



TOWN OF HILLSBOROUGH PERSONNEL POLICY

POLICY 408 B

CREATED 4/9/07/REVISED 12/13/2021

SUBJECT: ENVIRONMENTAL PURCHASING POLICY

PURPOSE: This purpose of this policy is to require the purchase of recycled, recovered organic waste, 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:

“Annual Recovered Organic Waste Product Procurement Target” means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the Town is required to procure annually under 14 CCR Section 18993.1.

“Compost” means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

“Electricity Procured from Biomass Conversion” means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity.

“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.

“Organic Waste” means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges,

“Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).

“Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

“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.

“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.

“Renewable Gas” means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

“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.

“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 recovered organic waste products, 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). Businesses must certify in writing to the minimum or exact percentage of post-consumer material in the paper products, unless that information can be verified by a product label, catalog, invoice or a manufacturer or vendor website. Businesses must certify in writing that the products sold are eligible to be labeled with an unqualified recyclable label as defined in 16C CFR 260.12.

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. Businesses must certify in writing to the minimum or exact percentage of post-consumer material in the paper products, unless that information can be verified by a product label, catalog, invoice or a manufacturer or vendor website. Businesses must certify in writing that the products sold are eligible to be labeled with an unqualified recyclable label as defined in 16C CFR 260.12
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, renewable gas and electricity, and other recovered organic waste products in accordance with 14 CCR Section 18993.1:
 - a. The compost shall be produced at a compostable material handling operation or facility or a large in-vessel digestion facility that composts on-site.
 - b. The mulch must exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in Section 17852(a)(24.5)(A)1. through 3 and be produced at one of the following:
 - i. A compostable material handling operation or facility, other than a chipping and grinding operation or facility.
 - ii. A transfer/processing facility or transfer/processing operation.
 - iii. A solid waste landfill.
 - c. The renewable gas shall be used for fuel for transportation, electricity or heating applications. Renewable gas procured from a Publicly Owned Treatment Works (POTW) may count towards the Town's recovered organic waste product procurement target if the POTW receives organic waste directly from:
 - i. A compostable material handling operation or facility, other than a chipping and grinding operation or facility.
 - ii. A transfer/processing facility or transfer/processing operation.
 - iii. A solid waste landfill.

The POTW must provide the Town with documentation of organic waste tonnage received. The POTW must have transported less than 25% of the biosolids it produced to activities that constitute landfill disposal.

d. The electricity shall be from a biomass conversion facility. Electricity procured from a biomass conversion facility may only count towards the Town's recovered organic waste product procurement target if the biomass conversion facility receives feedstock directly from one or more of the following:

- i. A compostable material handling operation or facility, other than a chipping and grinding operation or facility.
- ii. A transfer/processing facility or transfer/processing operation.
- iii. A solid waste landfill.

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

C. Recovered Organic Waste Procurement Target

The Town shall annually procure a quantity of recovered organic waste products that meets or exceeds its current annual recovered organic waste product procurement target.

Recovered Organic Waste Procurement Target

The Town's annual recovered organic waste product procurement target shall be calculated by multiplying the per capita procurement target (0.08 tons of organic waste per California resident per year) by the Town's population according to the most recent annual data reported by the California Department of Finance.

Conversion Factor

The following conversion factors shall be used to convert tonnage in the annual recovered organic waste product procurement target to equivalent amounts of recovered organic waste products:

One ton of organic waste in a recovered organic waste product procurement target shall constitute:

- 21 diesel gallon equivalents, or “DGE,” of renewable gas in the form of transportation fuel.
- 242 kilowatt-hours of electricity derived from renewable gas.
- 22 therms for heating derived from renewable gas.
- 650 kilowatt-hours of electricity derived from biomass conversion.
- 0.58 tons of compost or 1.45 cubic yards of compost.
- One ton of mulch.

If the Town’s annual recovered organic waste product procurement target exceeds the Town’s total procurement of transportation fuel, electricity, and gas for heating applications from the previous calendar year as determined by the conversion factors, the target shall be adjusted to an amount equal to its total procurement of those products as converted to their recovered organic waste product equivalent from the previous year.

Recordkeeping Requirements

The Town shall maintain all documents that:

- Describe how the Town will comply with recovered organic waste product procurement targets.
- The name, address, and contact information of each entity, operation or facility from whom recovered organic waste products were procured, and how the product was used, and if applicable, where the product was applied.
- All invoices, receipts or similar records evidencing procurement.
- Invoices, receipts or other proof of purchase that describe the procurement of paper products by volume and type for all paper purchases.
- If a direct service provider is used for procurement, the invoices of records of the direct service provider of the procurements.
- Records evidencing the total amount of transportation fuel, electricity, and gas for heating applications procured.
- For renewable gas procured from a POTW, a certification from an authorized POTW representative attesting to compliance with the exclusion in 14 CCR Section 17896.6(a)(1), total tonnage of organic waste received from solid waste facilities, and the percentage of biosolids that the POTW produced and transported to activities that constitute landfill disposal.
- For electricity procured from a biomass conversion facility, a certification from an authorized biomass conversion facility representative certifying that the biomass feedstock was received from a permitted solid waste facility.
- For mulch, a copy of the ordinance or similarly enforceable mechanism that the Town has adopted requiring that mulch procured meets the land application standards

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 recovered organic waste products, and recycling and reuse programs and expand them where possible.
3. Procure recovered organic waste products and recycled products whenever practical.
4. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled and/or recovered organic waste 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 and recovered organic waste 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.