



Environmental Guideline Purchasing	
<i>Document Identification Number:</i>	CCD-301.03.29
<i>Version:</i>	1.1
<i>Revision Date:</i>	October 6, 2008
<i>Contact Person:</i>	Staff Assistant, Purchasing (Everett Archuleta)
<i>Controlled Copy Location:</i>	Not applicable.

Activity Description
<p>Procurement (information gathering, supplier contact, background review, negotiation, fulfillment, consumption, maintenance, disposal, and renewal) of goods and services that meet environmentally preferable purchasing criteria by departments, offices, and agencies under the Mayor and Independent agencies.</p> <p>Environmentally Preferable Purchasing Criteria: Buyer and/or agency conducts research on environmentally preferable alternatives, includes required environmental attributes in bid documents, and includes in award criteria and/or master purchase order or one time purchase that results in a product or service a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.</p> <p>See lists below which specify for procurement products and services that are:</p> <ol style="list-style-type: none">1) Favored2) Discouraged3) Prohibited

Potential Environmental Risks
<p>The following environmental concerns are associated with this activity:</p> <ul style="list-style-type: none">• Impact to the environment from the use of products that contain hazardous constituents.• Use of non-renewable resources.• Generation of hazardous wastes.• Generation of solid waste. <p>Potential consequences from performing the activity incorrectly:</p> <ul style="list-style-type: none">• Property damage, personal injury, damage to the environment.• Possible regulatory non-compliance, Notice of Violation and related [financial & non-financial] penalties.

Critical Operating Requirements
--

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



A. General Requirements

Prohibited Activities

- Purchase of products or services that contain chemicals or compounds listed in the Prohibited Chemicals and Compounds list.

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



Critical Operating Requirements	
A. General Requirements	
General Considerations	
<ul style="list-style-type: none"> Each person conducting procurement activities for goods and services is responsible for understanding the applicable regulations and managing their activities accordingly. This Environmental Guideline is meant as guidance only and does not supersede any regulations. Any person(s) performing centralized or delegated procurement tasks have the potential to cause an environmental impact and must be aware of the City’s Environmental Preferable Purchasing Policy, know which significant environmental aspects are related to the products, goods, and/or services they’re purchasing. 	
Training Requirements	
<ul style="list-style-type: none"> Delegated Purchasing Authority (DPA) Training – conducted by Purchasing for all individuals authorized to perform delegated purchasing. Procurement Card (PCard) Training – conducted by Purchasing for all individuals authorized to perform delegated purchasing with a PCard. Environmentally Preferable Purchasing Training – no formal EPP training requirement currently exists; however Purchasing will conduct one Citywide EPP training each year and two internal EPP trainings for Purchasing staff. 	
Storage & Material Handling Requirements	
<ul style="list-style-type: none"> None 	
B. Planning Requirements	<i>Responsible: Person(s) performing procurement-related tasks</i>
B1. Sufficient and reasonable time should be allocated within the procurement process to allow for the identification of cost-competitive procurement options that provide the highest probability of achieving the City’s environmental and other goals.	
C. Critical Tasks	<i>Responsible: Person(s) performing procurement-related tasks</i>
C1. Consider the environmental impacts and benefits (reduced toxicity, composition of recycled materials, reduced packaging, disposal requirements, future liability, etc.) of each product being evaluated as heavily as other “Value Added” factors, such as cost and performance.	
C2. Include suitable environmental provisions for constituents of concern and desired attributes in procurement and contract documents where appropriate. Reference Greenprint Denver, Greenprint EMS, or other relevant environmental requirement where necessary.	
D. Emergency Response	<i>Responsible: N/A</i>
None	
E. Inspection & Maintenance Requirements	<i>Responsible: N/A</i>
None	

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



Expected Records / Outputs	
<u>Record / Output</u>	<u>Instructions</u>
None	None

References
<p><u>Phone Numbers</u></p> <ul style="list-style-type: none"> • Jim McIntyre (CCoD Director of Purchasing).....(720) 913-8121 • Christian Willis (Sustainability Program Administrator, General Services).....(720) 913-8816 • Everett Archuleta (Staff Assistant, Purchasing).....(720) 913-8107 <p><u>Guidance Materials (list not limited to the following)</u></p> <ul style="list-style-type: none"> • Greenprint Denver Action Agenda • General Guidance for Environmentally Preferable Purchasing <p><u>Training Materials (list not limited to the following)</u></p> <ul style="list-style-type: none"> • See Training Requirements (Section A of this document) <p><u>Related Environmental Guidelines (list not limited to the following)</u></p> <ul style="list-style-type: none"> • None <p><u>Applicable Regulations (list not limited to the following)</u></p> <ul style="list-style-type: none"> • Mayor’s Executive Order No. 33 (XO 33) Requisitioning and Purchasing Under Centralized Purchasing Services • Mayor’s Executive Order No. 123 (XO 123) Greenprint Denver Office and Sustainability Policy • Denver Revised Municipal Code (D.R.M.C.) <p><u>Other Documents</u></p> <ul style="list-style-type: none"> • City of Denver Environmental Public Health Policy

Favored, Discouraged, and Prohibited Products and Services:

