
Sustainability Starter Kit

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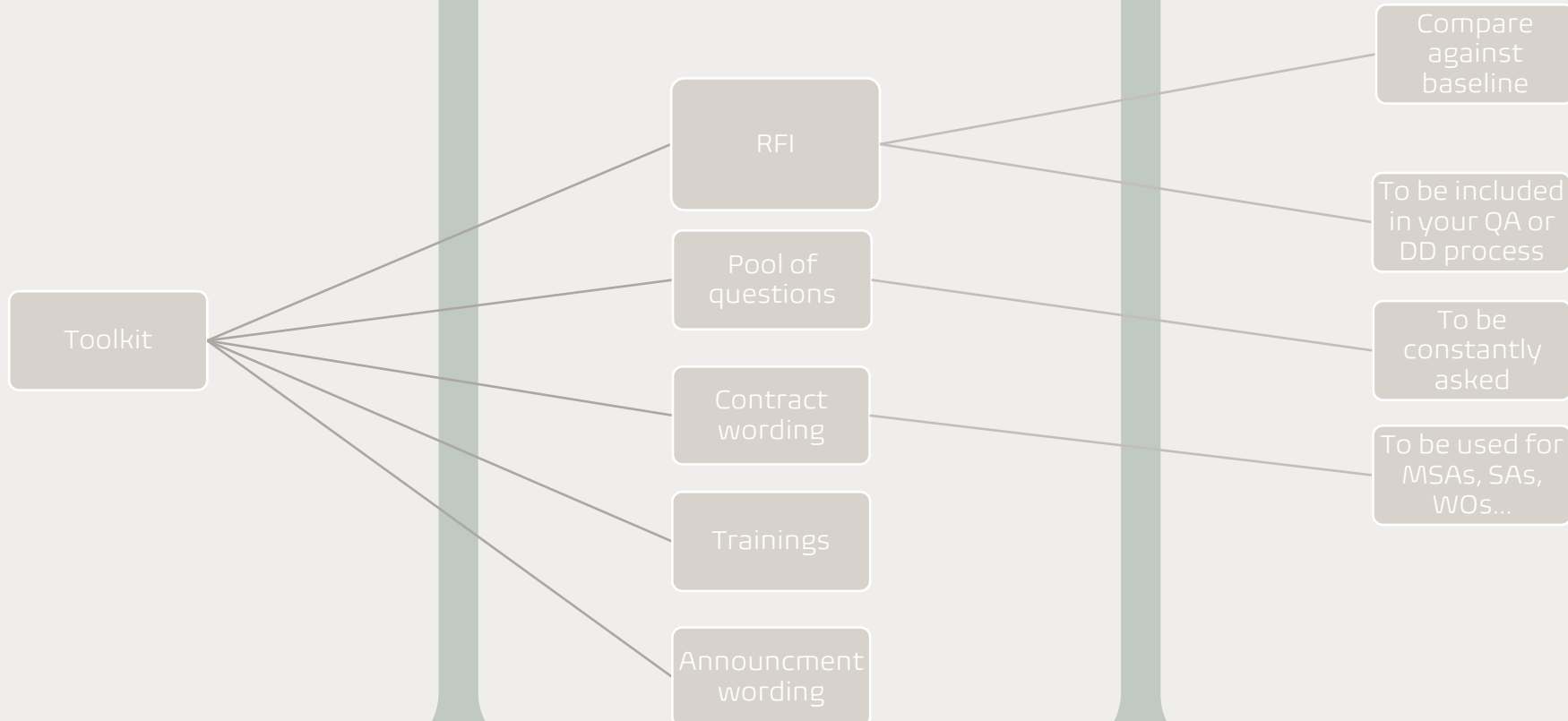


05 Toolkit: Start tomorrow

Start

Implementation

Go Live



05 Toolkit: Start the process

Thoughts BEFORE you start:

1. Who is responsible? Department? SPOC?
2. In which process you want to implement this check? QA?DD?
3. Where to save/track the data?
 1. Central space to collect data per supplier? Database? Oracle/SAP? Sharepoint?
 2. Seperate space purely for sustainability checks?
 3. Central tracker?
4. What do you do with the data? E.g. Impact on vendor selection? Just collection of data? How do you follow up on unsatisfying results? Implementation of positive outcomes within your company?

