# 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.*** Has the facility utilized procedures to **re-use or extend the use** of PPE in the past year 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 June 10, 2021**.

**1.a*** Please indicate which supplies:

- [ ] Reusable/launderable isolation gowns
- [ ] PAPRs or elastomerics
- [ ] N95 masks
- [x] Other

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

**1.b*** Please describe the PPE reuse process:

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

- (●) Yes
- ( ) No

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

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

- (●) Yes
- ( ) No

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

**4.*** 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

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

## Program: Planning

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

- (●) Yes
- ( ) No

**5.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)

**5.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**

| |
|---|
| **5.c*** **Name** |
| **5.d*** **Title** |
| **5.e*** **Email** |

**6.*** 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

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

- (●) Yes
- ( ) No

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

**8.** 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**

| |
|---|
| **8.a*** **Name** |
| **8.b** **Title** |

**8.c**

**Email**

**9.*** 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 |
|---|---|---|---|
| 9.a | 9.b | 9.c* Select an option... | 9.d |
| 9.e | 9.f | 9.g* Select an option... | 9.h |
| 9.i | 9.j | 9.k* Select an option... | 9.l |

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.)

**10.** Did the facility prioritize high-impact procurement opportunities **(HIPO)** for specific goods and services for **sustainable procurement** in 2021?

- (●) 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 2021 | Status |
|---|---|
| 10.a | 10.b* Select an option... |
| 10.c | 10.d* Select an option... |
| 10.e | 10.f* Select an option... |
| 10.g | 10.h* Select an option... |

## Program: Doing

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

- (●) Yes
- ( ) No

**11.a*** Please attach **sustainable procurement** policy or language:

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

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

- (●) Yes

○ No

**12.a** Please indicate which contract calendars were reviewed:

☐ GPO
☐ Organization
☐ Both GPO and organization

**13.*** 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

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

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

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

◉ Yes
○ No

**14.a*** Please describe training:

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

○ Yes
○ No

**16.*** 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? |
|---|---|
| **16.a** | **16.b**<br>○ Yes<br>○ No |
| **16.c** | **16.d**<br>○ Yes<br>○ No |
| **16.e** | **16.f**<br>○ Yes<br>○ No |
| **16.g** | **16.h**<br>○ Yes<br>○ No |

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

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

◉ Yes
○ No

**17.a*** Please describe how sustainability is scored and weighted:

**18.*** 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? |
|---|---|---|
| 18.a* | 18.b* | 18.c* |
| 18.d* | 18.e* | 18.f* |
| 18.g* | 18.h* | 18.i* |
| 18.j* | 18.k* | 18.l* |

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

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

**20.*** 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) |
|---|---|---|
| 20.a* | 20.b* Select an option... | 20.c* |
| 20.d* | 20.e* Select an option... | 20.f* |
| 20.g* | 20.h* Select an option... | 20.i* |
| 20.j* | 20.k* Select an option... | 20.l* |

**21.*** 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% | 21.a* |
| 10-29% (this is not included in %green) | 21.b* |
| 30-49% | 21.c* |
| 50-69% | 21.d* |
| 70-89% | 21.e* |
| 90-100% | 21.f* |
| **Total Green Spend on Copy Paper** | 21.g* 0 |
| **Total spend on ALL Copy Paper** | 21.h* 0 |
| **Percent Green Spend on Copy Paper** | 21.i* 0 |

Please do not enter total copy paper spend for the entire system. Estimate as best as possible the spend on copy paper for this specific facility. If only system totals are available, proportion out according to FTEs or other demographic of each facility. Please do not enter false numbers to attain the correct proportion of green spend. This data may be flagged as invalid and points will be removed.

**21.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

**22.*** 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**.

**22.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 2021 ($) | Spend on conventional computers, monitors, and laptops in 2021 ($) | Total Spend on computers, monitors, and laptops in 2021 ($) | Percent Green Spend |
|---|---|---|---|
| 22.a.a* | 22.a.b* | 22.a.c* 0 | 22.a.d* 0 |

| Spend on EPEAT-registered imaging equipment in 2021 ($) | Spend on conventional imaging equipment in 2021 ($) | Total Spend on imaging equipment in 2021 ($) | Percent Green Spend |
|---|---|---|---|
| 22.a.e* | 22.a.f* | 22.a.g* | 22.a.h* |
| | | 0 | 0 |

| Spend on EPEAT-registered televisions in 2021 ($) | Spend on conventional televisions in 2021 ($) | Total Spend on televisions in 2021 ($) | Percent Green Spend |
|---|---|---|---|
| 22.a.i* | 22.a.j* | 22.a.k* | 22.a.l* |
| | | 0 | 0 |

| Spend on EPEAT-registered mobile phones in 2021 ($) | Spend on conventional mobile phones in 2021 ($) | Total Spend on mobile phones in 2021 ($) | Percent Green Spend |
|---|---|---|---|
| 22.a.m* | 22.a.n* | 22.a.o* | 22.a.p* |
| | | 0 | 0 |

| Spend on EPEAT-registered servers in 2021 ($) | Spend on conventional servers in 2021 ($) | Total Spend on servers in 2021 ($) | Percent Green Spend |
|---|---|---|---|
| 22.a.q* | 22.a.r* | 22.a.s* | 22.a.t* |
| | | 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 |
|---|---|---|---|
| 22.b* | 22.c* | 22.d* | 22.e* |
| 0 | 0 | 0 | 0 |

