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# Sustainable Offices Purchasing Badge Checklist



# Sustainable Offices Purchasing Badge Checklist

## Congratulations on beginning your Sustainable Offices Purchasing Badge Checklist!

The United Nations' 12th Sustainable Development Goal, "Responsible Consumption and Production," calls upon us to think sustainably at every step of the supply chain, from production to consumption. To realize this global goal, we must learn to live within the planet's capacity to sustain biodiversity and human life. Taking action to change what and how we purchase is one way for all of us to advance this goal and make a difference that resonates in our communities and around the world.

At the University of Calgary, we incorporate sustainability guidelines into all contracts with preferred suppliers -- including contracts governing food services provision, electronics purchases, and the procurement of cleaning products. By using the Sustainable Offices Purchasing Badge Checklist to guide your office's supply purchases, your office will take daily action to strengthen our shared commitments to environmentally and socially responsible consumption and production.

### How to use this Checklist

- Lead your colleagues to complete all required action items on the Purchasing Badge Checklist over a period of at least three months. There is a section on the completion form to enter the start and end date.
- Use the checklist to keep track of your successes and new habits as you go, checking off all action items that you have completed.
- **To learn more about how and why to achieve each action item listed in the Checklist, click the icon in the "How/Why?" column. Use the supporting documents in the appendix as needed.**
- To earn the Purchasing Badge, complete all five required action items.
- To earn a gold Purchasing Badge, complete the five required items and the exemplary action item.
- When you are ready to submit your form, please collect brief testimonials from three different members of your office to illustrate the impact of your efforts on your office. Use the testimonials page in this PDF document or attach a separate word document to your final email to [sustain@ucalgary.ca](mailto:sustain@ucalgary.ca)
- A representative from the Office of Sustainability will review your checklist within one week. When it is approved, you will be sent a confirmation email with the virtual badge, and your physical Purchasing badge decal will be made available for pickup at the Sustainability Resource Centre.

### Certification levels



Purchasing Badge: All  
Required actions



Gold Purchasing Badge: All  
Required and Exemplary  
actions

### Need more information?

For more information, tools and supporting resources, consult the [Sustainable Offices website](#). If you have any questions or comments about the Sustainable Offices program, please contact [sustain@ucalgary.ca](mailto:sustain@ucalgary.ca).

# Sustainable Offices Purchasing Badge Checklist

## Required action items

Complete these five action items to earn a Purchasing Badge.

### 1. We share resources about responsible production and consumption with our colleagues.

Why/How?

- Our Sustainable Offices Committee has reviewed and discussed [The Story of Stuff](#), identifying at least one key takeaway to integrate into regular office practice.
- Our Sustainability Committee has discussed their takeaway(s) from this video with all staff members.
- Our Sustainability Committee has shared a link to the video, their takeaway(s), and their plan for moving forward with our entire office.



### 2. We purchase third-party certified items.

Why/How?

- Our Sustainable Offices Committee has reviewed the [What's in a Third-Party Certification?](#) Sustainability Moment with all staff members involved in purchasing decisions.
- We have made the following changes for at least three months and are committed to them until our badge expires (three years from certification):
  - All coffee and tea products purchased for office use are Fairtrade certified
  - All paper products (printer/copier paper, envelopes, notebooks, and folders) purchased for office use are Forest Stewardship Council certified



### 3. We purchase third-party certified items.

Why/How?

- We have made a commitment to reduce the frequency of our office supply orders as much as we can.
- Whenever possible, we opt to ship our office supply orders in the smallest number of packages.



### 4. We reuse our office supplies rather than buying new.

Why/How?

- We have dedicated space in our supply closet to storing gently used and communal office supplies for reuse.
- In the last 6 months, we have invited our colleagues to participate in a desk clean out day. We have stored all surplus office supplies (pens, pencils, paper products, etc.) found during desk clean out in our reuse closet.
- In the last 6 months, we have advertised the location and dates of the [Campus Surplus Sale](#) to our colleagues and encouraged them to visit before making furniture purchases.



### 5. When we have to buy new office supplies, we purchase sustainable products.

Why/How?

- We have made the following changes for at least three months and are committed to maintaining them until our badge expires (three years from certification):
  - We purchase at least 3 of the 10 “green” coded items included on the [Grand and Toy Sustainable Products Preferred Pricing List](#) on a recurring basis, including at least one FSC-certified and recycled-content copy paper option.
- We have informed all office members about our commitment to purchasing these sustainable products.



