



Sustainable IT Procurement Pilot Project

A guide for completing the **Self-Assessment Tool**
Updated May 2021



INTRODUCTION

About this Guide

The purpose of this guide is to provide you with the instructions necessary to complete the Excel-based Self-Assessment Tool on behalf of your organization. It may be helpful to print this guide for your convenience.

Please read through the following Instructions and Benchmark Level Descriptions before completing your organization's self-assessment.

The Self-Assessment Tool should take approximately 30 minutes to complete if all information is readily available; additional time may be required to collect certain information from key staff in your organization (ex. IT and Procurement departments).

The tool aims to simplify the process of assessing an organization's current IT procurement practices to identify and understand opportunities for improvement through the use of Benchmark Levels of achievement.

INSTRUCTIONS

Follow the 4 Steps to complete the Self-Assessment Tool

STEP 1: Save File & Rename

Save the Excel file to your computer and rename it to include your organization's name:

*File > Save As > "Self-Assessment Tool - Sustainable IT Procurement_ **Organization Name**"*

STEP 2: Get Oriented

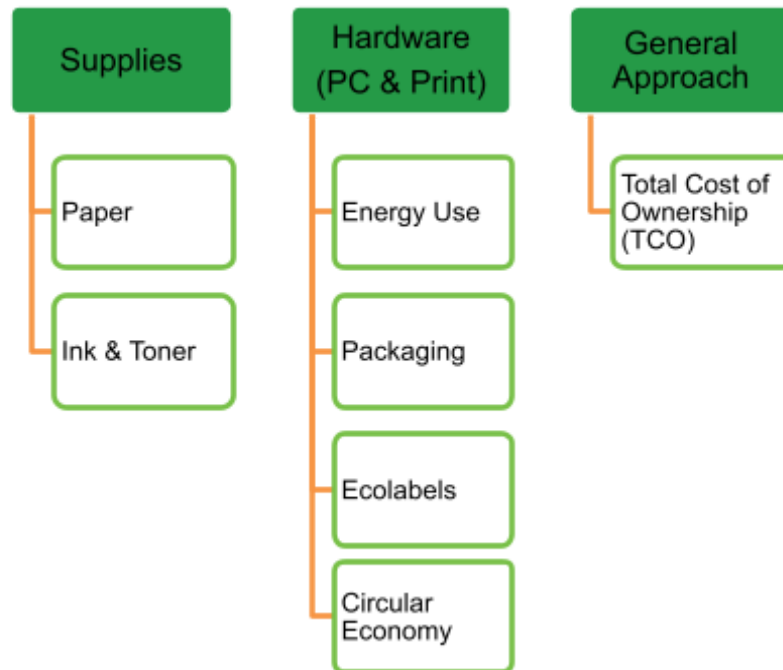
The Tool is organized around three high level impact areas for sustainable IT procurement related to PCs and printers.

Defined Benchmark Levels are used to identify each organization's performance relative to industry best practice criteria for each subcategory. It is important to read the five [Benchmark Level Descriptions](#) prior to completing the Tool.



Self-Assessment Tool Sections & Categories

The tool is organized into **three main sections** with **seven assessment categories**:





STEP 3: Complete the Self-Assessment Tool

The image below shows the framework and layout of the tool, highlighting its key components and functionality.

SUSTAINABLE IT PROCUREMENT PILOT PROJECT SELF-ASSESSMENT TOOL

Organization
Information (fill out)



ORGANIZATION NAME	DATE
ASSESSMENT COMPLETED BY	
POSITION TITLE	
FUNCTIONAL AREA / DEPARTMENT (IT, PROCUREMENT, ETC)	

OVERALL BENCHMARK LEVEL	GROWING AWARENESS
OVERALL SCORE	0
TOTAL POINTS AVAILABLE	35

Score Summary &
Benchmark
Achievement Level

Definition of Sustainable Procurement: Purchasing the most sustainable services & products from the most sustainable suppliers.

