

Sustainable Maryland Wednesday Webinars

Sustainable Purchasing Made Easy

Alicia Culver

Responsible Purchasing Network

October 28, 2015

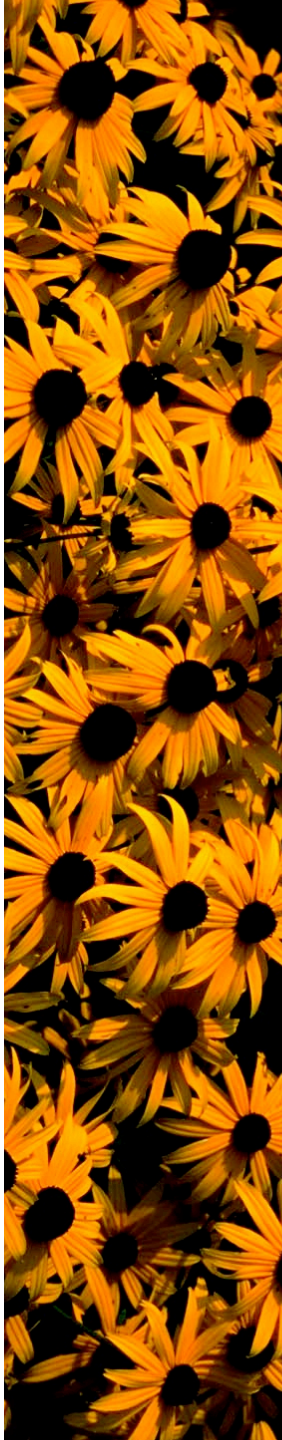


ENVIRONMENTAL
FINANCE CENTER



Sustainable Maryland

- Free & Voluntary program for communities that want to go green and save green!
- We help communities
 - choose a direction for their sustainability efforts
 - Improve access to resources
 - Measure their progress
 - Share success with other communities



Actions for Sustainable Communities:

To become Sustainable Maryland Certified, municipalities must complete and document actions from the list below. To achieve certification, municipalities will need to complete actions worth a total of 150 points, including two Mandatory Actions (M) and two of six Priority Actions (P), and submit the appropriate documents as evidence that the actions have been satisfied.

ACTION ITEM	POINTS
COMMUNITY ACTION	
Green Team	
Participate in SMC Green Team Training	5
Create a Green Team	10 M
Complete a Green Team Action Plan	10 M
Conduct Community Barriers and Benefits Assessment	15
Build SMC Resource Center	5
Participation in MD Green Schools	10
Innovative Demonstration Projects	5 to 20
COMMUNITY-BASED FOOD SYSTEM	
Local Food Consumption	
Local Food Fair	10
Local Food Consumption & Preservation Classes	5 per class
Establish Local Farmers Market	15
Promote Local Farmers Market	5
Local Food Production	
Community Gardens	15 P
Spring Transplant Sale	10
Fall Transplant Sale	10
Establish CSA Drop-off Location	10
Innovative Demonstration Projects	5 to 20
ENERGY	
Municipal Energy Audits	10 (1st bldg), 5 (consec bldgs) P
Residential Energy Efficiency	5 to 20+
Wind Energy Project	10
Innovative Demonstration Projects	5 to 20
GREENHOUSE GAS	
Municipal Carbon Footprint (pre-requisite)	15 P
Community Carbon Footprint (pre-requisite)	15
Climate Planning	
Climate Action Plan	10 to 25+
Climate Change Adaptation Element	5
Innovative Demonstration Projects	5 to 20
HEALTH & WELLNESS	
Let's Move	
Workplace Wellness	15
Join Healthiest Maryland Businesses	5
Workplace Wellness Program	5 to 15
Living Well Program	5 per class
Innovative Demonstration Projects	5 to 20
LOCAL ECONOMIES	
Buy Local	
Establish Local Business Directory	10
Promote Local Business Directory	5
Buy Local Campaign	15
Local Business Roundtable	5 per roundtable
Local Business Procurement Notices	10
Economic Analysis of Procurement Practices	15
Local Purchasing Preference Policy	10
Green Business Recognition	
Join Maryland Green Registry	5
Promote Maryland Green Registry	5 points per 2 businesses

Please note: Sustainable Maryland Certified actions and points may be subject to change.
Printed on 50% recycled & 10% post-consumer waste paper.

ACTION ITEM	POINTS
LOCAL ECONOMIES (CONTINUED)	
Green Business Recognition Program	15
Green Purchasing	
Green Purchasing Policy (pre-requisite)	15 P
Evaluate Green Purchasing Practices (pre-requisite)	10
Vendor Preference Statement (pre-requisite)	10
Purchase Green Products	10
Purchase Environmentally Preferable Products	10
Implement Vendor Selection Program	10
Innovative Demonstration Projects	5 to 20
NATURAL RESOURCES	
Watershed Stewardship	
Implement Watershed Stewardship/Pollution Prevention Outreach Program(s)	15
Facilitate Engagement in Existing Watershed Stewardship Opportunities	5 to 10
Provide Voluntary Opportunities for Citizen Engagement in Watershed Stewardship	10
Provide Incentives for Watershed Stewardship on Private Lands	15
Create a Watershed Plan	20 P
Stormwater Management	
Stormwater Management Program	15 P
Stormwater Manager/Coordinator	15
Stormwater Fee Structure	20
Septic Management	
Septics System Assessment and Inventory	15
Septics System Management Plan	20
Dedicated Septic System Fund	20
Water Conservation	
Develop a Water Conservation Plan	15
Develop a Water Conservation Outreach Program	10
Tree City USA	
Tree City USA	15
Pet Waste	
Implement a Pet Waste Education Program	5
Develop a Pet Waste Program	5
Adopt a Pet Waste Ordinance	5
Innovative Demonstration Projects	5 to 20
PLANNING AND LAND USE	
Participation in DHCD Sustainable Communities	
Housing and the Comprehensive Plan	20
Land Preservation	10
Conduct Easement Outreach that Encourages Inspection, Evaluation, and Stewardship	15
Build Easement Inventory	10
Innovative Demonstration Projects	5 to 20

P denotes Priority Action M denotes Mandatory Action

To learn more visit

www.sustainablemaryland.com



Environmental Finance Center
www.efc.umd.edu



June 2014

LOCAL ECONOMIES

Green Purchasing

Green Purchasing Policy	15P
Evaluate Current Purchasing Practices	10
Vendor Preference Statement	10
Purchase Recycled Products	10
Purchase Environmentally Preferable Products	10
Implement Waste Reduction Program	10
Innovative Demonstration Projects	5 to 20



Responsible Purchasing Network



Alicia Culver
Executive Director

RPN

Nonprofit network dedicated to advancing sustainable procurement policies and practices



Our Mission

“Promote and practice responsible purchasing by identifying best practices, developing effective purchasing tools, educating the market, and using our collective purchasing power to maximize environmental stewardship, protect human health, and support local and global sustainability.”

