

2019 Sustainable Purchasing Guidelines Survey Report to the ASU Staff Council's Sustainable Purchasing Guidelines Subcommittee

Report prepared July 7th by:

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Background

In fall 2018, Arizona State University adopted Sustainable Purchasing Guidelines (SPGs). The guidelines codify a number of principles and practices for staff involved in purchasing to consider as they engage in procurement activities to better promote sustainability.

To facilitate the implementation of the newly adopted SPGs, a subcommittee was formed by the ASU Staff Council. Under Emmerly Ledin's leadership, the subcommittee was tasked to design and distribute a survey in order to gather information from ASU staff involved in the procurement process. The subcommittee will utilize these survey findings to build a *Sustainable Purchasing Guidelines Toolkit* to better facilitate the implementation of the new guidelines.

In winter 2019, the subcommittee worked to design a survey questionnaire with researchers from Arizona State University's Sustainable Purchasing Research Initiative (SPRI). SPRI is a cross-unit research collaboration with extensive experience both in survey research and in the implementation of sustainable purchasing policies. SPRI worked with the subcommittee to design a short survey instrument to better understand:

- 1) How purchasing is being conducted among ASU staff;
- 2) The types of things being purchased;
- 3) The importance of different purchasing criteria;
- 4) Purchasers' familiarity with ASU's SPGs; and
- 5) Purchasers' receptiveness to different types of trainings.

In spring 2019, a survey instrument was finalized and hosted on Qualtrics Survey Software. A reusable link was generated and distributed via list-serves to relevant individuals fulfilling staff roles that require purchasing. The survey was initially distributed beginning on May 23rd and it was open for participation until June 23rd. Participants were asked to pass along the survey to individuals they felt it might be relevant to. At the close of the survey, there were approximately 133 usable responses. Summary statistics (frequencies and percentages) for each of the items are provided on the pages that follow.

1. There are many different purchasing and procurement roles here at ASU. Which of the following roles do you fulfill? (Please check all that apply)

For this question, we received 133 completed responses. 86% of respondents fulfill the role of P-card Purchaser (n=114), ranking first among all the purchasing roles. 48% of respondents process Reimbursements (n=64) and 38% are Approvers (n=51). All roles are not exclusive since a respondent can take on multiple roles. Table 1 and Figure 1 demonstrate the distribution of different purchasing roles claimed by respondents. Table 2 lists all the other roles provided to an open-ended response prompted by responding “Other”.

Table 1. Purchasing Role Response Frequencies

Purchase Role	Percentage	Frequency (n)
P-card Purchaser	86%	114
Procurement Buyer	25%	33
Reimbursements	48%	64
Business Operation’s Manager (BOM)	9%	12
Business Operations Specialist (BOS)	17%	23
Approver	38%	51
Other	13%	17

Figure 1. Purchasing Role Distribution

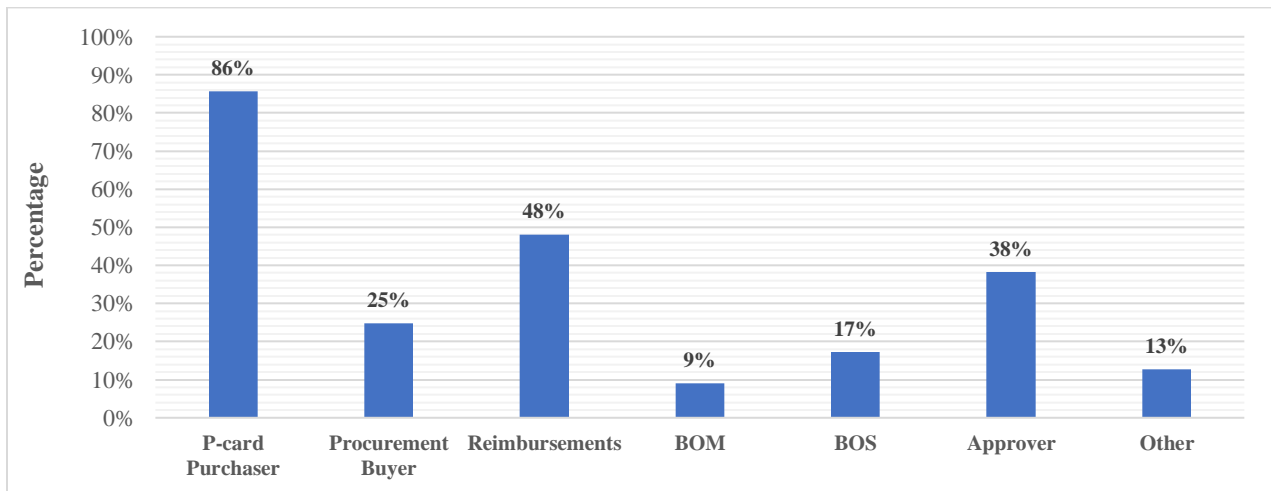


Table 2. Other Purchasing Roles Listed by Respondents

Others
Administrative Specialist
As needed for department

Department Order Organizer for team office needs, New Student Orientation and PTS swag items
Departmental ordering
I buy things with purchase orders. if that's what a procurement buyer is, then you should define the terms
Make all necessary purchases to sustain research laboratory
N/A
Office Supplies
Order in Sunrise
Order Office Supplies
Procurement buyer on a very limited basis. Just as it serves the director.
Program Coordinator Staff - makes purchases with p-card, for reimbursement, and purchasing orders
Project Coordinator/Fiscal Specialist
Purchase and submit reimbursements
RAM
Specialist purchaser for department
Submit requests to purchase
Supplies order

2. In a typical 40-hour week, how many hours would you estimate you spend on purchasing activities of any kind?

We received 133 responses to this question. The responses range from 0 to 40 hours and have a mean value of 9.36 hours per week. Two respondents spend 0 hours on purchasing while one respondent spends 40 hours per week. To better analyze the distribution of hours spent on purchasing activities, we have divided the answers into 9 categories. The following Table 3, Figure 2 and Figure 3 indicate that most respondents spend less than 10 hours on purchasing per week (68%) while only 12% respondents spend more than 20 hours.