SUPPLIES					
1) PAPER					
SUBCATEGORY	1. GROWING AWARENESS	2. STARTING RESPONSE	3. EMERGING ACTION	4. STANDARDIZING PRACTICE	5. LEADING INNOVATION
Paper Policy (Procurement & Consumption)	1. There is no Paper Policy or guidance on responsibly sourced paper or recycled content. 2. High traffic printers are set to single-sided printing by default.	1. A Paper Policy is used in at least one department but it is not centrally managed and is at the discretion of each department. 2. High traffic printers are set to duplex (double-sided) by default. 3. Certified paper AND/OR papers with recycled content is preferred.	1. A Paper Policy has been written or updated within the last 5 years. 2. High traffic printers are set to default duplex printing AND/OR high traffic printers use secure pull printing features. 3. Certified post-consumer recycled content paper is encouraged for all orders.	1. The organization-wide Paper Policy has been written or updated within the last 5 years and includes: - Both office & disourced/commercial printing services - Default duplex (double-sided) printing - Secure pull printing - FSC certified paper is mentioned (FSC 100%, FSC Recycled, FSC Mix) 2. All printers use secure pull printing features. 3. We use one or more of the following paper types exclusively for our print needs: FSC 100%, FSC Recycled, FSC Mix 4. We track and report on our paper procurement goals.	1. The organization-wide Paper Policy is reviewed & updated periodically and also includes: - FSC 100% and FSC Recycled certification (or similar 100% post-consumer recycled content certification) is required for all paper/print without exception - Paper Policy is publicly available 2. Controls are in place to ensure adherence to Paper Policy guidelines. 3. Metrics and goals associated with the Paper Policy are tracked and reported publicly each year.
Select the checkbox for the Highest Benchmark Level for which all numbered criteria are met. Select only one checkbox.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CATEGORY SCORE	0				

Benchmark Levels

CLARIFYING NOTES

Notepad for
additional
information

Checkboxes (select one)

Checkboxes & Scoring

- For each of the seven categories, start by reading the numbered criteria in the *Benchmark Level 1 – Growing Awareness* column and progress to higher benchmark levels to determine which level of achievement best describes your organization’s practices.
- Select the checkbox of the benchmark level for which your organization meets or exceeds all the numbered criteria listed.
- **Note: Only select ONE checkbox per row.** In the event your organization does not meet all the numbered criteria for Benchmark Level 1 – Growing Awareness, leave the box unchecked and the category score will remain zero.
- **Note: All numbered criteria must be met or exceeded** to determine the Benchmark Level of best fit for your organization. You may meet all the criteria in a lower Benchmark Level and partial criteria in a higher Benchmark Level, however you are not to select the higher Benchmark Level until all the numbered criteria are met or exceeded. Further, be mindful that some categories may have numbered criteria where the wording changes as you progress to



higher Benchmark Levels (e.g., 'do not have a policy' changes to 'have a policy').

Example 1: Selecting the correct Benchmark Level

“Our organization's printer settings are set to double-sided by default and we usually prefer to buy paper with recycled content, but we do not have any paper policies.”

- Looking at the image below in the Paper category, the first numbered criteria (1.1) in *Benchmark Level 1 – Growing Awareness* states that there is no paper policy. This criterion is therefore **met** based on the example.
- The second criteria in *Benchmark Level 1 – Growing Awareness* (1.2) states that printers are set to single-sided. Though the organization has printers set to double-sided, this criterion is also fulfilled because the organization has **exceeded** the requirement, beyond using single-sided.
- Moving to the next level, *Benchmark Level 2 – Starting Response*, the first numbered criteria (2.1) states that a paper policy is used in at least one department in the organization. Based on the example, this criterion is **not met**.
- The second and third numbered criteria in Level 2 (2.2 and 2.3) are both **met**.
- Two out of three numbered criteria in Level 2 are met, however, as all criteria must be met to select a Benchmark Level, *Level 1 – Growing Awareness* would be selected as best fit. Any points of clarification or reasoning why a level was selected may be added in the Clarifying Notes box.

1) PAPER		
SUBCATEGORY	1. GROWING AWARENESS	2. STARTING RESPONSE
Paper Policy (Procurement & Consumption)	1. There is no Paper Policy or guidance on responsibly sourced paper or recycled content. 2. High traffic printers are set to single-sided printing by default.	1. A Paper Policy is used in at least one department but it is not centrally managed and is at the discretion of each department . 2. High traffic printers are set to duplex (double-sided) by default. 3. Certified paper AND/OR papers with recycled content is preferred.
<small>Select the checkbox for the highest Benchmark Level for which all numbered criteria are met. Select only one checkbox.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CATEGORY SCORE	1	



- Numbered criteria listed in lower Benchmark Levels that do not change in intent or meaning are hidden in higher Benchmark Levels to reduce repetition and the amount of reading required for the user. These criteria, though hidden, are still deemed to apply unless explicitly stated or altered.
 - Some numbered criteria, however, are shown to carry forward across the Benchmark Levels where a change of one or more words in the sentence exists. These changes articulate a higher level of achievement for that criteria and **will be identified by using bolded text**. See **Example 2** below for an illustration.

