



Scottish Ambulance Service

Environmental Management Policy and Procedures

Environmental Procurement Policy

Version 1

October 2005

SCOTTISH AMBULANCE SERVICE

ENVIRONMENTAL PROCUREMENT POLICY

Introduction

This document sets out the Environmental Procurement Policy of the Scottish Ambulance Service, which supports the Service's Environmental Policy Statement promulgated in June 2004.

This policy has been informed by the Scottish Executive's policy on Public Procurement and Sustainable Development, and a range of other sources of relevant information.

The primary responsibility of public sector procurement is to achieve value for money for the taxpayer. This is defined as

'the optimum combination of whole life cost and quality (or fitness for purpose) to meet the user's requirement'. (*Government Accounting*)

In addition, all public bodies must comply with the EC Procurement Directives, which are based on the principles of non-discrimination, transparency, equal treatment, and free movement of goods and services. Environmental criteria may be used to select goods and services, as long as these are appropriately applied within the regulatory framework.

Objectives

The key objectives of the Scottish Ambulance Service Environmental Procurement Policy that Procurement can support and influence are:

- Conserving resources (e.g. energy, water, paper etc.)
- Reducing waste (e.g. reduce consumption, recycling etc.)
- Minimise emissions that damage the environment (e.g. vehicle emissions, ozone-depleting substances etc.)
- Encourage suppliers to develop more environmentally preferable products
- Encourage suppliers to improve their environmental performance
- Ensure that natural resources (such as timber) are from sustainable sources and comply with international trading rules
- Comply with all relevant environmental legislation

Procurement's role in supporting the Service Environmental Policy

Specifications

End-users, as well as the Procurement team, need to consider the environmental implications of decisions on purchasing goods and services. The specification setting stage is appropriate time to consider the potential environmental impact of the purchase, and ways in which the effects of this could be mitigated.

(More detail on specification setting is provided in Guidance on Specification Setting available on the Procurement page of SAMSON.)

Supplier selection

Environmental criteria may be used in the selection of suppliers in a number of ways as follows.

- Specifying more environmentally preferable goods/services (suppliers' claims must be substantiated).
- Utilising whole life costing to assess value for money takes account of all aspects of cost, including running costs, and disposal. (The use of this methodology will often result in more environmentally sound decisions as more energy efficient products are selected, waste is minimised and so on.)
- By not selecting suppliers with a poor record of compliance with environmental legislation.
- By selecting suppliers with good environmental credentials (where this is relevant to the content of the contract).

Contract management

Contract award is not the end of the process with regard to environmental issues. Procurement can encourage suppliers to bring forward environmentally preferable goods and services during a contract, and also foster improved environmental performance from suppliers.

Use and disposal

Procurement can help by making information available on efficient product use to minimise running costs, for example. In addition, Procurement can support and facilitate waste management contracts and recycling schemes.

Policy review

This policy will be reviewed and updated, if required, every 2 years. The Service will seek to ensure that best practice is adopted on a timely basis.

Action plans

An annual environmental action plan will be produced, forming part of the annual Procurement workplan.