



***BSI Operations Guidelines***  
*2008-2014*

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# 1. Introduction

## 1.1 Purpose

The purpose of this document is to detail the operational guidelines which the Bloomberg Sustainability Team in coordination with internal departments has jointly developed. The implicit purpose of these documents are to provide information within operating departments in order to reduce waste, improve efficiency, achieve carbon reduction goals and direct employees towards more sustainable/environmentally friendly operating procedures.

## 1.2 Guidelines & Approvers

<b>Guideline</b>	<b>Department</b>	<b>Developer</b>	<b>BSI Lead</b>	<b>Approver</b>
Environmentally Preferred Purchasing Guidelines	Purchasing	Debbie Jaslow-Shatz, Fran Sharp, Cushman Wakefield	Lee Ballin	Teri McCullough, Jack Davis
Sustainable Electronic Manufacturing Policy	Engineering	Mari Ozilins	Lee Ballin	Sean Roarty, Jack Davis
Corporate Green Design Policy	CUBE-D	C. Greenaway, C. Solomon, A. Jeffrey, C. Moore	Lee Ballin	Kirsten Siddall
3 <sup>rd</sup> Party Printer Guidelines	CUBE-D, Sales	Caren Greenaway, Carrie Solomon, Danielle Amedeo	Lee Ballin	
Green Construction Policy	Facilities	Anthony Guzzone, Marilyn Francisco, Thomas Faenza, Cushman Wakefield	Michael Barry	Ron Auriana, Jack Davis
Solid Waste Management Policy	Facilities	Anthony Guzzone, Marilyn Francisco, Thomas Faenza, Cushman Wakefield	Michael Barry	Ron Auriana, Jack Davis
Green Cleaning Policy	Facilities	Anthony Guzzone, Marilyn Francisco, Thomas Faenza, Cushman Wakefield	Michael Barry	Ron Auriana, Jack Davis
Integrated Pest Management	Facilities	Anthony Guzzone, Marilyn Francisco, Thomas Faenza, Cushman Wakefield	Michael Barry	Ron Auriana, Jack Davis
Sustainable Warehouse Guidelines	Supply Chain	Bill Vincent	Lee Ballin	Jack Davis Aaron Tappan
Corporate Green Events Policy	CUBE-D, Branding	Joanne Paek, Pietra Jones, Danielle Amedeo	Lee Ballin	Marc Swarz

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## 2. Environmentally Preferred Purchasing Guidelines

### 2.1 Executive Summary

Bloomberg LP has a “Sustainability” initiative. Our mission is to help preserve and protect the environment in all of our business activities, as we work towards reducing our “Carbon Footprint”.

In efforts to assist the firm to achieve our Carbon reduction goals, Purchasing has been called upon to introduce Environmentally Preferred Purchasing Guidelines. “Environmentally Preferred” purchasing means that buyers will need to take into consideration the impact of the products and services we procure and their effects on the environment and human health. Buyers will be called upon to make decisions and give preference to more environmentally friendly products and services when quality and cost performances are equal or superior to current purchases. These Environmentally Preferred Purchasing Guidelines are a formal set of goals and objectives that will be used to direct the implementation of our “Environmentally Preferred Purchasing” policy and procedures. Remember to be “Green” we need to: REDUCE, REUSE AND RECYCLE.

#### 2.1.1 Reasons to adopt an “Environmentally Preferred Purchasing Guideline”:

1. Procuring recycled, remanufactured and biodegradable products and services confirms Bloomberg’s commitment to the environment and the community. It fosters good will between employees and the public.
2. Provides cost savings opportunities while saving the environment. Green procurement takes into consideration the cost of goods through its full life cycle from manufacturing to disposal. Incorporating these practices into the procurement process can significantly reduce operating costs.
3. Adopting “Environmentally Preferred” policies and procedures will encourage our suppliers to find and promote environmentally preferred products and services to Bloomberg as well as their other clients.
4. Recycled products can offer superior quality.
5. Recycling and “buying local” creates jobs and serves as a catalyst for new enterprises.
6. Through green buildings, water and energy efficiency and waste reduction, Bloomberg will be on its way to reducing our “Carbon Footprint”. Implementing environmentally preferred/green purchasing will aid Bloomberg in achieving their sustainability initiatives.
7. By introducing Bloomberg to environmentally preferable goods and services, we can influence our employees, our clients and the public in their decision making processes to also be “Sustainable”.

Purchasing may be asked to obtain “Environmentally Preferred” information from vendors about their products and services. Some key areas of concern will be:

- General Information
- Greenhouse Gas and Conservation Initiatives
- Products
- Services
- Manufacturing Processes

Bloomberg has already begun implementing some green procurement measures, and by implementing these practices in a uniform manner globally Bloomberg can receive recognition for our efforts.

To learn more about Bloomberg’s commitment to sustainability visit [BGREEN <GO>](#).

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## **2.1.2 Guideline Specifications**

Bloomberg LP acknowledges the value of purchasing environmentally preferable products and services when possible and has adopted the specifications within as our Environmentally Preferable Purchasing Guideline Policy. Our firm is committed to purchasing products and services that meet the criteria specified. While Bloomberg acknowledges that it is not realistic to expect all purchases to be environmentally preferable, it is a value to purchase such materials and services, when available.

The Bloomberg Environmentally Preferable Purchasing (EPP) Guideline relates to any purchases made by Bloomberg employees, parties purchasing materials or services on Bloomberg's behalf and/or companies contracted to provide goods or services to Bloomberg.

Bloomberg will give priority consideration to all products and services that meet and/or vendors who supply any environmentally preferable materials or services.

Bloomberg is committed to its sustainability initiatives and as Buyers it is our responsibility to communicate the "Environmentally Preferable" Purchasing Guideline. Using the information contained within this EPP Guideline, Buyers should be able to ask the appropriate questions and obtain the necessary information to make "educated" decisions, procuring sustainable goods and services.

### **2.1.2.1 What makes a product or service "Environmentally Preferable"?**

1. Green products and services reduce waste and resources; think recycled, recycling solutions, remanufactured, refilled, refillable, rechargeable and reusable.
2. Green products and services reduce energy consumption and carbon emissions.
3. Products are green if they contain reduced amounts of chemicals, are certified "Non-Toxic" or use Biodegradable liquids and non-toxic solids.

### **2.1.2.2 Here are some basic tips to assist you with the decision making process:**

1. Buying "Environmentally Preferable" should be cost effective. If you can procure "Green" goods or services with out any financial impact, buy "Green".
2. If "Environmentally Preferable" goods or services can be procured for a premium of 5% or less of the non-green option, the GREEN option should be suggested to the end user and highlighted as a justifiable business decision. A monthly recap will be provided to the GREEN Team on all opportunities presented and accepted or rejected by the end users.
3. If a strong case can be made for procuring GREEN goods/services at a premium over 5% and the end user endorses the purchase, purchasing, the sustainability team and the end user should work together on the VALUE that GREEN will provide in this specific case. Thereby enabling the end user to present the rationale to upper management.
4. The Purchasing Department will endeavor to support the Sustainability team (GREEN team) by including GREEN options when possible for evaluation by the end user.

### **2.1.2.3 Other criteria to be considered to procure "Environmentally Preferable" are as follows:**

1. Bloomberg should never compromise quality or service to procure "Environmentally Preferable".
2. If the return on investment (ROI) for the "Environmentally Preferable" goods or services is less than 5 years, buy "Green". As a general rule, payback should be within a 3-5 year period of time if you are paying any premiums for "Environmentally Preferable".



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3. If the supplier offers a Take-back or Buy Back program, this should be taken into consideration. What would the disposal cost to Bloomberg be at the end of life? Asset Management can assist Purchasing with assessing these costs, as they may justify paying a premium at the time of purchase.
4. Are the goods manufactured using a “Sustainable” process? Are the services performed in a “Sustainable” manner? This information will be provided in the supplier’s response to Bloomberg’s Vendor Environmental Performance Survey.
5. Are goods manufactured locally? Are services performed by local providers? Transportation can greatly impact carbon emissions and defeat the good of procuring “environmentally preferred” products and services.
6. Are goods packaged using environmentally friendly materials?

The information noted below is a guide to assist you with the procuring of “Environmentally Preferred” goods and services and to develop your Scope of Work/Specifications, so that when you request proposals you can obtain the appropriate information. As a note, some of this information may have been previously supplied by vendors via the Vendor Environmental Performance Survey, please become familiar with it.

General

- Find out if the supplier’s firm is included in a Sustainability Index: i.e. Dow Jones Sustainability Index.
- Does the supplier’s firm provide environmental educational programs for customers? If so are they local or regional? Is the program global? Can clients participate?
- Does supplier’s firm support Donation programs? (Example: Dell collects used PCs for the National Cristina Foundation and Goodwill Industries. [www.reconnectpartnership.com](http://www.reconnectpartnership.com))
- Suppliers must meet and maintain ISO 14001 and OHSAS 18001 standards.
- Complete a Bloomberg Vendor Environmental Performance Survey questionnaire
- Verification by industry related third parties such as Energy Star, LEED, Green Seal of EPA’s Comprehensive Procurement Guidelines (CPG) and/or equal.
- Vendors must be able to supply Bloomberg with documentation to substantiate what makes their goods or services “Sustainable”.

**2.1.3 Recycled Content:**

BLP requests that all vendors provide recycled content options for goods when available. If a product is available with recycled content, vendor should disclose that option to the appropriate BLP representative.

If a product is available with recycled content, but BLP does not specify such, vendor should default to order the product with recycled content, unless instructed otherwise by BLP personnel.

**2.1.4 Reporting:**

BLP and/or vendor will record and track purchases on a monthly basis or as requested by BLP. The BLP personnel and/or vendor responsible for purchasing will report the company’s purchases to the appropriate BLP personnel using the provided Materials Purchasing Spreadsheet.

Vendor is required to track and report BLP purchases monthly. Vendor will use the BLP Materials Purchasing Spreadsheet or a BLP approved alternative reporting method.

Vendors shall be prepared to report on specific Bloomberg required attributes as per the Exhibit 5 - Materials Purchasing Spreadsheet.

The materials that do not meet the BLP adopted EPP specifications need to be approved by authorized BLP personnel.

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## 2.2 Category Considerations

Environmental considerations should become part of normal purchasing practice, consistent with such traditional factors as product safety, price, performance and availability. From cradle to grave, the manufacturing process of a green product should incorporate processes that positively impact the triple bottom line: the environmental, social and economic consequences. Specifying environmentally preferable and energy-efficient products and services is the responsibility of each buyer.

Below are industry related criteria to assist buyers with obtaining environmentally preferred information and to develop specifications and SOWs for the goods and services we procure.

### 2.2.1 Engineering Hardware, Electronic Products and Appliances

- Reduced Greenhouse gas emissions from products.
- Reduce emissions from delivery of products.
- Regional manufacturing or assembly plants.
- Reduced power consumption.
- Look for the Energy Star or Energy Smart designations.
- PCs, Notebooks and other equipment should contain power management settings
- Products should contain non-brominated flame retardants (BFR). Note some companies are in the process of phasing out brominates, so inquire as to when the non-brominate products will be released.
- Products should not contain parts made with Polyvinyl Chloride (PVC).
- Equipment meets RoHS (made without Hazardous Substances like lead, which can be harmful to the environment.)
- Manufacturer reduces the amount of waste from the manufacturing process or recycles percentage of waste.
- Accepts printers, ink and toner with purchases.
- Asset Recovery Services (ARS) Commercial Asset Recovery Program.

#### 2.2.1.1 Requirement per LEED EB v2008 MRc2

In order to improve the energy efficiency of our inventory, high value products such as: computers, monitors, copiers, printers, scanners, fax machines, refrigerators and other appliances shall meet the criteria noted below. It is BLP's intent that 90% of the cost of purchases will meet these criteria.

- ENERGY STAR products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) bronze level, or higher, rated products

BLP acknowledges the value of purchasing sustainable products and requires that our vendor's support that effort when appropriate and/or possible. BLP requests that vendor notify them of Energy Star and/or EPEAT opportunities that meet the above specifications as well as reduced packaging options.

#### 2.2.2 Information Systems (IS)

The Scope of Green IS – as defined by Forrester

- Design
  - Create energy-efficient systems
  - Improve power handling efficiency
  - Build more manageable systems
- Manufacture
  - Clean up manufacturing processes
  - Source from responsible suppliers
  - Reduce use of hazardous substances
  - Lessen impacts of packaging and transportation

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- Operate
  - Manage PC and client devices
  - Cool data centers more efficiently
  - Actively manage application workloads
  - Incorporate green criteria into procurement
  - Source alternative energy and carbon offsets
  - Relocate or outsource data centers
- Dispose
  - Responsible disposal at end-of-life
  - Reuse and refurbish systems
  - Recycle consumables

### **2.2.3 Paper Products/Forest Stewardship**

- Specify and use paper, envelopes and forms that include a minimum of 10% post-consumer recycled content and a minimum of 20% total recycled content (pre-consumer and post-consumer). Paper Post Consumer Fibers and processed chlorine-free (PCF) paper are preferred.
- Use forest-friendly paper including post-consumer recycled content and Forest Stewardship Council (FSC) certified fiber for office supplies and encourage suppliers to do the same.
- Reduce packaging materials. Use forest-friendly packaging materials and reduce the use of foam, plastic and wood pallets.
- Increase sourcing of forest friendly paper and reduce the use of virgin tree fiber in packaging and office paper.
- Use Corrugated Pallets
- Green Cell™ foam products and packaging which is biodegradable foam made from high-grade cornstarch and soybean oil should be used.
- The acceptable range for mailing boxes, tubes, envelopes and void fill that contain a percentage of recycled material in the core product is 10% to 100% for post-consumer recycled content and 50% to 100% for total recycled content (pre-consumer plus post-consumer).
- The acceptable range for paper towels and tissues that contain a percentage of recycled paper material is 10% to 100% for post-consumer recycled content and 20% to 100% for total recycled content (pre-consumer plus post-consumer). Recycled towels and tissues are environmentally preferable since they help to reduce waste, decrease pressure on forests and lessen energy, greenhouse gases and water and air emissions.

BLP desires to reduce waste and recognizes that such reduction begins by mitigating the amount of material that enters each facility. BLP will request that all items purchased be packaged and delivered with minimal packaging material. BLP reserves the right to request that vendors alter the packaging of goods delivered, when appropriate and/or possible.

### **2.2.4 Plastics**

The acceptable range for mailing boxes, tubes and envelopes that contain a percentage of recycled plastic material in the core product is 10% to 100% for post-consumer recycled content and 50% to 100% for total recycled content (pre-consumer plus post-consumer).

### **2.2.5 Metals**

Products containing metals should be composed of 25% to 100% total recycled content (pre-consumer plus post-consumer).

### **2.2.6 Glues and adhesives**

Specify Glues, Glue Sticks and Adhesives that are Certified AP Non-Toxic as they contain fewer harsh chemicals than non-certified products.

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### **2.2.7 Cleaning Supplies**

Specify cleaning supplies that are Non-Toxic and Biodegradable. Non-toxic cleaning supplies do not contain chemicals in sufficient quantities to be injurious to human health. Biodegradable cleaners safely break down in nature and do not cause environmental issues in ground or surface water. Refer to Appendix 10 Green Cleaning Policy, found in the RFP Template folder on the Purchasing Shared Drive, for additional information.

### **2.2.8 Lighting**

- Specify Lamps that are energy efficient. The preferred specification should contain an Energy Star certification.
- Energy Star qualified Compact Fluorescents Lightbulbs (CFLs) can save up to 75% of energy costs when compared to standard incandescent bulbs, and can last between 10 and 13 times as long as incandescent bulbs. Although upfront costs may be higher, CFLs pay for themselves over and over again.

#### **2.2.8.1 Sustainable Purchasing of Light Bulbs With Reduced Mercury**

Requirement per LEED EB v2008 MRc4

All lamps and light bulbs purchased by BLP for their facilities will comply with the minimum level of mercury content specified below. A minimum of 90% by cost of all light bulb purchases will meet the reduced mercury specifications. Monthly purchasing reports will track the lighting program progress and identify barriers to meeting the mercury content objective.

BLP acknowledges the value of purchasing sustainable products and requires that vendor support that effort as it relates to supplying light bulbs and lamps to BLP. BLP requests that vendor notify them of product alternatives that meet specifications in the following table, as well as reduced packaging options when available.

(LEED for High Performance Operations v2008)

### **2.2.9 Product Stewardship**

- Manufacturers should offer no-charge recycling of their products or other recycling programs.
- Manufacturer should have a product recovery program, to decommission obsolete equipment.
- End of life product disposition

### **2.2.10 Furniture and Furnishings**

Sustainable Purchasing of Furniture:

When purchasing new furniture, BLP will look for items with the following characteristics: recycled or, rapidly renewable resource content, no added urea formaldehyde, manufactured locally and packaged with minimal material. It is BLP goal that 30% of all furniture purchases meet the following specifications. Please refer to BLP's Construction Policy for additional information.

- All furniture products should contain recycled contents. The acceptable range for furniture manufactured from post consumer steel and plastic is 30% to 100% for post-consumer recycled content and 50% to 100% for total recycled content (pre-consumer plus post-consumer).
- Desk accessories should be made of recycled materials. The acceptable range for plastic desk accessories such as pencil cups, magazine files and telephone stands, is that they contain 25%-100% post-consumer recycled content and 50%-100% total recycled content (pre-consumer plus post-consumer). The acceptable range for steel or metal desk accessories is that they contain 10%-100% post-consumer recycled content and 25%-100% total recycled content (pre-consumer plus post-consumer).
- BLP will purchase salvaged, refurbished or used furniture for their facilities when ever feasible.

### **2.2.11 Signage**

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- LEDs are environmentally preferable since they are extremely efficient, use significantly less energy and help reduce greenhouse gases in comparison to neon.

### **2.2.12 Art Supplies**

- Pencils, Crayons and Paints are to be specified as Certified AP Non-Toxic, as they contain fewer harsh chemicals than non-certified products.

### **2.2.13 Sustainable purchasing of Facility Alterations and Additions**

- Requirement per LEED EB v2008 MRc3  
Please see the BLP Construction Policy for specifications pertaining to the Construction Policy.

### **2.2.14 Sustainable Food Purchasing**

- Requirement per LEED EB v2008 MRc5  
Please refer to the LEED EB requirements for specific requirements.

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## 2.3 Glossary of Sustainable Purchasing Terms

<u>Word/Term</u>	<u>Definition</u>
Alternative Fiber Products	Alternative fibers such as banana fiber, sugarcane, potato starch and straw can be used to make paper. This helps to reduce pressure on forests and convert agricultural waste byproducts into useful raw materials.
Bio-based Products	Any manufactured, commercial, or industrial good (non-food) that is made up of biological materials or agricultural resources within the United States. Such materials may come from the byproducts of animals, plants, or other biological sources that are non-petroleum based.
Biodegradable	Capacity of a material to decompose by biological action. The term usually refers to the environmental breakdown of waste by microorganisms. Generally, plant and animal products are biodegradable, whereas mineral substances (e.g., metals, glass, plastics) are not. Disposal of nonbiodegradable waste is a primary source of pollution.
Biodegradable Void Fill	Biodegradable void fill such as cornstarch based peanuts, are made of vegetable based ingredients that are water soluble and easily broken down. By allowing lower chemical and crude oil consumption during the manufacturing process, there is a reduction of waste in landfills since the material can be safely composted at home, or broken down quickly if deposited on a landfill.
Bioplastics	Plastics made from corn, sugar cane and other plants, are green alternatives for everything from bulk food containers to lipstick tubes and clothing fiber. “Bioplastics” offer the world a way to wean itself off oil, and most biodegrade to varying degrees. Their makers’ green arguments are complex, and environmentalists are cautious with support. Manufacturing bioplastics produces carbon dioxide, which contributes to global warming. The materials are made from crops that require land and water to grow. Recycling presents still other pitfalls.
Carbon Dioxide (CO2)	Carbon dioxide is a chemical compound composed of two oxygen atoms covalently bonded to a single carbon atom. At standard temperature and pressure, it exists in the Earth's atmosphere. In general, it is exhaled by animals and utilized by plants during photosynthesis. Additional carbon dioxide is created by the combustion of fossil fuels or vegetable matter, among other chemical processes. Carbon dioxide is an important greenhouse gas because it absorbs the infrared, and because of its atmospheric lifetime. Due to this, and the role it plays in the respiration of plants, it is a major component of the carbon cycle.
Carbon Footprint	The measure of the impact human activities have on the environment in terms of the amount of greenhouse gases produced, measured in units of Carbon Dioxide. A Carbon Footprint is made up of the sum of two (2) parts, the direct/primary footprint and the indirect/secondary footprint. The Primary footprint is the measure of our direct emissions of CO2 from the burning of fossil fuels. The secondary footprint is a measure of indirect CO2 emissions from the whole life cycle of products we use.

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Carbon Neutral	Refers to neutral (meaning zero) total carbon release, brought about by balancing the amount of carbon released with the amount sequestered. It can refer to the practice of balancing carbon dioxide released into the atmosphere from burning fossil fuels, with renewable energy that creates a similar amount of useful energy, so that the carbon emissions are compensated, or alternatively using only renewable energies that don't produce any carbon (this last is called a post-carbon economy).1) It is also used to describe the practice, 2) of carbon offsetting, by paying others to remove or sequester 100% of the carbon dioxide emitted from the atmosphere 3) – for example by planting trees – or by funding 'carbon projects' that should lead to the prevention of future greenhouse gas emissions, or by buying carbon credits to remove (or 'retire') them through carbon trading. These practices are often used in parallel, together with energy conservation measures to minimize energy use.
Carbon Offsetting	The act of mitigating ("offsetting") greenhouse gas emissions. Ex.: plant trees to compensate for greenhouse gas emissions from personal air travel.
Certified Woods	With forest certification, an independent organization develops standards of good forest management, and independent auditors issue certificates to forest operations that comply with those standards. This certification verifies that forests are well-managed and ensures that certain wood and paper products come from responsibly managed forests. There is no single accepted forest management standard worldwide.
<i>Chlorine Dioxide</i>	A chemical compound with the formula ClO <sub>2</sub> . This greenish-yellow gas crystallizes as orange crystals at –59 °C. As one of several oxides of chlorine, it is a potent and useful oxidizing agent used in water treatment and in bleaching.
Chlorine Free Products	Paper products made without chlorine bleach. Products should be certified as "Chlorine Free". Processed Chlorine Free is reserved for recycled content paper. This includes all recycled fibers used as a feedstock that meet EPA guidelines for recycled or post-consumer content. Also referred to as Processed Chlorine Free (PCF). The PCF emblem is the only certification mark in the world that clearly identifies: 1) No chlorine or chlorine compounds were used in the papermaking process. 2) How the mill determined post-consumer content. 3) The mill has no current or pending violations. 4) The mill does not use old growth forest for any of the virgin pulp. 5) Provides the mill with recommendations on product quality and increased productivity. 6) The product contains at least 30% post-consumer content. Totally Chlorine Free (TCF) is reserved for virgin fiber papers. TCF papers do not use pulp produced with chlorine or chlorine containing compounds such as bleaching agents.
Closed-Loop Recycling	A system in which materials are continually recycled into the same product. Examples include aluminum cans and glass bottles. The term is used to describe the last, and most important, step in the recycling process. It refers to the point when a consumer buys a recycled product after it has been put into a recycling program and reprocessed into a new item. (See "recycling symbol")
Dioxins	The word dioxin in a general way refers to compounds whose molecules have a dioxin core skeletal structure with substituent molecular groups attached to it. For example, dibenzo-p-dioxin is a compound whose structure consists of two benzo- groups fused onto a p-dioxin ring. Because of their extreme importance as environmental pollutants, current scientific literature uses the name dioxins commonly for simplification to denote the chlorinated derivatives of dibenzo-p-dioxin, more precisely the polychlorinated dibenzodioxins (PCDDs).
Elemental Chlorine Free (ECF)	Is a bleaching method using chlorine dioxide instead of conventional chlorine gas. ECF is now the standard cleaner bleaching process across North American pulp mills. Papers are bleached using the ECF process which eliminates dioxins from water effluents. This process passed the effluent regulation and atmospheric control law of the cluster rule of the U.S.A. EPA's rules and creates the strongest fibers.

