

COUNCIL POLICY			
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PURPOSE

1. This policy is adopted in order to:
 - Conserve natural resources, such as water, fuels, fiber, and minerals.
 - Encourage waste stream diversions and reduced land filling of waste.
 - Minimize environmental impacts, such as pollution and habitat destruction.
 - Eliminate or reduce toxics that create hazards to workers, our community, and the environment.
 - Support strong recycling markets, reduce City operating costs where possible, and reduce materials that are landfilled.
 - Increase the use and availability of environmentally preferable products.
 - Identify environmentally preferable products and distribution systems.
 - Identify, encourage, and give recognition to manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services.
 - Create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals, and support the City Council Greenhouse Gas Reduction Target adopted August 2, 2005.
 - Consider life cycle cost analysis when making purchasing decisions.

REFERENCE

1. Santa Rosa City Code: Chapter 3-08 Purchasing Policy
2. Santa Rosa City Code: Chapter 3-44 Public Works Contract Policy

POLICY

1. It is the policy of the City of Santa Rosa to:
 - Select environmentally preferable products and services that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine-free

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manufacturing processes, are lead-free and mercury-free, and reduce greenhouse gas emissions, when feasible.

- Promote product efficiency and effectiveness.
- Purchase products and services that minimize environmental impacts, toxics, pollution, waste, and hazards to worker and community safety to the greatest extent practicable.
- Encourage and support standardization and consider life cycle costs when making purchases for the City, such as vehicles, computers, and workstations.
- Encourages diversion to the waste stream through beneficial reuse.

PROCEDURE

1. The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.
2. The City of Santa Rosa 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. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine-free or agricultural bio-based products.
3. Nothing contained in this policy shall be construed as requiring a department, 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. Nothing contained in this policy shall be construed as requiring the City, department, purchaser, or contractor to take any action that conflicts with local, state, or federal requirements.
5. This policy is intended to supplement the requirements of the referenced Santa Rosa City Code.

SPECIFICATIONS

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1. Source Reduction

- 1.1 The City shall purchase remanufactured and recycled products, such as laser toner cartridges, tires, motor oil, furniture, equipment, and automotive parts whenever practicable, but without reducing safety, quality, or effectiveness.
- 1.2 The City shall require equipment purchased after the adoption of this policy to be compatible with source reduction targets as referred to in this policy, when practicable.
- 1.3 The City shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation 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.
- 1.4 Products that are durable, long lasting, reusable, or refillable are preferred whenever feasible.
- 1.5 The City requests vendors to reduce packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.
- 1.6 Packaging that is reusable, recyclable, or able to be composted is preferred, when suitable uses and programs exist.
- 1.7 Vendors shall be encouraged to take back and reuse pallets and packaging materials, or the City shall find alternatives for landfill disposal.
- 1.8 Suppliers of electronic equipment, including, but not limited to, cell phones, computers, monitors, printers, and copiers, shall be encouraged to take back equipment for reuse or environmentally safe recycling when the City has completed its use of that equipment or discards or replaces it, whenever possible. The City shall encourage the purchase of rechargeable batteries whenever feasible.

2. Recycled Content Products

- 2.1 All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard

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guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest post-consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines, whenever practical. The EPA has developed the Comprehensive Procurement Guidelines, (CPG) for the designation of products.

- 2.2 Copiers and printers bought or leased shall be designed for use with recycled content products.
- 2.3 In accordance with California Public Contract Code, Sec. 10409, the City shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- 2.4 When specifying asphalt concrete, aggregate base, or Portland cement concrete for road and other construction projects, the City shall use recycled, reusable, or reground materials, when practicable.
- 2.5 The City shall encourage the use of fly ash and other recyclable material content in any concrete foundation projects.
- 2.6 The City shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades, whenever practical.
- 2.7 All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is comprised of recycled content.
- 2.8 Allow, as a general rule, the procurement of a product with a recycled or recyclable content over a virgin product if the price is within 2.5% of the virgin product, when products are equivalent (See 2.1 EPA Guidelines).
- 2.9 The City shall make previously used and/or left over office supplies available for office reuse, located in each City office building. Examples of these supplies are binders, folders, organizers, etc. The City will also broadcast emails and/or post notes to advertise the availability of reusable products at each work center.

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3. Energy Savings

- 3.1 Where applicable, energy-efficient equipment shall be purchased with the most up-to-date, economically feasible, and proven energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and cooling systems.
- 3.2 When practicable, the City shall replace inefficient lighting with energy-efficient equipment.
- 3.3 All products purchased by the City and for which the U.S. EPA Energy Star certification is available shall meet the Energy Star certification and possess the Energy Star label, when practicable. When products with Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

4. Green Building- Construction and Renovations

- 4.1 The City will comply with the adopted Santa Rosa Build It Green (SR BIG) guidelines and green points system for the construction of all permanent municipal building and renovation projects which exceed 2,000 sq. ft in area.

5. Water Savings

- 5.1 The City shall purchase water-saving products, whenever practicable.
- 5.2 The City shall adhere to the City of Santa Rosa Water Efficiency Landscaping Policy (WELP) on any new or renovated project.

6. Landscaping

- 6.1 All landscape renovations, construction, and maintenance by the City, including workers and contractors providing landscaping services for the City, shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible, including, but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost that give

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preference to those produced from regionally generated plant debris and/or food waste programs.

6.2 Plants should be selected to minimize water waste and increase survivability 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. Invasive species shall be avoided.

6.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. The City shall limit the amount of impervious surfaces in the landscape, where practicable and where life cycle costs are considered. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios, and driveways, when practical and considering the Americans with Disabilities Act (ADA), and other code or compliant issues.