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## Exemplary action item

Complete this additional action item to earn a gold Purchasing Badge.

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### 6. We document the contributions our office makes to advancing SDG 12, "Responsible Production and Consumption." | Exemplary action item

Why/How?

- We have created a video, PowerPoint presentation, or other testimonial documenting our office's unique contributions to SDG 12 and emailed it to the Office of Sustainability.



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## Testimonies

### Purchasing Badge testimonies, feedback and stories

Collect brief testimonials from three different members of your office to illustrate the impact of your efforts. To capture a diversity of perspectives, include a testimonial from one leader, one member of your Sustainable Offices Committee and one office member not involved in the committee's work.

Do you have comments, questions or stories to share from your office's efforts to earn your Purchasing Badge? Would you like to recognize a team member for their sustainability leadership? Please share your feedback and stories with us below.

#### Testimony 1

#### Testimony 2

#### Testimony 3

# Purchasing Badge Completion Form

## Instructions

After your office has completed all of the required items in the Purchasing Badge Checklist, please fill out the Completion Form below. Email your completed Checklist .pdf to the Sustainability Resource Centre at [sustain@ucalgary.ca](mailto:sustain@ucalgary.ca). We look forward to celebrating your office for its sustainability leadership!

## Sustainable Office details

Name of department or office:

Name of faculty or business unit:

Location of office:

Number of Sustainable Office participants:  Staff  
 Faculty  
 Students

Has any of the above information changed since you submitted your Sustainable Offices Registration Form? If so, please explain briefly below.

## Lead program contact details

Name:

Role, department/office, faculty/business unit:

Email and telephone number:

Date badge was started:

My signature below confirms that, to the best of my knowledge, all action items marked as "Complete" in this form have been practiced by at least 75 per cent of the people on our team/ in our office for at least three months.

Lead program contact signature:

Date badge was completed:

## Appendix A: How/ Why Section

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### 1. We share resources about responsible production and consumption with our colleagues.

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#### Why?

Every time we make a purchase, we have an opportunity to support companies who promote equity, take environmental responsibility, and uphold fair labour standards. However, as simple as “voting with our dollars” sounds in theory, it can be hard to identify the most sustainable option in practice. Because purchasers must “vote” on behalf of their entire office, it’s wise to empower each another with as much information as possible before you begin.

Viewing, discussing and identifying clear takeaways from one of the suggested videos will give any changes you make to your purchasing practices a stronger foundation. Establishing clear dialogue with your office’s purchaser(s) sets the tone for effective communication and mutual support going forward, while circulating the video and your takeaways in your committee’s own words will help to broaden support for the changes across your office. The more thoughtfully you engage your office in these early stages, the easier it will be to make larger, more coordinated changes later on.

#### How?

As a committee, watch [“The Story of Stuff.”](#) Discuss how you think the video applies to your office. Identify at least one key takeaway from your discussion and one way to act on what you’ve learned.

Discuss your takeaway(s) with the people who are responsible for purchasing your office’s supplies. Discuss how they can enact your plan through the purchasing decisions they make and consider how your committee can support your purchaser(s) in making these operational changes.

For example, if your committee is inspired to minimize the emissions associated with the packaging and delivery of your office supplies, you may wish to discuss how frequently your purchaser will place orders as well as how the committee can help communicate your decision and build buy-in throughout the office.

Share the video and your takeaways with your entire office. Large offices may wish to circulate these items by email, while smaller offices might prefer to discuss them as part of a regular staff meeting.

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### 2. We purchase third-party certified items.

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#### Why?

Selecting products that are certified as sustainable by reliable organizations is one way to consume more responsibly. Rigorous evaluation by third party non-profit entities like Fairtrade International or the Forest Stewardship Council ensures that companies selling sustainable goods are held to a measurable and objective standard. Because these groups have no direct financial stake in the products they evaluate, their seal of approval on a package of copy paper (FSC) or bag of coffee beans (Fairtrade) is more trustworthy than certifications corporations develop in-house and apply to their own products. However, as more consumers shop with sustainability in mind, more corporations are creating internal certifications to brand themselves as the environmentally friendly choice – even when they’re still conducting business as usual. Learning how to distinguish a reliable sustainability certification from certifications that “greenwash” less sustainable business practices will help your office make more informed choices about the products you purchase for office use.