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Energy Conservation	The practice of decreasing the quantity of energy used while achieving a similar outcome. This practice may result in increase of financial capital, environmental value, national security, personal security, and human comfort.
Energy Star	A federal standard applied to office equipment for the purpose of rating the energy efficiency of the equipment. Energy Star computers, monitors, and printers save energy by powering down and going to "sleep" when not in use, resulting in a reduction in electrical bills and pollution levels. Office technology products that have earned the ENERGY STAR can cut the electricity use by over 75%.
Environmentally Preferable Product (EPP)	A product or service that has a lesser or reduced impact on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics either disposed of or consumed.
Environmentally Preferable Purchasing (EPP)	Environmentally Preferable Purchasing (EPP) is based on the premise that every acquisition affects human health and the environment in some way. This means considering the environmental performance of products and services alongside standard performance and price considerations.
FSC-Certified	FSC-certified paper is assured to come from more "responsibly harvested forests." These forests are managed following rigorous standards that help ensure long-term renewable harvests, sustainable re-growth and biodiversity protection.
Green	Green has become the symbolic color of environmentalism, chosen for its association with nature, health, and growth.
Green Building	The practice of increasing the efficiency of buildings and their use of energy, water, and materials, and reducing building impacts on human health and the environment, through better siting, design, construction, operation, maintenance, and removal — the complete building life cycle.
Green Products	Those that do not cause harm to the environment, have positive social impacts. and ensure profitability for the manufacturer. It's not just the product that has to be green. Everyone and everything that touches that product must also address triple bottom line issues.
Greenhouse Gas Emissions	One problem brought about by human action that is definitely affecting the hydrosphere globally is that of the greenhouse gases (so called because of their heat-trapping "greenhouse" properties) emitted to the atmosphere. They are as follows: Carbon Dioxide (CO <sub>2</sub> ), Methane (CH <sub>4</sub> ), Nitrous Oxide (N <sub>2</sub> O), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Sulphur Hexafluoride (SF <sub>6</sub> )
Hydrofluorocarbons (HFCs)	HFCs and perfluorocarbons do not destroy ozone, but do cause global warming. Composed entirely of carbon, hydrogen, and fluorine. They have an even lower global warming potential than HCFCs, and no known effects at all on the ozone layer. Only compounds containing chlorine and bromine are thought to harm the ozone layer. Fluorine itself is not ozone-toxic. Hydrofluorocarbons (HFCs) and perfluorocarbons (PFCs), types of haloalkanes are targets of the Kyoto Protocol.
Indoor Air Quality (IAQ)	Deals with the content of interior air that could affect health and comfort of building occupants. The IAQ may be compromised by microbial contaminants (mold, bacteria), chemicals (such as carbon monoxide, radon), allergens, or any mass or energy stressor that can induce health effects. Recent findings have demonstrated that indoor air is often more polluted than outdoor air (albeit with different pollutants). Using ventilation to dilute contaminants, filtration, and source control are the primary methods for improving indoor air quality in most buildings.



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Kyoto Protocol	The International Framework Convention on Climate Change with the objective of reducing greenhouse gases that cause climate change. It was adopted on 11 December 1997 by the 3rd Conference of the Parties, which was meeting in Kyoto, and it entered into force on 16 February 2005. As of November 2007, 180 parties have ratified the protocol. Of these, 36 developed countries (plus the EU as a party in its own right) are required to reduce greenhouse gas emissions to the levels specified for each of them in the treaty. One hundred and thirty-seven (137) developing countries have ratified the protocol, including Brazil, China and India, but have no obligation beyond monitoring and reporting emissions. The United States has not ratified the treaty.
LEED	Leadership in Energy and Environmental Design - Green Building Rating System, developed by the U.S. Green Building Council, provides a suite of standards for environmentally sustainable construction. Since its inception in 1998, LEED has grown to encompass over 14,000 projects in 50 US States and 30 countries covering 1.062 billion square feet (99 km <sup>2</sup> ) of development area. The hallmark of LEED is that it is an open and transparent process where the technical criteria proposed by the LEED committees are publicly reviewed for approval by the more than 10,000 membership organizations that currently constitute the USGBC.
Life Cycle Assessment (LCA)	The comprehensive examination of a products environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal.
Life Cycle Costing	A procurement evaluation technique which determines the total cost of acquisition, operating, maintaining and disposing of the items acquired; the lowest ownership cost during the time the item is in use.
Methane (CH <sub>4</sub> )	Methane is a potent greenhouse gas with a high global warming potential (i.e., warming effect compared to carbon dioxide). The Third assessment report of the IPCC stated that when averaged over 100 years each kg of CH <sub>4</sub> warms the Earth 25 times as much as the same mass of CO <sub>2</sub> .
Nitrous Oxide (N <sub>2</sub> O)	Nitrous oxide is a major greenhouse gas. While its radioactive warming effect is substantially less than CO <sub>2</sub> , nitrous oxide's persistence in the atmosphere, when considered over a 100 year period, per unit of weight, has 296 times more impact on global warming than that per mass unit of carbon dioxide (CO <sub>2</sub> ). Nitrous oxide is the third largest greenhouse gas contributor, behind carbon dioxide and methane. (Also called dinitrogen oxide or dinitrogen monoxide) is a chemical compound with the chemical formula N <sub>2</sub> O. At room temperature, it is a colorless non-flammable gas, with a pleasant, slightly sweet odor and taste. It is used in surgery and dentistry for its anesthetic and analgesic effects. It is commonly known as "laughing gas".
Non-Renewable Resource	A resource that is NOT capable of being naturally restored or replenished; a resource that is exhausted because it has not been replaced (e.g. copper) or because it is used faster than it can be replaced (e.g. oil, coal [what we call fossil fuels]). Their use as material and energy sources leads to depletion of the Earth's reserves.
Perfluorocarbons (PFCs)	Perfluorocarbons (PFCs) are compounds derived from hydrocarbons by replacement of hydrogen atoms by fluorine atoms. PFCs are made up of atoms of carbon, fluorine, and/or sulfur. PFCs are being used in refrigerating units and "clean" fire extinguishers. PFCs are extremely potent greenhouse gases, and they are a long-term problem with a lifetime up to 50,000 years.
Petroleum	A thick, flammable, yellow-to-black mixture of gaseous, liquid, and solid hydrocarbons that occurs naturally beneath the earth's surface, can be separated into fractions including natural gas, gasoline, naphtha, kerosene, fuel and lubricating oils, paraffin wax, and asphalt and is used as raw material for a wide variety of derivative products.
Petroleum-Based Products	Products made with petroleum, these items are not biodegradable, emit harmful fumes if burned and usually end up in landfills. Ex.: plastics, elastic, cosmetics, golf balls, crayons.

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Plant-Matter Based Or Bio-Based Product	A product derived from renewable resources, including fiber crops, such as kenaf; chemical extracts from oilseeds, nuts, fruits and vegetables (such as corn and soybeans); agricultural residues, such as wheat straw and corn stover; and wood wastes generated from processing and manufacturing operations. These products stand in contrast to those made from fossil fuels (such as petroleum) and other less renewable resources (such as virgin timber).
Pollution Prevention	Source reduction AS DEFINED IN THE Pollution Prevention Act of 1990 (42 U.S.C. 13102), and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water, or other resources; or (b) protection of natural resources by conservation.
Polyvinyl Chloride (PVC)	Is a widely used thermoplastic polymer. In terms of revenue generated, it is one of the most valuable products of the chemical industry. Globally, over 50% of PVC manufactured is used in construction. As a building material, PVC is cheap, durable, and easy to assemble. In recent years, PVC has been replacing traditional building materials such as wood, concrete and clay in many areas. Despite claims that PVC production negatively affects the natural environment and human health, it is still widely used. Post-consumer PVC is not typically recycled due to the prohibitive cost of regrinding and recompounding the resin compared to the cost of virgin (unrecycled) resin. A new process of PVC Recycling is being developed in Europe and Japan called Texilooop®. This process consists of recovering PVC plastic from composite materials. It strives to be a closed loop system, recycling its key solvent and hopefully making PVC a future technical nutrient.
Post-Consumer	A term used to describe material that is being reused or recycled after it has been in the consumer's hands (e.g., a newspaper going back to the paper mill to be recycled into new recycled content paper products). Also referred to as a Post-Consumer Material.
Pre-Consumer	A term used to describe material that is being reused or recycled before it ever goes to market (e.g. paper scraps off of a paper mill floor going back into the next batch of paper). Waste material generated during the manufacturing process. Also referred to as a Pre-Consumer Material.
Recovered Materials	Waste materials and byproducts that have been recovered or diverted from solid waste, but does not include materials and byproducts generated from, and commonly reused within, an original manufacturing process.
Recyclability	The ability of a product or material to be recovered from and diverted from, the solid waste stream for the purpose of recycling.
Recyclable	A term used to designate that a product or its package can be recycled. Recyclable materials, also called "recyclables", originate from a wide range of sources, including: glass, paper, aluminum, asphalt, iron, textiles and plastics. The term may be misleading, as there may not be a recycling program that takes the identified material in the consumer's area.
Recycle	To collect, separate, process and market materials so they can be used again. Extracting useful materials from (garbage or waste), to reuse, reprocess, recondition and adapt to a new use or function.
Recycled	A term used to describe material that has been separated from the waste stream, reprocessed into a new product (often taking the place of virgin material), and then bought back by the consumer as a new item. Also seen as "made from recycled material." This means that the packaging or the item you are purchasing has recycled material in it. This is a term we do want to see on products and is what we talk about when we say that for recycling to really work, we have to "close the loop" and buy recycled (Recycled Content Products). Otherwise, we are just sorting our garbage. You will want to learn about the amount of pre-consumer and post-consumer material used in recycled items. It is preferable to have as high a post-consumer content as possible as this reinforces the recycling loop being closed and indicates that our recycling efforts are paying off.

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Recycling	The reprocessing of materials into new products. Recycling generally prevents the waste of potentially useful materials, reduces the consumption of raw materials and reduces energy usage, and hence greenhouse gas emissions, compared to virgin production.
Recyclates	Recyclates are sorted and separated into material types. Contamination of the recyclates with other materials must be prevented to increase the recyclates' value and facilitate easier reprocessing for the ultimate recycling facilities.
Remanufactured Product	Any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
Renewable Energy	Effectively utilizes naturally replenished resources such as sunlight, wind, tides and geothermal heat. Renewable energy technologies range from solar power, wind power, and hydroelectricity to biomass and biofuels for transportation. About 13 percent of primary energy comes from renewables.
Renewable Resource	A resource that is capable of being naturally restored or replenished (e.g. trees).
Reprocessing	To process again. Re-refining used oil into new oil is a form of reprocessing.
Re-refining	To refine again. Used oil that is reprocessed into new oil products is considered re-refined.
Restrictions on Hazardous Substances (RoHS)	Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (commonly referred to as RoHS) was adopted in February 2003 by the European Union. Effective 1 July 2006, and is required to be enforced and become law in each member state. This directive restricts the use of six hazardous materials in the manufacture of various types of electronic and electrical equipment. These materials are lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls and polybrominated diphenyl ether.
Reused Product	Any product designed to be used many times for the same or other purpose without additional processing other than specific requirements, such as cleaning, painting or minor repairs.
Stewardship	Environmental stewardship is the responsibility to take care of our natural resources to ensure that they are sustainably managed for current and future generations. Stewardship of the environment can include recycling, conservation, regeneration, and restoration. Stewardship is an ethic whereby citizens participate in the careful and responsible management of air, land, water and biodiversity to ensure healthy ecosystems for present and future generations.
Sulphur Hexafluoride (SF6)	SF6 is the most potent of the greenhouse gases. Is a non-toxic, inert, insulating and cooling gas of high dielectric strength and thermal stability. It is particularly suitable for application in both high-voltage and medium-high voltage power circuit breakers as well as in high-voltage cables, transformers, transducers, particle accelerators, X-ray equipment and UHF transmission systems and as an etching and chamber cleaning gas in the semiconductor industry. SF6 plasma is also used in the semiconductor industry as an etchant.
Sustainability	The EPA defines sustainability as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” It’s characteristic of a process or state that can be maintained at a certain level indefinitely. The term, in its environmental usage, refers to the potential longevity of vital human ecological support systems, such as the planet's climatic and agricultural systems, industry, forestry, fisheries, and human communities in general.

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Take-back Programs	Manufacturers take the physical responsibility for products and/or packaging at the end of a products useful life. By accepting used products, manufacturers can acquire low-cost feedstock for new manufacture or remanufacture, and offer a value-added service to the buyer. Most take-back programs in the U.S. are voluntary, while legislation in many European countries require manufacturers take responsibility for waste costs incurred by products and packaging.
Triple Bottom Line	Means expanding the traditional reporting framework to take into account environmental and social performance in addition to financial performance. Also referred to as "TBL", "3BL", or "People, Planet, Profit".
Virgin Product	A product that is made with 100 percent new raw materials and contains no recycled materials.
Volatile Organic Compounds (VOCs)	Compounds that evaporate easily at room temperature and often have a sharp smell. They can come from many products, such as office equipment, adhesives, carpeting, upholstery, paints, solvents, and cleaning products. Some VOCs can cause cancer in certain situations, especially when they are concentrated indoors.
Waste Electrical and Electronic Equipment (WEEE)	The WEEE Directive is the European Community directive 2002/96/EC on electrical and electronic equipment waste which, together with the RoHS Directive, became European Law in February 2003, setting collection, recycling and recovery targets for all types of electrical goods. The directive imposes the responsibility for the disposal of WEEE on the manufacturers of such equipment. Those companies should establish an infrastructure for collecting WEEE, in such a way that "Users of electrical and electronic equipment should have the possibility of returning WEEE at least free of charge". Also, the companies are compelled to use the collected waste in an ecological-friendly manner, either by ecological disposal or by reuse or refurbishment of the collected WEEE. The WEEE Directive obliged the twenty-five EU member states to transpose its provisions into national law, causing a patchwork of requirements and compliance solutions to emerge across Europe.
Waste Prevention	Any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount of toxicity before they are discarded. Waste prevention also refers to the reuse of products and materials.
Waste Reduction	Preventing or decreasing the amount of waste being generated through waste prevention, recycling or purchasing recycled and environmentally preferable products.
Waste-to-Energy Plant	A modern term for an incinerator that burns wastes in high-efficiency furnace/boilers to produce steam and/or electricity and incorporates modern air pollution control systems and continuous emissions monitors. This type of incinerator is sometimes called an energy-from-waste (EFW).

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## 2.4 Purchasing Environmental Certifications

### Certification

### Info About Certification

#### Blue Angel (Germany)

The Blue Angel (Blauer Engel) is a German certification for products and services that have environmentally friendly aspects. The certificate has been awarded since 1978 by the Jury Umweltzeichen, a group of 13 persons from environment and consumer protection groups, industry, unions, trade, media and churches. After the introduction of Germany's Blue Angel in 1978 as the first world-wide environmental label, other European and non-European countries followed this example and introduced their own national and supra-regional environmental labels. The common goal of these labels is to inform consumers about environmentally friendly products thereby giving global support to product-related environmental protection. In 1994, some countries cooperated in developing the Global Ecolabelling Network (GEN) - a non-profit interest group composed of ecolabel organisations throughout the world.

[http://www.blauer-engel.de/englisch/navigation/body\\_blauer\\_engel.htm](http://www.blauer-engel.de/englisch/navigation/body_blauer_engel.htm)

#### Australia's Environmental Choice (GECA)

The Australian "Good Environmental Choice" program launched in November 2001 provides to the community an environmental mark of recognition for a wide range of products and services. The benefits of an independent environmental label is that all Australians can easily recognize products which are sensitive to environmental pressures. The Australian Ecolabel Program has been developed for general compliance to ISO 14 024 and is managed by a not-for-profit organization utilizing a national network of registered assessors. The program awards a mark of recognition for products and services that meet standards of environmental, quality and social performance.

<http://www.aela.org.au/introduction.htm>

#### BREEAM - Building Research Establishment Environmental Assessment Method

BREEAM is the UK equivalent of the USGBC's LEED assessment method.

<http://www.breeam.org/>

#### Bureau Veritas S. A.

(formerly BVQI, Bureau Veritas Quality International) is a certification agency, which was founded as a classification society in 1828 in Antwerp. In addition to certifications they are a world wide leading in HSE (Health, Safety and Environmental). Today the headquarters are in Paris. The ISO 14000 environmental management standards exist to help organizations minimize how their operations negatively affect the environment (cause adverse changes to air, water, or land), comply with applicable laws and regulations. Bureau Veritas provides third party ISO 14000 series audits for compliance purposes.

[http://www.bureauveritas.com/wps/wcm/connect/bv\\_com/Group](http://www.bureauveritas.com/wps/wcm/connect/bv_com/Group)

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**Canada's Environmental Choice**

Canada's "Environmental Choice" program certifies products and services because they are made or offered in a way that improves energy efficiency, reduces hazardous by-products, uses recycled materials or because the product itself can be reused. Environmental Choice guidelines are based on the best information available at the time and are upgraded as new information and technology make higher standards possible. Guidelines are developed in consultation with industry, environmental groups, universities and independent technical and scientific advisors.

<http://www.ns.ec.gc.ca/g7/eco-can.html>

**Cradle to Cradle**

Cradle to Cradle Certification provides a company with a means to tangibly and credibly measure achievement in environmentally-intelligent design and helps customers purchase and specify products that are pursuing a broader definition of quality. This means using environmentally safe and healthy materials; design for material reutilization, such as recycling or composting; the use of renewable energy and energy efficiency; efficient use of water, and maximum water quality associated with production; and instituting strategies for social responsibility. If a candidate product achieves the necessary criteria, it is certified as a Silver, Gold or Platinum product or as a Technical/Biological Nutrient (available for homogeneous materials or less complex products), and can be branded as Cradle to Cradle.

<http://www.c2ccertified.com/>

**Eco Mark (Japan)**

Eco Mark is a Japanese Environmental Labeling Program operated according to ISO 14020 and ISO14024. The Program considers the whole lifecycle of products. Products must pass a strict examination to obtain certification.

<http://www.ecomark.jp/english/>

**EcoLogo**

EcoLogo is North America's most widely recognized and respected certification of environmental leadership. By setting standards and certifying products in more than 120 categories, EcoLogo helps you identify, trust, buy, and sell environmentally preferable ("green") goods and services.

[www.ecologo.org/](http://www.ecologo.org/)

**Electronic Products Environmental Assessment Tool (EPEAT) Standard**

EPEAT, which stands for Electronic Product Environmental Assessment Tool, is an easy-to-use, on-line tool helping institutional purchasers select and compare computer desktops, laptops and monitors based on their environmental attributes. EPEAT was developed using a grant by EPA and is managed by the Green Electronics Council (GEC). It is dedicated to informing purchasers of the environmental criteria of electronic products. EPEAT-registered computer desktops, laptops, and monitors must meet an environmental performance standard for electronic products - IEEE 1680-2006. GEC's EPEAT Web site provides guidance for purchasers and manufacturers.

<http://www.greenelectronicscouncil.org/epeat/index.htm>

**Energy Star**

ENERGY STAR®, identifies and labels products that are the most energy-efficient on the market. ENERGY STAR qualified products range from dishwashers, furnaces and computers to light fixtures, ceiling fans and VCRs. There is even certification for homes.

<http://www.energystar.gov/>

**Forest Stewardship Council**

The Forest Stewardship Council provides certification for wood that comes from environmentally managed forests. FSC certified® products can be found worldwide and are also at many retail stores in the United States, including The Home Depot, Lowe's Home Improvement Centers and Kinko's.

<http://www.fscus.org/>

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**France's NF Environment**

The NF Environment mark is the Eco-Logo for France. Created in 1992, it features a single leaf covering a globe. The mark means that the product has less impact on the environment while achieving the same level of service as other products on the market. Industries who wish to highlight their environmental efforts can voluntarily apply to use the Eco-Logo on their products. Certification is based on a multi-criteria approach, within a number of product categories including paints, garbage bags and automobile coolants. An Eco-Logo Committee, made up of partners from environmental and consumer associations, industry, distributors and government, advise on general environmental criteria and the selection of new categories. A steering group, made up of concerned industrialists in the sector and members of the Eco-Logo committee, use a consensual approach to propose specific criteria for each product line. The new environmental guidelines are subsequently published.

<http://www.ns.ec.gc.ca/g7/eco-fra.html>

**Green Label - Israel**

The Standards Institution of Israel published a standard for ecological labeling, known as the Green Label, in 1994. The green label is granted by the Ministry of Environmental Protection and the Standards Institution of Israel to products or services with reduced environmental impact in comparison to comparable products or services. The green label represents a holistic judgment, giving overall assessment of a product's environmental quality relative to other products in its category. It is granted when a product meets environmental criteria in such realms as waste reduction, energy savings, reduction of hazardous substance use, utilization of recycled materials, and reduction of packaging.

[http://english.sviva.gov.il/Enviroment/bin/en.jsp?enPage=e\\_HomePage](http://english.sviva.gov.il/Enviroment/bin/en.jsp?enPage=e_HomePage)

**Green Seal**

Green Seal® provides labels for environmentally responsible goods and services. Green Seal works with manufacturers, industry sectors, purchasing groups and governments to green the production and purchasing chain, evaluating the entire life-cycle of the product or service.

<http://www.greenseal.org/>

**Green-E**

Green-e is the nation's leading independent consumer protection program for the sale of renewable energy and greenhouse gas reductions in the retail market. Green-e offers certification and verification of renewable energy and greenhouse gas mitigation products

<http://www.green-e.org/>

**Greenguard**

Greenguard® is a certification and labeling program that addresses product-related indoor air quality performance. Products are regularly tested to ensure their chemical and particle emissions meet acceptable indoor air quality pollutant guidelines and standards. Products in the Greenguard Product Guide include doors, flooring, furniture, bedding, air filters and wall finishes.

<http://www.greenguard.org/>

**India's Ecomark Scheme**

To increase consumer awareness, the Government of India launched the eco-labeling scheme known as 'Ecomark' in 1991 for easy identification of environment-friendly products. Any product which is made, used or disposed of in a way that significantly reduces the harm it would otherwise cause the environment could be considered as Environment-Friendly Product. An earthen pot has been chosen as the logo for the Ecomark scheme in India. The familiar earthen pot uses a renewable resource like earth, does not produce hazardous waste and consumes little energy in making. Its solid and graceful form represents both strength and fragility, which also characterizes the eco-system

<http://envfor.nic.in/cpcb/ecomark/ecomark.html>



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**InMetro Brazil**

About InMetro The National Institute of Metrology, Standardization and Industrial Quality (InMetro) was created by law in December, 1973, to support Brazilian enterprises, to increase their productivity and the quality of goods and services. Its major task is to improve the quality of life of the ordinary citizen as well as to seek the competitiveness of the economy through metrology and quality. The INMETRO is the official institute recognized by the government to create product quality standards, to inspect and provide product quality certification in Brazil. They also provide Systems certification like ISO 9000, ISO 14000 etc ...

<http://www.inmetro.gov.br/>

**International Organization for Standardization (ISO) 14000 Series**

The ISO 14000 environmental management standards exist to help organizations minimize how their operations negatively affect the environment (cause adverse changes to air, water, or land) and comply with applicable laws and regulations. ISO 14001 is the international specification for an environmental management system (EMS). It specifies requirements for establishing an environmental policy, determining environmental aspects and impacts of products/activities/services, planning environmental objectives and measurable targets, implementation and operation of programs to meet objectives and targets, checking and corrective action, and management review. ISO 14000 is similar to ISO 9000 quality management in that both pertain to the process (the comprehensive outcome of how a product is produced) rather than to the product itself. The overall idea is to establish an organized approach to systematically reduce the impact of the environmental aspects which an organization can control.

