

# University of Gloucestershire

## Procurement Manual

<b>Section 2.7</b>	<b>Environmental Procurement Guidelines</b>	<b>Issue 2</b>	<b>22<sup>nd</sup> November 2006</b>
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### Amendment History

#### Issue 1

19/1/04          Initial release

#### Issue 2

22/11/06          Update on legislation and working practices

## University of Gloucestershire

### Procurement Manual

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#### 1. Scope

The scope of these guidelines is to provide information that will enable staff involved in procurement to make decisions taking into account environmentally responsible considerations and to increase awareness of current good practices in both procurement and recycling.

Where an “environmentally friendly” product or service is available it should be used wherever possible.

#### 2. Activities prior to placing a purchase order

Before goods and services are purchased on behalf of the University a buyer should consider the following criteria:

- Are the goods or services necessary?

If yes:

- Specify items which can be recycled or re-used. It is important to consider the waste hierarchy when purchasing goods:
  1. reduction
  2. re-use
  3. recycle
  4. recover – including the recovery of energy from waste
  5. dispose – the least attractive of options.
- Use suppliers that are committed to environmental improvement
- Can deliveries be consolidated to reduce transport requirements e.g. purchasing stationery once a month rather than once a week
- Use local suppliers where possible ensuring value for money is achieved

Once the price has been received the following questions should be asked as part of the selection process:

- Can the equipment be hired rather than purchased?
- Are or can the goods and services be manufactured, used and disposed of in an environmentally responsible way?
- Where different suppliers offer goods of a similar costs in their quotations. Give preference to those manufactured with a high recycled content.
- Are there any special waste disposal requirements and related costs associated with the product?
- Establish the expected energy usage and the cost of operations during the life of the equipment. Use “whole life” costing techniques to evaluate the anticipated total costs of the equipment prior to purchase
- Is the product adequately packed or excessively packaged? Encourage suppliers to use minimum packaging.

### 3. **“Whole Life” Costing**

The concept of “whole life” costing is to attribute a cost to all aspects of equipment life cycle including the initial purchase cost, energy cost for running it, disposal of any waste products and any costs or income associated with the disposal of the equipment.

The Joint Procurement Policy Strategy Group (JPPSG) produced an Excel based “toolkit” where both quantifiable and qualitative factors can be weighted and considered when making the procurement decision.

For further information on this “toolkit” please contact the Procurement & Contracts Manager on ext. 4178.

### 4. **Waste Management**

The University is encouraged to minimise the amount of waste that is produced from normal operations and to re-use or recycle the waste that is produced rather than disposing it to landfill.

Currently there is a considerable amount of legislation relating to various aspects of waste management coming from the European Union (EU). Some of these Directives have been enacted into UK Law, others are in draft form and will be enacted over the next few years. The legal definition of “waste” is contentious and the European Courts are enforcing a definition of waste as “whether the holder discards or intends to discard the material”. Only if the holder can demonstrate that they intend to keep and re-use the material will it not be considered waste.

The following are some of the regulations which have or will become part of UK Law.

#### 4.1. **Landfill (England and Wales) Regulations 2002 (as amended)**

These regulations were the result of an EU Directive in 1999 and impose certain targets on the reduction of waste to landfill. These include:

- Waste being classified as Hazardous, Non Hazardous and inert.
- No co-disposal of hazardous and non-hazardous waste from July 2004
- Legally binding targets to reduce the amount of biodegradable municipal waste sent to landfill.

One outcome of these regulations is the introduction of Landfill tax on every tonne of waste going to land fill. The current rate is £21 per tonne (2006/7) and it is anticipated that this will increase by at least £3 per tonne per year. The Government have announced that in the medium term landfill tax will increase to £35 per tonne, therefore making disposal of waste more expensive than recycling it.

#### 4.2. **Hazardous Waste (England and Wales) Regulation 2005**

These regulations expand the definition of hazardous substances to over 200 products and require the disposal of these materials in specialist sites. At the end of 2006 there were only 14 hazardous waste sites in the England and Wales. Before the regulations came into force there were 200,000 producers of hazardous waste and this has increased to more than 700,000 producers as products get reclassified.

- 4.3. **Producer Responsibility Obligations (Packaging Waste) Regulations 2005**  
These regulations apply to large manufacturers who produce a large amount of packaging, making them responsible for the removal of the packaging. These regulations may apply to some of the University's larger suppliers, for example when we order new furniture the supplier must remove all associated packing after it has been installed.
- 4.4. **Waste Electrical and Electronic Equipment Directive (WEEE).**  
This Directive was adopted in October 2002, by the Council of the European Community and Council of Ministers, published in February 2003 to harmonise the mandatory collection, treatment, re-use and recycling of waste electrical and electronic equipment. The UK had until August 2004 to implement it, with producer's responsibility coming into effect in August 2005, substance ban in July 2006 and recycling targets to be met by December 2006. These timescales have not been achieved and the latest date for full implementation is July 2007. The Directive affects manufacturers and resellers of this type of equipment and all companies and Institutions where electrical and electronic equipment requires disposal.