#### Supporting Resources:

[Appendix B: What’s in a Third-Party Certification? Sustainability Moment](#)

[Appendix C: Grand & Toy Preferred Pricing List for UCalgary Customers](#)

[Fairtrade International: What Is Fairtrade?](#)  
[Fairtrade Canada](#)

[Forest Stewardship Council \(FSC\) Labels and What They Mean](#)

#### How?

As a committee, review [Appendix B: What’s in a Third-Party Certification? Sustainability Moment](#) with the people who are responsible for purchasing your office’s supplies. Discuss what your office currently purchases and what it would take for your office to start purchasing FSC- and Fair-trade-certified products consistently for office use.

Share [Appendix B: What’s in a Third-Party Certification? Sustainability Moment](#) and any corresponding changes you plan to make in your purchasing decisions with your entire office. Large offices should consider whether it makes more sense to share this sustainability moment once at a town hall or to circulate it multiple times through smaller team meetings. Smaller offices might prefer to discuss it as part of a regular staff meeting.

Purchase only FSC- and Fairtrade-certified paper products, coffee, and tea for office use. For your Purchasing badge to remain active after certification, you must maintain these purchasing habits long-term. Using [Appendix C: Grand and Toy Preferred Pricing List](#) to guide your selections will help make these items more accessible.

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### **3. We time our office supply orders to reduce the total number of packages we have delivered to campus.**

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#### **Why?**

Although the convenience and affordability of same-day shipping programs like Amazon Prime promises to take the stress out of ordering supplies, these same features often encourage us to place smaller, more frequent orders that are delivered in more inefficient and environmentally unsound ways.

When we consolidate multiple orders for supplies into a single purchase and avoid “same-day” or rush shipping options, we help reduce the total number of delivery trips that must be made to fulfil our order. We also make it easier for suppliers (like Grand and Toy) and distributors (like UCalgary’s Distribution Services) to optimize their delivery schedules, maximizing efficiency while reducing environmental impact.

#### **How?**

As a committee, discuss how frequently your office places supply orders with the people who are responsible for purchasing. Work together to identify opportunities for reducing your order frequency and set a shared goal for reduction.

Consider which suppliers you order from most frequently and what it would take to place fewer, more consolidated orders. For instance, if you currently place a monthly supply order but opt for same-day shipping, you could set a goal to place slightly larger orders every six weeks with standard shipping instead.

#### **Supporting Resources:**

[The Truth About Online Shopping](#)

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### **4. We prioritize learning about health, wellbeing and community as part of our professional development.**

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#### **Why?**

Every time we reuse gently-used products instead of buying new, we reap so many benefits. We save money, we keep still-useful items out of the landfill, and we save both the resources that would have been used and the emissions that would have been generated by extracting, manufacturing, and shipping new products to our door.

Even better, when we work together to share the resources we have, we can ensure that all of our colleagues have what they need and that we only make the purchases that are truly necessary for our workplace to thrive.

#### **Supporting Resources:**

[Disposal and Surplus](#)

#### **How?**

Designate space in your supply closet for storing reused and communal items (i.e. extra pens as well as staplers, hole punches, tape, etc.).

Hosting a desk clean out day is a great way to stock your reuse closet and to build awareness about where it is and what it’s for. Gathering up and storing all the extra pens, pencils and highlighters that accumulate unused in desk drawers as a team is a great way to see what you already have and what you really need to purchase. Going forward, encourage your colleagues to drop off their surplus items here and to check the used supply area before placing an order for new products.

The Campus Surplus Sale sells affordable used A/V equipment, office furniture and supplies, décor and computer peripherals. Distribution Services hosts surplus sales every two weeks throughout the year. By advertising the location and dates of the Campus Surplus Sale, you will build awareness about one of the most important outlets for reuse on our campus. Even better, take a field trip with your colleagues and shop the sale!

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## 5. When we have to buy new office supplies, we purchase sustainable products.

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### Why?

When we use our purchasing power on behalf of responsible production and consumption, we build a more sustainable economy that values people and the planet as well as profit. Right now, however, many sustainable products still have a higher price tag at the point of sale – and with budgets tightening, it can be hard to find ways to justify spending a little more to support the businesses who share our values.

That's why we've worked with Grand and Toy, UCalgary's preferred supplier for office supplies, to offer a discount on frequently-order sustainable office products. By trying out more "sustainable" items at a discounted price, your office can take some of the cost and risk out of your transition to more sustainable purchasing habits.

### Supporting Resources:

[Appendix C: Grand & Toy Preferred Pricing List for UCalgary Customers](#)

### How?

As a committee, review [Appendix C: Grand and Toy Sustainable Products Preferred Pricing List](#) with all people who are responsible for purchasing supplies for your office, including leadership. Identify at least 3 of the items in the list that would be useful in your office, including at least one FSC-certified and recycled-content copy paper option.

