

EG 4-3: Procurement

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CCDOA Environmental Specialist

I. Activity Description

Procurement (information gathering, supplier contact, background review, negotiation, fulfillment, consumption, maintenance, disposal and renewal) of goods and services that meet Environmentally Preferable Purchasing Criteria at Clark County Department of Aviation (CCDOA) by:

1. Tenants
2. Operators
3. Contractors, and
4. County employees

Environmentally Preferable Purchasing Criteria: Products or services which minimize the impact on human health and the environment when compared with competing products or services that serve the same purpose. Buyer and/or agency conducts research on environmentally preferred alternatives includes required environmental attributes in bid documents and include preferences for master purchase orders or one-time purchases. Examples include, but are not limited to, goods and services that are energy efficient or durable, can be recycled or reused, contain recycled materials, are free of toxic substances, pose minimal chemical hazard, pollution potential or regulatory liability and save natural resources

II. Potential Environmental Risks

- A. The CCCDOA - Environmental, Health & Safety (EHS) office has identified the following environmental concerns associated with these activities:
 1. Impact to the environment from the use of products that contain hazardous constituents
 2. Generation of hazardous wastes
 3. Generation of solid wastes
 4. Use of non-renewable resources
 5. Impacts to natural resources
- B. Potential consequences from performing the activity incorrectly:
 1. Property damage
 2. Personal injury
 3. Long-term damage to the environment
 4. Citations, Notices of Violation and related (financial & non-financial) penalties

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III. Critical Operating Requirements

- A. Prohibited Activities
 - 1. Purchase of products or services that contain or use chemicals or compounds listed in the Prohibited Chemicals and Compounds list (see Table 1, page 5)
- B. Required Activities
 - 1. Any and all exceptions to the Environmental Preferable Purchasing Policy must be approved by the CCDOA, EHS office in advance
- C. General Considerations
 - 1. Each tenant, contractor, operator or CCDOA employee conducting purchasing activities for work at a CCDOA facility, is responsible for understanding the applicable regulations and managing their activities accordingly. This Environmental Guideline is meant as guidance only and does not supersede any regulations
- D. Training Requirements
 - 1. None addressed in this program
- E. Storage and Materials Management Requirements
 - 1. None addressed in this program

IV. Planning Requirements

- A. Sufficient and reasonable time should be allocated to the procurement process to allow for the identification of cost-competitive procurement options that incorporate indirect financial impacts of the purchasing decision

V. Critical Tasks

- A. Consider the environmental benefits (reduced toxicity, composition of recycled materials, reduced packaging, disposal requirements, future liability, etc.) of each product being evaluated as heavily as other “value added” factors, such as cost and performance
- B. Include suitable environmental provisions for constituents of concern and desired attributes in procurement and contract documents, where appropriate.

VI. Emergency Response

- A. None addressed in this program

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VII. Inspection and Maintenance Requirements

- A. None addressed in this program

VIII. Expected Records and Outputs

- A. Product Safety Data Sheets (SDS) for products being considered
 - 1. A copy of the SDS must be submitted to the CCDOA, EHS office for approval prior to its use

IX. References

- A. Phone Numbers
 - 1. CCDOA (Airport) Control Center (spill and release reporting).....(702) 261-5125
 - 2. Henderson Executive Airport Customer Service Desk.....(702) 261-4800
 - 3. North Las Vegas Airport Customer Service Desk.....(702) 261-3806
 - 4. CCDOA Environmental, Health & Safety (EHS).....(702) 261-5692
 - 5. NDEP Spill Reporting Hotline(for spills 25 gallons or greater)..... 1(888) 331-6337
- B. Guidance Materials (list is not limited to the following)
 - 1. International Organization for Standardization (ISO) - Sustainable procurement – Guidance (ISO 20400)
- C. Training Materials (list is not limited to the following)
 - 1. None
- D. Related Environmental Documents (list is not limited to the following)
 - 1. United States Environmental Protection Agency (USEPA) Comprehensive Procurement Guidelines
- E. Applicable Regulations (list is not limited to the following)
 - 1. NAC 444/NRS 444 Sanitation
 - 2. NAC 486A/NRS 486A.010-486A.200 Use of Alternative Fuels
 - 3. 40 CFR Protection of the Environment
 - 4. CCDOA's Rules and Regulations
- F. Other Documents (list is not limited to the following)
 - 1. Materials of Selection Safety Data Sheet documents and other manufacturer specification information
- G. Favored Products and Services
 - 1. Green Seal approved products and services
 - 2. Energy Star certified equipment
 - 3. Electronic Product Environmental Assessment Tool (EPEAT) Registry for Greener Electronics

