Environmentally
Certified
AU850-EC
ISO 14001:2004

Green Purchasing **Guide**

Staff Use Only

City of
Norwood
Payneham
& St Peters

City of Norwood Payneham & St Peters

PART 1

Sustainable Focus

City of Norwood Payneham & St Peters

PART 2

City of Norwood Payneham & St Peters

Part 1 | Green Purchasing Principles and Resources

1. WHAT IS GREEN PURCHASING?

Every day Council staff make decisions about purchasing goods and services which have the potential to impact on the environment, locally and globally.

Environmental, or 'green' purchasing is a very practical way in which the Council can make a positive difference and also demonstrate leadership to the community. This guide will help you make decisions about purchasing based on attributes other than price and availability. While the focus of this guide is on environmental impacts, purchasing criteria may also be developed to support other Council objectives or values, such as purchasing locally, social or industrial issues associated with production or fair trade.

1.1 Why a Green Purchasing Guide?

This Guide has been developed to assist Council staff to make purchasing decisions that will improve environmental performance. It includes an easy-to-use tabular format that identifies key impacts and priorities for different products and services. More detailed technical guides are also included, which may be provided as specifications for the purchase of products or services. The guide also includes an overview of environmental standards and useful resources for helping staff select products.

If you want to purchase a product go directly to Part 2 of the Green Purchasing Guide. Section B of Part 2 provides an easy to use table with the key environmental considerations for a range of products and services. Resources to help you make a green purchasing selection are also included. Section C provides more detailed product and service specifications.

2. BACKGROUND TO THE GREEN PURCHASING GUIDE

The City of Norwood Payneham & St Peters has a strong commitment to environmental sustainability. The Strategic Plan identifies the protection of our environment as a key priority. Council has developed an environmental policy and a State of the Environment Report. In 2005 the Council received international accreditation for its Environmental Management System (EMS).

Key principles in the Council's environmental policy include the integration of sustainability into all levels of planning and decision making and all aspects of Council operations to be characterised by conservation and recycling and the minimisation of adverse impacts on the environment.

Council's EMS provides the framework for setting and reviewing environmental improvement objectives, as well as identifying potential environmental impacts and risks. Green purchasing is an objective in the current EMS.

As part of the Council's Occupational Health Safety & Welfare policies, it is also a requirement that hazardous substances should be replaced with non-hazardous or less hazardous alternatives where possible.

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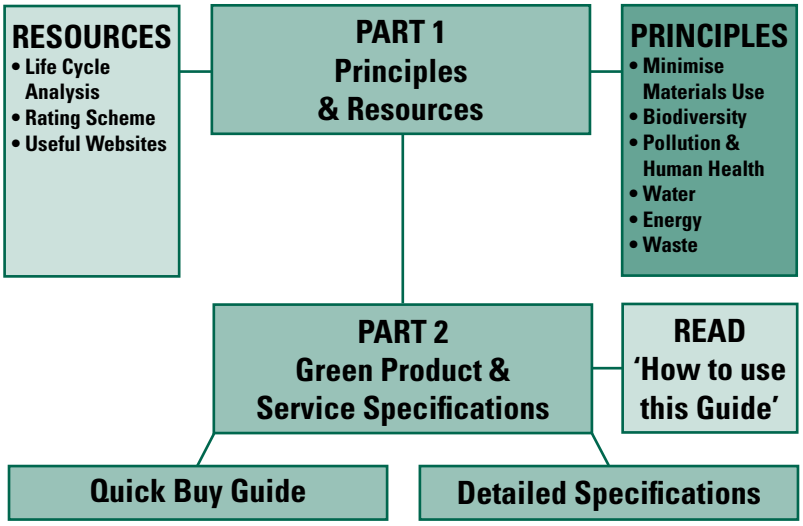
Figure 1: Outline of Green Purchasing Guide



3. OBJECTIVES AND PRINCIPLES OF ENVIRONMENTAL PURCHASING

3.1 Objectives of green purchasing policy

By adopting a green purchasing policy, the City of Norwood Payneham & St Peters aims to:

> Reduce greenhouse gas emissions

> Reduce water and energy consumption

> Reduce the use of toxic chemicals

> Minimise the creation of waste that goes to landfill

> Improve indoor air quality

> Demonstrate community leadership in stimulating markets for green products

> Make the 'green choice' the easy choice

3.2 A life cycle approach

Environmental purchasing aims to reduce the environmental impacts of products and services. These impacts may be associated with any stage in the production, use or disposal of a product. Environmental purchasing therefore needs to consider impacts throughout a product's life cycle. Issues related to different stages of the life cycle include the following.

Life Cycle Stage	Environmental Issue
extracting resources/harvesting raw materials	pollution and ecological disturbance resulting from mining/harvesting depletion of natural resources – both renewable and non-renewable
processing raw materials and manufacturing components/product	pollution and generation of hazardous wastes choice between virgin material/recycled material/post-consumer recycled material

Life Cycle Stage	Environmental Issue
using the product (including inputs such as energy, water and chemicals)	energy consumption and greenhouse gas emissions consumption of other resources health and safety issues (including off-gassing of chemicals)
recycling or re-using the product or its components reduced dependence on virgin resources	disposal of product and packaging reduce amount of waste to landfill pollution and amenity impacts of landfill increased demand for virgin materials
transport – from extraction through to disposal	air pollution and greenhouse emissions

Source: Adapted from Department of Environment and Heritage Environmental Purchasing Guide
http://www.deh.gov.au/settlements/publications/government/purchasing/purchasing-guide/principles.html

Ecospecifier has free downloads to assist with Life Cycle Analysis – for example BEES (Building for Environmental and Economic Sustainability) www.ecospecifier.org/knowledge_base/downloads/life_cycle_analysis

Sustainable Focus is a member of EcoSpecifier and can assist with product selection.

