




HP Virtuel viden

Sustainable purchasing made easy

Madeleine Bergrahm,
Sustainability manager HP
Oct 2021





You might have been asked to take Sustainability into account in your IT management.

Wouldn't it be great to have a tool where the text to include in RFPs/tenders are ready for you to use?

And it also outlines how to easily verify responses?

DEFINITION

Sustainable procurement means making sure that the products and services an organisation buys **achieve value for money** and **generate benefits** not only for the **organisation**, but also for the **environment, society and the economy**.



What's important ? *For PC to prolong life /'dilute' manufacturing impact/, for print mainly paper use*

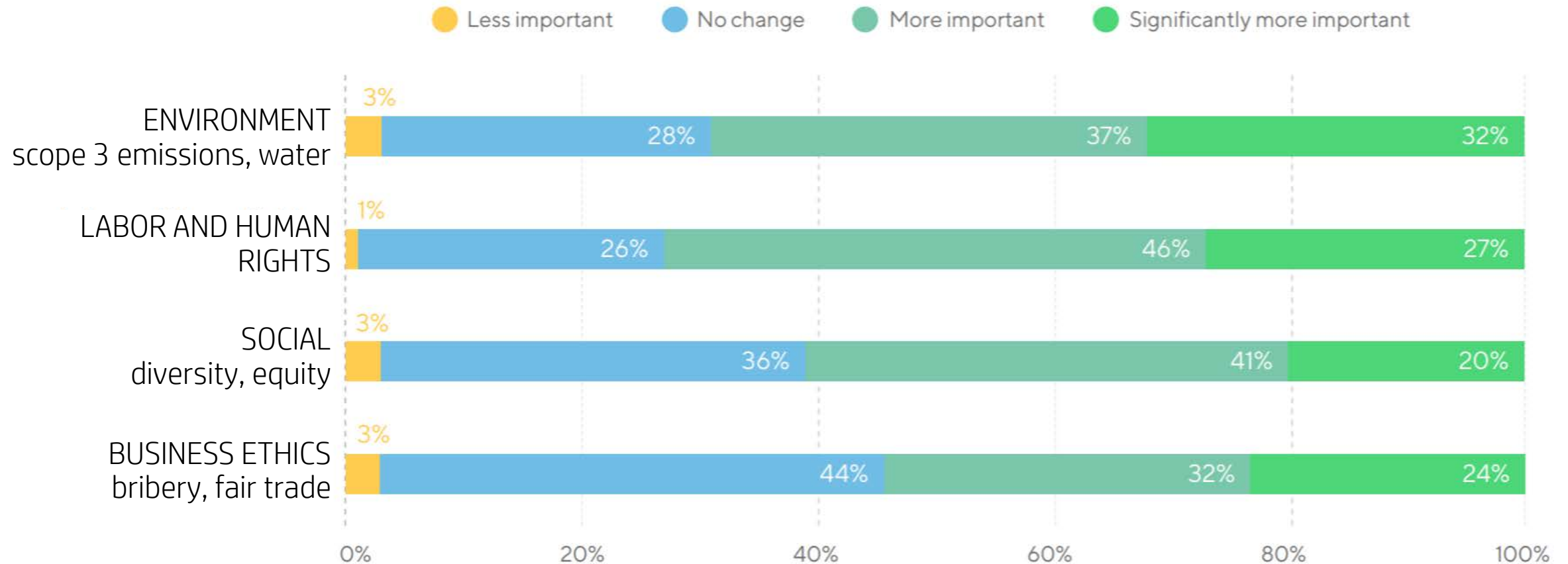
HP carbon footprint, 2019

46,785,800 tonnes CO₂e

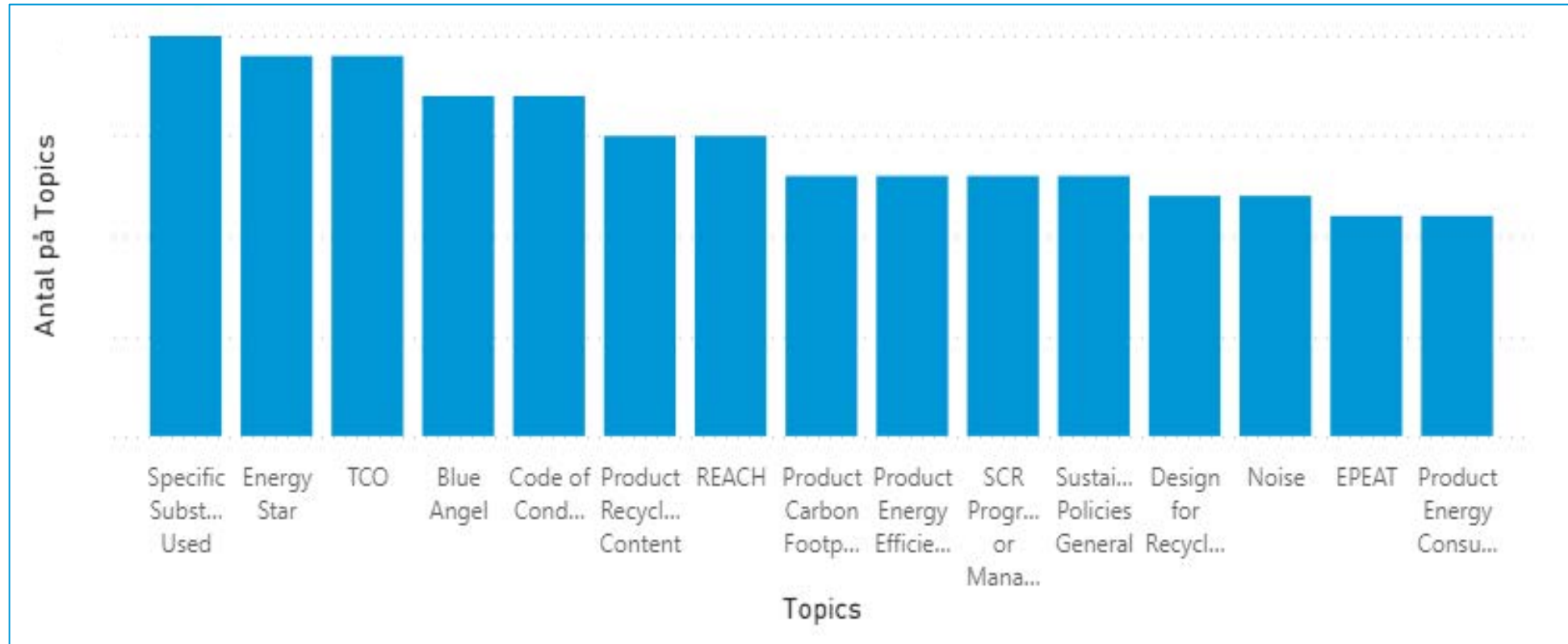


Global trend, including changes due to pandemic

Have the following sustainability issues gained or lost significance in shaping your procurement strategy (supplier selection and management) over the next few years?



Topics in tenders 2020-21, *Nordic*



In *Denmark*: eco labels TCO, EPEAT, Energy Star are on top, and packaging is more often included

How to ... almost 7/10 include provisions in **selecting suppliers**

How has your organization integrated sustainability criteria into procurement processes?



Maturity level

Descriptions

1. ... how you will **influence Buyer behaviour in order to reduce waste** and use resources more ...
2. ... you will take **to train and educate** your own and/or the Buyer's workforce to deliver additional environmental benefits to Buyer's
3. ... how your organisation will address environmental sustainability promoting sustainable consumption and an improvement in environmental quality.

