



LIFE 02 ENV/IT/000023



Provincia di Cremona  
Settore Ambiente



# GPP Handbook

PROJECT COFINANCED  
BY LIFE ENVIRONMENT

## **READING GUIDE**

### **How is the Handbook organised**

The Handbook is divided in three sections, a general section, a methodological section, and an operational section.

The general section deals with:  
Sustainable development  
European and national policies for sustainable development  
The strategic role of the GPP instrument  
Methods and state of application of GPP  
The GPPnet project

The methodological section illustrates:  
A guide for the adoption of GPP as a practice of procurement  
A guide for the adoption of GPP as an instrument for sustainable development  
The supporting tools employed in the GPPnet project  
The main ecological labels on the market  
The normative process regarding public procurement

The operational section includes:  
The ecological criteria for 189 products divided in categories and macro categories  
The operational instructions for the introduction of ecological criteria in public tenders  
Two examples of service contracts modified in environmental direction  
The forms for the self-assessment of the state of application of GPP in an authority

### **Who is the Handbook addressed to**

The specific targets of the GPP Handbook are public decision makers and the persons in charge of purchasing in small, medium and big Local Authorities.

The GPP Handbook can be profitably read by:

PA's suppliers  
'responsible' consumers  
Citizens

### **The reasons for reading the Handbook**

#### **If you are a PUBLIC DECISION MAKER**

- to understand the role of GPP as a tool for sustainability
- to understand the links between GPP and other Integrated Product Policy instruments
- to choose the most suitable and coherent path for introducing GPP according to the objectives of the authority
- to confront with the best practices of other authorities

#### **If you are a PERSON IN CHARGE OF PURCHASING**

- to know which process to choose in order to move towards green purchasing
- to know which ecological criteria can be included in the tenders for certain products and services
- to know how to introduce the ecological criteria in tenders and service contracts

#### **If you are a PA's SUPPLIER**

- to understand how to adequate to PA requirements

#### **If you are a RESPONSIBLE CONSUMER**

- to understand how to recognize a product with a low environmental impact

#### **If you are a CITIZEN**

- to know what GPP is
- to know how a public authority can proceed to adopt GPP
- to know how a local authority can account for its GPP activities

### **Who finds what and where**

#### **PUBLIC DECISION MAKERS find:**

the reasons for GPP: from paragraph 1.1 to paragraph 1.3;  
the field of application of GPP and its relationship with other Integrated Product Policy tools: paragraph 1.4 and Annex 1;  
examples of methods and strategies employed by other Local Authorities to spread GPP: paragraphs 1.5 and 1.6 and Annex 2;  
**in the general section**

the alternatives for the introduction of GPP according to the objectives that one wants to achieve: introduction; the supporting instruments employed in the GPPnet project: page 18;

**in the methodological section**

the forms for the self-assessment of the state of application of GPP in the Authority  
**in the operational section**

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**PERSONS IN CHARGE OF PURCHASING** find:

the path that the decision maker chose for the introduction of GPP: path 1 page 10; path 2 page 17;  
**in the methodological section**

the list of products for which ecological criteria have been found: pages 15-19  
the ecological criteria to be used when purchasing products/services: pages 20-157;  
the operational instructions for drawing up 'green' public tenders: pages 160-185;  
the examples of services contracts modified in environmental direction: page 187;  
**in the operational section**

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**SUPPLIERS** find:

information on sustainability instruments that can be adopted to satisfy PA's requirements: Annex 1, tables on Life Cycle Assessment, Environmental Management Systems, Environmental Product Declarations, Ecological Labels;  
**in the general section**

information on Ecolabel: Annex 2;  
**in the methodological section**

the ecological criteria that product/services requested by PA must satisfy: pages 20-157;  
**in the operational section**

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**RESPONSIBLE CONSUMERS** find:

the instruments that an enterprise can employ to reduce its own environmental impacts: Annex 1;  
**in the general section**

the ecological labels to distinguish the products with a low environmental impact: Annex 1;  
**in the methodological section**

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CITIZENS find:

basic information on GPP and on the other Integrated Product Policy instruments: from paragraph 1.1 to paragraph 1.4 and Annex 1;

information on the methods and on the state of application of GPP: paragraphs 1.5 and 1.6 and Annex 2;

**in the general section**

the two alternative paths that an authority can follow to introduce GPP;

**in the methodological section**

the information that an authority has to collect in order to account for its GPP activities;

**in the operational section**

# GPP Handbook

## Volume 2

**Methodological Section**  
*The adoption of GPP practices*

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The above local authorities are directly involved in the GPPnet project so as to build up a methodology for the adoption of green public procurement that may represent a *good example* for all European Local Authorities.

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## 1. Introduction

The adoption of green procurement practices by a Public Administration can be the result of two alternative paths. On one hand, a local authority can choose to introduce ecological criteria in purchasing procedures of certain goods and/or services with the purpose of replacing these last ones with goods and/or services with a reduced environmental impact.

If this is the case, the application of GPP in practice coincides with the redaction of a *green tender* or *green supply contract*, which represents the arrival point of one of the two paths.

On the other hand, green procurement can hold a strategic role and can be employed by a local authority as a tool to reach its objectives of environmental policy and more generally of sustainability. In this case, the authority will have to follow a more articulated path, which will start from a thorough analysis of its own activities to arrive to the '*tuning of the system*' of GPP. This rationale corresponds to the methodological approach applied in the GPPnet project.

In this case as well, the application of GPP is made explicit by the publication of a green tender or a green supply contract, but it does not represent the final act of a process, instead it is useful for pursuing objectives that go beyond the replacement of the good or service in question.

In this section of the Handbook, the methodological aspects of each of the two paths mentioned above are illustrated. The operational section will provide public authorities with the necessary instructions for applying GPP, providing information on:

- the ecological criteria concerning the main products and services used and supplied by the PA;
- procedures for the introduction of ecological criteria in public tenders.

## 2. Guided paths for adopting GPP

**What does a P.A. need to do to replace a product/service with a product/service with a lower environmental impact?**

1. determine the ecological criteria that the product/service has to fulfil in order to be considered with a lower environmental impact
2. introduce the ecological criteria in the tender or in the supply contract

→ CASE 1

**What does a P.A. need to do to take on GPP as instrument for sustainability?**

1. conduct an analysis of its own activities
2. determine the environmental impacts of each good/service
3. build a hierarchy of the environmental impacts of the goods and services
4. select the products/services to which GPP should be applied
5. determine the ecological criteria to be introduced in tenders and in contracts
6. introduce the ecological criteria in the tender or in the supply contract
7. carry out information and training activities internally and externally

→ CASE 2

### CASE 1

AN AUTHORITY DECIDES TO APPLY GPP WITH THE PURPOSE OF REPLACING A CERTAIN PRODUCT/SERVICE WITH ANOTHER PRODUCT/SERVICE WITH THE SAME FUNCTION BUT WITH A LOWER ENVIRONMENTAL IMPACT.

*IT IS NECESSARY TO BEGIN WITH A QUESTION:*

→ What requirements does the product/service have to satisfy in order to be considered a product/service with a reduced environmental impact?

In order to be considered with a reduced environmental impact, a product/service has to comply with at least one of the following requisites, when compared to a product/service with an equivalent function:

- It reduces the use of natural resources;
- It reduces air/water and/or soil emissions of pollutants;
- It reduces risks for environment and human health;
- It reduces waste production;
- It has a longer duration;
- It can be reused in one or more of its component parts.

*TO SATISFY THE ABOVE REQUIREMENTS, A PRODUCT/SERVICE HAS TO HAVE CERTAIN CHARACTERISTICS THAT CORRESPOND TO THE ECOLOGICAL CRITERIA.*

→ How can the ecological criteria of a product/service with a reduced environmental impact be determined?

It is necessary to look at the characteristics of the specific product/service along the whole life cycle, hence from the extraction of raw materials necessary to manufacture the good or to supply the service to the disposal of wastes produced by the good or by the service.

There are two options to do this:

- conduct an *ad hoc* analysis of the specific type of product or service in order to define the ecological criteria that the product/service has to comply with;
- use ready available information on the specific type of product/service i.e. verify which ecological criteria a specific product/service has to comply with in order to be assigned a label of ecological quality.

If the second option is chosen, it is advisable to use, where possible, the ecological criteria elaborated to award the European Ecolabel. The use of the Ecolabel has in fact been spreading fast in the recent past and information on it can be easily obtained both from suppliers and consumers.



**THE OPERATIONAL SECTION OF THIS HANDBOOK INCLUDES THE ECOLOGICAL CRITERIA FOR ABOUT 200 AMONGST PRODUCTS AND SERVICES**

IN CHOOSING THE ECOLOGICAL CRITERIA ONE MUST ENSURE THAT THERE ARE SUPPLIERS CAPABLE OF SATISFYING THE REQUIREMENTS.

→How can the market availability of products/services with a reduced environmental impact be ensured?

If the required ecological criteria refer to an existing ecological label, in particular the European Ecolabel, it is possible to verify the availability on the market of products and services that have obtained such labels.

If one wants to guarantee that habitual suppliers, or more generally local suppliers, will not suffer any difficulty from the introduction of ecological criteria in tender procedures, it is necessary to work closely with suppliers from the definition of the ecological criteria to the assessment of their ability to comply with the requirements.

- ◆ *Annex 1 contains a list of the main environmental labels currently available*
- ◆ *Annex 2 contains detailed information on the European Ecolabel*

THE SUPPLIERS MUST BE ASKED TO DELIVER THE PRODUCTS/SERVICES WITH THE IDENTIFIED ECOLOGICAL CRITERIA

→ How can the ecological criteria be introduced in a tender procedure?

From a legislative perspective, in order to introduce the ecological criteria in the tender, the authority has to refer to the regulations in force concerning public contracts just as it would do for any other type of specification.

The Commission Interpretative Communication COM(2001) 274 of the 04.07.2001 “On the Community law applicable to public procurement and the possibilities for integrating environmental considerations into public procurement” facilitates authorities since it determines and examines in which way the ecological criteria can be taken into consideration in the different phases of the contract awarding process, that is:

*when defining the subject matter of contracts*

Contracting authorities (who award the contract) are *free to define the subject matter of the contract, or alternative definitions of the subject matter through the use of variants*, (determining alternative definitions of the subject matter of the contract, such as, a higher level of environmental protection or the use of a specific method of production that was not prescribed in the standard definition) *in the way that they consider to be the most environmentally sound*, provided that this choice does not result in a restricted access to the contract in question to the detriment of tenderers from other Member States.

**Work contracts:** the environmental characteristics can be taken into account in the description of both the design phase and the execution of works.

**Service contracts:** it is possible to prescribe a specific manner of execution.

**Supply contracts:** it is possible to explicitly prescribe the environmental requirement of the subject of the contract, e.g. recycled paper or low energy consumption copiers.

*in the technical description through the technical specifications*

**Basic or primary materials to use:** it is possible to prescribe specific *basic or primary materials to be used, with a reduced environmental impact*, in order to make the product or service qualified for the use for which it is intended by the contracting authority. (e.g. *recycled glass in the production of windows*).

