

**CLIMATE INITIATIVE**  
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# A Briefing on the Environmentally Preferred Purchasing Policy

ITEM #4

Community Health, Environment, and Culture Committee Meeting  
May 26, 2022

Douglas Melnick, AICP, ISSP-SA, CNU-A, Chief Sustainability Officer

# Presentation Overview

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- Best Practices Across the US
- Local Policies
- Next Steps

# What is a Purchasing Policy?



## Model Policy

- Resources
- Leader
- Engagement
- Analyze Spend
- Tracking
- Reporting
- Share





**Policy est. 2018**

**Mississauga**

# Mississauga, Canada



Policy Component	Mississauga
Lead	Revenue & Material Management 1 full-time position
Engagement	80% of procurement staff trained New employee training Specialized training
Analyze & Spend	% of budget spent on sustainable procurement # of outreach opportunities for vendors # of case studies collected
Reporting	Annually
Clear definition of “Sustainable” procurement	Yes
Accessible website with 3 <sup>rd</sup> party certifications	Yes



**Updated 2020**

**Portland**

# Portland



Policy Component	Portland
Lead	Office of Management & Finance 2 full-time positions
Engagement	Guides (high-level info) Language Libraries (cut/paste procurement solicitation text) Online/on-demand training E-newsletter
Analyze & Spend	% of budget spent on sustainable procurement Total \$ spent by category
Reporting	Annually
Clear definition of “Sustainable” procurement	Yes
Accessible website with 3 <sup>rd</sup> party certifications	Yes



**Updated 2021**

**San Francisco**

# San Francisco



Policy Component	San Francisco
Lead	Dept of the Environment <b>4 full-time positions</b>
Engagement	Ongoing training & tech. assistance Online spreadsheet provides guidance on requirements
Analyze & Spend	% of budget spent on sustainable procurement Total \$ spent by category Total \$ spent by department % of IT vendor sustainable sales
Reporting	Annually
Clear definition of “Sustainable” procurement	Yes
<b>Accessible website with 3<sup>rd</sup> party certifications</b>	<b>Yes – best in the US</b>



**Updated 2015**

**Washington DC**

# Washington DC



Policy Component	Washington DC
Lead	Office of Contracting & Procurement 1 full-time position
Engagement	Mandatory training for procurement staff Specialized training is optional
Analyze & Spend	total \$ spent on sustainable procurement by category
Reporting	Annually
Clear definition of “Sustainable” procurement	Yes
Accessible website with 3 <sup>rd</sup> party certifications	Yes





Local Policies

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# Austin & San Antonio



**Updated 2018**

**Austin**

# Austin



Policy Component	Austin
Lead	Shared: Purchasing & Sustainability 0 full-time position
Engagement	Inconsistent – dependent on available staff
Analyze & Spend	No
Reporting	No
Clear definition of “Sustainable” procurement	Yes
Accessible website with 3 <sup>rd</sup> party certifications	No



