

## Guide for Sustainable Procurement at ETH Zurich

Procurement based on sustainable criteria means seeking goods and services and to implement building projects that are economical, environmentally friendly, without adverse health implications, and produced in a socially responsible way. Therefore goods should be procured, which, taken over their entire life cycle, meet high financial, social and ecological requirements. In this regard, ETH Zurich should act as a role model and, by means of its procurement policy, promote the development and marketing of sustainable goods.

The procurement principles of ETH Zurich are set out in the "Procurement Policy of ETH Zurich"

[https://www1.ethz.ch/fc/services/einkaufen/box\\_feeder/beschaffungspolitik\\_de.pdf](https://www1.ethz.ch/fc/services/einkaufen/box_feeder/beschaffungspolitik_de.pdf). In addition to the above, the following points should be considered with regard to sustainable procurement:

### Is the procurement really necessary?

Before each procurement, it should be determined whether the need can be met in another way than by buying something new. Possible alternatives: Shared use or upgrading of existing infrastructure, procurement of services instead of goods (e.g. leasing), purchasing of used goods, and changes to routine workflows.

### What sustainability criteria should be taken into account?

The procuring unit should identify the relevant sustainability criteria of a product over its life cycle (see also check list on p. 6–7). The major sources of environmental pollution are found in raw material extraction, production, during the period of use and on disposal. Social factors should be taken into account, especially in the context of raw material extraction and production.

As soon as the key sustainability criteria for the product to be procured have been defined, the procurement conditions\* can be defined so that, for example, goods that are the product of child labour are excluded or the goods with the lowest negative impact on the environment score the highest points in relation to the contract award criterion "Environmental compatibility".

### What instruments are available to determine the sustainability of goods?

Labels indicate the compliance with certain environmental/social standards during the life cycle of goods. These labels thus serve to exclude other goods which do not exhibit these characteristics. Labels can therefore help to select a more sustainable alternative.

- Environmental labels: These are indicators of resource-conserving raw material extraction, production, distribution, use, and disposal.
- Social labels, Fair Trade labels: These are primarily concerned with the production conditions, especially in developing countries (labour law and health aspects for workers, fair trading conditions for growers). They frequently take into account environmental criteria.

To find your way around the "label jungle", we recommend that you consult the lists on the following pages.

\* mandatory participation conditions, technical specifications, suitability criteria, contract award criteria → it is vital that these are defined in cooperation with the relevant ETH procurement unit in case the threshold value for public procurement is being exceeded.

Goods	Contact person, ETH procurement unit	Recommended labels (quality seal/declaration), additional information	Product/label comparison platform
<b>Built structures</b>			
Construction Services	Hans-Jörg Kast, Tel. 25075 <a href="http://www.immobilien.ethz.ch/bau/">http://www.immobilien.ethz.ch/bau/</a>	SGNI, GEAK, Minergie <a href="http://www.sgni.ch/">http://www.sgni.ch/</a> <a href="http://www.nachhaltige-beschaffung.ch/pdf/Empfehlung_KBOB_ecobau.pdf">http://www.nachhaltige-beschaffung.ch/pdf/Empfehlung_KBOB_ecobau.pdf</a> <a href="https://www.geak.ch/Pages/Light/System/InformationPage.aspx">https://www.geak.ch/Pages/Light/System/InformationPage.aspx</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a> <a href="http://www.ecobau.ch/index.cfm?Nav=16">http://www.ecobau.ch/index.cfm?Nav=16</a> <a href="http://www.dgnb-navigator.com/">http://www.dgnb-navigator.com/</a>
<b>Facility management</b>			
Paper towels, Toilet paper	Thomas Herzog, Tel. 22394 <a href="http://www.betrieb.ethz.ch/services/index">http://www.betrieb.ethz.ch/services/index</a>	Blauer Engel, FSC, EU Ecolabel, Climatop, NAPM, NF Environment, Nordic Ecolabel, ÖUZ (Austrian Environmental Label) <a href="https://assets.wwf.ch/downloads/final_tissuestudie_schweiz_2009_2_1.pdf">https://assets.wwf.ch/downloads/final_tissuestudie_schweiz_2009_2_1.pdf</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a>
Cleaning agents		Coop Oecoplan, Cradle to Cradle, EU Ecolabel, Nordic Ecolabel, ÖUZ (Austrian Environmental Label), Climatop <a href="http://www.procuraplus.org/de/startseite/procura-handbuch/">http://www.procuraplus.org/de/startseite/procura-handbuch/</a> <a href="http://www.igoeb.ch/pdf/IGOEB-Reinigungskriterien-2007-11.pdf">http://www.igoeb.ch/pdf/IGOEB-Reinigungskriterien-2007-11.pdf</a>	
Clothing, footwear		Global Organic Textile Standard GOTS, Max Havelaar, Öko-Tex Standard, Switcher, Blauer Engel, Coop Naturaline Bio Cotton, EU Ecolabel, Migros ECO, myclimate Label etc. <a href="http://www.nachhaltigleben.ch/themen/oekomode/nachhaltige-mode-ratgeber-32">http://www.nachhaltigleben.ch/themen/oekomode/nachhaltige-mode-ratgeber-32</a>	
Upkeep and care of green spaces		Quality seal of the foundation Natur und Wirtschaft for naturally maintained company grounds, quality seal of the Schweizerische Fachvereinigung Dachbegrünung SFG for roof greening systems with high ecological quality <a href="https://www.stadt-zuerich.ch/ted/de/index/gsz/angebote_u_beratung/beratung/naturnahe_pflege.html">https://www.stadt-zuerich.ch/ted/de/index/gsz/angebote_u_beratung/beratung/naturnahe_pflege.html</a>	
Electricity, heating		naturmade star <a href="http://www.naturemade.ch/Deutsch/Label/label_d_naturemade.htm">http://www.naturemade.ch/Deutsch/Label/label_d_naturemade.htm</a> <a href="http://www.strommix-schweiz.ch/?navigation_id=2&amp;sprachcode=de">http://www.strommix-schweiz.ch/?navigation_id=2&amp;sprachcode=de</a> <a href="http://de.wikipedia.org/wiki/%C3%96kostrom">http://de.wikipedia.org/wiki/%C3%96kostrom</a>	

