

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

COUNTY OF SAN MATEO

1.0 STATEMENT OF PURPOSE

Combined, local and state governments procure more than \$1 trillion of goods and services each year. Many of these goods and services contain products that have negative environmental and health impacts. These impacts include air and water contamination, natural resource depletion, and increased greenhouse gas emissions production.

The objectives of this policy are to:

1. Assist County of San Mateo (County) departments in easily identifying and making sustainable purchasing choices;
2. Expand the procurement of environmentally preferable products;
3. Identify environmentally preferable alternatives;
4. Recommend as goals for County operations, the adoption of alternative processes that will reduce the use and disposal of hazardous substances and will promote resource conservation, and minimize the County's contribution to global climate change;
5. Protect the quality of air, ground water, and surface water; and
6. Collect and maintain up-to-date information regarding manufacturers, vendors, and other sources for locating and ordering environmentally preferable products.

When fully implemented, this action plan has the potential to reduce the County's burden on the local and global environment, remove unnecessary hazards from its operations, protect public health, reduce costs and liabilities, help develop markets for environmentally responsible products, while maintaining traditional purchasing standards such as the product's quality, price, and performance.

2.0 PURCHASING STANDARDS

Environmentally preferable purchasing means the County will purchase products and services that have a reduced negative effect on human health and the environment when compared with competing products and services that serve the same purpose.

When purchasing goods and services the County will use the following process:

1. Use products and/or services with a certified eco-label established by independent and widely recognized authorities; or standards or specifications developed by the County other governmental or non-governmental organizations that are determined to be meaningful and effective by the County. The table below shows examples of products with credible eco-label certifications and County standards. For full descriptions, please see Appendix 2.
2. If a certification or a product is not on the approved list, employees will consult the Office of Sustainability to identify alternative products or services.

3.0 BEST PRACTICES

1. Consult Surplus staff to determine whether or not a product is available in the Surplus warehouse before purchasing it new.
2. Reuse products such as file folders, storage boxes, office supplies, furniture, etc. to the extent that they are still functional for their intended purpose.
3. Utilize electronic communication instead of printing, streamline and computerize forms, and review record retention policies and implement document imaging systems.
4. When making a purchase decision, preference should go to businesses that have been certified by a green business program, such as the [Bay Area Green Business Program](#).
5. Consider the life cycle cost of the product is valued at \$1,000 or greater, both short-term and long-term costs, when comparing products. Life-cycle cost analyses should include:
 - Average unit price, including (when appropriate) recurring and nonrecurring production costs;
 - Delivery, installation, and insurance costs;
 - Operation and support costs (e.g., staff time, energy and water use cost, maintenance, and training);
 - End-of life costs (e.g., the cost of removing equipment, recycling, refurbishment, and decommission)

| Product Category/Service | Example Products | Eco-Labels or Key Terms | County Standards |
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| Energy | Electricity |  | <ul style="list-style-type: none"> • Purchase 100% renewable electricity for all County buildings and facilities, such as ECO100 with Peninsula Clean Energy |
| Paper | Copy paper, colored copy paper, cardstock, business cards, post-its, file and hanging folders, dividers, brochures, newsletters, mail inserts, envelopes, shipping and mailing labels, note pads, custodial paper products | <p>30% post-consumer recycled content</p> <p>Chlorine-free</p> | <ul style="list-style-type: none"> • Must contain a minimum of 30% post-consumer recycled content • Must meet the U.S. Environmental Protection Agency (U.S. EPA) guidelines under the CPG program for paper • Paper, paper products, and janitorial paper products should be unbleached or processed without chlorine or chlorine derivatives |
| Office Supplies | Binders, clear sheet protectors, pencils, pens, white-out correction tape, paper clips, scissors, self-inking stamps, ink and toner cartridges | <p>EPA Standards</p> <p>Low environmental impact:</p>  | <ul style="list-style-type: none"> • Must meet U.S. Environmental Protection Agency (U.S. EPA) guidelines for nonpaper office supplies • Preference for remanufactured printing products such as laser printer toner cartridges, and remanufactured or refillable products • Eliminate the purchase of products that use polyvinyl chloride (PVC) |
| Office Furniture | Desks, chairs, cubicle walls | <p>EPA Standards</p> <p>Sustainably harvested:</p>  <p>Low toxicity:</p>   | <ul style="list-style-type: none"> • Must meet U.S. Environmental Protection Agency (U.S. EPA) guidelines for office furniture • Eliminate the purchase of products that use polyvinyl chloride (PVC) and reduce the use of products that emit zero or low amounts of volatile organic compounds (VOCs) |

