

## College of Forestry Intelligent Consumers/Sustainable Living Team Report March 14, 2007

Chairs: Viviane Simon-Brown, Susan Morr 

Team members: Nathalie Gitt, Karla Rhoads, Rand Sether

FEC member: Roger Admiral

### **Mission:**

Identify ways to lower expenditures by becoming intelligent consumers including cost savings. Our team is focusing on ways to reduce our resource consumption, make more sustainable purchasing choices, and save some money at the same time.

### **Objectives:**

Our committee is focusing on two areas. First, we are identifying areas of short-term small cost and resources efficiencies, such as centralizing supply purchases (i.e. paper, ink cartridges, computers.) Second, to encourage long-term behavioral change, we will offer information on sustainable living choices, through tips in the COF newsletter, highlighting efficiencies already in place, and encouraging sustainable behaviors in the workplace.

### **Strategies:**

- Highlight resource efficient changes that the College has already implemented, and say “Well done!”
- Identify areas where we could achieve additional savings (\$ and resources).
- Offer information on Sustainable Living choices--hope for voluntary change to more sustainable choices--knowledge is power.
- Figure out how to track savings realized by any changes we make, and chart them like mercury rising on a thermometer--toward fiscal health--building toward our target savings. (Savings sounds more positive than budget reductions--maybe we can save someone's job through cost savings.) Track amounts and costs of particular supplies (paper, printer cartridges, batteries, etc.) that were ordered by each unit last year, so that we can compare that with any reductions over the next couple of years that may result from people making a conscious decision to print double-sided, reuse paper, refill cartridges, switch to rechargeable batteries, and so forth.

### **Action plan:**

- Create a numbered list of “Tips of the Day” to be regularly posted in the CoF today announcement and the College webpage, and send to Roger. [DONE]
- Get CoF budget breakdown from Roger for last two years and devise methods to track savings resulting from changed purchasing choices and other changed behaviors. [IN PROGRESS—need more precise category breakdown than the aggregate major categories he has]
- Meet with Glenn Folkert to learn about current supply purchasing patterns and options and explore ways to create more cost-, time-, and resource-efficient ordering that is more easily tracked and includes alternative product choices to order more recycled content, reusable, recyclable products). [DONE]
- Meet with Danna Riley in Business Office to learn about spending patterns (individual vs. centralized supply purchasing), track by vendor for more precise category breakdown by departments for supplies (paper, printing cartridges, and batteries as a first step). [DONE]
- Review current OSU paper purchasing policy for current compliance, potential revision. [DONE]

- Explore bulk purchasing options CoF-wide and OSU-wide for paper. [DONE]
- Publicize option of Rapid Refill printer cartridge refill via campus mail to Printing & Mailing or via a drop box at the Computing Helpdesk [IN PROGRESS]
- Promote centralized ordering by index code through Glenn for discounted prices instead of individual purchases at the bookstore or elsewhere. [IN PROGRESS]
- Review Governor's guidelines for any available incentives [PENDING]
- Ask Building Community Committee if we can tie some sustainable choices awareness to payday coffees (provide assortment of washable mugs purchased at second-hand shop) [PENDING]
- Identify what specific product purchases each department currently tracks, their ordering process, and how to enable tracking of savings achieved through changed practices. [PENDING]
- Create and post awareness tags around the College to show what is currently being done and to reinforce sustainable business practices and efficient use of resources [PENDING]

### **Bigger actions:**

- Encourage OSU to transition to online ordering and billing system to reduce massive paper usage and administrative costs of current system. Implement centralized electronic ordering system that includes recycled content/reusable/lower environmental impact product choices, and is easily sorted by specific department and specific item to streamline the accounting and tracking process and reduce paper use. [IN DISCUSSION]
- Update OSU's purchasing policies, especially paper, to become more sustainable: bulk ordering, minimum 30% post-consumer recycled content, low-impact processing. [IN DISCUSSION]

