

Scope 3: Responsible Procurement and Waste Action Plan

2023 - 2028

Aim

This Responsible Procurement and Waste Action Plan (RPWAP) sets out how The University of Suffolk will achieve its vision of working towards becoming a resource efficient and zero-waste campus, defined as less than 5% waste going to landfill by 2030. The University will achieve this by embedding circular economy thinking into procurement processes and putting waste prevention, reuse, and recycling at the forefront of our relationship with resources. This Plan provides the framework for the University to manage its material resources more effectively, through increased efficiency, cost savings, lower environmental impact and associated supply chain and Scope 3 carbon reductions. Our aim is to reduce the unnecessary use of raw materials, implement the repair and reuse of products and reduce annual total waste production across all waste streams, whilst eliminating waste to landfill through recycling and composting. For difficult waste streams we will continue to further develop partnership links with industry, initiating and implementing knowledge exchange and product trials.

Sustainable Development Goals

The RPWAP will support the ambitions of the wider University Sustainability Policy in meeting the United Nations Sustainability Development Goals (SDG's). This action plan place particular emphasis on SDG's 3, 9, 11, 12, 14 and 15. Our annual waste tonnage statistics are an end of pipe illustration of the University's procurement and resource approach to efficiency, our internal culture, legislative compliance, and management approach. The successful attainment of our aims and objective, therefore, will only be achieved through effective departmental and school support and the engagement of all staff and students. It will require awareness campaigns, staff reskilling and new, innovative ways of working that will have wider social, economic, and environmental benefits, underlining our commitment to delivering sustainability and driving down our waste data across all waste streams.

The key objectives of the Waste Strategy are:



- To enhance the quality of life and wellbeing for staff and students and expand the student experience, making the University of Suffolk a desirable place to live, work and study



- To manage our waste without endangering human health and harming the environment



- To ensure that all waste streams are handled, stored, treated, and disposed of as laid out under the Duty of Care for waste, without risk to water, air, soil, plants or animals



- To ensure the repair and reuse of those assets capable of being deployed internally within the University, or resold, or gifted to external third parties,



- To implement initiatives that divert 100% of organic waste from landfill, undertaking composting on campus,



- To initiate and implement behavioural change programs that target procurement, and reduced resource usage and consumption patterns



- To reduce by 20% tons of total waste produced by 2027 against 2022 baseline
- To achieve zero waste, by diverting 95% of waste away from landfill and incineration

Rolling Action Plan Programme

Objective Area	Initiative/Activity	Details	Target Completion Date	Status
Integration with the Sustainability and Environmental and Estates Strategy	Development and production of draft Waste Action Plan		Dec 2022	Complete and ongoing with revisions annually.
	Establishment of Responsible Procurement and Waste Strategy Group	Identify key persons to represent Group and obtain commitments	Jan 2023	Complete
	Establishment of Campus Wide Working Group (WSG)		December 2026	Underway
	Agreement to terms of reference and guiding principles of the WSG	Ensure sign off from all members to the guiding principles, role and responsibilities of the Working Group	December 2026	
Responsible Procurement/	Review of procurement practices within estates Phase 1	Identification of level of sustainability integration into procurement practices	Jan 2023	Complete

Circular Economy	Review of Procurement Strategy Phase 2	Liaise with Rachel Cox Purchasing Manager Finance and Planning and the Southern University Purchasing Consortium to identify appropriate frameworks	Jan 2023	Complete
	Sustainable Procurement Framework	Adopt specific sustainable framework frameworks for furniture assets for both replacement items and refurbishments and new builds.	Jan 2023	Complete
	Ensuring that circular economy is a standing agenda item for operational contract and review meetings	All existing Estates Directorate service level partners to demonstrate commitment and actionable evidence to net zero/decarbonisation, waste reduction and product usage. Continue to promote Net Positive Futures	April 2023	Completed and ongoing. All are on Net Positive Futures.
	Responsible Procurement to be included in all new and retendered SLA contracts	All contracts and SLA's to specifically require commitment and actionable evidence to net zero/decarbonisation. To also include end of life considerations Promote Net Positive Futures	April 2023	Complete
	Explore the provision of the NetPositive Supplier Engagement Tool to support our suppliers		May 2023	Complete

	Procurement news highlights to promote our sustainable procurement.		September 2026	Underway
Review and Audit	Design of Waste Stream analysis	Create a waste stream analysis database for recording all waste, volumes, activity and destinations for reporting purposes.	Feb 2023	Complete
	Waste Stream Reviews	Checklist review with responsible person(s) and technicians for departmental waste to determine types of waste generated, storage and disposal.	June 2023	Complete and ongoing.
	Design of Waste Audit Procedure		Sep 2023	Complete
	Inhouse Waste Audits		Dec 2024	
	Waste carrier and Waste Contractors Audit		Dec 2024	Complete and ongoing
	Single use plastic waste stream specific review		April 2027	
Waste Storage	Identifying upgrade compliance requirements		July 2027	Initiated

	for waste storage facilities across campus.			
	Implement storage upgrades following funding approvals		April 2024	Complete
	Review campus internal/external litter bins, conditions and use	Initial review Thereafter 4 x yearly	April 2025	Complete and ongoing
	Ensure all new building and retrofit have legally compliant storage facilities and procedures		Dec 2024	Ongoing
Waste Removal	Frequent review of all Waste Management and Waste Carrier documentation.			Complete and ongoing
	Collaborate and utilise organisations that support waste hierarchy disposal solutions. Furniture assets and WEEE	Engage with Responsible Procurement Framework Supplier for furniture upcycling on all existing university end of life products ahead of the establishment of SLA Engage with Responsible Procurement Framework Supplier for WEEE waste removal		Complete Complete

	Review the creation of an online UoS furniture and equipment exchange		Dec 2024	Initiated
Data collection	Identify asset tagging opportunities through a new CAFM system.	To track life of assets and enable fate analysis	Dec 2027	Underway
	Implement asset data tagging of all Estates/Digital Directorate Assets		April 2028	
	Explore new approaches to collect and report data,	Embracing digital solutions and innovative ways of working, identify software that may support for inclusion in budget ask submissions	April 2025	Ongoing
	Further develop the use of non-weight-based measures,	To increase our understanding of the economic, environmental, and social impacts of waste; Social value, carbon reporting etc..	April 2028	
Training	Training needs analysis for estates and Waste Working Group	Working with the EAUC and IEMA establish a training framework to support Policy and Action plan implementation	April 2024	Underway
	Training Needs Analysis university wide	Identify individuals/groups for both Responsible Procurement and Waste Awareness training	June 2024	

	Development and implementation of training and development Programme	Roll to be ready by April 2024, from there ongoing	April 2024	Underway
	Master composting opportunity	Explore budget provision to provide master composting training for interested staff and students	April 2024	
Engagement and Campaigns	Working with Groundwork East – E Waste Project Partnership	Regardless of funding outcome, continue to work with Groundwork East to develop the E-Waste Project Partnership for students and staff	August 2023	Underway
	Develop a programme of pop-up reuse and repair events		Dec 2025	Underway
	Establish repurposing clothing events in Freshers Week		Jan 2024	Complete
	Annual promotion of the Think Before you Print Campaign	Working with SU/Comms reinvigorate the Think Before you Print Campaign, update infographics – look into capping print allowance for unacceptable. Establish average monthly print	April 2025	Underway
	Conduct annual litter pick	Work with SU: establish weigh-in competition by May and thereafter annually	May 2025	Underway