[http://www.iso.org/iso/iso\\_14000\\_essentials](http://www.iso.org/iso/iso_14000_essentials)

**Japan Electronics and Information Technology Industries Association (JEITA)**

The Japan Electronics and Information Technology Industries Association (社団法人電子情報産業協会, Shadan-hōjin Denshi Jōhō Sangyō Kyōkai? JEITA) is a Japanese trade organization for the electronics and IT industries. It was formed in 2000 from two earlier organizations, the Electronic Industries Association of Japan and the Japan Electronic Industries Development Association.

<http://www.jeita.or.jp/english/>

**Korea's Environmental Labeling Association (KELA)**

The Republic of Korea has given domestic industries incentives to adopt ISO 14000 standards to meet the rapidly emerging international norms and standards. Moreover, the central and local governments, as well as government financial organizations, are encouraged to purchase products bearing the ISO labels. The Environment Labeling Association, an NGO, was established to authorize the use of environmental labeling and to manage the labeled products. However, these fast responses to external agreements are thought to be the consequence of not only elevated environment awareness but mainly the country's externally oriented economy.

[http://eng.me.go.kr/docs/faq/faq\\_view.html?idx=10&av\\_pg=1&mcode=](http://eng.me.go.kr/docs/faq/faq_view.html?idx=10&av_pg=1&mcode=)

**Nordic Swan Eco-label**

The Swan is the official Nordic ecolabel, and it demonstrates that a product is a good environmental choice - introduced by the Nordic Council of Ministers. The Swan's mission is to contribute to reducing the consumer burden on the environment. Their purpose is to guide consumers and purchasers in their desire to shop with a "green" conscience, and thus contribute to a better society. Approximately every three to five years, the criteria documents are reviewed and products carrying the Swan label have new, revised criteria to live up to. In this way, the Swan contributes to ongoing environmental improvements.

[http://www.ecolabel.nu/nordic\\_eco2/welcome/](http://www.ecolabel.nu/nordic_eco2/welcome/)

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**NSF140 Sustainable Carpet Assessment Standard**

It is the first industry-wide unified product standard to be ANSI accredited and applies to carpets used in all types of buildings in the United States.

<http://www.ansi.org/>

**Scientific Certification Systems - SCS Green Cross Certification**

SCS is a leading third-party provider of certification, auditing and testing services, and standards, founded in 1984. Their goal is to recognize the highest levels of performance in food safety and quality, environmental protection and social responsibility in the private and public sectors, while stimulating continuous improvement in sustainable development.

[www.scs-certified.com/](http://www.scs-certified.com/)

**SGS Group**

Société Générale de Surveillance (currently known as SGS S.A. or SGS Group), together with its subsidiaries and joint ventures, provide inspection, verification, testing and certification services. Originally founded in 1878 in Rouen, France as French grain shipment inspection house, the Company was registered in Geneva as Société Générale de Surveillance in 1911. SGS certifies that products, systems or services meet the requirements of standards set by governments (e.g. GOST R), standardization bodies (e.g. ISO 9000) or by SGS customers. SGS also develops and certifies its own standards. SGS verification services ensure that products and services comply with global standards and local regulations. They are the world's leading auditing & certification body.

<http://www.sgs.com/>

**Singapore's Green Label Scheme (SGLS)**

The Singapore Green Labeling Scheme (SGLS) was launched in May 1992 by the Ministry of the Environment. The scheme applies to most products, except food, drinks and pharmaceuticals. It does not apply to services and processes. The GreenLabel can be used on products which meet the eco standards specified by the scheme and is recognized as a member of the international Global Ecolabelling Network (GEN) allowing certification by mutual recognition of SGLS endorsed products by other members of the network.

[http://www.sec.org.sg/greenlabel\\_hm/greenlabel\\_frameset.htm](http://www.sec.org.sg/greenlabel_hm/greenlabel_frameset.htm)

**Sweden's Good Environmental Choice (SSNC)**

The Swedish Society for Nature Conservation (SSNC), Sweden's largest environmental organization, started ecolabeling in 1988 on paper, batteries and laundry detergent. The Good Environmental Choice logo, sometimes referred to as the Falcon, has changed the market in Sweden. Currently, the system covers 13 product areas. Before a product is allowed to display the Good Environmental Choice ecolabel, it must undergo a lifecycle assessment that is measured against established criteria. Over the years the targets in the criteria are strengthened to ensure manufacturers continually seek ways to design products that are cleaner throughout their lifecycle.

<http://www.snf.se/bmv/english.cfm>

**TCO The Swedish Confederation of Professional Employees**

TCO Certification is a series of product certifications for office equipment (most notably monitors). It is set by TCO Development, owned by the Swedish Confederation of Professional Employees. The Certifications are named after years. Although commonly associated with computer monitors, later TCO revision also defines standards for computers, keyboards, printers, mobile phones, office furniture.

[http://www.tco.se/Templates/Page2\\_2319.aspx](http://www.tco.se/Templates/Page2_2319.aspx)

**The Institute for Market Transformation to Sustainability (or MTS)**

The Institute for Market Transformation to Sustainability or MTS (see <http://mts.sustainableproducts.com/>) set standards for product categories and create green product directories to make the switch to sustainable purchasing fast and easy.

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## WaterSense

<http://mts.sustainableproducts.com/>

WaterSense® is a program sponsored by the U.S. Environmental Protection Agency with a mission to protect the nation's water supply by promoting the market for water-efficient products and services. From landscape irrigation services to bathroom sink faucets and toilets, WaterSense provides labels to products and services that are water efficient.

<http://epa.gov/watersense/>

# 3. Sustainable Electronics Manufacturing Policy

## 3.1 Executive Summary

**Sustainable Electronic Product Manufacturing** describes the practice of designing, producing and distributing electronic products that incorporate environmentally responsible materials and practices into such products. Sustainable Electronic Products should also draw the minimum amount of power from the energy grid necessary to support the product. The manufacturer & designers responsibility is to take into account the environment throughout the entire lifecycle of the product - from material selection, to production, to recycling and disposal. These guidelines identify 4 specific areas in which sustainability will be incorporated into the product:

- 1) Chemical & Toxics Reduction/Materials Selection
- 2) E-Waste Criteria (recycling)
- 3) Energy Criteria
- 4) Product Longevity/Design for End of Life

Bloomberg will ensure that we are compliant with ROHS and IEEE 1608 (through EPEAT) in all our products while ensuring that we are up to date with all progressive environmental guidelines, restrictions and legislation.

**RoHS** – The RoHS directive stands for “the restriction of the use of certain hazardous substances in electrical and electronic equipment”. This directive bans the placing in the EU market of new electrical and electronic equipment containing more than agreed levels of lead, cadmium, mercury, hexavalent chromium, polybrominated biphenyl (PBB), and polybrominated diphenyl ether (PBDE) flame retardants. While only directed in the EU, all Bloomberg products, regardless of region comply with RoHS.

**EPEAT** – A procurement tool designed to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebook computers and monitors based on their environmental attributes. At the same time it helps manufacturers promote environmentally preferable products. EPEAT is the implementation of the IEEE 1608 Standard for Environmental Assessment of Personal Computer products. There are 3 levels of certification – Bronze, Silver & Gold (See Exhibit 1). All Bloomberg proprietary equipment will be built to Gold specifications.

**IEEE 1608** - Published by the Institute of Electrical and Electronics Engineers (IEEE) as publication 1608. This specification covers 23 criteria in 8 general categories. They are (1) Reduction/elimination of environmentally sensitive materials (2) Materials Selection (3) Design for end of life (4) Product longevity/life cycle extension (5) Energy Conservation (6) End of life management (7) Corporate performance (8) Packaging. Currently, 1608 is a specification with the intention of guiding businesses and designers in creating environmentally responsible products. There is no enforcement governing this specification.

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**Management Practices** - Bloomberg contracts with electronic assemblers to build our Flat Panel, Keyboard and b-Unit products. The contracted assemblers procure the raw materials, individual components and subassemblies to Bloomberg's specification or receive such items from Bloomberg. By contract, and in some cases by Law, the contract assembler cannot substitute or deviate from our supplied specification of acceptable materials and components. This specification is called a **Bill of Materials or BOM**.

By controlling the BOM, we diminish our environmental impact by specifying to the extent practicable eco-friendly materials. By choosing and contracting with reputable manufacturers, we can impose green manufacturing practices as part of our manufacturing agreement.

**Measurement Practices** – Bloomberg will score all of its proprietary products and evaluate the impact on the environment using a scorecard similar to the scorecard used by Green Peace in order to compare its products to those found within the industry.

## 3.2 Chemical & Toxics Reduction/Materials Selection

Bloomberg will abide by the precautionary principle, as promoted by Green Peace, outlined in a number of international treaties, conventions, & political declarations. The precautionary principle means that when (on the basis of available evidence) the use of a chemical or groups of chemicals may harm human health or the environment, action to eliminate the use of the chemical(s) will be taken – even if the full extent of harm has not yet been fully established scientifically.

Bloomberg will take every possible effort to ensure that all proprietary branded products are designed without toxic components, chemicals or elements in the product composition or manufacturing process. These chemicals include but are not limited to:

- PVC, BFR, all phthalates, beryllium (including alloys & compounds), antimony & antimony compounds
- Additionally, Bloomberg will work to eliminate all chrome<sup>1</sup> from its products and replace it with a less environmentally harmful material.

Bloomberg will continue to adhere to the following standards:

### 3.2.1 RoHS – Restriction of Hazardous Substances Directive

The RoHS Directive stands for "the restriction of the use of certain hazardous substances in electrical and electronic equipment". This Directive bans the placing in the EU market of new electrical and electronic equipment containing more than agreed levels of the following toxic substances:

- Cadmium (Cd) <100ppm
- Lead (Pb) <1000ppm
- Mercury (Hg) <1000ppm
- Hexavalent chromium <1000ppm
- Polybrominated biphenyl (PBB) <1000ppm (Flame Retardant)
- Polybrominated diphenyl ether (PBDE) <1000ppm (Flame Retardant)

The RoHS Directive and the UK RoHS regulations came into force on July 1, 2006. RoHS applies to all 25 EU countries. Other countries and regions have adopted similar legislation (e.g., China RoHS, Korea RoHS and California "Green Chemistry").

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<sup>1</sup> Chrome - The EPA has found chromium to potentially cause skin irritation and ulceration during short-term exposures. Long-term effects include damage to the liver, kidneys, circulatory system and nerve tissue, as well as skin damage and cancer. The chrome plating process creates waste which seeps into the water system or ends up in landfills as a toxin

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### **3.2.2 IEEE1608 and EPEAT**

The RoHS Directive and UK RoHS regulations are included as part of an umbrella specification published by the Institute of Electrical and Electronics Engineers (IEEE) as publication 1608. This specification covers 23 criteria in 8 general categories. Currently, 1608 is a specification with the intention of guiding businesses and designers in creating environmentally responsible products. There is no enforcement governing this specification.

The EPEAT tool further enhances the protection of RoHS by completely eliminating the allowable trace amounts of toxic materials. Under EPEAT, this complete elimination awards a higher level of certification.

#### **3.2.2.1 EPEAT Related Specifications**

EPEAT Related Directives (the following directives from EPEAT relate to Reduction/Elimination of Environmentally Sensitive Materials & Materials Selection. See **Exhibit 1** for a comprehensive list)

##### **4.1 – Reduction/elimination of environmentally sensitive materials**

*4.1.1.1 – Compliance with provisions of European RoHS Directive upon its effective date*

*4.1.2.1 – Elimination of intentionally added cadmium*

*4.1.3.1 – Reporting on amount of mercury used in light sources*

*4.1.3.2 – Low threshold for amount of mercury used in light sources*

*4.1.3.3 – Elimination of intentionally added mercury used in light sources*

*4.1.4.1 – Elimination of added lead in certain applications*

*4.1.5.1 – Elimination of added hexavalent chromium*

*4.1.6.1 – Elimination of added SCCP flame retardants and plasticizers in certain applications*

*4.1.6.2 – Large plastic parts free of certain flame retardants classified under European Council Directives 67/548/EEC*

*4.1.7.1 – Batteries free of lead, cadmium and mercury*

*4.1.8.1 – Large plastic parts free of PVC*

##### **4.2 – Materials Selection**

*4.2.1.1 – Declaration of postconsumer recycled plastic content (%)*

*4.2.2.2 – Minimum content of postconsumer recycled plastic*

*4.2.1.3 – Higher content of postconsumer recycled plastic*

*4.2.2.1 – Declaration of renewable, Bio-based plastic materials content (%)*

*4.2.2.2 – Minimum content of renewable/bio-based plastic material*

*4.2.3.1 – Declaration of product weight (lbs)*

## **3.3 E-Waste Criteria (recycling)**

Bloomberg will take back discarded products in all countries in which the Bloomberg branded products have been sold or leased. Additionally, we will try to re-use as much equipment as possible before disposing.

### **3.3.1 Green Peace Requirements**

- Individual producer responsibility – Bloomberg will take sole responsibility for all its products
- Voluntary take-back – Bloomberg will commit to taking back products even in countries/states where there are no laws requiring it to do so.

### **3.3.2 Resale/Trade-in/Disposal of Bloomberg IT and Other Assets**

When Bloomberg has determined that certain assets are no longer needed, they are resold, traded-in, or scrapped. The Asset Management department is responsible for maximizing the value of these assets while keeping our Green initiative in mind.

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- Resale – We sell directly to third-party dealers the following: No longer needed and obsolete Data Center IT, Broadcast, Hi-Tech equipment and returned Customer equipment (PCs and the LCD glass from outdated flat panels).
- Trade-in – When possible, we trade in obsolete equipment for credit towards new purchases.
- Scrap/Disposal – We have a longstanding relationship and contract with SMT Corp., an electronic equipment scrapper, to whom we regularly send equipment for resale, dismantling, recycling and/or disposal. The main benefit of our relationship with SMT is that they dismantle our Flat Panels, test/resell the LCD glass, and finally dispose of the e-waste in an environmentally sound way. SMT is an EPA registered e-scrap recycler and is ISO 14001, OHSAS 18001, and ISO 9001 compliant. See Exhibit 3 for a sample agreement relating to the processing and resale of equipment. Please contact the Bloomberg legal department for the most current version of this agreement.

### **3.3.3 WEEE – Waste Electrical and Electronic Equipment**

This EU legislation took effect in 2002. It requires that manufacturers be responsible for disposal of their electronic devices at their end-of-life. Bloomberg attempts to recover all unusable equipment and recycle/reuse the components through certified equipment recyclers. All manufacturers contracted by Bloomberg must meet WEEE requirements for hazardous waste disposal throughout the production process. The following are examples of these requirements:

- Information to individual customers – Bloomberg must provide easily accessible information to individual customers on what to do with their branded, discarded electronics in every country where its products are sold or leased
- Amounts recycled – Bloomberg must report on the amount of materials recycled and diverted from landfills

In order of importance we would like those within Bloomberg who handle e-waste in North America to meet one or more of the following criteria.

1. **Sign Basel Ban** - The Basel Action Network provides a list of recyclers who have pledged to recycle domestically and to follow environmental guidelines. The following websites provide further information:
  - <http://www.ban.org/index.html>
  - <http://www.ban.org/pledge1.html>
  - [http://www.ban.org/pledge/downloads/e-Recyclers\\_standards\\_comparison.pdf](http://www.ban.org/pledge/downloads/e-Recyclers_standards_comparison.pdf)
2. **Receive IDC G.R.A.D.E Certification** - IDC is the premier global provider of market intelligence, advisory services, and events for the information technology, telecommunications, and consumer technology markets. It is based on 34 IT Asset Disposal (ITAD)-related functions and tasks that use a multi-dimensional weighting system which incorporates the broad offerings of remote applications, onsite services, logistics, in-plant processing and post treatment. IDC helps IT professionals, business executives, and the investment communities make fact-based decisions on technology purchases and business strategy. More than 1000 IDC analysts provide global, regional, and local expertise on technology and industry opportunities and trends in over 110 countries worldwide. Certification criteria cover manufacturing processes and end-of-use practices, including managing disposition of IT equipment in an environmentally sound fashion and helping customers safeguard proprietary information.

<http://www.idc.com/getdoc.jsp?containerId=prUS21340408>

### **3.3.4 E-waste Best Practices**

- Do you follow any recognized best management practices for electronics recyclers? Who certifies and audits your management system? Are you legally able to perform the work you claim?
- Recyclers and consolidators should be able to produce evidence that they have the proper facilities, training and equipment to perform the operations they claim by showing you an audited management/operations system, complete with evidence of recent audits.

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- Ask if they have environmental management certification or system in place, such as ISO 14001 environmental management certification, or certifications by organizations like the International Association of Electronics Recyclers (IAER) or the Institute of Scrap Recycling Industries (ISRI). (or EPA R2)
- <http://www.eiae.org/faqs.php>

### **3.3.4.1 EPEAT Related Specifications**

- 4.6 – End of Life Management
  - 4.6.1.1 – Provisions of product take-back service
  - 4.6.1.2 – Auditing of recycling vendors]
  - 4.6.2.1 – Provision of rechargeable battery take-back service

## **3.4 Energy Criteria**

Bloomberg supports the global reduction of greenhouse gases emissions via reduced energy consumption. We are committed to developing products that are Energy Star (GOLD) standard or better.

### **3.4.1 Energy\*Star (Department of Energy)**

Bloomberg will abide by Energy Star standards for its monitors. Computer monitors must meet stringent requirements in On, Sleep, and Off Modes in order to earn the Energy Star logo:

- In On Mode, the maximum allowed power varies based on the computer monitor’s resolution
- In Sleep mode, the computer monitor model must consume 2 watts or less
- In Off Mode, computer monitor models must consume 1 watt or less

### **3.4.2 EPEAT Related Specifications**

- 4.5 – Energy Conservation
  - 4.5.1.1 – ENERGY STAR ®
  - 4.5.1.2 – Early adoption of new ENERGY STAR® specification
  - 4.5.2.1 – Renewable Energy accessory available
  - 4.5.2.2 – Renewable energy accessory standard

## **3.5 Product Longevity/Design for End of Life**

Bloomberg understands that the longer a product can avoid replacement, the less material will be needed to produce new products. Bloomberg owns and maintains all Keyboards, Flat Panels and bUnits that we manufacture. Units are returned to our manufacturers, refurbished, and redistributed to customers.

Flat Panels and Keyboard products will be designed to optimize refurbishment. They will continue to be designed for modularity, with high-wear components easily and inexpensively replaced. Keyboards and b-units that are unused will be tested and redistributed if they pass functional tests and cosmetic inspection criteria.

The Bloomberg Sustainability Team (BSI) and Engineering will work together on an annual basis to establish longevity goals and metrics as it relates to Bloomberg branded products during the fiscal planning session or as the business requires.

### **3.5.1 EPEAT Related Specifications**

- 4.3 - Design for End of Life

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- 4.3.1.1 – Identification of materials with special handling needs
- 4.3.1.2 – Elimination of paints or coatings that are not compatible with recycling or reuse
- 4.3.1.3 – Easy disassembly of external enclosure
- 4.3.1.4 – Marking of plastic components
- 4.3.1.5 – Identification and removal of components containing hazardous materials
- 4.3.1.6 – Reduced number of plastic material types
- 4.3.1.7 – Molded/glued in metal eliminated or removable
- 4.3.1.8 – Minimum 65 percent reusable/recyclable
- 4.3.1.9 – Minimum 90 percent reusable/recyclable
- 4.3.2.1 – Manual separation of plastics
- 4.3.2.2 – Marking of plastics

- 4.4 – Product longevity/life cycle extension
  - 4.4.1.1 – Availability of additional 3 year warranty or service agreement
  - 4.4.2.1 – Upgradeable with common tools
  - 4.4.2.2 – Modular design
  - 4.4.3.1 – Availability of replacement parts



### 3.6 Appendix 3A – EPEAT Standard Criteria

**R** Required  
**O** Optional

**Bronze:** Meet all 23 requirements  
**Silver:** Bronze + 50% of Optional Criteria  
**Gold:** Bronze + 75% of Optional Criteria

	<b>4.1</b>	<b>Reduction/elimination of environmentally sensitive materials</b>
<b>R</b>	4.1.1.1	Compliance with provisions of European RoHS Directive upon its effective date
<b>O</b>	4.1.2.1	Elimination of intentionally added cadmium
<b>R</b>	4.1.3.1	Reporting on amount of mercury used in light sources (mg)
<b>O</b>	4.1.3.2	Low threshold for amount of mercury used in light sources
<b>O</b>	4.1.3.3	Elimination of intentionally added mercury used in light sources
<b>O</b>	4.1.4.1	Elimination of intentionally added lead in certain applications
<b>O</b>	4.1.5.1	Elimination of intentionally added hexavalent chromium
<b>R</b>	4.1.6.1	Elimination of intentionally added SCCP flame retardants and plasticizers in certain applications
<b>O</b>	4.1.6.2	Large plastic parts free of certain flame retardants classified under European Council Directive 67/54
<b>O</b>	4.1.7.1	Batteries free of lead, cadmium and mercury
<b>O</b>	4.1.8.1	Large plastic parts free of PVC
	<b>4.2</b>	<b>Materials Selection</b>
<b>R</b>	4.2.1.1	Declaration of postconsumer recycled plastic content (%)
<b>O</b>	4.2.2.2	Minimum content of postconsumer recycled plastic
<b>O</b>	4.2.1.3	Higher content of postconsumer recycled plastic
<b>R</b>	4.2.2.1	Declaration of renewable/bio-based plastic materials content (%)
<b>O</b>	4.2.2.2	Minimum content of renewable/bio-based plastic material
<b>R</b>	4.2.3.1	Declaration of product weight (lbs)
	<b>4.3</b>	<b>Design for End of Life</b>
<b>R</b>	4.3.1.1	Identification of materials with special handling needs
<b>R</b>	4.3.1.2	Elimination of paints or coatings that are not compatible with recycling or reuse
<b>R</b>	4.3.1.3	Easy disassembly of external enclosure
<b>R</b>	4.3.1.4	Marking of plastic components
<b>R</b>	4.3.1.5	Identification and removal of components containing hazardous materials
<b>O</b>	4.3.1.6	Reduced number of plastic material types
<b>O</b>	4.3.1.7	Molded/glued in metal eliminated or removable
<b>R</b>	4.3.1.8	Minimum 65 percent reusable/recyclable
<b>O</b>	4.3.1.9	Minimum 90 percent reusable/recyclable
<b>O</b>	4.3.2.1	Manual separation of plastics
<b>O</b>	4.3.2.2	Marking of plastics
	<b>4.4</b>	<b>Product longevity/life cycle extension</b>
<b>R</b>	4.4.1.1	Availability of additional three year warranty or service agreement
<b>R</b>	4.4.2.1	Upgradeable with common tools

O	4.4.2.2	Modular design
O	4.4.3.1	Availability of replacement parts
	<b>4.5</b>	<b>Energy conservation</b>
R	4.5.1.1	ENERGY STAR®
O	4.5.1.2	Early adoption of new ENERGY STAR® specification
O	4.5.2.1	Renewable energy accessory available
O	4.5.2.2	Renewable energy accessory standard
	<b>4.6</b>	<b>End of life management</b>
R	4.6.1.1	Provision of product take-back service
O	4.6.1.2	Auditing of recycling vendors
R	4.6.2.1	Provision of rechargeable battery take-back service
	<b>4.7</b>	<b>Corporate performance</b>
R	4.7.1.1	Demonstration of corporate environmental policy consistent with ISO 14001
R	4.7.2.1	Self-certified environmental management system for design and manufacturing organizations
O	4.7.2.2	Third-party certified environmental management system for design and manufacturing organizations
R	4.7.3.1	Corporate report consistent with Performance Track or GRI
O	4.7.3.2	Corporate report based on GRI
	<b>4.8</b>	<b>Packaging</b>
R	4.8.1.1	Reduction/elimination of intentionally added toxics in packaging
R	4.8.2.1	Separable packing materials
O	4.8.2.2	Packaging 90% recyclable and plastics labeled
R	4.8.3.1	Declaration of recycled content
O	4.8.3.2	Minimum postconsumer content guidelines
O	4.8.4.1	Provision of take-back program for packaging
O	4.8.5.1	Documentation of reusable packaging

R	Required
O	Optional

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### 3.7 Appendix 3B – Proprietary Product Scorecard

*The Bloomberg Scorecard is modeled after Green Peace’s Guide to Greener Electronics*

	<i>BAD (0)</i>	<i>Partially Bad (1)</i>	<i>Partially Good (2)</i>	<i>Good (3)</i>
<i>Precautionary Principle</i>				
<i>Chemicals Management</i>				
<i>RoHS compliance</i>				
<i>PVC &amp; BFR Free</i>				
<i>Energy Star Compliance</i>				
<i>Individual producer responsibility</i>				
<i>Voluntary take-back</i>				
<i>Information to individual customers</i>				
<i>Amounts recycled</i>				

Scores on a scale of 0-3

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## 4. Corporate Green Design Policy:

### 4.1 Executive Summary

Sustainable graphic design considers the environmental impacts of graphic design products (such as packaging, printed materials, publications, etc.) throughout a life cycle that includes: raw material; transformation; manufacturing; transportation; use; and disposal. Techniques for sustainable graphic design include: reducing the amount of materials required for production; using paper and materials made with recycled, post-consumer waste; printing with low-VOC and non-toxic inks; and using production and distribution methods that require the least amount of transport.

