

## **RESOLUTION**

### **RESOLUTION TO ADOPT A GREEN PURCHASING POLICY FOR THE CITY OF MARGATE**

**WHEREAS**, the governing body of the City of Margate has begun the process to be a Sustainable Jersey community, and

**WHEREAS**, in an effort to support the Sustainable Jersey guidelines to reduce the State's carbon footprint, the governing body is creating a green purchasing policy, and

**WHEREAS**, this policy encourages each department to consider green purchases on a daily basis;

**NOW, THEREFORE, BE IT RESOLVED** by City Commissioner of the City of Margate, County of Atlantic, and State of New Jersey that it adopts a green purchasing policy to use as a guideline by City Departments and the City Purchasing Official.

## **ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING)**

### **STATEMENT OF POLICY**

It is the policy & practice of the City of Margate to:

- institute practices that reduce waste by increasing product efficiency and effectiveness,
- 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, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when & where possible, practical and economically feasible.

### **PURPOSE & OBJECTIVES**

The goal of this policy is to encourage and increase the use of environmentally preferable products and services in the City of Margate. By including environmental considerations in purchasing decisions, Margate 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:

- Minimize health risks to city staff and residents,
- Minimize the city's contribution to global climate change,
- Improve air quality
- Protect the quality of ground and surface waters
- Minimize the city's consumption of resources

## **RESEARCH, EVALUATION & IMPLEMENTATION**

The City is encouraged to work with members of the Green Team to research, evaluate, and implement the environmental purchasing objectives. Research, evaluation and implementation will focus on the following areas:

- Education, awareness and cooperation
- Recycled Content Products (e.g. paper, playground equipment, toner cartridges, motor oils & lubricants, carpets, matting, plastic lumber, trash bags, parking stops)
- Less Harmful & Non-toxic Materials & Processes (e.g. janitorial/cleaning products, pest management chemicals, phosphates, paint, solvents)
- Energy & Water Efficient Products & Processes (e.g. solar applications, energy efficient lighting, appliances, vehicles & motorized equipment)
- Natural Resource & Landscaping Management (e.g. integrated pest and vegetation management, drought tolerant/indigence plants, recycled mulches)
- Renewable Products (e.g. certified forests, renewable energy resources)
- Disposal & Pollution Reduction (e.g. integrated waste management, snack/soda machines, double-sided copies, longer lasting tires, reusable holiday trees)
- Packaging (e.g. bulk packaging, reusable boxes, shipping pallets, etc.)
- 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)

## **SPECIFICATIONS**

### **Source Reductions**

The City of Margate 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.

The City of Margate shall purchase remanufactured products (i.e. for equipment and vehicles) whenever practicable, but without reducing safety, quality or effectiveness.

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.

Products that are durable, long lasting, reusable, refillable, and recyclable or otherwise create less waste shall be selected whenever feasible.

The City of Margate requires vendors to minimize packaging to the greatest extent practicable and to consider packaging that is reusable, recyclable or compostable.

Vendors shall be required whenever possible to take back and reuse pallets and packaging materials.

Suppliers of electronic equipment shall be required to take back equipment for reuse or environmentally safe recycling when practical.

Rechargeable and recyclable batteries shall be purchased and used whenever possible.

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

### **Toxics Reduction and Pollution Prevention**

No product or service purchased by the City of Margate shall contain, emit, or create the following in its use, to the extent practicable:

- Carcinogens and reproductive toxins,

- Persistent bio accumulative toxicants, including lead, mercury, dioxins, and furans for example,
- Compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers, and
- Substances that contribute to the production of photochemical smog, tropospheric ozone production, or poor indoor air quality.

All cleaning or disinfecting products (i.e. for janitorial or automotive use) shall at a minimum meet Green Seal Standards for environmental preferability and performance, whenever practical.

Purchasing products containing persistent, bio accumulative and toxic chemicals (POTs) should be avoided, where alternatives exist.

The use of chlorofluorocarbon-containing refrigerants, solvents and other products known to contribute to the depletion of the ozone layer shall be phased out where possible and new purchases should not contain them.

When maintaining buildings, the City of Margate should use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, flooring, adhesives, furniture and casework whenever practical.

The City of Margate should aim to reduce and or eliminate its use of products that contribute to the formation of dioxins and furans.

