

# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR

# TIMBER



BARCELONA  
AJUNTAMENT  
+SOSTENIBLE

## AREAS OF APPLICATION AND SCOPE



DRAFTING  
BUILDING OR  
URBANISATION  
PROJECTS



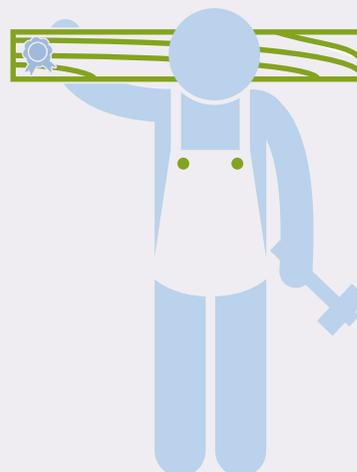
IMPLEMENTING  
BUILDING OR  
URBANISATION  
PROJECTS



PROCURING  
URBAN FURNITURE  
AND OTHER  
URBAN  
ELEMENTS

## SUSTAINABILITY ASPECTS

Timber from sustainable forestry  
(FSC, PEFC or equivalent certificates)



Tropical wood with  
guarantees of  
legality



Certified recycled  
wood



Promote wood as a  
sustainable and  
renewable building  
material



Promote  
diversification of  
species and  
indigenous timber  
from sustainable  
forests



# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR TIMBER

Barcelona City Council, in accordance with the strategies outlined in the 2012-2022 Citizen Commitment to Sustainability, the Barcelona City Council Sustainable Timber Action Plan, and the 2014 Policy Decree on Responsible Procurement of Timber from Sustainable Forests, is working towards reversing the trend of deforestation through the procurement and use of sustainable timber and the creation of more responsible tropical timber markets.

These technical instructions are an answer to the 2013 Government Measure on Responsible Public Procurement using Social and Environmental Criteria and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013, which provides for the publication of technical instructions that define specific environmental criteria that must be applied in the purchasing and contracting of groups of products and services that have been defined as priorities, which include products of and derived from timber.





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## 1 SUBJECT MATTER

These technical instructions aim to define, in accordance with the Mayoral Decree on Responsible Public Procurement with Social and Environmental Criteria, the criteria for environmental clauses in the procurement of timber for urban furniture or building materials, including in contracts for the construction or maintenance of urban developments or buildings, as well as the procurement of other types of products made with wood or timber derivatives.

To achieve this objective, these instructions:

- a. Classify the main types of contracts that can include timber elements.
- b. Define the priorities that should underlie their procurement.
- c. Establish the main areas for application of environmental criteria for each type of product and define the environmental criteria to be applied.
- d. Establish the monitoring system.

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## 2 AREA OF APPLICATION

### 2.1 Subject area

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria these instructions must be complied with in any public sector contracts signed by Barcelona City Council and its dependent organisations with the power to adjudicate (contracting authorities), whose contractual subject matter is outlined in Section 3, “Scope”.

### 2.2 Inclusion in procurement documents

All contracting bodies must comply with these instructions, and must ensure that, in all cases and according to the type of contract and type of timber or timber product, the corresponding environmental criteria are applied, adapting them where necessary to the characteristics of the contract.

### 2.3 Exceptions and justification report

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the competent contracting bodies or those responsible for contracting may consider that the contract’s characteristics are not suitable for including of some or all of the environmental clauses set out in these instructions. In these cases, the competent contracting body will duly justify this in the procurement record, in accordance with the points set out in Section 4.2.

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## 3 SCOPE

These instructions establish specific criteria for the following types of contracts:

- The drafting of projects for building work, new builds, renovations or refurbishments
- The drafting of projects for urban development or infrastructure (construction projects in public areas, be these developments, remodelling or maintenance)
- The execution of urban development and building resulting from such projects
- Procurement of urban furniture and other wooden pieces, either on their own or as part of maintenance contracts for urban furniture or other elements in the public space.





Barcelona City Council and its dependent organisations with adjudicatory power must ensure the criteria defined in these instructions are also applied when reaching agreements with private operators for the carrying out of urban development projects, maintenance or installation of urban elements in the city's public areas, and must ensure they are properly incorporated into the project and the work and delivery protocols.

The criteria defined in these instructions also apply to all types of procurement contracts for products made from timber or timber derivatives. Nevertheless, office furniture will be treated specifically and separately in the specific instructions on office furniture.

These instructions do not apply to paper products, which are dealt with separately under the specific instructions for paper and communication elements.

