UNIVERSITY OF CALIFORNIA

Sustainability Annual Report 2024

OVERVIEW INVESTMENTS ACADEMICS POLICY PROGRESS UC LOCATIONS

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)

UC PROCUREMENT
Intelligent Sourcing. Informed Campuses. Inspired Outcomes.

AGENDA

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

https://sustainabilityreport.ucop.edu

UNIVERSITY OF CALIFORNIA Sustainability Annual Report 2024

OVERVIEW INVESTMENTS ACADEMICS POLICY PROGRESS UC LOCATIONS

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

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	

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

UC Procurement

DATA

UCOP DATA COLLECTION PROCESS 2025

Sustainable Procurement Guidelines (SPG), 39 pages

- Required Products (each category)
- Recognized Certifications

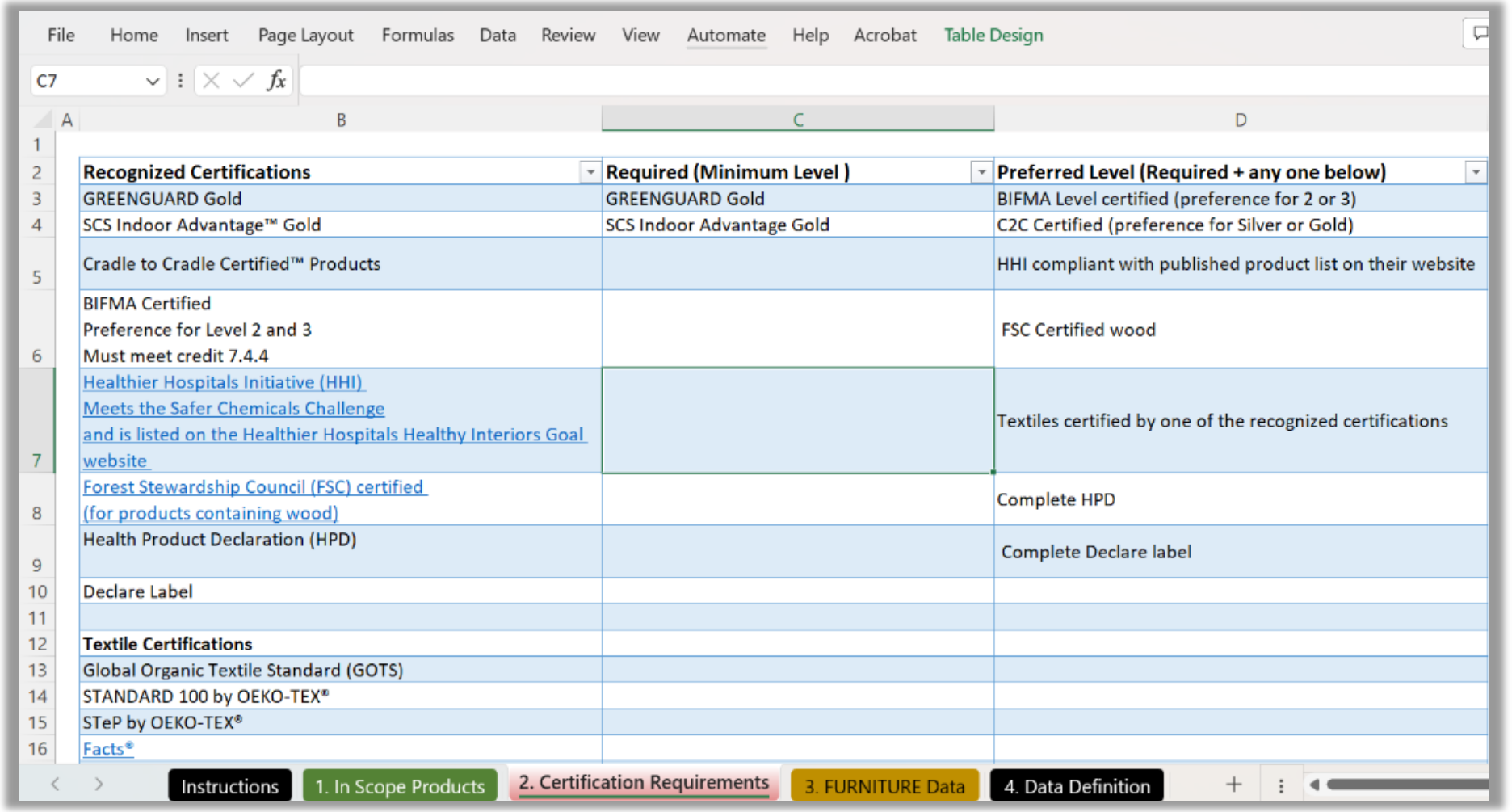
Updated Templates for 2025!

