

# Universidad San Francisco de Quito USFQ



UNIVERSIDAD SAN FRANCISCO

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## Sustainable Purchasing Policy

<b>Elaborated by:</b>	El logo de USFQ SMART CAMPUS muestra las letras "USFQ" en un tipo de letra serif, con un dragón rojo que se integra con la letra "S". A la derecha de "USFQ" hay una línea vertical que separa el texto "SMART CAMPUS" en dos líneas.
Oficina de Sostenibilidad	
<b>Date:</b> Dec, 2022	

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## Introduction

USFQ is the first campus in South America accredited with a STARS® Golden Rating, validating our commitment to incorporate sustainability within operations, academics, and research. The USFQ Smart Campus initiative launched in 2020 to drive innovative sustainability projects within our campus to reduce our operations' footprint while sustaining our continuous growth. USFQ is privileged to be located in a mega biodiverse country which continues to inspire us to promote efficiency and sustainability in our researchers' network and projects. The unique location of our science stations in Ecuador allows us to undertake important climate change endeavors.

The research developed at USFQ is focused on sustainability, environment, corporate responsibility, climate change, and equality. It is carried out by multidisciplinary teams of experts and students that are concerned with the healthy maintenance and development of society and the environment. Notably, 86% of academic departments at USFQ incorporate sustainability topics in their courses linking to the Sustainable Development Goals.

Through our institution's purchasing practices, USFQ can drive sustainable production and consumption, optimizing resource efficiency and reducing our operational footprint.

This document includes important guidelines for making decisions in the procurement process, following the STARS guidance for purchasing, reinforcing the University's commitment with sustainability, decarbonization, and waste reduction.

## Policy statement

USFQ is committed to achieve its sustainable goals as well as Zero Waste Campus. The responsible purchasing aims to develop this sustainability policy for the acquisition of goods and services from external sources with environmental consciousness on the university behalf. This statement provides for individuals to follow guidelines and criteria when making purchases and follow the principles referenced in this policy.

This policy is going to be implemented gradually in the activities of the university to achieve the defined goals. Firstly, it will start with training and awareness of the importance of this policy to campus employees in order to start meeting our sustainable goals.

## Objective

To develop metrics for more conscious purchasing decisions allowing the continuous growth of our institution and its operations.

## Who should read this policy

Campus users that are going to purchase goods or services on behalf of Universidad San Francisco de Quito along with their supervisors and administrators.

## Important definitions

**Smart Campus Office:** Office in charge of coordinating sustainability operations of the University.

**LCA:** Life Cycle Assessment or LCA is a method for assessing the environmental impacts of products, processes, and services throughout their life stages.

**STARS:** The Sustainability Tracking, Assessment & Rating System™ is designed to acknowledge and celebrate the variety of higher education institutions, including both community colleges and research universities. It provides long-term sustainability goals for those who have already achieved a high level of sustainability, as well as recognition for institutions just beginning their sustainability journey.

## Purchasing Policy

All University offices, programs, entities, institutes, and groups must take responsibility for promoting the development and use of products and services that are environmentally and socially acceptable.

This policy and accompanying appendices provide guidance for environmentally and socially preferable products and services being purchased by the University. Anyone posting a purchasing request should use this information to make informed decisions on purchasing. The Smart Campus Office will provide guidance to any university member seeking to comply with this policy.

Aligned with our University's aims on Sustainability, purchases will be conducted following these key principles:

- Purchase goods and services that meet the standards and certifications as defined below.
- Support the University commitment towards decarbonizing its operations.
- Support the University goal towards Zero Waste production by reducing overall consumption and switching to products with a reduced lifecycle, social and environmental impact and respecting planetary boundaries.
- Consider social and environmental features as criteria in addition to pricing when evaluating the competitiveness of procurement decisions.
- Continuously improve sustainable purchasing practices.

## Sustainable Purchasing guidance by category:

This section of the document provides guidance adapted from STARS on sustainable purchasing that should be considered by all University members placing purchasing orders and/or fulfilling them.

