

Del Norte Solid Waste Management Authority

Environmentally-Preferred Procurement Policy

Revised: October 2011

This policy provides for the procurement of environmentally preferable products, including products that are reusable, reused, leased or rented, recycled, and composted, are durable, conserve energy and water, and reduce greenhouse gas emissions. In addition, it looks to reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and provide take-back programs reducing costs to their customers. It requires users to specify these products whenever determined practical products by Del Norte Solid Waste Management Authority staff and contractors.

1. Purpose

This policy shall be known as the "Del Norte Solid Waste Management Authority Environmental Preferred Procurement Policy." The primary purposes of this policy are to comply with requirements of the California Integrated Waste Management Act of 1989 as amended, and align the Del Norte Solid Waste Management Authority's procurement policy with the resolution for EPR, Resolution # 2007-06 adopted September 12, 2007 and minimize negative environmental impacts of the Authority's activities.

It is the goal of Del Norte Solid Waste Management Authority (Authority) to utilize its purchasing power to influence commerce to offer goods and services with better environmental performance, and to procure products and services from manufacturers and suppliers that demonstrate a high level of environmental and social responsibility. It is a priority for the Authority to encourage manufacturers and vendors to reduce environmental impacts in their production and distribution systems or services. And reduce the end-of-life cost and expense to the jurisdiction and its consumers for these products and services.

By incorporating environmental considerations into public purchasing, the Governing Body intends to reduce 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.

This Policy will guide the Authority efforts to procure environmentally sustainable products and services. While not all of these guidelines will be feasible in every purchase of goods and services, the County of Del Norte will make a good faith effort to incorporate these guidelines to the maximum extent possible in its procurement decisions and encourage Authority staff and contractors to buy such products whenever practical.

The California Integrated Waste Management Act of 1989 (AB939) as amended mandates that each jurisdiction recover 50% of the materials which are discarded through reuse, recycling, and composting, as planned in the adopted and amended Del Norte Countywide Integrated Waste Management Plan (DNCIWMP). The DNCIWMP includes a household hazardous waste element outlining programs to collect and properly manage household hazardous waste. Activities towards compliance with this Act are administered in Del Norte County by the Del Norte Solid Waste Management Authority (Authority). By incorporating environmental considerations in public purchasing, the Authority can meet these commitments as part of its compliance with AB939, thereby reducing its burden on the local and global environment, creating markets for recycled materials, removing unnecessary hazards from its operations, protecting public health, reducing

costs and liabilities, and potentially improving the environmental quality of the region. This policy is an effective way to direct the Authority's efforts to procuring environmentally preferable products and services. The Authority adopts this policy and advocates adoption of similar policies by the City of Crescent City and the County of Del Norte, for the purposes of:

- Adopting waste prevention, waste reduction, reuse, repair, recycling, composting, and salvage as priorities within all agencies which have adopted such policies;
- Purchasing products that minimize environmental impacts, toxic pollution and safety hazards to our employees and surrounding community in their manufacture, use, maintenance, and end-of-life management
- Encouraging manufacturers and vendors to reduce environmental impacts in their production and distribution systems or services, and to reduce all customer's end-of-life expenses for such products
- Recognizing and asserting the potential role local government agencies can have stimulating and encouraging the development and use of products made from reusable and recovered materials;
- Reducing waste and improving material and energy efficiency by establishing a review process for how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used, and disposed;
- Identifying opportunities to cooperatively purchase environmentally preferable supplies and equipment where such purchases lower the incremental costs to agencies and meet the other purposes of this policy; and
- Serving as a model to encourage other agencies and businesses in the region to stimulate development of markets for recovered materials through the purchase of goods made from such materials.

2. POLICY

It is the policy of the Authority to reduce the environmental impact of its purchases by addressing:

1. Product Content

- a. Purchase products which contain the highest percentage of post-consumer recovered material and the highest percentage of total recovered material available in the marketplace (e.g.; 100% post-consumer content for paper).
- b. Ensure that specifications and performance standards for goods and services do not require the use of products made from virgin materials nor specifically exclude the use of environmentally preferable products.
- c. Replace disposables products with re-usable and recyclable products.
- d. Avoid products for which unused portions would be hazardous wastes.
- e. Select products for which manufacturers and their suppliers disclose the material content of their products, including recycled and post-consumer recycled content.