### **A. Short Term Savings**

- 1) Energy/Utilities (Efficiency rebate system--ask Brandon)
- 2) Purchasing (by department? Or just by College of Forestry?)
  - a) Bulk purchasing options (Printing & Mailing bulk paper order options; other bulk purchasing price breaks)
  - b) Reduced consumption options (continue to support older computers--cost trade-off?; reuse fax paper, printer paper if only one side used, etc.; ask: do I need to print this, or can I save it electronically?)
  - c) Recycle products no longer needed by one person that are still useable by another before sending them off to the OSU Used Store or elsewhere.
- 3) Reporting efficiencies (more paperless office choices: electronic monthly time sheets, reduce duplicate forms).
- 4) Change "spend it or lose it" policies at OSU to stop promoting unnecessary spending at the end of the fiscal year, so we are rewarded rather than penalized for not spending our entire budget each year. Allow us to "save" for future purchases by giving us 50-75% of leftover money, and don't reduce the next year's budget if some is leftover.
- 5) Personal behavior
  - a) Suggest alternative choices that save money or resources--"Tip of the Day."
  - b) Computer energy saving tips: default set to double-sided printing to save paper and draft quality to save ink; log off and turn off monitor & peripherals to save energy.
  - c) Choose lower-impact products where possible. (For example, if you need to purchase sticky notes, realize that the Astrobright colors cannot be recycled and produce more pollutants in their manufacturing; consider pastels.)
- 6) Raising awareness of sustainability in the work place (and at home--learning to make more sustainable choices needn't be limited to those at work).

## **B. Long Term Savings**

- 1) Those that require upfront expenditure: length of time for potential recovery of investment cost; annual resource savings anticipated; identify potential grants or rebates to offset cost.
- 2) Areas where money would be spent to install new equipment, furniture, etc.: alternative choices ranked by energy/resource efficiency and price.
- 3) Commitment to purchasing Green Energy (soil, wind): tax incentives or grant funding available to universities? To individuals? Here is a link to the EPA's Green Power Challenge to higher ed: [http://www.epa.gov/greenpower/partners/hi\\_ed\\_challenge.htm](http://www.epa.gov/greenpower/partners/hi_ed_challenge.htm) (note we are way behind UofO)

## **ADDENDUM**

### **Summary of Meeting with Glenn Folkert**

Feb. 21, 2007

Howdy folks,

Nathalie and I met with Glenn Folkert this morning for a little over an hour to learn about how departments and individuals place supply orders through him and how those orders are tracked. We also discussed how we might work together to explore ways to:

- streamline ordering, tracking, and delivery of supplies in a way that works for him and others involved (like Danna in the CoF Business office and perhaps office managers)
- include recycled content/recyclable products as one criterion for ordering, in addition to the current decision which is based predominantly on price
- achieve price savings through bulk purchasing of commonly used items like paper
- raise awareness of choices that are more environmentally friendly and sustainable so people are making a conscious choice.

Here is a summary of what we learned.

**Ordering and tracking:** (through Glenn, Mailing & Printing, Central Purchasing, or individually)

Most people who order through Glenn do so by email, phone, or departmental requisition. Sometimes they request a specific vendor. Payment is usually Visa or purchase order in Banner. Glenn tracks orders by vendor, not by total consumption of an item. He files paper copies of packing lists but does not track orders in Excel or any other digital form. About 90% of our office supplies except for paper are ordered from Office Max (now owned by Boise Cascade) because they give us a substantial discount and provide a dedicated website where Glenn can order by index codes. Office Max provides the CoF Business office with an itemized invoice by index codes which we can use to track orders by department and product. Glenn suggested we ask Scott if the Business office keeps detailed supply purchase records over time or condenses them to just "office supplies."

Paper: prices fluctuate, and Glenn looks around for the best price on paper and takes advantage of sale prices, but does not currently look at recycled content. He orders about 20 boxes of paper at a time to keep on hand to fill small orders. He estimates the CoF uses about 20-30 boxes of paper a month (10 reams to a box). He charges all the paper he orders to one index code (FOR 013) so we could use Data Warehouse to pull up transactions for that index code for last year. (Roger may charge other items to that index code, so we need to check with him.) Danna Riley in the CoF Business office manages the accounting piece, so she may have a more detailed accounting system that can be a source of information for us to track orders.

We can also order paper or printer cartridges directly through Mailing and Printing.

Any items costing over \$5000 must go through Central Purchasing at OSU.

Many people buy things elsewhere on their own, so the supplies that are not purchased through Glenn can be tracked through Danna in the Business Office. An exception for tracking purchases is the College Forests. While they order many of their supplies through Glenn, their invoicing goes to the College Forests office rather than the Business office.

**Delivery:** Office Max delivers orders to Glenn. Glenn has a student worker who spends about 3 - 4 hours a day delivering mail and supplies. Sometimes the student worker drives to pick up items (for instance, if there is a special price on copy paper someplace else, they may go load it and unload it, so on some items Glenn adds a delivery charge of about \$25 to cover their time). Rapid Refill delivers frequently to Mailing & Printing, and perhaps elsewhere on campus (contact them to find out when and where, and see how to streamline for resource efficiency).

