SUSTAINABLE PROCUREMENT
BUYERS AND SUPPLIERS GUIDE
FOR CORPORATE PROCUREMENT
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>i</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKGROUND</td>
<td>1</td>
</tr>
<tr>
<td>1. Recycled Content</td>
<td>2</td>
</tr>
<tr>
<td>Intended sustainable outcome</td>
<td>2</td>
</tr>
<tr>
<td>Definition</td>
<td>2</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>2, 3</td>
</tr>
<tr>
<td>Standards</td>
<td>3, 4</td>
</tr>
<tr>
<td>2. Recyclable</td>
<td>5</td>
</tr>
<tr>
<td>Intended sustainable outcome</td>
<td>5</td>
</tr>
<tr>
<td>Definition</td>
<td>5</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>5, 6</td>
</tr>
<tr>
<td>Standards</td>
<td>6, 7</td>
</tr>
<tr>
<td>3. Locally sourced</td>
<td>7</td>
</tr>
<tr>
<td>Intended sustainable outcome</td>
<td>7</td>
</tr>
<tr>
<td>Definition</td>
<td>7</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>7</td>
</tr>
<tr>
<td>Standards</td>
<td>8</td>
</tr>
<tr>
<td>4. Sustainably sourced</td>
<td>8</td>
</tr>
<tr>
<td>Intended sustainable outcome</td>
<td>8</td>
</tr>
<tr>
<td>Definition</td>
<td>8</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>9</td>
</tr>
<tr>
<td>Standards</td>
<td>9, 10, 11</td>
</tr>
<tr>
<td>5. Fair and ethical trade</td>
<td>11</td>
</tr>
<tr>
<td>Intended sustainable outcome</td>
<td>11</td>
</tr>
<tr>
<td>Definition</td>
<td>11</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>11, 12</td>
</tr>
<tr>
<td>Standards</td>
<td>12, 13</td>
</tr>
<tr>
<td>6. Non-hazardous products</td>
<td>13</td>
</tr>
<tr>
<td>Intended sustainable outcome</td>
<td>13</td>
</tr>
<tr>
<td>Definition</td>
<td>13</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>13, 14</td>
</tr>
<tr>
<td>Standards</td>
<td>14</td>
</tr>
</tbody>
</table>

*Buyers and Suppliers Guide*
This Guide provides Buyers and Suppliers to the Bank with information on:

- Definitions and detail of key environmental and social outcomes that reflect the Bank's focus on sustainable procurement:
  1. Recycled content
  2. Recyclable
  3. Locally sourced
  4. Sustainably sourced
  5. Fair and ethical trade
  6. Non-Hazardous Products

- Examples of categories of procurement to which these intended outcomes apply;
- Detail of international standards that include a focus on the relevant sustainable outcome(s). Procurers should ensure that they look behind any environmental or social label to determine key criteria that are relevant and proportionate for the planned procurement, given the scope, geographic reach and criteria within standards or labels.

Background

The focus on sustainable procurement reflects the Bank's key strategies:

**At the Center of Africa's Transformation: Strategy for 2013–2022**

This sets out key objectives as:

- Inclusive growth and a transition to green growth;
- Better managing environmental, social and economic risks;
- Building resilience to climate shocks;
- Providing sustainable infrastructure;
- Creating ecosystem services;
- Making efficient and sustainable use of natural resources (particularly water);
- Increase support to micro, small and medium enterprises and social businesses as engines for job creation.

**Corporate Procurement Strategy Plan 2014–2016**

- Supports the objectives of inclusive growth and a transition to green growth;
- Adopting sustainable procurement (SP), including gender mainstreaming and other cross-cutting issues, principles and practices;
- Achieve long-term Value for Money;
- Purchases are manufactured, delivered, used and disposed of in an environmentally, socially and economically responsible manner.

This Guide is therefore aligned with the intended sustainable outcomes set out within these strategies and assists Buyers focus on relevant and proportionate contract requirements.

The Guide also helps Suppliers understand intended outcomes and how they can deliver these in contract delivery where relevant.
Sustainable Outcomes

I. Recycled Content

Intended sustainable outcome

Products supplied or used within service delivery should represent value for money that meet required performance requirements and are composed of the highest percentage of recycled content practicable. This ensures that natural resources are used efficiently and sustainably and retained in product /material use as much as is practicable.

