

<b>Subject:</b> City's Use of Environmentally Preferable Products	<b>Number:</b> 8-13
	<b>Date Issued:</b> August 20, 2008 <b>Date Revised:</b>
<b>Responsible Department:</b> Fresno Green Team	<b>Approved:</b> <i>(Signature on File)</i>

## Purpose

This Policy is adopted as requested by the CIWMB strategic plan and AB939 in order to:

- support strong recycling markets,
- increase the use and availability of environmentally preferable products that protect the environment,
- conserve natural resources,
- reduce materials that are land filled,
- minimize environmental impacts such as pollution and use of water and energy,
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

## Policy

It is the policy of the City of Fresno 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, and reduce greenhouse gas emissions.

## Procedures

The City of Fresno desires to engage in source reduction through the buying of recycled content products, promoting waste prevention, and embracing zero waste principles. The City encourages the various Departments of the City to revisit their user specifications in products they are requesting, and utilize the principles of buying recycled content as outlined in this policy.

## Definitions

For purposes of this document the following definitions are utilized;

"City" means all Departments of the City of Fresno under the guidance and direction of the City Manager and the Mayor. This includes administrative and operations oriented offices that provide direct services to our community.

"Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

"Practical" means sufficient in performance and available at a competitive cost.

"Recycled Products" are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace. (e.g. recycling of discarded ink-jet cartridges in distributor supplied pre-paid mailer bags)

"Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

### **Source Reduction**

1. The City staff shall make every reasonable effort to 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.
2. Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.
3. City staff is encouraged to use the "duplexing" or "two-sided" option on copiers and printers (where available) and promote in their offices two sided copies for all meetings and correspondence. Employee training on the use of the duplexing option shall be offered.
4. All paints, stains and architectural coatings utilized within the structures of the City of Fresno facilities will be in compliance with recommendations from the California Air Resources Board and emit the lowest VOC emissions possible.
5. All new vehicles and equipment acquired by the City of Fresno shall have the lowest emission rating available at time of purchase for the given application.

### **Purchasing Recycled Content Products**

1. All products for which there is a comparable recycled-content option should contain post-consumer content where practical. Examples of commonly purchased items that have comparable recycled-content alternatives include office paper, janitorial paper, landscaping lumber, parks and recreation outdoor equipment, vehicle fluids, and non-paper office products.
2. The City staff involved with vehicle maintenance is encouraged to purchase and utilize re-refined lubricating and industrial oil in city vehicles and other equipment, as long as it meets or exceeds the specifications of the American Petroleum Institute (API), as appropriate for use in such equipment.
3. When specifying concrete or aggregate base for road construction projects, the City encourages the use of recycled, reusable or reground materials when practicable.
4. The City encourages the purchase and use of recycled-content transportation products, including signs, cones, parking stops, and barricades, where practical.
5. All printed material intended for public distribution that are purchased through an outside vendor or produced in-house through Central Printing shall contain recycled-content paper fiber, whenever feasible. It is important to show the public that the City utilizes recycled-content paper in all its publications, therefore the recycled content symbol should be displayed whenever possible.

### **Recycling on City Premises**

1. All City-owned facilities will provide recycling opportunities to staff and the general public, as required in A.O. 8-10 dated September 28, 2004.
2. All City staff will recycle, to the extent feasible, all paper, plastic, metal, and glass as specified through the City Recycling Program.
3. As batteries, fluorescent tubes, mercury containing devices, and sharps are banned from landfills in the State of California, the City will provide convenient opportunities to safely recycle these items in all city owned facilities.

### **Priorities**

1. The health and safety of City employees and citizens is of utmost importance and takes precedence over all other policies.
2. Nothing contained in this policy shall be construed as requiring a department 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.
3. Nothing contained in this policy shall be construed as requiring the City, department to take any action that conflicts with local, state or federal requirements.

## **Implementation**

1. City staff that are responsible for requesting the purchase of supplies and equipment for each division of the City are charged with implementation of this policy. (e.g. staff responsible for requesting or purchasing office supplies to purchase such supplies from suppliers who can provide a green-book (specialized catalog) with suggested green products.)
2. The Fresno Green Team and the City Recycling Coordinator will provide education on buying “green”. Information on how to purchase “green” through this policy will be posted on the City website as a helpful aid to all City staff. (e.g. The City could “partner” with specific vendors to promote green procurement.)
3. The Fresno Green Team will annually evaluate the barriers, concerns, and successes of the implementation of this policy.