

September 2011

# Environmentally Preferable Purchasing Program

## Mission Statement

*"South San Francisco Scavenger Company is committed to providing solid waste management services of the highest quality delivered with pride and professionalism to all our customers, utilizing environmentally sensitive equipment that is safe, efficient, reliable and appropriate to the work we perform. In carrying out our mission, we intend to provide and maintain the best possible work environment for our employees, fully cooperate with all governing and regulating agencies, and do our part to help create a sense of partnership between our company and the communities we serve."*

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## SECTION 1

### INTRODUCTION

South San Francisco Scavenger Co. (SSFSC) has committed to reporting and reducing its environmental impacts through its first sustainability report published in April 2011. As a part of this reporting effort SSFSC has set clear goals and targets which it is striving to achieve ahead of the next reporting commitment in April 2013. Several of these goals focus on SSFSC ability to control its broader environmental impact through supporting environmentally sensitive products and services, as well as locally and minority-owned businesses. The goals related to this Environmental Purchasing Policy (EPP) published in the First Sustainability report are provided in the table below

**Table 1. EPP Goals and Targets**

<b>Environment</b>	
<b>Environmentally Preferable Purchasing</b>	
<b>Goal 5: Reduce the negative environmental and social impacts of products through effective preferable purchasing programs.</b>	
<b>Targets:</b>	
<b>5.1</b>	Implement a formal preferable purchasing program which covers 50% of office supplies by 2012.
<b>5.2</b>	Implement a formal preferable purchasing program which covers 90% of office supplies by 2015.

<b>Local Economy and Community Support</b>	
<b>Socially Responsible Procurement</b>	
<b>Goal 7: Promote local and minority owned businesses through procurement.</b>	
<b>Targets:</b>	
<b>7.1</b>	Purchase 20% of products and/or services through local businesses by 2015.
<b>7.2</b>	Purchase 20% of products and/or services through minority owned businesses by 2015.

SSFSC has an opportunity to serve as a community model for environmental leadership by incorporating a plan of action that will conserve precious resources and reduce the use of hazardous substances, and potentially improve the environmental quality of the region. By incorporating environmental considerations in our purchasing, SSFSC can reduce its burden on the local and global environment, remove unnecessary hazards from its operations, protect public health, reduce costs and liabilities, and help develop markets for environmentally responsible products.

The EPP will help us save on energy, water, and material resources as well as reduce long-term operating and maintenance costs. This EPP will also assist in SSFSC application for LEED® Existing Building : Operation and Maintenance for the administration building.

## **PURPOSE**

This guide is intended to be a straight forward, easy-to-use document that provides purchasers with a basic understanding of the concept and benefits of green purchasing and offers recommended steps to enable the implementation of a green purchasing program.

Included in this guide are the basics of environmentally preferable purchasing, suggested purchasing resources and purchasing recommendations for many product groups. This guide will assist SSFSC to make environmentally preferable buying decisions.

The goal of this policy is to encourage and increase the use of environmentally preferable products and services at SSFSC. By including environmental considerations in purchasing decisions, SSFSC can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

## **UNDERSTANDING THE BASICS**

This guide summarizes SSFSC's EPP, which are products and services that have a lesser or reduced effect on human health and the environment when compared to competing products or services. Items are selected for attributes, such as the following:

- Contain recycled materials: made from sustainable resources, recycled or remanufactured materials or parts
- Minimize waste—minimal packaging that is recyclable or reusable (take-back provisions)
- Conserve energy and/or water or other natural resources
- Prevent pollution: emissions, VOCs (volatile organic compounds)
- Consist of fewer toxic substances or reduce the amount of toxic substances disposed or consumed
- Uses energy alternatives to fossil fuel

## COMMON QUESTIONS

### What is environmentally preferable purchasing?

Purchasing and using of environmentally preferable products, in simple terms, means adding environmental attribute considerations to the buying decisions along with such traditional buying factors as performance, quality, service and price.

### Why is it important to buy green?

Many forward thinking businesses have already adopted environmental purchasing policies for traditional reasons such as:

- Recognizing market preferences and stepping up to serve customers asking for EPPs
- Understanding that it can distinguish a business and its products from competitors
- Recognizing the opportunity to increase operating efficiency
- Joining an industry or international market trend to capture market share
- Improving compliance with environmental regulations

### What are the challenges?

There is effort required to change the “business as usual” norm and work with existing suppliers (or to find new suppliers) in order to procure environmentally preferable products and services. Additionally, there may also be existing relationships between purchasers and suppliers that make it difficult to switch to alternative products.

