



**Using the New Sub object Codes to Track Green Spending**



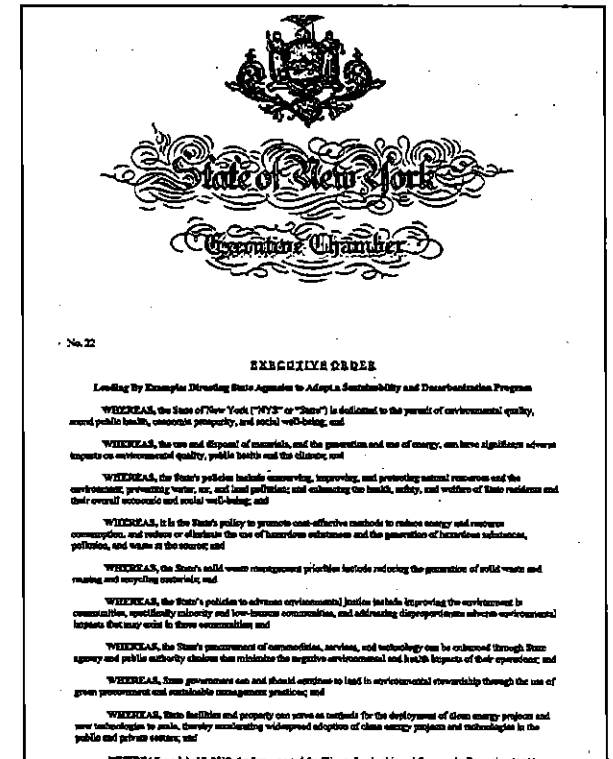
## Presentation Roadmap

- What are the governing regulations? **01**
- How do I track green spend? **04**
- What do I need to track? **02**
- What are reporting requirements? **05**
- How do I find green products? **03**
- Next steps | Q&A **06**



## What is Executive Order 22?

- Signed by Governor Hochel in September 2022
- Supersedes EOs 4, 18, 88, and 166
- Directing state agencies to adopt a sustainability and decarbonization program
- Wide range of sustainability requirements and guidance
  - Procurement
  - Climate Risk Incorporation
  - Fossil Fuel Avoidance
  - Renewable Energy
  - Embodied Carbon Tracking
  - Vehicle Electrification
  - Waste & Circularity
  - Toxics Reduction
  - Low Impact Development
  - Biodiversity and Habitat
  - Harm Reduction

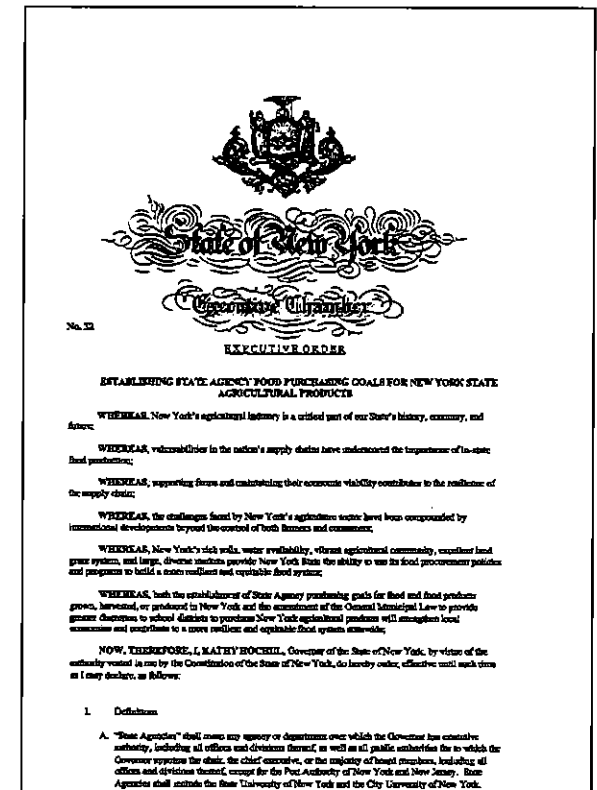


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## What is Executive Order 32?

