



SGUL Sustainable Procurement checklist

Overview:

This checklist is designed to be used by procurement category managers when considering what sustainability issues may be relevant to a new procurement. This should be referred to as early on in the procurement process as possible, in order to ensure sustainability is properly embedded.

The checklist provides an overview of possible clauses to include within tender documentation and contracts, but it is not comprehensive. Please [contact](#) the [Safety, Health, Environment & Wellbeing](#) for advice specific to a contract on environmental regulations or good practice opportunities.

Monitoring and reporting

Progress against a Supplier's Sustainability Action Plan must be monitored on an ongoing basis, in order to measure the contribution of SGUL's supply chain to achieving our sustainability objectives. This should be built in to contract management arrangements, and KPIs where applicable. It may be appropriate for the Safety Health and Environmental Manager to be involved in supplier meetings for particularly high-risk contracts.

Sustainability theme:	Guidance:	Potential controls or clauses to include in ITT/contract	Relevant to contract types:
SGUL Environment & Sustainability Policies	The University has institutional policies in support of its CSR commitments. These are available publicly at: https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/environment-and-sustainability	<ul style="list-style-type: none"> Ensure this is signposted in all ITT and contract documents 	<ul style="list-style-type: none"> All contracts
Equality & Diversity	Refer to the HR Equality and Diversity section	<ul style="list-style-type: none"> Refer to the HR Equality and Diversity section 	<ul style="list-style-type: none"> All contracts
Supplier Diversity	Supplier diversity is about providing a level playing field for all potential and capable suppliers to access our contract opportunities regardless of size or make up.	<ul style="list-style-type: none"> Break contract into smaller lots that could be delivered by SME Advertise opportunities locally Use a portal aimed at diversely owned businesses, e.g. CompeteFor (https://www.competefor.com/) Contracts Finder via In-Tend (https://www.contractsfinder.service.gov.uk/Search) Include prompt payment clauses For large contracts, consider if requirements can flow down to subcontractors 	<ul style="list-style-type: none"> Contracts with large supply chains e.g. construction, catering Any contract with spend over £1m p.a. Low value contracts which would be suitable for delivery by SME, social enterprise or diversely owned businesses
London Living Wage (LLW)	The LLW is an hourly rate set independently and updated annually to reflect the level of pay required to sustain a basic standard of living in London. It aims to tackle the growing problem of people in work experiencing poverty as a result of low pay. The LLW is reviewed	<ul style="list-style-type: none"> Require payment of LLW for directly employed staff and subcontractors Include 'uplift' clause that requires contractors to increase pay in line with national annual review Note may not be applicable if the SGUL contract only makes up part of a role, with the exception of 	<ul style="list-style-type: none"> Waste Catering Security Construction Couriers/deliveries Any contract with low skilled full-time employees working in London, where employees work 100% of time on the SGUL contract

	<p>annually in November - http://www.livingwage.org.uk/</p>	<p>construction – please seek advice from management</p> <ul style="list-style-type: none"> Request prices with and without LLW 	
Skills and Employment	<p>Suppliers are well placed to support the development of student skills, e.g. through sponsoring projects, providing guest lectures, work placements, and site visits. This can help to give students vital 'on the job' experience as well as helping them gain an insight in to how SGUL is run. This also has a benefit for SGUL as, in addition to potential impacts on student employment figures, it helps develop skills in our supply chains, future proofing ourselves against future skills shortages.</p>	<ul style="list-style-type: none"> Encourage voluntary provision of skills and employment opportunities for students 	<ul style="list-style-type: none"> All contracts, with focus on any contract with spend over £1m p.a.
Community Benefits	<p>Local communities will most likely be affected by our construction related contracts that take place locally to them, e.g. noise, light pollution, dust and general disruption to the local area. Local communities may also benefit positively from additional community facilities provided at our campuses and improved environment.</p>	<ul style="list-style-type: none"> Considerate Construction (CCS) requirement Ensure any community concerns are addressed within tender and contract Ensure any opportunities to promote 'social value', e.g. local workforce, are addressed within tender and contract 	<ul style="list-style-type: none"> Construction contracts
Ethical Sourcing	<p>Raw materials and manufactured products are commonly sourced from countries where labour and human rights abuses have been reported and are considered high risk contracts for ethical sourcing. Some manufacturers in those locations may meet high ethical standards and</p>	<ul style="list-style-type: none"> Suppliers should demonstrate how they comply with the basic standards of the ETI Base Code (https://www.ethicaltrade.org/sites/default/files/shared_resources/eti_base_code_english.pdf) in their method statement 	<ul style="list-style-type: none"> Clothing IT hardware Other electronics Medical supplies Food Timber

