

ENVIRONMENTALLY PREFERRED PURCHASING

WHAT DO I NEED TO KNOW ABOUT PROCURING ENVIRONMENTALLY PREFERRED GOODS AND SERVICES?

CHECKLIST OF QUESTIONS TO ANSWER

1.0 ASSESSING CURRENT PROCUREMENT PRACTICES

1.1 Do you have a purchasing program in place at your winery?

- Is there executive level commitment to a successful purchasing program?
- Is someone assigned to oversee procurement at your winery?
- Do you have a procurement mission statement?
- Do you strategically plan and set annual goals to improve sustainability of your procurement practices?

1.2 Does your winery comply with all federal, state, and local regulations, or other certifications? (Most likely pertains to disposal and landfill issues).

- What are the regulations that apply to your winery and are you in compliance?
- Are you in compliance with the certifications you seek? ([LIVE](#), [Salmon Safe](#))
- Are you in compliance with the bioterrorism act?

1.3 What is the state of your procurement program?

- Do you have a list of all materials and services purchased at your winery?
- Do you use documented methods to monitor and quantify receipt, use, and disposal of materials purchased?
- Do you use documented methods to monitor all services and contract work purchased?
- Do you understand total life cycle costs associated with each material or service purchased?
- Do you understand the environmental impact or benefit of each material or service you purchase?
- Do you understand the environmental footprint of each of your suppliers?
- Do you look for available alternatives – cost, quality / performance, supply?
- Do you purchase locally to help reduce transportation costs and your carbon footprint?
- Do you practice dematerialization - removing unnecessary packaging, alternative packaging, lightweight packages, recycled content, recyclability?
- Do you seek suppliers who practice environmentally and socially responsible production and use?

2.0 IMPLEMENTING PREFERRED PROCUREMENT ATTRIBUTES

2.1 Does your purchasing program embrace preferred procurement attributes?

- Reduce waste?
- Reduce packaging?
- Reduce negative impact on air quality?
- Reduce workplace injuries?
- Reusable?
- Repairable, refillable, more durable?
- Multiple uses?
- Recyclable?
- Improve recycled content?
- Minimize natural resources used?
- Improve water conservation?
- Demonstrate energy efficiency?
- Substitute bio-based materials?
- Less toxic/hazardous?
- Does not require special disposal at end of life?
- Available locally?
- Availability of alternatives?

2.2 Does your procurement program determine best value based on total life cycle cost?

- Pollutant releases?
- Waste generation?
- Recycled content?
- Energy consumption?
- Depletion of natural resources?
- Impact on human health and environment?
- Environmental benefits?
- Social equity benefits?
- Process efficiencies?
- Technological improvements?
- Ability to apply leverage in the marketplace?

2.3 Does your procurement program affirm your leadership position and social responsibility?

- Does management foster company-wide support for sustainability goals and standards?
- Are management, employees, vendors, customers kept informed of sustainability initiatives through targeted presentations and communications?
- Have you assigned a green team to identify specific environmental initiatives, develop performance metrics, and assesses the company's annual environmental performance?

3.0 VENDOR SELECTION AND SERVICE CONTRACTS

3.1 Do you use documented practices in selecting vendors?

- Do you ask the same questions of each perspective vendor?
- Are they in compliance with all federal, state, and local regulations?
- Are they in compliance with all certifications you seek?
- Do they share your environmental values and commitments?
- Have they demonstrated efforts to efficiently use and reclaim resources?
- Are they understanding of your needs?
- Are they willing to alter their behavior to work with your winery?
- What is the life cycle of their products?
- Are their products the most cost effective based on total life cycle?
- Do their products require any special end of life disposal?
- Do they offer take back provisions for their products at end of life?
- Do they offer alternative products?
- Are they located within a 100 mile radius? 500 mile radius?
- Are they a good source of information and problem solving options?
- Do they offer purchaser incentive programs?
- Do they offer environmentally sound freight options?
- Do they engage in environmentally preferred purchasing outreach and education programs?
- Have you developed and implemented a preferred supplier list based on the answers from, and track records of, each perspective vendor?
- Do you use CSR (corporate social responsibility) or sustainable practices as a scorecard category for rating your preferred suppliers?