In practice, making decisions about the purchase of a product based on its impact at each stage of the life cycle can be a very complicated process, particularly with the lack of information provided to the consumer about environmental impacts.

This purchasing guide is intended to assist staff with responsibility for purchasing products and services to make informed decisions, based on the most important environmental impacts and solutions. Wherever possible, resources that are available to help make informed decisions (including labelling schemes) have been incorporated. See Part 2 of the Green Purchasing Guide.

3.3 General principles of environmental purchasing

Minimise materials use

> Use products made from, or containing, recycled material

> Minimise the amount of material consumed wherever possible

> Maintain & repair equipment to extend its life (ie choosing products that are repairable rather than disposable)

> Choose products that are recyclable or re-usable and have minimal packaging

> Use more durable products

> Use products and parts that can be disassembled with universally available tools

> Avoid products that contain parts with chrome, nickel or other rare materials

> Think about the quantity of products consumed as well

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Biodiversity

> Ensure that any natural products such as timber, plants and leather goods are from sustainable sources

> Avoid all tropical timber products and products from temperate forests that are logged in an unsustainable manner

> Ensure that the raw materials used and manufacturing processes do not place at risk any natural habitats

Pollution and human health

> Use products that are have minimal toxicity – eg, avoid PVC and organic solvents

> Avoid products that create pollution and hazardous wastes during production

Water saving

> Choose products that are water efficient, with a high water efficiency rating if available

> If possible, choose products that are produced through water efficient processes

> Harvest and reuse rainwater and stormwater where possible

Energy saving

> Choose products that are energy efficient, with a high energy star rating if available and appropriately sized to suit the task

> If possible, choose products that are produced through energy efficient processes

> Minimise consumption of fossil fuels, particularly by reducing electricity produced from coal-fired power stations

> Purchase green power from an accredited supplier

> Services can also be selected on the basis of minimising energy consumption

Waste minimisation

> Follow the waste hierarchy – avoid, reduce, reuse, recycle

> Choose products that are made from re-used or recycled products

> Choose products that can be easily re-used or recycled

> Choose products and services that are durable, long-lasting and produce minimal waste

> Ask yourself - do you really need it?

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4. SUMMARY OF GREEN RATING TOOLS AND LABELS

A summary of the main rating tools available in Australia is provided below. This section does not include rating schemes from overseas. Australia has a limited set of environmental labels including energy efficiency labelling for a select set of appliances, water efficiency labelling, a new energy star label (based on a similar scheme overseas), organic produce labels, and a small number of competing forest products labels. Only a few other industries have set up any environmental certification scheme. An independent and voluntary label called 'Good Environmental Choice' is also increasing in profile although the product range is limited at this stage.

4.1 National Appliance and Equipment Energy Efficiency Program

This is a mandatory energy rating system, which requires a select number of products to meet minimum energy performance standards. Appliances that may be used in an office environment include refrigerators and dishwashers. Office equipment (computers, copiers, faxes, etc) are currently being considered for rating.

www.energyrating.com.au

4.2 Energy Allstars

This is a website and database which lists the most energy efficient appliances and equipment found in Australia (including products not required to meet mandatory minimum standards.) It was established by the Australian Greenhouse Office. A number of office based products will soon be added to the website.

www.energyallstars.gov.au

4.3 Energy Star

ENERGY STAR is not a rating tool, but an international standard for energy efficient electronic equipment. Most office equipment should have the capacity to be energy star 'enabled'. Using energy star reduces the amount of energy consumed by a product by either automatically switching it into a 'sleep' mode when it's not being used and/or reducing the amount power used when in 'standby' mode. While most office equipment now has the potential to save energy in this way (i.e. it is ENERGY STAR compliant), not all machines, particularly PCs, have actually been enabled so that the energy saving features are activated. Ask your IT or maintenance staff to help. A computer and monitor (without ENERGY STAR enabled) left on for a year generate the same amount of CO2 as a car travelling from Sydney to Perth.

www.energystar.com.au

4.4 Water Efficiency Labelling System (WELS)

The WELS Scheme is targeted at domestic water consumption by providing nationally consistent water efficiency information to consumers at point of purchase and by encouraging manufacturers to design more water-efficient products.

The water-using products covered by the WELS Scheme currently include:

> clothes washing machines

> dishwashers

> flow controllers

> toilet (lavatory) equipment

> showers

> tap equipment intended for use over a kitchen sink, bathroom basin, laundry tub or ablution trough

> urinal equipment

From 1 July 2006, mandatory registration and labeling will apply to all of these products apart from flow controllers, for which this will be optional.

www.waterrating.gov.au/index.html

This is an independent environmental label certification scheme established under the guidance of the ISO 12020 series of international standards for a range of products on the Australia Market and managed by the Australian Environmental Labelling Association. There are a limited number of products available at this stage, but the website also includes standards for achieving the certification.

www.aela.org.au/productsregister.htm

4.6 Timber/Paper Products

Forest Stewardship Council

An international, independent, membership-based organisation promoting responsible management of the world's forests through developing standards and a certification system. FSC is the only timber certification endorsed by the Wilderness Society.

www.fsc.org/en/

Australian Forest Standard

Australian Government endorsed and under development in collaboration with the forest industries. Not supported by the Wilderness Society.

www.forestrystandard.org.au/standard.html

Australian Forest Stewardship Scheme

www.pefc.org/internet/html/members_schemes/4_1120_59/5_1246_306/5_1123_810.htm

4.7 Food

There are several organic certification schemes in Australia that may help you recognise organic products. Look out for BFA, NASAA, OHGA and Demeter logos, which require farmers, processors and retailers to follow certain practices. Some of these organisations have different levels of certification (eg, "Grade A" and "Grade B"), which correspond to already established organic practices and those undergoing conversion.

