



THE STATE OF SOUTH CAROLINA

**ENVIRONMENTALLY
PREFERRED PURCHASING
POLICY**



THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

POLICY EFFECTIVE DATE OCTOBER 15, 2009

STATE OF SOUTH CAROLINA ENVIRONMENTALLY PREFERRED PURCHASING POLICY

STATEMENT OF POLICY

South Carolina state government seeks to further reduce the environmental and human health impacts of its operations by integrating environmental considerations into its procurement process.

South Carolina state government is committed to environmentally preferred purchasing in recognition of the need to more efficiently use natural resources, reduce waste, save money, sustain markets for materials collected in recycling programs and protect South Carolina's environment, economy and the quality of life of all its citizens.

Therefore it is the policy of the state of South Carolina to endeavor to:

- improve or implement green purchasing practices that reduce waste and result in the purchase of fewer products, when practicable and cost effective, without reducing the safety or quality of the products;
- make purchasing decisions with the understanding and consideration of the environmental impact and life cycle cost of a product or service during its manufacture, transport, use and end-of-life management;
- identify and purchase products and services that prevent pollution, eliminate or reduce toxins, conserve energy and water, contain recycled-content material and minimize environmental impacts; and
- purchase from South Carolina businesses to minimize transportation costs and emissions, when it can be done with adequate competition and without compromise of performance or quality of products or services.

This Policy applies to all South Carolina state agencies and publicly funded colleges and universities and others defined as governmental bodies per SC Code Section 11-35-310(18) (www.scstatehouse.gov/code/t11c035.php). Vendors, contractors and grantees will comply with applicable sections of this policy for products and services that are provided to the state of South Carolina. All purchases under this policy are subject to local, state or federal requirements as applicable. Nothing in this policy should be construed as requiring a state agency or publicly funded college or university to procure products that do not perform according to their intended use or reduce safety, quality, or effectiveness.

The following Standards are provided as a guide to implementing this policy.
Policy effective date: October 15, 2009.

STANDARDS

These standards have been adopted to assist purchasers in fulfilling their obligations of this policy. The standards listed below should not be considered a complete list. Purchasers are encouraged to go beyond these standards.

1. SOURCE REDUCTION

- 1.1 Purchase products that are durable, long lasting, reusable or refillable.
- 1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts, but without reducing safety, quality, effectiveness or the warranty that supports the original product.
- 1.3 Consider short-term and long-term costs in comparing product choices. This includes an evaluation of the total costs expected during the time the product is owned including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, and end of life management.
- 1.4 Request vendors to reduce packaging or use the minimum amount necessary for product protection.
- 1.5 Request vendors that cannot eliminate packaging to use packaging that is reusable, recyclable or able to be composted in existing recycling programs.
- 1.6 Assign high priority to products that are manufactured by companies that take financial and/or physical responsibility for collecting, recycling or, reusing as well as safely managing their products and packaging at the end of their useful life.
- 1.7 Request vendors to provide information on the manufacturer's recycling services when products are available that have established manufacturer-financed recycling programs.
- 1.8 Require that surplus or outdated electronic equipment, including but not limited to, computers, monitors, printers and copiers, be designated for reuse or recycled under the requirements of the state contract for managing electronic equipment (www.procurement.sc.gov/files/contracts/Electronic).
- 1.9 Consider leasing Information Technology equipment (i.e., computer hardware, printers, mail machines) under the requirements of the state term contract for equipment recycling. (www.procurement.sc.gov/agency/contracts/information-technology).

2. RECYCLED-CONTENT PRODUCTS

- 2.1** Apply, as a general rule, the 7.5 percent price preference for purchasing recycled-content products (S.C. Solid Waste Policy and Management Act of 1991, Section 44-96-140 (www.scstatehouse.gov/code/t44c096.php). The state has a goal that of all products purchased, at least twenty-five percent (25%) will contain recycled-content materials.
- 2.2** Specify and purchase products that contain the highest percentage of post-consumer recycled content practicable, but no less than the minimum recycled-content standards established by the U.S. Environmental Protection Agency (EPA) through its Comprehensive Procurement Guidelines (www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program).
- 2.3** Specify and purchase products compliant with the recycled product specifications listed in the State of SC Guide for Recycled Products (<https://procurement.sc.gov/files/pdf>).
- 2.4** Specify that all printed materials (e.g., reports, brochures, letters, forms, business cards) that are purchased or produced must be printed on recycled-content paper and contain a statement on the material that the paper contains recycled content. The statement also should indicate the percentage of post-consumer recycled content it contains.
- 2.5** Specify and purchase recycled-content transportation products such as signs, traffic cones, barricades, parking stops and delineators.
- 2.6** Specify the use of recycled, reusable or reground materials for paved construction projects.

