

StopWaste Headquarters

1537 Webster Street, Oakland, CA

Ongoing Purchasing Policy – Amendment

Overview

This policy amendment outlines sustainability criteria for environmentally preferred purchasing choices that are in addition to the StopWaste existing Environmentally Preferable Purchasing Policy (EPPP) that was adopted in July of 2003. This amendment clarifies product selection and purchasing criteria needed in order to meet the requirements for LEED for Existing Buildings: Operations & Maintenance (LEED EB:OM) Version 4 for certification and recertification.

Scope

Environmentally Preferable Purchasing

- Durable goods
- Ongoing consumables
- Reduced mercury in lamps
- Food

Performance Metric

Percentages must be based on total purchases of applicable materials on a cost basis. Materials meeting two separate criteria count twice toward the total. The average mercury content of lamps must be determined using a weighted average calculation.

Documentation of all purchases related to the applicable categories will be maintained on an annual basis. Tracking will be done to ensure compliance with this policy.

Goals

The goal for this building is to, at a minimum, maintain the current environmentally preferable purchasing policy and work towards increasing the sustainability of future purchases of ongoing consumables, durable goods, facility alteration and additions, reduced mercury in lamps, and food.

Procedures and Strategies

I. Contracts

StopWaste places a priority on environmentally preferable purchasing by using sustainability requirements as one of the evaluation criteria when contracting for services.

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Each bid received during solicitation will require the company to describe their environmental stewardship as well as answer questions regarding the sustainable aspect of products they use. This will include, where applicable:

- Recycled Content of the Product (where possible separating pre- and post-consumer %)
- Energy and Water savings
- Chemicals Used in the Product's Manufacturing
- Packaging of the Product
- Transportation and Disposal Programs
- Environmentally preferable purchasing policy of the company

II. Durable Goods

Durable goods have a useful life of two years or more and are replaced infrequently or may require capital program outlays. Examples include furniture, office equipment, appliances, external power adapters, televisions, and audiovisual equipment.

Electric-Powered Equipment

Achieve sustainable purchases of at least 50% of total purchases of electric-powered equipment (by cost). Sustainable purchases meeting one or more of the following criteria are preferred:

- The equipment is EPEAT Silver rated or better.
- If the equipment does not yet fall under the EPEAT rating system, it must be Energy Star qualified or performance equivalent.

Furniture

Criteria for furniture purchases are located in the *StopWaste Facility Maintenance and Renovations Policy*.

III. Ongoing Consumables

Ongoing consumables refer to low cost-per-unit materials that are regularly used and replaced throughout the daily course of business. These materials include, at a minimum, paper (printing or copy paper, notebooks, notepads, envelopes), toner cartridges, binders, batteries and desk accessories. The use of environmentally sensitive materials is preferred. As applicable, a target of at least 60% of total purchases should comply with one of the following:

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- All office white copy paper shall be at least 75% post-consumer recycled content paper. All other paper shall at least meet minimum EPA guidelines for recycled content. 2-Sided (double-sided) printing shall be standard at all printing stations.
- Postconsumer recycled content: The content of purchases must meet or exceed the levels listed in the US EPA's Comprehensive Procurement Guidelines. Products not covered by the guidelines shall have any amount of recycled content.
- Paper and Wood Products: certified by the Forest Stewardship Council (FSC).
- Extended Use: Batteries are rechargeable. Toner cartridges for laser printers must be remanufactured.

IV. Facility Alterations and Additions

Criteria for solid waste management and indoor air quality best management practices during facility alterations and additions are located in the *StopWaste Facility Maintenance and Renovations Policy*.

V. Reduced Mercury in Lamps

In order to reduce mercury in lamps, all vendors shall provide information on energy efficiency and lamps that have low mercury counts. As applicable, all lamps purchased should comply with the minimum level of mercury content specified below. 100% (as measured by the number of lamps) of all lamp purchases will contain:

- 70 picograms of mercury per lumen-hour or less.

VI. Food

Where applicable, vendors are selected that provide environmentally preferred purchasing of food. This includes food purchased for the office staff as well as food provided by outside catering services that are directly related to Agency meetings or events. A target goal of 25% of total combined food and beverage purchases (by cost) shall meet one or more of the following criteria:

- Sustainable Agriculture: Food and beverages labeled USDA Organic, Food Alliance Certified, Rainforest Alliance Certified, Protected Harvest Certified, Fair Trade or Marine Stewardship Council's Blue Eco-Label.
- Local sourcing of food and beverages: food or beverage must contain raw materials harvested and produced within a 100-miles of the site.
- Service ware and packaging are reusable, recycled content, readily recyclable, or compostable. Plastic film wrap, single-use serving trays, and other single use supplies are strongly discouraged.

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Time Period

This policy must remain in effect going forward from its inception date, August 1, 2013. This policy amendment shall apply to all common spaces, contractors purchasing products on our behalf, and employees. Additions and revisions will be made to this policy as new technologies and strategies become available, as directed by the Administrative Services Director.

Approval

Pat Cabrera, Administrative Service Director