

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

(GREEN PURCHASING POLICY)

1. ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHING POLICY)

1.1. STATEMENT OF THE POLICY

It is the policy and practice of **Atlantic Health System** to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness, and
- Purchase products that minimize environmental impacts, toxics, pollution and hazards to team members and community safety to the greatest extent practicable, and
- Purchase products that include recyclable content, are durable and long-lasting, conserve energy and water, use agriculture fibers and residues, reduce (GHG) greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvest forest (FSC) when and where possible.

1.2. PURPOSE & OBJECTIVES OF THE POLICY

The goal of this policy is to encourage and increase the use of environmentally preferable products and services in **Atlantic Health System**. By including environmental considerations in purchasing decisions, Atlantic Health can promote practice that improve Team Member health, conserve natural resources, and reward environmentally conscious manufactures and vendors while remaining fiscally responsible.

The policy objectives are to:

- Conserve natural resources
- Minimize environmental impacts such as pollution and use of water and energy
- Eliminate or reduce toxics that create hazards to team members and our community
- Support strong recycling markets
- Reduce materials that are routinely land filled or disposed of
- Increase the use and availability of environmentally preferable products that protect the environment.
- Identify environmentally preferable products & associated distribution systems
- Reward manufacturers and vendors with contracts that reduce environmental impacts in their production and distribution system or services
- Collect and maintain up-to-date information regarding manufacturers, vendors, and other sources of locating/ ordering environmentally preferable products
- Create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals
- Promote practices that support and sustain healthy communities and social structures.

1.3. RESEARCH, EVALUATION & IMPLEMENTATION OF THE POLICY

The Atlantic Health System department and the members of the Corporate Green Team, which shall be composed of representatives from various departments shall research, evaluated, and implement the environmental purchasing objectives. The committee shall focus its research, evaluation, and the implementation of the Green Purchasing Policy in the following areas:

- **Recycled Content Products** (e.g., paper products, toner/printer cartridges, motor oils & lubricants, furniture, carpet & flooring materials, matting, plastic/composite lumber/building materials, trash bags, ceiling tiles, etc.)

- **Less Harmful and Non-Toxic Materials and Processes** (e.g., janitorial/cleaning products, phosphates, paint, solvents, fuels, and lubricants, etc.)
- **Energy and Water Efficient Products and Processes** (e.g. battery lawn equipment and blowers-*vendor requirement*, energy star appliances, water saving devices, motorized cleaning equipment, etc.)
- **Disposal and Pollution Reduction** (e.g. integrated waste management, duplex copies, retread tires, electronic take back programs, recycling programs for used ceiling tiles and flooring materials, etc.)
- **Packaging** (e.g., bulk packaging, reusable boxes, recycled packing materials, shipping pallets, etc.)

The committee is aware that the evaluation and implementation phases of the project will require changes in awareness, behaviors, practices, and operating procedures. To the extent possible, it is the Committee's intention to have a participative process as it researches, evaluates, and implements the policy recommendations. It is also the Committees intention to meet annually after implementation to monitor and evaluate Atlantic Health System's progress in this area.

1.4. SPECIFICATIONS- Source Reduction

- To the extent practicable Atlantic Health System shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety and workplace quality.
- To the extent practicable Atlantic Health System shall purchase remanufactured products such as toner/printer cartridges, furniture, equipment, without reducing safety, quality, or effectiveness.
- To the extent practicable Atlantic Health System shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in the policy, when and where practicable.
- All buyers shall consider short-term and long- term costs in comparing products alternatives when feasible. This includes the evaluation of the total costs expected during the lifetime of the product, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal cost and expected lifetime compare to other alternatives.
- Products that are durable, long-lasting, reusable, or refillable shall be preferred whenever available and practicable.
- To the extent practicable Atlantic Health System request vendors to eliminate excess packaging or to utilize the minimum amount necessary for product protection, to the greatest extent practicable.
- Packaging that is reusable, recyclable, or compostable shall be preferred, when suitable uses and programs readily exists.
- Vendors shall be encouraged to take back and reuse wooden pallets and other shipping and packaging materials when and where practicable.
- Suppliers of electronic equipment, including but not limited to computers, monitors, printers, fax machines or photocopiers, cell phones, shall be required to take back the equipment for reuse or environmentally safe recycling when Atlantic Health System discards or replaces such equipment, whenever and where practicable.
- All documents shall be printed in black and white and photocopies on both sides (duplex) to reduce the use and purchase of photocopy paper, and equipment shall be programmed for energy savings mode when not in use, whenever and where practicable.
- Go paperless for at least one major office function, to perform source reduction of paper use in office functions, system can determine the opportunities to go paperless operation (e.g. billing, scheduling, payroll, etc.), evaluate special needs that must be met by the electronic execution of the selected function