Detailed, prescriptive

Power cables	Det ønskes, at alle power cables der medsendes bestilte computere eller som der udskiftes til er PVC-fri. Tilbudsgiver bedes beskrive, hvor stor en procentdel af de tilbudte power cables, der kan leveres PVC-fri . Jo større procentdel jo bedre evaluering.
Mærker	Tilbudsgiver ønskes at beskrive, hvilke typer af mærker/certificeringer som de tilbudte modeller har ud over dem beskrevet som mindstekrav [Energy star]. Eksempler på mærker/certificeringer kan være EPEAT og ecodesign. Mærket/certificeringen skal være gældende for Danmark. Det vægtes positivt jo flere relevante mærker/certifikater som de tilbudte modeller har og jo højere rang certificeringen har.
Klimaaftryk	Ordregiver ønsker et certifikat eller lignende, hvor klimaaftrykket og især CO ₂ -udledningen på minimum modelniveau kan ses for X i forhold til de tilbudte modellers livscyklus. Livscyklusanalysen ønskes med udgangspunkt i internationale standarder, som f.eks. ISO 14040, ISO/TS 14067 eller ISO 14025, for eksempel PAIA-metodologi. Jo mere specifikt tilbudsgiver kan give information til Ordregiver på X's CO₂-udledning på aftalen jo bedre evaluering.

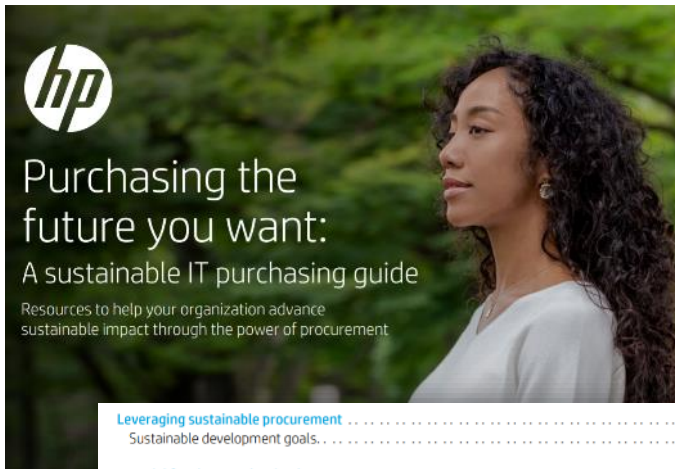
How important are sustainability in tenders (when included)?

COUNTRY	DETAILS	VALUE	WEIGHT of Sustainability in evaluation
Norway	Stavager Municipality, PC	2 M USD	60%
Germany	Federal customer, PC	>40 M USD	50%
New Zealand	Public sector, IT	X	40%

Most often *compulsory* criteria and 5-15% weight on *award* criteria (in selected EU countries).

HP's 3 + 1 Recommended procurement criteria and Purchasing guide

HP's Sustainable IT purchasing guide



- Leveraging sustainable procurement PG. 3
- Sustainable development goals PG. 3
- A model for change: The circular economy ecosystem PG. 4
- Circularity drivers PG. 5
- Organizational context: Sustainability goals & supply chain impact PG. 6
- Align your procurement with your sustainability goals PG. 6
- What are the impacts of your organization? PG. 6
- How to evaluate circularity drivers PG. 8
- Evaluating the design of products for circularity PG. 9
- The importance of total cost of ownership (TCO), life cycle assessments (LCA) & carbon neutrality PG. 10
- Ecolabels: A guide to buying with sustainability in mind PG. 11
- Evaluating PC and print products PG. 12
- Evaluating printer cartridges PG. 17
- Evaluating supplier transparency & performance PG. 19
- Human rights PG. 21
- Transparency disclosures PG. 22
- Supplier Transparency: What to include in request for proposal (RFP) questions PG. 24
- Forests and sustainable procurement PG. 26
- Evaluating supplier relationships PG. 27
- Accelerate the circular economy PG. 29

Top 12 Sustainable Public Procurement criteria for Print Hardware, Top 8 for Supplies