**22.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.

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

- ◉ Yes
- ○ No

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

**23.b*** Please attach documentation demonstrating supplier engagement:

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

- ◉ Yes
- ○ No

**24.a*** Does this impact decision-making?

- ○ Yes
- ○ No

**25.*** Does the facility require suppliers to meet standards for fair and decent labor practices set by the International Labor Organization (ILO), Fair Labor Association or an organization-specific supplier code of conduct?

- ○ Yes

○ No

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

**27.** 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

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

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

**28.** 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

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

**29.** 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 Procurement Directory** as guidance for relevant environmental attributes.

**Table I. Contracts with Sustainable Procurement Considerations**

| Product/Service Category | Product/Service Name | Environmental Attribute(s) | Supplier |
|---|---|---|---|
| 29.a* Select an option... | 29.b* | 29.c* | 29.d* |
| 29.e* Select an option... | 29.f* | 29.g* | 29.h* |
| 29.i* Select an option... | 29.j* | 29.k* | 29.l* |
| 29.m* Select an option... | 29.n* | 29.o* | 29.p* |
| 29.q* Select an option... | 29.r* | 29.s* | 29.t* |

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

◉ Yes
○ No

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

### Program: Check and Act

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

- (●) Yes
- ( ) No

**31.a*** Please explain how the facility tracks green spend:

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

Average percent spend on targeted **sustainable procurement** is a metric that pulls from multiple sustainable spend areas across the application. This metric gives 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** | **32.*** | **33.*** 0 | **34.*** 0 |
| **Percent Green Spend on Copy Paper** | **35.*** | **36.*** 0 | **37.*** 0 |
| **Percent Green Spend on EPEAT Electronics** | **38.*** | **39.*** 0 | **40.*** 0 |
| **Percent Spend on Healthy Interiors** | **41.*** | **42.*** 0 | **43.*** 0 |
| **Percent Spend on Local Food and Beverage Purchases** | **44.*** | **45.*** 0 | **46.*** 0 |
| **Percent Spend on Sustainable Food and Beverage Purchases** | **47.*** | **48.*** 0 | **49.*** 0 |
| **Average % Spend on Targeted Sustainable Procurement** | **50.*** 0 | **51.*** 0 | **52.*** 0 |

### 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.

**53.*** **Sustainable Procurement** Success 1: Please describe

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

**55.*** **Sustainable Procurement** Success 2: Please describe

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

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

- (●) Yes
- ( ) No

**57.a*** If yes, please attach any documentation describing your **sustainable procurement** successes.

## 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? | **58.*** 0 |
| **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? | **59.*** 0 |
| **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? | **60.*** Yes |
| **Chemicals** | Does the facility utilize any **Green Seal or UL ECOLOGO-certified** cleaning products? | **61.*** Yes |
| **Chemicals** | Has the facility eliminated DEHP and PVC from at least **two** product lines? | **62.*** 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**? | **63.*** Yes |
| **Greening the OR** | Has your facility implemented a single-use device (SUD) reprocessing program by an FDA-approved third party reprocessor? | **64.*** |
| **Greening the OR** | Does the facility **purchase reusable surgical items** where environmentally and clinically preferable? | **65.*** |
| **Food** | Does the facility preferentially purchase **sustainably-produced** meat and poultry? | **66.*** 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. | **67.*** 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 2021. | **68.*** 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? | **69.*** Yes |
| **Energy** | Does the facility generate or purchase renewable energy? | **70.*** 0 |
| **Energy** | Does the facility **purchase energy-efficient equipment** that is **EnergyStar labeled?** | **71.*** 0 |
| **Transportation** | Does the facility have a policy that includes **environmental criteria for vehicle purchases**? | **72.*** 0 |
| **Green Building** | Has the organization integrated any green/sustainable aspects into **Master Specifications** for all new buildings/renovations? | **73.*** 0 |
| **Green Building** | Does the organization require its designers, builders and contractors to have experience with LEED or other green building rating systems? | **74.*** 0 |
| **Green Building** | Has the organization added language to contract specifications that building contractors will follow LEED or GGHC requirements and provide documentation? | **75.*** 0 |
| **Green Building** | Has the facility consciously selected flooring, wall coverings, paints, materials, finishes, furniture or exterior materials that avoid chemicals of concern? | **76.*** 0 |

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