

Sustainable Purchasing Policy (SPP)

I. Policy Statement

In accordance with 2007 City Council Resolution # 20519, the City of Phoenix (City) will purchase products and services that have a reduced effect on human health and the environment when compared to competing products or services that serve the same purpose, while remaining fiscally responsible. Being fiscally responsible requires the City to consider full life cycle analysis cost of materials (this includes initial cost, transportation cost, energy cost, maintenance cost, replacement cost, disposal cost, and resale value). This is often referred to as life cycle cost analysis (LCA), a summarized version of an LCA- a product evaluation form is available at the Office of Environmental Programs (OEP) website and is also Attachment B (to be used in comparing products as applicable).

This Sustainable Purchasing Policy (SPP) recognizes that buying products and services that reduce effect on human health and the environment will increase value in the downstream process, will encourage the recycling market, and will create a culture of sustainability. This will help the City since it is a major participant in the market due to owning waste facilities in the region. Nothing contained in this policy should be construed as a requirement to procure products that do not conform to existing regulations, do not perform adequately for their intended use, are not safe, exclude adequate competition, or are not fiscally responsible.

II. Purpose

This policy was originally adopted in 2007 per the City Council Resolution. The goal of this policy is to encourage City shoppers, City buyers, and business liaisons on purchasing sustainable products. Furthermore, this policy establishes methods and procedures for sustainable purchasing, as well as assigns responsibility for the management of the policy and program. Sustainable purchasing will help the City meet its 2050 Environmental Sustainability Goals as well as those goals identified in the 2015 Phoenix General Plan, PlanPHX.

The SPP is a comprehensive guide for all City departments to follow when making purchasing/procurement decisions. This Policy will serve to strengthen and complement the City's commitment to sustainability and ensure city employees procures services, product, and materials in a way that integrates fiscal responsibility, social equity, and community and environmental stewardship whenever possible. This policy applies to all City departments and employees, vendors, contractors, and grantees for all products and services provided to the City. The Policy is an attempt to create a culture of sustainability.

III. Scope

A. Through adoption of this policy, the City strives to:

- protect the health and well-being of employees and residents
- reduce costs and potential liability associated with the use of hazardous materials
- reduce the City's greenhouse gas (GHG) emissions
- improve air quality
- protect quality of ground and surface waters
- reduce the City's overall consumption of natural resources
- purchase products and utilize services that reduce environmental and human health impact
- encourage other entities to adopt similar policies and programs as applicable
- help meet the City's 2050 Environmental Sustainability Goals
- contribute to a circular economy

- assist departments in meeting federal requirements applicable to procurement activities with federal funds through compliance with the policy.

B. This policy applies to all commodity, nonprofessional, and capital improvement project purchases made by any City department. Departments will evaluate the potential for sustainable purchasing attributes, which include, but are not limited to, the ones listed below. Sustainable purchasing attributes include:

- reduced toxicity and hazards
- energy efficiency
- renewable (or alternative) energy or fuels
- water efficiency
- recovered-materials content (recycled-content or remanufactured)
- bio-based (contains agricultural fibers or residues)
- sustainable forestry certified
- other resource-conserving attributes such as reduced packaging, increased durability or product life, recyclability, reusability, and waste diversion
- green building and low-impact development

C. Departments can contact OEP for help in the product evaluation or could perform the evaluation individually. The evaluation should be documented and kept with the product procurement documentation. The form is to be used for products certain products in the contract, not necessarily for all line items. The Product evaluation form is included as Attachment B.

D. Attachment A contains a list of standards, certifications (labels), and certifying parties that are acceptable under this policy.

IV. Regulations

A. 40 CFR Part 247 - *Comprehensive Procurement Guideline for Products Containing Recovered Materials* (RCRA Section 6002).

B. 7 CFR Part 2902 – *Guidelines for Designating Biobased Products for Federal Procurement*.

C. 10 CFR Part 436 – *Federal Procurement of Energy Efficient Products*

D. National Energy Conservation Policy Act (NECPA) Section 543 - *Energy Independence and Security Act (EISA) of 2007*.

E. Federal Aviation Administration (FAA) Acquisition Management Policy, Section 4.8 – *Environmental, Occupational Safety & Health, and Energy Considerations*

F. City of Phoenix Resolution 20519 - *A Resolution of the City of Phoenix on Environmentally Preferable Purchasing*, July 2, 2007.

