How to Build a Leadership-Capable Sustainable Procurement Program

Presented by
Karl Bruskotter, City of Santa Monica
**Sustainable Purchasing Program (all-caps)**

A sustainable purchasing program that has all four components the Council considers essential for a program to be capable of achieving genuine leadership.

Achieving genuine leadership means taking meaningful responsibility for all the significant environmental, social, and economic consequences of the organization’s purchasing.
Components of a Sustainable Purchasing Program

Scenario 1: Build on an Existing Initiative

1. Improvement Process
2. Program Commitment
3. Resource Commitment
4. Prioritization Process

Sustainable Purchasing Leadership Council
Create the Program
Chapter 2

PREPARE
a vision for the sustainable purchasing program.

ENLIST
support from key internal and external stakeholders.

DESIGN
the proposed sustainable purchasing program.

...COMMIT
to the sustainable purchasing program.

Run the Program
 Chapters 3 & 4

ANALYZE
Identify impacts within spending. Prioritize categories for action.

LAUNCH
Convene a cross-functional team appropriate for the cycle’s objectives.

COMMIT
to the strategy.

PLAN
Identify and select proven strategies for mitigating impacts while delivering value.

IMPLEMENT
Set goals, timelines and policies. Train staff and engage suppliers.

REPORT
Track and benchmark performance. Evaluate for continuous improvement.
Paper Production: Impacts in Indonesia
Visioning with SPLC’s Principles

Principles for Leadership in Sustainable Purchasing

An organization demonstrates leadership in sustainable purchasing through:

- **Understanding.** Understanding the relevant environmental, social, and economic (ESE) impacts of its purchasing.

- **Commitment.** Taking responsibility for the relevant environmental, social, and economic (ESE) impacts of its purchasing by committing to an action plan.

- **Results.** Delivering on its commitment to improve the relevant environmental, social, and economic (ESE) impacts of its purchasing.

- **Innovation.** Actively promoting internal and external innovation that advances a positive future.

- **Transparency.** Soliciting and disclosing information that supports a marketplace of innovation.

These criteria outline a framework for specific actions. The SPLC recognizes that timelines for achievement will vary across criteria and market sectors based on the availability of: tools and resources to implement representative actions; products and services that effectively improve the relevant ESE impacts of an organization’s purchasing; and practical tools and resources to measure that improvement.
Stakeholders

Finance – Procurement
Office of Sustainability and the Environment
Fleet Management
Architecture Services
Engineering Services
Facilities Management
Information Systems
Custodial Services
Administrative staff
NGO’s
# Education Sessions Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 24</td>
<td>Creating a Sustainable Purchasing Program</td>
</tr>
<tr>
<td>March 5</td>
<td>Running a Sustainable Purchasing Program (Part 1 of 3) – Understanding and Launching Strategy Cycles</td>
</tr>
<tr>
<td>March 10</td>
<td>Running a Sustainable Purchasing Program (Part 2 of 3) – Spend Analysis</td>
</tr>
<tr>
<td>March 12</td>
<td>Running a Sustainable Purchasing Program (Part 3 of 3) – Planning Strategies, Implementing &amp; Reporting</td>
</tr>
<tr>
<td>March 17</td>
<td>Professional Services</td>
</tr>
<tr>
<td>March 19</td>
<td>IT Hardware and Services</td>
</tr>
<tr>
<td>March 24</td>
<td>Transportation</td>
</tr>
<tr>
<td>March 26</td>
<td>Paper</td>
</tr>
<tr>
<td>April 1</td>
<td>Cleaning and Sanitizing Chemicals for Facilities Care</td>
</tr>
<tr>
<td>April 8</td>
<td>Landscaping and Grounds Maintenance</td>
</tr>
<tr>
<td>April 15</td>
<td>Electricity</td>
</tr>
<tr>
<td>April 22</td>
<td>Food</td>
</tr>
<tr>
<td>April 29</td>
<td>Construction and Renovation</td>
</tr>
<tr>
<td>May 6</td>
<td>Furnishings</td>
</tr>
</tbody>
</table>

