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**CITY OF GRASS VALLEY ADMINISTRATIVE  
POLICIES AND PROCEDURES**



**Number:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Revised:** \_\_\_\_\_

**Authority:** \_\_\_\_\_

**City Administrator:** \_\_\_\_\_

**SUBJECT: Environmental Purchasing Policy**

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I. **PURPOSE:** To establish a policy and statement of the City's ~~comment~~commitment related ~~to~~ purchasing goods and services in a manner to promote recycling and limited environmental impacts.

II. **POLICY:** The City of Grass Valley recognizes our employees can make a difference in favor of environmental quality. The City recommends the purchase of environmentally preferable products whenever they meet or exceed requirements and are available at a competitive price in accordance with the City's Purchasing Policy. Consistent with the requirements of Assembly Bill 939, requiring a 50% reduction of material going to landfills, and the economics of effectively managing costs for solid waste disposal, all City of Grass Valley departments/divisions shall promote the use of recycled/recyclable supplies and materials. Consistent with the requirements of Senate Bill 1383, setting a statewide target to reduce the disposal of organic waste by 75% by 2025, all City of Grass Valley departments/divisions shall promote the use of recovered organic waste products.

III. **DEFINITIONS:**

~~A. "Reecycling" 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 products which meet the quality standards necessary to be used in the marketplace.~~

A. "City" means City of Grass Valley, California.

B. "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source-separated from the municipal solid waste stream or separated at a centralized facility and produced at a permitted or authorized compostable material handling operation or facility, or at a large volume in-vessel digestion facility that composts on-site.

C. "Direct Service Providers" means a person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement.

D. "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that receive feedstock directly from permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills.

~~B.A. "Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before~~

~~they enter the solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.~~

~~C.E.~~ **"Environmentally Preferable Products"** means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

~~F. "Recycled Products" are~~ **"Mulch"** means organic material that must meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Section 17852(a)(24.5)(A) 1 through 3 and must be produced at one of the following facilities:

- ~~a. A permitted or authorized compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); or~~
- ~~b. A permitted or authorized transfer/processing facility or transfer/processing operation as defined in 14 CCR Section 17402(a)(30) and (31) or that is permitted and authorized under 14 CCR Division 7; or~~
- ~~c. A permitted solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.~~

~~G. "Practical" means meets or exceeds performance requirements and available at a competitive cost in accordance with the requirements of the City's Purchasing Policy.~~

~~H. "Recovered Organic Waste Products"~~ means products made from California, landfill-diverted recovered organic waste processed at a permitted or otherwise authorized operation or facility.

~~I. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper"~~ means products that consist of at least thirty percent (30%) by fiber weight, post-consumer fiber, consistent with the requirements of Section 22150 to 22154 and Section 12200 and 12209 of the California Public Contract Code, and as amended.

- ~~a. Paper Products include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissues, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).~~
- ~~b. Printing and Writing Papers include, but are not limited to, copy, xerographic watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).~~

~~D.J.~~ **"Recycled Products"** means products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

~~K. "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 products which meet the quality standards necessary to be used in the marketplace.

L. "SB 1383" means Senate Bill 1383 of 2015 approved by the Governor of California on September 19, 2016 which added Sections 39730.5, 39730.7, and 39730.8 to the Health and Safety Code and added Chapter 31.1 Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time-to-time.

M. "Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

~~E.A. "Practical" means meets or exceeds performance requirements and available at a competitive cost in accordance with the requirements of the City's Purchasing Policy.~~

IV. ~~PROCEDURE~~**PROCEDURES**: The following procedures and direction ~~is~~are provided to assist Departments ~~in complying for compliance~~ with this policy.

**A. Departmental Direction**

- a. ~~+~~ All City ~~of Grass Valley~~ personnel are encouraged to specify recycled and environmentally preferable products whenever practical in purchasing supplies and materials on behalf of City business.
- b. ~~++~~ The City ~~of Grass Valley~~ shall seek to solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
  1. ~~iii.~~ The City If fitness and quality of Grass Valley the Recycled-Content Products and Recycled-Content Printing and Writing paper are equal to that of non-recycled items, all departments and divisions of the City and Direct Service Providers shall purchase these products, that consist of at least 30% by fiber weight, post-consumer fiber, whenever the total cost is the same or a lesser total cost than non-recycled items or whenever the total cost is no more than ten percent (10%) of the total cost for the non-recycled items.
- c. The City departments/divisions shall practice waste prevention whenever practical.

