

# FY 2013 Sustainable Purchasing Report

## **SUSTAINABLE PURCHASING PROGRESS AND NEXT STEPS**



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## Acknowledgements

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*I would like to take this opportunity to thank all the people across the District of Columbia government who contributed their time, expertise, and input to the development of this report and the Sustainable Purchasing Program this past year. In particular, I thank the dedicated program managers across the District who are silently making decisions that promote sustainability, and positively impact our local and global community every day.*

*I would also like to thank Mayor Vincent C. Gray, who has shown extraordinary leadership through the development of the Mayor's Sustainability Initiative and members of the District of Columbia Council, who have continued to view Environmentally Preferable Purchasing as a priority.*

*A special thanks to Industrial Economics, Inc. (IEc), OCP's Sustainable Purchasing Consultant, for their diligence, insight, and enthusiasm throughout this project.*

*Lastly, I would like to thank Jonathan Rifkin, Sustainable Purchasing Coordinator, Annie White, Internal Sustainable Purchasing Consultant, and Liz Anderson, Capital City Fellow, for their tireless work on this project. The Sustainable Purchasing Program exists because of their patience, passion, and commitment to this program.*

*Sincerely,*

*James D. Staton, Jr.*

*Chief Procurement Officer*

## Acronyms and Abbreviations

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<b>AFV</b> Alternate Fuel Vehicle	<b>FY</b> Fiscal Year
<b>APT</b> Acquisition Planning Tool	<b>GHG</b> Greenhouse Gas
<b>CBE</b> Certified Business Enterprise	<b>IEc</b> Industrial Economics, Inc.
<b>CNG</b> Compressed Natural Gas	<b>kWh</b> Kilowatt Hour
<b>COG</b> Metropolitan Washington Council of Government	<b>LEED</b> Leadership in Energy and Environmental Design
<b>CPG</b> U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines	<b>MPD</b> Metropolitan Police Department
<b>CPO</b> Chief Procurement Officer	<b>NASPO</b> National Association of State Procurement Officials
<b>DCSS</b> DC Supply Schedule	<b>OCP</b> Office of Contracting and Procurement
<b>DES</b> Default Environmental Standard	<b>OEM</b> Original Equipment Manufacturer
<b>DfE</b> U.S. Environmental Protection Agency Design for Environment Eco label	<b>PASS</b> Procurement Acquisition Support System
<b>DGS</b> Department of General Services	<b>PCRC</b> Post-Consumer Recycled Content
<b>DPW</b> Department of Public Works	<b>PPRA</b> Procurement Practices Reform Act of 2010
<b>EPEAT</b> Electronic Product Environmental Assessment Tool	<b>RECs</b> Renewable Energy Credits
<b>EPP</b> Environmentally Preferable Products	<b>RPS</b> Renewable Portfolio Standard
<b>EPSS</b> Environmentally Preferable Products and Services	<b>SPLC</b> Sustainable Purchasing Leadership Council
	<b>SPD</b> Surplus Property Division

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## Executive Summary

In accordance with the Procurement Practices Reform Act of 2010 (PPRA), the Office of Contracting and Procurement (OCP) is required to submit to Council a report detailing green spend across the District, progress implementing sustainable purchasing policy, and recommended changes and next steps for the program.

FY 2013 and FY2014 have been transformative years for the Sustainable Purchasing Program. Efforts described in this report describe the arrival of new policies and practices that will make District efforts a model for other jurisdictions to emulate. Work completed in FY 2013 and FY 2014 was designed to specifically address barriers to successful implementation encountered in previous years. Mainly, OCP worked to provide the District with a clear definition for high-priority sustainable products and services, embed sustainable purchasing decision points into the procurement process, and, lastly, to create resources and trainings that will help employees to make smart sustainable decisions moving forward. In the last 18 months OCP has successfully addressed each of these issues, and will unveil its newly improved Sustainable Purchasing Program in the first quarter of FY 2015. For a better understanding of the program's full history please review the Program Timeline, included as Attachment A.

### *The Mayor's Sustainable DC Initiative*

The Office of Contracting and Procurement's recent progress in this area is due in large part to the launch of the Mayor's Sustainable DC initiative in FY 2013. Under the SDC Mayor's Sustainable DC Innovation Challenge, OCP was awarded a grant of \$237K that enabled OCP to resource efforts to date. The grant money was used to hire environmentally preferable purchasing consultant, Industrial Economics, Inc. (IEc), and temporary internal staff. Most importantly, the Sustainable DC initiative fostered collaboration between OCP and sister agencies. OCP worked closely with more than 20 agencies to develop the Sustainable Purchasing Program.

### *FY 2013 and FY 2014 Progress*

Though this report only provides sustainable spend for FY 2013, the policy initiatives, process improvements, and the description of sustainable purchasing strategy encompass efforts taken through FY 2014. This report will provide a detailed explanation of efforts to improve Sustainable Purchasing efforts in DC. The following list summarizes key efforts to date:

- 1) OCP prioritized sustainable products and services purchased by the District. Using spend data from the previous three years OCP worked with IEc to prioritize products and services. A matrices that considers spend, legislative relevance, ease of implementation, and alignment with the District's broader sustainable strategy was used to make prioritization decisions.
- 2) OCP developed environmentally preferable specifications for 90 products across 12 product and service categories. The 12 product and service categories, and 90 products that fall under each were chosen based upon the prioritization analysis described above. OCP is on track to unveil recommended guidance for these products and services in the first quarter of FY 2015. OCP plans to develop environmentally preferable specifications for at least three new product categories in FY 2015.
- 3) The sustainable specifications to be implemented in FY 2015 will help facilitate meeting more than 15 environmentally sustainable goals policies and initiatives, which accounts for 25% of the Sustainable DC goals highlighted in the Sustainable DC Plan (see Table 2: p. 14-15 DC Initiatives and EPP Categories).

