



Queen's University  
Belfast

# Supplier Support Guidelines

Green Procurement at Queen's University Belfast



# Introduction



## **Queen's University Belfast is committed to improving its environmental performance in all its activities.**

In pursuit of the commitment to minimising its environmental impact, the University is dedicated to assessing and, where possible, improving the environmental performance of its supply chain.

The University has a Green Procurement Policy in place, a copy of which is shown on the following page.

In line with this policy, all suppliers within certain categories of goods/services are assessed to ensure that, where practicable, the University trades only with suppliers which have developed sound environmental credentials in their operations and can provide alternative, high quality, environmentally-friendly products.

These guidelines have been collated to assist potential suppliers in the completion of the supplier Environmental Evaluation Questionnaire and also, to give them a background into what the University is trying to achieve in terms of green purchasing.

The University's Purchasing Office and Estates Directorate achieved certification to the internationally recognised ISO14001 Environmental Management Systems Standard in January 2007. Certification to this standard demonstrates an organisation's commitment to environmental management and the subsequent reduction of its environmental impact. The production of these guidelines is one of many environmental improvement initiatives being completed as part of the certification.



# Green Procurement Policy

**Queen's University Belfast**  
Purchasing Office



**Queen's University Belfast is dedicated to executing its purchasing activities in an environmentally responsible manner. As we recognise that much of our indirect environmental impact lies in our supply base, it is therefore our responsibility to ensure the appropriate level of environmental performance of suppliers. By incorporating environmental considerations into purchasing, Queen's University Belfast can serve this commitment by reducing its burden on the local and global environment.**

Specifically, the Purchasing Office will:

- Introduce suppliers to both this policy and the Queen's University Belfast environmental policy statement
- Promote environmental awareness amongst suppliers
- Include environmental considerations in the assessment of suppliers and their products/ services to ensure that environmental alternatives are sought whenever practical
- Encourage suppliers to investigate and introduce environmentally friendly policies and processes
- Establish guidelines for the procurement of supplies, services and works based on waste minimisation, energy and water conservation , life cycle costing and other environmental considerations
- Raise awareness of University staff on the potential environmental impacts of their procurement decisions
- Endeavour to work with key suppliers to improve their overall performance, reduce the environmental impacts of their products and processes and develop environmentally friendly products where possible.
- Comply with all environmental legislative and regulatory requirements in the procurement of goods, services and works

A handwritten signature in black ink, appearing to read 'Tricia Massey'.

**Tricia Massey**  
Head of Purchasing

A handwritten signature in black ink, appearing to read 'W Norman Bennett'.

**W Norman Bennett**  
Director of Finance

# Supplier Environmental Evaluation



Questionnaires are included in all tender exercises for goods and services with a perceived environmental impact. The purpose of the Environmental Evaluation Questionnaire is to assess the environmental credentials of potential suppliers, and subsequently, to assess the University's indirect environmental impact through its supply chain.

Questions are divided into the following subjects:

## **Environmental Policy and Awareness**

## **Legislation and Compliance**

## **Environmental Management System**

## **Product / Service**

## **Waste Management**

## **Packaging and Transportation**

The following is an explanation of each of these to give suppliers an idea of the information the University is attempting to gather from this exercise.

### **Environmental Policy & Awareness**

The Environmental Policy is a statement by an organisation of its intentions and principles, in relation to its overall environmental performance, and how it manages its impact on the environment.

Suppliers are also asked if they have staff with specific environmental responsibilities. The seniority of staff with such responsibilities gives an indication of the level of commitment to environmental management by the supplier.

### **Legislation and Compliance**

Suppliers should have a coherent system in place, integrated with the organisational structure, for ensuring compliance with all the relevant environmental legislation and regulations.

The system should be proactive rather than reactive in nature, considering environmental impacts in all areas of business operations. Suppliers should also have a mechanism in place where legal compliance is evaluated periodically.

