

Sustainable Procurement Guide

The University of Tasmania is committed to sustainable procurement, which is included as a key consideration in the University's [Procurement Policy](#).

Sustainable procurement sees a shift from purchasing goods, services, utilities and works under conventional procurement criteria of price and quality, to incorporating triple bottom line outcomes.

To assist you in sustainable procurement in your role at the University, a Sustainable Procurement Guide has been developed and is published externally on the University's Procurement webpage.

General principles for Sustainable Purchasing

General principles considered by the University when commencing the procurement process are:

- Use less; buy only what you need
- Minimise packaging, especially plastic
- Re-use from within your area or other parts of the organisation
- Choose items that can be repaired and reused instead of single use
- Choose items that can be recycled at end-of-life or are under a manufacturer's product stewardship program
- Buy local (reduce the transportation between manufacturer and you)
- Support small/medium businesses, businesses who employ apprentices, social enterprises and/or Aboriginal/Torres Strait Islander owned businesses
- Tender criteria will have a minimum of 5% weighting on sustainability measures appropriate to the goods or services needed

- Prioritise the purchase of items that have been produced with an 'ecolabel' or have a sustainable certification, such as the Forest Stewardship Council (FSC), the Australian Forest Certification Scheme (AFCS), Fairtrade, UTZ certified, Rainforest Alliance certified. See these:



[Online ethical consumer guides](#) have been created to assist you in sustainable procurement.

Preferred suppliers

University of Tasmania has preferred suppliers for a range of products and services including design and construction services, ICT, furniture, car hire and stationery. These goods and services are tendered out using the Tenderlink (Illion) Platform. Suppliers looking to connect with the University should consider registering with this platform and nominating the goods or service tender categories they wish to be alerted for.

Specific Category - Office furniture, lab equipment and stationery supplies

University of Tasmania encourages the reuse or repurposing of existing assets to reduce waste and our impact related to manufacturing and transportation of goods.

Before purchasing any new furniture, lab equipment and stationery supplies, buyers are encouraged to visit the [UTAS Re-Use Program webpage](#) (access to UTAS goods requires staff login) to view an online catalogue of unneeded items currently available within the University that are available for reuse or repurposing.

Buyers can also list any of these items that they no longer need or use through the Re-Use Program for other University Buyers to claim.

For further guidance on the sustainable disposal of unneeded items, please refer to the [UTAS Clean Out and Disposal Process Guide](#).

When new office furniture is required, the University prefers to purchase from suppliers certified by Good Environmental Choice Australia (GECA). Suppliers should be asked to detail where materials are sourced, made, and assembled. To ensure longevity and reduce waste, purchasing criteria should include quality of the goods with consideration for warranties, composition, and ability to deconstruct and replace parts e.g., wheels on office chairs.

Specific Category - Office consumables (stationery)

All office paper will be 100% recycled and purchased from our contracted preferred supplier for stationary.

When purchasing tea-room supplies (tea, coffee, sugar etc.) the University prefers products certified by a third party as sustainable e.g., Fairtrade, and they can also be purchased from our preferred stationary supplier.

Specific Category - Food service providers

Food from on-campus providers should not compromise the environmental, health, economic and social wellbeing of present and future generations. Consider the below:

- Sustainably or ethically produced supply chains (e.g., UTZ certified, Rainforest Alliance Certified, Fair Trade certified)
- Menus are 'plant-forward' meaning the plant-based items are listed at the start of the menu
- Animal products are certified as humanely produced / ethically sourced.

Food providers should also demonstrate a commitment to responsible waste management and/or waste minimisation including the following initiatives:

- A commitment to reducing waste to landfill across all operations (including food preparation and sale).
- Recycling and compostable options and the education material at the bin site so that customers know how to dispose of materials.
- All delivered catering includes information about how to dispose of the packaging
- Outlets selling hot drinks accept reusable cups from customers.
- All food sold on campus is single use plastic free (as per local council requirements).
- All packaging is either compostable or recyclable including coffee cups and lids.
- Where possible, caterers donate left over food-to-food charities.
- On site dining (cafes) provide reusable or compostable crockery and cutlery for customers.

It is the University's preference that on-campus cafes are supported by ordering food service (catering) through them.

Specific Category - Cleaning, building and facilities maintenance, and grounds maintenance

Products and services related to cleaning and maintenance should prioritise the use of green products, green practices, and renewable energy supply.