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



Favored Products and Services

- Green Seal approved products and services
- Energy Star certified equipment
- Specific Conformance to Green Seal GS-11 and GS-37 standards
- Conformance with California Code of Regulations for maximum allowable VOC content
- Conformance with SCAQMD Rule #1168, or BAAQMD Regulation 8, Rule 51
- Conformance with Carpet and Rug Institute Green Label/Green Label Plus Programs
- Product listing with the Western Regional Pollution Prevention Network
- Product listed with the Center for the New American Dream
- Disposable janitorial products conformance with USEPA Comprehensive Procurement Guidelines
- Products supplied in concentrate
- Products dispensed through automatic metering and mixing equipment
- Products with high recycled material and post-consumer waste content
- Products with minimal petrochemical content
- Highly durable / long-lasting products and applicators
- Products shipped in bulk
- Neutral pH products
- Non-flammable products
- Fragrance and dyes free products
- Proven rapid bio-, photo-, or chemical degradation
- Non-aerosol products
- Locally reusable / locally recyclable packaging
- Other characteristics that can be shown to:
 - Minimize waste
 - Minimize consumption of energy and resources
 - Minimize release of toxic compounds
 - Minimize exposure of workers and the public to pollutants

Discouraged Products and Services

- Combination cleaner-disinfectants
- Products which liberate ammonia (CAS 7664-41-7)
- Products containing the following substances, except in trace amounts (< 0.1%):
 - alkylphenol ethoxylates
 - 1,4-dioxane (CAS 123-91-1)
 - Nitrilotriacetic acid (CAS 139-13-9)
 - Sodium ethylenediamine tetraacetic acid (CAS 60-00-4)
 - 2-butoxyethanol or 2-butoxyethanol acetate (CAS 111-76-2, and CAS 112-07-2)
 - ethanolamine (CAS 141-43-5)
- Products containing phosphates or phosphonates in excess of 0.5% phosphorous by weight
- Products with a Flashpoint of less than 140°F
- Products with a pH of less than 2.0 or greater or than 12.5 at their least dilute working strength
- Products containing more than 20% VOCs by weight
- Products having RCRA Hazardous waste characteristics in their least dilute working strength
- Practices resulting in the air-borne dispersal of dusts and soils
- Practices which rely on volatilization of organic solvents or result in the significant generation

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED.
Always refer to the online EMS document library prior to use to ensure you are using the most current version.



of chemical fumes or vapors.

- Practices which prevent the capture and collection of wastewater and water-borne pollutants.
- Products whose principal ingredients are readily absorbed through skin, or cause dermal irritation or sensitization on contact, or rapidly destroy skin tissue or the mucous membranes.
- Products supplied without clearly readable labels that describe product hazards, precautions, and instructions on use and disposal.
- Products for the safe use of which workers must don specialized respiratory protection or general splash protection equipment.

**Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED.
Always refer to the online EMS document library prior to use to ensure you are using the most current version.**



Prohibited Products and Services

- Products containing persistent bio-accumulative toxics
- Products containing Asbestos
- Products containing known carcinogens, mutagens and teratogens
- USDOT Inhalation Hazard rated materials
- Halogenated compounds with an Ozone Depletion Potential greater than 0.01
- Products which have a high risk of causing spontaneous combustion
- Strong chemical oxidizers
- Products containing the chemical elements or compounds listed in Table 1
- Products containing chemical compounds deemed by the Denver Department of Environmental Health to present an undue of risk to human health or the environment in their use or disposal.

Upon request, the vendor must submit documentation proving that all procured products and services meet the prohibitions listed above.

Table 1: Prohibited Chemicals and Compounds

	<u>Chemical Name</u>	<u>CAS Number</u>	<u>Comments</u>
1	Arsenic	7440-38-2	
2	Arsenic, compounds of	various	
3	Barium, compounds of	various	not including alloys
4	Cadmium, compounds of	various	not including alloys
5	Carbon tetrachloride	56-23-5	
6	Chlorobenzene	108-90-7	
7	Chloroform	67-66-3	
8	Chromium, compounds of	various	not including alloys
9	1,2-Dichlorobenzene	95-50-1	
10	1,4-Dichlorobenzene	106-46-7	
11	1,2-Dichloroethane	107-06-2	
12	1,1-Dichloroethylene	75-35-4	
13	Hexachlorobenzene	118-74-11	
14	Hexachloroethane	67-72-1	
15	Hydrofluoric Acid	7664-39-3	
16	Lead, compounds of	various	not including alloys
17	Mercury, elemental	7439-97-6	not including amalgams
18	Mercury, compounds of	various	
19	Methylene chloride	75-09-2	
20	Nitrobenzene	98-95-3	
21	Pentachlorophenol	87-86-5	
22	Selenium, compounds of	various	
23	Silver, compounds of	various	not including alloys
24	Tetrachloroethylene	127-18-4	

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



25	1,1,1-Trichloroethane	71-55-6	
26	1,1,2-Trichloroethane	79-00-5	
27	Trichloroethylene	79-01-6	
28	2,4,5-Trichlorophenol	95-95-4	
29	2,4,6-Trichlorophenol	88-06-2	
30	Vinyl chloride	75-01-4	

**Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED.
Always refer to the online EMS document library prior to use to ensure you are using the most current version.**