



PROCUREMENT

Adopt a written procurement policy (Owner, Sponsor)

- A comprehensive procurement policy can be a powerful tool for preventing unnecessary costs and waste while providing positive signals to suppliers to offer more responsible, less wasteful products.
- The considerations that follow should help develop the key aspects of the policy and a downloadable template that can be used as a starting point is provided here².



Source: Waste Management Phoenix Open

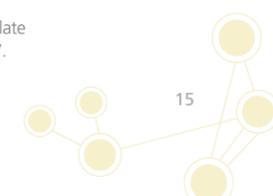
- Include specific requirements for vendors, exhibitors/sponsors and event staff with purchasing duties; clear guidance should be provided on the organization’s stance and approach in regard to the following list:
 - Large- and small-format printing
 - Food, food service items and packaging
 - Giveaways, mementos and merchandise
 - Waste prevention and diversion goals
- Incorporate the procurement policy into relevant contracts.

Spotlight: The National Resources Defense Council, in partnership with the Green Sports Alliance created a ‘Greening Advisor’ and recommends the following examples for consideration³:

- A contract with an advertiser at a sports facility could specify or encourage that all advertisements be printed on recycled paper.
- A contract with a food delivery service could specify that it will use fuel efficient vehicles and purchase carbon credits to offset total vehicle miles traveled.
- A contract with a food vendor could include provisions for giving priority to local suppliers and for composting food waste.
- The City of Eugene has developed Event Vendor Guidelines for the procurement of materials related to food and beverage service that can be seen and [downloaded here](#).

Spotlight: Waste Management developed Requirements for Acceptable Materials, outlining exactly what materials can and cannot be procured by vendors and sponsors. The requirements identify materials that can be reused, recycled or composted locally and are inserted into all vendor contracts by the event organizers, the Thunderbirds. Waste Management Sustainability Services is on-site the week of the tournament to ensure that contaminating materials do not make their way into the event and, if they do, the Thunderbirds are supportive of measures to have them removed immediately.

² Link to PDF or Word Doc of the CRS Procurement Policy Template
³ “Get Started: Who to Involve.” NRDC Greening Advisor. 2017. Accessed November 27, 2017.
<http://nba.greensports.org/who-to-involve/vendor-contracts>





• **Download Waste Management Phoenix Open Requirements for Acceptable Materials.pdf**

Note: Infrastructure and systems to manage waste vary widely according to place, as do diversion program implementations. This document has been designed according to the local circumstances and availability of services near where the *Waste Management Phoenix Open* occurs and is shared as an example. Before adopting a similar document, obtain clarity from the proper stakeholders (service providers, local government if applicable, etc.) to ensure that the specific capabilities of the local materials management infrastructure are reflected accurately. *Waste Management Sustainability Services* reinforces these standards through additional engagement and evaluation strategies.

Offer healthful, sustainable food and beverage options (Owner) *Paradigm Shift*

- Nutrition and a well-balanced diet are key factors for individual wellness and health. Event offerings should offer a range of options to suit the range of dietary choices in society.
- Some criteria that might guide decision-making could include:
 - Nutritional Value in accordance with the Dietary Guidelines for Americans⁴ including the recommendation of eating patterns low in added sugars, saturated fats and sodium.
 - Considering the ecological implications of production practices for different kinds of foods
 - * E.g. Choosing or prioritizing organic ingredients for menu offerings. 'Organic' is the term used for food or other agricultural products that have been produced using cultural, biological and mechanical practices that support the cycling of on-farm resources, promote ecological balance and conserve biodiversity in accordance with the USDA organic regulations.⁵
 - Locality and seasonality—the distance between where the food was grown and where it will be consumed and whether it is "in season." Proponents argue that local food is fresher, tastes better and supports the local economy more than conventional/industrially grown counterparts⁶.

- "Embedded" resource usage, or the draws on natural resources needed to produce specific types of foods
 - * For example, it takes 468 gallons of water to produce a pound of chicken, while it takes 1,799 gallons of water to produce a pound of beef.⁷
 - * Meat and dairy require more energy, for example, and thus generate more climate-changing emissions to grow grain, feed it to cows, and produce meat or dairy products for human consumption, than for humans to eat grain directly.⁸

Eliminate single-use plastic beverage containers (Owner, Sponsor) *Paradigm Shift*

- Single-use plastic has become pervasive at events. Plan to use as little as possible by prioritizing and allowing for beverage service by other means.
- Identify needs to allow attendees to safely bring and use reusable containers brought from home, or for them to use one container given to them while on-site that they may choose to leave for recycling or take home for continued use



Source: TrackTown

⁴ U.S. Department of Health and Human Services and U.S. Department of Agriculture. 2015–2020 Dietary Guidelines for Americans. 8th Edition. December 2015.

