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| *Responsible Procurement / Supply Chain Guide Laboratories* | *APUC_logo* |

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| Aim and Benefits of this guide |
| There is scope through the way we manage our supply chain, to create a positive impact on carbon reduction, the environment, society and the economy in every procurement exercise that is undertaken. Equally, it is important to address and minimise any harm that could result from our procurement activity.  This guide aims to help fully explore the possibilities as part of the strategy development, tendering, call-off and contract management stages of the procurement cycle to enhance the delivery of sustainable, Responsible Procurement.  This guide uses information from the APUC Marrakech prioritisation to highlight key areas of sustainability to focus on. It provides key sustainability considerations and links to more detail information and advice.  This is written as a general guide and is applicable to contracts, frameworks and call-off contracts. Users are encouraged to further explore issues specifically relevant to their circumstances. For example, there may be risks specifically related to food traceability (think Horse Meat Scandal). Or there may be an opportunity to boost local employment directly as a result of a contract.  It is intended that these guides will be updated on an ongoing basis so feedback is sought on them from end-users, including on relevance of content and suggested additional aspects to include. |

**Carbon Reduction**

In the context of climate change, "carbon" is commonly used as a shorthand for carbon dioxide, the most important greenhouse gas released as a result of human behaviour.

Our increasing carbon footprint (carbon dioxide created and emitted during the life of a particular product or service) is having profound effects on the environment. Rising temperatures and shifting precipitation patterns are changing the growing patterns of plants and result in indigenous vegetation moving to increasingly cooler climates. Sea levels are rising as the temperature of our planet increases--warmer water occupies more space than cooler water, causing potential land displacement.

By understanding direct (on-site, internal) and indirect emissions (off-site, external, embodied, upstream, downstream etc.) in a category area we can seek reduce or minimise carbon footprint as part of a procurement exercise.

**Economic, Social and Environmental Wellbeing**

As well as carbon there are other sustainability issues that need to be considered as part of the procurement cycle.

The Sustainable Procurement Duty states that public bodies should ensure that, before carrying out a regulated procurement, they consider how it can—

* Identify the opportunities to improve the economic, social and environmental wellbeing of the area in which your organisation operates
* Facilitate  the [involvement of small and medium enterprises, third sector and supported businesses](http://www.gov.scot/Publications/2016/03/8410/3)
* Promote innovation

Responsible Procurement can enhance sustainability in a variety of ways. The broad impacts of sustainable / responsible procurement can be seen in fig 1. The guide aims to look in more depth at how to embed sustainability into procurement and examine individual category areas.

**Slavery and Human Trafficking**

Human rights in supply chains is an increasing area of concern, with the rise of slavery, forced labour and human trafficking in both international and UK supply chains. There are particular risks where intermediaries (employment agencies, gangmasters etc) are involved in the employment of labour. This is becoming a more common labour supply model. It would be easy to assume that well-known brands are immune to abuse of workers or employment rights in their supply chains but this is not necessarily the case.

The Modern Slavery Act 2015 Act and Human Trafficking and Exploitation (Scotland) Act have been introduced to tackle [slavery](https://en.wikipedia.org/wiki/Slavery) in the UK and consolidates previous offences relating to trafficking and slavery. They introduce provisions that affect both businesses in supply chains and public bodies as buyers.

**Scottish Government Targets and wider context**

Action to mitigate climate change is a key component of the Scottish Government’s aim to create a growing, sustainable and inclusive economy. APUC will endeavour to assist Universities and Colleges in meeting this aim. This will be through guidance, support and communication via the eZine and Procurement Strategy Groups.

