

Policy 8-105 Sustainability Purchasing Policy

Through this policy the Authority, working with its contractors, seeks to prioritize spending on purchases that are environmentally sound and socially beneficial by following the LEED sustainability criteria as outlined in the LEED for Existing Building: Operations & Maintenance reference guide. This policy covers product purchases that are within the following LEED credits:

- a. MR Credit 1: Sustainable Purchasing – Ongoing Consumables
- b. MR Credit 2.1: Sustainable Purchasing – Electric-Powered Equipment
- c. MR Credit 2.2: Sustainable Purchasing – Furniture
- d. MR Credit 3: Sustainable Purchasing – Facility Alterations and Additions
- e. MR Credit 4: Sustainable Purchasing – Reduced Mercury in Lamps
- f. MR Credit 5: Sustainable Purchasing – Food

The Authority is committed to mitigating the environmental impact of product consumption. Sustainable purchasing has become an important eco-sensitive activity, which conserves both natural resources and landfill space, reduces pollution and toxins, and increases employee health and safety.

Definitions:

- a. **Chain-of-custody:** A tracking procedure for documenting the status of a product from the point of harvest or extraction to the ultimate consumer end use, including all successive stages or processing, transformation, manufacturing, and distribution.
- b. **Composite Wood:** Made from several materials, agrifiber products are products made from agricultural fiber. These materials comprise particleboard, medium-density fiberboard, plywood, oriented-strand board, wheatboard, strawboard, panel substrates, and door cores.
- c. **Durable Goods:** Have a useful life of two years or more and are replaced infrequently. Examples include furniture, office equipment, appliances, external power adapters, televisions, and audiovisual equipment.
- d. **Fairtrade:** A product certification system overseen by FLO International, which identifies products that meet certain environmental, labor, and development standards.
- e. **Fixtures, Fittings, and Equipment (FF&E):** All items that are not base building elements, such as lamps, computers, electronics, desks, chairs, and tables.
- f. **The Food Alliance:** Certifies foods from sustainable farms and ranches that produce natural products; encourages enhanced quality control and food safety measures; encourages responsible management of water, energy resources, and waste; encourages recycling; provide a safe work environment; and commit to continual improvement of sustainable practices.
- g. **Marine Stewardship Council Blue Eco-Label:** Applies to products that meet certain principles and criteria for sustainable fishing, including sustainable harvest of the target stock, acceptable impact of the fishery on the ecosystem, effectiveness of the fishery management system (including all relevant biological, technological, economic, social, environmental, and commercial aspects), and compliance with relevant laws and standards.

- h. Ongoing Consumables:** Have a low cost per unit and are regularly used and replaced in the course of business. Examples include paper, envelopes, toner cartridges, binders, batteries, notepads, notebooks, and desk accessories.
- i. Post-consumer Content:** The percentage of material in a product that is recycled from consumer waste.
- j. Post-industrial/Pre-consumer Content:** The percentage of material in a product that is recycled from manufacturing waste. Examples include planer shavings, ply-trim, sawdust, chips, shells, trimmed materials, over-issue publications, and obsolete inventories. Excluded are materials such as rework, regrind, or scrap generated in a process and capable of being reclaimed within the same process that generated it.
- k. Protected Harvest:** Certification standards reflect the growing requirements and environmental considerations of different crops and bioregions. Each crop- and region-specific standard addresses production, toxicity, and chain-of-custody.
- l. Rainforest Alliance Certification:** Awarded to farms that protect wildlife by planting trees, control erosion, limit agrochemicals, protect native vegetation, hire local workers, and pay fair wages.
- m. Rapidly Renewable Materials:** Planted and harvested in less than 10 years.
- n. Off-site Salvaged Materials:** Recovered from an off-site source and reused.
- o. On-site Salvaged Materials:** Recovered from and reused at the same building site.
- p. USDA Organic:** Is the U.S. Department of Agriculture's certification for products that contain at least 95% organically produced ingredients (excluding water and salt). Any remaining ingredients must consist of approved nonagricultural substances (as listed by USDA) or be non-organically produced agricultural products that are not commercially available in organic form.
- q.** Source reduction: reduces the amount of unnecessary material brought into a building. An example of source reduction would be purchasing products with less packaging.
- r.** Regionally extracted materials: raw materials taken from within a 500-mile radius of GWCCA.

Procedures and Strategies:

a. MR Credit 1: Sustainable Purchasing – Ongoing Consumables

The Authority will compile aggregate information quarterly for the purchases of ongoing consumables by facility. Associates will be provided with the sustainability criteria through the Purchasing Department page on the intranet and are encouraged to purchase sustainable products whenever possible.

Resources: The Forest Stewardship Council has recently developed a comprehensive database of certified products and suppliers that can be found at <http://marketplace.fsc.org/portal/>

b. MR Credit 2.1: Sustainable Purchasing – Durable Goods, Electric-Powered Equip.

