

# **Sida's Policy for Green Procurement – for cooperating partners**

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SWEDISH INTERNATIONAL DEVELOPMENT  
COOPERATION AGENCY

Department for Natural Resources  
and the Environment



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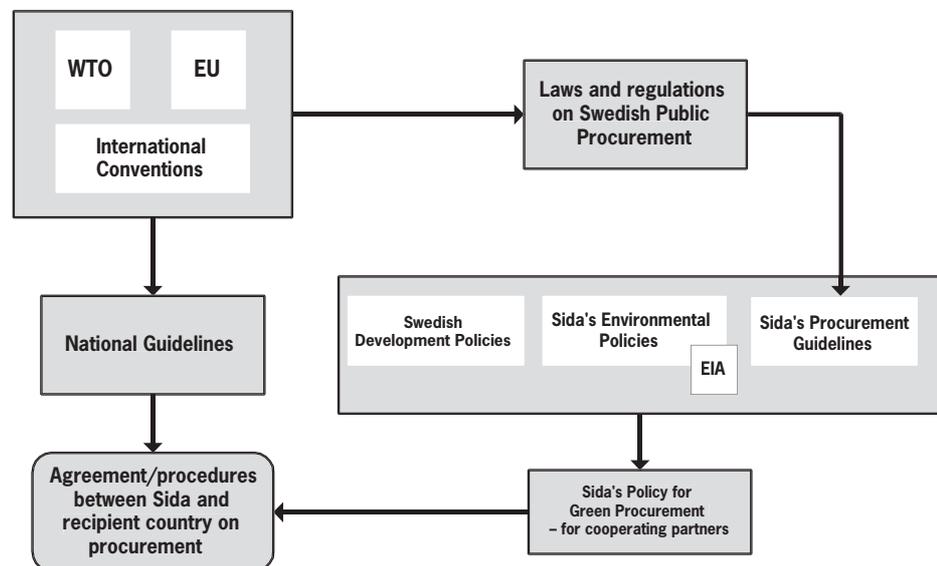
# I. General Principles

Sida's Policy for Green Procurement has been developed in conjunction with Sida's Procurement Guidelines, which contains a paragraph on Green Procurement that refers to this document.

## 1. Framework

Sida's Policy for Green Procurement – for cooperating partners (GP) have been developed and formulated within the framework of international and national (Swedish and partner country) procedures and regulations, as well as international environmental agreements and conventions. Therefore, Sida's GP Policy are in line with the applicable existing rules, regulations and procedures of the World Trade Organisation (WTO), the EU, international conventions on the environment, and Agenda 21. Furthermore, Sida's GP Policy follow Swedish legislation and regulations on public procurement. Sida's GP Policy are also influenced by, and conform with, Swedish international development cooperation priorities and objectives and, more specifically, Sida's environmental policies, including those concerning Environmental Impact Assessments (EIA) and Sida's general procurement guidelines, as illustrated in Figure 2 below. The GP Policy form an integral part of the general and specific agreements between Sida and the cooperation partners. The partner countries' national procurement regulations should also be part of the relevant agreements.

Figure 2: Framework on Greener Procurement



## 2. Sida's Environmental Policies and the Role of Green Procurement

The sustainable use of natural resources and protection of the environment is one of the six fundamental objectives of Swedish international development cooperation. Green Procurement, also known as “environmentally friendlier”, “ecological” or “eco-responsible” procurement, involves making decisions not to purchase goods, supplies and services that are harmful to the environment. Procurement that incorporates environmental considerations thus has a meaningful role to play in promoting environmental awareness and cleaner production. By favouring goods and supplies that are environmentally friendlier and less harmful to human health and ecological systems, GP will be instrumental in promoting sustainable development.

GP is a method for the systematic integration of environmental considerations in a life cycle perspective<sup>1</sup>. Environmental qualities incorporated in the product and environmental criteria presented to the supplier should therefore be emphasized as having the same level of importance as other criteria such as price, quality etc.

## 3. Scope of the Policy

This document covers six groups of products:

- potentially hazardous chemicals
- ozone-depleting substances
- office supplies, equipment and furniture
- asbestos
- timber products, and
- vehicles and transports

These product groups have been selected on account of their negative impact on the natural environment/ecosystems and human health.

It is envisaged that Sida's GP Policy will be a living document and will be updated when necessary. The product groups and the products will be extended as soon as reliable information on local markets and the environmental characteristics of other products and product evaluation criteria are available.

The products have been categorised into three partly overlapping groups according to rigorousness of regulation, as illustrated in Figure 3. The first category comprises products and substances that are particularly hazardous to the environment and health, and are regulated by international treaties and agreements. The purchase and use of products in this category are prohibited.

The second category contains products for which alternatives exist and technical specifications are given. The products are grouped on the basis of: highly desirable, desirable, acceptable and undesirable products.

<sup>1</sup> Life-Cycle Perspective: Looking beyond purchase price. Consider costs and environmental impacts over the lifetime of a product or service (manufacturing, packaging, transport, energy consumption, maintenance, disposal). See Glossary for further information on LCA.

The third category contains products for which general recommendations and basic approaches, such as LCA<sup>2</sup>, shall be the guiding instruments in the procurement process.

In Section II, Product Specific Guidelines, these categories of products are discussed in more detail.

*Figure 3: Categories and Examples of Products Encompassed by Sida's GP Policy.*

<p><b>PROHIBITED</b></p> <ul style="list-style-type: none"> <li>- Potentially hazardous chemicals</li> <li>- Amosite and crocidolite asbestos</li> </ul>	<p><b>TECHNICAL SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>- Products that may contain ozone-depleting substances</li> <li>- Asbestos cement</li> </ul>	<p><b>GENERAL RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>- Equipment</li> <li>- Office furniture</li> <li>- Vehicles</li> <li>- Timber</li> </ul>
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Sida's GP Policy are applicable to: Specific Agreements and Consultancy Contracts.

#### 4. Basic Principles

- Characteristics that define green goods will vary from product to product. Broadly speaking, Sida favours goods which are:
  - manufactured using renewable products;
  - manufactured using non-renewable products in a sustainable manner;
  - energy efficient;
  - durable;
  - recyclable or can otherwise be safely discarded after use;
  - not resulting in emissions of unacceptable harmful substances in their manufacture, use or disposal.
- Environmental Impact Assessments (EIA) shall be an integral part of the procurement process<sup>3</sup>. Conducted as part of the project/programme preparation process, the EIA shall comprise a systematic review of the positive and negative consequences of the proposed project on the environment. Products which have a strong negative impact on the environment should be identified in the EIA, for example an agricultural project may involve large-scale application of fertilizers and/or pesticides and may thus exert negative environmental impacts.

