

# 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 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) Improve human and environmental health factors by reducing products with toxic and harmful ingredients;
- 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, Safer Choice, Green Seal, WaterSense and EPA Eco Purchasing Guidelines) is preferred whenever such products perform satisfactorily, do 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 of the product, 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. The 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) Effectively communicate sustainability efforts and inform departments of environmentally sustainable products and/or services;
- 3) Encourage departments to develop and adapt to a mindset of strategic thinking about sustainable products and services to better serve the Authority;
- 4) Encourage the use of recycled materials and products by incorporating them in specifications where practicable;
- 5) Suggest departments consider sustainability criteria for its solicitation process; and
- 6) Require electronic submissions of proposals, statements and bids, when practicable.

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#### 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.

#### **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.

- **Landscaping** – Consider landscape services that use compost and fertilizer made from recovered organic materials, hydraulic mulch, plastic lumber posts and garden edging; native climate appropriate plants; energy efficient sprinkler systems; grass-cycling; composting/mulching; xeriscaping and natural fertilizers.
- **Agricultural** – Consider diversifying green waste and tree trimming, Integrated Pest Management; require Services to use Energy Star equipment; drip irrigation; storm water management (NPDES).
- **Waste Management** – Consider how waste is being disposed of, i.e., solid waste reduction; hazardous waste disposal; disposal of construction materials.

Be mindful that not all Service providers will provide a service that includes environmental requirements; however, the service provider's firm may have a mindset of supporting sustainable efforts.

#### **For Products:**

Sustainable Materials Management (SMM) is a systemic approach to using and reusing materials more productively over their entire life cycles. By looking at a product's life cycle, we can find new opportunities to reduce environmental impacts, conserve resources and reduce costs. Consider purchasing products with the highest amount of recovered or recycled content, particularly post-consumer material content and/or total recovered material content; are remanufactured, refurbished, and minimize environmental impacts, toxics, pollution and hazards to workers and the community to the greatest extent practicable. Also consider purchasing products that can be reused, repaired, and recycled at the end of their useful life. Refer to EPA's Sustainable Marketplace to be familiar with recommended sustainable products by specification and standards and understand the ecolabels for these products.

- **Construction Products** – Carefully consider SMM when purchasing, building insulation; carpet and carpet cushion/padding; cement and concrete; floor tiles; laminated paperboard; shower and restroom wall dividers/partitions; light colored roofing, recycled content roofing material.
- **Fleet** – Purchase retread tires; re-refined lubricating oils and engine coolants; rebuilt vehicular parts; use alternative fuels; consider the materials when purchasing parking stops, traffic barricades and cones.



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- **Janitorial** – Purchase unbleached janitorial paper products that are processed without chlorine and use green cleaning products.
- **Lighting** – Consider LED lighting (Grants issued from California Public Utilities Commission); low energy use for lights for appliances and equipment.
- **Office Products** – Consider the product or material when purchasing awards and plaques, file folders, clipboards, office furniture, waste receptacles, plastic desktop accessories, plastic envelopes and folders, trash bags, writing paper and tissue products.
- **Other** – Consider the material of furniture; carpeting, flooring and mats; interior and exterior paint that won't emit toxic chemicals; glass, including windows and fiberglass; paper and plastic products; steel, including signage; less pollutant equipment, including printers, vehicles and other machinery or equipment; and water-based and low toxicity cleaning solutions and solvents.
- **Packaging** – Request a reduced number of packages for shipment of product, request packages be shipped all at once, or request the use of recycled packaging material.

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

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
Smart Infrastructure	

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#### **Procedural Strategies**

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.

#### **Additionally:**

- 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;
- 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:

**Decarbonization** is the transition to low-carbon operations and implementation of suitable energy-efficient solutions.

**EPA Ecolabel Programs** are labeling systems that help consumers identify greener products and services. 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](http://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.

**Green Waste Management** implements efficient waste management systems, including recycling programs and composting initiatives, to minimize landfill waste and promote sustainability.

**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 waste.

**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.

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**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.

**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.

**Renewable Energy Systems** are renewable energy sources such as solar, wind, and geothermal power used to generate electricity for operations, reducing reliance on fossil fuels and carbon emissions. Airports are increasingly adopting renewable energy sources.

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



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### For Additional Resources:

Recycled Content Products - [www.calrecycle.ca.gov](http://www.calrecycle.ca.gov)

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

Green Products – [www.greenseal.org](http://www.greenseal.org)

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

US Environmental Protection Agency [www.epa.gov](http://www.epa.gov)

For:

Sustainable Marketplace; Greener Products (search for info related to greener products)

Safer Choice (Cost effective cleaning products)

Reduce, Reuse, Recycle

Environmentally Preferable Purchasing (recommendations for 40+ private sector standards)

Recycling Data Network Information Services (listing of 4500+ recycled content products)

<http://www.scsglobalservices.com/> (Global leader in 3rd-party certification / validation / verification)

[www.energystar.gov](http://www.energystar.gov)

[www.buildinggreen.com](http://www.buildinggreen.com) (design & architecture)

[www.chlorinefreeproducts.org](http://www.chlorinefreeproducts.org) (CFPA)

[www.epeat.net](http://www.epeat.net) (for sustainable electronics and technology products)

For more information, please contact the Authority’s Procurement Department.