Goods	Contact person, ETH procurement unit	Recommended labels (quality seal/declaration), additional information	Product/label comparison platform
<b>Office supplies</b>			
Office electronics	Beatrice Droz, Tel. 22576 <a href="https://www.shops.ethz.ch/">https://www.shops.ethz.ch/</a>	Blauer Engel, Nordic Ecolabel, EU Ecolabel, TCO, ÖUZ (Austrian environmental label) <a href="http://www.topten.ch/uploads/File/Ratgeber_Bueroeraete_2014.pdf">http://www.topten.ch/uploads/File/Ratgeber_Bueroeraete_2014.pdf</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a> <a href="http://www.topten.ch">http://www.topten.ch</a>
Office supplies, paper products		Blauer Engel, FSC, EU Ecolabel, PEFC, NF Environment, Nordic Ecolabel, ÖUZ (Austrian environmental sign), climate partner label <a href="http://awsassets.panda.org/downloads/wwf_papiereinkauf_leitfaden_1.pdf">http://awsassets.panda.org/downloads/wwf_papiereinkauf_leitfaden_1.pdf</a> <a href="http://www.fups.ch/papierlexikon.php">http://www.fups.ch/papierlexikon.php</a> <a href="http://www.bewusstkaufen.at/ratgeber/44/papierwaren-schul-und-buerobedarf.html">http://www.bewusstkaufen.at/ratgeber/44/papierwaren-schul-und-buerobedarf.html</a> <a href="http://www.climatepartner.com/branchen/branchenkompetenzen/co2-bilanzierung-papier/">http://www.climatepartner.com/branchen/branchenkompetenzen/co2-bilanzierung-papier/</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a>
Printing services		myclimate, Label, climate partner Label <a href="http://www.proofit.ch/de/infothek/detail-info/?tx_infomodule_pi2%5Buid%5D=1808&amp;cHash=d42d89e146c848ac32309dad83b04fef">http://www.proofit.ch/de/infothek/detail-info/?tx_infomodule_pi2%5Buid%5D=1808&amp;cHash=d42d89e146c848ac32309dad83b04fef</a>	<a href="http://www.viscom.ch/?name=nachhaltigkeits_und_branchenlabel">http://www.viscom.ch/?name=nachhaltigkeits_und_branchenlabel</a>
<b>Vehicles</b>			
Cars and commercial vehicles	Jan Viridén, Tel. 33209 <a href="https://www1.ethz.ch/fc/services/reisen/mietwagen/andere">https://www1.ethz.ch/fc/services/reisen/mietwagen/andere</a>	Energy Label, Blauer Engel <a href="http://www.autoumweltliste.ch/fileadmin/redaktion/Downloads/AUL14/Auto-Umweltliste_2014.pdf">http://www.autoumweltliste.ch/fileadmin/redaktion/Downloads/AUL14/Auto-Umweltliste_2014.pdf</a> <a href="http://www.eth-karte.ethz.ch/mobility">http://www.eth-karte.ethz.ch/mobility</a> <a href="https://www.ethz.ch/content/dam/ethz/associates/intranet/Service/ReisenTransportFahrzeuge/TransportundFahrzeuge/Fahrzeug/Grunds%C3%A4tze%20der%20Fahrzeugbeschaffung%20an%20der%20ETHZ.pdf">https://www.ethz.ch/content/dam/ethz/associates/intranet/Service/ReisenTransportFahrzeuge/TransportundFahrzeuge/Fahrzeug/Grunds%C3%A4tze%20der%20Fahrzeugbeschaffung%20an%20der%20ETHZ.pdf</a>	<a href="http://www.topten.ch">http://www.topten.ch</a>
<b>Air travel</b>			
Flights	Hans-Peter Weder, Tel. 22091 <a href="https://www1.ethz.ch/fc/services/reisen">https://www1.ethz.ch/fc/services/reisen</a> <a href="https://www1.ethz.ch/id/services/list/mms_vc/">https://www1.ethz.ch/id/services/list/mms_vc/</a>	For financial and environmental reasons, flights should be avoided whenever possible. The video conference structure of ETH or services such as Skype are alternatives in this regard. <a href="http://www.netzwelt.de/alternative-zu/3716-skype.html">http://www.netzwelt.de/alternative-zu/3716-skype.html</a>	

