

# WHY?

2024 ANNUAL REPORT

# SUSTAINABILITY

Collective Action on the Climate Crisis

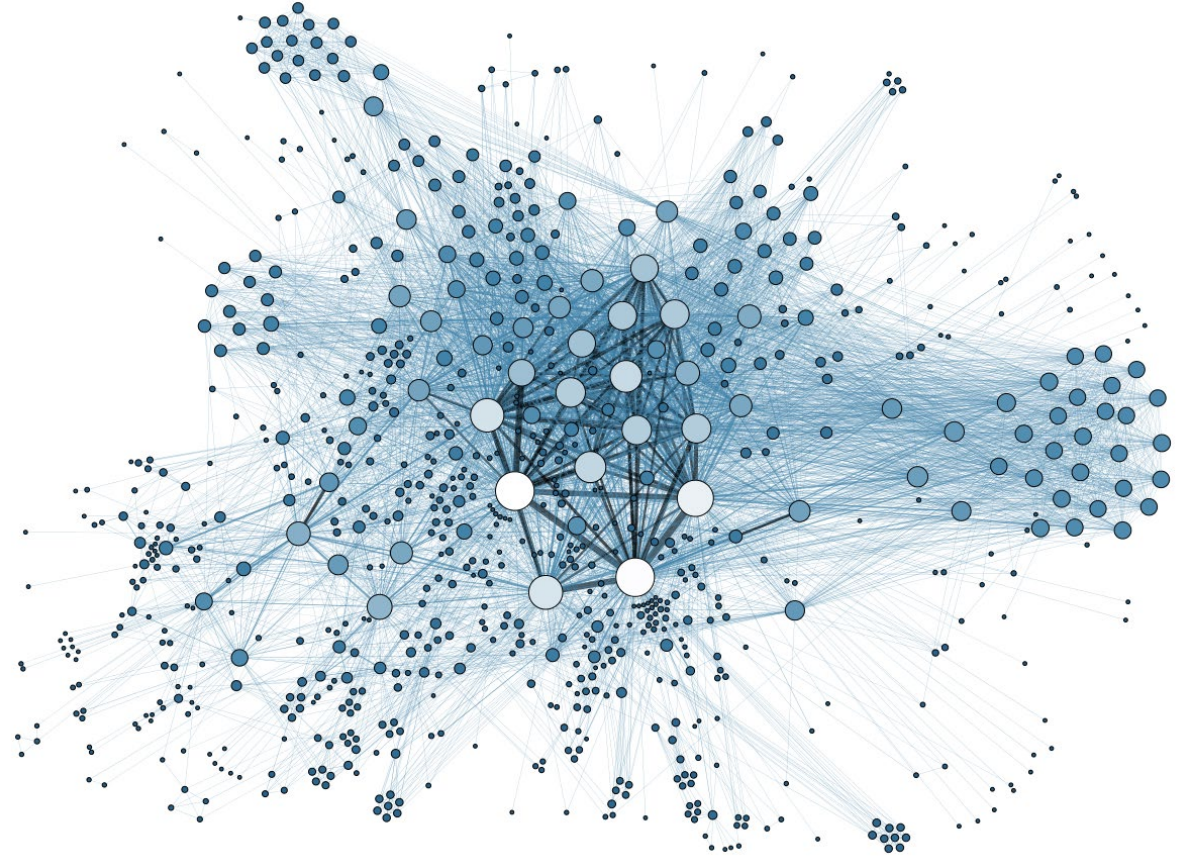


OUR PROGRESS 

<https://sustainabilityreport.ucop.edu>

# WHAT DO WE NEED FROM YOU?

# DATA







# Sustainable Procurement Green Spend Data Collection Process 2025

(Suppliers & Partners with the University of California)

# AGENDA

1. Data Collection
  - What
  - How
2. Resources
3. Closing with Q&A



## Policy Progress

The University is committed to sustainability as a part of its mission, expressed throughout its operational practices. UC has been tracking progress in sustainable operations, as required by its Sustainable Practices Policy, since 2004.