BFA is a national certifying body accredited with the Australian Quarantine and Inspection Service. BFA is members based cooperative. Certifications include farmers, processors, allowed inputs, wholesalers and retailers. Demeter certifies bio-dynamic practices, which involve building & maintaining quality soil. NASAA is the National Association for Sustainable Agriculture.

4.8 Vehicles - Fuel consumption label and green vehicle guide

This is a Commonwealth Government initiative to promote consumer demand for fuel efficient vehicles and vehicles with a lower greenhouse impact by making comparative model specific information available to buyers.

The website also includes information for purchasing old cars, which are not covered by the new labeling scheme.

www.greenhouse.gov.au/fuellabel/index.html

The green vehicle guide provides a rating of new Australian vehicle by greenhouse gas emissions and air pollution.

www.greenvehicleguide.gov.au

5. USEFUL RESOURCES

5.1 Green purchasing - general

Australian Environmental Labelling Association and the Australian Green Procurement Database

The Australian Environmental Labelling Association developed the "Good Environmental Choice" label which has general compliance to ISO 14 024. The label is managed by a not-for-profit organisation utilising a national network of registered assessors. The voluntary Australian Environmental Labelling Standards are designed to give manufacturers, distributors and marketers, the financial benefits of dealing in and producing environmentally preferable products.

The green procurement database is a free resource of environmentally preferable products in Australia. The green procurement database takes a unique approach by providing meaningful and quantifiable evaluation of each product's environmental performance in addition to providing contact details and technical information about products.

This database is an initiative of the Australian Environmental Labelling Association and the Australian Green Procurement Network as a showcase of green products and services available in Australia.

www.aela.org.au

For an alphabet listing of products:

www.greenprocurement.org/database/main.jsf

Product standards (detailed specifications) are also provided. Relevant standards are included in Section B of this guide.

www.aela.org.au/StandardsRegister.htm

EcoBUY

EcoBUY works with local government in Victoria to assist them develop processes and systems for implementing green purchasing. Has a good search engine for sourcing suppliers and products by categories (mostly Victorian). This part of the website is available to any user. Membership of EcoBUY is free in Victoria, but a commitment is given to implementing a 'Buy Green' purchasing program that includes adopting a policy, establishing an action group, developing an action plan, tracking purchasing and providing an annual report. South Australian Councils can become associate members, with an annual fee of $550. This provides access to information on procedures as well as suppliers and products.

www.mav.asn.au/ecobuy

Ecospecifier

Ecospecifier is a guide to sustainable products and materials for the construction industry, specifically targeted at the needs of decision makers. It includes a database with products and suppliers, including office interiors (furniture, carpet), etc. A technical guide to wood products is available on-line. For other technical guides, full membership is required. Only 10% of the database is available for non members. Membership for Local Government is $550/year.

www.ecospecifier.org

Product search includes availability in each State, and identifies environmental benefits in the following categories

> Reducing energy/greenhouse

> Protects habitat and land

> Preserves resources

> Protects human health

> Reduces pollution

> Other vital signs

Sustainable Focus is a member of EcoSpecifier, and can provide relevant information to the Council.

Department for Environment and Heritage Green Purchasing Guide

www.deh.gov.au/settlements/publications/government/purchasing/purchasing-guide/

Choice magazine

Includes environmental issues in some product assessments.

www.choice.come.au

5.2 Waste

That's not garbage – recycle and re-use clean, safe non-toxic waste and off cuts

http://home.iprimus.com.au/chuck_b/

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SA Zero Waste

www.zerowaste.sa.gov.au

5.3 Water

WELS

www.waterrating.gov.au/index.html

5.4 Computers and other electronic equipment

See rating systems above. Another resource which may be helpful is:

www.productstewardship.net/productsElectronicsEPPGuide.html

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Part 2 | Product & Service Specifications

SECTION A – HOW TO USE THIS GUIDE

This Green Purchasing Guide has been developed to help staff responsible for purchasing at the City of Norwood Payneham and St Peters to make informed decisions about which features of a product or service are most likely to have a positive environmental impact.

Unlike many green purchasing guides which are extremely complicated; this Guide is designed to help you identify the most critical environmental impacts, and possible solutions to help minimise these adverse impacts.

Green Purchasing Quick Buy Guide

The 'Quick Buy Guide' table in the next section is designed for regular use for most purchases. The 'Critical Environmental Impacts' lists the top 1-5 impacts in priority order where possible. Please note that the severity of the environmental impact often depends on factors and local issues that are difficult to generalise. The adjacent column 'Hot Green Tips' provides recommendations that correspond to each of the impacts. It is suggested you ask your regular suppliers what products are available that meet these recommendations. This will send a message that there is demand for green products.

The far right column provides links to useful resources (including those discussed in the Introduction to the Green Purchasing Guide) and suggestions about products. It is not a comprehensive product/service listing, limited to office-based products, vehicles and selected services. Other Council purchases can be added to the Guide in the future.

Detailed Product and Service Guidelines

These more detailed specifications are designed to help staff when making bigger purchases. You may be able to provide some of these recommendations to a supplier or include in your tender documentation. Some of this information is very technical in nature. Once again, remember that your suppliers should become better informed about environmental issues.

For major purchases, you may also like to check the environmental credentials of the suppliers/ producer. For example, require prospective contractors and consultants to demonstrate environmental credentials:

> Documentation for services could include external verification of claims, e.g., certification through a reputable certification program where one exists.