**Requirement of a “specific production process” that differentiates the subject matter of the contract:** their definition is allowed if this helps to specify the performance characteristics (visible or invisible) of the product or service. In fact, a product could differ from other products apparently identical because the production process caused reduced environmental impacts. (e.g. *organic production of agricultural products*)

**Ecological criteria associated to ecological labels:** to specify the characteristics of the product the authority can refer to ecological labels. Authorities can *define the technical specifications in line with Eco-label criteria* and may indicate that products having these Eco-label certificates are deemed to comply with the technical prescriptions of the contract documents.

Contracting authorities have to be careful not to limit the means of proof only to Eco-label certificates.

In the selection of candidates:

It is possible to employ environmental considerations in the criteria used in the selection of those candidates whom the contracting authority considers able to execute its contract, in particular the grounds for exclusion from participation in the contract and the technical capacity.

**Grounds for exclusion from participation in the contract:** introduction of environmental considerations is limited to those cases where the candidate has been convicted of an offence concerning his professional conduct by a judgement, which has the force of *res judicata*.

**Requirements relating to the technical capacity of the candidates:** the different requirements must have a direct link to the subject matter or the execution of the contract at stake and relate to:

- a statement of the tools, plant and technical equipment available to the candidate for executing the contract;
- a description of the supplier's technical facilities, its measures for ensuring quality and its study and research facilities;
- a statement of the technicians or technical bodies which the candidate can call upon for executing the contract.

In the selection of the candidate the awarding commission could prescribe *a specific experience in the field of environment or the certification to an environmental management system*.

The registration to an Environmental Management System is relevant as a means of proof of technical capacity, if it influences the quality of the supply or the capacity of a company to realize a product/service with ecological criteria.

In the description of the procedures for awarding the contract:

The contract should always be awarded according to the “most economically advantageous tender” taking into consideration all the costs borne during the whole life cycle of the product. By taking into consideration the economic convenience it is possible to evaluate all costs incurred during the whole life cycle of a product that contribute to the total cost of the product, that is:

- *direct running costs - energy, water and other resources used*
- *costs for maintenance, recycling and disposal of the product*
- *spending to realize future savings*

Summarising, the authority should accept the offer with the lowest total cost, where the total cost includes price, running, maintenance and disposal costs over the whole life cycle.

**Economic advantage for the purchasing entity:** it is possible to introduce environmental elements, as long as these *environmental elements*, considered as functional or aesthetic characteristics of a product or service (criteria already admitted in the Directive on Public procurement), *imply an economic advantage for the purchasing entity*, attributable to the product or service with the specific environmental characteristics.

In the description of the mode of execution of the contract:

Contracting authorities have the possibility to define the (detailed) contract clauses, relating to the mode of execution of the contract in function of environmental protection.

Specific additional conditions, which have a bearing on the performance or execution of the contract:

- Delivery / packaging of goods in bulk rather than by single unit
- Recuperation or re-use of packaging material and the used products by the supplier
- Delivery of goods in re-usable containers
- Collection, take-back, recycling or re-use by the supplier of waste produced during or after use or consumption of a product
- Transport and delivery of chemicals in concentrate and dilution at the place of use.



**THE OPERATIONAL SECTION OF THIS HANDBOOK INCLUDES OPERATIONAL INSTRUCTIONS AND EXAMPLES OF HOW TO INTRODUCE THE ENVIRONMENTAL CRITERIA IN THE CONTRACT TENDER AND SPECIFICATIONS**

It useful to know that for a higher flexibility it is possible to introduce environmental requirements through **variants**.

When using this possibility, contracting authorities firstly determine a standard definition of the subject matter of the contract laying down the minimum requirements. In addition to this standard definition, contracting authorities can define one or more variants, laying down alternative definitions of the subject matter as, for instance, a higher environmental performance or the use of a specific production process, which was not a requirement in the standard definition. The supplier that can satisfy the requirements laid down in the variants is awarded more points and therefore has more possibilities of being awarded the contract. With this option, the respect of the environmental criteria does not become an element of exclusion guarantying that the authority will be able to purchase the good or service.

In practical terms, suppliers when making an offer for a tender have to comply only with the 1<sup>st</sup> variant, the standard specifications, while compliance with the 2<sup>nd</sup> variant, ecological criteria, is optional but it gives the supplier an advantage when the tender will be awarded.

♦ *Annex 3 describes the normative process that an authority has to follow in order to elaborate a tender*

FINALLY, AN ASPECT TO TAKE INTO ACCOUNT

→ Who is in charge of the application of GPP?

The purchase of a product/service, even if with a lower environmental impact, is clearly competence of the responsible of the purchasing department, but the task of this last one can be easily facilitated with the contribution of the ones dealing with environmental issues in the authority, especially as it concerns the availability of information on ecological criteria.

## CASE 2

A LOCAL AUTHORITY CHOSE GPP AS A TOOL TO REACH ITS SUSTAINABILITY OBJECTIVES

THE START IS THE ANALYSIS OF THE ACTIVITIES OF THE AUTHORITY

→ What is the information needed?

It is necessary to have an outline of:

- what products are bought and in which quantity
- which services are supplied directly
- which services are outsourced
- the state of the art of the current procurement of 'green' products/services



**INFORMATION CAN BE COLLECTED  
WITH THE CHECKLIST INCLUDED AT  
THE END OF THIS SECTION**

This step is aimed at acquiring the necessary knowledge to carry out the following actions and to define the position of the authority in respect to green purchases prior to the adoption of a GPP extended strategy, in order to monitor future progress. Monitoring is useful both as self-assessment and as means of **information and report to citizens on the activities of the authority.**



THE ENVIRONMENTAL IMPACTS OF EVERY PRODUCT/SERVICE HAVE TO BE DETERMINED

→ Which procedure shall be followed?

It is necessary to investigate the life cycle of each product and service, and therefore it is necessary to consider:

*For each product the phases:*      *For each service:*

Production  
Use  
Disposal

All the activities necessary to carry the service

*e.g. waste collection and disposal service:*

*collection*  
*transportation*  
*stocking*  
*disposal*

For each phase of the life cycle of every product and service it is necessary to determine the impacts for each environmental aspect.

It is suggested to consider the following environmental aspects:

- energy (energy consumption)
- water (water consumption)
- water (water quality)
- natural resources (natural resources use)
- air and atmosphere (air and atmosphere emissions)
- waste (waste production)
- chemical substances (chemicals use)
- soil and subsoil (impacts on soil and subsoil)
- other (electromagnetic pollution, acoustic pollution,...)



**THE SAMPLE MATRICES USED TO DETERMINE THE ENVIRONMENTAL IMPACTS IN THE GPPNET PROJECT ARE REPORTED AT THE END OF THIS CHAPTER**

To highlight the environmental impacts of each good/service makes it possible to relate the environmental impacts to the activities of the different sectors/departments of the authority.

With this approach it is possible to spot the opportunities for the **integration of environmental considerations in sector strategies.**



*AFTER BEING POINTED OUT, THE ENVIRONMENTAL IMPACTS OF PRODUCTS AND SERVICES HAVE TO BE HIERARCHICALLY ORGANISED.*

→ How is the hierarchy of environmental impacts built?

The hierarchy of the environmental impacts of products and services can be constructed by classifying them either according to their overall environmental impact or by assessing the impact in relation to each individual environmental aspect.

In the first case, both the magnitude and the quantity of the environmental impacts, associated to the different products and services, are considered as a whole.

The result is a global hierarchy of the environmental impacts of products and a hierarchy of the environmental impacts of services, where the classification of products and services is on the basis of the *gravity* of the general environmental impact without distinguishing among the environmental aspects involved.

Each of the two hierarchies contains therefore the following classification:

products with a **low** environmental impact  
products with a **medium** environmental impact  
products with a **high** environmental impact

services with a **low** environmental impact  
services with a **medium** environmental impact  
services with a **high** environmental impact

In the second case, the magnitude of the impact of each product and service is assessed according to the environmental aspect and products and services can be classified in:

Products and services with a **low** impact  
products and services with a **medium** impact  
products and services with a **high** impact



THE SAMPLE MATRICES, USED FOR  
THE ASSESSMENT OF THE  
ENVIRONMENTAL IMPACTS IN  
THE GPPNET PROJECT, ARE  
INCLUDED AT THE END OF THIS  
CHAPTER

While drawing up the hierarchies, it is necessary to account for the information collected with the checklists on the state of the art of GPP in order to verify whether products/services with a medium or high potential impact have already been replaced with products/services with a reduced environmental impact.

*AT THIS POINT IT IS NECESSARY TO SELECT THE PRODUCTS/SERVICES ON WHICH GPP WILL BE APPLIED*

→ How to select the products/services on which GPP will be applied?

The authority can follow various options to select which products/services will be replaced by corresponding products with a lower impact:

- 1) apply systematically GPP to all the products/services for which new contract tenders are planned, **by integrating the environmental component in all purchasing policies.**



In this case, the local authority can use the hierarchy, differentiated for environmental aspects, as a guide for the definition of the environmental requirements that the product/service has to have.

e.g. If from the assessment of its environmental impacts product X turns out to have a high environmental impact for the aspect "waste", this product will be replaced by a corresponding product that will allow for a reduction in waste production.

- 2) Select the products/services to be replaced according to the priorities of the environmental policy and of the objectives set in other programmes of the Authority or in the **Local Agenda 21 Action Plan or in the LA-EMAS Environmental Policy;**



e.g. if an authority has the objective of energy consumption reduction, it will choose to replace those products and services with a high environmental impact in the hierarchy for the environmental aspect "energy".

- 3) Establish action's priorities on the basis of the products/services hierarchy of overall environmental impacts. In this way, the authority, through the hierarchy of the impacts, uses GPP as a guiding-tool for its own environmental policy.

AFTER SELECTING THE PRODUCTS/SERVICES TO BE REPLACED, IT IS NECESSARY TO DETERMINE THE ECOLOGICAL CRITERIA TO BE INTRODUCED IN THE TENDERS.

→ How can the ecological criteria be determined?

How it has been explained for **CASE 1**, it is necessary to look at the characteristics of the selected product/service along its whole life cycle, therefore from the extraction of the raw materials necessary to manufacture the good or supply the service to the disposal of wastes produced by it.

This can be done in two different ways:

- Conduct an *ad hoc* analysis on the particular type of product or service in order to define the ecological criteria that the product/service has to fulfil;
- Use ready available information on the particular product or service, i.e. verify which ecological criteria the specific product/service has to comply with to obtain an ecological label.

If the second option is selected it is suggested to use, whenever possible, the ecological criteria elaborated for the awarding of the European Ecolabel, especially given the growing circulation of the label and the easy access to information on it both from suppliers and consumers.



**THE OPERATIONAL SECTION OF THIS  
HANDBOOK INCLUDES THE ECOLOGICAL  
CRITERIA FOR ABOUT 200 AMONGST  
PRODUCTS AND SERVICES**

However, if the authority sees GPP as a strategic tool for sustainability, then a fundamental aspect comes into action, that is the involvement of suppliers in order to:

- verify the availability of the products on the market;
- meet the needs of enterprises that have to adapt their production methods and their products to the requirements of the authority;
- set targets and timeframes for the realisation of GPP.

The involvement can occur through meetings, round tables and forums.

- ◆ *Annex 1 contains a list of the main environmental labels currently available*
- ◆ *Annex 2 contains detailed information on the European Ecolabel*

ONCE THAT THE 'FEASIBILITY' OF THE ECOLOGICAL CRITERIA IS VERIFIED WITH SUPPLIERS, THE CRITERIA HAVE TO BE INTRODUCED IN THE TENDER.