- **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



File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat Table Design

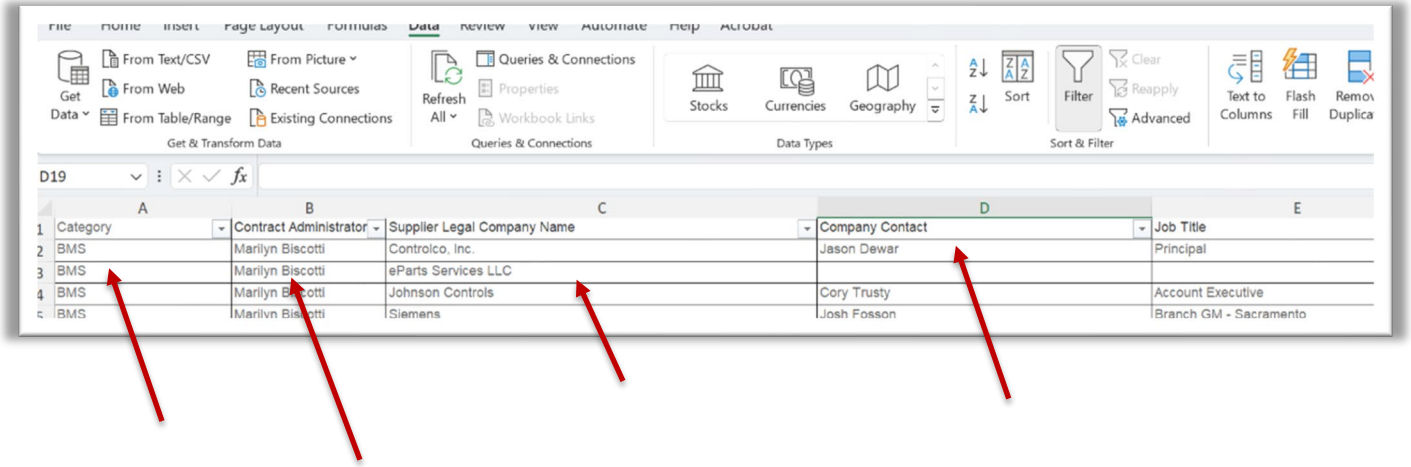
C7

	Recognized Certifications	Required (Minimum Level)	Preferred Level (Required + any one below)
3	GREENGUARD Gold	GREENGUARD Gold	BIFMA Level certified (preference for 2 or 3)
4	SCS Indoor Advantage™ Gold	SCS Indoor Advantage Gold	C2C Certified (preference for Silver or Gold)
5	Cradle to Cradle Certified™ Products		HHI compliant with published product list on their website
6	BIFMA Certified Preference for Level 2 and 3 Must meet credit 7.4.4		FSC Certified wood
7	Healthier Hospitals Initiative (HHI) Meets the Safer Chemicals Challenge and is listed on the Healthier Hospitals Healthy Interiors Goal website		Textiles certified by one of the recognized certifications
8	Forest Stewardship Council (FSC) certified (for products containing wood)		Complete HPD
9	Health Product Declaration (HPD)		Complete Declare label
10	Declare Label		
11			
12	**Textile Certifications**		
13	Global Organic Textile Standard (GOTS)		
14	STANDARD 100 by OEKO-TEX®		
15	STeP by OEKO-TEX®		
16	Facts®		

