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CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5600-14-07 LGL 2010-0027
TITLE: **ENVIRONMENTALLY PREFERABLE PURCHASES** EFFECTIVE DATE: November 17, 2010 REVISION EFFECTIVE DATE: November 18, 2014	

1.0 GENERAL

1.1 This policy shall be known as the "City of Spokane Environmentally Preferable Purchasing Policy." The City of Spokane supports markets for recycled and other Environmentally Preferable Purchases (EPP) by directing City departments to purchase such products whenever practicable.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to all City divisions and departments.

3.0 REFERENCES

Chapter 43.19 RCW
WAC 236-48-096
42 USC 6901 et seq.
Federal Executive Order 13514
Council Resolutions 2010-0037 and 2010-0038
City Ordinances C35099, C35106, and C35119 (SMC 7.06.171 - 174)

4.0 DEFINITIONS

4.1 "City Departments" mean all of the individual City of Spokane government subdivisions, whether general fund or utility/enterprise fund based.

4.2 "Environmentally Preferable Purchases" ("EPP") mean the buying of products and/or services that have a lesser or reduced "negative" effect on human health and the environment when compared with competing choices that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, warehousing, reuse, operation, maintenance, and disposal of products.

4.3 "PCB free" means polychlorinated biphenyls are not detected above the practical quantification limit.

4.4 "Post-consumer recycled material" means those products generated by a business or consumer which have served their intended product uses, and which have been separated or diverted from the solid waste disposal stream for the purposes of collection, processing, and recycling.

4.5 "Practicable" means sufficient in performance and available at a reasonable price. ('Reasonable price' means a product which costs no greater than 10% more than the non-EPP alternatives, EXCEPT for PCB containing materials where the difference must meet or exceed 25%, and recycled-content paper products per SMC 7.06.174(B) for which no option of purchasing non-recycled content paper products is given). Final determination of the practicability of any given product or service must lie with the purchasers, since it is they who understand their performance, budgetary, and legal requirements. Evaluation should consider life-cycle and replacement costs (both monetary and environmental costs, positive and negative).

4.6 "Practical quantification limit" for PCBs means the lowest concentration that can be reliably measured within specified limits of precision, accuracy, representativeness, completeness, and comparability during routine laboratory operating conditions, or using EPA Method 1668.

4.7 "Pre-consumer recycled material" means material or by-products generated from an original manufacturing process, and reused within that operation or by another manufacturing operation.

4.8 "Recyclable product" means a product which, after its intended end use, can demonstrably be diverted from City of Spokane's solid waste stream for use as a feedstock in another product, project, or process.

4.9 "Recycled material" means material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material or feedstock. It is derived from both post-consumer and pre-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.

4.10 "Recycled product" means a product containing recycled material.

5.0 POLICY

5.1 It is the policy of the City of Spokane to direct and increase the procurement of Environmentally Preferable Purchases (EPP) by City of Spokane departments, and contracted vendors. The purpose of this program is to reduce overall community costs by supporting markets for recycled and other EPP. This policy calls upon purchasers in all City departments, and contractors doing work for the City to use Environmentally Preferable Purchases whenever possible, while recognizing that product performance and fiscal responsibility are additional factors in the final purchase decision.

6.0 PROCEDURE

6.1 Responsibilities of the Purchasing section of the Accounting Department.

6.1.1 With City Environmental Programs and the City's Green Team develop an environmentally preferable purchases (EPP) list and annual updates. This list will be called the "City Environmentally Preferred Purchases List".

6.1.2 With City Environmental Programs and the City's Green Team inform departments of their responsibilities under this policy and provide implementation assistance.

6.1.3 Maintain and disseminate information about environmentally preferable purchases (EPP) to be used by departments whenever possible. Disseminated information should include procurement opportunities, specifications, and performance.

6.1.4 Communicate with departments about policy requirements and new procurement opportunities.

6.1.5 Incorporate and maintain the current EPP policy in the buyers training procedure.

6.2 Responsibilities of the Environmental Programs section of the Public Works and Utilities Division.

6.2.1 Work with the Green Team to bring forward policy recommendations for consideration that may provide a foundation for subsequent Environmentally Preferable Purchases (EPP) policies.

6.2.2 Collaborate with Purchasing and the City's Green Team in EPP implementation.

6.2.3 Communicate with departments to monitor the status of policy implementation and product research results;

6.2.4 Document departmental reasons for purchases conflicting with this policy.

6.2.5 Publicize the progress of policy implementation.

6.2.6 Submit an annual report by May 1st each year to the Mayor and City Council reflecting the implementation status of the EPP program, including:

- Compilation of procurement data collected from all departments and other parties charged with implementation responsibility under this policy;
- An account of the current status of product evaluations conducted by departments;
- An assessment of procurement program effectiveness, and evaluation of program goals, and projections of future procurement opportunities; and
- Recommendations for changes in procurement policy.

6.3 Responsibilities of All City Departments.

6.3.1 Evaluate each EPP designated by the Purchasing Division to determine the extent to which the product may be practicably used by the department and its contractors.

6.3.2 Purchase and/or use, where practicable, reusable products, recycled-content products and recyclable products.

6.3.3 Purchase recycled products with the maximum amount of recycled material practicable.

6.3.4 Purchase and/or use only recycled-content paper for all imprinted letterhead, envelope and business card paper, file writing, photocopy paper, packaging papers, and printing papers.

6.3.5 Purchase recycled content paper products through a single City department or a single purchase agreement whenever possible in order to maximize savings for the City.

6.3.6 Ensure that contracts issued by the department require EPP whenever practicable.

6.3.7 Ensure that contracts issued by the department for recycled products require the maximum practicable amount of recycled material and that contractors provide certification of this content and report amounts used.

6.3.8 Publicize the City's use of recycled paper by printing the words "Printed on Recycled Paper" or a recycled content logo on all letterhead, envelope and business card paper and on the title page of all reports printed on recycled paper, or by using recycled paper which is watermarked with the recycled content logo.

6.3.9 Use both sides of paper sheets whenever practicable in printing and copying.

6.3.10 Ensure that requests for bids and proposals issued by the department ask that contractors and consultants use recycled paper and both sides of paper sheets whenever practicable.

6.3.11 Purchase products and product packaging that is PCB free unless it is not practicable or technically feasible to do so. The department may accept from businesses, manufacturers, organizations, and individuals results obtained from an accredited laboratory or testing facility documenting product or product packaging PCB levels.

6.3.12 Purchase products and product packaging that does not contain neonicotinoids. Departments may request suppliers of products to provide testing data, or accept from businesses, manufacturers, organizations, and individuals results obtained from an accredited

laboratory or testing facility documenting the product or product packaging does not contain neonicotinoids.

6.3.13 Report by April 1st each year the progress of policy implementation by the department to the Environmental Programs section of Utilities, including the status of product evaluations and types of EPP purchased by the department, including through contract.

6.3.14 Report annually to the Environmental Programs section of Utilities total purchases by the department of listed types of EPP and non-EPP, including through contract.

6.4 Exemptions

6.4.1 Nothing in this policy, except as required by ordinance or law, shall be construed as requiring a department 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.

7.0 RESPONSIBILITIES

The Purchasing section of the Accounting Department and the Environmental Programs section of the Utilities Division shall be jointly and cooperatively responsible for administering this policy.

8.0 APPENDICES

None

APPROVED BY:

City Attorney, Assistant	Date
Director - Accounting	10/23/14 Date

Director – Utilities Division

Date

City Administrator

Date 11/3/2014