- 4) OCP increased outreach and communication with programs and the vendor community. OCP hosted a kick off Inter-Agency Meeting on Sustainable Purchasing that attracted 50 participants from 24 agencies. Also, the Sustainable Purchasing Program hosted a Certified Business Enterprise (CBE) roundtable that attracted more than 40 vendors who sell sustainable products.
- 5) OCP established new tools in the PASS system that will embed sustainable considerations into the procurement process, and improve tracking capabilities in future years. The most prominent improvements to the PASS system include a new Environmentally Preferable Product (EPP) field in the Acquisition Planning Tool, which will require programs to designate forthcoming procurements as potentially sustainable. The second improvement to PASS enhances the current EPP Indicator to allow program and procurement stakeholders to more accurately capture sustainable spend.
- 6) OCP drafted a new EPPS Policy which will more clearly designate the roles of procurement stakeholders in pursuing sustainable products and services. OCP has also submitted amendments to the PPRA “Green Procurement” section. Proposed amendments will increase the scope of products and services that can be influenced by the Sustainable Purchasing Program, and improve the CPO’s ability to develop sustainable specifications.
- 7) The District entrenched itself as a leader on the regional and national sustainable purchasing stage. The District served as a “Founding Member” of the newly minted Sustainable Purchasing Leadership Council, which aims to help institutional purchasers make more environmentally preferable purchasing decisions. The Sustainable Purchasing Coordinator (SPC) serves on the SPLC Board of Directors. Additionally, the SPC was chosen to sit on the EPEAT Advisory Council, and continue to represent the District on the National Association of State Procurement Officials (NASPO) Green Purchasing Committee. Also, OCP plays an integral role on several Mayoral Task forces that promote sustainable efforts.
- 8) In FY13, OCP’s Surplus Property Division (SPD) diverted approximately 770,000 lbs. of scrap metal, and 256,000 lbs. of electronics equipment from landfills. Through its on-line auction platform, the SPD conducted nearly 3000 auctions in FY2013 that produced on-line sales revenue in the amount of \$4.6M.
- 9) The Sustainable Purchasing Program recorded approximately **\$50M**<sup>1</sup> of substantiated sustainable spend across 22 product categories in FY 2013. It should be noted that spend data captured in FY 2013 was gathered without the benefit of new sustainable purchasing resources or tracking initiatives. The task of capturing reliable and meaningful EPPS spend remains a top priority for OCP.

OCP is proud of the work completed over the last 18 months, and is eager to pursue Sustainable Purchasing Program initiatives described in this report. Efforts to implement a city-wide program such as the Sustainable Purchasing Program will require substantial upfront resources to train stakeholders, improve and develop sustainable specifications, engage the vendor community, and maintain its role as a prominent leader in the sustainable purchasing community. OCP is in the process of identifying existing resources to meet this need. Securing these additional resources will allow procurement to continue to play an integral role in realizing DC’s sustainability goals and priorities as well as contribute to advancing national solutions to sustainable procurement.

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<sup>1</sup> LEED construction spend is handled via the Department of General Services. The SPP is coordinating activity with Green Building programmatic initiatives, and will report more fully on this relationship in future reports.

## **FY 2013 & FY 2014 Programmatic Progress and Initiatives**

In 2013, the Office of Contracting and Procurement (OCP) received a \$237K Mayor's Sustainable DC Innovation Challenge grant to develop a sustainable purchasing program for the District of Columbia. The program aims to support the District and its agencies in efficiently and effectively procuring goods and services that meet DC's established environmental sustainability goals and policies. The grant for which funding was received for FY 2013 – FY 2014 has three overarching goals:

1. Develop sustainable specifications for high-value product categories, informed by input from established practices, the local vendor community, and programmatic end users.
2. Revise procurement policies and procedures so that all stakeholders are prompted to consider the purchase of environmentally preferable products.
3. Enhance sustainable purchasing resources and training opportunities for all procurement stakeholders.

The grant stretches across FY 2013 into FY 2014. For these reasons, the narrative below addresses activities completed in FY 2013 and FY 2014.

New resources have been used to hire a sustainable purchasing consultant and internal temporary workers to execute on programmatic goals, and to fund leadership, training, and outreach activities. The existing funds for the consulting contract and funds for temporary internal staff will expire at the end of FY 2014. Please see Attachment B for the statement of work for the FY 2014 consulting contract.

Foundational elements of the program including sustainable specifications for the targeted product categories, a new sustainable purchasing policy, process improvements, online resources, and training for procurement and programmatic stakeholders are on track to roll out during the first quarter of FY 2015. The following section provides a detailed description of these elements and the approach utilized to develop them.

### **Prioritizing Sustainable Purchasing Efforts**

With the support of resources provided through the Mayor's Sustainable DC Innovation Challenge grant, OCP identified 12 broad product and service categories that encompass 90 specific product sub-categories. OCP ranked and evaluated 17 categories of products and services to develop the final list of 12 based on the following criteria: District spend, legal precedence, alignment with Sustainable DC goals and priorities, availability of sustainable alternatives, cost effectiveness, and ease of implementation. A memo explaining the prioritization methodology along with a matrix that ranks sustainable product categories is included in Attachment C. New product categories will be added on a rolling basis. Please see Table 1 for a list of products and services for which sustainable specifications will be available for use starting in FY 2015.