Top 12 Sustainable Print and Imaging Equipment procurement criteria

Recommended for public sector
To be used together with top 8 for Supplies

Topic	Criteria Type*	Why it matters
Environmental		
Energy Efficiency	Land/A	Energy efficiency in Print and Imaging Equipment hardware can result in significant reduction of energy waste. This can result in significant energy and financial savings for businesses and consumers. (EN 50574)
Product Carbon Footprint (PCF)	A	Product Carbon Footprint is an important indicator of a product's carbon and environmental impact throughout the product lifecycle that can be minimized. (ISO 14040, 14044)
Durability and Life Cycle	A	Build to last to reduce waste
Leads on carbon emissions	A	Limit leads
Recycled material content in hardware	Class A	Recycled
Sustainability Award Packaging	Class A	Recycled
Low Halogen printed circuit boards (PCB)	A	Eliminate PCBs
Spine parts available	Class A	Recycled
Social		
Human Rights and ILO+ conventions	C	Internationally recognized
Transparency disclosures	Class B	Transparency disclosures
Conflict minerals—public policy	C	Go no purchase
Conflict minerals—due diligence	C	Go no purchase

TOP 8 Sustainable Supplies Procurement Criteria

Recommended for Public Sector

Topic	Why it matters	What criteria should be used?
Product responsibility (EPEAT Recycled Content)	Compliance to EPEAT Recycled Content (EPEAT Recycled Content)	EPEAT Recycled Content (EPEAT Recycled Content)
Green Air Quality Screening	Reduction and better selection of the printing system should be with low volatile organic compounds (VOC), low odor, and low particulate matter (PM) emissions. (EN 50574)	Check supplier that their device complies with the following criteria: - VOC emissions: max 0.1g/l/hour (EN 50574) - PM emissions: max 0.1g/l/hour (EN 50574)
Life cycle environmental impact	Using a procurement process that considers the environmental impact of the product throughout its lifecycle, from design to disposal, can help reduce the overall environmental impact of the product.	Apply system lifecycle with environmental impact assessment (LCA) to evaluate the environmental impact of the product throughout its lifecycle. (EN 15804)
Greening buying system & settings	EPEAT Recycled Content (EPEAT Recycled Content) and EPEAT Recycled Content (EPEAT Recycled Content)	Apply the following system and settings: - EPEAT Recycled Content (EPEAT Recycled Content) - EPEAT Recycled Content (EPEAT Recycled Content)
Blue Status User Centered Design	Documented user-centered design and usability testing conducted on the product or service to be procured.	Supplier to provide status: - Blue Status (EN 15953) - Blue Status (EN 15953)
Blue Status User Centered Design	Blue Status (EN 15953) and Blue Status (EN 15953)	Supplier to provide status: - Blue Status (EN 15953) - Blue Status (EN 15953)
Blue Status User Centered Design	Blue Status (EN 15953) and Blue Status (EN 15953)	Supplier to provide status: - Blue Status (EN 15953) - Blue Status (EN 15953)
Blue Status User Centered Design	Blue Status (EN 15953) and Blue Status (EN 15953)	Supplier to provide status: - Blue Status (EN 15953) - Blue Status (EN 15953)

Top 14 Sustainable Public Procurement criteria for PC













Top 14 Recommended SPP criteria – PC

Compiled by HP Inc., considering the basic principles of EU Sustainable Public Procurement (SPP) – Nov, 2020





Topic	Type	Suggested text to include in tender	Verification	Why this is important
1. Eco Labels	A	EPEAT: Offered computers and displays should be registered in the country where the bid is made and meet: - EPEAT Silver level (0.5x points) - EPEAT Gold level (4x points) TCO Certification: Offered computers and displays should be certified according to TCO certified ecolabel standard valid at the time when the product was put in the market.	Listed for the relevant country at https://www.ecolabel.com Listed in TCO Certified global product at https://www.tco-certified.com/product-finder/	Ecolabels represent a voluntary method to demonstrate performance relating to environmental and/or social topics in relation to the product or its supply chain. Use of objective and registered independent ecolabels allows purchasers to make informed decisions. There are Type 1, 2 nd party certified and Type 3, self-declared, ecolabels according to ISO 14024 standard.
2. Product carbon footprint (PCF)	A	The Product Carbon Footprint (PCF) should have been analysed and documented in accordance with ISO 14040 series.	The PCF analysis document performed according to ISO 14040 series has been provided for offered products. This criterion is included as 4.8.1.1. Optional—Product life cycle assessment and public disclosure of analysis in EPEAT, EEE 1685.1™ Standard referring to the ISO 14040 series.	Product Carbon footprint is an estimate of the total climate change related from the product life cycle, manufacturing to end of life. The PCFs are important to guide design strategies as carbon dioxide equivalents are often referred to as 'the currency of the environment'.
3. Recycled content—product	C and A	C: Declare if the product contains post-consumer recycled content - plastic, in parts over 25 g. Yes/No A: A maximum of x points (to be specified) may be awarded for higher content:	CompuSynergy criteria: Aligned to either EPEAT standard EPEAT Standard 1685.1™-2018 (Recycled percentage as defined in EPEAT 15343.2007, or SC5 Services Recycled Content Standard 17.0) for TCO criteria. Self-declaration by the supplier, for example The ECO Declaration according to International ECMA-370 std. Award criteria on OBP: certificate to the UL 2809 std. OR OBP Certification Program was codveloped by the NGO Zero Plastic Oceans and the certification group Control Union https://www.zeroplasticoceans.com/	Recycled content in products supports a circular economy, helps reduce environmental impact and keep materials in use at their highest value as opposed to recovery or disposal.





