



Microsoft
Theater

Environmental Management System



SC & MT Environmentally Preferable Purchasing Guidelines

SUSTAINABLE PURCHASING GOALS:

1. **INCREASE** percentage of dollars spent on sustainable alternatives in 5 key areas.
2. **MINIMIZE** waste and **REDUCE** impact on the environment
3. **REDUCE** risks of compliance issues, health problems and their associated liabilities
4. Use **ECO-FRIENDLY** products and services wherever possible

1. LIGHTING

- 1) Look for equipment and new fixtures that are ENERGYSTAR® rated or FEMP-designated
- 2) Purchase electronic ballasts
- 3) Energy-efficient lighting includes: compact fluorescents (CFLs), LEDs and T-8s. Choose these over standard incandescent.
- 4) For Large-scale projects, refer to the Building Lighting Standards provided by Engineering

2. PAPER

- 1) Paper should contain at least 50% recycled content, preferably with a minimum of 30% post-consumer content when possible
- 2) Give preference to Forest Stewardship Council (FSC) and Sustainable Forestry Initiative (SFI) certified products
- 3) All white paper products should be chlorine-free certified through either Chlorine-free Products Association (CFPA) and/or Green Seal

3. CLEANING CHEMICALS

- 1) Chemicals should be biodegradable, non-toxic and contain NO ozone depleting substances or Volatile Organic Compounds (VOCs)
- 2) MSDS must be made available for all chemical products and all chemicals shall be properly labeled
- 3) Minimize number of chemicals in inventory
- 4) Give preference to products certified through Green Seal and/or Environmental Choice EcoLogo®

4. OFFICE SUPPLIES

- 1) Give preference to Recycled or Eco-Conscious supplies and choose such items when recommended by STAPLES Advantage
- 2) Choose Sustainable Earth, Remanufactured toners when possible
- 3) Purchase supplies in bulk whenever possible

5. HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

- 1) All new equipment shall be ENERGYSTAR® rated, FEMP-designated, or be in the top 10% of class with respect to SEER and EER
- 2) Purchase products with NO CFC-based refrigerants
- 3) Large systems must be properly commissioned and designed in accordance with ASHRAE 62.1-2007 Ventilation Rate Procedure and ASHRAE 55-2004 for Thermal Environmental Conditions for Human Occupancy



ADDITIONAL GUIDELINES:
Please refer to the guidelines below
when making purchases in the
following additional categories

RETAIL GIFT ITEMS

- 1) Select gift items that contain recycled or organic materials are selected wherever possible
- 2) Minimize or eliminate the use of Styrofoam and choose biodegradable packing/wrapping material
- 3) Avoid the procurement of products with excessive packaging and favor vendors who ship products in bulk

FACILITY OPERATIONS

- 1) Paints and adhesives used for construction & maintenance should be LOW VOC or ZERO VOC & contain low-to-no persistent bio-accumulative & toxic (PBT) chemicals
- 2) All electronic equipment, appliances and food service equipment should be ENERGYSTAR® rated
- 3) All new photocopiers and printers shall be ENERGYSTAR® rated & set up with default black and white, with duplex and sleep capabilities
- 4) Utilize water conserving fixtures and appliances
- 5) Construction and demolition projects will appropriately consider waste management
- 6) Digital transactions and correspondences are preferred over paper-based systems.

FOOD AND BEVERAGE

- 1) If disposables are necessary, select biodegradable, eco-conscious, or recyclable products with low-to-no packaging
- 2) Offer organic and/or locally produced food & beverage options when possible
- 3) Favor meat and dairy products that are hormone and antibiotic-free
- 4) Never serve rare, threatened or endangered fish as listed on the Avoid list of the Monterey Bay Aquarium's *Seafood Watch* guide

- 1) Contractors, subcontractors and vendors should be made aware of our commitment to environmental preferable purchasing and will be encouraged to participate in our programs
- 2) All construction and major work contracts should specify environmental performance criteria and include clauses for adherence to environmental regulations, support in reducing waste, and overall environmental indemnity
- 3) Suppliers will work to provide reports as to the quantity and dollar value of environmentally friendly purchases & services.

DISPOSAL

- 1) REUSE as much as possible
- 2) Ask suppliers if they will take back empty containers, packaging and products (*closed loop requirement*)
- 3) Divert material from the landfill by recycling whenever possible
- 4) Adhere to all regulations and municipal Best Management Practices for the recycling and disposal of hazardous and universal waste. Contact SC Operations if you have a question about how to dispose of an item.

RESOURCES FOR ENVIRONMENTALLY FRIENDLY PROCUREMENT

- 1) State of California Environmentally Preferable Purchasing
<http://www.cjwmb.ca.gov/EPP/>
- 2) Energy Star®:
<http://www.energystar.gov/products>
- 3) EPA Comprehensive Procurement Guidelines: <http://www.epa.gov/cpg>
- 4) FEMP low standby power products listings: <http://oahu.lbl.gov>
- 5) Responsible Purchasing Network: www.responsiblepurchasing.org – contact AEG Business Services if you'd like to become a member

VENDOR AND CONTRACTOR NOTIFICATION

SC & MT EPP Guidelines	Revision Date: September 2015
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