Discuss what it would take to make a 3-year commitment to purchasing these items instead of the standard items you currently purchase. Consider how the shifts you've already made towards reusing items might free up resources to purchase a smaller quantity of more sustainable supplies.

Make a plan and formalize your commitment to sustainable purchasing. How will you ensure that this commitment is sustained through future changes in staff or priorities? How will you communicate your decisions to your office as a whole and build broad support for any changes? Once you have a plan in place, share your commitment with all office members.

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## 6. We have a Wellness Advocate and/or we participate in a Wellness Committee.

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### Why?

Modeling sustainable behaviors for others is one of the most effective tools we have to persuade people to change their habits. The more we see others taking action on behalf of responsible consumption and production, the more motivated we are to do the same. Sharing your story will help encourage colleagues across the university to do what they can to make change, too!

### How?

As you work through the required items in the Purchasing checklist, consider the following questions:

Which changes were the hardest for you to make, and how did you navigate these changes?  
Which changes were the most fun or rewarding to make? What advice do you have for other offices that want to make similar changes?

Then, get creative! Work with your colleagues to create a video or PowerPoint that documents your learnings. Feel free to use a different medium if you prefer. Then, email your testimonial to the Office of Sustainability at [sustain@ucalgary.ca](mailto:sustain@ucalgary.ca) so that we can use it to inspire others.



# What's in a third-party certification?

Sustainability Moment



# What's in a certification?



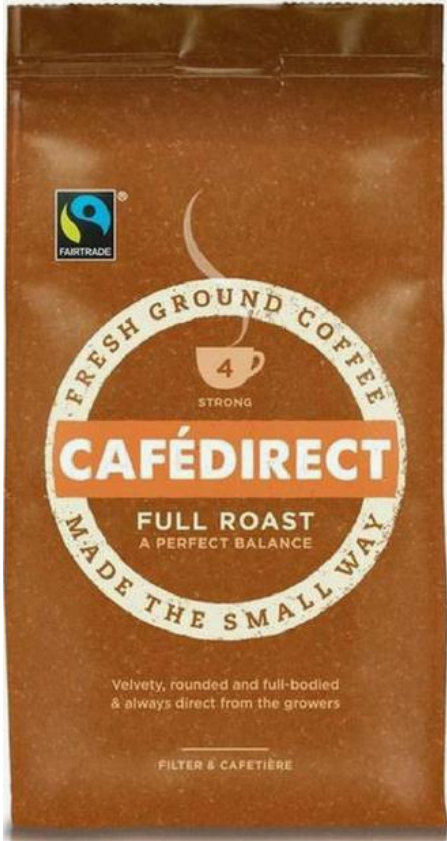
- Are you more likely to buy a product if the label includes a sustainability certification? Why or why not?
- Purchasing products that meet **reputable, rigorous sustainability standards** supports more environmentally, socially, and economically- responsible supply chains
- Certifications need to be third-party so that there is no conflict of interest, so which ones can be trusted?

# Which crate of copy paper would you buy?

	MYSTERY BRAND 1	MYSTERY BRAND 2
Price	\$43.70/crate of 10 packs	\$53.10/crate of 10 packs
Certifications	<p>Sustainable Forestry Initiative (SFI)</p> 	<p>Forest Stewardship Council (FSC)</p> 
Characteristics	<ul style="list-style-type: none"> <li>• Premium copy paper</li> <li>• Produces colours 30% more vivid</li> <li>• No recycled content</li> </ul>	<ul style="list-style-type: none"> <li>• 30% post-consumer recycled content</li> <li>• For everyday printing and copying</li> <li>• 99.9% jam-free</li> </ul>



# Quiz: Fairtrade vs. Direct Trade

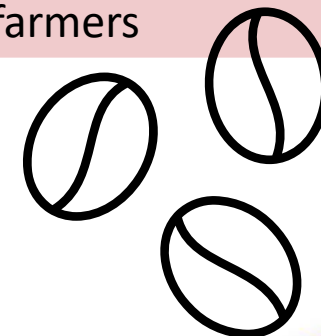


- Imagine that you're standing in the coffee aisle at the grocery store, choosing between two brands of coffee.
- One is certified by Fairtrade, the other has been sourced through direct trade
- Which one is the better choice? What is the difference?



