



Green Purchasing Partnership PROGRAM PILOT

Green Seal was established in 1989 as a non-profit with a mission to promote the manufacture, sales and use of environmentally sustainable products and services. Since the mid-1990s, Green Seal's Institutional Greening Program has contributed to that mission by providing technical assistance to public and private organizations and governments at the federal, state and local levels to help them green their purchasing and facilities management programs.

Building on this experience, Green Seal has developed the pilot **Green Purchasing Partnership**. The aims of the Partnership are to provide recognition and, if requested, technical assistance to organizations that are working to implement environmentally preferable purchasing (EPP) programs. The **Green Purchasing Partnership** is not a standard-based certification program; rather, the partnership provides recognition based on implementation of an action plan that is specific to each partner organization's particular challenges and opportunities.

Green Seal anticipates working with 15-25 organizations during the pilot phase of the **Green Purchasing Partnership** program. By participating in this pilot, organizations can help to build a strong and effective program that will result in greener purchasing nationwide. The pilot phase is expected to last from 12-18 months. An organization that is considering participation or seeking additional information should e-mail partnerships@greenseal.org with contact information.

Guidelines and Requirements for Applicants

The Partnership offers three phases of recognition: Green Purchasing Partner is the entry level program, Green Purchasing Leader is the advanced level and Green Purchasing Champion is the highest level that an organization can achieve.

Green Seal Green Purchasing Partner

1. Applicant will provide Green Seal with the following information:
 - Current procurement data by product categories (annual dollar volume by category, current environmental product standards or specifications, schedule of upcoming bidding opportunities, etc)
 - Current procurement policies, procedures, organization and staffing
2. The applicant shall develop a detailed **Green Purchasing Action Plan** considered satisfactory by Green Seal and containing deadlines and benchmarks specific to the applicant. The Action Plan will be designed to enable the applicant to achieve Leadership or Championship levels

within the Purchasing Partnership according to a mutually agreed-upon timeframe. The Action Plan will be based on information provided in step 1 above and will include:

- Effective policies, procedures, organization and staffing (or steps to establish these elements as needed)
 - Prioritization of product categories by dollar volume, environmental significance, improvement potential (or steps to develop this prioritization as needed)
 - Implementation schedule for green purchasing based on prioritization, timing of upcoming bidding opportunities, ease of implementation for each category (or steps to develop this implementation schedule as needed)
 - Environmentally preferable product specifications to be used in purchasing for current year of implementation schedule (or steps to develop EPP specifications as needed)
 - Monitoring and reporting protocols adequate to document progress on green purchasing and to demonstrate readiness for advancement to Leadership or Championship levels (or steps to develop these protocols as needed).
3. At the time of Green Seal's acceptance of the Green Purchasing Action Plan as described above, the applicant will be officially accepted as a Green Purchasing Partner and will receive the following kinds of recognition:
- Formal letter from Green Seal
 - Certificate from Green Seal
 - Use of "Green Purchasing Partner" logo
 - Joint press release
 - Promotion on Green Seal website
 - Promotion in Green Seal newsletter
 - Promotion in Green Seal booth at tradeshow and expos
4. The Partner will provide brief quarterly progress updates using a form provided by Green Seal.
5. On an annual basis, Green Seal will formally review the Partner's progress in implementing the agreed Action Plan (Partner will make available the necessary information to facilitate this review). The Action Plan may also be updated or revised at this time as needed.
6. Continuation in the Partnership program will be contingent on implementation considered satisfactory by Green Seal of the Action Plan, including relevant deadlines and benchmarks.

At a partner organization's request, Green Seal can provide additional in-depth technical assistance, such as for development or implementation of the Action Plan or any of its components. The cost of any additional technical assistance will be determined on a case-by-case basis.