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## 4 PRIORITIES FOR TIMBER

### 4.1 Priorities on the type of timber to procure

In accordance with the various commitments on environmental protection subscribed to by Barcelona City Council, and bearing in mind the differences in associated environmental impact and risks, the priorities when deciding the type of timber will be as follows:

- It is mandatory to procure and order timber with guarantees of steaming from sustainably managed sources, and for this reason these instructions establish technical guarantee criteria.
- In general, a greater use of timber as a sustainable, renewable building material, and a greater use of species variety is promoted, as well as local timber from sustainably managed sources.
- For certain purposes, such as elements of urban furniture or other timber items included in construction work, contracting bodies can opt for tropical timber that, as well as

offering sustainability guarantees, must be procured with guarantees as to its legality, in line with the EU's FLEGT Action Plan and the European timber regulation (EUTR<sup>1</sup>).

When, for technical reasons, the priorities established in these instructions are inappropriate for the type of timber being procured, the service management or corresponding contracting body must emit a report indicating the technical reasons justifying the choice made.

Additionally, timber with other sustainability criteria may be procured, such as recycled timber or wood finishes with low environmental impact, among other things.

### 4.2 Justification report

Should the competent contracting body or service management consider the priorities mentioned in the previous section, certain specifications or environmental criteria not to be applicable for technical reasons, or it considers that the nature of the contract is not appropriate for including these instructions, they must indicate this and explain why in a report that must include as minimum:

- The special requirements and characteristics of the timber being contracted.
- A reasoned justification explaining the infeasibility of balancing these special requirements with the environmental criteria established in these instructions.

This report will be made available to those in charge of monitoring these instructions, when required.

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<sup>1</sup>European Parliament and Council Regulation num. 995/2010 from 20 October, 2010, which outlines the obligations faced by agents commercialising timber and timber products



## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF TIMBER

The following table shows the various environmental aspects of timber for each of the types of service indicated.

<b>Drawing up of projects and execution of urban developments or buildings</b>	Timber from sustainable sources or recycled timber
	Legally-sourced tropical timber
	Species diversification
	Formaldehyde content
<b>Procurement or maintenance of urban furniture and other urban elements</b>	Timber from sustainable sources or recycled timber
	Legally-sourced tropical timber
	Limiting of phytosanitary treatments

Below are the environmental criteria to be included in the specifications for the procurement documents described above.

In the following articles, we indicate when the criteria can be included as a technical requirement or as award criteria. In the latter case, the contracting body will have to determine the score given for compliance with each of the award criteria and the corresponding evaluation formula.

Where a single tender involves the contracting of different types of timber, it is necessary to include the relevant criteria for each type.

### 5.1 Compulsory criteria for all contracts involving timber elements

The contracting body will establish the following requirements covering the basic characteristics of the timber:

#### I- General sustainable sourcing criteria for all types of timber

All wood and timber products (including wooden fibreboards, plywood, MDF and other similar materials) must have **guarantees that the timber come from sustainably managed sources**, to be accredited through the presentation of sustainable forest certification, in accordance with the FSC or PEFC certification systems or equivalent.

As an alternative to procurement of timber certified as steaming from sustainably managed sources, the contracting body may also require the use of **certified recycled timber** (to be verified in the product’s technical description or documentation accrediting compliance with the “EPF recycled wood” or “FSC recycled” standards, or other equivalent schemes).

At the same time, sustainable forest certificates (FSC, PEFC or equivalent) will be used to verify the timber is legally sourced, in order to combat illegal sourcing and trade of wood and timber derivatives, in line with the European Union’s FLEGT Action Plan and the European Timber Regulation (EUTR<sup>2</sup>).

### 5.2 Optional criteria depending on the type of contract

The contracting body may optionally include additional environmental criteria to improve the environmental aspect of the offer<sup>3</sup>. Some examples are mentioned below:

<sup>2</sup>European Parliament and Council Regulation num. 995/2010 from 20 October, 2010, which establishes the obligations of agents that commercialise timber and timber products.

<sup>3</sup>For more information, consult other manuals or reference documents on green public purchasing and procurement.





### I- Criteria to promote species diversification

The contracting body may establish criteria:

- to promote the wider use of timber as a sustainable, renewable building material;
- to promote the use of local timber from sustainably managed sources;
- to diversify the species that can be used in urban developments or redevelopments, building works and urban furniture.

