



POLICY NUMBER: 3-1200-3

REFERENCE:

Environmental Purchasing

ADOPTED BY:

Council
August 9, 2016

CROSS-REFERENCE:

Purchasing and Disposal Policy 3-1200-4

SUPERSEDES:

#3-1200-1

AMENDED DATE:

N/A

DEPARTMENT:

Finance

EFFECTIVE DATE:

August 9, 2016

Policy Statement:

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The District of Ucluelet will support the purchase of environmentally preferred products to reduce the impact our workplace has on the environment.

The District as an organization recognizes that our operations have an impact on the environment. This policy has been formulated to empower and encourage employees in sound decision-making in regards to purchasing environmentally friendly products.

Definitions:

For the purposes of this policy:

- **"District"** means "District of Ucluelet"
- **"Employees"** means both unionized and management employees, unless specifically stated otherwise.
- **"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.
- **"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 municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.
- **"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.



- **“Recycled Products”** are 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.
- **“Practical”** means sufficient in performance and reasonably available at a reasonably competitive cost (10% higher in price than regular product).

Guidelines:

- a) All employees will purchase recycled and environmentally preferable products whenever practical.
- b) Employees should try to solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- c) Departments must practice waste prevention whenever practical.

Best Practices:

a) Procurement Practices

All departments must evaluate, at least, the following environmentally preferable product categories and purchase them whenever practical.

- i. Printing and writing paper, including all imprinted letterhead paper, envelopes, copy paper and business cards. When practical, these should contain a minimum of 30% post-consumer recycled content.
- ii. Paper Products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper.
- iii. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
- iv. Cleaning and janitorial supplies which are non-hazardous and low on phosphate. Products which are water based and are easily biodegradable. Contracts for janitorial and cleaning services should specify the use of EcoLogo approved products where practical.
- v. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.

b) Waste Prevention Practices

All district employees are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities.

- i. Consider durability and reparability of products prior to purchase.



- ii. Conduct routine maintenance on products/equipment to increase the useful life.
- iii. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
- iv. Send and store information electronically when possible. This includes e-mail, intranet, and scanning.
- v. Review record retention policies and implement document imaging systems.
- vi. Other waste prevention practices that further the goals of this policy.

c) Responsibilities of District employees

All District staff are responsible for the implementation of this policy and will:

- i. Practice waste prevention whenever possible.
- ii. Continue to utilize recycling programs and expand them where possible.
- iii. Procure recycled products whenever practical.
- iv. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Cross-feed information to other Departments when potential use of a product exists.
- v. Develop specifications used in public bidding aimed at eliminating barriers to recycled content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- vi. Ensure that procurement documents issued by the Departments require environmental preferred alternatives whenever practical.
- vii. Educate and promote this policy through management and leading by example.
- viii. Maintain and use information, furnished by its customers, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage Departments to purchase such products whenever possible.
- ix. Inform vendors of our Environmental Purchasing Policy.

Responsibility:

All departments; staff that prepare tendering documents and that purchase products for the municipality.

Dianne St. Jacques
Mayor, District of Ucluelet