



Sustainable Procurement

Introduction

Sustainable Procurement is an integral part of a facility's sustainability program and permeates almost every functional area of a hospital or health care facility. Questions related to sustainable procurement are distributed throughout this application on different pages--so the end users of the products and services can provide responses and indicate their progress on sustainable procurement in their departments. **Practice Greenhealth's Sustainable Procurement Guide** can provide staff with useful sustainable procurement tools and resources.

The questions below cover **sustainable procurement infrastructure and purchasing issues** not found elsewhere in the award application.

Supply Chain Impacts of COVID-19

1.* For personal protective equipment (PPE), did the facility ever reach **less than 4 days on hand** for any of the following categories? (Please check all that apply.)

- Ventilator supplies
- N95 respirators
- Surgical and procedure masks
- Other respirators such as powered air purifying respirators (PAPRs) or elastomeric
- Eye protection (including face shields and goggles)
- Single-use gowns
- Exam gloves

This question is based on data from #27 of the [COVID-19 Guidance for Hospital Reporting and FAQs For Hospitals, Hospital Laboratory, and Acute Care Facility Data Reporting, Updated October 6, 2020](#). Please select any item where supply on hand was either 0 days on hand or 1-3 days on hand at any point. Information can be obtained from materials management, infection prevention leader, operational leadership, or the COVID-19 incidence command leadership in your facility.

2.* Has the facility created procedures to **re-use or extend the use** of PPE in response to COVID-19?

- Yes
- No

This question is based on data from #31 of the [COVID-19 Guidance for Hospital Reporting and FAQs For Hospitals, Hospital Laboratory, and Acute Care Facility Data Reporting, Updated October 6, 2020](#).

2.a* Please indicate which supplies:

- Reusable/laundryable isolation gowns
- PAPRs or elastomeric
- N95 masks
- Other

2.a.a* Which other supplies has the facility re-used or extended use for?

2.b* Please describe the PPE reuse process:

3.* Did the facility **leverage its supply chain relationships** to address the critical shortage of supplies and PPE over the past year?

- Yes
- No

3.a* Please describe how the facility **leveraged its supply chain relationships**, and whether you anticipate these collaborations continuing post-COVID:

4.* Has your facility partnered with the local community to **address supply gaps** brought on by the COVID-19 pandemic?

- Yes
- No

4.a* Please describe how the facility **partnered with the local community** to address supply gaps, and if you anticipate these partnerships continuing post-COVID:

5.* Has the facility (or parent health system) made (or is planning to make) any **changes to its long-term buying/supply chain strategy** based on the COVID-19 pandemic?

- Yes
- No

5.a* Please describe anticipated changes to long-term buying/supply chain strategy:

Program: Planning

6.* Did the facility engage with supply chain leadership on sustainable procurement activities in the past year?

- Yes
- No

6.a* At what level did the facility engage supply chain leadership? (Please select all that apply.)

- Health system-level
- Facility-level
- Group purchasing organization (GPO)

6.b* Please describe how the facility has **engaged supply chain leadership** at each level and any resulting actions or outcomes.

(Please use concrete examples such as: monthly sustainability meetings with Supply Chain leadership led to avoiding mercury-containing products, or participation in purchasing or **value analysis** team resulted in piloting **PVC/DEHP**-free gloves.)

Please indicate your key **supply chain contact**:

Table A. Supply Chain Contact

6.c*	Name
	<div style="border: 1px solid black; height: 25px;"></div>
6.d*	Title
	<div style="border: 1px solid black; height: 25px;"></div>
6.e*	Email
	<div style="border: 1px solid black; height: 25px;"></div>

7. Has the facility assessed its organizational progress in meeting the **ten best practice program elements** in the **Sustainable Procurement in Health Care Guide**?

- Yes
- No

8. Has the facility made the evaluation of purchases **based on environmental criteria** a responsibility or deliverable within an existing job role?

