

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	1 of 16

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, and support Extended Producer Responsibility (EPR) goals adopted on September 28, 2010.
 - 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 of Santa Rosa Climate Action Plan adopted on June 5, 2012.
 - Consider life cycle cost analysis when making purchasing decisions.

REFERENCES

1. Santa Rosa City Code: Chapter 3-08 Purchasing Policy
2. Santa Rosa City Code: Chapter 3-44 Public Works Contract Policy
3. Santa Rosa City Code: Chapter 14-30 Water Efficient Landscape

Amended by Resolution No. 28230
 Amended by Resolution No. 26799
 Adopted by Resolution No. 20434

Date: January 29, 2013
 Date: March 20, 2007
 Date: July 9, 1991

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	2 of 16

POLICY

1. It is the policy of the City of Santa Rosa to:
 - Purchase environmentally preferable products and services that reduce waste, include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine-free 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. By incorporating environmental considerations into public purchasing, the City intends to reduce adverse impacts to human health and the environment, reduce its carbon footprint, remove unnecessary hazards from its operations, reduce costs and liabilities, and improve the environmental quality of the region.
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,

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COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	3 of 16

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 Chapters.

SPECIFICATIONS

1. Source Reduction
 - 1.1 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 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 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 Purchase products that are durable, long lasting, reusable, or refillable whenever feasible.
 - 1.5 Request vendors to reduce packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.
 - 1.6 Specify packaging that is reusable, recyclable, or able to be composted when suitable uses and programs exist.
 - 1.7 Encourage vendors to take back and reuse pallets and packaging materials, or the City shall find alternatives for landfill disposal.

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COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	4 of 16

- 1.8 Encourage suppliers of electronic equipment, including, but not limited to, cell phones, computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally safe recycling when the City has completed its use of that equipment whenever possible. The City shall encourage the purchase of rechargeable batteries whenever feasible.
- 1.9 Print and copy all documents on both sides when practical to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex if possible. Staff is encouraged to use shared network printers and copiers and discouraged from purchasing desktop (non-network) printers.
- 1.10 When planning City events, staff shall consider products that are either recyclable or compostable. Appropriate disposal receptacles shall be available on-site. Staff shall also utilize the City's re-usable dish library at events and meetings to reduce waste and the purchase of products, when practical.

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 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

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	5 of 16

Petroleum Institute (API) as appropriate for use in such equipment, and is not prohibited by vehicle or emission reduction manufacturer warranties.

- 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 minimum 50% recycled content if practical, and clearly state the paper's environmental attributes. For example, the following can be placed in the document's footer, "Printed on 50% post consumer recycled content and chlorine-free paper."
 - 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 reuse. 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.
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 heating and cooling systems, electronics, and appliances.

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	6 of 16

3.2 When practicable, replace inefficient lighting with energy-efficient equipment, and avoid unnecessary lighting of architectural landscape features, while providing adequate illumination for safety and accessibility.

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 Products and Practices

4.1 Consider green building practices for design, construction, and operation as described in the LEED Rating System for all building and renovations undertaken by the City, and comply with the California Green Building Standards (CALGreen) Code Tier 1.

4.2 Site construction for City projects shall include storm water prevention best management practices and comply with City Storm Water Low Impact Development Technical Design Manual requirements adopted on August 30, 2011.

5. Water Savings

5.1 The City shall purchase water-saving products, whenever practicable. This includes, but is not limited to, high performance toilets, low-flow faucets, aerators, and upgraded irrigation systems.

5.2 The City shall adhere to applicable provisions of City of Santa Rosa City Code Chapter 14-30, Water Efficient Landscape, on any new or renovated City project.

5.3 Retrofit non-efficient water fixtures with water saving products when practical.

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	7 of 16

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 preference to those produced from regionally generated plant debris and/or food waste programs.
- 6.2 Contractors for City contracts for landscape design and maintenance services are encouraged to participate in the Bay-Friendly Qualified Landscape Professional and Qualified Water Efficient Landscaper programs. Contractors' qualifications should include the knowledge of local landscaping techniques, conserving water and energy, protecting water and air quality, and creating wildlife habitat.
- 6.3 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.
- 6.4 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. Porous substitutes, such as pervious pavement or pavers, are encouraged for walkways, patios, and driveways, when practical and considering the Americans with Disabilities Act (ADA), and other code or compliance issues.
- 6.5 The City shall create swales in landscape renovations and construction to assist in storm water run-off management when practical and when

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	8 of 16

required by City Storm Water Low Impact Development Technical Design Manual guidelines.

6.6 Comply with the City of Santa Rosa City Code 14-30, Water Efficiency Landscape (reference 3).

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, 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 practical, 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 IPM, contact the Recreation and Parks Department.)

7.5 When maintaining buildings, the City whenever practical shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and that are low or formaldehyde free, when purchasing materials such as paint, carpeting, adhesives, furniture, and casework. Purchase or require janitorial contractors to purchase whenever practical products that meet Green Seal or EcoLoga TM certification

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	9 of 16

standards for environmental preferability and performance.