Table 3. Purchasing Hour Response Frequencies

Hours Range	Percentage	Frequency
0 hrs	2%	2
1-5 hrs	49%	65
6-10 hrs	17%	22
11-15 hrs	7%	9
16-20 hrs	14%	19
21-25 hrs	7%	9
26-30 hrs	1%	1
31-35 hrs	4%	5
36-40 hrs	1%	1

Total	100%	133
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Figure 2. Purchasing Hour Distribution (Histogram)

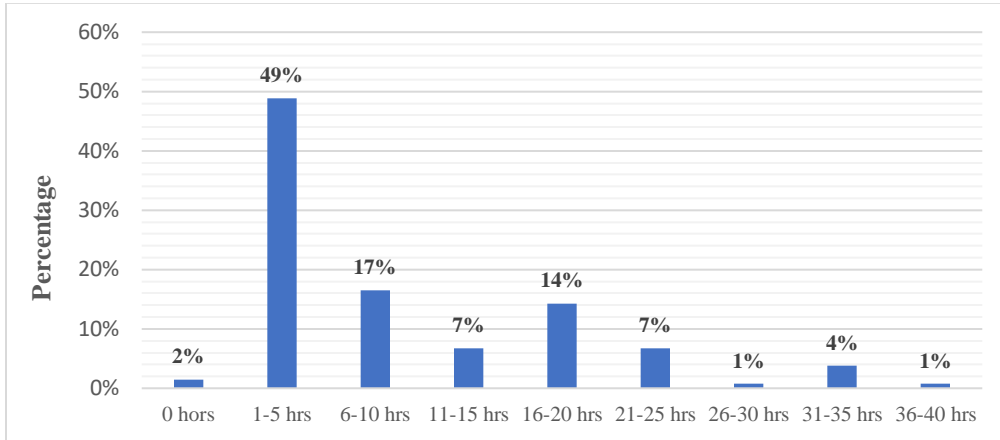
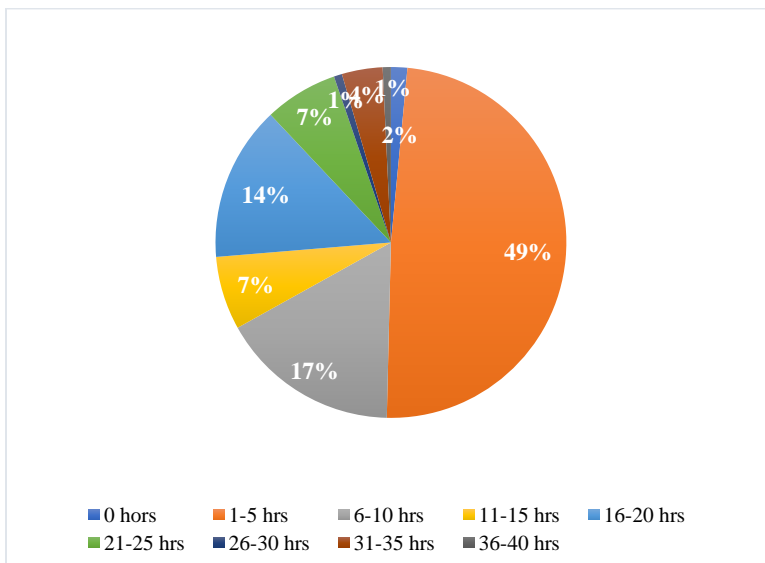


Figure 3. Purchasing Hour Distribution (Pie Chart)



3. ASU has several systems you might use for purchasing. Please rank the following systems in the order that you use them from 1 (most frequently) to 3 (least frequently).

124 respondents completed the question. However, since one respondent answered “4” for all the systems (a nonsensical response), the total number of usable responses is reduced to 123. Respondents can list more than one system as "most frequent" / “intermediate frequency” / “least frequent”. For example, a respondent has listed both WorkDay and PCARD as the most frequently used systems (1) while SunRise as the least frequently-used system (3). Therefore, we

have received 125 responses in total regarding the most frequently used system, 121 responses for systems used with “intermediate frequency” and 123 responses regarding the “least frequently”-used system. Among “most frequent” answers, PCARD ranks first (55%), followed by WorkDay (24%) and SunRise (21%). As for the system that is used with intermediate frequency, SunRise ranks first (36%), followed by WorkDay (35%) and PCARD (29%). SunRise ranks first (43%) among the systems with the least-frequent use, followed by WorkDay (41%) and PCARD (15%).

To better demonstrate how respondents use each system, we have first made three separate figures and tables to indicate the system that respondents used “most frequently”, “intermediate frequently” and “least frequently”. Then we have made Table 7 and Figure 7 to provide a full picture of the distribution.