### 4.2 Guidelines

The following will serve as a guide to ensure all CUBE-D projects are created in the most sustainable way possible. There are times, however, when CUBE-D may not be able to go with the eco-friendly alternative. All sustainable options will be examined before a non-eco friendly option is chosen:

- **All projects** should be examined for the most sustainable option of production before design is started. The designer should start the project with the mindset of having it be as sustainable as possible. The MACS ticket should log the steps taken to make the project as sustainable as possible.
- **Avoid use of environmentally harmful ink.** If environmentally harmful ink is selected, a reason is required to explain the use. We understand that there are projects that will require special non eco-friendly ink(s) in order to achieve the project's objective.
  - Eliminate the use of PMS 811 (fluorescent orange) in favor of non-toxic and nearly identical orange. Switch to PMS 151 for coated stock or PMS 136 for uncoated stock<sup>2</sup>
- **Source paper that has at least 30% Post Consumer Waste** and if you must use virgin pulp paper ensure that it comes from FSC sustainable resources.
  - products carrying the FSC label are independently certified to assure consumers that they come from forests that are managed to meet the social, economic and ecological needs of present and future generations
- **Source paper and other materials from reasonable geographic distance** to save energy (fuel consumption in transport) whenever that option exists.
- When Bloomberg Ink is not printing the project, **source local printing first**, depending on availability and efficiency, to ensure that the project is printed or produced close to the area of ultimate distribution. Also try and take into account if the designer or paper mill utilizes renewable energy in their production process
- **Use standard paper sizes and standard die cutting options.** We understand that there are projects that will require atypical paper sizes and die-cutting, in order to achieve the project's objective. In the design process, take all steps necessary to make the most use of the space you have and eliminate waste.
- **Specify the most eco-friendly paper possible:** Totally chlorine free-TFC, post industrial recycled content, post consumer recycled content, FSC certified, recycled fabric content, or tree-free paper (i.e. Kenaf or Hemp)
- Use the **optimum sizes** for your layout of documents given the press size.
- Try to **use inks and paper that are left over** from previous jobs.

<sup>2</sup> All inks are made up of a pigment, which carries the color; a base, a liquid that holds the pigment and allows it to be applied; and a binder that attaches the pigment to the paper. Almost all commercial fluorescent inks use pigments which contain heavy metallic substances, such as chromium, lead, mercury, or arsenic. These metallic substances can harm the environment and animal life, and are even potentially dangerous to humans if ingested, inhaled, or absorbed.

Papers printed with fluorescent ink are "virtually unrecyclable in any system", and these fluorescent inks with metallic pigments will be put into landfill, where they can leak potentially toxic into the ground and water. Therefore, these inks containing environmentally toxic metal pigments should be avoided if at all possible. Bloomberg uses approximately 175 pounds of fluorescent ink PMS 811 annually

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- **Minimize and/or eliminate unnecessary packaging** at all possible times.
- Design pieces to be **multi-functional and reusable** whenever the opportunities exist.
- Source materials that take into account the **full life cycle of the end product**, i.e. whether or not the end product can be recycled, bio-degrade, compose etc.
- Look for opportunities to **replace or alternate print projects with interactive (web) projects** and/or create in a way that allows for a longer shelf-life
- **Have vendors' complete required form** detailing all materials by weight and percentage, used to produce materials, so we can properly track and quantify carbon footprint of every project.<sup>3</sup>

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<sup>3</sup> CUBE-D is currently working on a way to include a tracking system via the MACS tickets or having a special ticket created to track carbon footprint of projects coming out of the department. Vendors are now required to fill out a form detailing country of material origin and production, weight and percentage of materials used. We are revising this form to ensure all necessary information is included and researching a way to transfer this info into some efficient tracking method.

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## 5. 3rd Party Printer Guidelines

### 5.1 Executive Summary

Bloomberg should be actively engaging companies that have made a commitment to be proactive when it comes to health, safety, and environmental responsibility. Identifying the proper print vendor will reduce the impact that an organization has on the environment and save time and money.

### 5.2 Checklist

The list below should serve as a checklist of requirements that Bloomberg needs to request from its external print vendors:

- When outsourcing print jobs and CUBED is NOT involved, specify paper:
  - with a MINIMUM of 30% PCW (Post Consumer Waste)
  - and for recycled white paper, “process chlorine free” paper
- Whenever possible, the chosen printer should be FSC certified and/or use FSC certified paper
- If possible, request that your print job be produced with non-toxic, non-metallic, vegetable or soy based ink that is low VOC
- Ask the vendor how they dispose of the ink they use
- If possible, a visit to the facility should be done
- Ask if the vendor uses no-process printing plates
- Use printers that complete most aspects of the project in-house with exceptions to special features such as die-cut. If outsourcing is necessary for completion, take into account the distance the product will need to travel
- Ensure the requested paper is stocked locally and additional shipping from long distances is not required
- Request a carbon neutral printing process when available. Otherwise identify whether vendor uses alternative energy to power their equipment
- Duplex (double-sided) laser printing is preferred option unless design is restrictive.
- Printers should be able to provide at least one of the third party certifications identified below:

### 5.3 Third Party Certification Labels



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## 6. Green Construction Policy

### 6.1 Executive Summary

The environmental impact associated with construction activities can be mitigated by utilizing sustainable materials, improving indoor air quality, minimizing site disturbance, and reducing waste. BLP acknowledges the value of sustainable construction practices and has adopted the specifications below.

Bloomberg L.P. (BLP) is committed to developing and maintaining sustainable operations and facilities corporate wide. With that in mind, BLP acknowledges the value of sustainable construction practices when at all possible and has adopted the specifications below.

### 6.2 Scope

BLP's Green Construction Policy (the Policy) applies to changes that affect the usable space in the building. Mechanical, electrical or plumbing system upgrades that involve no disruption of usable space do not require compliance with the Policy. BLP's Green Construction Policy relates to any construction or renovation project occurring which meets one of the following qualifications:

For Alterations:

- In which substantial changes made to at least one entire room in the building, and require isolation of the work site from regular building occupants for the duration of construction.
- Exceeds a contract value of \$10,000
- If painting or any type of liquid finish is included in the scope(not touch up painting)
- In which the use multiple contractors is required.
- That require a building permit

The BLP Green Construction policy establishes guidelines for developing a construction indoor air quality plan, a construction waste management plan, an erosion and sedimentation control plan and sustainable purchasing practices for construction materials.

### 6.3 Policy

#### 6.3.1 Construction Indoor Air Quality (IAQ)

At least fourteen (14) days prior to any construction activity, the contractor shall develop and submit to BLP for review a construction indoor air quality (IAQ) plan. This plan shall address the following:

- Develop and implement an indoor air quality (IAQ) management plan for the construction and occupancy phases. During construction, meet or exceed the recommended design approaches of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) "IAQ Guidelines for Occupied Buildings Under Construction", 1995 (or subsequent updates).
- List of IAQ protective measures to be instituted on the site
- Schedule for inspection and maintenance of IAQ measures

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- When system must remain operational during construction, use temporary filters. Filters should be a Minimum Efficiency Reporting Value (MERV) of 8 or equivalent efficiency and be used at each return air grill as determined by ASHRAE 52.2-1999.
- When the system is off, all supply ducts, equipment and openings should be sealed with plastic for further protection.
- Replace all filtration media immediately prior to occupancy.
- If the building undergoes a tenant improvement, develop and implement an IAQ Management plan for the pre-occupancy phases as follows:
  - Upon completion of construction and installation of interior finishes, contractor shall install new filtration media and flush-out the affected space by supplying a total air volume of 14,000 cu.ft. of outdoor air per sq.ft. of floor area while maintaining an internal temperature of at least 60oF and, where mechanical cooling is operated, relative humidity no higher than 60%.
  - The affected space may only be occupied following delivery of a minimum of 3,500 cu.ft. of outdoor air sq. ft. of floor area to the space, and provided the space is ventilated at minimum rate of 0.30 cfm/sq.ft. of outside air or the design minimum outside air rate, whichever is greater, a minimum of three hours prior to occupancy and during occupancy, until the total of 14,000 cu.ft./sq.ft. of outside air has been delivered to the space.
- Upon the completion of construction, HVAC and lighting systems must be returned to the designed or modified sequence of operations
- Protect stored on-site or installed absorptive materials from moisture damage.

### **6.3.2 Best Practices**

In addition to these minimum standards, implement the following best practices for construction IAQ as stated in the SMACNA standards as applicable to facility and construction scope.

## **6.4 HVAC Protection**

- If possible, avoid using permanently installed air handlers for temporary heating/cooling during construction – particularly during demolition.
- If an open /un-ducted plenum over the construction zone must be used, isolate it by having all ceiling tiles in place.
- Check and seal all leaks in the return ducts and air handlers.
- The system should be isolated from the surrounding environment as much as possible.
- Do not store construction or waste materials in the mechanical room.
- If considerable accumulation of particles can be observed under diffusers or if ventilation is restricted, consideration should be given to cleaning the ducts and associated equipment. This decision should be based on a detailed visual inspection of the system.

## **6.5 Source Control**

- When feasible use low emitting products (i.e. low emitting Volatile Organic Compounds – VOC’s).

## **6.6 Construction Materials**

- Use construction materials that reduce the environmental and air quality impacts.



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## 6.7 Cleaning Solutions

Sustainable cleaning products, disposable janitorial paper products and trash bags with minimal environmental impact will be used on all construction projects. Exceptions to this policy may include special circumstances where the specified products are unable to satisfy the critical need.

All outside contractors are asked to use Green-Seal GS-11 products

<http://www.greenseal.org/findaproduct/index.cfm> or products that comply with the California Code of Regulations [http://www.arb.ca.gov/enf/title17\\_94509.pdf](http://www.arb.ca.gov/enf/title17_94509.pdf) maximum allowable VOC levels. All disposable janitorial paper and trash bags shall comply with the U.S. EPA's Comprehensive Procurement Guidelines. Additionally contractors should:

- Use electrically powered equipment (such as fork lifts and chain saws) when feasible and use bottled gas instead of diesel for equipment such as generators or fork lifts.
- Exhaust pollution sources to the outside through an available exhaust system or portable fan vented to the outside. Depending on the nature of the material and the location of the exhaust, special filtration may or may not be necessary. If exhaust is not feasible, a portable air cleaner may be effective.
- Keep lids on containers of construction debris, wet products or waste materials.
- A surface which emits a persistent odor source may be controlled by applying a sealer.
- Recover, isolate and ventilate containers housing toxic materials.
- Locate the storage of pollutant sources outside the range of occupied areas.

## 6.8 Pathway Interruption

- Depressurize the work area by adjusting the balance of the HVAC and exhaust systems or installing portable exhaust fans. As a general rule of thumb, exhaust the space at a rate of 10% greater than the rate of supply. Depending on the nature of the materials, location of the exhaust and any applicable regulations the exhausted air may or may not need to be filtered. .
- If areas of the building are occupied during construction, increase supply air and or reduce return/exhaust air in area.
- Erect barriers to contain construction area. This can range from dust curtains to a plastic seal around the site. The barrier should be based on the materials involved and the implications of the dust or odor escaping from the site.
- Locate pollution sources to favorable locations in regards to air quality.
- Depending on the weather conditions, ventilate using 100% outside air to exhaust contaminated air directly to the outside during installation of VOC-emitting materials.

## 6.9 Housekeeping

- Control dust with wetting agents or sweeping compounds and use efficient dust collection methods.
- Increase the cleaning frequency in order to reduce dust.
- Porous building materials should be protected from exposure to moisture and stored in a clean area prior to installation.
- Keep all surfaces clean (including higher ledges and inside mechanical equipment)
- Remove spills or excessive applications of solvent-containing products as soon as possible.
- Keep site as dry as possible and remove accumulated water.

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- Use a HEPA filter in vacuums to prevent the aerolization of settled dust.

## 6.10 Scheduling

- Sequence the installation of materials to avoid contamination of absorptive materials such as insulation, carpeting, ceiling tile and gypsum wallboard. Protect stored on-site or installed absorptive materials from moisture damage.
- When working in an occupied building, schedule to ensure that construction activity and building occupancy do not coincide.
- Upon completion of construction, replace all filtration media immediately prior to occupancy.
- When using materials with a high pollution potential, consider scheduling their installation during off-hours to allow time for the materials to air out.

## 6.11 Construction Waste Management

Fourteen days prior to any construction activity, the contractor shall develop and submit to BLP for review a Waste Management Plan to ensure that existing site and building materials are reused, salvaged, or recycled and to ensure that waste disposal in landfills shall be minimized.

If any waste materials encountered during the deconstruction/demolition or construction phase are found to contain lead, asbestos, PCBs, fluorescent lamps, or any hazardous substances, they are to be handled and removed in accordance with local, state, and federal laws and requirements concerning hazardous waste. These materials and any other hazardous materials must be excluded from the construction waste stream calculations.

As applicable, a target of 70% will be recycled and/or salvaged.

The plan shall include (but not be limited to) the following:

- List of the recycling facilities, reuse facilities, municipal solid waste landfills, and other disposal area(s) to be used. Include name, location, and phone number.
- List of proposed materials to be reused or recycled identified on a site pre-assessment.
- List of materials that cannot be recycled or reused with explanation or justification.
- Scheduled meetings to be held to address waste management. Meetings shall include subcontractors affected by the Waste Management Plan.
- Storage and collection methods of waste and recyclables, handling procedures, and means of keeping recyclables free of contamination.
- Description of the means of transportation of the commingled construction and demolition recyclable materials and an estimate of how often bins will need to be emptied.
- Revise and resubmit plan as required by BLP. Approval of the Contractor's Plan shall not relieve the Contractor of responsibility for compliance with applicable environmental regulations.

### 6.11.1 Construction Waste Management Report

The Contractor will record and track the type and quantity, by weight, of each material salvaged, reused, recycled or disposed on a monthly basis. The contractor personnel responsible for construction waste will report the waste diversion to the appropriate BLP personnel using the provided Construction Waste Report Spreadsheet

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## 6.12 Erosion and Sedimentation Control Best Practice

All new construction, modifications to the exterior of existing buildings, landscape, and project site work must meet local erosion and sedimentation control codes. The interface between new construction and existing site development may not compromise existing erosion and sediment controls. Changes to landform and runoff patterns must be incorporated into the over all site drainage plan and submitted for review and approval.

In the event of any site construction, the Contractor shall develop and submit to BLP for review a Storm Water Pollution Prevention Plan that addresses the following erosion and sedimentation control tactics:

- Minimize the amount of disturbed soil
- Prevent runoff from offsite areas from flowing across disturbed areas.
- Slow down the runoff flowing across the site.
- Remove the sedimentation from onsite runoff before it leaves the site.
- Meet local or State requirements for sediment and erosion control plans.

In addition, all site construction resulting in disturbance of soil or removal of plant material must include a dust control program to minimize loss of soil through wind erosion as well as minimization of particulate (dust) air pollution.

## 6.13 Sustainable Purchasing of Construction Materials

BLP acknowledges the value of purchasing sustainable products and requires that vendors provide sustainable products when appropriate and/or possible. Vendors shall provide information on recycled content, rapidly renewable, FSC Certified, low VOC adhesives, sealants, and paints, FloorScore certified flooring, and products with no added urea formaldehyde that meet the below specifications in addition to providing reduced packaging options.

The contractor personnel responsible for construction material purchasing will report the sustainable material purchases to the appropriate BLP personnel using the provided Construction Materials Purchasing Spreadsheet.

A minimum of 50% of total facility alteration and addition material purchases (calculated based on cost excluding labor cost) will meet the following standards:

### 6.13.1 Building Materials

- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on site through an internal organization materials and equipment reuse program
- Contains at least 10% post-consumer or 20% post-industrial material
- Contains at least 50% rapidly renewable materials
- Contains at least 50% Forest Stewardship Council (FSC) certified wood
- Contains at least 50% harvested and processed or extracted and processed within 500 miles of the project

### 6.13.2 Adhesives and Sealants

Adhesives and sealants that have VOC content less than the current VOC content limits of South Coast Air Quality Management District Rule #1168 <http://www.aqmd.gov/rules/reg/reg11/r1168.pdf>

### 6.13.3 Paints and Coatings

Use paints and coatings that do not exceed the limits of Green Seal Standard GS-11 <http://www.greenseal.org/certification/standards/paints.cfm> Exceptions to this may include mechanical rooms which are not regularly occupied and require certain paints to meet the needs of the area.

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#### **6.13.4 Carpet and Carpet Cushion**

Purchase and use carpet and carpet cushion that complies with the requirements of the CRI Green Label Plus Testing Program. The CRI Green Label Plus Testing Program certifies carpet and carpet cushion products that emit low amounts of VOCs (volatile organic compounds), which is crucial to improving indoor air quality. For information regarding CRI Green Label Plus Testing perimeters and details, visit [www.carpet-rug.com](http://www.carpet-rug.com).

#### **6.13.5 Non Carpeted finished Flooring**

Purchase and install FloorScore-certified and constitutes a minimum of 25% of the finished floor area [http://www.rfci.com/int\\_FS-ProdCert.htm](http://www.rfci.com/int_FS-ProdCert.htm)

#### **6.13.6 Composite Panels and Agrifiber**

Composite wood and agrifiber products are defined as: particleboard, medium density fiberboard (MDF), plywood, oriented strand board (OSB), wheatboard, strawboard, panel substrates and door cores. Materials that are not considered base building elements are not included in this category. BLP commits to using products without added urea-formaldehyde resins.

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## 7. Solid Waste Management Policy

### 7.1 Executive Summary

Bloomberg L.P. (BLP) acknowledges that waste prevention reduces pollution at the source, conserves natural resources, minimizes waste generation, decreases purchasing costs and waste disposal fees, reduces the amount of material that must be managed for recycling and thus reducing overall operations and maintenance costs. Reusing products minimizes waste and costs associated with purchasing new products. Recycling keeps materials out of the waste stream and reduces natural resource consumption.

BLP commits to managing solid waste by reducing, reusing, and recycling whenever possible for products such as ongoing consumables, durable goods, materials used during facility alterations and additions, and hazardous waste.

### 7.2 Scope

The BLP Solid Waste Management Policy (the Policy) promotes waste prevention strategies such as material reuse centers, paper reduction campaigns, electronic file transfer, storage, and education. The Policy further provides direction on electronic waste recycling, recycling of standard and harder to recycle products including hazardous and organic waste streams.

#### 7.2.1 Waste Reduction, Reuse and Recycling of Ongoing Consumables

Ongoing consumables include, but are not limited to paper, toner cartridges, glass, plastics, cardboard, and old corrugated cardboard, food waste and metals.

##### Waste Prevention

###### *Packaging:*

- Vendors should be requested to provide products with the least amount of packaging required.

###### *Pallet:*

- BLP recovers any wood pallets for reuse or recycling.

###### *Material Reuse:*

- BLP facilities should set up designated office supply reuse centers for items such as: binders, file folders, staplers, paper clips, pens, notepads, desk accessories, etc.

###### *Paper Reduction:*

- Measure paper purchase and use at the beginning of each quarter and set a reduction goal for the following quarter(s).
- Use as appropriate electronic file systems for personnel forms, timesheets, manuals, etc.
- Employ standard practice to ensure that documents are printed double-sided.
- Require RFP bid submissions to be double-sided and submitted without extraneous materials.
- Reduce junk mail through the following practices:
  - Provide information on how to reduce the amount of junk mail received within the corporation and at employee's homes.

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- Employees are encouraged to review the information provided by [Direct Marketing Association \(www.dmchoice.org\)](http://www.dmchoice.org) and to register for the “do not mail list”.

*Electronic Files:*

- BLP should attempt to store files and distribute documents electronically through the following practices:
  - Utilize e-mail distribution lists whenever possible instead of distributing printed material and/or documents.
  - Transmit and archive documents electronically as appropriate, including timesheets, invoices and correspondence.
  - Provide general notifications, flyers and newsletters to staff electronically rather than hard copies.

*Education:*

- Monitor waste prevention and report on activities. Periodically announce results on volume reduction (i.e. quarterly diversion rate – the amount of waste generated vs. what finally goes to the landfill).
- Provide on-going tenant and staff education on waste prevention, reuse, and recycling.
- Encourage waste prevention practices through signage, prompts, newsletters, and training and educational opportunities. Utilize electronic format whenever possible.

*Recycling:*

*BLP facilities will maintain well-marked, specific areas for recycling the following:*

- Paper (all types)
- Cardboard
- Corrugated Cardboard Boxes
- Plastic
- Glass
- Metal
- Batteries
- Fluorescent light bulbs
- Toner/Ink cartridges

### **7.2.2 Recycling of Batteries and Mercury Containing Lamps (Hazardous Waste)**

- All batteries and lamps will be properly stored on site and then shipped to or picked up by a qualified waste/recycling vendor. The vendor will recycle the lamps and batteries to the fullest extent and divert any hazardous waste from the landfill and provide appropriate supporting documentation including a report on the volume of recycled materials.

### **7.2.3 Organic Waste**

- Where feasible, all food waste will be diverted from the landfill and composted.
- All landscaping waste will be mulched and/or composted for reuse where feasible. Use of mulching mowers for grass cutting must be specified. Such mowers employ special ‘mulching’ blades that cut the grass finely and allows clippings to fall back into the turf and decompose, eliminating grass from the waste stream entering the landfill.
- Recover all wood pallets, and plastic shipping containers for reuse or recycling. Specify the use of reusable pallets and shipping containers for future purchases.

### **7.2.4 Waste Reduction, Reuse and Recycling of Durable Goods**

Durable goods include, but are not limited to, office equipment (i.e. computers, monitors, copiers, printers, scanners, fax machines), appliances (i.e. refrigerators, dishwashers, water coolers), external power adapters, televisions, and other audio-visual equipment.

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### **7.2.4.1 Electronic Waste**

BLP will minimize electronic waste through the following practices:

- Replace monitors, computers and other electronic equipment only as needed and upgrade when possible to models with a longer life.
- Replace individual desktop printers with group multifunction devices (MFDs) to reduce the energy consumed through individual printers and to reduce electronic waste produced.

All computers and electronic waste will be picked up by an organization/recycler which salvages or recycles the materials, and diverts 100% of the waste. The organization/recycler will provide appropriate supporting documentation.

In addition to complying with any applicable statewide electronic recycling efforts, consult the information provided by the [STEP Initiative](http://www.step-initiative.org) Solving the E-waste Problem ([www.step-initiative.org](http://www.step-initiative.org)) for guidance in disposing of electronic waste and/or for manufacturer and provided takeback options.

### **7.2.5 Construction and Demolition Waste**

(See Green Construction Policy Document)

For any construction projects inside the project building or on the site (including retrofits, renovations or modifications), follow guidelines as directed in the Green Construction Policy

### **7.2.6 Waste Stream Management and Record Keeping**

It is the intent of BLP to reduce waste and increase the diversion of waste from the landfill. To be able to benchmark the success of this program, BLP facility managers shall maintain records of recycled materials and commercial waste volumes sent to the landfill. For this purpose utilize the “Waste Management Matrix” for record keeping. Periodically facility managers should have a waste stream audit performed to validate the amount of waste reduction and landfill diversion. The waste stream audit should be performed by a third party qualified to do so.