⁵ "About the National Organic Program." About the National Organic Program | Agricultural Marketing Service. Accessed August 23, 2017. <https://www.ams.usda.gov/publications/content/about-national-organic-program>.

⁶ Weinraub, Judith. "Q&A | Michael Pollan; Think Global, Eat Local." The Washington Post, June 28, 2006. Accessed December 1, 2017. http://www.highbeam.com/doc/1P2-134927.html?refid=easy_hf

⁷ Society, National Geographic. "The Hidden Water We Use." National Geographic. Accessed August 23, 2017. <http://environment.nationalgeographic.com/environment/freshwater/embedded-water>

⁸ DeWeerd, Sarah. "Is Local Food Better?" Is Local Food Better? | Worldwatch Institute. Accessed December 01, 2017. <http://www.worldwatch.org/node/6064>

Spotlight: In 2011, Pickathon eliminated all single-use beverage, dishware and utensils from event food service operations



Source: <https://pickathon.com/2017/07/zero-single-use-items-trash-free-festival>

Reduce food waste (Owner, Sponsor)

- In the United States, food waste is estimated at between 30-40 percent of the food supply. Estimates correspond to approximately 133 billion pounds and \$161 billion worth of food in 2010. September 16, 2015, the first-ever national food loss and waste goal in the United States was launched, calling for a 50-percent reduction by 2030.⁹
- If catering contracts will be awarded, incorporate language with goals around food waste reduction into requests for proposals.
 - Sample RFP language: Our goal is to partner with a vendor that can provide services that minimize food waste, both prepared and unprepared. The successful vendor, in addition to meeting all requirements of the scope of work will be expected to provide daily reports indicating the quantity and types of food that was leftover and/or wasted, and how the excess was managed. The first choice option is to donate unserved leftovers to nearby food redistribution centers and the second choice option is for acceptable organic materials to be composted. Disposing of leftover food in the trash should be considered a last resort.

Opportunities to Lead & Innovate

- Track and reduce volume of professionally printed materials (Owner)
- Contract with professional printers that use sustainable practices (Owner)
 - The Sustainable Green Printing Partnership offers a certification program to verify the sustainability claims made by printing companies. [A map of certified companies can be found here](#)
- Maximizing sustainability attributes of official event purchases such as mementos and merchandise (Owner, Sponsor)
 - Criteria for consideration may include:
 - * The fairness of labor and wage policies of producers and suppliers
 - * The ecological impacts and resource usage of the production of the product (e.g. energy use, greenhouse gases, water, impact of chemicals, dyes, metals, etc. on surrounding ecosystems)
 - * The level of direct and indirect economic support provided to local artisans and producers
 - * Usefulness and/or durability and end-of-use destination (e.g. landfill or recyclable?)
- Restricting lodging contracts to properties with a written commitment to energy efficiency, recycling, water conservation and sustainable procurement (Owner, Visit)
 - Further reading:
 - * [Green Globes](#) offers a structured assessment of the sustainability performance of travel and tourism businesses and their supply chain partners
 - * [Green Hotels Association](#)
- Setting an objective of signing X % of contracts with women and/or minority owned businesses (Owner)
 - Further reading: [Minority Business Development Agency](#)
- Setting an objective of procuring X% of product or service purchases from locally owned businesses (Owner, Visit)
 - The purpose of local economic development (LED) is to build up the economic capacity of a local area to improve its economic future and the quality of life for all. It is a process by which public, business and nongovernmental sector partners work collectively to create better conditions for economic growth and employment generation¹⁰

⁹ USDA/Office of the Chief Economist/Frequently Asked Questions." USDA | OCE | U.S. Food Waste Challenge | FAQs. Accessed August 23, 2017. <https://www.usda.gov/oce/foodwaste/faqs.htm>

¹⁰ "Local Economic Development." World Bank. Accessed August 23, 2017. <http://www.worldbank.org/en/topic/urbandevelopment/brief/local-economic-development>