G. City of Phoenix Administrative Regulation 2.314, *Hazardous Materials Owned by the City of Phoenix*.

E. Section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962

F. U.S. Environmental Protection Agency (U.S. EPA), “Comprehensive Procurement Guideline for Products Containing Recovered Materials,” 40 C.F.R. part 247.

V. Roles and Responsibilities

A. Office of Environmental Programs (OEP) Responsibilities:

- Coordinate the City’s Sustainable Purchasing Program and update as needed.
- Policy oversight and review of policy every two years.
- Monitor new standards and certifications of sustainable purchasing products in coordination with procurement professionals.
- Provide sustainable and environmentally friendly purchasing training for city staff, as needed and requested.
- Coordinate eco-label program with procurement system.
- Provide annual report on success measured.
- Research and advice regarding existing and developing sustainable purchasing and green purchasing standards, specifications, and products which comply with this policy.
- Meet with vendors to review proposed environmentally friendly products/services. Based on product type and review of environmental attributes, information may be forwarded to the appropriate departmental procurement liaisons.
- Provide technical assistance such as product data review, sustainable purchasing and green purchasing standards research and review, or participation in product evaluations.
- Provide guidance to departments on implementation of policy and incorporation of sustainable purchasing specifications into scope of works and contracts.
- Communicate to City staff information required for implementation of this policy
- Check for opportunities to implement sustainable purchasing during the Environmental Facility Assessment (EFA) process and provide technical assistance as needed.

B. City Department Responsibilities- applicable to all departments:

- Consider and choose SPP products wherever feasible, compared to competing products or services that serve the same purpose, while remaining fiscally responsible. Consideration may or may not include comparisons of product performance based on field trials. If products are compared documentation should be kept by departments with their procurement documentation.
- Ensure there is a procurement liaison appointed, this liaison will serve as the primary departmental point of contact for OEP and Finance on issues related to sustainable purchasing opportunities, product evaluations, and the sustainable purchasing program.
- Ensure sustainable purchasing training is conducted for procurement liaisons and staff who approve purchases or draft scopes of work or specifications for contracts.
- Ensure that hard-copy bids and other documentation are required, vendors shall submit such printed materials on double-sided paper. Encourage vendors to submit these electronically whenever possible.
- Ensure that when possible sustainable purchasing attributes are included in scopes of work and products are evaluated with [up to](#) 10% of the scoring system being attributed to sustainable product characteristics. Ensure that bidders provide environmental attributes data and certify accuracy of such claims.
- Ensure when writing product, services, or material specifications that environmental factors, social equity factors, and fiscal factors are taken into consideration.

- When meeting with vendors during the procurement process, procurement officers should ensure sustainable/green options available are evaluated and involve OEP as needed.
- Ensure if other departments are involved in purchasing contract you work together at shared locations and sites.
- Maintain data on sustainable purchases completed, and percentage of solicitations that include environmental/sustainable attributes. This data should be maintained by labeling these purchases accordingly in the procurement system (you can select that the contract/line items is a green/sustainable purchase).

C. Finance Department (and as applicable shoppers and buyers) Responsibilities:

- Share with OEP the annual procurement plan to identify departments where there may be opportunities to procure sustainable products.
- Assist OEP in coordinating with the procuring department to add Sustainable purchasing language specifications in their scopes of work using the procedure outlined below.
- Ensure Supplier Relationship Management (SRM's) tracking flag is available for use to identify all sustainable contracted items within the sustainable purchasing commodity groups identified by OEP. Run a report on a quarterly basis to identify sustainable purchases.
- Ensure all shoppers and buyers in finance department attend sustainable purchasing training developed by OEP.

