



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.

Program: Planning

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

- ☒ Yes  
☐ No

1.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)

1.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

1.c*
Name
<div></div>
1.d
Title
<div></div>
1.e
Email
<div></div>

2.\* 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

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

- ☒ Yes  
☐ No

3.a\* Please describe the included **sustainable purchasing responsibilities**:

4. 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

4.a*
Name
<input type="text"/>
4.b
Title
<input type="text"/>
4.c
Email
<input type="text"/>

5.\* 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
5.a	5.b	5.c*	5.d
<input type="text"/>	<input type="text"/>	Select an option... <div></div>	<input type="text"/>
5.e	5.f	5.g*	5.h
<input type="text"/>	<input type="text"/>	Select an option... <div></div>	<input type="text"/>
5.i	5.j	5.k*	5.l
<input type="text"/>	<input type="text"/>	Select an option... <div></div>	<input type="text"/>

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.)

6. Did the facility prioritize high-impact procurement opportunities (**HIPO**) for specific goods and services for **sustainable procurement** in 2023?

- ☒ 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 2023	Status
6.a	6.b*
<input type="text"/>	Select an option... <div></div>
6.c	6.d*
<input type="text"/>	Select an option... <div></div>
6.e	6.f*
<input type="text"/>	Select an option... <div></div>
6.g	6.h*
<input type="text"/>	

Select an option...

▼

Program: Doing

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

- ☒ Yes
- ☐ No

7.a\* Please attach **sustainable procurement** policy or language:

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

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

- ☒ Yes
- ☐ No

8.a Please indicate which contract calendars were reviewed:

- ☐ GPO
- ☐ Organization
- ☐ Both GPO and organization

9.\* 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

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

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

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

- ☒ Yes
- ☐ No

10.a\* Please describe training:

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

- ☐ Yes
- ☐ No

12.\* 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?
12.a <div></div>	12.b <div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div>
12.c <div></div>	12.d <div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div>

<b>12.e</b> <div></div>	<b>12.f</b> <div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div>
<b>12.g</b> <div></div>	<b>12.h</b> <div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div>

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

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

☒ Yes

☐ No

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

**14.\*** 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?
<b>14.a</b> <div></div>	<b>14.b</b> <div></div>	<b>14.c</b> <div></div>
<b>14.d</b> <div></div>	<b>14.e</b> <div></div>	<b>14.f</b> <div></div>
<b>14.g</b> <div></div>	<b>14.h</b> <div></div>	<b>14.i</b> <div></div>
<b>14.j</b> <div></div>	<b>14.k</b> <div></div>	<b>14.l</b> <div></div>

**15.** 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

**16.\*** 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)
<b>16.a</b> <div></div>	<b>16.b*</b> <div>Select an option...<div>▼</div></div>	<b>16.c</b> <div></div>
<b>16.d</b> <div></div>	<b>16.e*</b> <div>Select an option...<div>▼</div></div>	<b>16.f</b> <div></div>

<b>16.g</b> <div></div>	<b>16.h*</b> <div>Select an option...<div>▼</div></div>	<b>16.i</b> <div></div>
<b>16.j</b> <div></div>	<b>16.k*</b> <div>Select an option...<div>▼</div></div>	<b>16.l</b> <div></div>

**17.\*** 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.

**Table H. Green Spend on Copy Paper**

Percent recycled content	Annual spend in \$
0%	<b>17.a</b> <div></div>
10-29% (this is not included in %green)	<b>17.b</b> <div></div>
30-49%	<b>17.c*</b> <div></div>
50-69%	<b>17.d*</b> <div></div>
70-89%	<b>17.e*</b> <div></div>
90-100%	<b>17.f*</b> <div></div>
Total Green Spend on Copy Paper	<b>17.g</b> <div>0<div></div></div>
Total spend on ALL Copy Paper	<b>17.h</b> <div>0<div></div></div>
Percent Green Spend on Copy Paper	<b>17.i</b> <div>0<div></div></div>

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.

**17.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

**18.\*** Did the facility purchase or lease **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](#).

**18.a\*** Which of the following **EPEAT product types** does the facility purchase or lease? 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

Note that imaging equipment does **not** include *medical* imaging equipment. It only includes the specific equipment listed above.