**Table 1: FY15 Sustainable Specification Product & Service Categories**

Product or Service Category	Sub Product Category Examples
Appliances	Dishwashers, refrigerators, freezers, room air conditioners, ovens, fryers, griddles, ice makers, hot food holding cabinets, steam cookers, clothes washers, water coolers, vacuum cleaners, vending machines, televisions
Cleaning Supplies	General purpose cleaner; degreasers; bathroom cleaners; carpet and cleaners; glass, mirror, and window cleaners; disinfectants; floor cleaners, strippers, and finishes; hand soaps, hand cleaners, and hand sanitizers; paper towels; toilet paper; trash bags
Computers	Desktops, laptops, monitors
Copier & Multi-Purpose Imaging Devices	Copiers, printers, fax machines, toner cartridges
Food Services	Food sourcing, packaging, food waste reduction, water and energy conservation, solid waste recycling, and composting.
Janitorial Services	Janitorial services, including any information or types of cleaning products utilized
Office Supplies – General	Calendars, corrugated containers, envelopes, facial tissue, files and pocket folders, napkins, notebooks, notepads, easel pads, copy paper, paper towels, post-it notes, report covers, binders, clipboards, clip portfolios, desk accessories such as organizers, sorters, pens, pencils, trash bags, waste baskets, small appliances, cleaning supplies such as dish soap and all-purpose cleaner, cups, plates, cutlery, toner cartridges.
Paper	Copy paper (all sizes), printer paper (all sizes), notepads (all sizes), specialty paper, newsprint, business cards
Automobiles & Automotive Products	Fleet light-duty vehicles, tires, hubcaps, rims, lubricants, anti-freeze
Furniture	Chairs, desks, modules, tables, shelving, cubicles, couches, cabinets
Printing Services	Printing services for business cards, brochures, pocket folders, mailers, flyers
Landscaping Services	Landscape maintenance services including: pest control, fertilizer, native plants, mulch, planting, gardening, trimming, yard waste, compost

## Sustainable Specification Development

The sustainable specifications under development are based upon the following types of research and stakeholder input:

- Review of existing laws, goals, and policies that promote the District's environmental and sustainability goals
- Review of a sampling of DC contracts for each product and service category
- Research on sustainable specifications implemented by other jurisdictions
- Review of third-party certifications, standards and sustainable procurement recommendations of non-profit groups
- Interviews with local DC vendor community
- Focus groups by product and service category with procurement and programmatic contacts by agency to better understand buying habits and needs
- Review of draft specifications with focus group participants to obtain feedback

A methodical approach to specification development was taken to foster confidence and buy-in in the resulting specifications. Sustainable specification guidance will be updated based upon programmatic and vendor experience utilizing the specification and as new sustainable standards and targets are developed. A summary of research is available upon request. Please see Attachment D for a sample specification guidance document for one of the newly developed sustainable specifications.

## Stakeholder Outreach

To encourage participation and feedback from District agencies and Certified Business Enterprises (CBE) in the specification development process and the sustainable purchasing program more broadly, the Sustainable Purchasing Team hosted the following events.

***Certified Business Enterprise (CBE) Roundtable***- In December 2013, OCP hosted a sustainable purchasing CBE roundtable to explain the goals of the Sustainable Purchasing Program and to solicit input from vendors who sell products and services in prioritized product categories. The event was attended by approximately 45 local vendors.

***Interagency Sustainable Purchasing Committee Meeting*** - On March 7, 2014 OCP hosted the first Inter-Agency Sustainable Purchasing Committee meeting which was attended by approximately 50 individuals from 24 agencies. The goal of the meeting was to introduce the program, and explain timelines and expectations to city-wide stakeholders regarding specification development and implementation. Invitees included agency directors, members of the Sustainable DC Green Cabinet and their designees, and program representatives that directly oversee contracts or programs that spend substantial budget dollars on prioritized products and services. The Inter-Agency Committee will be invited to convene on an as-needed basis, and will be included on all future listserv mailings and outreach materials.

To ensure that specifications developed can be utilized and are applicable across the District, OCP also reached out to Independent agencies, and has developed a close working relationship with agencies such

as DC Public Schools, Department of General Services, DC Public Libraries, Department of Mental Health, and the Office of the Chief Financial Officer.

### **PASS Process Improvements**

To facilitate the purchase of EPPS, the following changes are being made to the procurement process and PASS system. These changes will take effect when the Sustainable Purchasing Program officially launches in FY 2015.

*The PASS Acquisition Planning Tool* – The PASS Acquisition Planning Tool (OAPT) is a strategic planning tool that collects information from client agencies about planned procurements for the approaching year. In preparation for FY 2015 agencies used the OAPT to indicate if a forthcoming purchase will solicit a commodity included on the OCP prioritized list of products and services. Indicating that a product or service falls under one of the District’s prioritized product or service categories will not obligate an agency to utilize a sustainable specification; however, information gathered will allow the Sustainable Purchasing Program to anticipate where resource efforts should be focused, and for the first time, encourage agencies to consider sustainability at the onset of the procurement process.

