



1.0 Intent

Healthy Buildings commits to purchasing sustainable products. Purchasing recycled content products helps to "close the recycling loop" by putting materials collected through recycling programs back into use as products in the marketplace. Purchasing renewable resources and locally extracted and manufactured products minimizes extraction of natural resources and vehicle miles traveled for material transport. Purchasing least toxic products maximizes indoor air quality for building occupants and maintenance personnel. Healthy Buildings encourages the selection of sustainable products when available and promotes the purchase of products that meet the criteria specified below.

Implementation of the policy must include the following:

1. Review and understand the policy.
2. Determine to what extent the policy can be implemented within your office space.
3. Discuss pertinent policy issues with the appropriate service suppliers/vendors.
4. Determine if there are any major impacts to the current building operations or additional costs associated with the implementation of the policy.
5. Assign a responsible party for the policy and each section as indicated throughout this policy.
6. In the event that a Healthy Buildings office is unable to implement the policy or parts of the policy, supporting documentation outlining the reasons for non-compliance should be maintained on file. The elements of this policy will be incorporated into the Healthy Buildings' Quality Assurance Review (QAR) process. (note: QAR under development)

The policy will be periodically reviewed and updated as required by the Responsible Party listed in section 3.0. Notification will be provided as updates occur.

2.0 Scope

The Policy prioritizes the purchase of products which contain recycled content, are made from locally extracted or manufactured materials, contain renewable resources, Forest Stewardship Council (FSC) certified wood products, result in low emissions, and are energy efficient. In addition, the Policy aims to reduce waste through consideration of the lifecycle impacts for products purchased. The Policy includes purchasing food that is certified to meet environmental standards, and is produced locally.

Healthy Buildings' vendors/suppliers should provide options for sustainable products and provide them as the default when available (such default may be overridden as required). Vendors will provide environmental specifications for products upon request. Vendors also may be requested to alter products supplied and/or packaging of products delivered, when appropriate and/or possible.

Healthy Buildings should give consideration to vendors/suppliers who provide sustainable materials. Healthy Buildings promotes the requirements set forth in the [U.S. Environmental Protection Agency's Environmentally Preferable Purchasing Guidelines](#).



3.0 Policy

The U.S. Green Building Council’s (USGBC) LEED EBOM rating system was used as a framework of reference in the development of the Healthy Buildings Sustainable Purchasing Policy.

This Policy has become effective as of: Month /Day /Year

Responsible Party:

Each of the following sections includes a responsible party. Enter the name of the appropriate person in the yellow boxes below.

Waste Prevention

Responsible Party:

Healthy Buildings will consider lifecycle impacts for products purchased, such as the durability of the product, packaging material, and disposability of the product (including reusability and ability for the product to be recycled). Healthy Buildings will request that vendors alter the products supplied and/or packaging of goods delivered, when appropriate and/or possible. Healthy Buildings will require that vendors provide recycled content options for goods when available.

Ongoing Consumables

Responsible Party:

Healthy Buildings will purchase sustainable products and work with our vendors to purchase sustainable ongoing consumables where appropriate and/or feasible. Vendors shall provide information pertaining to products that comply with the specifications listed below. It is encouraged to meet as many as possible or applicable.

The term “ongoing consumables” refers to low cost per unit materials that are regularly used and replaced through the daily course of business. Such products are: printing and copying paper, envelopes, post-its, paper clips, toner cartridges, binders, pens, paper cups, etc.

Contract documents should specify the preference for sustainable materials. As applicable, a target of 40% of the cost of goods purchased should comply with a minimum of one of the following criteria in addition to purchasing the highest recycled content paper which does not exceed 20% more than the cost of virgin paper:



- Contain at least 20% post-consumer (served its intended use as a consumer item and can be recycled into a new product) or 20% post-industrial material (waste produced during manufacturing process).
- Contain at least 50% rapidly renewable material (bamboo, organic cotton, cork, wool).
 - i.e. Healthy Buildings uniforms
- Contain at least 50% materials harvested, processed and extracted within 500 miles of the site.
- Consist of at least 50% Forest Stewardship Council (FSC)-certified paper products.
- Utilize rechargeable batteries.

Durable Goods- Electrically Powered Equipment

Healthy Buildings will purchase sustainable products and work with our vendors to purchase sustainable electrically powered equipment. Vendors shall provide information on ENERGY STAR and/or EPEAT products that meet the below specifications in addition to providing reduced packaging options.

