Guide for good practices for

GREEN PUBLIC PROCUREMENT AS A TOOL TO PROMOTE PLASTICS CIRCULARITY

PLASTICS EUROPE
Enabling a sustainable future

anarpla

This Guide has been drafted and formatted based on the collaboration agreement between ANARPLA, Plastics Europe, and AD Impulsa

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I.INTRODUCTION

1. THE COMMITMENT OF PROMOTERS TO GREEN PURCHASING AND THE PROMOTION OF RECYCLED PLASTIC PRODUCTS

1.1 INTRODUCTION

The initiative to create a GUIDE FOR Green public procurement as a tool to promote plastics circularity Products cames from ANARPLA and PLASTICS EUROPE, based on their commitment to the circular economy of plastics. With the advent of the European Green Deal, the goal of a climate-neutral Europe by 2050 and post-pandemic economic recovery based on the green economy and the digital transition, the European Union (EU) will accelerate the transition towards a circular economy based on the maximum use of available natural resources and forthcoming regulations that will force the unprecedented adaptation of society as a whole and public authorities, which will lead by example in public procurement.

ANARPLA is the only association whose members are the main plastic recycling companies in Spain, the producers of recycled and secondary raw materials. As such, it represents the interests of the sector at both national and European level. ANARPLA is a member of Plastics Recyclers Europe (PRE). The association is strongly committed to promoting the responsible use of plastics and encouraging the recycling of plastic waste. To this end, it has developed many initiatives and collaborated with public authorities at state, regional and local level.

PLASTICS EUROPE is the pan-European association of plastics manufacturers. It has offices throughout Europe and around 100 members producing more than 90% of all polymers across Europe. It acts as a catalyst for the industry by providing safe, circular and sustainable solutions.

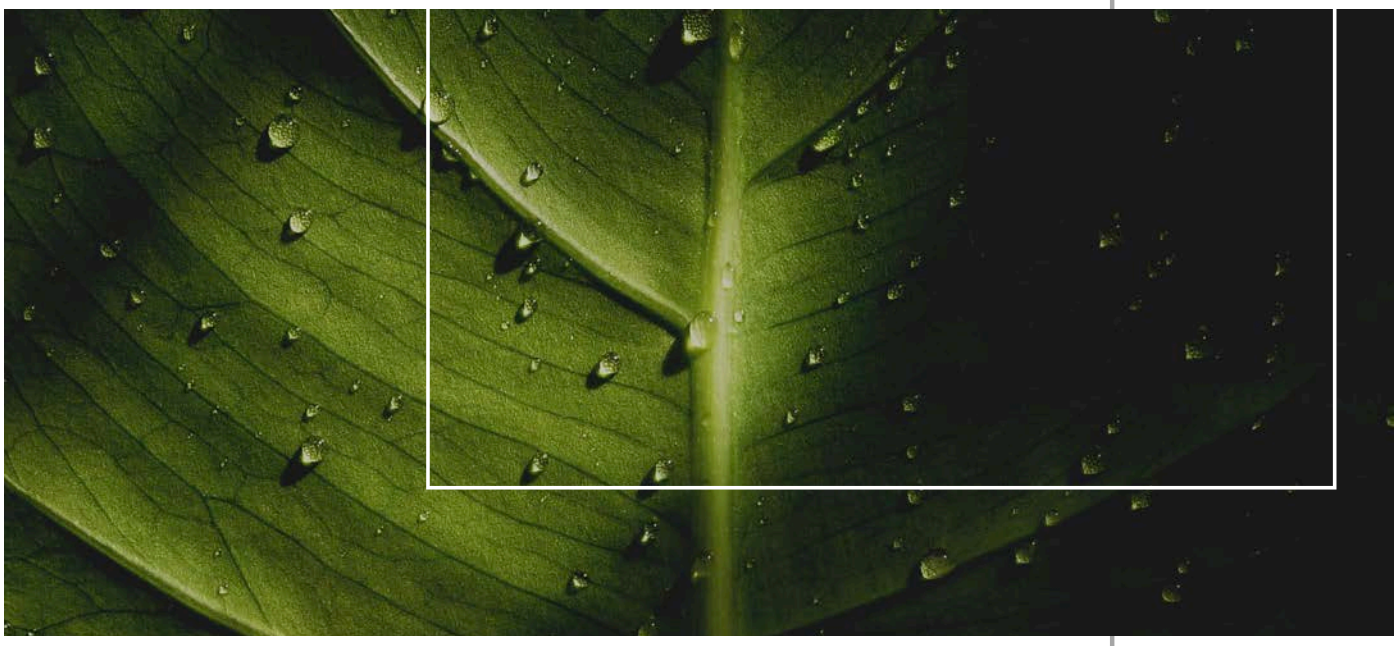
Both associations are strongly committed to promoting plastic waste recycling, and have therefore developed many initiatives and collaborated with public authorities at national, regional and local level.

Green Public Procurement is defined in the European Commission's Communication on Public Procurement for a Better Environment as *"...a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured"*.

In this context, the industry has to evolve and adapt its production of plastics in a low-carbon circular economy, thus promoting the sustainable use of plastics. It must also address the challenge of plastic waste by recognising its value as a resource.

The aim of initiatives such as this Practical Guide is to boost the work done by public authorities to reduce plastic waste, promote reuse, collection and recycling, and accelerate the transition to a circular economy by making great efforts to achieve the goal of zero plastics to landfill and collection of 100% of plastic waste.

The commitment of both associations is to collaborate with and support different public authorities, especially at local level so that, in their procurement activities, it can be ensured that plastics continue to provide major benefits to society while minimising their environmental footprint.



1.2 THE CIRCULAR ECONOMY AT EU: PROMOTING THE CIRCULARITY OF PLASTICS

The circular economy is a model of production and consumption that involves making efficient use of resources, and keeping them in the economy as long as possible. It is therefore necessary to introduce measures throughout the entire life cycle of products and move towards repair, reuse and recycling as many times as possible, not only to create added value, but also to extend the life cycle of products and reduce their environmental impact.

From the perspective of a common goal of all Member States, and driven by European institutions, there is a clear shared vision of moving towards a circular economy. The world and society are facing increasingly critical challenges, and the severity of the climate emergency is undoubtedly one of the most crucial challenges we must face. Aware of the urgent need to address this issue, the European Union has proposed achieving carbon neutrality and transition to circularity targets by 2050.

Moving towards a more circular economy is a key lever for achieving net zero emissions, as well as improving security of supply of raw materials, and boosting competitiveness, innovation, economic growth and employment in all EU countries.

In this context, plastic materials are key to the European circular economy model due to the versatility of plastic materials and the cross-cutting nature of plastic products.

Materials known as plastics are technically polymers and began to be used decades ago for the manufacture of everyday objects. The early emergence of the plastics industry in all EU Member States has provided a competitive advantage based on acquired experience and know-how. Plastics are now present in a number of products and its lightness and energy efficiency have helped to significantly reduce the CO_2 emissions and environmental footprint of these products.

However, it is necessary to move towards the circularity of plastics, and address the challenge of poorly managed waste. It is therefore necessary to activate measures throughout the entire production cycle of the system. This includes initiatives to increase reuse (reducing single-use applications), promote ecodesign to facilitate recycling, Ensure final recycling of products at the end of their useful life, manufacture new plastics from other renewable sources such as biomass waste and carbon capture, and promote the use of secondary raw materials.

All this requires a significant increase and improvement in the collection, sorting and use of circular raw materials. The aim is to reduce dependence on fossil-based raw materials, thereby reducing GHG emissions from the plastics ecosystem. Measures to advance this transition are being defined at global, EU and, therefore, national level through the implementation of directives and regulations in the Member States. One of the measures being worked on is to make progress with proper implementation of the waste hierarchy, which is applicable to all materials and all waste. In this hierarchy, the first priority is to move towards more responsible consumption and prevent waste generation by encouraging repair and reuse with the aim of extending the useful life of products.

Then, when products become waste, efforts should be made to ensure they are recycled by treating them like resources so that they can be used as new raw materials.
Besides having a suitable technology to carry out this transformation, the recycling of any waste material such as plastic, basically requires meeting four conditions that do not depend on the operator: (1) the waste is suitably separated at source from other waste that may interfere with or prevent its further treatment; (2) it can be sorted for further recycling; (3) it can be processed at recycling plants; and (4) there is a market and demand for the recycled plastic to purchase it and transform it back into products that enter into commercial circuits.

When implementing measures designed to lead to the application of the principles of the circular economy in the plastics sector, public authorities, especially local councils, occupy a critical position for fulfilling the indicated conditions. Regarding the first, from a legislative point of view, Directive (EU) 2018/851 of the European Parliament and of the Council of 30 May 2018 amending Directive 2008/98/EC on waste, separation at source is stipulated as an obligatory service of local councils of the Member States throughout their territory, covering collection, transport and treatment of household waste. This implies that they must implement separate collection systems for several streams such as paper, metals, plastics and glass.

Measures 3 and 4 are related to the recyclability of the article when it has become waste. With regard to promoting the market for recycled raw materials, public authorities can contribute to closing the loop on the demand side, in line with one of the principles of the European Green Deal, "Public authorities, including the EU institutions, should lead by example and ensure that their procurement is green". The Commission will propose further legislation and guidance on green public procurement and "EU companies should benefit[2] from a single, robust and integrated market for secondary raw materials and by-products", although this obligation has not yet been included in the legal framework. Indeed, they need continuous procurement of a wide variety of objects made of plastic, which are necessary for performance of their competences and the provision of public services.

A starting point for recycled plastics applications could be the bins where citizens dispose their waste, street furnitures and work clothes for public employees, among others. These are just a few examples of objects that can be found in the market. Local councils of towns in Member States are the public authorities closest to citizens and, therefore, play a key role in raising awareness and providing example, specifically because of their proximity to citizens' daily public activities. This can be translated into an obligation to be active agents and lead by their example through their actions to promote plastic waste recycling. One possible approach to this is to bring procurement closer to citizens through public procurement procedures. In this context, public procurement makes possible to promote the use of recycled plastic materials by giving priority to the purchase of products made of recycled plastic through environmental award criteria..

This process of transforming common practices of administrative processes (such as tendering for the procurement of goods and services) is not easy. It becomes bogged down by the resistance to change, the need to find and select new suppliers and temporary acceptance of the differential costs between a product made of virgin raw materials and one made of recycled material.

Experience has shown that, in this common situation, it is possible to overcome all short-term milestones because there is no other option and time is very limited.

Given the need to apply immediate measures to solve the environmental problem generated by poorly managed plastic waste, Local Entities are obliged to be an active agent.

To facilitate this transformation process, ANARPLA and PLASTICS EUROPE have prepared this document as a guide to help procurement technicians and managers of public authorities in EU Member States by providing as much information as possible on the products available and the Community rules that regulate them.

1.3 COMPETENCE OF PUBLIC AUTHORITIES OF EU MEMBER STATES TO IMPLEMENT EU LEGISLATION

With regard to the competence of public authorities of Member States, it should be noted that the European Union has legal personality and, consequently, its own legal system. Moreover, EU law has a direct or indirect effect on the laws of its Member States, so that, when EU law enters into force, it becomes part of the national legal system of each Member State. Through the procedures for the transposition of directives into national law, as well as the automatic entry into force of regulations, Member States amend their national legislation to transpose EU law into national law and achieve legislative harmonisation across the EU.

Therefore, once the content of the directives and regulations has been integrated into national law, each Member State develops its own regulations to grant competence to its other public authorities so they can perform activities such as environmental protection, street cleaning services, waste collection and treatment, sewers and wastewater treatment,

cultural and sports activities and facilities, and parks and gardens, among many others.

These competences are exercised by public authorities, especially local councils, through public procurement activities. In the context of plastics recycling, there are increasing demands on local authorities from higher authorities to achieve the targets set at European level.

In accordance with the provisions of Directive 2014/24/EU on public procurement, throughout the tender procedure and subsequent performance of public contracts, public procurers must be governed by the principles of equality, non-discrimination and transparency, achieving the best price-quality ratio and fair procurement. They must also ensure that free competition is safeguarded throughout the procurement procedure.

Procurement should therefore be based on the aforementioned principles, and should include environmental criteria that enables the authorities to promote and contribute to the objectives of economic and environmental sustainability when carrying out their activity

Once the public authority has determined the real need for procuring goods and products or contracting a specific service, it must choose the appropriate procedure to be followed in public procurement. Proper preparation of contracts is essential to comply with the principles required of all Member States in the applicable regulation. This is why evaluation criteria, technical specifications, special performance conditions and technical capacity should be included in procurement files for services and supplies and, more specifically, in procurement documents. All these environmental goals enable local authorities to reduce plastic waste by promoting reuse, collection and recycling, and accelerating the transition to a circular economy by reducing the amount of plastics that end up in landfills.

"Public administrations, including EU institutions, must lead by example and ensure that their procurement is green."

- The European Green Deal

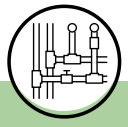
1.4 DETERMINATION OF SUPPLIES, WORKS, AND SERVICES IN WHICH LOCAL AUTHORITIES WILL PROMOTE PUBLIC CONSUMPTION THAT TAKES INTO ACCOUNT PARAMETERS

Sectors where public authorities of Member States may procure works, services and supplies in the course of their public procurement activity to promote the circularity of plastics.

Society is showing increased awareness on plastic recycling, which is closely linked to the environment and resource management. Forthcoming EU regulations will force waste managers in all Member States to undertake an unprecedented adaptation, in which end-of-waste status and the creation of a secondary raw material market will turn plastic recyclers into true producers of sustainable raw materials, thus avoiding millions of tonnes of CO_2 emissions and contributing to the move towards climate neutrality in the sector. In this context, this guide is a practical tool to help public authorities, especially local councils, to identify supplies, works and services that are likely to use recycled plastic. It is structured in several sectors, where a compilation is provided of the main environmental criteria to be taken into account when drafting procurement documents governing public procurement.

The sectors are as follows:

01. Street furniture



02. Buildings and infraestructures

03. IT equipment

04. Parks and gardens

05. Mobility and road maintenance

06. Cleaning products

07. Catering and events

08. Textile products

II. CROSS-CUTTING CHAPTERS

II.1. ECODESIGN

Ecodesign consists of including environmental criteria in the design and development phase of each product, good and service, and trying to implement preventive measures with the aim of reducing environmental impacts in the different phases of its life cycle, from production to waste management at the end of its useful life.

This makes it possible to consider the environmental factor as just another product requirement with the same importance as cost, safety and quality factors.
Ecodesign does not seek to completely modify a previous product, but to implement actions that reduce its overall impact on the environment. Thus, the main characteristics of ecodesign are as follows:

a) **Reduction of energy consumption:** Products are designed to reduce energy consumption in their production phase and during use.

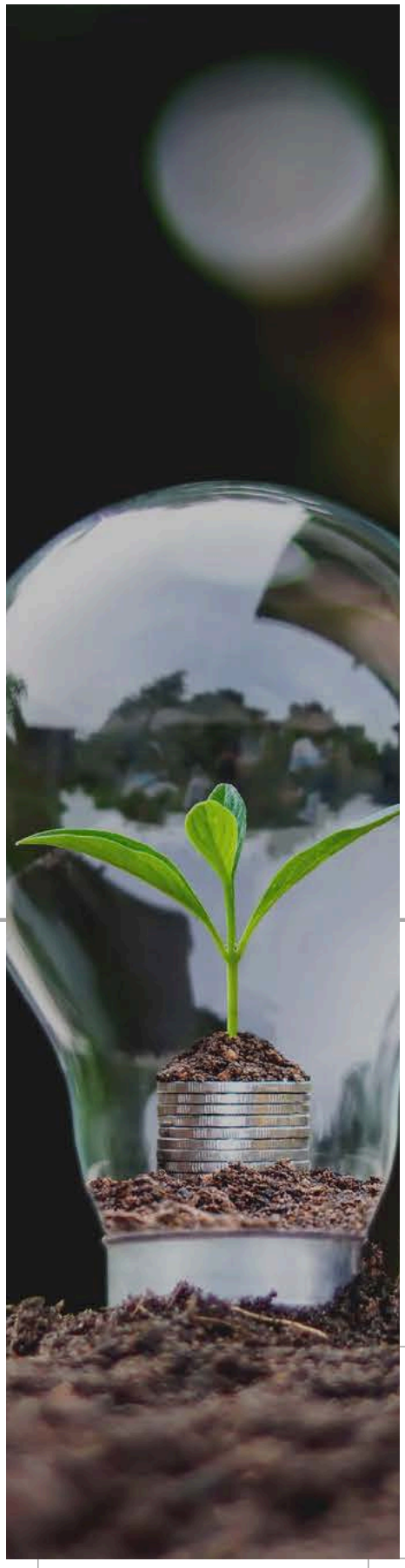
b) **Use of sustainable materials:** Products are made of sustainable and renewable materials.

c) **Designed for durability:** Products are designed to be durable and resist wear and tear, thus reducing the need for frequent replacement. In particular, planned obsolescence should be avoided.

d) **Designed for reuse:** Products are designed to be reusable for other purposes, such as a reusable water bottle that can be filled with drinking water and reused again and again.

e) **Designed for disassembly and repairability:** Products are designed in such a way that they can be easily disassembled and repaired, which extends the useful life of the items and reduces the amount of waste generated.

f) **Designed for recycling:** Products are designed so that, at the end of their useful life, their waste can be transformed into a new raw material. This means that they can be collected separately, sorted at treatment plants and sent to a plastics recycling facility. It is also essential for the product to be processed and recycled using commercial recycling processes.



