



Model Responsible Purchasing Report: Template Document

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HOW TO USE THIS TEMPLATE DOCUMENT

This Template Document serves as an ideal model for users to create their own responsible purchasing reports. Use the accompanying Guidance Document to help fill in the [bracketed] areas and add a cover page to form your own report. The language in this document is original work by the Responsible Purchasing Network (RPN), and should be used only by RPN members. The recommended language can be modified if users do not feel it meets the needs of their specific reporting circumstances.

Much of the data that goes into a responsible purchasing report comes as a result of an effective system to track purchases. For more guidance on how to track purchases, please refer to **Addendum I: How to Track Purchases** in the Guidance document.

STYLE GUIDANCE

Reports should be useful for internal staff as well as community members and stakeholders. Each section contains suggested formatting techniques to clearly outline information for readers.

- ▶ Add **pictures** of purchased products or ongoing projects that demonstrate your responsible purchasing efforts. In captions, include specific details about the pictured product.
- ▶ Add **charts or graphs** to illustrate changes over time or relationships. Be sure to add titles to each illustration so each exhibit can be referenced in the text.
- ▶ **Highlight** important phrases or statistics. This can be done by bolding text, offsetting these points in the margins, and creating a summary box to emphasize your point. To find interesting statistics on specific product categories, refer to the [RPN Purchasing Guide Handy Facts Pages](#)

This Model Responsible Purchasing Report provides recommendations for communicating your work concerning responsible purchasing. We offer the following as a resource to create reports that engender support for responsible purchasing programs and recognition for their value in saving money and resources, and improving the environment.

RPN MODEL EXECUTIVE SUMMARY LANGUAGE

[ORGANIZATION NAME]'s responsible purchasing program was initiated in **[YEAR]** and reflects our commitment to sustainability, as mandated by **[MANDATE, e.g. climate commitment, zero waste policy, etc.]**. **[ORGANIZATION NAME]** defines **[responsible, environmental, or sustainable, depending on what term is used]** as promoting **[DEFINITION, e.g. environmental stewardship, protecting human health, and supporting local and global sustainability]**.

In **[YEAR]**, **[ORGANIZATION NAME]** spent a total of **[\$[AMOUNT]]** on socially and environmentally responsible products. This represents **[PERCENT]** % of **[ORGANIZATION NAME]**'s annual procurement expense budget. Compared to conventional alternatives, these purchases saved **[\$[AMOUNT]]**.

Our responsible purchases resulted in the following benefits:

- **[NUMBER]** pounds CO2e emissions avoided
- **[NUMBER]** gallons of water saved
- **[NUMBER]** trees saved
- **[NUMBER]** tons of waste reduced or diverted
- **[OTHER BENEFITS]**
- **[OTHER BENEFITS]**

In the past year, we piloted several new products, including:

[NUMBER] **[PRODUCT]**s were purchased and tested by **[DEPT]**. The results included:

- ▶ **[BENEFIT]**
- ▶ **[CHALLENGE]**

As a result of the test, **[ORGANIZATION NAME]** intends to **[ACTIVITY]**.

[NUMBER] **PRODUCT**s were purchased and tested by **[DEPT]**. The results included:

- ▶ **[BENEFIT]**
- ▶ **[CHALLENGE]**

As a result of the test, **[ORGANIZATION NAME]** intends to **[ACTIVITY]**.

This year we established an important partnership with **[PARTNER]** designed to

[GOAL]. In the coming year, we plan to **[PLANNED ACTIVITIES]**.

Our other goals in the upcoming year include:

- **[GOAL 1]**
- **[GOAL 2]**
- **[GOAL 3]**

Responsible Purchasing Policies Template

RPN MODEL *RESPONSIBLE PURCHASING POLICIES* SECTION LANGUAGE

[INSTITUTION]'s Responsible Procurement Policies include the following [LAWS/ORDINANCES/POLICIES]:

- [Policy #1- Name, Date of policy adoption, description, and deliverables, URL]
- [Policy #2- Name, Date of policy adoption, description, and deliverables, URL]
- [Policy #3- Name, Date of policy adoption, description, and deliverables, URL]
- [Policy #4- Name, Date of policy adoption, description, and deliverables, URL]
- [Policy #5- Name, Date of policy adoption, description, and deliverables, URL]

Purchase Summary Template

RPN MODEL *PURCHASE SUMMARY* SECTION LANGUAGE

During **[TIME PERIOD]**, the **[INSTITUTION]** purchased **[\$[AMOUNT]]** on socially and environmentally responsible products. The **[INSTITUTION]** saved **[\$[AMOUNT]]** as a result of its responsible purchasing efforts.