3.2 Do you use documented practices in awarding service contracts?

- Do you ask the same questions of each perspective service provider or contractor?
- Are they in compliance with all federal, state, and local regulations?
- Are they in compliance with all certifications you seek?
- Are they willing to meet all safety practices you require?
- Are they licensed, bonded, insured?
- Do they share your environmental values and commitments?
- Do the materials they use meet your environmental and sustainable standards?
- Are they understanding of your needs?
- Are they willing to alter their behavior to work with your winery?
- Are their services the most cost effective based on best value rather than just low bid?
- Are they located within a 100 mile radius? 500 mile radius?
- Are they a good source of information and problem solving options?
- Do they engage in environmentally preferred purchasing outreach and education programs?
- Have you developed and implemented a preferred service or contractor list based on the answers from, and track records of, each perspective vendor?

4.0 PROCUREMENT PRACTICES AND EMPLOYEE TRAINING

- Does your winery have operating procedures specific to environmentally preferred purchasing (EPP)?
- Are employees trained in standard operating practices for your EPP program?
- Are employees informed about the status of your EPP program?
- Do you offer award & incentive programs to motivate participation in your EPP program?
- Is there a forum for employees input about your EPP program?
- Are you using EPA's guides, websites, newsletters and listservs?
- Do you avail yourself of available preferred procurement pilot programs?
- Do you and your employees participate in EPP conferences, vendor fairs, & product specific roundtables?
- Do you participate in vendor surveys?
- Do you report on the impacts of the above programs?

5.0 DEVELOPING FURTHER SUSTAINABLE PROCUREMENT PRACTICES

- Do you have commitment from executive through all levels to improve your environmentally preferred purchasing (EPP) program?
- Is a continuous improvement system imbedded in your EPP program?
- Do you have annual goals for preferred attributes that you track to improve your EPP program?
- Are you doing all you can to reduce consumption and solid waste?
- Are you doing all you can to dematerialize?
- Are you doing all you can to reuse, or sell for reuse?
- Are you doing all you can to recycle materials? Seek to replace materials that are not recyclable?
- Have you sought out industry forums in a cooperative effort to solve purchasing issues?
- Do you publish sustainable reports about your business?
- Do you track and benchmark your sustainability goals and status?

6.0 PROCUREMENT PRACTICES SPECIFIC TO GRAPE PROCUREMENT

- Will your bottling's have a certification logo ([LIVE](#), [Salmon Safe](#), etc.)?
- If you have an estate with vineyard, is the vineyard also enrolled in a certification program (LIVE, Salmon Safe, etc.)?
- What percentage of your grapes are sourced from a certified ([LIVE](#), [Salmon Safe](#), etc.) vineyard?

7.0 PROCUREMENT PRACTICES SPECIFIC TO WINEMAKING

- Are all of your lubricants food grade?
- Have you eliminated mercury in your tank thermometers?
- Have you eliminated GMO (genetically modified organisms) yeast or bacteria?
- Is all of your winery equipment coated with inert material or made of stainless steel?
- Are your barrels or barrel adjuncts sourced from third-party certified sustainably harvested sources (e.g. [FSC](#), [PEFC](#))

RESOURCES:

[WA Ecology Purchasing Reference Guide](#)

[WA Ecology Demolition Debris](#)

[EPA Environmentally Preferable Purchasing](#)

[EPA's Waste Wise Program](#)

[EPA's Comprehensive Procurement Guidelines](#)

[EPA's Wastes Resource Conservation Tools](#)

[EPA's Cleaning Products](#)

[EPA's Transportation and Air Quality](#)

[State of Washington Procurement](#)

[State of Washington Virgin and Refined Lubricants](#)

[Washington State University Energy Program](#)

[Washington State University Energy Program Renewable Energy](#)

[WSDA Energy](#)

[US Department of Energy Alternative Fuels and Advanced Vehicles](#)

[US Department of Energy Fuel Economy](#)

[National Biodiesel Board](#)

[American Petroleum Institute](#)

[Puget Sound Clean Cities Coalition](#)

[Local Hazardous Waste Management for King County](#)

[Tire Retread and Repair Information Bureau](#)

[Automotive Service Equipment Antifreeze recycling](#)

[Recyclers World Antifreeze Recycling](#)

[UK Waste & Resource Action Plan](#)

[\(FSC\) Forest Stewardship Council](#)

[\(PEFC\) Program for the Endorsement of Forest Certification Schemes](#)

[\(LIVE\) Low Input Viticulture & Enology](#)

[SalmonSafe](#)

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