- 7.6 Purchase or require janitorial contractors to utilize, when practical, vacuum cleaners that meet the requirements of the Carpet and Rug Institute “Green Label” Testing Program – Vacuum Cleaner Criteria, which are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Other janitorial cleaning equipment purchased or utilized, if practical, should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.
- 7.7 Purchase paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.
- 7.8 The City shall not purchase products that use polyvinyl chloride (PVC) for non-water irrigation purposes such as, but not limited to, office binders, furniture, flooring, and medical supplies, whenever practicable.
- 7.9 The City shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, the City will dispose of these products after use in an environmentally safe manner. (including fluorescent lamps and batteries.)
- 7.10 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.
- 7.11 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.
- 7.12 Vehicle fuels made from renewable energy sources, such as non-wood, plant-based contents (e.g. vegetable oils), are encouraged whenever

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	10 of 16

practicable and where approved by State air pollution control bodies and the Original Equipment Manufacturer (OEM).

7.13 Purchase desktop computers, notebooks, and monitors that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) criteria designated as “required” as contained in the Institute of Electrical and Electronics Engineers (IEEE) 1680 Standard for the Environmental Assessment of Personal Computer Products.

8. Forest Conservation

8.1 To the greatest extent practicable, the City shall not procure wood 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 or Programme for the Enforcement of Forest Certification (PEFC).

8.2 Purchase or re-use used or salvaged wood and wood products whenever practical.

9. Bio-Based Products

9.1 Purchase paper, paper products, and construction products made from non-wood, plant-based contents such as agricultural crops and residues whenever practicable and a proven environmental impact reduction is demonstrated.

10. Extended Producer Responsibility

10.1 Include product specifications, when practical, that address durability and minimization of waste in the product design, materials content,

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	11 of 16

manufacturing processes, packaging, distribution, and end-of-life management. Areas of consideration include the use of virgin material, water, energy, hazardous substances, product longevity, recycled content, and recyclability.

- 10.2 Consider free or low-cost product take-back services (e.g. collection, recycling, remanufacturing) and proper product disposal.
- 10.3 Request documentation that products previously purchased or leased are in fact reused, recycled, or otherwise safely managed at the end of their useful lives using best practices.
- 10.4 Purchase products that minimize greenhouse gas emissions over the entire product lifecycle.
- 10.5 Participate in industry-financed recycling programs when possible for paint, carpet, batteries, and thermostats. Current programs are offered by the Rechargeable Battery Recycling Corporation (RBC) and Thermostat Recycling Corporation (TRC)

IMPLEMENTATION

- 1. The City Manager or 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 or businesses with a documented corporate sustainability

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	12 of 16

strategy and implementation program in requests for products and services.

5. Purchasers, when practical, shall incorporate product stewardship measures such as take-back and end-of-life management into all requests for products and services.
6. 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.
7. The City shall conduct an education program on Environmentally Preferable Purchasing for appropriate City employees and vendors.

PROGRAM EVALUATION

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

DEFINITIONS

1. "Bay Area Green Business Program" is a partnership of governments and businesses that certify the environmental performance of government agencies and businesses.
2. "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.
3. "The Carpet and Rug Institute" (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The "Green Label Plus" testing program incorporates additional requirements to meet California's Collaborative for High Performance Schools low-emitting materials criteria.
4. "Chlorine-free" means products processed without chlorine or chlorine derivatives.

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	13 of 16

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. “Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.
10. “Extended Producer Responsibility” (EPR) is the extension of the responsibility of producers, and all entities involved in the product chain, to reduce the cradle-to-cradle impacts of a product and its packaging. The primary responsibility lies with the producer, or brand owner, who makes design and marketing decisions.
11. “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.
12. “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.
13. “Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	14 of 16

appear only on certified products.

14. “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.
15. “Integrated Pest Management” (IPM) is an ecosystem-based strategy that focuses 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.)
16. “LEED Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED) Commercial Green Building Rating System, or other related LEED Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and residential buildings.
17. “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.
18. “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.
19. “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,

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	15 of 16

scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

20. “Programme for the Endorsement of Forest Certification” (PEFC) is an international non-profit, non-governmental organization dedicated to promoting Sustainable Forest Management (SFM) through independent third-party certification.
21. “Proposition 65” means a list of chemicals that are known to the State of California to cause cancer, birth defects, or other reproductive harm.
22. “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.
23. “Recycled Content” means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.
24. “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”
25. “Recycled Product” means a product that meets the City’s recycled content policy objectives for post-consumer and recovered material.
26. “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.
27. “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.
28. “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

COUNCIL POLICY			
Subject:	Policy Number	Effective Date	Number of Pages
Environmentally Preferable Purchasing	000-32	1/29/2013	16 of 16

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

29. “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.
30. “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.