



June 2013

Sustainable Purchasing Policy

901 Fifth Avenue

The Environmental Building Operations Policies are meant to be used by property managers to institutionalize environmental procedures within existing building operations. The policy provided herein covers sustainable purchasing. This policy is a requirement for LEED for Existing Buildings: Operations and Maintenance (LEED-EB OM). LEED-EB OM is a green building rating system developed and administered by the U.S. Green Building Council (USGBC). All policies and plans must meet the LEED prerequisite and credit requirements.

Table of Contents

I. Introduction	1
II. Goals	3
III. Scope	4
IV. Responsibilities	5
V. Time Period	6
VI. Performance Metric	7
VII. Procedures and Strategies	8
• General Criteria for Products and Services	8
• Ongoing Consumables for Office Management	9
• Ongoing Consumables for Facilities Management	10
• Durable Goods	10
• Facilities Alterations and Additions	12
• Reduced Mercury in Lamp Purchases	13
VIII. Recordkeeping Documents	14
IX. References	15

I. Introduction

This policy establishes the best management practices for sustainable purchasing. Purchases and operating behavior impact occupants' well-being as well help transform the marketplace. The Sustainable Purchasing Policy reflects this responsibility by addressing economically appropriate, environmentally sound, and socially acceptable standards in purchasing operations. Through the Sustainable Purchasing Policy, the management team ensures that products purchased and services contracted support the following key concerns:

- *Energy Efficiency* – Minimizing the environmental impact of business practices by choosing energy-efficient equipment, products, services, and practices
- *Water Conservation* – Reducing the use of potable water and contributing to the preservation of natural water supplies
- *Indoor and Outdoor Air Quality* – Eliminating or managing volatile organic compounds and toxic off-gassing to maintain a healthy work environment
- *Waste Management* – Curbing consumption, recycling materials, and purchasing products with recycled content in order to reduce overall waste generated
- *Improved Live/Work Environment* – Providing a safe, comfortable, and accessible live/work environment for employees and building occupants
- *Bottom Line Improvements* – Environmentally responsible purchasing practices will cut operational costs by reducing material consumption and waste as well as minimizing energy and water usage. Encouraging a competitive market for sustainable products and services will also lead to lowering costs.

“Green Purchasing refers to the practice of preventing waste and pollution by considering environmental impacts, along with price, performance, and other traditional selection factors, when making purchasing decisions. Green purchasing often is included within the definition of pollution prevention, since the selection and use of green products can reduce both the quantity and toxicity of waste streams.”

- EPA, Integrating Green Purchasing into your Environmental Management System, 2005

This policy is based on the requirements of the LEED-EB OM rating system as excerpted from the 2009 edition – LEED-EB OM REQUIREMENTS: MRp1, Sustainable Purchasing Policy (prerequisite, required):

“Have in place an Environmentally Preferable Purchasing (EPP) policy that includes, at a minimum, product purchasing policies for the building and site addressing the requirements of MR Credit 1: Sustainable Purchasing – Ongoing Consumables. At a minimum, the policy must cover those product purchases that are within the building and site management’s control. Additionally, extend the EPP policy to include product purchasing policies for the building and site addressing the requirements of at least one of the credits listed below.”

- MRc2 Sustainable Purchasing: Durable Goods
- MRc3 Sustainable Purchasing: Facility Alterations & Additions
- MRc4 Toxic Material Source Reduction: Reduced Mercury in Light Bulbs

II. Goals

The goal of the Environmental Building Operations Policy for Sustainable Purchasing is to ensure that environmentally preferable products and services are used to the greatest extent possible in the operations and maintenance of the property.

III. Scope

The scope of this policy includes all purchasing activities undertaken by the building management. This includes, but is not limited to, the purchase of durable goods and ongoing consumables. The policy specifies the procedures and strategies that will be employed. This policy does not apply to the purchasing activities of tenants.

IV. Responsibilities

Property Managers will be responsible for informing all building personnel and tenants of this sustainable purchasing policy. Moreover, the Property Managers will be responsible for implementing the practices set forth in this document in order to ensure that the standards specified within are upheld. Property Managers may delegate certain duties relating to purchasing, to appropriate staff but will bear ultimate responsibility for the effective implementation of the policy.

V. Time Period

This policy is to take effect immediately. While some outstanding contracts may prevent building operations and maintenance personnel from immediately abiding by certain policy requirements, persons responsible for drafting purchasing-related contracts will ensure that new policy language is included in all subsequent contracts.

Once the policy is fully implemented and the staff is following the requirements, the performance period will begin. The performance period for which this policy is in effect shall be no longer than a year, at which point the policy will be reviewed and updated.

VI. Performance Metric

Performance will be measured through compliance with the requirements of the following LEED-EB OM credits:

- MRc1.1 – Sustainable Purchasing: Ongoing Consumables
- MRc2.1 – Sustainable Purchasing: Durable Goods, Electric Equipment
- MRc3 – Sustainable Purchasing: Facility Alterations and Additions
- MRc4.1 – Toxic Material Source Reduction: Reduce Mercury in Light Bulbs

Performance will be evaluated by means of a detailed log documenting purchases by quantity and cost. Compliance with the sustainable purchasing guidelines outlined in MRc1.1, MRc2.1, MRc3 will be determined by percentage of total purchasing cost. Compliance with MRc4.1 will be determined by achieving an average picogram/lumen hour rating < 70 for 90 percent of purchases using quantity of lamps bought.