- Yes
- No

8.a Please describe the included **sustainable purchasing responsibilities**:

9. Is the person with sustainable purchasing responsibilities the same as the supply chain contact listed above?

- Yes
- No

Please provide the name and title of the person responsible for sustainable purchasing:

Table B. Sustainable Purchasing Contact

9.a Name	
9.b Title	
9.c Email	

10. Did the facility set sustainable procurement goals in the past year?

- Yes
- No

Please list the facility's **SMART** (strategic, measurable, smart, actionable, realistic, time-bound) goals for sustainable procurement.

Table C. Sustainable Procurement Goals

Goals	Measure and timeframe	Status	Outcomes
10.a <div style="border: 1px solid black; height: 20px;"></div>	10.b <div style="border: 1px solid black; height: 20px;"></div>	10.c Select an option... ▼	10.d <div style="border: 1px solid black; height: 20px;"></div>
10.e <div style="border: 1px solid black; height: 20px;"></div>	10.f <div style="border: 1px solid black; height: 20px;"></div>	10.g Select an option... ▼	10.h <div style="border: 1px solid black; height: 20px;"></div>
10.i <div style="border: 1px solid black; height: 20px;"></div>	10.j <div style="border: 1px solid black; height: 20px;"></div>	10.k Select an option... ▼	10.l <div style="border: 1px solid black; height: 20px;"></div>

For measurement and timeframe, please be specific. (E.g., 80% of all cleaners are third-party certified as sustainable by the end of the year.)

11. Did the facility prioritize high-impact procurement opportunities (**HIPO**) for specific goods and services for sustainable procurement in 2020?

- Yes
- No

Refer to [Sustainable Procurement in Health Care Guide](#) Annexes 3 and 4 for guidance.

Table D. High-Impact Procurement Opportunities

Prioritized good and services for 2020	Status
11.a <div style="border: 1px solid black; height: 20px;"></div>	11.b Select an option... ▼
11.c <div style="border: 1px solid black; height: 20px;"></div>	11.d Select an option... ▼
11.e <div style="border: 1px solid black; height: 20px;"></div>	11.f Select an option... ▼
11.g <div style="border: 1px solid black; height: 20px;"></div>	11.h Select an option... ▼

Program: Doing

12. Does the facility have a **sustainable procurement policy** that is considered when making **purchasing decisions**?

- Yes
- No

12.a Please attach sustainable procurement policy or language:

12.b Please provide the **year** of the last sustainable procurement policy update:

13. Was a **contract calendar** (a list of upcoming contracts) reviewed for sustainable procurement opportunities in the past year?

- Yes
- No

13.a Please indicate which contract calendars were reviewed:

- GPO
- Organization
- Both GPO and organization

14. Does the facility have a process or **Standard Operating Procedures (SOP)** that identify how and when to consider sustainability in the various procurement processes?

- Yes
- No

14.a Please attach the document where these procedures are identified:

14.b Please provide any additional details on how procedures are shared with the supply chain team:

15. Did the facility train **supply chain staff** on sustainable procurement in the past year?

- Yes
- No

15.a Please describe training:

16. Is there a sustainability champion represented on contracts/procurement/**value analysis** review teams?

- Yes
- No

17. When making purchasing decisions, has the facility assessed the **total cost of ownership** or used life-cycle costing?

- Yes
- No

For more information on determining the **total cost of ownership** for sustainable products and services, see the [Greenhealth Cost of Ownership \(GCO\) Calculator](#)

Table E. Total Cost of Ownership Assessment

Products compared	Used the GCO calculator?
17.a <div style="border: 1px solid black; height: 20px;"></div>	17.b <input type="radio"/> Yes <input type="radio"/> No
17.c <div style="border: 1px solid black; height: 20px;"></div>	17.d <input type="radio"/> Yes <input type="radio"/> No
17.e <div style="border: 1px solid black; height: 20px;"></div>	17.f <input type="radio"/> Yes <input type="radio"/> No
17.g	17.h

	<input type="radio"/> Yes <input type="radio"/> No
--	---

The **Greenhealth Cost of Ownership (GCO) Calculator** can provide information on determining the **total cost of ownership** for sustainable products and services.

