

**RESOLUTION NO. 11-7024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING THE IMPLEMENTATION OF AN ENVIRONMENTALLY PREFERABLE PURCHASING POLICY FOR ALL CITY EMPLOYEES AND DEPARTMENTS**

**WHEREAS**, in 2010 the City of Covina's Strategic Plan three-year goal included becoming an environmentally sustainable community; and

**WHEREAS**, the Environmentally Preferable Purchasing program will have a beneficial effect on the citizens of the City; and

**WHEREAS**, the combined governments of the United States spending exceeds more than a trillion dollars' worth of goods and services each year; and

**WHEREAS**, the City's leadership role in helping protect the environment with an EPP program will serve as a model for local businesses and private industry; and

**WHEREAS**, each year 33,000 tons of discarded materials and products are currently sent to disposal from the City of Covina at a cost of \$2.7 million a year to residents and businesses; and

**WHEREAS**, the cost of collecting, recycling, and disposing of hazardous products easily exceeds \$500 million a year in California; and

**WHEREAS**, in 1989 AB939 was implemented with the adoption of a Source Reduction and Recycling Element and Household Hazardous Waste Element in 1992 to reduce land-filled waste by 50 percent by the year 2000 and establish markets for recyclable materials; and

**WHEREAS** the City of Covina employs in excess of 150 employees in six (6) locations – City Hall, Parks and Recreation, Library, Joslyn Center, Public Works Yard, and Police Station; and

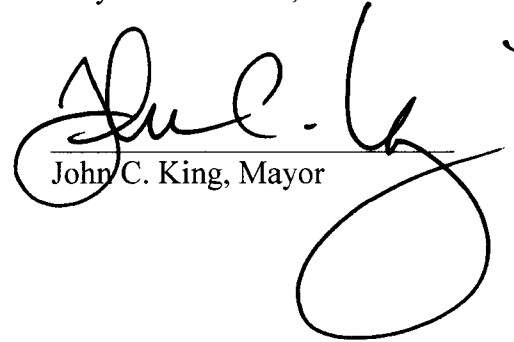
**WHEREAS**, the individual departments within each City location are responsible for purchasing products and services without guidelines for environmentally preferred products; and

**WHEREAS**, the Environmentally Preferred Purchasing (EPP) Policy would ensure procurement of products and service with recycled content or recyclable, conserve natural resources, materials, and energy, and reduce landfill waste.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Covina that by adoption of this resolution the City of Covina will direct all City departments and employees to follow the policy's guidelines and recommendations, attached hereto and incorporated herein as "Exhibit A" to said resolution, for purchasing environmentally preferred products.

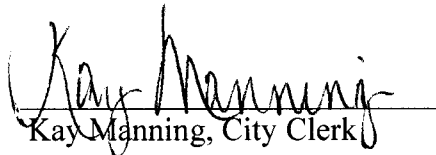
**BE IT FURTHER RESOLVED**, the Environmental Services Section will have overall responsibility to coordinate this program in cooperation with the Department of Finance.

**PASSED, APPROVED AND ADOPTED** this 15th day of November, 2011.



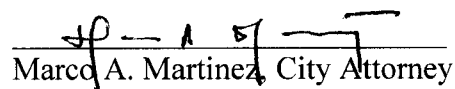
John C. King, Mayor

ATTEST:



Kay Manning, City Clerk

APPROVED AS TO FORM:



Marco A. Martinez, City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 11-7024 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 15th day of November, 2011, by the following vote of the City Council:

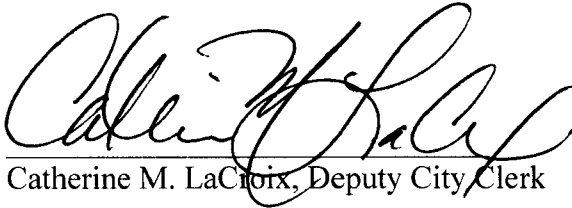
**AYES: ALLEN, DELACH, KING, LOW, STAPLETON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 15th day of November, 2011.

  
Catherine M. LaCroix, Deputy City Clerk

**Exhibit A to Resolution No. 11-7024**  
**CITY OF COVINA**  
**ENVIRONMENTALLY PREFERABLE PURCHASING POLICY**

**1.0 STATEMENT OF POLICY**

1.01 It is the policy of the City of Covina to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Purchase products that reduce greenhouse gas emissions in their production, shipping, use and discard; and
- Purchase products that include recycled content, are durable and long-lasting, and conserve energy and water.

**2.0 PURPOSE**

2.0.1 This Policy is adopted in order to:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy,
- Eliminate or reduce toxics that create hazards to workers and our community,
- Support strong recycling markets,
- Reduce materials that are landfilled,
- Increase the use and availability of environmentally preferable products that protect the environment,
- Identify environmentally preferable products and distribution systems,
- Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and
- Create a model for successfully purchasing environmentally preferable products that encourages environmentally friendly practices and that encourages other purchasers in our community to adopt similar goals.

**3.0 STRATEGIES FOR IMPLEMENTATION**

**3.1 SOURCE REDUCTION AND MATERIAL CONSERVATION**

3.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.

3.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts, when practicable.

3.1.3 Consider short-term and long-term costs in comparing product alternatives. 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 and replacement parts, disposal costs and expected lifetime compared to other alternatives.

3.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.

3.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection.

3.1.6 Encourage vendors to take back and reuse pallets and other packaging and shipping materials.

3.1.7 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when Covina discards or replaces such equipment, whenever possible.

3.1.8 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when the City discards or replaces such equipment, whenever possible. Request that suppliers state their take back, reuse or recycling programs during the bidding process.

3.1.9 Print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex (where applicable).

### **3.2 RECYCLED CONTENT PRODUCTS**

3.2.1 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, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines, when practicable.