Durable goods are high value products that are purchased infrequently. Such products include: computers, monitors, copiers, printers, scanners, fax machines, refrigerators, other appliances, and maintenance equipment.

Contract documents should specify that the use of sustainable materials is preferred. As applicable, a target of at least 40% of the total cost of purchases will meet the below criteria:

- ENERGY STAR labeled equipment (for product categories with developed specifications)

Durable Goods, Furniture

Responsible Party:

Healthy Buildings will purchase sustainable products and work with our vendors to purchase sustainable furniture when appropriate and/or possible. Vendors should provide information on salvaged, refurbished, FSC certified, locally harvested, processed or extracted material, or used furniture that meets the below specifications in addition to providing reduced packaging options. It is encouraged to meet as many as possible or applicable.

Contract documents should specify that the use of sustainable materials is preferred. As applicable, a target of at least 40% of the cost of purchases will meet one of the following characteristics, when purchasing new furniture:

- Contain at least 10% post-consumer and/or 20% post-industrial material
- Contain at least 70% material salvaged from off-site or outside the organization
- Contain at least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program
- Contain at least 50% rapidly renewable material
- Contain at least 50% Forest Stewardship Council (FSC) certified wood
- Contain at least 50% material harvested and processed or extracted and processed within 500 miles of the project



Lighting

Responsible Party:

Healthy Buildings will purchase sustainable products and work with our vendors to purchase sustainable lighting options when appropriate and/or possible. Vendors shall provide information on energy efficiency and reduced mercury light bulbs that meet the below specifications in addition to providing reduced packaging options.

Low Mercury Bulbs

Contract documents will specify that the use of sustainable materials is preferred. As applicable, all lamps and light bulbs purchased should comply with the minimum level of mercury content specified below. A target of 90% by cost of all light bulb purchases will contain no more than 70 picograms per lumen-hour of mercury.

For calculation resources go to CA X:_LEED Main\LEED EB\LEED EBOM (v2009)\EBOMv09 Tools\4 Materials & Resources\MRc4 - Sust Purch Reduced Mercury Lamps

Energy Efficient Lighting

Contract documents will specify that the use of environmentally sensitive materials is preferred. As applicable, all lighting purchases should comply with the highest energy efficiency standards while meeting the lighting requirements of the space. A target of 90% by cost of all lighting purchases should consist of high efficiency light bulbs such as compact fluorescent lights (CFLs), high efficiency fluorescent bulbs (T5s or T8s), and Light Emitting Diodes (LEDs) for emergency exit lighting. ENERGY STAR labeled bulbs should be given preference and additional energy efficient lighting technologies should be considered when cost effective.

Healthy Buildings Pre-Qualified Low Mercury and Energy Efficient Lamps

Evaluate currently purchased bulbs and insert list of recommended bulbs; (insert when list is ready).

Food

Responsible Party:

Healthy Buildings will purchase sustainable products and work with our vendors to purchase sustainable food when available and/or possible.

Vendors will provide information on food that meets the specifications below in addition to providing reduced packaging options.

Contract documents will specify that the use of sustainable packaging and serving materials is preferred. As applicable, purchases (by cost) of sustainable food products (total combined food and beverage) should account for at least 25% of the total food purchases and meet one or both of the following:



- Produced within a 100-mile radius of the site.
- USDA Certified Organic, Food Alliance Certified, Rainforest Alliance Certified, Protected Harvest Certified, Fair Trade, Maine Stewardship Council’s Blue Eco-Label, etc.
- Environmentally preferred packaging, utensils, and paper goods.

Healthy Buildings will select sustainable options for regularly purchased food products for the offices including:

- Filtered water – using a permanently installed filtration system as opposed to plastic bottles
- Coffee – bulk, organic and/or fair trade labeled
- Milk/Cream – bulk, organic, and/or local
- Durable dishware will be provided in all Healthy Buildings kitchens in place of disposables

Healthy Building Preferred Restaurant and Catering List

Each office should evaluate local restaurants/caterers to create a list of sustainable food establishments to use when purchasing food for the office or client; insert list here when ready.

4.0 Other Applicable Healthy Buildings Policies

4.1 Green Cleaning

Green Cleaning Products

Responsible Party:

Healthy Buildings will purchase green cleaning products and when contracting directly with a cleaning vendor, will require the vendor to utilize green cleaning and least toxic cleaners and chemicals when possible. Healthy Buildings will contract with a green cleaning vendor and incorporate green cleaning requirements in all future negotiations with the cleaning vendor and/or property manager.