### **Exploring increased recycled/reusable supply options:**

Printer and toner cartridges: Glenn currently only orders new cartridges but is willing to explore using Rapid Refill (or the other company) because they do regular campus pickup and delivery. We can go through Mailing & Printing to do this, or perhaps have a pickup/dropoff at Glenn's office if that is more efficient for everyone. Currently most CoF printers are ordered through Paul Foshay in Forestry Computing, who then contacts Glenn to order them. It would be fairly easy to know when printers are out of warranty (1 year, or 3 years if Paul purchases an extended warranty) so users could switch to refilling their cartridges at that point and always have a second full pair on hand.

Paper: Glenn might be able to respond to paper order requests with a quote on 0%, 30%, and 100% recycled content and let people make a conscious choice about which to order.

### **Bulk ordering options:**

Paper: You have all received a summary of the email conversations involving several people across campus, including Cheryl Lyons and Brian at M&P, discussing the possibility of implementing OSU-wide bulk paper ordering to get better prices and higher recycled content. We will continue to explore this option.

There may be opportunities to combine all ordering to achieve better pricing. On Glenn's suggestion, Nathalie and I visited Danna Riley and Pam McAllister in the CoF Business office and explained our mission. They were very supportive and both have ideas to share with us on these topics, especially ways to change individual purchasing practices and get better prices. I sent an email requesting an hour of time with them at their convenience. Pam only works every other week now, so it would be week after next if she can join us.

Susan

## **Summary of meeting with Danna Riley March 14, 2007**

Currently it is very difficult to track any specific items such as paper or printer cartridge orders because 85% of the orders through the OSU Bookstore or Office Max (even those centrally ordered through Glenn) are billed to OSU, not Colleges or Departments, and only identified by broad categories. Over 95% are "Office and administrative supplies". Bookstore orders involve hard copies of billings to index codes, sent first to Kerr Accounting and hand-sorted into Colleges, then sent to CoF Business office, sorted again, then matched to receipts, then billed to index codes. Very laborious and impossible to sort electronically by specific item or department. Much room for increased efficiency in this area—switch to electronic ordering and billing with more details.

## **Danna Riley Invoicing Report April 13, 2007**

### **Current fiscal year purchasing analysis from July through January**

- 481 Purchased on the VISA
- 1,415 Invoices paid against purchase orders
- 2,934 Invoices directly paid without a purchase order

### **Breakdown of direct paid invoices**

- 1,225 moving, travel, conference registrations, public relations and Hosting
- 282 monthly equipment rentals (Industrial welding, polar Cryogenics, etc).
- 231 maintenance related (Searing, Platt, Miller paint, Fastenal, laundry service, etc.)
- 125 Temporary employment invoices
- 91 Other professional services mostly OFEP on PSC's
- 88 Utilities Water, Electric, Garbage in the college forests and rental units
- 81 Book, Publications, Reference materials, publishing, subscriptions
- 74 Gas credit card payments
- 72 Forest Management Services
- 49 Invitrogen Laboratory reagents picked up on campus.
- 27 Telecom usage
- 19 Advertising
- 8 Costco paper that is picked up directly
- 7 Homeland security

555 other types of direct paid include invoices that were actually on purchase orders but we had to send something back or had to adjust the invoice for some reason so the PO had to be liquidated and a direct invoice entered. This number also includes over 100 personal reimbursements the bulk of which are purchases that were made by individuals when they were out of town. There are also numerous invoices for purchases made through local vendors for remote sites or for repairing equipment in the field. After doing this analysis I do not believe that the problem of purchasing with out a purchase order is as large as first anticipated, but we should continue to remind people to have Glenn do their purchasing whenever possible.

**Direct paid vendors are probably more of a problem than anything else.** These are local vendors that are set up through the University so people can go to them and make purchases by showing their university ID and providing an index to charge the purchase to. These vendors include the Bookstore, Bi-Mart, Robnetts and Office

Max. Following is the number and dollar amount of the purchases that we have made through January from these vendors. These are individual invoices not items purchased.

Bookstore	256	\$14,734.77	
Bi-Mart	107	3,061.61	
Robnetts	91	2,618.01	
Office-Max	502	16,784.41	(Through December because January is not booked.)

These direct paid vendors are usually the most expensive way to make a purchase other than Office Max where most of this is done on-line by either Glenn Folkert or Danna Riley. The other purchases are people just walking down to the bookstore or going to Bi-Mart or Robnetts and picking up what they want. These transactions are not posted as individual payments to the vendors. The university receives one bill and allocates the charges based on the information that the purchaser provided to the vendor. There is no information recorded on the system that says what was purchased. There is also a long delay in getting these transactions posted, which causes problems.