Definition

Products or commodities may be manufactured from virgin raw material and/or contain recycled content.

Pre-consumer content (sometimes referred to as post-industrial content) arises from waste from manufacturing process, and is the percentage of materials in a product that are recycled from such waste. This can include trimmed materials, sawdust, walnut shells and obsolete stock, among others. It is used again with virgin and in some cases, post-consumer content.

Post-consumer content is the waste generated by households or commercial, industrial and institutional facilities in their role as end-users of the product. In other words, it is the end waste that cannot be used again for the initially intended purpose but can be recycled into a new product (e.g. aluminium, glass, plastic and paper).

This Guide focuses on post-consumer content.

Within some categories the requirement may be for recycled content or sustainably sourced/renewable materials (e.g. paper/card). In others, recycled content is a specific requirement as this is directly relevant to the materials involved (e.g. products containing plastics, construction materials).

Categories of procurement

Categories of procurement that typically contain recycled content include those that use materials that may be recycled and contained within products supplied:

Construction & Building materials

For example: steel, edgings, kerbs, surface, earthworks, recycled crushed aggregates, plastic drains, street furniture, timber (e.g. glulam/chipboard that uses 'waste' wood), tiles, glass.
Landscaping
For example: compost, fencing, leisure products such as sports pitches, woodchip, aggregates.

Transport products
For example: vehicles, road cones, traffic barricades.

Stationery and card
For example: office paper, other paper and card, packaging.

ICT equipment
For example: desktop, monitors, notebooks, laptop, tablets, printers, scanners recycled content plastic, toners and cartridges.

Furniture
For example: steel, plastic.

Textiles
For example: clothing, uniforms, carpets.

Standards
A range of standards and labels exist that include criteria that relate to recycled content of the product or materials used. These provide guidance on potentially relevant criteria that may be appropriate and proportionate for the procurement.

- **Electronic Product Environmental Assessment Tool (EPEAT)** [http://www.epeat.net/about-epeat/]: this addresses the product's entire lifecycle, from design, reduction of toxics and product longevity to energy conservation, end-of-life management and packaging for PCs and displays, tablets, imaging equipment and TVs. This includes a range of 'Required' and 'Optional' criteria that manufacturers must comply with to obtain the standard. These include a 'Declaration of post-consumer recycled plastic content (%)'

- **EU Green Public Procurement (GPP) Criteria** [http://ec.europa.eu/environment/gpp]. Many of the products and services which are included in GPP include a focus on recycled content. These may refer to the EcoLabel [http://ec.europa.eu/environment/ecolabel/] which is applied to certain products that meet environmental criteria. These include:
  - Cleaning products: 'Ensure the recyclability of the packaging used and the use of recycled packaging'.

*Buyers and Suppliers Guide*
Sustainable Outcomes

- **Paper products:** 'Paper based on recovered paper fibres, recycled paper - copying and graphic paper for normal office use made from 100% recovered paper fibres, office paper for professional purposes made from at least 75% recovered paper fibres.

- **Furniture:** 'Packaging must consist of readily recycled material, and/or materials taken from renewable resources, or be a multi-use system. Percentage by weight of recycled content of wood-based materials, plastics and/or metals in the final piece of furniture'.

- **Textiles:** 'Bidders must indicate the proportion of the textile by weight made from recycled fibres, i.e. fibres originating only from cuttings from textile and clothing manufacturers or from post-consumer waste'.

- **Office building and road design, construction and management:** Concrete and masonry, road materials - 'provide materials with a minimum requirement as regards the amount of recycled and reused content'.

- **Food and catering:** 'Paper products, such as kitchen paper or paper napkins, must be made from recycled or sustainably managed virgin fibre. Packaging supplied in secondary and/or transport packaging with more than 45% recycled content'.

- **Gardening products and services:** 'Products delivered in recycled, compostable, reusable, recyclable or biodegradable packaging'.

- **ICT:** 'Cardboard boxes shall be made of at least 50% recycled material. Plastic bags or sheets shall be made of at least 50% recycled material or they shall be biodegradable or compostable. Additional points will be awarded if the external plastic case of the system unit, monitor and keyboard has a post-consumer recycled content of not less than 10% by mass'.

- **Transport:** 'Extra points are awarded based on the percentage by weight of vehicle that is from recycled or renewable materials'.