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| Indoor/Outdoor Fixtures | High efficiency toilets and water saving fixtures, play-ground equipment | <p>EPA Standards</p> <p>Water-saving fixtures</p>  | <ul style="list-style-type: none"> • Must meet U.S. Environmental Protection Agency (U.S. EPA) guidelines for play-ground equipment • Must meet U.S. EPA WaterSense guidelines for water-savings fixtures such as toilets, faucets, sprinklers, and showerheads • Prohibit purchase of products that use polyvinyl chloride (PVC) |
| Cleaning Products, Chemicals, and Paint | Cleaning/ disinfecting products, paint, detergent, refrigerants, solvents, surfactants | <p>Detergeants and cleaners:</p>  <p>Chlorine-free</p> | <ul style="list-style-type: none"> • Cleaning and maintenance products, low-toxicity paint, and other products that are low in volatile organic compounds (VOC's) and/or Surfactants shall meet U.S. EPA standards or National Institute for Occupational Safety and Health as "readily biodegradable" • No detergents shall contain phosphates • Paint shall contain the minimum amount necessary of volatile organic compounds, and/or shall contain maximum recycled content • Reduce or eliminate the use of products that are known to contribute to the formation of dioxin and furan compounds. Some examples of how to comply with this is to eliminate products that contain chlorine bleach or triclosan (or its alternative names Irgasan DP-300, Lexol 300, Ster-Zac, Cloxifenolum) |
| Packaging | |  | <ul style="list-style-type: none"> • Reusable, recyclable, or compostable packaging • Minimize packaging and purchase in bulk • Prohibit the purchase of products from vendors whose packaging for those products consists of polystyrene peanuts, block, and other forms of polystyrene (commonly known as Styrofoam) |
| Medical Equipment | Equipment and supplies that assist with activities and applications of clinical medicine |  | <ul style="list-style-type: none"> • Preference for mercury free alternative products that are comparably priced and as effective as their mercury counterpart |

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| | | | <ul style="list-style-type: none"> • Must meet U.S. EPA guidelines on sorbents used in oil and solvents cleanup. |
| Pest and Weed Management | Pest control products | <p>Biodegradable</p> <p>Chemical-free</p> | <ul style="list-style-type: none"> • Preference for methods of pest management of non-chemical strategies such as sanitation, harborage reduction, and physical, mechanical, cultural, and biological controls • Any chemicals used to eliminate or deter insect pests and undesirable vegetation shall be the most readily and completely biodegradable product available • Apply in a manner that is least likely to come into contact with humans and any other animals for which treatment is not intended <ul style="list-style-type: none"> • XXX |
| Landscaping | Plants, grasses, trees, flowers, irrigation systems, compost and fertilizer made from recovered organic materials, garden and soaker hoses, hydraulic mulch, lawn and garden edging, plastic lumber landscaping timbers and posts | <p>Fertilizer, mulch, edging: EPA Standards</p>  <p>Water-saving hoses: </p> <p>Drought-tolerant: </p> | <ul style="list-style-type: none"> • Must meet U.S. Environmental Protection Agency (U.S. EPA) guidelines for landscaping products • Select plants that are appropriate to the specific micro-climate, drought-resistant, Bay Area native, perennial or longer-lasting instead of annual, less chemically-dependent, can grow to natural size in the space allotted, and require minimal to no watering once established • Preference shall be given to landscape professionals who are certified through Rescape California |
| Electronics and batteries | Fluorescent lights, light-emitting diode (LED) lights, energy efficient appliances, computers, monitors, telephones, batteries | <p>Energy efficient appliances: </p> | <ul style="list-style-type: none"> • Purchase rechargeable rather than single-use batteries • Energy-consuming products must meet US EPA Energy Star certification standards. When Energy Star labels are not available, products shall meet or exceed Federal Energy Management Program standards. If neither criteria exist, departments must consider products that conserve electrical power and/or natural gas to the maximum extent possible based on minimum life-cycle costs |

