

**City of Lancaster  
Administrative Policies and Procedures Manual**

Subject:		No. 09-02
<b>Environmentally Preferable Purchasing Policy</b>		Date: March 10, 2009
Approved By:	Department:	Revised By/Date
Barbara Boswell, Finance Director	Finance	

1.0 Purpose

The primary purpose of this policy is to maximize environmental benefits of the City's activities by encouraging the procurement of goods and services that:

- Reduce toxicity
- Conserve natural resources, materials and energy
- Maximize recyclability and recycled content

The purchase of environmentally preferable products is preferred whenever such products perform satisfactorily and are available at the lowest bid.

A collateral purpose of this policy is to support markets for recycled goods and other environmentally preferable products and services.

2.0 Organizations Affected

All City departments/divisions  
Lancaster Redevelopment Agency

3.0 References

City of Lancaster Municipal Code

4.0 Definitions

4.1 Energy Star means the U.S. EPA's energy efficiency product labeling program described at <http://www.energystar.gov>.

4.2 Environmentally Preferable Product has a lesser or reduced negative effect on human health and the environment when

compared with competing products which serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recycled products, recyclable products, low toxicity products, and reusable products.

- 4.3 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. See <http://www.greenseal.org> for information on the organizations programs and standards.
- 4.4 Life Cycle Analysis is the comprehensive examination of a product's environmental and economic effects throughout its lifetime, including raw material extraction, transportation, manufacturing, use and disposal.
- 4.5 Postconsumer 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 wasters.
- 4.6 Practicable means sufficient in performance and available at the lowest bid. Final determination of practicability of any given product must lie with the users of the product since it is the user who understands the product's performance and the user's budgetary requirements.
- 4.7 Preconsumer Material means material or by-products generated after manufacture of a product is completed but before the product reached the end-use consumer.
- 4.8 Recyclable Product is a product that, after its intended end use, can demonstrably be diverted from the City's solid waste stream for use as a raw material in the manufacture of another product.
- 4.9 Recycled Product is a product containing recycled material.
- 4.10 Reusable Product is a product that can be used several times for an intended use before being discarded, such as a washable food or beverage container or a refillable ballpoint pen.

## 5.0 Policy

The City shall acquire its goods and services in a manner that complies with City, State and Federal laws. The City shall promote the use of Environmentally Preferable Products in its acquisition of goods and services. Nothing in this policy shall be construed as requiring a department to procure products that do not perform adequately for their intended use or products that are not the lowest price bid, as required by City ordinance.

Procedures and guidelines may be established as necessary to encourage the continuation of a strong Environmental Procurement Program. It is the policy of the City of Lancaster to:

1. Procure Environmentally Preferable Products and services where criteria have been established by governmental or other widely recognized authorities (e.g. Energy Star, Green Seal and EPA Eco Purchasing Guidelines).
2. Raise staff awareness on the environmental issues affecting procurement by providing relevant information and training.
3. Encourage suppliers and contractors to offer Environmentally Preferable Products at competitive prices.
4. Encourage providers of services to consider environmental impacts of service delivery.
5. Encourage departments to include specifications for Recycled and Environmentally Preferable Products in all City contracts. Departments may evaluate the efficacy of a product prior to formulation of product specifications and further departments may specify both Environmentally Preferable Products and standard products in the same bid. The City's purchasing ordinance allows that a bid for recycled material which conforms to the specifications is within ten (10) percent of the low bid material, which is not recycled, and the recycled material bidder is otherwise the lowest responsible and responsive bidder, the award shall be made to the bidder offering the recycled material. In addition, the departments may also specify only Environmentally Preferable Products and select the lowest priced bidder.
6. Continue and if possible expand its existing programs to purchase Environmentally Preferable Products (such as re-refined automotive oils and coolants; the use of integrated pest-management, green seal custodian supplies, etc.). City departments are also encouraged to evaluate Environmentally Preferable Products and purchase them when possible.

## 6.0 Procedures

### 6.1 Source Reduction

6.1.1 Departments should follow certain practices and purchasing strategies to prevent waste before it is created. Such practices are suggested whenever practicable and cost-effective, but are not meant to reduce workplace safety or compromise product performance. Many are expected to reduce costs.