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## 8. Green Cleaning Policy

### 8.1 Executive Summary

Many janitorial cleaning products have been shown to degrade indoor air quality, pollute the water, and negatively impact the health of sensitive occupants. In effort to maintain a clean facility, janitors and facility managers often use harsh solutions that, while disinfecting the building, contaminate the indoor air.

It is BLP's desire to maintain both a clean facility and healthy environment for all occupants of their buildings and therefore is committed to the policies below. It is the responsibility of the BLP site manager to ensure contractor compliance with the Green Cleaning Policy.

### 8.2 Scope

The BLP Green Cleaning Policy (the Policy) outlines general approaches to green cleaning, custodial cleaning contract specifications, and guidelines for green cleaning solutions. The Policy further specifies methods for reducing dust and dirt and microbial growth through preventative measures and proper cleaning. Additional guidelines on treatment of carpets, janitorial training requirements, chemical storage guidelines, cleaning equipment standards and specifications, and custodial effectiveness assessment are provided.

### 8.3 Policy

#### 8.3.1 Approaches to Green Cleaning

**A. BLP cleans in order to:**

1. Maintain a healthy indoor environment for all occupants
2. Maintain a clean facility and consequently increase the lifetime of the facility, fixtures and systems as well as maintaining the value of same.

**B. Coordinate cleaning with other basic environmental management strategies:**

1. Control pollution and waste by reducing the amount of consumables
2. Limit indoor-polluting activities
3. Ventilate buildings to reduce indoor contaminants
4. Design facilities and ventilation systems to optimize indoor air quality

**C. Follow fundamental environmental protection guidelines:**

4. Prioritize worker and occupant safety
5. Establish that the primary reason to clean is the preservation of health, secondary reason is building appearance
6. Clean to maximize the extraction of pollutants (particles, gas, and biopollutants) from the building environment
7. Minimize chemical, particle, and moisture residues
8. Minimize human exposure to pollutants with safe handling and storage practices
9. Clean to improve the total environment
10. Proper disposal of janitorial waste



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NOTE- Any BLP property that does not adopt the above Approaches, must document reason for the exclusion.

### 8.3.2 Custodial Cleaning Contract Specifications

- A. Janitorial contracts will include the BLP Green Cleaning Policy, which addresses, at a minimum: green product specification, staff training, solution storage, dilution and safe handling and equipment specifications.
- B. The cleaning products used must meet [Green Seal's GS-37 standard \(Appendix A- GS-37 Standard\)](#) (or accepted ecolabel). For chemicals that the GS-37 rating is not applicable to, (i.e. carpet cleaners, floor finishes, or strippers), use products that comply with the [California Code of Regulations](#) maximum allowable volatile organic compound (VOC) levels.
- C. In order to reduce packaging waste, concentrated cleaning products will be utilized when available and feasible.
- D. BLP's Green Cleaning specifications include, but are not limited to:
  1. Purchasing and using janitorial products that meet the [GS-37 standard](#) or comply with the [California Code of Regulations](#) maximum allowable VOC levels (or accepted ecolabel).
  2. Training janitorial staff in green cleaning practices and documenting hours (to include a minimum of 8 hours annually with refresher training if required).
  3. Purchasing and using paper products and trash liners that comply with the U.S. [Environmental Protection Agency \(EPA\) Comprehensive Procurement Guidelines](#) , [Commercial Sanitary Tissue](#) , [Approved Trash Can Liners](#) (or accepted ecolabel).
  4. Requiring that janitorial companies use green cleaning equipment such as microfiber mops and high-efficiency particulate air (HEPA) filters in vacuum cleaners for cleaning practices.

NOTE- Any BLP property that does not include all of the above practices in their janitorial contract, must document the reason for the exclusion.

### 8.3.3 General Green Cleaning Solutions Guideline

The cleaning products used must meet the [Green Seal's GS-37 standard \(Appendix A- GS-37 Standard\)](#) (or an accepted ecolabel). Green Seal also maintains a complete listing of [Green Seal Cleaning Products](#)

Procurement of general cleaning supplies such as dishwashing liquid and desk cleaner must meet the [GS-37 Industrial Cleaner Standard](#) or [California Code of Regulation](#) (or accepted ecolabel) standards.

- Employees should be made aware of the availability of such supplies. Employees are discouraged from bringing general cleaning supplies from home and should not bring cleaners that do not meet the GS-37 (or accepted ecolabel) standard. All employees should be made aware of these guidelines.
- To the extent practical, no cleaning or disinfecting products will contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health listed on the [OSHA Toxic Release Inventory](#) (40 CFR, Section 372, Subpart D). If such products containing these toxic chemicals must be used (cleaning solutions for specific equipment, etc), only the minimum amounts will be used and the product must be disposed of properly.

NOTE- In the case that a BLP property is unable to adopt the above practices, the BLP property manager must document the reason for the non-compliance.

### 8.3.4 Reducing Dust & Dirt with Proper Cleaning and Preventive Measures

Minimizing the amount of dust and dirt present in the building will reduce the amount of time and resources spent on maintaining a clean environment; the less dust and dirt, the fewer solutions and time needed to clean.

- A. Place entryway mats at all main points of entry as appropriate into the building(s)

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1. The entryway mats should measure at least five steps in length (approximately 10 feet) but do not need to span the entire width of the point of entry
  2. Maintain a cleaning schedule for all main points of entry into the building that specifies how often and by what means the mats are cleaned (example: vacuum once a day)
  3. Vacuum often
- B. Clean the floor with a vacuum, microfiber dust mop or damp-mop instead of a broom
- C. Vacuum effectively
1. Use a vacuum cleaner with a high-efficiency particulate air (HEPA) filter. Only uses a HEPA filter on vacuums that are specifically designed for such a filter. (Machines that aren't designed with the intent of using a HEPA filter leave too many gaps in the system for the HEPA filter to be effective.)
  2. Use high-efficiency microfiltration bags, which retain dust and particles in the .3 micron range or smaller. (These bags may cost more but save on labor by reducing dust circulation.)
  3. Change bags before they are completely full
- D. Dust effectively
1. Use a damp, folded cloth or cloth-covered feather duster or a microfiber dust cloth.
  2. Use a wiping motion, rather than a flicking or sweeping motion, to ensure that dust remains on the cloth.
  3. Change cloths frequently.
  4. When using treated dust mops, obtain pre-treated mop heads from a laundry service or spray the mop heads outdoors. (Dust-mop sprays generally contain petroleum products that can harm the user and building occupants.)
- E. Floor buffers
1. Use a medium-speed buffing machine; medium-speed machines generate fewer particles of chemicals and dirt than a high-speed buffer.
  2. Use a vacuum attachment to the buffing machine whenever available.

NOTE- Any BLP property that is unable to employ the above proper cleaning and preventative measures for dust and dirt reduction must document their alternative practices.

### **8.3.5 Reducing Microbial Growth through Proper Cleaning**

The following are basic guidelines to minimize the need for antimicrobial products

- A. Clean first and then apply disinfectant
  1. Most disinfectants are not cleaners, and are usually only effective on a clean surface.
  2. Wait the recommended time before rinsing the antimicrobial solution from the surface (usually at least 10 minutes)
- B. Use disinfectants only when and where required.
  1. Ordinary detergents should remove more microbes than disinfectants
- C. Disinfect mop heads and sponges daily to reduce microbial growth
- D. Change cleaning water frequently (water used in mop-buckets, etc.)
  1. Do not waste water by overfilling mop buckets, etc.
- E. Clean areas where water collects and condenses
  1. Areas such as refrigerator and air conditioner pans as well as air cleaner/humidifier machines
- F. Use a drain maintainer in hard to access areas (containing enzymes) if drains clog or have odors
- G. Hand soaps must meet the following standards:

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1. No antimicrobial agents (other than as a preservative) except where required by health codes or other regulation (i.e. food service areas and health care operations).
2. Green Seal GS-41 for industrial / institutional hand cleaners
3. Environmental Choice CCD – 104A hand cleaner and soaps

Catering or food preparation services performed on BLP sites must use antimicrobial soaps and/or disinfectants

NOTE- Any BLP property that uses antimicrobial products needs to document the specific antimicrobial used, the location, date and reason for use.

### **8.3.6 Special Treatment of Carpets**

Carpet can be a source of biopollutants, dust, and volatile organic compounds (VOCs). Pesticides and cleaning products (such as stain removers) that remain on the carpet after initial application can volatilize (rise up into the air) over time and contaminate the indoor air.

The following carpet treatment guidelines will mitigate the need for carpet cleaning solutions through both preventative and prescriptive treatment.

- A. Prevent stains
  1. Clean up spills promptly using cold water and one, or more blotting cloths
  2. Have spill kits readily available. BLP occupants should enter a FDSK Ticket immediately. Spill kit to be addressed by cleaning contractor and conform with the green materials requirement.
- B. Promptly clean and thoroughly dry carpets if they should become saturated with water
  1. Quick action following a leaks or other water damage may prevent carpet loss and the growth of mold and/or mildew. (Do not attempt to clean a moldy carpet without proper protective equipment, clothing, respirators, and air filters. Special training may be required to adequately deal with a water-soaked carpet.)
- C. Avoid excessive use of carpet shampoos and bonnet cleaning products. Bonnet cleaning involves the use of cotton, rayon, and/or polypropylene pads and a rotary shampoo machine. Although these chemicals are usually mild, overuse makes more frequent extraction cleaning necessary.
- D. Deep-clean when necessary.
  1. Periodically deep-cleansing of carpet is necessary to extract dirt, biopollutants, moisture, and embedded cleaning agents.
  2. A wet vacuum water extraction machine after dry vacuuming may be used.
  3. Reduce the amount of chemicals utilized. Sprays should be applied carefully (no overspray) and left on long enough to ensure proper cleansing.
  4. The Carpet and Rug Institute recommends rapid drying of the carpet, within 24 hours.

NOTE- Any BLP property that uses alternative carpet care practices must document their current practices.

### **8.3.7 Janitorial Training Requirements**

- A. Basic Janitorial Training

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1. Janitorial workers should receive basic training, including the Green Cleaning specifications delineated in BLP's Green Cleaning Policy
  2. A minimum of 8 hours of documented training per year per employee is required
- B. Training Specifications should include:
1. Review of the Material Safety Data Sheets (MSDS)
  2. Compliance with the Green Seal standard of GS – 37 or equivalent
  3. How to use Personal Protective Equipment (PPE)
  4. Janitors should be informed of BLP's product reporting requirements.
    - a. All cleaning products which are not on the GS-37 list must be approved by the BLP site manager or authorized employee.
- C. Provide BLP site manager or authorized employee with training logs indicating the attendees and the training topic

### **8.3.8 Chemical Storage Guidelines**

- A. Any chemical stored in the janitor's closets must have a locked container which encloses the liquid cleaning products and delivers out proper specified measurement for dilution.
- B. The solutions used are all to be stored in the janitor's closet(s) and the janitorial staff must follow these guidelines:
  1. Material Safety Data Sheets (MSDS) must be available to all employees. (Custodians are trained on MSDS and Chemical Handling annually.)
  2. All containers must be properly labeled to be easily identifiable
  3. All cleaning products must be properly and safely stored.
  4. No liquids will be placed on shelves above eye level
  5. Custodians must use appropriate Personal Protective Equipment
  6. Chemical dilution systems must be adhered to
  7. Only the necessary amount of chemicals should be stored in the janitor's closet. Bulk chemical storage should be maintained at an appropriate offsite location.
  8. Only authorized employees will have access to the main storage room.

### **8.3.9 Cleaning Equipment Standards and Specifications**

- A. Vacuum cleaners meet the requirements of the Carpet & Rug Institute Green Label Program (or accepted ecolabel) and are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70dBA.
- B. Hot water extraction equipment for deep cleaning carpets is capable of removing sufficient moisture such that carpets can dry in less than 24 hours.
- C. Powered maintenance equipment including: floor buffers, burnishers and automatic scrubbers are equipped with vacuums, guards and/or other devices for capturing fine particulates, and operate with a sound level less than 70dBA.
- D. Propane-powered floor equipment is not to be used unless deemed appropriate by site conditions.
- E. Automated scrubbing machines are to be equipped with variable-speed feed pumps to optimize the use of cleaning fluids.

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- F. Battery-powered equipment is to be equipped with environmentally preferable gel batteries.
- G. Where appropriate, active micro fiber technology is to be used to reduce cleaning chemical consumption and prolong life of disposable scrubbing pads.
- H. Powered equipment is to be ergonomically designed to minimize vibration, noise and user fatigue.
- I. Equipment is to have rubber bumpers to reduce potential damage to building surfaces.
- J. A log is to be kept for all powered housekeeping equipment to document the date of equipment purchase, repair and maintenance activities and the respective vendor cut sheets for each type of equipment mentioned in the logbook.

### **8.3.10 Custodial Effectiveness Assessment**

This standard for custodial services establishes the amount of space a custodian is to be able to clean given the characteristics of the space.

An annual audit is to be performed by an individual one management level above the party responsible for custodial services. This audit is based on the standard provided in the custodial assessment form. BLP requires a minimum level of cleanliness as describe in level 2 in the Custodial Effectives Report form

#### **Level 1 - Orderly Spotlessness**

- Floors and base moldings shine and/or are bright and clean
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance
- Washroom and shower tile and fixtures gleam and are odor free
- Trash containers and pencil sharpeners are empty, clean and odor free

#### **Level 2 - Ordinary Tidiness (this is the level that should be maintained)**

- Floors and base moldings shine and/or are bright and clean
- All vertical and horizontal surfaces are clean, but marks, dust, stains or streaks are noticeable with close observation
- Washroom and shower tile and fixtures gleam and are odor free
- Trash containers and pencil sharpeners are empty, clean and odor free

#### **Level 3 - Casual Inattention**

- Floors are swept clean, but upon close observation dust, dirt and stains, as well as a buildup of dirt, dust and/or floor finish in the corners and along walls, can be seen
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints
- Lamps all work and all fixtures are clean
- Washroom and shower tile and fixtures gleam and are odor free

#### **Level 4 - Moderate Dinginess**

- Floors are swept clean, but are dull. Colors are dingy, and there is an obvious buildup of dust, dirt, and/or floor finish in the corners and along walls. Molding is dull and contains streaks and splashes
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks that will be difficult to remove
- Less than 5% of lamps are burned our and fixtures are dingy
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

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## **Level 5 - Unkempt Neglect**

- Floors and carpets are dirty and have visible wear and/or pitting. Colors have faded and dingy, and there is a conspicuous buildup of dirt, dust, and/or floor finish. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls and trash are broadcast
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, as well as damage
- More than 5% of lamps are burned out and fixtures are dirty and with dust balls and flies
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour

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## 9. Integrated Pest Management Policy

### 9.1 Executive Summary

While pests pose significant problems to people, property, and the indoor environment, the pesticides used to solve these problems bring risks as well. In an effort to maintain a healthy indoor environment for all building occupants, BLP adopts the Integrated Pest Management (IPM) programs and procedures as pest control measures.

IPM is a process for achieving long-term, environmentally sound pest suppression and prevention through the use of a wide variety of technological and management practices. The IPM approach is intended to reduce the need for chemical application.

### 9.2 Scope

For the purpose of this IPM Policy, pests are living organisms (animals, plants, or microorganisms) that interfere with the intended building function and/or the behavior of its occupants. The pest species and the degree to which that population poses a threat to the occupants and/or structure will determine the strategy(s) for best managing that particular pest population.

The Policy establishes service requirements and scheduling for suppliers/vendors who handle pest control. The Policy further provides IPM procedures with control strategies that are intended to reduce the need for chemical application, and guidelines for rodent and insect control, and for the application of pesticides.

BLP will continually evaluate the progress of this IPM in terms of effectiveness and safety, and will implement such changes as are necessary. The vendor will adjust practices to adhere to IPM policies.

### 9.3 Policy

#### 9.3.1 Service Requirements

Supplier/Vendors and parties who apply pesticides must comply with all of the IPM specifications in this policy as well as any local, state or federal laws, codes or regulations. Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides and must follow all of the specifications in this policy. The supplier/vendor will furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program. The supplier/vendor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention. Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments.

#### 9.3.2 Contractor Service Schedule and Conduct

Routine pest control visits must not disrupt occupant productivity nor pose a threat to occupant health or well being. If pest control visits must occur during the hours of building occupancy, the supplier/vendor will take care to ensure minimal disruption. The supplier/vendor will observe all safety precautions throughout the performance of the contract.

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Federal, state, and local safety and health requirements must be observed at all times. Where there is a conflict between applicable regulations, the most stringent will apply.

### **9.3.3 Integrated Pest Management Procedures**

#### IPM Control Techniques:

The supplier/vendor will use the following four techniques as appropriate:

- **Environmental Controls:** The intentional manipulation of the environment in order to reduce pests accessibility to food, water and shelter. Such control is attributed to the building occupants' conscientiousness regarding a tidy and sanitary working environment. Sanitation is crucial to pest prevention; if an environment is sanitary, the pest does not have the crucial means for survival, is vulnerable and will either die or leave. While environmental control is a powerful prevention technique, if an area is already infested, the following techniques may be needed to rid the area of the pests:
  1. Basic housekeeping
  2. Storing food in insect-proof containers
  3. Ensuring water drainage where mosquitoes might flourish
  4. Frequent waste collection at both interior and exterior building collection locations and/or waste hauler loading zones
  5. Proper maintenance or inspection of indoor plants
- **Mechanical Controls:** Without the use of chemicals, these controls are directed at destroying a pest and/or its habitat. This IPM policy specifies the proper use of the following techniques.
  1. Traps – rat, mouse, insect, etc.
  2. Removal of nests and/or webs
  3. Sealing off cracks or crevices where insects and/or rodents may enter
- **Organic Controls:** Controls that are derived from organic compounds such as tree bark or flowers and comes in the form of oils or dusts can be highly effective in pest control.
- **Chemical Controls:** In general, chemical controls refer to pesticides that are used to kill infesting pests. Chemical control is the last resort for pest control in BLP facilities. This IPM policy specifies the handling, use and application of chemical controls.

### **9.3.4 Guidelines for Rodent and Insect Control**

#### Rodents

- **Trapping Devices:** As a general rule, rodent control will be accomplished with trapping devices only. All trapping devices will be in protected areas and concealed from plain view so as not to be affected by routine cleaning and other operations. Trapping devices shall be logged in a supplier/vendor log. The supplier/vendor is responsible for disposing of all trapped rodents and rodent carcasses in an appropriate manner.
- **Rodenticides:** When the supplier/vendor deem rodenticides as necessary means for adequate rodent control inside the building, the supplier/vendor will obtain BLP approval prior to applying any interior rodenticide treatment. All rodenticides, regardless of packaging, will be placed in an EPA-approved tamper-resistant bait box or a secure location that is inaccessible to children, pets, wildlife, and domestic animals.
- **Bait Boxes:** All bait boxes will be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The supplier/vendor will take care concerning the following:



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1. All bait boxes are placed out of the general view, in locations where they will not be disturbed by routine operations.
2. The lids of all bait boxes are securely locked or fastened shut.
3. All bait boxes are securely attached or anchored to floor, ground, wall, or other immovable surface.
4. Bait is secured in the feeding chamber of the box instead of the runway or entryways of the box.
5. All bait boxes are labeled on the inside with the supplier/vendor's business name and address, and dated at the time of installation and each servicing.

*Insect Control*

- **Non-Pesticide Methods:** The supplier/vendor will employ non-chemical methods of control wherever possible. Such methods may include: The use of trapping devices and vacuums rather than pesticide sprays as a means to cleanout cockroach, ant or other insect infestations.
- **Monitoring:** Sticky traps will be used to monitor and evaluate indoor insect control.
- **Cracks and Crevices:** As a general rule, the Supplier/Vendor will apply all insecticides as "crack and crevice" treatments only, meaning the insecticide is not visible to a bystander during or after the application process because it is concentrated and applied to the cracks and crevices only.
- **Bait Methods:** Bait application is the standard pesticide technology approach for cockroach and ant control. Supplier/Vendor will use bait as a method of insect control in all cases unless some circumstance calls for alternative forms of control in which case approval is required.
- **Application of Insecticides to Exposed Surfaces:** Application of insecticides to exposed surfaces or as space sprays is, in general an unacceptable method of treatment. If the Supplier/Vendor deems it necessary to employ such a technique, BLP must approve the treatment. No surface application or space spray will be made while occupants are in the building. In the case of such an application, the Supplier/Vendor and BLP will take all necessary precautions to ensure occupant and employee safety, and the containment of the pesticide to the site of application.

**9.3.5 Guidelines for Application of Pesticides**

The Supplier/Vendor is responsible for applying all pesticides according to the product instructions. All pesticides used by the Supplier/Vendor must be registered with the U.S. Environmental Protection Agency (EPA), state and/or local jurisdiction and applied within compliance of any federal, state or local laws, codes and regulations. The Supplier/Vendor will adhere to the following rules for pesticide use:

- A. **Approved Products:** The Supplier/Vendor will only use products as documented and approved in the service agreement.
- B. **Pesticide Storage:** The Supplier/Vendor will not store any pesticide product in BLP facilities without BLP consent or instruction.
- C. **Application as Needed:** Pesticide application will be on an as needed basis instead of by schedule. As a general rule, application of pesticides in any area should not occur unless the Supplier/Vendor has already monitored and inspected that area and found a reasonable need for chemical treatment. Written approval must be granted prior to any pesticide application as a preventative measure.
- D. **Minimization of Risk:** When pesticide use is necessary, the Supplier/Vendor will apply the least hazardous material and use precise application techniques in order to use a minimal quantity of product.
- E. **Universal Notification:** The Supplier/Vendor will immediately notify BLP Facilities of the need for pesticide application. A date and time for this application will be determined by both parties. BLP will then notify building occupants or direct the Supplier/Vendor to do so within compliance of local law, code or regulations. In the absence of

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any governmental or specific occupant requirement, notification should be made at least 72 hours prior to pesticide application, under normal conditions. In the case of an emergency application, the same procedure as normal conditions will be followed except only 24 hours prior notice is required. All communications will be approved by BLP in advance of their distribution to building occupants.

- F. Pesticide Handling: Transport, handling, and use of all pesticides will be in strict accordance with the manufacturer's label instructions and all applicable Federal, state, and local laws and regulations.

### **9.3.6 Cautionary Labeling for Pesticides**

Various Federal, state and local laws require precautionary statements and signal words be included on all pesticide labels. This does not apply to non-toxic or "natural" materials. If none of these warnings are provided, do not use the pesticide.

- DANGER-A taste to a teaspoonful taken by mouth could kill an average-sized adult.
- WARNING-A teaspoonful to an ounce taken by mouth could kill an average-sized adult.
- CAUTION-An ounce to over a pint taken by mouth could kill an average-sized adult.

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## 10. Sustainable Warehouse Guidelines

### 10.1 Executive Summary

Bloomberg’s warehouses are responsible for the storage, receiving and shipping of Bloomberg’s products throughout our entire distribution network. As a result, the warehouse operations generate significant waste – including packaging materials, obsolete equipment and trash associated with everyday operations. Warehouses represent 1,113 tons and 2% of our non- Data Center Facilities Carbon footprint.

Considerable efforts have been made to integrate reduction, reuse and recycling efforts into the standard operations and as a result 98% is currently recycled or resold (2008 Data). Below is a list of best practices which all warehouses globally can adopt to help minimize their environmental impact and further reduce Bloomberg’s carbon footprint.