CCLD will compile electric-powered equipment purchasing information quarterly. Any supporting documentation to validate the sustainability criteria that is claimed for the product will be produced by the Department. CCLD and the Purchasing department have been informed of the sustainability criteria for electric durable goods, as well as recommended ENERGY STAR products from http://www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing.

Additional resource: Electronic Product Environmental Assessment Tools (EPEAT) rates electronic products to help purchasers evaluate and compare monitors, desktop, and notebook computers <http://epeat.net/>

c. MR Credit 2.2: Sustainable Purchasing – Durable Goods, Furniture

Purchasing of furniture is going to be measured and evaluated by tracking and documenting by the purchasing department. All durable goods purchased will have to be tracked and documented so that the project building can achieve at least 40% of sustainable purchasing by cost for this credit.

d. MR Credit 3: Sustainable Purchasing – Facility Alterations and Additions

The Authority commits to working to generate recommended product and vendor lists prior to and during all build-outs, renovations, and refits. During build-outs and renovations, the architect will provide sustainability criteria and specifications to include in construction documents. The construction team tracks all procurement of materials and submits a regular tracking spreadsheet to GWCCA to be aggregated at the end of construction. Supporting documentation is submitted with the tracking spreadsheet for products that meet one or more of the sustainability criteria for this credit.

The Authority will follow this policy in all building renovations and build-outs over which they have control. All preferred architects and contractors will be required to meet the goal of 50% by cost of sustainable purchases prior to being selected for the project.

e. MR Credit 4: Sustainable Purchasing – Reduced Mercury in Lamps

The Purchasing Department will be required to provide quarterly invoices of all lamp purchases, including the quantity and cost of each lighting product. The mercury levels of each product have been previously determined and any new products are researched by the vendor to determine the mercury level. The weighted average of the mercury level of the product purchases is tracked monthly and annually to ensure that the goal of less than 90 picograms per lumen-hour is achieved.

f. MR Credit 5: Sustainable Purchasing – Food

Levy Restaurants, the exclusive caterer for the Georgia World Congress Center Authority campus, will be required to provide regular (monthly or quarterly) reports identifying all food and beverage purchases broken out to each venue (Georgia Dome, Georgia World Congress Center, and Centennial Olympic Park). Identifying which food items meet which of the criteria listed will need to be specified in order to reduce the environmental and transportation impacts of their production and distribution and a compilation of these items and their associated costs will need to be gathered to verify that the goal of at least 25% by cost of sustainable food purchases is achieved.

Note: If the validity of any product's certification is in question please refer to the EPA's Environmentally Preferable Purchasing (EPP) Program guidelines located on the EPA's website at <http://epa.gov/epp/>. The EPA has compiled a valuable resource that includes helpful guidelines, hands-on tools for Green Purchasing, publications, and Green products and services.

Goals:

- a. MR Credit 1: Sustainable Purchasing – Ongoing Consumables**
The goal of this credit is to purchase at least 60% by cost of sustainable ongoing consumables.
- b. MR Credit 2.1: Sustainable Purchasing – Durable Goods, Electric-Powered Equip.**
The goal of this credit is for more than 40% of electric-powered durable goods, by cost, meet the sustainability criteria identified.
- c. MR Credit 2.2: Sustainable Purchasing – Durable Goods, Furniture**
The goal of this credit is for more than 40% of furniture purchases, by cost, meet the sustainability criteria identified.
- d. MR Credit 3: Sustainable Purchasing – Facility Alterations and Additions**
The goal of this credit is during a facility alteration or addition purchase more than 50% of sustainable products.
- e. MR Credit 4: Sustainable Purchasing – Reduced Mercury in Lamps**
The goal for this credit is to purchase light bulbs with less than 90 picograms per lumen-hour.

Performance Metrics:

In order to be consistent throughout all calculations, taxes and shipping costs will be excluded for calculating compliance for the following credits. Each purchase can receive credit for each sustainable criterion met. For example, a \$100 purchase that contains both 10% post-consumer recycled content and 50% of content harvested within 500 miles of the project counts twice in the calculation, for a total of \$200 of sustainable purchasing.

