

City of Minneapolis Environmentally Preferable Purchasing Policy

I. PURPOSE AND SCOPE

A. The goal of this policy is to encourage and increase purchasing that reflects the City's commitment to sustainability. This Policy is adopted in order to:

Promote environmental factors such as:

- conserving natural resources,
- minimizing environmental impacts such as pollution and use of water and energy,
- eliminating or reducing toxics that create hazards to workers and our community,
- supporting strong recycling markets,
- reducing materials that are landfilled,
- increasing the use and availability of environmentally preferable products that protect the environment,
- identifying environmentally preferable products and distribution systems,
- rewarding manufacturers and vendors that reduce environmental impacts in their production and distribution systems,
- creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

Promote social equity factors consistent with State law, other City policies, and the Minneapolis Sustainability Initiative.

Promote fiscal factors such as:

- lowering overall costs by addressing full cost accounting (purchase, maintenance, disposal, staff time, and labor),
- leveraging buying power,
- assessing long term financial/market changes,
- investing in technological advances in a rapidly changing market.

B. This policy will apply to all City departments and employees, vendors, contractors and grantees for all products and services provided to the City.

C. This policy is subject to the requirements and preferences in the Municipal Contracting Law (MN. Statue 471.345) and all other applicable laws and ordinances.

II. DEFINITIONS

"Environmentally preferable products and services" as defined by the United States Environmental Protection Agency (US EPA) means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.

In practice, the objective is to purchase products that have reduced environmental impact because of the way they are made, transported, stored, packaged, used and disposed of. When determining whether a product is environmentally preferable, the following standards should be considered:

Bio Based	Compostable
Biodegradable	Low toxicity

Carcinogen-free	Recycled Content/recyclable
Persistent, Bioaccumulative Toxic (PBT) free	Durable, reusable or refillable
Chlorofluorocarbon (CFC) free	Made from renewable products
Heavy metal free (i.e. no lead, mercury, cadmium)	Reduced packaging
Low volatile organic compound (VOC) content	Refurbished/refurbish able
Energy and water efficient	Reduce greenhouse gas emissions
Available locally	

“ASTM” means American Society for Testing and Materials.

“ASTM D6400-04” means the standard specifications for compostable plastic in the US.

“ASTM D6751” means the standard for production of biodiesel in the US.

"Available locally" means that one or more businesses within the county/city or immediate surrounding areas are able to provide goods and services in a timely manner, and in sufficient quantity and quality to meet a specific department/agency need.

"Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize plant based contents and residuals abut does not include products made from forestry materials.

“Persistent, Bio accumulative Toxic (PBT)” pollutants are chemicals that are toxic, persist in the environment and bioaccumulate in food chains and, thus, pose risks to human health and ecosystems. The biggest concerns about PBTs are that they transfer rather easily among air, water, and land, and span boundaries of programs, geography, and generations.

"Biodegradable" means the ability of a substance, material, or product ingredient to readily decompose by the action of microbes.

"Buyer" means anyone authorized to purchase on behalf of this jurisdiction or its subdivisions.

“CFLs” means compact fluorescent lamps.

"Chlorofluorocarbon, (CFC)" refers to the family of compounds of chlorine, fluorine, and carbon. CFC's contribute to the depletion of the stratospheric ozone layer, and have been used as an ingredient for refrigerants, solvents, and for blowing plastic-foam insulation and packaging. The Montreal Protocol on Substances that Deplete the Ozone Layer calls for complete elimination of CFC production.

"Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with City of Minneapolis or serves in a subcontracting capacity with an entity having a contract with City of Minneapolis for the provision of goods or services.

"Dioxins and furans" are a group of chemical compounds that are classified as persistent,

bioaccumulative, and toxic by the Environmental Protection Agency.

"Energy Star" means the US EPA's energy efficiency product labeling program described at <http://www.energystar.gov>.

"Energy Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

"Electronic Product Environmental Assessment Tool (EPEAT)" is an easy-to-use, on-line tool helping institutional purchasers select and compare computer desktops, laptops and monitors based on their environmental attributes.

"Forest Stewardship Council" is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups (<http://fscus.org/html/>).

"Green building" means the incorporation of environmental, health, and waste prevention criteria in building design, site-planning and preparation, materials acquisition, construction or remodeling, deconstruction, and waste disposal.

"Integrated pest management (IPM)" means the use of a combination of pest control methods including improved sanitation, mechanical, physical, biological, or chemical means.

"Leadership in Energy and Environmental Design (LEED)" means the self-assessing system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings. Credits are earned for satisfying defined criteria and standards. Different levels of green building certification are awarded based on the total credits earned.

"Postconsumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

"Practicable" means whenever possible and compatible with state and federal law, without reducing safety, quality, or effectiveness.

"Preconsumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

"Post-consumer recycled material" refers to material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.

"Recovered Material" means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material but does not include excess resources of the manufacturing process.

"Recyclable" refers to a material or product that can be reprocessed, remanufactured, or reused.

"Recycled Content" means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.

"Recycled Content Standard" means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as "recycled products."

"Recycled Product" means a product that meets the City's recycled content policy objectives for postconsumer and recovered material.

"Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

"Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

"Source Reduction" refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

"US EPA Comprehensive Procurement Guidelines" are the most current policies established by the U.S. Environmental Protection Agency for federal agency purchases.

"Water-Saving Products" are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

III. ROLES AND RESPONSIBILITIES

All City departments are responsible for implementation of this policy and to ensure their respective employees and contractors are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. All departments are responsible to:

- ensure that specifications do not discriminate against reusable, recycled, or environmentally preferable products without justification,
- evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors,
- review and revise specifications to maximize the specification of designated environmentally preferable products where practicable,
- facilitate data collection on purchases of designated environmentally preferable products by the department in order to assist the Purchasing Department.

The Purchasing Department will administer this policy by establishing a Sustainable Purchasing Committee composed of representatives of various city departments in order to:

- expand the purchase of environmentally preferable products,
- identify environmentally preferable alternatives and initiate pilot studies,
- recommend goals, where practicable, to practice alternative processes within City operations that will reduce the use/disposal of hazardous substances and will promote resource conservation,
- collect and maintain up-to-date information regarding manufacturers, vendors, and other sources for locating/ordering environmentally preferable products and will provide applicable information to departments,
- provide assistance, where feasible, to city departments to incorporate environmentally

preferable products into their operations,

- provide any other review, interpretation, and updates of this policy as necessary,
- promote staff education and training as feasible and in coordination with other state and local efforts.

PERFORMANCE, PRICE, AND AVAILABILITY

Nothing contained in this policy will be construed as requiring a department or contractor to procure products that do not conform to existing regulations, do not perform adequately for their intended use, are not safe, exclude adequate competition, or are not available at a reasonable price.

EFFECTIVE DATE

This policy will take effect on January 1, 2009.

The Purchasing Department, in conjunction with the Sustainable Purchasing Committee and responsible departments, will issue the first annual report within one year following the effective date of this policy and annually thereafter. The report will be to the Environmental Coordinating Team covering the status of this policy's implementation, information on total purchases of environmentally preferable products, results of designated product evaluations, financial implications, overall challenges, and recommendations for the future.

IV. GENERAL CONDITIONS

A. Source Reduction

A.1. Minneapolis will institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality, including but not limited to:

- conserving natural resources,
- communicating electronically instead of printing,
- photocopying and printing double-sided,
- using washable and reusable dishes and utensils,
- using rechargeable batteries,
- streamlining and computerizing forms,
- printing of documents and reports only as they are needed,
- leasing long-life products when service agreements support maintenance and repair rather than purchasing,
- sharing equipment and occasional use items such as chippers,
- choosing durable products rather than disposable,
- reducing product weight or thickness when effectiveness is not jeopardized in products such as, but not limited to, paper and plastic liner bags,
- buying in bulk, when storage and operations exist to support it,
- reusing products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings.

A.2. The City will purchase remanufactured products such as laser toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.

A.3. The City will require all equipment bought after the adoption of this policy to be compatible with source reduction goals and practices when practicable, including but not limited to:

- copiers and printers capable of duplexing,
- battery-operated equipment capable of being recharged or using rechargeable batteries,

- dishwashing equipment, when washable and reusable dishes and utensils are practicable.

A.4. All buyers will evaluate short-term and long-term costs in comparing product alternatives, when feasible. This includes consideration of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives. Examples of products for which such cost comparisons can indicate significant differences between short- and long-term costs include, but are not limited to, janitorial towels and tissues, parking stops, park benches and tables, office equipment, software and vehicles.

A.5. Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.

A.6. The City of Minneapolis will require to the extent practicable, that surplus or outdated electronic equipment, including but not limited to computers, monitors, printers, and copiers, be designated for reuse and or recycling in a manner that minimizes the release of contaminants to the environment.

A.7. Vendors will be encouraged whenever practicable to take back and reuse pallets and packaging materials.

A.8. City funds will not be used to purchase single-use bottled water unless it is necessary to protect public health.