Green Seal Green Purchasing Leader

Green Seal will conduct audits and evaluations according to the following criteria to determine if the institution has achieved the Green Purchasing Leadership requirements described below:

- The institution has in place a green procurement program that specifies policies and procedures for environmentally preferable purchasing
 - Explicit statement of commitment from top management
 - Explicit policy statement on green procurement explaining broad goals for institution
 - Evidence that green procurement has been incorporated in standard and routine procurement procedures such as in relevant manuals or documents or in instructions to and procedures of purchasing agents

- The institution has explicitly engaged its workers (including purchase request originators as well as administrative procurement staff) in the greening process through education, delineated roles and responsibilities, and rewards and incentives
 - Evidence of communication and education about green procurement, as through meetings, memos, training, etc.
 - Explicit designation of authority and responsibility for green procurement
 - Provision of rewards or staff incentives for adherence to green procurement policies and procedures and for innovative or superlative performance in achieving green procurement goals

- The institution is successfully implementing EPP for at least 50% of the priority product categories representing at least 50% of total spending in the priority categories.
 - Review purchasing of significant product categories; determine which meet environmental specifications; calculate dollar gross, compare to total spending in the priority categories
 - Institution routinely monitors its performance by conducting an internal audit at least every six months that involves periodic collection and tracking of data on performance in green procurement, evaluation against explicit performance targets, and review by top management for improvement or realignment

- The institution has an implementation schedule for continued improvement in shifting the bulk of its purchases to environmentally preferable products and services
 - Continuing to implement Green Purchasing Action Plan to implement EPP for remaining priority categories already identified.
 - Other major categories of products purchased by the institution are being reviewed to incorporate life-cycle-based environmental criteria and are on a schedule for doing so in upcoming procurement actions

Upon successful achievement of Leader requirements, the institution shall be awarded Green Purchasing Leader status, with additional recognition as follows:

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| • Formal letter from Green Seal | • Promotion on Green Seal website |
| • Certificate from Green Seal | • Promotion in Green Seal newsletter |
| • Use of “Green Purchasing Leader” logo | • Promotion in Green Seal booth at tradeshow and expos |
| • Joint press release | |

Green Seal will conduct an annual review of the Green Purchasing Leader’s ongoing compliance with the requirements described above (institution will make available the necessary information to facilitate this review). Continued recognition as a Leader will be contingent on compliance considered satisfactory by Green Seal.

Green Seal Green Purchasing Champions

Green Seal will conduct audits and evaluations according to the following criteria to determine if the institution has achieved the Championship requirements described below:

- The institution has in place a green procurement program that specifies policies and procedures for environmentally preferable purchasing
 - Explicit statement of commitment from top management

- Explicit policy statement on green procurement explaining broad goals for institution
- Evidence that green procurement has been incorporated in standard and routine procurement procedures such as in relevant manuals or documents or in instructions to and procedures of purchasing agent
- The institution has explicitly engaged its workers (including purchase request originators as well as administrative procurement staff) in the greening process through education, delineated roles and responsibilities, and rewards and incentives
 - Evidence of communication and education about green procurement, as through meetings, memos, training, etc.
 - Explicit designation of authority and responsibility for green procurement
 - Provision of rewards or staff incentives for adherence to green procurement policies and procedures and for innovative or superlative performance in achieving green procurement goals
- The institution is successfully implementing EPP for at least 80% of the priority product categories representing at least 80% of total spending in the priority categories.
 - Review purchasing of significant product categories; determine which meet environmental specifications; calculate dollar gross, compare to total
 - Institution routinely monitors its performance by conducting an internal audit at least every six months that involves periodic collection and tracking of data on performance in green procurement, evaluation against explicit performance targets, and review by top management for improvement or realignment
- The institution has an implementation schedule for continued improvement in shifting the bulk of its purchases to environmentally preferable products and services
 - Continuing to implement Green Purchasing Action Plan to implement EPP for remaining priority categories already identified.
 - Other major categories of products purchased by the institution are being reviewed to incorporate life-cycle-based environmental criteria and are on a schedule for doing so in upcoming procurement actions