3. ENERGY AND WATER SAVINGS

- 3.1** Purchase energy-efficient equipment with the most up-to-date, economically feasible and proven energy efficiency functions. This includes, but is not limited to, high-efficiency heating and cooling equipment, high-efficiency motors and equipment controls.
- 3.2** Purchase appliances and equipment that meets or exceeds the EPA's Energy Star standards and have the Energy Star label (www.energystar.gov).
- 3.3** Replace non-energy efficient lighting; including interior and exterior lighting, street lighting and traffic signal lights with energy-efficient equipment and bulbs.

- 3.4** Replace, as required by law (S.C. Energy Efficiency Act, Section 48-52-640), incandescent light bulbs with compact fluorescent bulbs when the incandescent bulb needs to be replaced.
- 3.5** Purchase water-saving products, including but not limited to, high-performance fixtures like low-flow toilets, waterless urinals, tankless water heaters, low-flow faucets and aerators as well as faucets with motion-activated sensors. When possible, purchase products receiving EPA's WaterSense designation (www.epa.gov/watersense).

4. POLLUTION PREVENTION AND TOXICS REDUCTION

- 4.1** When making a choice among comparable products, purchase products whose production and use involve fewer hazardous materials.
- 4.2** Purchase cleaning products that meet the Green Seal certification (www.greenseal.org). Require vendors to adopt green cleaning practices.
- 4.3** Require that all surfactants and detergents be biodegradable and not contain phosphates.
- 4.4** Purchase building products, such as paint, carpet, adhesives, furniture and casework, with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no urea formaldehyde.
- 4.5** Purchase paper products that are unbleached or that are processed without chlorine or chlorine derivatives.
- 4.6** Purchase soy-based ink for printing. Include the use of soy-based ink in printing contracts.
- 4.7** Do not purchase products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring and medical supplies.
- 4.8** Purchase rechargeable instead of single use batteries.
- 4.9** Specify that desktop computers, notebooks and monitors purchased or leased meet, at a minimum, the bronze standard of the Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria (www.epeat.net).
- 4.10** Purchase replacement vehicles as required by SC Code Section 1-11-310 (www.scstatehouse.gov/code/t01c011.php), that are less-polluting alternatives and cleaner operating models such as hybrid, bio-diesel, hydrogen, fuel cell, or flex-fuel vehicles and encourage and track the use of alternative fuels.

- 4.11** As a practice in Integrated Pest Management, purchase chemical controls only as a last resort. Purchase and use pesticides only after monitoring indicates they are needed and treatments are designed with the goal of removing only the target organism.

5. GREEN BUILDING CONSTRUCTION AND LEASING

- 5.1** Follow Green Building Practices for design, construction, and operation of all new building projects and renovations. Specific building projects identified in the S.C. Energy Independence and Sustainable Construction Act of 2007, Section 48-52-830, (www.scstatehouse.gov/code/t48c052.php) shall be constructed in accordance with either the U.S. Green Building Council (USGBC www.usgbc.org) LEED standard or the Green Globes Rating System (www.greenglobes.com).
- 5.2** When building and leasing, consider the use of on-site renewable energy such as solar, wind, geothermal and biomass to reduce impacts of fossil fuel use.
- 5.3** Consider deconstruction and re-use of materials or purchase previously used or salvaged building materials to reduce waste and the need for virgin materials.
- 5.4** Reduce the depletion of finite raw materials by using rapidly renewable materials such as bamboo, wool, cotton, linoleum and cork.
- 5.5** Maximize the use of natural lighting in buildings to avoid the use of artificial lighting.
- 5.6** When building and leasing, develop a plan for measurement of building water and energy consumption to provide ongoing accountability of actual usage.
- 5.7** When leasing office space, negotiate with leaser for renovations to install high efficiency lighting, lighting and other equipment controls and water sensors. Then, seek reduction in utility allowance.
- 5.8** Lease buildings with provided recycling services; energy efficient and water saving fixtures; green cleaning practices; and that use green landscaping techniques.
- 5.9** When renovating space, plan for flexibility and future change by using easily moved walls, outlets, etc.

6. GREEN LANDSCAPING

- 6.1** Purchase environmentally friendly landscape services that includes design, construction, renovation and maintenance. These services may include grasscycling, composting and the reduction of hazardous products.
- 6.2** Purchase recycled-content materials when constructing hardscape and landscape structures.