Ecodesign includes a series of measures to improve the design of a number of applications in activities directly linked to public authorities, which they can include in their procurement activity. These measures include the following:

1. Reducing the weight of packaging

One of the main actions being taken is to optimise the amount of material used in the manufacture of packaging without affecting its functionality and recyclability. This can be done in several ways:

- By reducing the amount of material used in production without reducing safety, functionality and recyclability.
- By reducing empty spaces in packaging. For example, by making packaging with straight lines and flat sides that overlap along their entire length.
- By optimising grouping during transport and further contributing to the reduction of CO_2 emissions.

2. The importance of ecodesign of packaging

Improving the capacity, shape and weight of packaging is becoming more common right from the initial phase of ecodesign and has a major impact throughout the packaging life cycle. Ecodesign certifications for recycling are tools that provide insight into actual recyclability in industrial recycling processes.

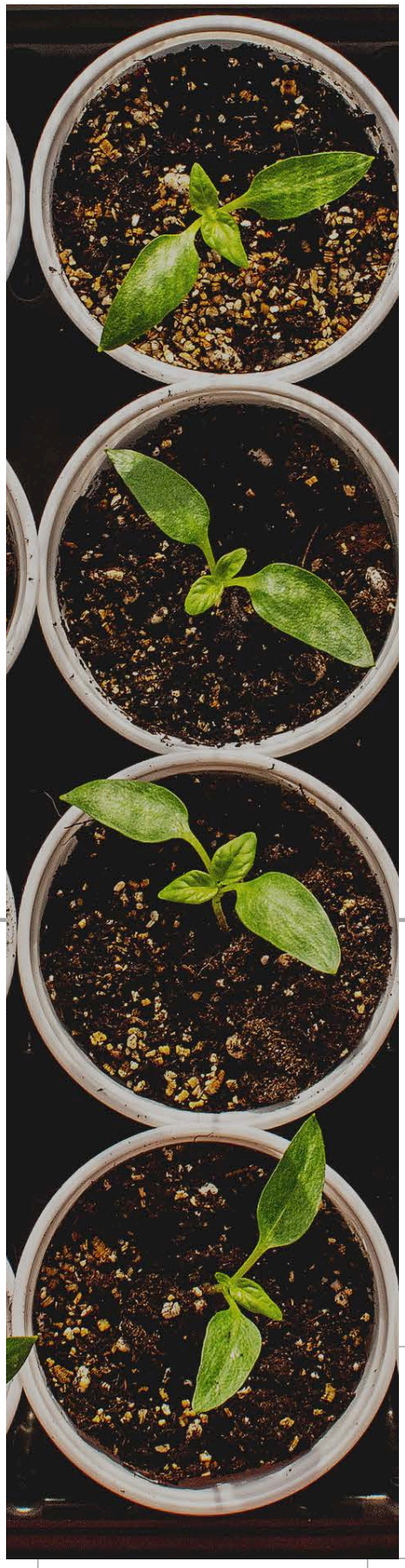
- The product must be sorted and placed in defined streams for recycling processes.
- The product can be processed and recovered/recycled with existing recycling processes.
- Recycled plastic is converted into a raw material used in the production of new products.

3. Reducing the environmental impact of packaging

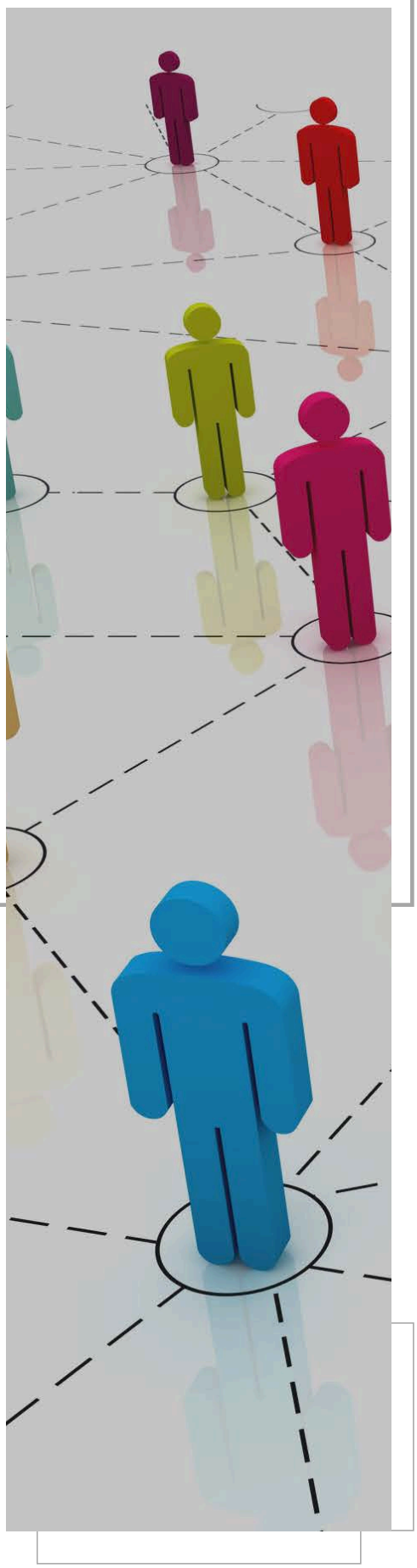
This section includes actions such as:

- Using raw materials from renewable sources.
- Using materials with a lower environmental impact to replace existing materials based on the product's life cycle analysis.
- Producing mono-material packaging and packaging that can be processed together whenever possible.
- Reducing printed surfaces on packaging. This makes it possible to use less paper and less surface area printed with inks and labels made of materials that do not affect the recycling process and glues that are easy to remove. Everything helps optimise ecodesign to the maximum.
- Using recyclable materials that can be reintroduced into the production cycle.

Although ecodesign is generally more developed in the field of packaging, it should always be taken into account in other application sectors based on product functionality and life cycle so that sustainability is present from the early design phases in any of the application areas covered in this guide.



II.2. SOCIALLY RESPONSIBLE PUBLIC PROCUREMENT: INCLUDING SOCIAL CRITERIA



Socially responsible public procurement is about achieving positive social outcomes in the development of public contracts from drafting the procurement documents to performance of the contract.

Public procurement has a direct impact on citizens, including the users of public services, the people involved in production and delivery and the personnel of the procuring organisation. In addition, socially responsible public procurement can affect the market in general on both the demand and supply side.

In this context, public authorities in all EU Member States must implement internal policies and protocols with the aim of addressing social challenges and achieving good results in the social, ethical and environmental aspects of sustainability.

To this end, it is essential to consider public procurement as a strategic instrument to invest public money efficiently and sustainably. Social considerations can be combined with environmental, circular and innovative criteria to implement sustainability based on a more holistic approach.

It is imperative for public authorities of Member States to also set certain goals and apply them to their procurement processes because, as public purchasers, they have many opportunities to include specific social considerations in their purchasing decisions. Along these lines, the following can be highlighted:

- **Promoting fair employment opportunities and social inclusion:** promoting employment opportunities for people who are socially excluded due to long-term unemployment, disability, discrimination and other factors that make them vulnerable.

- **Promoting the inclusion of social enterprises in public procurement:** Social economy organisations help generate employment opportunities and social inclusion, as mentioned above. In fact, public procurement directives indicate that social inclusion can be promoted by reserving contracts for social enterprises whose aim is work integration and operators whose workforce is made up of at least 30% of disadvantaged or disabled persons.

- **Universal accessibility and design:** Procurement of goods, services and works that are accessible to all persons, including those with disabilities, is a fundamental aspect of public procurement. Article 42 of Directive 2014/24/EU and Article 60(1) of Directive 2014/25/EU state the following: "The technical specifications shall, except in duly justified cases, be drawn up so as to take into account accessibility criteria for persons with disabilities or design for all users". This provision supports national authorities' compliance with the Convention on the Rights of Persons with Disabilities to which the EU and all its Member States are parties.

Therefore, from a legal perspective, the aforementioned procurement directives establish the obligation to include social and environmental criteria in all procurement files in a mandatory, cross-cutting manner, provided that it is related to the subject matter of the contract through different evaluation criteria and special performance conditions included in procurement documents.

This obligation applies to all kinds of contracts and procedures: open, restricted, negotiated, innovation partnership, contracts governed by harmonised regulations, and minor contracts. It is also possible to include these social criteria throughout the procurement process, starting with the contract preparation phase and ending with the performance phase:

Preparation phase: a clear definition of the subject matter of the contract when drawing up the procurement documents on administrative matters and technical specifications. Deciding on the subject matter of the contract is also crucial in order to identify relevant opportunities to apply social criteria during the tendering process.

In fact, Public Procurement Directives clearly state that public purchasers may apply social criteria throughout the procurement process, provided that these criteria are linked to the subject matter of the contract.

Tenderer selection phase: prohibitions to contract and technical solvency.

Award phase: compliance with the award criteria: contracts covered by EU Public Procurement Directives are awarded based on the criterion of the "most economically advantageous tender", which allows public purchasers to apply a wide range of qualitative and cost-related criteria. The Directives specifically mention that social aspects, accessibility, design for all users, and marketing and its conditions, among other factors, may be taken into account in the award criteria.

Performance phase: special conditions for performance and monitoring of environmental clauses and environmental regulations applicable to the contract. Social clauses are defined as the inclusion of social policy aspects in public procurement processes and, specifically, the promotion of employment for people in a situation of social exclusion or at risk of social exclusion with the aim of favouring their integration in society and the labour market. Including social clauses in public procurement has two goals. The first one is to encourage the promotion of social and labour insertion companies (insertion companies, social initiative cooperatives, special employment centres and similar ones), thus creating more insertion jobs. The second goal is to make it mandatory for profit-making companies to get involved in the social and labour integration of people in a situation of social exclusion or at risk of exclusion. Including this requirement in processes launched by public authorities makes it possible to bring people with different disabilities and at risk of social exclusion into the job market through public procurement. The inclusion of social criteria through award criteria will require that they are always mentioned in tenderers' bids and should lead to an improvement in the conditions of service provision, ensure compliance with the principles governing public procurement and not grant unlimited freedom of choice to the contracting authority, which will have to weigh these principles appropriately.

Below is a selection of examples of social clauses to be included in procurement documents in the different phases of the procedure and that are valid for all types of contracts:

Award criteria: New hires of people with difficulties in accessing the labour market that does not involve the dismissal of other staff or a reduction of their working hours.

Employment stability programme for workers who actually perform the contract.
Plan for effective equality between men and women in the workplace applicable in the performance of the contract.

Plan for work-life balance of the personnel involved in performance of the contract.

Carrying out information and social awareness activities on the activity or service that constitutes the main subject matter of the contract.

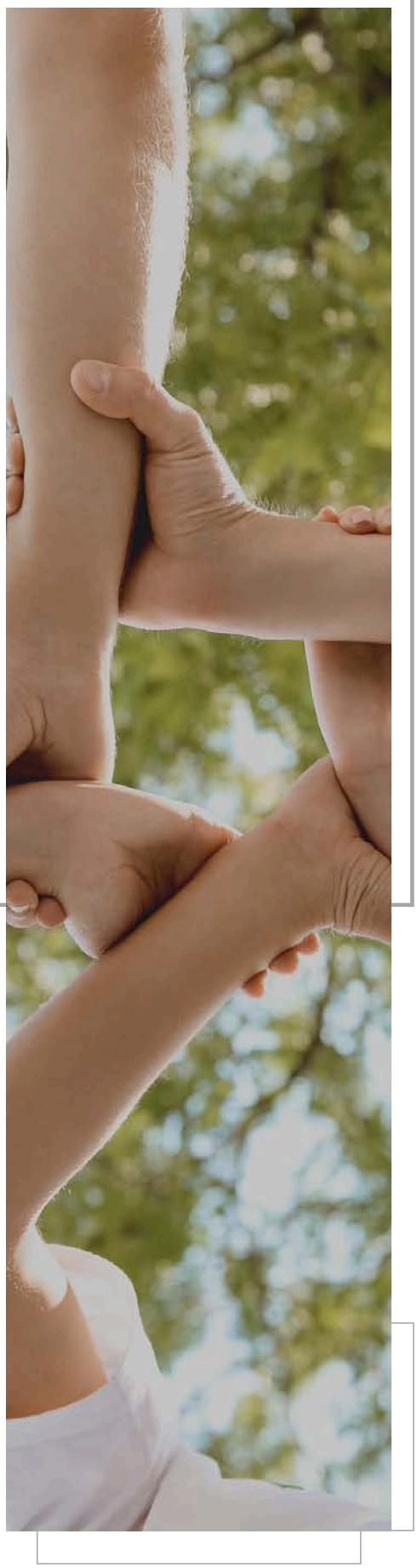
Improvements to the accessibility of the service for people with physical, mental or sensory disabilities.

Practical examples:

1. Up to a maximum of X points will be awarded to tenderers who undertake to employ the greatest number of people in a situation of social exclusion or at risk of social exclusion among the groups described below for performance of the contract:

- Beneficiaries of guaranteed income for citizens and any other benefit of the same or a similar nature, depending on the nomenclature adopted in each Autonomous Community, as well as the members of the cohabitation unit who are beneficiaries of such programmes.

- Persons who may be at risk, but are not eligible for the benefits referred to in the previous point.



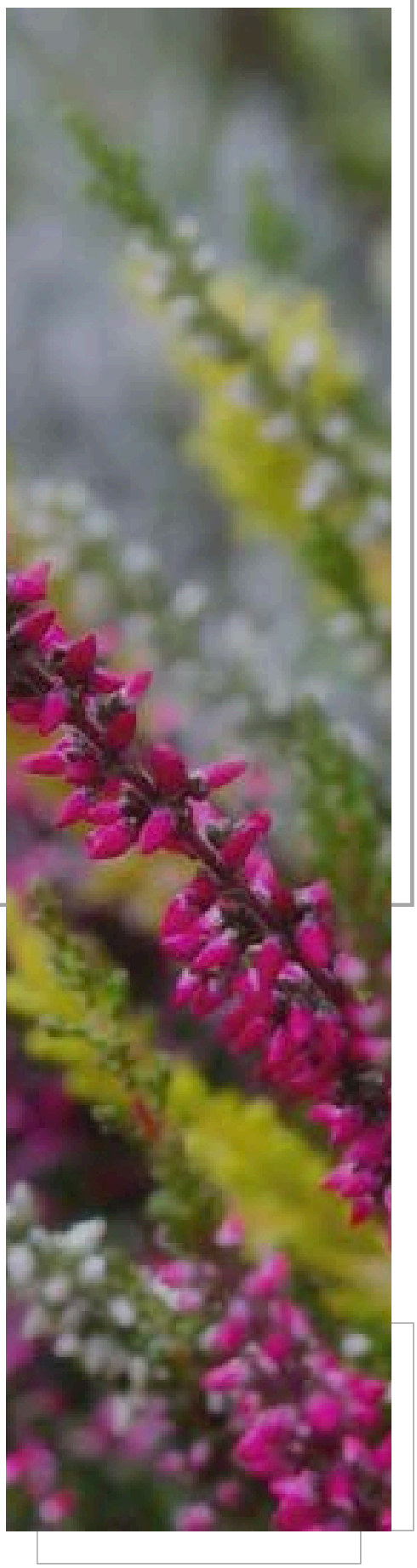
2. Up to a maximum of X points will be awarded to tenderers who undertake to subcontract part of the contract benefits to a special employment centre or job integration company.

3. XXX points (up to a maximum of XXX) will be awarded for each new full-time hire or conversion of an existing full-time hire of a person with a disability of more than 33%, exclusively for performance of the contract for its entire duration.

Special performance conditions

- The successful tenderer will be obliged to hire a percentage of long-term unemployed persons of the personnel assigned to perform the contract.
- The successful tenderer will be obliged to hire a percentage of workers receiving unemployment benefits of the personnel assigned to perform the contract.
- The successful tenderer will be obliged to hire people in a situation of social exclusion or at risk of social exclusion assigned to perform the contract.
- The successful tenderer will be obliged to draw up an equality plan for the staff members who perform the contract.
- Establishing conditions for equal access to employment by women in sectors of activity where their representation is unbalanced in relation to the representation of men.
- If further hiring is necessary to perform the contract, the successful tenderer will hire X% of the staff or X number of people with disabilities.