To this end, in the specifications for projects or the execution of building work, infrastructure, urban furniture or other similar uses, the contracting body may define functional criteria such as density, colour, resistance or other technical characteristics. It will avoid prescribing specific species in order to promote species diversification and the use of autochthon timber, whenever possible.

### II- Formaldehyde content of timber material

In the case of wooden material (chipboard according to UNE-EN 312, fibreboards according to UNE-EN 622, oriented strand boards according to UNE-EN 300, and others), the contracting body may request these are classified as class E1 according to standard EN 13986, in accordance with the formaldehyde determination procedures outlined in standards UNE-EN 120, UNE-EN 717 or equivalent.

### III- Limiting phytosanitary treatments

The contracting body may require guarantees of compliance with existing prohibitions (for example of creosote-type treatments, according to Order 2666/02, 25 October), as well as establishing other limits, or excluding certain timber treatments, both generally and for specific uses, for example for children's toys.

## 6 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria and the Policy on Responsible Procurement of Timber from Sustainable Forests (Appendix I), the Timber Working Commission, coordinated by the + Sustainable City Council Programme, will oversee the responsible procurement of timber from sustainable sources. The Timber Working Commission will produce forms for the collection of information and monitoring of the timber instructions, which will contain at least:

- A list of the timber or timber products procured with general information and a description of the products procured.
- A copy of the sustainable forest certification for each timber element or item and the corresponding invoice linking the chain of custody number (FSC, PEFC or equivalent) with the product in question, or similar documentation in the case of recycled timber.

Those responsible for the contract must fill in and submit the forms using the email address [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat).

The data collection forms are attached in Appendix III, and these will be updated by the Timber Working Commission to comply with these instructions.

Those managing the + Sustainable City Council Programme may request additional information from the contracting body, including the justification reports outlined in Section 4.2.

## 7 TRANSITIONAL REGULATIONS / ENTRY INTO FORCE

These instructions will enter into force 3 months after being published.

These instructions are not applicable to call for tenders that are already open or concluded, nor to approved procurement documents or to call for tenders pending resolution





that are dated prior to these instructions coming into force.

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## 8 REPEALING PROVISIONS

These instructions repeal the 2004 Responsible Timber Policy.

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## APPENDIX I POLICY ON RESPONSIBLE PROCUREMENT OF TIMBER FROM SUSTAINABLY MANAGED SOURCES

### Background

For some years, Barcelona City Council has been promoting a policy on responsible timber procurement as part of their willingness to reduce the environmental impact of the city on the planet, contributing to rational management and sustainable use of forest resources. As part of a pioneering initiative in Spain, in 2004, Barcelona City Council passed the “*Mayoral Decree of July 2004, on Responsible Policy for Timber Procurement*”<sup>4</sup>, which promotes the procurement of certified timber, establishing an order of preference for sustainable forest certifications, and excluding the purchase of timber from illegal sources by requesting certificates of origin.

Through a working commission, made up of representatives from the areas and departments that consume the most timber, a yearly report is produced that brings together information on the purchases of timber and timber derivatives carried out by the different City Council departments, with the aim of showing the level of compliance with the Policy Decree on Responsible Timber Procurement.

For various reasons explained below, a revision and update of the “*Mayoral Decree of July 2004, on Responsible Policy for Timber Procurement*” is proposed:

- During the first years the decree was applied, the largest consumer of timber in Barcelona City Council was Funeral Services, which accounted for more than 80% of total timber purchases. Due to a change in organisation, since 2011 the decree has no longer applied to Funeral Services, and the departments with the largest timber purchases are in the areas of building construction, urban furniture and other urban elements. The specific nature and complexity of the monitoring system for the data on timber procured for use in building or urban developments made it necessary to introduce some changes in the monitoring mechanism established in the decree.

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<sup>4</sup>[http://www.ajsosteniblebcn.cat/decret\\_fusta\\_2004\\_7953.pdf](http://www.ajsosteniblebcn.cat/decret_fusta_2004_7953.pdf)



