



Mission Statement:

Professional Engineers Ontario will strive to reduce the environmental impacts associated with the purchasing of durable goods including electric-powered equipment and furniture that are utilized at the facility.

Scope:

The Sustainable Purchasing Policy for Durable Goods is applicable to all the durable goods (as defined below), purchased by all employees across the entire association. Durable goods are defined as electric-powered equipment and furniture that are purchased infrequently and/or may require capital program outlays to purchase. The entire facility is managed by Professional Engineers Ontario and procurement and tracking of durable goods is concentrated with Dan Ilic Facilities and Mailroom and Marc Bernabe Information Services.

Examples of durable goods include, but are not limited to, the furniture and electric-powered equipment outlined below:

- Office Equipment:
 - Computers, laptops
 - Monitors
 - Printers
 - Copiers
 - Scanners
 - Fax machines
- Appliances:
 - Refrigerators
 - Dishwashers
 - Water Coolers
- External Power Adaptors
- Televisions
- Audio Visual Equipment
- Maintenance Equipment
- Vehicles
- Landscaping Equipment
- Cleaning Equipment

A minimum of 40% of electric-powered equipment outlined in the Scope must comply with one or more of the following sustainable criteria on a monthly basis:

- ENERGY STAR labeled equipment
- Equipment either battery or corded replaces conventional gas-powered equipment



A minimum of 40% of furniture outlined in the Scope must comply with one or more of the following sustainable criteria on a monthly basis:

- GREENGUARD certified furniture
- Contains at least 10% post-consumer and/or 20% post-industrial recycled content
- Contains at least 70% material salvaged from off-site or outside the 40 Sheppard West.
- Contains at least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program
- Contains at least 50% rapidly renewable materials
- Wood-based furniture contains at least 50% Forest Stewardship Council (FSC) certified wood.
- Contains at least 50% of the material meets the below requirements:
 - Final manufacturing location is within 800 km of project site AND the product did not leave 800 km radius surrounding the final manufacturing location by truck OR
 - Final manufacturing location is within 2,400 km of project site AND the product did not leave 2,400 km radius surrounding the final manufacturing location by rail or ship. Note: This includes the extraction, harvesting, recovery and processing locations.

Performance Metric:

The purchase of all ongoing consumables as defined in the Scope will be tracked on a monthly basis. The following categories will be tracked for each product purchased:

- Date of Purchase
- Purchasing Entity
- Product Purchased
- Product Number
- Cost per Item
- Quantity Purchased
- Product Documentation Provided
- Sustainable Criteria Met

Goals:

- At least 40% of electric-powered equipment, calculated by cost, must meet the environmental criteria outlined in this Policy.
- At least 40% of furniture, calculated by cost, must meet the environmental criteria outlined in this policy.
- 100% of all eligible systems furniture and seating purchased will be GREENGUARD certified.
- 100% of all eligible electronics purchased will be ENERGY STAR rated.



- Product literature for 20% of durable goods on the list of approved environmentally preferable products.
- Professional Engineers Ontario will purchase Electronic Product Environmental Assessment Tools (EPEAT) rated desktops computers, notebooks and monitors (at least Bronze level) when available.

Procedures and Strategies:

The Sustainable Purchasing Policy for Durable Goods covers electric-powered equipment and furniture that are purchased infrequently and/or may require capital program outlays to purchase. At least one or more of the environmental criteria outlined in the Scope of this Policy should be met for at least 40% of all electric-powered equipment and furniture.

The purchasing of electric-powered equipment and furniture is concentrated with Facilities. Professional Engineers Ontario purchases will select durable goods from an approved list of preferred products that meet one or more of the environmental criteria outlined in this Policy. If the product is not on the approved list of products then the Purchasing Entity will thoroughly investigate an environmentally friendly product alternative. All departments at Professional Engineers Ontario submit purchasing orders (PO) for durable goods to the appropriate Purchasing Entity, who will submit the PO to the vendor. The Purchasing Entity responsible for the purchase of the durable goods will track the durable goods purchased on a monthly basis. Each product purchased on a monthly basis will be tracked based on the Performance Metrics requirements. The Purchasing Entity will maintain a file of product literature for 20% of the durable goods on the list of preferred products. The file of product literature will be reviewed annually for accuracy and relevance. This file is available for review by all Professional Engineers Ontario employees.

Preferred suppliers will provide Professional Engineers Ontario a complete list of preferred products that meet or exceed the environmental criteria outlined in this Policy. In addition to the list of preferred products, the product literature for at least 20% of the durable goods that meets one or more of the sustainable criteria must be submitted to Professional Engineers Ontario to keep on file. If the environmental attributes of a product changes, the supplier will submit revised product literature for that durable goods. The vendor(s) shall notify Professional Engineers Ontario of reduced packaging options or alternative products that would comply with the environmental criteria outlined in the Scope of this Policy. On an annual basis, the supplier's representative will review the list of preferred products to ensure they reflect the greenest product offerings and accurately reflect the environmental criteria of each product.