II.3. REUSE



It is first necessary to differentiate between two essential terms in this area: recycling and reuse of plastic products.

To understand the difference between these two actions, there is one main key: one happens before the other. When a plastic object or material is reused, it does not have to undergo a modification process of the raw material. Rather, a new function for it is found based on its current state. In recycling, an object is processed to take advantage of the raw material it is made of, which is then used to produce an identical object or a completely different one.

In this context, public authorities cannot be oblivious to the major problem of the generation of plastic waste because of its increased production and especially due to littering and disposal in inadequate containers and at the workplace. Public procurement can and should play an important role, due to the high volume of its purchases and because of the role it can play as an example for manufacturers of products made of plastic.

In this area, local authorities should promote the reuse of plastics by including environmental criteria in procurement documents. They should also raise public awareness of the problem because local councils are the public authorities closest to people in the community.

The reuse of plastic products is a fundamental pillar in the life and sustainability of the planet. That's why this process has become an everyday occurrence at industrial and domestic level: it helps prolong the life and usefulness of resources. Therefore, by reusing products, benefits are achieved, such as reduced greenhouse gas emissions, improved air quality by reducing air pollution, resource savings and reduced raw material requirements.

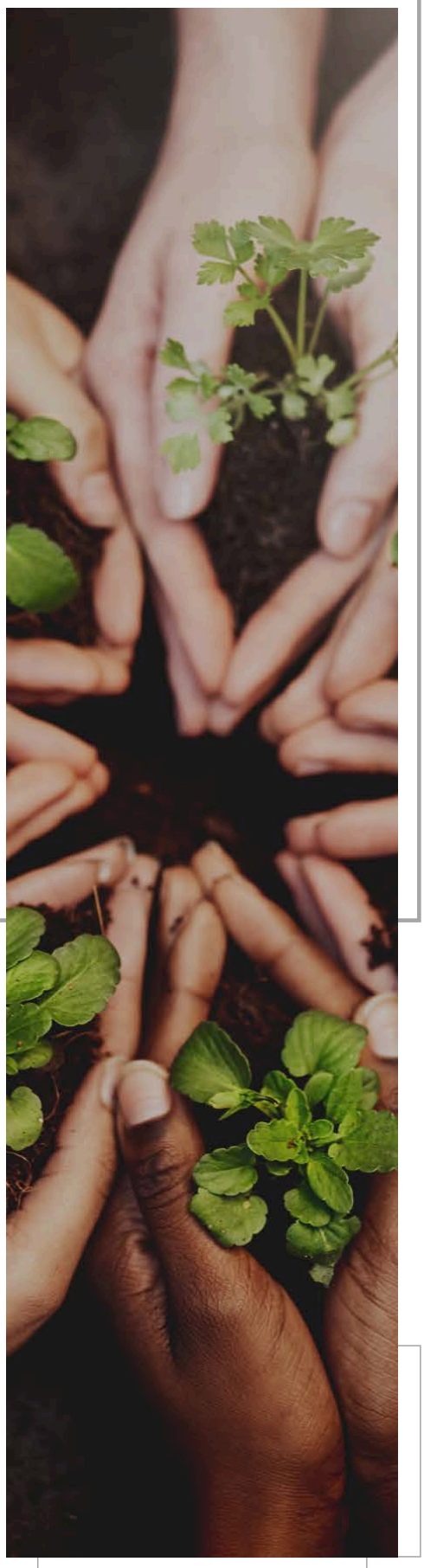
The application of measures to reduce the generation of plastic waste and manage it properly so that the material can be reincorporated as a new raw material in production processes requires basic knowledge that has been included in this guide. Public authorities of Member States carry out their procurement activities in different areas where they can implement techniques for reuse such as:

The organisation of events involving catering activities. Objects used at these events (e.g. plates, glasses, bottles, jugs) that are made of plastic and designed for multiple use are available on the market and can be cleaned in washing and sanitising systems used for glass, earthenware and ceramics. Therefore, when the event allows it, they can be used instead of disposable items. Moreover, they must be used when single-use disposables are not permitted by Directive (EU) 2019/904. It is also imperative for suitable containers be available at any event to separate waste into at least the following fractions: packaging, glass, paper and cardboard, and organic waste.

One of the supplies most purchased by public authorities and which generates the most waste at the end of its life is electronic and electrical equipment. This kind of equipment is often discarded when it is still operational because more efficient equipment becomes available on the market. However, it can still be in perfect working order for use in other locations and less demanding functions. Thus, there are other options for giving this equipment a second life:

- It can be used in other public administration departments where the latest technology is not required or specifications are not as demanding. For example, a black and white printer can be used where colour copies are not necessary and a slower photocopier can be installed where few photocopies are needed.

- A traditional option has been to donate this equipment to NGOs and training centres for elementary courses after ensuring that it is safe to operate and by using administrative processes for the disposal of public assets.

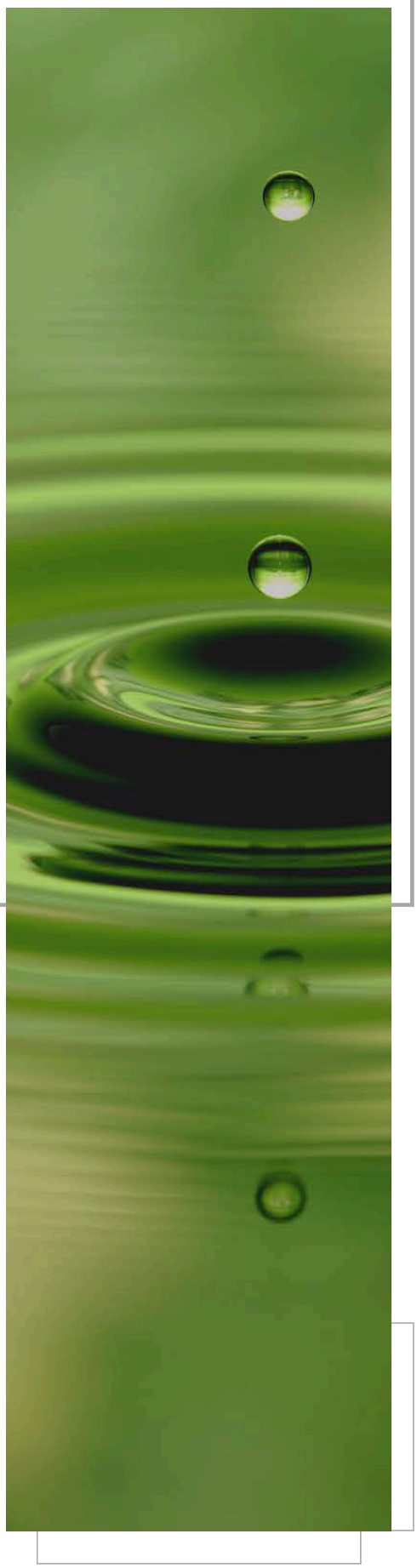


- It is also possible to store damaged equipment as a reserve of parts for other equipment of the same brand and model that is still in operation.

Another commonly bought supply item for local authorities is cleaning products in plastic containers. Provided that the necessary safety conditions are maintained, cleaning product packaging usually lends itself particularly well to good reuse and refilling practices. In fact, bulk purchases can now be made in high-capacity containers, which are used for transport from the point of production to the place of consumption and for storage there.

Such containers should be placed in protected closed locations, accessible only to authorised personnel, and placed on stands that allow for refilling of smaller containers used for cleaning purposes. Trays must be placed under them to collect any spillage that occurs during transfer. The use of non-drip taps and small dosing pumps increases the safety of transfers.

This practice allows the reuse of large containers, which are returned to the production plant when they are empty, and small containers, which are refilled until their deterioration prevents them from being used safely by operators.



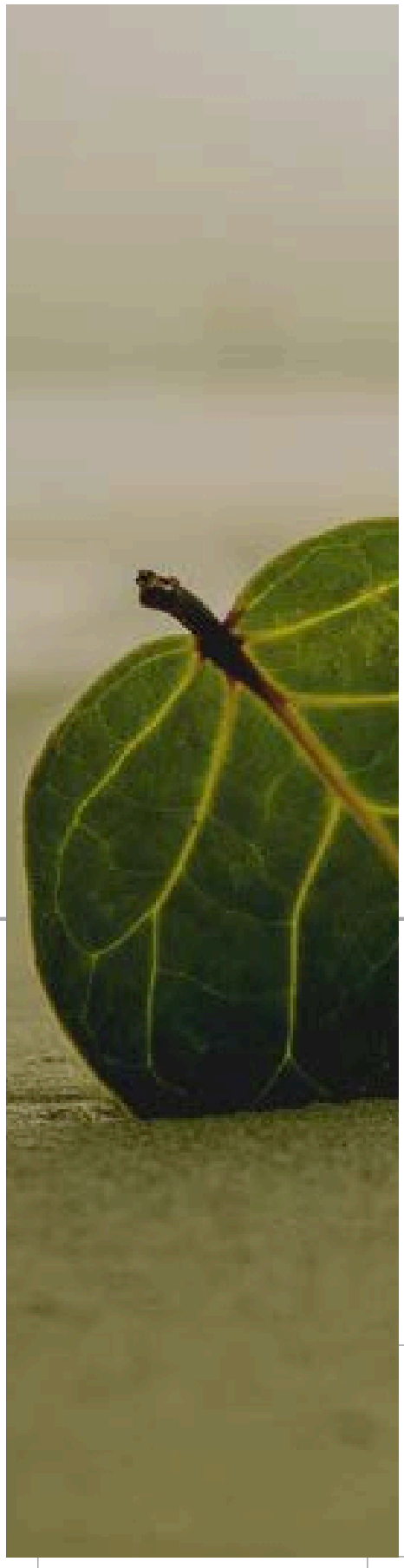
II.4. MANAGEMENT OF END-OF-LIFE PRODUCTS

A wide variety of plastic products are purchased by local councils through the many service, works and supply contracts they enter into as part of their public procurement activities, as discussed throughout this guide.

Items made of plastics have a limited life span. The end of it may require the replacement of any of its deteriorated components, or complete replacement. In both cases, the waste produced must be properly managed because separation at source is the first, but fundamental step to achieve subsequent recycling of any material.

Some of the practices to improve waste separation at source include the following:

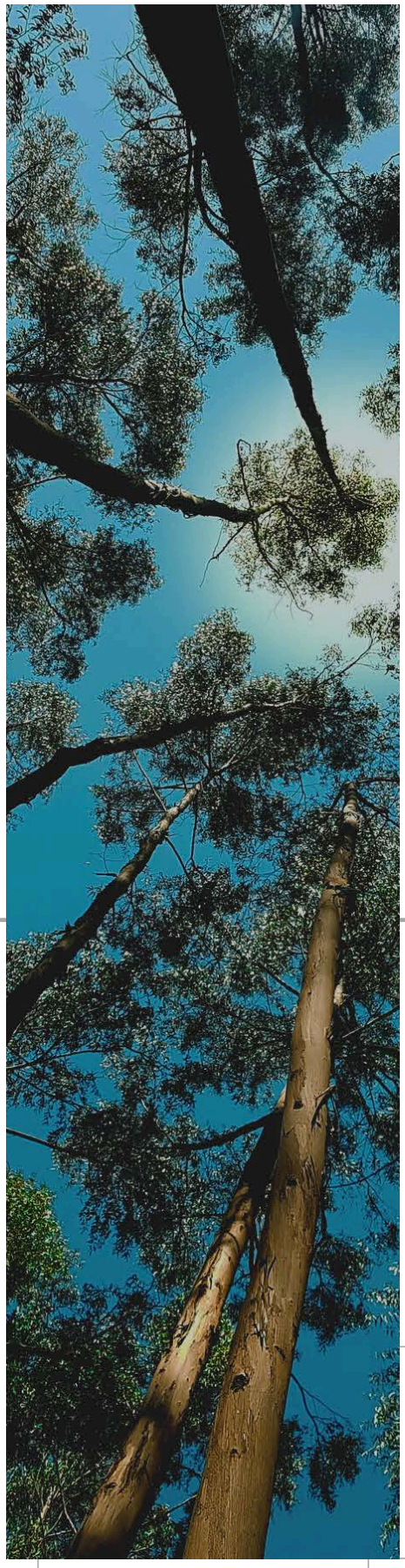
- Grouping all items that are made with the same or similar material and storing them until a suitable quantity is available to be sent to an authorised recycler or waste manager. Waste managers can also be contracted to take care of waste collection at source, ensuring proper waste management and priority given to recycling.
- Disassembling parts made of other materials, e.g. metal brackets. Besides facilitating recycling, this practice minimises transport and increases the value of the material because each one can be sent to a specific recycler.
- Grouping objects by type of material (e.g. plastic, wood, cardboard).
- Disassembling and separating parts of the item that can be used as spare parts for future repair of the same or similar items.



In addition to the environmental aspect of all these practices, they are also justified economically because waste separation at source makes it easier for waste to be separated and cleaned of impurities and dirt, which has a direct positive impact on its market value. Furthermore, income can be obtained, reducing the cost of its replacement.

Inadequate processing can have serious impacts on the environment and put human health at risk. Therefore, the main tool enabling quality recycling of plastic products is the separate collection of waste, as it will lead to an increase in quality and savings in energy, emissions and raw materials.

It should also be remembered that the different classes of plastics are the most widely represented component, not only as a constituent itself, but also, and very significantly, as an integral element of packaging. For this reason, separation of plastics at source and proper management of recycling must be carried out in the same way as for equipment and components.



III. GENERAL CHAPTERS

01.STREET FURNITURE

01. STREET FURNITURE

Urban spaces are a fundamental part of towns because they are areas where social life takes place, as well as all kinds of everyday activities, including sports, children's playgrounds and places to rest. In addition, public spaces and roads contain elements such as waste bins and litter bins, which play an essential role in the daily life of residents.

Furniture for these areas should be resistant to atmospheric and human aggressions, as well as environmentally sustainable throughout its life cycle, with a design focused on durability and, whenever possible, made of recycled materials and recyclable at the end of their useful life. Street furniture made of recycled plastic is becoming more and more common as a tool to promote the circular economy and raise public awareness because it provides local examples of how waste can be used as a resource.

Street furniture made of plastics is durable, and the manufacturing processes are low in CO_2 emissions. In addition, because urban furniture is made of very light materials, it saves on transport emissions and, thanks to the use of recycled raw materials, its carbon footprint is also reduced.

Therefore, the transformation of public spaces cannot be carried out without including environmental sustainability criteria as a fundamental part of the project. This new trend helps create places that are efficient, open, innovative, functional and, above all, in harmony with the planet and nature.

The main advantages of this type of furniture are that the material elements require minimum maintenance and subsequent treatment, offer great resistance to inclement weather, low humidity absorption and anti-UV filter and long-term durability. They do not splinter or rust (as is the case with other materials), do not suffer from pests and are highly resistant to impacts, thus making recycled plastic one of the most appropriate materials for the manufacture of certain elements of street furniture.

As part of their contracting activity, local authorities acquire a large volume of street furniture through different types of contracts, such as the following:

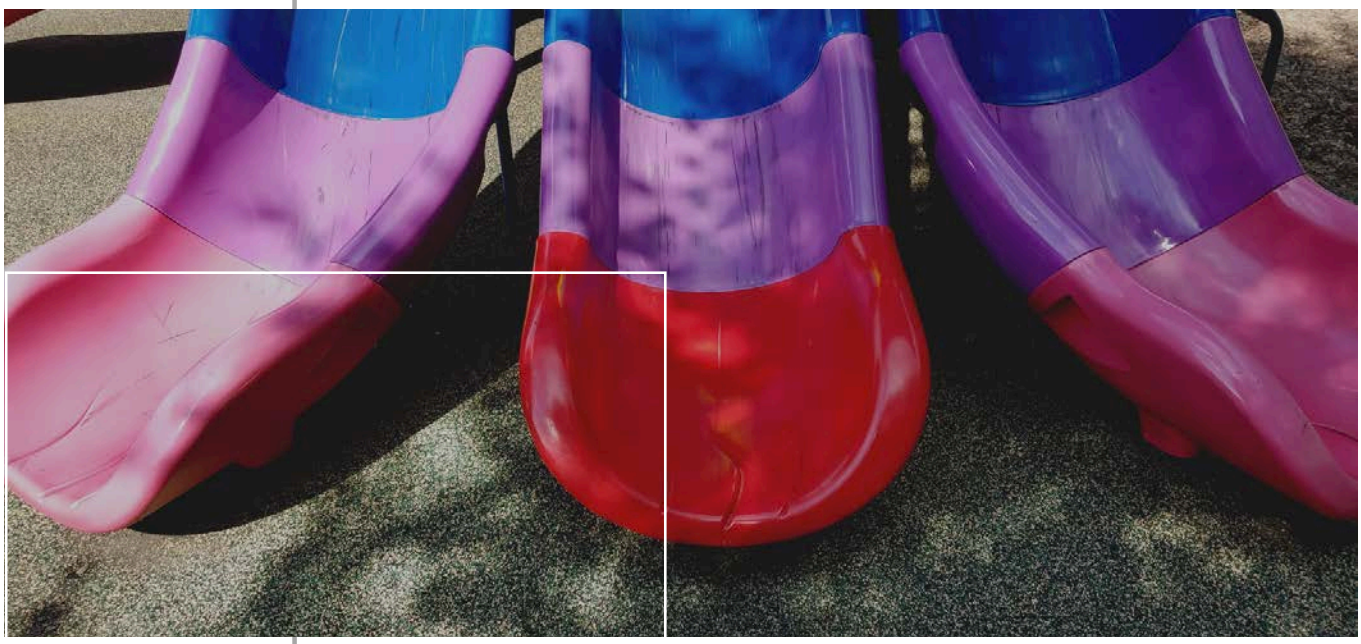
1. Construction and maintenance of parks and gardens: planters, flower boxes, flower beds, benches, various kinds of garden furniture, swings and children's furniture.