*EPP Indicator in PASS* – The EPP indicator, which currently is a required field in PASS will be edited to support the expanded scope of the Sustainable Purchasing Program. Additionally, if an agency decides to pursue a non-sustainable alternative, the PASS system will prompt the user to indicate a reason for their decision. Acceptable reasons for opting out of the program include cost considerations, performance issues, or because there was no clear sustainable specification available for a program to utilize.

These additions will not only institutionalize sustainable considerations, but will also help improve the District’s ability to track and improve performance.

### **Data Credibility and Reporting Improvements**

Collecting clear and reliable sustainable purchasing data is one of the most pressing challenges that institutional purchasers face both in the District and nationally. To date, District data collection efforts have proven time intensive and at times unreliable. These challenges have persisted due to unclear guidance substantiating a product or service as environmentally friendly, data systems not built to isolate sustainable and non-EPP purchases, and the absence of a set of metrics by which to fully evaluate the success of the sustainable purchasing program.

Steps taken in FY 2013 and FY 2014 established criteria and data collection tools that will allow OCP to collect clear and reportable sustainable purchasing data in the future. Planned activities for FY 2015 will ensure a comprehensive set of metrics is developed to fully evaluate the success of the program.

The following details the steps slated to be implemented in FY 2015 to address the challenges outlined above.

- ***Establishment of clear EPPS specifications*** – Defining and formalizing EPPS specifications will help programs to know what to require in future specifications, thus allowing for accurate use of the EPP indicator in PASS.
- ***Enhanced EPP Indicator in PASS*** – The EPPS indicator will now include a drop down menu that reflects existing EPPS specifications, thus resulting in greater alignment between recommended

approaches and tracking efforts. Conversely, a new drop down menu that allows a program to indicate why procurement did not employ EPPS will help the Sustainable Purchasing Program to make good product and service policy changes that are informed by District data.

- **EPPS Vendor Reporting Requirements** – OCP will pilot the use of vendor reporting requirements utilizing a new sustainable spend report template through which vendors will report total District EPP and non-EPP spend for products and service categories for which sustainable specifications are available (Attachment E). Vendor reports will provide a useful supplement to ongoing internal tracking efforts.
- **Training** - Training, which will begin in the first quarter of FY 2015, will help all programmatic and procurement stakeholders to know where resources reside, and how to effectively denote EPPS spend using the PASS system.

Because these efforts will be rolled out during FY 2015 the District's full EPPS reporting capabilities will not be realized until the end of FY 2015. Since reliable spend data is a function of clear guidance and consistent implementation of sustainable purchasing goals by multiple stakeholders, it is expected that efforts to improve tracking will be an iterative process that improves over the next few years.

### **Policy and Legislative Development**

OCP, in consultation with its consultant, has drafted a new OCP Sustainable Purchasing Policy which provides a salient framework for future sustainable purchasing activity, and supports the requirements set forth in the current legislation. The new Sustainable Purchasing Policy will provide greater specificity about how to purchase common products and services, while designating the roles and responsibilities of all procurement stakeholders more clearly. The new policy is informed by policies utilized in other jurisdictions. The policy has been shared and vetted by an OCP focus group and was posted on the OCP intranet page with instructions for agencies to provide feedback. The policy is expected to be executed in conjunction with the roll out of the new program in FY 2015.

In August 2014, OCP developed an amendment to DC Official Code, sec. 2-361.01 (Green Procurement). The amendments give the OCP Director greater freedom to focus efforts on priority products and services, and to develop EPPS specifications. The goal of the amendment is to provide greater ongoing alignment between green procurement legislation and the District's stated environmental priorities including those articulated in the District's broader Sustainable DC initiative. It also calls for the development of a comprehensive set of metrics by which to evaluate the sustainable procurement program.

### **Leadership in District Government**

The OCP Sustainable Purchasing Program plays an integral role in facilitating the implementation of Sustainable DC goals, policies, and initiatives. The Sustainable Purchasing Team has done this by working closely with more than 20 agencies to translate environmental goals into actionable and sustainable specification language. The sustainable specifications to be implemented in FY 15 facilitate meeting more than 15 environmentally sustainable goals, policies and initiatives, which are relevant to 25% of the Sustainable DC goals highlighted in the Sustainable DC Plan. The following table details how current OCP efforts support ongoing sustainability focused goals, policies, and laws.

**Table 2: DC Initiatives and Relevant EPP Categories**

DC Initiatives	Relevant EPP Specification by Fiscal Year	
	FY 13 & FY 14	FY 15
2013 Sustainable DC Plan		
<i>Climate &amp; Environment Goal 1: Minimize generation of greenhouse gas emissions from all sources</i>	Automotive fuel and fleet, Computers, Copiers; LED traffic & street lights; Renewable energy	Appliances, Automotive fuel and fleet, Computers; Copiers; LED traffic & street lights, Renewable energy
<i>Energy Action 1.3: Replace all street and public lighting with high efficiency fixtures.</i>	LED traffic & street lights	LED traffic & street lights
<i>Energy Goal 2: Increase the proportion of energy sourced from clean and renewable supplies</i>	Renewable energy	Renewable energy
<i>Food Action 3.6: Increase government and institutional procurement of local foods</i>	NA	Foodservice
<i>Nature Action 2.5: Stipulate use of native plant varieties for District government plantings and landscaping.</i>	NA	Landscaping services
<i>Transportation 4.1: Strictly limit idling engines</i>	NA	Landscaping services
<i>Transportation 4.2: Require District Gov't, and encourage private businesses, to purchase clean fuel, low-emission fleet vehicles</i>	Automotive fleet	Automotive fleet
<i>Waste Action 1.3: Ban Styrofoam and non-recyclable plastic containers from food and retail outlets</i>	NA	Foodservice; Office supplies (Break room supplies)