This year's responsible purchasing spending represents a **[PERCENTAGE]** % **[INCREASE/DECREASE]** over the previous year, when the **[INSTITUTION]** spent **[\$[AMOUNT]]** on socially and environmentally responsible products and saved **[\$[AMOUNT]]**. The **[INCREASE/DECREASE]** is partially due to **[REASON]**.

The savings realized by the responsible purchasing program equal **[NUMBER]** times as much as it costs to run the responsible purchasing program. Future efforts to increase cost savings include **[ACTION]**.

Calculations for responsible purchasing spending are made by **[METHOD]**. We are undertaking efforts to improve the accuracy and timeliness of our results, including **[ACTION]**.

The social and environmental benefits achieved by the Responsible Purchasing Program include:

- **[BENEFIT 1] – [DESCRIPTION]**
- **[BENEFIT 2] – [DESCRIPTION]**

See the chart below for spending figures, by product category.

[YEAR] Responsible Purchasing Spending	
Product Category	Amount
Agricultural Products	[\$[NUMBER]]
Cleaning Supplies	[\$[NUMBER]]
Construction Materials	[\$[NUMBER]]
Energy-Efficient Products	[\$[NUMBER]]
Food Services	[\$[NUMBER]]
Green Power	[\$[NUMBER]]
Office Products	[\$[NUMBER]]
Vehicles and Maintenance	[\$[NUMBER]]
Miscellaneous Products	[\$[NUMBER]]
TOTAL RESPONSIBLE PURCHASES IN [YEAR]	[\$[NUMBER]]

[YEAR] Savings Due to Responsible Purchasing Program Purchases

Item	Amount
Alternative Fuel Vehicles	[\$NUMBER]
Energy-Efficient Lighting	[\$NUMBER]
Energy-Efficient Electronics	[\$NUMBER]
Green Cleaning Products	[\$NUMBER]
Remanufactured Toner Cartridges	[\$NUMBER]
Renewable Energy	[\$NUMBER]
Reclaimed Water and Water-Efficient Fixtures	[\$NUMBER]
Retread Tires	[\$NUMBER]
Recycled Vehicle Maintenance Fluids	[\$NUMBER]
TOTAL SAVINGS DUE TO RESPONSIBLE PURCHASING PROGRAM PURCHASES	[\$NUMBER]

[INSERT GRAPH OF RESPONSIBLE PURCHASING SPENDING IN PREVIOUS 1-5 YEARS]

[INSERT GRAPH OF SAVINGS DUE TO RESPONSIBLE PURCHASING PROGRAM PURCHASES IN PREVIOUS 1-5 YEARS]

RPN MODEL *PURCHASE DETAILS* SECTION LANGUAGE

Note: The Model Language below should be replicated for each of the nine product categories.

[PRODUCT CATEGORY 1]

A total of \$[AMOUNT] was spent on [PRODUCT CATEGORY] in [YEAR]. Social and environmental issues concerning [PRODUCT CATEGORY] products include [ISSUES]. [RESPONSIBLE PRODUCT] can address some of these issues by [EXPLANATION].

Historically, [INSTITUTION] has purchased [OBSOLETE PRODUCT], but has recently begun testing [PRODUCT/SERVICE]. The [TEST PROGRAM] held this year tested [PRODUCT/SERVICE] with [RESULTS]. This is the first time [PRODUCT/SERVICE] was deployed widely, and [INSTITUTION] will [CONTINUE/DISCONTINUE/FURTHER EVALUATE] its use.

The [INSTITUTION] continues to establish contracts that allow agencies to procure a wide variety of responsibly purchased [PRODUCT CATEGORY] which meet certain environmental standards. The following is a list of eco-labels and standards used to identify environmentally or socially preferable alternatives for [PRODUCT CATEGORY].