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| | | Computers and electronics:  | <ul style="list-style-type: none"> Replace inefficient indoor and outdoor lighting with LED lights, and minimize lighting where possible by, for example, avoiding unnecessary lighting of architectural and landscape features, while still providing adequate illumination for safety and accessibility |
| Food | Sustainability grown, locally sourced and/or fair trade foods and products | Organic:  Fair trade:  | <ul style="list-style-type: none"> Preference shall be given to local and organic food and fair trade products Preference shall be given to food and food services provided by certified Green Businesses |
| Food and Drink Ware | Utensils, plates, cups, plastic bottles | Utensils, plates, cups:  Green Business:  | <ul style="list-style-type: none"> Replace all food service ware products with non-biodegradable, non-compostable, non-reusable or non-recyclable food service ware with compostable, reusable, or recyclable food service ware products No County department shall purchase or otherwise acquire bottled water and polystyrene foam (often referred to by the trademark Styrofoam) or contract with food vendors that provide these products No County department shall contract with food service providers that use polystyrene-based food service ware Upon request, vendors of compostable plastic products shall provide proof of compliance with American Society for Testing and Materials (ASTM) standards, such as a certification by the BPI (Biodegradable Products Institute) Bio-based plastic products such as plastic bags, film, cutlery and food/beverage containers must be compostable. Compostable plastic products must meet ASTM standards Preference shall be given to food and food services provided by certified Green Businesses |

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| <p>Building Design and Construction Products</p> | <p>Building insulation, carpet (polyester), carpet cushion, cement and concrete, consolidated and reprocessed latex paint, floor tiles, flowable fill, laminated paperboard, modular threshold ramps, nonpressure pipe, patio blocks, railroad grade crossing surfaces, roofing materials, shower and restroom dividers/partitions, structural fiberboard</p> | <p>EPA Standards</p>    | <ul style="list-style-type: none"> • Must meet U.S. Environmental Protection Agency (U.S. EPA) guidelines for office furniture, and carpet and floor materials • Must meet U.S. EPA guidelines under the Comprehensive Procurement Guidelines program • CPG program • Minimum of LEED Silver standards • Carpets procured by the County shall consist of recycled material and shall contain the lowest volatile organic compound (VOC) content available, nylon carpet and nylon carpet backing preferred • Preference for wood products that are certified by a comprehensive, performance-based certification system. The system shall include third-party audits with standards equivalent to or stricter than those of the Forest Stewardship Council |
| <p>Infrastructure</p> | <p>Asphalt/concrete for hardscapes, sidewalks, roads</p> | <p>EPA Standards</p> | <ul style="list-style-type: none"> • Consistent with engineering practices and standards set forth by ASTM, recycled, reusable, or reground materials shall be preferred when road construction projects specify asphalt concrete, aggregate base, or portland cement |
| <p>Vehicles and Vehicular Products</p> | <p>Hybrids, low emission vehicles, alternative fuel vehicles (AFV), plug-in (electric) vehicles, engine coolants, rebuilt vehicular parts, re-refined lubricating oil, retread tires</p> | <p>Best fuel efficiency Hybrid and electric vehicles</p> | <ul style="list-style-type: none"> • Purchase fleet vehicles that provide the best fuel efficiency and rely less on fossil fuels. • At least 50% of the County’s vehicle fleet will consist of Eco-friendly vehicles • All re-refined oil must be American Petroleum Institute certified • Vehicles owned by the County shall use recycled propylene glycol antifreeze |

4.0 BID SPECIFICATIONS

County Purchasers

In County solicitations, include environmentally preferable products and services and eco-label certifications as specified in this policy. Provide evaluation and award preference to vendors for environmentally preferable products or standards, unless such products or standards 1) are not available with reasonable competition, 2) are not available within a reasonable timeframe, or 3) do not perform as required for the County's intended use. In addition, the County recognizes a preference for businesses that have been certified by a green business program, such as the [Bay Area Green Business Program](#).

Bidders/Vendors/Contractors

Successful bidders shall certify in writing that the environmental attributes claimed in formal 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.

APPENDIX I: ECO-LABELS AND CERTIFICATIONS REFERENCE GUIDE

The following table is a descriptive list of the eco-labels and certifications used in the above table, though it is not an exhaustive list. For the most up to date list, please contact the Office of Sustainability.

