

STANDARD PROCEDURE

Aviation Authority

Number: S410.40

Effective: 05/02/18

Revised: 05/11/22

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SUBJECT: SUSTAINABLE PROCUREMENT  
PROGRAM

**PURPOSE:** To establish procedures for the purchase of Environmentally Preferable Products and Services.

**GENERAL:** By using the guiding principles in the Authority Sustainable Management Plan, Procurement will develop and maintain information about Environmentally Preferable Products and Services. Environmentally Preferable Products and Services are defined, for the purpose of this Standard Procedure, as products and services that have a lesser or reduced negative effect or increased positive effect on human health or the environment, when compared with competing products or services that serve the same purpose.

**PROCEDURES:**

A. General

1. Procurement is responsible for the coordination of best practices and strategies as they relate to the purchase of Environmentally Preferable Products and Services.
2. Procurement will:
  - a. Encourage the use and purchase of Environmentally Preferable Products that are certified by Energy Star, Safer Choice, Green Seal and/or other applicable programs.
  - b. Encourage the use and purchase of Environmentally Preferable Products and Services by considering the incorporation of requirements into solicitation specifications that reduce:
    - i. Consumption of natural resources, for example use of alternative fuel vehicles powered by electricity, hybrid, or compressed natural gas.
    - ii. Use of products that have a negative effect on human health and the environment, for example, use of energy-efficient lighting solutions, filtered drinking water, lighting and water sensors, and low flow water fixtures.

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- iii. Waste generation through optimized packaging, for example, use of companies that have pallet takeback programs or utilize packaging materials that are either made from recycled content or can be recycled.
  - iv. Use of virgin material when recycled content materials that serve the same purpose are available in the marketplace.
  - c. Encourage the use of Environmentally Preferable Products and Services by considering the utilization of cooperative contracts where such requirements are already incorporated into the solicitation specifications.
  - d. Where applicable, identify best value to the Authority and overall impact to the environment through life cycle cost comparisons that include acquisition price, operation, maintenance, financing and warranty, as well as a spend analysis, such as a lease vs. buy analysis, that addresses trade-in, refurbishment and disposal considerations.
  - e. Participate in plan development in support of Authority sustainability priorities.
  - f. Track and report the purchase of Environmentally Preferable Products and Services.
3. Other Authority departments will support Procurement in the implementation of this Standard Procedure by providing assistance with identifying Environmentally Preferable Products and Services and by taking Environmentally Preferable Products and Services into consideration prior to making small purchases.

APPROVED: Michael Stephens

DATE: 5/11/22