



ULAB Procurement Policy

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Date: 31/3/24

I. Green Procurement Policy at ULAB

A Green Procurement Policy, also known as a Green Purchasing Policy (GPP), serves as a guiding framework for organizations when acquiring materials, supplies, and services. This policy emphasizes the selection of products based on their environmental and human health impact. Specifically, organizations implementing a Green Procurement Policy prioritize the consideration of environmentally preferable or "green" products and services

University of Liberal Arts Bangladesh (ULAB) is committed to environmental stewardship by maintaining purchasing practices that promote and encourage the use and purchase of environmentally and socially responsible products. When making purchasing decisions, ULAB tries to give equal weight to environmental and social considerations as we do to price, availability, and performance.

II. What is the Green Procurement Policy?

In the context of a Green Procurement Policy, ULAB is utilized to assess and identify products and services that exhibit a reduced impact on the environment throughout their life cycle, compared to alternative goods or services. ULAB considers environmentally preferable, or "green," products and services that have a lesser or reduced impact on the environment over their life cycle when compared to competing goods or services. Environmentally preferable or "green" products and services are those that have a lesser or reduced impact on the environment over their life cycle, as compared to competing goods or services.

Key components of ULAB's Green Procurement Policy include, but are not limited to, waste reduction and recycling, energy efficiency, product life cycle assessment, plastic reduction, water usage, paper consumption and recycling, carbon footprint, and continuous improvement of the current policy.

III. University of Liberal Arts Bangladesh (ULAB) Procurement policies

In alignment with the University's steadfast commitment to sustainability, individual departments are strongly encouraged to adopt the following principles:

- **Evaluate Necessity:** Consider whether the item or service is really necessary.
- **Preference for Recycled and Environmentally Preferable Products:** Opt for recycled and environmentally preferable products when their quality, performance, and price are comparable to alternatives, contributing to the reduction of environmental impact.
- **Minimize Packaging:** Give preference to products with reduced packaging.
- **Emphasize Reusability and Recycling:** Prioritize products that are easy to reuse, refurbish, remanufacture, or recycle at the end of their life cycle.
- **Low Greenhouse Gas Emissions:** Favor products with lower greenhouse gas emissions and fewer air contaminants.
- **Efficient Energy and Water Usage:** Prioritize products that use energy or water more efficiently.
- **Renewable Resources:** Choose products made from renewable resources.
- **Alternative Energy Sources:** Give preference to products utilizing alternative sources of energy or fuels.
- **Promote local business:** Encourage local companies, suppliers, and vendors with a diverse workforce, including individuals with different abilities, ethnic minorities, and small SMEs with women in leadership roles, to participate in university contracts.
- **Environmentally Committed Vendors:** Select vendors and suppliers with a demonstrated commitment to environmental protection and well-being, fostering partnerships with like-minded entities.
- **Socially Responsible Activities:** Encourage and prefer companies involved in socially responsible activities when bidding for university contracts.
- **Lifecycle Analysis:** Incorporate a lifecycle analysis approach into procurement decisions, considering the environmental impact of products or services throughout their entire life cycle.
- **Educational Outreach:** Implement educational programs and outreach initiatives to raise awareness among university staff and students about sustainable procurement practices.

- **Regular Policy Review:** Periodically review and update the Green Procurement Policy to ensure it remains aligned with emerging sustainability standards and technological advancements.

When procuring products for the university, the Office of Procurement is encouraged to conduct a comprehensive cost analysis. This should include:

- **Initial Cost:** Evaluate the upfront purchase cost of the product.
- **Operating Costs:** Consider the ongoing operational expenses associated with the product, including energy consumption, consumables, and any additional costs incurred during regular use.
- **Maintenance Costs:** Assess the costs associated with routine maintenance and repairs to ensure the longevity and optimal performance of the product.
- **Depreciation Costs:** Factor in the depreciation of the product over its useful life, recognizing its diminishing value over time.
- **Upgrade Costs:** Anticipate potential upgrade costs to adapt the product to evolving technological standards or to meet changing needs and requirements.
- **Disposal Costs:** Account for the costs associated with the proper disposal or recycling of the product at the end of its life cycle, considering environmental sustainability.
- **Training and Integration Costs:** Include expenses related to training staff for the effective use of the product and any integration costs with existing systems or processes.
- **Warranty and Support Costs:** Take into consideration the costs associated with product warranties, as well as ongoing support and service agreements.
- **Energy Efficiency:** Assess the energy efficiency of the product, considering long-term cost savings associated with reduced energy consumption.

