



Green Procurement Policy

Policy Statement

By implementing this policy Craigavon Borough Council intends to procure goods and services in a manner that allows us to measure and improve our environmental performance by reducing our environmental impacts. Craigavon Borough Council aims to deliver a service which is resource efficient that will contribute to a more environmentally, socially and economically sustainable society.

The key aims of the policy are;

- To reduce the purchase of new goods, and procure them only when essential, by cutting down on waste and repairing or reusing existing products
- No products shall be procured which contain ozone-depleting chemicals, non- independently certified tropical hardwood, or pesticides on the EU 'Black list'.
- Service contractors working for the public authority will undertake their services in line with the authorities' environmental standards.
- To specify products which are made from recycled materials; can be recycled or re-used; can be operated in an energy efficient manner; and cause minimal damage to the environment in their production, distribution, use and disposal, as long as the requirements of value for money and quality are met.
- To provide environmental training for all employees of Craigavon Borough Council.

Key supporting policy method statements

The aim of the above Policy statement is to inform staff and suppliers of the Craigavon Borough Council's commitment to environmentally responsible procurement.

We will pursue this policy, subject to funding, by:

- **Promoting the sustainable use of resources**, by encouraging resource efficiency and waste minimisation.
- **Introducing environmental performance management** and monitoring into contract procedures.
- **Integrating Craigavon Borough Council procurement / purchasing standards and processes with its ISO 14001 system**, by incorporating the environmental policy objectives set through the ISO 14001 process into contract and product specifications.
- **Forming partnerships** with suppliers to apply Craigavon Borough Council's principles in corporate procurement/purchasing activities, and to promote and encourage innovative improvement in environmental performance, through the development of environmental criteria in the award of contracts.
- **Supporting staff** in the delivery of this policy by:
 1. Providing supporting guidelines and resources, as appropriate, to allow effective implementation of the Policy.
 2. Regularly communicating progress on the implementation of this Policy and providing a mechanism for staff and suppliers to be consulted and provide feedback to the Public authority.
 3. Providing training and awareness raising tools.
- **Continually improving the Procurement and Purchasing Policy** and guidelines by regularly reviewing contracts and suppliers and benchmarking this strategy with others.
- **Aiming to re-use, recycle or dispose of all end-of-life products, according to the waste hierarchy.** Effective recycling or disposal arrangements should be considered **at the time of purchase** of all goods, wherever possible.

Implementation

A Purchasing Group will promote the implementation of the policy. The policy adopted may be implemented in phases, for example selecting first the products and services of most concern and priority for the organization such as environmentally preferable cleaning products or energy savings.

The Director of each department is ultimately responsible for the implementation of this policy in coordination with other appropriate personnel of each facility who are responsible for purchasing.

This may be done through development of a **Purchasing Group** consisting of members representing purchasers, stores, Environmental Services, maintenance and construction, and all departments that purchase or specify products or award contracts for services. The team's responsibilities include the following:

1. evaluating opportunities for substituting environmentally preferable products,
2. designing and implementing programs and processes for increasing the purchase of environmentally preferable products,
3. educating managers and staff about the organization's GPP
4. ensuring that GPP documents, specifications, and contracting procedures do not contradict each other and do not deter or inhibit the purchasing of products
5. providing information to facilitate the evaluation and purchase of environmentally preferable products, including identifying appropriate products and sources and providing technical assistance through the Environmental Services Department
6. evaluating obstacles to purchasing products in order to create solutions.

Craigavon Borough Council will provide supporting guidelines and resources to allow effective implementation of the policy, provide environmental training and awareness raising tools to our staff and to councillors, and ensure there is effective communication between our central purchasing group and the individual departments.

Craigavon Borough Council will work with our suppliers and contractors to help them improve their environmental performance (e.g. to reduce, reuse and recycle their packaging) and so spread good environmental practice through the supply chain.

This policy will be promoted to businesses and to the community by various actions (e.g. leaflets, promotional website).

Tenders

Successful bidders should be required to certify in writing that the environmental attributes claimed in competitive bids are accurate. Certification should be supplied in the time and manner prescribed by council in purchasing or tender documents for compliance with specifications for environmental attributes.