→ How can the ecological criteria be introduced in a tender procedure?

For the description of this phase refer to **CASE 1** illustrated above.

*THE PROCESS DESCRIBED TILL HERE HAS TO BE ACCOMPAINED BY TRAINING, INFORMATION AND DISSEMINATION ACTIVITIES*

→ Who are training, information and dissemination activities directed to?

Training activities are addressed to the employees of the local authority (head of the purchasing department, division managers).

Information activities are addressed to enterprises that have to be put in condition to respond to public demand for products and services with a reduced environmental impact.

Dissemination is addressed to citizens in order to inform them about the best practices of the Public Authority.

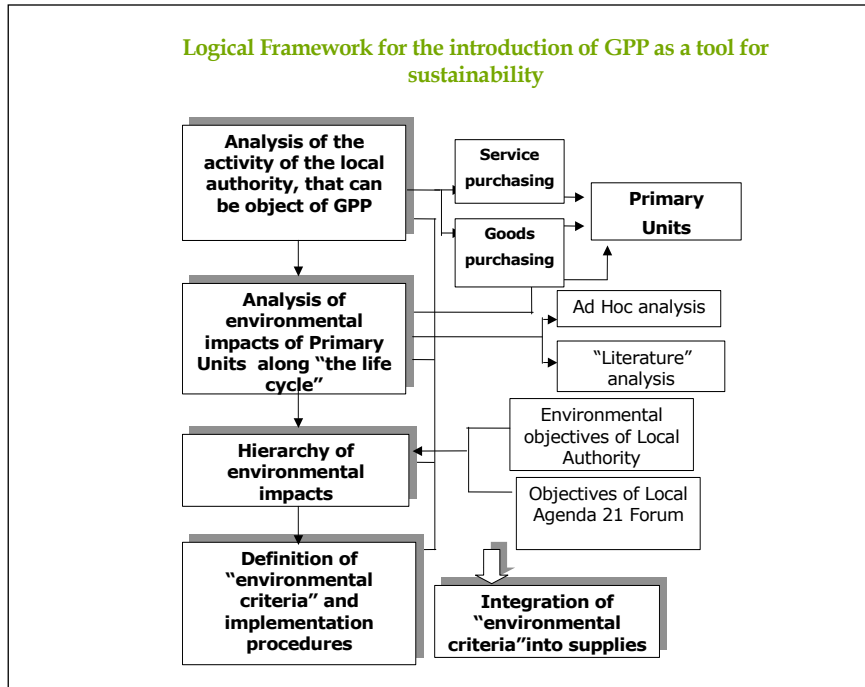
*FINALLY ONE COULD ASK WHO IS INVOLVED IN THE PROCESS OF IMPLEMENTATION OF GPP*

→ Who should manage and introduce GPP?

The process necessarily has to involve different departments of an authority. The management can be assigned to the environment department, but it is not sufficient for the latter to find the collaboration of the head of the purchasing department to reach GPP objectives. Those objectives go in fact beyond the replacement of a product or service with another one with a lower environmental impact.

Every department of the Authority should be involved both in the phase of activity analysis and in the phase of training and information if the objective of reducing the environmental impacts of PA's activities have to be reached via the integration of the environmental component in tender procedures.

However, especially as it regards authorities with significant dimension that could encounter difficulties in involving every department, it is advisable to start from the key departments and then gradually extend GPP practices to other sectors.



### 3. Supporting tools employed in the GPPnet project

In order to facilitate the implementation of the methodological process that a PA has to follow to introduce GPP, some analytical supporting tools have been realized and used by the local authorities involved in the GPPnet project.

The checklist, a sample of the matrix for identifying environmental impacts, a sample of the matrix for assessing environmental impacts and the logical scheme for constructing the environmental impacts hierarchy can be found at the end of this chapter.

#### 1 THE CHECKLIST

The checklist supports the analysis activity of an Authority in order to determine the potential areas of action for GPP.

The analysis is limited to the administration activities that potentially can cause significant environmental impacts.

Activities selected for the analysis are divided in five categories:

- supply of services;
- purchasing of consumer goods;
- purchasing of durable goods;
- management and maintenance of buildings;
- manufacturing of public works.

The requested information concerns the following:

- authority's expenditure for the different activities;
- services' execution and management procedures;
- quantity and characteristics of the products bought to carry out the various activities;
- expenditure, maintenance and management of public buildings;
- public works planning and execution.

#### 2. THE MATRIX FOR IDENTIFYING ENVIRONMENTAL IMPACTS

The Matrix is a guide for identifying the environmental impacts that occur along the life cycle of product/services purchased and supplied by the authority.

The matrix has: in columns the significant environmental impacts concerning each single activity, in rows the services supplied and the products purchased, by the local public administrations, detailed by life cycle phases (extraction/production/use/disposal).

The matrix is filled in according to the following:

- if the impact is present the cell is filled in with the symbol of identification √;
- if there is no impact the cell is left empty;
- if the presence of the impact is uncertain the cell is filled in with the symbol √ (?).

### 3. THE MATRIX FOR ASSESSING ENVIRONMENTAL IMPACTS

The matrix is used to assess the environmental impacts of products and services in order to construct a hierarchy of environmental impacts.

The matrix has: in columns the significant environmental aspects concerning each single activity, in rows the services supplied and the products purchased by the local public administration.

The matrix is filled in according to the following symbols representing the magnitude of the impacts:

- the symbol + when there is a light impact;
- the symbol ++ when there is a medium impact;
- the symbol +++ when there is a high impact.
- no symbol is used when impacts are absent.

The symbol + (?) is to be used when there is an impact potentially uncertain (for which is valid the precautionary principle) or if the impact is linked to a probabilistic risk.

The values of gravity obtained from the evaluation are valid only if read “by rows”, the contrary does not permit an understanding “by column” between the different activities.

### 4. THE HANDBOOK

The general section of this handbook places GPP in the context of European and National policies for sustainable development and illustrates its relationship with other tools of Integrated Product Policy.

The methodological section guides authorities in the process of carrying out GPP.

The operational section gathers all necessary information and instructions for the application of GPP.

TOWN COUNCIL OF.....		DETAILED CHECK-LIST		CL 2-1
1	Specify the total expenditure borne by the Authority			€
2	Specify the total current expenditure of the Authority			€
3	Specify the capital expenditure of the Authority			€
<b>1 SERVICES SUPPLY</b>				
<b>Waste collection and disposal</b>				
1	Specify the expenditure for the supply of the service			€
2	Specify whether performance objectives of separate collection of wastes' fractions are set or required	YES	NO	
3	Specify the percentage of wastes that is separately collected			%
4	Specify which percentage of the different fractions is separately collected	glass		%
		paper		%
		aluminium		%
		plastic		%
5	Specify whether lower environmental impact vehicles are used or required for waste collection	YES	NO	
6	Other			
<b>Land filling of bulk wastes</b>				
1	Specify the expenditure for the supply of the service			€
2	Specify the quantity of bulk wastes that is land filled			t
3	Specify whether low environmental impact vehicles are used or required for waste collection	YES	NO	
4	Other			
<b>Gas supply</b>				
1	Specify the expenditure for the supply of the service			€
2	Specify whether regular monitoring and maintenance of the distribution networks is carried out or required in order to avoid leakages	YES	NO	
3	Specify whether instructions to users for security and energy savings are supplied or if it requested to supply them	YES	NO	
4	Other			
<b>Electricity distribution</b>				

1	Specify the expenditure for the supply of the service	€	
2	Specify whether regular monitoring and maintenance of the distribution networks is carried out or required in order to avoid losses	YES	NO
3	Specify whether instructions to users for energy savings are supplied or if it requested to supply them	YES	NO
4	Specify whether energy from renewable sources is supplied or required	YES	NO
5	Other		
<b>Water distribution</b>			
1	Specify the expenditure for the supply of the service	€	
2	Specify whether regular monitoring and maintenance of the distribution networks is carried out or required in order to avoid leakages	YES	NO
3	Specify whether instructions to users for saving water are supplied or if it is requested to supply them	YES	NO
4	Other		
<b>Sewerage network management (white waters)</b>			
1	Specify the expenditure for the supply of the service	€	
2	Specify whether regular monitoring and maintenance of the distribution networks is carried out or required in order to avoid leakages	YES	NO
3	Other		
<b>Sewerage network management (black waters)</b>			
1	Specify the expenditure for the supply of the service	€	
2	Specify whether regular monitoring and maintenance of the distribution networks is carried out or required in order to avoid leakages	YES	NO
3	Other		
<b>Management of water purifiers</b>			
1	Specify the expenditure for the supply of the service	€	
2	Specify whether regular maintenance of the water purifier is carried out	YES	NO
3	Specify whether particular techniques with a reduced environmental impact are employed or required	YES	NO
4	Other		
<b>School meal service</b>			
1	Specify the expenditure for the school meal service	€	

2	Specify whether organic food is supplied or required	YES	NO
3	Specify whether food packaging is minimised or if it is required to minimise it	YES	NO
4	Specify whether ecological means of transport are used or required	YES	NO
5	Specify whether transports are optimised or whether their optimisation is required	YES	NO
6	Specify whether recyclable material is used in food and drinks packaging or if its use is required	YES	NO
7	Specify whether wastes are composted or if it is required to compost wastes	YES	NO
8	Other		
<b>Public refreshments service</b>			
1	Specify the expenditure for carrying out the service	€	
2	Specify whether organic food is supplied or required	YES	NO
3	Specify whether food packaging is minimised or if it is required to minimise it	YES	NO
4	Specify whether ecological means of transport are used or required	YES	NO
5	Specify whether transports are optimised or whether their optimisation is required	YES	NO
6	Specify whether recyclable material is used in food and drinks packaging or if its use is required	YES	NO
7	Specify whether wastes are composted or if it is required to compost wastes	YES	NO
8	Other		
<b>Premises Cleaning (library, offices, museums, etc.)</b>			
1	Specify the expenditure for the service of room cleaning	€	
2	Specify whether techniques to rationalise the use of products are employed or requested.		
3	Specify whether techniques with a low environmental impact are used or required	YES	NO
4	Specify whether low environmental impact products are used or required	YES	NO
5	Other		
<b>School cleaning</b>			
1	Specify the expenditure for the service of school cleaning	€	
2	Specify whether the service is carried out by qualified personnel or if so is requested.	YES	NO
3	Specify whether techniques to rationalise the use of products are employed or requested.	YES	NO
4	Specify whether low environmental impact products are used or required	YES	NO
5	Other		
<b>Transport of disabled students</b>			

