

LIFE GreenYourRoute: A European innovative logistic platform for last mile delivery of goods in urban environment



Green Procurement guidelines

Disclaimer:

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1 Introduction

Green Procurement or green purchasing is the procedure followed during products, services or works purchase, applying environmental criteria for the evaluation of received offers.

Products, services and works play a significant environmental role during their life cycle, from their production until their withdrawal. They contribute in the raise of greenhouse gas emissions and pollution, the reduction of biodiversity and the depletion of natural resources. Green Procurement is a significant instrument including all the necessary incentives to reduce and restrict these negative environmental effects.

1.1 Benefits of adopting Green Procurement rules

By adopting Green Procurement rules when purchasing products or services, a company may achieve:

- Reduction of its energy and environmental footprint, helping in climate change tackling;
- Reduction of its environmental effects;
- Contribution to the eco-friendly use of natural resources;
- Promotion of innovation and competitiveness;
- To serve as an example for other companies;
- Saving of resources, by taking into account life-cycle costs.

1.2 Green Procurement rules considered under the frame of LIFE GYR project

Under the frame of LIFE GreenYourRoute project and taking into account the environmental performance of the beneficiaries, cost considerations, market availability and ease of verification, the following provisions regarding Green Procurement were decided to be included in the Memorandum of Understanding compiled for the beneficiaries of the project:

- Cleaning products and services [1];
- Office IT equipment, including computers and monitors [2] and imaging equipment [3];
- Food and catering services [4];
- Transport [5].

These criteria were also decided with respect to the participating companies' nature, i.e. companies performing logistics operations, IT companies and a consulting company. These criteria are also applicable to future customers of GYR-Company, a company planned to be established under the frame of the project.

2 Guidelines to implement the Memorandum of Understanding of Green Procurement

In the following sections, guidelines to implement the proposed policy for Green Procurement are presented¹.

2.1 Transport

In this section, the verification guidelines of products included in the transport section of the Memorandum of Understanding of Green Procurement are presented.

2.1.1 Passenger Cars and Light Duty Vehicles

When procuring passenger cars, the average fleet CO₂ emissions should not exceed 130 gr CO₂ per kilometer. When procuring Light Duty Vehicles, the average fleet CO₂ emissions should not exceed 170 gr CO₂ per kilometer. To verify this criterion, suppliers should provide the vehicle's technical sheet, where the CO₂ emissions per kilometer are stated.

When procuring passenger cars and light duty vehicles, engines should comply with the EURO V standard or higher. To verify this criterion, suppliers should provide the vehicle's technical sheet, in which the abovementioned information is included.

The noise emissions when procuring passenger cars, should not exceed 74 dB (A), while the noise emissions when procuring Light Duty Vehicles up to 3.5 tn should not exceed 77 dB (A). To verify this criterion, suppliers should provide the vehicle's technical sheet or relevant test results, in which the abovementioned information is included.

*If the vehicle is fitted with an air-conditioning system designed to contain fluorinated greenhouse gases, the specific gas must have a global warming potential (GWP) ≤ 150 (related to CO₂ and a time horizon of 100 years). If the GWP is higher, the leakage rate from the system must not exceed 40g of fluorinated greenhouse gases per year for a single evaporator system, or 60g of fluorinated greenhouse gases per year for a dual evaporator system. The supplier should provide the name, formula and GWP value of the refrigerating gas used in the air conditioning system. If a mixture of gases is used (*n* number of gases), the GWP will be calculated as follows:*

$$GWP = \sum \left((SubstanceX_1 \%x GWP(X_1)) + (SubstanceX_2 \%x GWP(X_2)) + \dots + (SubstanceX_n \%x GWP(X_n)) \right)$$

where % is the contribution by weight with a weight tolerance of ± 1 %.

If GWP is found higher than 150, leakage tests results should be provided.

Regarding the eco driving instructions verification, the suppliers should provide the relevant vehicle's documentation containing the necessary information. Regarding the gear

¹ Words in italics are quotations of the drafted Memorandum of Understanding of Green Procurement.

shift indicator equipment (GSI), the tyre pressure monitoring system (TPMS) and the fuel consumption display, the supplier should provide the vehicle's technical sheet verifying the availability of the equipment.