<sup>2</sup> See Glossary

<sup>3</sup> See Sida's Guidelines for Environmental Impact Assessments.

- Criteria guiding the decision-making process in green procurement should be based on a Life Cycle Assessment<sup>4</sup> (LCA) of products considered for purchase. With the aid of an LCA, it is possible to determine the environmental impacts of a product's production, distribution, use and disposal. For example, an LCA may show that, although a locally produced good is of lower environmental quality, it could prove preferable to an imported good, due to the impacts on the environment in the transportation and handling of the imported good, etc.
- The environmental qualities of a product shall be an important factor in the decision-making process. The tender documents shall define which products are acceptable/not acceptable from an environmental point of view, and which additional environmental criteria (if any) will be considered in the evaluation of the tenders (see Appendix 2: Wording of Tender Documents and Appendix 3: Technical Specifications and Evaluation Criteria for some Specific Items). Six groups of products are currently covered by the guidelines.
- The tenderers shall be requested to submit pertinent technical and environmental information in their tenders in order to demonstrate (i) that the tender is responsive to the requirements of the tender documents, and (ii) that the tenderer meets the qualification requirements specified, for example that it operates an Environmental Management System (from ISO 14000 series or similar).
- Sida shall have the right to monitor partners in cooperation in order to ensure that they fulfil the obligations stated in agreements.

<sup>4</sup> See Glossary for a brief presentation of the LCA concept.

<sup>5</sup> Selected product groups, technical specifications and evaluation criteria are based on UNHCR's "Environmentally-Friendlier Procurement Guidelines", United Nations High Commissioner for Refugees, Geneva, April 1997

## II. Product specific principles

This part of the policy follows a specific format for the six product groups. A policy statement is made for each product group. This is followed by specific principles for the procurement agent.

### 5. Potentially hazardous chemicals

#### Policy Statement

Sida advises partners in cooperation to treat potentially hazardous chemicals in a manner that minimizes risks to human health and the environment. In all, the policy contain some 150 chemicals, of which approximately 25 are prohibited (chemicals contained in the Stockholm Convention on POPs and "The Dirty Dozen"). All remaining pesticides, insecticides and other chemicals must be selected in consultation with local experts.

#### Specific Principles

- 5.1. Purchase of the 12 toxic chemicals contained in the Stockholm Convention on POPs and the pesticides listed on the "Dirty Dozen" list published by the Pesticides Action Network is prohibited (see Appendix 4).<sup>6</sup>
- 5.2. Purchase of chemical pesticides classified by the WHO in toxicity classes 1a ("Extremely hazardous") and 1b ("Highly hazardous") is prohibited, unless no available effective alternative exists (see Appendix 5).
- 5.3. The principle of Prior Informed Consent shall be followed when importing/exporting any of the substances listed in Appendix 6.
- 5.4. Purchase of pesticides should take into account the following general advice:

#### Persistent Organic Pollutants (POPs)

12 pollutants (pesticides, industrial chemicals, and unintended by-products of combustion and industrial processes) are controlled under the Stockholm Convention on POPs:  
aldrin, chlordane, DDT, dieldrin, dioxin, endrin, furans, heptachlor, hexachlorobenzene, mirex, polychlorinated biphenyls (PCBs) and toxaphen.

#### The Pesticides Action Network International – "Dirty Dozen"

The Dirty Dozen is actually a list of 18 pesticides compiled by the Pesticides Action Network International. Its aim is to bring attention to and stop the use of these particularly harmful chemicals. The chemicals are:  
aldicarb (temik), aldrin, camphechlor (toxaphen), chlordane, chlordimeform, DBCP, DDT, dieldrin, EDB, endrin, heptachlor, HCH/BHC, lindane, methyl parathion, paraquat, parathion, pentachlorophenol and 2,4,5-T

<sup>6</sup> The POPs Convention permits restricted use of DDT for health protection from diseases such as malaria for a limited time period until alternatives are available. Sida funds shall not be used to purchase DDT. Sida funds can be used instead to support the development of sustainable alternatives.

- Pesticide sprays based on fatty acids are often effective, relatively safe and environmentally friendlier.
- Pesticides based on synthetic pyrethroids are in general less toxic to humans than many others, although they can be non-selective. Many are therefore suitable for small-scale domestic use, provided there is minimal leakage into the surrounding environment.
- Pesticides containing organophosphorous chemicals should be avoided, as they can be highly toxic. (Avoid those whose names include "...phos", e.g. Primiphos-Methyl).
- The new generation of wood preservatives is often water-based and is recommended for use when grazing animals occupy adjoining areas or crops are grown nearby.

## 6. Ozone-depleting substances

### Policy Statement

Sida encourages the promotion and preference of goods that contain substances with a minimum of ozone-depleting potential. The ozone-depleting substances (ODS) contained in the Montreal Protocol – e.g. CFCs and halons – are prohibited. The purchase of products containing other ODS, such as HCFCs, is to be avoided. Alternatives to ODS, such as hydrocarbons, ammonia and propane, should be sought in all procurement. (See Glossary for more information about the Montreal Protocol and ODS).

### Specific Principles

- 6.1. Products that are subject to the Guidelines for ozone-depleting substances include:
  - Building materials with foam components,
  - Mattresses, foam mats, upholstery,
  - Refrigerators,
  - Air conditioners,
  - Any aerosol products,
  - Fire extinguishers,
  - Vehicles, and
  - Foam packaging.
- 6.2. A general rule for ozone-depleting substances is that CFCs (chlorofluorocarbons) and halons are unacceptable, followed by HCFCs (hydrochlorofluorocarbons), which are acceptable given there are no suitable alternatives. HFCs (hydrofluorocarbons) are preferred in that they have low ozone-depleting potential, although they should be avoided where possible, as they are powerful global warming gases. Alternatives such as hydrocarbons, where available, are the most preferable and should be used wherever possible.

- 6.3. For each of the products that may contain ozone-depleting substances, alternatives are listed in Appendix 3, under four categories: highly preferable, preferable, acceptable and unacceptable.

## **7. Office supplies, equipment and furniture**

### **Policy Statement**

Office supplies, equipment and furniture that are produced with environmentally friendlier methods, are resource and energy efficient, and promote a good working environment, shall be purchased and used whenever possible.