Example 2: Understanding the key logic of bold words & hidden criteria

- Looking at the image below in the Total Cost of Ownership (TCO) category, in *Benchmark Level 2 – Starting Response* the first sentence (2.1) adds “expand our considerations to include” to the initial sentence in *Benchmark Level 1 – Growing Awareness* (1.1). This criteria is therefore listed and the change is identified in bold.
- Further, the three listed bullet points in *Benchmark Level 1 – Growing Awareness* (1.1) are carried forward and included in the next level (2.1) but for the sake of readability, these points are hidden from the list.

7) TOTAL COST OF OWNERSHIP (TCO)		
SUBCATEGORY	1. GROWING AWARENESS	2. STARTING RESPONSE
<p>Total Cost of Ownership (TCO)</p> <p>Select the checkbox for the highest Benchmark Level for which all numbered criteria are met. Select only one checkbox.</p>	<p>1. We consider the following total costs in our procurement decisions:</p> <ul style="list-style-type: none"> - Hardware (PCs & printers) - Printed page volume without service - Supplies (paper; ink & toner) 	<p>1. We expand our considerations to include the following total costs in our procurement decisions:</p> <ul style="list-style-type: none"> - Page count costs are tracked (ex. by using free software such as Xerox CentreWare Web, Lexmark Markvision, HP Web Jetadmin) - Electricity use
CATEGORY SCORE	0	

- Some bullet points contain “AND/OR” or “OR” text — the numbered criteria is met if your organization meets either of the options.
- Scores are weighted and summed automatically.
 - **Category section scores** will appear at the end of each section.
 - Once all sections are completed, the **Overall Self-Assessment score**, and its corresponding **Overall Benchmark Level** will appear automatically at the bottom



left, as well as at the top right of the Tool.

- Benchmark Levels for each category are weighted equally with the exception of the Ecolabel category. The Ecolabel category includes two subcategories (ENERGY STAR and EPEAT) and so the points are divided by two so that the maximum category score remains as five.

BENCHMARK LEVEL	POINTS*	SCORING RANGE
1. GROWING AWARENESS	1	0 - 9
2. STARTING RESPONSE	2	10 - 17
3. EMERGING ACTION	3	18 - 24
4. STANDARDIZING PRACTICE	4	25 - 31
5. LEADING INNOVATION	5	32 - 35

‘Clarifying Notes’ Option

- The **Clarifying Notes** section (to the right of each category) is provided for you to make any notes you’d like the project team to be aware of for that category or your Benchmark Level selection. This is optional; however, it may be useful to either:
 - To write **notes for GEC** to explain why a certain Benchmark Level was chosen. For example, if every numbered criterion in *Benchmark Level 2 – Starting Response* was met except for one criterion, the lower level (*Benchmark Level 1 – Growing Awareness*) would need to be selected. Providing this detail will be beneficial for GEC when developing the Action Planning workshop; or
 - To write **notes for your organization** on sustainable procurement ideas, questions, or barriers to progressing to a higher level.
- You may also note any numbered criteria that have been met in higher Benchmark Levels but are not reflected in the Benchmark Level you’ve selected.

Key Terms & Definitions

- The first time that a key term appears in the Self-Assessment Tool, the word is written in **blue** and the definitions can be found by hovering your cursor over the cells with a red triangle (top right corner) to display the definition. Alternatively, a list of definitions can be found in Spreadsheet Tab 2 (Key Terms & Definitions) or Appendix 3 of this guide.

Expected Completion Time

- The Self-Assessment Tool is expected to take around **30 minutes (of elapsed time) to complete** if all information is readily available. Additional time may be required to collect information from other staff or departments at your organization.
- We suggest that you allow a two-week window to complete the Tool depending on the amount of information to be collected from colleagues.



- Remember that you do not need to complete the Tool categories in a sequential order. We suggest that you read through the whole Tool first to identify the areas that will require assistance.

APPENDICES

Below are three appendix items attached to this guide for your reference.