7. Toxics and Pollution

7.1 To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive 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.

7.2 The use of chlorofluorocarbon (CFC) containing refrigerants, solvents, and other products shall be phased out, and new purchases shall not contain them.

7.3 All surfactants and detergents shall be biodegradable, where practicable, and shall not contain phosphates.

7.4 When maintaining buildings and landscapes, the City shall manage pest problems through prevention and physical, mechanical, and biological controls. The City Recreation and Parks Department has adopted and implemented an Integrated Pest Management (IPM) policy and practices using the least toxic pest control. The IPM shall be adopted by all other departments and City contractors, whenever practicable. (For a copy of the

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IPM, contact the Recreation and Parks Department.)

- 7.5 When maintaining buildings, the City shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or formaldehyde free when purchasing materials such as paint, carpeting, adhesives, furniture, and casework where practicable.
- 7.6 The City shall consider the use of carpet squares where practicable.
- 7.7 City 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 purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies, whenever practicable.
- 7.8 The City shall purchase products and equipment with no lead or mercury whenever possible.
- 7.9 When purchasing or replacing vehicles, the City shall consider fuel efficient and decreased emission alternatives, such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available, and as they meet the City's work needs.
- 7.10 The Fleet Manager will establish a limited number of standard vehicles and equipment and options on those vehicles to streamline the purchase, repair, maintenance, warranty, and operator training.
- 7.11 Vehicle fuels made from renewable energy sources, such as non-wood, plant-based contents (e.g. vegetable oils), are encouraged whenever practicable and where approved by State air pollution control bodies and the Original Equipment Manufacturer (OEM).
8. Forest Conservation
- 8.1 To the greatest extent practicable, the City shall not procure wood

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products such as lumber that originates from forests harvested in an environmentally unsustainable manner. When possible, the City shall give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to those of the Forest Stewardship Council (FSC) certification.

9. Agricultural Bio-Based Product

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

IMPLEMENTATION

1. The City Manager or their designee shall implement this policy in coordination with other appropriate City personnel.
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 post-consumer material in their products, even when such percentages are zero.
3. Upon request, City employees making the selection from competitive bids shall be able to provide justification for product choices that do not meet the Environmentally Preferable Purchasing criteria in this policy.
4. Purchasers are encouraged to include businesses certified by the Bay Area Green Business Program in requests for products and services.
5. Vendors, contractors, and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the City, where practicable.
6. The City shall conduct an education program on Environmentally Preferable Purchasing for appropriate City employees and vendors.

PROGRAM EVALUATION

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1. The City shall periodically evaluate the success of this policy's implementation.

DEFINITIONS

1. "Agricultural Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but do not include products made from forestry materials.
2. "Bay Area Green Business Program" is a partnership of governments and businesses that certify the environmental performance of government agencies and businesses.
3. "Buyer" means anyone authorized to purchase or contract for purchases on behalf of the City and 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 City or serves in a subcontracting capacity with an entity having a contract with the City 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 Environmental Protection Agency.
7. "Energy Star" means the U.S. EPA's energy efficiency product labeling program.
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. "Forest Stewardship Council" is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.
11. "Integrated Pest Management" (IPM) is an ecosystem-based strategy that focuses

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on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment. (For a copy of the IPM, contact the Recreation and Parks Department.)

12. “Greenhouse Gases” occur naturally in the atmosphere, while others result from human activities. Naturally occurring greenhouse gases include water vapor, carbon dioxide, methane, nitrous oxide, and ozone. Certain human activities, however, add to the levels of most of these naturally occurring gases:

Carbon dioxide is released to the atmosphere when solid waste, fossil fuels (oil, natural gas, and coal), and wood and wood products are burned.

Methane is emitted during the production and transport of coal, natural gas, and oil. Methane emissions also result from the decomposition of organic wastes in municipal solid waste landfills, and the raising of livestock.

Nitrous oxide is emitted during agricultural and industrial activities, as well as during combustion of solid waste and fossil fuels.

Very powerful greenhouse gases that are not naturally occurring include *hydrocarbons* (HFCs), *perfluorocarbons* (PFCs), and *sulfur hexafluoride* (SF6), which are generated in a variety of industrial processes.

Each greenhouse gas differs in its ability to absorb heat in the atmosphere. HFCs and PFCs are the most heat-absorbent. Methane traps over 21 times more heat per molecule than carbon dioxide, and nitrous oxide absorbs 270 times more heat per molecule than carbon dioxide. Often estimates of greenhouse gas emissions are presented in units of millions of metric tons of carbon equivalent (MMTCE), which weighs each gas by its GWP value, or Global Warming Potential.

13. “Post-consumer 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.

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14. “Practical” and Practicable” mean when feasible 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 in a reasonable period of time, based on life cycle costs.
15. “Pre-consumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer 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.
16. “Proposition 65” means a list of chemicals that are known to the State of California to cause cancer, birth defects, or other reproductive harm.
17. “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 pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.
18. “Recycled Content” means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.
19. “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”
20. “Recycled Product” means a product that meets the City’s recycled content policy objectives for post-consumer and recovered material.
21. “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.
22. “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.
23. “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,

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toxic constituents; and products marketed with no, or reduced packaging.

24. “SR BIG” is an acronym for Santa Rosa Build It Green. This program promotes the use of environmentally friendly materials in the construction and remodeling of buildings.
25. “Surfactants” are materials that can greatly reduce the surface tension of water when used in very low concentrations.
26. “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.
27. “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.
28. “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.