

TOOL E: Standard Specifications

Objective of this Tool

- To provide easy access to specifications for a number of key commodities

Benefits of Tool

- This Tool assists procurers in their specifications for a number of key commodities – you can download some of the specifications and use them directly, completely or in part.
- Before using them it is recommended that you do carry out some research on the market and potential suppliers. These specifications can be complex and need monitoring during the contract period and the purchasers have to be sure that their resources stretch to this task.

What does this tool do?

The tool focuses on 7 procurement groups :

Procuring renewable electricity –

The tool explains why we can now safely specify renewable energy, how we can specify it and the standards which are available. We are also highlighting some of the pitfalls involved in adopting wholesale criteria developed by labelling organizations.



Procuring IT –

Here we set out criteria which relate to market availability of IT products. The idea is that it is better to get an improvement across the board, using procurement to help eliminate unsustainable products, rather than trying to reach for current best practice which hardly is available on the market.



Procuring Construction.

This is a very complex and big issue. We argue that there are many components of the construction process that can be influenced by green procurement, including the design stage. The chapter sets out some of the composite standards now available in Europe which aim to achieve a more sustainable outcome. Detailed standards and references are included



Procuring Food.

This is an area which has a very big environmental footprint. The Tool provides information both for Assured Food Standards and Organic food and sets out detailed specifications for a number of food groups.



Procuring Vehicles and Transport

This chapter sets out the vehicle requirements you can specify for your transport needs and the likely market availability of vehicles meeting various EURO standards. The Chapter also highlights the importance of specifying driver competencies to ensure better fuel consumption etc.



Procuring Cleaning Agents

The use of cleaning agents may negatively affect the environment and the occupational health of employees. The environmental impacts of cleaning products relate almost exclusively to the existence of a variety of more or less harmful chemicals in the products themselves. The detailed specifications tend to be quite complicated.



Quick Actions

If you have only little time available to understand these specifications fully it may be better to make reference to eco-labels. However apart from the EU flower and the criteria underlying those you will need to satisfy yourself that you can use the criteria set out in other eco-labels.

If you are really strapped for time, we have below highlighted for each commodity the 3 or 4 criteria which you can use to start moving towards more sustainable procurement.

If you have desperately little time to get your head around the inevitable complexity of specifying criteria for greener products we strongly suggest that you team up with other public authorities and share the challenge, perhaps by taking one commodity each and developing it for a group of purchasing organizations.

Using this tool it shouldn't take you long to get a specification drafted which will substantially reduce the environmental impact of your organization.

An effective short – cut to specifications.

Below we have set out a few criteria for each product group, which should provide you with the largest environmental gain – you may just want to use these in your specification. For further detailed specifications – see the annexes to this Tool.

Product Group	Criteria
Renewable Energy	Renewable energy as defined in directive 2001/77/EG
IT	The product meets the requirements of the latest version of ENERGY STAR®, or equivalent that is valid for the specific product category by the final date for receipt of tenders ¹ .
Construction	See section 7
Food - Organic	All organically-produced food included in the range offered shall meet the criteria of Regulation (EEC) No 2092/91 on organic production of agricultural products. Organically-produced food derived from animals shall also meet the criteria of Regulation (EC) No 1804/99 on organic livestock and livestock produce.
Food – Conventional Vegetables & fruits	Vegetables, potatoes and fruits: Production shall have occurred in accordance with: the EUREP-GAP fruit and vegetable criteria
Food: Fish and Shellfish – Sustainable Stocks	Wild-caught fish raw materials must come from a stock which is managed in accordance with the following: The stock is in balance in terms of spawning stock and fishery mortality or managed in accordance with a set management plan (ref: Regulation (EC) No 2371/2002 article 4-6 or equivalent) which assures an increase in the stock. Fish caught are within the applicable quotas for the EU or equivalent management system (ref: Regulation (EC) No 2787/2003) and

¹ NB! Energy Star is not applicable for servers, keyboards and digital projectors and cameras.

	verified within the limits of the applicable monitoring (ref: Regulation (EC) No 2847/93).
Food of Animal origins - conventional²:	<p>Good Animal Husbandry: The product has been produced with a minimum level of animal protection in accordance with points 1-3 below.</p> <p>1 Have pigs been kept free range during production? Exception: Individual sows and gilts may if necessary be housed for a maximum of one week for birthing.</p> <p>2 Have pigs had a non-slatted lying area during production?</p> <p>3 Have pig crates been supplied with straw bedding or other similar material during production?</p> <p>Pasture: Have cattle been kept on pasture for at least two months whilst raised?</p>
Transport and Vehicles - Cars	Cars have to comply with the rules and levels for emissions in the EC Directive 98/69/EC (EURO III) or better.
Transport and Vehicles - Vans	Vans (under 3500 kg) have to comply with the rules and levels for emissions in the EC Directive 94/12/EC (EURO II) or better
Transport and Vehicles - HGV	Heavy goods vehicles that are used for the transports have to comply with the rules and levels for emissions in the EC Directive 91/542/EC or 96/1/EC (EURO II) or better
Cleansing Agents – criterion 1	Surfactants are readily biodegradable according to OECD's guidelines 301 A-F, i.e. biodegradable more than 60% (measured as CO ₂ /BOD) or 70% (measured as DOC). ³
Cleansing Agents – criterion 2	Actively added substances and known impurities and metabolites are not bio accumulative according to the EC Directive 67/548/EEG with amendments, i.e. log Pow are < 3 or experimentally fixed BCF are ≤ 100 ⁴ ,
Cleansing Agents – criterion 3	Added substances and known impurities and metabolites are not classified as very toxic, toxic, carcinogenic, mutagenic or toxic for reproduction with the indication of danger toxic (risk phrases R23, R24, R25, R26, R27, R28, R39, R45, R46, R48, R49, R60, R61) according to the EC Directive 67/548/EEG with amendments. ⁵
Cleansing Agents - 4	The product is not classified as dangerous to the environment according to the EC Directive 1999/45/EC with amendments.
Paper - 1	At least 80% of the fibre raw material in the paper is recycled fibre;
Paper - 2	Paper / fibres must not be bleached using any chlorine substances (TCF (Totally Chlorine Free))

Finally a word of advice – don't despair – there are many ways of describing more sustainable products and there is not necessarily a completely right or wrong way of doing things. We recommend a light touch, chose criteria for which you know there is a market so you can buy while at the same time driving change. The criteria in this tool should help on that journey.

² N.B! These two specifications are suggested to be used as award criteria

³ Fluorine surfactants in film formatting floor care products are excluded from the requirement.

⁴ Readily biodegradable surfactants, according to OECD's guidelines 301 A-F, are excluded from the requirement, provided that known impurities and metabolites are not bio accumulative. Perfumes and softeners in film forming floor care products are also excluded from the requirement.

⁵ Fluorine in toothpaste and preservatives that are classified as toxic with the risk phrases 23, 24, or 25 in concentrations lower than the labeling limit for damage to health or sensitizing are excluded from the requirement.

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1 INTRODUCTION

The LEAP project intends to assist public procurers in finding an easy way into the complex maze of sustainable procurement. The 8 tools deal with most aspects of green procurement and support both procurers and environmental specialists in introducing key management steps needed to make green procurement the rule rather than the exception. Throughout the tools we stress the importance of a management systems approach to ensure that green procurement goes mainstream.

This document has been produced by the Swedish Environmental Management Council (SEMCO, Sweden) and Global to Local (G2L, Great Britain) with the support of other LEAP Project Partners.

Although green procurement is practiced by some public authorities, it is still not widely applied across Europe. A reason for that can be barriers in municipalities, governmental objections etc. It can also be due to lack of relevant information and facts about certain products to exactly define and specify requirements and criteria to be used in the tender documents.

This document aims to deliver standard specifications with environmental criteria for some selected products. The priority of the products are based on their environmental impact and purchased volume, but also decided for the LEAP Joint Procurement.

The standard specifications for different criteria are aimed to be part of an integrated procuring and environmental management process. They can be used for procuring public authorities for sustainable, "green", procurement and help implement an environmental management system.

All requirements that are used in a public procurement should follow and agree on the legislation framework. They must not infringe the legal principles of the European Union – free movement of goods and services, freedom of establishment and non-discriminating. In addition the principles of proportionality, predictability, transparency and equality should be followed. These aspects have been taken into consideration for the criteria set out below.

Some of the suggested criteria are developed by the Swedish Environmental Management Council (SEMCO) and their tool "EKU" for sustainable procurement. The process behind these criteria and guidelines is characterised by a transparent cooperation with manufactures, suppliers, purchasers, eco labelling organisations etc. Scientific as well as legal principles provide the basic framework.

Where applicable the Procura+ criteria and guidelines have been used and built upon. The Procura+ campaign seeks to assist public sector organisations to move towards green procurement for a number of key commodities.

2 READ THIS FIRST! - SETTING UP ENVIRONMENTAL CRITERIA FOR PUBLIC PROCUREMENT⁶

2.1 Introduction

This tool contains standard specifications and links to websites for some selected products. However, the amount of hyperlinks has deliberately been kept low. There are two reasons for that.

Firstly, one of the purposes of the tool is simply to describe how well defined specifications, especially for goods, have to be to live up to transparency, proportionality and other basic principles in public procurement. A comprehensive database with a number of products that are commonly purchased and links to associated eco-labelling schemes can be found at:

http://europa.eu.int/comm/environment/green_purchasing/cfm/fo/greenpurchasing/index.cfm

When using the specification information in this tool it is recommended to follow the advice in part in Tool F .

In Tool G there are a large number of references to eco-labels, network, organisations etc. These are appropriate to use as references and alternatives when this tool doesn't provide any standard specification for a specific product or service that are going to be purchased. The specifications in this tool may date by time and more recent or updated versions might be found in Tool G, e.g. links to www.eku.nu

Secondly, it's not appropriate to generally recommend any standard specification for different types of services and public works as these are often very specific to the individual circumstances. However, in these cases it is often possible to consider methods for environmental and/or quality management. More information about this can be found in [part 2.2](#) or in "Buying Green"⁷, the EU-Commission's handbook of green public procurement.