# Policy Areas

- Lab, Home and IT Appliances
- Cleaning and Janitorial Supplies
- IT Hardware
- Indoor Furniture
- Office Supplies

Climate

Procurement

Diversity, Equity, Inclusion and Justice

Sustainable Building Operations and Laboratories

Energy

Transportation

Food Service

UC Health

General Sustainability Performance Assessment

Water

Green Building

Zero Waste

Health and Well-Being





# DATA

# UCOP DATA COLLECTION PROCESS 2025

## Sustainable Procurement Guidelines (SPG), 39 pages

- Required Products (each category)
- Recognized Certifications

## Updated Templates for 2025!

- **Lab, Home and IT Appliances**
- **Cleaning & Janitorial**
- **IT Hardware**
- **Furniture**
- **Office Supplies**

## Data Sets (Fiscal Year 2025, July 1, 2024-June 30, 2025)

- Data Set 1 (July 1, 2024 – December 31, 2024, 6 months)
- Data Set 2 (January 1, 2025 – June 30, 2025, 6 months)



# DATA TEMPLATE-DEMO

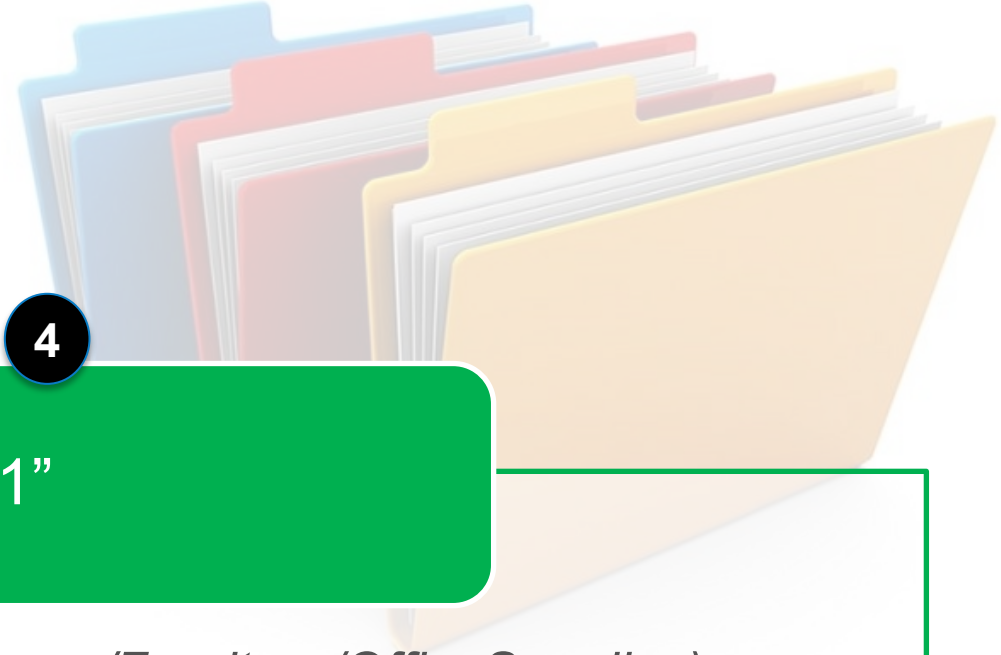
Recognized Certifications	Required (Minimum Level)	Preferred Level (Required + any one below)
GREENGUARD Gold	GREENGUARD Gold	BIFMA Level certified (preference for 2 or 3)
SCS Indoor Advantage™ Gold	SCS Indoor Advantage Gold	C2C Certified (preference for Silver or Gold)
Cradle to Cradle Certified™ Products		HHI compliant with published product list on their website
BIFMA Certified Preference for Level 2 and 3 Must meet credit 7.4.4		FSC Certified wood
<a href="#">Healthier Hospitals Initiative (HHI) Meets the Safer Chemicals Challenge and is listed on the Healthier Hospitals Healthy Interiors Goal website</a>		Textiles certified by one of the recognized certifications
<a href="#">Forest Stewardship Council (FSC) certified (for products containing wood)</a>		Complete HPD
Health Product Declaration (HPD)		Complete Declare label
Declare Label		
<b>Textile Certifications</b>		
Global Organic Textile Standard (GOTS)		
STANDARD 100 by OEKO-TEX®		
SteP by OEKO-TEX®		
<a href="#">Facts®</a>		

# CRITICAL FIELDS

1. Campus Name (NO UC Health or Med Center)
2. 1st Level – Product Category (Suppliers)
3. 2nd Level – Product Category (Suppliers)
4. 3rd Level – Product Category (Suppliers)
5. 4th Level – Product Category (Suppliers)
6. UNSPSC Code – 8 digits \*if available
7. Manufacturer
8. MFG Part Number
9. Invoice Paid Date (must be a date field)
10. Line-Item Description
11. Qty.
12. Unit Price
13. Extended Price
14. Supplier Name
15. Recognized Certifications (per each reporting category)

