

Sustainable Purchasing Policy

Leeds University Union recognises that the goods and services it procures can have significant impact on the environment, the economy and social and ethical practices.

LUU is committed to reducing the environmental, economic, social and ethical impact of its procurement activities by;

- Incorporating social, economic and environmental considerations into supplier and product selection,
- Ensuring we use our resources effectively and efficiently,
- Using collaborative procurement where appropriate,

These three commitments will be implemented through:

Using the NUS Purchasing Consortium

The NUS, member led purchasing consortium has a thorough ethical supply chain assessment. Where possible all purchases for LUU should be made through the consortium.

Screening Suppliers & Purchasing Guide

Outside of the NUS purchasing consortium, we must investigate the environmental, economic, social and ethical policies of companies we wish to buy from. This will be done through a pre qualification questionnaire that all suppliers and contractors must complete before a contract is signed or products are supplied. Using the purchasing guide below for supplies and equipment will help your sustainable purchasing decisions

Resource Efficiency & Collaborative procurement

Resource efficiency is about using natural resources in the most effective way, as many times as possible while minimising the impact of their use on the environment. This will be done by incorporating smarter design and build, smarter use and reuse and effective recycling and recovery into all our procurement decisions.

Collaborative procurement is about all LUU departments working together for their procurement needs to obtain better deals from suppliers which controls expenditure and prevents over procurement. This will be done by ensuring those responsible for procurement have engaged all LUU departments in the procurement process.



Aidan Grills
Chief executive LUU

Leeds University Union

Sustainable Purchasing guide

The guide below is not exhaustive but covers the main purchases LUU departments will make outside of the NUS Purchasing Consortium.

Purchasing considerations in the guidance include:

- Electronic Equipment (inc refrigeration)
- Stationery and General Office suppliers
- Paints, glues and varnishes and other maintenance and repair items
- Workers rights and conditions
- Fair-trade/Ethically Sourced
- Supplier Pre Qualification Questionnaire

1. Electronic Equipment

Purchasing any equipment which will use energy in LUU can have a significant impact of our energy use, carbon emission and energy costs. Please consider the following when making a purchasing decision:

Any equipment should be as energy efficient as practicable; Equipment listed on the DECC Energy technology List <https://etl.decc.gov.uk/etl/site/criteria.html> will meet all energy efficiency and environmental standards

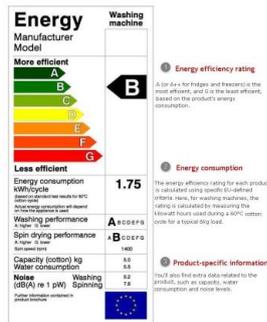
Equipment on this list will also qualify for tax relief under the Energy Technology List Scheme

Energy Labelling

Energy labels help you assess and compare the products and equipment you are purchasing.

The different types of energy label found in the UK and Europe are below:

The European Energy Label



The European Energy Label shows how efficiently a product uses energy.

Products are given a rating from A to G, with an “A” rating being the most energy efficient. Higher categories also appear (A+, A++ and A+++) which have been developed as products become more energy efficient.

For the most efficient product, look for the darkest green band

The European Energy Label is compulsory on these products:

- household fridges and freezers
- washing machines, tumble dryers and washer-dryers
- dishwashers
- air conditioners
- electric ovens
- light bulbs
- televisions (from December 2011)

Energy Saving Trust Recommended



The Energy Saving Trust Recommended scheme is voluntary and gives you reassurance that the product is energy efficient.

The scheme covers the following products:

- washing machines and fridges
- light fittings
- boilers and hot water cylinders
- insulation

- glazing
- televisions

The scheme is managed by the Energy Saving Trust

European Ecolabel



The European Ecolabel is given to products that are less harmful to the environment than other similar products – and this includes using less energy.

TCO label



There are several different TCO labels. All of them show that IT equipment is energy efficient and made with fewer harmful chemicals.

Energy Star



The EU Energy Star scheme is voluntary. It shows that office equipment has reached energy efficiency standards set by the EU, both when being used and in standby mode. The logo appears on some types of office equipment, like:

- computers
- monitors
- printers
- fax machines

Refrigeration Equipment (fridges, freezers, air conditioning):

In addition to energy use, for refrigeration equipment the chemicals contained within need to be considered when purchasing.

Fluorinated Gasses

The refrigerant in any equipment purchased should have the lowest practicable Global Warming Potential (GWP) and Ozone Depleting Potential (ODP):

CO² and Ammonia (R714 and R717) based refrigerants are the lowest impacting with GWP and ODP scores of 0-1.

