

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

219



FROM: COUNTY OF RIVERSIDE PURCHASING AND FLEET SERVICES

SUBMITTAL DATE:
February 3, 2009

SUBJECT: Rescind Policy A-39: Purchasing and Use of Recycled Materials and motion for Board of Supervisors to approve Policy A-64: Environmental Purchasing Policy

RECOMMENDED MOTION: That the Board of Supervisors:
 (1) Rescind Board Policy A-39
 (2) Approve the proposed Board Policy A-64, attached.

BACKGROUND: An Environmental Purchasing Policy is in need to not only establish the procurement of recycled products, but the demand of environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

The Environmental Purchasing Policy will serve as a framework for the following:

- Recycled Content Products
- Less Harmful and Non-toxic Materials and Processes
- Energy and Water Savings Efficient Products and Processes
- Natural Resource and Landscaping Management
- Renewal Products
- Disposal and Pollution Reduction
- Packaging

ATTACHMENT:

Robert J. Howdysnell, Director
 Purchasing and Fleet Services

FINANCIAL DATA	Current F.Y. Total Cost:	\$ -0-	In Current Year Budget:	-0-
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	2008/2009

SOURCE OF FUNDS: No Additional Funds Necessary.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: Serena Chow
 Serena Chow

County Executive Office Signature

Prev. Agn. Ref.: _____ **District:** _____ **Agenda Number:** _____

3.25

FORM APPROVED BY COUNTY COUNSEL DATE 1/26/09
 BY: NEAL R. KIPNIS
 Departmental Concurrence

Dep't Recomm.: Consen Polic
 Per Exec. Ofc.: Consen Polic

TO: BOARD OF SUPERVISORS

DATE: February 3, 2009

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SUBJECT: Rescind Policy A-39: Purchasing and Use of Recycled Materials and motion for Board of Supervisors to approve Policy A-64: Environmental Purchasing Policy

BACKGROUND CONTINUED:

An Environmental Purchasing Committee that consists of representatives from various departments, agencies and special districts such as Purchasing and Fleet Services, Waste Management, Facilities Management, and other cognizant departments will periodically meet to explore the benefits, as well as potential cost-savings associated with making ecologically sound procedures a part of the County's day-to-day modus operandi.

This policy will serve as the County's initial framework and will be updated as required.

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1. POLICY

The County of Riverside is committed to procurement decisions which minimize environmental impacts, toxins, pollution and hazards to workers, and enhancing community safety to the greatest extent practicable, as determined to be reasonable by the County. The County purchases millions of dollars of goods and services each year and establishing a plan to purchase environmentally preferable products can be a significant step toward achieving cost and environmental savings. The following Environmental Purchasing Policy has been developed to address these goals. As used in this policy, "County of Riverside" or "County" shall mean the County of Riverside, its departments, agencies, special districts, and their respective boards, directors, officials, employees, agents and representatives.

2. PURPOSE

This policy is adopted to use County procurement practices in an attempt 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 land-filled,
- increase the use and availability of environmentally preferable products that protect the environment,
- identify environmentally preferable products and distribution systems,
- give preference to 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 other purchasers in our community to adopt similar goals.

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3. RESEARCH, EVALUATION, IMPLEMENTATION

The Purchasing Agent shall establish and lead an Environmental Purchasing Committee. The Environmental Purchasing Committee will be composed of representatives from various County departments, agencies and special districts to research, evaluate, and implement the environmental purchasing objectives. The Committee will focus its research, evaluation and implementation on the following areas:

- **Recycled Content Products** (e.g. paper, playground equipment, motor oil, carpeting, plastic, lumber)
- **Less Harmful and Non-toxic Materials and Processes** (e.g. janitorial products, pest management chemicals, phosphates, paint)
- **Energy and Water Efficient Products and Processes** (e.g. energy efficient lighting, appliances, vehicles, equipment)
- **Integrated Pest Management**
- **Renewable Products** (e.g. certified forests, renewable energy resources)
- **Disposal and Pollution Reduction** (e.g. integrated waste management, beverage machines, double-sided copies, longer lasting tires, reusable holiday trees)
- **Packaging** (e.g. bulk packaging, reusable boxes, shipping pallets)

The County is aware that the evaluation and implementation phases of this policy will require changes in awareness, behaviors, practices and procedures. To the extent possible, it is the intention to have a participative process as the Committee researches, evaluates and implements the policy. The Committee shall meet annually or as determined by the Purchasing Agent to monitor and evaluate the County's progress.

4. SPECIFICATIONS

A. Recycled Content Products

- The Purchasing Agent shall work with vendors, purchasing staff members, departments, agencies and special districts for the implementation of this policy, in order to stimulate the procurement of products using recycled materials with recycled content.
- To the extent the Purchasing Agent determines it is of advantage to the County, and does not violate any law or regulation, the Purchasing

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Agent may decide that recycled materials only will be specified even if the cost involved is greater than materials without recycled content.

- To the extent practicable, all printing and copy paper products shall meet U.S. Environmental Protection Agency (EPA) guidelines for post-consumer recycled fiber content.
- To the extent practicable, all janitorial paper products shall meet U.S. EPA guidelines for post-consumer content.
- County personnel are encouraged to choose papers made with recycled stock and post-consumer waste for all specialty printed products (e.g. posters, flyers, brochures, etc.). (See Board Policy A-17: Printed Forms Control / Purchase and Use of Recycled Materials.)
- In accordance with California Public Contract Code Section 10409, the County shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- Where practicable, all motor vehicles operated shall use recycled propylene glycol antifreeze.
- Where practicable, carpeting purchased by the County may consist of recycled material and may contain low volatile organic compound (VOC) content available in its installation system.
- Where practicable, all playground equipment, including rubberized cover surfacing, shall consist of recycled content materials consistent with U.S. EPA guidelines.
- Where practicable, any other products with recycled content used by the County which are not identified in this policy shall meet the U.S. EPA recommendations and specification guidelines for recycled content.
- If the State of California adopts recommendations and specification guidelines for recycled content products that are more stringent than the U.S. EPA guidelines, the County of Riverside will follow the State guidelines to the extent practicable.