What are **Environmentally Preferable Goods & Services**?



“...products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose.”

Maryland Department of the Environment

Common Sustainability Attributes

- Made with recycled content
- Highly energy/fuel/water efficient
- Designed to be long lasting
- Easily recyclable or compostable
- Made from renewable resources
- Less toxic than conventional goods
- Manufactured locally and responsibly
- Can be safely managed at the end of their life



USDN-RPN Sustainable Procurement Playbook for Cities



- Chap. 1: Introduction/Executive Summary
- Chap. 2: Making the Business Case for Sustainable Procurement
- Chap. 3: Developing a Sustainable Procurement Policy
- Chap. 4: Building & Operating an Effective Sustainable Procurement Program
- Chap. 5: Setting Sustainable Procurement Priorities
- Chap. 6: Creating Contracts for Sustainable Goods and Services
- Chap. 7: Tracking and Reporting Sustainable Procurement Results
- Chap. 8: Sustainable Procurement in Action: Electronics
- Chap. 9: Sustainable Procurement in Action: Building Materials
- Chap. 10: Sustainable Procurement in Action: Vehicles
- Chap. 11: Recommendations and Next Steps

Making the Business Case for Sustainable Procurement

- **Leading by Example**
- **Helping city meet its sustainability commitments**
 - Local air/water quality protection, waste prevention
 - Climate protection, resource conservation, promote biodiversity
- **Health benefits**
 - Protecting workers/building occupants from toxic exposures
 - Preventing toxic chemical releases into the environment
- **Economic benefits**
 - Reducing upfront costs by eliminating disposables, cooperative purchasing
 - Long-term savings through procurement of more efficient products
 - Supporting local and disadvantaged businesses





Making the Business Case

Local Government Examples

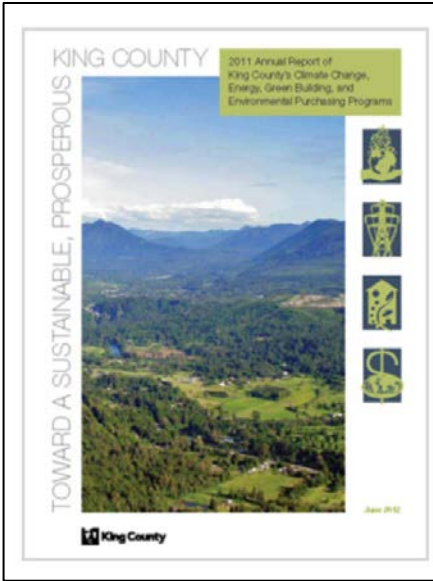
- **Alameda County, CA** – undertook a countywide interior lighting retrofit that reduced its energy use by 3 million kWh/year, saving \$350,000 and shrunk its carbon footprint by 1.6 million pounds annually.
- **Ann Arbor, MI** – purchased LED street lights, which save \$100,000 annually, improve light quality, and reduce maintenance needs.
- **Chicago, IL** – negotiated a coal-free electricity contract that is projected to save city \$1.4M over next 2 years and dramatically reduce air pollution.
- **King County, WA** – saves over \$500,000 each year by using remanufactured toner cartridges and supports local businesses by doing so.
- **Palo Alto, CA** – negotiated a “paperless work process” document management contract that frees up floor space and reduces toner, ink and paper costs.
- **Portland, OR** – lowered its trash and janitorial service fees by \$1500/month by replacing paper towel dispensers with high-efficiency hand dryers.

*Please help us feature **YOUR** success stories in the Playbook!*

Green Purchasing Yields \$ Savings

CASE STUDY: King County, WA purchased ~\$60 million in environmentally preferable products, saving ~\$1.5 million.

KEY COMMODITIES	2011 Savings
Remanufactured Toner Cartridges	\$544,964
Recycled Road Aggregates	\$300,000
Green Cleaners	\$161,496
Tire Retreading	\$136,320
Paper Reduction	\$118,265
Electronics Recycling	\$97,875
EPEAT/ENERGY STAR Computers	\$91,875
TOTAL	\$1,541,213



Energy-Efficient Appliances Save \$



CASE STUDY

Chicago, IL public housing authority cut its annual electricity bill \$500,000 by purchasing 10,000 ENERGY STAR-rated refrigerators

LED Light Bulbs Save \$

- Reduce replacement costs
- Use 75% less energy than incandescent light bulbs
- More efficient than CFLs
- Lower disposal costs (mercury-free)





Water Conservation Products

Save Energy and \$

Running hot water for 5 minutes
= 60 watt bulb for 14 hours



Choose WaterSense

WaterSense products are approximately 20 percent more water efficient than their counterparts. Conserving water conserves energy and reduces carbon pollution.



#actonclimate www.epa.gov

- > Product Search
- > Showerheads
- > Toilets
- > Bathroom Sink Faucets & Accessories
- > Landscape Irrigation Controllers
- > Urinals
- > Pre-rinse Spray Valves
- > In the Pipeline
- > Water Softeners
- > Soil Moisture-Based Control Technologies
- > Flushometer-Valve Toilets
- > Landscape Irrigation Sprinklers
- > Rebates



Green Cleaners Yield Health, Environmental and Economic Benefits



CASE STUDY

Hennepin County, MN medical center switched to green cleaners, non-corrosive (peroxide) disinfectant, and microfiber mops

- 7% reduction in cost of cleaners
- 80% reduction in chemical injuries

*Pilot test financed by Hennepin County
Leading by Example Fund*



Some Green Products are Comparably Priced

CASE STUDY

Multnomah County, OR bought 45% local produce and eggs for its county jail at no extra cost.