B. Recycled Content Products

B.1. Printing paper, office paper, and paper products will contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.

B.2. Janitorial paper products will contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.

B.3. Other products for which the US EPA has established minimum recycled content standard guidelines, such as those for construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, will contain the highest postconsumer content practicable, or, when postconsumer material is impracticable for a specific type of product, contain substantial amounts of recovered material, but no less than the minimums established by the US EPA Comprehensive Procurement Guidelines.

B.4. Copiers and printers bought will be compatible with the use of recycled content products. When necessary, suppliers will train equipment maintenance personnel in the appropriate use of recycled products with their equipment.

B.5. When specifying asphalt concrete, aggregate base or portland cement concrete for road construction projects, Minneapolis will use recycled, reusable or reground materials when practicable, including, but not limited to, in-place recycling of asphalt concrete, aggregate base and portland cement concrete; rubberized asphalt concrete; recycled aggregate base; or recycled asphalt concrete.

B.6. To the greatest extent practicable, Minneapolis will specify and purchase recycled-content transportation products, including signs, cones, parking stops, delineators, and barricades, including recycled products approved by the Minnesota Department of Transportation.

B.7. The City of Minneapolis will purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.

B.8. The City of Minneapolis will purchase paint meeting Green Seal or other equivalent environmental standard for recycled content latex paint whenever practicable.

C. Forest Conservation

C.1. To the greatest extent practicable, Minneapolis will not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When practicable, Minneapolis will give preference to wood products that are certified to be sustainability harvested by a comprehensive, performance-based certification system. The certification system will include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

C.2. The City of Minneapolis encourages the purchase or use of previously used or salvaged wood and wood products whenever practicable.

D. Toxics and Pollution

D.1. When making a choice among comparable products, the City will, whenever practicable, favor those products whose production, use, and disposal involve fewer hazardous materials, including:

- carcinogens, neurotoxicants and reproductive toxins,
- persistent bioaccumulative toxicants, including lead, mercury, dioxins and furans for example,
- compounds that are acutely toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers,
- substances that contribute to the production of photochemical smog, tropospheric ozone production, or poor indoor air quality.

D.2. The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products will be replaced as needed and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems will not contain them.

D.3. The City of Minneapolis will implement an Integrated Pest Management (IPM) Plan and practices for indoor and outdoor areas, using chemical controls only as a last resort and providing on-going training and certification for City staff. Purchases of materials and services made by the City will be consistent with its IPM policies.

D.4. When maintaining buildings, the City of Minneapolis will use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no urea formaldehyde. Examples include paint, carpet, adhesives, furniture and casework.

D.5. The City of Minneapolis will reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

- finding safer alternatives to products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies, whenever practicable,
- purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever practicable.

D.6. The City of Minneapolis will reduce the use of disposable batteries by purchasing rechargeable batteries for devices, such as cameras, remote control, tape recorders, telephone headsets, and wireless keyboards and mice and other equipment when practicable.

D.7. Minneapolis will purchase products and equipment with no lead or mercury whenever practicable, including automotive vehicles. For products that contain lead or mercury, Minneapolis will give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. It is understood that CFLs do contain a small amount of mercury and the expectation is that they will be disposed of properly.

D.8. The City of Minneapolis will specify that desktop computers, notebooks and monitors purchased or leased meet, at a minimum, all EPEAT environmental criteria designated as "required" as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products, whenever practicable.

D.9. When replacing vehicles, the City of Minneapolis will lease or purchase only the most fuel-efficient models available that are suitable for each task and through carsharing and carpooling, will minimize the number of vehicles purchased.

D.10. When replacing vehicles, the City of Minneapolis will consider less-polluting alternatives to diesel such as compressed or liquefied natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

D.11. All City Departments and Agencies are prohibited from purchasing or acquiring polystyrene foam disposable food service ware and where affordable will use biodegradable or compostable disposable food service ware.

D.12. Compostable plastic products purchased will meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates will meet ASTM D6868-03 standards.

D.13. The purchase of all pentachlorophenol, arsenic and creosote treated wood by the City of Minneapolis is prohibited.

D.14. The City will avoid purchasing products containing brominated flame retardants (BFRs), bisphenol-A, and phthalates wherever practicable.

D.15. Resolution 2006R-526, Adopting Low Environmental Impact Cleaning Policy is incorporated into this policy.

D.16. Minneapolis will reduce the use of salt and other toxics in the cleaning and snow removal of hard surfaces.