Goods	Contact person, ETH procurement unit	Recommended labels (quality seal/declaration), additional information	Product/label comparison platform
<b>Household appliances</b>			
Air conditioning units	Thomas Herzog, Tel. 22394 <a href="http://www.betrieb.ethz.ch/services/index">http://www.betrieb.ethz.ch/services/index</a>	Energy chain <a href="http://www.topten.ch/uploads/images/download-files/Klima-topten.pdf">http://www.topten.ch/uploads/images/download-files/Klima-topten.pdf</a> <a href="http://www.energieschweiz.ch/de-ch/gebaeude/effiziente-kaelte.aspx">http://www.energieschweiz.ch/de-ch/gebaeude/effiziente-kaelte.aspx</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a> <a href="http://www.topten.ch">http://www.topten.ch</a>
Chilling and freezing cabinets, microwave ovens	Pascal Biemann, Tel. 22028 <a href="https://www1.ethz.ch/fc/services/einkauf/en">https://www1.ethz.ch/fc/services/einkauf/en</a>	Energy Label, Blauer Engel, Nordic Ecolabel, EU Ecolabel <a href="http://assets.wwf.ch/downloads/altergraete_flyer_a4_printversion.pdf">http://assets.wwf.ch/downloads/altergraete_flyer_a4_printversion.pdf</a>	
Coffee machines	Beatrice Droz, Tel. 22576 <a href="https://www.shops.ethz.ch/">https://www.shops.ethz.ch/</a>	Energy Label, Blauer Engel, Nordic Ecolabel, EU Ecolabel <a href="http://www.topten.ch/deutsch/ratgeber/ratgeber_kaffeemaschinen.html&amp;fromid">http://www.topten.ch/deutsch/ratgeber/ratgeber_kaffeemaschinen.html&amp;fromid</a>	
<b>ICT</b>			
Computers, monitors, laptops, beamers etc.	Dordaneh Arangeh, Tel. 22762 <a href="https://www1.ethz.ch/id/about/sections/pdf">https://www1.ethz.ch/id/about/sections/pdf</a>	Blauer Engel, Energy Star, EU Ecolabel, Nordic Ecolabel, ÖUZ (Austrian environmental sign), TCO, Stiftung Warentest, Öko-Test, EPEAT <a href="http://greenit.s-i.ch/de/lc/massnahmen#/">http://greenit.s-i.ch/de/lc/massnahmen#/</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a> <a href="http://www.topten.ch">http://www.topten.ch</a>
<b>Furniture and fittings</b>			
Furniture	Heinz Müller, Tel. 32512 <a href="https://www.shops.ethz.ch/">https://www.shops.ethz.ch/</a>	FSC, Blauer Engel, EU Ecolabel, Nordic Ecolabel, NF Environment, Cradle to Cradle, eco-INSTITUT-Label, Öko Control, ÖWZ (Austrian environmental label) <a href="http://www.bbl.admin.ch/themen/02447/index.html?lang=de">http://www.bbl.admin.ch/themen/02447/index.html?lang=de</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a> <a href="http://www.topten.ch">http://www.topten.ch</a>
Lighting	Hans-Jörg Kast, Tel. 25075 <a href="http://www.immobilien.ethz.ch/bau/">http://www.immobilien.ethz.ch/bau/</a>	Energy Label, Minergie, EU Ecolabel, ÖWZ (Austrian environmental label) <a href="http://www.energieschweiz.ch/de-ch/wohnen/beleuchtung.aspx">http://www.energieschweiz.ch/de-ch/wohnen/beleuchtung.aspx</a>	<a href="http://www.toplicht.ch/">http://www.toplicht.ch/</a>
<b>Accommodation, conferences, restaurants</b>			
Hotels, conferences	Hans-Peter Weder, Tel. 22091 <a href="https://www1.ethz.ch/fc/services/reisen">https://www1.ethz.ch/fc/services/reisen</a>	Various quality seals; Bio Hotels, Eco Hotels Certified EHC, Green Key, ibex fairstay, travelife, Viabono, Nordic Ecolabel, ÖWZ (Austrian environmental label), EU Ecolabel, various myclimate labels <a href="http://www.oekohotel.ch/">http://www.oekohotel.ch/</a> <a href="https://www1.ethz.ch/fc/docs/reisen/hotels/nachhaltige_konferenz.pdf">https://www1.ethz.ch/fc/docs/reisen/hotels/nachhaltige_konferenz.pdf</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a>
Restaurants		Culinarium, Fourgette Verte, Goût Mieux, V-Label, Viabono <a href="http://grueen.ch/68/ueber-uns">http://grueen.ch/68/ueber-uns</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.topten.ch">http://www.topten.ch</a>