Why Adopt a Sustainable Procurement Policy?

- Demonstrates your city's commitment
- Catalyzes team to focus on the program
- Clarifies sustainable procurement procedures (such as development of standards, planning and reporting requirements, etc.)
- Supports champions
- Helps city qualify for grants, awards, certification (such as Sustainable Maryland, which has a model policy)



Sustainable Procurement Policy

Best Practices

1. Address all three pillars of **sustainability**: environmental, social and economic
2. Clearly delineate the **roles and responsibilities** of jurisdiction's various departments
3. Direct jurisdiction to develop sustainable procurement **tools** (e.g., standards, specifications)
4. Direct jurisdiction to make sustainable procurement the **default** action for all major purchasing decisions



Sustainable Procurement Policy

Best Practices (continued)

5. Direct jurisdiction to set sustainable procurement **goals**
6. Enable/encourage city employees to use life-cycle costing (LCC)/**best value** assessment methods when making purchasing decisions
7. Include **tracking and reporting** requirements
8. Direct jurisdiction to periodically review/**update** its sustainable procurement policy and procedures



Important Policy Language

Allow Use of Sustainable Product Certifications



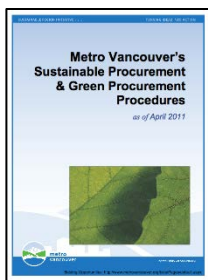
“Suppliers citing environmentally preferred product claims shall provide proper certification or detailed information on environmental benefits...”

*Source: University of California
Policy on Sustainable Practices*

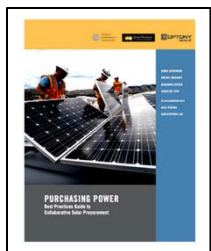


Sustainable Procurement Program

Best Practices



1. Dedicate **sufficient staff time** and other resources
2. Undertake **prioritization and planning**
3. Develop sustainable procurement **standards and procedures**
4. Conduct effective **outreach**
5. Track and report program activities & impacts
6. Participate in **external/cooperative sustainable procurement activities**



Setting Priorities and Planning

Best Practices

1. **Create cross-functional team** to undertake priority-setting process
2. **Identify policy drivers** that will help set priorities
3. **Conduct a spend analysis** to identify high-impact sustainability “hot spots” associated with products, services, and capital projects
4. **Review contracts** to identify and prioritize upcoming sustainable procurement opportunities
5. **Develop a sustainable procurement action plan** to guide implementation of sustainable procurement priorities

Common Sustainable Procurement Selection Criteria

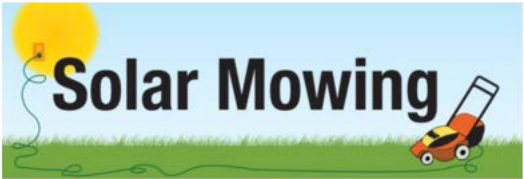


- **Sustainability policy drivers and benefits**
- **Relative amount of spending**
- **Ease of implementation** (amount of effort needed, existing standards, other cities' success, availability of cooperative contracts)
- **Cost implications** (expected increases or savings)
- **Potential for innovation**

Require Service Providers to Use Green Products & Offer Green Services



- Building Maintenance
- Construction
- Custodial Services
- Fleet Maintenance/Car Rental
- Food Services
- Landscaping
- Lodging
- Painting
- Pest Management
- Printing
- Waste Management/Recycling



Best Practices for Developing Contracts

1. Create Sourcing Team

The jurisdiction convenes a cross-functional sourcing team to guide the development of a contract (or contracts) for a specific category of goods or services.

- Often include procurement, sustainability, facilities and end-using departments
- Establish contract scope/goals/design/schedule
- Review contract usage/specifications
- Opportunity to share info among contract users, aggregate demand, harmonize specifications



Does your jurisdiction have a sustainable procurement team?

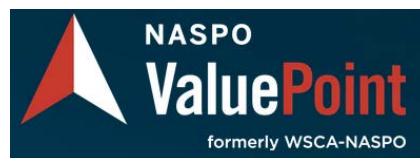
Who is participating?

Best Practices for Developing Contracts

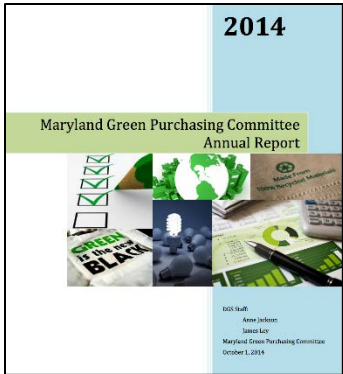
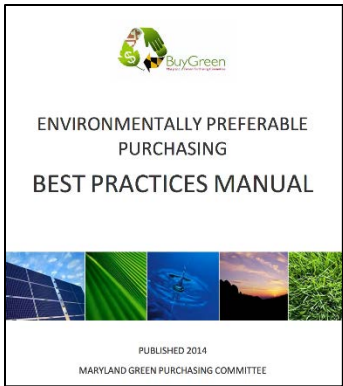
2. Assess Cooperative Purchasing Options

The jurisdiction assesses opportunities to purchase sustainable goods and services at discounted prices by utilizing an existing contract that has been created by another jurisdiction.

- State contracts
- Cooperative purchasing organizations (e.g., US Communities, NASPO ValuePoint, etc.)
- Piggybacking on another local government's contract
- Initiating a cooperative purchasing agreement with other localities



Look for Green Products on Maryland State Contracts



Maryland Green Purchasing

Contract Reference Guides

These guides show how environmentally preferable products can be found on current Maryland state contracts.

Maintenance, Repair & Operations Contracts

- [W.W. Grainger](#)
- [Fastenal](#)
- [MSC Industry Supply](#)

Janitorial Supplies Contract

- [Blind Industries & Services of Maryland \(BISM\)](#)

Fleet Vehicles

- [Vehicle Contracts](#)

For any questions or concerns, contact us at: DGS.BuyGreen@maryland.gov

<http://dgs.maryland.gov/Pages/GreenOperations/GreenPurchasing/index.aspx>

Best Practices for Developing Contracts

3. Benchmarking

The jurisdiction conducts a **benchmarking analysis** in order to determine whether other jurisdictions have already developed successful model sustainability specifications, vendor survey questions, and bid sheets that it can integrate into its bid solicitation documents – rather than starting from scratch.