### 10.2 Waste Disposal & Recycling

#### 10.2.1 Solid Waste Disposal

- Compliance with Bloomberg’s Solid Waste Management Policy
- Separation of waste by type for maximum recycling within warehouse – Cardboard, Paper, Plastic, Foam, Peanuts
- Separation of waste by type for maximum recycling within office space – Paper, Plastic, Aluminum Cans, Batteries
- Where possible, warehouses should engage their local hauler to develop a composting program for biodegradable waste
- Warehouses should utilize supplies from easily re-usable resources, for example plastic skids instead of wooden skids

#### 10.2.2 Electronic Waste Disposal

- Compliance with Bloomberg’s e-waste requirements located with the Sustainable Electronics Manufacturing Policy
- Every effort should be taken to divert any materials which could be considered electronic waste from landfills
- Every warehouse/region should have a reliable electronics recycler/scrapper to dispose of electronic waste in accordance with Bloomberg policies, procedures and standards

### 10.3 Waste Tracking

As part of their daily operations, warehouses are required to gather monthly data associated with their waste disposal & recycling efforts. Data for all recycled waste should include tonnage, and dollars received from suppliers (if relevant), for all materials noted in section 1.2.1 & 1.2.2. Please see exhibits 1 & 2 for tracking documentation. Bloomberg has set a goal of recycling/re-using or reselling 100% of all waste.

### 10.4 Packaging

Warehouses, in coordination with Bloomberg Engineering and Asset Management, should continually seek ways to reduce, reuse and recycle packaging; eliminate petroleum based materials; increase recycled packaging content; and push back on high volume vendors to do the same.

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## 10.5 Lighting

Warehouses are typically vast buildings consisting of large square footage areas. In order to minimize the electrical demand on the facility, warehouses should install lighting sensors which detect movement within aisles or areas as lighting is needed. Areas which are unoccupied for a half hour should automatically turn their lights off until movement in that area is again realized. This investment will reduce electricity demand and costs while reducing the warehouses impact on our carbon footprint

## 10.6 Cleaning

- All warehouses should be in compliance with the Green Cleaning Policy
- All warehouses should be in compliance with the Integrated Pest Management Policy
- All warehouses should be in compliance with the United States Department of Labor Occupational Safety & Health Act (OSHA) of 1970
  - Regions outside of the United States should be in compliance with all applicable laws and regulations within their local country

### 10.7 Exhibit 1 – Recycled/Resold Tracking by Warehouse

<b>RECYCLED/RESOLD</b>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>etc.</i>
<b>Equipment (Computers, Flatpanels, Cables, etc)</b>					
<i>Hong Kong Warehouse</i>					
<i>Toyosu Warehouse</i>					
<i>Singapore Warehouse</i>					
<i>Sao Paulo Warehouse</i>					
<i>Rio de Janeiro Storage</i>					
<i>Brasilia Storage</i>					
<i>Buenos Aires Warehouse</i>					
<i>Mexico City Warehouse</i>					
<i>Peru Storage</i>					
<i>Chile Storage</i>					
<i>Metropolitan Warehouse</i>					
<i>Silvertown Warehouse</i>					
<b>Total Kilograms (KG)</b>	-	-	-	-	-
<b>Waste (Cardboard, Plastic, Wood, Foam, Paper)</b>					
<i>Hong Kong Warehouse</i>					
<i>Toyosu Warehouse</i>					
<i>Singapore Warehouse</i>					
<i>Sao Paulo Warehouse</i>					
<i>Rio de Janeiro Storage</i>					
<i>Brasilia Storage</i>					
<i>Buenos Aires Warehouse</i>					
<i>Mexico City Warehouse</i>					
<i>Peru Storage</i>					
<i>Chile Storage</i>					
<i>Metropolitan Warehouse</i>					
<i>Silvertown Warehouse</i>					
<b>Total Kilograms (KG)</b>		-	-	-	-

## 10.8 Exhibit 2 – Disposal/Garbage Tracking by Warehouse

<b>DISPOSED/GARBAGE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>etc.</b>
<b>Equipment (Computers, Flatpanels, Cables, etc)</b>					
<i>Hong Kong Warehouse*</i>					
<i>Toyosu Warehouse</i>					
<i>Singapore Warehouse</i>					
<i>Sao Paulo Warehouse</i>					
<i>Buenos Aires Warehouse</i>					
<i>Mexico City Warehouse</i>					
<i>Metropolitan Warehouse</i>					
<i>Silvertown Warehouse</i>					
<b>Total Kilograms (KG)</b>					
<b>Waste (Cardboard, Plastic, Wood, Foam, Paper)</b>					
<i>Hong Kong Warehouse</i>					
<i>Toyosu Warehouse</i>					
<i>Singapore Warehouse</i>					
<i>Sao Paulo Warehouse</i>					
<i>Buenos Aires Warehouse</i>					
<i>Mexico City Warehouse</i>					
<i>Metropolitan Warehouse</i>					
<i>Silvertown Warehouse</i>					
<b>Total Kilograms (KG)</b>					

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# 11. Corporate Green Events Policy

## 11.1 Executive Summary

**Sustainable event planning** considers the environmental impacts of all types of events (such as internal receptions, hotel trainings, exhibitions, etc.) from their inception to execution. This includes the choice of venue, travel options, food preparation and consumption, printing of marketing material, vendor relations, and shipments of Bloomberg materials to and from the event. When planning internal or external events the planning process should include: choosing ecologically responsible venues and vendors, reducing the amount of salespeople travelling for any given event, and reducing the amount of materials printed and shipped. One of the best guidelines for us to follow in Corporate Events is **“Reduce, Reuse, and Recycle.”**

## 11.2 Guidelines

The following will serve as a guide to ensure all Bloomberg events, whether hosted internally (I) or hosted externally (E)<sup>4</sup> are executed in the most sustainable way. There will be times, when the Events Team may not be able to go with the eco-friendly alternative, however all sustainable options must be examined before a non-eco friendly option is chosen. Below is a checklist of areas in which sustainability should be taken into account:

### 11.2.1 Venue Selection

- **Venues with sustainable initiatives (E)**: Bloomberg should request sustainable services from the venues with which Bloomberg already maintains a relationship. If the standard site does not have sustainable options, seek out boutique hotels, restaurants and caterers that can incorporate their own sustainability initiatives into an event.
- **Choose locations which demand less travel from all attendees (E)**: Venues should be close to the offices of our target audience to allow for less traveling. Sites should be close to public transportation so that guests do not have to drive. In the event that a distant location is chosen, consider shuttle options.

### 11.2.2 Vendor Selection

- **Requests for Proposals (I, E)**: To ensure that Bloomberg gets the best pricing and creative ideas, each project requiring outside vendors, i.e., production companies is bid out to several companies. Each RFP should include the appropriate sustainability guidelines for the vendor to review and Bloomberg must require that vendors and subcontractors adhere to those guidelines. This ensures that all vendors working on Bloomberg events are aware of, and have a vested interest in making sure the project is environmentally friendly.

### 11.2.3 Catering

- **Source local, sustainable or organic food (I, E)**: Most caterers will have contacts with local farms and artisanal producers. Choosing seasonal food items that are grown, raised or produced locally is a better option than sourcing organic food from a different region of the country. The Events team should work with the vendor to ensure that at least 25% of the food incorporates this requirement. Food orders, aside from soft beverages, should only be made for events lasting longer than four hours, excepting those with networking receptions.
- **Serving Pieces & Cutlery (I, E)**: Bloomberg events staff should routinely review all serving pieces with the caterer. Use re-usable cutlery and dishware whenever possible. If disposables are more appropriate for the event,

<sup>4</sup> (E) next to bullet point indicates relativity to an external event  
(I) next to bullet point indicates relativity to an internal event

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then all steps possible should be taken to use biodegradable wares (i.e. potato based, corn based or compostable pulp materials are preferred)

- **Bar (I, E):** Domestic and if possible, local wines are preferable. In regards to specialty drinks, seasonal fruit and/or other additions should be considered.
- **Leftovers (I):** Most caterers should have contacts with organizations so leftover food is donated to food banks or homeless shelters. Whenever possible this should be leveraged.

#### 11.2.4 Décor

- **Flowers (I, E):** Floral arrangements are typically not used for special events as they are expensive and do not create much impact or add much value to the event. Be more creative in terms of designing centerpieces or added décor. Use sustainable resources such as rocks and water, grass, fruits or spices to create dramatic décor for events.
- **Signage (I, E):** Signage isn't typically used at Bloomberg events. It is preferable to use create temporary signage with lighting, LCD screens or vinyl stickers. However in cases where signage investments are needed:
  - Purchased signage (e.g. banners, pop-up signs, islands, terminal pods) should be refurbished or reused before purchasing new items. When purchasing is necessary, work with the purchasing department to find sustainable alternatives.
- **Lighting (I, E):** LED lighting systems use less energy, are cool to touch and can be configured to PMS colors to create more impactful and efficient lighting. Lighting vendors should be consulted as to the most energy efficient options. For outdoor events, consider solar.

#### 11.2.5 Audio/Visual

- **Use energy saving electronics (I, E):** Request Energy Star or Energy Smart electronics from in-house AV services. If Energy Star or Energy Smart are not available, newer equipment is typically more efficient than older equipment.
- **Efficiency (I, E):** Review sound and video plans with vendors or hotel staff to ensure that we are only using the amount of equipment necessary

#### 11.2.6 Marketing and Distribution

- **Document Management (I, E):** Refrain from excessive marketing distribution by e-mailing attendees with follow-up documents and by creating customized documents when there is adequate lead time. When working with various organizations, limit hand-out items per speaker or organization unless absolutely necessary.
- **Create awareness (I):** Use the approved title slide for all in-house events with BGREEN certified logo (to be created).
- **Limit the event topics (E):** Reduce the amount of travel for Bloomberg sales and specs by limiting events to one asset class or topic where possible.

#### 11.2.7 Premium Items

- Refrain from distributing premiums unless warranted and be mindful of shipping. Use creative ways to distribute premium items so that clients take only if necessary.

#### 11.2.8 Invitations

- Work with CUBE-D designers to determine if your event can utilize electronic invitations in lieu of paper invitations. E-Vites and E-Cards are the best options, however, if paper invitations are necessary, CUBE-D can provide the most sustainable option



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### **11.2.9 Reuse**

- *Corporate Events have a large inventory of décor items and furniture from previous events. When possible reuse these items. This was the case for the 2008 BOB Holiday Program when items from previous years were reused as décor for CLUB BOB.*

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## **12. ENERGY STAR Policy**

### **12.1 Executive Summary**

Energy Star eligible equipment should always be procured. Information Systems (IS) needs to advise the requestor that our policy is to seek Energy Star and assist them in finding properly rated products. If the requestor does not want to purchase Energy Star rated products, IS needs to be proactive in contacting BGREEN prior to a shopping cart being entered for the purchase. If the non-compliant equipment is selected, then Purchasing is required to document this purchase with an explanation in the Purchase Order. BGREEN will be conducting quarterly audits via a custom SAP report that documents adherence to this policy.

The Sustainability initiative at Bloomberg LP includes “Environmentally Preferred” purchasing guidelines. To meet carbon reduction goals and make environmentally friendly purchases, new equipment should be ENERGY STAR rated where opportunities exist. This rigorous policy will help to meet Bloomberg’s carbon emissions goals. For a complete list of items in which ENERGY STAR opportunities exist see below.

### **12.2 What is ENERGY STAR?**

ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping businesses and people save money and protect the environment through energy efficient products and practices.

In 1992 the US Environmental Protection Agency (EPA) introduced ENERGY STAR as a voluntary labeling program designed to identify and promote energy-efficient products to reduce greenhouse gas emissions. Computers and monitors were the first labeled products. The ENERGY STAR label is now on over 50 product categories including major appliances, office equipment, lighting, and home electronics. EPA has also extended the label to cover new homes and commercial and industrial buildings.

### **12.3 Why choose ENERGY STAR?**

ENERGY STAR products save 20%-30% off electricity bills on average. Implementing ENERGY STAR products will also improve Bloomberg LP’s energy performance ratings. ENERGY STAR energy performance ratings have been incorporated into green building standards, such as LEED for Existing Buildings

### **12.4 How do items qualify for ENERGY STAR? (see exhibit 1)**

#### **12.4.1 Televisions**

Earning the ENERGY STAR means a product meets strict energy efficiency guidelines set by the US Environmental Protection Agency and the Department of Energy. For TVs, it means they save energy both in standby and active (when they're on) modes. ENERGY STAR qualified TVs use about 30% less energy than standard units.

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### **12.4.2 Computers**

Desktop and notebook (laptop) computers, integrated computer systems, desktop-derived servers and workstations are all eligible to earn the ENERGY STAR. Those that come with the label are more efficient. EPA has strengthened the requirements for earning the ENERGY STAR rating to meet energy use guidelines in three distinct operating modes: standby, active, and sleep modes. This ensures energy savings when computers are being used and performing a range of tasks, as well as when they are in standby. ENERGY STAR qualified computers must also have a more efficient internal power supply. Since computers are in use more hours per day than they used to be, power management is important to saving energy. ENERGY STAR power management features place computers (CPU, hard drive, etc.) into a low-power “sleep mode” after a designated period of inactivity. Low-power modes for computers reduce the spinning of the hard disk, which decreases power consumption. Simply hitting a key on the keyboard or moving the mouse awakens the computer in a matter of seconds. Most computers and workstations used in Bloomberg LP are qualified for ENERGY STAR, but it’s worth mentioning that notebook computers are not and have opportunities available.

### **12.4.3 Copiers & Fax Machines**

Copiers and fax machines are the most energy-intensive type of office equipment because they are left on for long periods of time — in some cases, 24 hours per day. ENERGY STAR qualified imaging equipment delivers the same performance as less efficient, conventional equipment and is, on average, 25% more efficient. Copiers that have earned the ENERGY STAR not only use less energy, but also power down when not in use, and use about half of the electricity of standard models. ENERGY STAR qualified machines print double-sided pages, reducing both copying and paper costs. Efficient designs help ENERGY STAR equipment run cooler and last longer, so businesses that use these product may also save on air conditioning and maintenance.

### **12.4.4 Monitors/Displays**

Computer monitors must meet stringent requirements in On, Sleep, and Off Modes in order to earn the ENERGY STAR.

In On Mode, the maximum allowed power varies based on the computer monitor’s resolution.

In Sleep Mode, computer monitor models must consume 2 watts or less.

In Off Mode, computer monitor models must consume 1 watt or less.

Enabling a monitor's power management features and turning it off at night not only saves energy, but also helps computer monitor equipment run cooler and last longer. Businesses that use ENERGY STAR enabled office equipment may realize additional savings on air conditioning and maintenance.

### **12.4.5 Printers, Scanners, and All-in-One Devices**

On average, ENERGY STAR qualified imaging equipment that meets the new imaging equipment specification is 25% more efficient than conventional models. ENERGY STAR qualified print double-sided pages, reducing paper costs. Efficient designs help ENERGY STAR equipment run cooler and last longer, so that use of these products may also save on air conditioning and maintenance.

### **12.4.6 Lighting**

The ENERGY STAR is awarded to only certain bulbs that meet strict efficiency, quality, and lifetime criteria.

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ENERGY STAR qualified fluorescent lighting uses 75% less energy and lasts up to ten times longer than normal incandescent lights.

#### ENERGY STAR Qualified Light Emitting Diode (LED) Lighting:

- Reduces energy costs — uses at least 75% less energy than incandescent lighting, saving on operating expenses.
- Reduces maintenance costs — lasts 35 to 50 times longer than incandescent lighting and about 2 to 5 times longer than fluorescent lighting. No bulb-replacements, no ladders, no ongoing disposal program.
- Reduces cooling costs — LEDs produce very little heat.
- Is guaranteed — comes with a minimum three-year warranty — far beyond the industry standard.
- Offers convenient features — available with dimming on some indoor models and automatic daylight shut-off and motion sensors on some outdoor models.
- Is durable — won't break like a bulb.

To qualify for ENERGY STAR certification, LED lighting products must pass a variety of tests to prove that the products will display the following characteristics:

- Brightness is equal to or greater than existing lighting technologies (incandescent or fluorescent) and light is well distributed over the area lighted by the fixture.
- Light output remains constant over time, only decreasing towards the end of the rated lifetime (at least 35,000 hours or 12 years based on use of 8 hours per day).
- Excellent color quality. The shade of white light appears clear and consistent over time.
- Efficiency is as good as or better than fluorescent lighting.
- Light comes on instantly when turned on.
- No flicker when dimmed.
- No off-state power draw. The fixture does not use power when it is turned off, with the exception of external controls, whose power should not exceed 0.5 watts in the off state

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## **Exhibit 1 – Energy Star Qualified Product Categories**

- I. Office Equipment*
  - A. Computers*
    - i. Desktop*
    - ii. Workstation*
    - iii. Notebook/Tablet*
  - B. Copiers & Fax Machines*
  - C. Digital Duplicators*
  - D. External Power Adapters*
  - E. Home Audio*
    - i. Amplifiers*
    - ii. Micro/Mini/Midi Systems*
    - iii. Compact Disk Player*
    - iv. Speakers*
    - v. Receiver*
  - F. Set-top Boxes*
  - G. Televisions*
    - i. TV/DVD Combo Unit*
    - ii. Component TV Unit*
    - iii. TV*
    - iv. TV Monitor*
  - H. Telephones*
    - i. Cordless Phones*
    - ii. Telephone/Answering Machine Unit*
- II. Lighting*
  - A. Light Bulbs (CFL's)*
  - B. Light Fixtures (LED Lighting)*
  - C. Decorative Light Strings (for the holidays)*
  - D. Advanced Lighting Package*
  - E. Ceiling Fans*
  - F. Commercial LED Lighting*
- III. Heating & Cooling*
  - A. Air Conditioning, Central*
  - B. Air Conditioning, Room*
  - C. Boilers*
  - D. Dehumidifiers*
  - E. Fans, Ceiling*
  - F. Fans, Ventilating*
  - G. Furnaces*
  - H. Heat Pumps, Air-Source*
  - I. Heat Pumps, Geothermal*

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- J. Light Commercial*
- K. Programmable Thermostats*
- IV. Commercial Food Service Equipment*
  - A. Commercial Dishwashers*
  - B. Fryers*
  - C. Hot Food Holding Cabinets*
  - D. Ice Machines*
  - E. Refrigerators & Freezers*
  - F. Steam Cookers*
- V. Water Heaters*
  - A. Gas Condensing*
  - B. Heat Pump*
  - C. High-Efficiency Gas Storage*
  - D. Solar*
  - E. Whole-Home Gas Tankless*

## 12.5 Exhibit 2 - Glossary of ENERGY STAR Terms

### Word/Terms

AC	Alternating current is a type of electric charge that periodically reverses direction.
Energy efficient	The practice of decreasing the quantity of energy used.
ENERGY STAR	An international standard for energy efficient consumer products.
EPA	The U.S. Environmental Protection Agency is an agency of the federal Government of the United States charged to regulate chemicals and Protect human health by safeguarding the natural environment.
Sleep mode	Refers to a low power mode for electronic devices such as computers, televisions and remote controlled devices.
Standby power	Refers to the electric power consumed by electronic appliances while they are switches off or in a standby mode.
TCO Certification	A series of product certifications for office equipment in the EU.
Watts	The SI derived unit of power, equal to one joule of energy per second. It measures the rate of energy consumption.

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## 13. Responsible Sourcing & Procurement Policy

### 13.1 Our Mission

Bloomberg is committed to working with our suppliers to:

- Operate an efficient and sustainable supply chain that supports our corporate responsibility programs
- Develop sourcing solutions in line with customer, regulatory and wider stakeholder needs and expectations
- Highlight and track the chain of custody for all precious and conflict minerals as well as other “high impact” items
- Ensure that all precious and conflict minerals have been responsibly sourced in accordance with all local, federal and international laws and regulations, as well as this guideline.
- Prohibit the use of child, convict/prison or slave labor while ensuring that Bloomberg and our suppliers abide by globally recognized, UN mandated human rights policies
- Create long term value and reduce risk for our business, our suppliers and our stakeholder

### 13.2 Requirements

Globalization and sourcing diversification create unique opportunities and challenges for supply chain management. Bloomberg has established sustainability requirements in supplier requests for proposals (RFPs) and in master service contracts. In summary, our suppliers are required to:

- Comply with all applicable health, safety, labor and environmental regulations
- Not discriminate against employees
- Maintain adequate safety standards
- Not employ anyone under the age of 15 years

We require suppliers to outline their environmental initiatives, including policies, procedures and information about what makes their goods and services environmentally and socially preferable.

We define “environmentally preferable” as products that:

- Contain recycled material, are recyclable and/or reusable
- Have reduced embedded energy and carbon emissions, or that help Bloomberg and its customers reduce energy use and carbon footprints.
- Contain reduced amounts of harmful chemicals
- Are certified to a recognized environmental standard

Our supplier guidelines are informed by guidance and standards from the following:

- Electronic Industry Citizenship Coalition
- International Labor Organization (ILO) Code of Practice in Safety and Health
- Universal Declaration of Human Rights
- Social Accountability International (SAI)

Our supplier guidelines are informed by guidance and standards from the following:

- Electronic Industry Citizenship Coalition



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- International Labor Organization (ILO) Code of Practice in Safety and Health
- Universal Declaration of Human Rights
- Social Accountability International (SAI)
- Ethical Trading Initiative (ETI)
- UN Global Compact (UNGC)

This policy is informed by our comprehensive Responsible Sourcing Guidelines and our GREEN Operating Guidelines, which are available upon request or online at [www.bloomberg.com/bsustainable](http://www.bloomberg.com/bsustainable) in our comprehensive sustainability report.

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# 14. APPENDICIES – Templates, Surveys, Agreements

## 14.1 Appendix 1 – RFI/RFP Template (Purchasing)

**Bidders Instructions:**

Environmentally Preferable "Green" Requirements

Bloomberg LP has implemented a "Green" corporate initiative. Our mission is to help preserve and protect the environment in our business activities, as we work towards reducing our "Carbon Footprint". This includes procuring goods and services that have a lesser or reduced effect on human health and the environment when specifically compared with other goods and services that serve the same purpose. To help us achieve our goals and objectives, we require all vendors submitting responses to this Request for Proposal (RFP) to submit copies of their firm's "Green" initiative, detailing policies and procedures and information about what makes your goods and/or services environmentally preferable ("Green"). Information should include, but is not limited to, whether your firm is listed on the Dow Jones Sustainability Index, is accredited to any recognized Environmental Standards, has employees who are certified or has environmental educational programs for employees and if the educational programs are available to clients.

Please provide "Green" contact information, so Bloomberg can direct requests for additional information, if required.

"GREEN" Contact(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

All goods and/or services procured by Bloomberg must meet and/or exceed any or all local, state or Federal governing bodies. Failure to comply with Bloomberg's environmentally preferable ("Green") requirements may affect future opportunities for your firm.

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## 14.2 Appendix 2 – Standard Agreement Language (Purchasing)

(Language below is as contained within Section 4 of the Revised Master Service Agreement. BLP Legal is adding similar language to all purchasing agreement templates; please contact Kim Domilici Rutan if you need a specific agreement template and don't find a version with "Environmental" Language included.)

