

1.0 Intent

C&W acknowledges the value of purchasing environmentally preferable 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. C&W encourages the selection of environmentally preferable products when available and promotes the purchase of products that meet the criteria specified below.

2.0 Scope

The C&W Sustainable Purchasing Policy (the Policy) applies to purchases made by C&W employees, parties purchasing materials on C&W's behalf and/or companies contracted to provide goods to C&W.

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 food that is environmentally certified.

C&W's vendors/suppliers should provide options for environmentally preferable 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.

C&W should give consideration to vendors/suppliers who provide environmentally preferable materials. C&W promotes the requirements set forth in the U.S. [Environmental Protection Agency's Comprehensive Procurement Guidelines \(April 2004\)](#).

3.0 Policy

The [U.S. Green Building Council's \(USGBC\) LEED EB: O&M rating system](#) was used as a framework of reference for the C&W Sustainable Purchasing Policy. Please note that the LEED certification requirements may include more stringent application and documentation.

Effective Date: 12/3/2013

Waste Prevention

C&W 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). Vendors may be requested to alter the products supplied and/or packaging of goods delivered, when appropriate and/or possible. Vendors should also provide recycled content options for goods when available. If a product is available with recycled content, the vendor should make this option available.

Sustainable Purchasing, Ongoing Consumables

C&W acknowledges the value of purchasing sustainable products and requires that vendors support this effort 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, paper cups, etc.

Contract documents should specify that the use of environmentally sensitive materials is preferred. As applicable, a target of 40% of the cost of goods purchased should comply with a minimum of one of the following criteria:

- Contain at least 10% 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, cotton, cork, wool).
- Contain at least 50% materials harvested and processed or extracted within 500 miles of the site.
- Consist of at least 50% Forest Stewardship Council (FSC)-certified paper products.
- Utilize rechargeable batteries.

Sustainable Purchasing, Durable Goods- Electrically Powered Equipment

C&W acknowledges the value of purchasing sustainable products and requires that vendors provide sustainable products when appropriate and/or possible. 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 environmentally sensitive 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)
- Equipment (battery or corded) replaces conventional gas-powered equipment.

Sustainable Purchasing, Durable Goods, Furniture

C&W acknowledges the value of purchasing sustainable products and requires that vendors provide sustainable products 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 environmentally sensitive 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

Sustainable Purchasing, Lighting

C&W acknowledges the value of purchasing sustainable products and requires that vendors provide sustainable products 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 should specify that the use of environmentally sensitive 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 the following:

- 90 picograms per lumen-hour
- 70 picograms per lumen-hour

Energy Efficient Lighting

Contract documents should 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.

Sustainable Purchasing, Food

C&W acknowledges the value of purchasing sustainable products and requires that vendors provide sustainable products when appropriate and/or possible. As guidance on assignments where C&W may be responsible for cafeteria or catering operations, the following may be applicable. As always implementation is based upon client authorization.

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

Contract documents should specify that the use of environmentally sensitive 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:

- [USDA Certified Organic](#), [Food Alliance Certified](#), [Rainforest Alliance Certified](#), [Protected Harvest Certified](#), [Fair Trade](#), [Maine Stewardship Council's Blue Eco-Label](#)
- Produced within a 100-mile radius of the site.