### **Specific Principles**

- 7.1. Criteria for the selection of environmentally friendlier paper are the total recycled fibre content and the bleaching process used in the office paper manufacture (see Appendix 3 for the environmental criteria to be used for the purchase of paper).
- 7.2. Energy consumption, noise level, radiation, and emission data should form part of the assessment of computers, facsimiles, telephones, copying machines and printer equipment. Computer equipment that does not contain brominated flame-retardants is preferred.
- 7.3. Printers and copying machines that print on both sides of the paper should be purchased and used whenever possible.
- 7.4. Office furniture containing products/materials made from timber that is FSC – labelled<sup>7</sup>, or have another form of certification, based on the social, ecological and economic criteria specified by the FSC, that also has an independent control mechanism, should be chosen when available.
- 7.5. Office furniture containing products/materials made from timber which are contained in CITES and/or contain ozone-depleting substances contained in the Montreal protocol (e.g. in foam seats and upholstery) are prohibited.

## **8. Asbestos**

### **Policy Statement**

The purchase of material containing amosite or crocidolite asbestos is prohibited. The more common asbestos (chrysotile) may be used, provided that no feasible alternatives are available. Samples of any intended purchase of asbestos must be sent for independent analysis before the purchase is made. Testing should determine that both the type of asbestos and the binding material are sound and will not release dust particles under normal circumstances.

<sup>7</sup> See Glossary

### **Specific Principles**

- 8.1. Purchase and use of crocidolite and amosite asbestos in any form should be discontinued. These are the types of asbestos most commonly associated with disease. See Appendix 7 which lists a sample of materials that may contain asbestos.
- 8.2. Only high-quality, ready-made chrysotile asbestos cement tiles may be used in Sida's projects, provided that appropriate safety measures are taken, and that no practical alternative materials are available.
- 8.3. Samples of all intended asbestos cement tile purchases by implementing partners should be sent for independent analysis before a purchase is made. Testing should establish:
  - i) the type of asbestos fibre;
  - ii) that the material is of acceptable solidity and unlikely to produce airborne fibres under normal circumstances.
- 8.4. Where chrysotile asbestos cement tiles are used in Sida's projects, safety precautions should be taken to ensure that asbestos dust is not produced and that those involved are not exposed to such dust.
- 8.5. A sample list of materials which may contain asbestos is provided in Appendix 7.

## **9. Timber products**

### **Policy Statement**

Sida encourages the promotion of timber products from forests and associated lands, which are managed to meet the ecological, economic, and cultural needs of present and future generations. Furthermore, in signatory countries, the provisions of all binding international agreements such as the Convention on International Trade in Endangered Species of Wild Fauna And Flora (CITES), International Labour Organisation Conventions, the International Tropical Timber Agreement (ITTA), and the Convention on Biological Diversity (CBD), shall be respected.

### **Specific Principles**

- 9.1. Wherever possible, timber from forests certified by the Forest Stewardship Council (FSC) or with another form of certification, based on the social, ecological and economic criteria specified by the FSC, that also has an independent control mechanism, should be purchased.
- 9.2. In cases where FSC-labelled products or products with similar internationally recognized certification or standards are not available on the domestic market, purchasing decisions should be guided by LCA, which may, for example, rule out long distance transportation (import) of certified products.

- 9.3. Purchase of timber products from species of trees contained in the Convention on International Trade in Endangered Species of Wild Fauna And Flora (CITES) is to be avoided, and alternative products should be sought wherever possible (see Appendix 8 for a list of species regulated by CITES).

## **10. Vehicles and transports**

### **Policy Statement**

Vehicles that are fuel-efficient, suitable for their purpose, compact, produce low levels of emissions, and run on bio-fuels or unleaded fuel shall be purchased and used whenever possible.

As a general rule, Sida encourages the purchase of locally produced products in order to minimize long distance transports. However, purchasing decisions should at all times assess the environmental costs/benefits of such transports vis-à-vis locally produced products. Here an LCA perspective can assist the assessment.

### **Specific Principles**

- 10.1. Purchase of vehicles running on bio-fuel or unleaded fuel is encouraged, provided that these fuels are available.
- 10.2. Purchasing staff are asked to buy vehicles that are appropriate for their intended use. For example, in cities, compact and fuel-efficient vehicles are preferable to large, four-wheel-drive vehicles.
- 10.3. Preference should be given to vehicles with high fuel efficiency (litres per 100 kilometres), as high fuel efficiency yields low emissions.
- 10.4. Vehicles with components that do not contain ozone-depleting substances are preferred (see Appendix 3: Technical specifications for addition to tender documents, and evaluation criteria for specific items, for further details).



## Glossary

*Asbestos*: The commercial term “asbestos” refers to a group of fibrous minerals that have high tensile strength, conduct heat poorly, and are fire resistant. Chrysotile is the main form of asbestos used in the world today, accounting for over 95% of the world’s asbestos. Chrysotile is widely used in the production of construction materials, textile products and friction products. The other two principal forms of asbestos are amosite and crocidolite.

*Convention on International Trade in Endangered Species of Wild Fauna And Flora (CITES)*: The international wildlife trade, worth billions of dollars annually, has caused massive declines in the numbers of many species of animals and plants. The scale of over-exploitation for trading purposes aroused such concern for the survival of species that an international treaty was drawn up in 1973 to protect wildlife against such over-exploitation and to prevent international trade from threatening species with extinction. Known as CITES, the Convention on International Trade in Endangered Species of Wild Fauna and Flora entered into force on 1 July 1975 and has now been ratified by 152 countries. These countries act by banning commercial international trade in an agreed list of endangered species and by regulating and monitoring trade in others that might become endangered. CITES’ aims are major components of Caring for the Earth, a Strategy for Sustainable Living, launched in 1991 by UNEP – the United Nations Environment Programme, IUCN – the World Conservation Union, and WWF – the World Wide Fund for Nature.

*“Dirty Dozen”*: a list of 18 pesticides compiled by Pesticides Action Network International. The aim is to draw attention to and stop the use of these particularly harmful chemicals.

*EIA, Environmental Impact Assessment*: an instrument which permits a systematic review to be made of the positive and negative consequences of a proposed project on the environment. An EIA shall take into consideration direct or indirect effects on people, flora and fauna; land, water, air, climate and landscape; material assets and cultural heritage; and interaction between the above-mentioned factors. For further information on EIA, see Sida’s Rule and Guidelines for Environmental Impact Assessments in International Development Cooperation.