The beneficiary or the leasing company contracted should commit to or verify the use of low viscosity level lubricants (SAE 0W30, 5W30 or equivalent) or regenerated base lubricants (regeneration base should be at least 25%) in maintenance operations. The supplier should provide the proposed lubricants technical sheets and a written commitment for the use of the abovementioned lubricants.

For tyres' noise level compliance, the supplier should provide a proposed tyres list for maintenance tasks, along with their technical sheets or noise levels test results and a written commitment for the use of the abovementioned tyres. For tyres' rolling resistance level compliance, the supplier should provide a proposed tyres list for maintenance tasks, along with their rolling resistance test results (based on ISO 8797 standard or equivalent) and a written commitment for the use of the abovementioned tyres. All tyres bearing Type I Ecolabel will be deemed to comply.

2.1.2 Trucks

Throughout the project duration and three years after the end of the project, when procuring trucks vehicle engines should comply with the EURO V standard or higher. In case of used trucks purchases, vehicle engines should comply with the EURO IV standard or higher. To verify this criterion, suppliers should provide the vehicle's technical sheet, in which the abovementioned information is displayed.

For the verification of the pollutant emissions upper limits according to Directive 97/68/EEC, the supplier should provide test results from an official exhaust gas control body, or a manufacturer's certificate displaying the emissions produced, or test certificate from other relevant control body. Vehicles bearing Type I Ecolabel should be deemed to comply.

According to Directive 2000/14/EC, the noise emissions when procuring trucks should not exceed 102 dB (A). To verify this criterion, suppliers should provide the vehicle's technical sheet or relevant test results, in which the abovementioned information is displayed.

Regarding lubricants, the beneficiary or the leasing company contracted should commit to or verify the use of low viscosity level lubricants (SAE 0W30, 5W30 or equivalent) or regenerated base lubricants (regeneration base should be at least 25%) in maintenance operations. The supplier should provide the proposed lubricants technical sheets and a written commitment for the use of the abovementioned lubricants.

Regarding vehicle tyres procured, the noise level limits should not exceed 73 db (A) for normal tyres and 75 dB (A) for traction tyres. The supplier should provide a proposed tyres list for maintenance tasks, along with their technical sheets or noise levels test results and a written commitment for the use of the abovementioned tyres.

Tyres of trucks should meet the rolling resistance standards set by ISO 28580. For vehicles of this category all tyres procured should comply to an upper limit value of 7 kg/tonne for rolling resistance

and their fuel efficiency should be at least that of label D. For tyres' rolling resistance level compliance, the supplier should provide a proposed tyres list for maintenance tasks, along with their rolling resistance test results and a written commitment for the use of the abovementioned tyres. All tyres bearing Type I Ecolabel will be deemed to comply.

2.2 Office IT equipment

In this section, the verification guidelines of products included in the office IT equipment section of the Memorandum of Understanding of Green Procurement are presented.

2.2.1 Computers and computer monitors

Throughout the project duration and three years after the end of the project computers and computer monitors procured should meet the energy efficiency requirements of the latest version of the Energy Star standard (available at <https://ec.europa.eu/energy/en/energy-star>). To verify the above, all computers and computer monitors purchased should bear the Energy Star label or be followed by their relevant test reports carried out according to the test methods laid down in the latest version of the Energy Star. In case such reports are not available, the supplier should verify the products compliance with the energy efficiency requirement.

For the verification of noise levels of central processing units (CPUs) and portable computers and mercury concentration in the backlighting of liquid crystal displays (LCDs) and in batteries of portable computers, all products bearing the EU Ecolabel will be deemed to comply. Other Type I Ecolabel meeting the above criteria are also acceptable. Other verification of the noise levels can also be accepted.

To verify product lifetime extension, all products purchased should be followed by a written declaration of a two year warranty provided. To verify availability of spare parts, all products purchased should be followed by a written declaration assuring the availability for at least three years from the date of the purchase. All products bearing the EU Ecolabel will or other Type I Ecolabel will be deemed to comply.