2. Household waste collection: waste containers and urban waste bins, among others.

3. Installation of urban playgrounds: swings, benches, tables, boards resistant to humidity.

4. Urban transport service: installation of vertical urban transport stops.

5. Management and operation of municipal sports centres: seating, equipment and signage.



01.1. GOOD PRACTICES WHEN DRAFTING PROCUREMENT DOCUMENTS

For local authorities to carry out a proper plan for procurement, it is necessary for them to take into account some practical issues for drafting procurement documents governing tenders for the purchase of street furniture.

When replacing items of street furniture, it will be necessary to carry out a real plan of long-term needs by first determining the furniture that needs to be replaced and the furniture that needs to be repaired and/or reused in order to be able to prepare the procurement documents.

To this end, reuse as much as possible and reduce the number of parts in an attempt to replace only the elements necessary, extend their useful life and avoid purchasing elements that are not necessary at the time. Consideration should be given to the possibility of mentioning in the procurement documents that the contractor may have to replace the furniture at the end of its useful life and not all at once, i.e. a replacement rate could be calculated in accordance with information provided by manufacturers for proper management of the material removed with priority given to recycling.

Finally, when the exact purchase needs are known, an effort should be made to buy sustainable furniture that promotes circularity, with guarantees of long-term, durability, modularity, versatility and adaptable measurements in order to reduce the need to purchase in the long term. After analysing what needs to be purchased and what can be reused, the actual purchasing needs will be defined.

01.2. PROPOSAL FOR ENVIRONMENTAL CRITERIA TO BE INCLUDED IN PROCUREMENT DOCUMENTS

With regard to the environmental quality criteria to be included in procurement documents, there are two types of criteria to be taken into account by local authorities in the procurement of street furniture:

- General criteria applicable to all products, such as durability, maintenance, recyclability and packaging.

- Specific criteria for the different materials that make up the products offered.

The first group of criteria include the durability and maintenance of the furniture because the aim is to extend the useful life of the products. The second group includes its repairability and recyclability so that the different materials that make up the product can be replaced and repaired if necessary, and can be properly treated at the end of their useful life.

In addition, to avoid end-of-life treatment and promote resource savings, materials should be easily recyclable by applying ecodesign measures that do not affect product functionality whenever possible.

An important additional element is promoting maintenance processes that can be carried out in a sustainable manner.

With regard to durability, there is a complete set of technical standards that guarantee the resistance of finishes and products in general. These standards establish characteristics such as minimum flexibility and resistance to heat, abrasion and burning, and colour persistence.

Finally, it is advisable to include in the technical criteria the packaging of the items to be procured by the public contracting authority. This packaging accounts for a large volume of material and the most efficient way to process it should be assessed. It should be reusable whenever possible or have recycled content and be easily separable for proper management and subsequent recycling.

In addition, the use of raw materials from renewable and sustainable sources should be considered a positive advantage.

Below is a proposal for environmental criteria to be included in procurement documents governing the procurement of street furniture made of recycled plastic, based on the topics discussed above.

01.3. ENVIRONMENTAL CRITERIA TO BE INCLUDED IN THE PROOF OF TECHNICAL CAPACITY

Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- **The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.**

- **With regard to the technical and professional capacity required of tenderers by public contractors, it is necessary to require proof of such capacity.**

In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on voluntary participation by organisations in a community eco-management and audit scheme (EMAS).

01.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
Street furniture shall be resistant to the climatic characteristics of the environment in which it is to be placed.	The tenderer must submit a supplier's declaration supported by the relevant test reports.
Cleaning products may not use carcinogenic, toxic or allergenic substances.	**The tenderer must provide information with a list of substances used in the cleaning products.**
All the elements that make up the piece must be recyclable.	This may be verified by submission of the manufacturer's data sheet.

01.5. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

CRITERIA	VERIFICATION
Up to X points will be awarded for the use of materials partially or totally made of recycled materials.	Product manufacturer's data sheet.
The percentage of recycled plastic contained in the parts of plastic origin will be assessed.	**Certificate orresponsible statement from the manufacturer, along with a copy of the production sheet, listing the raw materials used.**

01.6. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

CRITERIA	VERIFICATION
It is a condition of performance of the contract that, during the course of the contract, the successful tenderer will remove the packaging of the furniture delivered and will ensure it is managed properly, either by making it available for selective collection through an authorised waste manager or through the corresponding public facilities.	Upon delivery, the furniture will be unpacked and its proper management will be guaranteed by means of certification of the authorised manager of the packaging used.
It is a condition of performance of the contract that, during the course of the contract, the successful tenderer will, in the event that the furniture is replaced or the contracting authority so requests, prepare the above items for reuse or recycling at the end of their useful life, in accordance with Directive (EU) 2018/851 of the European Parliament and of the Council of 30 May 2018 amending Directive 2008/98/EC on waste, as well as Directive (EU) 2019/904 of the European Parliament and of the Council of 5 June 2019 on the reduction of the impact of certain plastic products on the environment.	**The old items, once replaced, must be ready for reuse or recycling and their entry into the reuse or recycling circuit must be certified by the authorised manager.**
Recyclable packaging and packaging made of recycled materials should be encouraged wherever possible. In the case of multi-material packaging, such packaging that can be easily separated by hand should be encouraged.	Provision by the successful tenderer of supplier's specifications and photos of each item.

02.BUILDING AND INFRAESTRUCTURES

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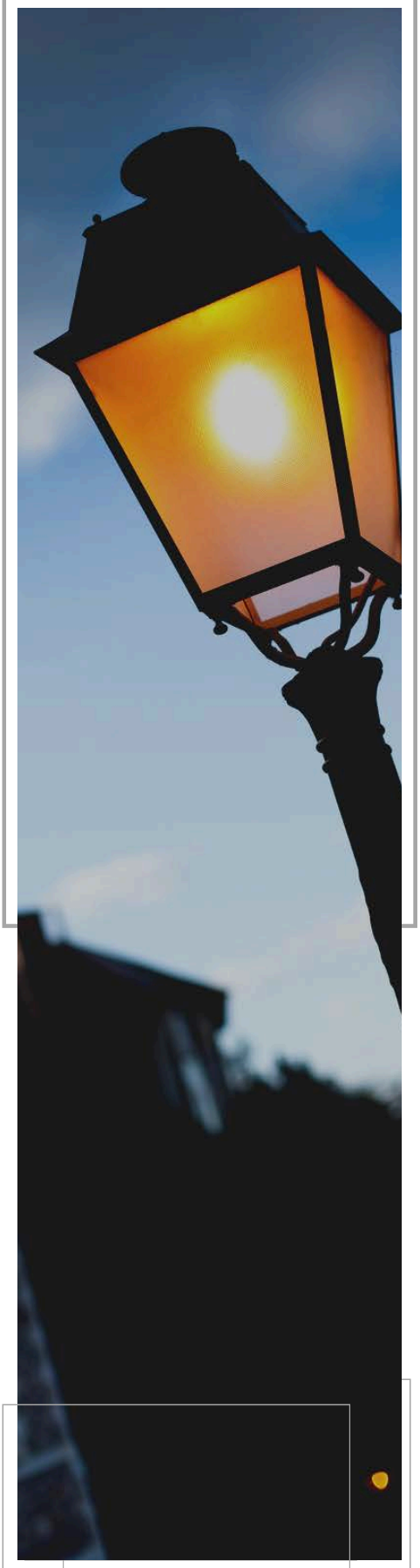
Sustainable construction is a global concept referring to a complete process involving different aspects that jointly result in efficient and environmentally friendly buildings. Sustainable construction not only includes the appropriate choice of materials and construction processes, but also takes into account their relationship with the environment.

This type of construction is based on proper management and reuse of natural resources, efficient use and conservation of energy, social planning, behavioural habits and changes in the use of buildings in order to extend their useful life. In addition, it involves carrying out a full life cycle analysis, including the architectural design of the building and the procurement of raw materials until they are incorporated into production cycles through selective demolition, which allows each material to be separated whenever possible.

The application of sustainability criteria entails the rational use of the natural resources available for construction through the conservation of natural resources, a policy of reusing them, life cycle management, and an overall reduction in the energy and water used in the construction process and manufacture of the building's different components.

The environmental impacts of the manufacture of products and elements used in construction are related to the resources used and the emissions and ecosystem effects associated with the extraction, conversion and transport of raw materials. Efficient resource consumption is affected by the amount of waste generated during product manufacture, on-site construction processes and demolition.

This underlines the importance of designing and increasing efficiency in the use of resources, minimising the use of natural resources and increasing the use of recycled and renewable materials. Recycling and reuse of the materials in construction products and building elements can therefore help reduce environmental impacts and develop a circular economy.



Local authorities are no strangers to all of the above because their activity includes tendering for many contracts. They carry out construction works, the use and maintenance of considerable public infrastructure, where it is possible to include environmental criteria to promote the acquisition of such items as spare parts, materials and elements made of recycled plastic.

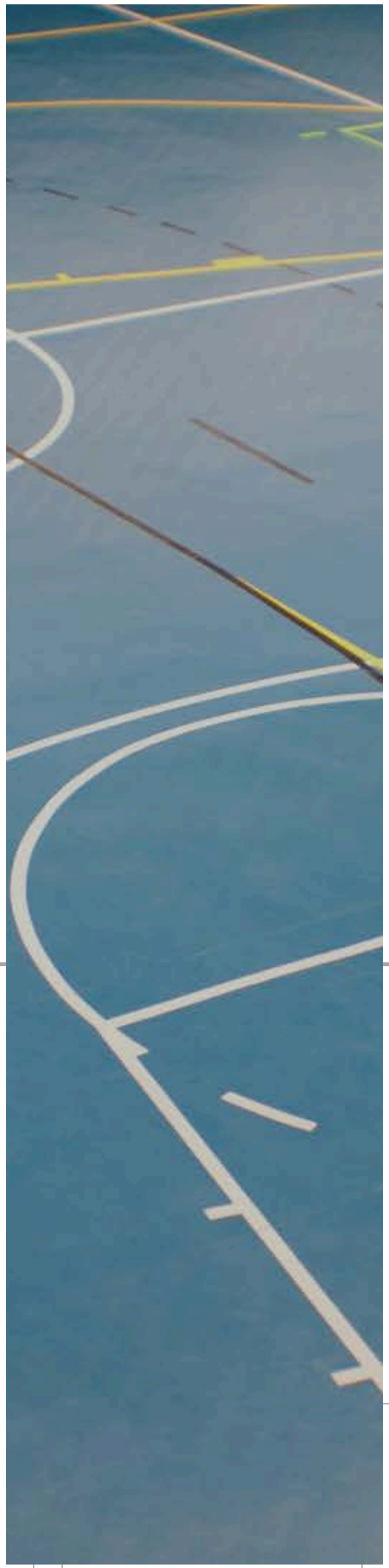
Today, this option of purchasing items made of recycled plastic is available in many contracts, such as:

- Works contracts: for the construction of local infrastructure, and refurbishment, extension and repair of buildings in which sustainable materials are used in construction.

- Service contracts: for the provision of services, such as road maintenance services, beach maintenance, street cleaning and sports centre maintenance, which includes environmental and sustainability criteria that promote recycling.

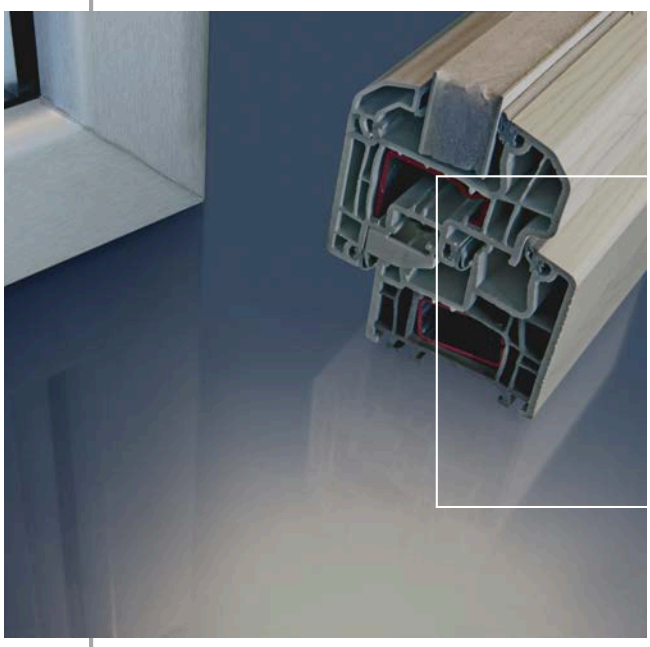
- Mixed contracts: these contracts combine the performance of works and the provision of services, such as the construction of a building and subsequent management of its maintenance, defining factors such as CO_2 emission reduction targets in its construction and the promotion of permeable pavement design, which allows water filtration and refilling groundwater.

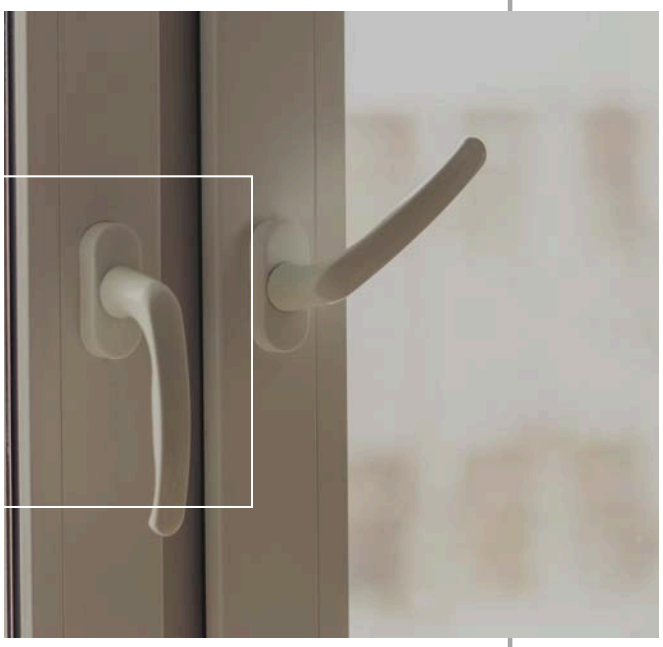
- Supply contracts: for the supply of goods, such as building materials, lighting equipment and systems, based on criteria that assess the implementation of new technologies and sustainable practices.



A wide variety of construction elements manufactured with plastic materials are available and the number of applications incorporating recycled materials increases every day. The following is a non-exhaustive list of some of the most common applications:

- Distribtion panels and collection boxes
- Corner protectors
- Street lamps (poles, bollards and screens)
- Outdoor street lighting
- Wood-plastic panels (e.g. flooring, partitions)
- Evacuation and drainage piping systems
- Trunking systems for different applications (protection of other elements)
- Gutters
- Window profiles
- Door profiles
- Lightening agents for concrete
- Connectors
- Acoustic and humidity insulation
- Garage and warehouse flooring
- Miscellaneous flooring and paving
- Waterproofing, drainage and protective sheeting for temporary use
- Elements of road signs
- Insulation panels
- Geotextiles (protection of waterproofing sheets)
- Storage boxes for different uses
- Gymnasium tracks
- Wharfs





02.1. GOOD PRACTICES IN DRAFTING PROCUREMENT DOCUMENTS

This section is mainly concerned with the refurbishment, rehabilitation and maintenance of public buildings, although the proposals included also apply to new construction activities.