- **Lifecycle Environmental Impact:** Evaluate the environmental impact of the product throughout its entire life cycle, considering factors such as resource extraction, manufacturing, transportation, and disposal.
- **Compliance Costs:** Consider any additional costs associated with ensuring that the product complies with industry standards, regulations, and certifications.
- **Supplier Relationship Costs:** Account for any costs associated with maintaining a positive and collaborative relationship with the supplier, including communication, collaboration, and potential customization requests.
- **Insurance Costs:** Assess the need for insurance coverage for the product to mitigate risks and potential financial losses.
- **Resilience and Durability:** Factor in the resilience and durability of the product to minimize the likelihood of unexpected breakdowns and replacement costs.

Benefits

Green Procurement Policy helps ULAB:

- Cost savings through energy and water efficiency
- Efficient resource utilization
- Waste reduction and cost savings
- Environmental impact reduction
- Promotion of sustainable practices
- Compliance with regulatory standards
- Support for local economies
- Long-term cost avoidance
- Alignment with global sustainability goals
- Reducing the universities' carbon footprint

IV. How ULAB Makes a Green Purchase

ULAB's Procurement office staff and faculty play a pivotal role in fostering a positive impact on the environment with each necessary purchase. This is achieved without compromising safety, quality, or budget by carefully considering products and services that cause minimal or no environmental damage during normal use or maintenance.

The procurement process at ULAB involves the following steps:

1. Purchase request analysis
2. Request verified by administration
3. Asking quotation
4. Quotation reviewed by committee
5. Quotation analysis and cost-benefit assessment
6. Approval given by the purchase committee
7. Purchase Order Issuance
8. Goods received and inspection
9. Documentation of environmental impact
10. Supplier evaluation
11. Feedback and continuous improvement

V. Procurement Guideline

At ULAB, we are committed to providing our customers with products that meet the highest standards of safety and environmental responsibility. To ensure the well-being of our customers and the sustainability of our operations, it is imperative that our suppliers offer products free from the following chemicals and materials:

- *Antimicrobials*
- *Coal fly ash*
- *Flame retardants*
- *Fluorinated stain-resistant chemicals e.g., per fluorinated chemicals (PFCs)*
- *Formaldehyde*

- *Lead*
- *Mercury*
- *Nanomaterials*
- *Phthalates*
- *Polyvinyl chloride (PVC)*

These substances pose significant health and environmental risks, and their presence in products can compromise safety and sustainability objectives. Therefore, ULAB strictly prohibits the use of these chemicals and materials in any products supplied to us. Suppliers are expected to adhere to this guideline and certify that their products are free from the listed chemicals and materials. Non-compliance may result in termination of the supplier relationship. We believe that by implementing this procurement guideline, we can contribute to creating a safer and healthier environment for our customers and communities while promoting sustainable business practices throughout our supply chain.

VI. Environmental Product Declaration for ULAB

ULAB mandates suppliers to disclose the presence of an Environmental Product Declaration (EPD) Transparency Summary for each product offered. Preferably, all products should possess an EPD, providing a comprehensive overview of their lifecycle-based environmental impacts. Conformance to industry standards like ISO 14025 is highly encouraged which was developed by the International Organization for Standardization (ISO). EPDs facilitate informed decision-making, aligning with ULAB's commitment to sustainability and environmental responsibility. By promoting transparency and adherence to recognized standards, ULAB aims to procure products that minimize environmental impact throughout their lifecycle.

- **Locally Compostable:** Products must be compostable in local facilities serving the campus, including bioplastic, paper, wood, and bamboo items, subject to facility-specific acceptability.
- **Locally Recyclable:** Products should be recyclable by local campus facilities, varying by facility.