DC Initiatives	Relevant EPP Specification by Fiscal Year	
	FY 13 & FY 14	FY 15
<i>Water Action 1.3: Restrict the use of harmful salts on roads in winter</i>	Deicer road salt	Deicer road salt
DPW FMA Procedure 4-1.; EPA Compliant	Automotive fuels and fleet	Automotive fuels and fleet
Healthy Schools Act of 2010	Cleaning products	Cleaning products; Foodservice
Pesticide Education and Control Act of 2012	NA	Landscaping services
Anacostia River Clean Up and Protection Fertilizer Act of 2012	NA	Landscaping services
2014 Sustainable DC Act Amendment	NA	Foodservice; Office supplies (Break room supplies)
DC's Green Building Act	NA	Furniture, Landscaping services
DC Renewable Portfolio Standard	Renewable energy	Renewable energy

In FY 2013 and FY 2014 OCP also participated in the following Sustainable DC task forces:

- Mayor's Green Cabinet
- Mayor's Green Government Task Force
- Cooperative Plant Management Task Force
- Climate Action Plan

### **District Leadership in the Sustainable Purchasing Community**

The OCP Sustainable Purchasing Coordinator (SPC) continued to represent the District in a variety of ongoing efforts to address sustainable purchasing challenges on a local, national, and global stage. The District's participation in the national dialog on sustainable procurement creates myriad opportunities to channel ideas, energy, and resources into local efforts. The Green Purchasing Coordinator serves as an active participant in the following initiatives:

- ✓ National Association of State Procurement Officials (NASPO) Green Purchasing Committee member - The NASPO Green Purchasing Committee works to provide NASPO members green purchasing tools and strategies.
- ✓ The Sustainable Purchasing Leadership Council (Board of Directors) – The District is a “Founding Member” of the Sustainable Purchasing Leadership Council (SPLC). The SPC serves on its Board of Directors. SPLC is a multi-stakeholder group that aims to help institutional purchasers to simplify green purchasing decisions. The group is in the process of developing a recognition system similar to LEED, for purchasers. A link to the SPLC webpage is available at [www.purchasingcouncil.org](http://www.purchasingcouncil.org).
- ✓ Responsible Purchasing Network – The District continues to enjoy membership in the Responsible Purchasing Network, which offers an array of green purchasing resources, and webinars on pressing issues and best practices.
- ✓ Electronics Product Environmental Assessment Tool (EPEAT) Registry – OCP's SPC, serves on the EPEAT Advisory Council. EPEAT is a widely recognized registry and tool for purchasers seeking to procure environmentally preferable electronics such as computers, monitors, notebooks, servers, copiers, and in the future tablets.
- ✓ Council of Governments (COG) – OCP participated in numerous COG activities meant to promote regional adoption of green contracts, and application of green purchasing strategies.

**FY 13 OCP Surplus Property Division Green Revenue Report**

OCP's Surplus Property Division (SPD) has done much to help promote efficient disposal and re-use of products through its new online auction system, and it has done so while generating revenue for the District. The Surplus Property Division provides a platform upon which the public can buy used products that would otherwise contribute to the government's waste, and it gives internal stakeholders the option of utilizing used items, instead of purchasing a new product. In FY13, SPD activities diverted approximately 770,000 lbs. of scrap metal, and 256,000 lbs. of electronics equipment. Through its on-line auction platform, the Surplus Property Division conducted nearly 3000 auctions in FY2013 that produced on-line sales revenue in the amount of \$4.6M. Besides operating the main surplus property account for the District, the division established and manages on-line auction accounts with Department of Public Works for abandoned vehicles, DC Water for its fleet and other property, and Metropolitan Police Department for its fleet, evidence and property forfeitures. Additionally, the SPD has further expanded its scrap metal and electronics recycling efforts by partnering with several District agencies and issuing disposal instructions that result in revenue collections instead of disposal costs. Also, the division continues to collaborate with its federal partners to give District agencies access to the federal surplus property system called GSAXCESS.GOV. This website gives District agencies access to federal surplus on a global platform for District usage. The division will continue its efforts to collaborate and provide District agencies with disposal solutions that produce maximal relief to the environment.

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## Next Steps

In FY 2013 and FY 2014 the Sustainable Purchasing Program laid the foundation for a best-practice program, using grant money provided through the Mayor's Sustainable DC Innovation Challenge. Efforts described above reflect an aggressive and innovative strategy that will be implemented in FY 2015. Assuming necessary resources are available, the following FY 15 tasks will allow the District to build upon the foundation established in FY 2014.

**Metrics & Reporting** – A key task for FY2015 will be to collect more accurate sustainable spend data, and to develop a more comprehensive set of metrics by which the Sustainable Purchasing Program can be evaluated.

**Sustainable Specification Maintenance & Development** –The heart of the Sustainable Purchasing Program is the development and maintenance of sustainable specifications. When FY 2014 concludes OCP will publicly post sustainable specifications for 12 product and service categories. It is inevitable that these specifications will require minor additions, and possible revisions. Additional work will be necessary to ensure that specifications for the range of sub-products are as complete and comprehensive as they can be. Lastly, OCP will develop specifications for three new product categories in FY 15.

