



SUSTAINABLE PURCHASING POLICY

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SUSTAINABLE PURCHASING POLICY

1.0 PURPOSE/OBJECTIVES

The goal of this Sustainable Purchasing Policy is to encourage and increase the use of environmentally preferable ongoing consumable products and services by Children's Services Council of Palm Beach County (CSC). By including environmental considerations in purchasing decisions, CSC can promote practices that improve public and employee health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

The policy objectives for ongoing consumables and services are to:

- expand the purchase of environmentally preferable products;
- identify environmentally preferable alternatives;
- adopt alternative processes, where practicable, that will reduce the use/disposal of hazardous substances and promote resource conservation; and
- collect and maintain up-to-date information regarding manufacturers, vendors, and other sources for locating/ordering environmentally preferable products.

2.0 NEED

Local and state governments combined, purchase more than \$1 trillion of goods and services each year. Many of these products contribute to problems in the overall environment, including contamination of the air and water, and depletion of environmental resources. In some instances, products require special waste disposal and reporting procedures which can be cumbersome and expensive. Furthermore, local government employees using these products may be exposed to compounds that are potentially harmful to their health.

CSC has an opportunity to serve as a community model for environmental leadership by incorporating a plan of action that will conserve precious resources such as water, raw materials and energy, reduce the use of hazardous substances, and potentially improve the environmental quality of the region. By incorporating environmental considerations in public purchasing, CSC 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.

3.0 RESEARCH, EVALUATION, IMPLEMENTATION

An Environmental Purchasing Committee will be composed of representatives from various CSC departments to research, evaluate, and implement the environmental purchasing objectives. The Committee will focus on the following areas:

- Ongoing Consumables.
- Durable goods
- Building materials used in facility alterations and additions
- Mercury-containing lamps

This policy includes, but is not limited to, the following products and services:

- **Recycled Content Products** (paper, playground equipment, motor oil, carpets, plastic lumber)
- **Less Harmful and Non-toxic Materials and Processes** (janitorial products, pest management chemicals, phosphates, paint)
- **Energy and Water Efficient Products and Processes** (energy efficient lighting, appliances, and equipment)
- **Natural Resource and Landscaping Management** (integrated pest and vegetation management, drought tolerant plants)
- **Renewable Products** (certified forests, renewable energy resources)
- **Disposal and Pollution Reduction** (integrated waste management, double-sided copies, reusable binders and dividers, reusable holiday trees)
- **Packaging** (bulk packaging, reusable boxes, shipping pallets, etc.)
- **Green Building Program** (using recycled products in construction and renovation, disposal of building materials in an environmentally sensitive manner, designing and renovating for energy and resource conservation)

Food and beverages are not included in the scope of this policy.

The Committee may recommend changes in awareness, behaviors, practices, and procedures. The Committee will meet annually to monitor and evaluate CSC's progress.

4.0 SPECIFICATIONS

Sustainable Purchasing of Ongoing Consumables

The term "ongoing consumables" refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges, and batteries. CSC's goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested and extracted and processed within 500 miles of the facility
- Consists of at least 50% Forest Stewardship Council (FSC)-certified paper products
- Rechargeable batteries

CSC acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. CSC requests that vendor(s) notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this policy shall be construed as requiring CSC to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Sustainable Purchasing of Durable Goods

The term "durable goods" refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adaptors, televisions, and furniture. The purchasing criteria for these products fall into the following two categories.

Electronics and Appliances

CSC's goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Energy Star labeled products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- The equipment replaces conventional gas-powered equipment, i.e. maintenance equipment and vehicles

Furniture

CSC's goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested, extracted, and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC)- certified wood

CSC acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and possible. CSC requests that vendor(s) notify them of Energy Star and sustainable furniture opportunities that would comply with the above specifications, as well as reduced packaging options.

