

City of Richmond
ADMINISTRATIVE MANUAL

SUBJECT: Environmentally Preferable Purchasing Policy

SECTION: Human Resources Management **POLICY NUMBER:** AP 307

INITIAL DATE PREPARED: August 1, 2009 **LAST DATE REVISED:**

1.0 STATEMENT OF POLICY

It is the policy of the City of Richmond to:

- institute purchasing practices that take into account a product's life-cycle environmental impacts,
- purchase products that minimize environmental impacts, toxins, pollution, and hazards to workers and protect community safety to the greatest extent practicable,
- reduce natural resource consumption and waste by:
 - eliminating unnecessary purchasing;
 - increasing product efficiency, durability, reusability, and effectiveness;
 - purchasing products in bulk to minimize packaging and transportation related environmental impacts;
 - purchasing products that are designed for recycling at end of life;
 - purchasing products that include recycled content;
 - purchasing products that conserve energy, water and other natural resources; and
 - identifying preferential products and standardizing their use,
- reduce the use and depletion of finite raw materials and long-cycle renewable materials by replacing them with rapidly renewable materials,
- purchase products that minimize greenhouse gas (GHG) emissions, use agricultural fibers and residues or include bio-based material, are biodegradable, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests,
- increase the purchase of local (regional) products that are extracted and manufactured within the region, thereby supporting the use of local resources and reducing the environmental impacts resulting from transportation,
- give preference to contractors and vendors who abide by a similar environmentally preferable purchasing policy,
- use purchasing power to help increase demand for environmentally preferable products, and
- reuse or recycle public resources whenever feasible to reduce material costs and waste.

2.0 PURPOSE

This Policy is adopted in order to:

- protect the health and safety of workers and citizens,
- conserve natural resources,
- minimize greenhouse gas emissions,
- minimize environmental impacts,
- eliminate or reduce toxins that create hazards to workers and our community,
- reduce the amount of material sent to landfills,
- support strong recycling markets,
- increase the use and availability of environmentally preferable products that protect the environment,
- identify environmentally preferable products and distribution systems,
- reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and
- create a model for the successful purchasing of environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

3.0 SPECIFICATIONS

3.1 Source Reduction

Guiding Principles

Implement strategies and practices that prevent waste before it is created. Reduce overall costs by procuring durable products and by considering short-term and long-term costs in comparing product alternatives.

3.1.1 The City of Richmond shall institute practices that reduce waste and result in the purchase of fewer products and products that are durable, long lasting, reusable, refillable or provided in bulk whenever practicable, recyclable or compostable at end of life, and cost-effective, but without reducing safety or workplace quality.

3.1.2 The City of Richmond shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.

3.1.3 All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected product lifespan compared to alternatives.

3.1.4 The City of Richmond shall request vendors to eliminate packaging or use the minimum

amount necessary for product protection, to the greatest extent practicable. The City of Richmond shall request vendors that cannot eliminate packaging to use packaging that is reusable, recyclable or compostable in existing recycling programs, or biodegradable. The City of Richmond shall request vendors to take back and reuse pallets, expanded polystyrene and other shipping and packaging materials than cannot be eliminated.

3.1.5 The City of Richmond and its caterers and food vendors shall use reusable food ware for City meetings and events. If reusable food ware is impracticable, the City and its vendors/caterers shall use biodegradable food ware.

3.1.6 The City of Richmond shall eliminate the purchase of water in plastic bottles for individual use and for use in water coolers within City buildings and operations.

3.1.7 The City of Richmond shall consolidate the use of electronic equipment and shall minimize the purchase of individual printers for staff members.

3.1.8 The City of Richmond shall purchase cleaning products in concentrated form when available.

3.1.9 All documents shall be printed and copied on both sides to reduce the use and purchase of paper, whenever practical.

3.1.10 The City of Richmond shall not use and shall discourage vendors and event organizers from using plastic bags to contain and distribute goods on City of Richmond property.