Table 4. Purchasing System Response Frequencies (Most Frequently)

Purchase System	Percentage	Frequency
SunRise	21%	26
PCARD	55%	69
WorkDay	24%	30
Total	100%	125

Figure 4. Purchasing System Distribution (Most Frequently)

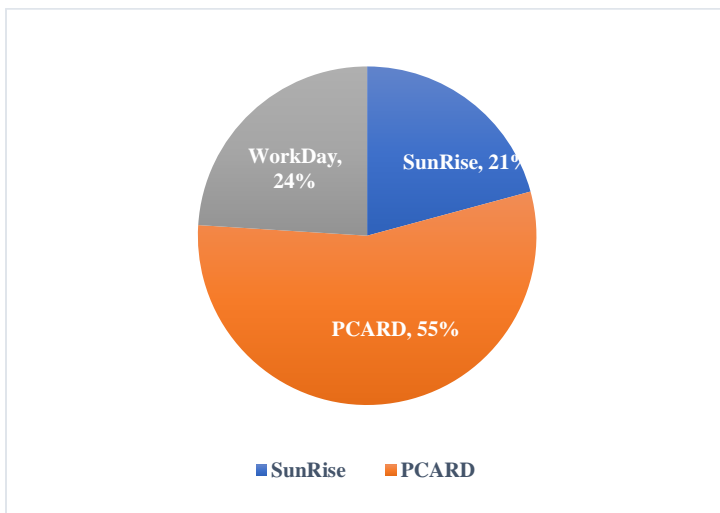


Table 5. Purchasing System Response Frequencies (Intermediate Frequency)

Purchase System	Percentage	Frequency
SunRise	36%	44
PCARD	29%	35

WorkDay	35%	42
Total	100%	121

Figure 5. Purchasing System Distribution (Intermediate Frequency)

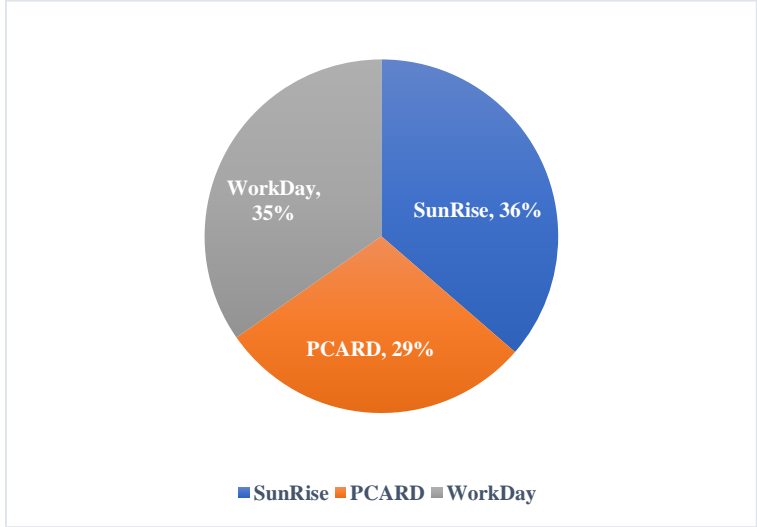


Table 6. Purchasing System Response Frequencies (Least Frequently)

Purchase System	Percentage	Frequency
SunRise	43%	53
PCARD	15%	19
WorkDay	41%	51
Total	100%	123

Figure 6. Purchasing System Distribution (Least Frequently)

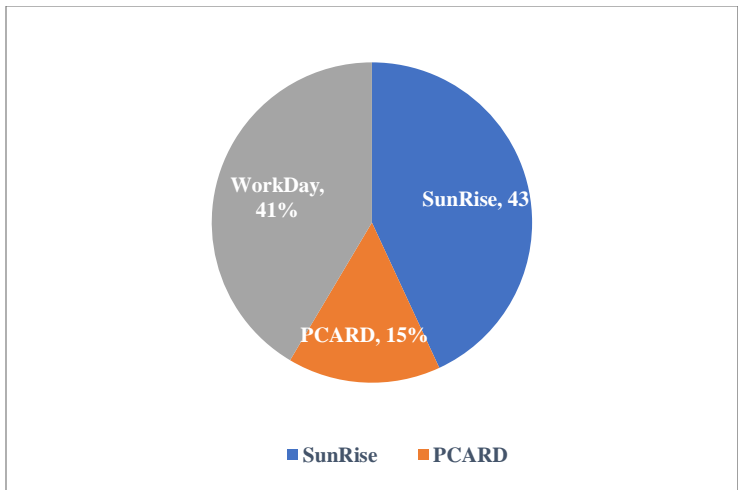
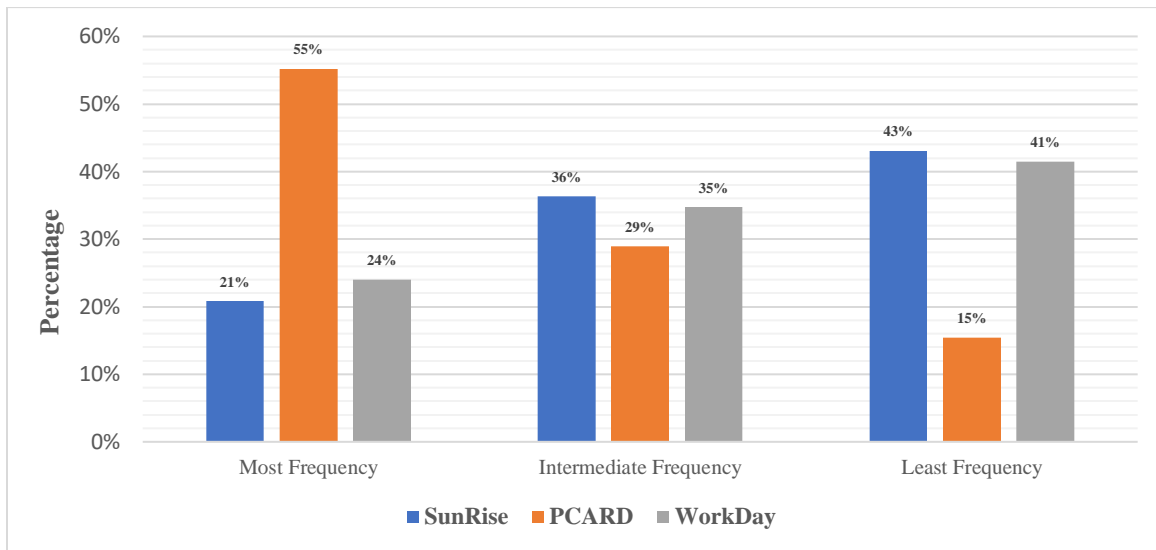


Table 7. Purchasing System Response Frequencies (Full)

Purchase System	Most Freq	Interm Freq	Least Freq
SunRise	21%	36%	43%
PCARD	55%	29%	15%
WorkDay	24%	35%	41%

Figure 7. Purchasing System Distribution (Full)



4. WorkDay has several functions you might use in the purchasing process. Please rank the following the WorkDay functions in the order that you use them from 1 (most frequently) to 3 (least frequently).