Each university and college has a corporate responsibility to measure and reduce carbon footprint across their institution. In addition to this there are a number reporting requirements on Universities and Colleges relating to Responsible Procurement;

* The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015. This includes a section on procurement.
* Procurement Reform Act Reporting - including compliance with Procurement Strategy, Community Benefits summary and Supported business efforts summary
* Higher Education Statistical Agency - Mandatory data items on Carbon emission data.
* Modern Slavery Act – Modern Slavery in supply chains statement
* PCIP Sustainability Question – Flexible Framework and Sustainability Outcomes
* BT14 benefits reporting
* All HE/FE institutions in Scotland have committed to the [Universities and Colleges Climate Commitment for Scotland](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjJkYa-udPQAhUZOsAKHc2TCTMQFggfMAA&url=http%3A%2F%2Fwww.eauc.org.uk%2Fscotland%2Fhome&usg=AFQjCNHd9xtadoNv90R-ymQfD1DZarGlFA&sig2=loKZ6KaFG6zuv6L4tHOP0g) (UCCCfS)
* APUC Ltd understand that each institution has a devolved obligation as part of its outcome agreement to deliver a Climate Change Action Plan (CCAP).

***Embedding Responsible Procurement in the procurement journey***

The diagram below highlights where in the procurement cycle sustainability considerations can be addressed.

Zone A – Development

Scope for innovation.  
Route to market – sustainable supply base? SMEs?  
Stakeholder mapping. Who will be impacted/benefitted?  
Life-Cycle Impact – Carbon Reduction, Energy Efficiency

Zone B - Tender

Sustainable selection/award criteria  
Minimum Standards  
Sustainability targets - Carbon  
Mechanism for delivery of benefits - KPIs/SLAs



Zone C - Contract

Contract Management - Sustain   
Monitoring and delivery –metrics  
How will benefits be delivered?  
Carbon Management

***Life-Cycle Impacts***

The flow-chart below demonstrates what life-cycle impacts of the good/service/work being procured might include – this can help inform the Strategy Development, Tender Documentation and Contract phases of the procurement.

***Prioritisation Methodology***

APUC uses an adapted version of the Scottish Government ‘Sustainability Test’ to prioritise ethical, social and environmental issues and opportunities in its contracts, and also to identify which contracts carry greater risk or opportunity than others.

You can access the APUC prioritisation tool template [here](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B0F06A132-DD0D-4919-B966-2E73193A6905%7D&file=APUC%20Prioritisation%20Tool%202017%20(20%20Columns).xlsx&action=default)

The prioritisation has been carried out for this category and the results (and guidance) follow.

***Laboratories Category***

Prioritisation

The APUC Prioritisation for this category has identified sustainability risks and/or opportunities relating to the following areas.

Note the table below used a Red-Yellow-Green colour-scale based on the number of risks/issues identified (where Red=most and Green=fewest). Boxes in blue mean that no risk/opportunities have been identified in this area.

The colour coding is intended to highlight the key areas of focus for this category.

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| **KEY ISSUES/OPPORTUNITIES** | Relevant 1 (low) to 5 (high) |
| ***Climate Change*** | ***3*** |
| ***Biodiversity*** | ***1*** |
| ***Communities and Crime/Security*** | ***1*** |
| ***Employment, skills and training*** | ***1*** |
| ***Equalities*** | ***1*** |
| ***Fairly and Ethically Traded (including Fair Work)*** | ***5*** |
| ***Hazardous materials/ emissions*** | ***2*** |
| ***Health and wellbeing*** | ***1*** |
| ***Heritage*** |  |
| ***Materials scarcity and security*** | ***1*** |
| ***Waste production*** | ***3*** |
| ***Water*** | ***2*** |

Market Position (from Prioritisation)

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| RISKS IDENTIFIED | **Medium** |
| SCOPE TO DO MORE | **Low** |
| INFLUENCE IN THE MARKET | **Medium** |

Key Considerations for Development, Tender and Contract stages

The table that follows provides guidance on the key issues/opportunities scored above, split into the areas of:

* Carbon / Environmental
* Socio-Economic

**Carbon and Environmental Considerations**

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| **Prioritisation Area** | **Guidance** | **Prioritisation Risk** |