If you answered these questions, update the process wording based on your decisions and file them as "Guideline" with a respective header (date/version number)

Example for a GUIDELINE:

Company name/date/version number

Company name commits to the 17 goals of the United Nations. *Company name* tries with all efforts to started to work on a sustainable environment by implementing the "**Sustainability Supplier Check /SSC**".

Company name's department/role

Is responsible to collect the respective Information (link RFI) from every/core/ Specific/active supplier *Company name* is working with. The information is filed and tracked in *Filing Space*.

Depending on the given information of the RFI *Company name* will internally align and evaluate and decide on the impact for this supplier. e.g. The outcome will influence the respective Vendor selection about x% ...

Company name will ensure that SSC will be done on a bi-yearly basis per supplier.

OS Toolkit: RFI

RFI: Sustainability Check (valid for the subsequent 2 years after signature date)

Supplier:

Name

Address

Supplier Contact: Name/Role/Email address

Company/Sponsor Contact: Name/Role/Email address

Date: _____/Signature: _____

The supplier ensures that in case of change of the information given below, the supplier will contact the company/sponsor within 10 working days to inform in detail about the implemented changes. The supplier will proactively update this RFI to ensure transparency. The supplier and the company/sponsor will align on the consequences of this change on running contracts/projects.

Activity	comments	yes/no
Is sustainability a proactive and senior management supported topic in your company?		
If yes: how is it managed? Dedicated department? Dedicated leads? Board responsibility		
How is the effectiveness of sustainability initiatives measured in your company?		
Does your company have a long term vision of your Sustainability goals? (yes/no), If yes: What would be the ideal outcome if they are achieved?		
Which of the 17 UN Sustainability Goals are you actively supporting?		

Suggestions

Demographic questions (ask at the end)

Please indicate the size of your company

- Small business (up to 100 employees)
- Medium business (101 - 1500 employees)
- Large business (1501+ employees)

Please indicate your company sector:

- Pharma
- Biotech
- CRO
- Specialist provider
- Other (please specify)

Any other questions on company differentiators?

Activity

Are there active sustainability initiatives supported by senior management in your company? (yes/no)

If yes: how is it managed? (tick all that apply)

- Dedicated department
- Dedicated leads
- Board responsibility
- Other (please specify)

If yes: against which framework(s) is effectiveness measured? (tick all that apply)

- Global Reporting Initiative (GRI)
- Sustainability Accounting Standards Board (SASB)
- United Nations Sustainable Development Goals (SDGs)
- Another framework (please specify)
- No framework (please state how effectiveness is measured)

Does your company have a long term vision of your Sustainability goals? (yes/no) If yes: What would be the ideal outcome if they are achieved? (open response)

If you are following the UN SDGs: which of the 17 UN Sustainability Goals is your company actively supporting? (tick all that apply)

- Goal 1. End poverty in all its forms everywhere
- Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture
- Goal 3. Ensure healthy lives and promote well-being for all at all ages
- Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
- Goal 5. Achieve gender equality and empower all women and girls
- Goal 6. Ensure availability and sustainable management of water and sanitation for all
- Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all
- Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
- Goal 10. Reduce inequality within and among countries
- Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable
- Goal 12. Ensure sustainable consumption and production patterns
- Goal 13. Take urgent action to combat climate change and its impacts*
- Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
- Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- Goal 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development

Start to define your SSC:

1. RFI to be sent out by xxx to supplier
2. Feedback within 10/15/... WD
3. Review of RFI by xxx
4. Ranking of the outcome
5. Implementation of the measures

05 Toolkit: wording for contracts: Suggestions

Reduce environmental impacts and / or use Recycled Content

The Supplier must review and report to COMPANY on further opportunities to improve environmental sustainability outcomes and increase use of Recycled Content over the term of the Contract as opportunities arise and at regular intervals with a frequency of no less than (annually).