Maryland Green Purchasing



Maryland Green Purchasing Committee

Content

- Best Practices Manual
- Guidelines
- Specifications
- Contract Reference Guides
- Relevant Legislation
- Reporting Requirements
- Events and Resources
- Committee Documents

DC Sustainable Specification Guidance



- Appliances
- Automotive Fleet
- Automotive Products
- Cleaning Supplies
- Computers & Monitors
- Food Services
- Furniture
- Imaging Equipment
- Janitorial Services
- Landscaping Services
- Office Supplies
- Paper
- Printing Services
- Toner

Sustainable specifications available for 100 unique products and services across 14 categories.

Best Practices for Developing Contracts

4. Review Contract Usage

The jurisdiction collects and evaluates historic contract usage data in order to:

- Identify high-spend items and high-usage agencies
- Assess the extent to which contract users are already purchasing sustainable products and services offered on the contract
- Identify opportunities for improvement



Best Practices for Developing Contracts

5. Contract Language Review

The jurisdiction reviews the existing contract language – including the original bid solicitation documents – to determine whether:

- It already includes mandatory and/or desirable sustainability criteria; and
- The specifications are current, comprehensive, and consistent with its sustainability policy drivers.



Best Practices for Developing Contracts

6. Assess Green Product Availability

The jurisdiction conducts a market assessment to determine the availability, (life-cycle) price and performance of sustainable goods and services from local vendors.

Sources of market information on sustainable goods and services

- Third-party certifiers
- Local vendors (e.g., interviews, RFI)
- Manufacturers
- Government agencies



How does your jurisdiction find information about sustainable products?

Best Practices for Developing Contracts

7. Evaluate Green Product Performance

The jurisdiction collects references – and undertakes a pilot test, if necessary – to identify sustainable products and services that will meet its needs and performance requirements.



How and when does your jurisdiction address product performance in your contract development process?



Best Practices for Developing Contracts

8. Create Sustainability Specifications

The jurisdiction develops mandatory sustainability **criteria** (e.g., specifications and contract requirements) for the bid solicitation, specifying credible third-party sustainability certifications and standards, when available.

What sustainability standards and certifications has your jurisdiction used to specify sustainable goods and services?



Best Practices for Developing Contracts

9. Survey Bidders

The jurisdiction develops sustainability-related vendor survey questions to include in the bid solicitation, if it is designed to assess “best value”(e.g., if it is a Request for Proposals (RFP)).

Does your jurisdiction assess best value through the use of RFPs?

What common questions do you ask to assess vendor sustainability?



Best Practices for Developing Contracts

10. Create “Green” Pricing Sheets

The jurisdiction creates pricing sheets that feature sustainable products and services that comply with the bid specifications to encourage vendors to offer their deepest discounts on these products.



CATEGORY #	ITEM #	GENERIC PRODUCT DESCRIPTION	Unit of Measure (UDM, e.g., CASE)	Sample Product Description (including name, size, etc.)	Sample Product Manufacturer	Sample Product SKU/OEM Product Number	Description (including name) of Product Offered	Manufacturer of Product Offered	SKU/OEM Product Number of Product Offered	Green Product Certification/Recognition/Standard (Green Seal, EcoLogo, DFE) (per Specification in Attachment D)
1A: AIR FRESHENERS AND DEODORIZERS: Must Be Certified by Green Seal or UL/EcoLogo OR Recognized by EPA's Design for the Environment Program										
1A	1	Deodorizer, RTU, Trigger Spray; Quart Bottle	CASE	Green Logic Odor Neutralizer; 32 oz; trigger spray	Core Products, Co.	GLON Quart	Proposer Input	Proposer Input	Proposer Input	Proposer Input
1A	2	Liquid Enzyme Cleaner and Deodorizer, RTU, 1 gallon; 4 per case	CASE	Enviro Chem Liquid Bac; 1 gallon; 4 per case	Rochester Midland	11767927	Proposer Input	Proposer Input	Proposer Input	Proposer Input
1A	3	Urinal screens and blocks (non-paradichlorobenzene)	CASE	Green Earth BioActive Solutions Urinal Toss Blocks; 72 blocks per bucket; 3.5 oz per block	Betco	26094-00	Proposer Input	Proposer Input	Proposer Input	Proposer Input
1B: BATHROOM CLEANERS: Must Be Certified by Green Seal or UL/EcoLogo OR Recognized by EPA's Design for the Environment Program										
1B	1	Restroom Cleaner, Non-disinfecting, Minimum concentration 1:16	CASE	Crew Bathroom Cleaner and Scale Remover (#44); 2.5L; 2 per case	Diversey	3172650	Proposer Input	Proposer Input	Proposer Input	Proposer Input
1B	2	Dilution System for Restroom Cleaner; wall-mount	EACH	J-Fill Duo Dispensing System, wall-mount	Diversey	4379	Proposer Input	Proposer Input	Proposer Input	
1B	3	Toilet Bowl/Urinal Cleaner, Non-disinfecting, RTU	CASE	Sustainable Earth Toilet and Urinal Cleaner; 32 oz; 12 per case	Coastwide Labs	SEB71032	Proposer Input	Proposer Input	Proposer Input	Proposer Input
1C: CARPET, RUG AND UPHOLSTERY CLEANERS: Must Be Certified by Green Seal or UL/EcoLogo OR Recognized by EPA's Design for the Environment Program										
1C	1	Carpet Cleaner; Minimum concentration = 1:16; 1 gallon	CASE	FaciliPro Carpet and Upholstery Extraction Cleaner; 1 gallon; case of 4	Ecolab	14635	Proposer Input	Proposer Input	Proposer Input	Proposer Input
1C	2	Dilution system for Concentrated Carpet Cleaner; single product; wall-mount	EACH	Single Product Dilution System for FaciliPro Carpet and Upholstery Extraction Cleaner	Ecolab		Proposer Input	Proposer Input	Proposer Input	
1C	3	Carpet Spot Remover, RTU, Trigger Spray	CASE	Encapsulating Carpet Spotter (Structured by Nature); 1 Quart Trigger Spray; 12 per case	Nilodor	325BN RTUSP	Proposer Input	Proposer Input	Proposer Input	Proposer Input
1D: DEGREASERS: Must Be Certified by Green Seal or UL/EcoLogo OR Recognized by EPA's Design for the Environment Program										
1D	1	Cleaner/Degreaser; Minimum concentration 1:16	CASE	Solsta 143 Cleaner-Degreaser; 3 liters; 4 per case	Waxie	410056	Proposer Input	Proposer Input	Proposer Input	Proposer Input

Best Practices for Developing Contracts

11. Reward Sustainability in Bid Evaluation



The jurisdiction undertakes a bid evaluation process that addresses sustainability issues by verifying compliance with mandatory sustainability criteria and assigning “points” to desirable sustainability criteria based on answers to vendor survey questions (if they were included in the solicitation.)