1	Specify the sector expenditure of the sector for the service of transport of disable students	€	
2	Specify whether low environmental impact means of transport are used or required	YES	NO
3	Specify whether regular maintenance of the means of transport is required	YES	NO
4	Other		
<b>Students' transport</b>			
1	Specify the sector expenditure for the service of students transport	€	
2	Specify whether regular maintenance of the means of transport is required	YES	NO
3	Specify whether low environmental impact vehicles are employed or required	YES	NO
4	Specify whether route optimisation is carried out or if it is required	YES	NO
5	Other		
<b>Public transport</b>			
1	Specify the sector expenditure for the service of public transport	€	
2	Specify whether low environmental impact means of transport are used or required	YES	NO
3	Specify whether route optimisation is carried out or if it is required	YES	NO
4	Specify whether the management of the service of public transport includes activities of user's sensibilisation or if such activities are required	YES	NO
5	Specify whether regular maintenance of vehicles is carried out or required	YES	NO
6	Other		
<b>Transport of corpses</b>			
1	Specify the expenditure for the service of transport of corpses	€	
2	Specify whether low environmental impact vehicles are employed or required	YES	NO
3	Other		
<b>Cesspit cleaning</b>			
1	Specify the expenditure for the service of cesspit cleaning	€	
2	Specify whether techniques with a low environmental impact are employed or required	YES	NO
3	Other		
<b>Disinfestations</b>			
1	Specify the expenditure for the service of disinfestations	€	
2	Specify whether techniques with a low environmental impact are employed or required	YES	NO
3	Specify whether products with a low environmental impact are used or required	YES	NO

4	Other		
<b>Rat control</b>			
1	Specify the expenditure for the service of rat control	€	
2	Specify whether techniques with a low environmental impact are employed or required	YES	NO
3	Specify whether products with a low environmental impact are used or required	YES	NO
4	Other		
<b>Vehicles maintenance</b>			
1	Specify the expenditure for the service of maintenance of transportation means	€	
2	Specify the number of vehicles	N°	
3	Specify in detail the maintenance activities		
4	Specify whether particular arrangements for the reduction of environmental impacts and/or resources are adopted or required		
5	Other		
<b>Vehicles washings</b>			
1	Specify the expenditure for the service	€	
2	Specify whether techniques with a low environmental impact are employed or required	YES	NO
3	Specify whether products with a low environmental impact are used or required	YES	NO
4	Other		
<b>Maintenance of furniture and equipment</b>			
1	Specify the expenditure for carrying out the service of maintenance of furniture and equipment	€	
2	Detail maintenance activities:		
3	Specify whether products with a low environmental impact are used or required for cleaning and maintenance	YES	NO

4	Specify whether techniques with a low environmental impact are employed or required for cleaning and maintenance	YES	NO
5	Other		
<b>Road maintenance</b>			
1	Specify the expenditure for the service of road maintenance	€	
2	Detail maintenance activities		
3	Specify whether maintenance techniques with a low environmental impact are employed or required	YES	NO
4	Other		
<b>Road cleaning</b>			
1	Specify the expenditure for the service of road cleaning	€	
2	Specify whether techniques and vehicles with a low environmental impact are employed or required	YES	NO
3	Specify whether products with a low environmental impact are used or required	YES	NO
4	Other		
<b>Snowploughing</b>			
1	Specify the expenditure for carrying out the service	€	
2	Specify whether techniques and vehicles with a low environmental impact are employed or required	YES	NO
3	Specify whether products with a low environmental impact are used or required	YES	NO
4	Other		
<b>Billposting and advertising</b>			
1	Specify the expenditure for carrying out the service	€	
2	Specify whether products with a low environmental impact are used or required	YES	NO
3	Other		
<b>Green areas maintenance</b>			
1	Specify the expenditure for carrying out the service of green areas maintenance	€	
2	Detail the activities for the maintenance of green areas:		

3	Specify whether techniques with a low environmental impact are employed or required for the following activities:		
	<i>weeding</i>	YES	NO
	<i>pest control treatment</i>	YES	NO
4	Specify whether vehicles with a low environmental impact are used or required	YES	NO
5	<i>Other</i>		
<b>Road signs</b>			
1	<i>Specify the expenditure for the service of road signing</i>	€	
2	Specify whether materials and paints used or required have a lower environmental impact	YES	NO
3	<i>Other</i>		
<b>Maintenance of traffic lights</b>			
1	<i>Specify the expenditure for the service of traffic lights' maintenance</i>	€	
2	Detail the activities for the maintenance of traffic lights:		
3	Specify whether maintenance techniques with a low environmental impact are employed or required	YES	NO
<b>Maintenance of public lighting</b>			
1	<i>Specify the expenditure for the maintenance of public lighting</i>	€	
2	Detail the activities for the maintenance of public lighting		
3	Specify whether maintenance techniques with a low environmental impact are employed or required	YES	NO
4	<i>Other</i>		
<b>Maintenance of electric, hydraulic and thermal installations</b>			
1	<i>Specify the expenditure for the service of installations maintenance</i>	€	
2	Detail the activities for the maintenance of installations:		
3	Specify whether maintenance techniques with a low environmental impact are employed or required	YES	NO

4	Other	
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2 PROCUREMENT OF CONSUMABLE GOODS		
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Stationary			
1	Specify the expenditure for the procurement of stationary	€	
2	Specify the types of product purchased and in which quantity	paper reams N°	
		pens N°	
		pencils N°	
		pads N°	
		forms N°	
		printers N°	
		stationary for elections N°	
	other N°		
3	Specify whether ecological criteria are considered when purchasing stationary	YES	NO
4	Other		

Consumables for electronic products			
1	Specify the expenditure for the procurement of consumables for electronic products	€	
2	Specify the types of product purchased and in which quantity	toner N°	
		ink N°	
		cartridges N°	
		spare parts N°	
		other N°	
3	Specify whether ecological criteria are considered when purchasing consumables for electronic products	YES	NO
4	Specify whether arrangements are taken with suppliers for the take back of used products	YES	NO
5	Other		

Food			
1	Specify the expenditure for purchasing food	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether biological food is purchased	YES	NO
4	Specify whether local food is purchased	YES	NO
5	Specify whether food from certified production is purchased	YES	NO
6	Specify whether arrangements are taken with suppliers for methods of transport	YES	NO

7	Specify whether food contained in recyclable containers are purchased	YES	NO
8	Specify whether drinks in recycled and/or recyclable containers are purchased	YES	NO
9	Specify whether foods in recycled and/or recyclable containers are purchased	YES	NO
10	Specify whether arrangements are taken with suppliers for packaging methods	YES	NO
11	Specify whether arrangements are taken with suppliers for methods of disposal, reuse and/or recyclability of containers	YES	NO
12	<i>Other</i>		
<b>Fuels</b>			
1	Specify the expenditure for purchasing fuels	€	
2	Specify the types and quantity of fuel purchased	Type	Quantity
3	<i>Other</i>		
<b>Garments</b>			
1	Specify the expenditure for purchasing garments	€	
2	Specify the types of product purchased and in which quantity	police uniforms Authorized personnel clothing other	N° N°
3	Specify whether natural fibre garments are purchased	YES	NO
4	<i>Other</i>		
<b>Products for cleaning and hygiene</b>			
1	Specify the expenditure for purchasing cleaning and hygiene products	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether in choosing products the chemical and physical compositions are assessed	YES	NO
4	Specify whether specific instructions for use are required from suppliers	YES	NO

5	Specify whether products with dosage devices are purchased	YES	NO
6	Specify whether products with recyclable or recycled packaging are purchased	YES	NO
7	Specify whether products with reusable or refillable packaging are purchased		
8	Other		
<b>Construction material</b>			
1	Specify the expenditure for purchasing construction material	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether products with a low environmental impact are purchased	YES	NO
4	Other		
<b>Soil improvers</b>			
1	Specify the expenditure for purchasing soil improvers	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether natural soil improvers are purchased	YES	NO
4	Other		
<b>Materials necessary for road maintenance</b>			
1	Specify the expenditure for purchasing materials necessary for road maintenance	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether products with a low environmental impact are purchased	YES	NO
4	Other		
<b>Photographic material</b>			
1	Specify the expenditure for purchasing photographic material	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity

3	Specify whether products with a low environmental impact are purchased	YES	NO
4	Specify whether photographic material is separately collected	YES	NO
5	Other		
<b>Material necessary to the school meal service</b>			
1	Specify the expenditure for purchasing material necessary to the school meal service	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether products with a low environmental impact are purchased	YES	NO
4	Other		
<b>Electrical material</b>			
1	Specify the expenditure for purchasing electrical material	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether products with a low environmental impact are purchased	YES	NO
4	Other		
<b>Paints and varnishes</b>			
1	Specify the expenditure for purchasing paints and varnishes	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether paints and varnishes with a low environmental impact are purchased	YES	NO
4	Specify the procedures for disposing of paints and varnishes		

5	Other		
<b>Tyres</b>			
1	Specify the expenditure for purchasing tyres	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether low environmental impact tyres are purchased	YES	NO
4	Specify the procedures for disposing of tyres		
5	Other		
<b>Waste bags and containers</b>			
1	Specify the expenditure for purchasing waste containers and bags	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
3	Specify whether in choosing waste containers and bags ecological criteria are taken into account	YES	NO
4	Other		

3 PROCUREMENT OF DURABLE GOODS			
<b>Mobile archive shelving</b>			
1	Specify the expenditure for purchasing the shelving	€	
2	Specify the quantity purchased	N°	
3	Specify for how long the product will be used	years	
4	Specify the constituting materials of the mobile shelving	a. wood	
		b. metal	
		c. other	
4a	Specify whether the supplier is requested to provide information on the origin of the wood	YES	NO

5	Specify if the material requires the use of specific products for cleaning and maintenance	YES	NO
5 bis	If the answer is "YES", which?	YES	
6	Specify whether the shelving is:		
	Made of fitted and replaceable parts	YES	NO
	Manufactured making use of recycled material	YES	NO
	Made of recyclable material	YES	NO
7	Specify whether specific procedures are in place for disposing of the product	YES	NO
7 bis	If the answer is "YES", which?		
8	Other		
<b>Furniture for polling stations</b>			
1	Specify the expenditure for purchasing the furniture	€	
2	Specify the types of product purchased and in which quantity	Type	Quantity
2 bis	For each type of furniture specify:	a. wood	
	<i>The constituting material</i>	b. metal	
	<i>Whether it is made of fitted and replaceable parts</i>	c. other	
	<i>Whether it is made of fitted and replaceable parts</i>	YES	NO
	<i>Whether it is manufactured making use of recycled material</i>	YES	NO
	<i>Whether it is made of recyclable material</i>	YES	NO
2a	Specify whether the supplier is requested to provide information on the origin of the wood	YES	NO
3	Specify for how long the product will be used	years	
4	Specify if the material requires the use of specific products for cleaning and maintenance	YES	NO
4 bis	If the answer is "YES", which?		
5	Specify whether specific procedures are in place for disposing of the product	YES	NO
5 bis	If the answer is "YES", which?		

6	Other		
<b>Electrical products</b>			
1	Specify the expenditure for purchasing electrical products	€	
2	Specify the product purchased and in which quantity	PC	N°
		notebook	N°
		printers	N°
		fax	N°
		copiers	N°
		other	N°
3	Specify whether the products purchased have a low energy consumption	YES	NO
4	Specify whether the products are compatible with recycled paper	YES	NO
5	Specify whether the products purchased are compatible with inks not containing dangerous compounds	YES	NO
6	Specify whether the products purchased are compatible with regenerated cartridges	YES	NO
7	Specify whether the products purchased are compatible with regenerated toners	YES	NO
8	Specify whether the products purchased have replaceable parts	YES	NO
9	Specify whether the technical specifications of tenders or the purchasing contracts include specific arrangements for the disposal of used products	YES	NO
10	Other		
<b>Furniture</b>			
1	Specify the expenditure for purchasing furniture	€	
2	Specify the types of furniture purchased and in which quantity	Type	Quantity
2 bis	For each type of furniture specify:	a. wood	
		b. metal	
		c. other	
	<i>The constituting material</i>		
	<i>Whether it is made of fitted and replaceable parts</i>	YES	NO
	<i>Whether it is manufactured making use of recycled material</i>	YES	NO
	<i>Whether it is made of recyclable material</i>	YES	NO
2a	Specify whether the supplier is requested to provide information on the origin of the wood	YES	NO
3	Specify if the material requires the use of specific products for cleaning and maintenance	YES	NO
3 bis	If the answer is "YES", which?		