Occupant engagement and awareness is paramount to ensure the goals outlined in this Policy are met and exceeded. Professional Engineers Ontario employees



Professional Engineers
Ontario

**Sustainable Purchasing Policy:
Furniture & Electric Equipment**

Professional Engineers Ontario
40 Sheppard Avenue West,
Toronto, ON, M2N 6K9

have undergone initial training to educate them on the benefits of purchasing durable goods and how they can contribute to lowering the environmental impact of Professional Engineers Ontario operations. On a quarterly basis, the percentage of durable goods purchased by each department will be communicated to all employees with public recognition for the department that purchases the greenest products.

Responsible Parties:

Professional Engineers Ontario

Name: Dan Ilic

Role: **Furniture Purchasing Entity**

Position: Supervisor, Mailroom & Facilities

Telephone: 416-840-1085

Fax: 416-224-9526

E-mail: dilic@peo.on.ca

Professional Engineers Ontario

Name: Marc Bernabe

Role: **Electric-Powered Equipment Purchasing Entity – IT & Audio Visual Equipment**

Position: Network Admin/Desktop Support

Telephone: 647) 259-2263

Fax: 416-224-9526

E-mail: mbernabe@peo.on.ca

Professional Engineers Ontario

Name: Dan Ilic

Role: **Electric-Powered Equipment Purchasing Entity – Appliances**

Position: Supervisor, Mailroom & Facilities

Telephone: 416-840-1085

Fax: 416-224-9526

E-mail: dilic@peo.on.ca

Professional Engineers Ontario

Name: Stephanie Katchmar

Role: **Electric-Powered Equipment Purchasing Entity – Graphics Equipment**

Position: Graphics

Telephone: 416-840-1063

Fax: 416-224-9525

E-mail: skatchmar@peo.on.ca



Key Task of Professional Engineers Ontario Purchasing Entities:

- Ensure the success of the Sustainable Purchasing Plan for Durable Goods.
- Educate and engage employees.
- Manage contracts with suppliers to identify environmentally preferable substitutes.
- Provide reporting, as required by this Policy.

Supplier: Staples

Name: Charlotte Minard
Role: Supplier of office supplies
Position: Sales rep
Telephone: 905 696 4345
Fax: 905 696 4266
E-mail: charlotte.minard@cexp.ca

Supplier:

Name: Everyday Office Supplies
Role: Supplier of Paper and office supplies
Position: Sales rep
Telephone: 416 652 6829
Fax: 416 652 6781
E-mail: robert@shopeveryday.ca

Supplier: Pitney Bowes

Name: Jennifer Graham
Role: Supplier of Copier/Postage Meter supplies (toner, staples, ink,
Position: Sales account manager
Telephone: 1 888 619 7810 x3
Fax: 905 619 7790 or toll free 1 800 441 9823
E-mail: jennifer.graham@pb.com

Supplier: National Envelope

Name: Jim Bercuson
Role: Supplier of Envelopes
Position: sales rep
Telephone: 416-317-5278
Fax:
E-mail: jbercuson@natenv.com



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Supplier: Direct Dial

Name: Leo Liu
Role: Supplier of Computer Supplies
Position: Account Manager
Telephone: 18668079832 Ext. 168
Fax:
E-mail:lliu@directdial.com

Supplier: Dell Canada

Name: Domenic Apa
Role: Supplier of PC's/ laptops, printers and other computer supplies
Position: Senior Account Manager
Telephone: 4167735106
Fax:
E-mail:domenic_apa@dell.com

Supplier: CDW Canada

Name: Chad Lowe
Role: Supplier of PC's/ laptops, printers and other computer supplies
Position: Corporate Account Manager
Telephone: 6472885756
Fax:
E-mail:chad.lowe@cdw.ca

Supplier: Copy Toner of Canada

Name: Ernie Isen
Role: Supplier of Toners
Position: Owner
Telephone: 4162221014
Fax:
E-mail:

Supplier:

Name:
Role: Supplier of
Position:
Telephone:
Fax:
E-mail:



Supplier:

Name:

Role: Supplier of

Position:

Telephone:

Fax:

E-mail:

Key Tasks of Suppliers:

- Support Facility Technician in achieving the Goals of this Policy.
- Provide a monthly report, as outlined in the Performance Metric.
- Provide suggestions which will increase PEO's sustainable purchasing rates.
- Develop a preferred product list to facilitate the orders process.
- Modify invoice (s) to identify environmentally preferable products to facilitate tracking by Purchasing Entities.
- Provide up-to-date product literature outlining the environmental attributes of each product.

Time Period:

Time Period	Start Date	End Date
Performance Period	June 1, 2010	August 31, 2010
Implementation Date	June 1, 2010	Indefinitely

This policy will be reviewed and updated yearly to ensure the most current environmental criteria and standards are incorporated into the Policy and re-evaluate the Goals and Scope.

This policy shall take effect on June 1, 2010 and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable purchasing policy.



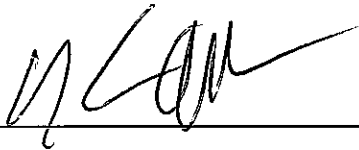
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Signed and executed on this 7 day of June, 2010.

By:



Kim Allen
CEO/Registrar
Professional Engineers Ontario

Working Policy