- Signed by Governor Hochel in August 2023
- Establishes state agency food purchasing goals for NYS agricultural products
- Requirement to increase percent spend on NYS Food Products each year
- By 2027, 30% of food or food product purchases shall be NYS Food Products
- Includes contracted services providers





## What is the **SUNY** Plastics Policy/Procedure?

- Effective date: March 2024
- Elimination of single use plastics and preference for durable and reusable alternatives
- Single use plastic bags, balloons, beverage bottles, food service products, and wraps/films to be eliminated
  - Applies to state-operated campuses and community colleges and campus-affiliated organizations
  - Exemptions included
  - Series of goals and timelines



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## What to Track

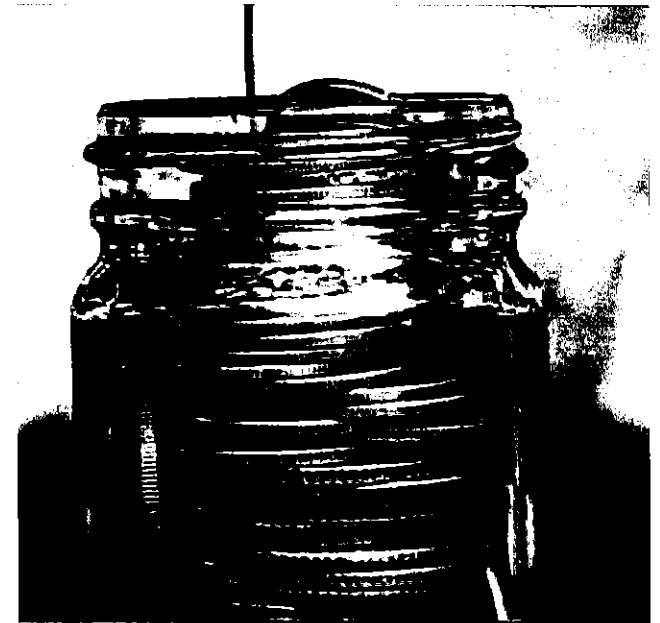
- Annual green product expenditure within categories required by annual EO22 report
- Annual % spend on NYS Food products
- Annual quantity of single use plastic items purchased, as shown in Plastic Procedure





## NYS Green Procurement Background

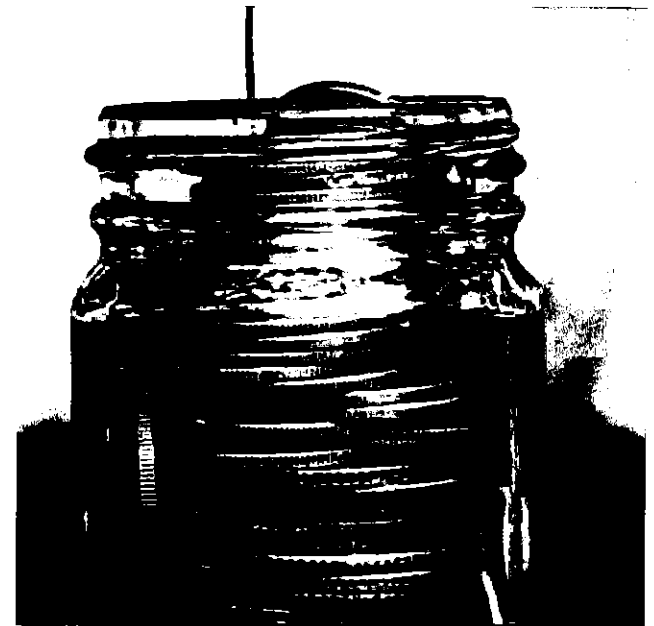
- Green procurement requirements in place since 2008
  - Formerly EO 4
- 90 green purchasing specifications that State agencies and authorities must follow
- Experts within State government draft or update specifications
  - GreenNY Council
  - Public Comment





