



San Diego County Regional Airport Authority

Procurement Department

SUSTAINABLE STATEMENT & RESOURCE GUIDE

Purpose

The San Diego County Regional Airport Authority's Procurement Department has a goal in achieving sustainability to maximize environmental benefits of the Authority's activities by encouraging the procurement of services and products to:

- 1) Integrate fiscal responsibility and environmental stewardship;
- 2) Reduce toxicity;
- 3) Reduce energy and water consumption;
- 4) Reuse existing products or materials in product or service life cycle;
- 5) Implement, integrate and maximize durability and maintenance requirements;
- 6) Conserve natural resources, materials and energy; and
- 7) Maximize recyclability and recycled content.

The purchase of Environmentally Preferable Products, where criteria have been established (e.g. Energy Star, Green Seal, and EPA Eco Purchasing Guidelines) is preferred whenever such products perform satisfactorily, does not reduce safety, quality or effectiveness, and/or are available at the lowest responsible bid. The Authority recognizes that competition exists not only in prices, but also in the technical competence of suppliers, in their ability to make timely deliveries, and in the quality and performance, including environmental performance, of their products and services. Balancing these sometimes competing factors means that initial cost is never the only consideration. In some instances we may pay more for higher performing products and services, including those with superior environmental performance. A collateral purpose is to support markets for recycled goods and other environmentally preferable products and services.

Procurement Responsibilities

The Procurement Department shall-

- 1) Develop and maintain information about environmentally preferable products, recycled products and sustainable services to be purchased and utilized by departments whenever possible;
- 2) Inform departments of environmentally sustainable products and/or services and provide implementation assistance;
- 3) Encourage the use of recycled materials and products by incorporating them in specifications where practicable;
- 4) Recommend departments consider Sustainability as part of its Evaluation Criteria; and
- 5) Require double-sided printing and page limits for submissions when electronic submissions are not practicable.

Department Responsibilities

Departments should assess environmental preferences early in the acquisition process. Require, whenever practicable, its vendors, contractors and consultants to use environmentally preferable/sustainable products and/or services, as appropriate. Consider buying products and services from vendors who are committed to and share similar environmental requirements and/or have a commitment to the environment.



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For Services

Consider requiring Environmentally Preferable Products (such as re-refined automotive oils and coolants; the use of integrated pest-management, green seal custodian supplies, etc.) to be used by the Services that are solicited.

Agricultural - Diversion of Green Waste and Tree Trimming, Integrated Pest Management; energy efficient sprinkler systems; grass-cycling; composting/mulching; xeriscaping and natural fertilizers; require Services to use Energy Star equipment, drip irrigation; storm water management (NPDES); native climate appropriate plants.

Waste Management – solid waste reduction, hazardous waste disposal.

For Products

Consider purchasing products with the highest amount of recycled content, particularly post-consumer material; are remanufactured, refurbished, and minimize environmental impacts, toxics, pollution and hazards to workers and the community to the greatest extent practicable.

- **Fleet** – Tires derived from landfills; retread tires; re-refined oils and coolants for motors and engines; alternative fuels;
- **Lighting** – consider L.E.D lighting (Grants issued from California Public Utilities Commission);
- **Janitorial** – Unbleached janitorial paper products that are processed without chlorine, green cleaning products; and
- **Other** – Purchase furniture, carpeting, and paint that are free of volatile organic compounds (VOC) and won't emit toxic chemicals. Latex paint, interior and exterior, low VOC paints; glass, including windows, fiberglass, insulation and beakers; paper and plastic products; steel; tire derived flooring and mats; less pollutant equipment, vehicles and machinery; water-based cleaning solutions for printers and equipment; Less toxic chemicals; Low/no VOC products; low energy use for lights, appliances and equipment; light colored roofing, recycled content roofing material.

Consider these attributes when determining whether a product is environmentally preferable:

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|--|--------------------------------------|
| Biobased | Made from renewable materials |
| Biodegradable | Compostable |
| Carcinogen-free | Low toxicity |
| Durability | Less hazardous |
| Bioaccumulative toxic (PBT)-free | Recycled content, Reusable |
| Chlorofluorocarbon (CFC)-free | Reduced packaging, Refurbished |
| Heavy metal free (i.e., no lead, mercury, cadmium) | Reduced greenhouse gas emissions |
| Low volatile organic compound (VOC) content | Energy, Resource and Water efficient |



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Procedural

When applicable in a solicitation process, request Respondents to describe and demonstrate how its firm conducts and/or promotes the following sustainable practices: Environmental Management; Green/Environmentally-Preferable Purchasing; Alternative Fuel Usage and/or Alternative Fuel Vehicles; pollution prevention; Waste Reduction/Waste Diversion/Recycling; continuous improvement; Leadership in Energy & Environmental Design, (LEED), and transparency in environmental performance.