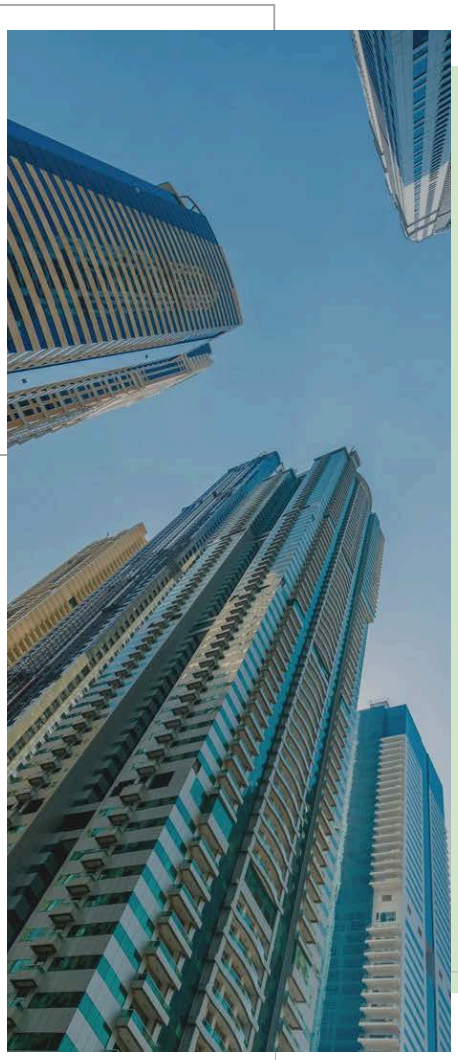
For local authorities to carry out a proper plan for procurement, it is necessary for them to take into account some practical issues for drafting procurement documents that govern tenders for the purchase of supplies for maintenance and conservation of parks and gardens.

In fact, there are a number of elements and practices that should be taken into account so they are properly included in procurement documents:

- Encouraging responsible and efficient consumption, which will lead to a reduction in the quantity and diversity of waste generated in works contracts and works, services and supply concessions.
- Including training cycles for personnel involved in the construction and operation of the project in different areas such as the management and reuse of plastic waste.
- Reducing the diversity of products used, given that unnecessary products are often used, and product use can be reduced by reviewing maintenance and upkeep plans.
- Encouraging the use of recycled materials within the criteria of procurement documents by favouring their application in the contract.
- The use of reusable packaging whenever possible, as well as packaging made of recycled or renewable materials, should be encouraged.
- Separation of the waste generated based on its composition material in order to facilitate reprocessing.

Below are some guiding criteria for inclusion in procurement documents that provide practical examples of the above points.

02.2. ENVIRONMENTAL CRITERIA TO BE INCLUDED IN THE PROOF OF TECHNICAL CAPACITY



Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.
- With regard to the technical and professional capacity required of tenderers by public contractors, it is necessary to require proof of such capacity.

In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on voluntary participation by organisations in a community eco-management and audit scheme (EMAS).

02.3.ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
Ecodesign measures will be taken into account that facilitate final recycling of the parts that make up the element. For example, designs with a simpler separation of their different materials and using materials that are easy to recycle.	Proof can be provided by means of the product technical data sheet.

All the elements that make up the piece must be recyclable.	**Proof can be provided by means of the product technical data sheet.**
The elements must be partially or totally made of recycled materials. They should offer durability and lifetime guarantees to ensure that no unnecessary waste is generated and that the long-term environmental impact is minimised.	Proof can be provided by means of the product technical data sheet.

02.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

CRITERIA	VERIFICATION
Up to X points will be awarded for the use of materials with a low environmental impact during their life cycle. The design of a plan for separation at source and management of waste generated during construction will be an advantage.	Manufacturer's data sheet or a test report issued by a recognised EU body.
Up to a maximum of X points will be awarded to projects proposing the recycling of waste generated during construction.	**The tenderer must submit a proposal for a waste recycling plan with the tender.**
Up to X points will be awarded for the supply of road traffic signs with at least x% recycled material in the purchase.	Manufacturer's data sheet or a test report issued by a recognised EU body.
Up to X points will be awarded for the use of recycled plastics as a system lightening floor slab construction.	**Manufacturer's data sheet or a test report issued by a recognised EU body.**

02.5. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

CRITERIA	VERIFICATION
It is a special condition that the successful tenderer, during performance of the contract, will carry out a training programme for construction, rehabilitation and maintenance personnel that includes environmental aspects in the provision of the service.	The company must submit the list of the people assigned to the contract, the training plan they are following, including environmental training or the commitment to carry out this training within a maximum period of x months from the start of the contract.
It is a special condition that, during performance of the contract, the successful tenderer will be responsible for separate collection of plastic waste generated.	**Delivery of generated waste to designated points or authorised waste management systems and/or letters of commitment with authorised waste managers must be guaranteed.**

03.IT EQUIPMENT

AND ELECTRIC AND ELECTRONIC EQUIPMENT

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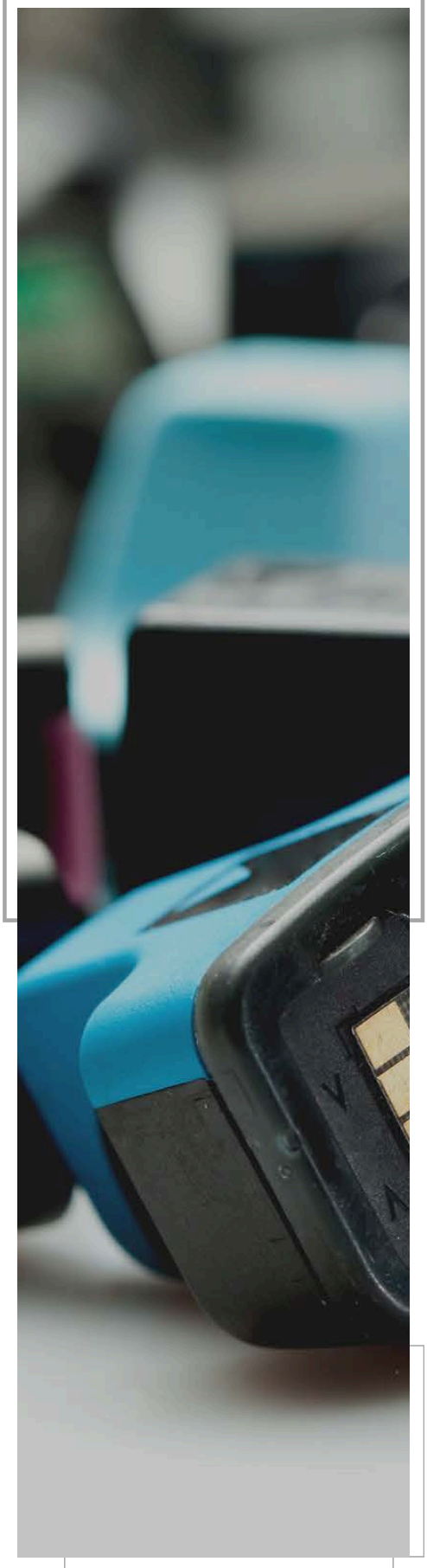
Electrical and electronic equipment makes up a group of supplies purchased by local authorities on a recurring basis because they are essential elements in daily activities. This type of equipment is received packed in cardboard and plastic containers, which also contain elements to protect them from impacts and falls, such as air-filled plastic pads and expanded polyurethane pieces. All these items should be separated and stored for subsequent recycling.

Local councils purchase a wide range of IT and office products, including computers, photocopiers, printers, screens and scanners. Many of these devices have specific regulations to be placed on the market, mainly focused on their safe use, energy saving and their reuse and recycling at the end of their period of use. They are largely made of technical polymeric materials specifically designed to fulfil certain functions, including electrical insulation and heat insulation.

In addition, progress has been made in other environmental aspects such as the elimination of certain components that prevented them from being recycled, such as brominated derivatives used as flame retardants. It is important to note that one of the groups of parts that offers the most opportunities for recycling and reuse is consumable components, such as ink cartridges.

Today, all the material contained in a toner cartridge can be recycled to manufacture new products if properly managed at the end of its useful life. Proper management of waste electrical and electronic equipment (WEEE) can result in a clear circular economy model, provided that proper separation at source and proper waste management are encouraged.

Electrical equipment includes different devices such as dishwashers, microwave ovens, coffee machines and refrigerators. In all cases, this equipment is often purchased by local councils in their day-to-day procurement work. Such items are usually purchased as part of contracts for catering services and meals for local services and child care centres, in addition to the provision of municipal buildings for use by public employees.



With the purchase of these kinds of appliances, local authorities can introduce criteria that make the purchase sustainable because there are appliances made of recycled and renewable materials that promote more sustainable consumption and reduce the environmental impact of these products.

Finally, separation at the end of its useful life and delivery to an authorised WEEE manager allows subsequent recycling of not only the metal components, but also most of the plastic elements

03.1. GOOD PRACTICES TO BE TAKEN INTO ACCOUNT WHEN DRAFTING PROCUREMENT DOCUMENTS

In order to include sustainable criteria in the procurement documents governing the purchase of this equipment by the local authority, it is necessary to take into account some practical issues.

Most standards are oriented towards energy efficiency, but some criteria must also be taken into account regarding the materials used in the manufacture of their components and the ease of disassembly for repair and proper management at the end of their useful life.

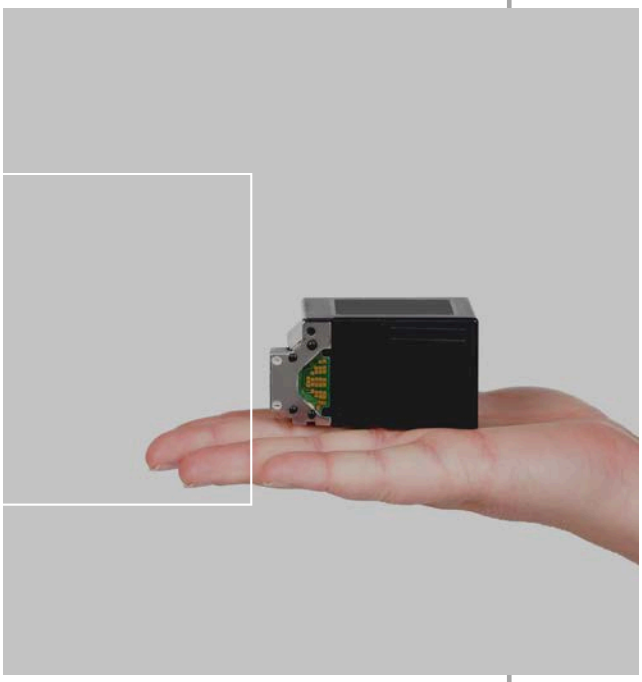
Regarding the procurement of IT equipment, it is necessary to raise awareness among public employees to encourage maintenance of IT equipment, ensure its proper operation and maintenance, and reduce consumables such as ink, toner and paper through workshops and information campaigns in each area.

It is essential to implement in public procurement the purchase of reusable cartridges and toners made of recycled materials, which are disassembled, cleaned,

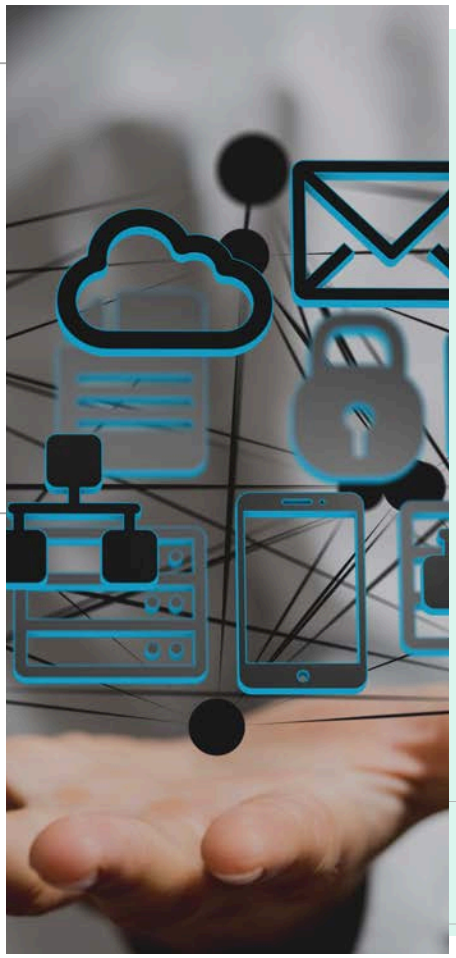
refilled and reprogrammed for new use, thus helping extend the useful life of the equipment.

Furthermore, one of the biggest problems comes from the generation of waste during operation and at the end of their useful life. It is therefore essential to acquire equipment that reduces waste, uses appropriate packaging, avoids over-packaging whenever possible, extends the useful life of the equipment and facilitates maintenance and repair by the manufacturer's technical service.

Regarding the composition of materials, the award criteria should encourage the procurement of equipment with recycled and recyclable components that complies with all current chemical regulations. It should be noted that when purchasing household appliances, the same criteria should be applied with regard to their packaging and composition, as well as maintenance throughout their useful life.
Some examples of environmental criteria to be included in procurement documents are proposed below.



03.2. PROPOSAL FOR ENVIRONMENTAL CRITERIA TO BE INCLUDED IN PROCUREMENT DOCUMENTS



Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.
- With regard to the technical and professional capacity required of tenderers by public contractors, it is necessary to require proof of such capacity.

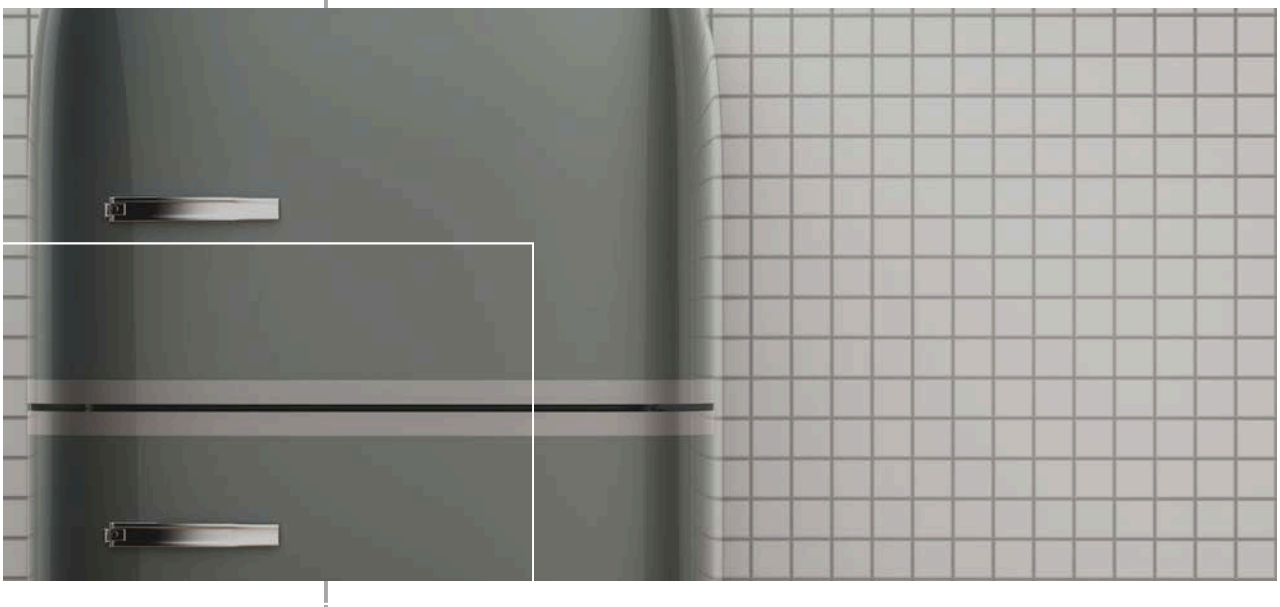
In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in a community eco-management and audit scheme (EMAS).

03.3. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
The provisions of Directive (EU) 2017/2102 of the European Parliament and of the Council of 15 November 2017 amending Directive 2011/65/EU on the restriction of the use of certain hazardous substances in electrical and electronic equipment as regards waste management will be followed.	The person responsible for the contract designated by the contracting authority may carry out the checks necessary to verify this in application of the provisions of the procurement documents for this purpose
The functions of all devices must include a toner saving mode.	**Proof can be provided by means of the product technical data sheet.**
To facilitate recycling, ensure that the equipment does not contain metal parts on the outside or inside the housing.	Proof can be provided by means of the product technical data sheet.