- Recycled content shall be defined in accordance with the International Organization of Standards Document ISO 14021-1999—Environmental labels and declarations—Self-declared environmental claims (Type II environmental labeling).
## Sustainable Outcomes

### 2. Recyclable

<table>
<thead>
<tr>
<th><strong>Intended sustainable outcome</strong></th>
<th>Products supplied or used within service delivery should represent value for money that meet required performance requirements and are composed of the highest percentage of recycled content practicable. This ensures that natural resources are used efficiently and sustainably and retained in product /material use as much as is practicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Products or commodities may be manufactured from virgin raw material and/or contain recycled content. Once the product has reached the end of its life they must be capable of being recycled (i.e. treat or process used or waste materials so as to make suitable for re-use). This is distinct from direct re-use which does not involve any treatment or processing. This will involve products which contain materials for which there is a ready market for recycling, or for which there is the potential to develop such a market. In some cases, legislation may require recycling of such materials. This includes construction materials, metals, plastics, glass, wood, electronic minerals, tyres, vehicle parts, paper and card. Many products contain materials that are potentially recyclable, so the range of categories of procurement can be wider than those shown above. The ability to recycle will depend on the market, materials and the ease of extracting relevant materials. This can be addressed in the design of products as well as how materials and products are segregated at the end of their life.</td>
</tr>
<tr>
<td><strong>Categories of procurement</strong></td>
<td>Categories of procurement that typically contain products or materials that are recyclable include:</td>
</tr>
<tr>
<td><strong>Construction &amp; Building materials</strong></td>
<td>For example: steel, plastics, cardboard, tiles, glass.</td>
</tr>
<tr>
<td><strong>Transport products</strong></td>
<td>For example: vehicles, vehicle equipment, road cones, traffic barricades.</td>
</tr>
<tr>
<td><strong>Stationery and card</strong></td>
<td>For example: office paper, other paper and card, packaging.</td>
</tr>
<tr>
<td>Sustainable Outcomes</td>
<td></td>
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<tr>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>ICT equipment</strong></td>
<td></td>
</tr>
<tr>
<td>For example: desktop, monitors, notebooks, laptop, tablets, printers, scanners, packaging.</td>
<td></td>
</tr>
<tr>
<td><strong>Furniture</strong></td>
<td></td>
</tr>
<tr>
<td>For example: steel, plastic, wood, packaging.</td>
<td></td>
</tr>
<tr>
<td><strong>Textiles</strong></td>
<td></td>
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<tr>
<td>For example: uniforms, clothing, mattresses, furniture, packaging.</td>
<td></td>
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<tr>
<td><strong>Catering</strong></td>
<td></td>
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<tr>
<td>For example: catering equipment, packaging.</td>
<td></td>
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<tr>
<td><strong>Medical equipment</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>A range of standards and labels exist that include criteria that relate to recyclability of the product or materials used. These provide guidance on potentially relevant criteria that may be appropriate and proportionate for the procurement.</td>
</tr>
<tr>
<td><strong>Electronic Product Environmental Assessment Tool (EPEAT)</strong> <a href="http://www.epeat.net/about-epeat/">http://www.epeat.net/about-epeat/</a>: this addresses the product's entire lifecycle, from design, reduction of toxics and product longevity to energy conservation, end-of-life management and packaging for PCs and displays, tablets, imaging equipment and TVs. This includes a range of 'Required' and 'Optional' criteria that manufacturers must comply with to obtain the standard. These include design for end of life focusing on 'minimum 65% reusable/recyclable' (Required), and 90% (Optional).</td>
</tr>
<tr>
<td><strong>EU Green Public Procurement (GPP) Criteria</strong> <a href="http://ec.europa.eu/environment/gpp">http://ec.europa.eu/environment/gpp</a>. Some of the products and services which are included in GPP include a focus on recyclability. These may refer to the EcoLabel <a href="http://ec.europa.eu/environment/ecolabel/">http://ec.europa.eu/environment/ecolabel/</a> which is applied to certain products that meet environmental criteria. These include:</td>
</tr>
<tr>
<td><strong>Furniture:</strong> 'All packaging materials shall be easily separable by hand into recyclable parts consisting of one material (e.g. cardboard, paper, plastic, textile)' - ISO 18604:2013 specifies the requirements for packaging to be classified as recoverable in the form of material recycling; ISO 15270:2008 provides guidelines for the recovery and recycling of plastics.</td>
</tr>
</tbody>
</table>
### Sustainable Outcomes

- **Gardening products and services**: 'Products delivered in recycled, compostable, reusable, recyclable or biodegradable packaging'.
- **ICT**: 'Ensure the recyclability of the packaging used'.
- **Transport**: 'Extra points are awarded based on the percentage by weight of vehicle that is from recycled or renewable materials'.

