

MENDOCINO COUNTY POLICY #44	SUSTAINABLE PRACTICES POLICY
ADOPTED: September 26, 2006	ADOPTED BY: MINUTE ORDER
SUPERSEDED: September 15, 2009	SUPERSEDED BY: MINUTE ORDER – Effective September 15, 2009

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1.0 POLICY STATEMENT

It is the policy of Mendocino County to:

- Institute practices that reduce waste by increasing efficiency and effectiveness; and
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, and use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free.

2.0 PURPOSE OF POLICY

This Policy is adopted in order to:

- Conserve natural resources
- Minimize environmental impacts such as pollution and use of water and energy
- Eliminate or reduce toxics that create hazards to workers and our community
- Support strong recycling markets
- Reduce materials that are landfilled
- Increase the use and availability of environmentally preferable products that protect the environment
- Identify environmentally preferable products and distribution systems
- Create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals

3.0 SPECIFICATIONS

3.1 Source Reduction

- 3.1.1 Mendocino County 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.

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- 3.1.2 Mendocino County shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness or increasing life cycle emissions.
- 3.1.3 Mendocino County shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in this section (3.1), when practicable.
- 3.1.4 The General Services Agency 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.
- 3.1.5 Products that are safe, durable, long lasting, reusable or refillable are preferred whenever feasible.
- 3.1.6 Mendocino County will request vendors eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.
- 3.1.7 Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.
- 3.1.8 Vendors shall be encouraged to take back and reuse pallets and other shipping and packaging materials.
- 3.1.9 Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers shall be requested to take back equipment for reuse or environmentally safe recycling when Mendocino County discards or replaces such equipment, whenever possible.
- 3.1.10 Mendocino County 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 Mendocino County discards or replaces such equipment, whenever practicable.
- 3.1.11 County departments are discouraged from printing any documentation unless it is necessary for their business purposes. If departments must print documentation, departments shall be encouraged to print and copy all documents on both sides to reduce the use and purchase of paper, whenever practical.

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3.2 Recycled Content Products

- 3.2.1 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.
- 3.2.2 Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.
- 3.2.3 In accordance with California Public Contract Code, Sec. 10409, Mendocino County 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.
- 3.2.4 When specifying asphalt concrete (AC), aggregate base (AB) or portland cement concrete (PCC) for road construction projects, Mendocino County shall use recycled, reusable or reground materials when practicable. When specifying AB for some road section layers, reground PCC may not be practical with regards to workability and durability.
- 3.2.5 Mendocino County 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.
- 3.2.6 All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement or identifier that the paper is recycled content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content it contains.

3.3 Energy and Water Savings

- 3.3.1 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.

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- 3.3.2 When practicable, Mendocino County shall replace inefficient interior lighting with energy efficient equipment.
- 3.3.3 When practicable, Mendocino County shall replace inefficient exterior lighting 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.
- 3.3.4 All products purchased by Mendocino County 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, Mendocino County 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 Mendocino County shall purchase water-saving products whenever practicable. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

3.4 Green Building

- 3.4.1 All building and renovations undertaken by Mendocino County shall follow Green Building Practices for design, construction, and operation, where appropriate, and shall meet a minimum LEED “Silver rating” under the LEED™ Rating System, or a County-approved equivalent.

3.5 Landscaping

- 3.5.1 All landscape renovations, construction and maintenance performed by Mendocino County, including workers and contractors providing landscaping services for Mendocino County, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grasscycling, 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.
- 3.5.2 Plants shall be selected to minimize waste by choosing species for purchase 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.
- 3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Mendocino County shall limit the amount of impervious surfaces in the

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landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

3.6 Workplace Chemical exposures

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

3.6.2 To the extent practicable, Mendocino County shall purchase, or replace and/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 70dBA. 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 70dBA, and use high-efficiency, low-emissions engines.

3.6.3 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.

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

3.6.5 When maintaining buildings and landscapes, Mendocino County shall manage pest problems through prevention and physical, mechanical and biological controls. Mendocino County has an Integrated Pest Management (IPM) using the least toxic pest control as a last resort.