Have you encountered any barriers to doing this?

Best Practices for Developing Contracts

12. Promote Contract & Monitor Compliance

The jurisdiction rolls out, promotes and monitors the contract for sustainable goods and services after it awarded to ensure a smooth transition and ongoing compliance with its sustainability requirements.



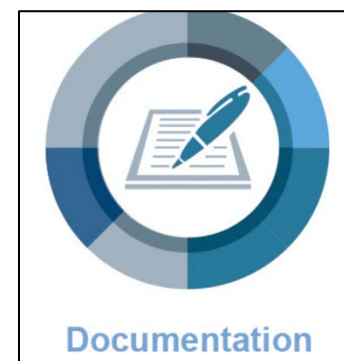
How does your jurisdiction promote the availability of sustainable goods and services on your contracts?

How do you monitor compliance with contract specifications and other mandatory requirements?

Require Vendors to Comply With Your Contract's Sustainability Requirements

*“...Contractor must agree to **supply proof of environmental certification** or other documentation of compliance with the environmental specifications in this Master Price Agreement) **for all products** (including any additional products added to the Master Agreement throughout the duration of the Master Agreement)...*

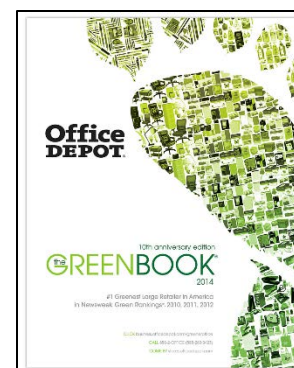
Failure to do so may result in the rejection of the product item that lacks current certification.”



Time-Saving Strategy

Direct Suppliers to...

- Clearly **label** products that meet YOUR EPP criteria
- **List** “greenest” products first via online searches
- **Substitute** (or suggest) EPPs when conventional items ordered
- Help **train** your employees
- Periodically **report** \$ amount of compliant/non-compliant purchases sold on your contract



Require Vendors to Properly Label Products With Sustainability Attributes

“The Proposer’s **online ordering system must identify the environmental certifications, ... amount of total and post-consumer recycled content, and/or other environmental attributes of the products** consistent with the environmental specifications for this Master Agreement).



Whenever available, the Proposer’s ordering system must provide a **link to the certification document** verifying the environmental attribute(s) of the product.”

Best Practice

Track and Report

Meet reporting requirements

Measure success!

- **Determine quantity of “green” goods & services used by your facilities**
 - ✓ Document progress for LEED, policy goals
 - ✓ Identify challenges and opportunities
 - ✓ Plan for future efforts
- **Identify cost impacts**
 - ✓ Measure cost savings and increases
 - ✓ Demonstrate the financial case for a Responsible Purchasing Program



Time Saving Resource

Recycled Paper Calculator

Lifecycle Environmental Impact
The following is a break down of the environmental impact of your choices for different grades of paper.

Recalculate	Baseline Paper	100% Recycled Paper
Paper	Uncoated Freesheet (e.g. c) ▾	Uncoated Freesheet (e.g. c) ▾
Quantity per year	1000 Pounds ▾	1000 Pounds ▾
% Postconsumer	0	100
Wood Use	2 tons	0 tons 2 tons less
Net Energy	15 million BTU's	11 million BTU's 4 million BTU's less
Greenhouse Gases	2,941 lbs CO ₂ equiv.	1,711 lbs CO ₂ equiv. 1,230 lbs CO ₂ equiv. less
Wastewater	11,109 gallons	5,186 gallons 5,924 gallons less
Solid Waste	954 pounds	595 pounds 360 pounds less



<http://c.environmentalpaper.org/home>

SM Webinar Participant Feedback

Top Sustainability Drivers



- Energy Savings/
Climate Protection
- Water Conservation
- Waste Minimization/
Recycled Content
- Toxics Reduction



City Operations Sustainability Plan

August 7, 2015

Sustainable Action Plan
for County Operations



Frederick County, Maryland
FY 2011 – FY 2015



Sustainable Procurement Priorities

Energy Savings/Climate Protection

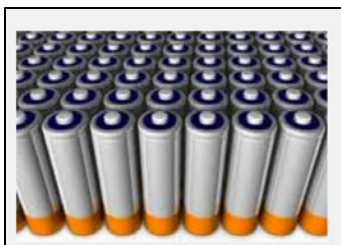
- Electricity & renewable energy systems
- Electronic/IT equipment
- Energy and water efficiency products and services
- Food and food services
- Lighting equipment (including street lights)
- Vehicles and transportation services



Sustainable Procurement Priorities

Waste Minimization

- Minimizing purchases of rapidly disposable products
 - Bottled water
 - Batteries
 - Polystyrene food service ware and packaging
 - Paper towels
- Paper reduction (through purchase of duplexing printers, MFDs)



