

**MENDOCINO COUNTY GENERAL SERVICES AGENCY**  
**SUSTAINABLE PRACTICES - POLICIES AND PROCEDURES**  
**JULY 2009**

The County of Mendocino recognizes that the purchase and use of products and services can impact the environment and has adopted County Policy No.44, Sustainable Practices Policy (SPC).

Specifically, the SPC states that the County will:

- 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.

The General Services Agency is responsible for the coordination, implementation and enforcement of the SPC, including the following:

- 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.
- Developing and implementing a monitoring and reporting system as a tool to confirm compliance with this policy.
- Developing internal procedures dealing with the following categories: Recycling, Energy, Green Building, Purchasing.

This document is intended as an internal resource to document the practices and procedures utilized by GSA in administering the SPC.

**PURCHASING/PROCUREMENT PRACTICES AND PROCEDURES**

It is GSA's intent to adhere to the SPC Policy and to make a positive impact on the environment by integrating environmental considerations into purchasing decisions and practices. By doing so, the County can promote practices that improve public and employee health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

Purchasing objectives will include acquisitions that:

- Seek to purchase products that have reduced environmental impact because of the way they are made, packaged, transported, used, and disposed of
- Seek to purchase products that do not harm human health, are less polluting, reduce waste, use biobased or recycled materials, and reduce consumption or disposal of hazardous materials
- Conserve natural resources
- Minimize environmental impacts such as pollution and use of water and energy
- Support strong recycling markets
- Increase the use and availability of environmentally preferable products that protect the environment
- Create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals

GSA's Central Services Division will have overall responsibility for the implementation of this purchasing program. This will include establishing appropriate standards for green purchasing, assessing cost effectiveness and making recommendations related to acquisition strategies and maintaining data and issuing reports related to the County's progress in environmental purchasing.

**Purchasing Procedures and Standards**

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Nothing contained in this procedure requires the acquisition of goods or services 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.

### **Environmental Labeling and Certification Programs**

Given the complexity of identifying environmentally preferable products, the County of Mendocino recognizes a role for independent accredited third-party organizations to establish standards and identify recommended products. Accordingly, the County of Mendocino will give preference to products certified by Green Seal<sup>1</sup>, Energy Star<sup>2</sup>, EcoLogo<sup>3</sup>, or EPEAT<sup>4</sup>.

### **Purchasing Environmentally Preferable Products**

#### County Purchasing Agent Responsibilities – General

GSA's Central Services Division will be responsible for adhering to all purchasing aspects of the Sustainable Practices Policy by implementing the following practices:

- Working with other governmental purchasing groups and agencies, such as U.S. Communities, NACO and CSAC to determine appropriate standards for green purchasing
- Assigning central purchasing staff to evaluate various green products and to provide guidance and assistance to County departments
- Heading up teams to evaluate various types of products where the cost differential is great and/or the products are not considered good substitutes
- Assessing and making recommendations on the use of price preferences
- Maintaining data and issuing reports related to the County's progress in environmental purchasing
- Establishing central purchasing agreements with a catalogue of environmentally friendly and energy efficient products and to modify the County's existing resources for the easy identification of green products

#### County Department Responsibility – General

Under the delegated authority of the County Purchasing Agent, departmental buyers are responsible for adhering to all purchasing aspects of the Sustainable Practices Policy and to evaluate short-term and long-term costs in comparing product alternatives. Through Purchasing Agent agreements, Departments shall be required to:

- Purchase only Recycled-Content Bond Paper in accordance with the Blanket Purchase Order issued by the General Services Agency
- Purchase Energy Efficient products in order to conserve electrical power, reduce peak power consumption, lower energy costs, provide market leadership and support energy-efficient purchasing by County government

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<sup>1</sup> Green Seal is an independent, non-profit environmental labeling organization ([www.greenseal.org](http://www.greenseal.org)).

<sup>2</sup> Energy Star is a voluntary energy efficiency labeling program derived from a partnership between the U.S. Environmental Protection Agency and the U.S. Department of Energy. Typically, labeled products are in the top 25% of all similar products when ranked by energy efficiency ([www.energystar.gov](http://www.energystar.gov)).

<sup>3</sup> EcoLogo is an environmental standard and certification organization ([www.ecologo.org](http://www.ecologo.org)).

<sup>4</sup> EPEAT (Electronic Product Environmental Assessment Tool) is a tool to compare desktop computers, notebooks, and monitors based on their environmental attributes. Standards are being prepared for other electronic equipment ([www.epeat.net](http://www.epeat.net)).

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**Leasing Space:** When seeking to renew any lease for space to be occupied by the County of Mendocino, GSA will look for opportunities to work with the building management on promoting sound environmental practices of energy and water conservation as well as recycling.

**Office Paper.** Paper for copiers, printers, letterhead, notepads, envelopes and business cards must contain at least 30 percent post-consumer recycled content.

