



Green Purchasing and Waste Policy

Building Name	Colorado Tower	Effective Date	2014
Responsible Party	Senior Property Manager	Updates/Revisions	
<i>By signing above, I confirm that the following information is complete, accurate, and current.</i>			

i. Scope

This plan applies to all purchases entering and all ongoing waste at Colorado Tower. This policy will be consulted prior to purchasing materials and arranging for waste disposal. This policy covers the following:

Purchases

Cleaning Products:

Products and services must comply with one of the following guidelines:

- Follows the ISO 20400:2017 Sustainable Procurement-Guidance
- Comply with a minimum of one of the following:
 - certified by the Global Ecolabelling Network (GEN)
 - EPA's Comprehensive Procurement Guideline (CPG) Program, with a listing under the CPG Product Supplier Directory
 - EPA's Safer Choice Label
 - Ecologo Certified

Ongoing purchases:

- Paper
- Toner cartridges
- binders
- batteries
- desk accessories, such as pens and pencils
- notebooks
- lamps



Green Purchasing and Waste Policy

- envelopes

The top five most purchased product categories under management’s control are the first five items on the list above.

Durable goods purchases:

- office equipment, appliances, and audiovisual equipment
- other electric powered equipment

Waste:

- all ongoing waste, including the ongoing purchasing categories listed above
- office equipment, appliances, audiovisual equipment
- electric powered equipment
- hazardous waste, such as mercury-containing lamps and batteries

ii. Goals

<u>Category</u>	<u>Goal</u>	<u>Performance measurement unit</u>
Purchases: Cleaning Products	100% meet sustainability criteria	Cost
Purchases: Ongoing consumables	75% meet sustainability criteria	Cost
Purchases: Durable goods and electric powered equipment	90% meet sustainability criteria	Cost
Purchases: Lamps	90% of lamps have 60 picograms of mercury per lumen-hour or less	Number of lamps
Waste: Ongoing consumables	50% diverted from landfill	volume
Waste: Durable goods and electric-powered equipment	100% diverted from landfill	weight
Batteries and mercury containing lamps	100% diverted from landfill and disposed according to procedures described below	weight

Green Purchasing and Waste Policy

iii. Roles and Responsibilities

The responsible party for this plan is the Senior Property Manager. They are responsible for ensuring that this plan is executed and that any contracted vendors under management's control purchasing products for the building or removing waste from Colorado Tower are aware of the procedures outlined in this plan. Further, the Senior Property Manager is responsible for sharing this policy with the building tenant representatives and encouraging policy adoption accordingly. They are responsible for reviewing this plan for any significant changes on the interval specified in the quality assurance section. If at any time updates are required to this plan, they will ensure that the appropriate individuals are informed of the updates.

iv. Procedures and strategies for implementation

Ongoing consumable purchases shall meet the following criteria:

- **Postconsumer recycled content.** The content of purchases must meet or exceed the levels listed in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines. Products not covered by the Guidelines can get credit for their recycled content with no minimum. (<http://www.epa.gov/epawaste/conservation/tools/cpg/>)
- **Extended use.** Batteries must be rechargeable. Toner cartridges for laser printers must be remanufactured.
- **Bio-based materials.** Bio-based products must meet the Sustainable Agriculture Network's Sustainable Agriculture Standard. Bio-based raw materials must be tested using ASTM Test Method D6866 and be legally harvested, as defined by the exporting and receiving country. Exclude hide products, such as leather and other animal skin material.
- **Paper and wood products.** Paper and wood products must be certified by the Forest Stewardship Council or USGBC-approved equivalent.

Electric-powered equipment purchases shall meet the following criteria:

- **EPEAT rating.** The equipment must have a silver Electronic Product Environmental Assessment Tool (EPEAT) rating or better.
- **ENERGY STAR rating.** If the equipment does not yet fall under the EPEAT rating systems, it must be ENERGY STAR® qualified or performance equivalent for projects outside the U.S.

Purchased lamps shall have 60 picograms of mercury per lumen-hour or less. The lumens value will be based on the mean lumen output (design or actual). The rated life is the value based on a three-hour instant start.



Green Purchasing and Waste Policy

Ongoing consumables waste

In Travis county, non-waxy mixed paper, cardboard, metal, glass, plastics 1 through 7 can be comingled for recycling. Building occupants are educated on where to store recyclable materials. There are storage containers in the common areas of each floor, and each workstation includes a small personal recycling bin. The recycling storage containers are collected daily by the facilities staff and relocated to the larger storage container in the loading dock. Recyclables are removed from the loading dock by the recycling hauler every Monday through Friday.

Battery and Lamp waste

All non-rechargeable batteries and mercury-containing lamps are collected and stored in a separate storage bin on the common area of each floor. Building occupants are educated on where to store used batteries. Once per month the Chief Engineer collects the batteries from each storage location and delivers them to the hazardous waste disposal center for the county.

Durable Goods Waste

All durable goods are collected in a separate storage area off of the loading dock. Building occupants are instructed to call the management office for removal and storage of the durable goods. Once per month, the Administrative Manager arranges for the e-waste hauler to collect the durable goods waste. The e-waste hauler reuses or repurposes the waste by disassembling the product and recycling the materials. Any nonrecyclable waste is disposed of according to state and federal law.

v. Quality Assurance/Quality Control Processes

The responsible party will evaluate the purchasing and waste activity on a quarterly basis to evaluate progress towards the implementation goals. If any purchases or waste is not being recorded properly, the responsible party will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation goals are not being met, the responsible party will investigate the situation and will work with the individuals' purchasing materials and building occupants disposing of waste to resolve the issue. The responsible party will evaluate whether updates are necessary to the policy or the purchasing or waste processes in order to achieve the implementation goals.

Signature

Date