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ENVIRONMENTAL QUESTIONNAIRE FOR UNDP SUPPLIERS AND MANUFACTURERS OF HEALTHCARE PRODUCTS



GPIH

Green Procurement Index Health

TOWARDS A GREEN PROCUREMENT INDEX HEALTH

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This guide contributes to the development of the Green Procurement Index Health (GPIH) and the indicators proposed are intended to serve as a building block of the Index



More information:

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Glossary

The following terms are defined in the context of medical and healthcare sector.

<i>Supplier:</i>	A company that provides goods in the health sector that people, companies or organizations want or need, e.g., medical devices, generic pharmaceuticals, medical equipment, etc. A supplier is usually a manufacturer or a distributor of such goods.
<i>Manufacturer:</i>	An entity that makes a good, such as a medicine, medical equipment or device, through a process involving raw materials, components, or assemblies, usually on a large scale with different operations divided among different workers.
<i>Fabricator:</i>	A manufacturer that turns the product of a raw materials supplier into a larger variety of health sector products.
<i>Distributor:</i>	An entity that buys goods from multiple manufacturers and sells them to its customers.
<i>Consolidator:</i>	An enterprise that provides services to group shipments, orders and/or goods to facilitate movement.

Background

Every purchasing decision made by an organization has an impact on the environment, on economy and on society. Guiding that decision towards more sustainable goods and services can help drive markets in the direction of innovation and sustainability, thereby enabling the transition to a green economy.

A significant number of environmental standards and assessment tools for a broad range of products and services in the health sector are already available, however there has not been any consensus regarding the environmental evaluation of suppliers yet. Therefore, in 2016, UNDP developed a standardized environmental questionnaire to assess the performance of its suppliers and manufacturers in the health sector. UNDP has drawn on internationally recognized environmental standards, reporting systems and assessment tools to develop a comprehensive questionnaire that is applicable to healthcare commodities purchased by UNDP, and on a broader level to any product or service in the health sector.

Furthermore, this questionnaire is aligned with the United Nations Supplier Code of Conduct¹ and the ten principles of the United Nations Global Compact². After selecting the relevant aspects of an environmental impact assessment process and determining the general categories this questionnaire should cover, specific questions were developed for each of these categories and a limited number of possible answers were defined. These categories have been chosen in accordance with the nine focus areas of the United Nations informal Interagency Task Team on Sustainable Procurement in the Health Sector (SPHS)³. The reason behind prioritizing multiple-choice questions over open-ended questions was to reduce as much as possible the subjectivity during the assessment of the questionnaire. In addition, for most of the questions the respondent has been requested to provide documents that support the answer provided.

Following the first draft of the questionnaire, an international consultation and review process was conducted inviting technical experts in key areas such as carbon footprint, wastewater treatment, hazardous chemical management, and green procurement. The main goals of these consultations were to not only improve the overall relevance of the questionnaire, but also to further harmonize and standardize it. As a result of this process an improved and final version was developed, being accepted and recognized as a key tool by partners and stakeholders.

The environmental questionnaire is a critical milestone for the development of the Green Procurement Index Health. It is the foundation for the development of green procurement criteria in the health sector. Through the collection of relevant data on suppliers' environmental practices, it will be possible to not only define a baseline, but also define a set of realistic environmental criteria to be included in upcoming tenders and procurement practitioners will use the tool during the selection of suppliers. At the same time, this database will become a powerful tool to identify best practices as well as areas where support and capacity building for suppliers must be provided in order to reach the UNDP goal: enabling the transition to a green economy.

All responses will be held in strict confidence, and any reports will have all responses submitted anonymized to protect individual respondent confidentiality.

1 https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct_english.pdf

2 <https://www.unglobalcompact.org/what-is-gc/mission/principles>

3 <http://savinglivesustainably.org/>

How to fill in this questionnaire

- ▶ The questions are divided into two main blocks: manufacturing level for those questions assessing the overall environmental performance of the supplier or manufacturer and product level for the questions referring to the specific healthcare product that is being assessed.
- ▶ For each Multiple Choice Question, only one answer is required.
- ▶ There are specific questions for pharmaceutical products that do not apply to other medical products (i.e. medical devices).
- ▶ When supporting documents are requested, documents mentioned between brackets are examples only, you may provide other supporting documents you consider relevant.
- ▶ When a question requires information from products or sub-products outsourced by your company, please gather and provide the required information from your suppliers and subcontractors.
- ▶ Please feel free to write comments in the dedicated spaces.