3.2 Recycled Content Products

Guiding Principles

Conserve natural resources by procuring products that contain recycled content (with preference for items that include postconsumer recycled content) to support markets for products made of recycled material while reducing demand for products made from virgin materials.

3.2.1 For all products listed in the United States Environmental Protection Agency's (U.S. EPA) Comprehensive Procurement Guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, the City of Richmond shall specify and purchase products that contain the highest percentage of recovered material practicable, but no less than the stated minimum recycled content standards.

3.2.2. The City of Richmond shall procure janitorial paper products that meet Green Seal standards and contain, at minimum, 30% post-consumer recycled content. The City of Richmond shall purchase trash liners that meet Green Seal Standard GS 45 and either contain 30% post-consumer recycled content or are biodegradable, whenever practicable.

3.2.3 Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.

3.2.4 All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content it contains.

3.2.5 The City of Richmond and their contractors will make every effort to use recycled paint containing at least 50 percent post-consumer content as available from Richmond's Household Hazardous Waste Facility or purchase paint that complies with Green Seal Standard GS-11 or another equivalent environmental standard when practicable.

3.3 Energy and Water Savings

Guiding Principles

Conserve natural resources by purchasing equipment designed to conserve energy and water. Consider long-term costs when purchasing equipment. Energy efficient and water saving equipment may have higher initial purchasing costs than conventional equipment, but may pay back in energy or water savings over time.

3.3.1 Energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency heating, ventilation and air conditioning systems.

3.3.2 The City of Richmond shall replace inefficient interior lighting with energy-efficient equipment. Lighting shall be controlled by individual occupants (where applicable) and shall have well maintained and calibrated automatic shutoff switching. Lighting shall be minimized where possible to avoid unnecessary lighting of interior spaces. The use of natural light shall be maximized whenever possible.

3.3.3 The City of Richmond shall replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Exterior lighting shall be minimized where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety, accessibility, and comfort thereby reducing light pollution.

3.3.4 All products purchased by the City of Richmond and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification. When Energy Star labels are not available for a specific product type, the City of Richmond shall choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

3.3.5 The City of Richmond shall purchase water-saving products whenever practicable in order to reduce the burden on municipal and regional water supplies and wastewater systems. This includes, but is not limited to, the use of high efficiency fixtures like low flow/variable flow dual

flush toilets, composting toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems on master controllers.

3.4 Green Building

Guiding Principles

Build durable, resource efficient, healthy and comfortable buildings with the goal of protecting occupant health, improving employee productivity, using energy, water, and other resources efficiently, reducing long-term occupancy costs, and minimizing the overall impact to the environment. Uphold the standards and requirements specified in the City of Richmond's municipal green building ordinance (Ref. RMC 6.45).

3.4.1 All building and renovations undertaken by the City of Richmond shall follow the green building requirements specified in the City's municipal green building ordinance (Ref. RMC 6.45). The ordinance mandates that all building projects undertaken by the City or one of its agencies affecting structures with more than 5,000 square feet of conditioned floor area or that receive more than \$300,000 of aid or subsidy from the City shall attain the following green building ratings: LEED ® Silver on the U.S. Green Building Council's Leadership in Energy and Environmental Design system (for commercial and institutional buildings) or 70 points on Build It Green's Green Point Rated system (for residential buildings).

3.5 Landscaping

Guiding Principles

Give preference to landscaping products that support sustainable landscape management practices: are appropriate for the local landscape, minimize chemical applications, conserve water and energy and recycle plant debris. Support markets for recycled materials through the purchase of recycled content hardscape structures and products such as construction material, transportation products and park supplies.

3.5.1 Landscape renovations, construction and maintenance performed by the City of Richmond shall employ Bay-Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, Integrated Pest Management (IPM), centralized master irrigation control systems, drip irrigation, grass cycling, composting, and procurement and use of mulch and compost with preference given to those produced from regionally generated plant debris and/or food waste programs.