**B. Best Practices**

- a. ~~+~~ **Procurement Practices** - In cooperation with their ~~customers~~ Direct Service Providers, all City ~~of Grass Valley~~ departments shall evaluate, at least, the following environmentally preferable product categories and purchase them whenever practical:
  1. Printing and Writing Papers, including all imprinted letterhead paper, envelopes, copy paper and business cards shall contain a minimum of 30 percent post-consumer recycled content.
  2. Paper Products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, ~~and corrugated boxes~~ corrugated boxes, and other products composed largely of

paper shall contain a minimum of 30 percent post-consumer recycled content.

3. File boxes, hanging file folders and other products comprised largely of paper shall contain a minimum of 30 percent post-consumer recycled content.
4. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
5. Re-refined antifreeze, including on-site antifreeze recycling.
6. Re-refined lubricating and hydraulic oils.
7. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.
8. Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation.
9. 1. Re-crushed cement concrete aggregate and asphalt.
10. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
11. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
12. Compost, mulch, and other organics including recycled biosolid products.

13. Renewable gas.

14. Renewable electricity from biomass conversion, solar, or anaerobic digestion.

15. Other products that may be designated by the City.

- b. **Waste Prevention Practices** - City ~~of Grass Valley~~ staff are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities:

1. Consider durability and reparability of products prior to purchase.
2. Conduct routine maintenance on products/equipment to increase the useful life.
3. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
4. Create electronic letterhead for use by all City ~~of Grass Valley~~ departments/divisions.
5. Send and store information electronically when possible.
6. Review ~~record~~records retention policies and implement document imaging systems.

7. Maintain electronic scanning practices to eliminate paper printing and file storage.

7-8. Consider other waste prevention practices that further the goals of this policy.

**c. State of California Model Water Efficient Landscape Ordinance (MWELO)**

1. When the City and/or Direct Service Providers use compost and mulch and the applications are subject to MWELo, then the use must comply with Section 492.6(a)(3)(B), (C), (D), and (G) of the State's MWELo, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
  - For landscape installations: Compost at a rate of a minimum of four (4) cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
  - Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding application where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
  - Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by applicable local ordinances.
  - For all mulch that is land applied, procure mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).

**d. Eligible Mulch Enforcement**

1. Mulch producers must certify that the mulch meets the definition contained in this policy through the following:
  - Copy of operation or facility permit or authorization.
  - Copy of laboratory results confirming the mulch meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Section 17852(a)(24.5)(A) 1 through 3.
2. Failure to provide the applicable certification documents on an annual basis, or at the request of the City, will result in the mulch no longer being eligible as a recovered organic waste product under this procurement policy.

**C. Responsibilities of City Departments**

- a. ~~Each City of Grass Valley~~ department/division shall be responsible for the implementation of this policy by:
  1. Practicing waste prevention;

2. Continuing to utilize recycling programs and expanding them where possible; and
3. Procuring ~~of~~ recycled products when practical.
4. Informing vendors of this Environmental Purchasing Policy.
  - o Enforce eligible mulch requirements
  - o Collect, collate, and maintain procurement documentation submitted by ity staff and/or Direct Service Providers
  - o Compile an annual report on the City's direct procurement, and Direct Service Providers/other procurement on behalf of the City of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper.

#### **D. Responsibilities of Direct Service Providers**

- a. Comply with MWELo requirements, as applicable.
- b. Comply with Recovered Organic Waste Products and Recycled-Content Paper and Recycled-Content Printing and Writing Paper requirements.
- c. Submit within 30 days of procurement the applicable documentation as described in Section V of this policy.
- d. Submit, on an annual basis, the applicable certification documents for mulch.

#### **E. Responsibilities of Paper Products and Printing and Writing Paper Vendors**

- a. Only provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that meet the Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12.
- b. Certify, in writing under penalty of perjury, the minimum percentage of post-consumer material in the Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper offered or sold to the City. This certification requirement may be waived in the percentage of post-consumer material in the Recycled-Content Paper Products, Recycled-Content Printing and Writing Paper, or both, can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
- c. Certify, in writing under penalty of perjury, that the Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12.
- d. Provide records to the City of all Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase. Records shall comply with Section F of this policy.

#### **F. Monitoring / Reporting**

- a. For Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper, general procurement records shall be maintained by both the City, and/or Direct Service Providers, including:
  1. Collect and collate copies of invoices or receipts (paper or

electronic), or other proof of purchase, that describe the procurement of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper, including the volume and type of all paper purchases; and copies of certification and other required verifications.

**b. For Recovered Organic Waste Products, general procurement records shall be maintained by both the City and/or Direct Service Providers, including:**

1. General description of how and where the Recovered Organic Waste Product was used and applied, if applicable;
2. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
3. Type of product;
4. Quantity of each product; and
5. Invoice or other record demonstrating purchase or procurement.

**D.G.** **RESPONSIBILITY FOR REVIEW:** The City Finance Director will review this policy, at least a minimum, once every 5 years.