### Sustainable Procurement Guidelines

<b>Rationale</b>	Each purchasing decision an institution makes represents an opportunity to choose economically, environmentally and socially preferable products and services, to support companies with strong commitments to sustainability, and to support just and resilient local economies.
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#### General purchases

1. Questions to consider before buying: **Appendix B**
2. Incorporate social and environmental features as criteria in addition to pricing when evaluating the competitiveness of procurement decisions
3. Select products that reduce product packaging or replace it with biodegradable and/or recycled material.

#### Chemical intensive products and services

1. The products which are used for cleaning or disinfecting for janitorial purposes do not contain any carcinogens, mutagens or teratogens.
2. Most of the products which are used for or maintenance contain biodegradable ingredients.
3. Procure readily biodegradable surfactants and detergents, that contain more biodegradable products.
4. Procure using cleaning products which are biodegradable or contain surfactant products which are biodegradable.

#### Consumable office products

1. Acquire high quality, durable products that can be reused, refilled or recycled.
2. All the equipment that is used at USFQ's campus like printers and copiers should be compatible with use with recycled paper. New equipment that is recently acquired must fulfill these criteria.

#### Furniture and furnishing

1. Prioritize products with post-consumer and/or post-industrial recycled content.
2. Prioritize products with a minimum 10-year warranty; greater than 15 years (preferred).
3. Prefer materials that have been extracted locally or regionally. Furniture selections shall be high quality, durable items made from domestic materials.
4. Once the furniture is no longer in use and has passed through a process of discharge, it should be donated to Foundations or other institutions for reuse when in a condition to do so.

### **Information Technology and equipment**

1. When choosing electrical products, think about the entire lifecycle costs and environment impacts.
2. Prefer energy efficient products when purchasing computers, laptops, displays and other technology equipment.
3. Repair equipment to extend life.
4. Socialize and follow guidelines for sustainable use of equipment provided by Sustainable Office (Smart Campus).
5. Acquire environmentally or socially preferable electronics that has ecolabel or EPEAT registered.

### **Transportation and fuels**

<b>Fleets</b>	<b>Fuels</b>
<ol style="list-style-type: none"> <li>1. All the new purchases meant to increase campus fleet should require:               <ul style="list-style-type: none"> <li>- Higher fuel efficiency vehicles.</li> <li>- Alternatively, electrical vehicles where finances and availability allow.</li> <li>- Include at least one electric bus in the fleet by 2025.</li> </ul> </li> <li>2. Maintain an inventory of each existing vehicle: technology, kilometers traveled, maintenance, fuel type and consumption efficiency level to highlight areas in need of improvement.</li> <li>3. Consider other mechanisms of sustainable movability offering for campus users.</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop a fuel-reducing practices and training with fleets operators.</li> <li>2. Implement progressively cleaner fuel alternatives for USFQ's fleet.</li> </ol>

## Cleaning and janitorial purchasing

<b>Rationale</b>	By switching to non-toxic cleaning products, institutions reduce exposure impacts for all building occupants and the environment, thereby promoting clean and healthy work, living, and learning spaces.
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### **Certified green cleaning products**

1. Purchase certified ecological cleaning products.
2. Progressively increase the percentage of purchasing over years.
3. Make alliances with companies which sell these products.

### **Certified green janitorial paper products**

1. Purchase certified ecological cleaning janitor paper products.
2. Progressively increase the percentage of purchasing over years.
3. Make alliances with companies which sell these products.

### **Cleaning and janitorial products that are third party certified to meet recognized sustainability standards**

1. Evaluate products that have recognized sustainability standards, in term of cleaning and janitorial products.
2. Progressively increase the percentage of purchasing over years.
3. Make alliances with companies which sell these products.

## Office paper purchasing:

<b>Rationale</b>	By supporting markets for environmentally preferable paper, institutions contribute to conservation of water, energy, and virgin forest.
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### **Expenditures on office paper:**

1. Follow the printing tips shared by Smart Campus Office (See **Appendix C**).

2. Promote the purchasing of sugar bagasse or paper with recycled content where applicable.

## Sustainable Purchasing target compliance schedule

This section indicates the target compliance time frames in which sustainability criteria considerations will begin to be applicable in the University's purchasing processes.

