



## TOWN OF HILLSBOROUGH PERSONNEL POLICY

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POLICY 408 B

CREATED 4/9/07

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### **SUBJECT: ENVIRONMENTAL PURCHASING POLICY**

**PURPOSE:** This purpose of this policy is to require the purchase of recycled and environmentally preferred products whenever practical in order to conserve natural resources and to support the markets for recycled goods and other environmentally preferable products and services. Additionally, this policy promotes waste prevention practices to reduce waste and to conserve natural resources.

#### **DEFINITIONS:**

“Recycling” means the process of collecting, sorting, treating and reconstituting materials (that would otherwise become solid waste to landfill) 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 department to eliminate or reduce the amount of waste generated before they enter the waste stream. This action is intended to conserve resources, promote efficiency and reduce pollution.

“Environmentally preferable products” means products that have a lesser impact on the environment and human health when compared with competing products. This comparison may consider raw materials purchase, production, packaging, distribution, reuse, operation and/or disposal of the product.

“Recycled products” are products manufactured in part or in whole 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 available at a reasonably competitive cost.

#### **POLICY:**

Town departments and employees will specify recycled and environmentally preferable products whenever practical.

Town departments and employees shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.

Town departments and employees shall practice waste prevention whenever practical.

## **BEST PRACTICES:**

### **A. Procurement Practices**

All Town departments and employees shall evaluate, at least, the following environmentally preferable product categories and purchase them with post consumer content or with recycled elements whenever practical. Opportunities for recycling including purchasing are:

1. Printing and writing papers, including all imprinted letterhead paper, envelopes, copy paper and business cards with a minimum of 30% post-consumer recycled content (a higher post-consumer recycled content percentage is encouraged when practical).
2. Paper products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper which contain post-consumer content.
3. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
4. Re-refined antifreeze for vehicles.
5. Re-refined lubricating and hydraulic oils for vehicles and equipment.
6. Recycled plastic outdoor-wood substitutes including plastic lumber, benches, fencing, signs and posts.
7. Recycled content construction, building and maintenance products including plastic lumber, carpet, tiles and insulation.
8. Re-crushed cement concrete aggregate and asphalt.
9. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
10. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
11. Compost, mulch and other organics.
12. Re-manufactured paint.

### **B. Waste Prevention Practices**

Town departments and employees are encouraged to reduce their consumption of resources by incorporating the following practices into their daily work activities.

1. Use duplex features (double-sided print mode) on all printers and copiers. Specify duplex feature on print jobs.
2. Consider durability and repairability of products prior to purchase.
3. Conduct routine maintenance on products/equipment to increase the useful

- life.
4. Send and store information electronically when possible.
  5. Review the record retention policies and implement document imaging systems.
  6. Other waste prevention practices that further the goals of this policy.

### **RESPONSIBILITIES OF ALL DEPARTMENTS**

Town departments and employees shall be responsible for the implementation of this policy and shall:

1. Practice waste prevention whenever possible.
2. Continue to utilize recycling and reuse programs and expand them where possible.
3. Procure recycled products whenever practical.
4. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Cross-feed information to other departments when potential use of a product exists.
5. Develop specifications used in bidding aimed at eliminating barriers to recycled-content products such as outdated or overly-stringent product specifications and specifications not related to product performance.
6. Ensure that procurement documents issued by the departments require environmentally preferred alternatives whenever practical.
7. Educate and promote this policy through all appropriate staff levels.
8. Public Works Director or his/her designee will review department procurement practices at least once per year to ensure these environmental purchasing policies are in use and will periodically complete a report for Council regarding the status and recommendations to increase the use of these best practices.