3.5.2 Plants should be selected to minimize waste and ensure vitality by choosing species for purchase that are appropriate to the microclimate and soil type, species that can grow to their natural size in the space allotted, and giving preference to perennials rather than annuals for color when advantageous. Plants that require no or minimal watering once established (xeriscaping) are preferred, such as native, drought-resistant, or drought-tolerant plants. Plants shall be placed into groups of similar base water demand by hydrozones as per plant listings of the WULCOLS

III project. The Superintendent as per the City of Richmond Municipal Code shall make or approve all plant selections. At no time will exotic-invasive plants or noxious weeds identified by the Superintendent, Contra Costa Agricultural Commissioner, Richmond Municipal Code, or quarantine lists of the state and federal governments be purchased, even as residual percentage content of seed selections.

3.5.3 Pest problems shall be managed through prevention and physical, mechanical and biological controls. The City of Richmond will adopt and implement an Integrated Pest Management (IPM) policy consistent with the University of California Statewide IPM Program using practices with the least toxic pest control when practicable. Purchases of materials and services made by the City of Richmond shall be consistent with its Integrated Pest Management policies and State of California Pesticide Laws & Regulations.

3.5.4 Preference shall be given to slow release and/or organic fertilizers. Synthetic quick release fertilizers and fertilizer mixes containing ammonium based nitrogen shall be avoided when practicable.

3.5.5 Consideration shall be given to drip irrigation systems wherever practicable while the purchase and installation of centralized master irrigation control systems will be pursued. At no time shall a public irrigation system be designed or purchased for installation without review and authorization of the Parks & Landscaping Superintendent.

3.5.6 Non-potable water sources shall be used for irrigation needs whenever practicable.

3.5.7 Whenever practicable, compost shall be purchased that is produced from feedstock that includes at least 50 percent by volume regionally generated plant debris and/or food scraps. Procuring regionally helps the markets for local plant debris and food scraps collection and composting programs. The compost should be processed in accordance with California Code of Regulations, Title 14, Chapter 3, Article 7, Sections 17868.2-3 to promote pathogen reduction and weed seed kill and minimize heavy metal concentrations.

3.5.8 The City of Richmond shall consider the amount of impervious surfaces in the landscape. Permeable substitutes, such as decomposed granite, permeable asphalt or non-mortared pavers, are encouraged for walkways, plazas and access areas.

3.5.9 Viable topsoil is prohibited from being lost into subgrades during mass grading. Viable topsoil shall be saved and stockpiled for reuse for planting on-site or for transport to adjacent or local landscaping projects whenever mass grading for a project occurs.

3.5.10 When specifying asphalt concrete, aggregate base, Portland cement concrete or trench or roadfill materials for road construction projects, the City of Richmond shall use recycled, reusable or reground materials whenever practicable (i.e., rubberized asphalt concrete to overlay streets).

3.5.11 The City of Richmond shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, channelizers and barricades, which shall contain the highest postconsumer content practicable.

3.5.12 The City of Richmond shall purchase recycled content park supplies, such as benches, picnic tables, landscaping materials, and garbage and recycling containers, as practicable. Hardscapes and landscape structures constructed of recycled content materials are strongly encouraged.

3.6 Toxics and Pollution

Guiding Principles

Procure non-toxic products and products that minimize environmental pollution. Consider toxicity and pollution from a product's resource extraction, production, transport, use and disposal when purchasing products.

3.6.1 When making a choice among comparable products, the City of Richmond shall, whenever practicable, favor those products whose production and use involve the fewest hazardous materials.

3.6.2 To the extent practicable, the City of Richmond shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning products that meet Green Seal certification standards for environmental preferability and performance.

3.6.3 To the extent practicable, the City of Richmond shall purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program – Vacuum Cleaner Criteria, which are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. When possible and as applicable, other janitorial cleaning equipment shall be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.