1.4.1 Recycled Content Products

- All products for which the United States Environmental Protection Agency (US EPA) has established minimum recycled content standard guidelines in the Agency's Comprehensive Procurement Guidelines, such as those for printing paper, photocopy paper, janitorial paper products, construction, landscaping, transportation, vehicles, miscellaneous and non-paper office products, shall contain the highest postconsumer content practicable to the application, but no less than the minimum recycled content standards established by the US EPA Guidelines.
- Photocopiers and printers purchased or leased by Atlantic Health System shall be compatible with the use of recycled content and manufactured products.
- All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content of a minimum of thirty (30%) percent recycled postconsumer content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content that the paper contains.

1.4.2 Energy & Water Savings

- Where applicable, energy-efficient equipment shall be purchased with the most up-to-date energy efficient functions. This includes, but is not limited to, high efficiency space heating and high efficiency space cooling equipment.
- When practicable, Atlantic Health System shall replace inefficient interior and exterior lighting with energy-efficient equipment and bulbs.
- All products purchased by Atlantic Health System and for which the U.S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable and available. When Energy Star labels are not available, an alternative energy-efficient product that are in the upper 25% of energy efficiency as designated by the Federal Management Program.
- When practicable, Atlantic Health System shall purchase water-saving/conservation products. This includes, but is not limited to, high-performance fixtures such as toilets, low-flow faucets, and aerators, and upgraded landscape irrigation systems.
- Introduce Native landscaping OR Xeriscaping. Sourcing can consult or hire a landscape service provider to identify opportunities to implement appropriate xeriscape plantings, which requires little to no irrigation and water supply. This practice will reduce the usage of water in landscaping and will also reduce the amount of yard waste

1.4.3 Information Technology Products and Services

- All IT products including personal computers, notebook computers, tablets, monitors, printers, scanners, MFDs, fax machines, televisions, mobile phones, and servers shall meet at least the Electronic Product Environmental Assessment Tool (EPEAT) Bronze rating level. The Electronic Product Environmental Assessment Tool (EPEAT) is a global ecolabel for the Information and Technology (IT) sector. Products are classified as Bronze, Silver or Gold based on meeting criteria that address the life cycle of the products, including material extraction, hazardous substance reduction, end-of-life management, packaging, and corporate sustainability.
- For all IT equipment not currently rated according to EPEAT criteria, follow a proposed application of criteria to guide environmentally preferable purchasing practices in consultation with IT. These guidelines will seek to minimize levels of toxic components, ensure the highest level of energy efficiency, incorporate recycled content, facilitate end-of-life recycling, and minimize unnecessary packaging.

- For products categories where EPEAT criteria for a product category is in development, now or in the future, once a product category and registration process is in force, all products shall meet the minimum relevant EPEAT criteria.
- Atlantic Health System in collaboration with IT shall develop a procedure to identify necessary exemptions to this policy, with the goal of allowing no more than 5% of purchase dollars in the product areas covered by the EPEAT rating system to be spent.