## NYS Green Procurement Background

- GreenNY Council is comprehensively reviewing and updating specs
  - Center for Sustainable Materials Management (CSMM)
  - Responsible Purchasing Network (RPN)
- Specs will be condensed and/or updated and placed into a consistent format
- OGS working with RPN and Preferred Sources to identify products sold that meet green purchasing specs/requirements

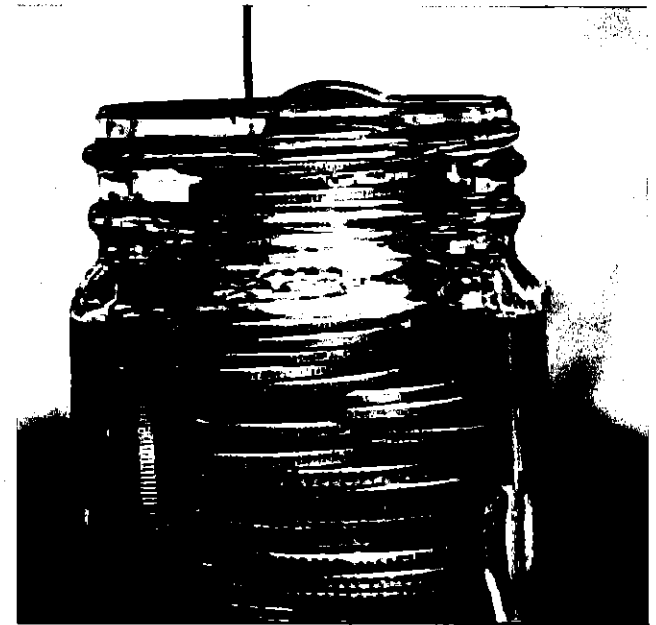






## Facilitating Green Contracting/Purchasing

- NYS Procurement Guidelines updated September 2023
- Updated "form, function, and utility" definition
  - "The minimum essential requirements that will meet the agency's needs. These requirements are defined by the Agency and any applicable legal obligations of the Agency. Requirements may include timeframe, quality, quantity, delivery terms, packaging, performance standard, and compatibility, among others."





# Facilitating Green Contracting/Purchasing

NOTE: As of September 2022, Executive Order 22 requires that all 75 of its Affected Entities shall follow the GreenNY procurement specifications approved by the GreenNY Council when procuring under existing contracts or when developing new solicitations and contracts for the procurement of commodities, services, and technology, or where applicable, in the development of new public works solicitations and contracts. These Affected Entities shall consider compliance with this executive order as part of their form, function and utility requirements.

## 4.2 Specifications

The solicitation should specify which aspects or features of the requested deliverables are critical to the Agency, and which are therefore expected to be included in the bid or proposal (e.g., GreenNY specifications).

**Development of the Technical Evaluation Criteria** – The criteria selected for evaluation must reflect the Agency's objectives, scope of services, and requirements as set forth in the RFP. Examples of typical technical evaluation criteria include, but are not limited to:

- Work plan and methodology to achieve desired end results
- Degree to which the proposal satisfies mandatory, optional, desirable and/or alternative green performance standards
- Experience of the vendor in providing the required service and/or technology
- Management capability of the vendor
- Vendor's overall past performance
- Qualifications and experience of the vendor's proposal staff
- Conformance with the schedule of work set forth in the RFP
- Vendor references



## How to Find Green Products

- Use GreenNY specifications
  - Relies heavily upon 3rd part certifications
- Two OGS "all green contracts"
  - Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies
  - Recycled Copy Paper (Less Than Truckload Lots)
- SUNY ESF's Green Purchasing Guide
- Don't be confused by GreenNY "Find Green Products" webpage
  - These are NOT all green contracts