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| ***Climate Change*** | Development Stage  Consider how **less energy intensive methods of science** can be leveraged to produce the same results. E.g. could the research be modelled? Could you use a Colleague’s chemicals or Sundries rather than ordering a brand new batch?  There are various systems in place in the sector to enable **equipment sharing**. Make use of them. http://www.edam.ac.uk for example. |  |
| Tender Stage  Production of laboratory equipment can be very energy (and consequently very carbon) intensive. Also will tend to be delivered by road. Ask suppliers what they will do to **minimise Carbon and Green House Gas emission**s in production and distribution.  Some equipment types will use considerable amounts of energy in their operation. Consideration should be given to utilising a **whole-life-costing approach** to commercial appraisal to favour energy efficient equipment. |
| Contract Stage  A typical Institution will be receiving many deliveries from different suppliers every day. Consideration should be given to **consolidating deliveries or consolidating suppliers**. Could you operate more effective, efficient systems which meant you could consolidate deliveries? Could you operate a single supplier arrangement and receive deliveries once a week to limit delivery miles?  Some equipment types will use considerable amounts of energy indirectly in the form of **consumables**. Think about what level of consumables will be required through the life of the equipment. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B93DE7B48-A17B-4181-A68C-66DEB92E15F9%7D&file=Climate%20Change.xlsx&action=default) |
| ***Biodiversity*** | Development Stage  Consider what **raw materials** are used in production of IS Hardware. Are there materials that may be **sourced/mined** from **highly vulnerable** locations with detrimental environmental impact? Think about how suppliers can be challenged on this. |  |
| Tender Stage  Specify that suppliers seek to **minimise** any materials within products derived from potentially **vulnerable ecosystems.** |
| Contract Stage  **Challenge suppliers** to demonstrate how they are addressing biodiversity on an ongoing basis and moving away from products derived from potentially vulnerable ecosystems. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame2.aspx?sourcedoc=%7BB4B979C8-35FF-4B06-AB50-C1A90713CDFD%7D&file=Biodiversity.xlsx&action=default) |
| ***Hazardous materials/ emissions*** | Development Stage  Radiochemicals: is there a genuine **need** for the radioactive substances? Can these be **substituted** by computer modelling? |  |
| Tender Stage  Typically hazardous materials and contaminated waste will require collection by specialist waste handlers and transported by road to a specialist storage site. **Ask suppliers how they intend to address this**. |
| Contract Stage  Be aware of **storage and disposal requirements** of everything that is being bought. Many chemicals require specialist, expensive disposal, the costs of which are often not considered until the time of disposal. Many pieces of equipment will be covered by disposal legislation such as WEEE or RoHAS. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7BE72D923E-6395-4196-AB4E-51D240107FCE%7D&file=Haz%20Materials.xlsx&action=default) |
| ***Materials scarcity and security*** | Development Stage  Is there scope to **re-use, recycle, re-purpose or share** equipment?What efficiencies can be identified before going to tender stage? |  |
| Tender Stage  Many of the consumables may be scarce or secured from ‘risky’ locations. For example Lab gases such as Hydrogen are produced in a limited number of sites around the globe and are captured in very energy intensive fashions. Much of the equipment will contain materials which cannot be recycled or will contain conflict minerals. Ask supplier what they will do to **minimise or eliminate risks**. |
| Contract Stage  During contract management, consider implementing a system of **chemicals tracking** to enable more **efficient** use of chemicals. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [Link](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B6476C0FD-6DFB-4966-BD2A-431E93E5ED8D%7D&file=Materials.xlsx&action=default) |
| ***Waste production*** | Development Stage  Consider **computer modelling** rather than purchase or engaging in particularly energy-intensive manufacturing processes.  **Seek to re-use equipment**. Can you secure the equipment you require from another Institution or from a colleague form within your own Institution to remove the need to purchase? |  |
| Tender Stage  Apparatus will frequently be manufactured overseas from widely recyclable materials. There will be wide use of plastics and the energy used in manufacture will be high. Ask supplier what they will do to **minimise use of virgin material and increase recycling**. |
| Contract Stage  Think about what **recycling schemes** are run by Manufacturers which can be taken advantage of.  Lab equipment typically has some value upon reaching the end of its useful life in an Institution. Opportunities can be sought to **re-sell the equipment** or to offer it up for **re-use** by another Institution or to re-sell. A Framework Agreement is in place to put Institutions in touch with Suppliers who can provide this service.  What will be done with waste products following research? Ensure it will be disposed of in accordance with **prevailing statutes / best-practice guidelines**. Seek out exemplars from within the sector to identify opportunities to improve the waste management within your Institution. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B42D0A19E-2946-412B-AA78-E5774FBF3223%7D&file=Waste.xlsx&action=default) |
| ***Water*** | Development Stage  Identify where water is being used most **intensively** in your supply chains. Seek to replace these or to consider the requirement in totality. |  |
| Tender Stage  Ask suppliers what they do to **promote water efficient** production processes and water recycling. |
| Contract Stage  Seek to **minimise water usage** relating to Lab equipment e.g. for cooling and consumables e.g. in disposal. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B0D5413F3-9709-4C15-A5E4-C25E564202C7%7D&file=Water.xlsx&action=default) |