This tool also refers especially to Tool H, "Developing the Supply Chain". For example, tool H gives you information about how to cooperate with suppliers and other parties in the market to reach environmental targets and get benefits for both sides.

In Tool F we set out the a number of general consideration relevant to for example the use of eco-labels in specifications and you may want to refer to that tool before drawing up your specification or making explicit reference to eco-labels.

2.2 Can I demand the suppliers to have an Environmental Management System?

The use of different types of management systems are today widely spread - for quality, environmental or social aspects. Those suppliers or organisations that have any kind of a structured and implemented management system often also have good control over the products they produce, sell or deliver.

There are some basic rules to be aware of when you would like to take these aspects into account in public procurement. First, it is difficult to set up and recommend some "standard specifications" for such cases. In some cases, as the new EU directives⁸ for public procurement point out, "environmental protection measures" can be required for

⁶ The information is based on SEMCO's "Environmental Management for Procurement and purchasing" 2004 (Swedish version), "Bying Green" - handbook from the EU-Commission, Interpretation document from EU-Commission 2001, the Procura + Manual 2003, the case from European High Court of Justice C-513/99

⁷ "Buying Green" will be found at:

<http://europa.eu.int/comm/environment/gpp/pdf/int.pdf>

⁸ Directives 2004/18/EC, article 48 2f) and 2004/17/EC

selecting tenderers and/or awarding contract for services and construction works, but only in “appropriate cases”. “Appropriate cases” mean that the subject matter of the contract has to have a big environmental impact and that the measures have a proportionate purpose. On the other hand, according to the legal texts, it is not possible to ask for environmental management when procuring goods. The interpretation of this new definition in law is unclear and a final judgement from the European High Court of Justice would be desirable.

The system or routines for environmental management that can be put in evidence by the tenderer doesn’t need to be certified and you should not require that in a tender document either as other types of verifications have to be accepted.

Read more about this in the handbook from the EU-Commission: “Buying Green”, found at: <http://europa.eu.int/comm/environment/gpp/pdf/int.pdf>

Example: Implementing an environmental management system has many advantages and can reduce an organisation’s total impact of the environment. Though the procurement directives imply some exceptions and limitations for the possibilities of demanding any environmental management for the suppliers there are ways to do it. One way is to include special contract clauses that the suppliers have to implement, at least, routines and policy for their environmental matters. One organisation who has worked with this issue systematically is Gothenburg.

The “Göteborg model” implies:

Environmental policy and environmental management system

The information supplied by the tendering company regarding its environmental policy and environmental management system enable us to assess the company’s environmental performance, which in many cases may be a deciding factor in our choice of supplier. At the same time the requirement for information is itself an incentive for the integration of environmental work within the tendering company, and where relevant, certification to EMAS or ISO 14000.

Once a contract has been signed the supplier must submit annual reports throughout the period of the contract, describing the measures taken to reduce the environmental impact of the company and its products.

(Extract, the Göteborg Model for Green Purchasing, The City of Göteborg, page 8)

2.3 The Procura+ Campaign

ICLEI’s Sustainable Procurement Campaign, Procura⁺ was launched in 2004, and is open to any European public authority to join. The Campaign is aimed at mainstreaming the implementation of sustainable procurement across Europe, to utilise the enormous power of public procurement to send a strong, consistent message to the market to improve the supply of sustainable products and services.

The Campaign provides participants with:

- A tested and easy-to-use implementation model for sustainable procurement and key purchasing criteria for any European public authority to follow.
- A forum to present their activities with sustainable procurement to a wide European audience, and allow others across Europe to learn from your experiences.

The Campaign currently targets six high-priority (concerning environmental and financial relevance) product and service groups:

- Electricity
- Building construction
- Food

- IT products
- Cleaning products and services
- Buses

For each product group a set of simple purchasing criteria that can be applied in most European countries are provided, which focus on the most important environmental criteria. The purchasing criteria were developed as part of a multi-stakeholder consultation process involving stakeholders from different Member States.

More information on the Campaign, together with the key purchasing criteria can be found at www.procuraplus.org

The advice in this tool, where relevant, builds on the procura+ campaign material.

3 SPECIFICATIONS FOR RENEWABLE ELECTRICITY

3.1 Procuring aspects on “electricity”

To reduce green house gases is one of the most important issues for societies today. Using bio-fuels for vehicles or demanding electricity produced by renewable sources are two ways to achieve that. Not surprisingly the issue of “renewable electricity” in procurement has posed some conceptual difficulties.

One of the basic principles for public procurement is that all requirements (quality, function, delivery conditions, environment etc) have to be linked to the subject matter of the contract. With electricity this is not clear. You can never exactly know from where the electrons that come to you have been produced and the link between your purchase and the production of the electricity is at best tenuous. Under normal circumstances it shouldn't be possible to demand renewable electricity for public authorities. However, the European High Court of Justice realised this “problem” and in case C379/98⁹ proclaimed that this fact is not a barrier and argued (extract):

“The use of renewable energy sources for producing electricity..... is useful for protecting the environment in so far as it contributes to the reduction in emissions of greenhouse gases which are amongst the main causes of climate change which the European Community and its Member States have pledged to combat. Growth in that use is amongst the priority objectives which the Community and its Member States intend to pursue in implementing the obligations which they contracted by virtue of the United Nations Framework Convention on Climate Change ...”

To deal with essential environmental issue the principles of free trade and the internal market can thus in some cases be ignored.

3.2 What is “renewable electricity”?

How do I define “renewable electricity” to be used in public procurement?

Basically there are definitions in directive 2001/77/EG¹⁰ and on top of that there are eco-labelling criteria, collected under an “umbrella”, the EUGENE Standard.

Briefly the definitions in the directive are:

Article 2

Definitions

For the purposes of this Directive, the following definitions shall apply:

(a) "renewable energy sources" shall mean renewable non-fossil energy sources (wind, solar, geothermal, wave, tidal, hydropower, biomass, landfill gas, sewage treatment plant gas and biogases);

(c) "electricity produced from renewable energy sources" shall mean electricity produced by plants using only renewable energy sources, as well as the proportion of electricity

⁹ C379/98 Preussen-Electra AG vs Schleswag AG

¹⁰

Directive 2001/77/EC of the European Parliament and of the Council of 27 September 2001 on the promotion of electricity produced from renewable energy sources in the internal electricity market

produced from renewable energy sources in hybrid plants also using conventional energy sources and including renewable electricity used for filling storage systems, and excluding electricity produced as a result of storage systems;

Exact definitions can be found in:

- Directive 2001/77/EG article 2 definitions
http://europa.eu.int/servlet/portail/RenderServlet?search=DocNumber&lg=sv&nb_docs=25&domain=Legislation&coll=&in_force=NO&an_doc=2001&nu_doc=77&type_doc=Directive
- Definition from Green Energy Standard EUGENE, available at www.eugenestandard.org

3.3 Specification for environmental consideration of green electricity

The specification for environmental consideration of green electricity can be set up by using criteria from the EUGENE standard (European Green Electricity Network). EUGENE operates as an umbrella certification system for "green" electricity labelling schemes and a national labelling system can be registered as complying with EUGENE standards.
www.eugenestandard.org

The EUGENE standard contains labelling schemes such as:

- Swedish eco-label for green electricity: www.snf.se/bmv/english
- Austrian eco-label for green electricity: www.umweltzeichen.at
- Germany "Grüner Strom"-label: www.gruenerstromlabel.de

A more advanced specification can be seen in Appendix 12, which sets out the Procura+ specification.

Verification must be transparent, guarantee the origin of green electricity and that it has not already been sold elsewhere. Independent certification should be in compliance with EC Directive 2001/77. However, as an efficient 'Guarantee of Origin' system is not yet in place in many countries, tradable certificates may be provided. Ecolabels may be used to prove compliance with the specification and award criteria.

Because of the diversity across Europe in terms of the energy markets it would prove problematic to set a single set of criteria for defining green electricity across Europe which would be easily verifiable by procurers.

Note! Procurers cannot legally specify that a product must have a certain quality label (e.g. green electricity label); however compliance with the criteria underlying these labels can be specified, by directing suppliers to the appropriate source such as a website. These labels can be used to demonstrate compliance with the criteria specified, although it must also be possible for a supplier without a label to present an independent auditor's report as alternative evidence of compliance.

Note! According to what has been mentioned above (about using eco-labelling criteria) some exclusions may have been made concerning non-proportional requirements (such as a requirement in the Swedish scheme for an auditor approved by SNF -the Swedish Organisation for Nature Conservation) and the requirement that the supplier has to pay a certain amount of money to a fund for nature preservation/research.

3.4 Evaluation of tenders:

When procuring electricity from renewable sources you can choose between three different procedures – either a compulsory requirement, an award criterion or a combination of these two. Compliance with one or more criteria system has to be met whatever choice of method. To ensure that the supplier complies with the requirements different proof of compliance may be required (see below, monitoring). The three procedures could be as follows:

- i) Compulsory requirement that a certain percentage of delivered electricity should be renewable (e.g. 100%, 50% or other). The tenderer has to offer this amount otherwise his bid will not be considered further. The price and possible other award criteria will finally be evaluated to find out the most advantageous tender.
- ii) A combination of compulsory and award criterion gives the opportunity to both require an obligatory amount of renewable electricity and evaluate the amount that the supplier can deliver exceeding that.
- iii) Only using an award criterion and solely evaluate the amount that the supplier can deliver.

3.5 Examples of proof of compliances:

- Certificate / licence for EUGENE. Green electricity labels and certificates certified by EUGENE are proof of compliance for renewable sources.
- Certificate / licence for a national labelling schemes or other equivalent schemes (not covered by EUGENE)
- *or equal*. Other suitable evidence must be accepted as proof of compliance, such as verification that the criteria are met from a recognised, independent (third) party.

3.6 Comment:

As supplies of renewable energy are limited and in some countries growth of demand outstrips supply procurers need to be aware of the importance of using their procurement influence to help generate additional capacity of renewable energy generation. The Procura + model shown in Appendix 12 indicates one way in which procurers could seek to influence the market in this direction.