Environmental Management Practices

The Supplier must implement and maintain a documented Environmental Management System.

Environmental Sustainability Plan

The Supplier must deliver to COMPANY an Environmental Sustainability Plan within (20) business days prior Contract execution. COMPANY must within (10) business days notify the Supplier of its approval of the Environmental Sustainability Plan or outline required changes for the Environmental Sustainability Plan. The Supplier must resubmit a revised Environmental Sustainability Plan which addresses the required changes within (10) business days of being notified of the required changes for approval and this clause will apply to any resubmitted Plan.

05 Toolkit: wording for contracts: Suggestions

Minimising waste to landfill

The Supplier must review and report to COMPANY on further opportunities to improve its waste management performance through the term of the Contract as opportunities arise and at regular intervals with a frequency of no less than (annually). The Supplier must utilise these opportunities when directed by COMPANY to do so, subject to the parties agreeing any reasonable amendments to the fees and payment arrangements directly associated with the relevant opportunities.

Request Recycled Content products and data

Recycled Content must be used where reasonably practicable and where that use will not compromise the safety, quality or capability of the Goods and/or Services. .

Travel Guidance

The Supplier must deliver to argenx an Environmental Sustainability Plan within (20) business days prior Contract execution. COMPANY must within (10) business days notify the Supplier of its approval of the Environmental Sustainability Plan or outline required changes for the Environmental Sustainability Plan. The Supplier must resubmit a revised Environmental Sustainability Plan which addresses the required changes within (10) business days of being notified of the required changes for approval and this clause will apply to any resubmitted Plan.

05 Toolkit: Pool of questions during protocol development/project start up

Some questions to research/development team:

1. Schedule of event:
 - Do you see a possibility to reduce the number of sample shipments/combine shipments?
 - Do we need to always ship on dry-ice?
 - Other options possible?
 - Real example:** positive side effect: simple change in SOE **reduced shipment/costs about 30%** on actual and all subsequent studies
2. Were the sites properly trained by the CRO how to open and use the sample kits?
 - Real example:** dramatique increase of waste on sites due to not used and wrongly used/opened kits. Training of sites can reduce the use of kits to a minimum and **safe the company real money**
3. Did you challenge the CRO/supplier on managing the clinical trial as sustainable as possible? Did you openly discuss ideas with them?
 - Real example:** by bringing this topic early into discussions many CROs have great thoughts on this. In one study we could **reduce the carbon footprint about 40%**, purely due to open communications and exchanging ideas.
4. Did you ask the CRO if another customer ran an initiative which could reduce waste/carbon footprint and which we could implement into our project?
 - Real example:** build a strong relationship with your partner, work with them together. By setting up such an alliance, both parties took advantages of this project which **saved water and budget.**

Make ALL around you aware you are looking into these initiatives and embrace them to help you and to become creative together with you.

05 Toolkit: Trainings

Sustainability is build from bottom to top!

Get trained and train your colleagues and employees!

<https://climatefresk.org/> – you can request special offers for a company specific training

[Pharmaceutical & healthcare training solutions | Sustainability Unlocked](#)

[Best Sustainability Courses Online with Certificates \(2024\) | Coursera](#)

05 Toolkit: Sustainable Office

Even our eyes should be focused on “external” sustainability, we should not be blind to internal sustainability!

14 easy points to make your office/workspace more sustainable!

1) Form A Sustainable Office Team

Instead of doing all the work yourself, form a sustainable office team to brainstorm changes, implement new ways to go green, and encourage their teammates to abide by the new rules.

2) Incorporate Green Challenges

They are a fun way to encourage your team to adhere to your sustainable office policies.