### State Contract Award Notices - Commodities

| Environmentally Preferable Cleaning Products Programs, Equipment and Supplies (Statewide)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Award Document</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Contract Period: June 30, 2022 - February 29, 2028                 |
| <b>Contract Updates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Group: 39000 Award: 23245<br>(Replaces 22830)                      |
| <b>Contractor Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Use of Contracts: All State Agencies and Political Subdivisions    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Contact Person: Safora Castrolo<br>Telephone: (518) 473-8088       |
| <b>Customer Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Contract Issued: June 30, 2022<br>Contract Updated: April 18, 2024 |
| <b>Description:</b><br>This multi-state contract covers certain cleaning supplies that comply with the requirement of Chapter 584 of the Laws of 2005 directing state agencies to use environmentally preferred cleaning products; State Education Law 409-I, and State Finance Law 163-b directing public and non-public elementary and secondary schools in New York state to use environmentally sensitive cleaning and maintenance products. It is also consistent with Executive Order 4 directing agencies to green their procurements.<br><br>This Award has 15% MBE, 15% WBE and 6% SDVOB goal requirements. |                                                                    |
| <b>NYS Office of General Services (OGS) Contract Notifications:</b><br>If you would like to receive contract notifications and updates for this Award (or any other NYS OGS Centralized Contract), you can register for the Purchaser Notification Service (PNS) at <a href="https://online.ogs.ny.gov/pns/">https://online.ogs.ny.gov/pns/</a><br>Be certain to select the Product and/or Services Classification Codes that fit your interests when registering. The Classification Code(s) for this Award can be located under the title of the Award on the document linked from "Award Document" above.         |                                                                    |
| <b>Install Free Adobe Acrobat Reader for PDF Documents</b><br>The above PDF files are available in text by calling Customer Services at (518) 474-6717.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                    |



## Developing the Codes EO22 Categories

1. Appliances
2. Batteries
3. Computers - Desktops, Notebooks, Tablets or Displays
4. Copy paper
5. EV Charging Stations
6. Floor Coverings - Hard, Resilient, or Carpet
7. Furniture
8. Green Cleaning Services - General Purpose, Floor Maintenance, etc.
9. Green Cleaning Products - General Purpose, Disinfectants, Hand Soaps, Floor Maintenance Products, etc.

10. Integrated Pest or Vegetation Management Services for indoor spaces
11. Janitorial paper
12. Paint
13. Printers
14. Lighting
15. Non-Chemical Pest Management
16. Services for Outdoor Turf and Ornamental Plantings
17. Outdoor furniture and playground equipment
18. Recycling or Composting services
19. Re-refined Motor Oil

20. Solar Photovoltaic Systems (PV)
21. Transportation Equipment (excludes passenger vehicles)
22. Electric or Fuel Cell Vehicles
23. Refrigerants
24. RECs
25. Fertilizer
26. Bottled water
27. Rental Vehicle Information



## Developing the Codes

SUNY Policy “Elimination of Single Use Plastics and Preference for Durable and Reusable Alternatives

1. Straws
2. Stirrers
3. Splash sticks
4. Utensils
5. Plates, bowls and other takeout containers
6. Plastic grocery/take out bags
7. Balloons
8. Wraps and Packaging films
9. Bottled Beverages
10. Trash Bags for Offices
11. Resealable, loose product, individual bags
12. Disposable Cups
13. Disposable Lids

No. 32: Establishing State Agency Food Purchasing Goals for New York State Agricultural Products

Local food

Agricultural products and food items that are grown, harvested, produced, or processed in NY. Processed food items that are composed of raw materials from both inside and outside the State may be deemed New York State food products when: Their predominant value or quantity is derived from food grown, harvested, or produced in NY and the processing of such food products takes place in facilities that are in NY.