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4. Conformance with California Code of Regulations for maximum allowable volatile organic content (VOC) content
5. Conformance with Carpet and Rug Institute Green Label/Green Label Plus Programs
6. Product listing with the Western Regional Pollution Prevention Network
7. Products listed with The Center for a New American Dream
8. Disposable janitorial products conformance with the USEPA Comprehensive Procurement Guidelines
9. Products supplied in concentrate
10. Products dispensed through automatic metering and mixing equipment
11. Products with high recyclable material and post-consumer waste content
12. Products with minimal petrochemical content
13. Highly durable/long-lasting products and applicators
14. Products shipped in bulk
15. Neutral pH products
16. Non-flammable products
17. Products with proven rapid bio, photo or chemical degradation
18. Fragrance and dye free products
19. Locally reusable and recyclable packaging
20. Other characteristics that can be shown to:
 - a. Minimize waste
 - b. Minimize consumption of energy and resources
 - c. Minimize release of toxic compounds
 - d. Minimize exposure to workers and the public to pollutants

H. Discouraged Products and Services

1. Combination cleaner/disinfectants
2. Products which liberate ammonia (CAS 7664-41-7)
3. Products containing the following substances, except in trace amounts (< 0.1%):
 - a. Alkylphenol ethoxylates
 - b. 1,4-dioxane (CAS 123-91-1)
 - c. Nitrilotriacetic acid (CAS 139-13-9)
 - d. Sodium ethylenediaminetetraacetic acid (CAS 60-00-4)
 - e. 2-butoxyethanol or 2-butoxyethanol acetate (CAS 111-76-2, and CAS 112-07-2)
 - f. Ethanolamine (CAS 141-43-5)
4. Products containing phosphates or phosphonates in excess of 0.5% phosphorous by weight
5. Products with a flashpoint of less than 140°F
6. Products with a pH of less than 2.0 or greater or than 12.5 at their least dilute working strength
7. Products containing more than 20% VOCs by weight
8. Products having hazardous waste characteristics, as identified by the Resource Conservation and Recovery Act (RCRA), in their least dilute working strength
9. Practices resulting in the air-borne dispersal of dusts and soils

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10. Practices which rely on volatilization of organic solvents or result in the significant generation of chemical fumes or vapors
11. Practices which prevent the capture and collection of wastewater and water-borne pollutants
12. Products whose principal ingredients are readily absorbed through the skin, cause dermal irritation or sensitization on contact, or rapidly destroy skin tissue or the mucous membranes
13. Products supplied without clearly readable labels that describe product hazards, precautions and instructions on use and disposal
14. Products for the safe use of which workers must wear specialized respiratory protection or general splash protection equipment

I. Prohibited Products and Services

1. Products containing persistent bio-accumulative toxins
2. Products containing asbestos
3. Products containing known carcinogens, mutagens and teratogens
4. US Department of Transportation (DOT) Inhalation Hazard rated materials
5. Halogenated compounds with an Ozone Depletion Potential greater than 0.01
6. Products which have a high risk of causing spontaneous combustion
7. Strong chemical oxidizers
8. Products containing the chemical elements or compounds listed in Table 1 below
9. Products containing chemical compounds deemed by the Nevada Division of Environmental Protection to present an undue of risk to human health or the environment in their use or disposal

| TABLE 1: Prohibited Chemicals and Compounds | | |
|---|------------|------------------------|
| Chemical Name | CAS Number | Comments |
| Arsenic | 7440-38-2 | |
| Arsenic, compounds of | various | |
| Barium, compounds of | various | not including alloys |
| Cadmium, compounds of | various | not including alloys |
| Carbon tetrachloride | 56-23-5 | |
| Chlorobenzene | 108-90-7 | |
| Chloroform | 67-66-3 | |
| Chromium, compounds of | various | not including alloys |
| 1,2-Dichlorobenzene | 95-50-1 | |
| 1,4-Dichlorobenzene | 106-46-7 | |
| 1,2-Dichloroethane | 107-06-2 | |
| 1,1-Dichloroethylene | 75-35-4 | |
| Hexachlorobenzene | 118-74-11 | |
| Hexachloroethane | 67-72-1 | |
| Hydrofluoric Acid | 7664-39-3 | |
| Lead, compounds of | various | not including alloys |
| Mercury, elemental | 7439-97-6 | not including amalgams |

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| TABLE 1: Prohibited Chemicals and Compounds | | |
|---|------------|----------------------|
| Chemical Name | CAS Number | Comments |
| Mercury, compounds of | various | |
| Methylene chloride | 75-09-2 | |
| Nitrobenzene | 98-95-3 | |
| Pentachlorophenol | 87-86-5 | |
| Selenium, compounds of | various | |
| Silver, compounds of | various | not including alloys |
| Tetrachloroethylene | 127-18-4 | |
| 1,1,1-Trichloroethane | 71-55-6 | |
| 1,1,2-Trichloroethane | 79-00-5 | |
| Trichloroethylene | 79-01-6 | |
| 2,4,5-Trichlorophenol | 95-95-4 | |
| 2,4,6-Trichlorophenol | 88-06-2 | |
| Vinyl chloride | 75-01-4 | |

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