Only respondents who reported WorkDay as their most frequently-used system answered this question. We received 30 responses in total. Since respondents can list more than one WorkDay function as “most frequently” / “with intermediate frequency” / “least frequently”, 31 responses are received for the “most frequently” used function, 30 responses for the function used with “intermediate frequency” and 29 for “least frequently”. Among “most frequently” answers, Requisitions ranks first (77%), followed by Expense Reimbursements (13%) and Supplier Invoices (10%). As for the function used with intermediate frequency, Expense Reimbursements ranks first (50%), followed by Supplier Invoices (40%) and Requisitions (10%). Supplier Invoices ranks first (52%) among “least frequently” responses, followed by Expense Reimbursements (38%) and Requisitions (10%).

To better demonstrate how respondents use each WorkDay function, we have made three separate figures and tables to indicate the function that respondents used “most frequently”,

“with intermediate frequency” and “least frequently”. Then we have made Table 11 and Figure 11 to provide a full picture of the distribution.

Table 8. WorkDay Function Response Frequencies (Used Most Frequently)

WorkDay Functions	Percentage	Frequency
Requisitions	77%	24
Supplier Invoices	10%	3
Expense Reimbursements	13%	4
Total	100%	31

Figure 8. WorkDay Function Distribution (Used Most Frequently)

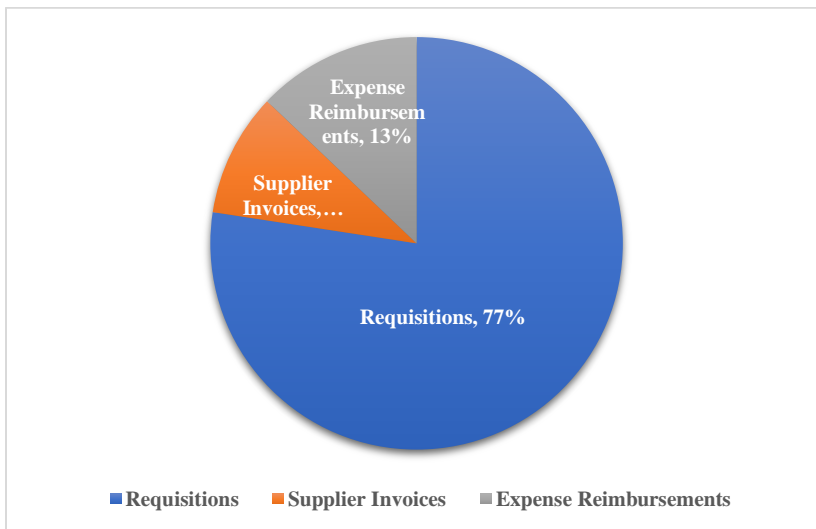


Table 9. WorkDay Function Response Frequencies (Used with Intermediate Frequency)

WorkDay Functions	Percentage	Frequency
Requisitions	10%	3
Supplier Invoices	40%	12
Expense Reimbursements	50%	15
Total	100%	30

Figure 9. WorkDay Function Distribution (Used with Intermediate Frequency)

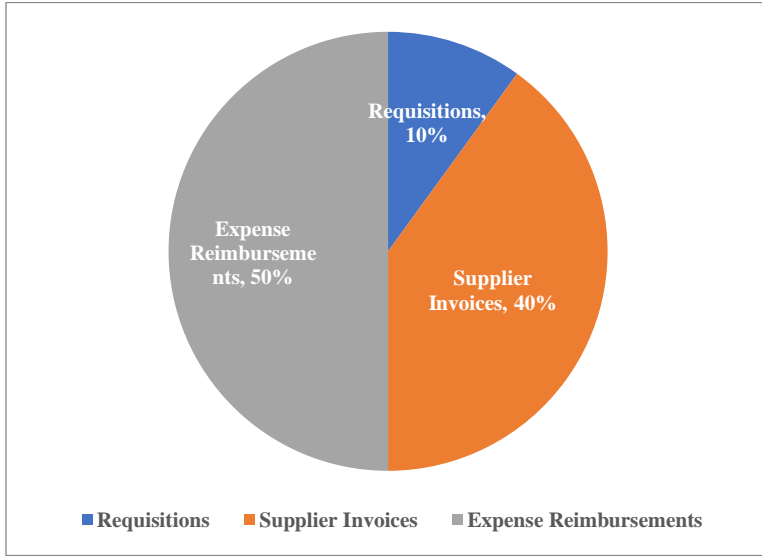


Table 10. WorkDay Function Response Frequencies (Least Frequently)

WorkDay Functions	Percentage	Frequency
Requisitions	10%	3
Supplier Invoices	52%	15
Expense Reimbursements	38%	11
Total	100%	29

Figure 10. WorkDay Function Distribution (Least Frequently)