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## Matching Categories With Codes

- 1 Aligned categories to be tracked with UNSPSC codes.
- 2 Chose the Sub object code that align well with your object.

| 1    |        | UNSPSC   | OGS Commodity | SUNY Sub Co | UNSPSC Description | SUNY WEB Id Codes                                                                   |
|------|--------|----------|---------------|-------------|--------------------|-------------------------------------------------------------------------------------|
| 0182 | Family | 52100000 | 20600         | 00          | Floor coverings    | 533000/572740/575700/576300/575740/533007                                           |
| 0183 | Class  | 52101500 | 20600         | 00          | Rugs and mats      | 533000/572740/575700/576300/575740/533007/535627/552907/572747/575707/575747/576307 |
| 0184 |        | 52101501 | 20600         | 00          | Oriental rugs      | 533000/572740/575700/576300/575740/533007/535627/552907/572747/575707/575747/576307 |
| 0185 |        | 52101502 | 20600         | 00          | Area rugs          | 533000/572740/575700/576300/575740/533007/535627/552907/572747/575707/575747/576307 |
| 0186 |        | 52101503 | 20600         | 00          | Wool rugs          | 533000/572740/575700/576300/575740/533007/535627/552907/572747/575707/575747/576307 |
| 0187 |        | 52101504 | 20600         | 00          | Cotton rugs        | 533000/572740/575700/576300/575740/533007/535627/552907/572747/575707/575747/576307 |
| 0188 |        | 52101505 | 20600         | 00          | Synthetic rugs     | 533000/572740/575700/576300/575740/533007/535627/552907/572747/575707/575747/576307 |

| Sub-Object Codes | DESCRIPTION           | Sub-Object Codes | DESCRIPTION                      |
|------------------|-----------------------|------------------|----------------------------------|
| 530017           | OFFICE SUPPLIES       | 535617           | MOTOR EQUIPMENT SUPPLIES         |
| 531007           | CLASSROOM SUPPLIES    | 535627           | SUPPLIES & TOOLS FOR MAINT/REP   |
| 531507           | ACADEMIC LAB SUPPLIES | 536007           | FARM AND GARDEN                  |
| 531517           | TANK GAS              | 536017           | AGRICUL SUP LIVESTOCK MAINT      |
| 531537           | HAZARDOUS CHEMICALS   | 537707           | MATERIALS FOR MANUFACTURING      |
| 532107           | LAB-CHEMICALS         | 541507           | EMPLOYEE TRAVEL-RENTAL CARS      |
| 532117           | MINERAL & TEXTILE     | 551377           | EQUIPMENT MAINT/REPAIRS VEHICLES |



# Green Sub Object Code Cheat Sheet



| Title                                  | UNSPSC Code       | UNSPSC Name                               | SUNY Sub Object Codes                           | "Green" Definition                                                                                                                                                                              | Helpful Certifications and Resources                                                                                                                                                                                            |
|----------------------------------------|-------------------|-------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Apparel &amp; Textile Materials</b> | 53100000-53112105 | Class= Clothing & Footwear                | 533177<br>533187<br>532117                      | Apparel or textile materials that don't contain PFCs, are produced with recycled content or organic cotton, or carry a relevant third-party certification                                       | Bluesign, Cradle to Cradle, Fair Trade USA Factory standard for Apparel and Home Goods, Global Organic Textile Standard, Global Recycled Standard, OEKO-TEX Standard 100, Responsible Down Standard, Responsible Wool Standard. |
| <b>Appliances</b>                      | 52000000-52141807 | Segment= Domestic Appliances and Supplies | 572017 572037<br>576307 533007<br>575707 572077 | Appliances that do not contain certain hazardous substances, have been remanufactured, incorporate recycled materials in manufacturing, and/or hold certifications related to energy efficiency | EnergyStar, Restriction of Hazardous Substances (RoHS) Directive.                                                                                                                                                               |



## How to Use a Green Sub object Code

- 1) Is it an EO22 Category?
  - ✓ Yes, T-shirt.
  
