



## 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.\*** For personal protective equipment (PPE), did the facility ever reach **less than 4 days on hand** for any of the following categories? (Please check all that apply.)

- ☐ Ventilator supplies
- ☐ N95 respirators
- ☐ Surgical and procedure masks
- ☐ Other respirators such as powered air purifying respirators (PAPRs) or elastomers
- ☐ Eye protection (including face shields and goggles)
- ☐ Single-use gowns
- ☐ Exam gloves

This question is based on data from #27 of the **COVID-19 Guidance for Hospital Reporting and FAQs For Hospitals, Hospital Laboratory, and Acute Care Facility Data Reporting, Updated October 6, 2020**. Please select any item where supply on hand was either 0 days on hand or 1-3 days on hand at any point. Information can be obtained from materials management, infection prevention leader, operational leadership, or the COVID-19 incidence command leadership in your facility.

**2.\*** Has the facility created procedures to **re-use or extend the use** of PPE 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 October 6, 2020**.

**2.a\*** Please indicate which supplies:

- ☐ Reusable/laundable isolation gowns
- ☐ PAPRs or elastomers
- ☐ N95 masks
- ☒ Other

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

**2.b\*** Please describe the PPE reuse process:

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

- ☒ Yes
- ☐ No

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

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

- ☒ Yes  
☐ No

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

**5.\*** 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

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

## Program: Planning

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

- ☒ Yes  
☐ No

**6.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)

**6.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**

|                      |                      |
|----------------------|----------------------|
| <b>6.c*</b><br>Name  | <input type="text"/> |
| <b>6.d*</b><br>Title | <input type="text"/> |
| <b>6.e*</b><br>Email | <input type="text"/> |

## Program: Doing

**7.\*** 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>7.a*</b>                           | <b>7.b*</b>                     | <b>7.c*</b>                |
| <input type="text"/>                  | <input type="text"/>            | <input type="text"/>       |
| <b>7.d*</b>                           | <b>7.e*</b>                     | <b>7.f*</b>                |
| <input type="text"/>                  | <input type="text"/>            | <input type="text"/>       |

|             |             |             |
|-------------|-------------|-------------|
|             |             |             |
| <b>7.g*</b> | <b>7.h*</b> | <b>7.i*</b> |
|             |             |             |
| <b>7.j*</b> | <b>7.k*</b> | <b>7.l*</b> |
|             |             |             |

**8.\*** 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>8.a*</b>                                     | <b>8.b*</b>                | <b>8.c*</b>                                     |
|   | Select an option... ▼      |   |
| <b>8.d*</b>                                     | <b>8.e*</b>                | <b>8.f*</b>                                     |
|   | Select an option... ▼      |   |
| <b>8.g*</b>                                     | <b>8.h*</b>                | <b>8.i*</b>                                     |
|   | Select an option... ▼      |   |
| <b>8.j*</b>                                     | <b>8.k*</b>                | <b>8.l*</b>                                     |
|   | Select an option... ▼      |   |

**9.\*** 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%                                      | <b>9.a*</b>        |
|   |                    |
| 10-29% (this is not included in %green) | <b>9.b*</b>        |
|   |                    |
| 30-49%                                  | <b>9.c*</b>        |
|   |                    |
| 50-69%                                  | <b>9.d*</b>        |
|   |                    |

|  |                                     |
|--|-------------------------------------|
|  |                                     |
| 70-89%                                   | <b>9.e*</b><br><input type="text"/> |
| 90-100%                                  | <b>9.f*</b><br><input type="text"/> |
| <b>Total Green Spend on Copy Paper</b>   | <b>9.g*</b><br><input type="text"/> |
| <b>Total spend on ALL Copy Paper</b>     | <b>9.h*</b><br><input type="text"/> |
| <b>Percent Green Spend on Copy Paper</b> | <b>9.i*</b><br><input type="text"/> |