	A	B	C	D	E
1	Category	Contract Administrator	Supplier Legal Company Name	Company Contact	Job Title
2	BMS	Marilyn Biscotti	Controlco, Inc.	Jason Dewar	Principal
3	BMS	Marilyn Biscotti	eParts Services LLC		
4	BMS	Marilyn Biscotti	Johnson Controls	Cory Trusty	Account Executive
5	BMS	Marilyn Biscotti	Siemens	Josh Fosson	Branch GM - Sacramento

# TEMPLATE\_FILE RENAMING



1

2

3

4

Example: “Appliances\_NationalBF\_DS1\_v1”

1. Template category (*Appliances/Cleaning/ITHardware/Furniture/OfficeSupplies*)
2. Supplier name (*National Business Furniture*)
3. DS1 (*Data Set 1/Data Set 2*)
4. v1 (*version1/version2/version3.....*)

# Tips for Success

Self-Serve

Updated Templates for 2025!

- Lab, Home and IT Appliances
- Cleaning & Janitorial
- IT Hardware
- Furniture
- Office Supplies

Rename the file using UC Naming Convention

Due Dates (submission by Category Manager)

- Data Set 1: April 4<sup>th</sup>
- Data Set 2: July 18<sup>th</sup>



# UCOP SUPPORT

# OFFICE HOURS

## MARCH 2025

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**1. March 7, Friday 1pm-2pm**

Zoom link: <https://UCOP.zoom.us/j/99512564996?pwd=nhp8v0GVLV99beqNOaLUctJScLMT5a.1&from=addon>

**2. March 14, Friday 1pm-2pm**

Zoom link: <https://UCOP.zoom.us/j/99512564996?pwd=nhp8v0GVLV99beqNOaLUctJScLMT5a.1&from=addon>

**3. March 21, Friday 1pm-2pm**

Zoom link: <https://UCOP.zoom.us/j/99512564996?pwd=nhp8v0GVLV99beqNOaLUctJScLMT5a.1&from=addon>

**4. March 28, Friday 1pm-2pm**

Zoom link: <https://UCOP.zoom.us/j/99512564996?pwd=nhp8v0GVLV99beqNOaLUctJScLMT5a.1&from=addon>

# Supplier Webpage

- Templates
- Sustainable Procurement Guideline
- Office Hours
- Supplier Training Video
- Supplier Training Presentation Deck
- Project Timeline (Due Dates)

The screenshot shows the University of California Procurement website. The header includes the UC logo and navigation links for Systemwide Contracts, Suppliers, Resources, News, Events, Contact, and About. A breadcrumb trail reads: Home > Our Supplier Partners > Supplier Reporting Requirements > Green Spend Reporting Process For UC Suppliers - 2024. The main heading is 'Green Spend Reporting Process for UC Suppliers - 2024'. Below this, a paragraph states: 'This training provides guidance to suppliers on submitting green spend data for the FY2024 Sustainability Annual Report to UCOP Systemwide & UC Campuses.' A yellow button labeled 'View FY2023 Sustainability Annual Report' is present. Another paragraph explains: 'This year's process includes two submissions. Systemwide Procurement first reviews Data Set 1 before it accepts Data Set 2.' A section titled 'Submissions:' lists two items: 1. Data Set 1 covering six months from July 2023 to December 2023; 2. Data Set 2 covering the subsequent six months from January 2024 to June 2024. A final paragraph notes: 'The training provides a clear understanding of the use of Excel Templates and highlights Critical Data. The timelines and data templates are conveniently located farther down the page. It's important to note that campus-level data is led by an 'Assigned Campus,' a designation irrelevant to suppliers with a Systemwide Contract.' At the bottom, a section titled 'Watch the Supplier Training' is partially visible.