Goods	Contact person, ETH procurement unit	Recommended labels (quality seal/declaration), additional information	Product/label comparison platform
<b>Consumables for workshops</b>			
Wood	Thomas Herzog, Tel. 22394 <a href="http://www.betrieb.ethz.ch/services/index">http://www.betrieb.ethz.ch/services/index</a>	HSH, FSC, PEFC <a href="http://www.nachhaltige-beschaffung.ch/pdf/empfehlung_nachhaltig_prod_Holz.pdf">http://www.nachhaltige-beschaffung.ch/pdf/empfehlung_nachhaltig_prod_Holz.pdf</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a> <a href="http://www.topten.ch">http://www.topten.ch</a>
<b>Catering (on ETH campus)</b>			
Catering providers (refectories etc.)	Marcel Zurbuchen, Tel. 22562 <a href="http://www.gastro.ethz.ch">http://www.gastro.ethz.ch</a>	At present, no special label exists for catering providers <a href="http://www.seed.ethz.ch/projekte/nachhaltige_gastronomie">http://www.seed.ethz.ch/projekte/nachhaltige_gastronomie</a> <a href="http://www.eaternity.com/">http://www.eaternity.com/</a> <a href="https://nachhaltigkeit.unibas.ch/print/eventleitfaden/massnahmenuebersicht/es-sen-trinken/">https://nachhaltigkeit.unibas.ch/print/eventleitfaden/massnahmenuebersicht/es-sen-trinken/</a>	<a href="http://www.labelinfo.ch">http://www.labelinfo.ch</a> <a href="http://www.label-online.de">http://www.label-online.de</a>
Catering	<a href="http://www.gastro.ethz.ch/catering/index">http://www.gastro.ethz.ch/catering/index</a>	At present, no special label exists for catering providers <a href="https://www1.ethz.ch/fc/docs/reisen/hotels/nachhaltige_konferenz.pdf">https://www1.ethz.ch/fc/docs/reisen/hotels/nachhaltige_konferenz.pdf</a> <a href="https://nachhaltigkeit.unibas.ch/fileadmin/nachhaltigkeit/user_upload/redaktion/Downloads/Catering_Leitfaden.pdf">https://nachhaltigkeit.unibas.ch/fileadmin/nachhaltigkeit/user_upload/redaktion/Downloads/Catering_Leitfaden.pdf</a>	
Food and beverages		Bio Knospe, Max Havelaar, Delinat, Demeter, Migros Bio, fidelio, KAG freiland <a href="http://www.wwf.ch/de/aktiv/besser_leben/ratgeber/lebensmittellabels/">http://www.wwf.ch/de/aktiv/besser_leben/ratgeber/lebensmittellabels/</a>	