18. When the facility makes purchasing decisions, is sustainability criteria included in the **evaluation, scoring and weighting**?

- Yes
 No

18.a Please describe how sustainability is scored and weighted:

19.* In the last year, did the facility avoid the purchase of any goods due to sustainability considerations?

- Yes
 No

Table F. Avoided Purchases

List contract (e.g. anesthetic gases)	Goods avoided (e.g. desflurane)	Why avoided or eliminated?
19.a* <div style="border: 1px solid black; height: 25px;"></div>	19.b* <div style="border: 1px solid black; height: 25px;"></div>	19.c* <div style="border: 1px solid black; height: 25px;"></div>
19.d* <div style="border: 1px solid black; height: 25px;"></div>	19.e* <div style="border: 1px solid black; height: 25px;"></div>	19.f* <div style="border: 1px solid black; height: 25px;"></div>
19.g* <div style="border: 1px solid black; height: 25px;"></div>	19.h* <div style="border: 1px solid black; height: 25px;"></div>	19.i* <div style="border: 1px solid black; height: 25px;"></div>
19.j* <div style="border: 1px solid black; height: 25px;"></div>	19.k* <div style="border: 1px solid black; height: 25px;"></div>	19.l* <div style="border: 1px solid black; height: 25px;"></div>

20. Were supply chain leadership and staff introduced to the following resources for identifying sustainable procurement criteria? Select all that apply.

- Practice Greenhealth Sustainable Procurement Digest
 Sustainable Procurement in Health Care Guide's list of ecolabels
 Practice Greenhealth's Standardized Environmental Criteria v2.0
 Other

21.* In the past year, were any RFX (RFP,RFI,RFQ) sent out that include sustainable procurement criteria?

- Yes
 No

Table G. Sustainable RFX

Indicate RFP/RFI/RFQ category (e.g. hand soaps)	What is the RFP/RFI status	Describe sustainable attributes (if applicable)
21.a* <div style="border: 1px solid black; height: 25px;"></div>	21.b* Select an option... ▼	21.c* <div style="border: 1px solid black; height: 25px;"></div>
21.d* <div style="border: 1px solid black; height: 25px;"></div>	21.e* Select an option... ▼	21.f* <div style="border: 1px solid black; height: 25px;"></div>
21.g* <div style="border: 1px solid black; height: 25px;"></div>	21.h* Select an option... ▼	21.i* <div style="border: 1px solid black; height: 25px;"></div>
21.j* <div style="border: 1px solid black; height: 25px;"></div>	21.k* <div style="border: 1px solid black; height: 25px;"></div>	21.l* <div style="border: 1px solid black; height: 25px;"></div>

	Select an option... ▼	
--	--	--

22.* Does the organization purchase copy paper made with **post-consumer recycled content**?

- Yes
- No

Table H. below tracks spend on copy paper with varying levels of post-consumer recycled content. Please indicate the annual spend on copy paper for each of the different post-consumer recycled content levels.

The **Comprehensive Procurement Guidelines (CPG)** require federal agencies to purchase at least paper with at least 30% post-consumer recycled content. Other applicable standards include:

- **Ecologo/UL 2771 Standard for Sustainable Paper Products**
- **Green Seal 07 Standard for Printing and Writing Paper**
- **FSC Recycled**

Table H. Green Spend on Copy Paper

Percent recycled content	Annual spend in \$
0%	22.a* <input style="width:100%; height: 25px;" type="text"/>
10-29% (this is not included in %green)	22.b* <input style="width:100%; height: 25px;" type="text"/>
30-49%	22.c* <input style="width:100%; height: 25px;" type="text"/>
50-69%	22.d* <input style="width:100%; height: 25px;" type="text"/>
70-89%	22.e* <input style="width:100%; height: 25px;" type="text"/>
90-100%	22.f* <input style="width:100%; height: 25px;" type="text"/>
Total Green Spend on Copy Paper	22.g* <input style="width:100%; height: 25px;" type="text"/>
Total spend on ALL Copy Paper	22.h* <input style="width:100%; height: 25px;" type="text"/>
Percent Green Spend on Copy Paper	22.i* <input style="width:100%; height: 25px;" type="text"/>

22.j* Has the facility limited options within its **purchasing system/catalog** to ensure that all white copy paper purchased contains at least 30% post-consumer recycled content?