Spend on EPEAT-registered computers, monitors, and laptops in 2023 (\$)	Spend on conventional computers, monitors, and laptops in 2023 (\$)	Total Spend on computers, monitors, and laptops in 2023 (\$)	Percent Green Spend
<b>18.a.a*</b>	<b>18.a.b*</b>	<b>18.a.c</b>	<b>18.a.d</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Spend on EPEAT-registered imaging equipment in 2023 (\$)	Spend on conventional imaging equipment in 2023 (\$)	Total Spend on imaging equipment in 2023 (\$)	Percent Green Spend
<b>18.a.e*</b>	<b>18.a.f*</b>	<b>18.a.g</b>	<b>18.a.h</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Spend on EPEAT-registered televisions in 2023 (\$)	Spend on conventional televisions in 2023 (\$)	Total Spend on televisions in 2023 (\$)	Percent Green Spend
<b>18.a.i*</b>	<b>18.a.j*</b>	<b>18.a.k</b>	<b>18.a.l</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Spend on EPEAT-registered mobile phones in 2023 (\$)	Spend on conventional mobile phones in 2023 (\$)	Total Spend on mobile phones in 2023 (\$)	Percent Green Spend
<b>18.a.m*</b>	<b>18.a.n*</b>	<b>18.a.o</b>	<b>18.a.p</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Spend on EPEAT-registered servers in 2023 (\$)	Spend on conventional servers in 2023 (\$)	Total Spend on servers in 2023 (\$)	Percent Green Spend
<b>18.a.q*</b>	<b>18.a.r*</b>	<b>18.a.s</b>	<b>18.a.t</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total spend on EPEAT-registered devices	Total spend on conventional devices	Total spend on all devices	Total percent green spend on EPEAT-registered devices
<b>18.b*</b>	<b>18.c*</b>	<b>18.d</b>	<b>18.e</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**18.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.

**19.\*** Has the facility **engaged suppliers** on **sustainable procurement**?

- ☒ Yes
- ☐ No

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

19.b\*

Please attach documentation demonstrating supplier engagement:

20.\*

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

Yes

No

20.a\*

Does this impact decision-making?

Yes

No

21.\*

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

22.

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

23.

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

23.a

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

23.b

Title of representative on a **GPO** Advisory Board:

24.

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

24.a

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

25.

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
<div>25.a*</div> <div>Select an option...<div></div></div>	<div>25.b*</div> <div></div>	<div>25.c*</div> <div></div>	<div>25.d*</div> <div></div>
<div>25.e*</div> <div>Select an option...<div></div></div>	<div>25.f*</div> <div></div>	<div>25.g*</div> <div></div>	<div>25.h*</div> <div></div>
<div>25.i*</div>	<div>25.j*</div> <div></div>	<div>25.k*</div> <div></div>	<div>25.l*</div> <div></div>

<div>Select an option...<div>▼</div></div>			
<div>25.m*<div>Select an option...<div>▼</div></div></div>	<div>25.n*</div>	<div>25.o*</div>	<div>25.p*</div>
<div>25.q*<div>Select an option...<div>▼</div></div></div>	<div>25.r*</div>	<div>25.s*</div>	<div>25.t*</div>

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

- ☒ Yes
- ☐ No

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

Program: Check and Act

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

- ☒ Yes
- ☐ No

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

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

**New in 2024:** Previous year sustainable and **local food** spend can be entered on the Food Page. For green cleaners, copy paper, electronics, and interiors, if you already have previous year data in the data archive, it will sync automatically and appear in the table below. (You may need to refresh the award application page to see the new archive data after entering it.) To edit or enter data for previous year, go to the data archive for the topics listed below to enter your data:

- [Green Cleaning](#)
- [Copy Paper](#)
- [EPEAT Electronics](#)
- [Healthy Interiors](#)