4	Specify whether specific procedures are in place for disposing of the product	YES	NO
4 bis	If the answer is "YES", which?		
5	Specify for how long the product will be used	years	
6	Other		
<b>Urban design</b>			
1	Specify the expenditure for urban design	€	
2	Specify the types of products purchased and in which quantity	Type	Quantity
2 bis	For each type of furniture specify:	a. wood	
	<i>The constituting material</i>	b. metal	
	<i>Whether it is made of fitted and replaceable parts</i>	YES	NO
	<i>Whether it is manufactured making use of recycled material</i>	YES	NO
	<i>Whether it is made of recyclable material</i>	YES	NO
2a	Specify whether the supplier is requested to provide information on the origin of the wood	YES	NO
3	Specify if the material requires the use of specific products for cleaning and maintenance	YES	NO
3 bis	If the answer is "YES", which?		
4	Specify whether specific procedures are in place for disposing of the product	YES	NO
4 bis	If the answer is "YES", which?		
5	Specify for how long the product will be used	years	
6	Other		
<b>Equipment and tools</b>			
1	Specify the expenditure for purchasing equipment and tools	€	
2	Specify the types of products purchased and in which quantity	Type	Quantity
2 bis	For each type of equipment specify:	a. wood	
	<i>The constituting material</i>	b. metal	
		c. other	

	<i>Whether it is made of fitted and replaceable parts</i>	YES	NO
	<i>Whether it is manufactured making use of recycled material</i>	YES	NO
	<i>Whether it is made of recyclable material</i>	YES	NO
2a	Specify whether the supplier is requested to provide information on the origin of the wood	YES	NO
3	Specify for how long the product will be used	years	
4	Specify if the material requires the use of specific products for cleaning and maintenance	YES	NO
5	Specify whether specific procedures are in place for disposing of the product	YES	NO
6	<i>Other</i>		
<b>Vehicles</b>			
1	<i>Specify the expenditure for purchasing vehicles</i>	€	
2	Specify the types of vehicle purchased and in which quantity	Type	Quantity
2 bis	Specify the power source for each type of vehicle	petrol	
		diesel	
		electricity	
		other	
3	Specify for how long the product will be used	years	
4	Specify if the material requires the use of specific products for cleaning and maintenance	YES	NO
5	Specify whether specific procedures are in place for disposing of the product	YES	NO
6	<i>Other</i>		
<b>Recreational equipment</b>			
1	<i>Specify the expenditure for purchasing recreational equipment</i>	€	
2	Specify the types of recreational equipment purchased and in which quantity	Type	Quantity
2 bis	For each type of equipment specify:	a. wood	
		b. metal	
	<i>The constituting material</i>	c. other	
	<i>Whether it is made of fitted and replaceable parts</i>	YES	NO
2a	Specify whether the supplier is requested to provide information on the origin of the wood	YES	NO

3	Specify if the material requires the use of specific products for cleaning and maintenance	YES	NO
3 bis	If the answer is "YES", which?		
4	Specify whether specific procedures are in place for disposing of the product	YES	NO
5	Specify for how long the product will be used	years	
6	Other		

#### 4 BUILDING MANAGEMENT AND MAINTENANCE

4 BUILDING MANAGEMENT AND MAINTENANCE			
<b>Schools</b>			
1	Specify the expenditure for schools' management and maintenance	€	
2	Specify the expenditure for utilities	electricity	€
		Thermal energy	€
		water	€
3	Specify whether some buildings use renewable energy sources	YES	NO
4	Specify whether water saving actions have been realised or are scheduled	YES	NO
5	Specify whether in schools separate waste collection is carried out or is scheduled	YES	NO
6	Specify whether energy saving actions have been realised or are scheduled	YES	NO
7	Other		
<b>Libraries</b>			
1	Specify the expenditure for libraries' management and maintenance	€	
2	Specify the expenditure for utilities	Electricity	€
		Thermal energy	€
		water	€
3	Specify whether some buildings use renewable energy sources	YES	NO
4	Specify whether water saving actions have been realised or are scheduled	YES	NO
5	Specify whether in libraries separate waste collection is carried out or is scheduled	YES	NO
6	Specify whether energy saving actions have been realised or are scheduled	YES	NO
7	Other		
<b>Museums</b>			
1	Specify the expenditure for museums' management and maintenance	€	
	Specify the expenditure for utilities	Electricity	€

2		<b>Thermal energy</b>	€
		<b>water</b>	
3	Specify whether some buildings use renewable energy sources	YES	NO
4	Specify whether water saving actions have been realised or are scheduled	YES	NO
5	Specify whether in museums separate waste collection is carried out or is scheduled	YES	NO
6	Specify whether energy saving actions have been realised or are scheduled	YES	NO
7	<i>Other</i>		
<b>Theatres</b>			
1	<i>Specify the expenditure for theatres' management and maintenance</i>	€	
2	Specify the expenditure for utilities	<b>Electricity</b>	€
		<b>Thermal energy</b>	€
		<b>water</b>	€
3	Specify whether some buildings use renewable energy sources	YES	NO
4	Specify whether water saving actions have been realised or are scheduled	YES	NO
5	Specify whether in theatres separate waste collection is being carried out or is scheduled	YES	NO
6	Specify whether energy saving actions have been realised or are scheduled	YES	NO
7	<i>Other</i>		
<b>Sanitary structures</b>			
1	<i>Specify the expenditure for the management and maintenance of sanitary structures</i>	€	
2	Specify the expenditure for utilities	<b>Electricity</b>	€
		<b>Thermal energy</b>	€
		<b>water</b>	€
3	Specify whether some buildings use renewable energy sources	YES	NO
4	Specify whether energy saving actions have been realised or are scheduled	YES	NO
5	Specify whether water saving actions have been realised or are scheduled	YES	NO
6	Specify whether in sanitary structures separate waste collection is carried out or scheduled	YES	NO
7	Specify the procedures used for disposing of sanitary wastes		

8	<i>Other</i>		
<b>Recreational equipment</b>			
1	<i>Specify the expenditure for recreational equipment management and maintenance</i>	€	
2	Specify the expenditure for utilities	<b>Electricity</b>	€
		<b>Thermal energy</b>	€
		<b>water</b>	€
3	Specify whether some buildings use renewable energy sources	YES	NO
4	Specify whether water saving actions have been realised or are scheduled	YES	NO
5	Specify whether energy saving actions have been realised or are scheduled	YES	NO
6	Specify whether in recreational areas separate waste collection is carried out or is scheduled	YES	NO
7	<i>Other</i>		
<b>Buildings for council housing</b>			
1	<i>Specify the expenditure for management and maintenance of the buildings for council housing</i>	€	
2	Specify the activities of council housing buildings' management		
3	Specify whether activities to reduce the environmental impact of buildings for council housing are scheduled or required	YES	NO
4	<i>Other</i>		
<b>Swimming pools</b>			
1	<i>Specify the expenditure for management and maintenance of swimming pools</i>	€	
2	Specify whether minimisation of water consumption is carried out or required	YES	NO
3	Specify whether minimisation of water consumption is carried out or required	YES	NO
4	Specify whether minimisation of natural resources' consumption is carried out or required	YES	NO
5	Specify whether minimisation of waste production is carried out or required	YES	NO
6	Specify whether separate waste collection is carried out or required	YES	NO
7	Specify whether products with a reduced environmental impact are required for cleaning and maintain the plants	YES	NO

8	<i>Other</i>		
<b>Tennis courts</b>			
1	<i>Specify the expenditure for management and maintenance of tennis courts</i>	€	
2	Specify whether minimisation of water consumption is carried out or required	YES	NO
3	Specify whether minimisation of energy consumption is carried out or required	YES	NO
4	Specify whether minimisation of natural resources' consumption is carried out or required	YES	NO
5	Specify whether minimisation of waste production is carried out or required	YES	NO
6	Specify whether separate waste collection is carried out or required	YES	NO
7	Specify whether products with a reduced environmental impact are required for cleaning and maintain the plants	YES	NO
8	<i>Other</i>		
<b>Soccer fields</b>			
1	<i>Specify the expenditure for management and maintenance of soccer fields</i>	€	
2	Specify whether minimisation of water consumption is carried out or required	YES	NO
3	Specify whether minimisation of energy consumption is carried out or required	YES	NO
4	Specify whether minimisation of natural resources' consumption is carried out or required	YES	NO
5	Specify whether minimisation of waste production is carried out or required	YES	NO
6	Specify whether separate waste collection is carried out or required	YES	NO
7	Specify whether products with a reduced environmental impact are required for cleaning and maintain the plants	YES	NO
8	<i>Other</i>		
<b>Bowls ground</b>			
1	<i>Specify the expenditure for management and maintenance of bowls grounds</i>	€	
2	Specify whether minimisation of water consumption is carried out or required	YES	NO
3	Specify whether minimisation of energy consumption is carried out or required	YES	NO
4	Specify whether minimisation of natural resources' consumption is carried out or required	YES	NO
5	Specify whether minimisation of waste production is carried out or required	YES	NO
6	Specify whether separate waste collection is carried out or required	YES	NO
7	Specify whether products with a reduced environmental impact are required for cleaning and maintain the plants	YES	NO
8	<i>Other</i>		

<b>Fluvial colony</b>			
1	Specify the expenditure for management and maintenance of the fluvial colony	€	
2	Specify whether minimisation of water consumption is carried out or required	YES	NO
3	Specify whether minimisation of energy consumption is carried out or required	YES	NO
4	Specify whether minimisation of natural resources' consumption is carried out or required	YES	NO
5	Specify whether minimisation of waste production is carried out or required	YES	NO
6	Specify whether separate waste collection is carried out or required	YES	NO
7	Specify whether products with a reduced environmental impact are required for cleaning and maintain the plants	YES	NO
8	Other		
<b>Offices</b>			
1	Specify the expenditure for management and maintenance of offices	€	
2	Specify whether minimisation of water consumption is carried out or required	YES	NO
3	Specify whether minimisation of energy consumption is carried out or required	YES	NO
4	Specify whether minimisation of natural resources' consumption is carried out or required	YES	NO
5	Specify whether minimisation of waste production is carried out or required	YES	NO
6	Specify whether separate waste collection is carried out or required	YES	NO
7	Specify whether products with a reduced environmental impact are required for cleaning and maintain the plants	YES	NO
8	Other		
<b>5 PUBLIC WORKS</b>			
<b>Planning</b>			
1	Specify the expenditure for the planning of Public Works	€	
2	Specify whether Public Works' planning complies with bio architecture regulations/principles	YES	NO
3	Specify whether compliance with regulations/ principles for reducing environmental impacts within Public Works' planning is assessed or requested	YES	NO
4	Other		
<b>Building sites management</b>			
1	Specify the expenditure for the management of building sites	€	
2	Specify whether compliance with regulations/principles for ecological management of building sites is assessed or required	YES	NO
3	Specify whether minimisation of water consumption is carried out or required	YES	NO