- Yes
- No

23.* Did the facility purchase **EPEAT**-registered products in the past year in alignment with Practice Greenhealth's **Greener Electronics Goal**?

- Yes
- No

EPEAT is an environmental product rating system that evaluates and rates high-performance electronics. Learn more at: [EPEAT](#).

23.a* Which of the following **EPEAT product types** does the facility purchase? Check all that apply:

- EPEAT-registered computers, monitors and laptops
- EPEAT-registered imaging equipment (copiers, printers, fax, MFD, scanners, digital duplicators, mailing machines)

- EPEAT-registered televisions
- EPEAT-registered mobile phones
- EPEAT-registered servers

Spend on EPEAT-registered computers, monitors, and laptops in 2020 (\$)	Spend on conventional computers, monitors, and laptops in 2020 (\$)	Total Spend on computers, monitors, and laptops in 2020 (\$)	Percent Green Spend
<u>23.a.a*</u>	<u>23.a.b*</u>	<u>23.a.c*</u>	<u>23.a.d*</u>
0		0	0

Spend on EPEAT-registered imaging equipment in 2020 (\$)	Spend on conventional imaging equipment in 2020 (\$)	Total Spend on imaging equipment in 2020 (\$)	Percent Green Spend
<u>23.a.e*</u>	<u>23.a.f*</u>	<u>23.a.g*</u>	<u>23.a.h*</u>
		0	0

Spend on EPEAT-registered televisions in 2020 (\$)	Spend on conventional televisions in 2020 (\$)	Total Spend on televisions in 2020 (\$)	Percent Green Spend
<u>23.a.i*</u>	<u>23.a.j*</u>	<u>23.a.k*</u>	<u>23.a.l*</u>
		0	0

Spend on EPEAT-registered mobile phones in 2020 (\$)	Spend on conventional mobile phones in 2020 (\$)	Total Spend on mobile phones in 2020 (\$)	Percent Green Spend
<u>23.a.m*</u>	<u>23.a.n*</u>	<u>23.a.o*</u>	<u>23.a.p*</u>
		0	0

Spend on EPEAT-registered servers in 2020 (\$)	Spend on conventional servers in 2020 (\$)	Total Spend on servers in 2020 (\$)	Percent Green Spend
<u>23.a.q*</u>	<u>23.a.r*</u>	<u>23.a.s*</u>	<u>23.a.t*</u>
		0	0

Total spend on EPEAT-registered devices	Total spend on conventional devices	Total spend on all devices	Total percent green spend on EPEAT-registered devices
<u>23.b*</u>	<u>23.c*</u>	<u>23.d*</u>	<u>23.e*</u>
0		0	0

23.f Did the facility achieve at least 80% total green spend on **EPEAT**-registered devices?

- Yes
- No

If your facility is tracking its spend on **EPEAT**-registered devices, you may qualify for an **EPEAT Purchaser Award** through the Green Electronics Council.

24. Has the facility **engaged suppliers** on **sustainable procurement**?

- Yes
- No

24.a Please describe **supplier engagement activities** with a sustainable procurement focus conducted in the last 12 months and results.

24.b Please attach documentation demonstrating supplier engagement:

25. Does the facility ask the supplier about its **commitment to corporate responsibility** as part of RFP or business reviews?

- Yes
- No

25.a Does this impact decision-making?

- Yes
- No

26. Does the facility require suppliers to meet standards for fair and decent labor practices set by the International Labor Organization (ILO) or Fair Labor Association or if they have a supplier code of conduct?