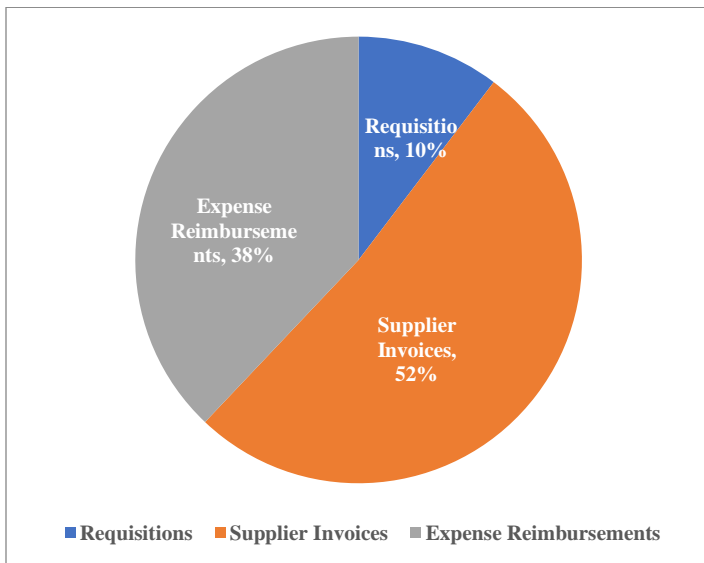
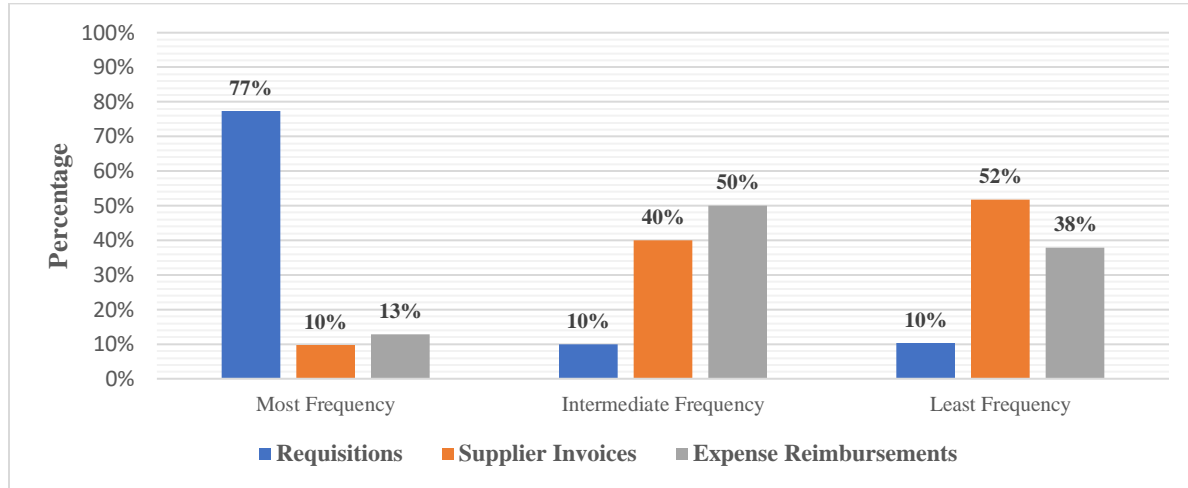


Table 11. WorkDay Function Response Frequencies (Full)

Purchase System	Most Freq	Interm Freq	Least Freq
Requisitions	77%	10%	10%
Supplier Invoices	10%	40%	52%
Expense Reimbursements	13%	50%	38%

Figure 11. WorkDay Function Distribution (Full)



5. How frequently do you purchase the following items for your office/department?

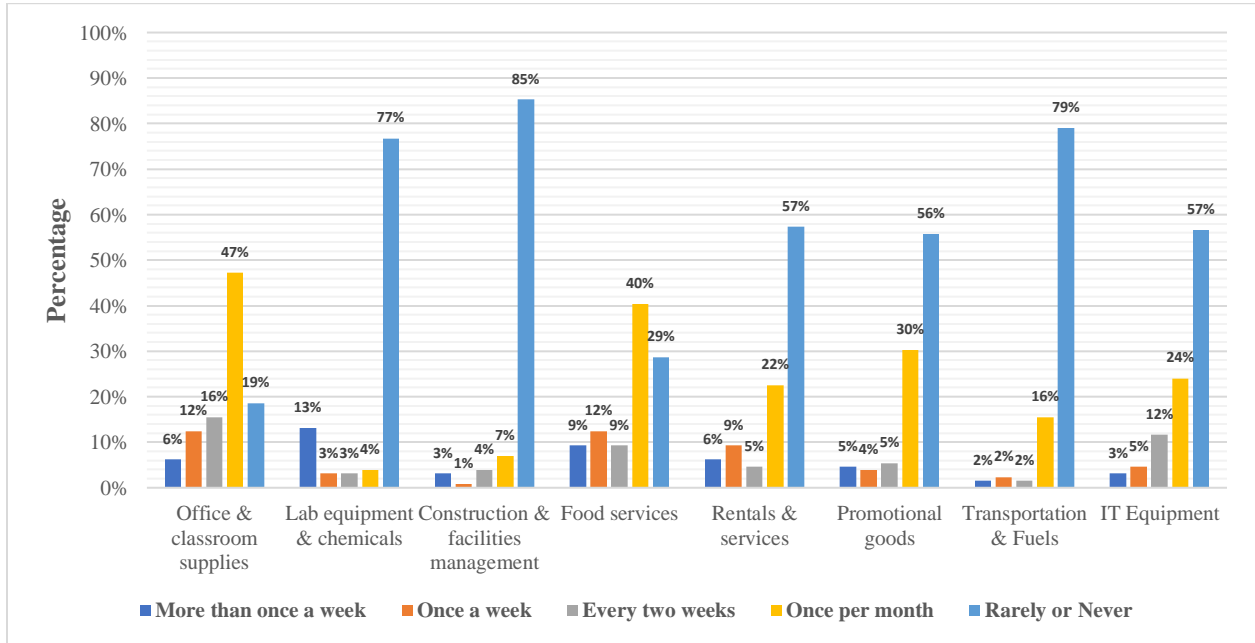
We received 129 responses. Among the respondents, most report purchasing “Office and classroom supplies” (16%) and “Food services” (40%) once per month. As for “Lab equipment and chemicals” (77%), “Construction and facilities management” (85%), “Rentals and services” (57%), “Promotional goods” (56%), “Transportation and Fuels” (79%) and “Informational Technology (IT) Equipment” (57%), most respondents have rarely or never purchased these items. The following tables and figures demonstrate how frequently respondents purchased different items.