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|  | <p>American Society for Testing and Materials (ASTM International) is an open forum for the development of high quality, market relevant international standards used around the globe.</p> |
|  | <p>The Green Business Program is network of County and City programs operating throughout California. Local businesses certified by the Green Business Program meet higher standards of environmental performance that are verified through onsite audits and consultations. Find more than 3,000 certified businesses and additional information about the Green Business Program here: https://greenbusinessca.org/</p> |
|  | <p>Biodegradable Products Institute (BPI) is an organization that certifies that so-called “biodegradable” plastic products will safely break down in a typical commercial composting facility. 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. www.bpiworld.org</p> |
|  | <p>Carpet and Rug Institute (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the “Green Label” indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The “Green Label Plus” testing program incorporates additional requirements to meet California’s Collaborative for High Performance Schools low-emitting materials criteria.</p> |
|  | <p>Chlorine-free Products Association is a nonprofit organization that certifies chlorine-free products such as copy paper, envelopes and tissue products. www.chlorinefreeproducts.org</p> |
|  | <p>EcoLogo is Canada’s environmental product certification program. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the EcoLogo to those that are environmentally preferable throughout their entire lifecycle. It has issued standards for over 300 product categories (such as flooring, paint, electricity, cleaners, office equipment, and paper products), many of which are sold in California. www.ecologo.org/en/</p> |
|  | <p>Eco Wise is a third-party certification program that distinguishes knowledgeable, leading-edge licensed pest management professionals who practice prevention-based pest control. EcoWise Certified practitioners employ a variety of common sense techniques to control pests effectively, minimizing the need to use pesticides. www.ecowisecertified.org</p> |
|  | <p>Electronic Products Environmental Assessment Tool (EPEAT) is an independent program that certifies “green” electronic equipment such as computers, monitors and laptops. The EPEAT certification takes into account whether the equipment/materials are responsibly sourced and addresses the full lifecycle of products. www.epeat.net</p> |
|  | <p>Energy Star is a joint program of the US Department of Energy and US Environmental Protection Agency where you can find certified energy-efficient products (such as light fixtures, exit signs, appliances and office equipment). www.energystar.gov</p> |

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|  | <p>E-Stewards is a program that certifies that recyclers of electronic equipment adhere to the highest standard of environmental responsibility and worker protection. A copy of the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment® can be found at www.e-stewards.org/certification-overview.</p> |
|  | <p>Fair Trade USA maintains a label issued to companies that import products such as coffee, tea, chocolate, and rice, which have been manufactured and sold under fair trade working conditions. They also house a list of certified products on their website www.fairtradeusa.org.</p> |
|  | <p>Federal Energy Management Program (FEMP) is a program of the Department of Energy that issues a series of <i>Product Energy Efficiency Recommendations</i> that identify recommended efficiency levels for energy-using products.</p> |
|  | <p>Forest Stewardship Council certifies lumber and other building products made with sustainably harvested wood or that reduce wood consumption. www.fscus.org</p> |
|  | <p>Greenguard is a nonprofit organization that certifies products that impact indoor air quality. Find products (such as flooring, paints, furniture, and cleaning products) with low VOCs and other emissions. Some are certified for use near children. Greenguard is a certification recommended by the U.S. EPA for carpets and flooring materials, and furniture. www.greenguard.org</p> |
|  | <p>Green Seal is a nonprofit organization that sets standards for products (such as janitorial cleaners, floor strippers, and paints) and certifies products that meet those standards. Green Seal is a certification recommended by the U.S. EPA for detergents and cleaners www.greenseal.org</p> |
|  | <p>Peninsula Clean Energy is San Mateo County’s official electricity provider. PCE provides residents and businesses in San Mateo County with clean, renewable energy from resources like solar and wind. www.peninsulacleanenergy.com</p> |
|  | <p>ReScape California (formerly Bay Friendly Landscape and Gardening) is a holistic approach to gardening and landscaping. Bay- friendly practices foster soil health, conserve water and other valuable resources, while reducing waste and preventing pollution. http://rescapeca.org/</p> |
|  | <p>US Department of Agriculture allows use of its organic label for products meeting federal standards that address pesticide and fertilizer use and other approved methods used to grow, harvest and process food and other agricultural products. www.ams.usda.gov/AMSV1.0/</p> |
|  | <p>US Department of Agriculture’s BioPreferred Program is a voluntary initiative that labels products containing biobased (plant-based) material. It offers a catalog of products for 97 categories that contain a minimum amount biobased content. This symbol indicates that a product or package is USDA Certified Biobased. The biobased contents of these products/packages have been third-party tested at independent laboratories. https://www.biopreferred.gov</p> |
|  | <p>US Environmental Protection Agency (US EPA) has developed the Comprehensive Procurement Guidelines (CPG) that recommend minimum recycled-content levels for dozens of products as well as vendor lists of product brands that meet federal EPP standards. https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program</p> |

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|  | <p>US Environmental Protection Agency (US EPA) has developed the Safer Choice label to help buyers identify products with safer chemical ingredients, without sacrificing quality and performance. Over 2,000 products qualify and can be found on their website: https://www.epa.gov/saferchoice/products#sector=Business</p> |
|  | <p>US Green Building Council: The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria. www.usgbc.org</p> |
|  | <p>WaterSense is an EPA-sponsored program that labels water-efficient products such as shower heads, faucets, toilets, and irrigation equipment. https://www.epa.gov/watersense</p> |

Vendors, contractors and grantees shall comply with applicable sections of this policy for products and services provided to the County, where practicable. In particular, vendors, contractors and grantees providing written materials to the County shall do so on recycled content paper meeting minimum standards of the U.S. EPA Guidelines and labeled as such and vendors, contractors and grantees shall be prohibited from using pentachlorophenol, arsenic, and creosote treated wood.