Sustainable Procurement Priorities

Toxics Reduction

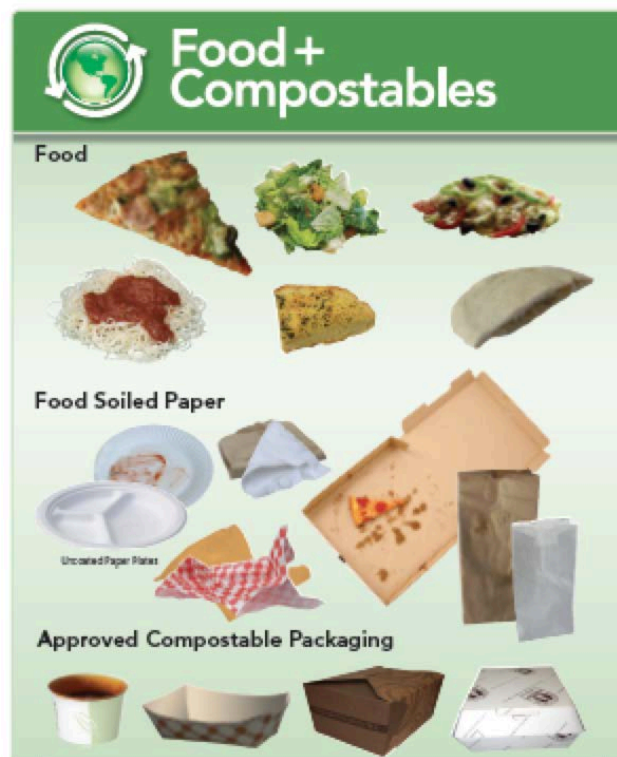


- Cleaning supplies and services
- Food service ware
- Furniture
- Hand soaps
- Landscaping/pest management products/services
- Lighting & other mercury-added products
- Paint and painting services

Reusable & Compostable Food Service Ware Can Cost-Effectively Replace Polystyrene



**ReThink
Disposable**
STOP WASTE BEFORE IT STARTS



Product/Service Categories MD Cities Planning to Focus on in Coming Year

- **Office supplies (73%)**
- **Computers/Electronic Equipment (60%)**
- **Landscaping and Pest Control (60%)**
- **Lighting Equipment (53%)**
- **Janitorial Supplies and Services (53%)**

How to Procure Environmentally Preferable Office Supplies



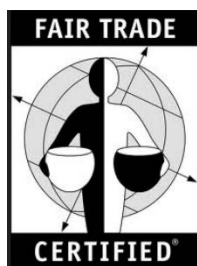
Multi-Attribute Sustainability Certifications/ Recognitions for Office Supplies



- Cradle to Cradle
- Electronic Products Environmental Assessment Tool (EPEAT)



- Fair Trade
- Green Seal
- UL EcoLogo
- US EPA Design for Environment/
Safer Choice



Single-Attribute Sustainability Certifications for Office Supplies



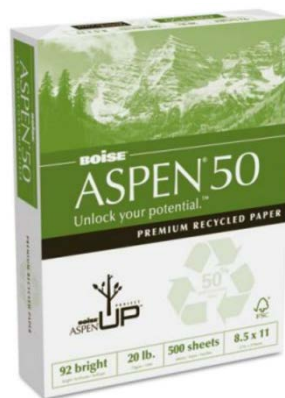
- ACMI Approved Product
- Biodegradable Products Institute (BPI)
- ENERGY STAR
- Forest Stewardship Council (FSC)
- UL GREENGUARD or SCS Indoor Air Advantage
- USDA Organic



White Copy Paper



- Often the highest spend category
- 30-100% post-consumer recycled content
- FSC-certified (may contain all “virgin” fiber)
- 100% recycled <= process chlorine-free (PCF)
- Restrict non-compliant products from contract





Other Office Paper Products

Should meet or exceed US EPA's Recycled Content Guidelines (most = minimum 30% PCRC)

- Calendars
- Dividers
- Envelopes
- File Folders
- Labels
- Notepads and Notebooks
- Sticky Notes
- Storage Boxes
- More...



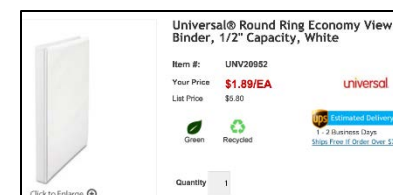
Recycled Content Guidelines for Office Supplies



Office Supply Product Type	Minimum Total Recycled Content (%)	Minimum Post-Consumer Recycled Content (%)
Binders, Plastic-Covered	25	0
Binders, Paper-Covered	90	75
Binders and Report Covers, Pressboard	50	20
Binders, Solid Plastic, HDPE	90	90
Binders, Solid Plastic, Polyethylene	30	30
Binders, Solid Plastic, PET	100	100
Book and Printing Paper (including calendars)	30	30
Clipboards, Plastic, HDPE	90	90
Clipboards, Plastic, Mixed	15	15
Copy Paper	30	30
Boxes, Corrugated	25	25
Envelopes, Letterhead and Commercial (e.g., #10)	30	30
Envelopes, Heavy Weight - White, Manila, Colored and Unbleached (e.g., brown catalog envelopes)	10	10
Envelopes, Plastic	25	25
File Folders (Manila and Colored)	30	30
File Folders, Plastic, HDPE	90	90
Filing Supplies (Except Folders), e.g., Hanging Folders, Pocket Expanders	20	20

Prohibited Chemicals and Materials in Products and Packaging

- ✗ **PVC/Vinyl** (in binders, calendars, chair mats)
- ✗ **Polystyrene** (in clipboards, office organizers)
- ✗ **BPA** (in thermal paper, plastics)
- ✗ **Nanotechnology**
- ✗ **Antimicrobial ingredients** (on file folders, calendars, wooden pencils, binders, and scissors, in hand soaps)
- ✗ **Any chemicals that can cause cancer or asthma**
- ✗ **Fluorinated compounds** (e.g., air dusters)



Score “Desirable” Sustainability Attributes of Each Vendor



Electric-assist cargo trikes like this one now deliver office supplies to nine of the City's downtown offices.

- **Sustainability Quest**
(attributes of the vendor's business)
- **Environmental Services**
(e.g., product take-back, training, sustainable transportation methods)
- **Local business/SBE/MBE/WBE**
- **Environmentally Preferable Packaging**

How to Purchase Environmentally Preferable IT Equipment



Electronic Products Environmental Assessment Tool (EPEAT)

IT product rating system that covers 42 manufacturers and over 4000 unique products available in the US

Currently: PCs/Laptops/Displays

Imaging equipment

Televisions



Up next: Servers

Mobile devices

Photovoltaic panels

How are products rated in EPEAT?

- Products must meet all **REQUIRED** criteria to qualify for EPEAT.
- Products are rated Bronze, Silver or Gold based on how many **OPTIONAL** criteria they meet.