**Other Paper Products.** Paper towels, toilet paper and similar products must contain at least 30 percent post-consumer recycled content.

**Cleaning Products.** Cleaning products must be certified by Green Seal<sup>1</sup> or EcoLogo<sup>2</sup>.

**Electrical Equipment and Appliances.** New electrical equipment or appliances must meet Energy Star standards whenever practicable.

**Computer Equipment.** New computers, monitors, or other electronic equipment must meet the highest feasible EPEAT certification level whenever practicable.

### **RECYCLING PRACTICES AND PROCEDURES**

It is GSA's intent to assist departments with the reduction of the dependence on natural resources, including energy, forests, water, minerals and landfill space. Recycling can also reduce the costs of waste disposal.

#### **Identifying Recyclable Material to be Collected**

Paper and paper products, such as cardboard, are the most prevalent commodities generated at public buildings. Aluminum and plastic containers also are good candidates for consideration, as these are typically generated at public buildings. Departments are required to include as many different commodities as possible in their departmental recycling implementation plan.

#### **Recyclable Material Collection**

Frequency of service will depend on the departments' generation rate and the size of containers. County departments shall allow details to be worked out between the service provider and General Services Agency.

#### **Employee Responsibilities**

An economical and efficient collection system depends on the employee to properly separate the commodities and remove them to a designated location. It is required that employees maintain separation and prevent contamination by other recyclable or waste materials.

#### **Recycling Goals**

GSA will assist Departments in establishing a recycling goals statement. A statement of goals can encourage program participation by helping employees understand the value of their recycling efforts. Goal statements shall be specific enough to provide a standard against which program effectiveness can be measured.

#### **Waste Reduction**

The waste management hierarchy is commonly stated as: REDUCE – REUSE – RECYCLE. It is best to REDUCE waste generation because this is the most efficient way to conserve resources, landfill space and disposal costs. With waste reduction, the monetary and resource costs to separate, collect, transport, process and remanufacture the material are entirely avoided. All departments are required to reduce waste when possible as follows:

- Decrease printing out or copying documents when practical; and if printing or copying is necessary, use both sides of the paper;

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- Use electronic mail in lieu of paper;
- Proofread documents on the computer screen before printing;
- Use glass or ceramic coffee cups, water containers, etc. rather than throw-aways.

REUSE is the next most efficient waste management technique for conserving resources. When an item is reused, the costs of processing, re-manufacturing and marketing are avoided. All departments are required to reuse products as follows:

- Reuse - the backside of printed-paper as scratch pads, cardboard boxes, foam peanuts and other packaging materials.

Identify areas in your Department where waste can be reduced or reused – then RECYCLE.

<b>Recyclables</b>	<b>Definition</b>	<b>Contact for Services</b>
Paper; Newspaper, etc.	Desk side & printer area binds available for convenient recycling	General Services Agency
Cardboard	Fold cardboard flat and put in designated collection area	General Services Agency
Confidential Paper	Shred & recycle or place in locked secured containers provided by GSA	General Services Agency
Paper File Purges	Contact GSA for extra containers and/or collection	General Services Agency
Toner/Inkjet Cartridges	Repackage in new cartridge box and return to GSA	General Services Agency
Bottles & Cans	Place in same bin as paper.	General Services Agency
Rigid Plastic	Contact GSA for one-time or regular large volumes	General Services Agency
Batteries	Contact GSA for proper recycling	General Services Agency
Office Furniture	Contact GSA to surplus and to arrange for pickup of your unwanted items	General Services Agency
County Equipment & Supplies	Contact GSA to surplus and to arrange for pickup of your unwanted items	General Services Agency
Computers	Contacts GSA to surplus and to arrange for pickup of your unwanted items and for proper recycling	General Services Agency
Consumer Electronics (phones, pagers, PDA's)	Contacts GSA for proper recycling	General Services Agency
Metals	Contact GSA for collection setup for onetime or regular large volumes	General Services Agency
Yard/Green Waste	Reduced rates from vendor for source separated loads	General Services Agency
UPS Batteries (Uninterrupted Power Source)	Contacts GSA for proper recycling	General Services Agency
Paint	Contacts GSA for proper recycling	General Services Agency
Motor Oil, Auto Fluids		General Services Agency

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Pesticides	Contacts GSA for proper recycling	General Services Agency
Medical waste	Contract with registered biohazardous waste hauler	General Services Agency
Trash	Franchise waste hauler	General Services Agency

**ENERGY AND WATER CONSERVATION PRACTICES AND PROCEDURES**

It is GSA’s intent to comply with energy and water conservation measures in order to reduce the County’s overall consumption.

**Energy Conservation**

Each measure listed is accompanied by the department(s) responsible for implementation.