To demonstrate our commitment to ensuring that companies providing services to Craigavon Borough Council are in compliance with environmental regulations and are taking additional steps to conserve resources, prevent pollution and minimize waste, suppliers and contractors wishing to provide services should be encouraged to become certified by some environmental standard.

Small consumables

GPP requirements will apply to each of the products through the use of the procurement software. Purchasing criteria and guidelines on small consumables will be stored on a database, along with the relevant order information on each product.

Justifications not to purchase green products will be forwarded to the Purchasing Group

There will be automatic subscription to certain products via the procurement software which will be stored at central services depot.

There will be a periodic review of products by the Purchasing Group in order to access the environmental option of small consumable products as a way of moving the GPP constantly forward.

SPECIFICATIONS FOR SMALL CONSUMABLES

Source Reduction

1.1 Source reduction practices and purchasing strategies will help prevent waste before it is created. Such practices are suggested whenever practicable and cost-effective, but are not meant to reduce workplace safety or compromise product performance. Many are expected to reduce costs incurred by Council for labour and operations.

Examples include:

- Electronic communication instead of printed,
- Double-sided photocopying and printing,
- Washable and reusable dishes and utensils,
- Rechargeable batteries,
- Streamlining and computerizing forms,
- Training staff on products correct use.
- Leasing long-life products when service agreements support maintenance and repair, rather than purchasing new products
- Sharing or renting equipment and occasional use items
- Choosing durable, well-made products rather than disposable
- Buying in bulk, when storage and operations exist to support it
- Reusing products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings.

1.2 Craigavon Borough Council will ensure that all equipment purchased under this policy is compatible with source reduction practices and goals.

For example

- All printers capable of duplex printing.

1.3 Products that are re-usable, durable, long lasting or refillable are to be preferred above other products whenever feasible.

1.4 All purchases will aim to consider the long term and short term cost in considering product alternatives and greener options. This will consider the costs of purchase, use, maintenance, and disposal of the product over its lifetime.

Recycled Content Products

2.1 Products that contain recycled content, particularly post consumer content, are to be prioritised. It is suggested that products be purchased with the highest post consumer content possible.

2.2 All printing, office stationary and other paper products used by Council will contain the highest value of post consumer waste where feasible.

2.3 Where practical Craigavon borough council will specify that other purchased products contain the highest recycled content in products such as

- signage
- park benches
- storage containers

2.4 Polystyrene products and other non recyclable products are to be avoided.

Energy Saving Products

3.1 Where applicable energy saving equipment will be purchased with the most up-to-date energy efficiency functions. When necessary staff will be trained in the proper use and be able to enable the proper energy efficient aspects of their equipment.

3.2 Craigavon Borough Council will ensure that all new lighting purchases are energy efficient bulbs. Inefficient T12 florescent lamps will no longer be purchased. Such lighting will be replaced by energy efficient T5 or T8 florescent lamps. When ballasts are purchased the old magnetic ballasted will not be allowed. Only new electronic ballast will be purchased.

3.3 Craigavon Borough Council will ensure that water efficient devices are purchased to replace any older fittings. Example of which are;

- ultra low flush toilets
- low flow shower heads
- auto sensor or push down taps
- flow restrictors
- rain water harvesters

Toxic and chemical polluting substances

4.1 All procured products must be delivered with clear dosage instructions and devices and must be in compliance with the following criteria:

Are not classified as sensitising or as dangerous for the environment according to the Dangerous Preparations Directive (1999/45/EC)

Do not contain volatile organic compounds (VOC) in concentrations that exceed 10% of the weight of the product (or 20% in the case of floor care products). The following solvents are allowed up to 30%: ethanol, isopropanol, n-propanol and acetone

Do not contain preservatives with a bio-accumulative potential

Do not contain surfactants not readily biodegradable (OECD 301A-F). Surfactants have to comply with Detergent Regulation 648/2004/EC without application of Article 5 and 6 (exception)

Do not contain the following ingredients:

- Those classified as carcinogenic, mutagenic, or toxic to reproduction (R45, 46, 49, 60, 61), or very toxic or toxic to aquatic organisms and may cause long-term adverse effects in the aquatic environment (R50/53, 51/53) according to the Dangerous Substances Directive (67/548/EEC) in quantities that exceed 0,01 % by weight of the final product. This includes also each ingredient of any preparation used in the formulation that exceeds 0,01 % by weight of the final product

- Ethylenediamine tetraacetate (EDTA)
- Alkylphenolethoxylates (APEO)
- Chlorine based bleach (active chlorine compounds).
- Nitro-musk and polycyclic musk compounds

Dyes: Colouring agents must be included in Cosmetic Directive 2003/15/EEC or permitted for use as colours in foodstuff

4.2 Verification: Suppliers must provide clear evidence that the criteria are met. Products carrying Ecolabels will be deemed to comply.

