



# TOWN OF FAIRFAX

## STAFF REPORT

### November 5, 2014

**TO:** Mayor and Town Council

**FROM:** Michele Gardner, Town Clerk

**SUBJECT:** Adoption of a Resolution to adopt an environmental purchasing and practices policy

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#### **RECOMMENDATION**

Adopt the resolution

#### **DISCUSSION**

Councilmember Coler asked that this item be added to the agenda for consideration by the Town Council, and met with staff to develop an environmental purchasing and practices policy. Two model policies from the Marin Climate and Energy Partnership were used to create the attached proposed policy.

The good news is, the Town already complies with a number of the policy provisions.

#### **FISCAL IMPACT**

Minimal

#### **ATTACHMENTS**

Proposed resolution and policy

AGENDA ITEM # 2

RESOLUTION 14-\_\_

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX ADOPTING  
AN ENVIRONMENTAL PURCHASING AND PRACTICES POLICY**

**WHEREAS**, the Town Council wishes to adopt an environmental purchasing and practices policy,

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Fairfax that the Environmental Purchasing and Practices Policy attached hereto as Exhibit A is hereby adopted.

The foregoing Resolution was duly passed and adopted at a Regular Meeting of the Town Council of the Town of Fairfax held in said Town on the 5th day of November 2014, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

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DAVID WEINSOFF, Mayor

Attest:

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Michele Gardner, Town Clerk

## EXHIBIT A

### TOWN OF FAIRFAX ENVIRONMENTAL PURCHASING AND PRACTICES POLICY

#### Policy

It is the policy of the Town to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness;
- Purchase products that reduce greenhouse gas emissions in their production, shipping, use and discard;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests;
- Eliminate or reduce toxics that create hazards to workers and our community; and
- Encourage vendors to take back and reuse pallets and other shipping materials.

#### Purpose

These policy guidelines provide direction to ensure that products purchased include recycled content, reduced toxicity, and increased durability. Employees are encouraged to select products according to these guidelines in order to:

- Conserve natural resources;
- Minimize environmental impacts such as pollution and use of water and energy;
- Eliminate or reduce toxics that create hazards to workers and our community;
- Support strong recycling markets;
- Reduce materials that are landfilled;
- Increase the use and availability of environmentally preferable products that protect the environment,
- Identify environmentally preferable products and distribution systems;
- Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services; and
- Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices and that encourages other purchasers in our community to adopt similar goals.

### GENERAL OFFICE SUPPLIES

#### Printer/Copier Paper

Buy with at least 30% post-consumer content and no chlorine bleach.

Buying tip: make sure the paper states that it contains "post-consumer recycled content" or PCW. Some green labeling will try to say the paper is "green" because the forests supplying the paper are managed sustainably but that is not the same as closing the loop and buying recycled content.

Reduce overall paper use by:

- Using duplex printing – set it as the default
- Printing on previously used paper, or using it as scratch paper
- Scanning (rather than faxing) documents to send
- Using smaller fonts and margins
- Using central or master hard copy files, not multiple personal copies

#### Stationery

Buy with at least 30% post-consumer content or be Forest Stewardship Council (FSC) certified. Use vegetable inks for printing.

**Note Pads**

Buy with at least 30% post-consumer content.

**Binders, dividers, and folders**

Buy with recycled content and no/low levels of VOCs. Employees are encouraged to reuse items from project to project.

**Miscellaneous Office Supplies** (file folders, manila folders, post-it notes, pens, pencils, paperclips)

Buy with the highest recycled content and no/low levels of VOCs. Encourage employees to use refillable pens and mechanical pencils and reuse folders from project to project.

**OFFICE EQUIPMENT AND FURNITURE**

Purchase equipment (computers, monitors, copiers, printers & faxes) with the following features:

- Consume as little power as possible during operation
- Have the function of automatically switching into low-power or power-off mode (for all machines, the "Energy Star" logo helps indicate the machine has such a function)
- Be Energy Star, and preferably EPEAT rated (for computers/monitors)
- Have the capacity for upgrading or expanding functions for a longer useful life
- Reuse equipment by giving to local schools and organizations per Council-adopted policies
- Durable, long lasting, reusable or refillable (not disposable, one-time use)
- Printers/copiers with two-sided printing capability

Specify a preference for packaging that is reusable, recyclable, or compostable, when suitable uses and programs exist.

Encourage reuse of furniture and equipment.

Encourage suppliers of non-electronic equipment to take back equipment for reuse or environmentally sound recycling when the Town discards or replaces such equipment, whenever possible.

