

Monterey Bay Aquarium is committed to financial, environmental and social sustainability. This Procurement Policy provides guidelines for you to make decisions about your purchasing and project contracting decisions that support progress toward our sustainability goals and your ability to execute your position effectively.

An organization that practices sustainable purchasing considers:

- **Financial Sustainability** – The net of both total revenue and associated operational expenses, assuming operational effectiveness and increased efficiency. The ability for the organization to continue to financially support the mission. This relates to the consistent ability to generate revenue while ensuring our expenses remain within the revenue growth.
- **Social Sustainability** – The health and safety considerations on employee wellbeing relating to wages, benefits, diversity and inclusion that support achieving the organization's mission. For example, ensuring that policies and practices adhere to health and safety legislation, and that work demands do not lead to stress or other health impacts.
- **Environmental Sustainability** – The environmental impact of the organization's operations. For example, minimizing greenhouse gas emissions, carbon dioxide (CO₂), pollution and waste; and adopting sustainable procurement practices to ensure suppliers operate in an environmentally conscious manner.

Sustainable Procurement

The Mission of the Monterey Bay Aquarium is to “Inspire Conservation of the Ocean”. In direct support of The Mission, this policy provides standard guidance for the purchase of products, services and material that minimize impact on the environment.

It is the unwavering policy of the Aquarium to make environmentally sustainable purchasing choices. A related purpose is to develop and implement standard policies to be used by all Aquarium personnel that encourage and support our supplier partners to adopt environmentally sustainable practices.

Sustainability Checklist

When purchasing, first determine if the product or service is truly necessary then ask a supplier these questions. Purchasing decisions must balance product performance, cost, sustainability and availability.

- **Waste reduction:** Is the product durable? Can it be easily and economically serviced and maintained? Is the product designed to reduce consumption and minimize waste? Is the product reusable? Is the product technically and economically recyclable in the immediate area? Do facilities and internal collection systems exist to recycle the product? Can the product be returned to the supplier at the end of its useful life? Is the product compostable and are systems in place to compost the product on or off-site? Will the product biodegrade over time into harmless elements?
- **Packaging:** Is the product necessary? Can it be eliminated? Is minimal packaging used? Is the product packaged in bulk? Is the packaging reusable or recyclable?

Are recycled materials used to produce the packaging and at what percent post-consumer waste? Can the packaging be returned to the supplier? Is the packaging compostable?

- **Demobilization:** As a part of agreements, Contractors must be responsible for removal and proper disposal of decommissioned equipment, unused material, packaging and refuse.
- **Material source:** Are recycled materials used in the product? If so, what percentage? What percentage of post-consumer materials is used? If wood is used in the product, what is its source and how is it harvested? Is the product manufactured from tropical rainforest wood?
- **Energy efficiency:** Is the product energy efficient compared to competitive products? Can the product be recharged? Can the product run on renewable fuels? Does the product require less energy to manufacture than competing products?
- **Supplier environmental record:** Is the company producing the product in compliance with all environmental laws and regulations? What is the company's record in handling environmental and safety issues? Can the company verify all environmental claims? Does the manufacturer/supplier have a company environmental policy statement? What programs are in place/planned for promoting resource efficiency? Are printed materials available documenting these programs? Has the company conducted an environmental or waste audit? Is the product supplier equipped to bid and bill electronically? Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization, such as Green Seal?
- **Minimize Transportation:** Can the required products be obtained from local sources or can they be supplied by existing suppliers who already have delivery routes on campus.

Policies

- All personnel are required to purchase environmentally responsible products where practical¹, and to request sustainable options with suppliers.
- Endorse the highest standards of economic, social, ethical and environmental practices.
- The Finance Department will make every effort to secure contracts with suppliers that are environmental leaders in their respective markets whenever practicable.
- Procure environmentally preferable products and services using criteria that have been established by governmental or other widely recognized authorities (e.g. Energy Star, EPA Eco Purchasing Guidelines).

¹ Practical means the environmentally responsible product options meet your quality specifications and fall within your budget. For items that do not fall within your budget, but meet environmental and quality requirements please contact the Finance Office.