**Socio-Economic Considerations**

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| ***Communities and Crime/Security*** | Development Stage  Try to minimise risks that products or services procured include **Serious and Organised Crime (SOC) organisations**. Think about industries where **money-laundering** is prevalent. Speak to police about any concerns. |  |
| Tender Stage  If there are potential risks around Serious and Organised Crime (SOC) organisations think about how this could be addressed within a tender. Think about **exclusion criteria and specification**. |
| Contract Stage  Consider whether it is appropriate to offer the use of the products to the **wider community** (gyms, hair & beauty salons etc.) |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B5F11F73A-AAB9-4B2C-80F7-258B3A5B16F0%7D&file=Communities%20and%20Crime.xlsx&action=default) |
| ***Employment, skills and training*** | Development Stage  Consider where Contractors can support your local economic objectives. Inform suppliers of your strategic aims and objectives.  Can you encourage suppliers that will support the local economy in **the form of apprenticeships, training schemes, support of research** etc. through delivery of a contract? |  |
| Tender Stage  Ask what suppliers deliver to their own staff regarding **skills development** |
| Contract Stage  Consider contractors approach to **training and development** for their staff. Can you request evidence of monitoring/reporting  What **end user training** could take place, for example in materials handling? |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B8FE8052E-A5FE-44A9-BF0B-E206BA647606%7D&file=Employment.xlsx&action=default) |
| ***Equalities*** | Development Stage  Whist equalities tends not to be an area of major concern in this commodity consider **fair pay, gender equality** issues in the supply chain. What are the major risks relating to a particular contract? |  |
| Tender Stage  Ask suppliers how they **address equalities** and ensure that their employment practices are in accordance with prevailing UK and European legislation. |
| Contract Stage  Do suppliers **monitor outcomes** relating to equalities? What are you be interested in knowing about suppliers and equality? For example are suppliers engaged with Equality Challenge Unit’s Athena Swan Charter. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B014D8A50-B774-4FA0-96B3-5E5D5A63C564%7D&file=Equalities.xlsx&action=default) |
| ***Fairly and Ethically Traded (including Fair Work)*** | Development Stage  Identify those areas where you are at risk in terms of **fair and ethical trading.** In the main, this will not be a concern owing to the complexity and sophisticated nature of manufacture in this commodity but analysis to draw out such risks is useful e.g. Textiles, PPE, rubber, latex etc.  Consider risks relating to **modern slavery and human trafficking** in supply chains. What types of labour makes up the supply chain? Are these at risk of human rights abuse either in the UK or overseas. |  |
| Tender Stage  In areas such as textiles and protective gloves ask suppliers what they do to ensure **sufficient visibility** of their supply chains in the country of manufacture. The BMA have provided some guidance in these areas and APUC can provide information as provided to them during the tender process.  Request supplier’s **Modern Slavery** statement and compliance with Act. Ask them how they **guard against** modern slavery and human trafficking in their supply chain. |
| Contract Stage  Where such issue pose key risks in a tender, look to mandate the suppliers participation in **Sustain** post award. |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this[**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B381A5213-1B59-461C-803B-9FCC026C678D%7D&file=Fair%20and%20Ethical%20Trade.xlsx&action=default)  Please also watch the following [Gangmasters Licensing Authority Video on Human Trafficking](http://www.gla.gov.uk/who-we-are/modern-slavery/) |
| ***Health and wellbeing*** | Development Stage  Consider what issues relate to suppliers approach to **employee** wellbeing. Dependent on the nature/location/visibility of the supply chain, you may wish to be able to investigate this right back to the country of manufacture or extraction. |  |
| Tender Stage  Ask suppliers what they do to ensure sufficient **visibility of and control over their supply chains** to avoid possible risk of worker exploitation or other adverse effects on health and wellbeing of those in your supply chain. |
| Contract Stage  Ensure that all colleagues in your institution and those in your local supply chain are protected by ensuring adherence to best practice and **statute in terms of storage, usage, disposal and handling.** |
| Where next?  For advice on relevant selection/award criteria, relevant labels and suggested wording that might be helpful developing procurement documents follow this [**Link**](https://apucscot.sharepoint.com/DS/_layouts/15/WopiFrame.aspx?sourcedoc=%7B025EC8F5-FD43-4946-9109-979D66ED3EA5%7D&file=Health%20and%20Wellbeing.xlsx&action=default) |