# Quiz: which coffee would you purchase and why?

	MYSTERY BRAND 1	MYSTERY BRAND 2	MYSTERY BRAND 3
Price	\$7.99/ 12 oz	\$13.68/12oz	\$4.06/ 12 oz
Certifications	Rainforest Alliance	Fairtrade	No certification
characteristics	<ul style="list-style-type: none"> <li>• No price guarantee for farmers, between 10-60 cents above price/ lb</li> <li>• No fee for logo</li> <li>• Gives free pulp fertilizer to farmers</li> </ul>	<ul style="list-style-type: none"> <li>• Farmers guaranteed minimum \$1.21/ lb</li> <li>• Licencing fee for logo</li> <li>• More credible certification</li> </ul>	<ul style="list-style-type: none"> <li>• Does not follow any standards or certifications</li> <li>• No certification logo</li> <li>• Unknown if there is any assistance given to farmers</li> </ul>



## Additional Notes

- As a consumer, you vote with your dollars
- Blind consumerism, or purchasing without researching products has harmful effects such as pollution, human rights abuses, poverty
- No third-party certification is perfect, it is an ongoing process to do better and purchase better
- Do your own research, see what you can discover and find by researching the supply chain of what you are buying. Do you know of any third-party certifications?



## Appendix C: Grand and Toy Preferred Pricing List

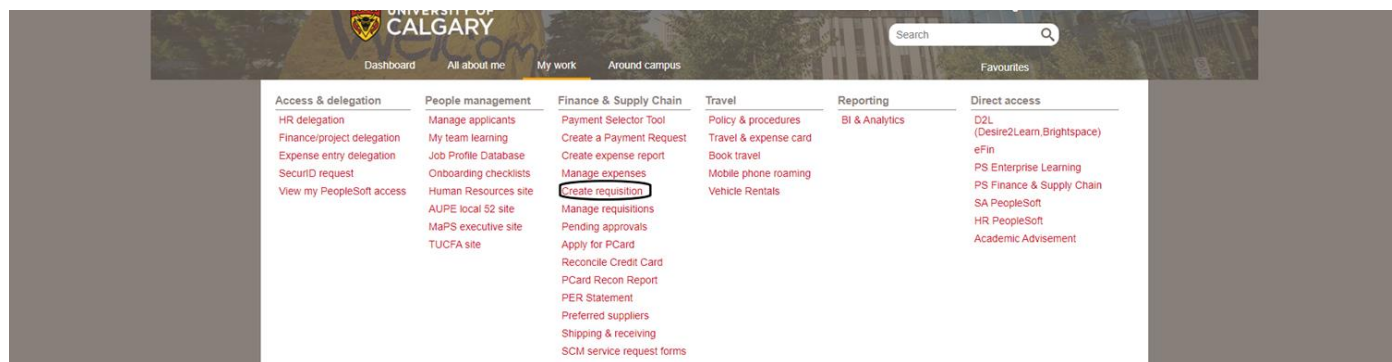
### Grand and Toy Preferred Pricing List

Grand and Toy is the University of Calgary's preferred supplier of office products, and by taking advantage of the core prices we have negotiated with them it is easier than before to be sustainable. Grand and Toy's sustainability policy can be found [here](#). This list of supplies has been curated to offer better choices for every-day office items to help reduce the amount of waste produced.

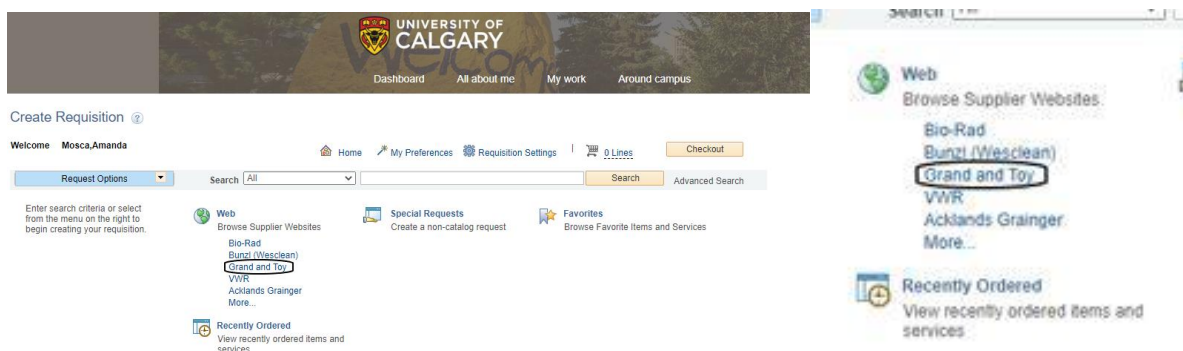
In partnership with G&T we will be tracking the purchasing trends of these products and if there is a market for these products on campus the core pricing list could be expanded in the future.