- [PRODUCT1] - [ECO-LABEL], [STANDARD]
- [PRODUCT2] - [ECO-LABEL], [STANDARD]

<i>(ADD PICTURES OF PRODUCT/SERVICE)</i>	<i>(ADD PICTURES OF PRODUCT/SERVICE)</i>
--	--

(ADD GRAPH COMPARING THIS YEAR'S [PRODUCT CATEGORY] SPENDING TO PREVIOUS YEARS')

[YEAR] [PRODUCT CATEGORY 1] Purchases		
Product	Description <ul style="list-style-type: none"> • <i>(Why is it green? List relevant eco-label/standard)</i> • <i>(If it saves money, how much?)</i> • <i>(What conventional product does it replace?)</i> 	Amount Spent
[PRODUCT]	[DESCRIPTION]	[\$NUMBER]
[PRODUCT]	[DESCRIPTION]	[\$NUMBER]
[PRODUCT]	[DESCRIPTION]	[\$NUMBER]
[PRODUCT]	[DESCRIPTION]	[\$NUMBER]
[PRODUCT]	[DESCRIPTION]	[\$NUMBER]
TOTAL AMOUNT SPENT ON [PRODUCT CATEGORY]		[\$NUMBER]

RPN MODEL *END-OF-LIFE MANAGEMENT* SECTION LANGUAGE

Since [YEAR], [DEPARTMENT] has been responsible for organizational recycling efforts, according to [LAW/ORDINANCE/POLICY]. [INSTITUTION] spent a total of \$[AMOUNT] on recycling efforts in [YEAR].

The traditionally recycled items accepted for recycling by our facility are: [ITEM 1], [ITEM 2], [ITEM 3]. At present, the recycling rate is [PERCENTAGE] % of the overall waste stream.

The following items are not widely recycled by similar institutions, but [INSTITUTION] has arranged for the recovery of materials from these items.

[ITEM 4]

[INSTITUTION] has been recycling [ITEM 4] since [YEAR]. The environmental effects of improper disposal of [ITEM 4] include [EFFECTS]. The potential for human health hazard also exists, due to the presence of [CHEMICAL] in [ITEM 4].

[INSTITUTION] manages the recycling of [ITEM 4] through a partnership with [PARTNER]. In the past year, [NUMBER/UNITS] of [ITEM 4] were recycled, saving [NUMBER/UNITS] of [MATERIAL] from entering landfills. [INSTITUTION] saved \$[NUMBER] through the recovery of [ITEM 4] by avoiding landfill disposal.

[ITEM 5]

[INSTITUTION] has been recycling [ITEM 5] since [YEAR]. The environmental effects of improper disposal of [ITEM 5] include [EFFECTS]. The potential for human health hazard is also present, due to the presence of [CHEMICAL] in [ITEM 5].

[INSTITUTION] manages the recycling of [ITEM 5] through a partnership with [PARTNER]. In the past year, [NUMBER/UNITS] of [ITEM 5] were recycled, saving [NUMBER/UNITS] of [MATERIAL] from entering landfills. [INSTITUTION] saved \$[NUMBER] through the recovery of [ITEM 5] by avoiding landfill disposal.

Future Efforts

Over the next year, [INSTITUTION] will pilot recycling program for [ITEM 6]. The environmental effects of improper disposal of [ITEM 6] include [EFFECTS]. The potential for human health hazard also exists, due to the presence of [CHEMICAL] in [ITEM 6].

[INSTITUTION]'s recycling rate could increase if [NEW PROGRAM] were implemented. This program would involve [STAKEHOLDERS] undertaking [ACTIONS]. The

anticipated benefit is \$[NUMBER] and [NUMBER/UNITS] [MATERIAL] diverted from landfills.

<i>(ADD GRAPH OF TOTAL WASTE COLLECTED OVER TIME)</i>	<i>(ADD GRAPH OF TOTAL RECYCLED MATERIALS COLLECTED OVER TIME)</i>
<i>(ADD GRAPH OF RECYCLING SPENDING OVER TIME)</i>	<i>(ADD GRAPH OF RECYCLING RATE OVER TIME)</i>

RPN MODEL *RECOGNITION* SECTION LANGUAGE

[INSTITUTION] has received significant recognition for its responsible purchasing efforts over the past year. **[INSTITUTION]** was the proud recipient of the **[YEAR]** **[AWARD]** for its **[PROJECT]**.

Previous awards earned by **[INSTITUTION]** include:

- **[YEAR]** – **[AWARD]**, **[AWARDING ORGANIZATION]**
- **[YEAR]** – **[AWARD]**, **[AWARDING ORGANIZATION]**
- **[YEAR]** – **[AWARD]**, **[AWARDING ORGANIZATION]**

[INSTITUTION] was mentioned in **[MEDIA]** on **[DATE]** for its **[PROJECT]**. It was also listed in **[MEDIA]** on **[DATE]**, **[MEDIA]** on **[DATE]**, and **[MEDIA]** on **[DATE]**.