4 SPECIFICATIONS FOR IT PRODUCTS

Although the environmental impacts of course vary from group to group of IT equipment, lifecycle analysis demonstrates clearly that for all IT equipment energy consumption, and the related environmental impacts of fossil fuel based electricity generation, during the use phase of the product far outweighs all others¹¹. The other aspects, for example the use of PVC, (halogenated) flame retardants and other harmful substances in construction, or the recyclability of materials used are minor, although worthwhile concerns.

4.1 Specifications for IT-products¹²

The specifications for IT-products¹³ can be set up by using criteria evolved from:

- **Criteria likely to be met by 70% of the market:** For Sweden these are the ECU compulsory requirements (*appendix 9*). These basic criteria were developed by SEMCO together with a group of stakeholders and purchasers. The criteria will meet a broad part of the market (ca 70%); enough to achieve competition for the procuring authority, but at the same time exclude products with non acceptable environmental impact. For public authorities who would like stronger environmental requirements there is a second choice in the document about the level of energy consumption. Overall these criteria cover energy consumption, contents of chemicals and recycling and a number of other issues.
- **Criteria Likely to be met by 20-25% of the market.** An example here is the Nordic Swan, for relevant procurement criteria. These criteria are developed to meet a limited part of the market, ca 25%. For the criteria see www.svanen.nu
- **Criteria with currently minor market penetration:** The EU-flower: The ecological criteria for IT-products consist of two documents: Personal Computers (Commission's decision 2005/341/EC) and Portable Computers (Commission's decision 2005/343/EC). Keep updated about the criteria status and how many licences there are etc at: www.eco-label.com and europa.eu.int/comm/environment/ecolabel
- **Procura + criteria.** (Approx 70% of the market)
Specifications - for PCs, Monitors, Printers, Photocopying Machines, Multifunctional Devices:
Procured products must comply with all criteria of the latest updated version of the European Energy Star, available at <http://energyefficiency.jrc.cec.eu.int/energystar/index.htm>
Award criteria: compliance with the latest updated criteria of GEEA (available at: <http://www.efficient-appliances.org/Criteria.htm>). These criteria are currently being updated, and a new version will be available on the Procura⁺ website in September 2006

¹¹ Schmidt & Fryendal (2003) *Methods for Calculating the Environmental Benefits of 'Green' Products* in Erdmenger (ed.) *Buying into the Environment - Experiences, Opportunities and Potential for Eco-Procurement*, Greenleaf

¹² IT- products represent: PCs (desktop and portable), monitors, printers, copy machines and multifunctional devices

¹³ IT- products represent: PCs (desktop and portable), monitors, printers, copy machines and multifunctional devices

4.2 Examples of proof of compliance:

Certificate (licence) for the Nordic Swan (or Blauer Engel) can be one way to prove compliance. Other types of test reports, certifications or technical dossier from the manufacturer must be accepted.

The detailed specifications for IT products can be found in [Appendix 1](#) to this tool

5 SPECIFICATIONS FOR BUILDING CONSTRUCTIONS / MATERIAL

The environmental impacts of construction are exceedingly complex and manifold. In addition construction standards across Europe are different, partly because of different local climates. There are also widely different ways of measuring energy performance of buildings. EU Directive 2002/91/EC on the energy performance in building will help harmonise processes. The Directive aims to promote the improvement of energy performance of buildings within the EU through cost-effective measures. It aims to achieve a convergence of building standards towards those of Member States which already have ambitious levels. The Directive envisages a number of key measures:

- Methodology for integrated buildings energy performance standards
- Application of these standards on new and existing buildings
- Certification schemes for all buildings
- Inspection & assessment of boilers/heating and cooling installations

There are a number of considerations which are thought to be applicable throughout Europe when designing and constructing more sustainable buildings. Broadly these relate to:

1. Pre planning and needs identification
2. Design competencies and considerations
3. Projected building performance over life time
 - Thermal performance and energy efficiency requirements;
 - Resource considerations – building materials;
 - Management of harmful substances;
 - Composite guidance / standards for more sustainable buildings;
4. Urban / Rural context of new building constructions
5. The construction process
6. Ability to re use or deconstruct rather than demolish

Whilst many public sector organisations have their own in-house design resources, it is not uncommon to procure both design and build. We are therefore covering the design aspect as well. The right design skills can drive down the environmental impact of buildings substantially. Indeed this is probably the single most important factor that determines the future environmental performance of any building. Taking a view on the composite environmental performance of a building and adjusting a range of technical parameters for better performance is a second key area, whilst considering the setting of new buildings in their context and optimising environmental impacts is the third area covered. Finally we make some references to the construction process.

5.1 Pre planning and needs identification

This area of procurement is developing quickly but is far from main stream. A number of planning and management steps can be taken to drive the agenda in this field. For example:

- sufficient time should be allowed in the tendering process to engage in discussions with potential providers so that the market can be properly explored (and also informed of future tendering needs)

- Sufficient lead time may need to be given to allow potential contractors to source materials and educate staff;
- The invitation to tender can set strong signals by stating in the title of the ITT that this is procurement of sustainable buildings;
- This area needs innovation and this should be reflected in the evaluation criteria. Variants should be used to encourage new ideas;
- The use of improvement plans and EMS approaches in the building trade could be accelerated via the procurement process.
- Experience to date shows that introducing more sustainable construction processes may require long term cooperation between procurer and contractor. Experience with FSC timber shows that contract requirements may need to be followed through many layers of contractors and sub contractors to ensure proper implementation. (also refer to Tools B and F)

5.2 Design Competencies:

Skills requirements: Capability of applying life cycle impacts of buildings, capability of designer / architect of using LCA data to calculate primary energy content of buildings; technical competencies in designing buildings to good environmental performance. Designing with the end use in mind (e.g. recycling facilities, open spaces and parks, lighting and security etc.) This could mean evidence of buildings produced that

- achieve EcoHomes or BREAM Excellence standards
<http://products.bre.co.uk/breeam/ecohomes.html>,
- Capability of achieving MINERGIE standards. www.minergie.ch,
- capability of obtaining sehr gut or ausgezeichnet on the Ökopass assessment
<http://www.ibo.at/oekopass.htm#bewertung> etc.

It is likely that the market in this field initially is limited. In view of it overriding importance in terms of the life long impact on resource consumption of a building these criteria demonstrating design competencies should be specified and could be used as an award criteria (also refer to [section 2.2](#) –use of management requirements in the award phase)

Examples of proof of compliances: Externally certified examples of buildings designed and achieving EcoHomes good or Excellent standard; BREEAM excellence standard, Minergie standard or equivalent. Evidence of training in more sustainable construction methods or equivalent

5.3 Projected building performance:

Prioritising areas that have the most significant effect. There are a wide range of measures that can improve the sustainability performance of buildings. Not all measures have the same effect nor is the cost/benefit ratio the same in each case. There have been several efforts to try to identify those areas which are most important in terms of environmental gains. These are the areas where specifications could demand particular good performance. <http://www.sustainable-construction.org.uk/> provides a cost /benefit calculation for a number of measures that can make building more sustainable. [Appendix 2](#) summarises the High gain / low to medium cost measures. The Ecohomes rating check list is shown as [Appendix 3](#). This shows how various aspects of a building are rated in terms of their environmental (sustainability) performance. [Appendix 4](#) gives a similar example from the Austrian IBO. Tools are yet at an early development and do not in all instances agree with each other.

Thermal Performance; There are a wide range of standards available throughout Europe. Recommended specifications for new buildings and for buildings undergoing substantial renovations are contained in pp119 and pp230 of the procura + manual. These are based

on standards set by MINERGIE www.minergie.ch. **Appendix 5** provides an extract from the Procura+ standards.

Resource considerations – building materials and construction methods; A wide range of tools from across Europe are listed on page 232 / 234 of the Procura+ manual. A summary of different tools available can be found in <http://www.uniweimar.de/scc/PRO/TOOLS/inter.html> . These can be used to assess the LCA of building materials and various components of the structure and will need to be used in various combinations depending on the type of construction envisaged. For detailed specification advice on individual building components and building materials see for example <http://www.greenspec.co.uk/>

The specification of timber species is crucial as this can affect whether the contractor can source this timber with an appropriate sustainability accreditation. P 235 of the Procura+ manual sets out the current position on the definition of sustainable forestry and verification criteria and also provides reference to one appropriate certification namely FSC. <http://www.fscoax.org> For more information visit the WWF guide for Local public authorities (Site to be advised)

Management of harmful substances; A basic list of specification criteria is set out in procura+ manual page 122 and this is reproduced as **Appendix 6**.

Composite standards for more sustainable buildings; These are assessed before the building is constructed and need to be validated on completion. A number of composite standards exist including Minergie Standards, which are absolute (www.minergie.ch,)EcoHomes and BREEAM (<http://products.bre.co.uk/breem/ecohomes.html>) and Ökopass (<http://www.ibo.at/oekopass.htm#bewertung>), which all give a range broadly from pass to excellent. It is up to the specifier to determine the cumulative environmental impact of their buildings – the higher the rating the lower and therefore better the impact. A checklist of key considerations for sustainable construction is set out on pages 239 to 242 in the Procura + manual.

5.4 Urban / Rural Context:

It is quite unlikely that the specifier will be confronted with these issues when individual buildings are tendered. However where groups of buildings are considered there are numerous locational issues which will impact on the life time environmental impact of buildings. Examples include connections to public transport, availability of local services, proximity between land uses, orientation, topographical considerations, use of brownfield sites, rehabilitation of existing buildings rather than new build, multi functional sites (e.g. school by day community centre by night) etc. Some of these considerations are included in the composite standards referred to above.

5.5 The Construction Process / Re use and Deconstruct

The construction process itself can create much noise and pollution and disturbance in the neighbourhood. Good performance is therefore essential and there are examples of schemes that try to control potential nuisance. The registration with such schemes could be specified. **Annex 7** contains the criteria for the UK considerate constructors' scheme <http://www.considerateconstructorsscheme.org.uk/#>

Although waste management is a major issue on building sites there are as yet no standards on this.

Examples of proof of compliance: Evidence of registration and membership of schemes such as the considerate constructors scheme or equivalent.