VI. Procedure

A. General Department Requirements:

1. Where sustainable and/or environmentally friendly products or services are available, perform adequately, and are comparable in cost to non-sustainable and/or environmentally friendly alternatives over the entire lifecycle, city staff shall choose such products or services. Qualified eco-labels and standards are identified in Attachment A and should be used to make purchasing decisions. Staff may use the City Finance Department website, the OEP website, or other resources, as necessary.
 - Product and service comparisons should consider costs, potential impacts on the environment, and employee and community health and safety over the entire product lifecycle (this includes initial cost, transportation cost, energy cost, maintenance cost, replacement cost, disposal cost, and resale value), see Attachment B. If a sustainable product is not selected, the city buyer where applicable, should have at the least used the product evaluation form to show product comparison.
 - To be considered, sustainable and or environmentally friendly, products and services must comply with local, state or federal environmental requirements, perform adequately for their intended use, abide by adequate competition requirements as applicable, and be available at a reasonable price in a reasonable period of time.
2. Departments shall follow the Hazardous Materials Purchasing Policy.
3. Departments shall follow the Pesticides Management Program in the Hazardous Materials Management Program manual.
4. Departments shall follow the Sustainable Fleet Strategy.

B. Contracts Process

1. By March 1 of each year, Finance Procurement shall involve OEP with the annual update of the procurement plan, and provide plan updates for review. This will provide

- adequate time for OEP to work with departments directly and/or buyers assigned to research sustainable/environmentally friendly products/services recommendations.
2. After obtaining contract information from departments and/or finance- Prior to each contract expiration date when Scope of Work (SOW) development begins, at least 9 months in advance for Invitation For Bids (IFB) and 12 months in advance for Request For Proposal (RFP), OEP shall provide the following to the Finance Procurement buyer, the departmental contract manager, and the procurement liaison:
 - For solicitations, appropriate sustainable purchasing specifications as outlined in Attachment A of this policy, or
 - For contract extensions, suggested sustainable and/or environmentally friendly products for addition to the existing contract (where allowable), or for potential supplemental bid.
 3. For new solicitations within any of the identified sustainable purchasing commodity groups, the department (departments responsible for this type of purchasing are Finance Procurement, Aviation, Public Works, Transit, HSD, and Water) shall notify OEP as soon as the information is available. OEP shall provide suggested sustainable purchasing specifications to the buyer and departmental contract manager and/or procurement liaison.
 4. OEP will assist departments in making a final determination of sustainable and environmentally friendly product specifications to be included in contract solicitations, considering availability of product, cost, performance requirements, and compliance with this policy. Staff may use the City Finance Department's website, the OEP website, or other resources, as necessary.
 5. OEP will assist departments in conducting a review of validity of sustainable/green certification on occasions where the vendor's standards differ from EPA's or City standards/specifications.

VII. Appendix/Attachment

- Attachment A: Product Specifications
- Attachment B: Life Cycle Analysis Evaluation- Product Review Form
- Attachment C: Definitions

VIII. Questions

Questions regarding this policy should be directed to the Office of Environmental Programs at 602-256-5669.

ATTACHMENT A- PRODUCT/ITEMS SPECIFICATIONS

A. When buying materials, in order to achieve pollution, emission, toxicity and hazards reduction buyers must select materials that are:

1. Certified Products under the:

- All Green Seal (GS) Standard certified products, especially those listed below:
 - GS 07- Printing and Writing Paper (30% recycled paper content only).
 - GS 11- Paints, Coating, Stains, and Sealers
 - GS 34- Cleaning and Degreasing Agents
 - GS 36- Adhesives for Commercial Use
 - GS 37- Cleaning Products for Industrial and Institutional Use
 - GS 40- Floor-Care Products for Industrial and Institutional Use
- EPA's Safer Choice certified/qualified products qualified
- Electronic Products Environmental Assessment Tool (EPEAT) registered products that are registered as bronze or better products.
- Energy Star Program certified products, products that are energy efficient, or products that meet minimum Federal Energy Management Program (FEMP) requirements.
- EPA Water Sense partnership program certified products for water efficiency.
- Forest Stewardship Council certified products for any wood products and materials bought. Wood, wood composite, and agrifiber products purchased for indoor use shall not contain urea-formaldehyde resins.
- In lieu of requirement for logo use on product label and official certification under one of the programs above, a certified statement from vendor indicating that product meets the criteria of the applicable standard shall be accepted as proof of compliance if supporting analytical test data are available to the city upon request.

When selecting one of the certified products with a logo, City staff is not required to review product technical data for compliance with the other criteria in this policy, saving time and effort.