1. Manufacturer / Supplier Identification

- ▶ Sustainability focal point (full name and position):
- ▶ Company Name:
- ▶ Telephone number:
- ▶ Email:
- ▶ Website:
- ▶ Product(s):
- ▶ Physical address of the manufacturing location:
- ▶ Number of employees including contract and temporary workers at the manufacturing location:
- ▶ Physical address of the packaging location:
- ▶ Number of employees including contract and temporary workers at the packaging location:

2. Facility / Factory Level

2.1. Environmental sustainability best practices

- 2.1.1. a. Is your company aware that contracting with UNDP implies adhering to the UN Supplier Code of Conduct⁴?

No

Yes, we are aware but we do not comply with the code of conduct

Yes, we are aware and partially comply with the code of conduct

Yes, we are aware and fully comply with the code of conduct

- b. If yes, please explain how your company ensures adherence to the UN Supplier Code of Conduct and share any supporting document(s) (e.g. sample reports).



Comments:

- 2.1.2. a. Does your company have a formal Environmental policy in place?

No

Yes

- b. If yes, please share a copy of the policy.



Comments:

- 2.1.3. a. Does your company monitor the compliance of sub-suppliers with corporate environmental policies (greenhouse gas emissions, waste water, hazardous chemicals, etc.)?

No

Yes

- b. If yes, please specify which ones and share any supporting document(s) (e.g. sample reports / monitoring schedule).



Comments:

- 2.1.4. a. Does your company have an Environmental Management System in place certified by an external authorized certification body based on internationally recognized standards (e.g. ISO 14001 or Eco-Management and Audit Scheme (EMAS))?

No

Yes

⁴ <http://www.undp.org/content/dam/undp/img/corporate/procurement/UN%20Supplier%20Code%20of%20Conduct.pdf>

- b. If yes, please share a copy of the certificate(s).
- c. If no, please communicate when your company would be able to obtain a certified Environmental Management System.

 Comments:

2.2. Greenhouse gas (GHG) emissions and other hazardous emissions

- 2.2.1. a. Does your company have a GHG emission management/reduction plan⁵?
- No
 - Yes
- b. If yes, please share any supporting document(s).
 - c. If you are currently working on the development of such plan, please specify by when it will be ready.

 Comments:

- 2.2.2. a. Does your company control its flue gas emissions regularly?
- No
 - Yes
 - N/A
- b. If yes, please explain the frequency at which flue gas emissions are monitored, and which technologies are used to reduce hazardous emissions and share any supporting document(s) (e.g. emission reports).

 Comments:

- 2.2.3. a. Does your company control indoor air quality at the facility?
- No
 - Yes
 - N/A
- b. If yes, please share any supporting document(s) (e.g. indoor air quality reports).

 Comments:

⁵ For your consultation please follow the link to access a reliable methodology to measure and monitor Carbon Footprint developed by the National Health System in England (NHS): http://www.sduhealth.org.uk/documents/Pharma_Full_Guidance_GHG_Nov_2012.pdf

2.3. Water and wastewater management

- 2.3.1. a. Has your company conducted a toxicity testing (TT) or an environmental impact assessment (EIA) for the wastewater?

No
Yes
N/A

- b. If yes, please explain which approach was used (focus on specific API(s) / whole effluent toxicity testing) and share the results of this TT/EIA.

 Comments:

- 2.3.2. a. Has your company developed a risk mitigation and management plan for its wastewater?

No
Yes
N/A

- b. If you are currently working on the development of such plan, please specify by when it will be ready.

- c. Please share any supporting document(s) (e.g. copy of the plan).

 Comments:

- 2.3.3. a. Does your company pretreat wastewater before disposal or have a sewage treatment plant (STP) at the facility?

No
Yes
N/A

- b. If yes, please specify the treatments conducted and the percentage of wastewater treated compared to the total amount of wastewater produced in your facility.

- c. If no, please explain where the untreated wastewater is going after leaving your company (e.g. municipal STP, river, etc.).

- 2.3.4. a. Does your company analyze the composition of the wastewater effluent discharged out of the facility?

No
Yes
N/A

- b. If yes, please share a copy of the analysis results and specify the concentrations (micrograms per liter) for the last 12 months. If more than one source of effluent, please describe.

- c. In case of sub-contracting to a third-party treatment plant, please include its contact and location.

 Comments:

- 2.3.5. a. Does your company take any action in order to reduce water consumption and wastewater?
No
Yes
- b. If yes, please explain what your company is doing in order to reduce water consumption and wastewater.
- 2.3.6. a. Would your company be interested in receiving technical support to develop a wastewater management improvement plan?
No
Yes
- b. If yes, please select which aspects your company would be interested in (you can select more than one):
Quick scan
Detailed assessment with recommendations
Detailed wastewater management improvement plan
Technical support to implementation of waste management improvement plan
Others (please specify)

2.4. Energy management

- 2.4.1. a. Does your company have a certified Energy Management System in place (e.g. ISO 50001 or equivalent)?
No
Yes
- b. If yes, please share a copy of the certificate.