6 SPECIFICATIONS FOR FOOD AND CATERING

6.1 Sustainable food

The key principles for *Sustainable Food*¹⁴ which are applicable are:

- respect for and operating within the **biological limits of natural resources** (especially soil, water and biodiversity).
- achieve consistently high standards of **environmental performance by reducing energy consumption**, by minimising resource inputs, and use **renewable energy** wherever possible.
- achieve consistently high standards of **animal health and welfare**.
- **Safe and healthy products** in response to market demand and ensure that all consumers have access to nutritious food, and to accurate information about food products.
- **Sustainable land management**, both through the market and through payments for public benefits.
- **Promote these principles wherever the food is produced and processed**

6.2 Sustainable food and the internal market

The EC Treaty, EC directives and the national regulations that implement them are designed to ensure that public procurement is fair, transparent and non-discriminatory. This means for example that the distance travelled to deliver food, or the locality in which it is produced, cannot be a specific factor in awarding the contract, as this would be discriminatory. It is however permitted for public sector contracting public authorities to set

reasonable requirements for delivery frequencies, freshness, taste etc. Such criteria may appear to give local suppliers a competitive advantage, but provided a foreign supplier is not denied an opportunity to compete on equal terms by, for example, setting up an operation in the other country- then such criteria might be legitimate. The EC's Interpretative Communication on environmental issues in public procurement (COM(2002/274/EG)) confirms that methods of processing and production can be requested in the technical specifications of the tender where these help to specify the performance characteristics of the product or service. This includes both process and production methods that "*physically*" affect the end product (e.g. absence of chemicals) and those that do not, but nevertheless affect the "*nature*" of the end product such as "organically grown foodstuffs".

6.3 Organic food

6.3.1 Compulsory requirements for organically produced foodstuffs

All the organically produced foodstuffs that are included in the tendered assortment have to comply with the criteria defined in Council Regulation 2092/91/ EEC on organic production of agricultural products and indications referring thereto on agricultural products and foodstuffs (the product can also comply with one of IFOAM¹⁵ accredited programme.

See also [Appendix 8](#)

6.3.2 Verification:

Certificate or equivalent evidence that the product is approved by an accredited national certifying body or by one according to the Regulation approved certifying body within EU.

¹⁴ DEFRA - *Government's Strategy for Sustainable Farming and Food in England* (DEFRA = Department for Environment Food and Rural Affairs)

¹⁵ IFOAM = International Federation of Organic Association Movement

It is obviously possible to require organic products in public procurement. It is however not permitted to sell anything that is called "organic" unless it is controlled and certified.

Organic labelling facts:

All foodstuffs to be labelled as "organic products" must be produced in accordance with EC Regulation (EEC) No 2092/91. Organic products sold in each EU member state carry a national label or the EU organic logo. All nationally labelled products comply with the EC regulation. However, for public procurement, the product cannot be required to carry the national label. Instead, the product may be required to comply with the "organic product" terms in accordance with the regulation.

You will find the Regulation 2092/91/EEG for organic food here:

http://europa.eu.int/servlet/portail/RenderServlet?search=DocNumber&lg=sv&nb_docs=25&domain=Legislation&coll=&in_force=NO&an_doc=1991&nu_doc=2092&type_doc=Regulation

6.4 Conventional ("standard") Food

Sustainable Food covers a wider range than organic food. The amount of organic food in Europe is still just a few percent (2-3%) which means that the main part of the products purchased for public use as well as privately are conventionally produced food. By setting basic minimum standards for big volumes of these products the positive effect on the environment can be significant and by promoting "best practice" and environmental adapted technology or methods the best initiatives can be awarded.

Where assurance Schemes, different production or process standards, are appropriate they can be used to specify food safety, environmental and animal welfare issues as long as they provide for regular independent third party inspection (and are accredited to EN 45011).

6.5 Core criteria for "sustainable food"

The Swedish Environmental Management Council (SEMCO) has developed criteria, a "toolkit" for "sustainable food". It consists both of criteria and information about organic products as well as criteria for conventional food. There are specific documents with compulsory criteria and award criteria for meat/poultry/eggs, dairy products, fish, fruit & vegetables, cereals and coffee. In addition to the food criteria themselves there are criteria documents for catering services and food deliveries. The specifications are based on, where appropriate, on "Integrated Farm Assurance" and other guidelines for sustainability in farming and food production.

A selected of core criteria can be found in [Appendix 8](#)

Complete versions will be found at www.eku.nu

In the UK, DEFRA has also developing several tools for procurement of sustainable food, for example: "Guidance for buyers and their internal customers"¹⁶ and "Catering Services and Food Procurement Toolkit"

The toolkit has been produced to help promote the Public Sector Food Procurement Initiative (PSFPI) and can be embedded into future catering and food supply contracts across the public sector. The background to the PSFPI is the Government's Strategy for Sustainable Farming and Food – Facing the Future. This aims to secure a sustainable world class farming and food sector, contributing to a better environment and healthy and prosperous communities.

This document points out some important issues. The PSFPI aims to that food procured, meets the agreed standards of good agricultural practice as laid down by Farm Assurance

¹⁶ Revised may 2005. Available at <http://www.defra.gov.uk/farm/sustain/procurement/index.htm>.

schemes such as The Little Red Tractor, the EUREP GAP or Integrated Farm Assurances or equivalent. The initiative also aims to increase the amount of organic food procured.

This "toolkit" can be a useful guide for procurement of food and catering. Please keep updated at <http://www.defra.gov.uk/farm/sustain/procurement/index.htm>.

6.6 Seasonal purchasing

It might be possible for public purchasers to consider "seasonal use" by procuring those varieties of fruits and vegetables that are in season in the area at the time¹⁷.

Requirements can be set up as conditions for the performance of the contract, i.e. that the supplier has to deliver "seasonal products" when and where it is possible, on demand of the purchaser. Definitions and lists of relevant products are necessary to be developed. SEMCO can refer to a Swedish one (only available in Swedish and from a Swedish point of view) and DEFRA (see above) also refer to specific information about this issue.

6.7 Increase opportunities for small and local producers to tender

- Consider longer term contracts to develop new suppliers who need to make investments e.g. more sustainable methods of production or processing.
- Standardise the data required from potential suppliers and tailor the information requested for different goods or services. Ensure the information necessary for them to understand the requirements of the contract are placed up front and not buried in the tender documents. Simplify the contract documents and add a degree of standardisation, where feasible.
- Remove unnecessary restrictions that prevent local businesses from competing to supply food - while avoiding giving them preferential treatment that would be in contravention of the procurement rules

More information in the DEFRA documents mentioned.

6.8 Protected Food Name Schemes

The EU Protected Food Names Schemes came into force in 1993 and provide for a system for the protection of food names on a geographical or traditional recipe basis, similar to the familiar 'appellation controlee' system used for wine. The three schemes (Protected Designation of Origin, Protected Geographical Indication and Traditional Speciality Guaranteed (also known as Certificate of Specific Character) highlight regional and traditional foods whose authenticity and origin can be guaranteed through an independent inspection system. These can be specified in tenders.

<http://www.defra.gov.uk/foodrin/foodname/pfood01.htm>

7 SPECIFICATIONS FOR TRANSPORT SERVICES

Transport is a significant contributor to global warming, represents a financially big part of public authority expenditure and is connected to security, noise and congestion issues. The Kyoto Protocol calls for an 8% cut in total EU carbon dioxide by 2008-2012 based on 1990 levels. Apart from this global issue, road traffic in urban areas is also the main source of carbon monoxide and particles and so plays an important role in determining air quality

To reduce these kinds of impacts procurers can set down requirements in terms of the age of vehicles, engines, driving performance etc.

¹⁷ See "Buying Green" <http://europa.eu.int/comm/environment/gpp/pdf/int.pdf>

7.1 The specification can be made by using criteria from:

- EKU criteria (extract with compulsory requirements, conditions for performance of the contract: [Appendix 9](#))
- The Procura+ Manual pages 132-149 (the criteria concern only buses, but some general aspects and information are useful. See www.procuraplus.org)

8 SPECIFICATION FOR CLEANING AGENTS

The use of cleaning agents may negatively effect the environment and the occupational health of employees. The environmental impacts of cleaning products relate almost exclusively to the existence of a variety of more or less harmful chemicals in the products themselves. These chemicals may have a harmful effect on the local environment, and in particular the aquatic environment, as chemical residues can still remain in the water even after efficient waste water treatment. The following problems may be connected with chemicals contained in cleaning agents:

- Air pollution and contribution to ozone formation (smog) by volatile organic compounds (VOCs)
- Bioaccumulation from chemicals which are not, or poorly biodegradable
- Hazardous effects on aquatic organisms
- Skin irritation or allergic reactions
- Damage to skin, eyes or lungs or materials caused by strong acids or strong alkaline components

8.1 The specification can be set up by using criteria from:

EKU criteria - see [Appendix 10](#) for the sample specifications.

The criteria set out in [Appendix 10](#) are valid for institutional cleaning products used for general cleaning and maintenance of buildings (e.g. hospitals, offices, schools) such as all-purpose or neutral cleaners, sanitary or toilet cleaners, restroom or bathroom cleaners, dishwashing detergents (hand dishwashing detergents and dishwashing detergents for machines), laundry detergents, softener, glass and alcohol cleaners, carpet cleaning agents, floor strippers and floor care products. These criteria are **not** valid for industrial cleaners and other special cleaning applications.

These criteria are similar to Procura+ criteria, but were slightly revised when they were going to be used in the first Joint Procurement within the LEAP project. The reason for this was that the criteria tended to be difficult to verify exactly as the Security Data Sheets for the products did not include components contained in the different chemical mixtures that are used in the product, and only declare the components of the final product. The EKU criteria were developed by a group of producers and suppliers of cleaning products with a very good knowledge of what is available on the market in Sweden, for both public and private consumption.

9 STANDARD PAPER SPECIFICATION

The environmental impact of a paper product throughout its lifecycle can be divided into:

- Use of nature resources,
- acidification of land and water,
- climate changes,
- consumption of oxygen
- nitrification of land and water,
- waste,
- transports,
- noise and

- dust

The environmental impact of paper products from a life cycle perspective mainly derives from the manufacturing process and the use of natural resources.

