



Anna University, Chennai-600025.

University Departments

Sustainable Procurement Policy

Introduction

The University implemented an Environmental Sustainability Vision, Policy, and Strategy to focus on sustainable procurement practices.

Purpose

To support and ensure that the University considers all environmental factors in their purchasing decisions to procure goods and services.

Definition

According to the Chartered Institute of Procurement and Supply (CIPS), the term sustainable procurement is defined as “the process wherein the University meets its needs for goods, services, and utilities while minimizing the damage to the environment.”

Objectives

The objectives of the sustainable procurement process are:

- Comply with local and relevant laws and regulations
- Promote awareness among suppliers, contractors, and user communities
- Reduce negative environmental impact
- Include sustainable criteria when evaluating offers
- Measure the sustainable practices using standards
- Use the measures to monitor the procurement process for continuous improvement
- Use the results to benchmark the performance against other organizations
- Identify the areas that need improvement

Criteria

The criteria to consider are:

- Assess and define the need
- Evaluate the options
- Design and specifications
- Supplier selection

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- Tender evaluation
- Post-contract management
- Supplier development

Action / Practices

Standing offers and Supply arrangements

- Switch to suppliers that divulge chemical ingredients
- Seek out producers using natural or non-hazardous materials
- Suppliers should disclose their greenhouse gas (GHG) emissions
- Procure products composed of recycled materials (eg., recycled paper, remanufactured ink cartridges, and refurbished furniture)
- Purchase from companies with green production practices that have a minimal negative impact on the environment, such as pollution, biodiversity loss or habitat disruption
- Green procurement should mitigate the over-exploitation of scarce resources.
- Purchase of energy-saving electricals
- Commission new construction from renewable materials
- Procurement of organic food ingredients for the university canteen
- Opt for business with small, local, and/or ethnic minority-owned enterprises
- Look for reusable, returnable, or recyclable packaging for all procurements
- Procurement of design and construction services should disclose and reduce the embodied carbon of construction projects
- The bidder must demonstrate that they address a minimum of 2 of the following environmental considerations: GHG reduction, hazardous chemical reduction, plastic reduction, or waste reduction
- Encourage the suppliers to participate in the net-zero challenge, document their GHG emissions reduction targets, and publicly disclose the previous year's verified GHG emission inventory
- Provide inventory numbers for replacement parts when available

Furniture

- The materials used in the procured product must have the following attributes:
 - ❖ Hazardous air pollutant free
 - ❖ Non-toxic surface coating
 - ❖ recycled content for steel components
 - ❖ sustainable wood originating from sustainably managed forests
 - ❖ composite wood products must contain recycled material
 - ❖ plastic components must be recyclable at the end-of-life
 - ❖ Suppliers must have certificates to denote that the products do not contain chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE)
- Parts susceptible to wearing must be designed to be replaceable

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- Waste material from the manufacturing process must be minimized and/or recycled
- The facility must have a hazardous and toxic material management system in place
- All products purchased must come from a manufacturer that has a chemical management plan in place

Office Supplies

- Actions around all phases of the lifecycle (extraction (raw materials), transformation (manufacturing plant), distribution, product use, and end-of-life (recovery transport, recycling, and landfilling) will be considered
- Products have minimal packaging and it is recyclable, biodegradable, or made from renewable resources.
- Supplies made from post-consumer recycled content

Vehicles

- Consider the procurement of hybrid electric vehicles, battery vehicles, hydrogen vehicles, and fuel-cell vehicles rather than conventional types
- Fuel consumption and GHG emission values should be calculated and included in financial evaluation or evaluated price
- A survey of suppliers to identify environmental features must be done periodically
- Supplier is ISO-certified
- Major rigid plastic parts stamped with composition code for recycling

Wireless services

To reduce paper waste, consider the following:

- E-ordering via web portal
- Digitalized service-related reports
- User guides to be available online

Outcome

Sustainable procurement allows the university to mitigate key issues such as greenhouse gas emissions, improve resource efficiency, and recycling. It sends strong signals to the market favoring sustainable goods and services, enabling a transition to a green economy.



Vice-Chancellor