### 3. Locally sourced

<table>
<thead>
<tr>
<th>Intended sustainable outcome</th>
<th>Products supplied or used within service delivery should represent value for money and support Africa's transition to a sustainable economy while supporting micro, small and medium enterprises and social businesses as engines for job creation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Products or commodities may be available from global, regional as well as local suppliers. They should support the drive for African and local sustainable economy by addressing environmental and social objectives including minimising emissions and other impacts on the environment, the security and availability of supply and economic development through support of micro, small and medium enterprises and social businesses.</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>Categories of procurement that may reflect a focus on a local sustainable economy include:</td>
</tr>
</tbody>
</table>
|                            | **Construction & Building materials**  
For example: locally sourced materials such as adobe (which may include those that can be reused). |
|                            | **Furniture**  
For example: those that use sustainable materials available locally. |
|                            | **Textiles**  
For example: those that use sustainable materials available locally. |
|                            | **Food and Catering**  
For example: those that contribute to the sustainable supply of food grown locally. |

*Buyers and Suppliers Guide*
Sustainable Outcomes

Standards

Standards that encourage local supply are not routinely available. Instead, procurers should focus on the underlying objectives that may be relevant. This includes:

- Reducing greenhouse gas emissions – such as efficient management of vehicles and their movements in delivery of products or service delivery.
- Availability of supply – which may include response times, availability of materials and products.
- Social and economic objectives – enabling micro, small and medium enterprises and social businesses to be involved in delivery of the contract. This can involve developing contracts of a size and geographical coverage that can be delivered by smaller suppliers and contractors, where appropriate.

4. Sustainably sourced

Intended sustainable outcome

Products supplied or used within service delivery should represent value for money and be as sustainable as practicable. This ensures that raw materials used in these products may be replenished to protect nature and maintain availability for future generations. This includes establishing traceability of raw materials, maintaining security of supply while ensuring effective partnerships with suppliers.

Definition

A sustainable or renewable material or resource is something whose production is supported indefinitely by nature, so that the resource is used up at the same speed that it is renewed. While this can be assisted by users of products or materials efficiently managing their use, reusing them where possible and minimising waste they should consider whether materials within products supplied are sustainably managed. This will involve products which contain materials which are sustainably managed. Sustainably sourced materials are also those that are not illegally harvested. This includes wood, construction materials, metals, palm oil, electronic minerals, paper and card. It may also involve avoiding non-renewable material such as peat and weathered limestone.

Buyers and Suppliers Guide
**Standards**

A range of standards and labels exist that include criteria that relate to the sustainable sourcing of the product or materials used. These provide guidance on potentially relevant criteria that may be appropriate and proportionate for the procurement.

- **Wood**
  - This is a precious resource for which demand is growing.
  - There is an international standard currently being developed that focuses on illegal logging and deforestation, traceability and sustainable forestry management (ISO 38001).
  - In the meantime, there are standards that are commonly required of suppliers. Forestry Stewardship Commission (FSC - [http://www.fsc-uk.org/en-uk](http://www.fsc-uk.org/en-uk)) and the Programme for the Endorsement of Forest Certification (PEFC [http://www.pefc.co.uk/](http://www.pefc.co.uk/)) run global forest certification systems with a focus on Forest Management and Chain of Custody certification. Other evidence of sustainable management and chain of custody may be available.

