

**LIVINGSTON COUNTY**  
**ENVIRONMENTALLY PREFERRED PROCUREMENT (EPP)**  
**AND WASTE REDUCTION POLICY**

RESOLUTION #503-137

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 5.5.03

**1.0 PURPOSE**

This policy shall be known as the Livingston County Environmentally Preferred Procurement and Waste Reduction Policy. Its purpose is to support markets for recycled and other environmentally preferred products by encouraging Livingston County departments and contractors to buy such products whenever practicable, and to minimize the amount and toxicity of waste generated by county departments.

There are several reasons for developing this program including the following:

- Meet an objective of the Livingston County Solid Waste Management Plan Update 1998-2002 (“Encourage the County and local governments to support recycling through policy actions, funding and their own purchasing and waste disposal activities”)
- Increase job satisfaction as purchasing power is put to work to benefit human health and the environment
- Improve worker health and safety
- Reduce operating and maintenance costs, including hazardous material handling and disposal costs
- Reduce liabilities
- Set an example for local units of government, businesses, and the rest of the community

**2.0 GOALS OF POLICY**

The main goal of the policy is to promote the inclusion of environmental factors along with product safety, price, performance and availability when any product is purchased or service is contracted for Livingston County. The evaluation should take into account raw materials, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product.

A second goal of the policy is to reduce the amount and toxicity of waste that is generated by county departments and to conserve energy whenever possible.

**3.0 DEFINITIONS**

COMPOST PRODUCTS: Mulch, soil amendments, ground cover, or other landscaping material derived from the biological or mechanical conversion of cellulose-containing waste materials.

ENVIRONMENTALLY PREFERABLE: Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

This comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

**ENVIRONMENTALLY PREFERRED PRODUCT:** Contains some or all of the following qualities: recycled content, minimal packaging, energy efficiency, and non-hazardous components. It creates little or non-hazardous waste, and if possible, is made with renewable resources, is reusable, durable, and repairable.

**POST CONSUMER RECYCLED MATERIAL:** Only those products generated by a business or consumer which have served their intended end uses and which have been separated or diverted from the solid waste stream for the purpose of collection, recycling, and disposition.

**PRACTICABLE:** Sufficient in performance and availability at a reasonable price. Final determination of the practicability of any given product must lie with the users of the product, since it is they who understand their performance and budgetary requirements. Evaluation should consider life-cycle and replacement costs.

**PRICE PREFERENCE:** A percentage by which offered prices for recycled products are reduced for purposes of bid evaluation.

**RECYCLABLE PRODUCT:** Material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.

**RECYCLED PRODUCT:** Product containing recycled material.

**WASTE REDUCTION:** The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage and at the time of its discard,

#### **4.0 RESPONSIBILITIES OF SOLID WASTE MANAGEMENT PROGRAM**

The Livingston County Solid Waste Program shall:

- Develop and maintain information about environmentally preferable products (including recycled products, recyclable products, and less toxic products) to be purchased by departments whenever possible. The lists may be modified as needed,
- Inform departments of their responsibilities under this policy and provide implementation assistance.
- Assist departments with materials needing special disposal
- Assist departments with materials that can be reused or recycled
- Disseminate information on recycled and environmentally preferred product procurement opportunities, specifications, and performance to departments.
- Communicate with departments to review policy requirements and new procurement opportunities and to monitor the status of policy implementation product research results,
- Publicize the progress of policy implementation.
- Submit an annual report to the Livingston County Board of Commissioners reflecting the implementation status of the program,. including:

- A compilation of procurement data collected from all departments and other parties charged with implementation responsibility under this policy.
- An account of the current status of product evaluations conducted by departments.
- An assessment of procurement program effectiveness, an evaluation of program goals, and projections of future procurement opportunities.

## **5.0 RESPONSIBILITIES OF ALL COUNTY DEPARTMENTS**

In an effort to purchase environmentally preferred products, each Livingston County department shall:

- Evaluate each recycled or environmentally preferable product designated by the Solid Waste Program to determine the extent to which the department and its contractors may practicably use the product.
- Purchase recycled products with the maximum amount of recycled material practicable.
- Ensure that contracts issued by the department require recycled, and environmentally preferable products whenever practicable.
- Ensure that contracts issued by the department for recycled products require the maximum practicable amount of recycled material and that contractors provide certification of this content and report amounts used.
- Ensure that all printing by Livingston County departments uses recycled paper and bears the chasing arrow logo or other imprint identifying it as such,
- Use both sides of paper sheets whenever practicable in printing and copying.
- Purchase copy machines with duplexing capabilities when feasible
- Purchase energy conserving equipment and building fixtures
- Ensure that requests for bids and proposals issued by Livingston County require that, whenever practicable, contractors and consultants use recycled paper and both sides of paper sheets.
- Report the progress of policy implementation by the agency to the Solid Waste Program, including the status of product evaluations conducted by the agency and types of environmentally preferable products purchased by the department and its contractors.
- Report total purchases of environmentally preferable, recycled, and non-recycled products by the department and its contractors annually to the Solid Waste Program

In an effort to reduce waste, each Livingston County department shall, whenever feasible:

- Use reusable mugs and other dishes
- Maximize use of inter-office and intra-office electronic mail rather than sending paper copies.
- Reuse folders, envelopes and other types of paper
- Post memorandums and other notices on bulletin boards rather than distributing to each individual employee
- Copy on both sides of paper
- Avoid unnecessary printing or copying printed materials
- Participate in the county internal office paper recycling program

In an effort to prevent pollution, each Livingston County department shall, whenever feasible:

- Purchase products that contain the fewest volatile organic compounds (VOCs) that can escape during product use.