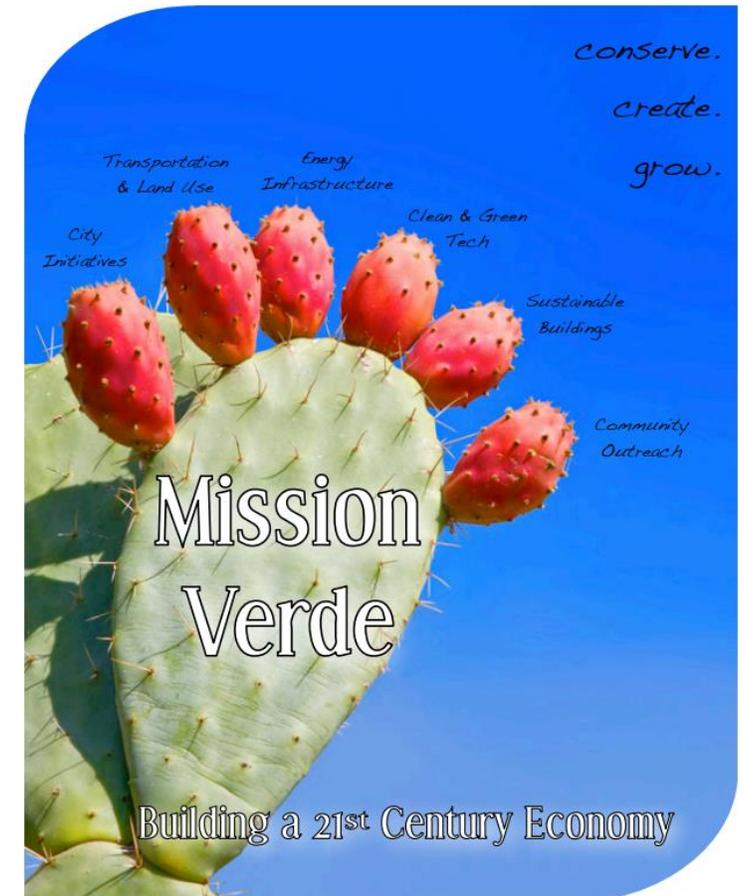
**Est. 2010**

**San Antonio**

# San Antonio - EPPP



- Environmentally Preferred Purchasing Policy (EPPP)
  - Established in 2010 after the adoption of the *Mission Verde Plan*
  - Serves as “the official guide for all City purchasing”
    - Voluntary
    - Includes environmental & fiscal factors to be considered when purchasing products
    - Creates roles & responsibilities for department directors, Finance, and Sustainability
  - Created without adding staff to fill roles and carry out responsibilities



# San Antonio - EPPP



Policy Component	San Antonio
Lead	Finance Department 0 full-time positions
Engagement	To Be Determined
Analyze & Spend	By Department
Reporting	No
Clear definition of “Sustainable” procurement	No
Accessible website with 3 <sup>rd</sup> party certifications	No

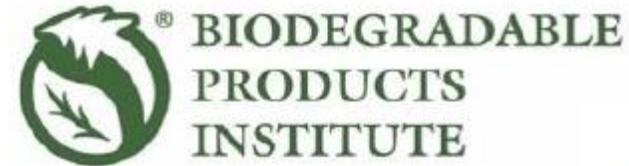
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# Next Steps

# FY22 Next Steps



- Finance and OS:
  - Develop a list of 3rd party “eco labels”
  - Training for procurement specialists on “eco labels” items
- Finance to produce monthly spend reports per dept
  - Enables CoSA to highlight the top performers & provide info to the low performers

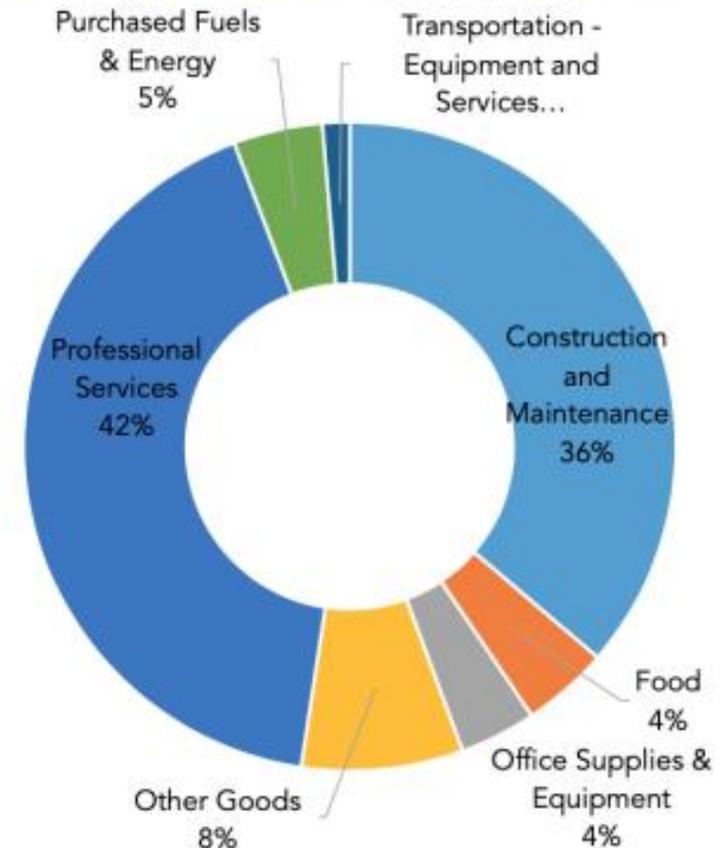


# 2022-23 Next Steps



- **Supply Chain Analysis**
  - Identifies purchasing categories that generate the most emissions
  - Enables staff to focus on high-impact categories
  - Provides data on the City's scope 3 emissions