3.6.4 The use of chlorofluorocarbon, hydrochlorofluorocarbon refrigerants and halon shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall contain refrigerants with no or very little Ozone Depleting Potential (ODP) and minimal Global Warming Potential (GWP).

3.6.5 All surfactants and detergents shall be readily biodegradable and shall not contain phosphates.

3.6.6 When maintaining buildings, the City of Richmond shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde as practicable when purchasing materials such as paint, carpeting, adhesives, furniture and casework.

3.6.7 The City of Richmond shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

- Purchasing paper, paper products and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.
- Prohibiting purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring and medical supplies, whenever practicable.

3.6.8 The City of Richmond will eliminate the use of aerosol products in City buildings.

3.6.9 The City of Richmond shall reduce the use of disposable batteries by purchasing rechargeable batteries for devices, such as cameras, remote control, tape recorders, telephone headsets, wireless keyboards and mice and other equipment, when practicable.

3.6.10 The City of Richmond shall favor the less hazardous item when purchasing products that contain lead and mercury and when the product or equipment has an established recovery program.

3.6.11 The City of Richmond shall specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as “required” as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products, whenever practicable.

3.6.12 All City Departments and Agencies are prohibited from purchasing or acquiring polystyrene foam disposable food service ware and where affordable will use reusable, biodegradable or compostable food service ware.

3.6.13 The City of Richmond shall purchase and require caterers and food vendors to use organic foods to reduce the known environmental and health impacts associated with pesticide use, as practicable.

3.7 Forest Conservation

Guiding Principles

Procure recycled and salvaged wood products and wood products that are harvested in an environmentally sustainable manner to reduce resource consumption and habitat degradation.

3.7.1 To the greatest extent practicable, the City of Richmond shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, the City of Richmond shall give preference to wood and wood based materials and products that are certified in accordance with the Forest Stewardship Council’s (FSC) Principals and Criteria for wood building components.

3.7.2 The City of Richmond encourages the purchase and use of previously used or salvaged wood and wood products, whenever practicable.

3.7.3 The City of Richmond urban forest management program will continue to recycle its own wood by-products for reuse in public landscapes or facilities as mulch or wherever practicable as rough or milled timber.

3.8 Bio-Based Products

Guiding Principles

Favor renewable, non-toxic and biodegradable products. Consider the sustainability of the raw material and biodegradability of the final product after disposal when choosing among bio-based products.

3.8.1 Vehicle fuels processed from waste food grade oil and/or agricultural waste, rather than extracted from food crops are encouraged whenever practicable.

3.8.2 Paper, paper products and construction products made from non-wood, plant-based contents, such as agricultural crops and residues, are encouraged whenever practicable.

3.8.3 Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers and cutlery, are encouraged whenever reusable dishware is not practicable.

3.8.4 Compostable plastic products purchased shall meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-03 standards.

3.8.5 Proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products shall be provided by vendors of such products, upon request. One acceptable proof of compliance for compostable plastic products, but not limited to, will be certification by the Biodegradable Products Institute (BPI).

3.9 Producer Responsibility

Guiding Principles

Support sustainable manufacturer take-back and recycling programs by favoring manufacturers that are accountable for collecting, recycling, reusing or safely disposing of their products at end of life, particularly for electronic equipment.

3.9.1 The City of Richmond shall require its suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or

environmentally safe recycling when the City discards or replaces such equipment, whenever possible.

3.9.2 The City of Richmond shall, whenever practicable, favor products that are manufactured by companies that take financial and/or physical responsibility for collecting, recycling, reusing, or otherwise safely disposing of their products and packaging at the end of their useful life.

3.9.3 When products are available that have established manufacturer-financed recycling programs, the City of Richmond shall require vendors to offer the manufacturer's recycling services.

3.10 Local Products

Guiding Principles

Favor products that are extracted, processed, produced and/or sold locally to reduce GHG emissions and packaging waste associated with transport and to support the local economy.