Examples include:

- Electronic communication instead of printed
- Double sided photocopying and printing
- Washable and reusable dishes and utensils
- Use of rechargeable batteries
- Streamlining and use of electronic forms
- Sharing equipment and occasional use items
- Choosing durable items rather than disposable
- Reducing product weight or thickness when effectiveness is not jeopardized in products such as, but not limited to, paper and plastic liner bags
- Buying in bulk, when storage and operations exist to support it
- Reusing products such as, but not limited to, file folders, storage boxes, office supplies, and furnishing

### 6.2 Recycled Content Products

6.2.1 Purchasing Products that contain postconsumer recycled content creates markets for material that are collected in recycling programs and saves valuable natural resources. It is suggested that Departments purchasing products with the highest postconsumer content practicable.

6.2.2 Copiers and printers bought should be compatible with the use of recycled content products like paper and remanufactured toner cartridges. Purchasing specifications should also require training for equipment operators and maintenance personnel in the appropriate use of recycled products with the equipment. Specifications that require this compatibility will avoid improper use and allow technicians to properly diagnose paper jams or equipment malfunctions without simply blaming what may be unfamiliar recycled content products.

6.2.3 When specifying asphalt concrete, aggregate base or portland cement for road construction projects, preferable recycled, reusable or reground materials include, but are not limited to, in-place recycling of asphalt concrete, aggregate base and portland cement concrete; rubberized asphalt concrete; recycled aggregate base; or recycled asphalt concrete, per the latest edition of the Standard Specifications for Public Works Construction. For more information on rubberized asphalt, see the resources available from the Rubberized Asphalt Technology Center at <http://www.rubberizedasphalt.org>.

### 6.3 Buying Decisions

6.3.1 Procure Environmentally Preferable Products and services where criteria have been established by governmental or other widely recognized authorities (e.g. Energy Star, Green Seal and EPA Eco Purchasing Guidelines).

6.3.2 City Departments should work to integrate environmental factors into the City's buying decisions where external authorities have not established purchasing criteria, for example:

- Replace disposables with reusable or recyclable items
- Support eco-labeling practices by buying practices
- Take into account life cycle costs and benefits
- Evaluate, as appropriate, the environmental performance of vendors in providing products and services.

## 7.0 Implementation Recommendations

### 7.1 Lead Departments

The Purchasing Division will collaborate with the Departments in the implementation of this policy by providing training, information when requested, and assistance in the evaluation of the Environmentally Preferable Purchasing of a product or service, and by facilitating a Green Purchasing Implementation Team. All departments will be encouraged to participate in the Green Purchasing Implementation Team. The Green Purchasing Implementation Team will:

- Evaluate specifications for Environmentally Preferable Purchasing on City-wide contracts.

- Undertake Life Cycle Analysis, on a pilot basis, when developing specifications for costly durable products.
- Participate in training and ensure that all departments are represented to raise awareness of Environmentally Preferable Purchasing.
- Develop and continue to refine Environmentally Preferable Purchasing benchmarks and measurable goals for the program.
- Promote the Environmentally Preferable Purchasing efforts that departments are currently undertaking.
- Promote department recognition program.
- Work to continuously improve the City of Lancaster's Environmentally Preferable Purchasing performance.
- Apply for grant funding to support Environmentally Preferable Purchasing activities.
- Hold public workshops on Environmentally Preferable Purchasing with local vendors.
- Report program outcomes/accomplishments to executive management.

## 7.2 Purchasing Systems

The Purchasing Division will also facilitate Environmentally Preferable Purchasing by setting up systems to:

- Track Environmentally Preferable Purchases by department and category (e.g. paper, paint) and report the results to all departments.
- Publish a hot sheet of new Environmentally Preferable Products available for purchase.
- Develop an Environmentally Preferable Purchasing web page which links to existing Environmentally Preferable Purchasing websites with information about products, specifications, cost comparisons, suppliers, etc.
- Identify all Environmentally Preferable Products in City contracts.

## 7.3 Environmentally Preferable Purchasing Incentives

The City can facilitate implementation of this policy throughout City departments by developing an incentive program.

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Mark V. Bozigian, City Manager

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Date