### Additional links/literature on the subject of "sustainable procurement"

- Special Interest Group Environmental Procurement Switzerland (IGÖB); <http://www.igoeb.ch/index-d.php>
- Sustainability Compass; <http://oeffentlichebeschaffung.kompass-nachhaltigkeit.ch/>
- Online platform for sustainable companies by *öbu works for sustainability* and *energieschweiz*; <http://www.proofit.ch/de/tools/>
- Swiss Federal Office for the Environment; <http://www.bafu.admin.ch/produkte/index.html?lang=de>
- Swiss Federal Office for Building and Logistics (BBL); <http://www.bbl.admin.ch/bkb/00389/02588/?lang=de>
- Handbook on sustainable procurement (incl. costs of sustainable procurement); <http://www.procuraplus.org/de/startseite/procura-handbuch/>
- Website by Marc Steiner on the subject of sustainable procurement; <http://www.nachhaltige-beschaffung.ch/>

## Check list for sustainable procurement

Criteria	Goods:			Comments
	+	+-	-	
<b>Raw material extraction</b>				
How high is the consumption of resources (energy, water, soil, air, biodiversity, space) during extraction?				
Is the raw material extracted according to sustainable criteria? Is there a label (e.g. FSC)?				
Extent of emissions (e.g. pollutants, CO <sub>2</sub> ) during extraction and transportation to the production facilities?				
What are the working and employment conditions like? Is there a social label (e.g. SA 8000)?				
<b>Production, manufacture</b>				
How great is the consumption of resources (raw materials, consumables, energy, water, air, space, working equipment) in production? Is there a label (e.g. EU Ecolabel)?				
Are renewable and/or biological raw materials or recycled materials used? Is there a label (e.g. Knospe Bio Suisse, recycled fraction sign)?				
Extent of emissions during production and transportation to the site of packaging/distribution/storage? Is there a label (e.g. approved by climatop)?				
Does the packaging contain environmentally harmful and/or unhealthy substances?				
Are the raw materials for product manufacture obtained from fair trade (e.g. Fairtrade Max Havelaar)?				
What are the working and employment conditions like?				
<b>Packaging, warehousing and distribution</b>				
How high is the consumption of resources in packaging material production, storage, sales activities, and distribution?				
Are renewable and/or biological raw materials or recycled materials used?				
Extent of emissions from packaging production, storage and sales to distributors / end users?				

## Check list for sustainable procurement

Criteria	Goods:			Comments
	+	+ -	-	
Does the packaging contain environmentally harmful and/or unhealthy substances?				
Do the raw materials for the packaging production originate from fair trade?				
What are the working and employment conditions like?				
<b>Use and maintenance</b>				
How high is the consumption of resources (energy, water, air) during use? Is there a label (e.g. Energy Star, Energy Label)?				
How long is the service life of the product (repairability, availability of spare parts, retrofittability, and compatibility with existing infrastructure at ETH Zurich)?				
Have the total operating costs been considered [acquisition (purchase price incl. shipment/ packaging/taxes, fees) + operation (training, energy, maintenance) + disposal (dismantling, recycling / disposal)]?				
Are user friendliness / ergonomic properties and product safety assured?				
Extent of emissions due to use and maintenance-related transport?				
<b>Recycling and disposal</b>				
Is the product integrated in an effective recycling system? Have individual product components been labelled for recycling purposes? Can the products be fed into ETH's internal recycling process?				
Are packaging and consumables also integrated in a recycling system? What form does the disposal management have?				
Extent of emissions from waste (waste disposal, transport to the disposal site) or reprocessing (production, transport to the reprocessing site)?				
<b>Total scores</b>				

The scores in each area (green, yellow or red) give an indication of how sustainable a product is. Depending on the respective product, individual criteria can play a more significant role and should be weighted accordingly, for instance by multiple scoring (e.g. 100% use of recycled materials in tissue paper), or result in the immediate exclusion of the product (e.g. textiles produced by child labour).