1.4.4 Toxics and Pollution

- To the extent practicable, Atlantic Health System shall purchase, or require janitorial supplies to be products that meet and/or exceed the Green Seal Certification Standards for environmental preferability and performance.
- Vacuum cleaners that meet requirements of the Carpet and Rug Institute “Green Label” Testing Program-Vacuum Cleaner Criteria, are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70dBA. All janitorial cleaning equipment must be capable of capturing fine particulates, removing sufficient moisture so as to dry within twenty-four (24) hours.
- The use of chlorofluorocarbon, Halon and Freon 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.
- All surfactants and detergents shall be readily biodegradable and, shall contain no phosphates.
- Atlantic Health System shall utilize products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde or lead where practicable when purchasing materials such as paint, carpeting, flooring materials, adhesives, furniture, filing cabinetry, ceiling tiles, coving, molding and casework and
- Shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:
 - Photocopier paper, paper products and janitorial paper products that are unbleached or that are processed without chlorine or chloring derivatives, whenever and where possible and that possess a minimum of thirty (30%) percent recycled postconsumer waste content
 - Prohibiting purchase of products that use halogens, polyvinyl chloride (PVC), lead, phthalates, and asbestos such as, but not limited to, office binders, chair/floor mats, casework, moldings furniture, carpeting, flooring materials, ceiling tiles and medical supplies whenever and where practicable.
- Atlantic Health System shall purchase products and equipment with no lead or mercury whenever possible and shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
- When replacing vehicles, AHS shall consider less-polluting alternatives to diesel such as bio-based fuels, hybrids, electric batteries, and fuel cell, as may be available for application.

1.4.5 Bio-Based Products

- Paper and construction products made from non-wood, plant-based contents use as agricultural crops and residues are encouraged.
- Bio-based plastic products that are biodegradable and compostable, such as bags, food and beverage container, and cutler is encouraged whenever practicable.
- Compostable plastic products purchased shall meet the American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coating on paper and other compostable substrates shall meet ASTM D6868-03 standards.

- Proof of compliance with ASTM standards for compostable, biodegradable, and degradable plastic products shall be provided by vendors of such products, upon request. One acceptable proof of compliance for compostable plastic products shall be the certification by the Biodegradable Products Institute (BPI).

1.5. PRIORITIES:

The health and safety of team members and the communities we serve is of utmost importance and takes precedence over all other policies and practices.

1.5.1 Supplier Diversity and Inclusion

Good sustainability strategies must embrace diverse communities with them and the voices within them. Sustainable businesses respond to challenges of climate change, growing populations with limited resources and a workforce that represents diverse and ethnic social backgrounds.

Contracts must include Suppliers Diversity classifications listed below:

Diverse and Ethnic Groups listed below

- **Disabled Veterans**
- **LGBTQ Owned**
- **Minority Owned**
- **Small Business Owned**
- **Veteran Owned**
- **Women Owned Business**

1.6. IMPLEMENTATION OF THE POLICY

Atlantic Health System, Strategic Sourcing, Finance, IT, Facilities & Construction must implement this policy in coordination with other appropriate department personnel. As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with New Jersey Law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.

Upon request, strategic sourcing buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

- **Increase the use and availability of environmentally preferable products that protect the environment**
- **Collect and maintain up-to-date information regarding manufactures, vendors, and other sources of locating/ ordering environmentally preferable products**

Track Procurement of Environmentally Preferred Products.: Examine purchasing activity and determine which manufacturers, vendors, etc. provides EPP's. Create reports internally on the purchasing activities or the vendors can send the report to Atlantic Health System. Highlight the environmentally preferred products in these reports OR create a separate report with just EPP's.

1.7. BENCHMARKING, REPORTING AND UPDATES

Atlantic Health System, Strategic Sourcing, Finance, IT, Facilities & Construction and the Green Team and other positions responsible for implementing this policy and shall establish green purchasing goals. Identify the current baseline on which to measure progress, develop a green purchasing recordkeeping system to document progress. Publicize and reward departments that

excel in their green purchasing efforts and shall periodically meet and evaluate results. Recommend updates to assure the success of this policy's implementation.

- **Document the diversion rate by commodity.**

Collect 12 months of data for each commodity, ensure that the commodity and the waste data show an overall annual average diversion from landfill, incineration (WTE), or environment of 90% or better.

- **Track Financial Data for Diversion and Waste Disposal.**

Track all the expenses related to the diversion of the waste from landfill and incineration (WTE). Atlantic Health System can collect information on all the collection, sorting, hauling fees, and rebate revenue. Cost per ton of waste can be tracked to demonstrate net benefit over tons that went to incineration (WTE) and landfill.

