

**CITY OF PACIFIC GROVE  
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
<b>Environmentally Preferable Purchasing</b>	<b>000-24</b> <i>(formerly referenced as Policy 000-23 and 400-7, adopted on 1/6/2016, was re- numbered as 000-24, effective 3/25/2021)</i>	<b>January 6, 2016</b>	<b>1 of 6</b>

**1.0 STATEMENT OF POLICY**

It is the policy of the City of Pacific Grove (City) to reduce natural resource consumption, waste production and environmental degradation by:

- Eliminating unnecessary purchasing;
- Increasing product efficiency, durability, reusability, and effectiveness;
- Purchasing products that are designed for recycling at end of life;
- Purchasing products that include recycled content;
- Purchasing products that conserve energy, water and other natural resources;
- Purchasing products that reduce greenhouse gas emissions in their production, shipping, use and discard;
- Identifying preferential products and standardizing their use; and
- Considering life cycle costs when making purchases for the City, such as vehicles, computers, and workstations

**2.0 PURPOSE**

This Policy is adopted in order to:

- Conserve natural resources;
- Minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Encourage waste stream diversion and reduce materials that are landfilled;
- Identify environmentally preferable products and distribution systems; and
- Increase use and availability of environmentally preferable products;

**3.0 RESPONSIBILITIES**

- 3.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices.
- 3.2 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, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.

- 3.3 Nothing contained in this policy shall be construed as requiring and City department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

#### **4.0 STRATEGIES FOR IMPLEMENTATION**

##### **4.1 Source Reduction**

- 4.1.1 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.
- 4.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.
- 4.1.3 Purchase items in bulk to reduce the packaging and transportation associated with lower product quantities
- 4.1.4 Request vendors eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practical. For vendors that cannot eliminate packaging request to use packaging that is reusable, recyclable or compostable in existing recycling programs.
- 4.1.5 Request vendors to take back and reuse pallets, expanded polystyrene and other shipping and packaging materials that cannot be eliminated.
- 4.1.6 Promote electronic distribution of documents rather than printing or copying.
- 4.1.7 Consolidate the use of electronic equipment and minimize the purchase of individual printers for staff members. When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper.
- 4.1.8 Ensure all imaging equipment is installed with energy and resource-efficient settings set as default.
- 4.1.9 Purchase cleaning products in concentrated form when available.
- 4.1.10 Eliminate the purchase of water in plastic bottles for individual use within City buildings and operations.

##### **4.2 Recycled Content Products**

- 4.2.1 Purchase 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, that contain the highest post-consumer content available.
- 4.2.2 When specifying asphalt, concrete, aggregate base or portland cement concrete for road construction projects, use recycled, reusable or reground materials.

- 4.2.3 Purchase multi-function devices, copiers and printers compatible with the use of recycled content and remanufactured products.
- 4.2.4 Ensure pre-printed recycled content papers intended for distribution that are purchased or produced contain a statement that the paper is recycled content and indicate the percentage of post-consumer recycled content.

### **4.3 Energy Efficient and Water Saving Products**

- 4.3.1 Purchase energy-efficient equipment 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 high efficiency space cooling equipment.
- 4.3.2 Purchase U. S. EPA Energy Star certified products when available.
- 4.3.3 Replace inefficient interior lighting with energy-efficient equipment.
- 4.3.4 Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.
- 4.3.5 Purchase U.S. EPA WaterSense labeled water-saving products when available. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

### **4.4 Green Building Products and Practices**

- 4.4.1 Consider Green Building practices for design, construction, and operation as described in the LEED Rating Systems for all building and renovations undertaken by the City.

### **4.5 Landscaping Products and Practices**

- 4.5.1 Employ sustainable landscape management techniques for design, construction and maintenance whenever possible for landscape renovations, construction and maintenance performed by the City.
- 4.5.2 Select plants to minimize waste by choosing species for purchase 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 when advantageous. Native and drought-tolerant plants that require no or minimal watering once established are preferred. At no time will exotic-invasive plants or noxious weeds be purchased.
- 4.5.3 Consider recycled content for the construction of hardscapes and landscape structures.
- 4.5.4 Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and

driveways. Permeable substitutes, such as decomposed granite, permeable asphalt or non-mortared pavers, are encouraged for walkways, plazas and access areas.

- 4.5.5 Purchase recycled content park supplies, such as benches, picnic tables, landscaping materials, and garbage and recycling containers, as practicable. Hardscapes and landscape structures constructed of recycled content materials are strongly encouraged.

#### **4.6 Toxics and Pollution Prevention Products and Practices**

- 4.6.1 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.
- 4.6.2 When making a choice among comparable products, favor those products whose production and use involve the fewest hazardous materials.
- 4.6.3 Manage pest problems through prevention and physical, mechanical and biological controls when staff and contractors maintain buildings and landscapes using the least toxic pest control as a last resort.
- 4.6.4 Reduce the use of disposable batteries by purchasing rechargeable batteries for devices, such as cameras, remote control, tape recorders, telephone headsets, wireless keyboards and mice and other equipment.
- 4.6.5 Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.
- 4.6.6 Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture and flooring.
- 4.6.7 When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

#### **4.7 Local Products Guiding Principles**

- 4.7.1 Favor products that are extracted, processed and manufactured locally, whenever practicable.

#### **5.0 IMPLEMENTATION**

- 5.1 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.

- 5.2 Any request for proposal (RFP) or bid for services requested by the City shall include a standard statement that the City 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.
- 5.3 The Environmental Programs Manager shall implement this policy in coordination with other appropriate City personnel.

## **6.0 PROGRAM EVALUATION**

- 6.1 When the City optimizes existing 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.
- 6.2 The Environmental Programs Manager shall periodically evaluate the success of this policy's implementation.

## **7.0 DEFINITIONS**

- 7.1 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.
- 7.2 "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.
- 7.3 "EcoLogo" is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988 and part of UL Environment since 2010. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the EcoLogo to those that are environmentally preferable throughout their entire lifecycle.
- 7.4 "Energy Star" means the U.S. EPA's energy efficiency product labeling program.
- 7.5 "LEED Rating System" means the most recent version of the Leadership in Energy and Environmental Design (LEED) Rating System, approved by the U.S. Green Building Council, and designed for rating new and existing commercial, institutional, and residential buildings.
- 7.6 "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 in a reasonable period of time

- 7.7 “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.
- 7.8 “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.
- 7.9 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of October 2007 and any subsequent versions adopted.
- 7.10 “WaterSense” means a partnership program by the U.S. Environmental Protection Agency. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product category. Products that are certified to meet EPA specifications are allowed to bear the WaterSense label.

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