



COUNTY OF SACRAMENTO
PUBLIC WORKS AGENCY – Warren H. Harada, Administrator

Department of Waste Management & Recycling

David A. Pelsler, Director

9850 Goethe Road
Sacramento, CA 95827-3561
Phone: (916) 875-6789
Fax: (916) 875-6767
www.sacgreenteam.com

Richard D. Owings, Division Chief
John Abernethy, Landfill/Transfer Operations
Dick Lockhart, Collection Operations
Carol Mosier, Finance/Administration
Chris Richgels, Engineering/Planning

APPROVED
BOARD OF SUPERVISORS

JAN 28 2003
Cindy H. Turner
Clerk of the Board

Agenda date: January 28, 2003
3:30 p.m.

45

TO: Board of Supervisors
FROM: Department of Waste Management and Recycling
SUBJECT: Countywide Environmental Purchasing Policy
CONTACT: Doug Eubanks, 875-7165 - 61-001

Overview

In January 2001, the Public Works Agency began implementation of an Environmental Purchasing Policy within the Agency to support the purchase of recycled and environmentally preferred products in order to minimize work-related environmental impacts. The policy requires the Agency to encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contracts and purchasing practices. The policy is also consistent with AB 939, which requires a 50% reduction of material going to landfills.

Recommendations

1. Authorize the County Executive to approve the adoption of a Countywide Environmental Purchasing Policy
2. Direct the Department of General Services to be responsible for promoting and implementing this policy to all County employees and vendors.

Fiscal Impact

There will be little or no cost impact to the County from this action since the proposed procurement policy requires that price be equivalent when considering recycled-content procurement actions.

BACKGROUND:

In November 1999, a Process Action Team was formed to develop and recommend specific actions to improve the amount of recycled-content purchasing in the Public Works Agency. The team consisted of members from the following Divisions and Departments:

- Purchasing
- Fleet Services
- Transportation
- Water Quality
- General Services
- Water Resources
- Custodial/Security
- Support Services – Central Stores Warehouse
- Waste Management and Recycling

A representative from the California Integrated Waste Management Board (CIWMB) also participated on the team.

While developing a policy, the team heard presentations concerning the State of California's Buy Recycled Campaign, the use of re-refined motor oil and the use of rubberized asphalt. On May 16, 2000, the team also attended the First Annual Buy Recycled Product Trade Show, here in Sacramento and sponsored by the CIWMB.

The group also reviewed the following resources:

- Excerpts from the Public Contract Codes pertaining to Recycled Product Procurement for Local Government Agencies
- A model Environmental Purchasing Policy from King County, WA
- City of Los Angeles' Waste Prevention, Recycling & Market Development Policies and Guidelines, Goals and Objectives
- City of Santa Monica's Environmental Purchasing Program
- California State Agency Buy Recycled Campaign Manual for FY 99/00
- Sacramento County's Purchasing Policy

In July 2000, the team recommended the attached Environmental Purchasing Policy that was approved for implementation within the Public Works Agency on January 3, 2001.

DISCUSSION:

As a result of the Public Works Purchasing Policy, General Services has made available for purchase only recycled-content paper with a minimum 30% post-consumer content. Also, Fleet Services is now using re-refined lubricating oils in nearly all 2,800 County vehicles at a rate of 40,000 gallons per year. Those procurement decisions complement waste management recycling goals by improving the market for recovered materials.

Many local governments and State agencies have already adopted this type of procurement policy. The proposed policy is modeled after those efforts. There has been a significant effort in the business community at the national and international levels to adopt and implement "green" policies and practices.

The Public Works Agency procurement effort is a good first step, but formal County adoption of such a policy is important to preserve future State grant funding for waste management program efforts and to expand the County's use of recycled content and environmentally preferable products. Local adoption of procurement policies is now a criterion for award of State waste management program grants. Each year, the WMRD has the opportunity to apply for grants from the CIWMB for various project related to source reduction, reuse, recycling, etc. One of the criteria used by the CIWMB in awarding grant monies is whether or not the local jurisdiction applying for the grant has a purchasing policy in place that supports buying recycled-content and environmentally preferable products. For 2001-02, the Waste Management and Recycling Department received \$558,000 in such grants. Over the past five years, the Department has received \$1 million for used oil related programs. This type of State funding may be at risk in the future without County adoption of the proposed type of procurement policy.

The County has adopted its Source Reduction and Recycling Element (SRRE), which was developed in response to the waste management planning requirements of AB 939 and approved by the CIWMB. The SRRE lays out the many efforts the County implemented to meet the State mandated recycling rate of 50% by 2000. The SRRE included development and adoption of procurement policies and specifications (to promote waste prevention and support recycled-content purchasing) as an implementation measure.