> Documentation for products could include external verification of claims, e.g., certification of the product through a reputable environmental labelling program.

> A demonstrated track record in environmental performance

> List environmental measures undertaken in their own operations

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Link to other Council Policies and Processes

Council's EMS provides the overarching framework for environmental management at the Council. 'System Procedure 9 – Contractor Management' details the process for managing the potential environmental impacts of Council contractor activities in the technical works area. Attachment 1 lists the likely impacts of each contractor activity and the clauses to include in contract documents to address these impacts.

Council's Tenders and Contracts Policy includes the following general principle in relation to purchasing goods and services

> 'the ecological consequences of the procurement decisions need to be considered and evaluated as well as simple financial assessment'.

The policy also states that consideration be given wherever possible to the purchase of

> 'Products made wholly or largely of recycled materials;

> Products which are efficient in their use of energy provided the quality is sound and the price competitive;

> Products which have minimal negative environmental impact, provided the quality is sound and the price competitive.

> Products which have minimal negative environmental impact, provided the quality is sound and the price competitive'

Finally, in relation to the selection of **tenders, submissions, registrations, quotations and proposals,** the Policy states that Council shall take into account:

> 'Council purchasing policies (Australian made, local economy, best value, environmentally friendly'

This guide is intended to assist with the implementation of these policy objectives.

Staff Assistance & Feedback

This Guide has been designed to be practical and user friendly. Sustainable Focus, who developed this guide, is offering a free service to Council staff to assist with implementation of the Guide in the first 6 months. During this period the Guide is operating as a pilot. Your feedback from the experience of using this will be most welcome. At the end of the pilot a short survey may be circulated to receive comments.

Monitoring

Please forward details of each green purchase to Karen Stephens.

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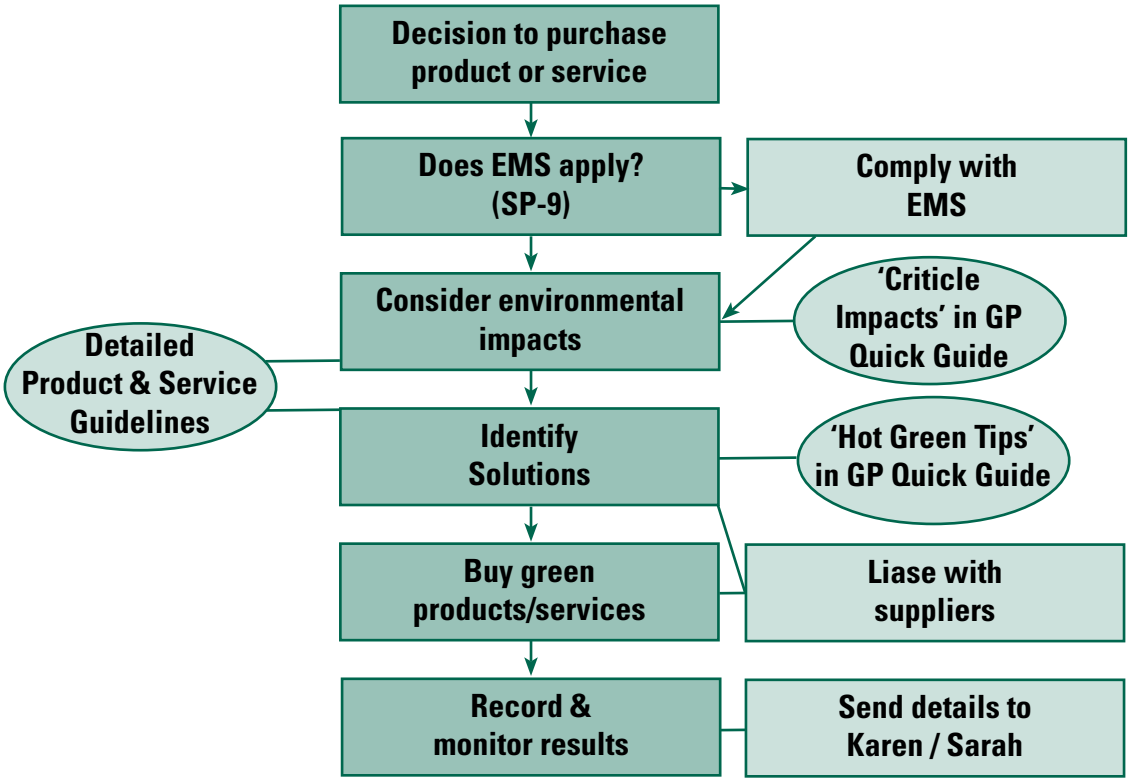
Figure 2: Green Purchasing Guide Decision Tree