4	Specify whether minimisation of energy consumption is carried out or required	YES	NO
5	Specify whether equipment with a low environmental impact is used or required	YES	NO
6	Specify whether recycled building materials are used or required	YES	NO
7	<i>Other</i>		
<b>Works execution</b>			
1	<i>Specify the expenditure for carrying out Public Works</i>	€	
2	Specify whether the introduction of bio architecture principles in the phase of works execution is carried out or required	YES	NO
3	Specify whether compliance with regulations/principle for reducing the environmental impacts occurring during the execution of Public Works is assessed or required	YES	NO
4	Specify whether minimisation of water consumption is carried out or required	YES	NO
5	Specify whether minimisation of energy consumption is carried out or required	YES	NO
6	Specify whether minimisation of natural resources consumption is carried out or required	YES	NO
7	Specify whether minimisation of waste production is carried out or required	YES	NO
8	<i>Other</i>		

**SAMPLE MATRIX FOR IDENTIFYING IMPACTS IN THE SUPPLY OF SERVICES**

<b>ASPECTS</b> <b>SERVICES</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTE</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
<b>Waste collection and disposal</b>									
Collection									
Transport									
Stocking									
Disposal									
<b>Bulk wastes disposal</b>									
Collection									
Transport									
Stocking									
Disposal									
<b>Gas distribution</b>									
Network construction									
Maintenance									
Supply									
<b>Electricity distribution</b>									
Network construction									
Maintenance									
Supply									

**SAMPLE MATRIX FOR IDENTIFYING IMPACTS IN THE PROCUREMENT OF PRODUCTS**

<b>ASPECTS</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTE</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
<b>CONSUMABLES GOODS</b>									
<b>Stationary</b>									
Paper									
<i>Production</i>									
<i>Use</i>									
<i>Disposal</i>									
Pens									
<i>Production</i>									
<i>Use</i>									
<i>Disposal</i>									
Pencils									
<i>Production</i>									
<i>Use</i>									
<i>Disposal</i>									
<b>Consumables for electronic products</b>									
Toner e cartridges									
<i>Production</i>									
<i>Use</i>									
<i>Disposal</i>									

**SAMPLE MATRIX FOR IDENTIFYING IMPACTS IN BUILDINGS MANAGEMENT AND MAINTENANCE**

<b>ASPECTS</b>  <b>BUILDINGS MANAGEMENT AND MAINTENANCE</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTE</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
<b>Schools - management</b>									
<i>Supply of electricity</i>									
<i>Heating</i>									
<i>Air Cooling</i>									
<i>Supply of water</i>									
<i>Wastes management</i>									
<b>Schools - maintenance</b>									
<i>Paintworks</i>									
<i>Furniture refurbishment</i>									
<i>Equipment maintenance</i>									
<b>Library - management</b>									
<i>Supply of electricity</i>									
<i>Heating</i>									
<i>Air Cooling</i>									
<i>Supply of water</i>									
<i>Wastes management</i>									
<b>Library - maintenance</b>									
<i>Paintworks</i>									
<i>Furniture refurbishment</i>									
<i>Equipment maintenance</i>									

**SAMPLE MATRIX FOR IDENTIFYING IMPACTS IN THE MANAGEMENT AND EXECUTION OF PUBLIC WORKS**

<b>ASPECTS</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTES</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
<b>PUBLIC WORKS</b>									
<b>Planning<sup>1</sup></b>									
<b>Building sites management</b>									
<i>Transport</i>									
<i>Utilities</i>									
<i>Wastes</i>									
<b>Works execution</b>									
<i>Materials procurement</i>									
<i>Excavations and foundations</i>									
<i>Work execution</i>									
<i>Finishes</i>									

<sup>1</sup> In the planning phase the impacts of office activities are considered. It is necessary to take into consideration that environmental impacts of the following phases (building sites management/works execution) can be avoided/minimized acting in this phase, which therefore cannot be excluded when assessing environmental impacts.

**SAMPLE MATRIX FOR ASSESSING IMPACTS IN THE SUPPLY OF SERVICES**

<b>ASPECTS</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTE</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
<b>SERVICES</b>									
Waste collection and disposal									
Bulk wastes disposal									
Gas distribution									
Electricity distribution									
Water distribution									
Sewerage network management									
Management of the water purifier									
School meal service									
Public restoration service									
Premises cleaning (libraries, offices, museums, etc.)									
Schools cleaning									
Public transport									
Cesspit cleaning									
Disinfestations									
Rodent control									

**SAMPLE MATRIX FOR ASSESSING IMPACTS IN THE PROCUREMENT OF PRODUCTS**

<b>ASPECTS</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTE</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
<b>PRODUCTS</b>									
<b>Stationary</b>									
<i>Paper<sup>2</sup></i>									
<i>Pens</i>									
<i>Pencils</i>									
<b>Consumables for electrical products</b>									
<i>Toner e cartridges</i>									
<i>Spare parts</i>									
<i>cd/floppy disks</i>									
<b>Food</b>									
<i>Vegetable and cereals</i>									
<i>Meat and dairy products</i>									
<b>Fuels</b>									
<b>Garments</b>									
<i>Articles of clothing</i>									
<i>Footwear</i>									

<sup>2</sup> This category includes all paper products: paper reams, forms, pads,, etc.

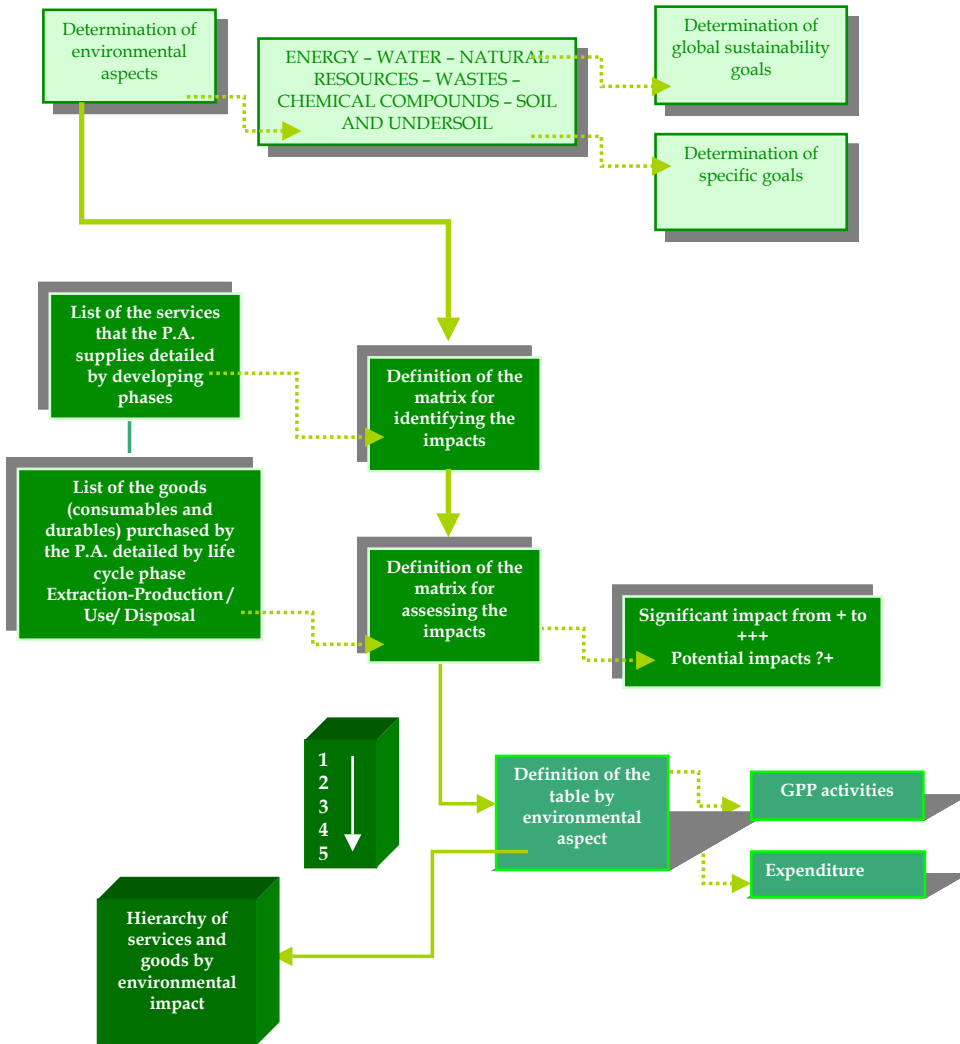
**SAMPLE MATRIX FOR ASSESSING IMPACTS IN BUILDINGS MANAGEMENT AND MAINTENANCE**

<b>ASPECTS</b> <b>BUILDINGS MANAGEMENT AND MAINTENANCE</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTE</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
Schools									
Libraries									
Museums									
Theatres									
Sanitary structures									
Buildings for council housing									
Swimming pools									
Tennis courts									
Soccer fields									
Bowls grounds									
Offices									

**SAMPLE MATRIX FOR ASSESSING IMPACTS IN PUBLIC WORKS MANAGEMENT AND EXECUTION**

<b>ASPECTS</b> <b>PUBLIC WORKS</b>	<b>ENERGY</b> Energy consumption	<b>WATER</b> Water consumption	<b>WATER</b> Water quality	<b>NATURAL RESOURCES</b> Natural resources consumption	<b>AIR AND ATMOSPHERE</b> Air emissions	<b>WASTE</b> Waste production	<b>CHEMICALS</b> Use of chemical substances	<b>SOIL AND UNDERSOIL</b> Impact on soil and under soil	<b>OTHER</b>
Planning									
Building sites management									
Works execution									

**LOGICAL SCHEME FOR CONSTRUCTING THE ENVIRONMENTAL IMPACTS' HIERARCHY**



**ANNEX 1  
COMMON ENVIRONMENTAL LABELS**

**ECOLABEL**  
*European Community's  
Label for ecological quality  
operating since 1992*



**WHITE SWAN**  
*National label  
operating in  
Denmark, Sweden,  
Finland and  
Iceland since 1989*



**BLAUER ENGEL**  
*National label  
operating in Germany  
since 1978*



**GREEN SEAL**  
*Issued by the namesake non-  
profit-making American  
organisation*



**UMWELTZEICHEN**  
*National label operating  
in Austria since 1991*



**NF ENVIRONNEMENT**  
*National label operating in  
France since 1992*



**ENERGY STAR**  
*American label for  
energetic efficiency  
applicable to office  
equipment*



**MILIEUKEUR**  
*National label  
operating in The  
Netherlands since 1992*



**OEKO-TEX STANDARD 100**  
*Concerning the presence of  
harmful compounds in textiles*



**FSC-FOREST STEWARDSHIP  
COUNCIL**  
*Concerning the sustainable  
management of forests and the  
relative traceability of products.*



## LABELS FOR IDENTIFYING PRODUCTS FROM ORGANIC AGRICULTURE

Labels set up by international organisations, which require the inspection or validation of a third independent party.

**THE ORGANIC CERTIFIERS IN ITALY**

The labels of the nine national Competent Bodies accredited by the Ministry for Agricultural Policies. In the Province of Bolzano the Biozer label is also valid.