**Training** – To ensure resources for sustainable purchasing are fully utilized and integrated into existing operations and processes, OCP will provide focused trainings for procurement professionals, programs, and the vendor community. The importance of educating procurement stakeholders on new processes, procedures, and resources cannot be overstated.

**Vendor Education & Outreach** – Vendor awareness of and engagement in the Sustainable Purchasing Program is essential to achieving programmatic goals. OCP will develop a vendor outreach strategy that will help make the local marketplace aware of the District's new sustainable purchasing guidance, and encourage communication and collaboration with OCP and relevant programs.

**Consulting** – The Sustainable Purchasing Team will provide sustainable purchasing consulting to programs and agencies that request assistance. Simultaneously, OCP will proactively seek out forthcoming solicitations of substantial size and environmental importance, to encourage adoption of sustainable specifications.

**Resource Development** – OCP will refine existing resources (webpage, summary documents, trainings, etc.) and develop new resources for new product categories.

**Leadership** –OCP will continue to play a leadership role internally, and on the regional and national sustainable purchasing stage.

## FY 2013 GREEN SPEND

Fiscal Year 2013 spend was calculated without the benefit of Sustainable DC Innovation Challenge efforts described in this report. Starting in FY 2015 procurement stakeholders will have access to a clear set of sustainable specifications in high-value product categories, as well as training on how to accurately capture EPP spend in PASS. Accurate use of the EPP indicator in PASS and improved vendor reporting will help to make this spend report more comprehensive and accurate in future years.

To calculate FY 2013 green spend for this report, OCP pursued a spend capture strategy based upon information available in PASS and consultation with program managers and the vendor community. Spend captured below is substantiated based upon the following criteria:

- Certification or compliance with Default Environmental Standards (DES)
- Programmatic claims and justification demonstrating a product's environmental preferability, and,
- The judgment of OCP's Sustainable Purchasing Coordinator (SPC).

Though tracking efforts are in some cases imperfect, they provide a general sense of sustainable spend across the District. It is expected that efforts to clarify sustainable definitions and procedures, currently underway in FY 2014, will result in improved reporting capabilities. It is worth noting that the Sustainable Purchasing Program's reporting capabilities will not be fully realized until the conclusion of FY 2015, which will be the first year in which the program operates with its new strategy in place.

### FY 2013 Green Spend by Product Category

The FY 2013 analysis captured approximately \$50 million in spend across 22 specific product categories. Due to limited reporting capabilities, OCP was not able to provide sustainable spend as a percentage of total spend. As the program grows more sophisticated this metric will be provided in future reports.

Table 3 contains the product or service category for which spends was tracked, the relevant DC policy or initiative the sustainable procurement supports, and the approximate FY 2013 spend for the product or service category. All information in Table 3 is substantiated in the next section of this report.

**Table 3: FY 2013 Green Spend by Product Category**

Product Category	Relevant Standard/Certification	District Significance	FY13 Spend <sup>1</sup>
<b>Automotive &amp; Automotive Products</b>			
<i>B-20 Fuel</i>	NA	DPW FMA Procedure 4-1; EPA Compliant	\$2,484,269
<i>B-5 Fuel</i>	NA	DPW FMA Procedure 4-1; EPA Compliant	\$2,193,583
CNG Vehicles	NA	DPW FMA Procedure 4-1.; EPA Compliant	No Spend
<i>Compressed Natural Gas Fuel</i>	NA	DPW FMA Procedure 4-1; EPA Compliant	\$98,753
<i>Dedicated Electric</i>	NA	DPW FMA Procedure 4-1.; EPA Compliant	No Spend
<i>Ethanol-85 Fuel</i>	NA	DPW FMA Procedure 4-1; EPA Compliant	\$979,058
<i>E85 Flex Fuel Vehicles</i>	NA	DPW FMA Procedure 4-1.; EPA Compliant	\$1,274,578
<i>Hybrids</i>	NA	DPW FMA Procedure 4-1.; EPA Compliant	\$157,242
<i>Refinished Rims</i>	EPA Guidance: CPG	PPRA 2010 Default Environmental Standard	\$6,378.50
<i>Retread Tires</i>	EPA Guidance: CPG	PPRA 2010 Default Environmental Standard	\$155,010
<b>Computers</b>			
<i>Desktop PCU, Notebooks, Laptops, &amp; Monitors</i>	EPEAT Silver (minimum)	PPRA 2010 Default Environmental Standard  2013 Sustainable DC Plan Climate & Environment Goal 1	\$10,883,032

<sup>1</sup> EPP Spend captured from the PASS system for paper, cleaning products, toilet tissue, and remanufactured toner could not be substantiated, as these products are purchased through hundreds of small purchases against the DCSS.

Product Category	Relevant Standard/Certification	District Significance	FY13 Spend
Consolidated Maintenance	Complies with LEED Existing Building requirements for landscaping and janitorial services contract elements	NA	\$18,942,021 <sup>2</sup>
Copier Machines	Energy Star	PPRA 2010 Default Environmental Standard	\$4,849,260
<b>Facilities</b>			
<i>Cleaning Products</i>	Green Seal, CPG, DfE, Bio-preferred products	PPRA 2010 Default Environmental Standard  Healthy Schools Act of 2010, Section 501	\$883,065
<i>Toilet Tissue</i>	CPG – Minimum 50%	PPRA 2010 Default Environmental Standard	\$87,137
<i>Janitorial Services</i>	EPP Cleaning and paper products; Waste & recycling requirements; Green cleaning plan Requirement;	NA	\$2,754,256
<b>Office Supplies</b>			
<i>Remanufactured Toner</i>	CPG	PPRA 2010 Default Environmental Standard	\$76,843
<i>Paper</i>	CPG – Minimum 30%	PPRA 2010 Default Environmental Standard	\$357,176

<sup>2</sup> Please note that spend is against the entire contract, including labor and other considerations. This figure does not isolate spend on sustainable products embedded within the consolidated maintenance contract.