To access the Prioritisation carried out for this category please follow this [link](https://apucscot.sharepoint.com/DS/SitePages/Category%20Information.aspx)

For more guidance on Sustainable Procurement visit the [APUC Sharepoint site](https://apucscot.sharepoint.com/DS/SitePages/Sustainable%20Procurement.aspx)

***Useful Contacts***

Support on **Human Rights** in Procurement

<https://www.business-humanrights.org/>

<http://www.hrprocurementlab.org/hubs/>

**Circular Economy** and Resource Efficiency Support

<http://www.zerowastescotland.org.uk/content/who-we-are>

Support on Sustainability Issues from a Higher/Further Education perspective  
<http://www.eauc.org.uk/home>

***Further resources***

For information on **Circular Economy** visit the Ellen MacArthur Foundation

<https://www.ellenmacarthurfoundation.org/>

For advice on getting the most out of resources visit Resource Efficient Scotland

<http://www.resourceefficientscotland.com/>

For guidance on **Resource efficiency** visit WRAP  
<http://www.wrap.org.uk/content/approach-procurement-resource-efficiency>

For information on Student led campaigns on sustainability issues via People and Planet  
<https://peopleandplanet.org/>

***Collaborative Laboratories Category team***

The Collaborative Procurement Laboratories team can provide specific advice and guidance relating to their portfolio areas, including details of various added value services available through the collaborative contracts and Framework Agreements that may assist in the delivery of carbon management and sustainability.

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| Stephanie_McAteer | **Stephanie McAteer** Supply Chain Manager Click to [**Email**](mailto:pclark@apuc-scot.ac.uk) Telephone: 0131 442 8948 Based in [**Stirling**](http://apuc-scot.ac.uk/#!/contactus.php&a=sti) |

***APUC Development and Sustainability team***

The Development and Sustainability team can provide general advice and guidance relating to sustainability

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| Emma_Nicholson | **Emma Nicholson** Head of Development and Sustainability Click to [**Email**](mailto:enicholson@apuc-scot.ac.uk) Telephone: 0131 442 8951 Based in [**Edinburgh**](http://apuc-scot.ac.uk/#!/contactus.php&a=edi) |
| Stephen_Connor | **Stephen Connor** Development and Sustainability Manager Click to [**Email**](mailto:sconnor@apuc-scot.ac.uk) Telephone: 0131 442 8954 Based in [**Edinburgh**](http://apuc-scot.ac.uk/#!/contactus.php&a=edi) |