RESOLUTION No. 02-194

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

ADOPTION OF THE GREEN PROCUREMENT AND SUSTAINABLE PRACTICES POLICY

WHEREAS, it is the policy of the County of Nevada to conserve and protect natural resources for current and future citizens; and

WHEREAS, the California Integrated Waste Management Act of 1989 (AB 939) mandates that cities and counties reduce the amount of waste being disposed by 50 percent, and that they participate in and promote waste reduction, reuse, and recycling programs; and

WHEREAS, the County's participation in and promotion of recycling programs can significantly reduce the volume of material entering the waste stream, thereby, conserving natural resources; and

WHEREAS, in order for recycling programs to be effective, markets for recycled post-consumer materials must be developed; and

WHEREAS, implementation of this policy is intended to broaden the use of recycled content products currently purchased and increase the recycled content of products purchased and used by the County, its contractors, grantees, and customers; and

WHEREAS, the County of Nevada's commitment to the purchase of recycled materials will foster market development for recycled products; and

WHEREAS, the County of Nevada through the implementation of this policy will serve as a model for private industry and local businesses; and

WHEREAS, this policy will further contribute to the County's compliance with State requirements that counties undertake and support market development activities;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nevada County Board of Supervisors adopts the attached Green Procurement and Sustainable Practices Policy to purchase recycled content products and engage in sustainable practices.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board. held on the 23rd day of April, 2002, by the following vote of said Board:

Ayes: Supervisors Peter Van Zant, Sue Horne, Bruce Conklin, Elizabeth Martin, Barbara Green.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

CATHY R. THOMPSON
Clerk of the Board of Supervisors

By: Cathy R. Thompson

Barbara Green
Chair

DATE	COPIES SENT TO
4-25-02	DOTS (2)
	I.S.
	General Services

Nevada County Green Procurement and Sustainable Practices Policy

I. Purpose

The purpose of this policy is to acknowledge that in order to support the recycling ethic and to minimize environmental impacts, the County of Nevada will purchase recycled content and environmentally preferred products. The County of Nevada recognizes our employees can make a difference in favor of environmental quality. The County of Nevada will purchase recycled content and environmentally preferable products unless such products do not perform satisfactorily and/or are unreasonably expensive.

This policy is consistent with the requirements of Assembly Bill 939, the California Integrated Waste Management Act (Act). The Act requires each City and County to reduce the amount of waste being disposed of in landfills by at least 50 percent by the Year 2000. This policy supports the recycling hierarchy of reduce-reuse-recycle through minimizing the creation of waste, reusing materials, recycling materials that cannot be source-reduced, and purchasing recycled content and environmentally preferred products. The County of Nevada acknowledges that unless we purchase recycled content products, we are not truly recycling.

The basic components of this policy include:

1. Require 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 public and governmental agencies.
2. Generate less waste material by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
3. Serve as a model for the 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 that 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.

"Practicable" means sufficient in performance and not unreasonably expensive.

"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.

- ***"Post-consumer recovered materials."*** A finished material that would normally be disposed of as a solid waste, having completed its life cycle as a consumer item. Examples of post-consumer recovered materials include, but are not limited to: old newspapers, office paper, yard waste, steel and/or aluminum cans, glass, plastic bottles, oil, asphalt, concrete, and tires.

- ***"Pre-consumer recovered materials."*** Material or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to: obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

- ***"Total recovered material."*** The total pre- and post-consumer recovered material contained in a product.

III. Policies

A. All County of Nevada personnel will specify recycled content and environmentally preferable products unless such products do not perform satisfactorily and/or are unreasonably expensive. The priority for purchasing recycled content products shall be as follows:

   1. The highest percentage of recycled content of post-consumer recovered material, available in the marketplace; and
   2. The highest percentage of "pre-consumer recovered material," available in the market place.

B. The County of Nevada shall utilize life cycle cost analysis when considering the purchase of capitol assets.

C. The County of Nevada shall solicit the use of recycled content and other environmentally preferred products in its procurement documents.

D. All County of Nevada agencies, departments, and divisions shall practice waste prevention and recycling.

IV. Best Practices

A. Procurement Practices

The Department of General Services and the Recycling Coordinator shall work in collaboration with the Green Procurement and Sustainable Practices Committee to evaluate the following environmentally preferable product categories, at a minimum, and produce a list of such products that meet the criteria. Agencies, Departments and Divisions shall order from the list that meets the criteria unless a

performance issue with a specific product arises or the cost of the product is unreasonably expensive.

