7.0 ENVIRONMENTALLY PREFERABLE (GREEN) PURCHASING POLICY

7.1 Statement of Policy

It is the policy and practice of the City of Linwood to:

7.1.1 Institute practices that reduce waste by increasing product efficiency and effectiveness,

7.1.2 purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and

7.1.3 purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, and are lead-free and mercury-free, when and where practicable.

7.2 Purpose and Objectives

7.2.1 The goal of this policy is to encourage and increase the use of environmentally preferable products and services in the City of Linwood. By including environmental considerations in purchasing decisions, Linwood can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

The policy objectives are to:

7.2.1.1 conserve natural resources,
7.2.1.2 minimize environmental impacts such as pollution and use of water and energy,
7.2.1.3 eliminate or reduce toxics that create hazards to workers and our community,
7.2.1.4 support strong recycling markets,
7.2.1.5 reduce materials that are routinely landfilled,
7.2.1.6 increase the use and availability of environmentally preferable products that protect the environment,
7.2.1.7 identify environmentally preferable products and distribution systems,
7.2.1.8 reward manufacturers and vendors with contracts that reduce environmental impacts in their production and distribution systems or services,
7.2.1.9 collect and maintain up-to-date information regarding manufacturers, vendors and other sources for locating/ordering environmentally preferable products,
7.2.1.10 create a model for successfully purchasing environmentally

preferable products that encourages other purchasers in our community to adopt similar goals.

7.3 Research, Evaluation and Implementation

7.3.1 The City Purchasing Official and members of the Green Team Committee composed of representatives from various City Departments to research, evaluate, and implement the environmental purchasing objectives. The Committee will focus its research, evaluation and implementation on the following areas:

7.3.1.1 Recycled Content Products (e.g. paper, playground equipment, toner cartridges, motor oils and lubricants, carpets, matting, plastic lumber, trash bags, parking stops)

7.3.1.2 Less Harmful and Non–toxic Materials and Processes (e.g. janitorial/cleaning products, pest management chemicals, phosphates, paint, solvents)

7.3.1.3 Energy and Water Efficient Products and Processes (e.g. solar applications, energy efficient lighting, appliances, vehicles and motorized equipment)

7.3.1.4 Natural Resource and Landscaping Management (e.g. integrated pest and vegetation management, drought tolerant/indigence plants, recycled mulches)

7.3.1.5 Renewable Products (e.g. certified forests, renewable energy resources)

7.3.1.6 Disposal and Pollution Reduction (e.g. integrated waste management, snack/soda machines, duplex copies, longer lasting tires, reusable holiday trees/decorations)

7.3.1.7 Packaging (e.g. bulk packaging, reusable boxes, shipping pallets, etc.)

7.3.2 Green Building Program (e.g. using recycled products in construction and renovation, disposal of building materials in an environmentally sensitive manner, designing and renovating for energy and resource conservation).

7.3.3 The Green Team Committee is aware that the evaluation and implementation phases of the project will require changes in awareness, behaviors, practices and procedures. To the extent possible it is the Committee's intention to have a participative process as it researches, evaluates and implements the policy recommendations. It is also the Committee's intention to meet annually after implementation to monitor and evaluate the City's progress in this area.

7.4 Specifications

7.4.1 Source Reduction

7.4.1.1 To the extent practicable the City shall institute practices that reduce waste and result in the purchase of fewer

products whenever practicable and cost-effective, but without reducing safety or workplace quality.

7.4.1.2 To the extent practicable the City shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.

7.4.1.3 To the extent practicable the City shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals where practicable.

7.4.1.4 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 lifetime compared to other alternatives.

7.4.1.5 Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.

7.4.1.6 To the extent practicable the City requests vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.

7.4.1.7 Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

7.4.1.8 Vendors shall be encouraged to take back and reuse pallets and other shipping and packaging materials.

7.4.1.9 Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, shall be required to take back equipment for reuse or environmentally safe recycling when the City discards or replaces such equipment, whenever possible.

7.4.1.10 To the extent practicable the City shall consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally safe recycling when the City discards or replaces such equipment, whenever practicable.