Product Category	Relevant Standard/Certification	District Significance	FY13 Spend
<b>Printing Services</b>			
<i>Business Cards</i>	CPG	PPRA 2010 Default Environmental Standard	\$1,458
Renewable Energy	Wind power renewable energy credits (RECs)	Sustainable DC Plan Energy Goal 2	\$442,096 <sup>3</sup>
<b>Traffic &amp; Roadways</b>			
<i>LED Traffic Lights</i>	Energy Efficiency	Sustainable DC Plan Energy Action 1.3	\$243,000
<i>LED Street Lights</i>	Energy Efficiency	Sustainable DC Plan Energy Action 1.3	\$174,000
<i>Deicer/Road Salt</i>	Low Toxicity/Resource Management	Sustainable DC Plan Water Action 1.3	\$2,625,000
<b>Miscellaneous</b>			
<i>Recycling Bins</i>	No relevant standard. Recycled content min 15% specified	NA	\$73,336
<b>TOTAL</b>			<b>\$49,740,551</b>

<sup>3</sup> In FY 2012 OCP and the Energy Program Manager at the time, determined that the applications of REC's converted all spend on energy (\$52M) into renewable dollars. This year OCP is only counting dollars spent on Renewable Energy Credits (REC) as sustainable spend on energy.

## FY 2013 Green Spend Substantiation

The following details substantiated green spend for fiscal year 2013.

### **ALTERNATE FUEL – \$5,755,663**

The District spent a total of \$5.75M on alternate fuel for AFV in FY2013. In FY 2013 the District spent approximately \$2.5M on 736K gallons of B20, \$2.1M on approximately 638K gallon of B5 fuel, about \$1M on 324K gallons of E85, and \$98K on 92K therms of Compressed Natural Gas (CNG). Alternate fuels such as CNG are currently cheaper than gasoline. If pricing trends persist, the financial benefit from utilizing Alternate Fuel Vehicle (AFV) will continue to benefit the District.

### **ALTERNATE FUEL VEHICLES - \$1,431,820**

The Department of Public Works Fleet Management Agency purchased 55 AFV's in FY 2013, for a total of approximately \$1.43M. An AFV is defined as a vehicle that is capable of operating on any clean burning "alternate fuel", which may include dedicated, or dual-fuel, bio-fuel, and flexible fuel. The District's FY2013 spend includes the purchase of forty-seven (47) E-85 Flex fuel trucks, sedans, and cars, and eight hybrid vehicles (8). Whereas in previous years the District has expanded its fleet of CNG and dedicated electric vehicles, this year no new purchases were made in these categories. Use of CNG, electric, and biodiesel alternate fuel vehicles can reduce greenhouse gas (GHG) emissions, and often result in lower fueling costs compared to traditional gasoline-powered engines.

### **BUSINESS CARDS - \$1,458**

OCP awarded a city-wide contract for business cards in FY2011. Spend against the business card contract for FY2013 was \$1,458. The contract includes specific requirements that the product contains, at minimum, 30% post-consumer recycled content and use soy-based inks.

### **CLEANING PRODUCTS AND TOILET TISSUE -\$970,202<sup>4</sup>**

The District spent approximately \$970,000 on green cleaning products and toilet tissue containing a minimum of 50% post-consumer recycled content in FY 2013. Green cleaning products contain fewer toxic ingredients, creating a safer indoor environment for custodial staff and inhabitants.

### **COMPUTERS, MONITORS, LAPTOPS AND NOTEBOOKS – \$10,883,032**

Computers by the District meet requirements for Energy Star reducing District energy consumption and spend, and greenhouse gas emissions and facilitating the District in meeting targets in its proposed climate action plan. Additionally they are certified as EPEAT silver, a multi-attribute sustainability certification. The numbers are approximate as they were derived by applying a formula to all spend from vendors who sell EPEAT certified products.

### **COPIERS, AND MULTIFUNCTIONAL DEVICES – \$4,849,260**

The District of Columbia purchased or leased approximately \$4.9 million dollars of Energy Star compliant copier equipment in FY2013. Copier machines that are sustainable typically are Energy Star certified, meet European Union off-gassing requirements, are capable of duplex printing, and use remanufactured toner to the maximum extent possible.

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<sup>4</sup> The capabilities of the PASS system limited the accuracy and completeness general cleaning product and toilet tissue spend. Spend was categorized as EPPS in PASS, but this fact could not be verified because most purchases were made via hundreds of small purchases.

**CONSOLIDATED MAINTENANCE – \$18,942,021**

The District spent approximately \$19 million dollars on consolidated maintenance through multiple contracts for government office buildings and facilities. While exact spend on environmentally preferable products and services could not be extracted, janitorial services and landscaping services portions of the contract facilitate earning LEED Operations and Maintenance certification. Similarly, the contract stated a preference that products used in the provision of this service be compliant with standards such as CPG recycled content standards, Green Seal, Design for the Environment, Bio-preferred, and other eco-labels to the maximum extent practical.