For further information on legislation affecting waste management see <http://www.wasteguide.org.uk/>.

## 5. **Environmental labelling**

There are two types of environmental labels; multi-attribute and single issue labels.

### **EU eco-label**

The EU eco-label has been aimed at consumer goods and services with the intention of encouraging manufacturers to design products with reduced environmental impact as consumers demand products meeting strict ecological criteria. These products and services carry the daisy symbol.

Organisation for Economic Cooperation and Development (OECD) reported in "Greener Public Purchasing" published in 2000 that among the OECD countries, Austria, Canada, France, Germany, The Netherlands, Korea, the Nordic Countries (Norway, Sweden, Denmark and Finland), Japan, United States and the European Union they are running multiple-criteria environmental certification systems. Such a scheme is the Nordic Swan label.

### **Single issues labels**

Single issues labels can be divided into two categories. The first category covers single issues, such as Energy usage of computers and domestic appliances e.g. Energy Star and the mandatory energy efficiency labels on appliances. The second criteria are single issue, multi criteria labels such as the Forest Stewardship Council (FSC) and Marine Stewardship Council (MSC) schemes where the use of sustainable forest and fisheries are certified to provide a market place incentive for producers to adopt good practices.

## 6. **Products and Services**

### 6.1. **Building**

When undertaking new build or refurbishment projects, energy efficient and waste minimisation criteria must be incorporated to minimise environmental damage and to achieve value for money. For example water based paints are used wherever possible

and plywood or natural timber would be used instead of MDF thus reducing the use and evaporation of solvents.

For further information please contact the Technical Services Manager ext. 4461.

6.2. **Buses**

The University operates a regular hourly bus service between the Cheltenham and Oxstalls during term time. By showing their University identity card staff and students have unlimited free access to most STAGECOACH (excluding the night service) buses in Gloucestershire and other Stagecoach services in adjoining counties. For further information please see <http://intranet.glos.ac.uk/fs/publictransport.htm>.

6.3. **Cleaning products**

The cleaning products used by the University are all “environmentally” friendly. These products are available through the Southern Universities Purchasing Consortium (SUPC) Cleaning materials contract.

For further information please contact Procurement & Contacts Manager ext. 4178.

6.4. **Electricity**

Since 1994 the university has purchased “green” electricity for the over 100kW sites. When the electricity contract is tendered the ability of the supplier to provide the University with “green” electricity is taken into account as part of the evaluation. Electricity produced from wind power, hydro, solar, combined heat and power and geo-thermal sources are not subject to the Climate Change Levy. This is a levy imposed by the Treasury relating to carbon production on non-domestic energy requirements. The current levy on electricity is 0.43p per kW hour and will rise in line with inflation from 2007.

For further information please contact the Technical Services Manager ext. 4461

6.5. **Furniture**

Our preferred Furniture suppliers Gresham Office Furniture and ROC Office Furniture are appointed as part of the HE inter-regional furniture contract and are ISO 14001 registered. SUPC, who manage this contract monitor ongoing environmental improvements under the contract.

For further information please contact the Procurement & Contract Manager for brochures before purchasing furniture ext. 4178

6.6. **Paper**

The paper purchased for local photocopiers and printers is 100% post consumer waste recycled paper. This paper has been recycled from UK sources. The pallets on which the paper is delivered are collected by the supplier on the following delivery for recycling / re-use.

For further information please contact the Technical Advisor ICT Services ext. 4273

The paper used in reprographic photocopiers is 80% post consumer waste recycled paper.

The University has “signed up” to the Office of Government Commerce (OGC) contract for recycled paper. This contract is available to our printers under the University framework contract. The University is specifying the use of a minimum 75% post consumer waste recycled paper for all its printed materials.

For further information please contact the Print Buyer ext. 4522.

6.7. **Personal Computers**

All personal computers (PCs) purchased by the University through ICT Services have power saving devices incorporated on the flat screen (TFT) monitors.

For further information please contact the ICT Purchasing ext. 4272.

6.8. **Printers**

The University policy on printers is to:

1. Discourage the use of “stand alone” printers.
2. Encourage the use of duplex network printers or the networking of PCs to the departmental photocopier.