Table 12. Response Frequencies of Different Purchasing Items

Purchasing Items	More than once a week		Once a week		Every two weeks		Once per month		Rarely or Never	
	<i>n</i>	%	<i>n</i>	%	<i>n</i>	%	<i>n</i>	%	<i>n</i>	%
Office & classroom supplies	8	6%	16	12%	20	16%	61	47%	24	19%
Lab equipment & chemicals	17	13%	4	3%	4	3%	5	4%	99	77%
Construction & facilities mgmt	4	3%	1	1%	5	4%	9	7%	110	85%
Food services	12	9%	16	12%	12	9%	52	40%	37	29%

Rentals & services	8	6%	12	9%	6	5%	29	22%	74	57%
Promotional goods	6	5%	5	4%	7	5%	39	30%	72	56%
Transportation & Fuels	2	2%	3	2%	2	2%	20	16%	102	79%
IT Equipment	4	3%	6	5%	15	12%	31	24%	73	57%

Figure 12. Different Purchasing Items Distribution



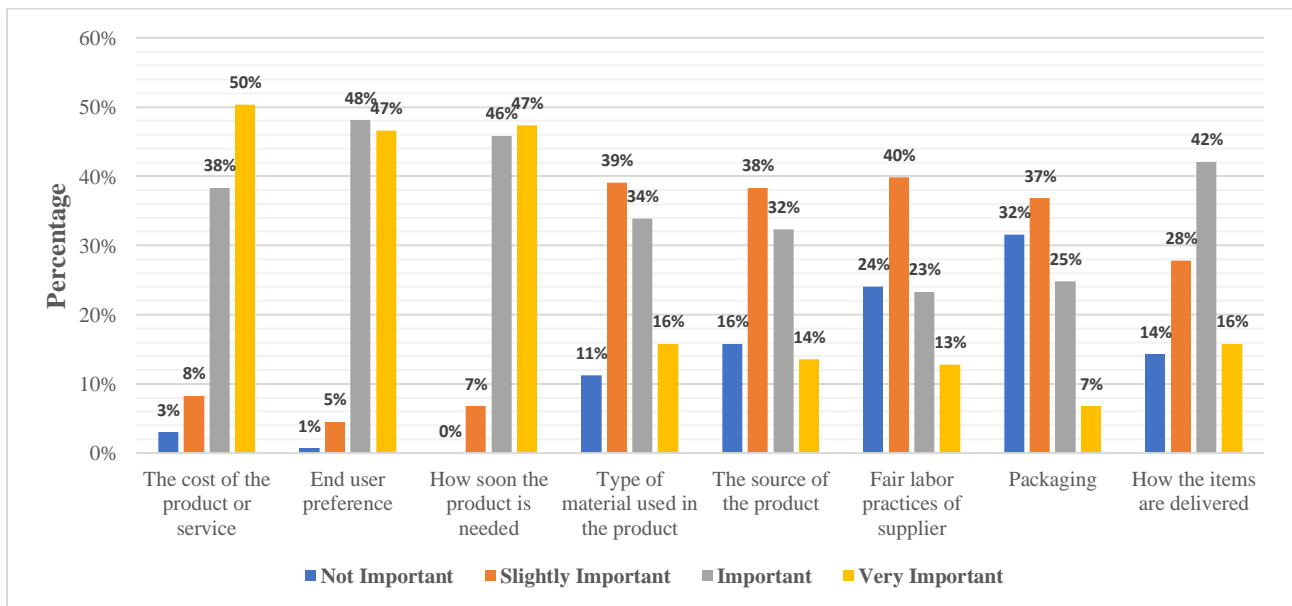
6. How important are the following criteria when you make purchases for your office/department?

In total, 133 responses were received. As for “the cost of the product or service”, most respondents have indicated it as either very important (50%) or important (38%). Respondents also consider “end user preference” as either very important (47%) or important (48%). While “how soon the product is needed”, respondents answered it as an either very important (47%) or important (46%) criterion. Most respondents considered “type of material used in the product” as either important (34%) or slightly important (39%). As for “the source of the product”, most respondents considered it as either important (32%) or slightly important (38%). 40% of respondents mentioned “fair labor practices of supplier” as a slightly important purchase criterion. Most respondents indicated “packaging” as either slightly important (37%) or not important (32%). The following tables and figures have demonstrated how respondents consider different purchase criteria.

Table 13. Purchasing Criteria Response Frequencies

Purchase Criteria	Not Important		Slightly Important		Important		Very Important	
	n	%	n	%	n	%	n	%
The cost of the product or service	4	3%	11	8%	51	38%	67	50%
End user preference	1	1%	6	5%	64	48%	62	47%
How soon the product is needed	0	0%	9	7%	61	46%	63	47%
Type of material used in the product	15	11%	52	39%	45	34%	21	16%
The source of the product	21	16%	51	38%	43	32%	18	14%
Fair labor practices of supplier	32	24%	53	40%	31	23%	17	13%
Packaging	42	32%	49	37%	33	25%	9	7%
How the items are delivered	19	14%	37	28%	56	42%	21	16%

Figure 13. Purchasing Criteria Distribution



7. ASU offers many different trainings for purchasers. Which of the following have you taken? (Check all that apply)

We received a total of 133 responses. For the respondents (n=20) who have not provided any answers but completed the rest of the survey, we make the assumption that they have not taken any of these trainings. Besides, 4 more respondents have claimed receiving no trainings when responding to “Other”. In total, 24 out of 133 respondents (18%) have not received any trainings. Since these trainings are not exclusive, the rest 109 respondents have taken either one or more trainings. Among the answers, PCARD training ranks first with 74% of the 133 respondents

(n=99). WorkDay training ranks second with 65% respondents (n=87), followed by SunRise training with 59% respondents (n=78). 3% of (n=4) respondents have indicated of receiving other trainings.