VII. Procedures and Strategies

General Criteria for Products and Services

The following criteria will be considered along with economic considerations when deciding to purchase particular products or contract services, or when choosing between brands, manufacturers, and companies:

- The long-term environmental impact and social cost of a product or service
- The overall quality of goods and services beyond their sole purpose. Key product and service characteristics to consider are durability and long-term use, efficiency, recycled content, disposal impact, third-party certification, and location.
- The content of a product. No products containing hazardous substances such as CFCs, arsenic, or lead, or containing a threatened species of wood will be purchased.
- The sustainable practices of a specific manufacturers' or service provider's business. Check to see if the parent company provides a sustainability report of their business practices or a summary of sustainable product/service characteristics.
- The sustainability of the service provider's operations along with their attitude toward sustainability issues.
- Select a service provider who uses either renewable energy or bio-fuels, purchases renewable energy credits, offsets their carbon footprint, or at a minimum attempts to limit their power consumption.
- Select a service provider who limits potable water usage in their operations.
- Select a service provider who will generate the least amount of material waste throughout the life of their contract.
- Select a service provider who provides a clean, healthy, and socially responsible work environment for their employees.
- Select a courier service whose couriers use bicycles or public transportation for deliveries within a 10-mile radius of the property.

Ongoing Consumables for Office Management

The goal is to achieve sustainable purchases of 60% of total ongoing consumable purchases (by cost).

When purchasing ongoing consumables for office management, one or more of these prescriptive criteria will be followed to count toward the goal:

- Contains at least 40% post-consumer or 80% post-industrial materials for paper products
- Contains at least 10% post-consumer or 20% post-industrial material for other products
- Contains at least 50% rapidly renewable materials
- Contains at least 50% materials harvested, extracted or recovered and manufactured within 500 miles of the property
- Contains at least 50% Forest Stewardship Council (FSC)-certified paper products
- Is powered by rechargeable batteries
- When no environmentally preferred product is available:
 - Order in large shipments and packages to avoid additional transportation costs and impacts;
 - Purchase products that are minimally packaged or packaged in a paper product; and
 - Choose a product that serves its purpose with the least amount of material.

A list of preferred products and manufacturers will be developed for the following products at a minimum:

- Copy paper
- Note paper
- Assorted envelopes
- Folders
- Binders
- Writing implements including pencils, pens, markers
- General office supplies

- Toner cartridges
- All ongoing consumables for housekeeping, exterior maintenance, and landscaping will be referenced in their respective policies.

There are a number of sources for environmentally preferable office management products. In addition to smaller businesses that specialize in these types of products, an increasing number of major companies have developed green product lines.

Ongoing Consumables for Facilities Management

When purchasing ongoing consumables for facilities management, one or more of the following prescriptive criteria will be followed:

- Criteria for ongoing consumables for office management when applicable
- Lamps for lighting fixtures must be energy efficient and have the lowest mercury content possible for the necessary lamp type. When LED lamps or lamps containing zero mercury content are not available, 90 picograms per lumen-hour is the maximum allowable mercury content, but 70 picograms or less per lumen-hour is preferable. These criteria apply to both interior and exterior lamps.

Environmentally friendly ongoing consumables used in facilities management are available through both specialty companies and major manufacturers.

Durable Goods

The goal is to achieve sustainable purchases of 40% of total durable goods purchases (by cost). When purchasing durable goods, the following prescriptive criteria will be followed to count toward the goal:

- Electric-powered equipment will be Energy Star-certified or certified by an equivalent energy-efficiency third-party rating system. Office electronics will preferably have a standby or sleep mode.
- Gas-powered equipment shall be updated with electric-powered equivalent upon replacement, where applicable.
- Investigate purchasing a lightly used or retooled item when purchasing electronics and other office equipment. The economic cost and environmental impacts will be weighed in order to determine if reusing a piece of existing, possibly inefficient equipment is preferable to purchasing a new energy-efficient product.

- Reuse equipment, especially when a newer piece of equipment would not be considered an environmentally preferred product.
- Furniture and furnishings will:
 - Contain at least 10% post-consumer or 20% post-industrial material
 - Contain at least 70% salvaged material from off-site or outside the organization and/or 70% salvaged materials reused from other company-owned resources
 - Contain at least 50% rapidly renewable materials
 - Contain at least 50% Forest Stewardship Council (FSC)-certified wood or wood certified by another equivalent certification system
 - Contain at least 50% materials harvested, extracted or recovered and manufactured within 500 miles of the property

A list of preferred products and manufacturers will be developed for the following products at a minimum:

- Computers and associated electronics
- Photo copiers, printers, scanners, and fax machines
- Additional criteria include: 1) all-in-one machines; 2) Energy Star models; 3) printers compatible with environmentally-preferred ink and recyclable cartridges; and 4) printers that provide double-sided printing
 - Furniture and furnishings
- Desks, chairs, tables, shelves, file cabinets, cabinetry and countertops
 - Office furniture systems
 - Vending Machines
 - Additional criteria for vending machines is to operate them on sensor control and as approved by Energy Star
 - Maintenance Equipment
- Power tools—criteria for tools will include, when applicable, reconditioned, previously owned, and/or lithium-ion cordless power tools
- Hand-held mechanical tools (hammer, screwdrivers, wrenches, utility knives, tape measures, paint brushes, etc.)