HFC (Hydrofluorocarbons) are the most common refrigerants used in commercial fridge/freezers systems. R134a is recommended as good median option with an ODP score of 0 and a GWP score of 1300. This is compared to the similar alternative R404a with an ODP score 0 but GWP 3780.

CFCs and HCFC are the most damaging refrigerants: CFCs have been phased out and HCFCs have also been on the phase out since 2010. Any equipment offered with these refrigerants should be avoided.

2. Stationery and Office supplies

First, check the LUU resource room for reusable supplies!

LUU has an account with Office Depot where all of the following items can be purchased:

Item	Purchasing options
Paper	FSC Certified 100% recycled
Envelopes	FSC Certified 100% recycled Cellulose based windows

Pens	Made from recycled materials Refillable Non toxic
Highlighters	Made of recycled material Non Toxic e.g. the "Friendly" brand are none toxic and made from recycled cardboard
Whiteboard Markers	Made of recycled material Non Toxic e.g. the "Friendly" brand are none toxic and made from recycled cardboard
Permanent markers	Made of recycled material Non Toxic e.g. the "Friendly" brand are none toxic and made from recycled cardboard
Pencils	Made of recycled materials
Post Its	100% recycled FSC accredited
Staplers	100% recycled, can be disassembled for recycling
Note Pads	100% recycled wire bound
Leaver Arch Files	Check the resource room!
Dividers	100% recycled paper
Tippex	Water based correction fluid
Flip Chart Pads	100% Recycled FSC Accredited

3. Paints, Glues, Varnishes and refurbishment/repair materials

LUUs Building services teams have accounts with approve local suppliers: Johnstones Paints and Screw fix Direct. Contact building services for all your painting and refurbishment needs. If you are purchasing separately: B&Q are the best sustainable DIY equipment supplier.

The following items should be used as a matter of course to avoid use of unsustainable, toxic or harmful substances. Use of DIY items containing toxic or harmful chemicals also incurs a hazardous waste disposal charge for LUU

Item	Purchasing options	In place of
Paints	Johnstones Ecological Solutions <ul style="list-style-type: none"> - Water Based - Low VOC content - EU Eco Label Award 	Any Oil based with high VOC content
Varnishes	Johnstones woodworks <ul style="list-style-type: none"> - water based varnish - Low VOC 	Any solvent based, high VOC content varnish
Glues	MAPEI Eco Adhesives <ul style="list-style-type: none"> - Solvent Free 	Any solvent based, high VOC content glue

	<ul style="list-style-type: none"> - Low VOC - Dispersible in water Available from Screw Fix	
Wood	Any FSC Accredited option available from all DIY retailers	Non FSC accredited
Plasterboard. Chip board or MDF	Envirowall ; panel-product made from either waste straw or recycled paper that provides a cost-effective eco alternative to MDF, chipboard and plasterboard Can be purchased from http://www.meyertimber.com	Gypsum based Plasterboard Regular non FSC chipboard Toxic MDF

4. Working rights and conditions

For all purchases in LUU we must also consider the ethical and social impact of where we purchase items from. Electronics Watch and Workers Rights Affiliated companies should be considered for all purchases where possible

<http://electronicswatch.org/en/>

<http://www.workersrights.org/>

5. Fair Trade and ethically sourced

Where local purchasing options are limited, Fair trade or ethically sources should be the next option for purchased of items such as:

- Tea, Coffee and hot chocolate (Fair-trade)
- Reusable cotton bags (EPONA or Fair Trade)
- Staff Uniform: t-shirts, shirts, hoodies (EPONA or Fair-trade)

6. Supplier Qualification Questionnaire

Where you are considering a new supplier, the following questionnaire should be completed by the supplier as assessed before we use them.

Date:	
Company Name	
Company	

Address	
Contact Name	
Contact Number	

Question	Y/N	Comments
Environmental Criteria		
Do you have an Environmental Policy? If yes please provide a copy		
Do you implement an Environmental Management System (EMS)? If yes please provide evidence (policies, procedures, certificates)		
How would you minimize the environmental impact of the goods/services you are providing to LUU?		
How would you ensure environmental legal compliance when providing goods or service to LUU?		
Social and Ethical Criteria		
Do you have any social or ethical standards or policies in relation to the following?: (if yes, please provide evidence)		
Encouraging an open, fair and competitive business environment, free from corruption.		
Human rights and labor standards (including forced or child labor).		
Equality and Diversity.		
Do you have any other comments?		