- a. MR Credit 1: Sustainable Purchasing – Ongoing Consumables**
Purchasing of ongoing consumables will be measured through tracking and documenting by the purchasing department. All ongoing consumables that are purchased will be tracked by cost to determine whether 60% of all ongoing consumables meet the one or more of the sustainability criteria listed below:
 - (1) Purchases contain at least 10% post-consumer and/or 20% post-industrial (pre-consumer) recycled content
 - (2) Purchases contain at least 50% rapidly renewable materials
 - (3) Purchases contain at least 50% materials harvested and processed or extracted and processed within 500 miles of the GWCCA campus
 - (4) Purchases consist of at least 50% Forest Stewardship Council (FSC)-certified paper products
 - (5) Batteries are rechargeable
 - (6) Documentation verifying product compliance will be obtained for at least 20% of the sustainable purchases.
- b. MR Credit 2.1: Sustainable Purchasing – Electric-Powered Equipment**
Purchasing of electric-powered equipment is going to be measured and evaluated through tracking and documenting by the purchasing department and CCLD. All durable goods purchased will have to be tracked and documented so that the project building can achieve at least 40% of sustainable purchasing by cost for this credit by meeting at least one of the following criteria:

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- (1) The equipment is ENERGY STAR qualified (for product categories with developed specifications)
- (2) The equipment (either battery or corded) replaces conventional gas-powered equipment (which, at a minimum, includes maintenance equipment and vehicles, landscaping equipment, and cleaning equipment)
- (3) Documentation verifying product compliance will be obtained for at least 20% of sustainable purchases.

c. MR Credit 2.2: Sustainable Purchasing – Furniture

Purchasing of furniture is going to be measured and evaluated by tracking and documenting by the purchasing department. All durable goods purchased will have to be tracked and documented so that the project building can achieve at least 40% of sustainable purchasing by cost for this credit by meeting one or more of the following criteria:

- (1) Purchases contain at least 10% post-consumer and/or 20% post-industrial recycled content
- (2) Purchases contain at least 70% material salvaged from off-site or outside the organization
- (3) Purchases contain at least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program
- (4) Purchases contain at least 50% rapidly renewable material
- (5) Purchases contain at least 50% Forest Stewardship Council (FSC)-certified wood
- (6) Purchases contain at least 50% material harvested and processed or extracted and processed within 500 miles of the GWCCA campus
- (7) Documentation verifying product compliance will be obtained for at least 20% of sustainable purchases.

d. MR Credit 3: Sustainable Purchasing – Facility Alterations and Additions

Facility alterations and additions will be measured and evaluated by making sure that everything that is used in any build-outs, building renovations, or other facility alterations and additions is tracked and documented. When doing an alteration or addition to the facility, the contractor in charge will track purchases to make sure that at least 50% by cost meets the sustainability criteria by meeting one or more of the following criteria:

- (1) Purchases contain at least 10% post-consumer and/or 20% pre-consumer recycled content
- (2) Purchases contain at least 70% material salvaged from off-site or outside the organization
- (3) Purchases contain at least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program
- (4) Purchases contain at least 50% rapidly renewable material
- (5) Purchases contain at least 50 FSC-certified wood
- (6) Purchases contain at least 50% material harvested and processed or extracted and processed within 500 miles of the project
- (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 exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51
- (8) Paints and coatings have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements
- (9) Noncarpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area
- (10) Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program
- (11) Carpet cushion meets the requirements of the CRI Green Label Testing Program

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(12) Composite panels and agrifiber products (particleboard, medium-density fiberboard/MDF, plywood, oriented-strand board/OSB, wheatboard, strawboard, panel substrates and door cores) contain no added urea-formaldehyde resins

e. MR Credit 4: Sustainable Purchasing – Reduced Mercury in Lamps

The amount of mercury in lamps will be tracked by ensuring that lamps and bulbs that are purchased are, on average, less than 90 picograms per lumen-hour or specify the lowest picograms per lumen-hour available.

f. MR Credit 5: Sustainable Purchasing – Food

Food and beverage purchases will be tracked by cost and on a regular basis by the campus's exclusive caterer, Levy Restaurants. Our goal of achieving 25% of food and beverage purchases that meet one or both of the following criteria:

- (1) Purchases are labeled USDA Organic, Food Alliance Certified, Rainforest Alliance Certified, Protected harvest Certified, Fair Trade or marine Stewardship Council's Blue Eco-Label
- (2) Purchases are produced within a 100-mile radius of the campus
- (3) Documentation verifying product compliance will be obtained for at least 20% of sustainable purchases.

Responsible Party:

a. MR Credit 1: Sustainable Purchasing – Ongoing Consumables

Quarterly tracking reports: GWCCA Purchasing Department

b. MR Credit 2: Sustainable Purchasing – Durable Goods, Electric-Powered Equip.

Quarterly tracking reports: CCLD

c. MR Credit 2.2: Sustainable Purchasing – Durable Goods, Furniture

Quarterly tracking report: GWCCA Purchasing Department

d. MR Credit 3: Sustainable Purchasing – Facility Alterations and Additions

Monthly/as needed tracking reports: General Contractor

e. MR Credit 4: Sustainable Purchasing – Reduced Mercury in Lamps

Quarterly tracking reports: GWCCA Purchasing Department

f. MR Credit 5: Sustainable Purchasing – Food

Monthly or quarterly tracking reports: Levy Restaurants