- 6.3 Reduce water used for irrigation by purchasing plants that are native to the area where they are planted and drought-tolerant plants that require minimal or no watering once established.
- 6.4 Reduce water pollution and heat-island effect by reducing the amount of impervious surfaces in the landscape. Permeable substitutes such as pervious concrete or pavers are preferred for walkways, patios, driveways and low-volume traffic areas.
- 6.5 Reduce light pollution by only lighting areas to the level required for safety and comfort.

7. GREEN TRAVEL AND MEETINGS

- 7.1 Consider green hotels when making reservations.
- 7.2 Purchase environmentally friendly conference and workshop services including meeting facilities and catering.
- 7.3 Host and attend Webinars and teleconferencing in place of workshops and conferences.
- 7.4 When using a State car or being reimbursed for mileage for travel, consider carpooling to help reduce gas usage and emissions.

8. END-OF-LIFE MANAGEMENT

- 8.1 Require that all surplus or outdated equipment/facilities/materials be identified as surplus and, under SC Regulation 19-445.2150 (www.scstatehouse.gov/coderegs/Chapter%2019.pdf), be considered to have remaining useful life and available for disposal.
- 8.2 Focus on in-state reuse by State agencies, towns, municipalities and other state supported agencies to avoid duplicate procurement and encourage reuse of resources throughout every level of state government.
- 8.3 Preplan projects with one-time contracting to remove items considered surplus property and deliver to other state agencies or sell to the general public.
- 8.4 Consider buying material that at the end-of-life can be reutilized as-is or recycled, such as aluminum signs, metal fencing, and metal shelving.

9. IMPLEMENTATION

- 9.1 The S.C. Budget and Control Board's Materials Management Office (MMO) will oversee the statewide implementation of this policy.

- 9.2** MMO will, as required by law (S.C. Solid Waste Policy and Management Act of 1991, Section 44-96-140, (www.scstatehouse.gov/code/t44c096.php), maintain and update annually a list of products with recycled-content specifications (S.C. Recycled Products Guide, (<https://procurement.sc.gov/files.pdf>) The S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling will assist MMO as needed with this requirement.
- 9.3** MMO will establish a Green Purchasing Workgroup of no less than seven members to be selected from state agencies as well as colleges and universities that will meet at least quarterly. The state's Chief Procurement Officer will chair the workgroup. The mission of the workgroup will be to enhance and facilitate the coordination and implementation of this policy. Specifically, the workgroup will:
- 9.3.1** identify immediate priorities, establish a process for identifying additional priorities and set deadlines for implementation;
 - 9.3.2** develop and implement an education and outreach program on this policy that may include workshops, conferences, training, media events and electronic newsletters.
 - 9.3.3** research and recommend recycled-content products for consideration on state contracts;
 - 9.3.4** review, research and make recommendations for updates to the S.C. Recycled Products Guide;
 - 9.3.5** develop, implement and assist state agencies and colleges and universities in tracking their green purchasing progress; and
 - 9.3.6** review and revise (if necessary) the standards of this policy on at least an annual basis.
- 9.4** All state agencies, including colleges and universities, are required to provide a Green Purchasing Initiative" contact to MMO to assist with the implementation of this policy.
- 9.5** All state agencies, including colleges and universities, are required by law (S.C. Solid Waste Policy and Management Act of 1991, Section 44-96-140 (www.scstatehouse.gov/code/t44c096.php) to report their recycled-content purchases annually by September 15th to DHEC's Office of Solid Waste Reduction and Recycling (Office). The Office will then compile the information that is reported and publish an annual report on the state's overall progress.

- 9.6 Upon request, buyers making the selection from competitive bids should be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy. Suggested revised language: Purchasers should be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

10. DEFINITIONS

- 10.1 **BIODEGRADABLE:** capable of being broken down by microorganisms into simple, stable compounds such as carbon dioxide and water.
- 10.2 **COMPOST:** the product resulting from the decomposition of organic materials such as yard trimmings and food scraps.
- 10.3 **COMPOSTING:** the conversion of organic material to compost by microorganisms. Composting is an effective solid waste management method for reducing the organic portion of garbage including yard trimmings, leaves and food scraps.
- 10.4 **COMPREHENSIVE PROCUREMENT GUIDELINES (CPG):** the guidelines established by the U.S. Environmental Protection Agency (EPA) CPG program that promotes the use of materials recovered from solid waste. One key component of the program is EPA's list of designated products with recycled-content recommendations. Products are grouped into eight categories: construction; landscaping; non-paper office; paper and paper products; park and recreation; transportation, vehicles and miscellaneous.
- 10.5 **ELECTRONIC PRODUCT ENVIRONMENTAL ASSESSMENT TOOL (EPEAT):** 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.
- 10.6 **ENERGY STAR:** EPA's energy efficiency product labeling program.
- 10.7 **ENERGY EFFICIENT:** a product that is in the upper 25 percent of energy efficiency for all similar products, or that is at least 10 percent more efficient than the minimum level that meets Federal standards.
- 10.8 **ENVIRONMENTAL PERFORMANCE:** considerations include the use of renewable resources, improved energy and water efficiency, the reduction of air contaminants and greenhouse gas emissions, waste reduction, increased reuse and recycling, and the reduction of hazardous waste and toxic pollutants.

