

**CITY OF SEASIDE****Environmental Purchasing Policy****I. PURPOSE**

The City of Seaside recognizes that our purchase and consumption of goods and services impacts the environment, and that our employees make purchasing decisions which can make a positive difference in the way we impact the environment.

The intent of this policy is to encourage and to increase the use of environmentally preferable products and services by the City. By including environmental considerations in purchasing decisions, the City can promote practices that improve public and worker health and conserve natural resources, while remaining fiscally responsible.

Prioritizing the purchase and use of environmentally preferable products also demonstrates that the City of Seaside is committed to complying with the California Integrated Waste Management Act (AB 939), which requires all California jurisdictions to reduce by 50 percent municipal solid waste going to landfills. The City's goal is to generate less waste material by reviewing how supplies, materials and equipment are purchased, manufactured, packaged, delivered and disposed of. This policy is necessary for the City to comply with environmental regulations, and it demonstrates that the City is making a "good-faith effort" to maximize conservation of natural resources, reduce pollution and waste.

**II. DEFINITIONS**

**Environmentally preferable:** Environmentally preferable products and services are those that have a lesser or reduced impact on human health and the environment, as compared with competing products and services that provide the same purpose. This standard may be used to compare raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance and/or disposal of the product or service.

**Recycling:** Recycling is the process of collecting, sorting, cleansing, treating and reconstituting materials that would normally become solid waste. Then returning these recycled materials to the economic mainstream to become raw material for new, reused or reconstituted products which meet the quality standards necessary to be used in the marketplace.

**Recycled material:** Recycled material is waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw or virgin material in the manufacturing of a product. Recycled materials may consist of material derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural waste and other items, all of which can be used in the manufacture of new products.

**Post-consumer recycled material:** Post-consumer recycled material is a finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to: old newspaper, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete and tires.

**Practicable:** Practicable materials are materials that are sufficient in performance and available at a reasonable price within a reasonable time period.

**Pre-Consumer materials:** Pre-consumer materials are materials or by-products generated after the manufacturing of a product is completed, but before the product reaches the end use consumer. Examples of pre-consumer materials include, but are not limited to; obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

**Waste reduction:** Waste reduction is any action undertaken by an individual or organization to eliminate or reduce the amount of materials before they enter the waste disposal system.

### **III. IMPLEMENTATION**

A. Each Department shall make every reasonable effort to purchase and use recycled products or those with recycled content whenever feasible to the extent such use does not adversely affect cost, health, safety, or operational efficiency and effectiveness as determined by each department. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials, such as:

- 1) Paper for printing and writing, including letterhead paper (although use of electronic letterhead is preferred), envelopes, copy paper and business cards. When practical, these shall contain a minimum of 30 percent post-consumer recycled content.
- 2) Products including janitorial supplies, hand towels, facial tissue, toilet paper, seat covers, boxes, file boxes, hanging file folders and other office supplies comprised of paper or fibers. When practical, these shall be comprised of a minimum of 10 percent post-consumer recycled content.

Preferable environmental attributes may include, but are not limited to, energy efficiency, water conservation, reduction of toxics use, conservation of natural resources and waste minimization. Purchasing objectives should include, to the extent practicable, acquisitions that are:

- 1) Non-toxic or minimally toxic, preferably biodegradable
- 2) Carcinogen-free or chlorofluorocarbon (CFC) free
- 3) Durable, upgradeable or refurbished, as opposed to single use or disposable items
- 4) Energy efficient in production and use, or Energy Star rated
- 5) Made from raw materials obtained in an environmentally sound, sustainable manner
- 6) Produced locally or regionally

