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SUSTAINABLE PACKAGING GUIDELINES

INTRODUCTION

The Port Authority of New York and New Jersey ("Port Authority") is committed to reducing the waste we generate and maximizing beneficial uses of our discarded materials by recycling, composting, and donating as appropriate. To reduce our waste and achieve our goals of net zero carbon emissions by 2050, it is imperative that we work with Vendors to make better purchasing decisions and to reduce the amount of packaging materials used to ship and deliver goods.

Historically, many packaging materials contribute to excess waste, such as plastics, fibers, metals and other toxic materials. Sustainable packaging allows entities to use alternatives to limit this waste and drives consumer behavior in a more environmentally conscious and friendly direction while fostering more responsible business practices.

SCOPE

These guidelines apply to the packaging of all products supplied to the Port Authority.

CONSIDERATIONS FOR REDUCING PACKAGING WASTE

There are three commonly referenced pillars to sustainable packaging: Reduce, Reuse, and Recycle. In addition, Post-Consumer Recycled (PCR) materials and Compostable Materials also play a key role in sustainability.

The following pillars are presented below in order of preference. The most preferred option is to eliminate or reduce the amount of waste generated. In addition, Vendors are encouraged to change the packaging materials, so they are more easily reused or recycled.

Reduce: Reducing the amount of packaging materials and maximizing the product-to-packaging ratio is a vital step to reducing waste in packaging. For example, limiting the amount of cushioning in a package to be more correlated to the size and necessity of the object in transit or using bulk packaging can help reduce waste. Including unnecessary filler in the packaging creates unnecessary waste. The less waste that is produced, the less waste that gets sent to a landfill. **Vendors should reduce the amount of packaging used whenever possible.**

Reuse: Reusability reduces the amount of single use process materials and in turn reduces the amount of waste and plastic pollution that ends up in oceans, rivers and parks. This then reduces the pollution that impacts species' habitability and leads to cleaner air. Reusable materials can be used multiple times while maintaining their functional integrity, such as reusable shipping crates. It is important for Vendors to assess whether a reusable packaging material maintains its functional integrity, and the more uses that can be provided, the better. **Vendors should provide and reclaim reusable packaging after delivery whenever possible.**

Recycle: Recyclable materials, while made from new materials, can be recycled after use and put towards a new item (Post-Consumer Recycled) rather than disposing of it and crowding a landfill. Recycling is crucial because of how waste can impact animals, and consequently humans. Waste can cause loss of natural habitats and leads to negative impacts like climate change and

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global warming. Vendors should consider the numbers and codes on packaging materials to ensure the selection of materials with the highest recycling rate possible, in addition to the extent to which recyclable packaging can be used without affecting packaging quality. Further, Vendors should limit use to a single material or, if multiple materials are used, ensure that they can be easily separated. **Vendors should use recyclable packaging to the extent possible**.

NON-PREFERRED PACKAGING MATERIALS[1]

As a business partner and Vendor to the Port Authority, your support is requested in achieving the Agency's zero waste goal by eliminating all unnecessary plastic packaging as well as non-preferred packaging and packing materials from the shipment of goods.

Examples of unnecessary plastic packaging to avoid are:

- Plastic Packaging Sleeves, Protective Plastic Sleeves, Bubble Wrap, Bubble Pouches, Plastic Bags, Plastic Rope, Cling Film or Shrink Wrap, Plastic Air-filled Bubble Bags, Plastic Zip Ties: Takes many years to break down and is not manufactured to be environmentally friendly.
- Non-recyclable Petroleum Plastics: Takes many years to break down; not recyclable.
- Polystyrene (Styrofoam, including peanuts, sheets, or specially molded forms): Made of toxic chemicals and not biodegradable. Recycling of this material is very limited.

Examples of Non-preferred Packaging Materials to avoid are:

- Polyurethane: Manufacturing plants that produce polyurethane foam are a major source of myriad hazardous air pollutants including Methylene chloride, Toluene diisocyanate (TDI) and Hydrogen cyanide. Polyurethane foam-in-place is not recyclable or reusable and is directed to landfills.
- Per-and Polyfluoroalkyl (PFAS): A toxic chemical found in many packing materials which accumulate over time in environments as well as in the bodies of animals and humans. Materials containing this chemical are not currently reusable or recyclable.

In addition, Vendors should make every effort to avoid packaging products with non-recyclable materials, such as nails, glue tape and certain adhesives, attached to recyclable materials.

ALTERNATIVE PACKAGING MATERIALS[2]

Due to the global recognition of the need for sustainable packaging, there are many alternative options. Alternatives to unnecessary plastic packaging and non-preferred packaging materials include but are not limited to:

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[1] Please note that this is not an exhaustive list. Vendors are encouraged to do their own research on how to limit unnecessary plastics and non-preferred packaging materials.

[2] Please note that this is not an exhaustive list. Vendors are encouraged to do their own research and implement other alternatives that might be more feasible for the entity or appropriate for the packaged item.

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- Cardboard, corrugated cardboard, crinkle cut paper shreds and other paper.
- Packing Paper: Cushioning box filler made of paper instead of plastic
- Wood Boxes and Crates: Eco-friendly and easily recyclable. Recycling wood not only helps to reduce harmful landfill waste, but it helps to significantly reduce the need to fell trees.
- Biodegradable Packing Peanuts: Made from cornstarch and work as well as Polystyrene peanuts. The cornstarch packaging dissolves quickly over time and will not pollute waterways.
- Compostable materials: While not recyclable, compostable materials are bio-degradable and are able to be broken down post-use. Some widely used compostable materials include mushroom fiber, wheat straw fiber and fiber made from sugarcane.
- Cellulosic Paper: Also known as Kimpack, serves as a biobased foam made from cellulose, a natural component, which biodegrades faster than regular foam.
- High Density Polyethylene: An easily recyclable plastic.

IMPLEMENTATION

While sustainable packaging is vital component in reaching the Port Authority's sustainability goals, it is important to note that Vendors are not relieved of any of their contractual obligations to the Port Authority related to the safe and reliable delivery of goods and materials as may be required under any contract with the Port Authority. This guidance is intended to encourage Vendors to select packaging materials of similar quality to any currently in use that may not meet the preference expressed in this guidance. Therefore, Vendors should make every effort to follow these guidelines, with exceptions only if it is otherwise unavoidable to prevent significant damage to goods. If an exception must be made, please notify the purchasing manager ahead of time and before orders are placed. Your continued interest in doing business with the Port Authority and your efforts toward a cleaner, greener future are greatly appreciated.

ADDITIONAL RESOURCES:

BPI Certified Compostable Products: Biodegradable Products Institute - Certified Compostable (bpiworld.org)

Sustainable Packaging Materials and Tips: Sustainable packaging materials for an eco-friendly packaging (safeloadtesting.com)

General Sustainable Packaging Information: Sustainable Packaging | US EPA