1. Printing and writing papers including all imprinted letterhead paper, envelopes, copy paper, and business cards shall contain a minimum of 30 percent 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 composed largely of paper.
3. Remanufactured laser printer toner cartridges and remanufactured or refillable inkjet 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. Recrushed cement concrete aggregates and asphalt.
9. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash, or other alternative products.
10. Retreaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces, and fatigue mats.
11. Compost, mulch, and other organics including recycled biosolids products.
12. Remanufactured paint
13. Janitorial cleaning supplies.
14. Other products that may be designated by the Green Procurement Sustainable Practices Committee.

B. Waste Prevention Practices

County of Nevada staff is required to reduce their consumption of resources by incorporating the following practices into their daily activities.

1. Consider durability and reparability 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 all print jobs.
4. The County will also engage in the practice of two-sided copies for all County memos and mailings.
5. Create electronic letterhead for use by all agencies, departments and divisions.
6. Send and store information electronically when possible. This includes e-mail, web site, and electronic fax.
7. Review records retention policies and implement document imaging systems.
8. Other waste prevention practices that further the goals of this policy.

V. Responsibilities of General Services

The Department of General Services shall be responsible for working in collaboration with the Recycling Coordinator and the Green Procurement and Sustainable Practices

Committee to assist in the coordination and implementation of this policy. This includes the following:

A. Develop and maintain information about environmentally preferable products and recycled content products containing the maximum practicable amount of recycled materials to be purchased by agencies, departments and divisions. Initially, these shall include the products designated in Section IV A of this policy.

B. Develop and implement a monitoring and tracking system as a tool to confirm compliance with this policy.

C. In conjunction with the Department of Transportation and Sanitation, inform other agencies, departments and divisions of their responsibilities under this policy and provide agencies, departments and divisions with information about recycled products and environmental procurement opportunities.

D. In conjunction with the Department of Transportation and Sanitation, develop and implement an ongoing promotional program to educate and inspire County of Nevada staff to implement this policy. Information concerning this policy will be added to the new employee orientation process.

E. Inform vendors of our Green Procurement and Sustainable Practices Policy.

F. Restrict contracts to only recycled-content products whenever possible (e.g., office supplies, lubricating oils, and janitorial supplies).

G. Review specifications used in public bidding to eliminate 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 require vendors to use recycled products whenever possible.

H. In conjunction with the Department of Transportation and Sanitation's Recycling Coordinator and the Green Procurement Sustainable Practices Committee, provide the County Executive Officer with an annual report on the status of key benchmark commodities.

VI. Responsibilities of the Department of Transportation and Sanitation

1. Department of Transportation and Sanitation staff shall restrict contracts to only recycled-content products whenever possible (e.g., office supplies, lubricating oils, and janitorial supplies).
2. Review specifications used in public bidding to eliminate 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 require vendors to use recycled products whenever possible.
3. Investigate the feasibility of using and requiring all contractors to use recycled products (including rubberized asphalt) for all projects within the region.
4. Investigate the feasibility of requesting the California Department of Transportation (CalTrans) to consider using recycled products (including rubberized asphalt) for all projects within the region. If utilizing recycled content products for road construction is feasible, request the Nevada County Board of Supervisors to adopt a Resolution requesting CalTrans to utilize recycled content products for all projects within the region.

5. The Department of Transportation and Sanitation's Recycling Coordinator, working in collaboration with the Department of General Services and the Green Procurement and Sustainable Practices Committee, shall:

   - Develop and maintain information about environmentally preferable products and recycled content products containing the maximum practicable amount of recycled materials to be purchased by agencies, departments and divisions. Initially, these shall include the products designated in Section IV A of this policy.
   - Assist in developing and implementing a monitoring and tracking system as a tool to confirm compliance with this policy.
   - Inform other agencies, departments and divisions of their responsibilities under this policy by, at a minimum, providing agencies, departments and divisions with information about recycled content products and environmental procurement opportunities.
   - With assistance from the Department of General Services, develop and implement an ongoing promotional program to educate and inspire County of Nevada staff to implement this policy. As part of this program, information concerning this policy will be added to the new employee orientation process.
   - Inform vendors of our Green Procurement and Sustainable Practices Policy.
   - In conjunction with the Department of General Services and the Green Procurement and Sustainable Practices Committee, provide the County Executive Officer with an annual report on the status of key benchmark commodities.

VII. Responsibilities of the Green Procurement and Sustainable Practices Committee:

The Green Procurement and Sustainable Practices Committee (Committee) is a volunteer group composed of members from a cross section of the County's agencies, departments and divisions. The Committee will assist the Recycling Coordinator, the Department of General Services and other agencies, departments and divisions in their efforts to implement this policy. This includes:

1. Provide information to their respective agencies, departments and divisions about the Green Procurement and Sustainable Practices Policy. Work in collaboration with the Department of General Services and the Recycling Coordinator to inform their respective agencies, departments and divisions of their responsibilities under this policy by, at a minimum, providing agencies, departments and divisions with information about recycled content products and environmental procurement opportunities.
2. Assist the Department of General Services and the Recycling Coordinator in developing and implementing an ongoing promotional program to educate and inspire County of Nevada staff to implement this policy. As part of this program, information concerning this policy will be added to the new employee orientation process.
3. Assist the Department of General Services and the Recycling Coordinator in developing and maintaining information about environmentally preferable products and recycled content products containing the maximum practicable amount of recycled materials to be purchased by agencies, departments and divisions. Initially, these shall include the products designated in Section IV A of this policy.