2. Products with the following preferred properties:

All products, especially chemical products, purchased by the City and not certified under one of the programs in A.1 above, must have the following properties:

- pH value greater than 2.5 and less than 12 (for undiluted product)
- flash point greater than 150 degrees F (for undiluted product)
- stable, non-reactive
- National Fire Prevention Association (NFPA) or Hazardous Materials Identification System (HMIS) rating of 2 or less in each category.
- equal to or less than 50 g/L or 5% by weight volatile organic compound (VOC) content. Alternatively, the California Air Resources Board's maximum allowable VOC limit for consumer products (listed at California Code of Regulations 94507-94517) may be used to qualify the product as a sustainable purchasing product.

B. When buying materials, the City and its contractors shall not use chemical products and hazardous materials which contain any of the following at levels which may be regulated as hazardous waste or cause an employee overexposure:

- carcinogens and reproductive toxins
- contain per and/or Polyfluoroalkyl Substances (PFASs)

- persistent bioaccumulative toxins (PBTs), including lead, mercury, dioxins, and furans
- ozone-depleting substances such as chlorofluorocarbons (CFCs)
- heavy metals and toxins listed in RCRA hazardous waste regulations (40 CFR 261.24)
- polybrominated flame retardants

C. When available recovered/recycled/reused materials must be purchased. Ideal items will be made of recycled post-consumer content, will be durable, could be reused many times, and then can be recycled (preferably back with the manufacturer, after the item is no longer useful).

Expectations for the usage of different products depending on the category they qualify for are:

- Recycled Content – Products compliant with the EPA Comprehensive Procurement Guidelines (CPG) shall be specified and purchased, at a minimum, for product categories covered by the Guidelines. Products with the maximum possible post-consumer content and total recovered materials content are preferred. For CPG commodities where the city purchases in excess of \$10,000 per year using federal funds, if recovered materials are not procured, it should be documented why selection of recovered-materials products was not feasible.
- Durable products which can be disassembled, reused, recycled, or remanufactured, as well as services which provide or support such recycling and recovery of materials, are preferred.
- Remanufactured products and refillable products, where available and performance is adequate, are preferred. (e.g., remanufactured ink cartridges)
- Vendors and services with take-back programs (e.g. carpet or computer take-back programs). These vendors shall adequately demonstrate responsible recycling programs. Responsible recycling programs for electronics can be demonstrated by certification or compliance with a voluntary electronics recycling standard such as e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment, and EPA's Plug-in to e-Cycling: Guidelines for Materials Management. Products with reduced packaging, recyclable packaging, and/or shipping container take-back programs shall be selected whenever they are available
- Rechargeable batteries and associated products should be purchased wherever possible, instead of disposable batteries.

D. When available Bio-based products must be purchased; buyers should select materials:

- That carry the United States Department of Agriculture (USDA) Certified Bio-based Product logo, or products which are designated by the USDA in the Biopreferred catalog (www.biopreferred.gov) for federal procurement preference.
- That are Bio-based compostable plastic products such as bags, films, disposable food and beverage containers and cutlery, whenever feasible. Vendors shall provide certification that products conform to the American Society for Testing and Materials (ASTM) D6400 or D6868 Standard Specification for Compostable Plastics. Certification by the Biodegradable Products Institute (BPI) may be used to demonstrate conformance to the ASTM standards.

E. When purchasing pesticides and for pesticide service contracts, buyers shall implement the principles of Integrated Pest Management (IPM) to the extent possible. See City's Pesticide Management Program guidelines for Pest Control Strategies in the Hazardous Materials Management Program Manual for IPM and City pesticide requirements.

Departments shall use the least toxic pest control substance required to be effective. EPA Toxicity Class I pesticides shall be reviewed for the least toxic effective alternative prior to purchase. Departments shall review the Groundwater Protection List prior to pesticide purchase; when available, alternative pesticides that are not on the Groundwater Protection List and meet the same need shall be used. Departments shall apply the same requirements to contractor-use of pesticides. Departments shall require contractors to obtain City approval prior to using any pesticide not included in the contract.