TOP 12 for Print: 8 *Environmental* Criteria and 4 *Social* criteria

Topic	Criteria Type*	Why it matters
Environmental		
Energy Efficiency 	C and A	Energy efficiency in Print and Imaging Equipment hardware can result in significant reduction of energy waste. This can result in significant energy and financial savings for businesses and consumers. SDG** 12,13.
Product Carbon Footprint (PCF) 	A	Product Carbon Footprint is an important indicator of a product's carbon and environmental impact throughout the product lifecycle that can and should be minimized. SDG 7,12,13.
Duplex and Pull Print 	A	Built in technology to automatically print on both sides (duplex printing) can help the end user to cut down on the amount of paper used. Through the life cycle of a printer, paper use makes up a significant part of the environmental impact. SDG 12.
Limits on indoor emissions 	A	Limiting indoor emissions from printer system, hardware and supplies, contributes to maintaining high standards of indoor air quality. SDG 3.
Recycled material content in hardware 	C and A	Recycled content helps support a circular economy and reduces environmental impact by reducing impact from the manufacture of new raw materials. SDG 12.
Sustainably Sourced Packaging 	C and A	Recycled content in packaging helps reduce environmental impact by preventing significant emissions from manufacturing of new raw materials. Recycled material that the resources should be used in reducing deforestation. SDG 12.
Low Halogen printed circuit boards (PCB) 	A	Eliminating substances of concern reduces sustainability impacts. Toxic, hazardous substances are substituted in place to ensure product safety and performance. SDG 12.
Spare parts availability 	C and A	Availability of spare parts allows for repair and maintenance, a critical part of the circular economy. SDG 12.
Social		
Human rights and ILO * conventions 	C	International Labor Organization (ILO). People working in the Supply Chain should be treated with respect and dignity and their work environment should meet international standards. In analysis of product areas within public procurement associated with social and environmental risks, IT industry supply chain is often included. Customer's stakeholder expect compliance with legal requirements and best practices in human rights. SDG8,10, 12.
Transparency—Suppliers 	C or A	Transparency in supply chain and congregated data published in a yearly sustainability report with a description of risk assessment and related processes shows awareness to issues and compliance transparency. SDG 8,10,12.
Conflict minerals—public policy 	C	As part of commitment to responsible sourcing, human rights and sustainability, the company must have a publicly available policy related to the possible use of four conflict minerals: tantalum, tin, tungsten, and gold. SDG 8,10,16.
Conflict minerals—due diligence 	C	As part of commitment to responsible sourcing, human rights and sustainability, the four conflict minerals: tantalum, tin, tungsten and gold must be included in the supply chain assessment. SDG 8,10.