# Green Spend Reporting Timeline 2025

	February	March	April	May	June	July	August
<b>TRAINING</b> Category Managers Suppliers	<b>Cat. Mrgs. Feb 26</b>	<b>Suppliers March 5</b>					
<b>DATA SET 1</b> June - Dec. 2024 Data			<b>Set 1 April 4</b>				
<b>DATA SET 2</b> Jan. - July 2025 Data						<b>Set 2 July 18</b>	
<b>DATA DEADLINE</b> Cut-off for all data collection							<b>Deadline Aug 1</b>



# UCOP Support

Category Manager  
Buyer  
Direct Contact to UC

- Submitting the Data

Data Team

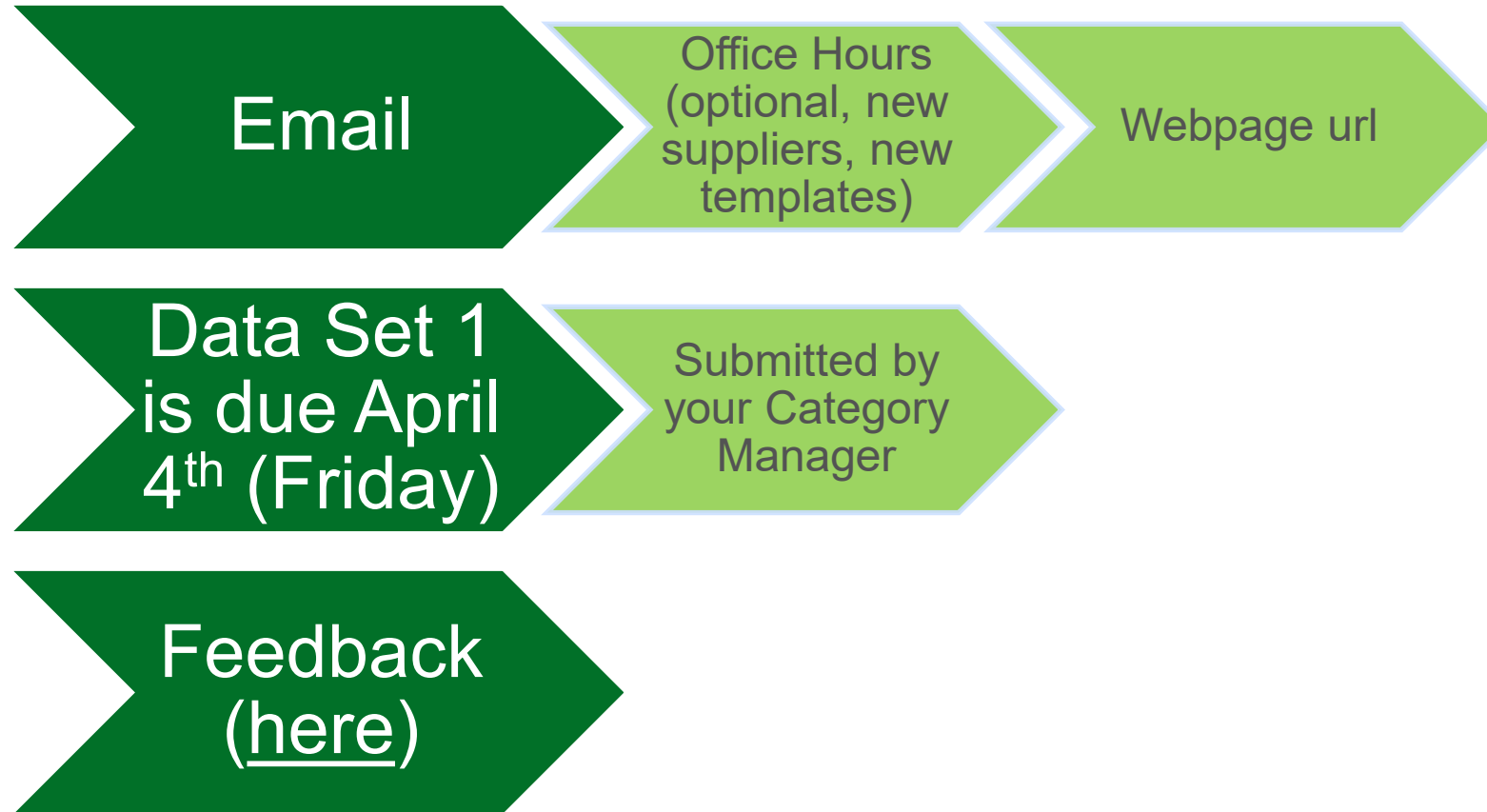
- Anything Data Related or Template related or In-Scope

Project Manager

- Journey from the data to UCOP

# Next Steps

---



# Thank you!