Sustainable Purchasing: Facility Alterations and Additions

This policy covers materials that are permanently or semi-permanently attached to the building itself in the course of facility renovations, demolitions, refits, and new construction additions. These products may include, but are not limited to: building components and structures (wall studs, insulation, doors, and windows), panels, attached finishes (drywall, trim, ceiling panels), carpet and other flooring materials, adhesives, paints and coatings. CSC's goal is that at least 50% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization

- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested/extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood
- Adhesives and sealants comply with SCAQMD rules governing allowable VOC content
- Paints and coatings comply with Green Seal's GS-11 requirements governing VOC emission levels
- Finished flooring is FloorScore - certified and constitutes a minimum of 25% of the finished floor area
- Carpet and carpet cushion meets the requirements of the Carpet and Rug Institute (CRI) Green Label Plus carpet testing program
- Composite panels and agri-fiber products contain no added urea-formaldehyde resins

CSC acknowledges the value of purchasing sustainable products and requires that vendor(s) support that effort when appropriate and/or possible. CSC requests that vendor(s) notify them of potential opportunities that would comply with the above specifications, as well as reduced packaging options.

Sustainable Purchasing: Toxic Material Source Reduction – Reduced Mercury in Lamps

CSC seeks to reduce the amount of mercury brought into all sites through purchase of lamps for the buildings and associated grounds. CSC's goal is that at least 90% of the number of lamps purchased will meet the following overall mercury-content target:

- No more than 90 picograms of mercury per lumen-hour

CSC representatives acknowledge the value of purchasing low-mercury lamps and require that vendors support that effort when appropriate and possible. CSC requests that vendor(s) notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options.

Recycled Content Products

- ✓ To the extent practicable, all printing and copy paper products shall meet U.S. EPA guidelines for post-consumer recycled fiber content.
- ✓ To the extent practicable, all janitorial paper products shall meet U.S. EPA guidelines for post-consumer content.
- ✓ All re-refined oil must be American Petroleum Institutes certified.
- ✓ Carpets purchased by CSC shall consist of recycled material and shall contain the lowest volatile organic compound (VOC) content available in its installation system.
- ✓ Any other products with recycled content used by CSC that are not identified in this policy shall meet the U.S. EPA recommendations and specification guidelines for recycled content.
- ✓ If the State of Florida adopts recommendations and specification guidelines for recycled content products that are more stringent than the U.S. EPA guidelines, CSC will follow the State guidelines.

Less Harmful and Non-Toxic Materials and Processes

- ✓ To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) shall contain ingredients that are identified by the United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens.
- ✓ All surfactants shall meet U.S. EPA standards as "readily biodegradable." Where practicable, no detergents shall contain phosphates.
- ✓ All paint used by CSC shall contain the minimum amount necessary of volatile organic compounds, and shall contain maximum recycled content where practicable.
- ✓ CSC shall reduce or eliminate its use of products that contribute to the formation of dioxin and furan compounds. To the extent practicable processed chlorine-free or less bleached paper shall be purchased for photo-copy-grade and janitorial paper products. The 10% price preference applies to the purchase of chlorine-free paper. Additionally, CSC shall eliminate the use of Polyvinyl Chloride (PVC) plastics to the extent practicable.

Energy and Water Efficient Products and Processes

- ✓ Where practicable, purchased or leased electronic equipment including photocopiers, computers, printers, lighting systems, HVAC, kitchen appliances, and energy management systems must meet U.S. Environmental Protection Agency (EPA) or U.S. Department of Energy (DOE) energy efficiency standards. Where applicable, the energy efficiency function must remain enabled on all energy-efficient equipment.

Natural Resource and Landscaping Management

- ✓ CSC shall implement an integrated pest management program for pest control. Any chemicals used to eliminate or deter insect pests and undesirable vegetation shall be the most readily and completely biodegradable product available for the given application, and shall be applied in a manner that is least likely to come into contact with humans and any other animals for which treatment is not intended.
- ✓ CSC shall implement a Vegetation Management Program. The program will develop a policy to utilize drought-resistant, native, and less chemically dependent plant species.

Renewable Products

- ✓ CSC shall not procure products that originate from rainforest hardwood or tropical wood.
- ✓ To the extent practicable, CSC will use products from certified forests.

Disposal and Pollution Reduction

- ✓ CSC shall implement an integrated waste management that is: waste prevention and reuse (source reduction) first, followed by recycling and composting, with only the residual being disposed of as trash or garbage. Recycling programs are currently available at CSC for paper, cardboard, telephone books, laser-jet cartridges, wood pallets, scrap metal, batteries, glass and plastic bottles, and aluminum cans. CSC will evaluate and implement, where practicable, expansions of and additions to the current programs in order to increase waste diversion.
- ✓ All departments shall ensure that they and their contractors/consultants use double-sided copying. Where practicable, all photocopiers and printers acquired by CSC following adoption of this policy are required to be capable of double-sided copying.
- ✓ Preference shall be given to products that are reusable or refillable rather than disposable, long-lasting, durable, and able to be recycled or composted at the end of their life.