Request Respondents to demonstrate working knowledge of environmental issues, including but not limited to: sustainability; energy generation, use, and conservation; air quality, climate change and sea level rise; industrial hygiene; storm water; site assessment and remediation of soils, sediments, surface waters and groundwater; and water conservation and management, when applicable.

Additionally:

- Solicitation language and procedures should be reviewed to ensure they do not conflict with the Authority's environmental purchasing policy;
- Consider having your meetings via conference call or online;
- Encourage suppliers and contractors to offer Environmentally Preferable Products at competitive prices;
- Consider including Recycled and Environmentally Preferable Products in your specifications;
- Encourage providers of services to consider environmental impacts of service delivery;
- Consider requiring a provision addressing the environmental impact of the project in your specifications;
- Consider reducing energy/water consumption;
- Purchase from suppliers who offer "take-back" services for their products and packaging at the end of their useful life; and
- Maximize the durability and maintenance of services.



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Definitions:

Ecolabels and Green Stickers are labeling systems for food and consumer products. Ecolabels are often voluntary, but green stickers are mandated by law in North America for major appliances and automobiles. They are a form of sustainability measurement directed at consumers, intended to make it easy to take environmental concerns into account when shopping. Some labels quantify pollution or energy consumption by way of index scores or units of measurement; others simply assert compliance with a set of practices or minimum requirements for sustainability or reduction of harm to the environment.

Elemental Chlorine Free (EDF) means bleaching processes replace elemental chlorine gas with a chlorine derivative as the bleaching agent.

Energy Efficient Products meet the US Department of Energy standards as set forth in the Federal Energy Management Program's "Purchasing Specifications for Energy-Efficient Products".

Energy Star means the U.S. EPA's energy efficiency product labeling program described at www.energystar.gov.

Environmentally Preferable Purchasing is the process of considering a product's environmental impacts in addition to its cost, quality and performance when making a product selection.

Environmentally Preferable Product has a lesser or reduced negative effect on human health and the environment when compared with competing products which serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recycled products, recyclable products, low toxicity products, and reusable products.

Green Seal is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

Life Cycle Analysis is the comprehensive examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal.

Post-consumer Material means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

Practicable means sufficient in performance and available at the lowest responsible bid. Final determination of the practicability of any given product must lie with the users of the product since it is the user who understands the product's performance and the user's budgetary requirements.

Pre-consumer Material means material or by products generated after manufacture of a product is completed but not before the product reaches the end-use consumer.

Recyclable Product is a product that, after its intended end use, can demonstrably be diverted from solid waste stream for use as a raw material in the manufacture of another product.

Recycled Product is a product containing recycled material.



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Recycled Content is the highest percentage of post-consumer recovered material available in the marketplace and the highest percentage of secondary waste recovered material available in the marketplace.

Remanufactured Product means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

Reusable Product is a product that can be used several times for an intended use before being discarded, such as a washable food or beverage container or a refillable ballpoint pen.

Sustainable Purchasing is the practice of purchasing materials, products and labor in a manner that reflects fiscal responsibility and environmental stewardship.

For additional information –

Recycled Content Products - www.calrecycle.ca.gov

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| Agriculture & Landscape | Furniture & Accessories |
| Automotive & Traffic | Industrial |
| Clothing & Accessories | Office Equipment & Supplies |
| Construction | Packaging |
| Flooring | Paper & Paper Products |

Green Products – www.greenseal.org

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|---------------------------|--------------------|
| Cleaning Products | Hand Cleaners |
| Electric Chillers | Paints & Coatings |
| Fleet Vehicle Maintenance | Papers & Newsprint |
| Floor Care Products | Windows & Doors |

www.responsiblepurchasing.org

www.epa.gov

www.scsglobalservices.com

www.energystar.gov

www.buildinggreen.com (design & architecture)

www.chlorinefreeproducts.org (CFPA)

www.epeat.net (for sustainable electronics)

For more information please contact the Authority's Procurement and Small Business Development Department.