

Environmental Purchasing Policy

DECEMBER 14, 2020

Maplewood



Maplewood Environmental Purchasing Policy

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1.0 EFFECTIVE DATE

This policy will take effect on December 15, 2020.

2.0 STATEMENT OF POLICY

It is the policy of the City of Maplewood to shift City purchasing to the procurement of goods and services that have a reduced effect on the natural environment and human health when compared to competing products and services that serve the same purpose. The policy will ensure socially-responsible procurement and the promotion of social equity through contracts. Preference for local businesses shall be accorded to promote businesses in the City that provide environmentally preferable products and services.

The City will purchase goods and services that:

- are energy efficient;
- meet energy efficiency standards;
- have reduced toxicity;
- are beneficial to indoor air quality;
- conserve on water;
- have a high percentage of recycled content;
- minimize waste;
- are plant-based;
- are locally produced;
- consider the embodied energy;
- take into account the life-cycle greenhouse gas impact; and
- promote equity.

3.0 PURPOSE AND SCOPE

The purpose of this policy is 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; and
- minimize the City's consumption of resources and energy.

The scope of the policy applies to all City departments and employees, vendors, contractors, and grantees for all products and services provided to the City to the greatest extent practical.

4.0 DEFINITIONS

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“Biodegradable Products Institute or BPI” is a nonprofit compostable products certification association.

“Buyer” means personnel authorized to purchase or contract for purchases on behalf of the City of Maplewood.

“Certified Weed-Free” is a certification program by the Minnesota Crop Improvement Association for weed-free forage and gravel. The certification includes a list of standards that provide land managers assurance that noxious weeds will not be spread through the movement of forage, hay, mulch, or gravel brought in to the property.

“Climate-Friendly Food” means food that was grown, produced, transported, and stored with minimal impacts to the environment.

“Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, contractors or other entity that has a contract with the City of Maplewood or serves in a subcontracting capacity with an entity having a contract with the City of Maplewood for the provision of goods or services.

“Eco Logo” is a certification program for products, services and packaging that will reduce environmental impacts. Eco Logo certification indicates a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party environmental performance standards including: materials, energy, manufacturing and operations, health and environment, product performance and use, and product stewardship and innovation.

“Electronic Product Environmental Assessment Tool or EPEAT” is a resource maintained by the Green Electronics Council for purchasers, manufacturers, resellers and others wanting to find or promote electronic products with positive environmental attributes. EPEAT registered products must meet environmental performance criteria that address materials selection, design for product longevity, reuse and recycling, energy conservation, end-of-life management, and corporate performance.

“Energy Star” means the U.S. Environmental Protection Agency’s (EPA) energy efficiency product labeling program.

“Energy Efficient” means a product that is in the upper twenty-five percent (25%) of energy efficiency for all similar products, or that is at least thirty percent (30%) more efficient than the minimum level that meets federal standards.

“Federal Energy Management Program or FEMP” 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.

“Fleet Study” means a study of vehicles used in City operations to determine vehicle usage, run-time, idling, and fuel consumption.

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“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. Green Seal is a registered certification mark that may appear only on certified products.

“Great Green Printer Certified” means a printing company that voluntarily participates in the Printing Industry Midwest’s Great Green Printer initiative. Printers demonstrate their commitment to minimize their impact on human health and the environment while producing quality printed products.

“Integrated Pest Management” 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. Least toxic pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

“Practical” means whenever possible and compatible with local, state, and federal law; without reducing safety, quality, or effectiveness; where the product or service is available at a reasonable cost in a reasonable period.

“Post-Consumer Content” means the product was manufactured with recycled material either collected from a recycling program or waste recovered during the normal 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 post-consumer content but does not include excess resources of the manufacturing process.

“Recycled Content” means the percentage of recovered material, including post-consumer content materials, in a product.

“Reused” 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.

“Third Party Certification of Electronics Recyclers” means nationally recognized third-party certification programs that define environmentally sound management of electronic equipment. There are three programs that offer this certification: E-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment, Responsible Recycling Practices (R2), and R2/RIOS.

“Water Sense” is a voluntary partnership program sponsored by the U.S. EPA for water-efficient products that use twenty percent (20%) less water, save energy, and perform as

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well as or better than regular models. Examples of water sense products include spray sprinkler bodies, irrigation controllers, bathroom sink faucets/accessories, showerheads, toilets, and flushing urinals.

5.0 AREAS OF PURCHASING

1. ELECTRONICS

- a. Purchase information technology products that meet at least the EPEAT Bronze rating level, across commodities for which an active EPEAT registry exists, where practical.
- b. Request for Proposals and Contracts will give preference to the procurement of environmentally preferable electronic equipment including EPEAT registered products.
- c. The City will implement environmentally sound electronic equipment recycling through Third-Party Certification of Electronics Recyclers.

2. ENERGY

- a. 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.
- b. Energy Star certified products where there is a U.S. EPA Energy Star rating. When an Energy Star rating is not available, products shall meet or exceed the FEMP recommended levels.
- c. When energy is purchased, renewable or green sources are preferred. These include solar power or photovoltaics, community solar garden, wind power, geothermal, and hydroelectric energy sources with a higher renewable percentage than required by Minnesota law and do not include fossil fuels (coal, oil or natural gas).

3. FLEET

- a. Prioritize new electric or hybrid vehicles over gas-powered vehicles.
- b. Replace gas-powered vehicles with:
 - 1) electric or hybrid vehicles that are suitable for each task.