F. When purchasing Renewable Energy and Fuels buyers must select materials that are:

- Biodiesel-B20, E85 (ethanol/gasoline), or other renewable or alternative. Equipment which uses renewable energy or alternative fuels shall be used, wherever feasible.
- Renewable energy sources and equipment which produce or use such energy are preferred and shall be used wherever possible. These include solar energy (photovoltaic), wind power, and gas-to-energy (created from waste methane).

H. When working on the procurement/purchasing process for the construction of a new City Facility or a renovation of a city Facility:

- Ensure all new city facilities constructed using general bond fund money after 2005 meet the requirements of the Leadership in Energy and Environmental Design for New Construction (LEED-NC) basic certification level per city requirement (Obtaining LEED certification is not a requirement, the requirements it to apply LEED features to the facility, as practical).
- Ensure to the extent practical, credits from the US Green Building Council's (USGBC) LEED-NC, Rating System are being incorporated into all materials procurement.
- Incorporate the maximum possible credits from USGBC's LEED for Existing Buildings: Operations & Maintenance Rating System for existing facility operations and maintenance into procurement of materials, supplies and services.
- Incorporate Low-Impact Development (LID) features into all infrastructure capital improvement projects, to the extent possible.

ATTACHMENT B: Product Evaluation Form- keep form with procurement records.

| | | |
|--|----------------------|--------------------------------------|
| NAME OF PRODUCT/SERVICE EVALUATED: | | DATE: |
| DEPARTMENT: | EVALUATOR NAME: | CONTACT PHONE #: |
| PRODUCT TYPE: | IMPLEMENTATION DATE: | |
| EXISTING CONTRACT INFORMATION (IF APPLICABLE) | | |
| CONTRACT NUMBER: _____ | | VENDOR NAME: _____ |
| CONTRACT AMOUNT: \$ _____ | | CONTRACT PERIOD: FROM _____ TO _____ |
| 1.) DESCRIPTION OF SPP SERVICES/SUPPLIES TO BE PROVIDED | | |
| PROVIDE A BRIEF OVERVIEW OF THE EPP SERVICES/SUPPLIES EVALUATED: | | |
| HAZARDOUS MATERIAL EXPOSURE? | YES NO | HAZARDOUS WASTE DISPOSAL? YES NO |
| DEPARTMENTAL AUTHORIZED SIGNATURE: _____ DATE: _____ | | |

Product Cost Evaluation: Please list the anticipated costs which apply to each product.

| | Cost | SPP Product | Non-SPP Product | Comments |
|---------------------------------|---------------------------|-------------|-----------------|----------|
| Estimated Lifetime Costs | <i>Initial Cost</i> | \$ | \$ | |
| | <i>Maintenance Costs†</i> | \$ | \$ | |
| | <i>Disposal Costs</i> | \$ | \$ | |
| | <i>Other†</i> | \$ | \$ | |
| | Total | \$ | \$ | |

† If applicable

Environmental Evaluation: When determining whether a product is environmentally preferable, the following environmental standards should be considered. Please check all criteria which apply to each product.

| | Environmental Criteria | SPP Product | Non-SPP Product | Comments |
|-------------------------------------|---|--------------------|------------------------|-----------------|
| Product Content | <i>Bio Based</i> | | | |
| | <i>Electronic Product Environmental Assessment Tool (EPEAT) Gold Rating</i> | | | |
| | <i>Carcinogen - Free</i> | | | |
| | <i>Chlorofluorocarbon (CFC) Free</i> | | | |
| | <i>Persistent, Bioaccumulative Toxic (PBT) Free</i> | | | |
| | <i>Heavy Metal (Lead, Mercury, Cadmium) Free</i> | | | |
| | <i>Low Volatile Organic Compound (VOC) Free</i> | | | |
| | <i>Low Toxicity</i> | | | |
| | <i>Made from Renewable Products</i> | | | |
| | <i>Recycled Content</i> | | | |
| | <i>EPA Green Seal (GS) Standard Certified Product</i> | | | |
| | <i>Forest Stewardship Council Certified</i> | | | |
| | <i>Overall Product Performance</i> | | | |
| Resource Use & Emissions | <i>EPA Energy Star Certified</i> | | | |
| | <i>EPA Water Sense Certified</i> | | | |
| | <i>Reduced Greenhouse Gas (GHG) Emissions</i> | | | |
| | <i>Available Locally</i> | | | |
| | <i>Reduced Packaging</i> | | | |
| Disposal | <i>Compostable</i> | | | |
| | <i>Recyclable/Refurbishable</i> | | | |
| | <i>Durable, Reusable, or Refillable</i> | | | |
| | <i>Biodegradable</i> | | | |
| | | | | |
| | Total | | | |