Upon successful achievement of Champion requirements, the institution shall be awarded Green Purchasing Champion status, with additional recognition as follows:

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| ● Formal letter from Green Seal | ● Promotion on Green Seal website |
| ● Certificate from Green Seal | ● Promotion in Green Seal newsletter |
| ● Use of “Green Purchasing Champion” logo | ● Promotion in Green Seal booth at tradeshow and expos |
| ● Joint press release | |

Green Seal will review annually the Green Purchasing Champion’s ongoing compliance with the requirements described above (institution will make available the necessary information to facilitate this review). Continued recognition as a Champion will be contingent on compliance considered satisfactory by Green Seal.

Green Purchasing Partnership
PROGRAM PILOT
Fee Schedule

FEES

Initial Partnership fees: Fees cover Green Seal's costs to review and approve the Green Purchasing Action Plan.

Annual revenue or annual budget less than \$5 million: \$1600

Annual revenue or annual budget between \$5 million and \$100 million: \$2800

Annual revenue or annual budget greater than \$100 million: \$3800

Fees to recognize as Leader or Champion: Fees cover Green Seal's additional costs to review achievements and verify attainment of Leadership or Championship level. Applicants are encouraged to schedule Leadership or Championship review concurrently with annual monitoring – applicants will receive a 25% discount on the Leadership or Championship review when it is done concurrently with the annual monitoring review. Applicant is responsible for providing adequate, well-organized data for Green Seal's review.

Annual revenue or annual budget less than \$5 million: \$2800

Annual revenue or annual budget between \$5 million and \$100 million: \$3800

Annual revenue or annual budget greater than \$100 million: \$4800

Annual monitoring fees (applies to all program levels): Fees cover Green Seal's costs to review and approve ongoing compliance with the Green Purchasing Action Plan, Leadership requirements (for Leaders), Championship requirements (for Champions). First annual monitoring takes place at end of year 1.

Annual revenue or annual budget less than \$5 million: \$1100

Annual revenue or annual budget between \$5 million and \$100 million: \$2000

Annual revenue or annual budget greater than \$100 million: \$2700

Technical Assistance Fees: The cost of any additional technical assistance, such as for development or implementation of the Action Plan or any of its components, will be determined on a case-by-case basis. Fees will depend on the level of effort required by Green Seal.

Program requirements including fees listed in this document are subject to change. For more information, please call (202) 872-6400, or email us at partnerships@greenseal.org

About Green Seal

Green Seal, the premier ecolabeling organization in the US, is an independent, third-party, non-profit certifier of environmentally preferable products and services. Green Seal takes a scientific, life-cycle approach to evaluating a broad range of products and services, and its methodology is consistent with relevant standards and criteria of the U.S. Environmental Protection Agency, Global Ecolabeling Network, and International Organization for Standardization (ISO). Green Seal has produced environmental standards for 30 major product and service categories, dozens of product reports with brand recommendations for institutional purchasers (the *Choose Green Reports*), and several purchasing manuals for various commercial sectors. Over 2400 products and services have been certified to meet Green Seal's stringent environmental leadership standards.

Green Seal's Institutional Greening Programs provide technical assistance to public and private organizations and governments at all levels in their procurement, operations, and facilities management. The program's green purchasing clients have included the States of California and Colorado; the Commonwealth of Massachusetts; the National Park Service; the US Army; the County of Los Angeles; the World Bank; and the Inter-American Development Bank.

To promote a more sustainable built environment, Green Seal has conducted a number of environmental facilities audits of large institutions, including The Pentagon, US Department of Defense; the World Bank Headquarters and Inter-American Development Bank Headquarters in Washington, D.C.; Navy Federal Credit Union Headquarters in Vienna, Virginia (custodial only); and University of Miami (main campus in Coral Gables, Florida; medical campus in Miami; and marine campus on Virginia Key). In addition, Green Seal produced the extensive ***Pennsylvania Green Building Maintenance Manual*** for the Commonwealth of Pennsylvania.

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