<b>Reduction Measure</b>	<b>Responsible Department</b>
Set thermostats to maintain interior temperatures as follows: Winter – not set below 68° F; Summer – not set above 76° F.	All departments
Close exterior doors and windows to avoid loss of energy, unless necessary for ventilation.	All departments
Open/close window coverings as appropriate to utilize/block sun rays.	All departments
Make sure vent grills are open and are not blocked by plants, books, furnishings, etc.	All departments
Buildings shall be heated/cooled only during core hours of operation.	All departments
Where applicable, install programmable timers to turn on air conditioning.	Facilities & Fleet Division
Unless otherwise mandated, set hot water temperatures at or below 120° F.	Facilities & Fleet Division
Replace incandescent lamps with fluorescent lamps where possible.	Facilities & Fleet Division
Only necessary lighting should be turned on. Departments should consider partial lighting, particularly in areas with banks of lights operated by multiple switches.	All departments
Switch off lights in unoccupied rooms.	All departments
Delamp selected fluorescent fixtures as appropriate from each office building.	Facilities & Fleet Division
Security and safety lighting shall be held to the lowest acceptable levels.	Facilities & Fleet Division
Individual appliances at desks or in offices are discouraged.	All departments
Keep usage of personal electric office equipment to a minimum and turn such equipment off at the end of the business day.	All departments
Use of County facilities will be discouraged after normal working hours, except at 24-hour facilities.	All departments
Keep all large facility doors (e.g., loading docks, roll-up doors) closed when not in use for better climate control.	All departments
Central Services and Information Services will consider energy efficiency when developing specifications for equipment purchases.	General Services Agency Information Services
Personal computers and monitors will be shut down (power switch OFF) at night. Monitors will be shut down when not in use for more than one hour. Copiers and printers will be shut down (power switch OFF) at night. Copiers and printers will be shut down (power switch OFF) at night.	All departments
Use solar film and window coverings to reduce interior heating and cooling requirements.	Facilities & Fleet Division - request via work order

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Install tamper-proof thermostats to keep temperature setpoints where set.	Facilities & Fleet Division - request via work order
Where applicable, reschedule air-handlers or rooftop units to start no more than 1½ hours before the normal occupancy and to turn off ½-hour before the end of normal business hours.	Facilities & Fleet Division
Individual low-wattage fluorescent desk lights will be allowed where needed for close work.	All department
Turn off lights in window offices and other rooms with natural lighting.	All department
Only battery-operated personal fans should be used.	All department
Turn off coffee pots at specific times; post the schedule.	All department
Use “Energy Saver” mode for copy machines.	All department
During normal business hours, use of copiers and printers should be consolidated. Where possible, redundant printers and copiers should be turned off and work should be directed to nearby machines.	All department
Encourage business casual dress policy appropriate to the season and worker safety.	All department

**Water Conservation**

GSA will continue to abide by a reduction guideline on water usage. These water reductions have and will continue to affect the County’s landscaping areas, especially the lawns. The following water reduction measures have been in place since April 13, 2009 and will continue to be adhered to:

- Aeration of lawn areas that will accommodate the aeration penetrations without damaging the aeration machine
- Raise mower blade height for a taller grass which will inhibit rapid evaporation
- Mow lawns less often
- No fertilizer application until reductions have lifted. Fertilizing raises watering demands
- Reduce watering duration time
- Water once per week for the full reduced time to provide deep watering
- Replace any dead or dying plants with drought resistant plants or landscape architecture pieces such as rock, bark, boulders, etc

In addition, departments should be mindful of conserving as much water as possible and should report any water leaks and/or observed water waste practices to GSA by submitting a work order through the Facilities & Fleet Division online work order system.

**GREEN BUILDING PRACTICES AND PROCEDURES**

It is GSA’s intent to promote “Green Building Standards” and to design and maintain facilities that are energy efficient, healthy, and durable. County facilities shall meet or exceed the current State of California Title 24 energy requirements, when applicable. The goal is to exceed the energy requirements by 20%, when economically feasible and to meet a minimum of Leadership in Energy and Environmental Design (LEED) rating of SILVER.

The following Energy Action Procedure is proposed specific to GSA maintained buildings. GSA shall strive to:

1. Identify and implement opportunities to minimize the energy intensity in GSA maintained buildings through the implementation of energy efficiency projects;
2. Promote behavioral changes within the organization that enhance energy conservation;
3. Pursue green buildings programs such as the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED);
4. Identify opportunities for self generation of electricity from renewable sources;

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5. Minimize electricity expenditures through management of utility rate structure and incentives

GSA has embarked on a comprehensive energy action procedure (GSA EAP) to implement the energy action items defined above. The GSA EAP includes a range of measures that will be implemented by GSA staff, GSA contractors, and County employees. Based on increases in utility rates, measures to reduce our energy consumption are financially prudent and will pay for itself through a reduction of electricity and gas expenditures.

### **ENFORCEMENT/COMPLIANCE**

The General Services Agency is responsible the enforcement of the SPC and as such, will prepare and presented quarterly evaluations of the policy's compliance to the County Executive Officer.