**9.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

**10.\*** 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](#).

**10.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 2020 (\$) | Spend on conventional computers, monitors, and laptops in 2020 (\$) | Total Spend on computers, monitors, and laptops in 2020 (\$) | Percent Green Spend                    |
|---|---|--|--|
| <b>10.a.a*</b><br><input type="text"/>                                  | <b>10.a.b*</b><br><input type="text"/>                              | <b>10.a.c*</b><br><input type="text"/>                       | <b>10.a.d*</b><br><input type="text"/> |

| Spend on EPEAT-registered imaging equipment in 2020 (\$) | Spend on conventional imaging equipment in 2020 (\$) | Total Spend on imaging equipment in 2020 (\$) | Percent Green Spend                    |
|--|--|---|--|
| <b>10.a.e*</b><br><input type="text"/>                   | <b>10.a.f*</b><br><input type="text"/>               | <b>10.a.g*</b><br><input type="text"/>        | <b>10.a.h*</b><br><input type="text"/> |

| Spend on EPEAT-registered televisions in 2020 (\$) | Spend on conventional televisions in 2020 (\$) | Total Spend on televisions in 2020 (\$) | Percent Green Spend                    |
|--|--|---|--|
| <b>10.a.i*</b><br><input type="text"/>             | <b>10.a.j*</b><br><input type="text"/>         | <b>10.a.k*</b><br><input type="text"/>  | <b>10.a.l*</b><br><input type="text"/> |

| Spend on EPEAT-registered mobile phones in 2020 (\$) | Spend on conventional mobile phones in 2020 (\$) | Total Spend on mobile phones in 2020 (\$) | Percent Green Spend                    |
|--|--|---|--|
| <b>10.a.m*</b><br><input type="text"/>               | <b>10.a.n*</b><br><input type="text"/>           | <b>10.a.o*</b><br><input type="text"/>    | <b>10.a.p*</b><br><input type="text"/> |

| Spend on EPEAT-registered servers in 2020 (\$) | Spend on conventional servers in 2020 (\$) | Total Spend on servers in 2020 (\$) | Percent Green Spend  |
|--|--|-------------------------------------|----------------------|
| <b>10.a.g*</b>                                 | <b>10.a.r*</b>                             | <b>10.a.s*</b>                      | <b>10.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>10.b*</b>                            | <b>10.c*</b>                        | <b>10.d*</b>               | <b>10.e*</b>  |
| <input type="text"/>                    | <input type="text"/>                | <input type="text"/>       | <input type="text"/>                                  |

If your facility is tracking its spend on **EPEAT**-registered devices, you may qualify for an **EPEAT Purchaser Award** through the Green Electronics Council.

### Program: Check and Act

**NEW in 2021.** Average percent spend on targeted sustainable procurement is a new metric that pulls from multiple sustainable spend areas across the application. This metric will give 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 | <b>11.*</b><br><input type="text"/>            | <b>12.*</b><br><input type="text"/>           | <b>13.*</b><br><input type="text"/>  |
| Percent Green Spend on Copy Paper                            | <b>14.*</b><br><input type="text"/>            | <b>15.*</b><br><input type="text"/>           | <b>16.*</b><br><input type="text"/>  |
| Percent Green Spend on EPEAT Electronics                     | <b>17.*</b><br><input type="text"/>            | <b>18.*</b><br><input type="text"/>           | <b>19.*</b><br><input type="text"/>  |
| Percent Spend on Healthy Interiors                           | <b>20.*</b><br><input type="text"/>            | <b>21.*</b><br><input type="text"/>           | <b>22.*</b><br><input type="text"/>  |
| Percent Spend on Local Food and Beverage Purchases           | <b>23.*</b><br><input type="text"/>            | <b>24.*</b><br><input type="text"/>           | <b>25.*</b><br><input type="text"/>  |
| Percent Spend on Sustainable Food and Beverage Purchases     | <b>26.*</b><br><input type="text"/>            | <b>27.*</b><br><input type="text"/>           | <b>28.*</b><br><input type="text"/>  |
| Average % Spend on Targeted Sustainable Procurement          | <b>29.*</b><br><input type="text"/>            | <b>30.*</b><br><input type="text"/>           | <b>31.*</b><br><input type="text"/>  |

### 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.

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

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

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

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

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