3.10.1 The City of Richmond shall, whenever practicable, favor products that are extracted, processed and manufactured locally.

3.11 Vehicle Fleet

Guiding Principles

Purchase vehicles that provide the best available net reduction in vehicle fleet emissions, standardize the vehicle fleet to increase general efficiencies and procure products that are non-toxic and consist of recycled content materials.

3.11.1 The City of Richmond shall purchase vehicles that provide the best available net reduction in vehicle fleet emissions, including favoring alternative fuel vehicles that support biodiesel, compressed natural gas, electric, hybrid electric, liquid natural gas and propane fuels when procuring new vehicles or replacing existing vehicles in the City fleet.

3.11.2 The City of Richmond shall right-size its vehicle fleet including purchasing the most appropriately sized vehicle available to perform the job needed and eliminating or redeploying unused or under-utilized vehicles while promoting sharing across departmental and divisional lines.

3.11.3 The City of Richmond shall consider using water-based cleaners that do not contain volatile organic compounds (VOCs) for vehicle parts washing.

3.11.4 The City of Richmond shall, whenever practicable, use extended-life and recycled antifreeze in vehicles.

3.11.5 The City of Richmond shall, whenever practicable, use recycled motor oil certified by the American Petroleum Institute in City vehicles.

3.11.6 The City of Richmond shall, whenever practicable, use remanufactured auto parts. The City of Richmond shall return used starters, alternators, fuel pumps, water pumps and steering pumps to the vendor to be rebuilt.

3.11.7 The City of Richmond shall, whenever practicable, send worn vehicle tires to an approved re-capping facility for retreading or to rubber plants to be recycled for other uses (i.e. rubberized asphalt concrete overlay for streets).

3.11.8 The City of Richmond shall favor air filters with a Minimum Efficiency Reporting Value (MERV) of 13 or better that can be cleaned and reused.

3.11.9 In accordance with all current purchasing requirements, the City of Richmond shall favor standardizing the vehicle fleet by identifying and designating specific vehicle types for each operation based on quality, net reduction in vehicle fleet emissions, vehicle fuel efficiency, and other measures deemed appropriate by the Public Works Director, Equipment Services Superintendent and Environmental Manager. Standardizing the vehicle fleet increases general efficiencies including minimizing the types of parts and products needed and decreasing staff time required for vehicle repairs and maintenance, parts inventories and training.

4.0 PRIORITIES

4.1 The health and safety of workers and citizens is of utmost importance and shall take precedence over all other policies.

4.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, are not available at a reasonable price in a reasonable period of time or exclude adequate competition. Especially in the case of emergency or critical incident, the quickest, most practical, reliable and/or efficient products or practices shall take precedence.

4.3 Overall environmental impact is essential to an environmentally sound production system and shall be considered to the greatest extent practicable.

4.4 Nothing contained in this policy shall be construed as requiring the City of Richmond, department, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

5.0 IMPLEMENTATION

5.1 The Environmental Manager, Purchasing Director, Engineering Director, Public Works Director, IPM Coordinator/Superintendent and IT Director, or other directors as designated by

the City Manager, shall implement this policy in coordination with other appropriate City of Richmond personnel.

5.2 As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.

5.3 Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

5.4 Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the City of Richmond, where practicable.

6.0 PROGRAM EVALUATION

6.1 The Environmental Manager, Purchasing Director, Engineering Director, Public Works Director, IPM Coordinator/Superintendent and IT Director, shall periodically evaluate the success of this policy's implementation through benchmark and goal setting and periodic reports.

7.0 DEFINITIONS

7.1 The "American Petroleum Institute" (API) is the national trade association representing the oil and natural gas industry. API certifies re-refined oils based on the same performance standards as those applied to virgin oils.