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- 2) the most fuel-efficient vehicles available that are suitable for each task.
- c. Vehicle and equipment fuels made from non-wood, plant-based contents such as vegetable oils are encouraged and where life cycle environmental impacts are judged to be lower than alternatives.

4. GREEN BUILDING - CLEANING AND MANAGEMENT

- a. A Green Building Code review and analysis is required for any new, expanded, renovated, or remodeled building that is owned or financed by the City of Maplewood. The review will ensure the building meets the City's Green Building Code standards as outlined in Section 12-41.
- b. All cleaning or products (i.e. for janitorial or automotive use) shall at a minimum meet Green Seal or Eco Logo Standards where practical.
- c. Purchase products that are fragrance-free and low in volatile organic compounds (VOC).
- d. If pesticides are needed for pest management in City buildings, the City will purchase the least toxic pesticide products.

5. LANDSCAPING AND NATURAL RESOURCE MANAGEMENT

- a. **Plant/Seed/Forage Purchases**
 - 1) Organic and/or neonicotinoid free plants and seeds shall be purchased where practical to reduce pesticide use and protect pollinators.
 - 2) Straw and weed-free forage and mulch shall be purchased, including certified weed-free hay.
 - 3) 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.
 - 4) Only plants that are not on the Ramsey County Cooperative Weed Management Area's "Do Not Plant List" shall be purchased.
 - 5) Non-native plants that self-seed shall be avoided, to prevent spread beyond the planting area.

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b. **Pesticides and Herbicides**

- 1) The purchase of pesticides and herbicides shall be carefully researched to ensure the effectiveness on the target species and appropriate rates of application.
- 2) Minimal amounts of pesticides and herbicides should be purchased at a time to reduce hazards of storage and possible employee exposure.
- 3) When considering two pesticides and herbicides to purchase that are equally effective, the product that is the least harmful to the environment and non-target species should be chosen.

c. **Hardscapes and Landscape Structures**

- 1) Locally sourced hardscape, mulch, and landscape structures are encouraged. Examples include locally sourced rock, mulch, and compost.
- 2) Hardscapes and landscape structures constructed of recycled or reused content materials are encouraged.
- 3) Durable landscaping tools and material purchases are preferred over items of lesser quality where practical.

6. **POLLUTION PREVENTION**

- a. Purchase products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing building maintenance materials such as paint, carpeting, flooring, adhesives, furniture, and casework.
- b. Purchase products and equipment that are heavy metal free (no lead, cadmium, or mercury).
- c. Purchase renewably-derived fuels or fuels that are cleaner and less-polluting than gasoline and conventional diesel fuel, including biodiesel, natural gas, and electricity.
- d. The purchase of all pentachlorophenol, arsenic, and creosote-treated wood by the City is prohibited.

7. **RECYCLED CONTENT PRODUCTS**

- a. All dishware purchased for City events will be:
 - 1) reusable; or

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- 2) made from compostable material that is certified by the Biodegradable Products Institute (BPI); or
 - 3) recyclable.
- b. Use printing services that are Great Green Printer certified.
 - c. All products shall contain the highest post-consumer content, but at least thirty percent (30%) post-consumer content.
 - d. Purchase white and colored copy paper that is one-hundred percent (100%) post-consumer content.
 - e. When specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects, the City of Maplewood shall use recycled, reusable, or reground materials and consistent with accepted engineering practices.
 - f. Specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.
 - g. Asphalt and roadbed aggregate should contain the highest percentage of recycled content material possible.

8. WATER CONSERVATION

- a. Purchase U.S. EPA Water Sense certified products.

9. LOCAL FOOD

- a. Purchase climate-friendly food for City events.

6.0 ROLES AND RESPONSIBILITIES

1. The Environmental Planner and the Green Team will serve as the steering committee for the Environmental Purchasing Policy. The steering committee will update the City Manager and Department Heads from time to time on the policy, covering:
 - a. Status of the policy's implementation.
 - b. Informal data on purchases of environmentally preferable products.
 - c. Financial implications of the policy, if any.
 - d. Overall accomplishment and challenges
 - e. Recommendations for the future.

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2. Each Department Head will have the responsibility of ensuring adoption within their department and report any issues to the above parties.
3. Environmental Purchasing Policy training will take place during annual supervisory training. Supervisors will be responsible for training relevant City staff buyers. Contractors and grantees shall include instruction on the requirements of the policy by the supervisor and City staff buyer.
4. Successful bidders shall certify in writing that the environmental attributes claimed in formal competitive bids are accurate. Contractors shall be required to specify the minimum or actual percentage of recovered and post-consumer content in their products, even when such percentages are zero. Where products or services have no logo or certification, third-party verification of claims by companies such as Scientific Certification Systems or UL may be requested as appropriate.

7.0 IMPLEMENTATION STRATEGIES

1. Establish a City operations purchasing committee made up of the Environmental Planner, Green Team members, and purchasers to review and make recommendations on environmental purchasing best practices. Best practices to include, but not limited to:
 - a. Creation of an environmentally-preferred product list.
 - b. Development of buying guidelines for environmentally-preferred products.
 - c. List of bulk purchase products that reduce waste.
2. Establish integrated pest management guidelines for future purchasing decisions related to the long-term prevention of pests in buildings and landscaping.
3. Conduct a fleet study to right-size the City's fleet, determining which vehicles can be converted to electric or hybrid as well as other improvements that can reduce environmental impacts and save money over the life of the vehicle. The study will include best practices for purchasing and budgeting for the fleet.
4. Create a financing mechanism for funding future City operations sustainability projects.