The infographic displays the following certifiers and their details:

- garanzia AIAB**  
Aiab  
Italian Association for Organic Agriculture
- bioagri cert**  
Bioagricoop
- CONTROLLO BIOLOGICO**  
Ccpb  
Cooperative for the Control of Organic Products
- ECOCERT ITALIA**  
Ecocert Italia
- GARANZIA BIOLOGICO AIAB**  
Imc  
Mediterranean Institute for certification
- CO DE X**  
Codex
- Socciaition Soil and Health**
- Bios**
- QC&I**  
Quality Assurance System International Services

**ANNEX 2**  
**THE EUROPEAN ECOLABEL**

## ECOLABEL: WHAT IT IS AND HOW TO OBTAIN IT

---

The Ecolabel is the ecological label institutionalised by the European Community and which has the same value and applicability across all Member States.

The Ecolabel belongs to the family of voluntary labels and it is directly placed on the product and/or service to testify its correspondence to specific environmental requirements called *Criteria*.

The criteria are drawn up by the European Union Eco-labelling Board (EUEB), on mandate of the European Commission, which with the participation of the Consultation Forum elaborates a plan of the criteria. The plan is then assessed by the Commission that verifies its correspondence with the requisites of the mandate and that demands the approval to the Regulatory Committee.

The request of the Ecolabel is completely voluntary, therefore producers, importers or distributors can request the Ecolabel to the Ecolabel-Ecoaudit Committee, which, after verifying that products fulfil the criteria, issues the label. The Label can be used across all 15 Member States of the European Union as well as in Norway, Iceland and Liechtenstein.

After obtaining the Ecolabel, the company has to respect the technical parameters established by the EU, the rules of reference are currently set by the new Regulation<sup>3</sup>.

The ecological label is a certificate of excellence; therefore it is issued only to those products that demonstrate a low environmental impact according to the ecological and performance criteria drawn up at European level on the basis of the Life Cycle Assessment (LCA) approach.

The criteria are reviewed and made more restrictive (usually every 3/5 years), when necessary, so as to always award excellence and favour the continuous improvement of environmental quality of products.

### *Which products can obtain the Ecolabel?*

The label can be award only to products and services belonging to specific product groups for which have been established, by the EU Commission, the ecological criteria for the awarding of the label.

*What does “product groups” stand for?*

The term “Product groups” corresponds to any goods or services, which serve similar purposes and are equivalent in terms of use and consumer perception.

---

<sup>3</sup> Legislative Reference: Regulation CE n. 1980/2000

In order to be included in this Scheme a group of products must:

- represent a significant volume of sales and trade within the internal market,
- involve at one or more stages of the product's life cycle, a significant environmental impact on a global or regional scale and/or of general nature,
- present a significant potential of inducing environmental improvements through consumers choices as well as an incentive to manufacturers or service providers to seek a competitive advantage by offering products which qualify for the eco-label,
- a significant part of its sales volume shall be sold for final consumption or use.

The term "product" is taken to include any product, service or intermediate product (or semi-finished product).

Some products cannot apply to obtain the Ecolabel, in particular products classified as toxic, dangerous to the environment, carcinogenic, toxic for the reproduction system, mutagenic or manufactured with processes that can harm significantly man and/or environment or that could be harmful to consumers during use. The Ecolabel can't be assigned to food products, drinks, pharmaceuticals and medical equipment.

*Which product groups can apply for the Ecolabel?*

Currently, that is January 2004, have been defined the ecological criteria for assigning the ecological Label to 21 groups of products for which it is possible to request the Ecolabel, and in particular:

- Vacuum cleaner
- Tissue paper
- Detergents for dishwashers
- Personal computers
- Laundry detergents
- Soil improvers
- All purpose cleaners and cleaners for sanitary facilities
- Dishwasher
- Hand dishwashing detergents
- Bed mattresses
- Light bulbs
- Portable computers
- Copying and graphic paper
- Indoor paints and varnishes
- Washing machines
- Textile products
- Refrigerators
- Footwear
- Hard floor coverings
- Televisions
- Tourist accommodation service

The criteria for the following product categories, that will be eligible for labelling in the next future if the procedures will have a positive outcome, are under development:

- Furniture
- Lubricants
- Camp site services
- Printed paper

**What are the Criteria for the Product Groups?**

To include the criteria of every product would have made this work too detailed, it has been preferred to refer to the Official Journal (OJ) of the European Union where it is possible to find all the details for each product.

Moreover the criteria can be downloaded from the web site of the European Commission <http://europa.eu.int/comm/environment/ecolabel/producers/productgroups.htm>.

PRODUCT	PUBLICATION ON O.J.
Soil improvers	<a href="#">GUCE L 242/17 of 12/09/2001</a>
Vacuum cleaners	<a href="#">GUCE L 47/56 of 11/02/2003</a>
Footwear <sup>4</sup>	<a href="#">GUCE L 77/50 of 18/03/2002</a>
Copying and graphic paper <sup>2</sup>	<a href="#">GUCE L 237/6 of 04/09/2002</a>
Portable computers	<a href="#">GUCE L 242/11 of 12/09/2001</a>
Hard floor coverings	<a href="#">GUCE L 94/13 of 11/04/2002</a>
All purpose cleaners and cleaners for sanitary facilities <sup>2</sup>	<a href="#">GUCE L 189/25 of 11/07/2001</a>
Laundry detergents <sup>2</sup>	<a href="#">GUCE L 56/32 of 25/02/2002</a>
Detergents for dishwashers <sup>2</sup>	<a href="#">GUCE L 9/11 of 15/01/2003</a>
Hand dishwashing detergents <sup>2</sup>	<a href="#">GUCE L 214/30 of 08/08/2001</a>
Refrigerators	<a href="#">GUCE L 13/22 of 19/01/2000</a>
Light bulbs	<a href="#">GUCE L 242/44 of 09/09/ 2002</a>
Dishwasher	<a href="#">GUCE L 242/23 of 12/09/ 2001</a>
Washing machines	<a href="#">GUCE L 16/74 of 21/01/2000</a> <a href="#">GUCE 89/61 of 24/03/2003 (revision)</a>
Bed mattresses	<a href="#">GUCE L 236/10 of 03/09/2002</a> <a href="#">GUCE L 302/31 of 12/11/1998</a>
Personal Computer	<a href="#">GUCE L 242/4 of 12/09/2001</a>
Indoor paints and varnishes <sup>2</sup>	<a href="#">GUCE L 236/4 of 3/09/2002</a>
Textile products <sup>2</sup>	<a href="#">GUCE L 133/29 of 15/05/2002</a>
Tourist accommodation service <sup>2</sup>	<a href="#">GUCE L 102 of 14/04/2003</a>
Televisions	<a href="#">GUCE L 87/53 of 25/03/2002</a>
Tissue paper <sup>2</sup>	<a href="#">GUCE L 195/62 of 19/07/2001</a> <a href="#">GUCE L 142/10 of 29/05/2001</a>

<sup>4</sup> For these product groups the technical guide is also available.

## COMPANIES AND PRODUCTS WITH THE ECOLABEL

Up till now in Europe have been awarded over 135 licences corresponding to hundreds of products with a high share of products belonging to groups such as paints, textile products, paper, soil improvers, cleaning agents, footwear.

In Italy, till now (*January 2004*), have been awarded 37 licenses for a total of about 824 articles belonging to 10 product groups. Licenses have been awarded to producers or importers; every producer can have more than one licence depending on the product group to which the certified products belong.

Product Group	Company
Soil Improvers	Fertil
Footwear	Calzaturificio F.Ili Soldini
	Industria Calzature
	Calzaturificio Sabatini
	3A Antonini
Footwear	Tecnologie Protezione Sicurezza di Visentini e S. srl
Copying and graphic paper	Continetal Paper SpA
	Cartotecnica S.Caterina
	COOP
	Esselunga
Tissue paper	Delicarta S.p.A
	Industrie Cartarie Tronchetti
	PAM
	COOP
	Cartiera Lucchese
	Esselunga
	Trascarta s.p.a.
All purpose cleaners and cleaners for sanitary facilities	Deco s.c.r.l.
	Esselunga
Laundry detergents	Esselunga
Detergents for dishwashers	COOP
	Biochimica SpA
	Esselunga
	HETO
	I.C.E.FOR
Hand dishwashing detergents	Deco s.c.r.l.
	MADEL S.p.A
	Esselunga
Textile products	Carpe Diem Tessile s.r.l.
	CARBOSOLTEX
	Industria Tessile Sanese S.p.a.
	Klopman International
	Manifatture Filati Riunite
Indoor paints and varnishes	Arch Coatings Italia
	Baldini Vernici
	Colorificio Atria S.r.l.

**ANNEX 3**  
**THE NORMATIVE PROCESS OF PUBLIC PROCUREMENT**

**In order to illustrate to which laws Public Administrations and the companies participating in public tenders have to refer to, it is necessary to clarify and explain in which way contract categories differ from one another. A different legislation corresponds in fact to each type of contract.**

Public Contracts are classified in three fundamental types across all countries of the European Union:

- 1) **Work contracts:** concern construction, demolition, recovery, restoration and maintenance activities.
- 2) **Service contracts:** concern activities such as consulting services, information technology services, engineering services, etc. These activities are individuated by the legislative decree 157/95.
- 3) **Supply contracts (goods):** concern the purchase, lease, rental or hire-purchase of products. The products concerned can belong to any product category.

It is not rare to find more than one type of contract in one tender: it is the case of “mixed contracts”. The applicable legislation is the one of the sector for which the economical relevance exceeds 50% of the total amount of the contract.

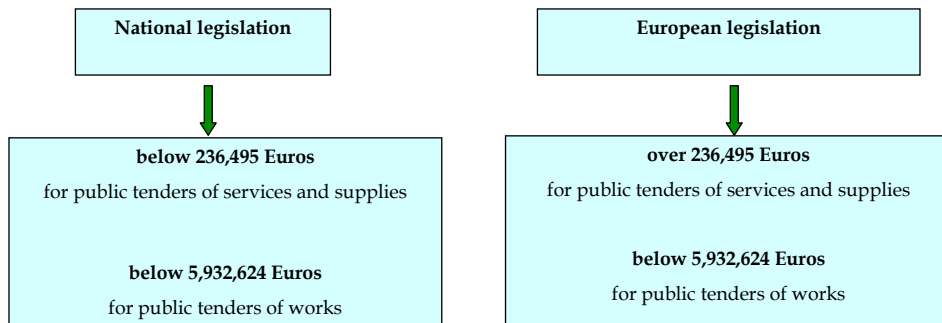
Tenders for “**excluded sectors**”, are regulated by further specific laws. This category includes tenders on the use and commercialisation of water, electricity, gas, thermal energy, transport and telecommunications. In this case, the applicable discipline is described by the Decree of the President of the Republic 17/03/1995 n°158 and its following modifications.

