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# Sustainable Purchasing Policy

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Royal Centre  
1055 West Georgia Street

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## 1. Scope

Warrington PCI Management has created the Sustainable Purchasing Policy to reduce the negative environmental and indoor air quality impacts of purchased materials and products, through purchasing products that are less toxic and that use materials more wisely than conventional products. All practices shall comply with applicable local regulatory requirements. This policy will be consulted prior to purchasing materials. The policy has been written to meet the LEED® Canada EB: O&M requirements, should the property intend to pursue LEED certification.

The following boundaries apply to this Policy:

**Physical Boundaries:** Royal Centre's exterior, site, building hardscape features, and all interior areas, including tenant spaces.

**Programmatic Boundaries:** This Policy will affect all base building purchases at Royal Centre for ongoing consumables and lamps that are within Warrington PCI Management's control and applies to Royal Centre.

### **Ongoing Consumables**

Sustainable purchasing must be encouraged or required, if feasible, for ongoing consumables, including but not limited to paper, toner cartridges, binders, batteries and desk accessories.

Purchases are considered to be sustainable if they meet one or more of the criteria listed below:

- Contain at least 10% post-consumer and/or 20% post-industrial recycled content material;
- Contain at least 50% rapidly renewable materials;
- Contain at least 50% materials that satisfy the regional purchasing requirements listed below:
  - The final manufacturing location is within 800km of the project site; and
  - The product did not leave the 800km radius surrounding the final manufacturing location (2,400km if shipped by rail or water). This includes all extraction, harvesting, recovery, and processing.
- Consist of 50% Forest Stewardship Council-certified paper products.
- All batteries purchased at the building are rechargeable.

### **Mercury-Containing Light Bulbs/Lamps**

The average of all purchased lamps must be below 90 picograms per lumen hour (pg/lumen-hr). Manufacturer data of all lamps must be reviewed prior to purchase to confirm that they meet the specified pg/lumen hour limit. The rated technical specifications for all lamp data must meet the following criteria:

- Life of lamp – 3 hours 'on' for every 20 minutes 'off' for fluorescent lamps; 11 hours 'on' for HID lamps.
- Light output of lamp – fluorescent lamps measured with an instant-start ballast having a ballast factor of 1.0 (Exception: T5 lamps are measured using program-start ballasts), as measured at 40% of lamp life.

- Mercury content of lamp – if the manufacturer or supplier documentation shows a range in milligrams, use the highest value in the range.
- Mercury free lamps (e.g. LEDs) shall only be included in the calculations if they have energy efficiency levels (lamp lumens per watt) that are equal to or greater than those of comparable mercury-containing lamps.

The following resources and guidelines can be used to assist in procuring lamps that meet the requirements of this Policy:

- National Electrical Manufacturers Association (NEMA). [www.nema.org](http://www.nema.org)
- LampRecycle is an online resource from NEMA which provides information on recycling spent mercury-containing lamps, including links to regulations and recycling service providers. [www.nema.org/lamprecycle/](http://www.nema.org/lamprecycle/)
- The ENERGY STAR website provides resources designed to assist procurement officials in making smart purchasing decisions. [www.energystar.gov/index.cfm?c=bulk\\_purchasing.bus\\_purchasing](http://www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing)
- This site provides information on mercury in fluorescent lamps, purchasing programs for low-mercury-content lamps, and related topics. [http://www.informinc.org/factP3mercury\\_lamps.php](http://www.informinc.org/factP3mercury_lamps.php)
- Refer to Warrington PCI's Solid Waste Management Policy for procedures for recycling spent lamps.

## **2. Goals**

Warrington PCI Management shall evaluate its needs and make ongoing consumables and mercury containing lamps purchases meet the goals below.

For ongoing consumables, 60% of purchases by cost meet sustainability criteria.

For mercury containing lamps, 90% of lamps by quantity have 60 picograms of mercury per lumen-hour or less.

## **3. Resources for Implementation: Procedures, Strategies & Performance Measurement**

Warrington PCI Management shall adopt and enforce the Sustainable Purchasing Policy and ensure the minimum amount purchased is sustainable. Warrington PCI Management shall work with vendors and tenants to identify environmentally preferable products that meet the needs of the building.

Items purchased for Royal Centre shall be recorded and evaluated on a monthly basis. Warrington PCI Management shall continuously identify opportunities for more environmentally friendly alternatives, and establish a policy to purchase these alternatives, where feasible. Invoices of all applicable materials shall be submitted to Warrington PCI Management on a monthly basis for review.

Percentages of sustainable purchases shall be calculated on a cost or quantity basis. Materials meeting two separate criteria shall count twice toward the total.

**PERFORMANCE MEASUREMENT:**

For ongoing consumables, the following information shall be provided monthly:

- Invoices of all ongoing consumables purchased should be kept on file and documented.
- Documentation from product manufacturers or suppliers that verify the products compliance with the specific sustainability criteria.

For mercury containing lamps, the following information shall be provided monthly:

- Invoices for all lamps purchased kept on record and documented.
- Manufacturer and model number of each lamp.
- The Material Safety Data Sheet or product data sheet for each product showing either the pg/lumen-hr or all of:
  - mercury content (mg/lamp),
  - mean light output (lumens), and
  - rated life (hours).

Note: These values must be derived according to industry standards. Mercury values generated by toxicity characteristic leaching procedure (TCLP) tests do not provide the required mercury information to meet the requirements of this policy and cannot be used in the calculation.

**4. Responsible Party**

Teams and individuals involved in activities pertaining to the Plan include the following:

Name / Position	Responsibilities
David Basford Property Manager Warrington PCI Management Tel: 604-602-4800 Email: dbasford@warringtonpci.com	Adopt / enforce policy; Ensure that contractors that purchasing products for the building are aware of the procedures outlined in this plan; and Ensure that the appropriate individuals are informed of the updates.

**5. Time Period**

This plan has been developed for the Warrington PCI Management portfolio as a part of the corporate sustainable effort and shall be reviewed annually.

This plan will be in effect for the duration of building operations until amended and/or replaced by a subsequent sustainable purchasing policy.

## **6. Quality Assurance/Quality Control Processes**

Warrington PCI Management will evaluate the purchasing activity on a quarterly basis to evaluate progress towards the implementation goals. If any purchases are not being recorded properly, the responsible party will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation goals are not being met, Warrington PCI Management will investigate the situation and will work with the individuals purchasing materials to resolve the issue. The responsible party will evaluate whether updates are necessary to the policy or the purchasing processes in order to achieve the implementation goals.