

## **SUSTAINABILITY POLICY - BUILD IT GREEN**

At Build It Green (BIG), we understand that climate change threatens our safety and prosperity. We must change the way we design, build, and upgrade our homes to decrease carbon emissions dramatically. Our mission is to help professionals adopt green practices and grow the market for efficient, healthy homes. In keeping with our mission, we are committed to adopting sustainable business practices in all facets of our operations, actively supporting programs that reduce our company's environmental impact, and continually improving our environmental performance as an integral part of our business strategy and operating procedures. We will encourage our customers, suppliers, and other stakeholders to do the same.

### **Energy**

Energy generation and fossil fuel energy consumption remains a primary source of greenhouse gas (GHG) emissions, along with other pollutants that compromise human health. To reduce these impacts going forward, BIG commits to the following goals:

- ***Work with building management to reduce energy usage in our leased office spaces***
- ***Reduce office plug loads, smart strips and other plug load controls, combined with employee education***
- ***Promote investment in renewable energy projects, if and when available***
- ***Include energy efficiency criteria in our Environmentally Preferable Purchasing Policy***

### **Water**

BIG's connection to the California landscape compels us to be good stewards of water resources. To reduce these impacts going forward, BIG commits to the following goals:

- ***Work with building management to promote water-efficient practices, to ensure that all water-using appliances and systems are working efficiently and are promptly fixed if needed, so as to reduce excess water waste.***
- ***Include water conservation criteria in our Environmentally Preferable Purchasing Policy***

### **Natural Resources**

BIG consumes a variety of natural resources, both for routine office functions and for special events. Our resource consumption involves a range of environmental impacts through resource extraction, manufacturing, transportation, and disposal. To reduce these impacts going forward, BIG commits to the following goals:

- ***Reduce the use of single-use plastic items in the office. Maintain water bottle refill stations to avoid consumption of single-use water bottles.***
- ***Maintain in-house composting and waste diversion program***
- ***Organize regular E-Waste pick-up/drop off events***
- ***Divert all compostable and recyclable matter from landfills by enforcing a "zero waste" office policy for in-office events***
- ***Include resource conservation criteria in our Environmentally Preferable Purchasing Policy***

### **Transportation**

BIG staff members participate in regular business travel in order to advance our mission. Therefore, BIG commits to the following goals:

- ***Buy carbon offset credits to offset annual air miles traveled***
- ***Schedule training events close to training participants or close to transit in order to lessen the amount of miles needed to get to BIG sponsored events***
- ***Specify fuel-efficient vehicles for car rentals and leases***
- ***Invest in online training and remote meeting capabilities to foster virtual interactions while minimizing physical travel***

### **Human Resources**

Our greatest asset is our people. Labor makes up our largest cost category and contributes the lion's share of our company's overall environmental impacts. With these considerations in mind, BIG will pursue multiple goals for helping our employees reduce their own environmental footprint:

- ***Sustainability Committee members will continue to send educational information to all staff on a monthly basis and work to provide trainings as time allows.***
- ***Create a paperless process for Paid Time Off and Overtime requests, as well as other forms that are regularly submitted by staff***
- ***Offer socially responsible investment options as part of our employee retirement benefits package***

### **Conclusion**

In closing, we recognize that we have a responsibility to the environment to meet or exceed legislative and regulatory requirements. We will ensure that this policy and all procedures relating to it are understood, implemented and maintained by all company employees.

Last Reviewed: DD/MM/YY

Next Review: DD/MM/YY

Signed:



**Title:** Executive Director

**Date:** May 30, 2017

**Attachment A: Environmentally Preferable Purchasing Policy**

## Build It Green

### ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY - REVISED—7/18/14

#### 1.0 STATEMENT OF POLICY

It is the policy of Build It Green to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Purchase products that reduce greenhouse gas emissions in their production, shipping, use and discard; and
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests.

#### 2.0 PURPOSE

This Policy is adopted in order to:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy,
- Eliminate or reduce toxics that create hazards to workers and our community,
- Support strong recycling markets,
- Reduce materials that are landfilled,
- Increase the use and availability of environmentally preferable products that protect the environment,
- Identify environmentally preferable products and distribution systems,
- Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and
- Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

#### 3.0 STRATEGIES FOR IMPLEMENTATION

##### 3.1 Source Reduction

3.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.

3.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.

3.1.3 Consider short-term and long-term costs in comparing product alternatives. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition,

extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.