	requesting information on the supply chains practices will help identify those organisations with good practice versus those where conditions are unknown and/or the risk of poor standards remains high.	<ul style="list-style-type: none"> • For larger contracts consider requiring require periodic third party audit of key supply chain partners for ethical practice and use of online portals such as Sedex (http://www.sedexglobal.com/) • Fairtrade certification • FSC certification 	
Sustainable construction	BREEAM is an environmental assessment method and rating system for buildings, which scores new buildings and refurbishment projects on their sustainability, on a five-point scale between Pass – Outstanding.	<ul style="list-style-type: none"> • BREEAM requirement https://www.breeam.com/ 	<ul style="list-style-type: none"> • Construction contracts for major new build or refurbishment
Generic environmental opportunities	All contracts will offer an opportunity to promote sustainability within our supply chain. SGUL can specify a preference for 'greener' products or services. Eco-labels provide an easy way to identify what has been scientifically assessed as environmentally friendlier products or in some instances picking up other social issues such as Fair-Trade. They can cover all or part of a product, such as the fabric used in an office chair. They cover an extensive range of products. More information can be found on http://ec.europa.eu/environment/ecolabel/products-groups-and-criteria.html . There is also an opportunity to collaborate with suppliers of larger contracts to improve performance over time.	<ul style="list-style-type: none"> • Generic instructions encourage the reduction of waste, carbon emissions and generally adopting more environmentally friendly practices • Requirement for high-risk contracts to produce supplier sustainability action plan related to delivery of product/service (draft in ITT, to finalise in conjunction with Sustainability after contract let) • Requirement for Ecolabel or equivalent sustainability certification 	<ul style="list-style-type: none"> • All contracts • Focus on 'high risk' contracts

Government Buying Standards	<p>The UK Government Buying Standards (GBS) provide product standards that have been audited to verify they provide value for money, are readily available in the market place and provide improved environment performance. They outline minimum and best practice criteria. The standards can be accessed from www.defra.gov.uk</p>	<ul style="list-style-type: none"> • The GBS guidance includes tender and contract clauses that can be used directly 	<ul style="list-style-type: none"> • Cleaning • Electrical • Furniture • Horticulture and parks • ICT • Paper and paper products • Textiles • Vehicles • Construction • Water-using products • Food and catering
Waste	<p>Waste is expensive to dispose of – recycling is cheaper, but it is preferable to avoid creating waste in the first place. Contractors should be encouraged to minimise the amount of waste created, and required to remove waste (e.g. packaging) from site at point of delivery. We also have a legal obligation to ensure that any waste is stored safely and sustainably on our sites, and disposed of by registered companies.</p>	<ul style="list-style-type: none"> • We have a legal duty of care to require contractors to: <ul style="list-style-type: none"> ✓ Store our waste properly i.e. segregated, securely and label accurately ✓ Check that waste carriers are registered to do so with the Environment Agency – registration numbers should be provided with SQ or tenders if applicable ✓ Provide accurately completed Waste Transfer Notes or Consignment Notes (for hazardous waste) documenting the waste collected for transfer and keep it as a record for at least two years (three years for hazardous waste) • Further opportunities to encourage best practice, e.g. reducing waste, using new sustainable materials 	<ul style="list-style-type: none"> • Any contract where waste will be produced on and/or transported from our sites • Any contract where large amounts of waste will be generated (e.g. packaging or obsolete equipment)