<table>
<thead>
<tr>
<th>Categories of procurement</th>
<th>Sustainable Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction &amp; Building materials</strong>&lt;br&gt;For example: timber, clay tiles, sand, straw, adobe, glass.</td>
<td></td>
</tr>
<tr>
<td><strong>Landscaping</strong>&lt;br&gt;For example: compost, fencing, leisure products such as sports pitches, woodchip.</td>
<td></td>
</tr>
<tr>
<td><strong>Stationery and card</strong>&lt;br&gt;For example: office paper, other paper and card, packaging.</td>
<td></td>
</tr>
<tr>
<td><strong>ICT equipment</strong>&lt;br&gt;For example: minerals, packaging.</td>
<td></td>
</tr>
<tr>
<td><strong>Furniture</strong>&lt;br&gt;For example: wood, steel, packaging.</td>
<td></td>
</tr>
<tr>
<td><strong>Food and Catering</strong>&lt;br&gt;For example: sustainably sourced fish.</td>
<td></td>
</tr>
<tr>
<td><strong>Textiles</strong>&lt;br&gt;For example: cotton, other natural fibres.</td>
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</table>
Sustainable Outcomes

- **Construction ISO 15392:2008**
  This focuses on key principles for sustainable buildings and other construction works, as well as the materials, products, services and processes related to the life cycle of buildings and other construction works. ISO 21929-1&2:2015 focus on sustainability indicators.

- **Marine Stewardship Council (MSC)**
  [https://msc.org/about-us/what-we-do](https://msc.org/about-us/what-we-do)
  The MSC Label is awarded to fisheries that meet a standard for sustainability that ensure fish are caught at levels that allow fish populations and the ecosystems on which they depend to remain healthy and productive.

- **EU Green Public Procurement (GPP) Criteria**
  [http://ec.europa.eu/environment/gpp](http://ec.europa.eu/environment/gpp). Many of the products and services which are included in GPP include a focus on sustainable or renewable materials. These may refer to the EcoLabel ([http://ec.europa.eu/environment/ecolabel/](http://ec.europa.eu/environment/ecolabel/)) which is applied to certain products that meet environmental criteria. These include:
  
  - **Paper products/Furniture/Timber:** 'The virgin fibre for pulp production shall come from legal sources; verified by certificates of chain of custody for the virgin fibre certified as FSC, PEFC or any other sustainable forest management standard where the percentage of certified wood is indicated, will be accepted as proof of compliance for that percentage. They shall at least correspond to the UNCED Forest Principles (Rio de Janeiro, June 1992) and, where applicable, to the criteria or guidelines for sustainable forest management as adopted under the respective international and regional initiatives (ITTO, Montreal Process, Tarapoto Process, UNEP/FAO Dry-Zone Africa Initiative). The legal origin of wood can also be demonstrated with a tracing system being in place'.
  
  - **Furniture:** 'Packaging must consist of readily recycled material, and/or materials taken from renewable resources, or be a multi-use system'.

  - **Food and catering:** 'Paper products, such as kitchen paper or paper napkins, must be made from recycled or sustainably managed virgin fibre. Packaging supplied in secondary and/or transport packaging with more than 45% recycled content'.

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**Buyers and Suppliers Guide**
Sustainable Outcomes

○ **Transport:** 'Extra points are awarded based on the percentage by weight of vehicle that is from recycled or renewable materials'.

5. Fair and ethical trade

<table>
<thead>
<tr>
<th>Intended sustainable outcome</th>
<th>To protect workers' rights, fair pay and working conditions throughout supply chains and to help disadvantaged workers take more control of their lives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Ethical Trade focuses on protecting workers' rights throughout the supply chain; there may be concerns regarding human rights, working conditions and labour standards within the supply chain for certain industries and services. There may also be concerns regarding the use of minerals that are mined in areas of human rights abuses and there are opportunities to ensure that these are verified as conflict free. These may be local, regional or global supply chains. Fair Trade focuses on offering better trading conditions to, and securing the rights of, marginalised producers and workers.</td>
</tr>
<tr>
<td>Categories of procurement</td>
<td>Categories of procurement where human rights, working conditions, labour standards, fair pay and the use of conflict minerals are relevant issues of concern include those that are reliant on labour to manufacture or perform a service. Initially this reflects a focus on 'locally provided' services, to be followed by examination of working practices in more complex supply chains for major spend items in due course:</td>
</tr>
</tbody>
</table>

**Construction & Building materials**
For example: health and safety, building inspection and regulations, levels of pay and conditions.

**Transport products**
For example: transport, courier, distribution services.

**Stationery and card**
For example: office paper, other paper and card, packaging.

**Textiles**
For example: textiles, uniforms, clothing procurement.

**Food and Catering Services**
For example: growing of cotton, banana, cocoa and coffee farming and other agriculture. Catering services.