How to use - PC

Environment				
Topic	Type	Suggested text to include in tender	Verification	Why this is important
1. Eco Labels 	A	<p><i>EPEAT:</i> Offered computers and displays should be registered in the country where the bid is made and meet:</p> <ul style="list-style-type: none"> - EPEAT Silver level (0.5x points). - EPEAT Gold level (x points) <p><i>TCO Certification:</i> Offered computers and displays should be certified according to TCO certified ecolabel standard valid at the time when the product was put in the market.</p>	<p>Listed for the relevant country at https://epeat.net</p> <p>Listed in TCO Certified global product at https://tcocertified.com/product-finder/.</p>	<p>Ecolabels represent a voluntary method to demonstrate performance relating to environmental and/or social topics in relation to the product or its supply chain. Use of objective and respected independent ecolabels allows purchasers to make informed decisions.</p> <p>There are Type 1, 3rd party certified and Type 3, self-declared, ecolabels according to ISO 14024 standard.</p> 
2. Product carbon footprint, PCF 	A	<p>The Product Carbon Footprint (PCF) should have been analysed and documented in accordance with ISO 14040 series.</p>	<p>The PCF analysis document performed according to ISO 14040 series has been provided for offered products.</p> <p>This criterion is included as 4.8.1.1 Optional—Product life cycle assessment and public disclosure of analysis in EPEAT, IEEE 1680.1™ Standard referring to the ISO 14040 series.</p>	<p>Product Carbon footprint is an estimate of the total climate change related from the product life cycle, manufacturing to end of life. The PCFs are important to guide design strategies as carbon dioxide equivalents are often referred to as 'the currency of the environment'.</p> 

How to use - Print

Topic	Text to include in tenders	How to verify
Environmental		
<p data-bbox="517 596 759 636">Energy Efficiency</p> 	<p data-bbox="912 446 1538 615"><i>Compulsory:</i> All offered products shall meet the US ENERGY STAR™ requirements for the product group at the time they are placed on the market, as tested with the ENERGY STAR™ test method for determining imaging equipment energy use Rev. Dec-2018.</p> <p data-bbox="912 675 1513 772"><i>Award:</i> Higher energy efficiency. Certain % more energy efficient products to be given award points, based on ENERGY STAR™ TEC value.</p>	<p data-bbox="1676 446 2193 686">Ecolabel certification (Type 1) containing requirement to meet ENERGY STAR™, or self-declaration showing the tests have been performed according to ENERGY STAR™ Test Method for Determining Imaging Equipment Energy Use Rev. Dec-2018 and meeting the limits. Award criteria can be verified with self-declarations/calculations. Please note TEC values may refer to different output ranges.</p>
<p data-bbox="517 1061 741 1136">Product Carbon Footprint (PCF)</p> 	<p data-bbox="912 1061 1523 1158">The Product Carbon Footprint (PCF) should have been analyzed and documented in accordance with ISO 14040 series.</p>	<p data-bbox="1676 961 2193 1258">Product criterion: Manufacturers shall conduct an assessment of the complete cradle-to-grave life-cycle greenhouse gas (GHG) emissions of the product from raw material extraction through final disposal or end use by the consumer (i.e., the complete product carbon footprint) using PAS 2050:2008, the GHG Protocol, ISO 14067, or ISO 14040/14044. Made available upon request.</p>

To be used with recommended criteria for Supplies



Værktøjer

Her får du en kort introduktion til en række værktøjer, som kan hjælpe dig med at købe bæredygtigt ind.

- Værktøjskasse til at komme i gang med grønne og cirkulære indkøb

Værktøjskasse til at komme i gang med grønne og cirkulære indkøb

Procesvejledning til offentlige grønne og cirkulære indkøb

Det kan være svært at vide, hvor du som offentlig indkøber skal gå i gang, når du gerne vil øge andelen af grønne indkøb i din organisation. Denne procesvejledning hjælper dig godt på vej gennem hele indkøbsprocessen fra planlægning, over brugerdialog og markedsdialog, til formulering af grønne kriterier. Du får indblik i væsentlige grønne indkøbstemær som totalomkostningsberegninger, miljømærker og cirkulær økonomi. Ligesom du får indblik i, hvor i udbuddet du med fordel kan medtage grønne kriterier, samt hvilken udbudstype det giver mening at gøre brug af.