Referring to what is mentioned in Tool F, para 2.4 it is unclear if it is possible to use any requirements or award criteria concerning these aspects.

The standard specification for paper (see [Appendix 11](#)) has been used in a "Joint Procurement" action, arranged as part of the LEAP project with participants from Greece, Spain and Portugal.

10 Methodology

We have investigated to what extent specified environmental criteria existed - for the identified product groups and suitable for public procurement.

Eco-labelling criteria was one source. In addition we examined specific guidelines developed by different branches of trade associations. Public authorities also create criteria to be used in procurement and purchasing, some of which we referred to. Research and development can also contribute with specified details about products and services.

Some of the suggested criteria in this document are developed by the Swedish Environmental Management Council (SEMCO) and their criteria system "EKU" for sustainable procurement. The process behind these criteria and guidelines is characterised by a transparent cooperation with manufactures, suppliers, purchasers, eco-labelling organisations etc. Scientific as well as legal principles provide the basic framework.

For the area of building constructions and material in general references are from different branches of trade organisations and different relevant standards.

Where applicable the Procura+ criteria and guidelines have been used and built upon. The Procura+ concept is to define some key criteria for key product groups, which have a major impact on the environment and is based on a detailed European consultation process involving all key stakeholder groups which took place during the RELIEF project¹⁸

¹⁸ www.iclei-europe.org/relief

APPENDIX 1

Specification for IT-products

The requirement specification covers the following product categories:

IT-products: Computer system unit, Mobile/portable computer, Server, Display/monitor, Keyboard, Digital projector and camera, Printer, Copier, Fax, Multifunction product¹⁹, Scanner.

The declaration consists:

- A. Compulsory requirements of the tenderer
- B. Compulsory requirements of the product
- C. Award criteria

A. Compulsory requirements for the tenderer

The following criteria must be fulfilled by the tenderer.

A.1. The producers' responsibility for packaging has to be fulfilled according to the EC Directive 94/62 with amendments).

A.2. The producers responsibility for electrical and electronic equipment has to be fulfilled according to the directive 2002/96/EG with amendments (WEEE).

B. Compulsory requirements for the product

All requirements in part A must be met before the tender can be processed in the evaluation.

Table showing which compulsory requirements that are relevant for each product.

Product (tick designated product/products below)	Compulsory requirements (B)
<input type="checkbox"/> Computer system unit	1, 2, 3, 4
<input type="checkbox"/> Mobile/portable computer	1, 2, 3, 4
<input type="checkbox"/> Server	1, 2, 3
<input type="checkbox"/> Display/monitor	1, 2, 3, 4
<input type="checkbox"/> Keyboard	2, 3
<input type="checkbox"/> Digital projector and camera	1, 2, 3
<input type="checkbox"/> Printer	1, 2, 3, 4
<input type="checkbox"/> Copier	1, 2, 3, 4
<input type="checkbox"/> Fax	1, 2, 3, 4
<input type="checkbox"/> Multifunction product	1, 2, 3, 4
<input type="checkbox"/> Scanner	1, 2, 3, 4

Material requirements

B.1. Product is free from batteries defined as hazardous (Directive 91/157/EEC).

NB! Lead batteries for backup / emergency backup (Uninterrupted Power Supply, UPS) for e.g. servers are excluded from the requirement.

Verification: relevant eco-label, relevant IT ECO declaration version 2000 or later, copy of letter signed by a competent person, product assurance or similar position.

B.2. Plastic parts > 25g are free from lead (Pb), i.e. less than, 0.1% by weight.

Verification: relevant eco-label, relevant IT ECO declaration version 2000 or later, copy of letter signed by a competent person, product assurance or similar position.

¹⁹ Multifunction products have two or more functions, e.g. printer, copier, fax, telephone, scanner

B.3. Plastic parts >25g are free from PBB/PBDE²⁰, i.e. less than 0.1% by weight.

Verification: relevant eco-label, relevant IT ECO declaration version 2000 or later, copy of letter signed by a competent person, product assurance or similar position.

Energy consumption

B.4.

OPTION 1: The product meets the requirements of ENERGY STAR^{®21}, or equivalent, that were valid for the specific product category by the time the product was released/put on the market.

OPTION 2: The product meets the requirements of the latest version of ENERGY STAR[®], or equivalent, that is valid for the specific product category by the final date for receipt of tenders.

NB! Here you have to choose between two OPTIONS!

- OPTION 1 will not exclude more than approx. 5-15% of the products on the market. This option give the supplier the possibility to offer older products that fulfilled older Energy Star requirements with possibly higher energy consumption compared to those products who fulfil the latest version of Energy Star.
- OPTION 2 will exclude between approx. 15 – 35% of the products on the market, this depends on the timing of the procurement. If there is a new version of Energy Star by the time of the procurement this option will exclude these products that do not fulfil the new requirements of Energy Star.

NB! Energy Star is not applicable for servers, keyboards and digital projectors and cameras.

For information about Energy Star, see: www.eu-energystar.org/en/index.html

NB! Exclude this text before sending the specification to the tenderer!

Verification: Relevant eco-label, Energy Star Label, a signed copy of Energy Star MOU (Memorandum of Understanding), relevant IT ECO declaration version 2000 or later, copy of a test protocol following the test methods stated by Energy Star or similar position.

C. Award criteria

Table showing which award criteria that is relevant for each product.

Product (tick designated product/products below)	Award criteria (C)
<input type="checkbox"/> Computer system unit	1, 3, 4
<input type="checkbox"/> Mobile/portable computer	2, 3, 4
<input type="checkbox"/> Server	3, 4
<input type="checkbox"/> Display/monitor	1, 3, 5
<input type="checkbox"/> Keyboard	No criteria
<input type="checkbox"/> Digital projector and camera	3, 4

²⁰The PBB (Poly Brominated Biphenyl) and PBDE (Poly Brominated Diphenyl Ether) flame-retardants are:

decabrombiphenyl	CAS no 13654-09-6
pentabromdiphenyleter	CAS no 32534-81-9
octabromodiphenyleter	CAS no 32536-52-0
decabromodiphenyleter	CAS no 1163-19-5
monobromodiphenyleter	CAS no 101-553
dibromodiphenyleter	CAS no 2050-477
tribomodiphenyleter	CAS no 49690-940
tetrabromodiphenyleter	CAS no 40088-47-9
hexabromodiphenyleter	CAS no 36483-60-0
heptabromodiphenyleter	CAS no 68928-80-3
monabromodiphenyleter	CAS no 63936-56-1

²¹ For information about Energy Star see: www.eu-energystar.org/en/index.html

<input type="checkbox"/> Printer	1, 3, 4
<input type="checkbox"/> Copier	1, 3, 4
<input type="checkbox"/> Fax	1, 3, 4
<input type="checkbox"/> Multifunction product	1, 3, 4
<input type="checkbox"/> Scanner	1, 3, 4

Information to the purchaser: Every criteria has to be given a point, "a value" with comply with the purchasing authority's own range of points or evaluation system.

NB! Exclude this text before sending the specification to the tenderer!

Energy consumption

C.1. The product meets the requirements of the latest version of GEEA²², or equivalent, that is valid for the specific product category by the final date for receipt of tenders.

- Yes
 No

NB! For copiers this criterion is valid for standard sized copiers (up to and including oversize A3).

Verification C.1: IT ECO declaration version 2000 or later, GEEA-documentation, copy of letter signed by a competent person, product assurance or similar position.

C.2. Desktop or portable computer meets the energy save requirements of EU Eco-label (2001/687/EC)²³ and/or the Nordic Swan (version 3.2)²⁴.

- Yes
 No

Environmental conscious design

C.3. Spare parts are available after end of production for at least 5 years.

- Yes
 No

Material requirements

C.4. The background illumination for flat displays must not contain more than 3 mg of mercury per lamp (average value)²⁵.

- Yes
 No

Verification C.2-4: relevant eco-label, relevant IT ECO declaration version 2000 or later, copy of letter signed by a competent person, product assurance or similar position.

²² For information about GEEA, see: www.gealabel.org

²³ For information about EU Eco-label, see: <http://europa.eu.int/comm/environment/ecolabel/>

²⁴ For information about the Nordic Swan, see: www.svanen.nu

²⁵ There are a number of different methods for analysing mercury content, some of the methods are stated below:

- Analyse method in accordance with EU Eco-label criteria for light sources (2002/747/EG), see <http://www.blomman.nu/pdf/ljuskällor.pdf>
- ISO 7252:1984 / BS3900-B16:1990. See: <http://www.iso.org/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=13906&ICS1=87&ICS2=40&ICS3=>

California Department of Toxic Substances Control, Preliminary Report - February 2004, Determination of Regulated Elements in Laptop Computers and LCD, Desktop Monitors for SB 20, Appendix A1. See: http://www.dtsc.ca.gov/HazardousWaste/CRTs/HWMP_REP_SB20_LCD.pdf

APPENDIX 2 Sustainable design and construction for planners and developers – cost benefit considerations

Extract Sustainable Design and Construction for planners and developers
<http://www.sustainable-construction.org.uk/>

DOMESTIC COST VS BENEFIT MATRIX - URBAN AND SUBURBAN DEVELOPMENTS

Low Cost / High Benefit examples:

Communal (for flats) segregated waste bins, storage space for recyclable materials;
Water efficient products 2/4 l dual flush;
Airtight construction
Condensing Boiler – 90% efficient
Energy efficient appliances
Individual segregated waste bins, storage for recyclable materials;
Efficient internal lighting and controls – CFLs of fluorescent strips for all internal lighting

Medium Costs / High Benefits:

Car clubs / car pool and fewer car spaces
Encouraging cyclists and pedestrians – cycle storage in 95% of homes

THE COMMERCIAL & INDUSTRIAL MATRIX

Low Cost / High Benefit examples:

Lighting controls for intermittently used areas;
4/2 litre dual flush WCs;
Modular Condensing Boilers;
Zoned heating controls of individual rooms;
Timers and daylight controls;
Showers with a flow rate of less than 9l/min
Urinals shall be fitted with a time switch or an automation control device