1. Benchmark Level Descriptions

Before starting on the Self-Assessment Tool, please read **Appendix 1 - Benchmark Level Descriptions** to better understand the general

2. Key Terms & Definitions

Please see **Appendix 2 - Key Terms & Definitions** for your reference (also included in Tab 2 of the Tool).



SUSTAINABLE IT PROCUREMENT PILOT PROJECT

KEY TERMS & DEFINITIONS

KEY TERMS	DEFINITIONS	SOURCE
Circular Economy (or Circularity)	<p>The Circular Economy is restorative and regenerative by design. It aims to keep products, components and materials at their highest utility and value at all times.</p> <p>Looking beyond the current take-make-waste extractive industrial model (see 'Linear Economy'), a circular economy aims to redefine growth, focusing on positive society-wide benefits. It entails gradually decoupling economic activity from the consumption of finite resources, and designing waste out of the system. Underpinned by a transition to renewable energy sources, the circular model builds economic, natural, and social capital. It is based on three principles:</p> <ul style="list-style-type: none">- Design out waste and pollution- Keep products and materials in use- Regenerate natural systems <p>It's a new way to design, make, and use things within planetary boundaries. Shifting the system involves everyone and everything: businesses, governments, and individuals; our cities, our products, and our jobs.</p>	Ellen MacArthur Foundation
Circular Procurement	<p>Circular Procurement is an approach that recognizes the role that private and public authorities can play in supporting the transition towards a circular economy. Circular procurement can be defined as the process by which private or public authorities purchase works, goods or services that seek to contribute to closed energy and material loops within supply chains, whilst minimizing, and in</p>	Public procurement for a circular economy: Good practice and guidance



	<p>the best case avoiding, negative environmental impacts and waste creation across their whole life-cycle. As a concept it builds on Sustainable Procurement, adding elements such as closed-loop material use.</p>	
<p>Closed Loop Plastic</p>	<p>Internal Note: Closed-loop plastic can mean many things. We advocate for choosing the definition that is more flexible since there is an added cost to recycled plastics by requiring recyclers to sort and segregate numerous different products. We are not specifying that printer plastic must go back into new printers, but we are saying that the IT industry needs to use material recovered from legacy products, and accomplishing this would be a big step in the right direction.-Strictest interpretation: Plastic from a manufacturer’s product that goes back into the same product (ex. plastic from ink cartridges to make new ink cartridges)-Looser interpretation: Plastic from similar products that go back into similar products (ex. electronics back to electronics)-Loosest interpretation: Plastic from somewhat related products back into similar products (ex. Waste of electrical and electronic equipment (WEEE) products back to WEEE products. WEEE can include small domestic appliances, electronics, etc – so you could have plastic from a vacuum cleaner go into electronics for instance).</p>	-
<p>Closed-Loop Recycling</p>	<p>In closed-loop recycling, the inherent properties of the recycled material are not considerably different from those of the virgin material. The recycled material can thus substitute the virgin material and be used in the identical type of products as before.</p> <p>In open-loop recycling, by contrast, the inherent properties of the recycled material differ from those of the virgin material in a way that it is only usable for other product applications, mostly substituting other materials.</p>	<p>Resources. Conservation and Recycling</p>



Ecolabels	<p>Ecolabelling is a voluntary method of environmental performance certification and labelling that is practiced around the world. An ecolabel identifies products or services proven to be environmentally preferable within a specific category.</p> <p>Internal Note: <i>Ecolabels are a blanket term used to describe certifications that set minimum sustainability criteria for products. Ecolabels are one form of sustainability measurement that serve as a guide to buying with sustainability in mind. Ecolabels can cover a wide range environmental and/or social concerns, as well as a wide range of attributes. Ecolabels are a blanket term used to describe certifications that set minimum sustainability criteria for products.</i></p> <p><i>Examples of Ecolabels include: Forest Stewardship Council (FSC), ENERGY STAR, Electronic Product Environmental Assessment Tool (EPEAT), Leadership in Energy and Environmental Design (LEED), etc.</i></p>	Global Ecolabelling Network
End of First Life(or End-of-Life)	<p>An end-of-life product is a product that does not receive continuing support, either because existing marketing, support and other processes are terminated, or it is at the end of its useful life. Generally, end-of-life symbolizes the last stage of a product's life cycle, starting with design, development and eventual release and use. The rapid emergence of technology and other factors have led to bigger issues surrounding end-of-life products, which means manufacturers and vendors must anticipate the consequences of designating an end-of-life product. Some of the key issues involve disposal. For hardware devices, this means physically disposing old devices and installing newer versions. For software systems, it means "weaning" legacy systems or migrating applications to newer platforms in order to discard or change old systems.</p> <p>Internal Note: <i>Using the term 'End of First Life' is preferred as it signals that a second or third life is possible.</i></p>	Techopedia