### **Environmental Management System**

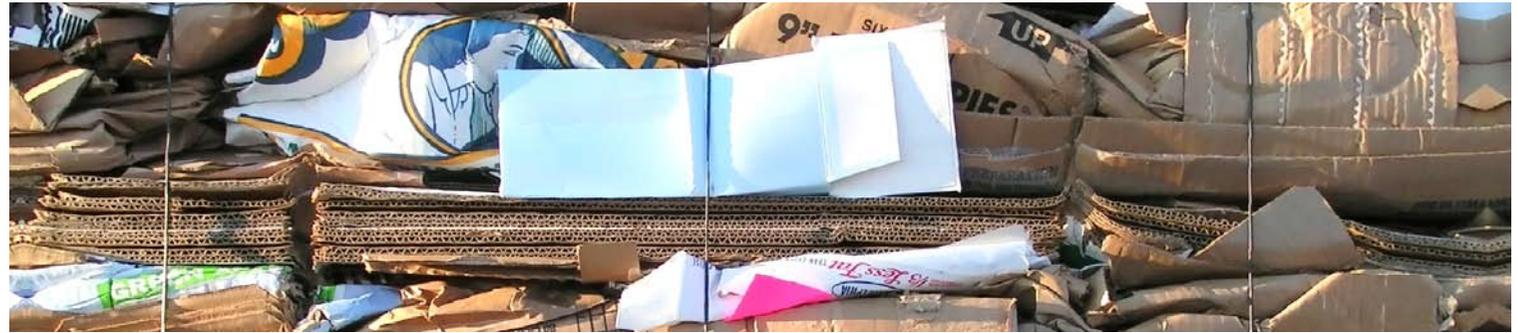
This is the system which an organisation has in place to manage its environmental impacts and improve its environmental performance. Types of system vary, but effectively, should be a series of policies and procedures to control and reduce risk and to allow for environmental improvement to take place.

An Environmental Management System is in place, within the Purchasing Office and Estates Directorate, which has achieved certification to the ISO14001 Environmental Management Systems Standard. ISO14001 is the internationally recognised standard for environmental management best practice.

### **Product / Service**

This incorporates concepts of life cycle assessment/whole life costing. It

# Supplier Environmental Evaluation



seeks to assess the level of a supplier's commitment to the environment beyond the factory or office gates, from 'cradle to grave'.

Careful consideration should be given to the environmental impact of products through their entire lifecycle and their 'whole life' costs. This means that the product should have been designed with a view to minimising all forms of waste (including its re-usability or recyclability at the end of its usable life) and to operate more efficiently during use.

## **Waste Management**

Suppliers should seek to reduce waste throughout their business operations, as well as minimising the environmental impact of the waste that they produce. Procedures for implementing such actions will include the use of recycling systems and the completion of waste audits-

## **Packaging & Transportation**

Suppliers should implement procedures to minimise the packaging-to-product ratio; ensuring packaging is reusable, returnable or recyclable; minimising the number of materials used and minimising packaging volume for bulk delivery. Organisations

should also arrange their delivery schedules to maximise effectiveness e.g. optimal loading of vehicles to improve fuel efficiency.

The Environmental Evaluation Questionnaire should therefore be completed by suppliers with the above information in mind.

# Considerations for the supply of greener products



## **Whole Life Costing**

Whole Life Costing provides the means of determining whether it is cost effective to initially invest in a more expensive product to reduce costs in the long run. This is arguably one of the most important purchasing decisions. Factors taken into account in this regard include running costs (electricity/gas/water consumption), special storage or handling requirements to avoid pollution, waste generation during use and end of life disposal requirements.

## **WEEE (Waste Electrical and Electronic Equipment)**

The WEEE Regulations make producers of electrical and electronic equipment responsible for financing the recovery and recycling of such equipment at the end of its life.

Under the Regulations, the University is considered to be a business 'end user' and as such, from 1 July 2007, is responsible for ensuring the recovery, recycling and financing of some WEEE:

## **EEE placed on the market before 13 Aug 2005 ('historical WEEE')**

- If there is a 'like for like' replacement of the equipment, the producer is responsible for disposal
- If there is no 'like for like' replacement, the University is responsible for disposal

## **EEE placed on the market after 13 Aug 2005**

- The producer is responsible for disposal, unless otherwise agreed with the institution at the time of purchase.

The University will ensure that producers fulfill their responsibilities under these Regulations.

## **Distributors of EEE**

There are no obligations for distributors in relation to sales of non-household (i.e. business end user) EEE, or for the take-back of non-household WEEE. However as part of the supply chain for non-household EEE, the University expects distributors to assist in ensuring that producers discharge their take-back obligations under the WEEE Regulations.