Medium Costs / High Benefits:

Good day lighting
Tenant's recycling facilities 2 sq m of labelled recyclable waste storage per 1000m²
Zoned heating control of individual rooms
Modular Condensing Boilers

APPENDIX 3

Extract from Eco Homes rating checklist

Web reference:

<http://products.bre.co.uk/breem/pdf/EcoHomes2005RatingChecklist.pdf>,

Maximum scores for various categories

Item	Max total score	Max per category
Energy		
CO2 emissions	10.71	
Building envelope performance	5.36	
Drying space	1.07	
Eco labelled white goods	2.14	
External lighting	2.14	
Total Energy		21.42
Transport		
Public Transport	2.14	
Cycle Storage	2.14	
Local Amenities	3.21	
Home Office	1.07	
Total Transport		8.06
Pollution		
Insulation ODP and GWP	2.14	
NOx emissions	6.43	
Reduction of surface runoff	4.28	
Zero Emission Energy Source	2.14	
Pollution Total		14.99
Materials		
Timber: Basic building elements	2.90	
Timber: Finishing elements	1.45	
Recyclable Materials	2.90	
Environmental Impact of Materials	7.73	
Materials Total		14.98
Water		
Internal Water Use	8.33	
External Water Use	1.67	
Water Total		10.00
Land Use and Ecology		
Ecological value of site	1.67	
Ecological enhancement	1.67	
Protection of ecological features	1.67	
Change of ecological value of site	6.67	
Building footprint	3.33	

Land Use and Ecology Total		15.01
Health and Well being		
Day lighting	5.64	
Sound Insulation	7.52	
Private space	1.88	
Total Health and well being		15.04
Grand Total		100
Rating Score		
Pass	36	
Good	48	
Very Good	60	
Excellent	70	

APPENDIX 4 IBO(Österreichisches Institut für Baubiologie und – ökologie)- Ökopass

Web reference: <http://www.ibo.at/oekopass.htm#bewertung>

Key criteria

The Ökopass-criteria are divided in two groups – user quality and ecological quality. Only 8 criteria are used:

User quality:

- Comfort during summer and winter
- Internal air quality
- Noise
- Day and sun lighting
- Electromagnetic quality
-

Ecological quality:

- Ecological quality of building materials and construction
- Total energy concept
- Water use
-

Comfort during summer and winter: Current legal requirements form the basis of this part of the assessment. The lower the tendency to overheat and the higher the thermal qualities of windows and walls, the better is the thermal comfort of the accommodation and consequently the score in the Ökopass.

Internal Air Quality: There are no legal requirements for this. The criteria relate to international research and the precautionary principle. The lower the level of pollutants the better.

Noise: The starting point here is current legal requirements relating to noise insulation. The better the insulation standard the less noise in the accommodation and consequently a better score in the assessment.

Day and Sun lighting: There are only limited legal requirements in this field. However the Ökopass pays much attention to this as sun and day lighting is important for comfort. The more flats in an estate that have a day light factor of 2% and direct sun light for more than 1.5 hours a day the better the score.

Electromagnetic quality: The limits for electric and magnetic fields in a residential area is laid down in the ONORMEN. The limits in the Ökopass are 1000 times lower.

Ecological quality of building materials and construction: There are currently no legal requirements in this field. The assessment uses as its baseline current building standards. The more ecological improvements relative to those standards the higher the score. For example avoidance of PVC and Polyurethane improves the score and so does any avoidance of green house gases.

Total energy concept: Here not only the energy need of the building is taken into account but also how that energy has been generated and distributed. District heating and use of renewable energy sources merit higher scores.

Water use: Here the use and management of water is evaluated. A score can be achieved through water saving devices, water saving WCs, permeable surfaces around the dwellings to allow water to soak away and use of rain water.

Ökopass - Evaluation

How is the development evaluated? The entire development is evaluated and based on the assessment of unfurnished accommodation. There are four levels

Excellent: Ambitious technical solutions resulting in excellent comfort and lower running costs that save resources and minimise the impact on the environment.

Very Good: Solutions that substantially increase the comfort and that minimise the impact on the environment;

Good: Solid solutions that are substantially better than those normally on the market.

Pass: Achievement of the Okopass criteria, that mostly exceed legal requirements and guidance.

APPENDIX 5**Maximum Energy Requirements**

extract from page 230 of procura+ manual

Building Type	Energy Service	New building		Renovation	
		Threshold Value	Target Value	Threshold Value	Target Value
		kWh/m gross/year		kWh/m gross/year	
Office	Heating, Warm Water, ventilation, cooling	60	40	60	40
	Lighting	10	4	10	4
Dwelling	Heating, Warm Water, ventilation, cooling	63	42	84	42
School, Kindergarten	Heating, Warm Water, ventilation, cooling	60	40	80	40
	Lighting	7.5	4	10	4

APPENDIX 6

Harmful substances

Extract from Procura+ manual page 122

Key criteria:

The following materials to are excluded from the construction of new and the renovation of existing buildings:

Products which contain fluorohydrocarbons (H-FKW)

Products which contain sulphure hexafluoride (SF6)

Paints and varnishes²⁶ with a solvent content higher than

- for wall paints (according to EN 13300): 30g/l (minus water)
- for other paints with a spreading rate of at least 15m²/l at a hiding power of 98% capacity: 250g/l (minus water)
- for all other products (including paints that are not wall paints and that have a

spreading rate of less than 15m²/l, varnishes, wood stains, floor coatings and floor paints and related products): 180g/l (minus water)

Wood which is not sustainably harvested²⁷

²⁶ The criteria is based on the European Ecolabel

²⁷ The definition of sustainably harvested wood , the verification requirements provided in in Annex B1.3 of the procura+ manual can simply be attached to the tender documentation. Please note that the concept of sustainable timber has been subject to considerable debate in various EU countries. The work carried out by DEFRA in the UK is one example which is being looked at in other countries as a potential model <http://www.defra.gov.uk/news/2006/060216c.htm>



<http://www.considerateconstructorscheme.org.uk/#>

Consideration:

All work is to be carried out with positive consideration to the needs of traders and businesses, site personnel and visitors, pedestrians, shoppers and general public. Special attention is to be given to the needs of those with sight, hearing and mobility difficulties.

Environment:

Noise from construction operations and all other sources is to be kept to a minimum at all times. Consideration should be given to the selection and use of resources, using local wherever possible. Attention should be paid to waste management and the avoidance of pollution - recycling of surplus materials is encouraged.

Cleanliness:

The working site is to be kept clean and in good order at all times. Temporary safety barriers, lights and warning signs are to be maintained in a clean and safe condition. Surplus materials and rubbish shall not be allowed to accumulate on the site or spill over on to the surrounding environment. Dust from construction operations shall be kept to a minimum.

Neighbourliness:

General information regarding the scheme shall be provided for all neighbours affected by the work. Full and regular communications with neighbours, including adjacent traders and businesses, regarding programming and site activities shall be maintained from pre-start to completion.

Respect:

Respectable and safe standards of dress shall be maintained at all times. Lewd or derogatory behaviour and language should not be tolerated, under threat of severe disciplinary action. Pride in the management and appearance of the site and the surrounding environment is to be shown at all times. Operatives shall be instructed in dealing with the general public.

Safety:

Construction operations and site vehicle movements are to be carried out with care and consideration for the safety of the general public, traders, shoppers as well as site personnel. No building activity shall be a security risk to others.

Responsibility:

Considerate Constructors will ensure that all site personnel, specialist sub-contractors, drivers and any other persons working on the site understand and implement the obligations of this Code, and will monitor their compliance with it.

Accountability:

Considerate Constructors Scheme posters are to be displayed around the site, giving names and telephone numbers of staff who can be contacted in response to issues raised by the general public, traders, shoppers and others affected by the site operations.

APPENDIX 8

Criteria for sustainable procurement of food

The examples of criteria that are listed below are taken from the EKU-criteria for sustainable food. They give two options: the first alternative is to buy organic food and the second alternative is to buy "conventional food" that complies with the defined criteria. The procuring authority has to specify the amount and the products that are supposed to be organic.

The complete EKU-criteria contain both further criteria for food products and criteria for canteen/catering services, deliveries and food packaging as well as background information and information about the most important current legislation for every product groups. For more details and further criteria, please see www.eku.nu²⁸

This document contains criteria for the following product groups:

- A. Criteria for organic food generally
- B. Food of animal origin
- C. Fruit and vegetables
- D. Cereal products
- E. Fish and shellfish
- F. Milk products
- G. Coffee

A. Criteria for organic food generally

Mandatory requirements for organic products

All organically-produced food included in the range offered shall meet the criteria of Regulation (EEC) No 2092/91 on organic production of agricultural products.

Organically-produced food derived from animals shall also meet the criteria of Regulation (EC) No 1804/99 on organic livestock and livestock produce.

Verification:

Certification or equivalent which shows that the goods have been approved by an EU regulatory body approved in accordance with the regulation²⁹.

B. Criteria for food of animal origin

Scope/limitations:

- Pure pork, beef and lamb
- Poultry (chicken, turkey, etc.)
- Fresh eggs and egg products
- Dressings, unmixed cured/cooked meats and cured/cooked meat products containing at least 50% above ingredients (main raw materials)

Mandatory requirements for "conventionally" produced products:

Indicator of origin

All food products of animal origin must carry an indicator of origin in accordance with the principles set out in Regulation (EC) No 1825/2000 (hatched/born, raised, slaughtered). Eggs must be marked in accordance with Regulation (EC) No 2052/2003 and (EC) No 2295/2003.

Salmonella

²⁸ The EKU-system is a Swedish guideline with i.e. criteria for sustainable procurement. It is administrated by the Swedish Environmental Management Council.

²⁹ The regulations are available in the European Commission Regulation (EC) No 331/2000.

The product must be free from all types of salmonella.

Antibiotics

Antibiotics must only have been used when prescribed by a veterinary surgeon, and only to prevent, diagnose, alleviate or combat disease or the symptoms of disease.

Feed

Fish meal is not used in feed for ruminants.

