



Healthy Purchasing Coalition

Framework Implementation Checklist

The Healthy Purchasing Coalition is built on the idea that a group of individuals and organizations, acting collaboratively and with a harmonized approach, can have a bigger impact than any one of us acting alone. With limited time and money, sharing expertise to get better overall value makes sense.

Coalition members agree to implement a shared framework with six elements. This checklist includes steps for taking action on each of these elements. Organizational progress on implementing healthy purchasing may be based on this checklist.

1. Review organizational policies

- a. Identify and document relevant purchasing, sustainability, or other policies or plans that support the organization's effort to include provisions related to healthy purchasing (i.e. toxics reduction, chemical hazard, green purchasing) in solicitations, contracts, and other purchasing decisions.
- b. If no existing policies or plans support healthy purchasing, develop and adopt new policy that effectively empowers the organization and staff to integrate it into purchasing decisions.

2. Identify pilot projects, commodities, or contracts

- a. Create a list of future projects and purchasing opportunities for priority product categories including, but not limited to: construction/building materials, furniture, electronics, and cleaning supplies.
- b. Based on the list of upcoming projects and purchasing opportunities, identify which are most likely to be successful for including healthy purchasing elements and designate them as "pilots".
- c. For each pilot, identify a staff champion willing to take responsibility for integrating healthy purchasing elements into solicitations and contract docs.

3. Integrate healthy purchasing elements

- a. For pilots, review past solicitations and contracts for similar projects or products and identify any healthy purchasing elements included in previous purchasing decisions.
- b. Identify and incorporate additional healthy purchasing elements such as third-party certifications, use of Health Product Declarations or restricted substances screens, etc into solicitations and contracts.

4. Establish market feedback loops

- a. Communicate with vendors and suppliers your healthy purchasing efforts and the importance your organization places on procurement of safer alternatives to hazardous chemicals.

5. Set goals and measure progress

- a. Establish at least one healthy purchasing goal for your organization to accomplish over the next year. For example: "Integrate healthy purchasing elements in at least 50% of the pilots identified."
- b. Collect data to establish a baseline and measure healthy purchasing progress over time. At a minimum, metrics should include number of solicitations that include healthy purchasing elements.
- c. Include information about your healthy purchasing efforts in a new or existing annual report.

6. Share with coalition members

- a. Provide your organization's logo and background information on purchasing for inclusion on the Coalition webpage and materials.
- b. Participate in quarterly conference calls and provide input and feedback on Coalition outputs including solicitation language, guidance documents, press releases, etc.

For more information:

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