Hard Floor, and Carpet Care Products

Healthy Buildings will encourage the use of products characterized by biodegradable ingredients, low VOC content, more neutral pH levels, fragrance free, minimal use of packaging materials, and produced from renewable resources. Healthy Buildings will also discontinue or minimize the use of cleaning products that harmful or toxic compounds like contain mutagens, carcinogens, or teratogens.

Healthy Buildings will require that all cleaning products adhere to the following criteria:

Cleaning products meet one or more of the following standards for the appropriate category:

- *Green Seal® GS-37*, for general-purpose, bathroom, class, and carpet cleaners used for industrial and institutional purposes.
- *Environmental Choice CCD-110*, for cleaning and degreasing compounds.
- *Environmental Choice CCD-146*, for hard surface cleaners.
- *Environmental Choice CCD-148*, for carpet and upholstery care.



Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet one or more of the following standards for the appropriate category:

- *Green Seal® GS-40*, for industrial and institutional floor care products.
- *Environmental Choice CCD-112*, for digestion additives for cleaning and odor control.
- *Environmental Choice CCD-113*, for drain or grease traps additives.
- *Environmental Choice CCD-115*, for odor control additives.
- *Environmental Choice CCD-147*, for hard floor care.
- *California Code of Regulations* maximum allowable VOC levels for the specific product category.

For more information on these regulations please visit, <http://www.arb.ca.gov/consprod/regs/cp.pdf>.

Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:

- *U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners*. For more information on these guidelines please visit, www.epa.gov/epaoswer/nopn-hw/procure/products.htm.
- *Green Seal® GS-09*, for paper towels and napkins.
- *Green Seal® GS-01*, for tissue.
- *Environmental Choice CCD-082*, for toilet tissue.
- *Environmental Choice CCD-086*, for hand towels.
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

Hand soaps meet one or more of the following standards:

- No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements).
- *Green Seal® GS-41*, for industrial and institutional hand cleaners.
- *Environmental Choice CCD-104*, for hand cleaners and hand soaps.

4.2 Facility Alteration and Additions

Facility Alterations and Additions

Responsible Party:

During renovation or construction activity, Healthy Buildings will purchase a minimum of 50% sustainable materials, based on the total cost of construction materials. Green materials for facility alterations and additions will meet one of more of the following requirements:

- The equipment (either battery or corded) replaces conventional gas-powered equipment
- Purchases contain at least 10% post-consumer or 20% post-industrial material
- Purchases contain at least 70% material salvaged from off-site or outside the organization



- Purchases contain at least 70% material salvaged from on-site, through an internal materials and equipment reuse program
- Purchases contain at least 50% rapidly renewable material
- Purchases contain at least 50% *Forest Stewardship Council (FSC)* certified wood
- Purchases contain at least 50% material harvested and processed or extracted and processed within 500 miles of the project
- 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*.
- Paints and coatings have VOC emissions not exceeding the VOC and chemical component limits of Green Seal’s Standard GS-11 requirements.
- Non-carpet finished flooring is *FloorScore* certified and constitutes a minimum of 25% of the finished floor area.
- Carpet meets the requirements of the *CRI Green Label Plus Carpet Testing Program*.
- Carpet cushion meets the requirements of the *CRI Green Label Testing Program*.
- Composite panels and agrifiber products contain no added urea-formaldehyde resins.

Preferred Materials List

Implement list based on the materials used for the Healthy Buildings VA Office LEED CI fit out.

4.3 Transportation and Business Travel

Transportation and Business Travel

Responsible Party:

Healthy Buildings will evaluate sustainable options for business travel. When making travel arrangements, Healthy Buildings will select the most sustainable option, and when possible, reduce travel to the minimum needed to conduct business.

- Book reservations at green hotels labeled with the following certifications:
 - ENERGY STAR, LEED, Green Key, Green Seal, local governmental certified, or an internal sustainability program.
 - <http://www.environmentallyfriendlyhotels.com/>
- Rent fuel efficient or hybrid vehicles
- Purchase carbon offsets for business travel
- Book non-stop flights
- Use public transportation to greatest extent possible
- Book hotel arrangements within walking distance of your destination
- Dine at local restaurants when traveling, rather than eating at large chain restaurants