Nitrogen losses

The suppliers' producing farms (the primary producers) must have adopted measures to improve the efficiency of nitrogen flows and reduce nitrogen losses in accordance with the Good Agriculture Practice (GAP) outlined in the nitrates directive (91/676/EEC), for example through plant nutrient balance and plant cultivation plans.

Proposed verification:

Indicator of origin: Labelling of the product/packing slip or similar

Freedom from salmonella: Certification by a competent authority for imported foodstuffs.

Use of medicinal products: Treatment and medical journals

Affiliation agreement/certification for relevant national association for farmers, welfare programmes etc (example the Swedish Poultry Meat Association, the Swedish Egg Association,

EUREP-GAP certificate (Integrated Farm Assurance)

or equivalent verification/documentation

Award Criteria

Good animal husbandry

The product has been produced with a minimum level of animal protection in accordance with points 1-3 below³⁰.

1 Have pigs been kept free range during production?

³⁰ Cf. the Swedish Animal Welfare Act (1988:534) §§ 2 and 4, and any future EC directive provisions – Directive 1998/58/EC – protection of animals kept for farming purposes (OJ 1998 no. L221) Directive 1993/119/EC – protection of animals at the time of slaughter or killing (OJ 1993 no. L) Directive 1991/630/EEC – minimum standards for the protection of pigs (OJ 1991 no. L) with amendments in accordance with Directive 2001/93/EC Directive 1991/629/EEC – minimum standards for the protection of calves Directive 91/628/EEC – protection of live animals during transport (OJ 1995 no. L148) Directive 1999/74/EC – minimum standards for the protection of laying hens

Exception: Individual sows and gilts may if necessary be housed for a maximum of one week for birthing.

(Ref: forthcoming EC regulations 2006, but with exceptions four weeks after covering and one week before mating up until weaning: Directive 2001/93/EC – minimum standards for the protection of pigs including latest amendments, DFS 2004:17)

2 Have pigs had a non-slatted lying area during production?

(Ref: forthcoming EC regulations 2013: Directive 2001/93/EC – minimum standards for the protection of pigs including latest amendments, DFS 2004:17)

3 Have pig crates been supplied with straw bedding or other similar material during production?

(Ref: forthcoming EC regulations 2013: Directive 2001/93/EC – minimum standards for the protection of pigs including latest amendments)

Method of slaughter.

Was the animal unconscious at the time of exsanguinations?

Other award criteria:

Pasture

Have cattle been kept on pasture for at least two months whilst raised?

GMOs in feed

Is the feed free³¹ from GMOs?

Transporting animals to slaughter

C.4 Have the animals been transported for no longer than 8 hours to slaughter (11 hours in sparsely-populated areas)?

Proposed verification:

EurepGAP standard certificate or equivalent (for e.g. Red Tractor)

EurepGAP certificate or equivalent to verify freedom from GMOs

or

Other equivalent type of verification/documentation which verifies the requirements

³¹ Being free from GMOs means that the feed does not contain genetically modified ingredients in such quantities that they should be listed. GMOs = Genetically modified organisms. Labelling of GMOs in food and feeds is regulated by Regulation (EC) No 1829/2003 and the traceability of GMOs is regulated by Regulation (EC) No 1830/2003.

C. Criteria for vegetables and potatoes (fresh/frozen) and fruit (incl. bananas)

Mandatory requirements for “conventionally” produced products:

Minimising environmental impact in production

Production shall have occurred in accordance with:

the EurepGAP fruit and vegetable criteria³²

or

equivalent systems or production methods which encompass the above points

Production regulations for EurepGAP, including the growing criteria above, can be found at www.eurep.org

Information about the Rainforest Alliance and its regulations can be found at www.rainforest-alliance.org

Proposed verification:

EUREP-GAP certificate (Integrated Farm Assurance) or similar / IPM system

or equivalent verification/documentation

Award Criteria

Minimal use of chemical pesticides

Has the product been grown without the use of chemical pesticides or only using those which have been approved for organic growing?

D. Criteria for cereal products

Mandatory requirements for “conventionally” produced products:

Minimising environmental impact in production

Production shall have occurred in accordance with:

the EUREP-GAP Farm Assurance criteria³³

or

³² “Major Musts” and “Minor Musts” in EurepGAP control points and compliance criteria for fruit and vegetables (excluding Section 12, Worker Health, Safety and Welfare), see www.eurep.org

³³ “Major Musts” and “Minor Musts” in EurepGAP control points and compliance criteria for fruit and vegetables (excluding Section 12, Worker Health, Safety and Welfare)., see www.eurep.org

equivalent systems or production methods which encompass the above points

Award Criteria

Growth regulators

Has production taken place without the use of growth regulators for all cereals except for rye (wheat, barley, oats) which are included in the product?

Verification:

Integrated Production/Integrated Farm Assurance according to IP SIGILL or equivalent

Certified Organic Production *Or equivalent*

Sludge from wastewater treatment plants/composted waste

Has production taken place without the use of any sludge or using sludge which meets the requirements below?

- 1) Composted waste from certified biogas production plants
- 2) Sludge from sewage-treatment plants which are approved/certified in accordance with ReVAQ or equivalent

or other sludge/composted waste which meets the above requirements

Verification:

Certified Organic Production

Certificate in accordance with BGK or similar³⁴

Or equivalent

E: Criteria for fish and shellfish

Mandatory requirements for "conventionally" produced products:

Sustainable stocks.

Wild-caught fish raw materials must come from a stock which is managed in accordance with the following:

³⁴ SPCR 120 is a quality certification standard for biofertilisers. See www.rvf.se. ³⁴REVAQ is a collaborative project between municipal water and sewage works, foodstuffs manufacturers, farming associations and environmental movements, together with consumers and retailers. See www.revaq.se. There is a German certification system (Bundesgütegemeinschaft Kompost eV) and a European system is currently being developed. The European Compost Network (ECN, <http://www.compostnetwork.info/>) is developing this system, and it will be similar to those in place in Germany and Sweden. Information about the German system is available at the website of the Compost Quality Assurance Organisation (BGK), <http://www.bgkev.de/>.

The stock is in balance in terms of spawning stock and fishery mortality (see separate attached fish list, Appendix 1) or managed in accordance with a set management plan (ref: Regulation (EC) No 2371/2002 article 4-6 or equivalent) which assures an increase in the stock.

Fish caught are within the applicable quotas for the EU or equivalent management system (ref: Regulation (EC) No 2787/2003) and verified within the limits of the applicable monitoring (ref: Regulation (EC) No 2847/93).

Aquaculture.

Farming fish and shellfish (aquaculture) in saltwater or freshwater environments must take place in such a way that it has the least possible impact on the surrounding environment.

Escape-proof farming units.

Antibiotics may only be used when prescribed by a veterinarian, and only to prevent, diagnose, alleviate or combat disease or the symptoms of disease.

Feed must be suitable for the number of fish in the farm.

Award Criteria

Ecolabelled production.

What proportion of the range offered meets KRAV wild fish and aquaculture criteria and MSC criteria respectively?

F. Criteria for milk and milk-based products

Mandatory requirements for "conventionally" produced products:

Antibiotics

Antibiotics must only have been used when prescribed by a veterinary surgeon, and only to prevent, diagnose, alleviate or combat disease or the symptoms of disease.

Feed

Fish meal is not used in feed for ruminants (cattle and sheep).

Award Criteria

Pasture

Have dairy cows been kept on pasture for at least two months of the year?

GMOs

Is the feed free³⁵ from GMOs?

³⁵ Being free from GMOs means that the feed does not contain genetically modified ingredients in such quantities that they should be listed.

Sludge

Has milk been produced exclusively on farms where no sewage sludge has been spread?

G. Criteria for coffee

N.B! EKU recommendation is to purchase organic coffee as the first choice. However, other systems for sustainable production of coffee are being established, but it is too early at the procurement stage to require that the supplier must have access to coffee which is certified or meets the equivalent criteria. An option is to set that up as an award criteria.

Option 1

Mandatory requirements for organic coffee:

All coffee included in the range available must meet the requirements of an IFOAM³⁶ certified programme and must be monitored by an EU regulatory body or a regulatory body approved as being equivalent to EU monitoring in accordance with Regulation (EEC) No 2092/91 on organic production.

Option 2

Conventionally-produced coffee

Does the coffee on offer originate from a production method that fulfils the requirements of Utz Kapeh, EurepGAP or an equivalent body?

Verification:

Certification or equivalent which shows that the coffee complies with the criteria according to Utz Kapeh, EUREP-GAP or other equivalent agriculture system.

³⁶ IFOAM = the International Federation of Organic Agriculture Movements

APPENDIX 9

Specification for transport services

A. Compulsory requirements

B. Conditions for the performance of the contract

C. Facts and motives for the criteria

A. Compulsory requirements

Cars

Cars have to comply with the rules and levels for emissions in the EC Directive 98/69/EC (EURO III) or better.

Vans (under 3 500 kg)

Vans have to comply with the rules and levels for emissions in the EC Directive 94/12/EC (EURO II) or better.

Heavy duty vehicle (or heavy goods vehicles)

Heavy goods vehicles that are used for the transports have to comply with the rules and levels for emissions in the EC Directive 91/542/EC or 96/1/EC (EURO II) or better.

The reason for choosing Euro II rather than a higher level is because a large number of fleets will still be running on Euro II – the market availability for a transport service with mandatory Euro III vehicles may therefore be relatively limited. Should a contract involve the purchase of vehicles then the choice of Euro III or better is of course the more appropriate approach

B. Conditions for the performance of the contract

B 1. Environmentally-conscious driving (“Eco-driving”/ “Heavy ecodriving”)

The supplier has the responsibility to ensure that all permanent drivers are trained in “environmentally conscious driving” by the time of the start of the contract *or* starts a training course within six months from that time. New permanent drivers have to be trained during the contract period. Planning schemes or similar have to be presented by the time the contract begins.

- **Definition of Eco-driving:** the training of an economically and ecologically sound driving style is a method to save fuel and money whilst contributing to road safety. ECO-DRIVING is adapted to modern engine technologies and means smooth and safe driving at lower engine revolutions. ECO-DRIVING is easy to learn and it has been shown that written information itself has a substantial impact on driving behaviour, on safety and on fuel consumption without increasing travel time.

