

**Toronto Transit Commission**

**POLICY/INSTRUCTION**

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Green Procurement	Materials and Procurement	July 10/08	5.5.0

**1.0 RESPONSIBILITY**

Manager - Materials and Procurement

**2.0 PURPOSE**

The Toronto Transit Commission recognizes the importance that its purchasing decisions can make in contributing to environmental issues.

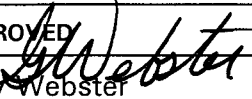
The purpose of this policy is to:

- Provide a framework for the purchase of Environmentally Preferred Products and services that compliment the formal purchasing practices set out in the Commission's Procurement Policy;
- Encourage the inclusion of environmental performance criteria into Commission supply chain procedures, processes and activities, where possible as industry and technology advances become available;
- Support the purchase of goods and services that will protect the environment, while maintaining best value for the Commission; and
- Promote a corporate culture at the Commission that recognizes and places a priority on environmental issues.

The Commission is committed to continually improving purchasing practices by integrating environmental considerations into every aspect of the purchasing process, as industry and technology advances become available, the TTC will promote procurement practises that meet performance requirements while minimizing environmental impacts, including new Environmentally Preferable Products, reusable products, recycled content, and products that are recyclable where possible. Recognizing its role as a major purchaser of goods and services, the TTC continually seeks opportunities to encourage and influence markets for Environmentally Preferable Products through employee education; adopting innovative product standards, specifications, and contracts while remaining fiscally responsible and ensuring the continued safe operation of the Commission.

**3.0 SCOPE**

This policy applies to all procurement activities related to; facilities, construction, revenue and non-revenue vehicles, operations, administration and other supporting activities.

APPROVED	REVISION NO.	SUPERSEDES	PAGE
 Commission/Gary Webster Chief General Manager	---	New	1 of 5

Toronto Transit Commission

POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Green Procurement	Materials and Procurement	July 10/08	5.5.0

4.0 DEFINITIONS

4.1 Ecolabel: means a label given to a product that certifies that it has been produced in accordance with certain environmental standards. To be recognized, an eco-labelling scheme must consist of three components, namely: (1) the certification standard; (2) an independent accreditation body; and (3) independent certification bodies.

4.2 Environmentally Preferable Product: is one that offers the same or improved function and Performance, but which is less harmful to human health and the environment than the next best alternative. Environmentally Preferable Products have a number of beneficial characteristics including, but not limited to the following:

- complies with the latest environmental, health and safety legislation, where applicable;
- reduces waste and makes efficient use of resources;
- reduces polluting by-products and/or safety hazards during manufacture, use and disposal;
- is reusable or contains reusable parts;
- is recyclable in whole or in part;
- contains recycled materials;
- has a long service-life, can be economically and effectively repaired, refurbished or upgraded;
- promotes the responsible use and conservation of fuels and electricity.

An Environmentally Preferable Product or service will meet the criteria of a recognized third party ecolabelling program, where such specifications exists for that product category.

4.3 Performance: the efficacy of a product, material or service to accomplish its intended or specified task or job.

4.4 Life Cycle Assessment (LCA): the comprehensive examination of a product's environmental impacts throughout its lifetime, including new material extraction, transportation, manufacturing, use and disposal management.

4.5 Recyclable Product: a product or package made from a material for which there is a recycling collection system in place to divert it from solid waste

APPROVED	REVISION NO.	SUPERSEDES	PAGE
Commission/Gary Webster Chief General Manager	---	New	2 of 5

## Toronto Transit Commission

### POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Green Procurement	Materials and Procurement	July 10/08	5.5.0

for subsequent use as a raw material in the manufacture of the same or another product.