03.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

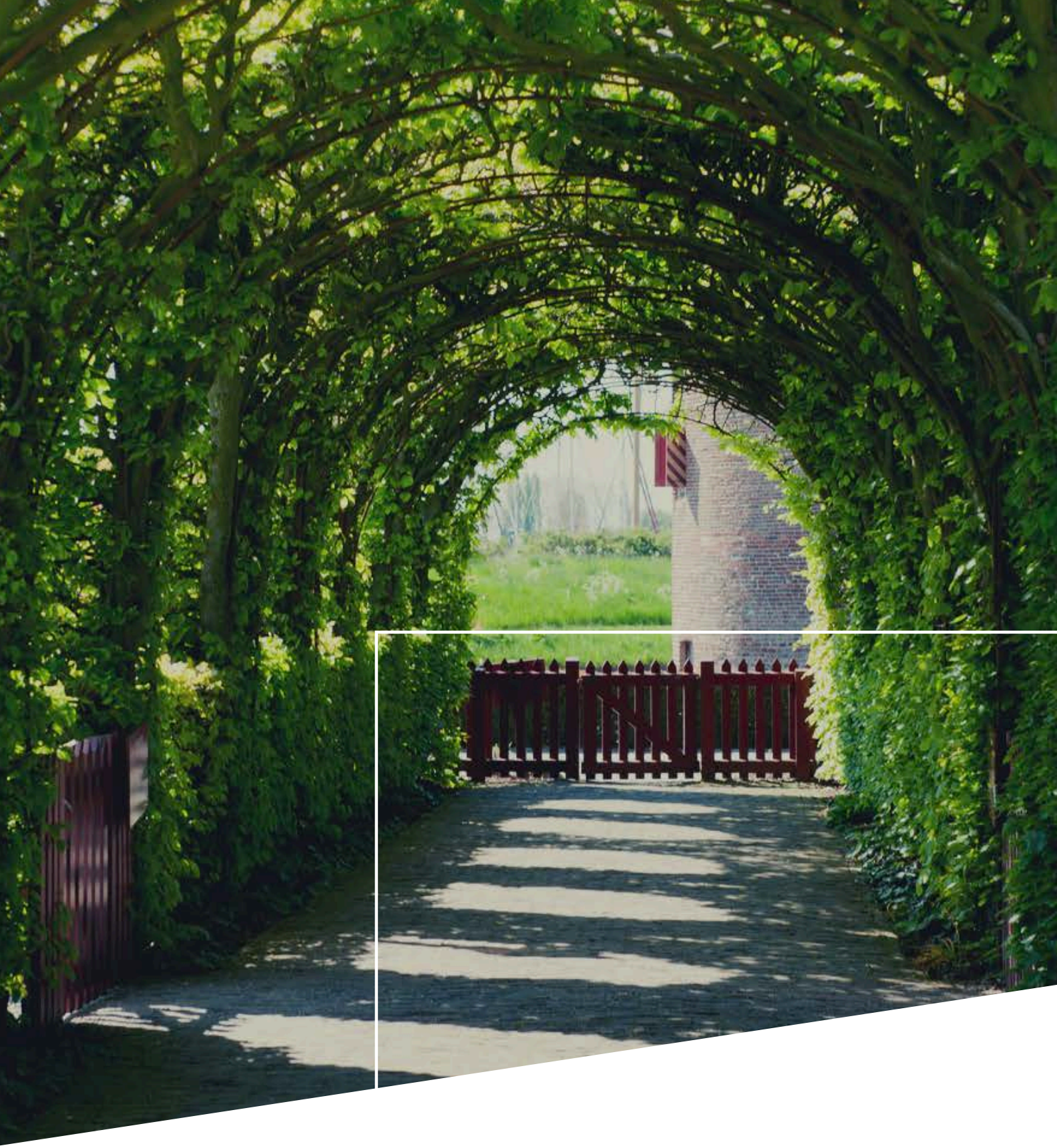
CRITERIA	VERIFICATION
Up to X points will be awarded for having some kind of ecolabel or certificate that guarantees low environmental impact.	The tenderer must submit the documentation of the environmental certification that provides proof of this.
Up to maximum of X points will be awarded if the toners and ink cartridges of this equipment are reusable and returnable.	**The tenderer must provide the relevant certification from an external body.**
Up to a maximum of X points will be awarded for the presence of recycled content when this does not involve a reduction of technical characteristics.	The tenderer must provide certification to this effect from an external body.
Up to a maximum of X points will be awarded for components that are recyclable.	**The tenderer must provide certification to this effect from an external body.**
Up to maximum of X points will be awarded if the toners and ink cartridges of this equipment are reusable and returnable.	Proof can be provided by means of the product technical data sheet.
Up to a maximum of X points will be awarded if all packaging materials are recycled and easily separable.	**Certificate or sworn statement from the tenderer and a copy of the production sheet listing the raw materials used.**



03.5. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

CRITERIA	VERIFICATION
It is a special performance condition that the successful tenderer will collect end-of-life products and deliver them to an authorised collection point.	Certificate or sworn statement from the successful tenderer, as well as a brief technical report on how collection will be carried out.
It is a special performance condition that, during performance of the contract and once the equipment has been installed, the successful tenderer will leave the space free of packaging (e.g. cardboard boxes, protective packaging, plastics) and other waste generated during installation of the equipment (e.g. parts, cables).	**To this end, before the equipment is installed, the contracting authority and successful tenderer will agree on how to remove each of fraction of waste (e.g. paper and cardboard, plastics, parts and cables), and the point or place where each fraction should be deposited. When installation is completed, the successful tenderer will be responsible for waste removal in accordance with the agreed protocol.**
It will be a special condition that the successful tenderer plans to carry out awareness campaigns for the employees of the local council to promote recycling of purchased electrical and electronic equipment.	Certificate or sworn statement from the successful tenderer, as well as a brief technical report on organisation of the campaign.



04.PARKS AND GARDENS

04. PARKS AND GARDENS

Gardens and parks are key elements for maintaining a good quality of life in towns because, as places for walking, relaxing and leisure, they favour improvements in the physical and mental health of their inhabitants.

Increasing the number and quality of green spaces can reduce pollution levels and improve the environmental quality of cities. They also act as regulators of the urban microclimate and enhance biodiversity.

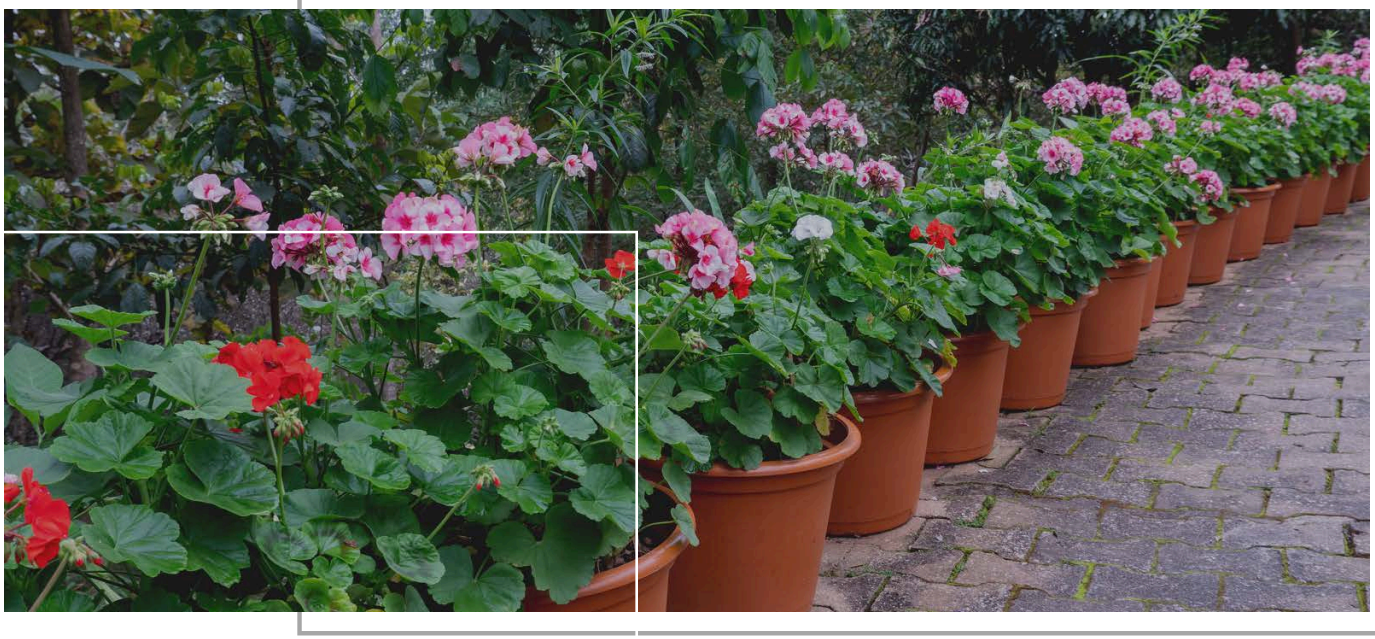
Local councils are responsible for the conservation and maintenance of parks, gardens and green areas, taken as a whole, which involves caring for trees and vegetation, as well as procuring the elements necessary to carry out these tasks.

Constant and meticulous attention must be paid to maintenance of all areas within the perimeters of parks and gardens. As part of their procurement activity, local authorities purchase many tools for the upkeep of parks and gardens through various supply contracts.

Many objects and elements used for the construction and mStreet furniture: benches, chairs, etc.

1. Street furniture: benches, chairs, etc.
2. Children's playgrounds
3. Sports elements
4. Cleaning trolleys
5. Litter bins
6. Buckets
7. Bags for compost and soil
8. Bags for pruning and waste collection
9. Irrigation pipes and sprinklers
10. Watering cans
11. Protective netting for trees
12. Barriers
13. Garden stakes
14. Supports for drainage systems
15. Agricultural films for soil protection
16. Feeding and drinking troughs for birds and other small animals such as reptiles and butterflies.
17. Boxes and pallets for gardening
18. Pots
19. Barrier tapes

For the most part, all of these applications can be made of recycled plastics, provided they comply with technical safety standards, especially for items of direct use by citizens. A prerequisite for this is that such supplies should be designed for durability, made of recycled materials and be recyclable at the end of their useful life whenever possible.



04.1. GOOD PRACTICES WHEN DRAFTING PROCUREMENT DOCUMENTS

For local authorities and local councils in particular to carry out a proper plan for procurement, some practical issues should be taken into account for drafting procurement documents to purchase supplies for maintenance and conservation of parks and gardens.

In fact, are a number of elements and practices that should be taken into account so they are properly included in procurement documents:

- Encouraging responsible consumption of used products and reducing variety in their composition as much as possible in order to reduce the amount and diversity of waste generated. To make progress in this area, reviews of conservation and maintenance plans can be carried out.

- Including training cycles for personnel involved in parks and gardens conservation and maintenance in different areas such as reuse and/or management of plastic waste.

- Determining the use of reusable and refillable packaging whenever possible, and packaging made of recycled materials within the criteria of the procurement documents and favouring its application in the contract.

- Ensuring the recyclability of used compost bags or pruning bags.

- In the supply of trees, plants and flowers, responsible use of packaging should be encouraged to minimise the production of packaging waste, and reusable packaging and/or packaging made of recycled or renewable materials should be used.

- Priority should be given to packaging with a percentage of recycled plastic, large capacity or for concentrated products.

Below are some guiding criteria for inclusion in procurement documents that provide practical examples of the above points.

04.2. ENVIRONMENTAL CRITERIA TO BE INCLUDED IN THE PROOF OF TECHNICAL CAPACITY

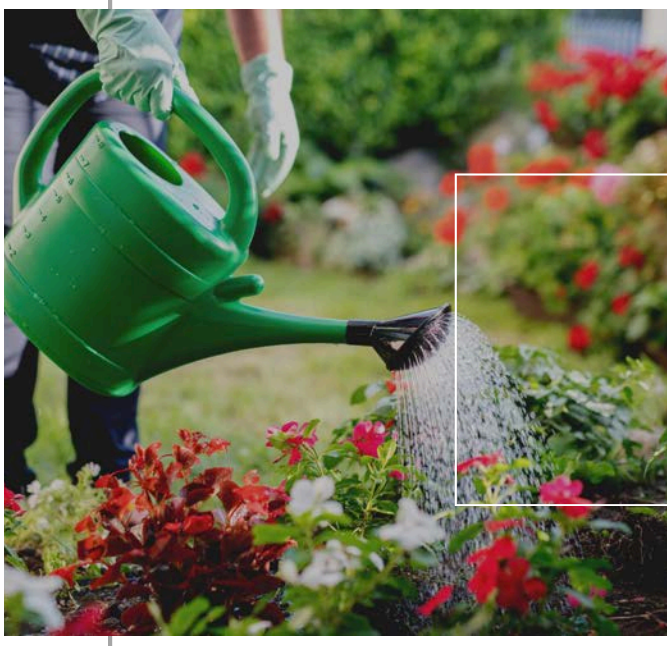
Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.
- With regard to the technical and professional capacity required of tenderers by the contracting authority, it is necessary to require proof of such capacity.

In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in a community eco-management and audit scheme (EMAS).

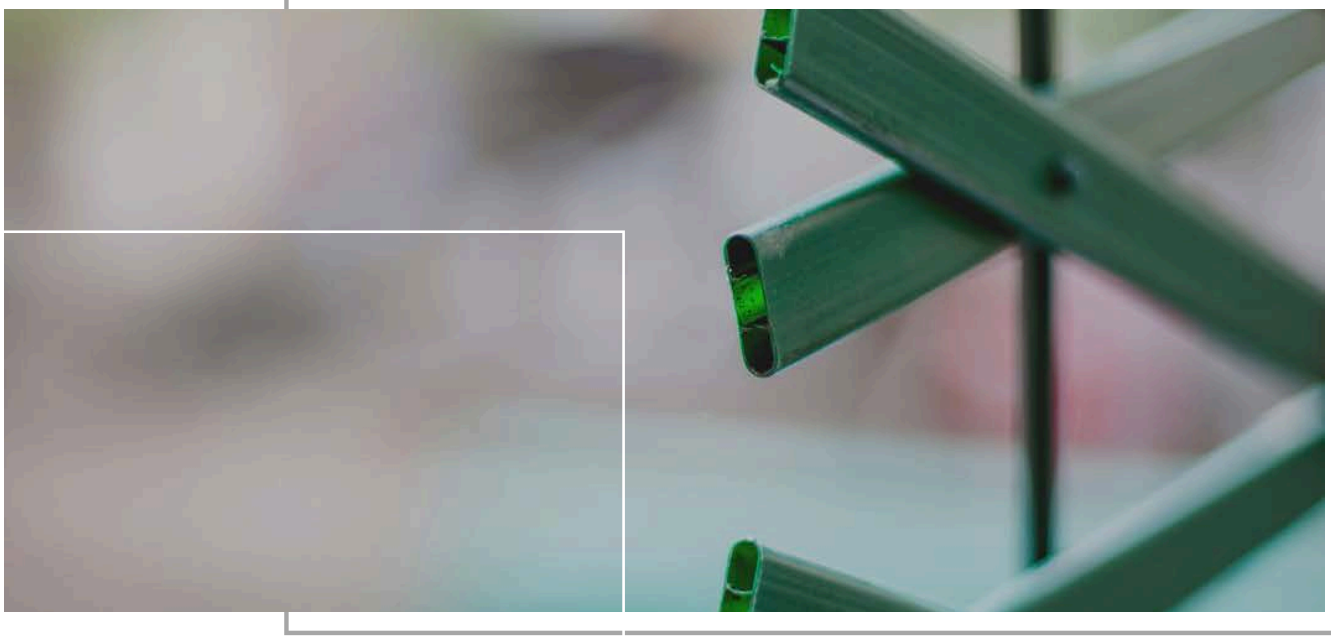
04.3. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
The compost and soil sacks and bags for pruning must be partially or totally made of recycled plastic.	Proof can be provided by means of the product technical data sheet.
Biowaste collection bags must be biodegradable or compostable, in accordance with UNE-EN 13432.	**Proof can be provided by means of the product technical data sheet.**
It seems advisable to encourage improvement of the environmental and health aspects of the service throughout the contract period by setting targets for continuous improvement in contract conditions. Responsible consumption targets can be set, which include buying only what will be consumed and avoiding surpluses.	Submission by the tenderer of a breakdown of the quantities of all products used annually.
Wherever possible, all products made of different materials should be easy to separate into their constituent parts, such as metal and plastic.	**Proof can be provided by means of the product technical data sheet.**



04.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

CRITERIA	VERIFICATION
General criteria:	
Up to a maximum of X points will be awarded for the use of commercially available items made of recycled plastic.	The manufacturer's technical data sheet or a test report issued by a recognised body in the territory of the EU.
Up to X points will be awarded if the compost and soil sacks and bags for pruning contain recycled plastic in their composition.	**It should be verified by the ecolabel, the technical dossier from the manufacturer or a test report from a recognised body in the territory of the EU.**
Up to a maximum of X points will be awarded for the use of pots made of recycled materials.	Manufacturer's data sheet or a test report issued by a body recognised in the territory of the EU.
Up to a maximum of X points will be awarded for the use of drip irrigation tubing made from recycled materials.	**Manufacturer's data sheet or a test report issued by a body recognised in the territory of the EU.**
Up to a maximum of X points will be awarded for the use of packaging made of recycled materials.	Manufacturer's data sheet or a test report issued by a body recognised in the territory of the EU.