Table 14. Purchasing System Training Response Frequencies

System Trainings	Percentage	Frequency
WorkDay training	65%	87
PCARD training	74%	99
SunRise training	59%	78
Other	3%	4
None of the above	18%	24

Figure 14. Purchasing System Training Distribution

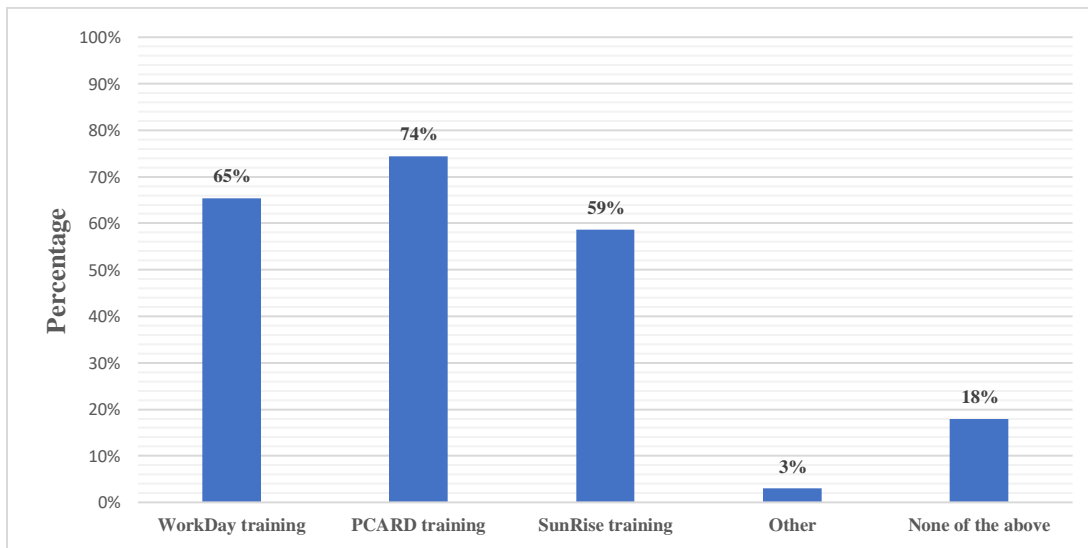


Table 15. Other Trainings Listed by Respondents in Open-ended Response

Other Trainings
Cash Handling
Concur
Foundation IFAS
in office training from our Accounting Specialist

8. How familiar are you with ASU’s Sustainable Purchasing Guidelines on a scale of 1 (not familiar at all) to 10 (extremely familiar)?

We have received 125 responses. The responses range from 0 (not at all familiar) to 10 (extremely familiar). The mean value was 4.2. Among these answers, 4 respondents are not at all familiar with the guidelines (familiarity=0) and six respondents are extremely familiar (familiarity=10). We have divided the answers into 6 categories to better analyze the distribution of familiarity. As the following tables and figures demonstrated, 39% respondents have claimed they are little familiar with ASU’s sustainable purchasing guidance (familiarity=1,2) while 32% respondents have indicated that they have some awareness with ASU’s sustainable purchasing guidance (familiarity=3-6). Besides, 28% respondents have higher level of awareness (familiarity=7-10).

Table 16. Familiarity Response Frequencies

SPG Familiarity	Percentage	Frequency
0	3%	4
1, 2	36%	45
3, 4	16%	20
5, 6	16%	20
7, 8	18%	23
9, 10	10%	13
Total	100%	125

Figure 15. Familiarity with ASU’s Sustainable Purchasing Guidance Distribution (Histogram)

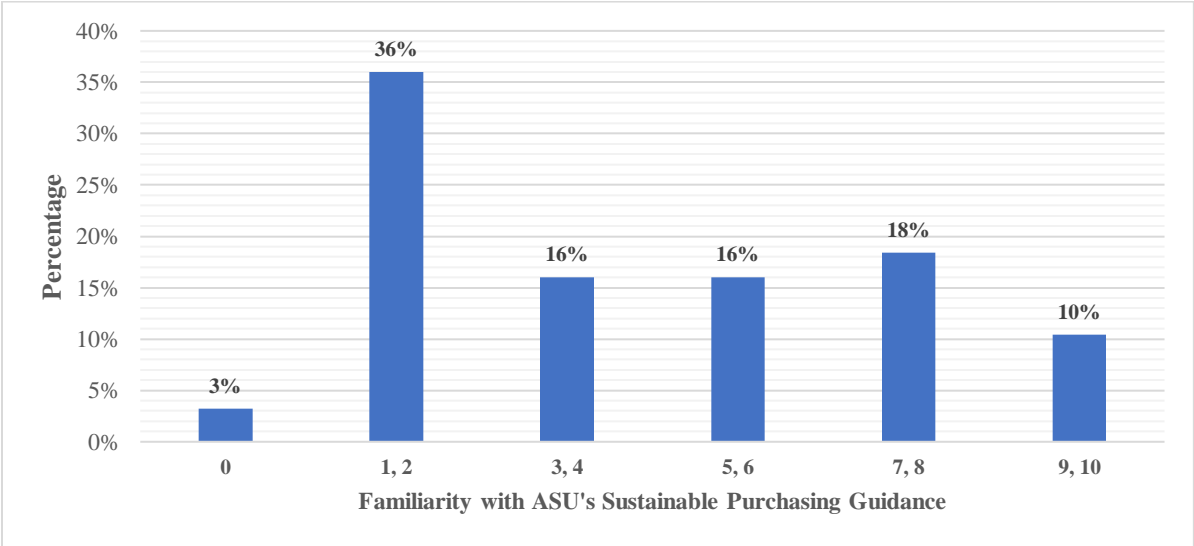
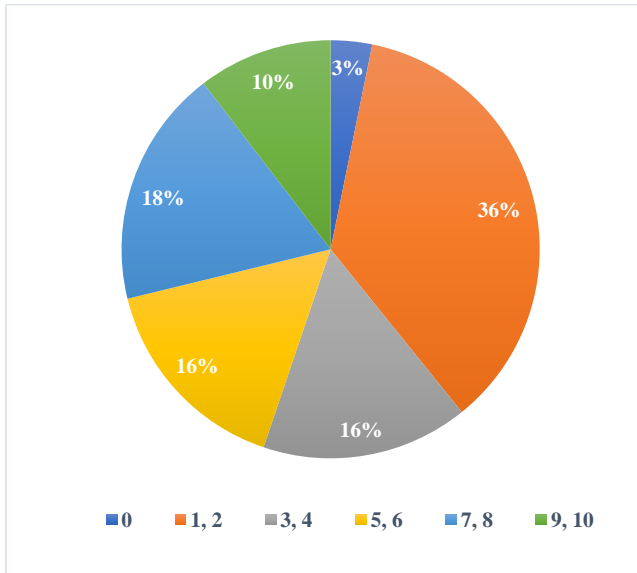