It is recommended that the Board authorize the County Executive to approve the attached Environmental Purchasing Policy and direct General Services to implement its provisions. This action will help with County recycling efforts by improving the market for recycled-content goods. The recommended action should have little or no negative fiscal impact, but will remove a potential concern for the future award of significant amounts of State grant funding for local waste management programs.

Respectfully submitted,



David A. Pelsler, Director
Department of Waste Management
And Recycling

APPROVED:



Terry Schuffen
County Executive

Concur:



John W. Newton, Director
Department of General Services

By:

Warren Harada, Administrator
Public Works Agency

Attachment:

County of Sacramento Environmental Purchasing Policy (proposed)

County of Sacramento

Environmental Purchasing Policy

January 2003

I. Purpose

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work. The County of Sacramento recognizes that employees can make a difference in favor of environmental quality. The purchase of environmentally preferable products is strongly recommended whenever they perform satisfactorily and are available at a reasonably competitive price.

Consistent with the requirements of Assembly Bill 939, requiring a 50% reduction of material going to landfills, and the economics of effectively managing costs for solid waste disposal, all County of Sacramento Agencies/Departments/Divisions shall adopt and promote the use of recycled/recyclable supplies and materials as a Countywide priority. In so doing, the County shall:

1. Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
2. Adopt waste prevention, recycling and use of recycled supplies/materials as a Countywide priority.
3. Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
4. Serve as a model for the Sacramento region to influence waste prevention, recycling and procurement efforts.

II. Definitions

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, 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 organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid 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 human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

“Recycled Products” are products manufactured 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 reasonably available at a reasonably competitive cost.

III. Policies

- A. All County of Sacramento personnel will specify recycled and environmentally preferable products whenever practical.
- B. The County shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- C. All County Agencies/Departments/Divisions shall practice waste prevention whenever practical.

IV. Best Practices

A. Procurement Practices

In cooperation with their customers, all County Agencies/Departments/Divisions shall evaluate, at least, the following environmentally preferable product categories and purchase them whenever practical.

1. Printing and Writing Papers, including all imprinted letterhead paper, envelopes, copy paper and business cards. When practical, these shall contain a minimum of 30% post-consumer recycled content.
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.
3. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
4. Re-refined antifreeze, including on-site antifreeze recycling.
5. Re-refined lubricating and hydraulic oils.
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 including recycled biosolid products.
12. Re-manufactured paint.
13. Other products that may be designated by General Services.

B. Waste Prevention Practices

All County of Sacramento employees are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities. Accomplishment of these activities will be through appropriate staff and resources such as the Countywide/Agency/Divisions/Departments newsletters and the County PIO Office.

1. Consider durability and repairability of products prior to purchase.
2. Conduct routine maintenance on products/equipment to increase the useful life.
3. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
4. Create electronic letterhead for use by all Public Works Agency Departments/Divisions.
5. Send and store information electronically when possible. This includes e-mail, website and electronic fax.
6. Review record retention policies and implement document imaging systems.
7. Other waste prevention practices that further the goals of this policy.

V. Responsibilities of All County Agencies/Departments/Divisions

Each County Agency/Department/Division shall be responsible for the implementation of this policy and shall:

- A. Practice waste prevention whenever possible.
- B. Continue to utilize recycling programs and expand them where possible.
- C. Procure recycled products whenever practical.
- D. 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/Division when potential use of a product exists.
- E. Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- F. Ensure that procurement documents issued by the Departments/Divisions require environmental preferred alternatives whenever practical.
- G. Educate and promote this policy through appropriate staff and the use of Department/Division PIOs, newsletters, special events etc. This will include documentation of successes, pitfalls, changes, etc.

- H. Provide the Waste Management & Recycling Division each May with information on recycling activities, recycling programs, recycled-content purchases, etc. for a report to be prepared by WMRD each June for presentation to the County Executive.

VI. Responsibilities of General Services


The Department of General Services shall:

- A. Maintain and use information, furnished by its customers, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage all County Agencies/Departments/Divisions to purchase such products whenever possible. Initially, these shall include the products designated in Section IV. A of this policy.
- B. Provide Departments/Divisions with vendor furnished information about recycled products and environmental procurement opportunities.
- C. Inform vendors of our Environmental Purchasing Policy.
- D. Structure applicable contracts to offer and/or feature recycled-content products whenever possible, (e.g., office supplies, lubricating oils and janitorial supplies).
- E. Encourage development of specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance. All requests for proposals shall encourage vendors to offer recycled products whenever practical.

VII. Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately and/or are not reasonably available at a reasonable cost.

Approved:


Terry Schuttles
County Executive

1/28/03
Date