



## **CITY OF MOUNT RAINIER GREEN PURCHASING POLICY**

### **GOAL:**

The goal of the City of Mount Rainier's Green Purchasing Policy is to purchase environmentally preferable products and services that:

- use recycled materials
- reduce the amount of waste generated in manufacturing or use
- are durable, longer lasting, reusable, refillable or compostable
- reduce energy and water use
- reduce the use of toxic and hazardous materials
- reduce greenhouse gases

Environmental considerations should become part of normal specifications, consistent with such traditional factors as safety, price, performance, and availability.

### **DEFINITIONS:**

**"Contractor"** means any person, group of persons, consultant, designing architect, association, partnership, corporation, or other business entity that has a contract with the City of Mount Rainier (including suppliers) or serves in a subcontracting capacity with an entity having a contract with the City of Mount Rainier for the provision of goods or services.

**"Cost effective"** means a recycled or environmentally preferable product that has a lower evaluated cost, using the life cycle costing evaluation method, than a virgin or non-preferable

**"Designated products"** means recycled and environmentally preferable products and materials designated by the Administration pursuant to this policy.

**"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, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

**"Life cycle costing"** is an accounting methodology used to evaluate the economic performance of a product or system over its useful life; it considers the operating costs, maintenance expenses, disposal costs, and other economic factors. It is the total cost of ownership.

**"Minimum recycled content standards,"** means standards developed and approved by the City of Mount Rainier specifying the minimum level of recovered material and/or post-consumer material necessary for designated products to qualify as recycled products. The City of Mount Rainier shall use the EPA guidelines wherever possible.

**"Post-consumer material"** means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is a part of the broader category of "recovered material".

**"Practicable"** means satisfactory in performance and available at a fair and reasonable price.

**"Price-preference"** means a percentage of increase in price that the City of Mount Rainier may pay to obtain a designated product that is determined to be cost effective.

**"Recovered material"** means waste material and by-products that have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

**"Recycled paper"** means paper meeting the minimum recycled content standards.

**"Recycled product"** means a product manufactured using recovered material and meeting Minimum Recycled Content Standards.

**"Source reduction"** reduces the amount of unnecessary material brought into a building, e.g., purchasing products with less packaging and sustainable designs.

## **POLICIES:**

1. City staff, in conjunction with the Environmental Protection Board (EPB), shall research current purchases of recycled and environmentally preferable products.
2. Before making each purchase, each buyer shall consider alternatives to the purchase of new supplies or equipment.

Buyers and users shall require their contractors and consultants to use products manufactured with 100 percent post-consumer recycled product and post-consumer recycled content. Contractors and consultants will be encouraged to reduce the amount of packaging in delivered supplies and equipment consistent with the delivery of supplies and equipment in specified condition. All buyers shall use, at the least, the minimum content standards established by the United States Environmental Protection Agency for recycled products. For printing and writing papers, the current minimum content standard is 35 percent post-consumer material. The EPA guidelines include standards for the following items:

- Construction Products
- Landscaping Products
- Non-paper Office Products
- Paper and Paper Products
- Park and Recreation Products
- Transportation Products
- Vehicular Products
- Miscellaneous Products

The standards are described under [www.epa.gov/cpg](http://www.epa.gov/cpg)

3. For all products, buyers shall specify the most environmentally preferable product.

## **ACTIVITIES**

1. The City staff, in conjunction with the EPB, shall develop standards and specifications for environmentally preferable products, including, but not limited to the following:

- Building and Construction
- Cleaning Products
- Electronics

- Energy using items (copiers, lighting, HVAC, etc.)
- Fleet
- Landscaping
- Meetings and Conferences
- Office Supplies
- Remanufactured Printer Cartridges
- Tissue and Towel Products
- Uniforms

City staff shall make purchasing decisions on environmentally preferred products or services in order to minimize the use of hazardous and dangerous substances, minimize waste, improve the quality of water, soil and air and avoid pollution and damage to the environment, and be based on criteria such as minimum recycled and post consumer content, salvage materials, local purchases, materials meeting the standards described below, and rechargeable batteries.

Wherever practicable, the standards should use the following national standards:

- [EPA Guidelines](#) (various products)
- [Responsible Purchasing Network](#) (various products)
- [EcoLogo](#) (various products)
- [EPEAT](#) (electronics)
- [Water Sense](#) (water efficient products)
- [Forest Stewardship Council](#) (paper products)
- [Resilient Floor Covering Institute](#) (flooring products)
- [Carpet & Rug Institute](#) (carpets)

City staff will develop methods to confirm the recycled content of environmentally preferable standards for each product.

2. The City staff shall keep updated information on sources of recycled and environmentally preferable products, including lists prepared by the State of Maryland, the U.S, Environmental Protection Agency and other sources.

3. All buyers shall use and require their contractors and consultants to use, environmentally preferable products whenever cost effective and practicable.

4. All buyers shall ensure that they and their contractors use recycled paper in all printed material (including brochures, letterhead, envelopes, business cards, and other items), and that it bears an imprint identifying the recycled content of the paper (including post-consumer material), whenever practicable.

5. City facilities shall use environmentally preferable products for all composting uses, wherever practicable.
6. Wherever practicable, project managers shall include life-cycle costing (LCC) in the bid specifications for products and services.
7. The Finance Office shall examine opportunities to cooperatively purchase recycled and environmentally preferable products with counties and other municipalities.
8. The city manager or his/her designee shall research and where possible implement a training program for city staff.
9. City staff shall prepare an annual report on the program.

**RESPONSIBILITIES:**

City staff with approved purchase requisitions shall:

- Revise minimum content standards as necessary to ensure that designated products contain the maximum practicable amount of recovered material and are consistent with guidelines and regulations promulgated by the Environmental Protection Agency (EPA), the State of Maryland and other federal and state agencies;
- Ensure that environmentally preferable products are designated whenever practicable;
- Provide information each year on recycled and environmentally preferable products specified and requisitioned in the previous fiscal year/
- Monitor performance by contractors to assure that all environmental specifications are met.

**Approved this 15th day of May, 2012.**

**Attest:**

*Jeannelle B. Wallace*

**Jeannelle B. Wallace  
City Manager**