PRODUCT OR SERVICE	CRITICAL ENVIRONMENTAL IMPACTS (FROM EXTRACTION, PRODUCTION, DISPOSAL)	HOT GREEN TIPS	USEFUL RESOURCES, EXAMPLE PRODUCTS AND RELEVANT CERTIFICATION SCHEMES
Vehicles *Detailed guidelines available – see 1*	· Fuel consumption (creates greenhouse emissions and air pollution) · Resource use - construction · Consumables such as oil, coolant and tyres	· Low fuel consumption (less than 6 litres/100km for passenger vehicles) · Vehicle with lowest fuel consumption that is fit for purpose · Small vehicles minimise materials use · Consumables such as oil, coolant and tyres can be from recycled sources	The Green Vehicle Guide www.greenvehicleguide.gov.au provides fuel consumption data Recycled tyres available from Environmental Choice Label www.aela.org.au
Car Wash	· Water consumption · Chemical use · Stormwater pollution	· Choose service that recycles water · Uses non-toxic products that don't harm waterways · Good stormwater management practices	
Photocopiers, printers, fax machines and multi-function units *Detailed guidelines available – see 2.1*	· Energy use · Paper wastage · Resource use – construction · Consumables (toners etc)	· Buy Energy Star compliant equipment and ensure that it is installed with Energy Star features enabled · Duplex (double-sided) printing (except fax machines · Must accept 100% recycled non-chlorine bleached paper · Made from some/all recycled materials, modular (easily re-used/recycled), recyclable cartridges. Multi-function machines use less resources	Energy Star www.energystar.gov.au AELA www.aela.org.au/gec/Printers_Faxes_&_Multifunction.html www.aela.org.au/gec/Photocopiers.html
Computers-general *Detailed guidelines available – see 2.2*	· Energy use · Resource use – construction	· Buy Energy Star compliant equipment and ensure that it is installed with Energy Star features enabled · Laptops use a fraction of the energy of desktops · Light weight – use less materials, made from some/all recycled materials and reusable/recyclable	Energy Star www.energystar.gov.au AELA www.aela.org.au/gec/computers.html
Computer screens *Detailed guidelines available – see 2.2*	· Energy use: CRT screens use significantly more energy than LCD · Resource use – construction	· Flat screen LCD (they save energy and desk space · Buy Energy Star compliant equipment and ensure that it is installed with Energy Star features enabled (see definitions for explanation of Energy Star)	Energy Star www.energystar.gov.au
Electronic equipment - general (eg cameras, video)	· Resource use · Waste · Toxicity of materials	· Consider energy use, durability, use of recycled materials, ability to be recycled · Rechargeable batteries with any products that take them	Energy Star www.energystar.gov.au
Toner cartridges	· Waste · Toxic chemicals	· Recyclable/refillable · Made from recycled materials	EcoBUY has a number of suppliers www.mav.asn.au/ecobuy

PRODUCT OR SERVICE	CRITICAL ENVIRONMENTAL IMPACTS (FROM EXTRACTION, PRODUCTION, DISPOSAL)	HOT GREEN TIPS	USEFUL RESOURCES, EXAMPLE PRODUCTS AND RELEVANT CERTIFICATION SCHEMES
Office stationery - general *Detailed guidelines available – see 3.1*	· Resource use – paper and plastic primarily. Also metals · Waste	· Made from recycled materials. See notes on paper · Reusable (eg manila folders, pens) · Recyclable	Bindweld - Recycled Plastic Stationary www.bindweld.com Environmental Choice Certification EcoBUY has suppliers-mostly interstate Corporate Express has an 'Earthsaver' label www.ce.com.au/CE/community_and_environment/environmental_focus.html Greenworld office supplies www.greenworld.com.au AELA www.aela.org.au/gec/Recycled_Products.html
Pens	· Resource use · Waste	· Made from recycled materials · Fully Recyclable (no metal parts) · Can use refills	See EcoBUY for examples, eg: www.mav.asn.au/ecobuyfiles/product/EcopaperPend.pdf
Folders/storage systems – *incl plastic presentation folders*	· Resource use – esp. plastic and paper from unsustainable forestry · Waste	· Made from recycled materials · Recyclable · Don't contain metal or toxic glues	Auspen – whiteboard markers www.auspen.com Ecopen – pens and pencils South Australian supplier www.albox.com.au
Labels	· Unsustainable production processes · Waste	· Reuse name badges · Recycled content	Ask office suppliers
Furniture/Office Fittings *Detailed guidelines available – see 3.2*	· Materials used during construction · Unsustainable production processes · Environmental health issues associated with out gassing	· Avoid unsustainable timber – ask supplier for verification · Buy second had or made from recycled materials (also minimises off-gassing of toxic fumes) · Avoid toxic glues, solvents, eg formaldehyde	Furniture Coverings available from Environmental Choice Label www.aela.org.au EcoBUY – for suggestions www.mav.asn.au/ecobuy - mostly Victorian Ecospecifier www.ecospecifier.org
Floor Coverings *Detailed guidelines available – see 3.3*	· Products from unsustainable sources – petroleum based or timber · Potential human health impacts of surface treatment and glue · Energy use in manufacture · Disposal / recycle/ reuse methods · Ease of cleaning … ie do you need carpet?	· Avoid products from petroleum products · Avoid toxic glues · Check environmental credentials of suppliers (i.e. in relation to energy, water) · Use carpet tiles – only heavily trafficked areas need replacing	Environmental Choice Label products www.greenprocurement.org/database/main.jsf (including wool carpets and wooden flooring) Interface: www.interfaceaus.com.au Ecospecifier has a large selection of flooring systems www.ecospecifier.org
Desk Lamps	· Energy use · Materials used in production	· Accepts low energy globes (compact fluorescent) · Flexible – arm that moves to tailor light to where needed · Made from recycled products if available	