04.5. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

CRITERIA	VERIFICATION
It is a special condition that, during performance of the contract, the successful tenderer will carry out a training programme for parks and gardens maintenance personnel that includes environmental aspects in the provision of the service.	The company must submit the list of people assigned to the contract, the training plan they are following, including environmental training or the commitment to carry out this training within a maximum period of x months from the start of the contract.
It is a special condition that the successful tenderer is responsible for the separate collection of plastic waste generated during performance of the contract.	**Delivery of generated waste to designated points or authorised waste management systems and/or letters of commitment with authorised waste managers must be guaranteed.**

05.MOBILITY
AND ROAD MAINTENANCE

05. MOBILITY AND ROAD MAINTENANCE

Vehicle procurement and road maintenance are two areas where local councils can use public procurement to play a major role in promoting demand for products made of recycled plastic.

The purchase of vehicles by local councils is one of the most common supplies because they are necessary for the provision of many public services such as local police, urban transport, regulated parking control, local crane services, civil protection, works, street cleaning, waste collection and collection of household goods.

It is therefore necessary to acquire vehicles of different types and ranges such as cars, minivans, off-road vehicles, buses, official vehicles, industrial vehicles, lorries and bicycles to carry out these functions within its competencies.

Due to the serious pollution problem caused by the manufacture and use of vehicles, many public authorities are promoting initiatives to help reduce greenhouse gas emissions. Some of these initiatives are related to the purchase of efficient vehicles and environmentally friendly fuels, as well as the inclusion of environmental criteria in vehicle purchasing procurement documents, as described throughout this chapter.

Given that there are synergies between traffic regulation carried out by public authorities of the different Member States and the maintenance of public roads in towns, it is considered appropriate to include a chapter on existing opportunities for the procurement of products and objects that are made of recycled plastic.

To carry out these functions, local councils purchase many elements such as road traffic signs, bus and bicycle lane separators, speed bumps, separator bollards, as well as material for the repair and maintenance of public roads, asphalt fabric for waterproofing pavements, wiring and industrial drums, all of which can be made of recycled plastic.

05.1. GOOD PRACTICES WHEN DRAFTING PROCUREMENT DOCUMENTS

For proper inclusion of environmental criteria in procurement documents for the purchase of the aforementioned items, it is first necessary to prepare a plan of the needs of the local council for a specific period of time. In particular, in the area covered by this chapter, planning is of great importance due to the high value of the items to be procured and the long service life expected of them.

This plan must be broad, ambitious and comprehensive, and involve prior work of foresight and reflection by carrying out the corresponding studies, data collection and prior analysis. It should consider the public needs to be satisfied, priority objectives, the aims and results to be achieved, as established in the Procurement Directives.

Regarding the purchase of vehicles, it is necessary to know the main environmental effects related to the use of vehicles, mainly in an urban environment.

All of the above should guide the environmental criteria and necessary actions to be included in purchasing and procurement procedures to minimise the environmental impact of products and services.

This is a sector in constant evolution, especially in relation to environmental issues, given that technological improvements incorporated into vehicles lead to reduced consumption and emissions. The mobility sector is continuously working to improve the environmental criteria of its products, as shown by the use of plastics in vehicles. Plastics allow for energy absorption, weight reduction and innovative design, which reduce fuel consumption while improving passenger safety.

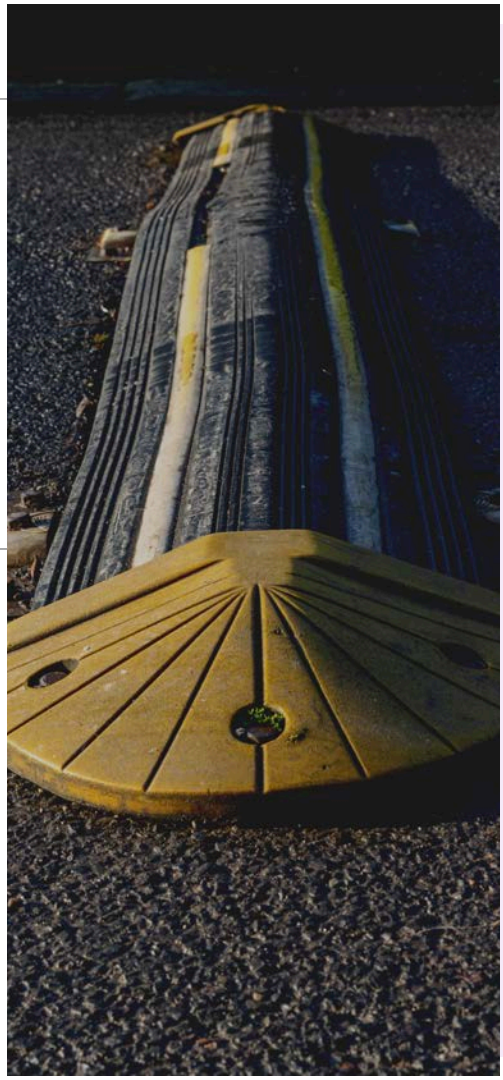
One of the levers for reducing the environmental impact in the mobility sector is the use of renewable raw materials such as recycled plastic.

With regard to the purchase and use of traffic calming items and road maintenance elements, including environmental criteria in their purchase promotes savings because their installation and maintenance costs are much lower.

In addition, these criteria should focus on the properties of the material they are made of in order to make them more resistant to corrosion, impacts and environmental conditions (e.g. wind, sunshine, rain, temperature changes, snow) and their technical performance to make their useful life more efficient.

A number of environmental criteria are then proposed to be included in procurement documents

05.2. PROPOSAL FOR ENVIRONMENTAL CRITERIA TO BE INCLUDED IN PROCUREMENT DOCUMENTS



Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.
- With regard to the technical and professional capacity required of tenderers by the contracting authority, it is necessary to require proof of such capacity.

In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in a community eco-management and audit scheme (EMAS).

05.3. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
Wherever possible, at the end of their useful life, all products made of different materials such as metal and plastic should be easy to separate into their constituent parts in order to ensure their replacement and recyclability.	Statement of compliance confirming compliance with these requirements.
All parts of bicycle lane and urban bus lane separators must be made partially or totally of recycled plastic material.	**External technical certification recognised in the territory of the EU and, failing that, a statement of compliance confirming compliance with these requirements.**
Speed bumps must be partially or totally made of recycled plastic material.	External technical certification recognised in the territory of the EU and, failing that, a statement of compliance confirming compliance with these requirements.

05.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

CRITERIA	VERIFICATION
Up to a maximum of X points will be awarded for the presence of recycled components in road traffic control elements.	External technical certification recognised in the territory of the EU and, failing that, a statement of compliance confirming compliance with these requirements.
Up to a maximum of X points will be awarded if all packaging materials are easily separable and properly managed for subsequent recycling.	**Statement of compliance confirming compliance with these requirements or external technical certification recognised in the territory of the EU.**
Up to X points will be awarded if the tools and spare parts for road maintenance are partially or totally made of recycled plastic.	External technical certification recognised in the territory of the EU and, failing that, a statement of compliance confirming compliance with these requirements.

05.5 ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

05.6. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

CRITERIA	VERIFICATION
It is a special performance condition that repair and maintenance work is carried out in workshops that have implemented an Environmental Management System certified in accordance with the EMAS Regulation as indicated in COMMISSION REGULATION (EU) 2017/1505 of 28 August 2017.	Certificate issued by an authorised entity recognised in the territory of the EU.
It is a special performance condition that the successful tenderer will separate the materials that form part of packaging, broken items, replaced parts and others in order to guarantee proper management, either by sending these materials to the town's selective collection or through an authorised waste manager, or to the corresponding town facilities.	**The packaging must be separated for proper management, collection and delivery to the corresponding clean points, local facilities or authorised waste managers in the territory of the EU.**
The successful tenderer is obliged to train its employees on the environmental aspects that affect them and on good working practices, both in general and specifically on proper separation of waste and its materials for delivery to the specific systems and managers.	In addition to its tender, the successful tenderer will provide a technical report with the training plan and procedures for managing of the waste generated in its activity.

06.CLEANING PRODUCTS

06. CLEANING PRODUCTS

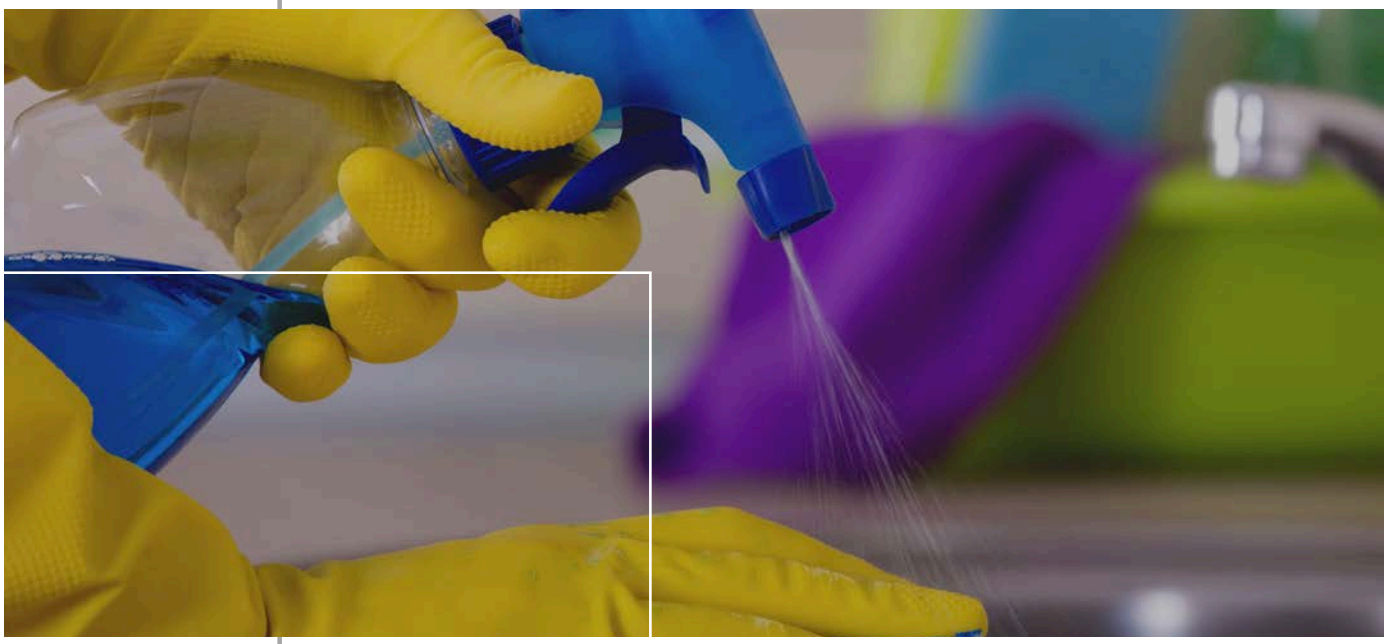
Containers of chemical cleaning products are often made of different kinds of plastics used to make bottles and drums, and are very common in local authorities' public procurement.
These products are of special interest in terms of the circular economy because their composition can include a high percentage of recycled plastic. Today, many recycled plastic materials obtained in Europe are used for packaging applications in the household and industry. A large proportion of them are used to manufacture packaging for cleaning products.

The purchase of these chemical products for cleaning purposes, as well as different utensils such as buckets, litter bins, mops and rubbish bags are everyday purchases in public procurement by local authorities to carry out the cleaning services of their municipal buildings and facilities, including the council's own facilities, municipal offices, libraries, sports centres, local child care centres and catering services.

When carrying out preparatory activities for the cleaning and product supply service contract, local councils thus have the opportunity to include environmental improvements to contribute to more sustainable procurement of this kind of packaging.

The purchase of cleaning products also represents a challenge for procurement authorities due to the complexity of information on the composition of containers and utensils, control of cleaning frequency, proper recycling of packaging and reducing the variety of products in use.

For this reason, in addition to environmental criteria, it is important in this service to ensure proper monitoring and control of performance of the contract.



06.1. GOOD PRACTICES TO BE TAKEN INTO ACCOUNT WHEN DRAFTING PROCUREMENT DOCUMENTS

The drafting of procurement documents that govern the procurement of this type of service and product is an ideal opportunity to start including criteria and conditions that drive sustainable procurement of products, and that promote recycling and the reuse and selective collection of packaging and necessary utensils.

In fact, there are a number of elements and practices that should be taken into account so they are properly included in procurement documents:

- Including training cycles for cleaning staff in different areas such as proper management of packaging at the end of its useful life.
- Encouraging responsible consumption and making progress towards reducing the wide range of products used, given that unnecessary products are often used and the use of products can be reduced by reviewing cleaning plans and techniques.
- Encouraging the use of packaging with recycled content within the criteria of the procurement documents by favouring its application in the contract.
- Ensuring the recyclability of the packaging used.
- Encouraging dry cleaning with utensils made of recycled plastic, such as brooms and mops.

Below are some guiding criteria for inclusion in procurement documents that provide practical examples of the above points.

06.2. ENVIRONMENTAL CRITERIA TO BE INCLUDED IN THE PROOF OF TECHNICAL CAPACITY

Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.
- With regard to the technical and professional capacity required of tenderers by the contracting authority, it is necessary to require proof of such capacity.

In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in a community eco-management and audit scheme (EMAS).

06.3. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
Rubbish bags should be made of recycled plastic. Biowaste collection bags must be compostable and must therefore comply with DIRECTIVE (EU) 2019/904 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 5 June 2019 on the reduction of the impact of certain plastic products on the environment and standard UNE-EN 13432.	Proof can be provided by means of the product technical data sheet.
Use of packaging containing recycled material.	**Technical dossier from the manufacturer or a test report issued by a recognised body.**

CRITERIA	VERIFICATION
All containers of cleaning products must be properly labelled.	The product should be considered properly labelled when the recognised ecolabel on the product is visible.
An improvement in the environmental and health aspects of the service should be encouraged throughout the contract period by setting targets for continuous improvement in the contract conditions.	**Presentation by the tenderer of a breakdown of the quantities of all products used.** **Annually and the quantities ordered should be updated so that what is actually consumed is ordered.**

06.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

CRITERIA	VERIFICATION
Up to X points will be awarded for the use of recycled plastic in the composition of toilet waste bags.	SIt should be verified by the ecolabel, the technical dossier from the manufacturer or a test report from a recognised body in the territory of the EU. Some certifications such as the Blue Angel label are valid.
Up to a maximum of X points will be awarded for the use of packaging made of recycled content.	**The manufacturer's data sheet or a test report issued by a body recognised in the territory of the EU.**

06.5. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

CRITERIA	VERIFICATION
It is a special condition that, during performance of the contract, the successful tenderer will carry out a training programme for the cleaning staff that includes environmental aspects in the provision of the service.	The company must submit the list of people assigned to the contract, the training plan they are following, including environmental training or the commitment to carry out this training within a maximum period of x months from the start of the contract.
It is a special condition that the successful tenderer will be responsible for the separate collection of plastic waste generated during performance of the contract.	**Delivery of generated waste to designated points or authorised waste management systems and/or letters of commitment with authorised waste managers in the territory of the EU must be guaranteed.**

07.CATERING AND EVENTS

07. CATERING AND EVENTS

Carrying out the daily activities of any town involves organising many different events, including training workshops, local festivals, concerts and sports competitions. In addition, local authorities are responsible for tendering contracts, such as catering services in schools and local hostels, concessions for the management of catering services in hospitals, swimming pools and stations, among others, where a large number of people gather and use a very large number of plastic bottles, containers and tableware utensils, usually for single use.

It should therefore be recalled that the aforementioned Directive (EU) 2018/851 of the European Parliament and of the Council of 30 May 2018 amending Directive 2019/904 2019 on the reduction of the impact of certain plastic products on the environment has banned or restricted the use of certain single-use plastic products or limited their use to certain situations.

Due to the qualities of its chemical composition, packaging does not degrade naturally and cannot be mixed with the food waste it has contained. This makes proper separation and subsequent treatment of plastic waste essential. However, production and consumption have only increased in recent decades, so it is necessary to promote responsible consumption and behaviour, as well as proper end-of-life waste management to prevent waste from being dumped in the natural environment or on the street, as unfortunately often occurs.

Public authorities are no strangers to waste management because when they plan contracts to organise such events, regardless of the context in which they will be held, they must try to ensure that they have as little environmental impact as possible. It is therefore necessary to include criteria that promote increasingly sustainable options to move towards responsible consumption and encourage the procurement of only those options that have a lower environmental impact. Public authorities must also favour reusable products and those made of recycled and recyclable material.

These sustainability principles should be included in all public procurement processes. If environmental considerations are to be included in a service or supply to make it more sustainable, they must be included in the process of defining the subject matter of the contract right from the outset. For environmental criteria to be successfully implemented, the contracting authority must ensure that established environmental guidelines are applied.

It is the obligation of local councils to carry out monitoring during the term of the contract on foreseeable environmental impacts produced in each phase of the term of the contract, and to include sustainable criteria in the procurement process in order to achieve this.

By promoting the use of recycled material instead of virgin material, the product's carbon footprint is therefore reduced and money is saved on raw materials. This replacement reinforces a basic concept of the circular economy: waste is a resource. This is a challenge for EU public authorities, which can raise public awareness through public procurement.