*FSC, Forest Stewardship Council*: an international body which accredits certification organizations in order to guarantee the authenticity of their claims. In all cases the process of certification is initiated voluntarily by forest owners and managers who request the services of a certification organization. The goal of the FSC is to promote environmentally responsible, socially beneficial and economically viable management of the world’s forests, by establishing a worldwide standard of recognized and respected Principles of Forest Stewardship.

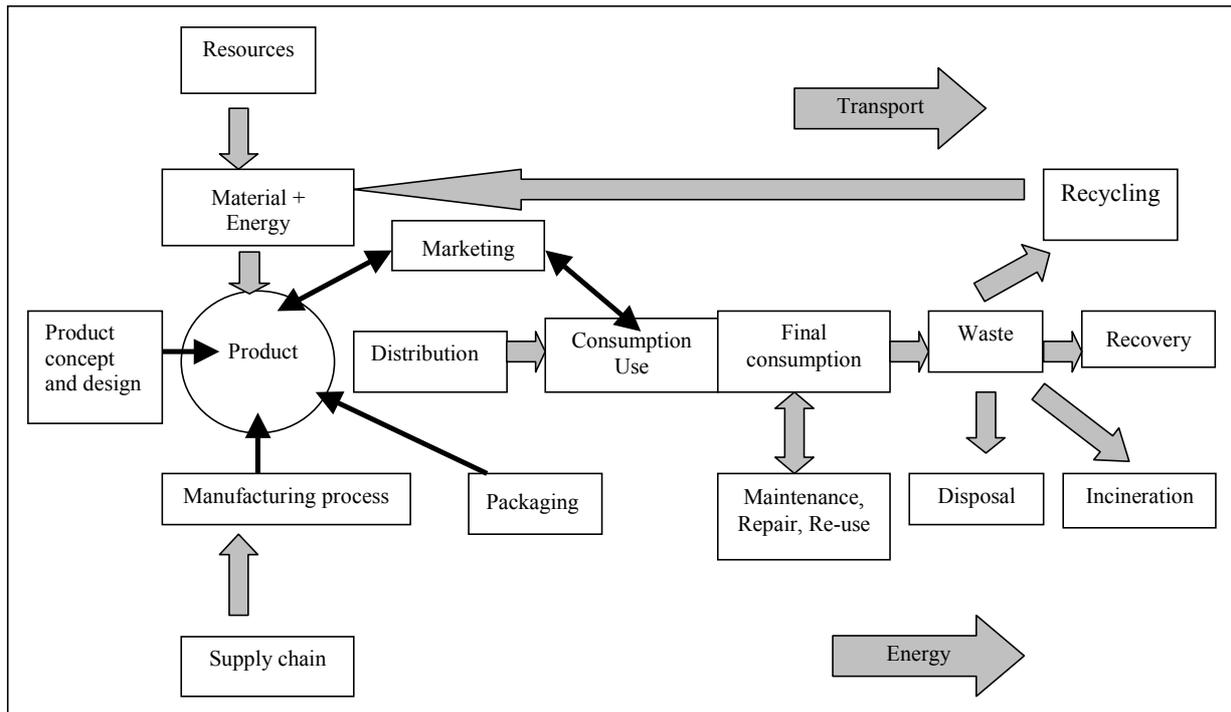
*Ozone-Depleting Substances (ODS):* The most commonly known ozone-depleting chemicals are chlorofluorocarbons or CFCs (also known as Freon), which are non-toxic, non-flammable and non-carcinogenic. Other ODS include the methylhalides, carbon tetrachloride, carbon tetrafluoride, and the halons which contain bromine instead of chlorine. Such compounds are called halocarbons. CFCs are widely used as coolants in refrigeration and air conditioners, as solvents in cleaners, particularly for electronic circuit boards, as blowing agents in the production of foam (for example in fire extinguishers), and as propellants in aerosols. Man-made CFCs are the main cause of stratospheric ozone depletion. CFCs have a lifetime in the atmosphere of about 20 to 100 years, and consequently one free chlorine atom from a CFC molecule can do a great deal of damage, destroying ozone molecules for a long time. Although emissions of CFCs around the developed world have largely ceased due to international control agreements, the damage to the stratospheric ozone layer will continue well into the 21st century. Hydrochlorofluorocarbons (HCFCs) and hydrofluorocarbons (HFCs) are common substitutes for CFCs. Since both have implications for global warming, other alternatives such as hydrocarbons, ammonia and propane can be used.

*ISO (International Organization for Standardization):* a worldwide federation of national standards bodies from some 140 countries. ISO is a non-governmental organization that was established in 1947. The mission of ISO is to promote the development of standardization and related activities in the world, with a view to facilitating the international exchange of goods and services and to developing cooperation in the spheres of intellectual, scientific, technological and economic activity. ISO's work results in international agreements which are published as International Standards. ISO 9000 has become an international reference for quality requirements in business-to-business dealings, and ISO 14000 has been set to achieve at least as much, if not more, in helping organizations to meet their environmental challenges.

*ITTA, International Tropical Timber Agreement:* The ITTO was established by the International Tropical Timber Agreement (ITTA), 1983, which was negotiated with a limited life span under the auspices of United Nations Conference on Trade and Development (UNCTAD) and came into force in 1985. The Organization became operational in 1987. Unlike some other commodity agreements, the ITTA has no price regulation mechanisms or market intervention provisions, and accords equal importance to trade and conservation. The ITTO's underlying concept is the sustainable development of tropical forests by encouraging and assisting the tropical timber industry and trade to manage and thus conserve the resource basis upon which it depends. The primary idea is to provide an effective framework for consultations among producer and consumer member countries on all aspects of the world timber economy within its mandate. The agreement that succeeded the ITTA (1983) was negotiated in 1994 and came into force on 1 January 1997. The new agreement continues to focus on the world tropical timber sector. In addition, it contains broader provisions for information sharing, including non-tropical timber trade data, and allows for consideration of non-tropical timber issues as they relate to tropical timber.

*Life Cycle Assessment (LCA):* a technique that examines the environmental impacts of a product’s production, distribution, use and disposal. In its fullest form it includes identifying and quantifying energy and materials used and wastes released to the environment, assessing their environmental impact throughout the supply chain, and breaking these down into basic components such as land, air and water effects. At its simplest level, the “Life Cycle Perspective” – which asks a few, simple questions about all the stages of a product’s life, LCA is a useful tool for all staff involved in purchasing (see Figure 1).