- 2) Does it fit the specs?
  - ✓ Yes, the label reads "Fair Trade".
  
- 3) Does it fit in one of the UNSPSC codes listed?
  - ✓ Yes, 53101600 = Shirts and Blouses
  
- 4) Chose the sub-object from one of the listed that aligns with your purchase.
  - ✓ 533177, NON-EMPLOYEE CLOTHING/FOOTW
  - ✓ 533187, SUP & MATER-LINENS/TOWELS
  - ✓ 532117, MINERAL & TEXTILE





## How to Use a Green Sub object Code

FMS and Jaggaer purchases (not using the punchout),

- confirm the proper sub object code has been noted.

Punchout catalogs default to a sub-object code,

- work with purchasers to change the default.

P-Card purchases default to a sub-object code from the MCC,

- work with the purchasers to change the default when reconciling.



# Entry in FMS

| Unspsc Title             | Unspsc Code |
|--------------------------|-------------|
| Fluorinated Refrigerants | 12352604    |

(1 of 1) 1 10

---

**Item Information**

UNSPSC: 12352604 - Fluorinated Refrigerants  
Commodity Code: 10213-00

\* Item Description:

---

\* Quantity:  \* Units:  Conversion Factor:

\* Price:  Amount:

---

Discount:  -OR-

Discount Notes:

**Add/Edit Funding**

**Funding Line**

\* Account Number:

\* Sub Object Code:

\* Fiscal Year:

- 531500 - ACADEMIC LAB SUPPLIES
- 531507 - GREEN ACADEMIC LAB SUPPLIES**
- 531510 - TANK GAS
- 531530 - HAZARDOUS CHEMICALS
- 532100 - LAB-CHEMICALS
- 575700 - CAPITAL CONSTRUCTION
- 575740 - BOOKS/MEDIA ACQ CAP PROJ
- 576300 - MACHINERY AND EQUIPMENT



# Reconciling P-Card Purchases

**Statement View**

**Select Period**  
Statement Cycle: Apr 06 2024 - May 06 2024 (Not Certified)

**Statement Information**  
Statement Date: **May 6, 2024**  
Cardholder Name: **LISA M VERBRASKA**  
Statement Transaction Count: **1**  
Cardholder Certification: **Not Certified**  
Default Account: **9007620000**  
SFS Journal Number: **WKV5661**

**Statement Detail**

| Trans. Date                     | Vendor Name       | M/WBE Certification | Trans. Description               | Account Number(s) | Trans. Amount   | Funding Amount | Actions              |
|---------------------------------|-------------------|---------------------|----------------------------------|-------------------|-----------------|----------------|----------------------|
| 04/25/2024                      | WWW.MYPESCOPE.COM |                     | Schools and Educational Services | 9007620000        | \$129.50        | \$129.50       | <a href="#">Edit</a> |
| <b>Statement/Funding Total:</b> |                   |                     |                                  |                   | <b>\$129.50</b> |                |                      |

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**SUNY SECURE** SUNY Financials P-Card

Workflow Finance Human Resources HR Home

**Cardholder Statement**

**Transaction Details**

Purchase Date: 04/25/2024  
VISA Ref Number: 24492164116000030820914 Amount: \$129.50  
Vendor Name: WWW.MYPESCOPE.COM M/WBE Certification:   
City: WWW.MYPESCOPE. State: CA ZIP: 957460000 Country: USA  
Commodity Code:  P-Contract Number:

**Funding Information**

| Select                              | Account Number | Fiscal Year | Sub Object | Amount   | Description |
|-------------------------------------|----------------|-------------|------------|----------|-------------|
| <input checked="" type="checkbox"/> | 9007620000     | 2023        | 550030     | \$129.50 |             |

[Edit Funding](#)

[Save](#)



## **Jaggaer Requisitions/POs Processed for Green Products**

Purchases made in Jaggaer-buyer should know:

1. All available "green product" options for object codes are currently available in Jaggaer

2. Non-catalog- buyer should reference the crosswalk provided by UCO; when it stops in workflow at the buyer. (located on website for UCO or in Teams "Resources").