<b>Sustainable Procurement Guidelines</b>	<b>Target year</b>
<b>General Purchases</b>	
Incorporate social and environmental features as criteria in addition to pricing when evaluating the competitiveness of procurement decisions.	2023
Select products with reduce packaging or replace it with biodegradable and/or recycled material.	2023
<b>Chemical intensive products and services</b>	
The products do not contain any carcinogens, mutagens or teratogens.	2023
Most of the products used for or maintenance contain biodegradable ingredients.	2024
Procure readily biodegradable surfactants and detergents, that contain more biodegradable products	2024
Cleaning products that contain surfactants and detergents have more biodegradable products on its components.	2023
<b>Consumable office products</b>	
Products purchased fulfill at least 2 of these requirements: <ul style="list-style-type: none"> <li>• High quality</li> <li>• Durable</li> <li>• Refilled</li> <li>• Recycle</li> </ul>	2024

All the equipment that is used at USFQ's campus like printers and copiers should be compatible with use with recycled paper.	2024	
<b>Furniture and furnishing</b>		
<p>Products purchased fulfill at least 2 of these requirements:</p> <ul style="list-style-type: none"> <li>• Product has a minimum 10-year warranty. (15 years preferred).</li> <li>• The materials used in the product have been extracted locally or regionally.</li> <li>• High quality and durable.</li> <li>• Once the furniture is no longer being used and passed through a process of evaluation and it is discharged, it is donated to foundations or other institutions for reuse, when applicable.</li> </ul>	2023	
<b>Information Technology and equipment</b>		
Choosing electronical products, think about the entire lifecycle costs and environment impacts.	2023	
Prefer energy efficient products when purchasing computers, laptops, displays and other technology equipment.	2023	
Repair equipment to extend life.	2023	
Socialize and follow guidelines for sustainable use of equipment provided by Sustainable Office (Smart Campus).	2023	
Acquire environmentally or socially preferable electronics that has ecolabel or EPEAT registered.	2023	
<b>Transportation and fuels</b>		
<b>Fleets</b>	Higher fuel efficiency vehicles.	2024
	Alternatively, electrical vehicles where finances and availability allow.	2025
	Include at least one electric bus in the fleet by 2025.	2023

	Maintain an inventory of each existing vehicle: technology, kilometers traveled, maintenance, fuel type and consumption efficiency level to highlight areas in need of improvement.	2023
	Consider other mechanisms of sustainable movability offering for campus users.	2024
<b>Fuels</b>	Develop a fuel-reducing practices and training with fleets operators.	2023
	Implement progressively cleaner fuel alternatives for USFQ's fleet.	2025
<b>Cleaning and janitorial purchasing</b>		<b>Target year</b>
<b>Certified green cleaning products</b>		
	Purchase certified ecological cleaning products.	2024
	Progressively increase the percentage of purchasing over years.	2025
	Make alliances with companies which sell these products.	2024
<b>Certified green janitorial paper products</b>		
	Purchase certified ecological cleaning products.	2024
	Progressively increase the percentage of purchasing over years.	2025
	Make alliances with companies which sell these products.	2024
<b>Cleaning and janitorial products that are third party certified to meet recognized sustainability standards</b>		
	Evaluate products that have recognized sustainability standards, in term of cleaning and janitorial products.	2024
	Progressively increase the percentage of purchasing over years.	2025
	Make alliances with companies which sell these products.	2024

Office paper purchasing	Target year
Follow the printing tips shared by Smart Campus Office (See <b>Appendix C</b> ).	2023
Promote the purchasing of sugar bagasse or paper with recycled content where applicable.	2023

## References

AASHE. The Sustainability tracking, Assessment & Rating System. <https://stars.aashe.org/>

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McLeod, F., Cherrett, T., Bailey, G., Allen, J., Browne, M., Leonardi, J., ... & Zunder, T. (2015). Sustainable procurement for Greener logistics in the higher education sector.

Primadasa, R., & Tauhida, D. (2021). Interrelationship Performance Indicators Model of Sustainable Procurement in Higher Education. *Spektrum Industri*, 19(2), 157.