### How do you define ‘green’?

Defining what is “green” is complex and takes time to learn, so this manual aims to simplify the process. Several U.S. and international organizations and agencies have developed highly acclaimed environmental guidelines and standards. Listed by product category, you will find environmental standards and/or guidelines, which are incorporated into purchasing requirements.

### How was the information gathered for this EPP?

To relay the facts on what, how, and why implementing an EPP is important to SSFSC, we gathered information from resources like the EPA, GreenSeal, and StopWaste websites. This enabled us to produce a policy that defines the scope, specifications, metrics, goals, and responsible parties to implement the program. The manual of products and services was compiled by a review of SSFSC’s expenditures with a breakdown of what we purchase from each vendor. Lastly, we reviewed our invoices to see what products already meet EPP standards and which call for improvements and modifications.

### How do I use the EPP?

Start by reviewing the basics, this will allow you to grasp the concepts of the program, therefore having a clear understanding of what to look for in the products and services used by SSFSC. When ordering necessities for the office, refer to the appropriate category in the manual and follow the standard operating procedure. This will provide the environmental attributes to look for in a product or service and the current vendor options.

## SECTION 2

### ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

Scope: Our green purchasing policy includes office and kitchen supplies, equipment, electronics, building maintenance, and a broad range of services that we use at SSFSC.

Specification: Buyers should look for supplies & services that meet one or more of the following specifications:

Attributes, Certifications & Eco-labels

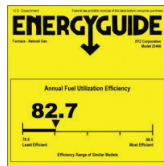
#### ■ Save Resources & Reduce Waste:

Recycled, Remanufactured, Responsible Forestry, Reusable, Rapidly Renewable, Bio-based/ Compostable, Refillable, Rechargeable, FSC, SFI, PEFC, SCS Recycled Content, Rainforest Alliance, Water Sense, CradletoCradle



#### ■ Save Energy & Reduce Emissions:

Energy Efficient, Renewable Power, Carbon-balanced, Energy Star, Green-e



■ Use Safer Chemical & Safeguard Human Health:

Reduced Harsh Chemicals, Chlorine-free, Bio-based/ Biodegradable, USDA Organic, U.S. EPA Design for the Environment, Greenguard, GreenSeal, Ecologo, SCS Indoor Advantage, ACMI, CFPA, CRI, UL Environment



### **Goal: 50% of total office supplies under EPP by 2012.**

Responsible Parties: Administrative assistants, Managers

The “Buyer” is responsible for selecting products that meet the EPP standards when possible while still being economically efficient. Buy in bulk whenever possible to reduce packaging and shipping impacts on the environment.

The “Reviewer” of spending/invoices is required to verify compliance with green initiatives. They will monitor the buyer by working together to ensure that the EPP is followed through to the greatest extent.

Upper management should encourage the use of green and environmentally responsible vendors, service providers, and relay the importance of the EPP goals in the office.

## **SECTION 3**

### **STANDARD OPERATING PROCEDURE- BUYERS & REVIEWER**

#### **General**

An EPP provides an outline for how materials should be procured within a company. However, it is a small part of how products should be effectively used in a sustainable way. There are several behavioral habits which can reduce the impact of office operations, reduce cost of energy and materials and help to reduce waste. Employees should be reminded to take on a green attitude in daily operations, which include:

- Discourage use of disposable products
- Think, then print
- Print double-sided when applicable
- Recycle or compost everything you can
- Consolidate ordering supplies and buy green
- Power down- turn off lights and electronics

When an employee desires to purchase or re-stock materials/equipment they should follow the following steps:

1. The buyer is responsible for checking this manual for the preferred supplier of the product they wish to purchase.
2. Once the supplier has been identified the buyer should make an effort to see if any other materials need to be purchased from the supplier. (Refer to appropriate table) They can do this by:
  - a. Checking the current inventory of products;
  - b. Emailing co-workers to ask if they require any additional products; and,
  - c. Verbally asking other co-workers if any other products are needed.

\*These steps ensure that shipping and packaging can be reduced as much as possible.

3. Products can be purchased by phone, internet or visiting the store. In each scenario, the buyer should ensure that the products being purchased meet the standards set in this EPP (detailed by product category in this section.)
  - a. If products do not meet the standards set in here every effort should be made to purchase the most 'green' products available. (Refer to Section 2 for standards)
  - b. Additionally, if other products become available which exceed the standards set in this EPP; this EPP should be updated as appropriate.