2.2.2 Imaging equipment

Throughout the project duration and three years after the end of the project all imaging equipment procured should meet the energy efficiency requirements of the latest version of the Energy Star standard. To verify the above, all imaging equipment purchased should bear the Energy Star label or be followed by their relevant test reports carried out according to the test methods laid down in the latest version of the Energy Star. In case such reports are not available, the supplier should verify the products compliance with the energy efficiency requirement.

To verify automatic or manual double-sided printing operation availability in accordance with the printing speed, all imaging equipment purchased should bear the Energy Star label 2.0 or higher or a relevant Type I Ecolabel. A manufacturer's declaration that the product complies with these requirements is also acceptable.

All products bearing Type I Ecolabel will be deemed to comply with noise level standards. Other appropriate verifications (e.g. manufacturer's statement on noise level standards, product's technical sheet) are also acceptable.

2.3 Cleaning products and services

In this section, the verification guidelines of products included in the cleaning products and services section of the Memorandum of Understanding of Green Procurement are presented.

2.3.1 Cleaning products

Throughout the project duration and three years after the end of the project all cleaning products procured should be environmental friendly. That means that they should not contain substances included in Article 59 of the REACH regulation (Regulation (EC) No 1907/2006). To verify compliance with these criterion products purchased should bear Type I or ISO 14024 Ecolabel. Information on the product regarding its substances provided by the manufacturer (e.g. on the manufacturer's website) or product's safety data sheet are also acceptable as proof of compliance.

Also, the dosing instructions of cleaning products should be clearly stated. These instructions should be either accompanying the product or available at the product packaging. Instructions stated at the manufacturer's website are also acceptable.

In the case of trigger sprays packaging, the product should also provide refilling possibilities. Information on refilling possibilities and instructions should be provided on the manufacturer's or the supplier's website or on the product packaging.

2.3.2 Cleaning services

The contractor should demonstrate its capacity to provide environmental friendly cleaning services. This includes using environmental friendly cleaning products, as described in the previous section, and carrying out regular trainings of its staff on health, safety and environmental protection subjects. The contractor should provide lists with the products to be used and should guarantee their compliance with the criteria mentioned in the previous section. Also, the contractor should provide proof on the training of its staff (e.g. training certificates).

2.4 Food and catering services

In this section, the verification guidelines of products included in the food and catering services section of the Memorandum of Understanding of Green Procurement are presented.

At least 30% of the products provided when contracting a catering service should have been produced organically according to Regulation (EC) 834/2007. These products include dairy products, meat, vegetables, potatoes, tomatoes, eggs, etc. To verify organic products, these should bear the EU or national organic logo. In case of catering services, the supplier should indicate through a written declaration how it intends to comply with this criterion.

In cases where the catering company providing the service is responsible for the offered menu choice, seasonal products should be preferred. The contractor should provide a menu list, indicating which products are seasonal.

Products are offered in recycled packages or packages containing at least 45% of recycled material. Packaging material is based on renewable raw material. No individual portion packaging is foreseen. For these criteria, the supplier should provide a written declaration that these criteria are met.

When contracting catering services provisions should be made that single use cutlery, plates, or other catering equipment is avoided. In case single use equipment cannot be avoided, it should be based on renewable raw material. To verify this criterion, the supplier should provide a written declaration that all equipment utilized was multiple-use.

All waste produced when providing the service should be collected according to its material. Waste produced when providing the service will be collected, segregated and withdrawn either to recyclable or to non-recyclable waste containers.

Catering company's fleet should be constituted from vehicles complying at least with EURO IV standard regarding pollutant emissions. Suppliers should provide a list of the vehicle's that will be used along with their technical sheets.

3 Bibliography

- [1] European Commission, "EU GPP criteria for indoor cleaning services," Brussels, 2018.
- [2] European Commission, "EU GPP Criteria for Computers and Monitors," Brussels, 2016.
- [3] European Commission, "EU GPP Criteria for Imaging Equipment," Brussels, 2014.
- [4] ICLEI - Local Governments for Sustainability, "Catering and Food Green Public Procurement (GPP) Product Sheet," European Commission, DG Environment, Brussels, 2008.
- [5] European Commission, "EU GPP Criteria for Transport," Brussels, 2012.