Figure 16. Familiarity with ASU’s Sustainable Purchasing Guidance Distribution (Pie Chart)



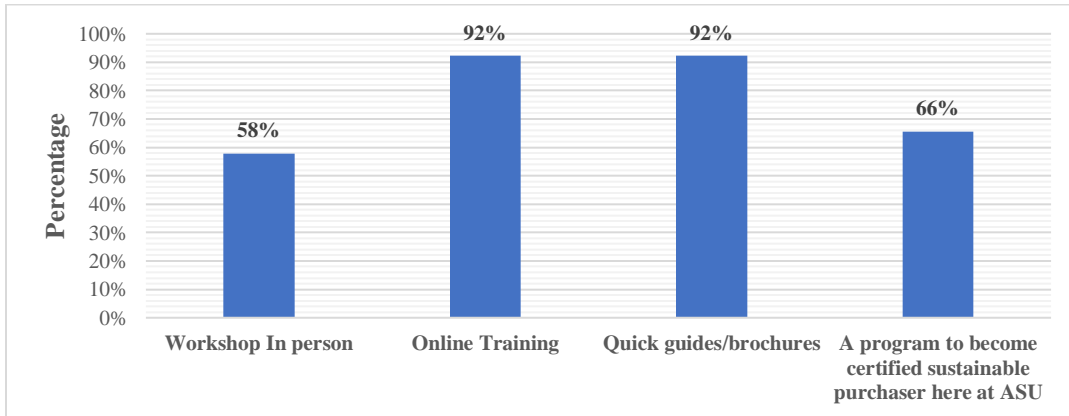
9. Please indicate whether or not you would find each of the following useful for learning about ASU’s Sustainable Purchasing Guidelines.

The total number of responses we have received is 128. Among respondents, 92% (n=118) said “online training” and “quick guides/brochures” would be useful for learning ASU’s sustainable purchasing guidance. 66% of respondents (n=84) reported “a program to become certified sustainable purchaser here at ASU” would be useful while 58% of respondents (n=74) have indicated “workshop in person” would be useful. We have made Table 17 and Figure 17 to better demonstrate how respondents consider the trainings.

Table 17. Training Usefulness Response Frequencies

Training Usefulness	Percentage	Frequency
Workshop In person	58%	74
Online Training	92%	118
Quick guides/brochures	92%	118
A program to become certified sustainable purchaser here at ASU	66%	84

Figure 17. Training Usefulness Distribution



10. Are there other activities you believe would be useful for learning and sharing information about ASU’s Sustainable Purchasing Guidelines?

We received 15 responses to this question. Since this is an open-ended question, we have listed all the answers provided by respondents in Table 18.

Table 18. Other Activities Listed by Respondents

Other Activities
department incentives.
Embed the guidelines in the training for new employees.
Employee reviews of sustainable products purchased
End User Guide
I simply place orders given to me by end users, who know best the specific needs of the lab. Educating end users about ASU's Sustainable Purchasing Guidelines would be the driving factor behind supporting a successful program.
no
no
Not at this time.
Not that I can think of at the moment
Pop up reminders in Workday and PCard verification to remind us about the sustainable purchasing guidelines. Or, if you really want us to do it, make it mandatory where we have to do it once a year or something at the beginning of the fiscal year.
Question & Answer forum?
Recommended products list, which could lead to some purchasing leverage/buying power for ASU and make it easier for people to buy sustainably if they want to.
Weekly newsletter

yes, screenshots of example purchase that are common to walk through steps
yes, teaching people efficient shortcuts to save various docs into a Pdf rather than printing them only to scan them in the copier would save a lot of paper. Seems they will not take the time to do it because they are not educated on the proper shortcuts to do it quickly

11. Thank you for taking our survey. If you have other thoughts or suggestions as it relates to promoting sustainable purchasing at ASU, please let us know in the space below.

We have received 4 responses for this question. Since this is an open-ended question, we have listed all the answers provided respondents in Table 19.

Table 19. Other Thoughts Listed by Respondents

Other Thoughts
Eliminate the many advertisements/information/infomercials items in B&W/Color distributed that I see produced. Most often not delivered, picked up by user or discarded without use
I'm so glad to know this exists, but I had no idea previously.
put website link prominently on Sunrise / Workday page. I've never heard of it before, but would have if it was better advertised.
Workday Announcements regarding sustainability practices and preferred suppliers would be an effective means to reach me.