07.1. GOOD PRACTICES TO BE TAKEN INTO ACCOUNT WHEN DRAFTING PROCUREMENT DOCUMENTS

In order to turn public procurement into a tool for the promotion of sustainability and public awareness, it is necessary to take into account a number of practical issues to draft the procurement documents governing tenders as well as possible.

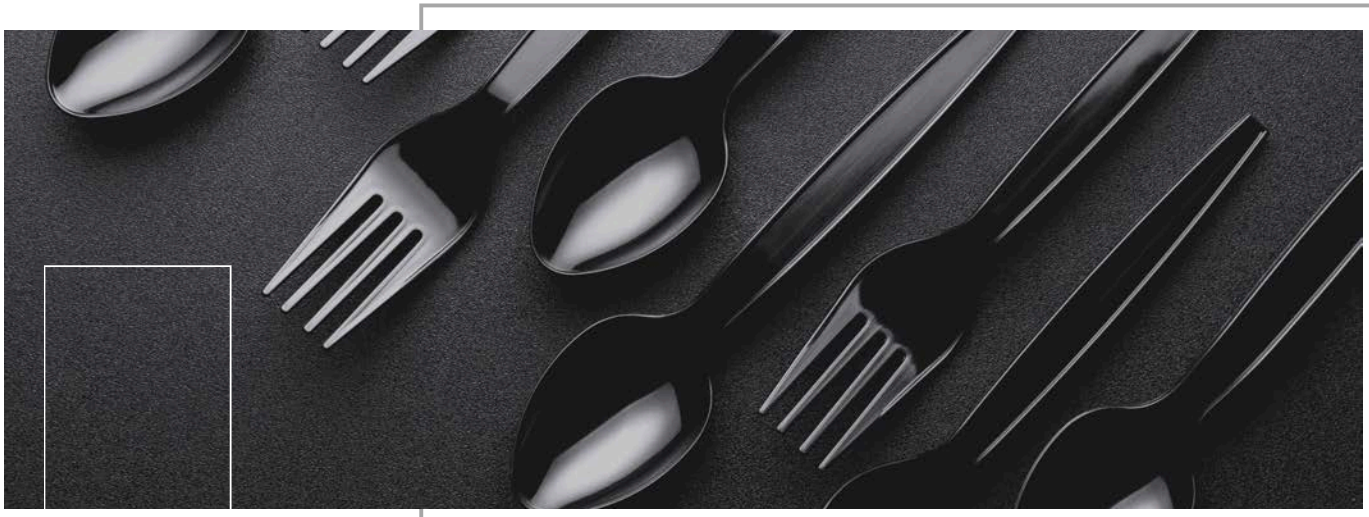
The first is to avoid the use of single-use items wherever possible and demand reusable options. The second is that catering contracts, such as those for catering services and meals for local services, should require that any packaging procured must contain recycled content and be recyclable. Such measures must be included in the award criteria in order to minimise the generation of waste and promote the circular economy.

Likewise, it is necessary in public procurement to promote sustainable management of plastic waste generated in these kinds of contracts and events organised by local councils through measures that allow separation at source at the end of use for proper waste management. This will make it possible to ensure that waste is sent to suitable recycling facilities and that waste is properly managed so that it does not end up in landfill sites. Waste can then return to production cycles, thus promoting the circular economy.

A training and information policy must be maintained for all personnel related to the service through training courses for workers and explanatory posters or leaflets for users and customers of the service. This communication can also be used to disseminate environmental messages, thus promoting environmental awareness.

As in all contracts, the authorities should clearly specify the criteria to be assessed in the procurement of each service and the points awarded for each one. In all cases in which the public authorities open a procurement file, the procurement documents should include the criteria specified for the different phases of the procurement process and define them as obligatory or assessable according to the authorities' commitment or objectives.

Below is a proposal for environmental criteria to be included in procurement documents governing the procurement of such products, based on the topics discussed above.



07.2. ENVIRONMENTAL CRITERIA TO BE INCLUDED IN THE PROOF OF TECHNICAL CAPACITY

Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.
- With regard to the technical and professional capacity required of tenderers by the contracting authority, it is necessary to require proof of such capacity.

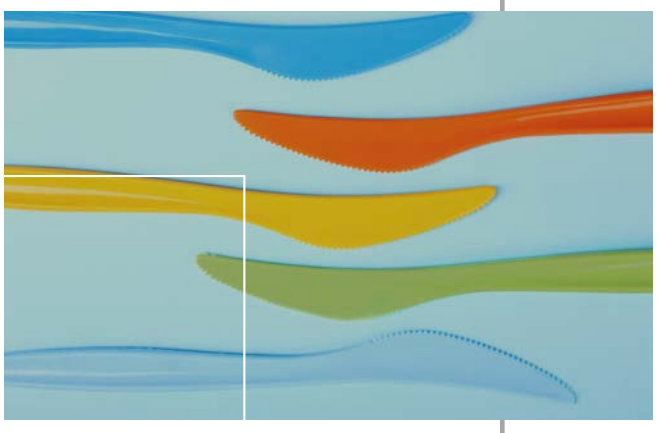
In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in a community eco-management and audit scheme (EMAS).

07.3. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
The rubbish bags to be used, as well as the containers in which waste is deposited, must be made of recycled plastic as a raw material.	The company must submit a signed declaration indicating compliance with the criterion.
Practical measures should be taken to promote reusable solutions.	**The tenderer must submit a short technical report with the criteria plan.**
Cups and spoons used by hot drinks machines must be 100% compostable.	The company must submit a signed declaration indicating compliance with the criterion.
Where permitted, beverages should be dispensed through dispensers.	**The company must submit a signed declaration indicating compliance with this criterion.**

07.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

CRITERIA	VERIFICATION
Up to X points will be awarded for the use of cups, tableware, cutlery and tablecloths that are reusable or made of compostable materials.	The company must submit compliance records based on its environmental management system.
Up to X points will be awarded for the use of reusable packaging or packaging containing recycled material in the supply of products.	**The company must submit a signed declaration indicating compliance with the criterion.**
Up to X points will be awarded for the use of products in returnable packaging and refill systems.	The company must submit a signed declaration indicating compliance with the criterion.
Up to X points will be awarded for packaging that is supplied and sent to appropriate recycling facilities and not to landfill sites.	**The company must submit a signed declaration attesting to proper management of packaging and its final destination, indicating compliance with the criterion.**
Up to X points will be awarded for the use of reusable containers for transport and delivery of supplies.	The tenderer must submit the technical data sheet of the containers used.
Up to X points will be awarded if the appliances purchased have recycled material in their components.	**The tenderer must submit the product data sheet or an external certification recognised in the territory of the EU.**



07.5. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

CRITERIA	VERIFICATION
It is a special performance condition that, during performance of the contract, the successful tenderer will follow a plan to reduce the generation of waste. Food and beverages must be served in cups, tableware and cutlery that are reusable or made of compostable materials.	To ensure this, it will be necessary for the company to submit compliance records based on its environmental management system.
It is a special performance condition that, during performance of the contract, the successful tenderer will properly manage the waste generated (e.g. organic waste, cooking oil, paper and cardboard, packaging, glass and other waste), either directly or through a specialised waste manager in accordance with the provisions of Directive (EU) 2018/851 of the European Parliament and of the Council of 30 May 2018 on waste.	**To ensure this, the company must submit compliance records based on its environmental management system and/or certifications from authorised managers.**

CRITERIA	VERIFICATION
It is a special performance condition that, during performance of the contract, the successful tenderer will ensure that the waste generated (e.g. organic matter, cooking oil, paper and cardboard, packaging, glass and other waste) is collected separately for subsequent treatment.	To ensure this, the company must submit compliance records based on its environmental management system and/or certifications from authorised managers in the territory of the EU.
It is a special performance condition that, during performance of the contract, the successful tenderer will perform proper separation and subsequent management of the waste generated, suitable separation of the waste and subsequent treatment by a specialised waste manager.	**The company must submit all documentation on the actions to be taken to fulfil the condition.**
A special condition for performance of the contract will be the obligation to provide environmental training to employees on the management of recycled packaging and the positive environmental impact (minimisation, selective collection and processing) of efficient management and use, information and guarantees.	The company must submit all documentation on training and information actions for workers.

08.TEXTILE PRODUCTS

08. TEXTILE PRODUCTS

In the context of the circularity of textile products, the European Commission has proposed rules to make producers responsible for the whole life cycle of textile products and to support the sustainable management of textile waste across the EU. This initiative spurs the acceleration of development of the sector of separate collection, sorting, reuse and recycling of textile products in all Member States in line with the EU Strategy for Sustainable and Circular Textiles.

In general, textile products should be considered to be made of materials that can be classified into two groups. The first group includes what have historically been known as natural fibres, mainly wool, cotton, silk and cellulose, although the use of others, such as linen and jute, is increasing. The second group includes man-made fibres, mainly polyesters (including PET) and polyamides, complemented by acrylics and polyurethanes.

This chapter will exclusively address the second group, highlighting from the outset that their degree of recycling is still very low, so that the availability of objects made of them is small and limited to just a few sectors.

- **Uniforms and footwear for different public workers:** This includes suits, coats, coveralls, blouses, shirts, jackets, waistcoats, polo shirts, caps, skirts, gloves, shoes, socks and ties for common and specialised use by police forces, fire brigades and forest rangers.

- **Equipment of public centres such as offices, educational centres, care centres and museums:** this group includes objects such as curtains, sheets, towels, bedspreads, pyjamas, pillows, awnings and carpets. It therefore refers only to indoor textiles.

- **Accessories:** Handbags, wallets, bracelets and backpacks, among others.

- **Organisation of different one-off events, and advertising and awareness-raising campaigns, such as T-shirts, scarves, backpacks, tote bags, sweatshirts and caps.**

Excluded from this guide is equipment that requires technical characteristics stipulated by sector regulations, such as personal protective equipment (PPE), some materials with special flame retardant treatments and sanitary equipment.

Based on the study of the environmental impacts associated with the life cycle of textile products, additional environmental criteria may be set to encourage the sustainable procurement of textile products containing recycled plastic, and conditions may be established for use and preparation for reuse.

08.1. GOOD PRACTICES TO BE TAKEN INTO ACCOUNT WHEN DRAFTING PROCUREMENT DOCUMENTS

When drafting procurement documents for this type of supply, it is necessary to always include the criterion of prioritising supplies of any material or object made of recycled plastics when they are available on the market under acceptable quality and economic conditions.

For products commonly used by public authorities, the optimisation of consumption should be carried out taking into account a number of aspects:

- Preparing a real plan of medium- and long-term needs, thus avoiding excessive and urgent orders. Extending the useful life of products and fabrics to the maximum, reducing purchases, demanding technical characteristics of product quality and resistance, and making efficient use of them by means of guidelines for proper use and maintenance of work clothes.

- Reducing the diversity of items purchased while always seeking to cover all needs, which will simplify the procurement process, thus making better use of the products in stock and reducing prices.

- Choosing neutral designs and fabrics, thus preventing changes in the corporate image from involving a change in all textile elements to adjust to the new image.

EIn this kind of textile products, the most important thing is to define durability criteria (e.g. colour, resistance to tearing, loss of properties due to washing) and aesthetic neutrality criteria.

The division of parts into batches will allow environmental characteristics to be introduced and smaller companies will also be able to gain access to larger contracts.

When textile orders are for events, consumption must be adjusted to the number of registered or estimated participants. If it is a regular event, it is important to opt for more generalised designs that can be reused in subsequent editions, thus preventing leftovers from becoming obsolete and turning into waste material. Surplus garments and the kind of garments should be checked to provide a forecast for future events. For this kind of product, it will be necessary to take into account the introduction of fabric resistance criteria in order to be able to reuse the fabrics for future events.

08.2. PROPOSAL FOR ENVIRONMENTAL CRITERIA TO BE INCLUDED IN PROCUREMENT DOCUMENTS

Pursuant to Article 58 of Directive 2014/24/EU on public procurement:

- The minimum economic and financial standing requirements imposed by the contracting authority should be appropriate to the degree of environmental specifications related and proportionate to the subject matter of the contract, provided that technical and safety guarantees are not reduced. They should be published in the contract notice and specified in the procurement documents.
- With regard to the technical and professional capacity required of tenderers by the contracting authority, it is necessary to require proof of such capacity.

In application of the provisions of Article 62 of Directive 2014/24/EU on public procurement, proof of compliance with the environmental management standards inherent to the subject matter of the contract contained in the procurement documents is also required in accordance with Article 45 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

08.3. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS TECHNICAL SPECIFICATIONS

CRITERIA	VERIFICATION
As a general rule, the technical specifications in procurement documents should include minimum percentages of articles with recycled plastic content depending on the market supply at any given time.	The company must submit a technical justification report.
Products should have as little packaging as possible and the packaging should be recyclable and partially or totally made of recycled and/or reusable material.	**The company must submit a description of the packaging from the manufacturer or the supplier.**
The amount of free and partly hydrolysable formaldehyde in the final fabric must be less than 75 ppm if it comes into contact with the skin and 300 ppm in all other cases.	The company must submit a certificate of the Ecolabel of the European Union, Nordic Swan, Oeko-Tex or equivalent, or a test report using the ISO 14184-1 test method, or the manufacturer's declaration.

08.4. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS AWARD CRITERIA

CRITERIA	VERIFICATION
It is also recommended that assessment criterion should be included stipulating that the supplied objects be made of mono-materials or, where this is not possible, that the individual components be identified. Likewise, accessory elements (e.g. buttons, zips, reinforcements) must be easy to separate to facilitate their own recycling, as well as the textile fraction.	The company must submit the product data sheet or the manufacturer's declaration.
Up to X points will be awarded for including recycled material in the products offered. **Recycled fibres mean fibres from production remains, offcuts from the textile and clothing industry, and post-consumer textile waste.**	**The company must submit the product data sheet or the manufacturer's declaration.**
Up to X points will be awarded for the use of ecodesign criteria in the products offered.	The company must submit environmental certification that includes ecodesign as an objective, or equivalent certifications.

08.5. ENVIRONMENTAL CRITERIA TO BE INCLUDED AS SPECIAL PERFORMANCE CONDITIONS

When drafting the environmental criteria to be included as performance conditions in the procurement documents, it should be taken into account that they must be linked to the subject matter of the contract, must not discriminate against any operator seeking to submit a tender for the contract, and must not undermine the protection of free competition in application of the provisions of Article 70 of Directive 2014/24/EU on public procurement.

CRITERIA	VERIFICATION
It is a special performance condition that, prior to the start of the service, the successful tenderer will develop an environmental quality plan that covers the entire product life cycle, includes the different criteria to be followed during performance of the work, and describes the actions planned for optimising the use of plastic materials and the use of plastics that are more environmentally friendly.	The company must submit a responsible declaration with the commitment to comply.
It is a special performance condition that, during performance of the contract, the successful tenderer will properly manage the waste generated in the manufacture of textile products and the waste generated in the supply and distribution of textile products, such as plastic packaging.	**The company must submit a statement of compliance with a commitment to comply with this criterion, and/or a letter of commitment signed by an authorised manager in the territory of the EU.**

ANEXO

SUSTAINABLE LABELS AND CERTIFICATIONS THAT PROMOTE RECYCLED CONTENT AND/OR RECYCLABILITY

RecyClass

This certificate allows for the traceability of recycled material from its origin and the exact recycled content of each product to be verified. By providing transparent information about the source of the recycled material (whether pre-consumer or post-consumer), consumer confidence in the environmental sustainability of the product will increase.

UNE-EN 15343

UNE-EN 15343:2008 standard verifies that the batches of recycled material received provide the necessary traceability to determine their origin and include a characterization report supplied by the recycler, as a necessary requirement for their introduction into the production chain.

The Blue Angel ensures that a product places less burden on the environment and meets high standards regarding the protection of human health, while having the same suitability for use and the same quality as other products.

,plastica seconda vita

The Second Life Plastic Certification (PSV) covers a wide range of products created from recycled plastic across various commercial and industrial sectors. It is sufficient to find the PSV label on any plastic product to note that part of its composition is made from recycled plastic.

ISCC International Sustainability & Carbon Certification

International certification for the production of biomass and bioenergy that focuses on the sustainability of land use, traceability, and the verification of greenhouse gases throughout the entire supply chain.

ANEXO

The Circular Economy for Flexible Packaging (CEFLEX) initiative is a collaboration of more than 180 companies, associations, and European organizations representing the entire value chain of flexible packaging. Together, we are working to ensure that all flexible packaging in Europe is circular by 2025

Cyclos is a company specialized in the classification, assessment, and certification of the recyclability of packaging and goods, as well as in research and development in this area.

VinylPlus® is awarded to providers of particularly sustainable PVC solutions. The Product Seal encompasses eight main criteria, including a sustainable energy and climate strategy, controlled material cycles and recycling, sourcing PVC raw materials from sustainable sources, as well as procurement management and organizational requirements.

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