- 10.9 ENVIRONMENTALLY PREFERRED:** products and services that have a lesser or reduced effect on human health and the environment over the life cycle of the products and services when compared with competing products or services that serve the same purpose. This comparison applies to the acquisition of raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance and end-of-life management.
- 10.10 GREEN BUILDING PRACTICES:** a whole-systems approach to the design, construction, and operation of buildings and structures that help mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green Building Practices such as those described in the LEED™ Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.
- 10.11 GREEN GLOBES:** Green Globes is a Green Building Rating System for new and existing buildings used in Canada and the USA. In the USA, Green Globes is owned and operated by the Green Building Initiative (OBI).
- 10.12 GREEN SEAL:** 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
- 10.13 HARDSCAPE:** part of a building's grounds made with hard materials such as patios, retaining walls, and walkways.
- 10.14 HEAT-ISLAND EFFECT:** warmer temperatures in urban areas compared to adjacent rural area as a result of solar energy retention on constructed surfaces such as streets, sidewalks, parking lots and buildings.
- 10.15 IMPERVIOUS:** surfaces that do not permit the penetration or passage of liquids.
- 10.16 INTEGRATED PEST MANAGEMENT (IPM):** an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.
- 10.17 LEED:** Leadership in Energy and Environmental Design is a Green Building Rating System established by the U.S. Green Building Council and designed for rating new and existing commercial and residential buildings and community developments.

- 10.18 LIFE-CYCLE COSTS ANALYSIS:** the study of the costs associated with a product throughout its life cycle - from acquisition to its end-of-life management.
- 10.19 PERMEABLE:** the permitting of liquids to pass through.
- 10.20 POST-CONSUMER MATERIAL:** 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.
- 10.21 PRE-CONSUMER MATERIAL:** material or by-products generated during or 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.
- 10.22 PRODUCER RESPONSIBILITY:** an environmental strategy in which producers assume financial and/or physical responsibility for the management of post-consumer products so that those who produce and use those products bear the costs of recycling and proper disposal.
- 10.23 RECOVERED MATERIAL:** 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.
- 10.24 RECYCLED CONTENT:** the percentage of recovered material, including pre- consumer and post-consumer materials, in a product that otherwise would have been discarded. Recovered material that would have been discarded that is used in a product. Recycled content material can be pre-consumer or post-consumer.
- 10.25 REMANUFACTURED PRODUCT:** any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- 10.26 REUSED PRODUCT:** 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.
- 10.27 SOURCE REDUCTION:** 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.
- 10.28 S.C. RECYCLED PRODUCTS GUIDE:** a listing of products with recycled-content specifications.

- 10.29 SURFACTANT:** an agent that, when dissolved in water, works to loosen dirt to allow cleaning agents better removal of dirt from surfaces.
- 10.30 SUSTAINABLE:** the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 10.31 U.S. DEPARTMENT OF ENERGY (DOE):** a federal agency that promotes energy conservation.
- 10.32 U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA):** a federal agency that leads the nation's environmental science, research, education and assessment efforts to protect human health and the environment.
- 10.33 U.S. EPA GUIDELINES:** 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.
- 10.34 WATER-SAVING PRODUCTS:** products that are in the upper 25 percent of water conservation for all similar products, or at least 10 percent more water conserving than the minimum level that meets the Federal standards.
- 10.35 WATERSENSE:** a partnership program sponsored by the U.S. Environmental Protection Agency makes it easy for Americans to save water and protect the environment. Look for the WaterSense label to choose quality, water-efficient products.

11. SOURCES

11.1 City of Oakland, Environmentally Preferable Purchasing Policy

11.2 City of Seattle, Sustainable Purchasing Policy

11.3 Clemson University, Sustainable Procurement Policy

11.4 King County (Washington), Recycled Product Procurement Policy

11.5 Rutgers, The State University of New Jersey, Green Purchasing Guidelines Policy