Figure 1: Schematic life cycle of a product



*Montreal Protocol:* an international agreement for the phasing out of CFCs. It came into effect on January 1, 1989 requiring each Party to the Protocol to reduce its production and consumption of CFCs to 1986 levels by July 1, 1989; to further reduce them by 20% by 1993; and to further reduce them to 50% of 1986 levels by 1998. The provisions of the Protocol have been significantly strengthened by four subsequent meetings: in 1989 (Helsinki Declaration), 1990 (London), 1991 (Nairobi), and 1992 (Copenhagen). The strengthened measures call for a complete phase-out of CFCs by the year 2000, a phase-out of halons (except for essential uses) by 2000, and a rapid phase-out of other ozone-destroying compounds (carbon tetrachloride by 2000 and methyl chloroform by 2005).

*Prior Informed Consent Chemicals (PICs):* The growth in world trade in chemicals during the 1960s and 1970s led to increasing concerns about the risks of using hazardous chemicals. These concerns led, among other things, to the development of the International Code of Conduct on the Distribution and Use of

Pesticides in 1985 by the Food and Agricultural Organization of the United Nations, FAO, and the London Guidelines for the Exchange of Information on Chemicals in International Trade in 1987 by the United Nations Environment Programme, UNEP. The procedure known as Prior Informed Consent (PIC) was added in 1989 to help control imports of unwanted chemicals that have been banned or severely restricted. PIC is a procedure that helps participating countries learn more about the characteristics of potentially hazardous chemicals that may be shipped to them, initiates a decision-making process on the future import of these chemicals by the countries themselves and facilitates the dissemination of this decision to other countries in order to protect human health and the environment from the harmful effects of certain hazardous chemicals being traded internationally.

*Rotterdam Convention:* Adopted in 1998, the Convention represents an important step towards ensuring the protection of citizens and the environment in all countries from the possible dangers resulting from trade in highly dangerous pesticides and chemicals. It is intended to save lives and protect the environment from the adverse effects of toxic pesticides and other chemicals. It establishes a first line of defence against future tragedies by preventing unwanted imports of dangerous chemicals, particularly in developing countries, and extends to all countries the ability to protect themselves against the risks of toxic substances. In brief, the Convention will enable the world to monitor and control the trade in very dangerous substances. It gives importing countries the powers to decide which chemicals they want to receive and to exclude those they cannot manage safely. If trade does take place, requirements for labelling and the provision of information on potential health and environmental effects will promote the safe use of these chemicals.

*Persistent Organic Pollutants (POPs):* are organic compounds of natural or anthropogenic origin that resist photolytic, chemical and biological degradation. They are characterised by low water solubility and high lipid solubility, resulting in bioaccumulation in fatty tissues of living organisms. POPs are highly toxic, last for a long time in the environment, and travel long distances far from the source of emission. During the last few years, the risks posed by POPs have become of increasing concern in many countries, resulting in actions to protect human health and the environment being taken at national, regional and international levels. The Stockholm Convention on POPs, 2001, sets out control measures covering the production, import, export, disposal, and use of POPs. Governments are to promote the best available technologies and practices for replacing existing POPs while preventing the development of new POPs. They are to draw up national legislation and develop action plans for carrying out their commitments.

# Appendix 1: Green Procurement paragraph in Sida's Procurement Guidelines

*From "Sida Procurement Guidelines", 2002:*

## **2.8 Green Procurement – Environmental considerations**

The sustainable use of natural resources and the protection of the environment belong to the fundamental objectives of Swedish development cooperation.

The Co-operation Partner shall give preference to environmentally sound products and/or services and shall follow the requirements stated in Sida's Policy for Green Procurement for cooperating partners<sup>1</sup> and where appropriate, special requirements stipulated in the Agreement. Environmental demands shall be clearly stipulated in the tender documents.

Procurement undertaken by Sida shall also take into consideration the environmental demands stated in the Guideline for Ecologically Sustainable Public Procurement which is a tool developed by The Committee for Ecologically Sustainable Procurement<sup>2</sup>.

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<sup>1</sup> [www.sida.se](http://www.sida.se)

<sup>2</sup> <http://www.If.se/Ifu/miljokrav.htm>



## Appendix 2: Wording of Tender Documents

Tender documents should be amended as shown below. See Appendix 3, whenever necessary, for details of specifications to be added to existing technical descriptions of the product in question.

- a) All tender documents should include the following statement:  
“The sustainable use of natural resources and protection of the environment is a fundamental objective of development. Careful environmental consideration forms an important and integral part of the procurement of goods and services. Goods and services of high environmental quality is favoured, in particular products that make the best use of resources, are recyclable, and do not cause unnecessary damage to the environment and public health. Your company is requested to submit relevant information in this regard, demonstrating the responsiveness of your tender to the environmental requirements specified.”
- b) In appropriate cases, the tender documents may include the following statement: “The tenderer is required to operate an environmental management system (e.g ISO 14001 or equivalent) which shall be demonstrated in the tender.”
- c) Tender documents for a number of products shall be amended to include the extended technical specifications listed in Appendix 3.



## **Appendix 3: Examples of technical specifications to be added to tender documents, and evaluation criteria for specific items**

<b>Building material</b> .....	<b>2</b>
Boardstock/Flexible faced lamination, polyurethane sandwich panels, polyurethane spray foam, polyurethane slabstock. ....	2
One-component foam .....	2
Phenolic foams (building and pipe insulation) .....	2
Asbestos cement .....	3
<b>Appliances and other items</b> .....	<b>3</b>
Refrigerators .....	3
Refrigerator insulation .....	3
Air conditioners .....	3
Aerosols .....	4
Fire Extinguishers (general purpose) .....	4
Mattresses and foam mats .....	4
<b>Vehicles</b> .....	<b>5</b>
Vehicle Fire Extinguishers .....	5
Air conditioners .....	5
<b>Office supplies and equipment</b> .....	<b>5</b>
Office paper .....	5
<b>Thermoplastic packaging</b> .....	<b>6</b>

# Introduction

The technical specifications should clearly specify for each product, the environmental requirements with regard to substances allowed, which the tendered product shall meet at a minimum. The minimum requirements may be any level from acceptable and above. The choice may vary from case to case, depending on the market situation, the cost and the technology available. The minimum requirements should be clearly stated in the tender document and all products which meet the minimum requirements should be evaluated based on price only.

Should the purchaser wish, in the evaluation of tenders, to consider the added value provided by products whose environmental benefits exceed the minimum requirements specified, the evaluation criteria given below must be expressed in monetary terms. This should be clearly stated in the tender documents together with the method of calculation.