ATTACHMENT C: DEFINITIONS

Bio-Based means commercial or industrial products (other than food or feed) that contain agricultural crops or residues but does not include products made from forestry materials. In 7 CFR Part 2902, the United States Department of Agriculture (USDA) specifies minimum percentages that a product shall contain for the agency to consider the product bio-based.

Biodiesel B20 means a fuel mixture consisting of 80% petroleum-based diesel and 20% vegetable-oil-based diesel. It can be used in most standard diesel equipment without any equipment modifications.

Chemical means any element, chemical compound, or mixture thereof, excluding any article which under normal conditions of use does not release more than trace quantities of material and does not present an exposure potential.

Carcinogen means a substance known to cause cancer in humans, according to the International Agency for Research on Cancer, the U.S. National Toxicology Program, or the American Conference of Governmental Industrial Hygienists.

Certified Bio-based means a product which qualifies for the USDA's voluntary logo program for bio-based products meeting minimum agricultural-content standards. Products which carry the USDA Certified Bio-based Product logo on the label meet or exceed the minimum standards per 7 CFR Part 2902.

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 such as food scraps and yard trimmings, and leaves no visually distinguishable or toxic residues. Products certified as compostable by the Biodegradable Products Institute (BPI) are compliant with the American Society for Testing and Materials (ASTM) D6400 or D6868 Standard Specifications for Compostable Plastics.

Comprehensive Procurement Guidelines (CPG) means the recommended percentages of total recovered materials and post-consumer content in designated products established by the U.S. Environmental Protection Agency for federal procurement as of May 2002, and all subsequent versions adopted. The codified regulations at 40 CFR Part 247 apply to organizations whose aggregate purchases of any covered commodity type using federal funding exceeds \$10,000 annually.

Environmental Protection Agency's (EPAs) Safer Choice Program helps consumers, businesses, and purchasers find products that perform and are safer for human health and the environment. Products which bear the logo on their label have been proven to be safer and to have a reduced impact on the environment by containing only those ingredients that pose the least concern among chemicals in their class.

Electronic Products Environmental Assessment Tool (EPEAT) is a resource for purchasers, manufacturers, resellers and others wanting to find or promote electronic products with positive environmental attributes.

Energy Star means the U.S. EPA's energy efficient product labeling program.

Environmentally preferred products means products or services which have a reduced effect on human health and the environment, when compared to competing products or services that serve the same purpose.

EPA Comprehensive Procurement Guidelines (CPG) means the recommended percentages of total recovered materials and post-consumer content for designated products established by the U.S. Environmental Protection Agency for federal procurement as of May 2002, and all subsequent versions adopted. The codified regulations at 40 CFR Part 247 apply to organizations whose aggregate purchases of any covered commodity type using federal funding exceeds \$10,000 annually.

Feasible means whenever possible and compatible with local, state and federal law,

without reduction in safety, quality, or effectiveness.

Federal Energy Management Program (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.

Fiscally responsible means that selection of the product or service is the best business decision, considering cost factors throughout all phases of the product life (life cycle cost analysis). Safety, health, and environmental factors carry inherent risk-based costs that are not always readily quantifiable, but which should be considered to the extent possible. The lowest price product is not necessarily the fiscally responsible choice.

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 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, ANSI Essential Requirements, and international standards for eco-labeling (ISO 14020/4 - Environmental Labels and Declarations). Green Seal is a registered certification mark that may appear only on certified products.

