

Environmentally Preferable Purchasing Policy (EPPP) for the City of Hawthorne

Background

The mission statement of the City of Hawthorne reflects a commitment to provide environmental leadership related to the environmentally preferable purchasing policy for the City of Hawthorne municipal operations.

By incorporating environmental considerations in purchasing, the City of Hawthorne can serve this commitment by reducing its burden on the local and global environment, removing unnecessary hazards from its operations, protecting public health, reducing costs and liabilities, and potentially improving the environmental quality of the region. This policy is an effective way to direct efforts in procuring environmentally preferable products and services.

Purpose

This policy supports the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work. The City of Hawthorne recognizes our employees can make a difference in favor of environmental quality and human health. We strongly recommend the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonably competitive price.

Policy

- The City of Hawthorne shall, whenever practicable, adopt, practice and promote:
 - Waste prevention, reuse, recycling, and use of recycled/recyclable materials through contractual relationships and purchasing practices with vendors, contractors, businesses, and other agencies;
 - Adopt waste prevention, reuse, recycling, and use of recycled supplies/materials as a priority;
 - Generate less waste by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
 - Solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- City of Hawthorne personnel shall specify recycled and environmentally preferable products whenever practical.
- The City of Hawthorne shall integrate environmental factors into buying decisions where external authorities have not established criteria.

Examples:

- Replace disposables with reusables or recyclables;
- Support eco-labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for money;
- Take into account life cycle costs and benefits;
- Evaluate, as appropriate, the environmental performance of vendors in providing products and services;
- Increase staff awareness on the environmental issues affecting procurement by providing relevant information and training;
- Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices;

- Encourage providers of services to consider environmental impacts of service delivery; and
- Comply with all environmental legislative and regulatory requirements in the procurement of products and services.

Responsibility

If practicable, each department of the City of Hawthorne shall be responsible for the implementation of this policy and shall, but may not be limited to:

- Continue to utilize recycling programs and expand them when possible;
- Develop, evaluate and maintain information about environmentally preferable products, and/or recycled products containing the maximum practical amount of recycled materials;
- Provide information to other Departments when potential use of a product exists;
- 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;
- Ensure that procurement documents issued by the Departments require environmentally preferred alternatives when practical;
- Educate and promote this policy through appropriate staff, management, etc.

Public Works and Finance Department Responsibilities:

- Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by departments, agencies, consultants, and contractors when possible;
- Inform departments, agencies, and contractors of their responsibilities under this policy and provide implementation assistance;
- Require the use of recycled materials and recycled products by incorporating them in bid specifications where practicable;
- Disseminate information on recycled and environmentally preferable product procurement requirements, specifications, and performance to assist vendors with procurement opportunities with the City of Hawthorne; and
- Establish guidelines governing the review and approval of specifications for the procurement of selected materials based on considerations of recycling, energy, and water conservation, life cycle costing, and other environmental considerations.

Other Department Responsibilities:

- Support purchasing in its implementation of this policy by providing training, information when requested, and assistance in the evaluation of the environmentally preferable purchasing status of a product or service; and
- Support departments and agencies in evaluation and analysis of products and services for environmentally preferable purchasing criteria.

Best Practices

A. Procurement Practices

In cooperation with their customers, all Departments/Division shall evaluate, at least, the following environmentally preferable product categories and purchase them when practical;

- Printing and writing papers, including all imprinted letterhead paper, envelopes, copy paper, and business cards. When practical, these shall contain a reasonable percentage of postconsumer recycled content;
- 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;
- Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges;
- Re-refined antifreeze, including on-site antifreeze recycling;
- Re-refined lubricating and hydraulic oils;
- Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs, and posts;
- Recycled-content construction, building, and maintenance products, including plastic lumber, carpet, tiles, and insulation;
- Re-crushed cement, concrete aggregate, and asphalt;
- Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash, or other alternative products;
- Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces, and fatigue mats;
- Compost, mulch, and other organics including recycled bio-solid products; and
- Re-manufactured paint.

B. Waste Prevention Practices

City of Hawthorne staff 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:

- Consider durability and reparability of products prior to purchase;
- Conduct routine maintenance on products/equipment to increase the useful life;
- Use duplex features on laser printers and copiers, and specify duplex to print jobs;
- Send and store information electronically when possible; including e-mail, websites, and electronic faxing;
- Review record retention policies and implement document imaging systems; and
- Other waste prevention practices that further the goals of this policy.

Exemption

This policy will be not be misconstrued as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

Definitions

The following terms shall have the assigned definitions for all purposes under this policy:

- A. **The City of Hawthorne** refers to the departments/divisions, officials, personnel, and staff.
- B. **Environmentally Preferable Products and Services** refers to products and services that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- C. **Life Cycle Cost** refers to the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product.
- D. **Practicable** refers to sufficient performance and available at a reasonable price.
- E. **Recyclable Product** is a product which, after its intended end use, can demonstrably be diverted from solid waste streams for use as a raw material in the manufacture of another product.
- F. **Recycled Material** refers to material and byproducts that have been recovered or diverted from solid waste, and have been utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- G. **Virgin Material** refers to any material occurring in its natural form. Virgin material is used in the form of raw material in the manufacture of new products.
- H. **Recycling** is 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.
- I. **Waste Prevention** refers to 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.
- J. **Environmentally Preferable Products** refers to products that have a lesser impact on human health and the environment when compared to competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, and/or disposal of the product.

K. **Recycled Products** are products manufactured with waste material that have 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.