Figure ES-1: Countywide 2015 supply chain greenhouse gases, by Purchasing Category.

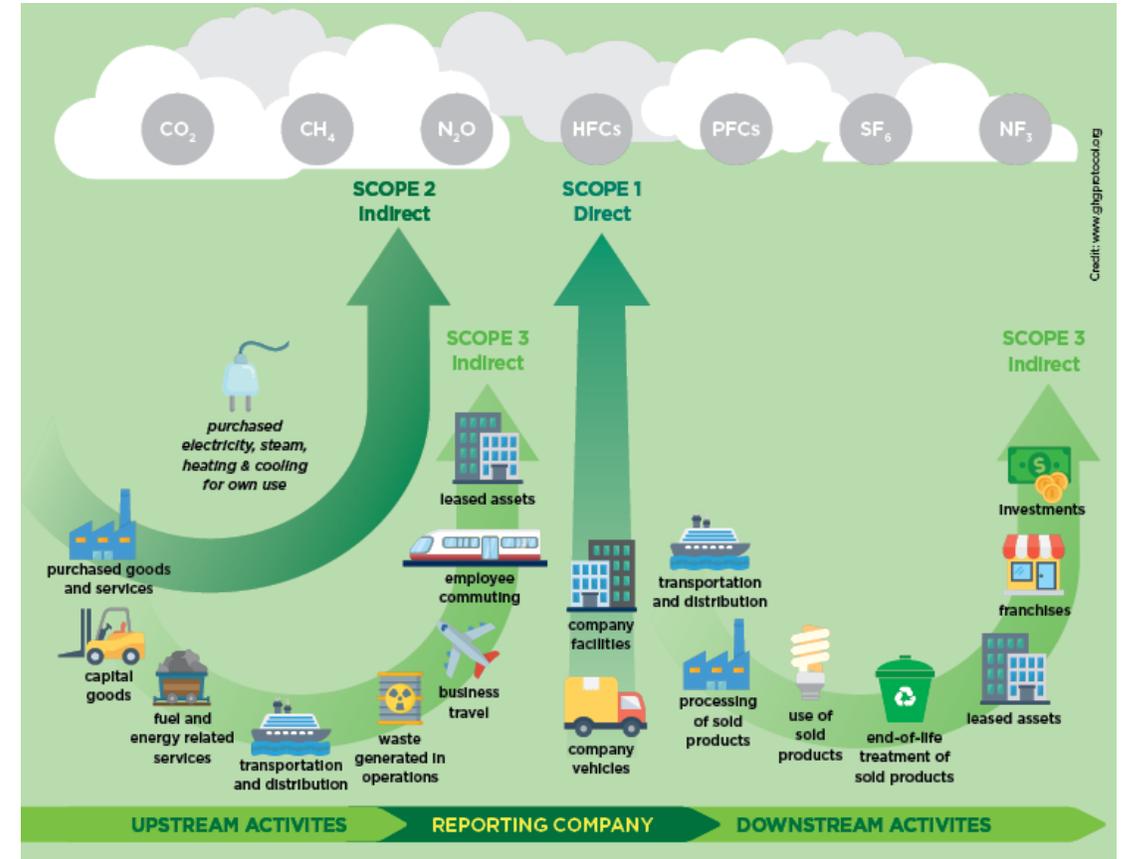


2019 Alameda County Supply Chain Analysis

# 2022-23 Next Steps



- City of San Antonio
  - Supply Chain Analysis
    - Timeline: 3 – 6 months
    - Budget request: \$50,000
    - Scope to focus on annual expenditures





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