<p>ENERGY STAR ®</p>	<p>The ENERGY STAR® symbol is the international mark that identifies high-efficiency products and equipment.</p> <p>The ENERGY STAR® symbol is the internationally recognized and trusted mark of high efficiency. The symbol means that a product, new home, building or industrial facility is certified as energy efficient. It offers consumers a shopping short-cut to top energy performers.</p> <p>Internal Note: ENERGY STAR® indicates that the product is in the lowest 25% for energy use in that product category.</p>	<p>Natural Resources Canada</p>
<p>EPEAT (Electronic Product Environmental Assessment Tool)</p>	<p>EPEAT helps purchasers evaluate, compare and select IT products based on a variety of environmental and social attributes. It assesses various lifecycle environmental aspects of a device and ranks products as Gold, Silver or Bronze based on a set of environmental performance criteria. Criteria include materials, energy efficiency, indoor air quality & consumables, product packaging, product longevity, design for repair, reuse and recycling, end of life management, life cycle assessment and carbon footprint, Corporate Social Responsibility, corporate environmental performance, manufacturing chemicals, substance management.</p> <ul style="list-style-type: none"> - Bronze: meet all required criteria - Silver: meet all required criteria + at least 50% of optional criteria - Gold: meet all required criteria + at least 75% of optional criteria <p>Product categories include: Computers & Displays; Imaging Equipment; Mobile Phones; Servers; TVs</p>	<p>Green Electronics Council</p>



<p>FSC (Forest Stewardship Council®)</p>	<p>The Forest Stewardship Council® (FSC) is an international membership organization and are the original pioneers of forest certification with 25 years of experience in sustainable forest management. FSC certification ensures that products come from responsibly managed forests that provide environmental, social and economic benefits. FSC labels can be found on millions of products around the world and choosing products with FSC labels helps to take care of the world’s forests. The three FSC labels include:FSC 100% labels identify products which are made of 100% virgin material from FSC-certified forests.FSC MIX labels identify products which are made with a combination of FSC virgin fibre, and/or recycled materials with Controlled virgin fibre. The mobius loop represents the total pre and post consumer recycled fibre.FSC Recycled labels identify products which are made with 100% recycled fibre. The mobius loop represents the total pre and post consumer recycled fibre.</p>	<p>Forest Stewardship Council (FSC)</p>
<p>Indoor Air Quality</p>	<p>The air quality within and around buildings and structures. Indoor Air Quality (IAQ) is known to affect the health, comfort and well-being of building occupants. IAQ can be affected by gases (including carbon monoxide, radon, volatile organic compounds, particulates, microbial contaminants) or any mass or energy stressor that can induce adverse health conditions.</p> <p>Internal Note: <i>Indoor air quality emissions requirements are a required criteria under EPEAT.</i></p>	<p>Canadian Centre of Occupational Health & Safety</p>
<p>International Organization for Standardization (ISO)</p>	<p>ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 162* national standards bodies. Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market-relevant International Standards that support innovation and provide solutions to global challenges. ISO</p>	<p>International Organization for Standardization (ISO)</p>



	has published more than 21500* International Standards and related documents covering almost every industry, from technology to food safety, to agriculture and healthcare.	
ISO 20400 - Sustainable Procurement	<p>ISO 20400:2017, <i>Sustainable procurement – Guidelines</i>, provides guidance for organizations wanting to integrate sustainability into their procurement processes. It is a sector-specific application of ISO 26000, <i>Guidance on social responsibility</i>, which it complements by focusing specifically on the purchasing function.</p> <p>ISO 20400 is aimed at organizations of all sizes, in both the public and private sectors, as it applies to virtually every purchasing decision from office supplies and caterers to energy providers, building materials and more.</p>	International Organization for Standardization (ISO)
Key Performance Indicator (KPI)	A Key Performance Indicator (KPI) is a measurable value that demonstrates how effectively an organization is achieving key business objectives. Organizations use KPIs at multiple levels to evaluate their success at reaching targets over time.	
Life Cycle & Life Cycle Assessment (LCA)	<p>A life cycle includes the consecutive and interlinked stages of a product system, from raw material acquisition or generation from natural resources to final disposal.</p> <p>A life cycle assessment (LCA) is the compilation and evaluation of the inputs, outputs and the potential environmental impacts of a product system throughout its life cycle.</p>	ISO
Linear Economy	The linear economy is the current take-make-waste extractive industrial model. We take resources from the ground to make products, which we use, and when we no longer want them we throw them away.	Ellen MacArthur Foundation