4.3 Craigavon Borough council shall purchase products with no lead or mercury wherever possible

4.4 Craigavon Borough council will shall reduce or eliminate the use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to;

- Purchasing paper products that are unbleached and process without chlorine or chlorine derivatives. Processed Chlorine Free (PCF) is preferred
- Limit the use of polyvinyl chloride (PVC)

4.5 When replacing vehicles, Craigavon Borough Council shall consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

4.6 The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall not contain them.

4.7 Whenever feasible Craigavon Borough Council will encourage the use of inks with a low VOC and phthalate ester content. Inks should be environmentally friendly biodegradable vegetable or soy oil replacing mineral oil and petroleum as the base for printing inks

Wood Products

5.1 To the greatest extent practicable, Craigavon Borough Council shall not purchase woods that have been harvested from forests in an unsustainable manner. Whenever possible Craigavon Borough Council will give preference to wood products from sustainable forests and have been harvested in a sustainable manner.

Fair-trade

6.1 Craigavon Borough Council shall promote and purchase Fair-trade products within all its facilities.

6.2 All textile and uniform products shall be from an ethically sound manufacturing process. Written explanations of the products manufacture should be filed with the *Purchasing Group*

Landscaping and Maintenance

7.1 The least toxic form of chemicals for the purpose of pest management is to be encouraged

7.2 All landscape renovations, construction and maintenance performed by Craigavon Borough Council, including workers and contractors providing landscaping services for Craigavon Borough Council, shall employ environmentally friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grass recycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste.

7.3 Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the climate, and perennials rather than annuals for color.

7.4 Hard scape and soft scape structures constructed of recycled content materials are encouraged.

7.5 Irrigating landscapes with recycled water is encouraged

7.6 All landscaping practices are to be peat free

Waste Minimisation

Craigavon Borough Council shall require suppliers to use the minimum amount of packaging necessary to protect the product

Packaging that is re-useable, recyclable or compostable shall be requested

Supplier shall be encouraged to take back and re-use pallets and packaging material

Electronic equipment such as printer, computers or fax machines will be sent for re-use or sent for recycling whenever Craigavon borough council replaces or discards such items.

Roles and Responsibilities

Directors and Purchasing Group

- The Director of each department is ultimately responsible for the implementation of this policy in coordination with other appropriate personnel of each facility who is responsible for purchasing.
- Promote GPP within Council

Environmental managers and officers

- Implement an awareness program to promote green procurement
- Advise the procurement requests and contracting on the acquisition strategies for green products and services.
- Provide green procurement consultation support to all personnel involved in the purchasing process
- Provide recommendations to management personnel across all organizations involved in the purchasing process on the preparation, implementation, and monitoring of the GPP.

Facility managers

- Promote GPP
- Ensuring that all appropriate acquisitions follow GPP guidelines
- Provide recommendations to environmental officers and managers on the performance of products

Central Stores

- Promote GPP
- Ensuring that all appropriate acquisitions follow GPP guidelines and criteria
- Ensure an efficient delivery service to facility managers
- Ensure the efficient storage of all products.

Monitoring and review

An annual report for the purpose of review will be undertaken and shall include an evaluation of the extent, performance, safety, cost, and environmental benefits achieved through use of the GPP products.

This can include case studies or anecdotal information from purchasers or users of the products. Reports should relate progress in meeting the stated objectives of Craigavon Borough Council's Green Purchasing Policy

The reports will make notation to any barriers encountered in procurement of GPP products, recommendations for resolution, and description of assistance needed for overcoming the obstacles. The first report will be issued within one year following the effective date of Craigavon Borough Council's adoption of its new Green Purchasing.