## Considerations for the supply of greener products



### **Packaging**

As part of the University's Waste Management Strategy, a number of initiatives are ongoing to reduce waste and, where that is not possible, to recycle it. Waste packaging around supplies to the University has been identified as one of the key waste streams to be addressed. Optimising the amount of packaging around supplies will not only assist the University in minimising waste, but it may also reduce costs for suppliers as they may need to purchase less packaging materials.

It is obviously important that the amount of packaging around supplies is sufficient to prevent damage during storage and transportation, however, the over-packaging of supplies should be avoided.

### **Packaging materials**

Packaging used should be easily reused/ recycled e.g. cardboard, paper, etc.

### **Reusable packaging**

The best option in terms of packaging around deliveries to the University is that which can be returned for reuse or taken away upon delivery of the supplies. The University does understand, however,

that the logistics of returnable packaging can, in some cases, be prohibitive.

### **White Goods, IT and Laboratory Equipment**

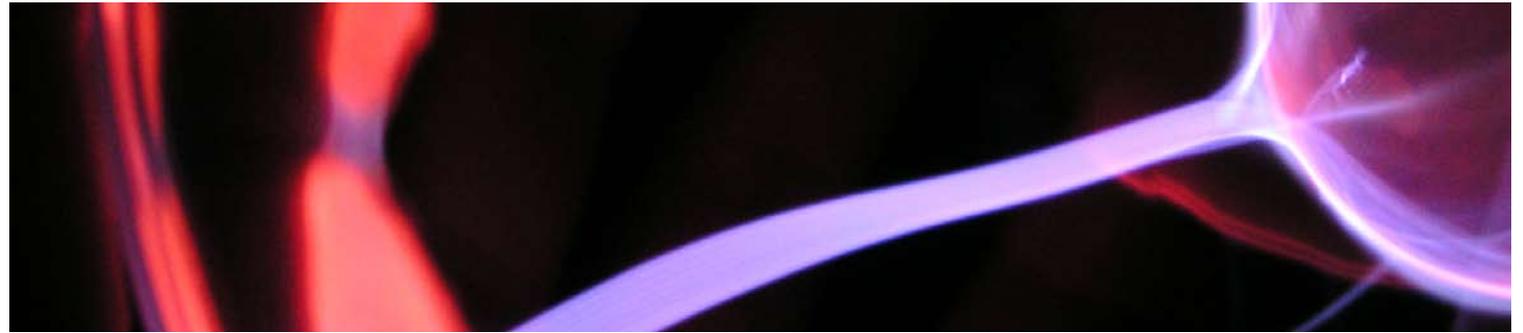
The purchase of these items of equipment has the potential to have a huge impact on the University's environmental performance.

It is imperative that greener alternatives are considered for such equipment due mainly to the ongoing running costs, particularly associated with the energy efficiency of the equipment.

As well as being cheaper to run, energy-efficient products use less energy and therefore have less of an environmental impact.

In terms of electrical equipment, there are three energy labelling schemes which should be considered for supply.

# Considerations for the supply of greener products



## Energy Star

Office Equipment, such as computers, monitors, printers and photocopiers that have earned the Energy Star help eliminate wasted energy through special energy-efficient designs. They use less energy to perform regular tasks, and when not in use, automatically enter a low-power mode.

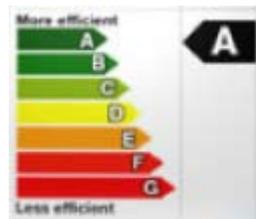


## Energy Saving Recommended Logo

This logo was developed to help identify the most energy-efficient products. These products cost less to run because they use less energy to do the same job than inefficient ones.

If you see the logo, it means the goods are amongst the most energy-efficient you can supply as they have met strict efficiency criteria.

Only the most energy-efficient products will carry the Energy Saving Recommended logo - making it a quick and easy way for you to identify the most energy efficient products in the category.



## The EU energy label

The EU energy label rates products from A, (the most efficient) to G (the least efficient). For refrigeration, the EU energy label goes up to A++. By law, the label must be shown on all refrigeration appliances, electric tumble dryers, washing machines and dishwashers.

Only those appliances with an A rating should be considered for supply to the University. Ideally, those with A+ or A++ ratings should be considered, although if they are considerably more expensive, they should be provided as an option within any quotations/tender submissions.