		<ul style="list-style-type: none"> • It is key that contractors removing waste report waste data to us, at a minimum tonnage and disposal route (e.g. recycling, incineration) • No waste removed from SGUL sites should be sent direct to landfill 	
Energy and Carbon	<p>The University is committed to encouraging staff, students and the wider community to reduce their impact on the environment.</p> <p>https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/environment-and-sustainability</p>	<ul style="list-style-type: none"> • Require contractors to support our goals • Opportunities to encourage best practice, e.g., supply of more efficient products, equipment leasing and performance contracts 	<ul style="list-style-type: none"> • IT • Laboratory equipment • Construction • Any large value contract which will require significant onsite energy use to deliver (e.g. computers - not utilities)
Water	<p>The University is committed to encouraging staff, students and the wider community to reduce their impact on the environment.</p> <p>https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/environment-and-sustainability</p>	<ul style="list-style-type: none"> • Require contractors to support our goals • Opportunities to encourage best practice, e.g., supply of more efficient products, equipment leasing and performance contracts 	<ul style="list-style-type: none"> • Laboratory equipment • Construction • Any large value contract which will require significant onsite water use to deliver (e.g. toilets - not utilities)
Biodiversity	<p>The University is committed to encouraging staff, students and the wider community to reduce their impact on the environment.</p> <p>https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/environment-and-sustainability</p>	<ul style="list-style-type: none"> • Require contractors to support our goals • Specify contractor legal obligations 	<ul style="list-style-type: none"> • Any contract that requires major construction works and/or Planning permission • External lighting • Grounds maintenance
Hazardous materials/pollution	<p>We have a legal obligation to keep waste to a minimum and make sure that hazardous waste produced or handled by the University causes no</p>	<ul style="list-style-type: none"> • We have a legal duty of care to ensure that contractors: <ul style="list-style-type: none"> ✓ Only supply and use legal substances on site 	<ul style="list-style-type: none"> • Any contract that involves the purchase of chemicals or the use and/or storage of chemicals

	<p>harm or damage. SGUL is committed to minimising its impact on the environment through effective waste management practices based on prevention, reduction, reuse, recycling and recovery.</p> <p>https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/waste-management</p>	<ul style="list-style-type: none"> ✓ Use and store chemicals safely on site • Contractors may not allow any substance, other than clean water, to enter any drain on site without applying for a temporary Trade Effluent consent from Thames Water – this includes run off from washing • ITT and contract should signpost pollution prevention guidelines, REACH and COSHH legislation • Refer to the Safety Health & Environment Adviser (Biological) for product specific advice 	
Transport	<p>The University has an institutional Travel Policy within its Expenses Policy. This is available at:</p> <p>https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/expenses</p>	<ul style="list-style-type: none"> • Require contractors to support our goals as defined in policy • Explore whether deliveries can be consolidated or minimised • Explore whether alternative fuel types are suitable, e.g. electric vehicles • Require any travel-booking provider to promote low-carbon options and report on journeys/emissions • Signpost free support, e.g. http://www.fors-online.org.uk/ 	<ul style="list-style-type: none"> • Vehicle purchasing or leasing • Business travel solutions • Any contract that has a high number of deliveries associated with it
Air Quality	<p>Certain gasses, known as F gasses, are commonly found in refrigeration, air conditioning and heat pumps, equipment containing solvents, and fire protection systems. These gasses are known to be harmful to the ozone layer and use must be controlled. Installation and maintenance of f-gas</p>	<ul style="list-style-type: none"> • Require clear labelling on air conditioning units with type and charge of refrigerant equipment • Require regular testing of units as defined in F Gas legislation (this may be a separate tender or built in to service level agreement) 	<ul style="list-style-type: none"> • Products that supply or maintain refrigeration • Air conditioning • Heat pumps • Fire protection • Laboratory equipment • Any equipment where ozone depleting substances may be in use

	containing equipment is controlled by legislation .	<ul style="list-style-type: none"> Request evidence of a Company Certificate for working with f-gases from maintenance contractors (certificates are provided by authorised bodies such as Bureau Veritas) and evidence of appropriate training of staff working with f-gases such as a company certificate to prove competence 	
Timber	Timber can be a renewable and low-impact material, but only if it comes from well managed forests.	<ul style="list-style-type: none"> Require PEFC or FSC certification with full chain of custody (refer to sustainability labelling guidelines and UK Government Buying Standards (GBS)) Avoid rare timber species 	<ul style="list-style-type: none"> Any contract that will involve the use of timber Faculty teaching projects Construction
Food	Where available, refer to University institutional Food-related Policies.	<ul style="list-style-type: none"> Require contractors to support university goals where defined in policy 	<ul style="list-style-type: none"> Any food related contract Catering Hospitality Major events