Here is how you order the products in PeopleSoft:

1. Once you log in to PeopleSoft go to the "my work" tab and look for **create requisition** under the finance & supply chain category.



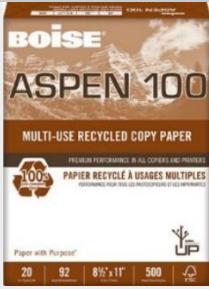
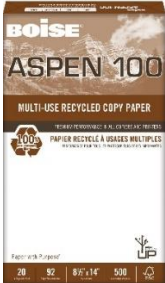


2. Under the Web category select **Grand and Toy** to access their catalogue.



Once logged into the Grand and Toy site you will be able to access the list of core priced products.



Here is the list of preferred pricing sustainable office supplies. These Prices are effective as of July 17, 2020 and may be subject to change in the future.

	Product	Name	Price	Item #	Why This Item?
	Copy Paper, 100% Recycled (8.5"x11")	<a href="#">Boise Aspen 100 Multi-Use Premium Recycled Paper, White, 20 lb., Letter-size, Ream</a>	\$7.92/PK 79.20/CT	054922	Recycled paper reduces the number of trees cut down and preserves natural resources.
	Copy Paper, 100% Recycled (8.5"x14")	<a href="#">Boise Aspen 100 Multi-Use Premium Recycled Paper, White, 20 lb., Legal-size, Ream</a>	\$10.17/PK \$101.70/CT	054924	Recycled paper reduces the number of trees cut down and preserves natural resources.
	Portfolio Document Holder, burgundy, 100% Recycled	<a href="#">Grand &amp; Toy 100% Recycled High Gloss Twin-Pocket Portfolio, Burgundy, 8 1/2" x 11", 25/BX</a>	\$40.00/PK of 25	97422	Recycled material means less new resources were used to make these items, diverting waste from landfills.
	Pencils	<a href="#">Ticonderoga Renew Premium HB No. 2 Pencils</a>	\$13.58/ CS (20)	DIX96110	Pencils made from scrap materials reuse wood that would otherwise go to the landfill.










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	Pens (and refillable ink cartridges)	<a href="#">Uni-Ball Onyx Rollerball Pen, Fine, 0.7 mm, 12/Box</a>	\$9.96/ Bx (12)	60040	Pens made of recycled material and have refillable cartridges so less waste is produced.
	Tape	<a href="#">Scotch Magic Tape with Plant- Based Adhesive and Refillable Dispenser</a>	\$6.20/ EA	123-C	Refillable tape dispensers prevent single- use plastics and divert waste from the landfill.
	Whiteout	<a href="#">Tombow Mono Original Correction Tape, 10/Pack</a>	\$25.58/PK (10)	68720	Items made from recycled material means less new resources were consumed to manufacture.
	Stapler	<a href="#">Swing Line Enviro Stapler</a>	\$3.50	90181-0	Items made from recycled material means less new resources were consumed to manufacture.
	Rechargeab le Batteries	<a href="#">Energizer Universal "AA" NiMH Rechargeable Batteries, 4/PK (UNH15BP4)</a>	\$8.55/PK	UNH15BP 4	Rechargeable batteries result in less pollution by keeping harmful heavy metals and chemicals out of the landfill.



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	Battery Charger	<a href="#">Energizer Universal Battery Charger</a>	\$49.38	CHFC	Rechargeable batteries mean less waste goes to the landfill.
	Cups	<a href="#">Eco Guardian Compostable Single Wall Paper Cups, White, 10 oz, 50/PK</a>	\$9.17/ PK (50)	051513	When reusable dishware is unavailable, compostable is best because the entire cup and food waste can go into the compost.
	Plates	<a href="#">Eco Guardian Round Plates, Natural, 9", 50/PK</a>	\$10.82/ PK (50)	055149	When reusable dishware is unavailable, compostable is best because the entire plate and food waste can go into the compost.
	Notebooks	<a href="#">Nature Saver 100% Recycled White Jr. Rule Legal Pads - Jr. Legal</a>	\$14.88/ PK (6)	NAT00863	Recycled paper reduces the number of trees cut down and preserves natural resources..