

University Health Network Policy & Procedure Manual Administrative – Green Procurement

Policy

At University Health Network (UHN) consideration shall be given to potential environmental impacts when purchasing products and services.

Procedure

Purchasing Products

1. When purchasing products through the Request for Proposal process, Purchasing Staff encourage vendors to:
 - Supply reusable products, where feasible.
 - Limit the amount and weight of packaging.
 - Supply products and packaging that are easily recyclable under UHN's recycling program.
 - Implement a method for the reuse or recycling of products and packaging that are not easily recyclable under UHN's recycling program.
 - Supply products that do not contain hazardous materials or substances unless such materials or substances are clinically, medically or for research purposes required or recommended or where there are no commercially reasonable or feasible alternatives.
 - Supply unit weights for products and packaging.
 - Supply environmentally sensitive products and packaging.

2. In order to encourage vendors as per procedure 1, Purchasing Staff consider, as appropriate, the following in the evaluation of products:
 - products that are reusable
 - products that contain minimal packaging
 - products and packaging easily recyclable under UHN's recycling program
 - vendor's willingness and ability to implement a method for the reuse or recycling of products and packaging that are not easily recyclable under UHN's recycling program

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Policy Number	1.120.008	Original Date	06/01
Section	Environmental Management	Revision Date(s)	09/04
Issued By	Environmental Management; Shared Healthcare Supply Services	Review Date	06/02, 06/03; 01/06
Approved By	UHN Operations Committee	Page	1 of 3

- the quantity and type of hazardous materials contained in products, if that information is not proprietary, and the Material Safety Data Sheets in accordance with the Workplace Hazardous Materials Information System, as defined under the Occupational Health and Safety Act (Ontario), Workplace Hazardous Materials Information System (WHMIS) Regulation
 - the cost for disposing products and packaging, including any costs for the disposal of hazardous waste
 - the overall environmental effect of products and packaging, including, but not limited to:
 - a. if the products are certified under Canada's Environmental Choice program at <http://www.environmentalchoice.com/>
 - b. if the products are certified under the Green Seal program at <http://www.greenseal.org/>
 - c. if the products are registered under Natural Resources Canada Energy Star program at <http://oee.nrcan.gc.ca/energystar/>
 - d. if the products and packaging contain any recycled content
 - the overall attitude of the vendor towards environmental responsibility and awareness.
3. In the Request for Proposal process, when participating on committees evaluating products Purchasing Staff consider the life-cycle cost of the product (i.e., cost of purchase, use and disposal):

$$(\# \text{ of units}) \times (\text{weight of packaging}) \times (\text{disposal rate})$$

4. When purchasing products through the Request for Quotation process Purchasing Staff encourage vendors to submit a summary of the environmental initiatives the Bidder's company has undertaken as it relates to the product that the Quotation is for.

Purchasing Services

Note: This section is used when the Request for Proposal process is used for procuring services and need not be applied when services are procured through Request for Quotation or other methods.

1. In the course of the Request for Proposal process, Purchasing Staff:
- Encourage vendors to use products and packaging provided as part of a service that are reusable or easily recyclable under UHN's recycling program.
 - Encourage vendors to implement a method for the reuse or recycling of products and packaging provided as part of a service that are not easily recyclable under UHN's recycling program.

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- Encourage vendors to use products provided as part of a service that do not contain hazardous materials or substances unless such materials or substances are clinically, medically or for research purposes required or recommended or where there are no commercially reasonable or feasible alternatives.
- Consider the overall attitude of the vendor towards environmental responsibility and awareness.

Resources

1. Information on third-party verified and certified environmentally responsible products can be found at the Environmental Choice Program (ECP - Environment Canada's ecolabelling program), website: <http://environmentalchoice.com/>.
2. Additional information on third-party verified and certified environmentally responsible products can be found at the Green Seal certification program website: <http://greenseal.org>.
3. Information on energy consumption by equipment and supplies can be found on the Natural Resources Canada Energy Star website: <http://oee.nrcan.gc.ca/energystar>.
4. At any time, Purchasing Staff may contact the UHN Environmental Coordinator for assistance in communicating the intent of this procedure to suppliers.

Environmental Coordinator	Contact Information
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