3.6.6 When maintaining buildings, Mendocino County shall 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.

3.6.7 Mendocino County 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

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- 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 Mendocino County shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, Mendocino County shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

3.6.9 Mendocino County 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.

3.6.10 When replacing vehicles (excluding equipment), Mendocino County shall consider less-polluting alternatives and the life cycle cost of operation to gasoline and diesel vehicles such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

3.7 Bio-Based Products

3.7.1 Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever they reduce lifecycle emissions and are cost effective.

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

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

4.0 PRIORITIES

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

4.2 Mendocino County 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.

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4.3 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.

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

5.0 BEST PRACTICES

5.1 Procurement Practices

The General Services Agency shall evaluate the following environmentally preferable product categories, at a minimum, and produce a list of such products that meet the criteria. The County shall order from the list that meets the criteria, whenever practicable, unless a performance issue with a specific product arises or the cost of the product is unreasonably expensive.

5.1.1 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.

5.1.2 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.

5.1.3 Remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges.

5.1.4 Re-refined antifreeze including on-site antifreeze recycling.

5.1.5 Re-refined lubricating and hydraulic oils.

5.1.6 Recycled content construction, building and maintenance products, including plastic, lumber, carpet, tiles, and insulation.

5.1.7 Recrushed cement concrete aggregates and asphalt. When specifying aggregate base for some road section layers, reground cement concrete may not be practical with regards to workability and durability.

5.1.8 Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash, or other alternative products.

5.1.9 Retreaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces, and fatigue mats.

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5.1.10 Compost, mulch, and other organics including recycled biosolids products.

5.1.11 Remanufactured paint.

5.1.12 Janitorial cleaning supplies.

5.1.13 Other products that may be designated by the General Services Agency.

6.0 IMPLEMENTATION

6.1 The Purchasing Agent shall implement this policy in coordination with other appropriate Mendocino County personnel.

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.

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.

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

7.0 RESPONSIBILITIES

7.1 Responsibilities of the General Services Agency

The General Services Agency shall be responsible for the coordination and implementation of this policy. This includes the following:

7.1.1 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.

7.1.2 Develop and implement a monitoring and reporting system as a tool to confirm compliance with this policy.

7.1.3 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.

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- 7.1.4 Develop and implement an ongoing promotional program to educate and inspire County of Mendocino staff to implement this policy. Information concerning this policy will be added to the new employee orientation process.
 - 7.1.5 Inform vendors of the County’s Sustainable Practices Policy.
 - 7.1.6 Restrict contracts to only recycled-content products whenever possible (e.g., office supplies, lubricating oils, and janitorial supplies).
 - 7.1.7 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.
 - 7.1.8 Develop and conduct training practices that reduce waste generation.
 - 7.1.9 Encourage the set up of all computers and printers to promote this policy including the removal of banner pages and setting the default to two-sided copying.
 - 7.1.10 Develop internal procedures dealing with the following categories: Purchasing and Procurement, Recycling, Energy, Water and Green Building. The General Services Agency shall be granted full authority to enforce this Policy as well as their developed procedures once approved by the County Executive Officer and Board of Supervisors.
- 7.2 Responsibilities of All County Agencies, Departments and Divisions
- Each agency, department, and division shall:
- 7.2.1 Practice waste prevention.
 - 7.2.2 Continue to utilize recycling programs and expand where possible.
 - 7.2.3 Procure products in compliance with the Sustainable Practices Policy.
 - 7.2.4 Evaluate each designated product to determine the extent to which agencies, departments and divisions may practicably use it.
 - 7.2.5 All County Agencies, Departments and Divisions shall be encouraged to use recycled products for their business cards, letterhead stationery, envelopes, business forms, and pertinent documents.

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8.0 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.

9.0 PROGRAM EVALUATION

9.1 The Purchasing Agent shall evaluate on a quarterly basis the success of this policy's implementation.

9.2 Monitoring and Reporting Requirements

9.2.1 The General Services Agency 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.

9.2.2 The General Services Agency shall prepare and deliver to the County Executive officer an annual status report on the trainings and education provided to County departments regarding recycling. This report shall also contain results of an annual waste and recycle audit on County departments.