2. Extended Producer Responsibility

- a. Include product specifications that address:

- i. Durability and minimization of waste in the product design, materials content, 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.
 - ii. Free or low-cost product takeback services (e.g.; equipment leasing, mail-back, TakeBack, and/or collection, recycling, remanufacturing, and proper disposal of their products).
 - iii. 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 management practices.
- b. Purchase products that minimize greenhouse gas emissions over the entire product lifecycle.
- c. Participate in industry-financed TakeBack and recycling programs such as the Rechargeable Battery Recycling Corporation (RBRC), the Thermostat Recycling Corporation (TRC), and other programs set up by product stewardship organizations, also including but not limited to the Carpet and Paint stewardship programs as established in California.

3. Environmental Product Standards

When possible procure environmentally preferable goods and services that meet environmental product standards established by governmental or other widely recognized authorities. Examples include the Green Seal 37 standard for janitorial products, EPEAT for IT equipment, and GreenGuard for furniture.

4. Other Environmental Factors

Integrate environmental factors into the Authority's purchasing decisions if external authorities have not established standards. Examples include, but are not limited to:

- a. Purchase fleet vehicles that provide the best available fuel efficiency and net reduction in vehicle fleet emissions;
- b. Evaluate, as appropriate, the environmental performance of vendors in providing products and services;
- c. Procure goods, products and services that support and/or aligned with LEED guidelines
- d. Procure used, repaired, or refurbished goods as performance requirements allow..
- e. Procure products that are more readily maintained and/or repaired than others available
- f. Procure products or services that reduce transportation impacts because they are produced (in order of decreasing preference) within Del Norte County, regionally (i.e. within 150 miles), within California or Oregon, or within the United States.

5. Performance Measurement

Quantify the environmental and economic benefits of the procurement of environmental alternatives such as recycled content paper, biodiesel, and IT equipment by utilizing available product environmental benefits calculators. Environmental benefits calculators have been developed to quantify the benefits associated with the procurement and use of various products such as paper, biodiesel, and janitorial supplies.

3. DEFINITIONS

The following terms shall have the assigned definitions for all purposes under this policy:

- A. **Affiliated agency** means any government agency, institution, or business in Del Norte County that has adopted a written policy advocating procurement of environmentally preferable products.
- B. **"Authority"** means the Del Norte Solid Waste Management Authority.
- C. **"Compost Products"** means mulch, soil amendments, ground cover, or other landscaping material derived from the biological or mechanical conversion of cellulose-containing waste materials
- D. **"Environmentally preferable products"** means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition and processing, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product. Environmentally preferable products usually have one or more of the following qualities: they reduce or prevent waste, conserve energy, or reduce pollution; are reusable, refillable, or repairable; have a minimum of packaging; are made from recovered, post-consumer, recycled, or composted materials (preferably materials recovered within the region), and may be recovered, recycled, salvaged or composted within the region.
- E. **"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.
- F. **"LEED (Leadership in Energy and Environmental Design)"** means the Green Building Rating System developed and administered by the United States Green Building Council (USGBC) and adopted by the *Governing Body* in the Green Building Policy.
- G. **"Lifecycle Analysis"** means the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.
- H. **"Mail-back"** means that a product or package may be conveniently mailed back to a product stewardship organization or manufacturer for recovery and recycling. Convenient mail-back services generally include provision of pre-paid mail-back containers and labels at no additional cost, and do not require customers to request such mail-back containers.
- I. **Persistent, bioaccumulative, or toxic (PBT)** means chemicals that are toxic, persist in the environment, bio-accumulate in food chains, and pose risks to human health and ecosystems. PBTs transfer easily between air, water, and land, remain in the environment for long periods of time, are not readily destroyed, and build up or accumulate in body tissue.
- J. **"Post-consumer recycled material"** means material which had completed one use and was separated for the purposes of collection and reprocessing, not including industrial process wastes that are marketed as commodities but not collected by most municipal recycling systems, such as sawdust.

- K. **"Practicable"** means sufficient in performance and available at a reasonable price. Final determination of the practicability of any given product must lie with the users of the product, since it is they who understand their performance and budgetary requirements. Evaluation should consider life-cycle and replacement costs.
- L. **Product Category** means a function, process, equipment, or type of product, regardless of supplier or manufacturer.
- M. **"Recyclable product"** means a product which, after its intended end use, can demonstrably be diverted from the Del Norte County's solid waste stream for use as a raw material in the manufacture of another product.
- N. **"Recycled material"** means material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- O. **"Recycled product"** means a product containing recycled material.
- P. **"TakeBack"** means a drop-off service for recovering products at the retail location where such products are sold or distributed.