Green (< 50%)



Greener (50-75%)

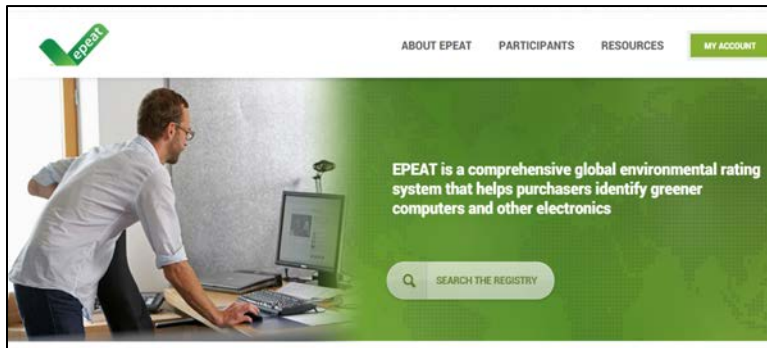


Greenest (> 75%)






Find Products on EPEAT Registry


- **“One stop shop”** for purchasers to view all registered products
- **Compare** by product, specific criteria, manufacturer
- **Built-in calculator** helps purchasers estimate environmental and economic benefits



www.epeat.net

				Total
Copier	0	10	18	28
Digital Duplicator	1	12	0	13
Facsimile Machine (Fax Machine)	5	0	0	5
Mailing Machine	0	0	0	0
Multifunction Device (MFD)	156	443	212	811
Printer	72	267	50	389
Scanner	35	50	0	85
Totals	269	782	280	1331

LED Lighting Equipment



Technology

☐ CFL (1743)

☐ LED (7020)



Make the smart switch from
HID to LED

The GE LED replacement for 400 Watt HID lamps is the key to improved energy usage and lamp life in warehouse, retail and commercial applications.



2.5x longer life
The GE LED has a 50,000-hour rated life vs. a 20,000-hour life



50% less energy usage
with similar light output—20,000 vs. 23,500 lumens



Easy to install
Screws into existing fixture—no tools, wiring or costly upgrade required

Instant on/
brightness

Flexible use—
universal turn
position

Fits ANSI
profile E83?

5-year limited
warranty



For more information, contact your GE sales representative or go to ge-lighting.com/ThinkLED.

Local Government Energy Efficiency

Best Practices

STREETLIGHTING

San Diego Area
Population: 3,000,000

SUMMARY

The San Diego Regional Peer-to-Peer Street Lighting Working Group (SDRWG) was established in 2005, sponsored by SDG&E's Local Government Energy Efficiency Partnership Program. Participating member cities and other public agencies are developing and sharing best practices and tools to accelerate the results of approximately 141,000 investments in SDG&E's service territory.

This regional initiative has the potential to reduce annual street lighting energy consumption by all member cities, which equates to a reduction of 24,000 tons of CO2 emissions and an annual energy savings of \$10 million in avoided energy and maintenance costs.

In terms of overall development, all regional governments have the potential to avoid \$18 million in construction project and installation expenses while generating \$60 jobs.

The collaboration process, methodology, and outputs "Designed" online best practice sharing website available a template that can now be replicated to address other key regional sustainability representations.

San Diego Regional Peer-to-Peer Street Lighting Working Group



PROGRAM HIGHLIGHTS

The Street Lighting Working Group meets every 2-3 weeks with the goal of providing, specification and procurement tools and templates which are intended to streamline and accelerate the process for participating public agencies to move forward with street lighting results procurements.

Participating cities and public agencies receive the following outcomes:

- Regional Specifications Guidelines for fixtures and LED conversions
- Data from local/regional field evaluations
- Guidance on street energy audit key considerations
- Recommendations for recycling of lamps and fixtures
- Compliance requirements of SDG&E and ARAA grant funded procurements
- SDG&E guidance on tariffs and available incentives
- Insights on emerging adaptive controls
- Energy audit, RFP and Best Value Evaluation templates

DESIGNLIGHTS
CONSORTIUM



Municipal Solid-State
STREET LIGHTING
CONSORTIUM

www.ResponsiblePurchasing.org

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Green Specifications

Fluorescent Lighting



- **High-efficiency fixtures** (ENERGY STAR, DLC)
 - **High-efficiency ballasts** (NEMA Premium Efficiency)
 - **High-efficiency fluorescent tubes** (Consortium for Energy Efficiency)
 - **Long rated life** (look for XL, XP and PLUS lamps)
 - **Low-toxicity** (RoHS-compliant, set mercury limit)
 - **Recycling** required by vendor
-
- **Prohibit “red flag” products:** (e.g., old fluorescents (T12s/T9s, preheat models) mercury vapor lamps, standard incandescents, magnetic ballasts)
 - **Work to lower prices on high-performance lighting equipment** (e.g., high-performance fluorescent fixtures, lamps & ballasts)



Third-Party Certifications for Janitorial Supplies



Cleaning chemicals, floor polish and strippers, hand soaps, bagged deicers

- Green Seal
- UL EcoLogo
- EPA's Design for Environment/Safer Choice



Janitorial Paper Products

- Green Seal
- UL EcoLogo




Green Seal Multi-Attribute Criteria for Institutional Cleaners (GS-37)

- Low toxicity
- No cancer-causing ingredients
- No asthmagens
- Not corrosive to eyes or skin or skin sensitizer
- Won't pollute air or deplete ozone layer
- Won't kill fish
- Low phosphorous
- Will biodegrade
- Package recyclable
- Available as concentrate
- Limits on fragrances used
- Certain ingredients prohibited
- Performance tested
- Vendor training available



Verify Product Certifications (Green Seal)



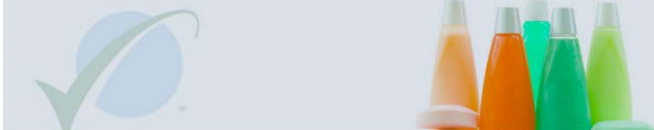
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Products

- Cleaning Services
- Hotels and Lodging Properties
- Restaurants and Food Services



Filter by:


Standard: — Select —

Search by:


Category: — Select —

Manufacturer: — Select —


Go




Household Products (GS-8, GS-21, GS-48)




Construction Materials & Equipment (GS-13, GS-31, GS-36)




Paints & Coatings (GS-11, GS-43, GS-47)