 Comments:

- 2.4.2. a. Does your company monitor its energy consumption?
No
Yes (only at factory/facility level)
Yes (at factory/facility and sub-process levels)
- b. If yes, please share and explain any supporting document(s).

 Comments:

- 2.4.3. Please list the electricity sources in your facility (e.g. state grid, captive generators, co-generators, etc.)

- 2.4.4. a. Has your company installed/implemented any of the following practices/equipment to reduce/recycle energy in the facility?
- Natural air blowing system
 - Heat exchangers
 - Insulation of steam pipes
 - Condensate Recovery
 - Others (please specify)
 - N/A (please provide reason)

- b. Please share and explain any supporting document(s).

 Comments:

- 2.4.5. a. Has your company improved lighting system by implementing/installing any of the following systems?
- Maximizing sunlight/daylight use
 - Removing unnecessary lights
 - Installing LED lighting
 - Installing motion sensors or occupancy sensors
 - Others (please specify)

- b. If yes, please share and explain any supporting document(s).

 Comments:

- 2.4.6. a. Does your company use or produce electricity from renewable energy sources (e.g. solar, wind, biomass, etc.)?
- No
 - Yes

- b. If yes, please specify the % of energy consumed coming from renewable sources.

 Comments:

- 2.4.7. a. Would your company be interested in receiving technical support for a transition plan to renewable energies and/or for an energy efficiency plan?
- No
 - Yes
- b. If so, please select which aspects your company would be interested in (you can select more than one):
- Quick scan
 - Detailed assessment with recommendations
 - Detailed transition plan and/or energy efficiency plan
 - Technical support to implementation of transition plan and/or energy efficiency plan
 - Others (please specify)

2.5. Chemicals and hazardous substances management

- 2.5.1. a. Does your company maintain a register of all chemicals, purchased, used and disposed?
No
Yes
N/A

- b. If so, please share and explain any supporting document(s).

 Comments:

- 2.5.2. What information beyond legal requirements does your company disclose about the chemical ingredients in the products manufactured or distributed?

- 2.5.3. a. Has your company undertaken any actions to substitute hazardous chemicals⁶ used in the production process with less harmful alternatives or to make the chemical process of production greener?
No
Yes
N/A

- b. If yes, please provide details (which actions, whether you developed a policy and set targets, etc.) and share any supporting document(s).

 Comments:

- 2.5.4. a. Does your company use/produce (intentionally or unintentionally) any of the substances considered Persistent Organic Pollutants (POPs) listed in the Stockholm Convention⁷?
No
Yes

- b. If yes, please specify the products or processes where such POPs are used/produced and describe any action undertaken to reduce or avoid these substances.

 Comments:

⁶ A chemical that meets any of the following criteria: 1) carcinogenic, mutagenic, or toxic to reproduction (CMR); 2) persistent, bioaccumulative and toxic substance (PBT); 3) any other chemical for which there is scientific evidence of probable serious effects to human health or the environment that give rise to an equivalent level of concern (for example, an endocrine disruptor or neurotoxicant); or 4) a chemical whose breakdown products result in a CoHC that meets any of the above criteria. See more at: <https://www.chemicalfootprint.org/learn>, <http://echa.europa.eu/candidate-list-table>

⁷ <http://chm.pops.int/TheConvention/ThePOPs/ListingofPOPs/tabid/2509/Default.aspx>

- 2.5.5. a. Does your company use/produce any of the substances considered Ozone-Depleting Substances (ODSs) listed in the Vienna Convention and Montreal Protocol⁸?
- No
Yes
- b. If yes, please explain the products or processes where such ODSs are used/produced and describe any action undertaken to reduce or avoid these substances.

 Comments:

- 2.5.6. a. Does your company provide appropriate training to the employees concerning handling of chemicals, including response in case of spillage or emergency and understanding the content of the safety data sheets (SDS)?
- No, we do not provide any training
Yes, we provide training to the employees handling chemicals
Yes, we provide training to all of our employees
N/A

- b. If yes, please share any supporting document(s) (e.g. training schedule, training policy).

 Comments:

2.6. Waste management

- 2.6.1. a. Does your company have a procedure for managing or treating your hazardous and non-hazardous waste, including proper storage facilities?
- No
Yes
N/A
- b. Please share a copy of certificates issued by local authorities or any subcontracted company handling your hazardous and non-hazardous waste. In case of subcontracting this service, please share the contact and location of the company.


 Comments:

- 2.6.2. a. Has your company undertaken any action in order to reduce, reuse and/or recycle waste at the facility?
- No
Yes
N/A

- b. If yes, please provide more details and any supporting document(s).