*Buyers and Suppliers Guide*
A range of standards and labels exist that include criteria that relate to ethical and fair trade of the product or materials used. These provide guidance on potentially relevant criteria that may be appropriate and proportionate for the procurement. While not standards, the Supplier Ethical Data Exchange (SEDEX) http://www.sedexglobal.com/ and the Ethical Trading Initiative (ETI) http://www.ethicaltrade.org/ are not-for-profit organisations that provide audit services on behalf of procurers to determine ethical trading practice.

- **International Labour Organisation (ILO) Fundamental Conventions.**
  Ratification (by many African countries) of the ILO Declaration on Fundamental Principles and Rights at Work includes agreement to ensure human rights and this includes working with suppliers to enable this throughout the supply chain. Many standards that seek to address ethical and fair trade include reference to the ILO Conventions.

  This is based on the UN Declaration of Human Rights, ILO conventions, UN and national law, and spans industry and corporate codes to create a common language to measure social

- **Electronic Industry Citizenship Coalition (EICC)**
  http://www.eiccoalition.org/
  While not a standard, membership of EICC confirms the organisation' support for the rights and wellbeing of workers and communities worldwide affected by the global electronics supply chain.

- **Conflict Free Smelters Programme**
  http://www.conflictfreesourcing.org/conflict-free-smelter-program/
  This identifies smelters and refiners that have systems and processes in place to support conflict-free mineral procurement.

*Buyers and Suppliers Guide*
Sustainable Outcomes

The standard is based on the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas and the U.S. Dodd-Frank Wall Street Reform and Consumer Protection Act.

  These promote fair trade by offering better trading conditions to, and securing the rights of, marginalised producers and workers. Products will include a Fair trade or WFTO label.

### 6. Non-hazardous products

#### Intended sustainable outcome

To minimise the use of hazardous materials within products procured or used within service delivery, which have the potential to harm the environment, including food safety, animal and plant life and health and humans, where practicable.

Where relevant, hazardous products used will be managed so as to minimise risks to the environment.

#### Definition

To minimise the use of hazardous materials within products procured or used within service delivery, which have the potential to harm the environment, including food safety, animal and plant life and health and humans, where practicable.

Where relevant, hazardous products used will be managed so as to minimise risks to the environment.

#### Categories of procurement

- **Construction & Building materials**
  For example: fuel, oil, chemicals, paints, asbestos, gypsum.

- **Cleaning Services**
  For example: cleaning materials.

- **Furniture**
  For example: use of adhesives and surface coatings.

- **Textiles**
  For example: in production process.

- **ICT equipment**
  For example: desktops, monitors, notebooks, laptop, tablets, printers, scanners, batteries.

*Buyers and Suppliers Guide*
**Standards**

- **Electronic Product Environmental Assessment Tool (EPEAT)** [http://www.epeat.net/about-epeat/]: this addresses the product's entire lifecycle, from design, reduction of toxics and product longevity to energy conservation, end-of-life management and packaging for PCs and displays, tablets, imaging equipment and TVs. This includes a range of 'Required' and 'Optional' criteria that manufacturers must comply with to obtain the standard. These include reduction/elimination of environmentally sensitive materials such as cadmium, mercury, lead and flame retardants.

- **EU Green Public Procurement (GPP) Criteria** [http://ec.europa.eu/environment/gpp]. Many of the products and services which are included in GPP include a focus on hazardous materials. These may refer to the EcoLabel ([http://ec.europa.eu/environment/ecolabel/]) which is applied to certain products that meet environmental criteria. These include:
  - **Cleaning Services**: 'Avoid certain hazardous substances in the product'.
  - **Furniture**: 'Avoid certain hazardous substances in materials production and surface treatment'.
  - **ICT**: 'Purchase products with a restricted amount of hazardous constituents and promote take back options - plastic parts heavier than 25g do not contain flame retardant substances or preparations that are assigned (a range of) risk phrases'.
  - **Food and Catering**: 'Minimisation of the use of hazardous chemicals and the use of environmentally friendly cleaning and dishwashing products'.
  - **Textiles**: 'Purchase textiles with a reduced use of environmentally harmful substances in production'.
  - **ISO 22000: 2005 – Food safety management**: This sets out the requirements for a food safety management system and maps out what an organisation needs to do to demonstrate its ability to control food safety hazards in order to ensure that food is safe.

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*Sustainable Outcomes*

**Food and Catering**

For example: meat, vegetables and fruit