



## **CAMERON COUNTY PURCHASING**

CAMERON COUNTY, TEXAS  
1100 EAST MONROE ST.,  
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### **Environmental Purchasing Policy**

#### **i) Green Purchasing**

Green Purchasing introduces practices that promote sustainability of the environment. The objective is to:

- a. Reduce waste by increasing product efficiency and effectiveness;
- b. Purchase products that minimize environmental impacts, toxics, pollution and hazards to improve safety as much as possible;
- c. Purchase products that include recycled content, are durable, long lasting, conserve energy and water, and reduce greenhouse gas emissions to the greatest extent possible.

#### **ii) Purpose**

The policy is developed to:

- a. Conserve natural resources, preserve air, soil, and water quality
- b. Minimize environmental impacts
- c. Eliminate or reduce toxins that create hazards to workers and the community
- d. Strengthen and support strong local recycling markets by encouraging County departments to use such products whenever practicable
- e. Reduce materials that are disposed of in landfill
- f. Increase the use of environmentally preferable products
- g. Create a model for purchasing recycled products that encourages other purchasers in our community to adopt similar goals

#### **iii) Guidelines**

When purchasing materials and contracting for services, the following guidelines will be considered:

a. Source Reduction

1. County shall institute purchasing practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective without lowering safety or workplace quality standards.
2. County shall purchase remanufactured products whenever practicable without reducing safety, quality, or effectiveness.
3. Short-term and long-term costs shall be considered in comparing product alternatives. Included in evaluation shall be total cost during ownership, including acquisition cost, warranties, operations, supplies, consumables, maintenance, disposal cost, and life expectancy.
4. County shall require suppliers of electronic equipment, including computers, monitors, printers, and copiers to take back equipment for reuse or environmentally safe recycling when County discards or replaces such equipment whenever practicable.

b. Recycled Content Products

1. Copiers and printers shall be compatible with the use of recycled content products.
2. County shall specify and purchase recycled content Janitorial Paper and Liner products when practicable.
3. County shall specify and purchase recycled content Office Supply products when practicable.
4. All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is made of recycled content.

c. Energy Savings

1. County shall purchase energy efficient equipment with up-to-date energy efficient functions.
2. County shall replace inefficient lighting with energy efficient lighting when practicable.
3. County shall purchase products for which the U.S. Environmental Protection Agency (EPA) Energy Star certification is available and that meet Energy Star certification when practicable.

d. Landscaping

1. All landscaping renovations, construction, and maintenance by County shall employ sustainable landscaping management techniques whenever possible.
2. Plants should be selected by choosing species that are appropriate to the local climate and can grow to their full potential with the minimal use of water on a regular basis as established as indigenous and preferred to local environment.
3. Hardscapes and landscape structures constructed of recycled content materials are encouraged.

e. Toxics and Pollution

1. To the extent practicable, cleaning or disinfecting products (i.e. janitorial or automotive products) shall not contain ingredients that contain carcinogens, mutagens, or teratogens.
2. To the extent practicable, the use of chlorofluorocarbons-containing refrigerants, solvents and other products shall be phased out.
3. County shall purchase products and equipment with no lead or mercury whenever possible.
4. 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 paper, paper products, and janitorial paper products that are unbleachable or that are processed without chlorine or chlorine derivatives, whenever possible.

iv) **Priorities**

- a. Whenever practicable, recycled content shall be included in products that also meet required specifications.
- b. 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.

- c. Nothing contained in this policy shall be construed as requiring the County department, purchaser, or contractor to take an action that conflicts with local, state, or federal requirements.

v) **Definitions**

- a. "Energy Star" means the U.S. EPA's energy efficiency product labeling program.
- b. "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.
- c. "Post consumer 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 waste.
- d. "Practical" and "Practicable" means 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. Final destination of the practicability of any given product must lie with the users of the product, since it is they who understand their performance and budgetary requirements. Product evaluation should consider life-cycle and replacement costs.
- e. "Recovered Material" means fragments of products or finished products of a process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the process.
- f. "Recycled Content" means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.
- g. "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.
- h. "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.

vi) **Examples of Environmentally Preferable Products:**

- a. Recycled paper and paper products: Recycled photocopy paper, computer paper, and printing papers.
- b. Compost products
- c. Construction aggregates made with recycled materials
- d. Lubricating oil and hydraulic oil with re-refined oil content
- e. Anti-freeze without ethylene glycol
- f. Recycled plastic products
- g. Remanufactured products made from recycled tire rubber
- h. Insulation products made of recycled material
- i. Recycled paint
- j. Green copier toner
- k. Other products as approved

vii) **Exemptions**

- a. Nothing contained in this policy shall preclude user departments from requiring recycled material content as a bid specification.
- b. Nothing in this policy shall be construed as requiring a County department or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

### **GREEN POLICY FOR OFFICE SUPPLIES**

**Scope:** Green purchasing policy for office supplies covers copy paper, envelopes, pads, filing, binders, mailing supplies, desk accessories, dated goods, ink & toner cartridges and batteries.