## Building material

### **Boardstock/Flexible faced lamination, polyurethane sandwich panels, polyurethane spray foam, polyurethane slabstock.**

*Add to tender document:*

“Please state the foam blowing agent used (e.g. reduced CFC-11, HCFC, Pentane etc.)”

*Evaluation criteria:*

Highly preferable:	HFCs, fluorinated ethers, vacuum panels, 100% CO <sub>2</sub> , Pentane.
Preferable:	HCFCs.
Acceptable:	Reduced CFC-11.
Unacceptable:	non-reduced CFCs

### **One-component foam**

*Add to tender document:*

“Please state the foam blowing agent used (e.g. reduced CFC-11, HFC, Dimyl ether, etc.)”

*Evaluation criteria:*

Preferable:	HFCs, hydrocarbons, dimyl ether.
Acceptable:	HCFCs.
Unacceptable:	CFCs.

## **Phenolic foams (building and pipe insulation)**

*Add to tender document:*

“Please state the foam blowing agent used (e.g. reduced CFC, HFC, CO<sub>2</sub>, etc.).”

Preferable: 100% CO<sub>2</sub>, hydrocarbons.

Acceptable: HFCs.

Unacceptable: CFCs.

Note: Asbestos insulation is not acceptable. Asbestos cement made with chrysotile asbestos, not crocidolite or amosite, is the only permitted asbestos material.

## **Asbestos cement**

*Add to tender document:*

“Only chrysotile asbestos is acceptable. Crocidolite or amosite asbestos is not acceptable.”

*Evaluation criteria:*

Unacceptable: crocidolite, amosite

Evaluation is to be based on independent laboratory analysis to establish that the material contains no crocidolite or amosite and that the binding material is not prone to releasing fibre particles.

## **Appliances and other items**

### **Refrigerators**

*Add to tender document:*

“Please state the insulation foam type (e.g. CFC/reduced CFC etc.), and the refrigerant (e.g. ammonia/HFC/HCFC/CFC).”

*Evaluation criteria:*

a) Refrigerant:

Highly preferable: Refrigerators using hydrocarbons, ammonia or propane.

Preferable: HFCs.

Acceptable: HCFC refrigerant.

Unacceptable: Any CFC refrigerant.

### **Refrigerator insulation**

Highly preferable:	CFC-free insulating foams.
Acceptable:	Reduced CFC-11 foam insulators.
Unacceptable:	CFC-based rigid foam other than the reduced CFC-11 type.

### **Air conditioners**

*Add to tender document:*

“Please state the refrigerant used (e.g. HFC/HCFC/CFC).”

*Evaluation criteria:*

Highly preferable:	HFC-based air conditioners.
Acceptable:	HCFC-based air conditioners.
Unacceptable:	CFC-based systems.

### **Aerosols**

*Add to tender document:*

“Please provide details of chemicals used for both aerosol propellant and solvent (e.g. propellant: air/CO2/butane/HCFC/HFC/CFC. Solvent: water/methylene chloride/methyl chloroform).”

*Evaluation criteria:*

a) Propellant

Highly preferable:	Compressed gases: air, CO2, NO2, N2O.
Preferable:	Hydrocarbons: propane, butane, pentane, dimethyl ether.
Acceptable:	HCFCs, HFCs.
Unacceptable:	CFCs.

b) Solvent

Highly preferable:	Water.
Preferable:	Methylene chloride, trichlorethylene, perchloroethylene.
Acceptable:	Methyl chloroform.
Unacceptable:	CFCs.

## **Fire Extinguishers (general purpose)**

*Add to tender document:*

“Please state whether the extinguisher is halon-based.”

*Evaluation criteria:*

Preferable: Halon-free fire extinguishers.

Unacceptable: Any halon component.

## **Mattresses and foam mats**

*Add to tender document:*

“Please state the chemical blowing agent used in the foam (e.g. CFC, HCFC, CO<sub>2</sub>, methyl chloride etc.).”

*Evaluation criteria:*

Highly preferable: Dissolved CO<sub>2</sub>, reduced pressure foams.

Preferable: HCFCs.

Acceptable: Methyl chloride, methyl chloroform, acetone, Extended Range polyols, increased density-softening agents.

Unacceptable: CFCs.

## **Vehicles**

*Add to tender document:*

“Please provide details of substances which may be controlled under the Montreal Protocol on the Ozone Layer (CFCs, etc), in particular the chemicals used in foam seats, fire extinguishers and air conditioners.”

*Evaluation criteria:*

Molded foam seats

Highly preferable: Dissolved CO<sub>2</sub>, reduced pressure foams.

Preferable: HCFCs.

Acceptable: Methyl chloride, methyl chloroform, acetone, Extended Range polyols, increased density-softening agents.

Unacceptable: Any foam made with CFCs.

## Vehicle Fire Extinguishers

Highly preferable:	Multipurpose dry powder extinguishers, zero ODS clean agent systems.
Preferable:	Any other non-halon system.
Unacceptable:	Halon systems.

## Air conditioners

Highly preferable:	Where possible, vehicles with no air conditioning.
Preferable:	CFC-free air conditioning, using HFCs.
Acceptable:	Air conditioners using HCFCs.
Unacceptable:	CFC-based air conditioners.

## Office supplies and equipment

### Office paper

*Add to tender documents:*

“Please state the following:

- A. What is the total recycled fibre content in the paper?
- B. Is the bleaching process totally chlorine free (TCF) or elemental chlorine free (ECF)?”

*Evaluation criteria:*

Judgment should be made on the basis of:

1. The highest total recycled fibre content.
2. The bleaching process – TCF is preferable. ECF is preferable to chlorine bleaching and any unspecified process.

## Thermoplastic packaging

*Add to tender document, in the section on packaging:*

“Where foam packaging is required, please state the blowing agent used in foam manufacture (e.g. nitrogen, CO<sub>2</sub>/HCF/HCFC/CFC).”