- Yes
- No

27. To which **GPO** does the facility belong?

28. Does the facility have a representative on a **GPO Advisory Board or Committee** that makes **contracting decisions?** (with an external **GPO** or your own **GPO**)

- Yes
- No
- Not Applicable because we don't use a Group Purchasing Organization

28.a Name of representative on a **GPO** Advisory Board:

28.b Title of representative on a **GPO** Advisory Board:

29. Did the facility engage with its **GPO** on sustainable procurement in the past year?

- Yes
- No
- Not Applicable because we don't use a Group Purchasing Organization

29.a Please list/describe the engagement strategies used and outcomes achieved with **GPO**.

30. Has the facility purchased any **environmentally preferable products or services** in the past year?

- Yes
- No

Please indicate contracts for products or services **that included environmental attributes in the past year**. Please select the product/service category from dropdown, and then indicate product or services, and corresponding environmental attributes that were included in the contract. Use the **Sustainable Products Directory** as guidance for relevant environmental attributes.

Table I. Contracts with Sustainable Procurement Considerations

Product/Service Category	Product/Service Name	Environmental Attribute(s)	Supplier
30.a Select an option... ▼	30.b <input style="width: 100%; height: 25px;" type="text"/>	30.c <input style="width: 100%; height: 25px;" type="text"/>	30.d <input style="width: 100%; height: 25px;" type="text"/>
30.e Select an option... ▼	30.f <input style="width: 100%; height: 25px;" type="text"/>	30.g <input style="width: 100%; height: 25px;" type="text"/>	30.h <input style="width: 100%; height: 25px;" type="text"/>
30.i Select an option... ▼	30.j <input style="width: 100%; height: 25px;" type="text"/>	30.k <input style="width: 100%; height: 25px;" type="text"/>	30.l <input style="width: 100%; height: 25px;" type="text"/>
30.m Select an option... ▼	30.n <input style="width: 100%; height: 25px;" type="text"/>	30.o <input style="width: 100%; height: 25px;" type="text"/>	30.p <input style="width: 100%; height: 25px;" type="text"/>
30.q	30.r	30.s	30.t

<input style="width:95%;" type="text" value="Select an option..."/>			
---	--	--	--

31. Is the facility purchasing any goods or services that support a **circular economy**?

- Yes
- No

31.a Please describe goods or services that support the circular economy:

Program: Check and Act

32. Does the facility **track and report metrics** regarding **green spend** (what is spent on sustainable products)?

- Yes
- No

32.a Please explain how the facility tracks green spend:

32.b Please list any tools the facility is using to support, track and monitor sustainable procurement:

NEW in 2021. Average percent spend on targeted sustainable procurement is a new metric that pulls from multiple sustainable spend areas across the application. This metric will give hospitals an aggregated view of their sustainable spend versus conventional spend in key categories.

Categories considered include: healthier beverages, green cleaning products, **EPEAT** electronics, **local food**, sustainable food, healthy interiors, and sustainable/recycled content copy paper. Where data is not provided or is invalid, a zero is added into the average.

Table J. Average Percent Spend on Targeted Sustainable Procurement

	Previous year targeted sustainable procurement	Current year targeted sustainable procurement	Percent change (from previous year) in spend on targeted sustainable procurement
Percent Green Spend on 5 Target Cleaning Chemical Categories	33.* <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	34.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	35.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Percent Green Spend on Copy Paper	36.* <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	37.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	38.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Percent Green Spend on EPEAT Electronics	39.* <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	40.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	41.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Percent Spend on Healthy Interiors	42.* <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	43.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	44.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Percent Spend on Local Food and Beverage Purchases	45.* <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	46.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	47.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Percent Spend on Sustainable Food and Beverage Purchases	48.* <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	49.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	50.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Average % Spend on Targeted Sustainable Procurement	51.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	52.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	53.* 0 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Other Sustainable Procurement Program Successes

Please describe any other innovative Sustainable Procurement programs or successes at the facility this past year (not mentioned above) that you would like to share in the spaces below. Please feel free to provide commentary and/or attach a file.