- The amendment to the so-called “Mountain Law” in 2006 established the commitment of the public administrations to promote the responsible consumption of forest products in public procurement, favouring the acquisition of timber and timber derivatives from certified forests, and the promotion of responsible timber consumption by the public<sup>5</sup>.
- As part of the European Union’s FLEGT Action Plan to combat illegal felling and trade derived from timber and timber derivatives, the European Timber Regulation (EUTR<sup>6</sup>) introduced the due diligence system. Due diligence system includes the evaluation of risks by countries in the case of imported timber. In Spain, the Spanish Association of Timber Trade and Industry (AEIM)<sup>7</sup> establishes the level of risk of each country importing timber, in compliance with the EUTR Regulation, and this information is publicly available on their website.
- In November 2013, Barcelona City Council signed up to the “European Sustainable Tropical Timber Coalition”, whose goal is to “reverse the trend of the deforestation of thousands of hectares per year through the purchase and use of sustainable timber and achieve the sustainable management of up to 10 million hectares of tropical forest by the year 2015, involving public administrations in the creation of more responsible tropical timber markets”. By signing up to this coalition, Barcelona City Council committed to drawing up a Sustainable Timber Action Plan, based on the vision of the “European Sustainable Tropical Timber Coalition” to increase the demand for timber from sustainable forests to create more sustainable markets for certified tropical timber. It places special emphasis on Barcelona City Council’s exemplary role, and reducing the risk of compromising its reputation, through the exclusive procurement of tropical timber with sustainable forest guarantees (for certain purposes), the promotion of local species of sustainably sourced timber and the diversification of species used in building works, urban developments, urban projects and urban furniture.
- Finally, on 15 December, 2013, Barcelona City Council’s Decree on Responsible Contracting came into force<sup>8</sup>, which establishes, among other things, the definition of criteria for environmental clauses in compliance with current laws and European legislation for 12 groups of priority products and services, one of which is timber and other products derived from timber.

For these reasons, a new **Policy of responsible procurement of timber from sustainable forests** was proposed:

1. The City Council promotes the procurement of certified timber with the most demanding standards possible. As a member of the “European Sustainable Tropical Timber Coalition”, and in order to reverse tropical deforestation, all tropical timber procured for certain uses (for example, elements of urban furniture or other elements using timber included in works) must offer not only guarantees of legality, but also sustainability, that is to say, with certificates from sustainable forests in accordance with the FSC and PEFC systems or equivalent (other equivalent and internationally recognised forest certification schemes).
2. While the implementation of the European Union’s FLEGT Action Plan to combat illegal felling and trade derived from timber and timber products and the European Timber Regulation (EUTR<sup>6</sup>) is being consolidated, sustainable forest certificates (FSC, PEFC or equivalent, etc.) are considered the best tools for verifying timber is sourced legally.
3. The City Council promotes greater use of timber as a sustainable, renewable construction material, the use of local timber from sustainable forests and the diversification of the species used in building works and urban furniture. For this reason, where possible, specifications for the creation of projects and the execution of building works, infrastructures, maintenance of urban furniture and similar, will establish functional criteria (such as density, colour, resistance or other technical characteristics) instead of prescribing specific species, in order to allow species diversification and the use of local timber with sustainable forest certification (FSC, PEFC or equivalent).

<sup>5</sup>SPANISH LAW 10/2006, 28 April, which amends Law 43/2003, 21 November, on mountains (BOE 102, 29/04/2006).

<sup>6</sup>European Parliament and Council Regulation n° 995/2010, from 20 October, 2010, which establishes the obligations of agents commercialising timber and timber products

<sup>7</sup><http://www.maderalegal.info/inicio>

<sup>8</sup>[http://www.ajsosteniblebcn.cat/decret\\_contractaci%C3%B3\\_responsable\\_24575.pdf](http://www.ajsosteniblebcn.cat/decret_contractaci%C3%B3_responsable_24575.pdf)



4. In compliance with Barcelona City Council's Decree on Responsible Contracting, internal instructions on contracting timber and timber derivatives, which will translate the Policy on Responsible Procurement of Timber from Sustainable Forests into environmental criteria to be included in the corresponding specifications, together with other sustainability criteria, such as using recycled timber or defining low environmental impact timber treatments, among others.

5. The City Council will carry out additional action to reinforce implementation of the new Policy on Responsible Procurement of Timber from Sustainable Forests, such as the training of all staff involved; the revision and adaptation of checks and monitoring mechanisms; collaboration with external actors and interest groups from the building sector to promote the use of sustainable timber; communication of the new Timber Policy among professionals in the sector and awareness campaigns among the public in general.

6. The pre-existing Timber Working Commission will be given the function of coordinating the different municipal departments involved in the application and monitoring of the new Policy on Responsible Procurement of Timber from Sustainable Forests, and will be extended to include representatives from the most relevant sectors and departments in the contracting of building works or services that include procurement of timber and timber derivatives. This commission is coordinated by the + Sustainable City Council Programme.

