

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AND SOURCE REDUCTION AND RECYCLING BOARD

1.0 STATEMENT OF POLICY

It is the policy of the Alameda County Waste Management Authority and Source Reduction and Recycling Board (Agency) to:

- institute practices that reduce waste by increasing product efficiency and effectiveness,
- purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and
- purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, and use wood from sustainably harvested forests.

2.0 PURPOSE

This Policy is adopted in order to:

- conserve natural resources,
- minimize environmental impacts such as pollution and use of water and energy,
- eliminate or reduce toxics that create hazards to workers and our community,
- support strong recycling markets,
- reduce materials that are landfilled,
- increase the use and availability of environmentally preferable products that protect the environment,
- identify environmentally preferable products and distribution systems,
- reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems,
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

3.0 SPECIFICATIONS

3.1 Source Reduction

- 3.1.1 The Agency shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.

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Examples include:

- electronic communication instead of printed,
- double-sided photocopying and printing,
- washable and reusable dishes and utensils,
- rechargeable batteries,
- streamlining and computerizing forms,
- “on-demand” printing of documents and reports as they are needed,
- leasing long-life products when service agreements support maintenance and repair rather than new purchases, such as carpets,
- sharing equipment and occasional use items,
- choosing durable products rather than disposable,
- buying in bulk, when storage and operations exist to support it,
- reusing products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings.

- 3.1.2 The Agency shall purchase remanufactured products such as laser toner cartridges, furniture, and equipment whenever practicable, but without reducing safety, quality or effectiveness.
- 3.1.3 The Agency shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals and practices as referred to in this section (3.1), when practicable.
- 3.1.4 All buyers shall evaluate short-term and long-term costs in comparing product alternatives, when feasible. This includes consideration of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- 3.1.5 Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.
- 3.1.6 The Agency requests vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.
- 3.1.7 Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.
- 3.1.8 Vendors shall be encouraged to take back and reuse packaging materials.
- 3.1.9 Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, shall be required to take back equipment for reuse or environmentally safe recycling when the Agency discards or replaces such equipment, whenever possible.

3.2 Recycled Content Products

- 3.2.1 All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, miscellaneous, and non-paper

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office products, shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.

3.2.2 Copiers and printers bought shall be compatible with the use of recycled content products.

3.2.3 All pre-printed recycled-content materials intended for distribution that are purchased or produced shall include a statement that the material is recycled-content.

3.3 Energy and Water Savings

3.3.1 Where applicable, energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

3.3.2 When practicable, the Agency shall replace inefficient lighting with energy efficient equipment.

3.3.3 All products purchased by the Agency and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, energy efficient products shall be purchased that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

3.3.4 The Agency shall purchase water-saving products whenever practicable.

3.4 Green Building - Construction and Renovations

3.4.1 All building and renovation undertaken by the Agency shall follow Green Building practices for design, construction, and operation. The project shall meet a minimum LEED™-Silver rating as defined by the US Green Building Council's LEED™ Green Building Rating System or an Agency approved equivalent.

3.5 Landscaping

3.5.1 Workers and contractors providing landscaping services for the Agency shall employ sustainable landscape management practices whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.

3.5.2 Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged.

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3.6 Toxics and Pollution

- 3.6.1 To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial use) shall contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.
- 3.6.2 When maintaining buildings, the Agency shall use the lowest amount of VOCs (volatile organic compounds), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.
- 3.6.3 The Agency shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:
- Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.
 - Prohibiting the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture and flooring, whenever practicable.

3.7 Agricultural Bio-Based Products

- 3.7.1 Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged whenever practicable.

4.0 PRIORITIES

- 4.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.
- 4.2 The Agency has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free.
- 4.3 Nothing contained in this policy shall be construed as requiring a purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.
- 4.4 Nothing contained in this policy shall be construed as requiring the Agency, purchaser or contractor to take any action that conflicts with state or federal requirements.

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5.0 IMPLEMENTATION

5.1 The Administrative Services Director or designee is responsible for implementing this policy, which may include the development of an advisory committee or Green Purchasing Team. The team's responsibilities include, but are not limited to:

- evaluating opportunities for substituting environmentally preferable products,
- designing and implementing programs and processes for increasing the purchase of environmentally preferable products,
- educating staff about the Agency's Environmentally Preferable Purchasing Policy,
- ensuring that purchasing documents, specifications, and contracting procedures allow for the purchase of environmentally preferable products,
- providing information to facilitate the evaluation and purchase of environmentally preferable products, including identifying appropriate products and sources and providing technical assistance,
- evaluating obstacles to purchasing such products in order to create solutions, and
- updating this policy when necessary.

5.2 Successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.

5.3 Purchasers shall include businesses certified by the Bay Area Green Business Program in requests for services, where applicable.

6.0 PROGRAM EVALUATION AND MEASUREMENT

6.1 The Administrative Services Director and/or Green Purchasing Team shall provide a narrative report periodically to the management team on the success of this policy's implementation.

7.0 EFFECTIVE DATES

7.1 This policy shall take effect on September 1, 2003.

7.2 The first report shall be issued within one year following the effective date of this policy.

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ATTACHMENT A

DEFINITIONS

1. “Agricultural Bio-Based Products” means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.
2. “Bay Area Green Business Program” is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.
3. “Buyer” means anyone authorized to purchase on behalf of this Agency or its subdivisions.
4. “Chlorine free” means products processed without chlorine or chlorine derivatives.
5. “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the Agency or serves in a subcontracting capacity with an entity having a contract with Agency for the provision of goods or services.
6. “Dioxins and furans” are a group of chemical compounds that are classified as persistent, bioaccumulative, and toxic by the U.S. Environmental Protection Agency.
7. “Energy Star” means the U.S. EPA’s energy efficiency product labeling program described at <http://www.energystar.gov>.
8. “Energy Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
9. “Federal Energy Management Program” is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.
10. “LEEDTM Rating System” means the self-assessing system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings.
11. “Postconsumer Material” means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
12. “Practical” and “Practicable” mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost.
13. “Preconsumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer

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material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

14. “Proposition 65” means a list of chemicals that are known to the State of California to cause cancer, birth defects or other reproductive harm.
15. “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material but does not include excess resources of the manufacturing process.
16. “Recycled Content” means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.
17. “Recycled Content Standard” means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products.”
18. “Recycled Product” means a product that meets Agency’s recycled content purchasing objectives for postconsumer and recovered material.
19. “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
20. “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
21. “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.
22. The “Toxics Release Inventory” (TRI) is a publicly available U. S. EPA database that contains information on toxic chemical releases and other waste management activities reported annually by certain covered industry groups as well as federal facilities.
23. “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.
24. “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.