- **Generate a Climate Impact Report using the U.S. EPA WARM Model.**

Environmental benefits of waste reduction activities can be estimated using US EPA's WARM model, use the WARM model tool to derive the volume of the waste diverted from the landfill and incineration, the WARM model tool will generate a report listing the environmental benefits such as net greenhouse gas emissions saved (MTCE), total BTUs (million) saved, oil (barrels) saved, gas (gallons) saved and the reduction of average passengers cars on the road per year. The model can give several outputs that can be included in annual sustainability report.

1.8. DEFINITIONS

- **American Society for Testing & Materials** - means **ASTM** International, an open forum for the development of high quality, market relevant international standards used around the globe.
- **Bio-Based Products**-means commercials or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.
- **Biodegradable Plastic**- means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.
- **Biodegradable Plastics Institute-(BPI)** is a multi-stakeholder association of the key individuals and groups from government, industry, and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirement in ASTM D6400 or D6868, based on testing in an approved laboratory.
- **Buyer**- means anyone authorized to purchase or contract for purchases on behalf of Atlantic Health System.
- **The Carpet & Rug Institute (CRI)** is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners.
- **Chlorine Free**- means products processed without chlorine or chlorine derivatives.
- **Compostable Plastic**-means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves not visually distinguishable or toxic residues.
- **Contractor** means any person, group of persons, business, consultant, designing architect, partnership, corporation, supplier, vendor or other entity that has a contract with Atlantic Health System or serves in a subcontracting capacity with AHS or with an entity having a contract for the provision of any goods or services.
- **Degradable Plastic** -means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.
- **Disabled Veteran Business Enterprise (DVBE)** - A disabled veteran recognized where at least 51% is owned by disabled veterans and conducts daily business management and control. The

home office cannot be a branch or subsidiary of a foreign corporation, foreign firm or other foreign based.

- **Disabled Owned** - A business that is at least 51% owned by one or more disabled persons who control and operate the business. Control in this context means exercising the power to make policy decisions and operate means to be actively involved in the day-to-day management of the business
- **Dixons & Furans** are a group of chemical compounds that are classified as persistent, bio accumulative, and toxic by the U.S. Environmental Protection Agency (EPA).
- **Energy Star**- means the U.S. EPA's energy efficiency product labeling program.
- **Energy Efficient Product** -means a product that is in the upper twenty-five 25% percent of energy efficiency for all similar products, or that is at least ten (10%) percent more efficient than the minimum level that meets Federal standards and guidelines.
- **Electronic Product Environmental Assessment Tool- EPEAT** is the procurement tool to help institutional purchasers in the public and private sectors evaluate, compare, and select desktop computers, notebooks and monitors based on their environmental attributes.
- **EPEAT** is a type-1 ecolabel for identifying and purchasing sustainable IT products. EPEAT-registered products meet sustainability criteria detailed in voluntary consensus-based standards that are free and publicly available. Products are classified as Bronze, Silver or Gold based on meeting criteria that address the life cycle of the products, including material extraction, hazardous substance reduction, end of life management, packaging, and corporate sustainability. Only products listed as "Active" in the EPEAT registry are considered to meet the criteria.
- **Federal Energy Management Program**- is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.
- **Green Seal** – is an independent, non-profit environmental labeling organization. Green Seal is a registered certification mark that may appear only on certified products.
- **LGBT Owned (LGTB)** – A business that is at least 51% owned and operated by a LGTB person(s)
- **Minority Business Enterprise (MBE)** - A Minority Business Enterprise usually certified by a federal, state, or local Government agency as having met all of the government standards that award eligibility.
- **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 or 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 reasonable period of time.
- **Waste to Energy- WTE**-is a technologically advanced means of waste disposal that is widely recognized for reducing greenhouse gases—particularly methane—by eliminating emissions from landfills.
- **Women-Owned** - A business that is at least 51% owned by, and whose management and daily business operations are controlled by one or more women who are U.S. citizens.
- **Woman Business Enterprise (WBE)** - A Women Business Enterprise usually certified by a federal, state, or local Government agency as having met all of the government standards that award eligibility.
- **Veteran Business Enterprise (VBE)** - Under SBA Guidelines Small Business Act (PL 85-536) as amended states: Small Business Concerns owned and controlled by veterans not less than 51% owned by one or more veterans and in the case of a publicly owned business not less than 51% of the stock is owned by one or more veterans.