**DEICER/ROAD SALT - \$2,625,000**

The District spent approximately \$2.6 million dollars on road salt and deicing in FY2013. The District's environmentally preferable approach to cold-weather road treatment is to minimize the use of rock salt. The District used approximately 55,000 tons of salt this year, and about 200,000 gallons of beet juice brine. The District has been experimenting with various treatments that include pre-treating roadways with brine solutions that contain a specific mixture of salt and natural beet juice. The District used approximately 10 times as much salt as in FY2012 due to an excessive number of snow storms, and below-average temperatures. Pre-treating roadways with a non-chemical brine prevents the creation of a bond between the roadway and ice, which minimizes the need for chemicals and road salt. Using less road salt reduces the corrosive impact that salt has on District infrastructure, and yields cost savings. Using environmentally preferable products to treat road ways supports meeting Sustainable DC Plan Water Action 1.3: Restrict the use of harmful road salts in winter.

**JANITORIAL SERVICES – \$2,754,256**

The District spent approximately \$2.75 million dollars on janitorial service contracts through multiple contracts for government office buildings and DGS managed facilities. Exact spend on environmentally preferable products and services could not be extracted from the total spend identified, however, the District has stated a preference that cleaning products used in the provision of this service be compliant with standards such as CPG recycled content standards, Green Seal, Design for the Environment, Bio-preferred, and other eco-labels to the maximum extent practical. Many contracts also included a requirement for the contractor to submit a green cleaning plan.

**LED STREET LIGHTS – \$174,000**

In calendar year 2013 the District's Department of Transportation spent approximately \$174,000 on a project to convert a total of 290 inefficient signals to use LED light bulbs. LED light bulbs use substantially less energy than their alternatives, thus reducing the District's energy consumption by 107,000 kWh annually and reducing CO2 emissions by approximately 45 tons. Similarly, this initiative results in lower costs to the District due to less money spent on electricity and fewer personnel hours changing street lamp light bulbs.

**LED TRAFFIC LIGHTS – \$243,231**

In FY 2013 the District Department of Transportation spent approximately \$243K maintaining its network of LED Traffic signals. Approximately 947 traffic signals and 449 pedestrian signals were replaced through this contract. The use of LED lights instead of less efficient incandescent lights for traffic signals helps to reduce the District's expenditures on electricity, and the increased light bulb life allows the District to spend less money and personnel hours changing light bulbs.

**PAPER - \$375,176**

The purchase of paper that contains 30% post-consumer recycled content (PCRC), the standard set forth by EPA's CPG Guidelines, helps to conserve natural resources and reduce energy consumption and greenhouse gas emissions associated with the paper making process and disposal at end of life. The decentralized nature of paper purchases across the District, and the propensity to make paper purchases via the P-card, and under commodity codes that do not directly correspond to paper, limit OCP's ability to provide a solid paper purchase figure. Ongoing efforts to develop a single EPPS paper contract should address this shortcoming in the future.

**RECYCLING BINS - \$73,508**

The District of Columbia spent \$391K on the replacement and maintenance of recycling bins for the District of Columbia. Included in total spend for FY2013 was a total of \$73,508 on new recycling bins, and \$318,000 on maintenance of equipment. On average, the District's 96 gallon and 32 gallon carts with green lids and bodies contain at minimum 30% recycled content, whereas 32 gallon carts with blue lids and bodies contain 15% recycled content.

**REMANUFACTURED TONER CARTRIDGES: \$76,843**

The purchase of remanufactured toner reduces the generation of new waste, limits the need for new petroleum based plastic parts to manufacture OEM cartridges, and costs approximately half as much as an OEM cartridge. In October 2012 the District awarded a contract for black remanufactured toner cartridge, resulting in District wide spend of \$76,843 in FY2013. The District purchased the vast majority of its toner cartridges through other procurement vehicles such as the DCSS, and within the context of copier maintenance agreements. Spend for toner via small purchase was time prohibitive to capture via the PASS system. Therefore, only spend made against the black remanufactured toner cartridge contract can be verified as sustainable and is reported upon.

**RENEWABLE ENERGY – \$442,096**

In FY 2013, the District spent approximately \$442,000 on 356,529 MWh of wind renewable energy credits. Spend on wind renewable energy credits facilitates meeting DC's Renewable Portfolio Standard (RPS) as well as its 2013 Sustainable DC Plan Energy Goal 2 to increase the portion of energy sourced from clean and renewable supplies.

**TIRE REPLACEMENT AND MAINTENANCE INCLUDING RETREAD TIRES AND REFURBISHED RIMS- \$161,388**

The District spent approximately \$161K on the maintenance and purchase of retread tires and refurbished rims for vehicles in the District's fleet. The Department of Public Works spent \$155,010 on 635 retread tires and \$6,378 for 235 refurbished rims. The purchase of retread tires is a best practice endorsed by the EPA Comprehensive Procurement Guidelines (CPG). The EPA CPG resource page notes that "retread tires can be driven under the same conditions and at the same speeds as tires with no loss in safety or comfort." Furthermore, the use of retread tires conserves an estimated 400 million gallons of oil in North America every year, while diverting rubber from the scrap-yard. Similarly, the use of refurbished rims diverts many tons of debris from entering the waste stream, and cost a fraction of the cost of a new rim, resulting in thousands of dollars in savings.