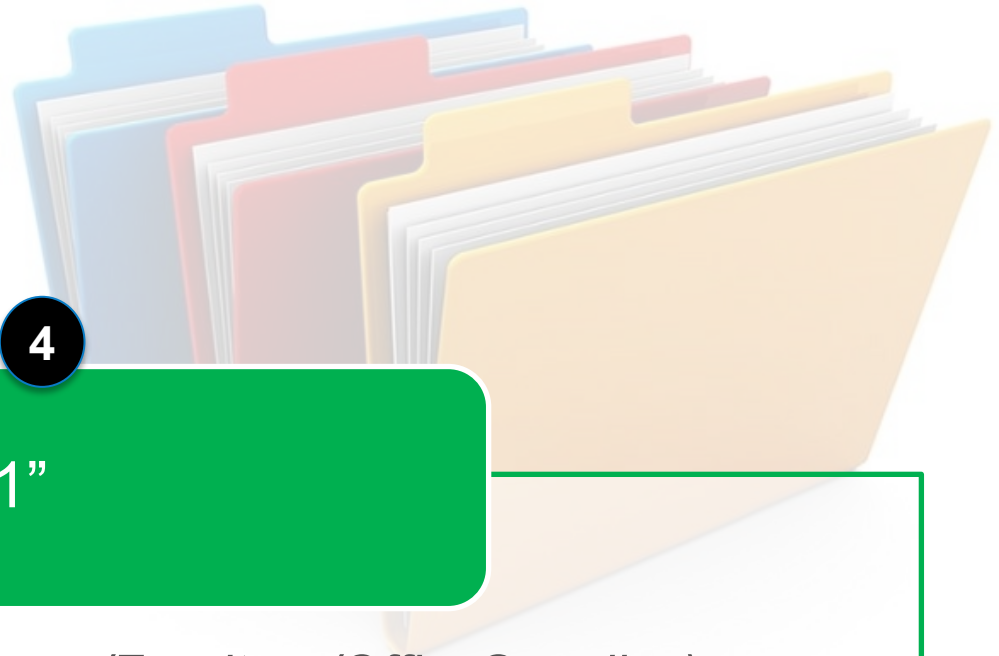
Instructions | 1. In Scope Products | 2. Certification Requirements | 3. FURNITURE Data | 4. Data Definition

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)



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 4th
- Data Set 2: July 18th

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

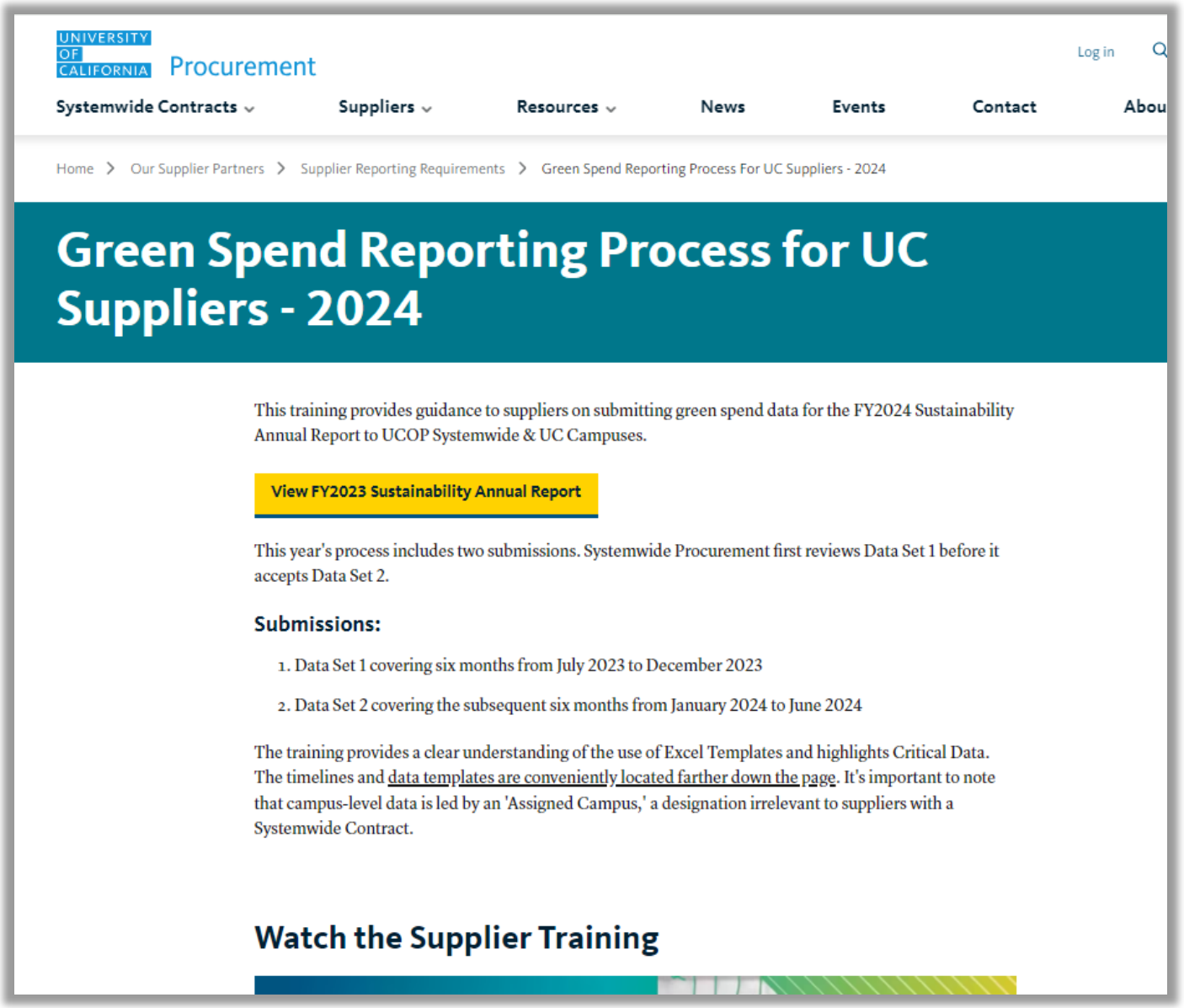
Zoom link: https://UCOP.zoom.us/j/99512564996?pwd=nhp8v0GVLV99beqNOaLUctJScLMT5a.1&from=addon