The University’s preferred printer manufacturer is Hewlett Packard whose commitment is to: “Design our products and services to be safe to use, to minimise the use of hazardous materials, energy and other resources, and to enable recycling or re-use.” Source: Hewlett Packard Environmental Policy.

To further reduce the environmental impact of printers the following activities are encouraged to further reduce toner and paper usage:

1. At installation technical staff to optimise the flow of toner to reduce toner consumption
2. Users should reduce margins and font sizes where appropriate. This may not be appropriate for people with impaired vision.

For further information please contact the ICT Purchasing Manager ext. 4272.

6.9. **Photocopiers**

The University’s photocopier supplier, Ricoh, regards environmental conservation as an integral element of their business activities. Their policy is to promote technology whilst maintaining or reducing the environmental effects of their product at all stages of the product life cycle i.e. design, manufacture, logistics, use or disposal, through energy minimization, pollution prevention and reduction in disposal waste. However toner bottles are not recycled by Ricoh.

For further information please contact the Technical Advisor ICT Services ext. 4273

6.10. **Stationery products**

The University is committed to purchasing stationery products and paper produced from recycled materials. Banner operates their own Global & Tick™ on products which offer excellent environmental performance compared with comparable products.

○ **Envelopes**

Due to the high recycled content manila envelopes should be used where possible and when a better quality envelope is required then white envelopes made from recycled paper should be the choice. Window envelopes cannot be recycled so should be used sparingly and where their use is necessary they should be manufactured from recycled paper.

Envelopes should be re-used for internal post within the University rather than disposing of them.

Jiffy bags or shredded paper should be used rather than bubble wrap.

- **Files and folders**

Files and folders should be re-used in preference to purchasing new ones.

Where files or folders need to be purchased where possible use files made from recycled board. Where plastic files are required polypropylene should be used rather than PVC as it biodegrades harmlessly but slowly. PVC emits chlorine when burnt and toxic fumes when it biodegrades. The supplier catalogues indicate eco friendly products.

6.11. **Used Toner and Inkjet Cartridges**

The University purchases recycled toner and inkjet cartridges for printers unless new ones are specified.

For further information please contact the Technical Advisor ICT Services ext. 4221.

7. **Recycling Policy**

The University has had a recycling policy since 1993, encouraging staff and students to actively recycle paper, cardboard and cans by separating these items at the point of disposal. The University awarded its waste disposal contract to Printwaste Recycling Ltd in September 2005 whose prime focus is recycling rather than disposal. The University currently recycles, re-uses or recovers the following:

7.1. **Recycles:**

The University actively encourages recycling throughout the University by providing easily accessible recycling points.

**Recycling Boxes**

Recycling boxes have been “rolled out” across the campuses for cans, plastic glass and paper. These are emptied by the Campus staff and taken to the recycling centre situated on each campus.

**Recycling Centres**

A Recycling Centre has been established on each campus, where the items for recycling are stored prior to collection by Printwaste. The products recycled through the Recycling Centres are:

- Paper )
  - Plastics )
  - Glass )
  - Can )
  - Cardboard
  - Personal computers
- These items are collected through recycling boxes at various points around the Campuses

**Cardboard**

Any cardboard for recycling should be taken to the Campus Recycling Centre.

**Personal Computers (PCs)**

ICT systems are responsible for recycling PCs either within the University or externally. Any PCs which are surplus to a Faculty / Departments requirements should be returned to ICT Systems. For further information please contact ICT Systems Manager 4197 or see

<http://www.glos.ac.uk/departments/lis/ictservices/documentation.cfm>

**Envelopes**

Envelopes are re-used as internal mail envelopes.

**Photocopier paper boxes** with lids should be forwarded to Reprographics where they are re-used for distributing new copies

**Used Toner and Inkjet Cartridges**

All spent toner cartridges and inkjet cartridges are put into one of the Printwaste recycling receptacles on each campus.

**Garden Waste**

Plant waste is composted and “woody” waste is chipped by Estates Ground staff and used as mulch around the University where possible.

**7.2. Re-use and recovery****Cooking Oil**

The waste cooking oil is collected from each campus for recycling by Longma Biofuels Ltd and taken to their reprocessing plant in Herefordshire, where it is turned in biodiesel.

**7.3. Photographic plates.**

The used plates are sent to a specialist company who recover silver from these plates.

If you require further information on the University Environmental Procurement or recycling policies or where goods are sourced from please contact one of the following:

Procurement and Contracts Manager	ext. 4178
ICT Purchasing Officer	ext. 4272
Operations Manager	ext. 4189
Technical Services Manager	ext. 4461
Health, Safety & Environment Manager	ext. 5051
Print Buyer	ext. 4522