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<https://businessservices.lehigh.edu/sites/businessservices.lehigh.edu/files/Purchasing/Documents/Sustainable%20Purchasing%20Policy%208-24-21.pdf>

## Appendices

### **Appendix A: Sustainability Questionnaire for Potential Suppliers**

(Source: Lehigh University Sustainable Purchasing Policy)

1. What sustainability guidelines or environmental statement does your company have to guide your company as a whole?
2. Describe how your company will work with, and support, Lehigh in meeting its sustainability goals, as outlined in Lehigh's Sustainability Strategic Plan 2030. Detail how this would apply to this project or services.
3. Describe what policies, programs, memberships, or certifications your company has in place to manage its environmental impact and to become more sustainable.
4. Describe how your company works to reduce its greenhouse gas emissions.
5. Describe how your company works to reduce waste in its daily operations and what plan is in place to reduce waste to landfill generated in the future.
6. Describe your plan to minimize packaging and/or describe your packaging "take back" program. What kind of reusable, recyclable, and/or compostable packaging materials do you use? What do you do to encourage/require your supplier to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?
7. Describe how your company works to reduce its water consumption in its daily operations.
8. Describe how your company works to be more energy efficient.
9. What programs do you have to encourage your employees to use alternative transportation while commuting to work and traveling locally?
10. What kind of effort does your company make to reduce the use of environmentally harmful materials?
11. Has an environmental lifecycle analysis of your company's products been conducted by a certified testing organization?
12. Has your company been cited for non-compliance of an environmental issue in the past ten years?
13. Describe any other initiatives your company has taken to integrate sustainability practices and principles into your operations.
14. Does your company have a Diversity and Inclusion Program? If so, describe the program goals over the next 5 – 10 years.
15. Are your products or services made using responsible labor/social practices, including paying workers standard wages and benefits? Please describe.

**Appendix B: Recommended questions to consider before placing a purchasing order** (Source: Lehigh University Sustainable Purchasing Policy)

1. Is the product really needed?
2. Is the product size/magnitude necessary?
3. Are all the features of the product necessary?
4. Can any features be eliminated, is there a suitable alternative that is less harmful to the environment and safe to use?
5. Is the product designed to be durable/long lasting?
6. Are recycled materials used to make the product?
7. Was the product produced locally? How far did it travel from where it was manufactured and where it is being used?
8. Does the product contain any banned or restricted substances?
9. Does the product contain any exotic/endangered materials?
10. If wood is used in the product, what is the source and how is it harvested?
11. Is the product manufactured from tropical rainforest wood?
12. Is the product reusable, compostable or recyclable following use?
13. Does the product require special disposal considerations?
14. Is the product energy efficient?
15. Is the product designed for easy maintenance and repair?
16. Are replacement parts made from recycled materials and are they themselves reusable or recyclable?
17. Are the products designed to reduce consumption and minimize waste?
18. Is the product packaging minimal, made from recycled materials and recyclable or reusable?

## Appendix C: Sustainable recommendations for printing and paper usage

# SUSTAINABLE TIPS FOR PRINTING

- Save the file in PDF**  
 Instead of printing on paper once your document is finished, save it as a pdf so you can share it, email it, or upload it to the cloud.  

- Automatic black and white printing.**  
Print the sheets double-sided, so you can reduce the use of paper by 50%.
- Print the sheets double-sided, so you can reduce the use of paper by 50%.**
- Changes the print margins from the default value of 1.25 inches (3cm) to 0.75 inches (1.9cm).**  
  
[Link to tutorial](#)
- Use a font that saves ink**  
 Times New Roman, Century Gothic, and Ecofont fonts are cheaper compared to the ink-intensive Arial.
- Preview before printing**  
Preview your document before printing it. Eliminate unnecessary spaces and pages, reduce the size of images and text, confirm that there are no design problems or typographical errors to avoid printing it again.  
  

- Don't make copies, scan!**  
Instead of copying a document to share it, it is preferable to scan it and send it by email.
- Print in draft quality**  
If you need to print a document before final editing, print it as a draft. This option can be set on the printer, this will save ink.

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