4. March 28, Friday 1pm-2pm

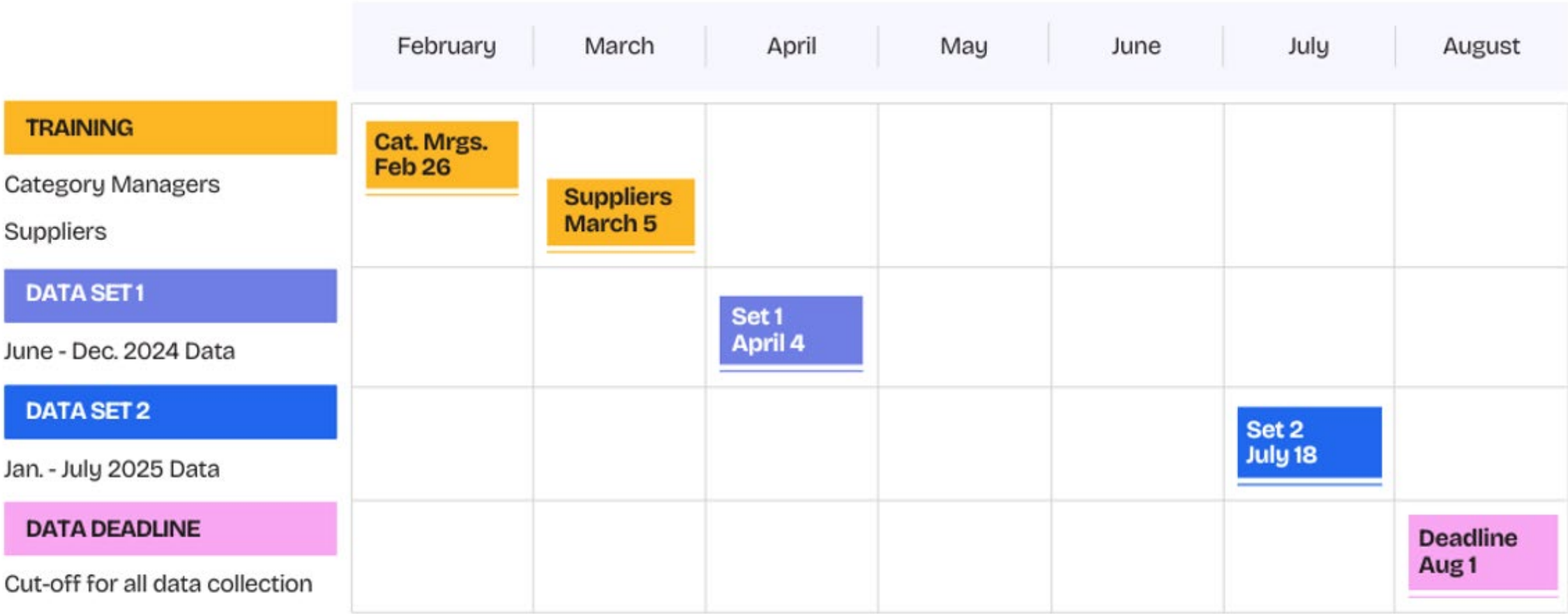
Zoom link: https://UCOP.zoom.us/j/99512564996?pwd=nhp8v0GVLV99beqNOaLUctJScLMT5a.1&from=addon