For example, challenge everyone to go a month without using disposable utensils and offer free coffee or snacks as a reward.

3) Instate An “Everything Off At Night” Rule

There’s no reason to leave lights, computers, printers, and other electronic devices on when no one is there to use them.

Make it a policy that everyone has to turn off their equipment when they leave for the desk. And the last person out needs to make sure they power down all of the communal tech (printers, copiers, etc.) so that everything is off at night. Positive impact is a strong reduction in costs, also for those working at home and you reduce many IT issues which were caused by laptops not restarted for long time and therefore missed installations for important IT updates

4) Kitchen

Avoid plastic cans/cups and recycle everything! Set up recycling bins for everything from aluminum cans to plastic bottles to paper products. To avoid confusion, post signs that detail *exactly* what belongs in each bin.

5) Set Up A Composting Station

In addition to recycling solid waste, set up a composting station to recycle food scraps. Donate the leftovers to a local farm or community garden who will turn it into planting material and fertilizer.

6) Use Reusable Dishes And Utensils

Yes, disposable dishes and utensils are easier. But using reusable foodware keeps paper plates, plastic forks, and straws out of the local landfill. Be sure to establish clear expectations about dishwashing so your kitchen doesn’t become a dirty mess.

11) Put plants on your desk

Plants can reduce the level of stress until 25%, purely by looking and touching at them. The main advantage is the reduction of carbon within your room and the provision of oxygen which increases concentration and productivity

7) Choose Green Cleaning Products

The chemicals in cleaning products can harm the environment just as much as the solid waste you generate in your kitchen. And don’t forget the thousands of paper towels you go through tidying counters and tables.

Choose biodegradable, nontoxic, and petroleum-free cleaners along with washable microfiber cloths for a truly sustainable (and clean) office environment.

8) Print Double-Sided Copies

Printing double-sided copies of documents cuts your paper bill in half and prevents reams of paper from sitting in landfills. Program your printers so that the default setting is double-sided, but show your team members how to switch to single-sided in case they need it.

9) Replace Incandescent Bulbs With Compact Fluorescent Or LED Bulbs

Compact fluorescent and LED bulbs last longer than incandescent bulbs and use less energy. As your old incandescent bulbs burn out, replace them with one of the other options for a sustainable office that is less expensive to light.

10) Place a washing-up ball in your sink

When you wash fruits and vegetables, collect the water in the washing-up ball and water your plants inside and outside. E.g. To wash a hand-full of Strawberries, the average use of water is about 3l, for one apple 1l. This was implemented into a company in Spain, they saved tonnes of water, watered the whole garden and saved over the year, 1,2 Mio EUR just water costs. Implementation within a normal house-hold, approx. cost saving 500 EUR per year

12) Order green office material

We need many materials to complete our office package, choose the right one. The cheaper option is not always the best solution. Green produced products showed longer half-life as they are much more careful and thoughtfully produced.

13) Offer vegetarian and vegan food in your cafeteria

By offering/preparing vegetarian and vegan food, you can reduce carbon footprint per meal. Vegetarian vs meat 22% reduction
Vegan vs meat 37% reduction
From cost perspective a vegetarian saves 20% costs even just buying organic food, vegan saves 20%.

14) Start pre-ordering in your canteen

By changing your company’s food offering from open-order to pre-order, food waste can be reduced by 95%, cost reduction in total 25%.

05 Toolkit: Announcement letter

Start!

Make all aware you are there and look into this important topic!

As more people will be made aware on this topic as more successful your company will be!

Be creative, set an emotional connection by sharing a private story

Don't be negative and pushy! Be positive even this might be very difficult!

Identify a key person within your company and partner! Having a senior member in your company as partner can open much more doors!

Be welcoming! Create an open channel/inbox/chat/open call session where people can easily drop their ideas and thoughts!

Key take away



“I did then what I knew how to do.
Now that I know better, I do better”

(Maya Angelou)