When chemically intensive products are used the toxic content should be specified and the below information provided:

- What targets are in place to reduce the hazardous substances in the offered goods? What actions have you successfully implemented to achieve these targets?
- Do the offered goods comply with comparable industry standards? Specify which industry standards are applicable and provide details of each aspect of these standards that the goods comply with.
- Does your organisation have a program in place that enables your goods to meet industry standards in the future? Specify how this will be achieved.
- What actions are taken to reduce emissions to atmosphere during the good's manufacture and during its use?

Specific Category - IT Equipment

When purchasing IT equipment, you should request details regarding the use of recycled or sustainably sourced materials, and the below in relation to energy efficiency:

- Do the offered goods qualify for energy efficiency rating labels (e.g., Energy Star label) or are they rated by the Energy Rating Scheme? Please provide details of the Energy Rating.
- Do the offered goods meet the specifications provided by any independent labelling association?
- Please specify any energy consumption in the following three modes: on (normal/operating use); standby (sleep); off.
- Will the offered goods be delivered with the Energy Star capability activated?
- What are the time options for the goods to be moved to low power, sleep, and off modes?
- Are there any other energy-saving features associated with the offered goods?

Specific Category - Clothing and Merchandise

The purchase of branded clothing and merchandise should consider the environmental and human rights impacts throughout the supply chain. The below questions should be asked to assess suppliers:

- If you use subcontractors or suppliers of goods and services, what processes do you have in place to check whether any of these organisations have anti-trafficking/ slavery policy (or equivalent) which is actively promoted and adhered to within its organisation?
- What does your organisation do to adopt fair employment practices of your workforce employees and sub-contractors?
- The Modern Slavery Bill 2018 was recently passed. Does the proponent have a process for monitoring and reporting in accordance with the bill?
- In the last two years has your organisation or any of your suppliers been subject to any court proceedings related to breaches of environmental legislation? If yes, what was the outcome?
- What measures will your organisation take to ensure little, or no plastic packaging is used in the supply chain?
- How will your organisation ensure the products that are being supplied adhere to the UTAS Sustainability Guidelines?
- How will your organisation include information on relevant ecolabels used to certify products (e.g., Fair Trade)?

Specific Category - Professional Services

The University encourages the support of local businesses, Tasmanian indigenous owned enterprises and businesses who employ apprentices and trainees. Service providers are encouraged to comply (or to work towards compliance with) ISO20400 and ISO14001.

The below questions should be considered, and relevant details should be requested from service providers:

- What experience does the company have in achieving waste and emissions reductions in service provision? Is the company registered under the National Greenhouse and Energy Reporting Act?
- Describe the system, processes and practices that enable your organisation to reduce your environmental impacts, meet your legal environmental requirements and achieve continual improvement of your environmental performance? e.g., ISO14001
- UTAS is working towards ISO20400 Sustainable Procurement Certificate, please advise how you support sustainability in your operations?
- Does your organisation support the Modern Slavery Act? Suppliers must report their statement (or intentions in line with the Act) with regard to Modern Slavery (Federal Government requirements).
- Will any Tasmanian indigenous owned enterprises be engaged as a sub-consultant? If yes, provide details of the engagement including the sub-consultant's expertise/skills, percentage of hours they are engaged for, and the percentage of fees that will flow to that business.

- Detail any ways you will optimise the opportunities for the participation of local Tasmanian enterprises?
- Does your organisation support the employment of apprentices and trainees? Can you detail your proposed approach to ensuring the employment of Tasmanian apprentices and trainees, both within your organisation and your sub-contractors?

Specific Category - Transport & Fuel

Transportation and fuel providers should have initiatives in place to reduce the environmental impacts directly associated with the sourcing and transportation of raw materials/ parts and/or finished goods.

The below criteria should be considered when assessing providers:

- Initiatives in place to improve efficiencies in delivery, such as reduced travel distances and/or frequency of travel associated with distribution of goods, or transport logistics software that incorporates sustainability considerations.
- Initiatives in place to reduce the environmental impacts of travel, such as fuel efficiency, reduced air & noise pollution, or carbon emissions. This could be demonstrated (for example) by utilising vehicles that rate 4 stars or more in the Australian Government's Green Vehicle Guide.
- Compliance with or working towards an eco-label or other credible sustainability credential relevant to transport and logistics.

To reduce our emissions all new passenger vehicles for our permanently allocated fleet will be Battery Electric Vehicles (BEV). Petrol vehicles will not be used unless there are exceptional circumstances, for example if regular travel is required to the West Coast, where there is minimal charging infrastructure for electric vehicles.

If any staff or suppliers have a procurement question, please send an email to the University's Procurement Team at procure@utas.edu.au.