*Evaluation criteria:*

Highly preferable:	Hydrocarbons, nitrogen, 100% CO <sub>2</sub> , inorganic gases.
Preferable:	HFCs.
Acceptable:	HCFCs.
Unacceptable:	CFC

## Appendix 4: Stockholm Convention on POPs and PAN “Dirty Dozen”

### Persistent Organic Pollutants (POPs)

12 pollutants (pesticides, industrial chemicals, and unintended by-products of combustion and industrial processes) are controlled under the Stockholm Convention on POPs.

aldrin,  
chlordane  
DDT  
dieldrin  
dioxin  
endrin  
furans  
heptachlor  
hexachlorobenzene  
mirex  
polychlorinated biphenyls (PCBs)  
toxaphen

### The Pesticides Action Network International – “Dirty Dozen”

The Dirty Dozen is actually a list of 18 pesticides compiled by the Pesticides Action Network International. Its aim is to bring attention to and stop the use of these particularly harmful chemicals.

aldicarb (temik)  
aldrin  
camphechlor (toxaphen)  
chlordane  
chlordimeform  
DBCP  
DDT  
dieldrin  
EDB  
endrin  
heptachlor  
HCH/BHC  
lindane  
methyl parathion  
paraquat  
parathion  
pentachlorophenol  
2,4,5-T



## Appendix 5: WHO Class 1 Pesticides

The World Health Organisation has classified active ingredients of pesticides according to their acute toxicity. Those considered to be most hazardous are placed in Class 1a, “Extremely Hazardous” or 1b, “Highly Hazardous”. Many organizations, donor agencies and countries have taken steps to reduce or avoid altogether the use of pesticides in these categories.

### WHO CLASS 1a

Restrictions: To be applied only by individually licensed operators.

Acrolein	Ethoprophos
Aldicarb	Fenamiphos
Arsenous Oxide	Fensulfothion
Brodifacoum	Flocoumafen
Bromadiolone	Fonofos
Bromethalin	Fosthietan
Calcium Cyanide	Hexachlorobenzene
Captafol	Leptophos
Chlorfenvinphos	Mephosfolan
Chlormephos	Mercuric Chloride
Chlorophacinone	Mevinphos
Chlorthiophos	Parathion
Coumaphos	Parathion Methyl
Crimidine	Phenylmercury Acetate
Cycloheximide	Phorate
Demephion-o	Phosfolan
Demephion-s	Phosphamidon
Demeton-o	Prothoate
Demeton-s	Schradan
Dibromochloropropane	Scilliroside
Difenacoum	Sodium Fluoroacetate
Difethialone	Sulfotep
Dimefox	Tepp
Diphacinone	Terbufos
Disulfoton	Thionazin
Epn	Trichloranat

### WHO CLASS 1b

Restrictions: Specifically trained educated and strictly supervised operators.

3-chloro-1,2 Propanediol	Formetanate
Aldoxycarb	Fosmethilan
Aldrin	Furathiocarb
Allyl Alcohol	Heptenophos
Aminocarb	Isazophos
Antu	Isofenphos
Azinphos Ethyl	Isoxathion
Azinphos Methyl	Lead Arsenate
Benfuracarb	Mecarbam
Blasticidin-s	Mercuric Oxide
Bromphos Ethyl	Methamidophos
Butocarboxim	Methidathion
Butoxycarboxim	Methomyl
Cadusafo	Monocrotophos
Calcium Arsenate	Nicotine
Carbofuran	Nitralicarb
Carbophenothion	Omethoate
Cloethocarb	Oxamyl
Coumachlor	Oxydemeton Methyl
Coumatetralyl	Paris Green
Crotoxyphos	Pentachlorophenol
Demeton-s Methyl	Phenylmercury Nitrate
Demeton-s Methylsulphon	Pirimiphos Ethyl
Dichlorvos	Propaphos
Dicrotophos	Propetamphos
Dieldrin	Sodium Arsenite
Dimetilan	Sodium Cyanide
Dinoseb	Strychnine
Dinoseb Acetate	Tefluthrin
Dinoterb	Thallium Sulfate
Dioxathion	Thiofanox
Dnoc	Thiometon
Edifenphos	Triamiphos
Endrin	Triazophos
Esp	Tributyltin Oxide
Famphur	Vamidothion
Fenthion	Warfarin
Flucythrinate	Zeta Cypermethrin
Flouroacetamide	Zinc Phosphide



## Appendix 6: Pesticides Currently Falling Under Prior Informed Consent Procedure (PICs)

aldrin\*  
binapacryl  
bromacil  
captafol  
chlorobenzilate  
chlordane\*  
chlordimeform\*  
cyhexatin  
DDT\*  
Dieldrin\*  
dinoseb  
EDB (ethylene dibromide)\*  
EDC (1,2-dichloroethane)  
ethylene oxide  
fluoroacetamide  
HCH, mixed isomers  
heptachlor\*  
hexachlorbenzene\*  
lindane\*  
maleic hydrazide  
mercury compounds (including mercuric oxide, mercurous chloride, calomel, other inorganic mercury compounds; alkoxyalkyl/aryl mercury compounds).  
pentachlorophenol (PCP)\*  
toxaphene\*  
2,4,5-T\*

**Note:** Substances marked with an asterisk (\*) are contained in the Stockholm Convention on POPs and/or the list of the Pesticides Action Network, and are prohibited.

For more information on PICs, contact the Interim Secretariat for the Rotterdam Convention at either UNEP or FAO. The Interim Secretariat for the Rotterdam Convention is provided jointly by FAO and UNEP. Therefore there are two locations, one in Rome and one in Geneva:

**Interim Secretariat for the Rotterdam Convention**

Plant Protection Service  
Plant Production and Protection Division, FAO  
Viale delle Terme di Caracalla  
Rome 00100, Italy  
Tel: (+39 06) 5705 3441  
Fax: (+39 06) 5705 6347  
E-mail: [pic@fao.org](mailto:pic@fao.org)

**Interim Secretariat for the Rotterdam Convention**

UNEP Chemicals  
11–13 chemin des Anémones,  
Châtelaine  
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## Appendix 7: Sample list of materials that may contain asbestos

Note: The following list does not include every product/material that may contain asbestos. It is intended as a general guide to show which types of materials may contain asbestos.

