



City of Eau Claire, Wisconsin

Environmentally Preferable Purchasing (EPP) Policy

March 2009

I. Statement of Policy

It is the intent of this policy to guide City of Eau Claire departments in the purchase of environmentally preferable products and services in a manner that complies with local, state or federal requirements and not to procure goods and services 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.

II. Purpose

The purpose of this policy is to establish the framework for establishing an environmentally based purchasing program. The City of Eau Claire recognizes that the purchasing decisions of our employees and contractors can positively or negatively impact the environment. By including environmental considerations in our purchasing decisions, along with our traditional concerns of price, performance and availability, we will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources. We strongly encourage the purchase of environmentally preferable products (EPP) whenever they perform satisfactorily and are available at a reasonably competitive cost.

Sustainable Purchasing demonstrates the City's commitment to environmental purchasing in a manner that reflects Eau Claire's core values of fiscal responsibility, social equity, community and environmental stewardship. The City's goal is to bring together policies, communication tools, process improvements, standards, and reporting mechanisms to help align purchasing practices with City values and incorporate these into a sustainable, environmentally based purchasing program.

All City of Eau Claire departments shall adopt and promote the use of environmental purchasing in order to:

1. Encourage waste prevention, recycling and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
2. Serve as a model for the Chippewa Valley by successfully purchasing environmentally preferable products and services that encourage other buyers and consumers in the community to adopt similar goals.

III. Definitions

“Sustainable Purchasing” means purchasing materials, products, and labor in a manner that reflects fiscal responsibility, social equity, community and environmental stewardship.

“Recycling” means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

“Waste Prevention” means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

“Environmentally Preferable Products and Services” means products and services that have a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance and/or disposal of the product or service.

“Recycled Products” are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

“Practical” means sufficient in performance and reasonably available at a reasonably competitive cost.

IV. Policies

- A. City of Eau Claire staff shall specify environmentally preferable products whenever practical.
- B. City of Eau Claire shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- C. City of Eau Claire departments shall practice waste prevention whenever feasible and appropriate.
- D. City of Eau Claire departments shall, whenever feasible and appropriate, use Life Cycle Cost analysis to assist in the selection of products and services.

V. Best Practices

A. Procurement Practices

City of Eau Claire departments shall evaluate, where applicable, the following environmentally preferable product categories and purchase them whenever practical.

1. Remanufactured laser printer toner cartridges
2. Computers, Appliances (Energy Star Rated)
(www.energystar.com)
3. Energy savings products (www.energystar.com)
4. Waste reduced products
5. Water savings products
6. Recycled furniture
7. Recycled paper and paper products (minimum of 30-35% Post-Consumer Waste) (Chlorine –free)
8. Recycled office supplies
(<http://www.community.officedepot.com/environment.asp>)
9. Re-refined antifreeze
10. Re-refined lubricating and hydraulic oils
11. Recycled outdoor-wood substitutes
12. Recycled content construction, building and maintenance products
13. LEED Certifiable Construction (www.usgbc.org/leed)
14. Re-crushed cement concrete aggregate and asphalt
15. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products
16. Remanufactured tires and products made from recycled tire rubber
17. Cleaning products made with lowered toxicity and products with Green Seal approval (www.greenseal.org)
18. Re-manufactured paint
19. Carpets made from recycled materials w/low volatile organic compounds
20. Biodegradable/Compostable Products (corn based bio-plastics, responsibly harvested materials, fair trade products, organic substitutes, etc.)
21. Services that use energy and fuel-efficient processes and equipment
22. Fuel efficient hybrid-electric vehicles, neighborhood electric vehicles (NEV) or alternatively fueled vehicles
23. Other products that may be designated by the Purchasing Department

- B. City of Eau Claire departments shall consider the following when determining whether a product is environmentally preferable.

Biobased	Persistent, bioaccumulative toxic (PBT)-free
Biodegradable	Recyclable
Carcinogen-free	Recycled Content
Compostable	Reduced greenhouse gas emissions
Durable	Reduced packaging
Energy Efficient	Refurbished
Heavy Metal Free (e.g., no lead, mercury, cadmium)	Resource efficiency
Less Hazardous	Reusable
Low Volatile Organic Compound (VOC) Content	Upgradeable
Low Toxicity	Water Efficient
Made from rapidly renewable materials	

C. Waste Prevention Practices

City of Eau Claire departments shall seek to reduce their consumption of resources by incorporating the following practices:

1. Consider durability and ability to repair products prior to purchase.
2. Consider routine maintenance on products/equipment to increase the useful life.
3. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
4. Create electronic letterhead for use by all City departments.
5. Send and store information electronically when possible. This includes e-mails, website and electronic fax.
6. Review record retention policies and implement document-imaging systems.
7. Other waste prevention practices that further the goals of this policy.

VI. Responsibilities of Departments

Each City of Eau Claire department shall be responsible for the implementation of this policy and shall:

- A. Be responsible for ensuring its employees are aware of the City's desire to buy more environmentally preferable goods and services from companies sharing our environmental commitment.
- B. Practice waste prevention whenever possible.
- C. Continue to use recycling programs and expand on them where possible.
- D. Procure recycled products whenever practical and cost effective.

- E. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Share information with other departments when potential use of a product exists.
- F. Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly stringent product specifications and specifications not related to product performance.
- G. Ensure that procurement documents issued by the departments specify environmentally preferred alternatives whenever practical.
- H. Share equipment and supplies whenever practical and with other departments, agencies and municipalities.

VII. Responsibilities of the Purchasing Department

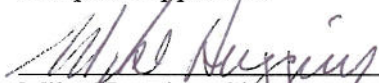

Purchasing Department shall:

- A. Maintain and use information about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage departments to purchase such products whenever practical.
- B. Provide departments with vendor furnished information about environmentally preferred products and purchasing opportunities.
- C. Inform vendors of our Environmentally Preferable Purchasing Policy.
- D. Structure applicable contracts to offer and/or feature recycled-content products whenever possible, (e.g., office supplies, lubricating oils and janitorial supplies).
- E. Encourage development of specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly stringent product specifications and specifications not related to product performance. All requests for proposals shall encourage vendors to offer recycled products whenever practical.

VIII. Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately and/or are not reasonably available at a reasonable cost.

Adopted/Approved:

	<u>3-26-2009</u>
Mike Huggins, City Manager	Date
	<u>4-7-2009</u>
Frank Draxler, Purchasing Manager	Date