PRODUCT OR SERVICE	CRITICAL ENVIRONMENTAL IMPACTS (FROM EXTRACTION, PRODUCTION, DISPOSAL)	HOT GREEN TIPS	USEFUL RESOURCES, EXAMPLE PRODUCTS AND RELEVANT CERTIFICATION SCHEMES
Paints	· Toxicity – environmental health · Potential water, land pollution from waste disposal	· Avoid products that contain VOCs*, glycol ethers or ozone depleting substances · Ensure appropriate disposal of all paints	Environmental Choice Label products http://www.greenprocurement.org/database/paint/products.jsf;jsessionid=aQgVM48F3PDf Guidelines, etc www.aela.org.au/gec/paints.html Ecospecifier www.ecospecifier.org/
Paper Products (including office paper) *Detailed guidelines available – see 3.1*	· Unsustainable forestry practices · Pollution from processing · Waste	· Recycled (post consumer waste) or from sustainable plantation base · Non-chlorine bleached · Duplex (double-sided) printing, think before you print, print on back of old documents, etc	Ask office suppliers
Timber products-general *Detailed guidelines available*	· Unsustainable forestry practices · Pollution and wastage from processing	· Use recycled timber · Select products from certified sustainable plantation timber	Ecospecifier www.ecospecifier.org/knowledge_base/setting_priorities/timber_and_wood_products AELA www.aela.org.au/gec/Timber_&_Raw_Forest.html
Paper towels/toilet paper *Detailed guidelines available – see 3.2*	· Unsustainable forestry practices · Pollution from processing · Waste	· 100% Recycled (post consumer waste) · Non-chlorine bleached · Recycle waste products (towels) or avoid	Environmental Choice Label certification product ESime www.aela.org.au/pdatabase/products/ESime/Esime.htm Detailed product specification from www.aela.org.au/publications/AELA%2013-2005%20%20Sanitary%20Paper%20Products.pdf
Disposable nappies (child care centre)	· Waste · Production – chlorine bleaching and use of plastic fibres /wood pulp	· Buy nappies that are biodegradable · Encourage parents to use cloth nappies at home	Facts about disposable nappies and comparison with cloth nappies at www.healthyhabitat.com.au/store/info_nappies.asp Product suggestions: www.natureschild.com.au/ and www.eenee.com Check local health food stores
Printing Services *Detailed guidelines available – see 4.1*	· Paper from unsustainable forestry practices · Pollution from printing process- esp. discharge of hazardous substances into waterways · Resource use during printing process	· Uses >=50% recycled paper and chlorine free printing · See notes on paper · Uses biodegradable printing inks · Good environmental performance of energy, water	AELA www.aela.org.au/gec/Printed_Matters.html Detailed specifications available at www.aela.org.au/publications/AELA%2021-2004%20%20Publishers%20and%20Published%20Matter.pdf

PRODUCT OR SERVICE	CRITICAL ENVIRONMENTAL IMPACTS (FROM EXTRACTION, PRODUCTION, DISPOSAL)	HOT GREEN TIPS	USEFUL RESOURCES, EXAMPLE PRODUCTS AND RELEVANT CERTIFICATION SCHEMES
Cleaning Products and services *Detailed guidelines available – see 4.2*	· Toxic chemicals polluting waterways · Environmental health considerations	· Minimal use of toxic, non-biodegradable products · Sound waste management practices	Environmental Choice Label certified products Citofresh: www.aela.org.au/pdatabase/products/Citrofresh/cirofresh.htm Herbon: www.greenprocurement.org/database/machinedishwashing/products.jsf
Waste Management Services *Detailed guidelines available – see 4.3*	· Unsorted waste systems · Waste that cannot be re-used, recycled · Toxic waste	· Provide comprehensive, user-friendly waste sorting systems and monitors waste · Manage the waste stream	Zero Waste Greening of Government www.zerowaste.sa.gov.au
Catering Services (and in-house supplies, like tea/coffee) *Detailed guidelines available – see 4.4*	· Unsustainable food production · Waste from packaging, disposables and over catering	· Choose local, organically grown food if possible, consider fair trade products as well · Avoid disposables, or ensure they are fully degradable · Choose products with minimal packaging	For organic/biodynamic food products – BFA, NASAA and Demeter labels Fully degradable catering products Ecoearth: www.ecoearth.com.au/ Dalton Packaging: www.daltonpackaging.com.au/(plates,etc) www.greenprocurement.org/database/biopolymers/products.jsf Zero Waste – green events www.zerowaste.sa.gov.au/prog_events.php
Packaging/Bags *Detailed guidelines available – see 5*	· Unsustainable production – particularly forestry with paper products, also foams, plastic fillers · Waste to landfill	· Avoid if possible – eg: ask distributor to bulk pack · Made from recycled materials · Re-use where packaging is unavoidable	Environmental Choice Label certified product Amcor packaging www.aela.org.au/pdatabase/products/Amcor/amcorcartonboard.htm Australian Recycled Cardboard Campaign www.arc.org.au/ Zero Waste www.zerowaste.sa.gov.au

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SECTION C - DETAILED PRODUCT AND SERVICE GUIDELINES

1. VEHICLES

(Refer to the Council policy regarding vehicle purchase for broad guidelines)

> Choose the vehicle with lowest fuel consumption that is fit for purpose – this should be less than 6 litres/100km for passenger vehicles

> Small vehicles minimise materials use in construction

> A fleet review may identify vehicles that are unutilised that can be removed from the fleet, providing cost savings and environmental benefits

> Consumables such as oil, coolant and tyres can be from recycled sources. Choose small, fuel efficient vehicles

> Purchase cars that can use alternative fuels – ie with ethanol content or bio-diesel

2. ELECTRONIC EQUIPMENT

2.1 Photocopiers/printers / faxes and multi-function units

> All equipment must be energy star compliant and enabled. With automatic energy saving switch off devices program power management features so that users can put the machine into low power mode as soon as they finish copying

> If choosing a copier with accessories, make sure that the quoted power rating in lower power mode includes the power consumed by accessories

> Choose a photocopier capable of double-sided copying. Set printer controls at each desktop to default to double sided and train staff accordingly.