Cement pipes	Elevator brake shoes
Cement wallboard	HVAC duct insulation
Cement siding	Boiler insulation
Asphalt floor tiles	Breaching insulation
Vinyl floor tiles	Ductwork flexible fabric connections
Vinyl sheet flooring	Cooling towers
Flooring backing	Pipe insulation (corrugated air-cell, block, etc.)
Construction mastics /floor tile, carpet ceiling tile, etc.)	Heating and electrical ducts
Acoustical plaster	Electrical panel partitions
Decorative plaster	Electrical cloth
Textured paints/coatings	Electric wiring insulation
Ceiling tiles and lay-in panels	Chalkboards
Spray-applied insulation	Roofing felt
Blown-in insulation	Roofing shingles
Fireproofing materials	Base flashing
Taping compounds (thermal)	Thermal paper products
Packing materials (for wall/floor penetrations)	Fire doors
High temperature gaskets	Caulking/putties
Laboratory hoods/table tops	Adhesives
Laboratory gloves	Wallboard
Fire blankets	Joint compounds
Fire curtains	Vinyl wall coverings
Elevator equipment panels	Spackling compounds



## Appendix 8: Species of trees contained in CITES.

Current at 2001-06-20

Species	Common Name	CITES Appendix*	Use
ARAUCARIACEAE			
<i>Araucaria araucana</i> (1) (2)	Monkey-puzzle tree	I	
<i>Araucaria araucana</i> (3) (4) (5)	Monkey-puzzle tree	II	Timber
BERBERIDACEAE			
<i>Podophyllum hexandrum</i> (6) (5)	Himalayan mayapple	II	Medicinal
CARYOCARACEAE			
<i>Caryocar costaricense</i> (5)	Ajo	II	(Timber) <sup>1</sup>
CUPRESSACEAE			
<i>Fitzroya cupressoides</i>	Alerce, Chilean false larch, <i>Fitzroya</i>	I	Timber
<i>Pilgerodendron uviferum</i>	Pilgerodendron	I	Timber
JUGLANDACEAE			
<i>Oreomunnea pterocarpa</i> (7) (5)	Gavilan (walnut)	II	(Timber)
LEGUMINOSAE (FABACEAE)			
<i>Dalbergia nigra</i>	Brazilian rosewood, palisander	I	Timber
<i>Pericopsis elata</i> (8)	African teak, <i>Afromosia</i> , <i>Asamela</i>	II	Timber
<i>Platymiscium pleiostachyum</i> (5)	Quira macawood, <i>Cristobal</i> , <i>Granadillo</i>	II	(Timber)
<i>Pterocarpus santalinus</i> (9)	Red Sandal Wood, <i>Redsanders</i>	II	Timber/Medicinal
MAGNOLIACEAE			
<i>Magnolia hodgsonii</i> (5)*	<i>Magnolia</i>	III (Nepal)	
MELIACEAE			
<i>Swietenia humilis</i> (5)	Baywood or Pacific Coast mahogany, Mexican mahogany	II	Timber
<i>Swietenia macrophylla</i>	Big leaf mahogany, Brazilian or Honduras mahogany	III (Bolivia, Brazil, Costa Rica, Mexico)	Timber
<i>Swietenia mahagoni</i> (8)	Small leaf (American or Caribbean) mahogany	II	Timber
PALMAE (ARECACEAE)			
<i>Chrysalidocarpus decipiens</i> (5)	Butterfly palm	II	
<i>Neodypsis decaryi</i> (5)	Triangle palm	II	
PINACEAE			
<i>Abies guatemalensis</i>	Guatemalan fir	I	(Timber)
PODOCARPACEAE			
<i>Podocarpus parlatoresi</i>	Podocarp	I	
<i>Podocarpus neriifolius</i> (5)	Parlatore's podocarp, <i>monteromero</i>	III	
ROSACEAE			
<i>Prunus africana</i> (5)	African cherry, red stinkwood	II	Timber/Medicinal
RUBIACEAE			
<i>Balmea stormiae</i>	Ayuque	I	(Timber)
TAXACEAE			
<i>Taxus wallichiana</i> (10) (11)	Himalayan yew	II	Medicinal
THYMELEACEAE (AQUILARIACEAE)			
<i>Aquilaria malaccensis</i> (5)	Agarwood, <i>Aloewood</i>	II	Medicinal
ZYGOPHYLLACEAE			
<i>Guaiacum officinale</i> (5)	<i>Lignum-vitae</i>	II	Timber
<i>Guaiacum sanctum</i> (5)	Hollywood, <i>Tree of life</i>	II	Timber

\* Please refer to page 2 for explanations of CITES Appendices I, II, and III.

<sup>1</sup> "Timber" within brackets means that the timber is not the primary product.

## Explanations to the table

- (1) One or more geographically separate populations, subspecies or species of that species or taxon are included in Appendix II and are excluded from Appendix I.
- (2) Population of Chile.
- (3) One or more geographically separate populations, subspecies or species of that species or taxon are included in Appendix I and are excluded from Appendix II.
- (4) Populations of Botswana, Ethiopia, Kenya, Madagascar, Malawi, Mozambique, South Africa, Uganda, the United Republic of Tanzania, Zambia and Zimbabwe

Apart from ranched specimens, the United Republic of Tanzania will authorize the export of no more than 1100 wild specimens (including 100 hunting trophies) in 1998, 1999 and 2000.

- (5) Designates all parts and derivatives, except:
    - a) seeds and pollen;
    - b) seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers;
    - c) cut flowers of artificially propagated plants; and
    - d) chemical derivatives
  - (6) Designates all parts and derivatives, except:
    - a) seeds, spores and pollen (including pollinia);
    - b) seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers; and
    - c) cut flowers of artificially propagated plants
  - (7) Includes generic synonyms *Neogomesia* and *Roseocactus*.
  - (8) Designates logs, sawn wood and veneer sheets.
  - (9) Designates logs, wood-chips and unprocessed broken material.
  - (10) Includes synonym *Solisia pectinata*.
  - (11) Designates all parts and derivatives, except:
    - a) seeds and pollen;
    - b) seedling or tissue cultures obtained in vitro, in solid or liquid media, transported in sterile containers;
    - c) cut flowers of artificially propagated plants; and
    - d) finished pharmaceutical products.
- *Magnolia hodgsonii* formerly *Talauma hodgsonii*.

CITES Appendices I–III describe the trade permits required for individual species of trees.

- Appendix I species are rare or endangered and trade will not generally be permitted for primarily commercial purposes. Before trade is commenced, the importer must be in possession of a Convention export permit issued by the government of the exporting nation and a CITES import permit issued by the importing nation.
- Appendix II species are not currently rare or endangered but could become so if trade is not regulated. The species being traded must be covered by an appropriate Convention export permit issued by the government of the exporting nation.
- Appendix III species are not necessarily endangered but are managed within the listing nation (as indicated in the column beside the Appendix number). The species being traded must be covered by an appropriate Convention export permit if trade is with the listing nation, or by a certificate of origin or a re-export certificate if trade is with a nation other than the listing nation, as required by the Convention.

For more information contact the CITES Secretariat:

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