Note: Online office supply stores have made it easy to follow the specifications in the EPP by providing green and eco-friendly options for virtually all supplies on their websites as well as tracking systems to monitor green initiatives. (Refer to online ordering guide)

4. All receipts and invoices detailing the product purchased should be delivered to accounts in a timely manner and according to the accounts protocol.



5. Accounts personnel and upper management may act as reviewers to ensure this EPP is being correctly followed.
6. Once invoices and receipts are submitted for approval/payment the reviewer should check that the products purchased were either selected in accordance with the standards set in this EPP, are the most 'green' products available from the vendor.
7. If there is an indication that the EPP has not been followed, the reviewer should submit a written reminder to the purchaser about the EPP and additional training may be necessary.

### **Paper Supplies**

Requirements:

- ❖ Meet EPA and Green Seal standards
- ❖ Paper products with all virgin fibers should be FSC certified
- ❖ Minimum 30% post consumer recycled paper

Environmental Attributes to Look For:

- ❖ Post-consumer recycled content
- ❖ Processed chlorine-free
- ❖ Recyclable
- ❖ Soy-based inks

### **Non-Paper Office Supplies**

Requirements:

- ❖ Minimum 10% post consumer recycled content and/or 20% total recycled content supplies
- ❖ Remanufactured ink and toner cartridges
- ❖ Rechargeable batteries
- ❖ Refillable pens, pencils, markers
- ❖ Avoid PVC (vinyl) products

### **Kitchen Supplies**

Requirements:

- ❖ Biodegradable kitchenware and soaps
- ❖ Post-consumer recycled content
- ❖ Unbleached
- ❖ Reusable

## **Janitorial & Maintenance**

### Requirements:

- ❖ Discuss options and best practices with janitorial service
  - Purchase or require janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal or EcoLogo certification standards for environmental preferability and performance.

### Environmental Attributes to Look For:

- ❖ Minimizes exposure to concentrates
- ❖ No ozone depleting substances
- ❖ Recyclable packaging
- ❖ Recycled-content in packaging
- ❖ Reduced bio-concentration factor
- ❖ Reduced flammability
- ❖ Reduced or no added dyes, except when added for safety purposes
- ❖ Reduced or no added fragrances
- ❖ Reduced or no skin irritants
- ❖ Reduced or no volatile organic compounds (VOCs)
- ❖ Reduced packaging

## **Office Equipment & Electronics**

### Requirements:

- ❖ Lease from a local supplier when available
- ❖ Energy Star Approved
- ❖ Refurbished
- ❖ Specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria.

#### Environmental Attributes to Look For:

- ❖ Reduced or no toxic constituents
- ❖ Recycled-content
- ❖ Designed for recycling
- ❖ Reduced materials use
- ❖ Energy efficient
- ❖ Extended product life, upgradeable
- ❖ Reduced packaging
- ❖ Recyclable packaging
- ❖ Environmentally sound take-back and recycling options

#### **Building Maintenance & Remodeling**

##### Requirements:

- ❖ Consider Green Building practices for design, construction, and operation as described in the LEED™ Rating System for all building and renovations undertaken by SSFSC.
- ❖ Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, low or no formaldehyde and no halogenated organic flame-retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.

#### **Advertisement**

##### Requirements:

- ❖ Minimum 30% post-consumer recycled content
- ❖ Soy-based inks when applicable

### **Food Service**

#### Requirements:

- ❖ Local
- ❖ Eco-friendly options when available

#### Environmental Attributes to Look For:

- ❖ Biodegradable
- ❖ Energy efficient
- ❖ Recyclable
- ❖ Recycled-content
- ❖ Reusable
- ❖ Water efficient

### **Pest Management**

#### Requirements:

- ❖ Manage pest problems through prevention and physical, mechanical and biological controls when SSFSC and its contractors maintain buildings and landscapes.
- ❖ SSFSC may either adopt and implement an Organic Pest Management (OPM) policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort.

### **Landscaping**

#### Requirements:

- ❖ Employ sustainable landscape management techniques for all landscape renovations, construction and maintenance performed by SSFSC.
- ❖ Training and qualifications shall include landscaping locally, landscaping for less to the landfill, nurturing the soil, conserving water, conserving energy, protecting water and air quality, and creating wildlife habitat.
- ❖ Select plants to minimize waste by choosing native and drought-tolerant plants that require no or minimal watering once established are preferred.