### Representations, Warranties and Covenants.

Service Provider represents, warrants and covenants to Bloomberg and its affiliates that: (i) it has and shall maintain during the Term of this Agreement the proper licenses and rights to perform the Services; (ii) it shall diligently and timely provide the Services in a professional and workmanlike manner in accordance with the highest industry standards; (iii) it is in compliance with all applicable local, city, state, federal and international laws, rules and regulations including, but not limited to, all environmental, safety and health and labor and employment (including those addressing discrimination, harassment and retaliation) laws, rules and regulations, and shall remain in compliance during the Term of this Agreement; (iv) it is not under investigation with respect to, and is not threatened to be charged with and has not been given written notice of, any material violation of any law; (v) its response dated [INSERT DATE \_\_\_\_] to the Bloomberg L.P. Vendor Environmental Performance Survey was accurate and complete and continues to be true in all material respects, and that upon request Service Provider shall provide to Bloomberg ongoing reports and data pertaining to environmental or other aspects of the Deliverables which may be used by Bloomberg in its discretion to obtain certifications or achieve standards and in each case maintain them. **[NOTE: THIS ASSUMES THAT THE VENDOR SURVEY HAS BEEN PROVIDED TO THE CONTRACTOR];** (vi) it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or status as a disabled veteran, recently separated veteran, Armed Forces Service medal veteran, other protected veteran or any other legally protected status; (vii) it engages in affirmative action to the extent required by law and is in compliance with Executive Order 11246, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRA), the Jobs for Veterans Act of 2003 (JFVA), the Small Business Act, 15 U.S.C. §631 et seq., and their implementing regulations, including, but not limited to, 41 C.F.R. §60-1.1 et seq., 41 C.F.R. §60.741.1 et seq., 41 C.F.R. §60.250.1, et seq., 48 C.F.R. §52.219-1 et seq. and Executive Order 13201 29 CFR Part 470; (viii) it has established adequate safety standards and protocols and that the Personnel shall follow such standards and protocols and be in compliance with the Occupational Safety and Health Administration Act ("OSHA"); (ix) it shall instruct the Personnel in any safety standards and protocols promulgated by Bloomberg, or the management of a facility occupied by Bloomberg, and that the Personnel shall follow such standards and protocols; (x) the Personnel shall have the necessary experience, qualifications, knowledge, competency and skill set necessary to perform the Services pursuant to this Agreement; (xi) the Personnel are approved and authorized to work in the United States under all rules and regulations of the Immigration and Naturalization Service of the United States, if applicable. At any time, Bloomberg may request Service Provider to present copies of Service Provider's programs, policies and/or documentation as to any training provided by Service Provider to the Personnel including, but not limited to, OSHA-related training; (xii) to the extent practicable, it shall seek to use products certified under the "Green Seal" certification process, or, at Bloomberg's discretion, a comparable standard, under the most recent version of the applicable standard for all goods or products used to provide the Services and Deliverables, and in any event shall conform to all applicable requirements of law, and Service Provider shall be responsible for ensuring that such products will not adversely affect the quality or results of the Services and Deliverables; (xiii) it shall use reasonable efforts to avoid employing any persons or using any labor, or using or having any equipment, or permitting any condition to exist which shall or may cause or be conducive to any labor complaints, troubles, disputes or controversies which interfere or are likely to interfere with the operation of Bloomberg under this Agreement; and (xiv) it is not aware, and shall promptly notify Bloomberg if it becomes aware or reasonably foresees, that any labor union will claim jurisdiction over any aspect of the Services performed hereunder, and shall provide Bloomberg with information, as requested, with respect to any such claim.

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## 14.3 Appendix 3 – Vendor Environmental Performance Survey (Purchasing)

### *Introduction*

*Bloomberg LP values its vendor relationships and our mutual concern for the environment. As a provider of goods or services to our Firm, we therefore request your cooperation by completing the questionnaire below. This will help Bloomberg to assess your organization’s efforts to aid in implementing our new “Environmentally Preferable Purchasing” Initiative.*

*Our initiative’s mission is to help minimize the impact of our business activities on the environment as we work towards reducing our “Carbon Footprint”. This includes evaluating in our procurement process goods and services that have a lesser or reduced effect on human health and the environment when specifically compared with other goods and services that serve the same purpose. To help us achieve our goals and objectives, we are requesting that all suppliers provide relevant information pertaining to your goods and services, as well as your firm’s own “Green”/Sustainability initiatives. Suppliers will be required to contact Bloomberg if any of the information previously supplied is updated or changed in any way. Please provide the information requested below to assist us with this important endeavor.*

*This questionnaire may be issued:*

- *As a discrete document*
- *In conjunction with either a “Request for Information” or “Request for Proposal” for a specific good or service requirement Bloomberg has.*
- *Periodically to existing suppliers, in order to update Bloomberg’s records*

*We thank you for your support in submitting this questionnaire in a complete and timely manner.*

*Bloomberg L.P.*

*Purchasing Department*

### **Instructions**

1. *Please complete each question as fully as possible.*
2. *Each question must be answered. Do not leave blanks, but instead indicate “Not Applicable”*
3. *We strongly encourage you and your company to complete these questions and provide comprehensive answers.*
4. *Responses must be made using this form only, although where appropriate or requested, additional information may be attached or enclosed.*
5. *All answers should relate only to the Company named at the beginning of the evaluation (unless otherwise indicated).*
6. *Submit your response to:*

*Lee Ballin*

*Bloomberg LP – Purchasing Sustainability Initiative*

*731 Lexington Avenue*

*New York, New York 10022*

*E-mail: lballin@bloomberg.net*

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Phone: 212-617-3985/Fax: 917-522-9150

Responses are due by no later than [DAY, DATE, at TIME] or [AS SPECIFIED IN THE RFI OR RFP DOCUMENT TO WHICH THE QUESTIONNAIRE IS ATTACHED]. Please contact Lee Ballin for clarification on any of the questions listed.

**Questionnaire:**

Name of Firm: \_\_\_\_\_

Address of Corporate Headquarters: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Main Fax: \_\_\_\_\_

Nature of your business (state type of business and core product / service provided, per location)

\_\_\_\_\_

Environmental or Sustainability Contact(s), please provide contact information for each, noting their areas of responsibility.

Environmental or Sustainability Contact(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**I. General Information**

- a. Does your firm have a Sustainability Initiative or Environmental Policy? Guidelines? If so, please include copies with your submission of this survey.
- b. Does your firm have an environmental management system certified to ISO 14001, EMAS or equivalent standard in place?  Yes  No  N/A
- c. Does your firm evaluate the environmental performance of its supply chain partners?  Yes  No  N/A

Please describe your process or, if surveys are used, provide a copy of your survey questionnaire.

- d. Is your firm listed on the Dow Jones Sustainability Indexes?  Yes  No  N/A
- e. Does your firm provide environmental educational programs?  Yes  No  N/A
  - Are they for Internal Employees only?  Yes  No  N/A
  - Are they local or regional?  Yes  No  N/A
  - Is the program global?  Yes  No  N/A
  - Are any of these programs available to customers?  Yes  No  N/A

If so, please provide details of how Bloomberg may participate.

Please Explain Here:

- f. Does your firm support Donation programs? (Example: some firms will take back used products for re-use by Non-for-Profit Organizations and Charities)

Please Explain Here:

- g. Has your firm received any special recognition for its environmental performance or other contribution to protection of the environment?

If so, Please Explain Here:

- h. Has your firm had to pay any penalties or been subject to any orders, convictions or other assessments for environmental violations within the past five years? Is your firm currently subject to any regulatory enforcement action for non-compliance with environmental requirements?

If so, Please Explain Here:

**II.**

**Greenhouse Gas and Conservation Initiatives**

The answers to the questions below will provide the relevant information Bloomberg is seeking to know more about your firm's efforts. Please specify any additional best practices that your firm may be involved in.

- a. Have you measured your Carbon Footprint?  Yes  No  N/A  
Tonnage \_\_\_\_\_? Has this figure been verified by a third-party auditor?  Yes  No  N/A
- b. Is your firm Carbon Neutral or Reduced Carbon?  Yes  No  N/A
- c. Do you document the Carbon Emissions for your products?  Yes  No  N/A
- d. Are you working towards reducing consumption and increasing operation efficiencies?  Yes  No  N/A

How?

- e. Does your firm use renewable energy?  Yes  No  N/A
- f. Do you use energy efficient products?  Yes  No  N/A

If yes, do you:

- (i) purchase renewable energy directly from an independent source?  Yes  No
- (ii) buy renewable energy credit offsets?  Yes  No
- (iii) use primary onsite generation?  Yes  No

- g. Do you recycle or use recycled products & services?  Yes  No  N/A

If so, describe your program(s):

- h. Does your firm utilize hybrid vehicles or low mileage vehicles for transport?  Yes  No  N/A
- i. Are any of your facilities LEED or Energy Star Certified or are you in the process of obtaining Certification?  Yes  No  
(please attach a list of locations)

**III. Products**

We are interested in knowing the environmental attributes of your products. The answers to the questions below will assist Bloomberg in assessing whether to purchase your product(s). Please answer the questions below.

- a. Are your products made of Recycled content? Pre-consumer and or Post-consumer? If so what are the percentages?

Please Describe Here.

- b. Are your products recyclable?  Yes  No  N/A Remanufactured?  Yes  No  N/A
- c. Are your products biodegradable?  Yes  No  N/A
- d. Are your products reusable?  Yes  No  N/A
- e. Are your products non-toxic?  Yes  No  N/A

Please Explain Here:

- f. Do your products meet any of the environmental standards set by recognized national and international organizations committed to developing environmentally preferable standards and products, e.g.: Energy Star, EPA, LEED, GreenSeal, Green Guard, etc.  Yes  No  N/A

Please List Here:

- g. Are your products RoHS Compliant, (do they contain "hazardous substance" meaning lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl)?  Yes  No  N/A
- h. Do your products require any special treatment or disposal at the end of their useful life?

Please Explain Here:

- i. Does your firm have any end of life product programs, such as take-back programs, buy-backs, trade-ins, recycling for your products?  Yes  No  N/A

Please Explain

- j. Does your firm encourage reduction of packaging materials?  Yes  No  N/A

Do you use forest-friendly packaging materials?  Yes  No  N/A

Do you use FSC (Forest Stewardship Council) or Sustainable Forestry Initiative® materials?  
 Yes  No  N/A

- k. Does your firm exercise practices to reduce emissions from delivery of their products?  Yes  No  N/A

Please List:

#### IV. Services

We are interested in knowing how environmental impacts are taken into account in your provision of services. The answers to the questions below will assist Bloomberg in assessing whether your services would be suitable for our purposes. Please answer the questions below.

- a. Does your firm utilize Environmentally Preferable Products to provide services?  
 Yes  No  N/A

Explain the Products that you use and how you determine they are Environmentally Preferable

- b. What steps do you take to minimize the use of chemicals in the provision of your services?



Please Describe

c. What steps do you take to minimize wastes associated with your services?

Please Describe

d. What steps do you take to conserve energy and water resources during the course of your services?

Please Describe

**V. Manufacturing Processes**

a. In your manufacturing processes do you engage processes to reduce the amount of waste or recycle a percentage of the waste?  
 Yes  No  N/A

b. Does your firm manufacture or assemble products in regional locations?  
 Yes  No  N/A

Please List:

\*\*\*Please indicate if your firm would be willing to share any of the information provided above or participate in additional Bloomberg environmental endeavors.\*\*\*

I certify that the Officers of the company named above authorized me to provide the information contained herein, and that to the best of my knowledge, it reflects a true and accurate statement of the company.

Signature: \_\_\_\_\_

Completed by (Name): \_\_\_\_\_

Position in Company (Title) \_\_\_\_\_

Date of completion \_\_\_\_\_

Thank you for taking the time to complete this questionnaire. Your time and effort is appreciated.

**Please note:**

Your response to the Bloomberg Vendor Environmental Performance Survey gives rise to no contractual obligations or offers, implied or otherwise. Bloomberg reserves the right to utilize the information contained in the survey in any decision making processes, to proceed with or without reliance upon these documents, and ultimately to execute Agreements with Vendors who best satisfy the interests of Bloomberg. During additional Procurement or Request for Proposal Processes, Bloomberg reserves the right to ask additional questions about specific products or services.

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## 14.4 Appendix 4 – Sample E-Waste Recycler Agreement (Asset Management)

### ***AGREEMENT***

This agreement (the “Agreement”) is made and entered into as of this [\_\_\_\_\_] day of [\_\_\_\_\_] 20[\_\_\_] by and between Bloomberg L.P., with a principal business address at 731 Lexington Avenue, New York, NY 10022 (hereinafter called “Bloomberg”), and [VENDOR], having offices at [INSERT ADDRESS] (hereinafter called “VENDOR”). Bloomberg and its wholly owned subsidiaries are eligible to utilize this Agreement under its terms.

WHEREAS, Bloomberg has instituted an Environmentally Preferable Purchasing initiative to incorporate where Bloomberg deems appropriate goods and services that have a lesser or reduced effect on human health and the environment when specifically compared to other goods and services;

WHEREAS, as part of this initiative Bloomberg is interested in recycling and disposal services that address environmental quality, pollution and waste reduction, and resource conservation;

NOW THEREFORE, for good and valuable consideration that Bloomberg and VENDOR hereby acknowledge, Bloomberg and VENDOR agree as follows:

### **1.0 PURPOSE**

Bloomberg has retired, functionally reusable, computer related electronic material (hereinafter called “Assets”) to be Processed (as defined hereinafter) and resold. Bloomberg also has retired, non-functioning and/or incomplete computer related electronic material (including, but not limited to, circuit boards, net gear housings, burned or broken LCD panels, scavenged computers and peripherals, and Bloomberg keyboards (including LED and LCD type) removed from the field), cabinetry and interconnect wiring (hereinafter called “Scrap”) to be environmentally recycled and/or destroyed. Bloomberg has foam to be environmentally recycled (the “Recycled Material” and, together with the Assets and Scrap, the “Equipment”). VENDOR is in the business of reselling products of this type, and Bloomberg desires to sell the Assets and Scrap to VENDOR for the purposes of having VENDOR market and sell or recycle the Assets and Scrap in accordance with the terms and conditions of this Agreement. Bloomberg desires to sell the Recycled Material to VENDOR for the purpose of having VENDOR recycle the Recycled Materials in accordance with the terms and conditions of this Agreement.

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In consideration of the mutual covenants herein, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, Bloomberg and VENDOR agree as follows:

## **2.0 ASSET DESCRIPTION & AGREEMENT**

Bloomberg will prepare shipments of certain Assets to be sold to VENDOR in lots consistent with the accounting practices of Bloomberg. Each shipment shall include hard copy documentation (paperwork) that indicates the quantity and type of Assets contained in the shipment. Shipping paperwork will also include the number of skids and gross weights for all material in the shipment.

It is understood by VENDOR that it is completely up to Bloomberg as to which Assets and the amount of such Assets that will be sent to VENDOR for resale.

At Bloomberg's request, VENDOR shall provide fair market value (hereinafter referred to as "FMV") data of the custom Bloomberg flat panel monitors ("Flat Panel Monitors") and any other Assets being sold pursuant to this Agreement; provided, however, with respect to all other Assets other than Flat Panel Monitors, Bloomberg shall not request such information more than once per month during the term of this Agreement. VENDOR acknowledges and agrees that it shall make commercially reasonable efforts to sell the Flat Panel Monitors and the Assets at or above the then prevailing FMV. Upon notice to Bloomberg through a web portal established by VENDOR exclusively for Bloomberg for the purposes set forth herein (the "Web Portal"), Assets that cannot be sold by VENDOR after using such efforts may be scrapped by VENDOR in accordance with the treatment of Scrap hereunder.

## **3.0 SCRAP DESCRIPTION; RECYCLED MATERIAL & AGREEMENT**

Bloomberg will prepare shipments of all Scrap to be sold to VENDOR in lots consistent with the accounting practices of Bloomberg. Each shipment shall include hard copy documentation (paperwork) that indicates the quantity and type of Scrap contained in the shipment. This shipping paperwork will also include the number of skids and gross weights for all material in the shipment.

Bloomberg shall identify the type of Scrap being shipped to VENDOR and indicate the same on the individual Scrap wherever possible. (VENDOR acknowledges and agrees that Scrap material containers (gaylords) are utilized as a "catch-all" for all sorts of accumulating scrapped items in a warehouse environment and that not every item in the scrap gaylord will be individually marked as Scrap, as this is not reasonably realistic to do.)

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It is understood that any revenues generated from the sale of the Scrap is to be retained completely by VENDOR, with no monies due Bloomberg whatsoever.

Bloomberg will prepare shipments of all Recycled Materials to be sold to VENDOR in lots consistent with the accounting practices of Bloomberg. Each shipment shall include hard copy documentation (paperwork) that indicates the quantity and type of Recycled Materials contained in the shipment. All Recycled Material will be skidded and stretch wrapped by itself on separate pallets (which can be up to 8 feet high). Such pallets of Recycled Materials may be mixed with separate pallets of Assets and/or Scrap if necessary to complete a shipment. No Recycled Material will be accepted by VENDOR unless packaged in accordance with the foregoing. It is understood that any revenues generated from the sale of Recycled Materials by VENDOR is to be retained completely by VENDOR, with no monies due to Bloomberg whatsoever.

#### **4.0 DISPOSITION OF EQUIPMENT**

- A. *All Equipment shall be Processed by VENDOR at the VENDOR facility at [INSERT ADDRESS] (the "VENDOR Facility"). For purposes of this Agreement, "Processed" and "Processing" shall mean preparing Equipment for legitimate resale, recycling, or disposal. Such terms shall include, without limitation, removal and destruction of any and all Bloomberg logos and other identifying information and all data from the Equipment. The method used for Processing of Equipment will be at VENDOR's discretion, provided that data and logos, and all other means of identifying the Equipment as originating from Bloomberg, are removed and destroyed where present. If it is not possible to destroy logos, other identifying characteristics, or data, the Equipment shall be destroyed by VENDOR at the VENDOR Facility in accordance with applicable law.*
- B. *Subcontracting the Processing of Equipment (as received from Bloomberg) without prior authorization from Bloomberg is not permitted.*
- C. *In addition to undergoing Processing, Scrap in the form of undestroyed electronic devices shall be dismantled by VENDOR at the VENDOR Facility, and no resale of same without dismantling shall occur.*
- D. *Bloomberg reserves the right to witness the Processing of Equipment. At the request of Bloomberg, a Certificate of Processing, Exhibit A, will be completed and signed by a representative of VENDOR. Bloomberg will be provided with the original certificate.*
- E. *Equipment shall be Processed, and where applicable dismantled or destroyed, within 45 days of receipt by VENDOR.*
- F. *VENDOR hereby covenants to recycle and dispose of the Recycled Material at properly permitted recycling facilities in accordance with all applicable laws.*
- G. *Notwithstanding the foregoing, and specifically in relation to Scrap, Bloomberg understands that, during dismantling at the VENDOR Facility, all materials will be broken down into smaller component parts which shall either then be sent or sold to a properly permitted third party recycling center in the United States for final shredding and separation (this does not include Hard Disk Drives sent to VENDOR for destruction pursuant to Section 7 hereof, which Processing and destruction will occur completely at the VENDOR Facility) or sold off by VENDOR for third party use.*

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H. Any exception to paragraphs A through G of this Section may be permitted only with advance written approval from Bloomberg and such exceptions must be requested and approved for each exception.

## 5.0 ASSET & SCRAP MATERIAL IDENTIFICATION

Wherever possible, Bloomberg shall affix an “asset tag” (sticker) directly to the individual Assets being sent for resale or the Scrap. These “asset tags” show the Bloomberg internal identification number & manufacturer’s serial number in both an alpha-numeric & bar code format. Having these asset tags in place will be important for correct identification, and subsequent disposition reporting and traceability through VENDOR's system which Bloomberg will have access to through the Web Portal.

## 6.0 CATALOGING/LEAD TIME

All shipment lots will be cataloged in order of receipt date and by similar types and quantities. VENDOR will scan all Assets or Scrap received hereunder into its system on the same day of receipt if received by 2 pm EST. Assets or Scrap received after 2 pm may be scanned in on the following business day. All individual Assets or Scrap received in a particular delivery lot will be uploaded to the Web Portal on a daily basis. All Assets received will be cataloged and made available for resale within 10 business days of receipt at VENDOR’s facilities.

## 7.0 VENDOR SERVICES & PRICING

*Processing fee for all incoming material:*

### 14.4.1.1.1.1

### 14.4.1.1.1.1.2

### 14.4.1.1.1.1.3

14.4.1.1.1.1.4 Flat-rate Processing fee of all incoming electronic or electronic-related Asset or Scrap material (regardless of whom provides transportation to VENDOR):

14.4.1.1.1.1.5 **[\$[INSERT PRICE]/lb**

### 14.4.1.1.1.1.6

14.4.1.1.1.1.7 Flat-rate Processing fee of all incoming Recycled Material (regardless of who provides transportation to VENDOR):

14.4.1.1.1.1.8 **[\$[INSERT PRICE]/lb**

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Weights to be used in the determination charges shall be measured on VENDOR certified scales. In the event that VENDOR's gross weight per shipment does not agree within 2% of Bloomberg's gross shipping weight, VENDOR shall notify Bloomberg, which may, at its option, elect to have the skid(s) weighed on the certified scales of a mutually agreed to independent third party, which weight shall be final.

**Transportation of material by VENDOR:**

14.4.1.1.1.1.9

14.4.1.1.1.1.10 Material picked up at Bloomberg facilities: **[\$[INSERT PRICE]** per load (24' box truck), subject to increases from time to time based upon VENDOR's transportation costs (Bloomberg shall be notified of any such increases in advance).

14.4.1.1.1.1.11 (Alternatively, Bloomberg may provide its own transportation arrangements)

- Pickup in states of New York, New Jersey, Connecticut
- 15,000 lb minimum
- tail gate loaded by Bloomberg

In the event that VENDOR provides transportation arrangements outside of the Tri-state area or overseas, freight / shipping charges, if any, will appear on VENDOR invoices/statements. The freight charges will correspond with the actual dates of pickup at a Bloomberg facility. If any freight / shipping charges are incurred, VENDOR will only charge the exact amount paid by VENDOR. Copies of any shipping invoices paid by VENDOR will be provided with the VENDOR invoice for same. VENDOR will notify Bloomberg for prior approval before making such arrangements.

**Disposal Services for Hazardous Material:**

"Hazardous Material" shall mean any substance considered "hazardous" under any applicable laws, and/or petroleum.

VENDOR shall seek to maximize legitimate reuse, refurbishment or recycling over disposal. In extraordinary circumstances, some materials may become wastes after dismantling at the VENDOR Facility. VENDOR acknowledges and agrees that VENDOR is the generator of such wastes and shall be solely responsible for arranging for the disposal of such wastes, including any Hazardous Materials, in the United States consistent with the terms of this Agreement.

The following are examples of the types of Hazardous Materials:

- NiCad, Lead Acid Batteries etc. (usually found in PC's, Main Frames and UPS systems)
- Mercury Switches (usually found in older telecommunication equipment – pre 1998)
- PCB Capacitors (found in very old electronic equipment – pre 1992)

Hazardous Materials Disposal (outlined above) **[\$[INSERT PRICE]/lb**

**12.5 Complete Hard Disk Drive Physical Destruction:**

VENDOR will provide complete physical destruction of all those Hard Disk Drives sent by Bloomberg and identified for that purpose. VENDOR will physically shred/chop all such Hard Disk Drives into pieces (only after having removed the Hard Disk Drives from computers or other electronic devices), thereby rendering the data non-recoverable.

VENDOR will record all Hard Disk Drive serial numbers via bar code scan prior to destruction.

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All Hard Disk Drives will be destroyed within 12 business hours of arrival at the VENDOR Facility.

A daily upload of all destroyed Hard Disk Drive serial numbers will be posted to the Web Portal especially designed by VENDOR for Bloomberg. VENDOR shall provide Bloomberg with all necessary information to access the Web Portal.

Utilizing the Web Portal, Bloomberg will be able to search for the physical destruction listing of a particular Hard Disk Drive by entering the Hard Disk Drive serial number. Bloomberg shall have the right to perform assessment/penetration tests on the Web Portal if any Bloomberg identifying information can be retrieved for a particular Hard Disk Drive provided, however, that Bloomberg agrees that VENDOR is obligated to post on its Web Portal in connection with the destruction of the hard drives only the Hard Disk Drive Serial Numbers, shipment lot numbers (if applicable) and dates of destruction. At the request of Bloomberg, a Certificate of Hard Disk Drive Destruction, a copy of which is attached hereto as Exhibit B, will be completed and signed by a representative of VENDOR. Bloomberg will be provided with the original certificate.

VENDOR shall use commercially reasonable efforts to secure the Web Portal so that third parties will not have access to Bloomberg's information; notwithstanding the foregoing Bloomberg acknowledges and agrees that VENDOR cannot guarantee the complete security of the Web Portal, and any breach of the security of the Web Portal not due to the gross negligence or willful misconduct of VENDOR shall not constitute a breach of this Agreement.

Hard Drive Destruction shall be at a cost of \$[INSERT PRICE] per drive.

## **12.5 Long term storage of Bloomberg Assets being marketed for resale:**

There will be **NO CHARGE** for this service to Bloomberg.

**Custom change requests made to Bloomberg's Secure Web Portal site as agreed to by VENDOR:**

There will be **NO CHARGE** for this service to Bloomberg.