> Unless you are buying a small format photocopier, choose one with the capacity to reduce from A3 to A4 (or smaller)

> For multi-user copiers, ensure a second paper bin to feed paper that is already printed on one side

> All photocopiers and printers must be capable of using (good quality) 100% non-chlorine based recycled paper

> All equipment must meet the latest ozone emission levels

> Choose equipment with long-life drums and cartridges (that can be recycled) or suppliers that 'close the loop' and accept used cartridges

> All equipment must use an enclosed cartridge system to reduce the risk of spillage

> Where possible, equipment must have replaceable and recyclable components (e.g. drums and cartridges)

  > End of life disposal shall be taken into account - i.e. wherever feasible parts shall be reused or recycled

  > Drums and toner cartridges must be recyclable

  > Look for products that can be upgraded rather than replaced

> Choose products with remanufactured or recycled equipment components – for example, some photocopiers are available made largely from remanufactured product.

  - Request supplier to specify recycled content

- Choose products designed for easy recovery and recycling of parts at the end of the equipment's useful life, for example through use of fewer materials, simple fastenings and etching of components to describe their material composition
  - If possible, choose light weight products – to reduce the amount of materials used
  - Toner cartridges, where possible, will be from recycled sources
  - Product take-back – some manufacturers may offer to accept products back for recycling at the end of their useful life

Detailed specifications available from:
http://www.aela.org.au/publications/AELA%2014-2004%20-%20Printers,%20Faxes%20&%20Multifunction%20Devices.pdf

2.2 Computers and screens/monitors

- Choose products which are energy efficient and use the power saving devices to minimise energy consumption
- Flat liquid crystal display (LCD) screens use considerably less power than cathode ray tube (CRT) monitors. (They also use up less space and emit less electro-magnetic radiation and are far lighter and easier to move or reposition.)
- Use low-mercury and long-life lamps in flat panel displays.
- Request products made with low levels of toxic chemicals - CFCs or HCFCs, chlorinated solvents, cadmium, mercury, and chlorinated or brominated flame retardants.
- Use lead-free solder if available
- Avoid cathode ray tubes (CRTs) or explore glass-to-glass recycling to reuse leaded glass in CRTs.
- Batteries should be removable, rechargeable, and recyclable
- Light weight – to reduce the amount of materials used and reduce the risk of lifting strains or injuries
- Long life – look for products that can be upgraded rather than replaced. Computers contain on average 700 substances, including many valuable materials. It's estimated that the manufacture of one computer consumes 240kg of fossil fuels, 22kg of chemicals and 150kg of water. (Source: AELA)
- Consider re-use options for items to be replaced or superseded (eg Anglicare's Digital Depot)
- Ask for products with remanufactured or recycled equipment components (including battery).
- If possible, choose light weight products – to reduce the amount of materials used
- Choose products designed for easy recovery and recycling of parts at the end of the equipment's useful life, for example through use of fewer materials, simple fastenings and etching of components to describe their material composition

- Product take-back – some manufacturers may offer to accept products back for recycling at the end of their useful life
- You can request products which are reusable and recyclable, or request manufacturer or supplier to take back products

Further information available from ***http://www.aela.org.au/gec/computers.html***

3. OFFICE CONSUMABLES

3.1 General Stationery/Consumables

- Manufactured from (unbleached) recycled products
- Bio-degradable (eg plastic bags, disposable catering materials if you must use them) or recyclable
- Free from formaldehyde and harmful solvents
- Not petroleum based
- Do not contain active chlorine (especially bleaches)
- Are manufactured using clean, pollution free and energy efficient processes which can be demonstrated

Detailed product specification for office paper available from: ***www.aela.org.au/publications/AELA%209-2004%20-%20Office%20Paper.pdf***

Detailed product specifications for biopolymer products, including stationery: ***www.aela.org.au/publications/AELA%2012-2005%20-%20Compostable%20Biopolymers.pdf***

Detailed product specifications for recycled paper products: ***www.aela.org.au/publications/AELA%2011-2005%20-%20Recycled%20Paper%20Products.pdf***

Detailed product specifications for recycled plastic products from: ***www.aela.org.au/publications/AELA%202-2005%20-%20Recycled%20Plastic%20Products.pdf***

3.2 Furniture

- No tropical hardwoods to be used, including veneer
- The use of temperate hard and softwoods only when the source is proven to be sustainable
- The use of combined constructional materials is to be encouraged including:
  - E1 grade chipboard
  - Sheet materials produced from recycled fibres and agricultural waste
  - 'Tectan' (75% cardboard, 25% polyethylene/aluminium foil)
  - 'Durawood' (derived from expanded polystyrene packaging)
- Wood preservatives should be non-toxic and water based
- Preservatives containing pentachlorophenol and lindane are not be used in the manufacturing process

> Adhesives should not contain formaldehyde

> Finishing lacquers to be solvent free

> No chlorofluorocarbon (CFC) or similar (eg: Hydroflourocarbon HCFCs) aerosol propellant may be used. Pump action sprays should be used in preference.

> All painted materials and finishes must be lead free

> Bio-degradable or photo-degradable plastic used must be identified and non-toxic

3.3 Floor coverings (see AELA standards)

> Made from recycled wood or from plantations/certified sustainable managed forests

> Do not contain formaldehyde

> Do not contain dyes that are carcinogenic

> Do not contain: chlorinated/brominated paraffins, halogenated flame retardants, organic tin compounds, polybrominated diphenyl ethers, cadmium, lead or mercury

Detailed specifications for floor coverings available from www.aela.org.au/publications/AELA%2021-2004%20-%20Publishers%20and%20Published%20Matter.pdf

4. SERVICES

4.1 Printing

> Printing inks should use bio-degradable natural colorants – eg plant based

> Paper should have a high content of post consumer recycled material and not be chlorine bleached

> Choose the lightest paper acceptable for the job

> Ask printers to retain films of your publication(s) (or supply to you) for re-prints – so you don't print more copies than you need

Detailed specifications for printers available from www.aela.org.au/publications/AELA%2021-2004%20%20Publishers%20and%20Published%20Matter.pdf

