

# Sustainability Plan Template

## Introduction to your group

This section of the report offers you the opportunity to talk a bit about your department and how you can tackle sustainability issues on campus.

What characteristics of your department's business are uniquely suited to address sustainability issues at the University of Ottawa?

Procurement Services ensures that the University of Ottawa is effective and transparent in its purchases, and compliant with related laws and regulations. As a service, Procurement staff provide the tools and framework for the University of Ottawa community to purchase with high ethical standards and through a process that is standard, open, fair, responsible and transparent and that is managed in a way that brings the best value for money.

As part of Policy 36, which governs purchasing at the University of Ottawa, Procurement Services helps guide standards for social responsibility, including sustainable and accessible criteria in the tendering processes. We are well situated to help other group reach their sustainability goals as it relates to what they buy; helping favour low carbon, recycled and recyclable materials.

What are some sustainability related activities that your department has pursued over the past 5 years?

Procurement Services has played a critical role in helping reduce waste on campus and reducing the University of Ottawa's energy footprint.

- In 2015, we partnered with the Office of Campus Sustainability to implement a pen recycling program on campus.
- Working with Information Technology Services to ensure Energy Star compliance for all computers and servers on campus
- Working with Facilities to ensure green standards for all furniture purchased
- Working with Food Services to reduce waste and purchase more local food

What are some things that your group can do to be more sustainable?

Internally, we have been discussing how we can reduce our paper consumption and join an organization dedicated to sustainable procurement.

## Focus areas

This section focuses on what actions your department will take to contribute to the University of Ottawa's Sustainability goals.

### CLIMATE CHANGE

What will you do to help reduce the University of Ottawa's greenhouse gas emissions?

Procurement Services will focus on creating tools to reduce GHG emissions related to purchases made by other groups. By creating these tools, communicating their existence to the community, and helping train people on how to use them, we will have a major impact on the campus' carbon footprint.

ACTIVITY	DESCRIPTION	TARGET	Which scope will your project address?		
			SCOPE 1	SCOPE 2	SCOPE 3
			Heating Fleet vehicles	Electricity	Transportation (local) Travel Procurement
Carbon offsets	Help create a tool to purchase carbon offsets when travelling by airplane.	Reduce business travel emissions by 20%			Transportation
Low carbon travel	Promote business travel by train by establishing a partnership with Via Rail	Reduce local business travel emissions by 35%			Transportation
Energy standards	Help achieve EPEAT Sustainable IT purchasing standards	Reduce electrical consumption by 5%		X	

### WASTE MANAGEMENT

What will you do to help reduce the amount of waste created by the University of Ottawa?
When working with our campus partners we can help them identify opportunities to request less packaging, and recycled content in their products.

ACTIVITY	DESCRIPTION	TARGET	Which theme will your project address?	
			Waste reduction	Waste diversion
			Reduce the amount of materials you consume	Increase recycling or composting
Reduce printing	Reduce the amount of documents that we print in our office	Reduce paper consumption by 50%	X	
Recycled content standards	Create language for contracts that favours recycled content in purchased materials	Increase recycled content of purchased products by 10%	X	
Recycle coffee pods	Purchase a bin to recycle coffee pods in the kitchen	100% recycling of coffee pods		X

### EXPERIENTIAL LEARNING

What will you do to create community service learning opportunities for University of Ottawa students?
Procurement Services can use the aid of students to research green procurement standards in other institutions and collect data about the environmental and social impact of materials. This can be used to help us find new green procurement opportunities and create marketing materials

TITLE	DESCRIPTION	ISSUE BEING WORKED ON	Is it related to sustainability?

Green procurement scan	Conduct a study of the best green procurement practices from Universities around North America	Procurement	Yes
Marketing	Create a marketing campaign to inform the campus community about new green procurement practices	Communications	Yes
Marketing	Create a marketing campaign to inform the campus community about changes to Policy 36	Communications	No