<p>Long Life Consumables (LLC)</p>	<p>Long Life Consumables (LLC) are consumables that may require a technician to replace the parts; these parts have a given life expectancy before needing replacement and the replacement costs are not covered by warranty. In terms of printers, important parts of the printing process typically need to be replaced after a certain amount of time (usually after a certain number of pages printed). A printer "maintenance kit" includes the set of replacement parts that allow the technician to replace printer parts for preventative maintenance. As an example for a car: Tires or brakes are required to be replaced by a technician after a certain amount of time or kilometers and are not covered by the car warranty.</p>	
<p>Ocean-Bound Plastic</p>	<p>NextWave Plastics defines ocean-bound plastics as plastic that has not yet found its way into the ocean and is classified as "mismanaged waste." That is, plastic that is not being collected and not likely to be collected and is found on the ground within 50 km of a waterway or coastal area. Due to the high rate of fishing gear abandonment, NextWave Plastics includes reclaimed used fishing gear in their definition of ocean-bound plastic eligible for use in member companies' products.</p> <p><i>Internal Note: Ocean-bound plastic reduces the need to use virgin plastic (which is made from oil).</i></p>	<p>NextWave Plastics</p>
<p>Post-consumer Recycled Content</p>	<p>ISO 14021 defines recycled content as "the proportion, by mass, of recycled material in a product or packaging. Only pre-consumer and post-consumer materials shall be considered as recycled content.</p> <p>Post-consumer material - Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain." For the</p>	<p>greenspec</p>



	<p>purposes of the calculation, the term 'product' refers to the final product as delivered to the construction site and incorporated in the works.</p>	
<p>Pre-consumer Recycled Content (or Post-Industrial Recycled Content)</p>	<p>ISO 14021 defines recycled content as "the proportion, by mass, of recycled material in a product or packaging. Only pre-consumer and post-consumer materials shall be considered as recycled content. Pre-consumer material - Material diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.</p>	<p>greenspec</p>
<p>Procurement</p>	<p>Activity of acquiring goods or services from suppliers. The procurement process considers the whole cycle from identification of needs through to the end of a services contract or the end of the life of goods, including disposal. Sourcing is a part of the procurement process that includes planning, defining specifications and selecting suppliers.</p>	<p>ISO</p>
<p>Product-as-a-Service (PaaS)</p>	<p>Product-as-a-Service is a business model that provides a service in areas that were traditionally sold as products. A service model provides ongoing interaction with customers including support. Services may also offer the ability to exchange a product on a regular basis for a different or newer model.</p> <p>The producer gets a regular income stream as services may include monthly subscription fees or usage based charges. Customers may be attracted to service models due to flexibility, enhanced support, lower upfront costs and reduced risk. For example, a customer who joins a car sharing service doesn't have to worry about maintenance and has reduced upfront costs as compared with buying a car.</p>	<p>Simplicable</p>



<p>Recyclability</p>	<p>Recyclability is affected by a number of factors. The first consideration is the availability of recycling programs for a package: are the majority of people able to take this package to a drop-off recycling location or put the package in their curbside recycling bin? Another consideration is the technical recyclability—the likelihood that it will be properly sorted into the correct bale at a Material Recycling Facility (MRF) and whether it's able to be reprocessed successfully.</p> <p>It is important to keep in mind that simply because a product is derived from recycled materials does not automatically mean it is recyclable. Recycled content also does not guarantee improved overall environmental benefits. There are trade-offs with every decision.</p>	<p>Sustainable Packaging Coalition</p>
<p>Recycled Content</p>	<p>ISO 14021 defines recycled content as "the proportion, by mass, of recycled material in a product or packaging. Only pre-consumer and post-consumer materials shall be considered as recycled content, consistent with the following usage of the terms:Pre-consumer material - Material diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.Post-consumer material - Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain." For the purposes of the calculation, the term 'product' refers to the final product as delivered to the construction site and incorporated in the works.</p>	<p>greenspec</p>