- 7) Less hazardous
  - 8) Reusable, recyclable or containing recycled content
  - 9) Delivered with or containing minimal packaging
  - 10) Water efficient
- B. Each department shall review purchasing specifications and contract requirements and, where feasible, revise such specifications and contract requirements to encourage the use of recycled products, and remove all feasible obstacles to buying recycled and source reduction products. Among the obstacles to be removed are:
- 1) Requirements for virgin materials only
  - 2) Language that excludes recycled products
  - 3) Unnecessary qualifications (e.g., High brightness levels for paper)
  - 4) Specifications written to describe particular non-recycled products, unless justified in writing with a specific explanation of why purchases of non-recycled and non-source reduction is deemed impracticable
  - 5) Performance standards unrelated to actual need
  - 6) "New" requirements that exclude remanufactured, reused or recycled content products.
- C. Each department shall consider, where feasible, the ability of products and/or their packaging to be reused, reconditioned, or recycled. Each department shall purchase, where feasible, products which minimize waste and toxic by-products in their manufacture, use, recycling, and disposal. Each department shall also purchase/lease, where feasible, capital equipment which is compatible with the use of products containing recycled materials.
- D. Any request for proposal (RFP) or bid for services requested by the City shall include a standard statement that the City of Seaside has implemented an Environmental Purchasing Policy and that the City encourages other businesses to adhere to similar principles. It shall further be requested that submitted proposals, quotes, or bids be printed two-sided on recycled content paper. Any consultants or contractors producing reports for the City will submit the report on post-consumer recycled and recyclable paper.
- E. When recycled products are used, vendors shall make reasonable efforts to label such products to indicate they contain recycled materials. All departments shall use for their letterhead stationery, envelopes, and business cards, recycled paper that includes post-consumer recycled content and some indication they contain recycled material. Other recycled products used by the City shall also indicate they contain recycled material.
- F. The City will cooperate to the greatest extent practicable with other local governments in an effort to develop and stimulate the market for recycled products, including cooperation with the Monterey Regional Waste Management District.
- G. All departments shall work cooperatively to further the purpose of this policy. The City's economic development activities shall strive to promote the markets for recycled material whenever feasible.

#### **IV. WASTE REDUCTION**

All city employees in all departments shall make waste diversion and reduction a routine part of their respective jobs whenever feasible to the extent it does not adversely affect health, safety, or operational efficiency and effectiveness as determined by each department. This includes but is not limited to full participation in and support for the City's curbside recycling program. Recommended waste reduction strategies include but are not limited to the following:

- A. Double-sided copying whenever feasible,
- B. Eliminate duplicate subscriptions and duplicate incoming and outgoing mail whenever feasible,
- C. Consolidate orders and order in bulk whenever feasible, especially with regard to office supplies,
- D. Use durable containers for coffee and other drinks at the workplace whenever feasible instead of disposable or recyclable containers,
- E. Purchase and use reusable/refillable products whenever feasible instead of disposable products, and
- F. Computer networking and "paperless" offices whenever feasible.

#### **V. PROMOTION AND TRAINING**

A. The City Council desires to be a model for the community to influence and promote greater waste reduction, recycling, and environmentally preferred products and services. The City Council has adopted the following promotion efforts:

- 1) Environmentally Preferable Food Packaging - City Health and Safety Code, Chapter 8.60
  - 2) Elimination of Use Of Single-Use Carryout Bags, Recycled Paper Bags, and Reusable Bags By Retail Establishments - City Health and Safety Code, Chapter 8.62
  - 3) California Green Building Standards - Ordinance No. 1008, Chapters 15.04.100 and 15.04.110
  - 4) Curbside and commercial recycling - Resolution 14-04, which approved GreenWaste Recovery as the City's waste disposal and recycling service hauler.
- B. Each department will take steps to communicate and train their employees who make purchases on behalf of the City to purchase environmentally preferable products and services whenever practical and cost-effective. Departments are encouraged to communicate information to other departments when potential use of a product exists.

## **VI. POLICY ADMINISTRATION AND REPORTS**

- A. The responsibility for developing, implementing and updating the Environmental Purchasing Policy (Policy) lies with the Policy Administrator who may be the City Manager or his or her appointee. The Policy will be periodically reviewed and updated to reflect changes in laws and regulations, as well as, new methods of purchasing and promoting environmentally preferred products and services. When warranted, the Policy Administrator will present his or her recommended changes to the City Council. The City Council will make a determination of whether to accept, modify or reject those changes to the Policy.
  
- B. When the City acquires appropriate software, the Finance Division shall periodically prepare reports summarizing the results of implementing this policy. The report shall include but not be limited to City purchases by product type, quantity and cost of products.