Examples of environmentally responsible practices:

- Minimize Single Use Plastics (SUP) used in products or packaging.
- Be aware of disposal requirements relative to hazardous waste and the small quantity generator status.
- Be aware of recycling requirements relative to different types of plastics, metals, etc.

Examples of environmentally responsible products:

- For human and animal seafood: only green, yellow, eco-certified by SF Watch
- For human produce: only from restaurant farm or local within 100 miles
- For appliances: Only energy star rated
- For plastics: Only recyclable with Monterey County Disposal (and include link)
- For Styrofoam: Work with vendors to return, re-use or find alternative packaging.
- Compact fluorescent lamps and LED lighting (Energy Star Seal on package).
- Made of recycled materials, maximizing post-consumer content.
- Durable, compostable and reusable products as opposed to single use, customized or disposable items.
- Non-toxic, low VOC or minimally toxic, preferably biodegradable.
- Review relevant SDS sheets prior to chemical purchases to understand storage, transportation, use and control requirements. Contact the Environmental health and Safety department for any questions.
- Highly energy efficient in production and use.
- Manufactured in an environmentally sound, sustainable manner by companies with good environmental track records.
- Cause minimal or no environmental damage during normal use or maintenance.
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and/or recyclable materials.
- Recycled paper and paper products.
- Re-refined lubrication and hydraulic oils.
- Computers and electric appliances (Energy Star Rated).
- Re-crushed cement concrete aggregate and asphalt.
- Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, or tire rubber.
- Remanufactured tires and products made from recycled tire rubber.

- Compost.
- Green Seal cleaning products.
- Energy saving products.
- Waste-reduced products.
- Water-saving products.
- Office Supplies (marked with environmental sign).
- Replacing disposables with reusable, refillable or recyclables.
- Taking into account life cycle costs and benefits.
- Evaluating, as appropriate, the environmental performance of vendors in providing products and services.
- Minimize deliveries and transportation distances.

Responsibility of Departments

- Inform employees of their responsibilities under this policy; provide them with information about recycled products and environmental procurement opportunities.
- Departments should use the list in this policy as a guideline for environmentally preferable products, specific to their department or they should use Aquarium preferred partnerships that cover the intended purchase. Factors that should be considered when determining the good or service include, but are not limited to:
 - Maximization of recycled products used in product or service life cycle.
 - Environmental cost of entire product or service life cycle.
 - Reuse of existing products or materials in product or service life cycle.
 - Recyclability of product.
 - Minimization of packaging.
 - Reduction of energy/water consumption.
 - Toxicity reduction or elimination.
 - Elimination of uncertified hardwoods in product or service life cycle.
 - Durability and maintenance requirements.
 - Ultimate disposal of the product.
- Submit new ideas or suggestions to the Purchasing and Contracts Department.

Other Best Practices

The Aquarium is committed to procurement choices that conserve and protect the environment. It is the responsibility of the Vendors and Contracts Department in conjunction with all Aquarium departments, to promote the development and use of environmentally friendly products and services through the following activities:

- Making suppliers aware of the Aquarium's Sustainable Procurement Policy.
- Purchasing from suppliers that provide environmentally friendly products and services or suppliers that are environmentally sensitive in their daily operations.
- Participating in training for implementing and improving the procurement of environmentally friendly products.
- Reviewing contracts, bids and specifications for goods and services to ensure that, whenever possible and economical, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste / or recyclable content, without significantly affecting the intended use of the product or service.
- Consulting with user departments to identify new environmentally friendly products and services as well as improvements/changes in industry standards that may impact the environment.
- Requiring the use of recycled materials and recycled products by incorporating them in bid specifications where practicable.
- Seeking new suppliers and encouraging existing suppliers to review the manner in which their goods are packaged. Working with suppliers in the areas of reduction and reuse of packaging materials.
- Using cost/benefit analysis and competitive bidding to arrive at the correct sourcing decision; one that is economically practical, reflects effective purchasing practices and satisfies the requirements of the project.
- Look for opportunities to consolidate sources and leverage purchasing power.
- Developing tools to track goals, assist in identifying and financially justifying green products and services, make it easier to measure achievement of goals, and integrate green purchasing into every day decisions.
- Utilizing the Sustainable Procurement checklist for use in all purchases.

For more information, questions or to suggest improvements to this policy please email mbacontacts@mbayaq.org