Printing & Writing Paper (GS-7, GS-10, GS-15)




Paper Towels, Napkins & Tissue Paper (GS-1)









Food Packaging (GS-18, GS-35)




Institutional Cleaning Products (GS-34, GS-37, GS-40, GS-51, GS-53)




Hand Soaps & Cleaners (GS-41)

	Daycon Products Company	Spectra System2 Vibrance 27 Mild Acid Restroom Cleaner (CDCC-As-Used Acute Tox)
	DeVere	Pure Clean: Hydrogen Peroxide-based All-Purpose Cleaner (CDCC-As-Used Skin/Eye)
	DPM Enterprises, Inc.	Spectrum Low Moisture Carpet Cleaning Solution
	Ecolab	Acid Bathroom Cleaner
	Ecolab	Ecolab Neutral Bathroom Cleaner
	Ecolab	Ecolab Ultra Concentrated Neutral Bathroom Cleaner




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Verify Product Certifications (UL EcoLogo/Safer Choice)



Sustainable Product Guide

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Search For Products

Evaluation Type

Product Category

Manufacturer / Brands

Sustainable Credits


Standard Number

Keyword Search

Energy Efficiency Certified Products

Your Resource for Healthier, More Sustainable Products


This free resource connects you to third-party certified products you can trust. All products that have achieved certification/validation from UL Environment, including GREENGUARD and ECOLOGO Certified products are listed in this guide. UL Environment is not affiliated with any manufacturer or product that it certifies/validates.



Redefining sustainability for future generations


Finding safer products just got easier!

Products with the Safer Choice label will be available in stores later this spring and summer. [Learn more.](#)




epa.gov/saferchoice

Read EPA Administrator Gina McCarthy's blog post about the new Safer Choice label.




Safer Choice helps consumers, businesses, and purchasers find products that perform well and are safer for human health and the environment.



The Safer Choice Label


- Learn About Safer Choice
- Resources for Manufacturers
- Safer Choice Standard




Find Safer Products

- Browse the Full Product Listing
- Find Safer Choices to Use in Your Community


Find Safer Choice Products




All-Purpose Cleaners



Car Care Products

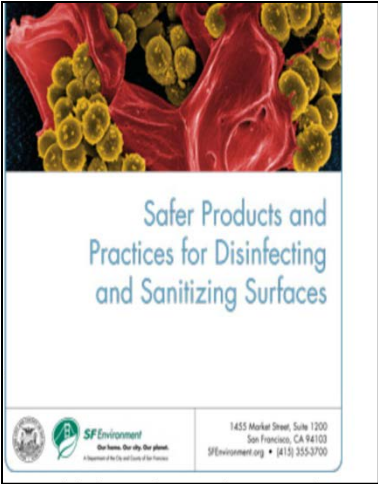


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Safer Disinfectants



Green Purchasing
Opportunities and Best Practices



Green Purchasing Best Practices:
Compostable Food Service Ware



Green Purchasing Best Practices:
Architectural Paints and Coatings



RPN
Resources

RPN
Responsible Purchasing Network

**Responsible Purchasing Resources:
For Public Agencies and Institutions**

Eco-Labels	Description
	Biodegradable Products Institute is an organization which certifies that plastic products with "biodegradable" claims will safely break down in a typical commercial composting facility. www.bpiweb.org
	Chlorine-free Products Association is a nonprofit organization that certifies chlorine-free products such as copy paper, envelopes and tissue products. www.chlorinefreeproducts.org
	EcoLogo is Canada's environmental product certification program. It has issued standards for over 300 product categories (such as flooring, paint, electricity, cleaners, office equipment, and paper products), all of which are sold in the United States. www.ecologo.org/en/
	Electronic Products Environmental Assessment Tool (EPEAT) is an independent program that certifies "green" electronic equipment such as computers, monitors and laptops. www.epeat.net
	ENERGY STAR is a joint program of the U.S. Department of Energy and U.S. Environmental Protection Agency that allows its label to be used on energy-efficient products (such as light fixtures, CFLs, LEDs, appliances and office equipment). www.energystar.gov
	E-Stewards is a program that certifies recyclers of electronic equipment that adhere to the highest standards of environmental responsibility and worker protection. The e-Stewards Standard for Responsible Recycling of Electronic Equipment® can be found at http://e-stewards.org/certificationoverview/
	Forest Stewardship Council certifies lumber and other building products made with sustainably harvested wood or that reduce wood consumption. www.fscus.org
	Green-e is a labeling program established by the nonprofit organization, Center for Resource Solutions, which verifies that electricity has been generated using renewable sources such as solar and wind. www.green-e.org
	Greenguard is a nonprofit organization which certifies products that improve indoor air quality. Find products (such as flooring, paints, furniture, and cleaning products) with low VOCs and other emissions. Some are certified for use near children. www.greenguard.org
	Green Seal is a nonprofit organization that sets standards for products (such as janitorial cleaners, floor strippers, and paints) and certifies products that meet those standards. www.green Seal.org

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Look Who's Joined

Advancing Safer Chemicals in Products
The Key Role of Purchasing
JUNE 2015

Enc

Healthy Purchasing for Healthy Schools
A Guidance Memo

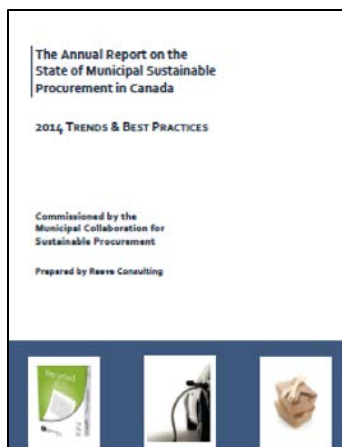
Green Cleaning + Five More Product Categories to Help Make Schools Healthier

Sustainable Procurement Resources

From Other Groups



- **Sustainable Purchasing Leadership Council**
 - Guidance on Sustainable Procurement
 - Resources on Spend Analysis
- **EPPNet List-Serv**
- **Municipal Collaboration for Sustainable Procurement (MCSP)**
 - Provides technical support to Canadian cities
- **Western States Climate & Materials Mgt. Forum**
 - *Climate-Friendly Purchasing Guide* (under dev't)



Thank You!



Responsible Purchasing Network

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