<b>LEGISLATION OF REFERENCE CONCERNING PUBLIC CONTRACTS</b>	<u>Service contracts</u>	<b>Law Decree of the 17<sup>th</sup> March 1995, n.157</b> Sole Text on the dispositions concerning public tenders of services, in application of the Directive 95/50/EEC on public procurement of services.
	<u>Supply contracts</u>	<b>Legislative Decree 24<sup>th</sup> July 1992, n.358</b> Sole Text on the dispositions concerning public procurement of services, in application of the directive 77/62/EEC <b>Legislative Decree 20<sup>th</sup> October 1998, n.402</b> Modification and integration to the legislative decree 24 July 1992, n.358
	<u>Work contracts</u>	<b>Law Merloni quater (L. n.166, 1<sup>st</sup> August 2002)</b> This law refers mainly to work contracts and does not contemplate services and supply contracts. However, it must be applied also to mixed tenders when in the tender the economical relevance of works exceeds 50% of the total amount of the contract.

**For any regular tender procedure a Public Administration faces two scenarios: in fact, purchases in some cases fall within the application sphere of European legislation and in others in the sphere of application of national law.**

The difference lies in the value of the contract. European regulations apply to supplies/services for which the value net of VAT, at the time of tender's publication, is equal to or higher than the equivalent of 236,495 Euro<sup>5</sup>, while national legislation applies to tenders of lower value.

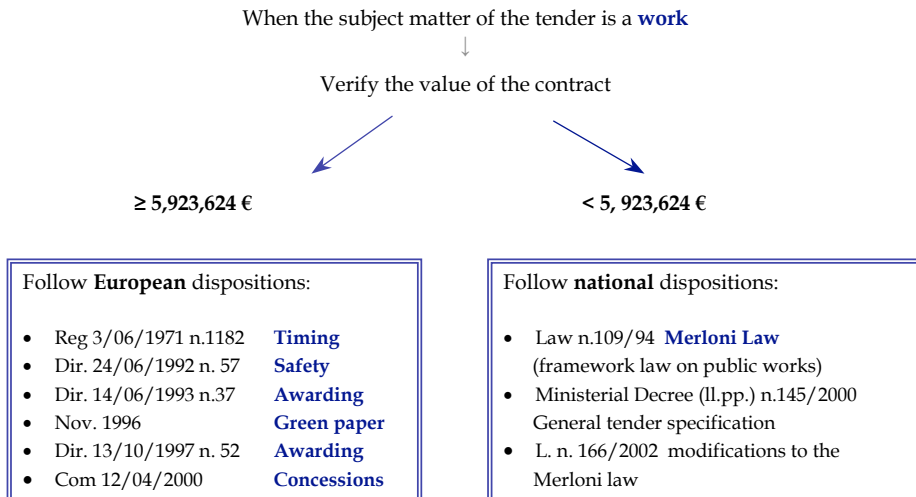
This implies that for services/supplies tenders with a value above the threshold of 236,495 Euro the Administration has to refer to the legislative decrees that transposed in Italy what has been established by the European directives (77/62/EEC and 88/295/EEC for supplies, 92/50/EEC for services).



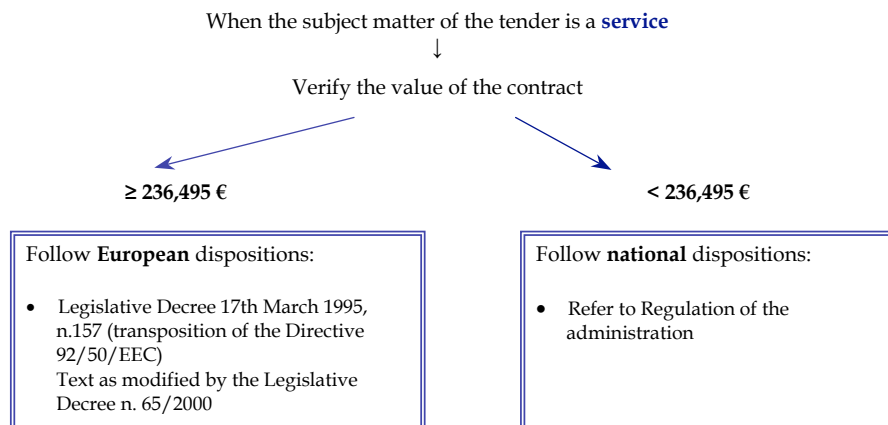
The following schemes present the process that a PA has to follow in accordance with the type of tender.

<sup>5</sup> The threshold value is updated to what established in the *Official Journal* C309 19th December 2003 and in the 2004 Financial Law (L.24.12.2003 n. 350)

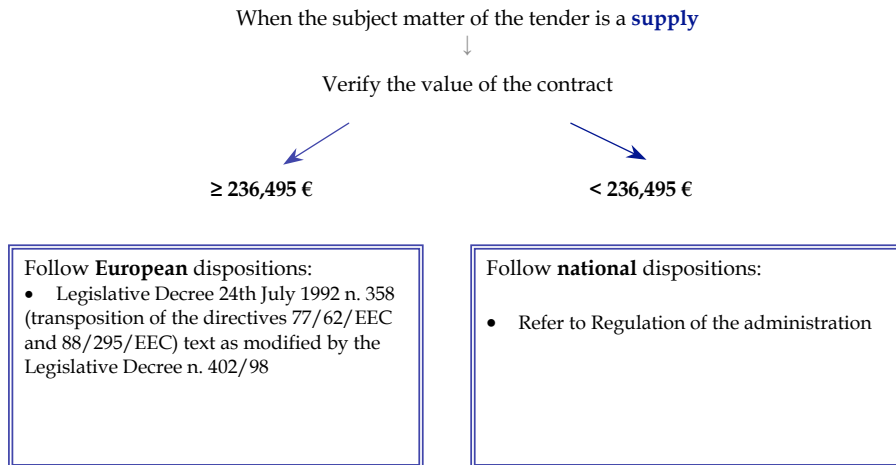
**Scheme 1 – Works contract**



**Scheme 2 – Service contract**



### **Scheme 3 – Supply contracts**



**A further framework for reference is supplied by the programme of rationalisation of public procurement set off in 1999 by the Ministry for Economy and Finance**

The 2000 Financial Law (23 December 1999, n.488) establishes, according to the 2000 Ministerial Decree, that the activity of drawing up framework contracts and agreements for the procurement of goods and services on behalf of State administrations is assigned to CONSIP s.p.a., the sole agent for Public computer services, owned by the Ministry for Economy and Finance.

But how does the constitution of CONSIP, affect PA's activities regarding procurement?

At first also Local Authorities were bound to join COSIP purchasing system; later on, with the 2003 Financial Law, art.24 subsection 3, this obligation remained in force only for central administrations of the State. This means that Local Authorities are free of choosing to adhere to the CONSIP system or using their usual procurement procedures adopting, however, prices that are not higher than CONSIP's contracts.

This approach has been further confirmed by the Law 1<sup>st</sup> August 2003, n.212 (modifying 2003 Financial Law), that clears some contradictory aspects generated by the previous formulation. In particular, the law specifies that the obligation for public administrations

of referring to CONSIP's framework contracts, refers to the procurement of goods and services characterized by a high quality of the services and low work intensity.

The determination of the types of services characterized by high quality of the services and low work intensity (new subsection 3 bis) is up to the Ministry for Economy and Finance through its own decree still to be promulgated. The new subsection 4 bis, that adds up to the pre-existent subsection 4 of article 24, is extremely important. Subsection 4 bis establishes that public authorities, excluding state central offices, are free to draw up any kind of contract without being obliged to adopt CONSIP's framework contracts, whenever the value of costs and services accounted in the contract is equivalent or lower than the value defined in CONSIP's contracts.

**Once the type of contract and the applicable legislation have been individuated, the PA has to determine the methods through which the contract will be awarded. The following steps depend in fact on the chosen awarding procedure.**

Generally, European legislation and the transposition law define awarding procedures of service contracts outlining three fundamental types of procedures:

- a) **open procedures:** the procedures within which every interested economic operator may submit a tender (corresponds to public auction and open tendering);
- b) **restricted procedures:** the procedures within which only candidates invited by the contracting entity may submit a tender (private treaties and competitive tendering);
- c) **negotiated procedures:** the procedures within which the contracting entity consults the economic operators of its choice and negotiates the terms of contract with one or more of these (basically a private treaty that can be applied only under specific conditions).

The contracting administration can follow one of the following procedures to award the contract:

- a) Open tendering or Public auction, open procedure

**Open tendering** is a synonym of public auction and corresponds to what the European legal system defines as “*open procedure*”. In fact, the auction procedure is preceded by and announced with a notice of public auction, called contract notice, that is a public invitation to participate in the auction that legitimizes who possesses all the requirements, to present a written offer or to take part in the auction by means of auctioneer. In practice, all interested parties are free to participate in the tender without a further invitation by the contracting entity. From here, the identification of open tendering with open procedure where “each interested enterprise can present an offer” (art 8 D.Lgs 406/1991).

- b) Private treaty, restricted procedure

**Private treaty**, belongs to restricted procedures since, in this case, the competitive bidding takes place between a limited number of enterprises, disregarding how these enterprises are selected without setting aside the rule of advertising.

Considering Public Procurement regulations and the relative practices it is possible to notice that open tendering and private treaty procedures have become rather similar.

Public Administrations usually prefer open tendering procedures, which are quicker and more transparent.

- c) Competitive tendering, restricted procedure

**Competitive tendering** is adopted when, to execute works or supplies with particular technical specifications, the Administration believes appropriate to invite various enterprises to present the economic offer as well as the relative technical project. The selection of the candidate takes place on the basis, not only, of economic advantage but also on technical suitability of the project and its specific correspondence with the requirements of the Administration. A more expensive offer could thus be selected if preferable under other criteria.

- d) Private negotiation, negotiated procedure

Private negotiation consists of a direct negotiation with a specific enterprise, after eventually consulting other enterprises (art. 41 and 92 RD 25/5/1924). The accounting regulation allows Private Negotiation only in a few cases and with strong precautions (art. 41 RD 25/5/1924): when auctions or private treaties have been unsuccessful and when the subject matter of the contract are material, tools and precision instruments that only one enterprise can supply.

**Once that the subject matter has been established and the tender procedure chosen, the process for awarding the contract sets off.**

The tendering procedure is made of 5 fundamental stages:

definition of the subject matter of the contract

→ *The subject matter of the contract is defined when the Public Administration has to prepare the initial project of the contract notice*

include the technical specifications in the subject matter of the contract

→ *Technical specifications include all the requirements of the contracting Administration in order to make the product or service qualified for the use for which it is intended, and describe in an objective and measurable manner the characteristics of the subject matter of the contract.*

candidate selection

→ *There are three rules through which it is possible to assess the suitability of a candidate to execute the contract:*

- *Exclusion from participation*
- *Economic and financial capacity*
- *Technical capacity*

awarding of the contract:

→ *There are two criteria for awarding a contract:*

1. *The Lowest price;*
2. *The most economically advantageous tender, that gives relevance not just to the price but also to the quality of the offer and has the purpose of determining which offer better satisfies the requirements of the contracting authority.*

*To determine the most economically advantageous tender:*

1. *the principle of non discrimination must be respected, that is national tenderers or candidates must not be preferred when the contract is awarded;*

2. *the environmental criteria must concern the nature of the works to be carried out or the manner in which they are executed and must provide an economic advantage to the contracting authority.*

contract execution:

*→ The contracting authorities, that draw up the tender, can define specific clauses on the contract's execution procedures. These requisites are binding for who wins the contract that has to comply with the content of the clauses. Moreover, for transparency, the clauses must be communicated to every candidate before awarding the contract.*

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