4. Assist the Department of General Services and the Recycling Coordinator in developing and implementing a monitoring and tracking system as a tool to confirm compliance with this policy.
5. Assist the Recycling Coordinator and the Department of General Services in the development of an annual report on the status of key benchmark commodities, which will be provided to the County Executive Officer.

VIII. Responsibilities of the Information Services Department

In addition to the responsibilities of all county agencies, departments and divisions, Information Services can, by virtue of their position, affect change in the county's processes, which could result in significant waste prevention. Specifically, Information Services shall:

1. Ensure systems and software applications utilize electronic correspondence, reporting and retention while emphasizing the "paperless office" in application training.
2. Assist all agencies, departments and divisions in setting up all computers and printers to promote this policy including the removal of banner pages and setting the default to two-sided copying.
3. Assist and work in collaboration with the Recycling Coordinator, Department of General Services and the Green Procurement and Sustainable Practices Committee to identify areas of waste prevention potential.

IX. Responsibilities of All County Agencies, Departments and Divisions

Each agency, department, and division shall:

1. Practice waste prevention.
2. Continue to utilize recycling programs and expand where possible.
3. Procure products in compliance with the Green Procurement and Sustainable Practices Policy.
4. Evaluate each designated product to determine the extent to which agencies, departments and divisions may practicably use it.
5. Ensure that procurement documents issued by the agency, department or division require environmental preferred purchasing.
6. Investigate where County of Nevada policies and practices could be modified to encourage or require waste reduction, recycling, and environmental preferable purchasing.
7. Use recycled products for their business cards, letterhead stationery, envelopes, business forms, and pertinent documents. All said documents shall be printed with the standard phrase, "Printed on Recycled/Recyclable Paper," thereby promoting the use of post-consumer content. If sufficient documentation and certification is available, reasonable efforts shall be undertaken to specifically indicate the percentage of recycled post-consumer content. In addition, the County publications or mailings will be printed using non-toxic inks.
8. Photocopy requested documents produced by grantees and contractors on post-consumer recycled paper. All contractors and grantees will submit all requested documents to the County on recycled paper. This shall include, but is not limited to, drafts, reports, training manuals, bids, responses to inquiries, and permit applications. The County will also engage in the practice of two-sided copies for all County memos and mailings.

X. Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price. In those instances where it is deemed impractical to procure a recycled-content item, a specific explanation for the finding must be included in the purchasing record.

XI. Promotion

A. All County purchased and printed recycled paper products shall be labeled with the standard phrase, "Printed on Recycled Paper." All County Departments or Agencies shall be required to use recycled products for their business cards, letterhead stationery, envelopes, business forms, and pertinent documents. All said documents shall be printed with the standard phrase, "Printed on Recycled/Recyclable Paper," thereby promoting the use of post-consumer content. If sufficient documentation and certification is available, reasonable efforts shall be undertaken to specifically indicate the percentage of recycled post-consumer content. In addition, the County publications or mailings will be printed using non-toxic inks.

B. All County photocopying of requested documents produced by grantees and contractors shall be produced on post-consumer recycled paper. All contractors and grantees will submit all requested documents to the County on recycled paper. This shall include, but is not limited to, drafts, reports, training manuals, bids, responses to inquiries, and permit applications. The County will also engage in the practice of two-sided copies for all County memos and mailings.

XII. Monitoring/Reporting

A. Collaboratively, the Department of General Services, the Recycling Coordinator, and the Green Procurement and Sustainable Practices Committee shall prepare and deliver to the County Executive Officer an annual status report on the implementation of this policy and a formal recycled products list to aid in purchasing and monitoring goals. The report shall include documentation of the types, quantities, and dollar amounts of recycled products purchased in the previous year by the County, its contractors and grantees. The report shall also identify and discuss the following:

1. Instances where this policy is waived or its requirement found impracticable; and
2. Barriers to the procurement of products meeting the County's requirements.

XIII. Other Areas:

A. The County will pursue the development of a Green and Sustainable Building Policy for use in all new construction, remodeling, and repair projects.
B. The County of Nevada will investigate the feasibility of modifying the Building Code to require new construction projects to accommodate recycling activities in the building design.
C. The County of Nevada will consider other products and practices that conserve energy, water, and other resources.