[INSTITUTION]'s Responsible Purchasing Program supports other environmental initiatives within the organization, and purchasing was used to earn points toward **[CERTIFICATION]**. The responsible purchasing program **[COORDINATOR/MANAGER/DIRECTOR]** submitted purchase data to partners in **[DEPARTMENT]** who managed the process to earn **[CERTIFICATION]**.

RPN MODEL CHALLENGES AND OPPORTUNITIES SECTION LANGUAGE

In [YEAR], [INSTITUTION] encountered the following challenges to the responsible purchasing program:

- [CHALLENGE 1] – [EXPLANATION]
- [CHALLENGE 2] – [EXPLANATION]
- [CHALLENGE 3] – [EXPLANATION]
- [CHALLENGE 4] – [EXPLANATION]
- [CHALLENGE 5] – [EXPLANATION]

[INSTITUTION] is addressing these challenges and advancing its work by:

- [OPPORTUNITY 1] – [EXPLANATION]
- [OPPORTUNITY 2] – [EXPLANATION]
- [OPPORTUNITY 3] – [EXPLANATION]
- [OPPORTUNITY 4] – [EXPLANATION]
- [OPPORTUNITY 5] – [EXPLANATION]

Acknowledgements and Additional Resources Template

RPN MODEL *ACKNOWLEDGEMENTS AND ADDITIONAL RESOURCES* SECTION LANGUAGE

[INSTITUTION] would like to thank the following individuals for their contributions to this Responsible Purchasing Report: **[NAME]**, **[NAME]**, **[NAME]**.

[INSTITUTION] maintains relationships with the following organizations:

[ORGANIZATION 1]

[ORGANIZATION 1] assists **[INSTITUTION]** with **[ACTIVITY]**. **[FURTHER DESCRIPTION OF RELATIONSHIP]**.

[ORGANIZATION 2]

[ORGANIZATION 2] assists **[INSTITUTION]** with **[ACTIVITY]**. **[FURTHER DESCRIPTION OF RELATIONSHIP]**.

Glossary

[TERM 1] – [DEFINITION]

[TERM 2] – [DEFINITION]

List of Acronyms and Terms Used in the Report

[ACRONYM 1] – [FULL PHRASE]

[ACRONYM 2] – [FULL PHRASE]

Calculators Used to Determine Cost and Environmental Benefits

[CALCULATOR 1] – [SOURCE], [LINK]

[CALCULATOR 2] – [SOURCE], [LINK]

[ADDITIONAL RESOURCES]

[DESCRIPTION OF RESOURCES]

Contact

[NAME]

[TITLE]

[INSTITUTION]

[PHONE NUMBER]

[EMAIL ADDRESS]



Join RPN

Because Every Purchase Matters.

Membership Benefits:

- ▶ Model policies and specifications
- ▶ Green purchasing webinars
- ▶ Certified green products database
- ▶ Expert sustainability speakers
- ▶ Responsible Purchasing Awards

Consulting Services:

- ▶ Custom green specifications
- ▶ Green purchasing policies
- ▶ Life Cycle Analyses
- ▶ Green office audits
- ▶ Cost-saving green practices

“RPN provided us with the data analysis demonstrating the long-term, positive environmental effects made by shifting to more responsibly made products.”

*Perry Plumart, Deputy Director, Green the Capitol Office,
U.S. House of Representatives. Office of Greening the Capitol*

RPN's series of **Responsible Purchasing Guides** includes best practices, policies, specs, standards, case studies, calculators, group contracts, and green product lists for:



- ▶ Carbon offsets
 - ▶ Cleaners
 - ▶ Computers
 - ▶ Drinking water
 - ▶ Faith organizations
 - ▶ Fleet vehicles
 - ▶ Fluorescent lighting
 - ▶ Food services
 - ▶ Graffiti remover
 - ▶ LED lighting
 - ▶ Office electronics
 - ▶ Office paper
 - ▶ Paint
 - ▶ Renewable energy
 - ▶ Tires & wheel weights
 - ▶ Toner cartridges
- ... and more coming soon

For membership inquiries & consulting rates,
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