



Procedures

Department: Operations	Issued By: Cedric Turnbore
Topic: Environmental Purchasing Policy	Procedure Number: 2525
Effective Date: 7/6/2011	Page: 1 of 9
Last Updated: 3/2/2015	Updated By: Mary Klida

Cobo Center: Environmental Purchasing Policy

This policy contains the following:

1.0	Description	p.1
2.0	Procedures	p.2
3.0	Goals	p.6
4.0	Measurement	p.6

1.0 Description

1.a Overview

SMG, through its corporate social responsibility, is committed to protecting the environment, and the health of the public, the client, and its employees. In accordance with this policy, SMG facilities are directed to procure cost-competitive products and services that minimize resource consumption and negative impacts on the environment, resources, and human health.

In requesting proposals for SMG, when specifically required in the evaluation criteria, expects all responsive proposers to demonstrate commitment to and experience in environmental sustainability and public health protection practices applicable to their line of services. The facility during its evaluation processes will actively assess the quality and value of all proposals.

Vendors, when applicable, are to follow standards and recommendations of the United States Environmental Protection Agency EPP program, the Green Seal organization, and standards and practices specified by the U.S. Green Building Council.

1.b Scope

SMG defines Environmentally Preferable products and services as having a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. The facility's EPP evaluation extends to raw materials acquisition, energy consumption in manufacturing and transport, packaging, recyclability, and waste disposal.

Environmental Purchasing must be encouraged or required for the entire building and associated grounds.

1.c Applicable Processes

All purchases shall fall under this new Environmental Purchasing Policy.

1.d Applicable Components, Systems, & Materials

SMG defines Environmentally Preferable products and services as having a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. The facility's EPP evaluation extends to raw materials acquisition, energy consumption in manufacturing and transport, packaging, recyclability, and waste disposal.

For the purposes of this policy, the following purchases shall be recorded in detail:

1. **Ongoing Consumables** – materials with low cost per unit that are regularly used and replaced through the course of business, such as paper (printing or copy paper, notebooks, notepads, envelopes), toner cartridges, binders, batteries, and desk accessories. Food and beverages are excluded.
2. **Durable Goods** – items available at a higher cost per unit that are replaced infrequently and/or may require capital program outlays to purchase, such as electric-powered equipment (computers, monitors, copiers, printers, scanners, fax machines, refrigerators, dishwashers water coolers, external power adapters, televisions, audiovisual equipment) and furniture.
3. **Facility Alterations & Additions** – base building elements permanently or semipermanently attached to the building itself and purchased for facility renovations, demolitions, refits, and new additions, such as wall studs, insulation, doors, windows, panels, drywall, trim, ceiling panels, carpet, flooring materials, adhesives, sealants, paints, and coatings. Mechanical, electrical, and plumbing components are excluded from this category.
4. **Mercury-Containing Lamps** – any mercury containing lamps, indoors or outdoors.
5. **Cleaning Products** – general-purpose, bathroom, glass and carpet cleaners used for industrial purposes, degreasing compounds, hard surface cleaners, and carpet and upholstery care products.
6. **Disinfectants, Metal Polish, Floor Finishes, and Strippers** – industrial and institutional floor care products, digestion additives for cleaning and odor control, drain or grease trap additives, and all other products not addressed in section (5) above.

7. **Disposable Janitorial Products and Trash Bags** – paper towels, napkins, tissue paper, toilet tissue, hand towels, and plastic trash can liners.
8. **Hand Soaps** – all hand soaps and cleaners.

1.e Time Period

This policy must remain in effect going forward from its inception date, July 1, 2011, and be reviewed for further renewal at a point to be determined in the near future.

2.0 Procedures

2.a Processes

Cobo Center must evaluate its needs and make purchases that meet one or more of the following criteria, where practicable, in order to meet the guidelines set forth for Existing Buildings, Operations & Maintenance:

1. Ongoing Consumables:

- 1.1 At least 20% postconsumer and/or 20% postindustrial material.
- 1.2 At least 20% rapidly renewable materials.
- 1.3 At least 20% materials harvested and processed or extracted and processed within 500 miles of the project.
- 1.4 At least 20% Forest Stewardship Council (FSC)-certified paper products.
- 1.5 Batteries are rechargeable when feasible.
- 1.6 Products shall be purchased in bulk when feasible.