7.2 The "American Society for Testing and Materials" (ASTM International) is one of the largest voluntary standards development organizations in the world. It is a trusted source for technical standards for materials, products, systems, and services. Known for their high technical quality and market relevancy, ASTM International standards have an important role in the information infrastructure that guides design, manufacturing and trade in the global economy.

7.3 "Bay-Friendly Landscaping" means working with the natural ecosystems of the San Francisco Bay Area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, conserve water and other natural resources. Bay-Friendly Landscaping practices are described in the Bay-Friendly Landscape Guidelines, by StopWaste.org.

7.4 "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

7.5 The "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). The BPI is open to any

materials and products that demonstrate that they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

7.6 “Buyer” means anyone authorized to purchase or contract for purchases on behalf of the City of Richmond or its subdivisions.

7.7 The “Carpet and Rug Institute” (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the “Green Label” indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The “Green Label Plus” testing program incorporates additional requirements to meet California’s Collaborative for High Performance Schools low emitting materials criteria.

7.8 “Chlorine Free” means products processed without chlorine or chlorine derivatives.

7.9 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the City of Richmond or serves in a subcontracting capacity with an entity having a contract with the City of Richmond for the provision of goods or services.

7.10 “Dioxins and Furans” are a group of chemical compounds that are classified as persistent, bioaccumulative, and toxic by the U.S. Environmental Protection Agency (EPA).

7.11 “Energy Star” is the U.S. EPA’s energy efficiency product labeling program.

7.12 “Energy Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

7.13 “Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

7.14 “Federal Energy Management Program” is a program of the Department of Energy (DOE) that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

7.15 The “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

7.16 “Global Warming Potential” (GWP) refers to the ability of each greenhouse gas to trap heat in the atmosphere relative to another gas. The definition of a GWP for a particular greenhouse gas is the ratio of heat trapped by one unit mass of the greenhouse gas to that of one unit mass of CO₂ over a specified time period.

7.17 “Grass Cycling” is the practice of leaving clippings on the lawn when mowing, reducing the amount of green waste sent off site and returning nutrients to the soil through the decomposition of grass clippings.

7.18 “Green Building Practices” means a whole-systems approach to the design, construction, and operation of buildings and structures that helps mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green Building Practices such as those described in the LEED™ Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.

7.19 “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.

7.20 “Integrated Pest Management (IPM)” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

7.21 “LEED™ Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED™) Commercial Green Building Rating System, or other related LEED™ Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and high-rise residential buildings.

7.22 “Minimum Efficiency Reporting Value” (MERV) is a number from 1 to 16 that is relative to an air filter’s efficiency. The higher the MERV, the more efficient the air filter is at removing particles.

7.23 “Ozone Depleting Potential” (ODP) is a number that refers to the amount of ozone depletion caused by a substance. The ODP is the ratio of the impact on ozone of a chemical compared to the impact of a similar mass of CFC-11. Thus, the ODP of CFC-11 is defined to be 1.0.

7.24 “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 wastes.

7.25 “Practical” and “Practicable” mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.

7.26 “Preconsumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap or broke, which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

7.27 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material but does not include excess resources of the manufacturing process.

7.28 “Recycled Content” means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.

7.29 “Recycled Content Standard” means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products.”

7.30 “Recycled Product” means a product that meets [an organization’s] recycled content policy objectives for postconsumer and recovered material.

7.31 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

7.32 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

7.33 “Rubberized Asphalt Concrete” (RAC) is a road material made with recycled tires and has been in use since the late 1970s. RAC is a proven product--one that is cost efficient and an environmentally friendly alternative to traditional road paving.

7.34 “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

7.35 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

7.36 “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

7.37 “WUCOLS III” is the latest 1999 edition of the “Water Use Classification of Landscape Species” (sometimes also known as “A Guide to Irrigation Water Needs of Landscape Plants in California”) cosponsored by the University of California Cooperative Extension and the California Department of Water Resources and funded by the U.S. Bureau of Reclamation.

8.0 EFFECTIVE DATES

8.1 This policy shall take effect on August 1, 2009.