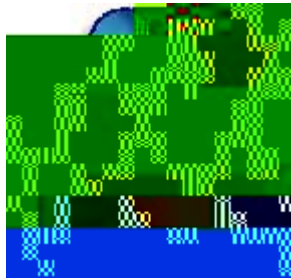




ENVIRONMENTALLY SUSTAINABLE PROCUREMENT GUIDE



For: CMS SystemWide Use

Prepared by: CMS Procurement Services Department

In support of:

Board Policy 2 (66 Environmental Stewardship

Strategic Plan 2014 – Environmental Charter

Introduction

The CMS environmental management system encourages the use of environmentally sustainable products and services. By including environmental considerations in procurement decisions, the district may reduce its environmental footprint and promote practices that improve human health, conserves natural resources, minimizes pollution, supports recycling efforts, reduces waste streams, and educates employees, vendors, and end users.

CMS personnel are encouraged to actively seek out environmentally sustainable products and services for use in day-to-day operations when price, quality, performance, and functionality are comparable to their non-environmentally sustainable counterparts. It is not the intent of this procedure to require any action that conflicts with local, state or federal requirements; procure products that do not perform adequately for their intended use; exclude adequate competition; or to pursue products not available at a comparable price or reasonable period of time.

Purpose

The purpose of this guide is to establish a uniform resource and reference guide for CMS employees with procurement responsibilities. It will assist their efforts with environmentally sustainable procurement activities at CMS, and compliment CMS Board Policy ECF – Environmental Stewardship. The purpose for its creation is to add value in a system-wide successful manner, as we all strive to incorporate sustainable activities in our everyday lives, jobs, facilities, and our leadership capacities which ultimately reflect upon CMS.

It is not the intent of this document to require any action that conflicts with local, state, or federal requirements; procure products that do not perform adequately for their intended use; exclude adequate competition; or to pursue products not available at a comparable price or reasonable period of time.

How should this guide be used?

This document should be utilized as a “guide” only, it is not intended to be a “policy” or “procedure” manual. The need for its incorporation at CMS is to promote ongoing sustainable values and challenge unsustainable activities going forward. The information contained in this guide is broad in scope; and therefore, is not expected to be read in its entirety. The content provides many electronic access links (clickable – hyperlinks) to facilitate various users interest.

Recurring Terminology

Key terminology establishes

Providing incentives for manufacturers to use technologies that incorporate environmentally sustainable attributes and/or materials into products
Conserving natural resources used to make new products
Preserving energy resources and protecting the ozone layer
Providing new and expanded markets for sustainable commodities and services
Reducing U.S. dependence on petroleum and other imports

Third Party Certification

These leading organizations have developed environmental certifications which label and identify products and processes that meet stringent environmental attributes.



Launched by the Canadian federal government in 1988, EcoLogo has grown to serve buyers and sellers of green products throughout the United States and Canada, and around the world. It is North America's oldest environmental standard and certification organization (and the second oldest in the world). It is the only North American standard approved by the Global Ecolabeling Network as meeting the international ISO 14024 standard for environmental labels. By setting standards and certifying products in more than 120 categories, EcoLogo helps identify, buy, and sell environmentally preferable ("green") goods and services. On this website, you'll find more than 7,000 EcoLogo certified products from hundreds of manufacturers. See <http://www.ecologo.org>



Electronic Products Environmental Assessment Tool (EPEAT) is an independent program that certifies "green" electronic equipment such as computers, monitors and laptops. See www.epeat.net

ENERGY STAR® is a joint program of the US Department of Energy and US Environmental Protection Agency where you can find certified energy-efficient products (such as light fixtures, exit signs, appliances and office equipment). See www.energystar.gov



Environmental Choice is Canada's environmental product certification program. It has issued standards for over 300 product categories (such as flooring, paint, electricity, cleaners, office equipment, and paper products), many of which are sold in the U.S. and available in Colorado. See www.environmentalchoice.com/English/ECP%20Home



FSC *Forest Stewardship Council* certifies lumber and other building products made with sustainably harvested wood or that reduce wood consumption; go to www.fsc.org

GEN ::: GLOBAL ECOLABELING NETWORK The Global Ecolabeling Network (GEN) is a non-profit association of third-party, environmental performance recognition, certification and labeling organizations founded in 1994 to improve,



TransFair maintains a Fair Trade label issued to companies that import products such as coffee, tea, chocolate and rice that have been manufactured and sold under fair and safe working conditions. For a list of certified products, go to www.transfairusa.org