Supplier Webpage

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



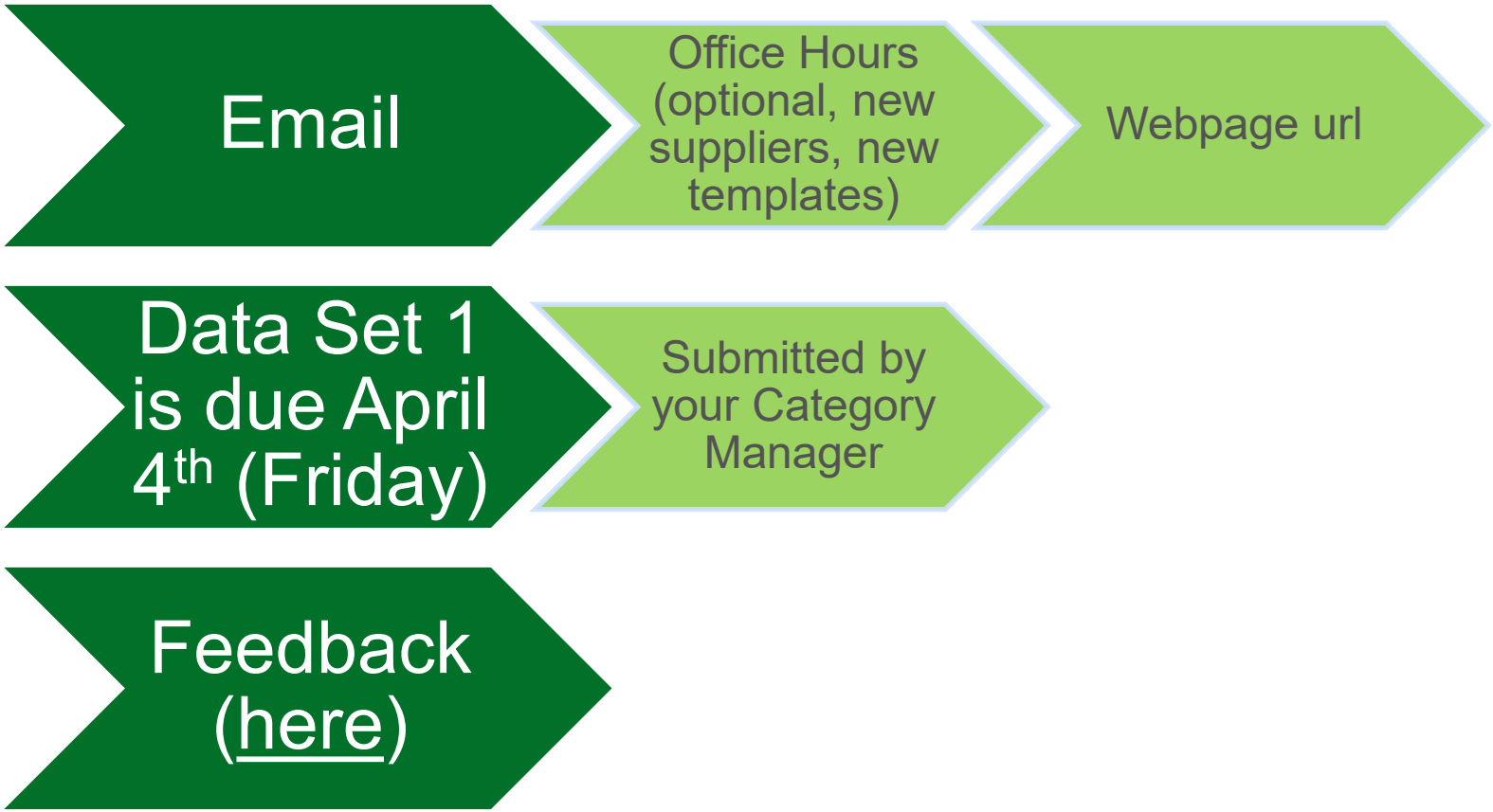
Green Spend Reporting Timeline 2025



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


Email
Office Hours (optional, new suppliers, new templates)
Webpage url
Data Set 1 is due April 4th (Friday)
Submitted by your Category Manager
Feedback (here)

Thank you!