In brief these are the four basic rules: shift up in gear as soon as possible, maintain a steady speed, anticipate traffic flow and decelerate smoothly. For more information see for example www.ecodrive.org

B 2. Fuel consumption

Connected with item B.1 above the supplier has to monitor and audit the fuel consumption with a driving-style meter or similar for the vehicles used for the contract. Routines or similar have to be presented by the time the contract begins.

C. Facts and motives for the criteria

To reduce direct vehicle emissions, the EC introduced so-called EURO standards in 1992. They regulate the legal emission levels of new cars and heavy-duty vehicles and are applied progressively and becoming stricter over time. The emissions that are stated in the EURO class system are carbon oxide, nitrogen oxides, hydrocarbons and particles. Particles are only relevant for diesel vehicles. Emissions of carbon dioxide, i.e. the fuel consumption, are not included.

The actual emissions are also very much depending on how the driver drives the car, engine service, climate etc. These facts provide an incentive for added requirements in terms of the vehicles are handled. Implementing "eco driving" result in e. g reduced fuel consumption and a higher degree of traffic security. Training in "eco driving" gives best results if it is coupled with fuel consumption monitoring and it is preferably to use both approaches at the same time.

Cars

The requirement for EURO III means that the cars are from about year 2000 or later. Earlier manufactured cars can also meet the requirements.

Vans

The requirement for EURO II means that the vans are from about 1998 or later. EURO III is the requirement for vans put on the market after year 2001. The availability of EURO III vehicles is variable and market research is recommended before setting up EURO III as a compulsory requirement. EURO III can also be used as an award criteria.

Heavy duty vehicles (or heavy goods vehicles)

The requirement for EURO II means that the vans are from about year 1996 or later. It can also be an older vehicle with a new engine. Installation of exhaust purifying system is normally accepted as being equivalent to EURO II. EURO III can also be used as an award criteria.

APPENDIX 10

Specification for professional cleaning products

The specification consists of:

- A. Compulsory requirements (non-optional requirements)
- B. Award criteria

A. Compulsory requirements

All requirements in part A must be met before the tender can be processed in the evaluation.

The product

A.1. Surfactants are readily biodegradable according to OECD's guidelines 301 A-F, i.e. biodegradable more than 60% (measured as CO₂/BOD) or 70% (measured as DOC).

Fluorine surfactants in film formatting floor care products are excluded from the requirement.

A.2. Actively added substances and known impurities and metabolites are not bio accumulative according to the EC Directive 67/548/EEG with amendments, i.e. log Pow are < 3 or experimentally fixed BCF are ≤ 100³⁷

Readily biodegradable surfactants, according to OECD's guidelines 301 A-F, are excluded from the requirement, provided that known impurities and metabolites are not bio accumulative. Perfumes and softeners in film formatting floor care products are also excluded from the requirement.

A.3. Added substances and known impurities and metabolites are not classified as very toxic, toxic, carcinogenic, mutagenic or toxic for reproduction with the indication of danger toxic (risk phrases R23, R24, R25, R26, R27, R28, R39, R45, R46, R48, R49, R60, R61) according to the EC Directive 67/548/EEG with amendments.

Fluorine in toothpaste and preservatives that are classified as toxic with the risk phrases 23, 24, or 25 in concentrations lower than the labelling limit for damage to health or sensitizing are excluded from the requirement.

A.4. The product is not classified as dangerous to the environment according to the EC Directive 1999/45/EC with amendments.

A.5. The product is not classified as sensitizing in accordance with the rules and criteria's in EC Directive 1999/45/EC with amendments.

A.6. Added perfume blends are produced in accordance with IFRA norms. "Perfume" is declared in accordance with EC regulation 648/2004, annex VII. Musk xylene and musk ketone are not added in concentrations exceeding admitted amounts according to the cosmetic directive.

A.7. Compounds with active chlorine are not a part of the product formulation.

Products intended for specific disinfection and bleaching or mould cleaning can be excluded from the requirement.

³⁷ For an explanation of terms see <http://glossary.eea.europa.eu/EEAGlossary>

A.8. EDTA above 0,1% b.w. is not a part of the product formulation.

A.9. Aromatic solvents are not a part of the product formulation.

Dearomatized naphtha with <1% aromatic hydrocarbons and <0,1% benzene are excluded from the requirements.

A.10. Perborates are not a part of the product formulation.

A.11. Alkylphenoxyoxylates are not a part of the product formulation.

Packaging

A.12. The producers' responsibility for packaging has to be fulfilled according to the EC Directive 94/62 with amendments).

A.13. The packaging material is free of PVC.

Information

A.14. If recommended working solution of the product is classified as C or Xi with risk phrase R41, this must be stated in the safety data sheet paragraph 3.

A.15. The product corresponds to the requirements in the Commission recommendation for the labelling of detergents and cleaning products (82/542/EEC). For detergents and cleaning agents used only in the industrial sector the requirements do not have to be fulfilled if the information is provided by means of technical data sheets, safety data sheets or in a similar appropriate manner.

Products intended for personal care are excluded from the requirement since INCI labelling is required according to the cosmetic directive.

B. Award criteria

The award criteria will be part of the further evaluation of the tenders.

Packaging

B.1. Is plastic material in primary and secondary packaging labelled in accordance with DIN 6120-1 and DIN 6120-2 or the equivalent?

B.2. Are there dosage instructions on the packaging if the product is intended for manual dosage?

APPENDIX 11

Standard specification for recycled paper

Technical specifications/ Mandatory requirements

Material inputs

At least 80% of the fibre raw material in the paper is recycled fibre

Verification: The tender has to present a certificate to demonstrate that at least 80% of the fibres are recycled. The certificates can be the Blue Angel or equivalent *or* a self-declaration.

Bleaching methods

Paper / fibres must not be bleached using any chlorine substances (TCF (Totally Chlorine Free))

Verification: Documentation/certificate from the manufacturer.

Other technical specifications

1. Whiteness level ≥ 80 according to ISO 2470 or equivalent

Verification: ISO certificate or equivalent

2. Durability > 100 years, according to ISO 9706, DIN 6738³⁸ or equivalent

Verification: ISO or DIN certificate or equivalent

3. Compatibility with machinery: meeting DIN 19309, AFNOR Q11-013 standards or equivalent

Verification: DIN or AFNOR certificate, Blue Angel ecolabel or equivalent

³⁸ The results of the DIN test must be LC/LDK 12.80

APPENDIX 12 renewable energy

Procura+ Specifications and evaluation model for

The Procura+ definition is stricter than that set by the European Commission, and has been developed together with key European stakeholders to be usable by any European public authority:

- Wind
- Geothermal
- Solar
- Biomass, if they meet the criteria outlined in the Eugene Standard Technical Document, paragraphs 2.4 – 2.7, available at www.eugenestandard.org
- Hydro (though not more than 50% of the RES-E supply offered).
- CHP on the basis of renewable energy sources (biomass, biogas, geothermal)

To make sure that the green electricity procurement leads to a genuine environmental additionality in terms of supply and quality, Procura+, in line with EUGENE and affiliated labels, advises local authorities to ask for a certain percentage of the supplied green electricity to derive from “new” plants (see box below).

Procura + Specifications:

a) At least 50%³⁹ of the supplied electricity must come from renewable energy sources (RES-E). Eligible sources are:

- Wind
- Geothermal
- Solar
- Biomass, if they meet the criteria outlined in the Eugene Standard Technical Document, paragraphs 2.4 – 2.7, available at www.eugenestandard.org
- Hydro – not more than 50% of overall RES-E supply.
- CHP on the basis of renewable energy sources (biomass, biogas, geothermal)

Verification: Guarantees of origin must be provided by a credible independent third party that certify the origin of the electricity, and that it has not already been sold elsewhere. In EU Member States where the EC Directive 2001/77 on RES-E promotion has been transposed, such guarantees of origin should be issued by competent bodies designated by the Member States according to the RES-E Directive (art. 5). (Where a guarantee of origin scheme is not yet in place, a tradable certificate from an independent issuing body may be provided instead indicating that a corresponding quantity of electricity has been generated from so-defined renewable sources.)

In addition, verification must be provided by a credible independent third party that the specification and award criteria are met. This may include ecolabel certification.

b) 30% of the electricity from renewable sources must be from “new” renewable plants. Plants will be so-defined if they came into operation less than 5 years before the publication of this tender. Alternatively, this condition is met, if the tenderer commits to bringing into operation a new RES-E plant within two years from the start of the contract period, leading to

³⁹ Figure to be inserted by procurer according to the targets set by the decision-making body

an overall capacity of 30% (RES-E from 'new' plants) of the supplied electricity⁴⁰

Verification: Verification must be provided by a credible independent third party that the criteria are met.

Procura+ recommends to take the following considerations into account in the evaluation phase of tenders⁴¹:

- I. 2 bonus points will be awarded for every additional 5% the electricity supplied from "new" renewable plants (above the 30% required in the specification). A maximum of 10 points may be awarded.
- II. 2 bonus points will be awarded if the supplied hydro meets the criteria outlined in the Eugene Standard Technical Document, paragraphs 2.2 – 2.3, available at www.eugenestandard.org
- III. 4 bonus points will be awarded for tenderers that offer efficiency improvement measures/management to the contracting authority⁴²
- IV. 2 bonus points will be awarded if the supplied hydro meets the criteria outlined in the Eugene Standard Technical Document, paragraphs 2.2 – 2.3, available at www.eugenestandard.org

⁴⁰ If no new plant is brought into operation within two years from the start of the contract period the tenderer will incur a penalty.

⁴¹ The exact evaluation scheme used will vary according to the model preferred by the tendering authority, but should include a preference for suppliers meeting the criteria outlined here. A possible model is offered here.

⁴² In accordance with the "Directive on energy end-use efficiency and energy services" that includes a supply-side obligation for energy distributors and retailers to offer efficiency improvement measures to their customers. The EC Directive was adopted in December 2005 and is now undergoing the jurist/linguist process.