4. RESPONSIBILITIES OF DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

The Del Norte Solid Waste Management Authority shall:

- A. Develop and maintain access to information, in identified product categories, about suppliers and performance data regarding environmentally preferable products. The Authority will also identify State and National environmental preferable or recycled product procurement guidelines. The identified product categories are listed in section 5 of this policy. The Authority will also maintain a list of products in each product category for each affiliated agency which have been determined to meet the practicable performance requirements for that agency. Either the Authority or affiliated agencies may periodically suggest modifications to either of these lists as needed;
- B. Inform affiliated agencies of their commitments and responsibilities under this policy and assist with implementation as requested;
- C. Disseminate information to affiliated agencies on demonstration, specification and procurement of environmentally preferable and recycled products;
- D. Communicate with affiliated agencies to review policy requirements and new procurement opportunities, and to monitor the status of policy implementation product research results;
- E. Publicize the progress of policy implementation to affiliated agencies;

Upon request or approval by affiliated agencies, engage major suppliers of product categories used by affiliated agencies to offer environmentally preferable products;

- F. Develop and maintain a list of environmentally preferable products to be recommended for all affiliated agencies based on considerations of performance, cost, and the purpose of this policy. The Authority and affiliated agencies may periodically recommend modifications to this list as needed.
- G. Submit an annual report to affiliated agencies reflecting the implementation status of this procurement

program, including:

1. A compilation of procurement data collected from all agencies and other parties charged with implementation responsibility under this policy;
2. An account of the current status of product evaluations conducted by agencies;
3. An assessment of procurement program effectiveness, an evaluation of program goals as stated in prior annual reports, and projections of future procurement opportunities;
4. Updated lists described in section 3.A. of this policy; and
5. Recommendations for future goals and changes in procurement policy.

5. RESPONSIBILITIES OF AFFILIATED AGENCIES

Each Affiliated Agency shall:

- A. Designate a procurement officer (by job title and name) responsible for administering and implementing this policy for the affiliated agency. The Authority's designated procurement officer for implementing this policy is the Administrative Assistant.
- B. For each product category that the affiliated agency uses, evaluate one or more environmentally preferable product identified by the Authority to determine the extent to which the product may be practicably used by the agency and its contractors;
- C. After demonstrating that a specific environmentally preferable product performs adequately, notify the Authority that the agency intends to purchase that environmentally preferable product in future;
- D. Ensure that contracts issued by the agency require recycled and environmentally preferable products wherever practicable;
- E. Ensure that contracts issued by the agency for recycled products require the maximum practicable amount of recycled material and that contractors provide certification of this content and report amounts used;
- F. Ensure that all printing by their agency uses recycled paper and bears the chasing arrow logo or other imprint identifying it as such;
- G. Use both sides of paper sheets whenever practicable in printing and copying;
- H. Ensure that requests for bids and proposals issued by the Authority require that, whenever practicable, contractors and consultants use recycled paper with a specified minimum post-consumer recycled content, printed on both sides;
- I. Report the progress of policy implementation by the agency to the Authority, including:
 1. the status of product evaluations conducted by the agency,
 2. Grouped by product category, the total quantity and expenditures on environmentally preferable products purchased by the agency and its contractors; and

3. The total annual budget of the affiliated agency for procurement

6. ENVIRONMENTALLY PREFERABLE PRODUCT CATEGORIES

- A. Paper and paper products;
- B. Compost products;
- C. Horticultural mulch made with recycled landclearing and other wood debris;
- D. Construction aggregates made with recycled cement concrete, glass, or asphalt;
- E. Cement and asphalt concrete containing glass cullet, recycled fiber or plastic, tire rubber, or fly ash;
- F. Lubricating oil and hydraulic oil with re-refined oil content;
- G. Antifreeze;
- H. Recycled plastic products;
- I. Retreaded and remanufactured tires
- J. Products made from recycled tire rubber, including rubber mats and playfield surfaces;
- K. Insulation products;
- L. Remanufactured Paint;
- M. Remanufactured laser printer toner cartridges and refillable ink cartridges;
- N. Rechargeable batteries
- O. Water saving products
- P. Energy efficient lighting
- Q. Non-toxic janitorial supplies
- R. Other products as designated by the Del Norte Solid Waste Authority.

7. EXEMPTIONS

- A. Nothing contained in this policy shall preclude user agencies from requiring recycled material content as a bid specification.
- B. Nothing in this policy shall be construed as requiring an agency or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.