

## ADMINISTRATIVE PROCEDURES

CITY OF BURLINGAME  
May 1, 2009

CATEGORY: ADMINISTRATION  
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SUBJECT: ENVIRONMENTAL PURCHASING POLICY

### 1.0 STATEMENT OF POLICY

It is the policy of THE CITY OF BURLINGAME to:

- Purchase products that minimize environmental impacts and hazards to worker and community safety to the greatest extent practical,
- Institute practices that reduce waste by increasing product efficiency and effectiveness,
- Purchase products that include recycled content, are durable, conserve energy and water and reduce greenhouse gas emissions whenever practical and reasonable.

### 2.0 PURPOSE

This Policy is adopted in order to:

- Conserve energy, water, natural resources and minimize environmental impacts whenever practical and cost-effective without reducing safety or quality.
- Eliminate or reduce toxics that create hazards to workers and our community.
- Reduce materials that are landfilled and support markets for recycled content materials.
- Minimize the City's contributions to global warming.

### 3.0 SPECIFICATIONS

#### 3.1 Source Reduction

3.1.1 The City of Burlingame shall institute practices that reduce waste and result in the purchase of fewer products whenever practical and cost-effective without reducing safety or quality.

3.1.2 The City of Burlingame shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practical without reducing safety or quality.

3.1.3 Documents shall be printed and copied on both sides to reduce the use and purchase of paper whenever practical.

### 3.2 Recycled Content Products

3.2.1 The City of Burlingame will purchase products such as office paper, janitorial paper, construction, landscaping, parks and recreation equipment and non-paper office products with the highest post-consumer content whenever practical and reasonable.

3.2.2 When specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects, the City of Burlingame shall use recycled, reusable or reground materials whenever practical and reasonable.

### 3.3 Energy and Water Savings

3.3.1 Equipment shall be purchased with the most current energy efficiency functions whenever practical and cost-effective without reducing safety or quality. Products purchased by the City and for which the U. S. EPA 'Energy Star' certification is available shall meet 'Energy Star' certification, when practical.

3.3.2 Inefficient exterior lighting such as street lighting and traffic signal lights will be replaced with energy-efficient equipment whenever practical and cost effective.

3.3.3 The City of Burlingame shall purchase water-saving products whenever practical. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded high efficiency irrigation systems.

### 3.4 Landscaping

3.4.1 Landscape renovations, construction and maintenance performed by the City, including workers and contractors providing landscaping services, shall employ sustainable landscape management techniques or Bay Friendly Landscaping guidelines for design, construction and maintenance whenever possible, including, but not limited to, grasscycling, drip irrigation and composting.

3.4.2 Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate. Native and drought-tolerant plants that require no or minimal watering once established should be purchased where practical and feasible.

3.4.3. The amount of impervious surfaces in the landscape should be limited wherever practical. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways wherever practical.

### 3.6 Toxics and Pollution

3.6.1 The City should, whenever practical, request that janitorial contractors purchase and supply institutional cleaning products that meet Green Seal certification standards for environmental preferability and performance.

3.6.2 When maintaining buildings, the City shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when practicable when purchasing materials such as paint, carpeting, adhesives, furniture and casework. The City shall purchase products and equipment with no lead or mercury whenever possible.

3.6.3 When replacing vehicles, The City of Burlingame shall consider and purchase less-polluting alternatives such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells whenever practical and reasonable.

#### **4.0 PRIORITIES**

4.1 The health and safety of workers and citizens of the City of Burlingame is of utmost importance and takes precedence over all other policies.

4.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or 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.

4.3 Nothing contained in this policy shall be construed as requiring The City of Burlingame, department, purchaser or contractor to take any action that conflict with local, state or federal requirements.

#### **5.0 IMPLEMENTATION**

5.1 The Public Works Director and or their designee shall implement this policy in coordination with other appropriate City of Burlingame personnel.

#### **6.0 PROGRAM EVALUATION**

6.1 The Director of Public Works and or their designee shall periodically evaluate the success of this policy's implementation.

#### **7.0 EFFECTIVE DATE**

7.1 This policy shall become effective on May 1, 2009.

#### **8.0 DEFINITIONS**

8.1 "Bay-Friendly Landscaping" means working with the natural ecosystems of the San Francisco Bay Area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, conserve water and other natural resources. Bay-Friendly Landscaping practices are described in the Bay-Friendly Landscape Guidelines.

8.2 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of The City of Burlingame or its subdivisions.

8.3 "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 and leaves no visually distinguishable or toxic residues.

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

8.5 "Degradable plastic" means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

8.6 "Energy Star" means the U.S. EPA's energy efficiency product labeling program.

8.7 "Federal Energy Management Program" 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.

8.8 The "Forest Stewardship Council" is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

8.9 "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.

8.10 "Practical" and "Practicable" means whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.

8.11 "Reasonable" means that the purchase price of recycled content materials, non-toxic or less toxic materials, more durable materials, energy efficient and water conservation materials shall not exceed a 5% premium over materials with virgin content, higher toxicity and less energy efficient and water efficient products.

8.12 "Recycled Content" means the percentage of recovered material, including preconsumer and postconsumer materials, in a product. "Recycled Content Standard" is the minimum level of recovered material and/or postconsumer material necessary for products to qualify as "recycled products."

8.13 "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.

8.14 "Source Reduction" refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

James Nantell  
City Manager



## The City of Burlingame

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### City wide benefits since inception of Environmental Purchasing Policy (EPP)

#### ENERGY & WATER

Department / Division

Description

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##### PW / Facilities

Participation in SF Power (3 years running)  
TIGER Agreement (Natural Gas Reduction)  
EECBG program introducing premium efficiency ballasts (Fiscal year 2010-2011)  
LED Exit Signs  
Two (2) waterless urinals installed at Yard

##### REC / PARKS

Planting of drought tolerant plants and Council passing Water Conservation in Landscaping Ordinance with requires drought tolerant plant material, etc  
Continues use of wood chips (generated for trimming of trees) which reduces water usage  
All new time clocks for irrigation monitor water usage, evaporation rates and limit excessive use.  
Incorporate sustainable landscape that will not need regular irrigation after mature  
LED Lights utilized for holiday tree lighting

##### WWTP

Participation 14% Co-gen increase from last year which provided energy savings in electricity  
Upcoming study on facility carbon footprint and water use index

##### FLEET

Hybrid Electric Vehicles

**SOURCE REDUCTION**

Department / Division	Description
<b>Citywide</b>	Contract with OfficeMax (encourage to use but not required)
<b>WWTP</b>	Accounting process has gone 100% paperless
<b>REC CENTER</b>	Moving registration towards emails which saves paper and postage
<b>FACILITIEIS</b>	Automatic towel dispensers – City Bldgs Introduced composting (currently at Yard) Leasing of new copiers (i.e. double sided copies, power management – hardware/software)
<b>FLEET</b>	Introducing of Biodiesel
<b>RECYCLING</b>	
Department / Division	Description
<b>PW Corp yard</b>	Recycling bins in all meeting rooms Recycling of Compost introduced in 2010 Recycling of all batteries Ink cartridges recycled at Yard Recycling all metal products
<b>FLEET</b>	Re-fined motor oil
<b>JANITORIAL &amp; MAINTENANCE SERVICE</b>	
Department / Division	Description
<b>FACILITIES</b>	Janitorial contract - 25% green ecological cleaners / products
<b>WWTP</b>	Janitorial contract - 100% green ecological cleaners / products