- Purchase paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible, and seek to prohibit purchase of products that contain or are packaged in polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, carpeting/flooring, other building materials and supplies and medical supplies whenever practical.

The City of Margate shall purchase products and equipment with no lead, cadmium or

mercury whenever possible. For products that must contain lead or mercury because no suitable alternative exists, the City of Margate shall give preference to those products with the lowest quantities of these metals available and to vendors with established lead, cadmium and mercury recovery programs.

When replacing vehicles, the City of Margate shall lease or purchase only the most fuel-efficient models available that are suitable for each task and through carsharing and carpooling, shall minimize the number of vehicles purchased.

To the extent applicable, the City of Margate shall consider the use of renewably-derived fuels or fuels that are cleaner and less-polluting than gasoline and conventional diesel fuel, including biodiesel, natural gas and electricity.

### **Recycled Content Products**

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

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

Where possible, the City of Margate shall only purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is consistent with the engine manufacturer's warranty and maintenance requirements.

When specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects, the City of Margate shall use recycled, reusable or reground materials when practicable and consistent with accepted engineering practices.

The City of Margate should consider the purchase of recycled content transportation products, including signs, cones, parking stops, delineators and barricades.

The City of Margate should specify and purchase recycled content paper when practical within budgetary constraints.

### **Energy and Water Savings**

New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels, whenever possible.

All products purchased by the City of Margate 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, products shall meet or exceed the FEMP recommended levels.

When energy is purchased, renewable or green sources are preferred. These include solar power or photovoltaic, wind power, geothermal and hydroelectric energy sources and do not include fossil fuels (coal, oil or natural gas).

Demand water heaters shall be purchased whenever practicable. Where renewable forms of energy are unavailable or not practicable, natural gas should be used in lieu of electricity for space heating and water heating.

Energy Star and power-saving features for copiers, computers, monitors, printers and other office equipment shall be enabled during the initial installation and shall remain enabled unless these feature conflict with the manufacturer's recommended operation and maintenance of the equipment.

### **Green Building – Construction and Renovations**

The City of Margate will support and encourage all building and renovations undertaken by the City of Margate, local developers and builders to follow Green Building practices for design, construction and operation, where applicable as described in the LEED Rating System.

## **Landscaping**

All landscape renovations, construction and maintenance performed by the City of Margate, 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.

Plants should 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.

Hardscapes and landscape structures constructed of recycled content materials are encouraged. The City of Margate shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

## **Forest Conservation**

To the greatest extent practicable, the City of Margate shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, the City of Margate shall give preference to wood and 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.

## **BIO-BASED PRODUCTS**

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



Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are to be purchased and used whenever practicable.

## **PRIORITIES**

The health and safety of people who live and work in Margate is of utmost importance and takes precedence over all other City policies. All policies and practices shall be protective of the health of children, the elderly and other vulnerable populations, and the greater global community.

The City of Margate 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 environmental specifications, such as chlorine free or bio-based.

Nothing contained in this policy shall be construed as requiring a department, buyer, or contractor to procure products that do not perform adequately for their intended use, excluding adequate competition, or are not available at a reasonable price in a reasonable period of time.

Nothing contained in this policy shall be construed as requiring the City of Margate, department, buyer or contractor to take any action that conflicts with local, state or federal requirements.

## **IMPLEMENTATION**

The Purchasing Official shall implement this policy in coordination with other appropriate City personnel.

Implementation of this policy will be phased based on available resources and City priorities.

The City of Margate Green Team shall advise the City Purchasing Official through the City Administrator regarding environmentally preferable products that comply with this policy.

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.

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.

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.

## **PROGRAM EVALUATION**

The Business Administrator, Director of Finance, Purchasing Manager, the “Green Team” other positions responsible for implementing this policy, shall periodically evaluate the success of this policy’s implementation.

## **DEFINITIONS**

“American Society for Testing & 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 & 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 [organization] or serves in a subcontracting capacity with an entity having a contract with [organization] for the provision of goods or services.

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

“Dioxins & 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 Building Practices” means a whole-systems approach to the design, construction, and operation of buildings and structures that helps mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green Building Practices such as those described in the LEED IM Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.

“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.

“LEED IM Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED<sup>TM</sup>) Commercial Green Building Rating System, or other related LEEDIM Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and high-rise residential buildings.

“Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of New Jersey Certified Organic Foods (NJOF).

“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 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.