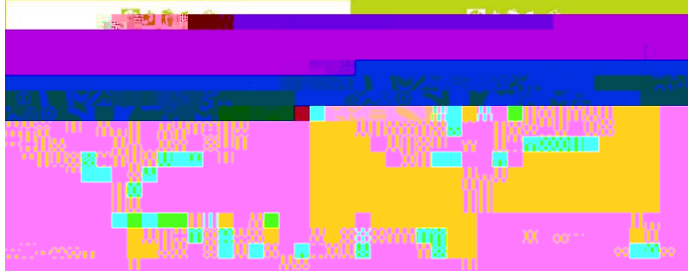
US Department of Agriculture allows use of its organic label for products meeting federal standards that address pesticide and fertilizer use as well as other approved methods used to grow, harvest and process food and other agricultural products. Information

ECO LABEL I NDEX



Ecolabel Index is the largest global database of ecolabels, currently tracking [333 ecolabels](http://www.ecolabelindex.com/ecolabels/) in 207 countries, and 40 industry sectors. <http://www.ecolabelindex.com/ecolabels/>

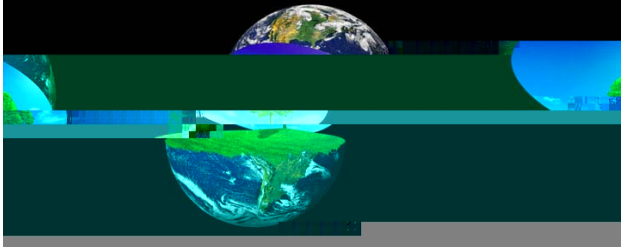
Contracts Containing Recycled Products



<http://www.pandc.nc.gov/recycled.htm>

Contract#	Title
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Recycling Contracts for State Agencies



<http://www.doa.state.nc.us/ssp/genecycontracts.htm>

Used Motor Oil and Antifreeze

Wet Cell Batteries

Non-Functional Computer Monitors

Resources

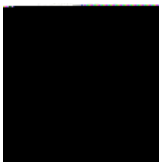
A wealth of helpful resources on almost everything environmentally sustainable. Information for Schools, Government, Industry, and more!



Green Purchasing Institute provides hands-on technical support to local governments on EPP issues, including the development of environmental purchasing policies, bid specifications, contract language and outreach materials. Email: info@greenpurchasing.org



GreenSpec Directory is a paper and online directory that lists over 2,100 environmentally preferable building products based on uniform environmental criteria. It can be found at www.buildinggreen.com



U.S. Green Building Council LEED® Green Building Rating System™
LEED (Leadership in Energy and Environmental Design) is a voluntary, consensus-based national rating system for developing high-



Responsible Purchasing Network (RPN) is a member-based network of procurement stakeholders that maintains an online clearinghouse of information on ESP policies, programs, purchasing guides, reports, upcoming events and other related resources. See www.responsiblepurchasing.org.



StopWaste is a public agency that promotes waste prevention, recycling and EPP. It offers an EPP resource guide, model policy, and fact sheets on rechargeable batteries, remanufactured toner cartridges, recycled content recreation and transportation products, and environmentally preferable cleaning and office products. See www.stopwaste.org.



The USCC is a national, non-profit trade and professional organization promoting the recycling of organic materials through composting. The USCC is the only national organization committed to the advancement of the composting industry. See <http://www.compostingcouncil.org/>.

As the largest energy consumer in the United States, the federal government has both a tremendous opportunity and a clear responsibility to lead by example with smart energy management. By promoting energy efficiency and the use of renewable energy resources at federal sites, the Federal Energy Management Program helps agencies save energy, save taxpayer dollars, and demonstrate leadership with responsible, cleaner energy choices. Use FEMP's product recommendations and other useful tips to help you buy the most efficient equipment for your offices and facilities. See <http://www1.eere.energy.gov/femp/>



US Environmental Protection Agency (US EPA) has developed Comprehensive Procurement Guidelines that recommend minimum recycled-content levels for dozens of products. For more information, go to www.epa.gov/cpg/products.htm



[Green Schools Initiative](#) offers extensive information on ESP for schools, a green buying guide and many other resources for green procurement.



"The Healthy School Environments" EPA website offers resources and an Assessment Tool called "Healthy SEAT" for school staff to address environmental health issues in schools.



[Database of Environmental Information for Products and Services](#) is a tool to make it easier to purchase products and services with reduced environmental impacts



[ENERGY STAR](#) office equipment saves schools both energy and money.