APPENDIX II: DEFINITIONS

"Biodegradable" refers to the ability of a material to decompose into elements normally found in nature within a reasonably short period of time after disposal.

"Chlorine Free" means products manufactured or processed without chlorine or chlorine derivatives.

"Disposable food service ware" means single-use disposable products used in the restaurant and food service industry for serving or transporting prepared, ready-to-consume food or beverages. This includes but is not limited to plates, cups, bowls, utensils, trays and hinged or lidded containers. This does not include single-use disposable packaging for unprepared foods.

"Eco-Label" means a label certifying that a product is environmentally-preferable.

"Energy Efficient" means a product that is in the upper 25 percent of energy efficiency for all similar products, or that is at least 10 percent more efficient than the minimum level meeting U.S. federal government standards.

"Environmentally Preferable Products (EPP's)" means products and services that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose. In comparing products and services, the County should consider raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance, reuse, disposal of products, end of life management, or service delivery.

“Fair Trade” is a trading partnership based on dialogue, transparency and respect that seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers.

"Food service provider" means any vendor, business, organization, entity, group or individual, including a licensed retail food establishment, that provides prepared food on property owned or leased by the County either (1) pursuant to a contract with the County, or (2) pursuant to a contract with another entity who manages or operates a facility on County owned or leased property under a contract with the County.

“Fossil Fuels” are natural fuels such as coal or gas, formed in the geological past from the remains of living organisms.

“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.

“LEED (Leadership in Energy and Environmental Design)” means the Green Building Rating System developed and administered by the City in the Green Building Policy.

"Non-recyclable plastic" refers to any plastic which cannot be feasibly recycled by a municipal recycling program in the State of California, including polystyrene and expanded polystyrene. Non-recyclable plastic refers to both plastic bags and plastics with the recycling symbol #6.

“Performance” means the efficacy of a product, material, or service to accomplish its intended task or job.

"Polystyrene" includes expanded polystyrene, which is most commonly known by the trademark Styrofoam. It is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene). The term "polystyrene" also includes clear or solid polystyrene which is known as "oriented polystyrene.”

"Prepackaged food" means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and prepared at an approved source.

"Prepared food" means food or beverages, which are serviced, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared. Prepared food does not include eggs, fish, meat, poultry, and foods containing raw animal foods that require cooking by the consumer as recommended by the US Food & Drug Administration.

“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 product which meet the quality standards necessary to be used in the marketplace.

"Recyclable plastic" means any plastic which can be feasibly recycled by a municipal recycling program in the State of California. Recyclable plastics comprise those plastics with the recycling symbols #1 through #5 including polyethylene terephthalate (PET or PETE), high density polyethylene (HDPE), low density polyethylene (LDPE), and polypropylene (PP).

“Recycled Products” means products manufactured with waste material that has been recovered or diverted from the waste stream.

“Remanufactured” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

“Sustainable” means able to be sustained for an indefinite period of time without damaging the environment or depleting a resource; a method of harvesting or using a resource so that the resource is not depleted or permanently damaged.

APPENDIX III: COUNTY POLICIES

Resolution Authorizing a Procurement Policy that Provides a 10% Price Preference for Recycled Content Products

Document: Resolution No. 54624

Year: 1990

Summary: Resolution No. 54624 designates responsibility to the County Purchasing Agent to investigate opportunities to buy products which contain recycled materials, generate less waste, last longer, are less toxic, or are reusable or re-manufacturable. The County Purchasing Agent shall assure that purchase specifications do not unfairly discriminate against the use of recycled materials, and that all bidders are required to specify the minimum percentage of recycled content in all recycled products acquired by the County. The County Purchasing Agent and departments shall favor the purchase of products containing recycled materials when products meet acceptable performance standards. The County Purchasing Agent shall grant preference of 10% of the lowest bid price quoted by non-recycled products to suppliers of recycled products. “Recycled product” means all materials, goods, and supplies for which no less than 50% of the total weight consists of secondary and post-consumer waste with no less than 10% consisting of post-consumer waste. The resolution cites CA State Law and Public Contract Code Section 12210 which requires local governments to reduce their waste stream and permits local agencies to give a preference to suppliers of recycled products, respectively.