**Specifications:** When making office supplies purchases, Cameron County buyers are encouraged to “increasingly buy green” by seeking products that meet one or more of the following specifications:

- Minimum 30% post consumer recycled copier paper
- Minimum 10% post-consumer recycled content and/or 20% total recycled content for supplies
- Remanufactured ink and toner cartridges

- Virgin paper products with fiber from FSC-certified “responsibly-managed forests”
- Items made with at least 50% “rapidly renewable” materials
- Rechargeable batteries
- Refillable pens, pencils and refills

**Responsible Parties:** Buyers

**Metric:** Spend on Policy-Compliant Supplies  
Total Spend on Supplies

**Goals & Timeline:** 40% Policy –Compliant spend by end of 2011; with 20% increase per year there after to Maximum attainable capability.

**Procedures:**

- Buy Office Supplier Green branded office supplies when possible.

## **GREEN POLICY FOR JANITORIAL SUPPLIES**

**Scope:** Green purchasing policy for janitorial supplies covers hand towels, toilet paper, seat liners, plastic trash can liners, environmentally friendly (green) cleaning chemicals.

**Specifications:** When making janitorial supplies purchases, Cameron County buyers are encouraged to “increasingly buy green” by seeking products that meet one or more of the following specifications:

- Minimum 30% post consumer recycled paper
- Minimum 10% post-consumer recycled content and/or 20% total recycled content for janitorial supplies
- Items made with at least 50% “rapidly renewable” materials
- Concentrated cleaning liquid products

**Responsible Parties:** Buyers

**Metric:** Spend on Policy-Compliant Supplies  
Total Spend on Supplies

**Goals & Timeline:** 40% Policy –Compliant spend by end of 2011; with 20% increase per year there after to Maximum attainable capability.

**Procedures:**

- Buy Janitorial Supplier Green branded office supplies when possible.

## GREEN POLICY FOR TECHNOLOGY

**Scope:** Green purchasing policy for technology covers desktops, laptops, monitors, printers, fax machines, scanners, refrigerators, external power adaptors, televisions

**Specifications:** When making technology purchases, buyers are encouraged to “increasingly buy green” by seeking products that meet one or more of these specifications:

- ENERGY STAR Qualified (see [www.energystar.gov](http://www.energystar.gov) ) and /or
- EPEAT-Silver (Electronic Product Environmental Assessment Tool, see [www.epeat.net](http://www.epeat.net)

**Responsible Parties:** Technology Buyers

**Metric:** Spend on Energy Star + EPEAT Silver Technology  
Spend on Non-Energy Star + Non-EPEAT items, in eligible categories

**Goals & Timeline:** 40% Compliant spend by end of 2011; with 20% increase per year there after to Maximum attainable capability.

**Procedures:**

- Whenever buying technology , specify ENERGY STARqualified and / or EPEAT-registered purchases
- Maximize spend on ENERGY STAR qualified and EPEAT registered products whenever possible
- Ensure total spend on these technology purchases are tracked

**NON-GREEN EQUIVALENT JUSTIFICATION FORM**

**PO #** \_\_\_\_\_

**Dept.** \_\_\_\_\_

This Department is purchasing the (non-green) equivalent of the following Green product(s)

	<b>UNIT PRICE PRODUCT</b>	
	<b><u>GREEN</u></b>	<b><u>NON-GREEN</u></b>
___ Motor Oil & Lubricants	_____	_____
___ Toilet Paper	_____	_____
___ Toilet Seat Covers	_____	_____
___ Paper Towels	_____	_____
___ Printing Paper	_____	_____

\_\_\_ Copier Paper \_\_\_\_\_  
\_\_\_ Computer Paper \_\_\_\_\_  
\_\_\_ Business Envelopes \_\_\_\_\_  
\_\_\_ Plastic Trash Bags \_\_\_\_\_  
\_\_\_ Energy Star Labeled Copiers \_\_\_\_\_

REASON: (circle)

Cost - Quality - Not Available - Other

*A justification may include multiple reasons.*

*Supporting documentation attached and will be attached to Purchase Order in file.*

Signature \_\_\_\_\_