3.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.

3.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the bid process.

3.1.6 Specify a preference for packaging that is reusable, recyclable or compostable, when suitable uses and programs exist.

3.1.7 Encourage vendors to take back and reuse pallets and other shipping materials.

3.1.8 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when Build It Green discards or replaces such equipment, whenever possible. Suppliers will be required to state their take back, reuse or recycling programs during the bidding process.

3.1.9 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when Build It Green discards or replaces such equipment, whenever possible. Suppliers will be required to state their take back, reuse or recycling programs during the bidding process.

3.1.10 Print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.

3.1.11 Provide employees the capability to fax directly from their computers. Reduce the number of fax machines leased or owned by Build It Green.

### 3.2 Recycled Content Products

3.2.1 Purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.

3.2.2 Purchase copiers and printers compatible with the use of recycled content and remanufactured products.

3.2.3 Ensure pre-printed recycled content papers intended for distribution that are purchased or produced contain a statement that the paper is recycled content and indicate the percentage of post-consumer recycled content.

### 3.3 Energy Efficient and Water Saving Products

3.3.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

3.3.2 Replace inefficient interior lighting with energy-efficient equipment.

3.3.3 Purchase U. S. EPA Energy Star certified products when available. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

### 3.4 Toxics and Pollution Prevention Products and Practices

3.4.1 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.

3.4.2 Purchase or require janitorial contractors to supply, industrial and institutional cleaning products that meet Green Seal or EcoLogo™ certification standards for environmental preferability and performance.

3.4.3 Purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program – Vacuum Cleaner Criteria, are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.

3.4.4 Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.

3.4.5 Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring.

3.4.6 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, Build It Green should give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, Build It Green will dispose of those products in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.

3.4.7 Specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

### 3.5 Bio-Based Products

3.5.1 Use paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues.

3.5.2 Use bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery.

3.5.3 Purchase compostable plastic products that meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Meet ASTM D6868-03 standards for biodegradable plastics used as coatings on paper and other compostable substrates.

### 3.6 Forest Conservation Products

3.6.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

3.6.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable.

## 4.0 RESPONSIBILITIES

4.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, Build It Green recognizes its duty to act in a fiscally responsible as well as a timely manner.

4.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.

4.3 Nothing contained in this policy shall be construed as requiring [the Organization], department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

## 5.0 IMPLEMENTATION

5.1 The Executive Director or his/her designee shall implement this policy in coordination with other appropriate Build It Green personnel.

5.2 Require successful bidders to certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.

5.3 Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

5.4 Include businesses certified by the Bay Area Green Business Program in purchasing requests for products and services.

5.5 Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided to Build It Green.

## 6.0 DEFINITIONS

6.1 "American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

6.2 "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.

6.3 "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

6.4 "Biodegradable plastic" means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

6.5 "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

6.6 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.

6.7 "The Carpet and Rug Institute" (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The "Green Label Plus" testing program incorporates additional requirements to meet California's Collaborative for High Performance Schools low-emitting materials criteria.

6.8 "Compostable plastic" means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

6.9 "Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with [the Organization] or serves in a subcontracting capacity with an entity having a contract with [the Organization] for the provision of goods or services.

6.10 "Degradable plastic" means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

6.11 "EcoLogo™" is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the EcoLogo to those that are environmentally preferable throughout their entire lifecycle.

6.12 "Electronic Product Environmental Assessment Tool" (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.



6.13 "Energy Star" means the U.S. EPA's energy efficiency product labeling program.

6.14 "Energy-Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

6.15 "Federal Energy Management Program" is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

6.16 "Forest Stewardship Council" is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

6.17 "Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

6.18 "LEEDTM Rating System" means the most recent version of the Leadership in Energy and Environmental Design (LEEDTM) Commercial Green Building Rating System, or other related LEEDTM Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and residential buildings.

6.19 "Post-consumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

6.20 "Pre-consumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

6.21 "Recovered Material" means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.

6.22 "Recycled Content" means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.

6.23 "Recycled Content Standard" means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as "recycled products."

6.24 "Recycled Product" means a product that meets [the Organization's] recycled content policy objectives for post-consumer and recovered material.

6.25 "Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

6.26 "Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

6.27 "Source Reduction" refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

6.28 "U.S. EPA Guidelines" means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

## 7.0 EFFECTIVE DATES

7.1 This policy shall take effect on January 8, 2010