Duplex Copying of County Documents

Document: Administrative Memo B-14

Year: 1991

Summary: All documents produced by County departments where duplicating of original documents is necessary must be duplexed. Additionally, the policy requires that all duplicating jobs performed or referred to an outside print shop to be duplexed. Such documents include internal memos and reports, interdepartmental correspondence, and correspondence to outside organizations or individuals. Situations where this policy may not apply are staff that do not have access to a duplexing copier, documents that must be posted for public viewing, or legal documents where regulation specifically forbids duplexing.

Resolution Authorizing a Procurement Policy that Provides a 20% Annual Set Aside Policy for Purchase of Recycled Content Paper Products

Document: Resolution 55918

Year: 1992

Summary: Resolution No. 55918 builds on Resolution No. 54624 by requiring that 20% of the County’s purchasing of paper products to be satisfied with recycled products. “Recycled Paper Products” means products that are manufactured with no less than 50% of the total weight consisting of secondary and post-consumer waste having no less than 10% consisting of post-consumer waste.

Paper Waste Reduction Policy

Year: 1992

Summary: All departments are requested to 1) use bulletin boards as a distribution for memoranda and literature for employee programs 2) use centrally-located dry-erase message boards 3) Use email systems 4) update department mailing lists quarterly for computerized reports to eliminate duplicate reports 5) use paper-saving devices such as route slips 6) duplex printing of all documents that will be distributed internally and externally 7) limit the number of copies to 'as-needed' and 8) promote voicemail instead of written memos.

Guidelines for Printing and Standards for Purchasing Recycled Paper

Document: Administrative Memo E-14

Year: 1994

Summary: The purpose of these standards and guidelines is to 1) align the federal mandates for post-consumer paper content with the County's recycled paper standards 2) provide direction for printing practices, which could achieve significant cost savings and 3) standardize the image of County government to the public through printing guidelines.

Regarding the recycled paper standards, Department Heads are responsible for ensuring that their department meets or exceeds County standards for purchasing recycled paper. All copier and computer paper shall be purchased through Purchasing Department contracts. The Purchasing Department shall specify post-consumer content with each paper order. Specifically, the minimum post-consumer content in paper purchased shall be no less than 30%. This applies to, but is not limited to, paper products such as high speed copier and computer paper, offset paper, forms, carbonless paper, file folders, and white envelopes. The minimum content shall be no less than 50% recovered materials, including 30% post-consumer content. This standard applies to, but is not limited to, paper products such as writing and office paper, book paper, cotton fiber paper and cover stock. For County and County-contracted printing, the purchaser will specify post-consumer content paper. For full printing guidelines and the entirety of the admin memo, please use the hyperlink in the title.

Regulating the County's Use of Disposable Food Service Ware and Bottled Water

Document: Ordinance No. 4421 adding Chapter 4.106 to the County's Ordinance Code

Year: 2008

Summary: Ordinance No. 4421 restricts the County's use of bottled water and polystyrene foam (often referred to by the trademark Styrofoam) and solid disposable food service ware products and should require the replacement of non-biodegradable, non-compostable, non-reusable or non-recyclable food service ware with biodegradable, compostable, reusable, or recyclable food service ware products. All County departments shall use biodegradable, compostable, reusable or recyclable plastic food service ware and no departments shall purchase or acquire bottled water. All food service providers shall use biodegradable, compostable, reusable or recyclable plastic food service ware at or in County facilities or County events wherever located. Each food service provider contract with the County shall include a provision wherein the contractor shall certify to the County that it will adhere to this policy throughout the entire term of the contract. The County may reject a food service provider contractor's bid or proposal if the contractor fails to demonstrate an ability or willingness to comply with this policy throughout the entire term of the contract. For full requirements and waiver information, please use the hyperlink in the title.

Prohibition on the Use of Polystyrene Based Disposable Food Service Ware by Food Vendors

Document: Ordinance No. 04542 adding Chapter 4.107 to the County's Ordinance Code

Year: 2008

Summary: Ordinance No. 04542 prohibits food vendors from using polystyrene-based disposable food service ware when providing prepared food. For full requirements including penalty information, please use the hyperlink in the title.