



## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Policy No.	
Subject:	Green Purchasing Policy for Janitorial and Cleaning Products
Resolution No.	N/A
Issue Date:	August 22, 2008
Revision Date:	August 22, 2008
Prepared By:	Art Gibney, Operations and Maintenance Manager
Approved By:	Ken Nordhoff, City Manager

### **ENVIRONMENTALLY PREFERABLE PURCHASING POLICY FOR JANITORIAL CHEMICALS, SOAPS AND CLEANING PRODUCTS**

**PURPOSE:**

The purpose of this policy is to reduce occupational health hazards for City staff as well as reduce exposure of City residents and visitors to potentially toxic chemicals by purchasing products for use in routine janitorial services that do not harm human health or the environment. Furthermore, the intent of this policy is to act as a platform for a future and broader environmentally preferable purchasing policy to include other products purchased by the City.

Specifically, this policy strives to improve safety of the janitorial workers who routinely use these products, create a healthier working environment for all employees and visitors who may potentially be exposed to these products, and reduce the City's environmental footprint. Purchases of products that are environmentally preferable will encourage market development of new, healthy, environmentally responsible products and will demonstrate the efficacy of this approach to other government agencies, residents and businesses, which will help generate regional demand for healthy products and a healthy way of living and doing business.

**RESPONSIBILITY:**

All City employees who purchase janitorial chemicals, soaps and cleaning products or who manage contractors that provide such products for the provision of routine janitorial service of City facilities.

**REFERENCES:**

- Green Seal Environmental Standards for General-Purpose, Bathroom, Glass, and Carpet Cleaners for Industrial & Institutional Purposes (GS-37)
- Hand Cleaners and Hand Soaps Used for Industrial & Institutional Hand Purposes (GS-41)

**DEFINITIONS:**

**Green Seal:** Green Seal is an independent non-profit organization dedicated to safeguarding the environment and transforming the marketplace by promoting the manufacture, purchase, and use of environmentally responsible products and services. A comprehensive list of acceptable products and retailers can be found at [www.greenseal.org](http://www.greenseal.org).

**Green Seal Certification:** A Green Seal Certification Mark on a product means that it has gone through a stringent process to show that it has less impact on the environment and human health. Products only become certified after a rigorous science-based evaluation, including on-site plant visits. The Green Seal means that the product has passed the tests; that it works as well as or better than others in its class, and that it has been evaluated without bias or conflict of interest.

**POLICY:**

All City employees who purchase janitorial chemicals, soaps and cleaning products or who manage contractors that provide such products for the provision of routine janitorial service of City facilities shall ensure that those products purchased or used have received Green Seal Certification.

**PROCEDURES:**

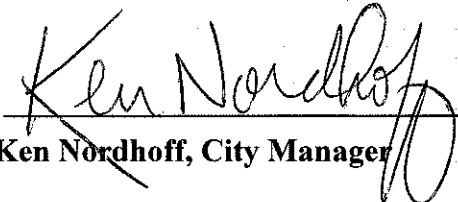
All City employees who purchase janitorial products or who manage janitorial contractors shall collect product labels or similar product documents for all products used in City facilities to verify Green Seal Certification. These Green Seal verifications shall be forwarded to the Public Works Facilities Supervisor and kept on file in the Public Works offices for staff review and made readily available for public review.

Material Safety Data Sheets (MSDS) for all janitorial products used in City facilities shall be maintained on file at appropriate facility locations.

Procurement of environmentally preferable janitorial chemicals, soaps and cleaning products must comply with all applicable City of San Rafael purchasing requirements as outlined in Municipal Code Chapter 2.55 and inclusive of related City purchasing policies and procedures.

**FISCAL IMPACT:** None. The cost of environmentally responsible cleaning products is essentially equivalent to conventional products, with no compromise of effectiveness.

**APPROVED BY:**

  
\_\_\_\_\_  
**Ken Nordhoff, City Manager**

8-22-2008  
**Date**