E. Energy and Water Savings

E.1. Where applicable, energy-efficient equipment will be purchased with the most up-to-date energy efficiency functions. When necessary, suppliers or manufacturers will train equipment operators and maintenance personnel in the proper enabling and use of energy efficient and sleep mode functions on their equipment.

E.2. All appliances and products purchased by the City and for which the US EPA Energy Star certification is available will meet Energy Star certification. Typically, this would include lighting, heating systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers and microwave ovens. Purchased electronic products meeting EPEAT standards are highly encouraged.

E.3. When Energy Star labels are not available, choose energy efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

E.4. The City will purchase water-saving products whenever practicable. This includes, but is not limited to, high-performance fixtures like toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

F. Green Building - Construction and Renovations

F.1. All building and renovations undertaken by the City will follow green building practices for design, construction, and operation as outlined in this policy,

F.2. Resolution 2006R-381 regarding adopting LEED standard for City buildings is incorporated into this guideline.

F.3. The City will purchase high efficiency lighting, along with cooling and heating equipment whenever practicable.

G. Waste Minimization

G.1. Minneapolis requires vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.

G.2. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

G.3. Vendors will be encouraged to take back and reuse pallets and packaging materials.

G.4. Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, will be required to take back equipment for reuse or environmentally safe recycling when Minneapolis discards or replaces such equipment, whenever practicable.

H. Landscaping

H.1. Workers and contractors providing landscaping services for the City will employ sustainable landscape management practices whenever practicable, including:

- Using IPM, including minimal pesticide use,
- Grasscycling (leaving the clippings on the lawn) for at least 50% of all mowings,
- Pruning on an as needed basis. Thinning is the preferred method of pruning. Minimal heading or shearing is encouraged,
- Fertilizing on an as needed basis, as indicated by a soil analysis. Slow release and/or organic fertilizers are preferred,
- Scheduling irrigation based on weather (evapo-transpiration rates) whenever practicable. Drip irrigation is preferred whenever practicable,
- Limiting turf areas where drip irrigation is not appropriate to walking and play surfaces. All other landscaping (such as for views) should be accomplished with low-water plantings,
- Recycling plant debris by composting and/or maintaining a layer of mulch under all trees, shrubs and groundcovers and in all open areas. Allowing leaf drop to become part of the mulch layer in tree, shrub and groundcover areas is preferred.

H.2. Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

H.3. To the greatest extent practicable, Minneapolis will not procure mulch products that originate from virgin forest products. When practicable, Minneapolis will give preference to mulch products that are produced on-site or from regionally generated plant debris.

H.4. To the greatest extent practicable, Minneapolis will procure compost that is produced from

feedstock that includes at least 50%, by volume, regionally generated plant debris and/or food waste and less than 0.5% by volume, physical contaminants. The compost will be processed in to promote pathogen reduction and weed seed kill and minimize heavy metal concentrations.

H.5. Hardscapes and landscape structures constructed of recycled content materials are encouraged. Concrete substitutes are encouraged for walkways, such as rosin emulsion paving or other porous materials.

I. Bio-Based Products

I.1. Vehicles fuels made from plant-based contents are encouraged whenever practicable and unless they are determined to be less environmentally friendly than the alternative. The Bio Fuel will meet the blending ASTM D6751 standards.

I.2. Paper, paper products and construction products made from non-wood, plant-based contents and residues are encouraged whenever practicable.

J. Producer Responsibility

J.1. The City of Minneapolis will, whenever practicable, favor products that are manufactured by companies that take financial and/or physical responsibility for collecting, recycling, reusing, or otherwise safely disposing of their products and packaging at the end of their useful life.

K. Renewable Energy and Greenhouse Gas Reductions

K.1. The City of Minneapolis will commit to reducing energy use as much as feasible and the remaining energy needs will be met by renewable energy sources as much as is practicable.

K.2. As it becomes practicable the City will attempt to reduce and record greenhouse gas emissions.

L. Automatic Substitutions

L.1. The City will work with their office supply contractor to establish an automatic substitution of environmentally and preferable alternatives for office supplies when practicable; that are readily available, cost effective and can perform for the intended use.

M. Compliance with Statues and Ordinances

M.1 Actions taken in accordance with this policy must comply with the Small and Underutilized Business Program Requirements in Chapter 423 of the Minneapolis Code of Ordinances, as well as the Living Wage and Responsible Public Spending Regulations outlined in Chapter 38.

M.2 The City will encourage green purchasing that supports local suppliers as provided in the Resolution supporting the Minneapolis Good Green Jobs Initiative, subject to the limitations and requirements embodied in the Uniform Municipal Contracting Law.