Hazardous material means any material, whether solid, liquid, or gas, which if not used properly may cause harm or injury to persons through inhalation, ingestion, absorption or injection, or which may negatively impact the environment through its use or discharge of the material to the ground, water, or air. For purposes of this policy, it includes all of the following definitions of chemicals and hazardous materials:

1. Hazardous chemicals, or any chemical posing a health or physical hazard, as defined at 29 CFR 1910.1200 (OSHA)
2. Toxic and Hazardous Substances listed in 29 CFR 1910 Subpart Z, (OSHA) Hazardous Substances and Extremely Hazardous Substances listed at 40 CFR Parts 302.4 and 355, (EPA)
3. Hazardous Wastes identified in 40 CFR Part 261 (EPA)
4. Marine Pollutants listed at 49 CFR 171.101 Appendix B (DOT)
5. Hazardous materials identified at 49 CFR Parts Table 171.101 or meeting the definition at 49 CFR Part 173 (DOT)
6. mixtures containing 1% or more of any of the above, unless testing as a whole has been completed, using scientifically valid methods, and demonstrates that the mixture does not present a physical or health hazard

Hazardous Materials Identification System (HMIS): This is a system of labeling that was developed by the National Paint and Coatings Association to help employers comply with the Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard. It uses a rating system of 0-4 in three hazard categories.

Integrated pest management (IPM): is a process for achieving long-term, environmentally sound pest suppression and prevention by the following practices: regular pest population monitoring, site inspections, occupant education, and structural, mechanical, cultural and biological controls. Pesticides are used only after monitoring

indicates they are needed after water, food, and harborage are removed. The City IPM program is further defined in the Pesticide Management Program of the Hazardous Materials Management Program Manual.

Leadership in Energy and Environmental Design (LEED) means any of the comprehensive building standards developed and administered by the United States Green Building Council (USGBC). The standards promote and recognize sustainable design and green building practices.

Low Impact Development (LID) is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features and minimizing effective imperviousness to create site drainage that treat storm water as a resource rather than a waste product.

National Fire Prevention Association (NFPA) means the agency that establishes hazard rating systems and standards related to fire protection.

Non-professional services means those services which are contracted through the City's Finance Department competitive bid process where there is a potential for use of Sustainable Purchasing in the vendor's provided service.

Ozone depleting substance (ODS) means a compound that contributes to depletion of stratospheric ozone, the layer of the atmosphere which provides protection from harmful ultraviolet radiation. The category includes compounds such as chlorofluorocarbons (CFCs) or hydro chlorofluorocarbons (HCFCs).

Persistent bioaccumulative toxin (PBT) means a chemical that remains in the environment for a long time without breaking down, accumulates in the environment and builds up in the tissues of humans, fish, and animals, and is toxic to living organisms, including humans. Lead, mercury, and dioxins are examples of PBTs.

Pollution prevention (P2) means practices which prevent pollution and reduce waste by focusing first on source reduction, then reuse and recycling, and finally, treatment and/or responsible disposal.

Post-consumer content means the percentage of a product's material content that is derived from recovered materials which would normally be disposed of as solid waste, having reached their intended end-use and completed their life cycles as consumer items. It does not include content derived from manufacturing wastes or materials which never reached the consumer market.

Recovered materials means waste materials and byproducts that have been recovered or diverted from solid waste and converted into a commodity of real economic value. It may include both manufacturing (or pre-consumer) wastes and post-consumer materials but does not include materials and byproducts recycled or reused within the same manufacturing process.

Recovered materials content means the total percentage of a product's material content that has been derived from recovered materials, inclusive of both manufacturing wastes and byproducts and post-consumer materials.

Recycled content means the same as recovered materials content.

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.

Renewable energy means energy which comes from natural resources such as sunlight, wind, geothermal heat, or waste methane gas and which can be naturally replenished in less than 100 years. It does not include any fossil fuel products (coal, oil, or natural gas)

Resource Conservation and Recovery Act (RCRA) means the federal law enacted in 1976 which addresses various environmental issues related to solid wastes and hazardous wastes.

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.

United States Department of Agriculture (USDA) means the federal agency which develops and administers standards for renewable, bio-based agricultural content in products and provides certification to its “Certified Bio-based” standard.

United States Green Building Council (USGBC) means the non-profit national organization which promotes sustainable building design and construction. USGBC develops consensus-based energy-efficiency and environmental standards and certification systems (LEED) for various types of buildings and projects including new construction, renovations, and existing building operations and maintenance.

Water Sense means the EPA’s voluntary standard for water efficient products such as toilets, faucets, showerheads, and urinals.