- ✓ A pre-purchase review shall be done before purchasing disposable or single-use items to determine their necessity and to compare these items to long lasting, reusable or refillable alternatives. Occasional use items shall be shared to the extent practicable. Preference shall be given to the lightest, smallest, most durable product that will complete the task (photocopiers, microwaves, etc.) For large purchases, life-cycle cost analysis shall be taken into consideration for cost comparisons of alternative products. Life-cycle cost analysis includes an assessment of a product's maintenance, energy and water use, and disposal costs.

Packaging

- ✓ To the extent practicable, CSC shall require packaging to be reusable, recyclable or compostable. Items purchased shall be bulk-packed if possible and carded items shall be avoided.
- ✓ Vendors shall be encouraged to take back and reuse pallets and packaging materials.
- ✓ Purchasing will work with vendors to ensure the most effective packaging of products.

Green Building Program

- ✓ CSC shall implement a green building program that promotes the use of recycled products in construction and renovation, disposal of building materials in an environmentally sensitive manner, and designing and renovating for energy and resource conservation.

5.0 PERFORMANCE, PRICE, AND AVAILABILITY

Nothing contained in this policy shall be construed as requiring a department or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time. CSC is aware that there is an increased initial cost to purchase environmentally friendly products.

CSC and/or vendor will record and track purchases on a monthly basis. CSC personnel and/or vendor responsible for purchasing will report CSC's purchases to the appropriate CSC representative using the provided Materials Purchasing Worksheet. Vendor is required to track and report CSC's purchases monthly. Vendor will use CSC Materials Purchasing Worksheet or a CSC approved alternative reporting method. Vendor is prepared to report the manner by which each product purchase meets the following purchasing criteria. Whenever possible, CSC personnel should include an evaluation of the environmental and public health benefits achieved through sustainable purchasing of the goods described under Section (4).

6.0 RESPONSIBLE PARTY

The Director of Operations shall implement this policy in coordination with other appropriate organization personnel, including but not limited to, CSC's Purchasing Officer, CSC employees, parties purchasing materials on CSC's behalf and/or companies contracted to provide goods to CSC.

Contact Information for Responsible Party:	
Name:	Deb Tatonetti
Job Title:	Director of Operations
Phone:	561-740-7000
Email:	Deb.tatonetti@cscpbcc.org
Date of assignment:	April 27, 2010

7.0 PROCEDURES AND STRATEGIES

This policy covers purchases that are within the building and site management's control. CSC personnel may use any qualifying vendor to procure the products described in Section (3), and are encouraged to also consider the following areas of interest:

Packaging

CSC desires to reduce waste generated through daily operations and recognizes that such reduction begins with the material that enters each facility/site. CSC will request that all items purchased be packaged and delivered with minimal packaging material. CSC reserves the right to request that vendors alter the packaging of goods delivered, when appropriate and possible.

Recycled Content

CSC requests that all vendors provide recycled content options for goods when available. If a product is available with recycled content, vendor will disclose that option to the appropriate CSC representative. Recycled content targets may be overridden at the discretion of CSC representatives if certain products with recycled content present themselves as cost-prohibitive.

8.0 PERFORMANCE EVALUATION

CSC and/or vendor will record and track purchases on a monthly basis. CSC personnel and/or vendor responsible for purchasing will report CSC's purchases to the appropriate CSC representative using the provided Materials Purchasing Worksheet. Vendor is required to track and report CSC's purchases monthly. Vendor will use CSC Materials Purchasing Worksheet or a CSC approved alternative reporting method. Vendor is prepared to report the manner by which each product purchase meets the purchasing criteria. Whenever possible, CSC personnel should include an evaluation of the environmental and public health benefits achieved through sustainable purchasing of the goods described under Section (3).

9.0 TIME PERIOD

This Sustainable Purchasing Policy shall take effect on **June 1, 2010** and shall continue indefinitely or until amended or replaced by a subsequent sustainable purchasing policy.

Signature on File

Deborah Tatonetti, Director of Operations
Children's Services Council of Palm Beach County