## **12.6 Additional Services Provided upon Request (in connection with the sale or Processing of the related Assets or Scrap by VENDOR):**

Capturing/Recording of External Equipment Identification (BLP internal #, manufacturer's, Serial #):

**NO CHARGE**

Capturing/Recording of Internal Equipment Identification (Configuration info.) if VENDOR has the technical equipment in-house to perform the service:

**NO CHARGE**

Performing Hard Drive Sanitization/Data wipe on Hard Drives received by VENDOR for resale:

**NO CHARGE**

Performing Individual Quantity Counts (i.e. keyboards, mouse etc.): **NO CHARGE**

## **8.0 RESALE OF REUSABLE ASSETS**

VENDOR will advertise and proactively market the Assets and pursue sales of the Assets. VENDOR's salesmen specialize in the sale of all electronic raw materials, computer systems, peripherals, network gear and related materials.

All Assets will be listed for sale on numerous Internet Part Search Engine Websites that provide worldwide visibility of all VENDOR inventory. Certain Assets will be sold through EBay, with real-time auction visibility linked through the Web Portal directly to the individual EBay auction. Additionally, VENDOR will use reasonable efforts to sell Assets to known companies that have track records of prior purchasing history with VENDOR.

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Unless otherwise authorized by prior written approval from Bloomberg, VENDOR shall accept only company, certified or cashier's check, or payment by wire transfer for the sale price of the Assets.

## **9.0 GROSS SALE PERCENTAGES PAID TO BLOOMBERG**

VENDOR will revenue share with Bloomberg, the proceeds from all Asset sales on the following terms:

Starting [INSERT DATE], VENDOR will return to Bloomberg [INSERT PERCENTAGE]% of the gross sales of all Assets received at the VENDOR Facility. All Assets received on or after [INSERT DATE] will be tracked through VENDOR's system under a Bloomberg vendor code (BBLP1).

## **10.0 PAYMENT TO BLOOMBERG FOR ASSET SALES**

Bloomberg will be provided with a detailed sales report within the first week of each month for the prior month's sales which shall include, at a minimum, the Assets sold and the prices such Assets were sold for. This report will show the complete sales activity for both vendor codes during the previous month. This report shall be emailed within the first week of each month.

As soon as reasonably practicable after receiving the report, Bloomberg will prepare an invoice setting forth the sale proceeds due to Bloomberg for the Assets sold during the previous month by VENDOR. VENDOR shall make payment to Bloomberg within ten (10) days of its receipt of the invoice, for the undisputed agreed upon percentage of the sales proceeds of Assets sold the previous month by VENDOR. In the event VENDOR does not receive the invoice by the twentieth (20<sup>th</sup>) day of the month, VENDOR shall remit payment to Bloomberg based on the detailed sales report (in such case, payment to be made no later than the last day of the month).

## **11.0 PAYMENT TO VENDOR FOR PROCESSING FEE & SHIPPING COSTS**

Bloomberg shall make payment to VENDOR for all undisputed monthly Processing fees and shipping costs (if any) within thirty (30) days of receipt of the invoice statement from VENDOR. The invoice statement from VENDOR will show all Processing fees (including Recycled Material, Scrap, Hard Drive Destruction fees, and Hazardous Materials Disposal fees), the date of receipt, individual shipment lot numbers and Processed weights, and all applicable shipping costs pursuant to Section 7.0.

Bloomberg shall remit such fees to VENDOR via bank wire transfer directly to VENDOR's designated account.

## **12.0 REPORTING**

VENDOR will maintain the following Bloomberg data online in a Web Portal designed expressly for the disposition history of material originating from Bloomberg:

- Receipt of all Equipment at VENDOR detailed by shipment
- Total inventories of all Assets currently at VENDOR
- Sales history of all Assets at VENDOR starting [INSERT DATE]
- Hard Disk Drive destruction history of all Drives destroyed at VENDOR

## **13.0 TITLE AND RISK**

Right, title and interest and risk of loss, theft, damage or destruction in and to the Equipment shall transfer to VENDOR F.O.B. the VENDOR Facility when Equipment is shipped to VENDOR by Bloomberg and F.O.B. Bloomberg facility when Equipment is picked up by VENDOR.

## **14.0 TAXES**



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Except as provided in this Section 14, it is agreed that for all purchases of Assets VENDOR will pay Bloomberg the appropriate sales tax. It is agreed that for those purchases shipped into Connecticut that VENDOR provides Bloomberg a valid and updated Connecticut Sales & Use Tax Resale Certificate that Bloomberg will not charge sales tax. If at any time VENDOR establishes nexus to a state other than Connecticut and Bloomberg ships to VENDOR in that state VENDOR will either present Bloomberg a valid resale certificate for that state, otherwise VENDOR agrees to pay Bloomberg the appropriate sales tax.

## 15.0 CURRENCY

Payment is to be made in U.S. dollars.

## 16.0 FORCE MAJEURE

*In no event shall either party be in default because of failure or delay in performance caused by reason of fire, third-party strike, riot, civil commotion, war, insurrection, acts of God, or any other cause or condition beyond the control of the affected party provided the affected party notifies the other party upon occurrence of such event. If VENDOR is unable to meet its obligations hereunder by reason of such causes, and the inability should continue for fifteen (15) days then during such failure to perform (and ending upon VENDOR's renewed ability to perform), Bloomberg may, in its sole discretion, utilize other companies, including VENDOR's competitors to satisfy its requirements for Processing of Assets (including Flat Panel Monitors), Scrap, and Recycled Material.*

## 17.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

*VENDOR represents, warrants and covenants to Bloomberg that: (a) it has and shall maintain during the term of this Agreement the proper licenses and rights to perform and carry out its obligations under this Agreement; (b) it shall exercise reasonable care in handling, demonstrating and storing the Assets and in the handling and disposition of Scrap and Recycled Materials; (c) it will not remove the Assets from the location specified in Section 27 hereof for VENDOR without the prior written approval of Bloomberg; (d) it shall diligently and timely perform its obligations under this Agreement in a professional and workmanlike manner in accordance with the highest industry standards; (e) it will not allow the Assets to be encumbered through any action or inaction by it during the term of this Agreement (including, but not limited to, through any lien, claim or security interest); (f) upon the sale of Assets, it will remove any tags, names, signs or other markings that would identify the Assets as being owned or used by Bloomberg; its response dated [INSERT DATE] to the Bloomberg L.P. Vendor Environmental Performance Survey, a component of Bloomberg's Environmentally Preferable Purchasing Initiative, was accurate and complete and continues to be true in all material respects, and upon request VENDOR shall provide to Bloomberg ongoing reports and data pertaining to environmental or other aspects of the services which may be used by Bloomberg in its discretion to obtain certifications or achieve standards and in each case maintain them. [NOTE: THIS ASSUMES THAT THE VENDOR SURVEY HAS BEEN PROVIDED TO VENDOR]; and (g) it is in compliance with all applicable local, city, state, federal and international laws, rules and regulations including, but not limited to, all environmental, safety and health and labor and employment (including those addressing discrimination, harassment and retaliation) and import and export laws, rules and regulations, and shall remain in compliance during the term of this Agreement.*

*Bloomberg represents, warrants and covenants to VENDOR as of the date hereof and during the term of this Agreement that: (a) it has good, valid and marketable title to the Equipment sold pursuant to this Agreement, free and clear of all liens and encumbrances; (b) each shipment of Equipment pursuant to Sections 2 and 3 of this Agreement shall convey title to such Equipment from Bloomberg to VENDOR in accordance with the terms and conditions of this Agreement, without the execution and/or delivery of any additional documentation; and (c) it is in compliance with all applicable local, city, state, federal and international laws, rules and regulations and shall remain in compliance during the term of this Agreement.*

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## 18.0 INDEMNIFICATION

VENDOR agrees to defend (subject to Bloomberg's approval rights over any settlement that imposes a financial obligation on Bloomberg, results in liability of Bloomberg or otherwise materially adversely affects Bloomberg and the right to participate in such defense at any time with its own counsel at its own expense), indemnify and hold Bloomberg, its partners, employees and agents ("Bloomberg Indemnified Persons") harmless from and against any and all claims, losses, damages, expenses, fees (including reasonable attorneys' fees) and liabilities and actions brought against or incurred by any of the Bloomberg Indemnified Persons in connection with any third party claim, demand, action or liability arising, directly or indirectly, from or in connection with (i) VENDOR's, its employees' or agents' breach of this Agreement, or (ii) the negligent or willful acts or omissions of VENDOR, its employees' or agents', including, without limitation, with respect to the transportation, Processing or disposition of any Equipment by VENDOR.

## 19.0 PROPERTY DAMAGE

VENDOR shall be responsible for any loss, destruction or damage to equipment or facilities owned by Bloomberg if such is deemed to be the result of the negligence of VENDOR, its employees or agents.

## 20.0 INDEPENDENCE

Both parties agree that VENDOR is an independent contractor and that no relationship of principal or agent exists between the parties as a result of this Agreement or any performance hereunder. This Agreement does not create a partnership, joint venture, agency or co-employer relationship between the parties. Except as specifically set forth herein, neither party shall have any power to obligate or bind the other party in any manner whatsoever.

## 21.0 CONFIDENTIALITY

Bloomberg and VENDOR shall treat as confidential and shall not disclose or transmit to any third party the existence and terms of this Agreement or any confidential or proprietary information relating to the other party (collectively, "Confidential Information"). Notwithstanding the foregoing, Confidential Information shall be defined and treated in accordance with the Mutual Confidentiality and Non-Disclosure Agreement executed by the parties on [INSERT DATE] and attached hereto as Exhibit C and incorporated herein (the "NDA").

VENDOR shall not refer to or identify Bloomberg or its affiliates or use any names, marks or any likeness of Bloomberg or its affiliates or marks similar thereto, in any marketing, advertising, press releases or public statements without the prior written consent of Bloomberg.

## 22.0 INSURANCE

VENDOR shall provide and maintain in force, at its own expense, insurance coverage with minimum limits as follows: (all amounts below include \$1,000,000 additional umbrella policy)

- A. Workman's Compensation: Statutory
- B. Employer's Liability: \$2,000,000 Combined Single Limit
- C. Public Liability: \$2,000,000 Combined Single Limit

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*(Except Automobile)*

E.	Bodily Injury:	\$3,000,000	Combined Single Limit
F.	Property Damage:	\$3,000,000	Combined Single Limit
G.	Pollution	\$50,000 or statutory	Combined Single Limit

Automobile Liability coverage shall include owned, non-owned and hired or rented vehicles and shall be as follows:

Public Liability-Auto:	\$3,000,000 Combined Single Limit
Bodily injury or Death:	\$3,000,000 Combined Single Limit
Property Damage:	\$3,000,000 Combined Single Limit

All of the above insurance shall be obtained from an insurance carrier or carriers authorized to do business in the states where the services are to be performed and shall specifically name Bloomberg, its agents and employees as additional insureds for all claims arising out of this Agreement.

The public liability policy or policies shall contain the following:

Provision or endorsement stating that such insurance applies to the liability assumed by VENDOR under this Agreement, including without limitation that set forth above.

VENDOR shall, at its own expense and without additional charge to Bloomberg, maintain any other insurance that may be required by law, Federal, State or local.

VENDOR shall furnish Bloomberg with certificates of insurance as evidence of such coverage's. Every such certificate shall state that the insurance policies described herein have been issued and are in force on the date of execution of the certificate and that no policy described therein will be canceled or the terms thereof materially changed without thirty (30) days prior written notice to Bloomberg.

### **23.0 BUYER METHODS AND CONTROLS**

In order that Bloomberg may verify that VENDOR is employing, (1) appropriate and accurate methods of measuring material and, (2) other control procedures with respect to Bloomberg Scrap and Recycled Material, Bloomberg may, upon giving at least three (3) business days notice to VENDOR, have a representative or representatives witness the Processing, disposition, and control procedures employed by VENDOR. Any and all compensation owing or expenses incurred by such representative or representatives shall be borne by Bloomberg.

In order that Bloomberg may verify that VENDOR is employing, (1) appropriate and accurate methods of destroying the Bloomberg Hard Disk Drives and, (2) other control procedures with respect to such Hard Disk Drives, Bloomberg may, upon giving at least three (3) business days notice to VENDOR, have a representative or representatives witness the Processing, disposition, and control procedures employed by

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VENDOR. In connection with the foregoing, Bloomberg may perform tests on the Hard Disk Drives to confirm VENDOR's compliance with this Agreement. Any and all compensation owing or expenses incurred by such representative or representatives shall be borne by Bloomberg.

## 24.0 RECORD KEEPING

VENDOR shall keep adequate books, records and other documentation consistent with applicable regulatory requirements and in accordance with generally accepted industry accounting practices, pertaining to its activities under this Agreement, including correspondence, instructions, plans, receipts, vouchers, sales and other memoranda associated with disposition of material.

VENDOR agrees to permit Bloomberg, or Bloomberg's authorized agent, upon prior written notice (including without limitation, via facsimile or email) of three (3) business days, not to occur more frequently than once each year of the term of this Agreement, to access and conduct during VENDOR's normal business hours and in a manner that is not disruptive to VENDOR's normal business operations, an inspection of the books, records and documentation of VENDOR and any and all facilities and/or systems of VENDOR and/or any of its personnel where Confidential Information of Bloomberg and/or Equipment are Processed, stored, accessed or viewed in connection with this Agreement ("Audit"). The purpose of the Audit shall be to verify VENDOR's material compliance with this Agreement. Such access by Bloomberg or its authorized agent shall include the right to discuss such documentation with VENDOR's personnel having knowledge of the facilities, systems, and document contents and the right to copy such documentation. An Audit conducted pursuant to this Section shall be at the expense of Bloomberg, provided, however, that if any Audit reveals a material breach of this Agreement by VENDOR (any such breach, an "Issue"), VENDOR shall promptly: (i) make or cause to be made appropriate corrections (in no event later than fifteen (15) days after receiving notice of such Issue), and (ii) remit to Bloomberg payment for the expenses incurred to conduct such Audit (in no event later than thirty (30) days after receiving notice of such expenses); provided, however, VENDOR shall only be obligated to reimburse Bloomberg for such amount up to a maximum of \$2,000 for each Audit. In addition, Bloomberg shall have the right to terminate this Agreement immediately upon written notice to VENDOR if VENDOR fails to correct any Issue within such fifteen (15) day period or such Issue is not correctable. Any Audit conducted hereunder shall always exclude access to personnel records of VENDOR (except for any personnel records which may be reasonably necessary in order for Bloomberg to conduct the Audit), VENDOR's internal cost data and data of any kind concerning other customers of VENDOR. VENDOR and Bloomberg shall preserve all such documentation for a period of at least five (5) years or for any greater period of time required by applicable law or regulation.

By way of clarification and not limitation, notwithstanding anything to the contrary in this Agreement or the NDA, at no time and under no circumstances shall VENDOR have an obligation to disclose, nor shall Bloomberg have a right to receive, any identifying information concerning any of VENDOR's customers or vendors in connection with the Equipment pursuant to this Section 24 or any other provision of this Agreement.

## 25.0 DURATION; TERMINATION

This Agreement shall commence on the date first above stated and, subject to earlier termination pursuant to the terms herein, shall continue in effect for a period of two (2) years. Thereafter, the terms of this Agreement shall be automatically renewed for successive two (2) year periods unless either party elects not to renew by giving not less than sixty (60) days' prior written notice to the other party before the end of the then-current term.

Either party shall have the right to terminate this Agreement should the other party (a) become insolvent, file a petition in bankruptcy or have filed against it such a petition, or make an assignment for the benefit of its creditors, or (b) breaches or fails to perform or observe any material term, obligation, agreement, covenant, representation or warranty, if such breach or failure is not fully remedied or corrected within thirty (30) days after delivery of written notice thereof, (unless the breach is of the nature that it cannot be remedied, in which case the non-breaching party may

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terminate immediately). Bloomberg shall have the further right to terminate this Agreement (i) upon the sale of all or substantially all of the assets or stock of VENDOR, including, without limitation, by way of merger (unless VENDOR is the surviving entity) or (ii) in the event [INSERT NAME OF ANY KEY PERSONNEL] is no longer in a decision-making role with respect to VENDOR and its business or upon his termination of involvement with VENDOR, including by way of dismissal, death, invalidity or retirement.

Upon termination of this Agreement:

- A) pursuant to subpart (a) above as a result of VENDOR becoming insolvent, filing a petition in bankruptcy or have filed against it such a petition, or making an assignment for the benefit of its creditors, VENDOR shall, within a reasonable time, return any unsold Assets in its possession, including any Assets on which VENDOR has performed value added services, including, but not limited to, Processing of Bloomberg Flat Panel Monitors (“Processed Assets”) to Bloomberg at a location to be specified by Bloomberg within the states of New York, New Jersey and Connecticut. The return of all such unsold Assets shall be a VENDOR’s expense.
- B) pursuant to subpart (a) above as a result of Bloomberg becoming insolvent, filing a petition in bankruptcy or have filed against it such a petition, or making an assignment for the benefit of its creditors, VENDOR shall be permitted to sell all Assets in its possession (including Processed Assets) in the ordinary course and consistent with the terms of this Agreement and past practices, and this Agreement shall remain in effect (except for Sections 2 and 3 hereof) until all Assets (including Processed Assets) have been sold by VENDOR, and then will terminate in all respects, except as provided in Section 30 hereof.
- C) pursuant to subpart (b) above, if VENDOR is the breaching party, VENDOR shall, within a reasonable time, return any unsold Assets in its possession, including any Processed Assets, to Bloomberg at a location to be specified by Bloomberg within the states of New York, New Jersey and Connecticut. The return of all such unsold Assets shall be at VENDOR’s expense.
- D) pursuant to subpart (b) above, if Bloomberg is the breaching party, VENDOR shall be permitted to sell all Assets in its possession (including Processed Assets) in the ordinary course and consistent with the terms of this Agreement and past practices, and this Agreement shall remain in effect (except for Sections 2 and 3 hereof) until all Assets (including Processed Assets) have been sold by VENDOR, and then will terminate in all respects, except as provided in Section 30 hereof.
- E) pursuant to subparts (i) or (ii) above, VENDOR shall, within a reasonable time, return any unsold Assets in its possession, including any Processed Assets, to Bloomberg at a location to be specified by Bloomberg within the states of New York, New Jersey and Connecticut. The return of all such unsold Assets shall be a VENDOR’s expense.
- F) by notice by either party not to renew, VENDOR shall be permitted to sell all Assets in its possession (including Processed Assets) in the ordinary course and consistent with the terms of this Agreement and past practices, and this Agreement shall remain in effect (except for Sections 2 and 3 hereof) until all Assets (including Processed Assets) have been sold by VENDOR, and then will terminate in all respects, except as provided in Section 30 hereof.

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Notwithstanding anything to the contrary in the foregoing, Bloomberg may permit, in its sole discretion, in all cases in which VENDOR is required to return the unsold Assets (including Processed Assets), to allow VENDOR to sell such Assets subject to the terms and conditions set forth in this Agreement. Once all Assets are sold, this Agreement will then terminate in all respects, except as provided in Section 30 hereof.

Any termination pursuant to this Section 25.0 shall not prejudice such rights as have accrued to the parties as at the date of termination.

## **26.0 ASSIGNMENT OR SUBCONTRACTING**

*Except as otherwise provided for in this Agreement, any assignment of the Agreement or subcontracting of the work to be performed by VENDOR, in whole or in part, shall be void without the prior written consent of Bloomberg. Assignment or subcontracting by VENDOR shall not relieve VENDOR of any responsibility under this Agreement for insurance or indemnification unless specifically agreed to by Bloomberg.*

## **27.0 CHANGES TO AGREEMENT**

This writing constitutes the entire Agreement between the parties and no other agreements, written, expressed, or implied antecedent to this Agreement shall be considered to be part hereof and this Agreement supersedes any prior negotiations, representations, understandings or agreements.

This Agreement may not be modified or altered except by an instrument in writing executed by both parties. Any notices to be effective shall be in writing and delivered in person by mail or sent by facsimile or telex to:

Bloomberg at: *Bloomberg L.P.*  
  
*731 Lexington Avenue*  
  
*New York, NY 10022*  
  
*U.S.A.*  
  
*Attention: [INSERT NAME]*  
  
*Fax Number: [INSERT NUMBER]*

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Phone number: [INSERT NUMBER]

With a Copy of all legal notices to:

Bloomberg L.P.  
731 Lexington Avenue  
New York, NY 10022  
U.S.A.  
Attention: Karl P. Kilb, General Counsel  
Fax Number: 212-893-5371  
Phone Number: 212-318-2000

VENDOR at: [INSERT NAME & ADDRESS]  
Attention: [INSERT NAME]  
Fax Number: [INSERT NUMBER]  
Phone Number: [INSERT NUMBER]

With a Copy of all legal notices to:

[INSERT]

## 28.0 GOVERNING LAW

This Agreement and any other instruments executed in connection therewith shall be deemed to be a contract under the laws of the State of New York and shall be construed in accordance with the laws of the State of New York, without giving effect to the choice of law provisions thereof.

## 29.0 WAIVER AND SEVERABILITY

No failure or delay by Bloomberg in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege hereunder. No term or provision herein shall be deemed waived and no breach consented to, unless such waiver and consent shall be express and in writing and signed by Bloomberg. Any such waiver and consent shall not constitute a waiver and consent to any other or subsequent breach. If any term or provision of this Agreement or the application thereof shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision hereof shall be valid and enforced to the fullest extent permitted by law.

## 30.0 SURVIVAL

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Sections 4, 14, 17, 18, 19, 20, 21, 27, 28, 29 and 30 shall survive the termination or expiration of this Agreement and continue in full force and effect.



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**IN WITNESS WHERE OF**, the parties hereto have caused this Agreement to be executed as of the day, month and year first above written

BLOOMBERG L.P.  
By: Bloomberg Inc., its general partner

[VENDOR]

By:

Name:  
Title:

By:

Name:  
Title:

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## **36.0 ATTACHMENTS**

Exhibit A - Certificate of Processing

Exhibit B – Certificate of Hard Disk Drive Destruction

Exhibit C - Mutual Supplier Non-Disclosure Agreement

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**EXHIBIT A**

**[VENDOR]**

**\*\*\*\* Certificate of Scrap Processing \*\*\*\***

**SHIPMENT FROM:**

**SHIPMENT TO:** [VENDOR]

**DATE RECEIVED:**

**VENDOR LOT NUMBER (S):**

**CUSTOMER REF NUMBER (S):**

**GROSS WEIGHT RECEIVED (ON ABOVE LOT):**

**DESCRIPTION OF MATERIAL:**

*I do hereby certify that all Scrap (as defined in that certain Agreement between [VENDOR] and Bloomberg L.P., dated as of \_\_\_\_\_, 20\_\_ (the "Agreement") received on the above VENDOR lot number(s) have been Processed (as defined in the Agreement) and that no resale of the same without dismantling will occur. After dismantling we have sold or are holding for resale all printed circuit boards, connectors and cables, steel, aluminum, power supplies and fans.*

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Name:*  
*Title:*  
*Company:*

**EXHIBIT B**

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**[VENDOR]**

**\*\*\*\* Certificate of Hard Disk Drive Destruction \*\*\*\***

**FOR REMOVAL OF ALL DATA  
FROM HARD DISK DRIVES**

**12.4.2 [VENDOR]**

**[INSERT ADDRESS]**

LOT NUMBER: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

*This Letter of Certification is Provided to Bloomberg L.P. (The Supplier) as it pertains to the destruction and/or the erasure of all data from Hard Disk Drives pursuant to that certain Agreement between VENDOR, Corp. and Bloomberg L.P., dated as of \_\_\_\_\_, 20\_\_ relative to the above Lot Number, acknowledging the receipt of Hard Disk Drives from the Supplier on the above Lot Number and Date. VENDOR further acknowledges that all electronic data on Hard Disk Drives offered for resale have been erased by means of a “destructive write process”. The specific technology employed should be industry recognized and accepted. VENDOR further acknowledges that all Hard Disk Drives deemed to be non-functional have been shredded/chopped for complete destruction.*

SIGNED:

DATE:

Name:  
Title:  
Company:

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## **EXHIBIT C**

### **MUTUAL CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

An executed copy of the Mutual Confidentiality and Non-Disclosure Agreement follows and is incorporated by reference herein.