2. Durable Goods:

2.1 Electric-powered equipment:

- 2.1 ENERGY STAR qualified equipment
- 2.1 Equipment replaces conventional gas-powered equipment

2.2 Furniture:

- 2.2 At least 10% postconsumer and/or 20% postindustrial material
- 2.2 At least 70% material salvaged from off-site or outside the organization
- 2.2 At least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program
- 2.2 At least 50% rapidly renewable material
- 2.2 At least 50% FSC-certified wood

3. Facility Alterations and Additions:

- 3.1 At least 10% postconsumer and/or 20% postindustrial material
- 3.2 At least 70% material salvaged from off-site or outside the organization

- 3.3 At least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program
- 3.4 At least 50% rapidly renewable material
- 3.5 At least 50% FSC-certified wood
- 3.6 At least 50% materials harvested and processed or extracted and processed within 500 miles of the project.
- 3.7 Adhesives and sealants have a VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers meet or the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- 3.8 Paints and coating have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- 3.9 Noncarpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.
- 3.10 Carper meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- 3.11 Carpet cushion meets the requirements of the CRI Green Label Testing Program.
- 3.12 Composite panels and agrifiber products contain no added urea-formaldehyde resins.

4. Mercury-Containing Lamps:

- 4.1 Maximum 70 picograms of mercury per lumen-hour, a weighted average across all mercury-containing bulbs in the building.

5. Cleaning Products

- 5.1 Green Seal GS-37, for general purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposed
- 5.2 Environmental Choice CCD-110, for cleaning and degreasing compounds
- 5.3 Environmental Choice CCD-146, for hard surface cleaners
- 5.4 Environmental Choice CCD-148, for carpet upholstery care

6. Disinfectants, Metal Polish, Floor Finishes, and Strippers

- 6.1 Green Seal GS-40, for industrial and institutional floor care products
- 6.2 Environmental Choice CCD-112, for digestion additives for cleaning and odor control
- 6.3 Environmental Choice CCD-113, for drain or grease traps additives
- 6.4 Environmental Choice CCD-115, for odor control activities

- 6.5 Environmental Choice CCD-147, for hard floor care
- 6.6 California Code of Regulations maximum allowable VOC levels

7. Disposable Janitorial Products and Trash Bags

- 7.1 EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
- 7.2 Green Seal GS-09, for paper towels and napkins
- 7.3 Green Seal GS-01, for tissue paper
- 7.4 Environmental Choice CCD-082, for toilet tissue
- 7.5 Environmental Choice CCD-086, for hand towels
- 7.6 Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers

8. Hand Soaps

- 8.1 No antimicrobial agents (other than as a preservative) except where required by health code and other regulations (e.g. food service and health care requirements)
- 8.2 Green Seal GS-41, for industrial and institutional hand cleaners
- 8.3 Environmental Choice CCD-104, for hand cleaners and hand soaps

In addition to these guidelines, SMG is committed to the following:

Products and services with the following attributes meet basic EPP and SMG standards, and are favored for procurement:

- Green Seal approved products and services
- Energy Star certified equipment
- Specific Conformance to Green Seal GS-11 and GS-37 standards
- Conformance with California Code of Regulations for maximum allowable VOC content
- Conformance with SCAQMD Rule #1168, or BAAQMD Regulation 8, Rule 51
- Conformance with Carpet and Rug Institute Green Label/Green Label Plus Programs
- Product listing with the Western Regional Pollution Prevention Network
- Product listed with the Center for the New American Dream
- Disposable janitorial products conformance with USEPA Comprehensive Procurement Guidelines
- Products supplied in concentrate
- Products dispensed through automatic metering and mixing equipment
- Products with high recycled material and post-consumer waste content

- Products with minimal petrochemical content
- Highly durable / long-lasting products and applicators
- Products shipped in bulk
- Neutral pH products
- Non-flammable products
- Fragrance and dyes free products
- Proven rapid bio-, photo-, or chemical degradation
- Non-aerosol products
- Locally reusable / locally recyclable packaging
- Other characteristics that can be shown to:
 - Minimize waste
 - Minimize consumption of energy and resources
 - Minimize release of toxic compounds
 - Minimize exposure of workers and the public to pollutants

Products and services with the following attributes do not meet EPP or SMG standards, and are discouraged from procurement under this proposal:

- Combination cleaner-disinfectants
- Products which liberate ammonia (CAS 7664-41-7)
- Products containing the following substances, except in trace amounts (< 0.1%):
 - alkylphenol ethoxylates
 - 1,4-dioxane (CAS 123-91-1)
 - Nitrilotriacetic acid (CAS 139-13-9)
 - Sodium ethylenediamine tetraacetic acid (CAS 60-00-4)
 - 2-butoxyethanol or 2-butoxyethanol acetate (CAS 111-76-2, and CAS 112-07-2)
 - ethanolamine (CAS 141-43-5)
- Products containing phosphates or phosphonates in excess of 0.5% phosphorous by weight
- Products with a Flashpoint of less than 140°F
- Products with a pH of less than 2.0 or greater or than 12.5 at their least dilute working strength
- Products containing more than 20% VOCs by weight
- Products having RCRA Hazardous waste characteristics in their least dilute working strength
- Practices resulting in the air-borne dispersal of dusts and soils
- Practices which rely on volatilization of organic solvents or result in the significant generation of chemical fumes or vapors.
- Practices which prevent the capture and collection of wastewater and water-borne pollutants.
- Products whose principal ingredients are readily absorbed through skin, or cause dermal irritation or sensitization on contact, or rapidly destroy skin tissue or the mucous membranes.
- Products supplied without clearly readable labels that describe product hazards, precautions, and instructions on use and disposal.
- Products for the safe use of which workers must don specialized respiratory protection or general splash protection equipment.