- Toolboxes
- Extension cords
- Ladders
- Flashlights
- Wet/dry vacuums

A number of major manufacturers, in addition to smaller specialty companies, offer environmentally preferable durable goods.

Facilities Alterations and Additions

The sustainable design requirements of this Sustainable Purchasing Policy will apply only to base building elements permanently or semi-permanently attached to the building itself. Examples include, but are not limited to, building components and structures (wall studs, insulation, doors, windows), panels, attached finishes (drywall, trim, ceiling panels and tiles), carpet and other flooring material, adhesives, sealants, paints and coatings. (Materials considered furniture, fixtures and equipment - FF&E - are not considered base building elements and are excluded from these requirements. Mechanical, electrical and plumbing components and specialty items such as elevators are also excluded from this policy. In order to reduce the environmental and air quality impacts of materials acquired for use in the upgrade of 901 Fifth Avenue. **In order to achieve sustainable purchase of 50% of total purchases (by cost)** during the performance period, one or more of these prescriptive criteria will be followed:

- Purchases must contain at least 10% postconsumer and/or 20% postindustrial material.
- Purchases must contain at least 70% material salvaged from off-site or outside of the organization.
- Purchases must contain at least 70% material salvaged from on-site, through an internal 'organization materials and re-use' program.
- Purchases must contain at least 50% rapidly renewal material.
- Purchases must contain at least 50% Forest Stewardship council (FSC)-certified wood.
- Purchases must contain at least 50% material harvested and processed or extracted and processed within 500 miles of the project.

- Adhesives and sealants have a VOC content less than the current VOC content limits of the South Coast Air Quality Management District (SCAQMD), Rule #1168, or sealants used as fillers must meet or exceed the requirements of the Bay Area Quality Management District, Regulation 8, Rule 51.
- Paints and coatings must have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- Non-carpet finished flooring is "Floor-score certified" and constitutes a minimum of 25% of the finished floor area.
- Carpet must meet the requirements of the CRI Green Label Plus carpet-testing program.
- Carpet cushion must meet the CRI Green Label testing program.
- Composite panels and agri-fiber products contain no added urea-formaldehyde.

Reduced Mercury in Lamp Purchases

Establish and maintain a toxic material source reduction program to reduce the amount of mercury brought into the building through purchases of lamps.

- Develop a lighting purchasing plan that specifies maximum levels of mercury permitted for mercury containing lamps as shown in the table below.
- Document that 90% of the mercury-containing lamp purchases, on a cost basis during the performance period, comply with the purchasing plan.

VIII. Recordkeeping Documents

All documentation relating to the tasks required by this Sustainable Purchasing Policy will be kept on file for purposes of LEED-EBOM (re)certification. Property management teams will provide an annual Environmental Sustainability Report at the end of the first quarter detailing the previous year's environmental achievements. Since LEED-EBOM requires ongoing monitoring, it is important to include subcontractor specifications and reports, photographs, and a written description of any findings concerning any of the activities found herein.

IX. References

- **Adhesives and Sealants per SCAQMD:** www.aqmd.gov/rules/reg/reg11/rl168.pdf - The South Coast Air Quality Management District Rule #1168 provides environmental standards for adhesives and sealants that have VOC content.
- **Carpet Rug Institute:** www.carpet-rug.com - The CRI provides a testing program that certifies carpet and carpet cushion products that are healthy. The CRI Green Label Plus program provides a list of products that meet the requirements.
- **Electronic Product Environmental Assessment Tool:** www.epeat.net - Aids in the selection of energy efficient and environmentally friendly computer electronics
- **ENERGY STAR® Business Improvement: Purchasing and Procurement:** www.energystar.gov
- **Environmental Defense Fund:** www.edf.org/page.cfm?tagID=2307 - Resources for company's business practices
- **Green Seal:** www.greenseal.org - Provides environmental standards and certification of products
- **Harvard Green Campus Initiative:** www.greencampus.harvard.edu/greenoffice/purchasing.php - Purchasing information
- **Responsible Purchasing Network:** www.responsiblepurchasing.org - A provider of sustainable purchasing guidelines and news
- **Scientific Certification Systems:** www.scsertified.com - A third-party provider of certification, auditing, testing services, and standards for sustainable products
- **U.S EPA and DOE Energy Star Program:** www.energystar.gov - Provides information on energy efficient products along with guidelines to becoming energy efficient while saving money