3. Catalog orders-plan is to work with punchout vendors to identify flags that can used to set default string on "green products".

**Purchasing/Buyer  
Directive for  
Jaggaer**



# Tracking Jaggaer Purchases

For reporting you would go to orders and filter by product flags "green"

Orders > Search > Purchase Orders

## Search Purchase Orders

Quick Filters My Searches Create

Supplier

Created Date: Last 90 days Quick search Add Filter Clear All Filters

Product Flags: All X

- Controlled substance
- Energy Star
- Green
- Hazardous material
- No Product Flags
- Rad Minor
- Radioactive
- Recycled
- Select Agent
- Toxin

Apply Cancel

| Created Date/Time    | PO Status | Requisition Number | PO Owner             | Shipment Status  | Matching Status | Total Amount |
|----------------------|-----------|--------------------|----------------------|------------------|-----------------|--------------|
| 5/31/2024 8:51:36 AM | Pending   | 187404799          | Joan Brant           | No Shipments     | No Matches      | 45.00 USD    |
| 5/31/2024 8:50:06 AM | Completed | 187407173          | Rachel Bolden        | No Shipments     | No Matches      | 234.00 USD   |
| 5/31/2024 8:50:06 AM | Completed | 187430749          | Marie McCallion      | No Shipments     | No Matches      | 2,409.00 USD |
| 5/31/2024 8:49:06 AM | Completed | 187277956          | Vasily Jorjadze      | Sent To Supplier | No Matches      | 143.97 USD   |
| 5/31/2024 8:46:34 AM | Completed | 187410160          | Morgan Pellerin      | No Shipments     | No Matches      | 1,200.00 USD |
| 5/31/2024 8:41:40 AM | Completed | 187430611          | Yingtian Pan         | Sent To Supplier | No Matches      | 308.44 USD   |
| 5/31/2024 8:41:32 AM | Completed | 187413211          | Charlotte Cordonnier | Sent To Supplier | No Matches      | 324.00 USD   |
| 5/31/2024 8:40:34 AM | Completed | 187399076          | Samantha Koury       | No Shipments     | No Matches      | 455.00 USD   |
| 5/31/2024 8:39:03 AM | Completed | 187431540          | Stanislaus Wong      | Sent To Supplier | No Matches      | 159.18 USD   |



## What can you do to support the effort?

1. Train purchasers to select the new sub object codes.
2. Approvers of PO's and Jaggaer purchases please check the sub object codes chosen.
3. Encourage purchasers to change default codes for P-Card purchases and Jaggaer punch out purchases.

Can we add it into the required P-Card training?

4. Encourage purchases to buy green.



## How to Report to EO22

- Sustainability dashboard in BI
- Start using Sub object codes in FY25.
- Next EO22 report is due fall of 2024. Covers FY 2024.
- Report as usual.
  - % of total spend that was green? Asking for a sustainability report from vendors?
- EO22 report in Fall of 2025
  - Data will be at your fingertips



## Other Reports

SUNY Plastic Policy will require a report of the quantity purchased.

- Keep information that allows you to do the calculation by price.

### EO32

- \$ of NYS food products purchased
- \$ of all food and food products purchased
- % of NYS food products of all ag products and food items.

### Voluntary Reporting

- AASHE
- % of green item from total spend





## Next Steps

- Educate and train staff with purchasing power on your individual campuses
  - EOs 22 & 32 and SUNY Plastics Policy/Procedure
  - How to find green products and avoid confusion
  - How to use sub object codes to track green spend
- Education and training will require a robust and sustained effort
- Educate vendors about EO 22 & 32 and SUNY Plastics requirements
- Update contracts/solicitations etc. to include boilerplate language related to requirements discussed today



## Q&A

- What other resources/guidance do you want and need?