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## APPENDIX II GLOSSARY

### Sustainable forest certification systems

Forest certification systems are voluntary systems that certify that timber comes from sustainably managed sources, through an external audit carried out by an independent entity. The certification systems include monitoring mechanisms that allow products to be traced through the chain of supply to the end product. The chain of supply certificate is called the "Chain of Custody" (CoC).

The main international systems are the FSC (Forest Stewardship Council) and the PEFC (Programme for the Endorsement of Forest Certification); both demand compliance with legal, ecological, social and economic criteria that offer end consumers certified sustainable forest guarantees.

Current FSC and PEFC certificates can be consulted on their respective databases:

<http://info.fsc.org>

<http://www.pefc.cat/empreses.html>

### The European Union's FLEGT Action Plan and the European Timber Regulation (EUTR<sup>9</sup>):

As of 3 March, 2013, the European Timber Regulation (EUTR) requires all timber in the European market to come from legal sources. For the first time, the regulation requires agents commercialising timber in the European market to offer a preventive auditing system.

The EUTR is a key component of the European Union's FLEGT Action Plan (Forest Law Enforcement Government and Trade), and contains a series of actions to prevent the

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<sup>9</sup>European Parliament and Council Regulation n° 995/2010, from 20 October, 2010, which establishes the obligations of agents commercialising timber and timber products



trade of illegal timber in order to improve the supply of timber from legal sources, and to promote the demand of timber from sustainable forests.

<http://www.magrama.gob.es/es/desarrollo-rural/temas/politica-forestal/planificacion-forestal/comercializacion-de-madera-legal/index.aspx>

### European Sustainable Tropical Timber Campaign:

In November 2013, Barcelona City Council signed up to the “European Sustainable Tropical Timber Coalition”, which aims to “reverse the trend of deforestation of thousands of hectares annually through the purchase and use of sustainable timber, and to achieve the sustainable management of up to 10 million hectares of tropical forest by the year 2015, involving public administrations in the creation of more responsible tropical timber markets. By signing up to this Coalition, Barcelona City Council committed to drawing up a Sustainable Timber Action Plan based on the vision of the “European Sustainable Tropical Timber Coalition” to increase the demand for timber from sustainable forests in order to create more sustainable certified tropical timber markets, with special emphasis on Barcelona City Council’s exemplary role and the reduced risk of compromising its reputation through the exclusive procurement of local tropical timber from sustainable forests and the diversification of the species used in building works, urban development projects and urban furniture.

[www.europeansttc.com](http://www.europeansttc.com)





## APPENDIX III EXAMPLE QUESTIONNAIRE FOR COLLECTION OF TIMBER DATA FOR THE PLANNING AND EXECUTION OF URBAN DEVELOPMENTS AND BUILDING WORK



### TIMBER USE DECLARATION FORM

Date: \_\_\_\_\_ Project title: \_\_\_\_\_

#### DATA CORRESPONDING TO THE PLANNING PHASE

Use	Type	Volume	Budget item code	Sustainable forest guarantee stamp
Casing				
Façade				
Interior cladding				
Pavement				
Other				

#### Instructions for filling in the fields on the planning phase

- 0. Use:** define the purpose of the timber being used in the project.
  - 1. Type:** Description of the type of timber to be used in the budget item corresponding to the project.
  - 2. Volume:** volume predicted to be required for this project.
  - 3. Budget item code:** specify the budget code that corresponds to the item requiring the timber specified.
  - 4. Sustainable forest guarantee stamp:** indicate the type of document or certificate requested in the project planning with regard to the timber used.
- You must write the date the form is filled in, as well as the project title.





Date: \_\_\_\_\_ Project title: \_\_\_\_\_

DATA CORRESPONDING TO THE ACTUAL WORKS EXECUTED PHASE

Actual type used	Actual volume used	Budget item code (or new budget code)	Documents provided	Document number

Instructions for filling in the fields corresponding to the actual works executed phase

- 0. **Use:** define the purpose of the timber used.
- 1. **Type used:** describe the type of timber actually used in the execution phase of the project.
- 2. **Actual volume used:** indicate the actual volume of this type of timber used in the project.
- 3. **Budget item code:** you must specify the budget code, or, if it corresponds to timber not budgeted for in the project, indicate the conflicting price code or the new budget code.
- 4. **Documents provided:** you must indicate the type of document or certificate which is attached to the form upon handing in or receiving each corresponding item.
- 5. **Document number:** to aid filing, location and subsequent consultation, number the documents (1, 2, 3, etc.).