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	<div>28.<div>0<div></div></div></div>	<div>29.<div>0<div></div></div></div>	<div>30.<div>0<div></div></div></div>
Percent Green Spend on Copy Paper	<div>31.<div>0<div></div></div></div>	<div>32.<div>0<div></div></div></div>	<div>33.<div>0<div></div></div></div>
Percent Green Spend on EPEAT Electronics	<div>34.<div>0<div></div></div></div>	<div>35.<div>0<div></div></div></div>	<div>36.<div>0<div></div></div></div>



Percent Spend on Healthy Interiors	37. <div>0</div>	38. <div>0</div>	39. <div>0</div>
Percent Spend on Local Food and Beverage Purchases	40. <div>0</div>	41. <div>0</div>	42. <div>0</div>
Percent Spend on Sustainable Food and Beverage Purchases	43. <div>0</div>	44. <div>0</div>	45. <div>0</div>
Average % Spend on Targeted Sustainable Procurement	46. <div>0</div>	47. <div>0</div>	48. <div>0</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.

49.\* **Sustainable Procurement** Success 1: Please describe

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

51.\* **Sustainable Procurement** Success 2: Please describe

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

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

- ☒ Yes
- ☐ No

53.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 <b>Reusable Sharps Container</b> program?	54.* <div>Yes</div>
Waste	Has the facility established a contract with a <b>certified electronics waste/recycling vendor</b> that is <b>certified to e-Stewards</b> (or subcontractors that use e-Stewards certified vendors) for legal and environmentally responsible electronics (or e-waste) management and recycling?	55.* <div>Yes</div>

Chemicals	Does the facility have <b>chemical or purchasing policies</b> that identify and avoid <b>specific chemicals of concern</b> contained in products that may be hazardous to human health and the environment?	<b>56.*</b> Yes <input type="text"/>
Chemicals	Does the facility utilize any <b>Green Seal or UL ECOLOGO-certified</b> cleaning products?	<b>57.*</b> Yes <input type="text"/>
Chemicals	Has the facility eliminated <u>DEHP</u> and <u>PVC</u> from at least <b>two</b> product lines?	<b>58.*</b> Yes <input type="text"/>
Chemicals	Is the facility actively working to purchase furnishings and furniture <b>that eliminate the use of all</b> of the following target chemicals: flame retardants, formaldehyde, perfluorinated compounds, PVC (vinyl) and antimicrobials, in alignment with Practice Greenhealth's <b>Healthy Interiors Goal</b> ?	<b>59.*</b> Yes <input type="text"/>
Greening the OR	Has your facility implemented a single-use device (SUD) reprocessing program by an FDA-approved third party reprocessor?	<b>60.*</b> Yes <input type="text"/>
Greening the OR	Does the facility <b>purchase reusable surgical items</b> where environmentally and clinically preferable?	<b>61.*</b> Yes <input type="text"/>
Food	Has the facility purchased animal products produced without the use of antibiotics for disease prevention or other routine purposes?	<b>62.*</b> 0 <input type="text"/>
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.	<b>63.*</b> Yes <input type="text"/>
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 2023.	<b>64.*</b> Yes <input type="text"/>
Energy	Does the facility generate or purchase renewable energy?	<b>65.*</b> 0 <input type="text"/>
Energy	Does the facility <b>purchase energy-efficient equipment</b> that is <b>EnergyStar</b> labeled?	<b>66.*</b> 0 <input type="text"/>
Transportation	Does the facility have a policy that includes <b>environmental criteria for vehicle purchases</b> ?	<b>67.*</b> 0 <input type="text"/>
Green Building	Has the organization integrated any green/sustainable aspects into <b>Master Specifications</b> for all new buildings/renovations?	<b>68.*</b> 0 <input type="text"/>
Green Building	Does the organization require its designers, builders and contractors to have experience with LEED or other green building rating systems?	<b>69.*</b> 0 <input type="text"/>
Green Building	Has the organization added language to contract specifications that building contractors will follow LEED or GGHC requirements and provide documentation?	<b>70.*</b> 0 <input type="text"/>
Green Building	Has the facility consciously selected flooring, wall coverings, paints, materials, finishes, furniture or exterior materials that avoid chemicals of concern?	<b>71.*</b> 0 <input type="text"/>

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