The following products and services are prohibited from procurement under this proposal:

- Products containing persistent bio-accumulative toxics
- Products containing Asbestos
- Products containing known carcinogens, mutagens and teratogens
- USDOT Inhalation Hazard rated materials
- Halogenated compounds with an Ozone Depletion Potential greater than 0.01
- Products which have a high risk of causing spontaneous combustion
- Strong chemical oxidizers
- Products containing the chemical elements or compounds listed in Table 1
- Products containing chemical compounds deemed by the Michigan Department of Environmental Health to present an undue of risk to human health or the environment in their use or disposal.

Upon request, the vendor must submit documentation proving that all procured products and services meet the prohibitions listed above.

Table 1: Prohibited Chemicals and Compounds

	Chemical Name	CAS Number	Comments
1	Arsenic	7440-38-2	
2	Arsenic, compounds of	various	
3	Barium, compounds of	various	not including alloys
4	Cadmium, compounds of	various	not including alloys
5	Carbon tetrachloride	56-23-5	
6	Chlorobenzene	108-90-7	
7	Chloroform	67-66-3	
8	Chromium, compounds of	various	not including alloys
9	1,2-Dichlorobenzene	95-50-1	
10	1,4-Dichlorobenzene	106-46-7	
11	1,2-Dichloroethane	107-06-2	
12	1,1-Dichloroethylene	75-35-4	
13	Hexachlorobenzene	118-74-11	
14	Hexachloroethane	67-72-1	
15	Hydrofluoric Acid	7664-39-3	
16	Lead, compounds of	various	not including alloys
17	Mercury, elemental	7439-97-6	not including amalgams
18	Mercury, compounds of	various	
19	Methylene chloride	75-09-2	
20	Nitrobenzene	98-95-3	
21	Pentachlorophenol	87-86-5	
22	Selenium, compounds of	various	
23	Silver, compounds of	various	not including alloys
24	Tetrachloroethylene	127-18-4	

25	1,1,1-Trichloroethane	71-55-6	
26	1,1,2-Trichloroethane	79-00-5	
27	Trichloroethylene	79-01-6	
28	2,4,5-Trichlorophenol	95-95-4	
29	2,4,6-Trichlorophenol	88-06-2	
30	Vinyl chloride	75-01-4	

2.b Schedule

An electronic copy of each invoice and purchase order must be sent to the Green Committee Chairman as soon as it is available.

2.c Responsibilities

The Green Committee Chairman will research products specifications and determine whether each meets the criteria outlined above. Research will be performed into different product choices and meetings with departmental heads will follow as necessary.

3.0 Goals

3.a Metrics

To meet criteria, percentages must be based on total purchases of applicable materials on a cost basis. Materials meeting 2 separate criteria count twice toward the total. The average mercury content of lamps purchased must be determined using the weighted average method outlined in detail in the Cobo Center Lamp Purchasing Plan. Documents of all purchases related to the applicable categories must be maintained on an annual basis.

3.b Objective

The Cobo Center strives to meet the above standards, where feasible, for the following:

1. **Ongoing consumables:** 30% of total purchases (by cost)
2. **Durable goods:** 30% of total purchases (by cost)
3. **Facility alterations & additions:** 50% of total purchases (by cost)
4. **Mercury-containing lamps:** 90% of all purchased lamps (by number of lamps)

3.c Schedule

Reporting will take place as each purchase is made.

3.d Responsibilities

The Green Committee Chairman will measure success as compared to guidelines.

4.0 Measurement**4.a Processes**

All purchases made through the Purchasing Department will be recorded onto the corresponding Environmental Purchasing Tracking Spreadsheet by the Purchasing Department.

Purchase orders will be reviewed quarterly by the Green Committee Chairman, who will decide whether objectives were met.

Lighting purchase orders will be reviewed quarterly by Cedric Turnbore, who will decide whether mercury objectives were met.

4.b Schedule

Reporting will take place as each purchase is made. Reviews will take place quarterly.

4.c Responsibilities

The Green Committee Chairman will measure success as compared to these guidelines.