 Comments:

⁸ <http://ozone.unep.org/en/handbook-montreal-protocol-substances-deplete-ozone-layer/5>

- 2.6.3. Does your company segregate waste at source (separate bins for different type of waste e.g. paper, plastic, organic/food, metal, etc.)?
- No
Yes
-  Comments:
- 2.6.4. Please describe the types and amounts (kg/unit produced) of hazardous waste generated in your facility.
- 2.6.5. a. Does your company / Active Pharmaceutical Ingredients (API) supplier analyze the API concentration from any effluent discharge coming out of the factory?
- No
Yes
N/A
- b. If no, please explain the reason.
- c. If yes, please provide the following information:
- Name(s) of the API(s):
 - Concentration(s) (micrograms per liter) for each effluent sample analyzed during the last 12 months:
- 2.6.6. a. Has your company implemented process efficiency improvements that reduce the amount of APIs reaching wastewater?
- No
Yes
N/A
- b. If yes, please provide more details and any supporting document(s).
- 2.6.7. a. Would your company be interested in receiving technical support to develop a waste management improvement plan?
- No
Yes
- b. If yes, please select which aspects your company would be interested in (you can select more than one):
- Quick scan
 - Detailed assessment with recommendations
 - Detailed waste management improvement plan
 - Technical support to implementation of waste management improvement plan
 - Others (please specify)

2.7. Packaging

- 2.7.1. a. Does your company procure packaging from FSC, EU Ecolabel, PEFC, Nordic Ecolabel or equivalent certified suppliers?

No

Yes

- b. If yes, please specify the percentage and share any supporting document(s).



Comments:

- 2.7.2. a. Does your company use biodegradable material for secondary and tertiary packaging?

No

Yes

<40%

40-80%

>80%

- b. If yes, please specify the percentage and share any supporting document(s).



Comments:

- 2.7.3. a. Would your company be interested in receiving technical support to develop an “up-cycling”⁹ packaging plan?

No

Yes

- b. If yes, please select which aspects your company would be interested in (you can select more than one):

Quick scan

Detailed assessment with recommendations

Detailed up-cycling packaging plan

Technical support to implementation of up-cycling packaging plan

Others (please specify)

⁹ Up-cycling: to develop the next generation of packaging products that are optimized for recycling and reuse, while, at the same time, retaining their quality and value (*The Upcycle: Beyond Sustainability — Designing for Abundance*, William McDonough & Michael Braungart, 2013)

3. Product Level

3.1. Product details

- ▶ Manufacturer name:
- ▶ International Nonproprietary Name (INN):
- ▶ Brand name:
Please list the full address and contact details of **where the Active Pharmaceutical Ingredient (API) in your product was produced**. If the API was produced at more than one production site, please list all of them. ** To be answered only if different from the details provided in the 1.1 section.*
- ▶ Company name:
- ▶ Company address:
- ▶ Contact details:
Please list the full address and contact details of **where your product was formulated**. If formulation took place at more than one site, please list all. ** To be answered only if different from the details provided in the 1.1 section.*
- ▶ Company name:
- ▶ Company address:
- ▶ Contact details:

3.2. Resources consumption

Please consider the production of subcomponents / APIs of your product.

When considering the production of subcomponents / APIs of your product, please provide an estimation of the resources consumed to produce one unit of your product (please specify the product unit):

- ▶ Water consumed (m³ / unit produced):
- ▶ Wastewater discharge (m³ / unit produced):
- ▶ Electricity (kWh / unit produced):
- ▶ Carbon footprint (Kg of CO₂ equivalent / unit produced)¹⁰:

¹⁰ The GHG Protocol (in accordance with ISO 14064) prescribes reporting direct (Scope 1) emissions and energy indirect (Scope 2) emissions. Please estimate and provide the carbon footprint of your product considering scope 1 and 2 of emissions

3.3. Packaging

- a. Please share the list of materials used for packaging the product (include primary, secondary and tertiary packaging).
- b. If available, please share packaging specification and pictures.

 Comments:

- 3.3.1. a. Does the product packaging (secondary and tertiary) contain recycled material?
No
Yes
- b. If yes, please specify the percentage.

 Comments:

- 3.3.2. Does the product packaging contain Polyvinyl Chloride (PVC)?
No
Yes

 Comments:

- 3.3.3. Does the product packaging contain Polystyrene (PS)?
No
Yes

 Comments:

3.4. Chemicals and hazardous substances management

- 3.4.1. a. Are any of the chemicals on the EU REACH candidate list used in the production of your product¹¹? Please always consider subcomponents / APIs of your product.
No
Yes
- b. If yes, please indicate the name of the chemicals and concentration

 Comments:

¹¹ <http://echa.europa.eu/candidate-list-table>

3.4.2. Does the product contain mercury?¹²

No

Yes



Comments:

3.4.3. Does the product contain Polyvinyl chloride (PVC)?

No

Yes



Comments:

¹² <http://www.mercuryconvention.org/>

4. Final Comments

Please add any further information that you consider relevant for this questionnaire.

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Resilient nations.*