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

7.4.2 Recycled Content Products

7.4.2.1 All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines in the Agency's 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, shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.

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

7.4.2.3 In accordance with New Jersey Code and the manufacture's recommendations, the City shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.

7.4.2.4 When specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects, the City shall use recycled, reusable or reground materials when practicable.

7.4.2.5 To the extent practicable the City 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, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.

7.4.2.6 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.

7.4.3 Energy and Water Conservation Savings

7.4.3.1 Where applicable, energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling

equipment.

7.4.3.2 To the extent practicable, the City shall replace inefficient interior lighting with energy-efficient equipment.

7.4.3.3 When practicable, the City 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 and accessibility.

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

7.4.3.5 To the extent practicable the City shall purchase water-saving products. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

7.4.4 Landscaping and Hardscaping

7.4.4.1 All landscape renovations, construction and maintenance performed by the City, including workers and contractors providing landscaping services for the City, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.

7.4.4.2 Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

7.4.4.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged to be utilized, when and where practicable. The City shall strive to limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or payers, are encouraged for walkways, patios and driveways.

7.4.5 Toxics and Pollution

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

7.4.5.2 To the extent practicable, the City 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, are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 7OdBA. Where 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 7OdBA, and use high-efficiency, low-emissions engines.

7.4.5.3 The use of chlorofluorocarbon and Halon containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall not contain them.

7.4.5.4 All surfactants and detergents shall be readily biodegradable and, where practicable, shall not contain phosphates.

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

7.4.5.6 To the extent practicable, the City shall strive to reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

7.4.5.6.1 Paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever practicable.

7.4.5.6.2 Products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies whenever practicable.

7.4.5.6.3 Products and equipment with no lead or

mercury whenever possible. For products that contain lead or mercury, the City shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

7.4.5.6.4 To the extent practicable, the City 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.

7.4.5.6.5 When replacing vehicles, the City shall consider less-polluting alternatives to diesel such as bio-based fuels, hybrids, electric batteries, and fuel cells, as may be available for the application.

7.4.6 Forest Conservation

7.4.6.1 To the extent practicable, the City shall strive not to procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When practicable, the City shall give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council (FSC) certification.

7.4.6.2 To the extent practicable, the City encourages the purchase or use of previously used or salvaged wood and wood products whenever possible.

7.4.7 Bio-Based Products

7.4.7.1 Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable.

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

7.4.7.3 Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged whenever practicable.

7.4.7.4 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.

7.4.7.5 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 will be certification by the Biodegradable Products Institute (BPI).

7.5 Priorities

7.5.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.

7.5.2 To the extent practicable, the City has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or biobased.

7.5.3 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, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

7.5.4 Nothing contained in this policy shall be construed as requiring the City, Department, purchaser or contractor to take any action that shall conflict with local, state, county or federal requirements.

7.6 Implementation of the Policy

7.6.1 The City Council, Director of Finance, Purchasing Official and other responsible members shall implement this policy in coordination with other appropriate City personnel.

7.6.2 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 postconsumer material in their products, even when such percentages are zero.

7.6.3 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.

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

7.7 Program Evaluation

7.7.1 The City Council, Director of Finance, Purchasing Official, the Green Team and other positions responsible for implementing this policy, shall periodically evaluate the success of this policy's implementation.

7.8 Definitions

"American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

"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.

"Biodegradable Plastic" means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

"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). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

"Buyer" means anyone authorized to purchase or contract for purchases on behalf of the City or its subdivisions.

"The Carpet and Rug Institute" (CR1) is the national trade association representing the carpet and rug industry. CR1 has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners.

"Chlorine Free" means products processed without chlorine or chlorine derivatives.

"Compostable Plastic" means plastic that is biodegradable during composting to

yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

“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 or serves in a subcontracting capacity with an entity having a contract with the City for the provision of goods or services.

“Degradable Plastic” means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

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

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

“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.

“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.

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

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

“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.

“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 non-target organisms, and the environment.

“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.

“Practical” and “Practicable” mean whenever possible and compatible with local, state, county 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.

“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.

“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.

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

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

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

“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.

“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.

“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.

“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.

“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.