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Environmentally Preferable Procurement Policy

1.0 PURPOSE

It is the goal of the Santa Clara Valley Open Space Authority (Authority) to procure products and services from manufacturers and suppliers that demonstrate a high level of environmental responsibility. By incorporating environmental considerations into public purchasing, the Authority intends to:

- Reduce impacts to human health and the environment;
- Reduce its carbon footprint;
- Protect and conserve natural resources, water, and energy; and
- Minimize the Authority's contribution to climate change, pollution, and solid waste.

This Policy will guide the Authority's efforts to procure environmentally sustainable products and services. While not all of these guidelines will be feasible in every procurement of goods and services, the Authority will make a good faith effort to incorporate these guidelines to the maximum extent possible in its procurement decisions.

2.0 APPLICATION

This policy applies to the operations of Authority owned facilities and properties.

3.0 POLICY

It is the policy of the Authority to reduce the environmental impact of its purchases by addressing:

- a) Purchase products which contain the highest percentage of post-consumer recovered material and the highest percentage of total recovered material available in the marketplace (e.g.; minimum 30% post-consumer content for paper).
- b) Replace disposables with re-usable, recyclable or compostable goods.
- c) Avoid hazardous materials that have the potential to be persistent, bioaccumulative and/or toxic (PBT). Consider impacts and threats of harm to human health and/or the environment.
- d) Use products and/or services with a certified eco-label established by independent and widely recognized authorities. Certification might be provided by groups such as the Environmental Protection Agency, Green Seal or others.

- e) Consider the durability, repairability, and end-of-life impacts of purchases including their options for disposal, with the goal of minimizing what is added to landfills.
- f) Reuse products to the maximum extent that they are still functional for their intended purpose.
- g) Consider environmental factors of the length and means of transportation for goods to reach the Authority, as possible to procure goods in the method that produces the lowest environmental impacts, such as air emissions.

4.0 RESPONSIBILITIES

All Authority departments are responsible for the implementation of this policy and will evaluate environmentally preferable products and services in all procurements whenever they perform satisfactorily and are available at a reasonably competitive price.

The Authority will provide training and resources to staff involved in procurement to guide consistent application of this policy and awareness of environmentally preferable purchasing practices.

The Policy will be reviewed on an as needed basis. Questions about the policy or suggestions for improvement should be directed to the Administrative Operations Department.

5.0 DEFINITIONS

Compostable: Material of organic matter that is able to be made into compost.

Persistent, bioaccumulative and/or toxic (PBT): A class of substances that are resistant to breaking down, build up in the tissues of living organisms, and are toxic even at low concentrations. Due to these characteristics, they pose a threat to human health and the environment by moving through ecosystems and concentrating up the food chain. Examples of PBTs include lead, mercury, dioxin, and certain pesticides.

Post-consumer recovered material: Material or a finished product that has been used by a consumer and then diverted from disposal to be reprocessed and reused.

Recyclable: Can be collected and remanufactured into new products.

Policy Approval History

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BRD-025	00	11/10/2005	05-40	Creation
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