[Center for Health, Environment & Justice](#) offers a PVC-free school supplies guide.



[New American Dream](#) offers a Back to School Marketplace that lists green school supplies and tips for students on being green.



[Green Schools Report Card](#) offers a quiz to see how green a school is and ideas on how to further green practices at schools.

U.S. Department of Energy: <http://www.energy.gov>

Sustainability Resource Center, a collaborative effort of the U.S. EPA Regions III and IV, and the N.C. Division of Pollution Prevention and Environmental Assistance.
<http://wrrc.p2pays.org/vendor.asp>



North Carolina Executive Order 156 was issued in 1998, causing a collaborative effort among NC state agencies and local governments on all things “green”. N.C. project green challenges state government to set an example of environmental stewardship in 6 key areas; Energy, Water, Waste Reduction, Procurement, Buildings, and Transportation. <http://www.ncprojectgreen.com/>



Green Advantage (GA), the country’s longest-standing green certification for builders and building-related practitioners. Green Advantage Certified Practitioners (GACPs) have passed one or more exams, demonstrating their knowledge of the latest in green building principles, materials and techniques.

Symbols



Less Hazardous

Products containing hazardous chemicals can pose health risks to employees and the public, as well as threaten the environment. In addition, hazardous products often require special and costly waste disposal methods. Buy products that are labeled with none of the following signal words or those with the lowest level of hazard possible (but that still get the job done). Caution: mild to moderate hazard Warning



Recycled Content

Recycled-content products save energy and resources, while also keeping waste out of landfills and incinerators. Recycled-content products can be made with post consumer content, pre-consumer content, or a mix of both. Products made with post-consumer recycled content support our recycling programs at home and at work. If people do not buy products with post-consumer recycled content, manufacturers will no longer want the paper, cans, glass, or plastic we separate from trash. Pre-consumer content comes primarily from manufacturer scrap, and as such does not directly support such recycling efforts.



Prevents Waste

Preventing waste can conserve natural resources and avoid the need to build new, expensive waste disposal facilities. You prevent waste when:
Reducing the amount of material you buy to accomplish any task;

extraction, transportation, manufacturing, energy footprint, use, and disposal. Differs from a Total Cost of Ownership assessment, which focuses on the lifetime costs of acquiring, operating, and disposal.

New Energy Economy means opportunities for economic growth stemming from development of environmentally-conscious “clean technologies” that provide jobs, that encourage alternative energy research and implementation of technologies to promote independence from fossil fuels, and that contribute sustainable technology solutions toward reducing global warming.

Organic Pest Management prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All organic pest control products shall be toxin or chemical free, and provide a pest management solution that does not introduce adverse materials or elements to the environment that could be considered harmful to humans, plants, or wildlife.

Postconsumer 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.

Practical and Practicable mean whenever possible and compatible with local, state and federal law, without reducing safety, quality or effectiveness, and where the product or service is available at a reasonable cost in a specified period of time.

Recovered Material means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and postconsumer material but does not include excess resources of the manufacturing process.

Recycled Content means the percentage of recovered material, including pre-consumer and postconsumer mat

Grant Possibilities and Opportunities

Environmental Education Resources in one place.

Direct links to grant organizations including specifics and how to apply.

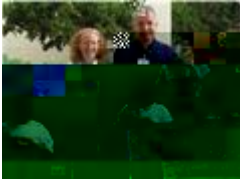




















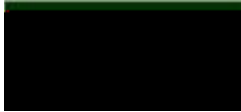














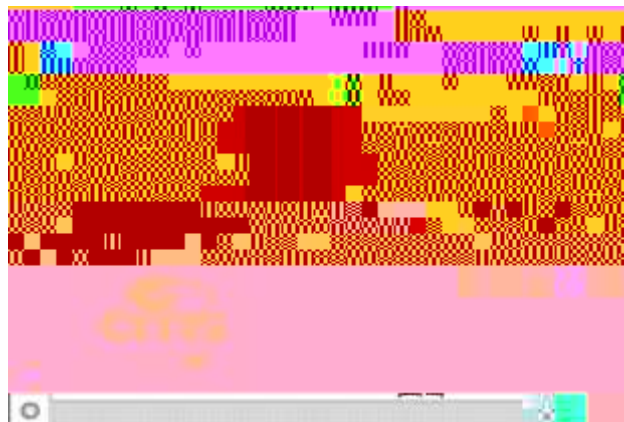








DO OUR PART!



TRAIN TO SUSTAIN!