*All sessions take place from 11:00-12:30pm ET.*
<table>
<thead>
<tr>
<th>Office Supplies and Equipment</th>
<th>Custodial and Chemical Supplies</th>
<th>Furnishings</th>
<th>Appliances and Fixtures</th>
<th>Facilities Maintenance and Services</th>
<th>Construction and Renovation Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>Cleaning Products</td>
<td>Furniture</td>
<td>Vending Machines</td>
<td>HVAC Systems</td>
<td>Lumber and Wood Products</td>
</tr>
<tr>
<td>Paper – Multilease</td>
<td>Cleaning Equipment</td>
<td>Office Chairs</td>
<td>Toilets and Urinals</td>
<td>Adhesives</td>
<td>Adhesives</td>
</tr>
<tr>
<td>Fixed</td>
<td>Janitorial Paper Supplies</td>
<td>Furniture –</td>
<td>Water Heaters</td>
<td>Lubricants</td>
<td>Carpet</td>
</tr>
<tr>
<td>Drinking Water</td>
<td>Graffiti Removers</td>
<td>Modular</td>
<td>Appliances</td>
<td>Paint</td>
<td>Exit Signs</td>
</tr>
<tr>
<td>Coffee and Tea</td>
<td>Disinfectants</td>
<td>Carpet</td>
<td></td>
<td>Carpet</td>
<td>Fluorescent Lighting</td>
</tr>
<tr>
<td>Letterhead</td>
<td>Hand Soap</td>
<td>Graffiti Removers</td>
<td></td>
<td>Paint</td>
<td>Mist Control</td>
</tr>
<tr>
<td>Business Cards, and Envelopes</td>
<td>Hand Sanitizers</td>
<td>Carpet</td>
<td></td>
<td>Paint</td>
<td>Printing and imaging Devices</td>
</tr>
<tr>
<td>Batteries</td>
<td>Carpet Cleaning</td>
<td>Ground Floor</td>
<td></td>
<td>Roofing Materials</td>
<td>Imaging Devices</td>
</tr>
<tr>
<td>Food and Drink</td>
<td>Cleaner/Degreaser</td>
<td>Floor Care</td>
<td></td>
<td>Construction and</td>
<td>Printing Services</td>
</tr>
<tr>
<td>Containers</td>
<td>Carpet Cleaning</td>
<td>Metal Cleaners</td>
<td></td>
<td>Demolition Recycling</td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td>Carpet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing and Imaging Devices</td>
<td>Floors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Why?

- Improve internal communication
- Increase transparency
- Clear direction for staff
- Avoid greenwashing
- Compliance with City policies, AIs, programs, and ordinances
- Compliance with federal, state, and local regulations
- Rebates
Cleaning Products

General Purpose, Restroom and Shower, and Glass Cleaners

Introduction

In addition to cleaning for hygiene, appearance, and cleanliness, the City is committed to cleaning to protect the environment and public health, preserve building surfaces and increase productivity of building occupants and visitors. General Purpose, Restroom and Shower, and Glass cleaners represent those cleaning chemicals that are used routinely and thus represent the highest exposure to custodial workers, building occupants and visitors. For this reason, selecting safer products is important. For other tasks, including monthly, restorative and special cleaning needs, the least toxic product that can do the job should be selected.

How do I get cleaning products?

Concentrated cleaning products – contact the Warehouse at 458-8523 or use the One World System to order. NOTE: to use concentrated products, facility must be equipped with the vendor’s automated dispensing unit and have a custodial closet with water supply and drain for wastewater.

Cleaning product and dispensing unit issues – contact the Custodial Services Division at 399-6084.

Ready-to-use cleaning products for non-custodial staff – select, pre-approved products can be ordered from Office Depot.

Restorative, monthly-use and specialty cleaning products – non-routine restorative, monthly-use and specialty cleaning products and products not distributed from the Warehouse must be evaluated and approved by the Office of Sustainability and the Environment at 458-2213 and Risk Management.

City Specifications

Required

Cleaning products must meet one of the following certifications:

- Green Seal’s 55-17 standard for general use, restroom, glass and carpet cleaners used for industrial and institutional use;
- Environmental Protection Agency’s Design for the Environment or D/Eprogram;
- Environmental Choice’s CCO-110, CCO-146, or CCO-148.

Any product not meeting the above required specifications must be approved by the Office of Sustainability and the Environment and Risk Management.

City employees are prohibited from bringing in cleaning products from outside the workplace.

Look for these eco-labels!
Important notes
Custodial staff must be trained in the hazards, proper use, maintenance and disposal of concentrated cleaning chemicals, dispensing equipment, and packaging. Failing to use products and dispensing systems according to manufacturer’s instructions can result in inadequate performance of the product and costly overuse of concentrated products.

Benefits to our environment, personal health and community
- Improved indoor and regional air quality
- Reduced chemical exposure to custodial staff, building occupants and visitors
- Biodegradable ingredients are less harmful to our marine environment
- Uses water and energy efficiently
- Reduced packaging waste

Surprising facts
EPA’s Design for the Environment Program (DfE) has allowed use of the logo on hundreds of products. These products are formulated from safer ingredients and, in 2007, reduced the use of “chemicals of concern” by 80 million pounds, up from 59 million pounds in 2006.

LEED – Existing Buildings
Operations and Maintenance credits available
Products meeting the specifications above count towards the IEO Credit 3.3