**Donate for reuse (not just recycle) electronic equipment.**

If it cannot be reused, take it to an "e-steward" for responsible recycling.

- Northern Marin: Marin Computer Resource Center [www.mcrc.org](http://www.mcrc.org)  
42 Digital Drive, #3  
Novato, CA 94949  
415-883-1428
- Southern/Central Marin: Renew Computers Inc. [www.renewcomputers.com](http://www.renewcomputers.com)  
446 DuBois Street  
San Rafael, CA 94901  
415-457-8801

**ENERGY EFFICIENCY AND WATER SAVING**

As funding becomes available, replace inefficient interior and exterior lighting, street lighting, and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible, while providing adequate illumination for safety and accessibility.

Purchase energy-efficient products and equipment, including but not limited to U.S. EPA Energy Star certified products when available.

Purchase water-saving products, including but not limited to high-performance fixtures such as toilets, urinals, low-flow faucets and aerators, and upgraded irrigation systems.

Employees are encouraged to help save energy by:

- Turning off lights
- Turning off equipment and printers at night
- Enabling all equipment with sleep mode capability, and reducing the interval to trigger sleep mode
- Setting thermostat at an appropriate level
- Setting printer and copier default to duplex (two-sided )

## KITCHEN AND CLEANING SUPPLIES

### Dishes and Utensils

Use reusable dishes and utensils. If disposable dishes and utensils must be used for a special event, buy those with recycled content, no chlorine, or made with alternative materials such as potatoes.

Single use bottles of water shall not be purchased.

### Cleaning Supplies

- Buy cleaners with no toxicity, are general multi-use cleaners, and are concentrated.
- Look for environmental certifications such as:



- Other resources for identifying less toxic cleaning products:
  - San Francisco Department of the Environment's Approved List ([www.sfapproved.org](http://www.sfapproved.org))
  - The Good Guide ([www.goodguide.com](http://www.goodguide.com)) – select products with a rating of at least 8.1
- Do not buy aerosol products – switch to pump
- Ensure that proper dilution rates are used for concentrated cleaners.
- Discourage the use of antibacterial products
- Avoid disinfectants unless necessary
- Ensure contractual janitorial services comply with these guidelines

### Paper products (paper towels, toilet paper, tissues, toilet seat covers)

- Buy products with recycled content and no chlorine bleach
- Buy paper towels with smaller sheets

## TOWN VEHICLES

When replacing non-safety vehicles, purchase or lease those with a lower impact such as hybrid, electric, CNG, and biodiesel-fueled. All vehicles should be properly maintained to improve performance and reduce emissions.

## PUBLIC WORKS PRODUCTS AND PRACTICES

When specifying asphalt, concrete, aggregate base or portland cement concrete for road construction projects, use recycled, reusable or reground materials, if cost-effective and efficient.

Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades, if cost-effective and efficient.

Consider Green Building practices for design, construction, and operation for all building and renovations undertaken by the Town.

Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios, and driveways.

Create swales in all landscape renovations and construction performed by the Town to assist in water runoff management.

Encourage landscaping techniques that reduce landfilling, nurture the soil, conserve water, conserve energy, protect water and air quality, and create wildlife habitat. Native and drought-tolerant species are preferred.

Employ sustainable landscape management techniques for all landscape renovations, construction and maintenance performed by the Town, including workers and contractors providing landscaping services for the Town, such as:

- Pest management without pesticides, pursuant to Town Code Chapter 8.52 "Pesticides".
- Grass cycling
- Drip irrigation
- Composting
- Procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs

## **TOXICS**

When purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework, use products with:

- The lowest amount of volatile organic compounds (VOCs)
- Highest recycled content
- Low or no formaldehyde
- No halogenated organic flame retardants

Purchase products and equipment with no lead or mercury whenever possible.

All fluorescent lamps and batteries will be recycled.

Do not purchase or use pesticides, fungicides, herbicides, insecticides, nematocides, rodenticides, dessicants, defoliant and plant growth regulators, in accordance with Town Code Chapter 8.52 "Pesticides".

## **RESPONSIBILITIES**

The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. The Town recognizes its duty to act in a fiscally responsible as well as a timely manner. Therefore, the implementation of policies shall be at the Town Manager's discretion, after weighing the competing interests and viability of the policy on a case by case basis.

Nothing contained in this policy shall be construed as requiring the Town to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.

Nothing contained in this policy shall be construed as requiring the Town, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

The Town recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio-based.