3.2.2 Purchase copiers and printers compatible with the use of recycled content and remanufactured products.

3.2.3 In accordance with California Public Contract Code, Sec. 10409, purchase re-refined lubricating and industrial oil for use in vehicles and other equipment, when appropriate.

3.2.4 When practicable, when specifying asphalt, concrete, aggregate base or portland cement concrete for road construction projects, use recycled, reusable or reground materials.

3.2.5 Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades, when practicable.

### **3.3 ENERGY EFFICIENT AND WATER SAVING PRODUCTS**

3.3.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions to conserve electrical power, reduce peak power consumption, and lower energy costs when practicable.

3.3.2 Replace inefficient interior lighting with energy-efficient equipment when funding is available.

3.3.3 When practicable, 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.

3.3.4 Purchase U. S. EPA Energy Star certified products when available and practicable. When 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.

3.3.5 Purchase water-saving products, when practicable. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

#### **3.4 GREEN BUILDING PRODUCTS AND PRACTICES**

3.4.1 Adhere to the 2010 California Green Building Standards Code, as adopted by the Covina City Council on November 16, 2010, which promoted increased water and energy savings through a combination of more efficient appliances, use of efficient landscapes and a more efficient building design and operation. The code also encourages the use of recycled materials in carpets and building materials, and identifies various site improvements including parking for hybrid vehicles and better storm water plans.

#### **3.5 LANDSCAPING PRODUCTS AND PRACTICES**

3.5.1 Employ Native-Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance performed by Covina, including workers and contractors providing landscaping services for Covina, including, but not limited to, integrated pest management, grasscycling, 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 scrap programs.

3.5.2 Select plants to minimize where appropriate. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

#### **3.6 TOXICS AND POLLUTION PREVENTION PRODUCTS AND PRACTICES**

3.6.1 Manage pest problems through prevention and physical, mechanical and biological controls when Covina and its contractors maintain buildings and landscapes. The City should employ an Integrated Pest Management (IPM) policy and practices using the least toxic pest control.

3.6.2 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.

3.6.3 Encourage janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal or EcoLogo™ certification standards for environmental preferability and performance.

3.6.4 Encourage the purchase of paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.

3.6.5 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, Covina should give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, Covina will dispose of those products in the most environmentally safe manner possible. Ammunition purchased by the Police Department is exempt from the lead content requirements. All fluorescent lamps and batteries will be recycled.

3.6.6 Specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria, designated as “required,” as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

3.6.7 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 and as funding permits.

### **3.7 FOREST CONSERVATION PRODUCTS**

3.7.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, 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, or stricter than, those of the Forest Stewardship Council certification.

3.7.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable.

### **3.8 CONSERVATION AND WASTE REDUCTION**

3.8.1 Covina staff are responsible to institute practices that reduce waste and result in the purchase of fewer products without reducing safety or workplace quality. The following practices shall be followed, at minimum:

- Using electronic communication instead of printed unless whenever possible,
- Using double-sided photocopying and printing,
- Using washable and reusable dishes and utensils,
- Using rechargeable batteries,
- Streamlining and computerizing forms,
- Using “on-demand” printing of documents and reports as they are needed,
- Choosing durable products rather than disposable,
- Buying in bulk, when storage and operations exist to support it,
- Re-using products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings. A “supply exchange” page will be posted on the City intranet with supplies, furniture and materials that are available to City departments for free to facilities reuse and reduce disposal of unwanted items.

#### **4.0 RESPONSIBILITIES**

4.0.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, Covina recognizes its duty to act in a fiscally responsible, as well as, a timely manner.

4.0.2 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.

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

4.0.4 Utilize grant funds to support and implement the Environmentally Preferable Practices Policy to the extent allowable and eligible.

#### **5.0 IMPLEMENTATION**

5.0.1 The Directors of City Departments shall implement this policy in coordination with other appropriate City personnel.

5.0.2 Vendors, contractors, and grantees are to be encouraged to comply with applicable sections of this policy for products and services provided to Covina.

#### **6.0 PROGRAM REVIEW**

6.0.1 The Director of Public Works and Director of Finance shall review this policy periodically and present any recommended changes or updates as needed.

## **7.0 DEFINITIONS**

7.0.1 “American Society for Testing and Materials” means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

7.0.2 “Native-Friendly Landscaping” means working with the natural ecosystems of the inland Southern California area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources.

7.0.3 “Bio-Based Products” means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

7.0.4 “Biodegradable plastic” means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

7.0.5 “Biodegradable Products Institute” (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

7.0.6 “Buyer” means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.

7.0.7 “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.

7.0.8 “Compostable plastic” means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

7.0.9 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with Covina or serves in a subcontracting capacity with an entity having a contract with Covina for the provision of services and products.

7.0.10 “Degradable plastic” means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

7.0.11 “EcoLogo™” is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988. 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.

7.0.12 “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.

7.0.13 “Energy Star” means the U.S. EPA’s energy efficiency product labeling program.

7.0.14 “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.

7.0.15 “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.

7.0.16 “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.

7.0.17 “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 appear only on certified products.

7.0.18 “Integrated Pest Management” 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 nontarget organisms, and the environment.

7.0.19 “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.

7.0.20 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).

7.0.21 "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.

7.0.22 “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.

7.0.23 “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.

7.0.24 “Recycled Content” means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.

7.0.25 “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”

7.0.26 “Recycled Product” means a product that meets [the Organization’s] recycled content policy objectives for post-consumer and recovered material.

7.0.27 “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.

7.0.28 “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.

7.0.29 “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.

7.0.30 “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.

7.0.31 “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.

## **8.0 EFFECTIVE DATES**

8.0.1 This policy shall take effect on November 15, 2011.