware of Western’s commitment to sustainability. Work toward a shared vision in sustainability and sustainable action plan.   Applicable websites:  <http://www.wwu.edu/sustain/progress/indicators/>  Western’s sustainability indicators page  <http://f2.washington.edu/ess/dashboard/paper>  UW’s sustainability metric: paper |  |  |

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| **Achievability** | **Action Steps** | **Related Strategies** | **Responsible Units** | **Completion Date** |
| **Achievable with Available**  **Resources:** | Purchase sustainable commodities from “sustainable” suppliers that share Western’s vision. | 1.1.1  1.1.2  1.1.3  1.1.4  1.1.5  1.1.6  1.1.7  1.1.8  1.1.8  1.1.9  1.1.10 | Business Services | 2016 |
|  | Survey campus community to understand their perspective. | 4.1.1  4.1.2 | Student Life and Business Services | 2015 |
|  | Create opportunities for students, staff and faculty to learn about sustainable purchasing. | 4.2.1  4.2.2  4.2.3  4.2.4  4.2.5  4.2.6 | Student Life and Business Services | 2016 |
| **Achievable with Additional**  **Resources:** | Research our current ordering habits of all products to determine what amount is sustainable. | 2.1.1  2.1.2  2.1.3  2.1.4 | Business Services | 2016 - 2017 |
|  | Hire a work study employee at Business Services to provide research and organize data for the department. Determine base line on specific commodities. | 2.1.1  2.1.3  2.1.4  2.1.5  3.2.3  3.2.4 | Business Services | 2015 |
|  | Implement an exchange program including an online space | 3.1.1  3.1.2  3.1.3  3.1.4 | Central Stores | 2015 |
| **Achievable through Policy Change:** | None suggested at this time |  |  |  |
| **Achievable through Institutional**  **Investment:** | None suggested at this time |  |  |  |

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| **Key Performance Indicator(s)** | **Interim Target** | **Target Date** | **Responsible Units** |
| % of recycled products | Determine baseline to decide on a reasonable goal for increasing amount of recycled products purchased. | 2017 | Business Services |
| % of 100% recycled copy paper | Continue to purchase 100% of 100% content white copy paper. | 2015 | Business Services |
| % of gold rated EPEAT electronics | Determine baseline to decide on a reasonable goal for increasing amount of gold EPEAT products purchased. | 2016 | Business Services |
| % of current high volume vendors to identify and determine their sustainable practices. | Track sustainable vendor spend against total university spend | 2015 and on-going | Business Services |

\*percentages subject to change based on data from research