4.2 Cleaning Materials

> Paper products manufactured from unbleached 100 per cent recycled paper (especially toilet tissue and paper towelling products), post consumer recycled where possible

> Not tested on animals or containing animal products

> Bio-degradable

> No aerosols

> No not contain phosphates or the phosphate substitutes NTA (nitrolotriacetate) and EDTA (ethylene diaminetetraacetate) *

> Do not contain enzymes *

> No not contain optical brighteners, nitrotriacetic acid (NTA) or diamino tetracetic acid (EDTA)*

- Contain only natural colorant *
- Free from formaldehyde*
- pH neutral*
- Do not contain harmful alkalis or solvents *
- Do not contain synthetic perfumes or dyes *
- Are not petroleum based (especially detergents)
- Do not contain active chlorine (especially bleaches)
- Are manufactured using clean, pollution free and energy efficient processes which can be demonstrated

These points especially apply to washing or cleaning powders, detergents and cleaning agents

Tips for Selecting Cleaning Service Providers

- Appropriate evidence of capacity for evaluating and adopting less hazardous products
- Cleaning service companies should document that they are in compliance with relevant regulations for control of hazardous substances in the workplace, including risk assessment, use of the hierarchy of control, training, and documentation.
- A systematic plan for eliminating or minimising use of hazardous chemicals
- Use products/packaging from recycled sources
- Documentation of disposal practices

Detailed specifications for general cleaning products available from ***www.aela.org.au/publications/AELA%2017-2004%20-%20General%20Purpose%20Cleaners.pdf***

Detailed specifications for dishwashing detergents ***www.aela.org.au/publications/AELA%2016-2004%20-%20Machine%20Dishwashing%20Detergents.pdf***

4.3 Waste Management Services

- Provide well labelled and colour-coded bins
- Specify measures to reduce, reuse and recycle waste
- Monitor and report on waste loads and progress in reducing waste
- Recycle all types of paper (not just white office paper)
- Any hazardous waste must be separately managed using appropriate waste tracking systems

4.4 Catering Services

- Minimise use of disposables and avoid polystyrene
  - If disposables are used, use fully degradable products (eg cornstarch)
  - Re-use disposables wherever possible

- Paper products including napkins and towels from 100% recycled, non chlorine bleached paper
- Consider certified organic food and beverages, locally produced if possible
- For outside events, manage the waste stream according to Green Event Guidelines (Zero Waste SA)

See Zero Waste SA website for guidance on events: www.zerowaste.sa.gov.au

Detailed product specifications for biopolymer products, including catering supplies from http://www.aela.org.au/publications/AELA%2012-2005%20-%20Compostable%20Biopolymers.pdf

5. PACKAGING

- Assess packaging using the waste hierarchy –
  - Avoid
  - Reduce and reuse (i.e.: supplier picks up and reuses packaging, or uses multi-packs – see below)
  - Recycle
- All packaging should be (i) single thickness (i.e., no boxes within boxes) (ii) either recycled paper and/or cardboard, bio-degradable or photo-degradable plastic and (iii) non-toxic (including when burnt)
- Polystyrene and loose-fill foam packing should be avoided if possible
- If you are purchasing many units at the one time, request multi-packing. Some suppliers may be able to pack up to six units in a single box, rather than having each individually packaged
- You can require suppliers to include the take back of all packaging and specify how they dispose of that material
- Packaging contains the following symbols
  - The recycling symbol
  - *The plastics coding symbol (on plastic packaging). (see http://www.visyrecycling.com.au/images/body/Plastics_ID.doc for Description of the plastic resin coding system*

6. DEFINITIONS

Biopolymer – a material manufactured partially from natural starch additives with the characteristics of plastic.

EDTA - Ethylene diaminetetraacetate: A crystalline acid, C10H16N2O8, that acts as a strong chelating agent. The sodium salt of EDTA is used as an antidote for metal poisoning, an anticoagulant, and an ingredient in a variety of industrial reagents.

Energy Star - ENERGY STAR reduces the amount of energy consumed by a product by either automatically switching it into a 'sleep' mode when it's not being used and/or reducing the amount power used when in 'standby' mode. While most office equipment now has the potential to save energy in this way (i.e. it is ENERGY STAR compliant), not all machines, particularly PCs,

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have actually been enabled so that the energy saving features are activated. Ask your IT or maintenance staff to help.

PBDE - Polybrominated diphenyl ether: PBDEs comprise a class of brominated which have characteristics of persistent organic pollutants. Used mainly as additive flame retardants n polymer resins and plastics, including furniture, upholstery, wood imitation products.

Rainforest timber: *For a list of rainforest timber species to avoid and their conservation status, see* www.cities.org or www.unep-wcmc

Recycled Content includes

Post Consumer: Material generated by households, or by commercial industrial and institutional facilities which can no longer be used for its intended purpose. This includes material from the distribution chain

Pre Consumer: Material diverted from the waste stream during a manufacturing process. Does not include materials such as scrap which is generated in a process and can be reclaimed within the same process that generated it.

Return Fibre: Fibre collected from the conversion and/or consumer stages that can be reclaimed within the same process that generated it

VOC – Volatile organic compounds: VOCs have a high vapor pressure and low water solubility. Many VOCs are human-made chemicals that are used and produced in the manufacture of paints, pharmaceuticals, and refrigerants. VOCs typically are industrial solvents, such as trichloroethylene; fuel oxygenates, such as methyl tert-butyl ether (MTBE); or by-products produced by chlorination in water treatment, such as chloroform. VOCs are often components of petroleum fuels, hydraulic fluids, paint thinners, and dry cleaning agents.

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