



# COUNTY OF INYO

## ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

### PURPOSE

The purpose of this policy is to ensure the County's procurement activities, to the extent practicable, consider and minimize environmental impacts, and further local, as well as mandated state and federal environmental policies, by supporting the acquisition of products and services:

- Reduce toxicity;
- Decrease landfill volumes;
- Conserve natural resources, materials, and energy;
- Maximize recyclability and recycled content;
- Support markets for recycled goods and environmentally preferable products and services.

### DEFINITIONS

The following terms shall have the assigned definitions for all purposes under this policy:

- (a) **Inyo County** means the County of Inyo and all departments, districts, institutions, services, commissions and personnel of the County over which the Board of Supervisors has responsibility and control.
- (b) **Elemental Chlorine Free (ECF)** means bleaching processes replace elemental chlorine gas with a chlorine derivative as the bleaching agent. There is a wide range of different bleaching sequences covered under this ter. While all ECF processes significantly reduce the amount of dioxins created in the bleaching process, those that include enhanced processes such as extended and oxygen delignification achieve the greatest reduction.
- (c) **Energy Star** means the U.S. EPA's energy efficiency product labeling program described at <http://www.energystar.gov>.
- (d) **Environmentally Preferable Products and Services** means products and services that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw



materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

- (e) **Forest Stewardship Council** means the global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups. See <http://www/fscus.org/>.
- (f) **Green Seal** means 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. See <http://www.greenseal.org/> for information on the organization's programs and standards.
- (g) **Life Cycle Cost** means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product.
- (h) **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.
- (i) **Practicable** means sufficient in performance and available at a reasonable price.
- (j) **Pre-consumer Material** means material or by-products generated after manufacture of a product is completed but not before the product reaches the end-use consumer. Pre-consumer 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.
- (k) **Processed Chlorine Free (PCF)** means a recycled product in which the recycled content is produced using no chlorine or chlorine derivatives. Any virgin content in the product must also be produced using no chlorine or chlorine derivatives.
- (l) **Recyclable Product** means a product which, after its intended end use, can demonstrably be diverted from the Inyo County solid waste stream for use as a raw material in the manufacture of another product.
- (m) **Recycled Material** means material and byproducts that have been recovered or diverted from solid waste, and have been utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.



- (n) **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.
- (o) **Virgin Material** means any resource extracted from nature in its raw form such as timber, metal or fossil fuels. Virgin Material is used in the form of raw material in the manufacture of new products.

## POLICY

Inyo County commits to:

- (a) Procure environmentally preferable products and services whenever costs are comparable based on criteria have been established by governmental or other widely recognized authorities (e.g. Energy Star, EPA Eco Purchasing Guidelines).
- (b) Integrated environmental factors into the County's buying decisions where external authorities have not established criteria. Examples:
- Replacing disposables with reusable's or recyclables;
  - Supporting eco-labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for money;
  - Taking into account life cycle costs and benefits;
  - Evaluating as appropriate, the environmental performance of vendors in providing products and services.
- (c) Raise staff awareness on the environmental issues affecting procurement by providing relevant information and training.
- (d) Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.
- (e) Encourage providers of services to consider environmental impacts of service delivery.
- (f) Comply with all environmental legislative and regulatory requirements in the procurement of products and services.

Nothing in this policy shall be construed as requiring a department 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, or otherwise contradict the County Purchasing Policy.



Procedures and Guidelines may be established as deemed necessary, by the Purchasing Agent or designee, to ensure the continuation of a strong Environmental Procurement Program.

### ***Responsibility***

All Inyo County departments shall identify and purchase the most environmentally responsible products and services that are available for the intended purpose and that meet the performance requirements at a competitive price. Factors that should be considered when determining the environmentally preferable good or service include but are not limited to:

- Minimization of virgin material use in product or service life cycle
- Maximization of recycled products used in product or service life cycle
- Environmental cost of entire product or service life cycle
- Reuse of existing products or materials in product or service life cycle
- Recyclability of product
- Minimization of packaging
- Reduction of energy/water consumption
- Toxicity reduction or elimination
- Elimination of uncertified hardwoods in product or service life cycle
- Durability and maintenance requirements
- Impacts of the ultimate disposal of the product

### ***Purchasing Division Responsibilities:***

- (a) Inform departments and contractors of their responsibilities under this policy and provide implementation assistance.
- (b) Require the use of recycled materials and recycled products by incorporating them in the bid specifications where practicable.

### ***Department Responsibilities:***

- (a) Evaluate each requested product and service to determine the extent to which the specifications could include an environmentally preferable option.
- (b) Determine standard at which products are considered environmentally preferable and use in selective criteria where practicable.
- (c) Expand the awareness and use of environmentally preferable products.