Læs procesvejledningen for offentlige grønne og cirkulære indkøb her

<https://ansvarligeindkob.dk>

The Procura+ Manual

A Guide to Implementing
Sustainable Procurement

3rd Edition

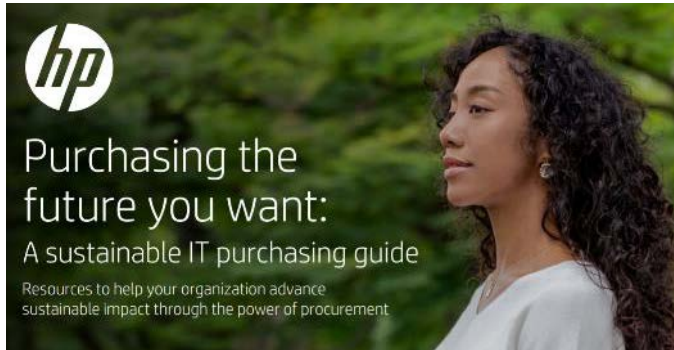


https://procuraplus.org/fileadmin/user_upload/Manual/ManualProcura_online_version_new_logo.pdf

How to start – and continue



Links



Guide: <https://h20195.www2.hp.com/V2/GetPDF.aspx/c03844101.pdf>

Topic	Criteria	Why it matters
1. EPEAT	EPEAT Gold level is preferred	EPEAT Gold level is preferred
2. ISO 14001	ISO 14001 certification is preferred	ISO 14001 certification is preferred
3. ISO 26000	ISO 26000 certification is preferred	ISO 26000 certification is preferred
4. ISO 50001	ISO 50001 certification is preferred	ISO 50001 certification is preferred
5. ISO 9001	ISO 9001 certification is preferred	ISO 9001 certification is preferred
6. ISO 13485	ISO 13485 certification is preferred	ISO 13485 certification is preferred
7. ISO 15189	ISO 15189 certification is preferred	ISO 15189 certification is preferred
8. ISO 19011	ISO 19011 certification is preferred	ISO 19011 certification is preferred
9. ISO 22301	ISO 22301 certification is preferred	ISO 22301 certification is preferred
10. ISO 27001	ISO 27001 certification is preferred	ISO 27001 certification is preferred
11. ISO 27002	ISO 27002 certification is preferred	ISO 27002 certification is preferred
12. ISO 27005	ISO 27005 certification is preferred	ISO 27005 certification is preferred

Top 12 Printer:

<https://www8.hp.com/h20195/v2/GetDocument.aspx?docname=c07649558>

Top 8 Supplies: <https://www8.hp.com/h20195/v2/GetPDF.aspx/c06043765.pdf>

Topic	Type	Suggested text to include in tender	Verification	Why this is important
1. EPEAT	1	EPEAT Gold level is preferred	Look for the relevant country at https://www.epeat.com	EPEAT represents a voluntary method to demonstrate performance relating to environmental and social topics in relation to the product or its supply chain. Use of objective and respected independent standards allows purchasers to make informed decisions.
2. Product Carbon Footprint (PCF)	2	The Product Carbon Footprint (PCF) should have been analyzed and documented in accordance with ISO 14040 series.	The PCF analysis document performed according to ISO 14040 series has been provided for reference products.	Product Carbon Footprint is an estimate of the total climate change related from the product life cycle, manufacturing to end of life. The PCF is an important to guide design strategies on carbon. PCF equivalents are often referred to as the carbon footprint.
3. Recycled content	3	C. Declare if the product contains post-consumer recycled content in parts over 2% by weight. A. An amount of a parts by the specified may be awarded for higher content.	Compliance information: Algorithm: either EPEAT registered EPEAT Gold level or 2018 Recycled content as defined in ISO 14040:2006 or ISO 14045:2016. Minimum 2% by weight of the product. For example, the EPEAT Gold level according to International EPEAT 3.0.0.	Recycled content in products supports a circular economy, helps reduce environmental impact and helps materials in use at the highest value as opposed to recovery or disposal.

Top 14 PC: <https://www8.hp.com/h20195/v2/GetPDF.aspx/c06981117.pdf>





keep reinventing