- **Reusable:** Reusable products, like durable cups, bowls, and plates intended for multi-use, are encouraged. Plastic bags from food service or retail outlets are not considered reusable.
- **Elimination of Single-Use Plastic Beverage Bottles:** ULAB seeks to eliminate single-use plastic beverage bottles during supplier contracting, renewals, or extensions, where current terms allow.
- **Preference for Compostable Foodware:** Compostable foodware from recycled or sustainably harvested materials is preferred.
- **Plant-Based Products:** Items made entirely from plant-based materials like paper, wood, or bamboo are preferred.
- **Product Composition:** Products must not contain PVC, ABS, PC, PU, or any fluorinated chemicals. Suppliers must disclose grease barrier or coating types for fiber-based products.
- **Chlorine-Free Processing:** Products must undergo chlorine-free manufacturing processes, with optional unbleached or chlorine-free whitening.
- **Recycled Content:** Paper products should contain at least 40% post-consumer recycled content or 100% total recycled content, with disclosure of content type and amount. Hot beverage products require a minimum of 10% post-consumer recycled content.
- **Engineered Nanomaterials:** Products shall not contain added engineered nanomaterials.
- **Vegetable-Based Inks:** Vegetable-based inks are required for printing and graphics.
- **Furniture Specifications:** Furniture must comply with specific hazardous chemical restrictions, including flame retardants, PFASs, PVC content, cleanable fabrics without dry-cleaning chemicals, and avoidance of heavy metals.

The University shall require furniture meeting the following specifications for hazardous chemical classes:

- **Flame Retardants** (Flame retardants are **various chemicals applied to materials to prevent burning or slow the spread of fire**): All furniture shall be free of flame-retardant chemicals at levels above 1,000 parts per million in both standard and optional components, excluding electrical components.

- **Per and Poly-Fluoroalkyl Substances (PFASs) used as stain/water/oil resistant treatments:** All furniture shall be free of any long- and/or short-chain per- and poly-fluorinated alkyl compounds and fluorinated polymers used as stain, water, or oil resistant treatments above 100 ppm by weight of the homogenous material.
- **Polyvinyl Chloride (PVC):** All furniture shall be free of polyvinyl chloride (PVC) greater than 1% of product by weight, excluding electrical components.
- All fabrics/textiles utilized on a finished product must be cleanable without dry-cleaning chemicals.
- **Heavy Metals:** Avoid (when possible) the use of heavy metals and hexavalent chromium in plated finishes as outlined in LEED Healthcare MRc5.

VII. Current Green procurement policies in place at ULAB

- Cloth banners during events: Biodegradable, durable, as opposed to single-use and/or Non-biodegradable PVC banner.
- Food sourced for the cafeterias at the university is sourced from local vendors in Mohammadpur around akm radius with minimal packaging (consistent with care of the product).
- ULAB has aimed to eliminate Single Use Plastic at the campus by 2025.
- The university procures paper cups at all events and all water stations at ULAB in the camps. No Single Use Plastic is used in any of the events organized at university.
- ULAB has signed an MOU with Bashundhara Paper Mills Limited (BPML) to recycle all administrative paper produced by the university.
- ULAB has signed an MOU with Bangladesh Petrochemical Company Limited (BPCL) to recycle all PET bottles produced at the university campus.
- ULAB has procured color-coded waste segregated bins all across the campus to separately collect paper, plastic, and organic waste at the campus.

- ULAB has purchased energy-efficient LED lights to be installed all throughout the campus and decrease GHG emissions from electricity use at the campus.
- The university incorporates green building principles in construction projects, utilizing environmentally friendly and energy-efficient building materials to enhance sustainability in campus infrastructure.
- ULAB prioritizes the procurement of eco-friendly office supplies, including recycled paper and sustainable office materials, promoting a green working environment.
- The procurement policy emphasizes the use of environmentally preferable cleaning products, reducing the environmental impact of cleaning activities on campus.
- ULAB incorporates green procurement principles into educational initiatives, ensuring that students and staff are informed about the importance of sustainable procurement practices. Workshops, seminars, and awareness campaigns contribute to a culture of environmental responsibility.
- ULAB actively seeks products with minimal and eco-friendly packaging. The procurement policy encourages suppliers to adopt sustainable packaging practices, minimizing the environmental impact of packaging waste.
- In landscaping projects, ULAB prioritizes the use of native plants and eco-friendly materials. This promotes biodiversity, supports local ecosystems, and reduces the need for excessive water and chemical inputs.