B. Less Harmful and Non-toxic Materials and Processes

- To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) shall contain ingredients that are identified by the United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens.

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- To the extent practicable, the use of chlorofluorocarbon containing refrigerants, solvents and other products shall be phased out to accommodate the Montreal Protocol on Substances that Deplete the Ozone Layer, and national requirements; and each new purchase will comply with the Protocol.
- Where practicable, all surfactants shall meet U.S. EPA standards as "readily biodegradable"; and no detergents shall contain phosphates.
- Where practicable, all paint used shall contain the minimum amount necessary of volatile organic compounds, and shall contain maximum recycled content.
- To the extent practicable, the County shall reduce or eliminate its use of products that contribute to the formation of dioxin and furan compounds. Where practicable, processed chlorine-free or less bleached paper shall be purchased for photocopy-grade and janitorial paper products. To the extent practicable, the County shall eliminate the use of Polyvinyl Chloride (PVC) plastics.
- Where practicable, less harmful and non-toxic materials and processes will be used in the manufacturing and assembly of systems furniture and other furniture purchases.

C. Energy and Water Savings Efficient Products and Processes

- To the extent practicable, purchased or leased electronic equipment including photocopiers, computers, printers, lighting systems, HVAC, kitchen and laundering appliances and energy management systems must meet U.S. EPA or U.S. Department of Energy (DOE) energy efficiency standards. *Where applicable, the energy efficiency function must remain enabled on all energy-efficient equipment.*

D. Integrated Pest Management

- Where practicable, the County procurement practices shall incorporate an integrated pest management program for pest control in accordance with this policy. To the extent practicable, any chemicals used to eliminate or deter insect pests and undesirable vegetation shall be the most readily and completely biodegradable product available for the given application, and shall be applied in a manner that is least likely to come into contact with humans and any other animals for which treatment is not intended.

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E. Renewable Products

- Where practicable, the County shall not procure products that originate from rainforest hardwood or tropical wood.
- To the extent practicable, the County will use products from certified forests.

F. Disposal and Pollution Reduction

- In coordination with County departments, agencies, special districts and vendors, County procurement practices shall, to the extent practicable, incorporate an integrated waste management program consistent with the waste management hierarchy set forth in State law; that is, waste prevention and reuse (source reduction) first, followed by recycling and composting, with only the residual being disposed of as trash or garbage.
- Recycling programs are currently available at the County for appliances, electronics, Christmas trees, paper, telephone books, laser-jet cartridges, wood pallets, scrap metal, batteries, glass and plastic bottles, and aluminum cans. The County will evaluate and implement, where practicable, expansions of and additions to the current programs in order to increase waste diversion.
- To the extent practicable, all departments, agencies and special districts shall ensure that they and their vendors use double-sided copying. Where practicable, all photocopiers and printers acquired by the County following adoption of this policy are required to be capable of double-sided copying.
- Where practicable, preference shall be given to products that are reusable or refillable and which are able to be recycled or composted at the end of their life.
- Occasional use items shall be shared to the extent practicable.
- To the extent practicable, preference shall be given to the lightest, smallest, most durable product that will complete the task (e.g. photocopiers, microwaves).
- For large purchases, to the extent practicable, life-cycle cost analysis shall be taken into consideration for cost comparisons of alternative products. Life-cycle cost analysis includes an assessment of a product's maintenance, energy and water use, and disposal costs.
- When replacing vehicles, County shall consider hybrid models or other fuel-efficient models that are estimated by the EPA to achieve a

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minimum average fuel economy of 25 miles per gallon vehicle as the "first choice" for fleet vehicle purchases in lieu of gasoline or diesel powered vehicles. (See Board Policy D-2: Use and Purchase of County Vehicles.)

G. Packaging

- To the extent practicable, the County shall require packaging to be reusable, recyclable or compostable. Items purchased shall be bulk-packed if possible.
- Vendors shall be encouraged to take back and reuse pallets and packaging materials.
- The Purchasing Agent will work with vendors to ensure the most effective packaging of products.

5. IMPLEMENTATION

- Nothing contained in this policy shall be construed as requiring a County department, agency, special district, purchaser, vendor, consultant, contractor or grantee to procure products that do not perform adequately for their intended use, exclude adequate competition, are not available at a reasonable price in a reasonable period of time, or which conflict with local, State or federal requirements.
- The Purchasing Agent shall implement this policy in coordination with other appropriate County personnel.
- Prior to award, successful bidders shall certify in writing that the environmental purchasing requirements claimed in bids are accurate.
- Upon request of the Purchasing Agent, purchasers making the selection from competitive bids shall be able to provide written justification for product choices that do not meet the environmental purchasing criteria stated in this policy or in the procurement documents.
- County vendors, consultants, contractors and grantees shall be encouraged to comply with applicable sections of this policy.
- The Purchasing Agent shall periodically evaluate the success of this policy's implementation.

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6. EFFECTIVE DATES

- This policy shall take effect immediately.

Reference:

Board Policy A-17
Board Policy D-2

FORM APPROVED COUNTY COUNSEL
BY: Neal R. Kipnis 11/26/09
NEAL R. KIPNIS DATE