



## Environmental Purchasing Policy

### i) Policy

The City shall make every effort to purchase and use materials, products and services that are economically responsible, that support the City's economic, environmental and social goals and that reduce resource consumption and waste within federal, state, and local laws.

(a) Beyond the conventional purchasing decision-making process, this policy identifies the need to include economic, environmental and social factors. These are all components of the Life Cycle Assessment that may be included to determine what the "best value" is for the City.

(b) Environmental factors:

1. Pollutant releases
2. Greenhouse gasses emissions
3. Energy consumption
4. Depletion of natural resources
5. Waste generation
6. Recycled, recyclable products
7. General impact on the environment

(c) Economic Factors:

1. Best value
2. Leveraging our buying power

3. Staff time and labor
4. Technological advances

(d) Social Factors:

1. Use of locally or regionally produced products and services to minimize transportation requirements.
2. Health and safety
3. End of life disposal

City Departments should use, where practicable, products and services that perform and have the least damaging and the most beneficial environmental impact, including new environmentally preferred products, reusable, recyclable and recycled content products. The City should seek opportunities through education, pilot testing of potential new products, adopting innovative product standards, specifications and contracts, leveraging buying expertise and working with other government entities on cooperative purchasing ventures.

- (e) All City departments that have responsibility for a fleet vehicle should support and implement the City of Coppell fleet sustainable policy.
- (f) All departments should support and implement the City of Coppell Environmental Procurement Policy
- (g) All departments should use, and encourage their contractors and consultants to use products manufactured with the maximum practicable amount of recovered material. They may also use environmentally preferred products whenever cost effective and to the extent practicable.
- (h) The Purchasing Department should maintain minimum recycled content standards for the purchase of designated products. The Division may specify recycled content at higher levels than minimum to the extent practicable.
- (i) All Departments should encourage that they and their contractors use recycled paper in printed material and that it bears an imprint identifying the recycle content of the paper, whenever practicable.

ii) **Definitions:**

- (a) **Cooperative purchasing:** System for allowing organizations to combine their purchasing power in order to negotiate better prices and reduce purchasing costs of a formal bid process.
- (b) **Departments:** Refers to City Departments and Departments
- (c) **LEED certification:** A green building rating system developed by the US Green Building Council designed to promote design and construct practices that reduce the negative environmental impacts of buildings and improving occupant health and wellbeing.
- (d) **Life Cycle Assessment:** The comprehensive examination of a product's environmental impacts throughout its lifetime, including new material extraction, transportation, manufacturing, use and disposal.
- (e) **Post-consumer recycled content:** Percentage of a product made from materials and byproducts recovered or diverted from the solid waste stream after having completed their usefulness as consumer items and used in place of raw or virgin material. Post-consumer content includes materials (such as paper, bottles, and cans) collected for recycling.
- (f) **Pre-consumer recycled content:** Percentage of a product made from materials and byproducts diverted from the solid waste stream during the manufacturing process. Pre-consumer material excludes reutilization of the material such as rework, regrind or scrap generated in a process and capable of being reclaimed with in the same process that generated it such as: planer shavings, sawdust, woodchips, trimmed printed materials and overruns, over issue publications and obsolete inventories.
- (g) **Performance:** the ability of a product or service to accomplish or contribute to the accomplishment of a job or task.

- (h) **Practicable:** Sufficient in performance and available at a reasonable cost.
- (i) **Recycled product:** A product that after its intended use can be diverted from the solid waste stream for use as a raw material in the manufacture of another product.
- (j) **Recycled product:** Material and by products that have been recovered or diverted from solid waste and have been utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer materials, manufacturing waste, industrial scrap, agricultural waste and other waste material, but does not include material or by products generated from, and commonly reused within, an original manufacturing process.
- (k) **Solid waste:** Defined under USEPA 40 CFR 261.2

### iii) Responsibilities

- (a) The Purchasing Department should:
  1. Designate products, processes and procedures to be evaluated by the City Departments and if adopted, use whenever practicable. Maintain a designated product list for Departments to reference for possible use.
  2. Provide Departments with technical assistance in policy implementation.
  3. Monitor and revise contracting procedures to be used by all Departments as necessary to procure designated products whenever practicable and to facilitate data collection.
  4. Research and provide information for the procurement of recycled and other environmentally preferable products and communicate these to the purchasing decision makers for evaluation and purchase.
  5. Collect data on purchases of recycled and other environmentally preferable products from all Departments.

6. Promote the use of the recycled and other environmentally preferred products by publicizing the policy and its implementation.

All Departments should:

7. Identify key personnel to evaluate each designated product to determine the extent to which it may be practicably used by the Department and its contractors.
8. Insure that contracting specifications do not discriminate against recycled products without justification.
9. Specify recycled and other environmentally preferable products whenever practicable and require this of contractors.
10. Monitor and report to the Purchasing Department the success or failure of all designated products.
11. Actively seek environmentally preferred products and services and report the findings to the Purchasing Department.
12. Evaluate and assess current Department policies and practices for opportunities to incorporate more environmentally preferred products.
13. Be familiar with third party certification organizations such as Energy Star and Green Seal among others to help write specifications for products and services.

#### **iv) Exemptions**

Nothing in this policy shall be construed as requiring the purchase of products that do not perform or are not available at a reasonable price to provide best value to the City.