- 4.6 Recycled Content Product: a product containing a significant quantity of pre- and post-consumer recovered material introduced as a feed stock in the production process.
- 4.7 Post-consumer Recycled Content Product: a product containing a significant quantity of post-consumer recycled materials (i.e., materials that have passed through the hands of end consumers, as opposed to materials recycled from the manufacturing process or otherwise).
- 4.8 Reusable Product: a product that can be used more than once for an intended end use before being remanufactured, recycled, or discarded.
- 4.9 Third Party Certified Products: refers to products that have been certified by an independent certification organization that sets standards and provides auditing and verification services to confirm that companies bearing certification have met defined environmental standards.
- 4.10 Life Cycle Costing: a procurement evaluation technique, which determines the cost over the lifetime of the product including acquisition, operation, maintenance and disposal. It takes into account durability, performance and cost savings that may be achieved over the lifetime of the product through environmental efficiencies (e.g. energy saving) and disposal costs or potential revenues.
- 5.0 GENERAL

To achieve this policy the Toronto Transit Commission will:

- 5.1 Purchase goods and services in accordance with sound environmental considerations, and practices.
- 5.2 Progressively implement environmental considerations into purchases during the preparation of specifications as industry and technology advances become available.
- 5.3 Establish and maintain a corporate steering committee to encourage and support the implementation and enforcement of this policy.

APPROVED	REVISION NO.	SUPERSEDES	PAGE
Commission/Gary Webster Chief General Manager	- - -	New	3 of 5

Toronto Transit Commission

POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Green Procurement	Materials and Procurement	July 10/08	5.5.0

Capacity Building

- 5.4 Promote the use of environmentally responsible goods and services within the TTC and train staff that has a role in any aspect of the procurement process to make them aware of this policy, specifically with Environmentally Preferable Products, Third Party Certified Products, Life Cycle Assessment, Life Cycle Costing and the assessment of the impacts of the ongoing implementation of this policy.
- 5.5 Consider alternatives to purchasing or purchasing new during the acquisition planning phase.
- 5.6 Disseminate information to TTC staff about reusable, recycled content, recyclable, third party certified and otherwise Environmentally Preferable Products.
- 5.7 Promote the Commission's green procurement policy to suppliers and encourage the current and future use of Environmentally Preferred Products, whenever cost effective, as industry and technology advances permit.
- 5.8 Structure applicable product/service specifications and contracts to incorporate Recycled-Content Products, Post-Consumer Recycled Content Products or Third-Party-Certified Products whenever possible.
- 5.9 Use tender specifications that eliminate barriers to Recycled-Content Products, such as specifications that are outdated, overly stringent or unrelated to product performance.

Procurement Process and Tools

- 5.10 Develop and implement a Life Cycle Costing and Life Cycle Assessment models that targets products and services, where applicable.
- 5.11 Incorporate requirements into bid documents for bidders to consider environmental issues as they submit their bid documents.
- 5.12 On an ongoing basis, develop and implement evaluation matrices for products and services that incorporate environmental criteria with appropriate weighting.

APPROVED	REVISION NO.	SUPERSEDES	PAGE
Commission/Gary Webster Chief General Manager	- - -	New	4 of 5

## Toronto Transit Commission

### POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Green Procurement	Materials and Procurement	July 10/08	5.5.0

5.13 Ensure all applicable corporate forms, standard clauses and conditions, approval documents, policies and procedures and other manuals to include environmental considerations.

5.14 Establish and maintain a database for sharing of information concerning environmental purchases with the City, other transit providers and government organizations to consult when dealing with the same/similar types of purchases.

#### 6.0 RESPONSIBILITY OF COMMISSION DEPARTMENTS

Commission departments are responsible to become familiar with and apply the principles of this policy in preparing specifications for the procurement of goods and services. Departments are required to consider and to specify the purchase of Environmentally Preferred Products wherever practical or as industry and technology advances become available.

#### 7.0 CONTINUAL IMPROVEMENT

The Commission is committed to a process of continuous improvement through regular review of this policy, its scope and implementation processes on an ongoing basis as industry and technology advances permit and as more products incorporate environmental considerations.

#### 8.0 REFERENCE SOURCES

- None

APPROVED	REVISION NO.	SUPERSEDES	PAGE
Commission/Gary Webster Chief General Manager	- - -	New	5 of 5