<p>Safety Data Sheet (SDS) <i>(formerly known as Material Safety Data Sheet)</i></p>	<p>Safety Data Sheets (SDSs) are summary documents that provide information about the hazards of a product and advice about safety precautions. SDSs are usually written by the manufacturer or supplier of the product. SDSs provide more detailed hazard information about the product than the label. They are an important resource for workplaces and workers to help you learn more about the product(s) used. Use this information to identify the hazards of the products you use and to protect yourself from those hazards, including safe handling, disposal and emergency measures. SDSs tell users what the hazards of the product are, how to use the product safely, what to expect if the recommendations are not followed, how to recognize symptoms of exposure, and what to do if emergencies occur.</p>	<p>Canadian Centre of Occupational Health & Safety</p>
<p>Secure Pull Printing (or Pull Printing)</p>	<p>Secure pull printing ensures security and reduces waste:</p> <ul style="list-style-type: none">- Security is improved as users can print sensitive/confidential documents to shared printers by releasing and claiming the print document upon arrival to the printer through a form of authentication.- Paper and ink waste is reduced by limiting accidental and forgotten print jobs.	



Sustainable Procurement(or Sustainable Purchasing)	<p><i>"Ensures that buyers get the best value on the most sustainable services and products from the most sustainable suppliers" - Bob Willard</i></p> <p>Sustainable procurement is a management process used to acquire goods and services ("products") in a way that:- integrates sustainability considerations into product selection so that impacts on society and the environment are minimized throughout the full life cycle of the product; and- gives preference to suppliers that generate positive social and environmental outcomes (e.g. contribute to the UN Sustainable Development Goals).In addition, the sustainable procurement process includes a total cost of ownership (TCO) estimate of all direct and indirect costs and benefits over the lifetime of the product. This allows more energy efficient products or products with higher asset value in the long term to be assessed to determine whether initially paying more for a better, more sustainable product from a more sustainable supplier is a smart business decision.Internal Note: ISO defines Sustainable Procurement as "procurement that has the most positive environmental, social and economic impacts possible over the entire life cycle Sustainable procurement involves the sustainability aspects related to the goods or services and to the suppliers along the supply chains. Sustainable procurement contributes to the achievement of organizational sustainability objectives and goals and to sustainable development in general.</p>	<u>Sustainability Advantage (Bob Willard)</u>
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<p>Take-Back (& Recycling) Program</p>	<p>A circular economy initiative organized by a manufacturer or retailer, to collect used products or materials from consumers and reintroduce them to the original processing and manufacturing cycle. A company may implement this program in collaboration with end-of-life logistics and material processing firms. There are multiple benefits for implementing a take back program, including:</p> <ul style="list-style-type: none"> - Stronger customer relationship - Lower cost of goods sold due to secondary material supply - Alternative supply of critical raw minerals - Mitigated risks associated with hazardous materials handling - Reduced environmental impacts <p>These benefits often result in no cost or discounts to consumers when they participate. Companies have estimated the success of their take back programs by measuring the total mass of the materials sold against those collected in a year. Financial metrics can also be attributed.</p>	<p>Circular Economy Practitioner Guide</p>
<p>Total Cost of Ownership (TCO)</p>	<p>A financial management accounting assessment intended to help buyers and owners determine the direct and indirect costs of a product or system over time. For IT, TCO includes hardware and software acquisition, management and support, communications, end-user expenses, maintenance and the opportunity cost of downtime, training and other productivity losses.</p>	<p>Adapted from Gartner</p>
<p>UL Environment Standard 2809 - Environmental Claim Validation Procedure (ECVP) for Recycled Content</p>	<p>UL Environment Standard 2809 is the Environmental Claim Validation Procedure (ECVP) for Recycled Content. This procedure provides a framework for the evaluation and validation of Defined Source material content claims in manufactured products. Requirements for Chain of Custody between sites are included and applied when transferring material between multiple facilities. Claims typically consist of the manufacturer indicating either an average</p>	<p>Underwriters Laboratories (UL)</p>



	<p>percentage or minimum percentage of content. This procedure identifies and addresses all substances included as part of the product, part or material.</p> <p>Underwriters Laboratories (UL) is an accredited standards developer in the US and Canada.</p>	
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