Supply chain is such an integral part of an organization's sustainability program. Responses to this section may be similar to those listed on other pages of this award application--but should focus on **supply chain's role** in the success.

54.* Sustainable Procurement Success 1: Please describe

55.* Please attach any additional documentation (optional) for Sustainable Procurement Success 1:

56.* Sustainable Procurement Success 2: Please describe

57.* Please attach any additional documentation (optional) for Sustainable Procurement Success 2:

58. Did the facility write any internal or external articles or documentation describing your sustainable procurement successes (such as **Sustainable Procurement Case Studies**)?

- Yes
- No

Summary of Sustainable Procurement Activities from Other Categories

Environmentally Preferable Purchasing (EPP) is a critical component of nearly every environmentally preferred product and process within a facility, and is integral to the success of a strong sustainability program. Below is a **compilation of your facility's answers to EPP-related questions** from other category pages of this application. **You do not need to answer any questions in this section--** the answers will be brought over and displayed here to illustrate the **strength and breadth of environmentally preferable purchasing** across your facility.

Table K. Summary of Sustainable Procurement Activities from Other Categories

Category	Question	Response
Waste	Has the facility implemented a Reusable Sharps Container program?	59. Yes
Waste	Has the facility established a contract with a certified electronics waste/recycling vendor that is certified to e-Stewards (or subcontractors that use e-Stewards certified vendors) for legal and environmentally responsible electronics (or e-waste) management and recycling?	60. Yes
Chemicals	Does the facility have chemical or purchasing policies that identify and avoid specific chemicals of concern contained in products that may be hazardous to human health and the environment?	61. Yes
Chemicals	Does the facility utilize any Green Seal or UL ECOLOGO-certified cleaning products?	62. Yes
Chemicals	Has the facility eliminated DEHP and PVC from at least two product lines?	63. Yes
Chemicals	Is the facility actively working to purchase furnishings and furniture that eliminate the use of all of the following target chemicals: flame retardants, formaldehyde, perfluorinated compounds, PVC (vinyl) and antimicrobials, in alignment with Practice Greenhealth's Healthy Interiors Goal ?	64. Yes
Greening the OR	Has your facility implemented a single-use device (SUD) reprocessing program by an FDA-approved third party reprocessor?	65. Yes
Greening the OR	Does the facility purchase reusable surgical items where environmentally and clinically preferable?	66. Yes

Food	Does the facility preferentially purchase sustainably-produced meat and poultry?	67. Yes
Food	Has the facility purchased locally grown and produced foods? Local is defined as grown/raised and processed less than 250 miles from the facility.	68. Yes
Food	Has the facility purchased sustainably grown and produced foods? Sustainable is defined as a product that has an allowed sustainability certification or label claim in 2020.	69. Yes
Food	Is the facility purchasing certified commercially compostable food serviceware (such as certified by Biodegradable Products Institute (BPI)) where single-use/disposable items are necessary?	70. Yes
Energy	Does the facility generate or purchase renewable energy?	71. 0
Energy	Does the facility purchase energy-efficient equipment that is EnergyStar labeled?	72. 0
Climate	Does the facility purchase green* vehicles for transportation purposes?	73.
Green Building	Has the organization integrated any green/sustainable aspects into Master Specifications for all new buildings/renovations?	74. 0
Green Building	Does the organization require its designers, builders and contractors to have experience with LEED or other green building rating systems?	75. 0
Green Building	Has the organization added language to contract specifications that building contractors will follow LEED or GGHC requirements and provide documentation?	76. 0
Green Building	Has the facility consciously selected flooring, wall coverings, paints, materials, finishes, furniture or exterior materials that avoid chemicals of concern?	77. 0

The content of all material available on awards.practicegreenhealth.org is copyrighted by Practice Greenhealth. Reproduction in whole or in part without written permission is prohibited.

©2013-2021 Practice Greenhealth Environmental Excellence Awards