- Choose non-mercury containing products, replace current mercury containing products with non-mercury alternatives, and properly dispose of mercury containing items when they reach the end of their useful life.
- Use biodegradable cleaners whenever possible
- For toxic products, buy only the amount that is needed and use all of the product for its intended use
- All waste materials that cannot be reused or recycled shall be disposed of in an environmentally responsible manner. In particular, hazardous waste products such as oil based paint, solvents, bleaches, and other hazardous products shall be disposed properly and in accordance with all Federal, State and local regulations
- Require contractors to remove all leftover paint and other toxic materials from job sites
- Use products for their intended use and to their fullest extent prior to disposal

In an effort to conserve energy, each Livingston County department shall:

- Turn off personal computers, copy machines and other office equipment when not in use
- Shut off lights when not in room
- Set screen saver on personal computers

## **6.0 ENVIRONMENTALLY PREFERABLE PRODUCTS**

The following products shall be evaluated for environmentally preferred purchasing

- Paper and Paper Products photocopy paper, computer paper, and a growing variety of recycled printing papers are widely available
- Compost Products
- Horticulture mulch made with recycled land-clearing and other wood debris
- Construction aggregates made with recycled cement, concrete, glass or asphalt
- Cement and asphalt concrete containing glass cullet, recycled fiber or plastic, tire rubber or fly ash
- Lubricating oil and hydraulic oil with re-refined oil content
- Recycled plastic products
- Remanufactured tires and products made from recycled tire rubber, including rubber mats and playfield surfaces
- Insulation
- Paint
- Carpet and padding
- Remanufactured laser printer toner cartridges
- Energy efficient light fixtures, lamps and ballasts
- Energy efficient computers and other electronic equipment
- Rechargeable batteries
- Products packaged in minimal amount of packaging material
- Other products as designated by the Solid Waste Program

## 7.0 EXEMPTIONS

Nothing contained in this policy shall preclude user departments from requiring recycled material content as a bid specification. Nothing in this policy shall be construed as requiring an agency or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

<b>RESOLUTION #503-137</b>	<b>APPROVED: MAY 5, 2003</b>
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**[SEE GREEN PURCHASING FLYER & RESOLUTION ATTACHED HERETO]**

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## Green Purchasing will make Livingston County an Environmentally Friendlier Consumer

Livingston County is moving forward with a new “Green Purchasing” initiative to protect the environment, public health and its pocketbook.

The County Board of Commissioners unanimously agreed on May 5, 2003, to begin encouraging County departments to increase their use of products that are better for the environment. The policy, known as the *Environmentally Preferred Procurement (EPP) and Waste Reduction Policy*, supports the increased use of energy efficient and recycled products, and replacing hazardous products with less toxic alternatives when possible.

The policy does not require a purchaser to select a product or service based solely on environmental factors. Rather, it places a preference on “green” products and services with all other factors being equal.

The primary goal of the policy is to promote the inclusion of environmental factors along with product safety, price, performance, and availability. A second goal of the policy is to reduce the amount and toxicity of waste that is generated by county departments and to conserve energy whenever possible.

Implementing the policy might be challenging since most purchasers are accustomed to buying certain products and staff may feel comfortable with the quality and effectiveness of the products they currently use. But, I am confident that with the support of department heads and purchasers, the transition will be smooth!



The first step in implementing the policy will require that I meet with each department individually to determine what items are purchased and how they are purchased (i.e. RFP, quotes, etc.), how often, and through what vendor. A similar process will take place for contracted services. Comparable “green” substitutions will be identified and tested, and wording will be added to some Requests for Proposals stating our new policy and how vendors can gain additional points by being ISO 140001 certified, or associated with certain environmental organizations, or by offering recycled content products., etc. At the end of each year, a follow up survey will be conducted to determine how well the new products and services worked and any modifications that are necessary.

### Simple Tips to Reduce Waste

- Set your computers so that the screen saver turns on when the computer is not in use (if you are unsure of how to do this, contact IT).
- Turn off copiers, printers, monitors, lights, radios and other energy draining equipment at the end of each day.
- Use e-mail to communicate rather than faxing or mailing.
- Use both sides of paper and recycle used paper
- Buy recycled content products.



### Questions, Comments, Criticisms, Compliments . . . . .

Call Robert Spaulding at the Drain Commissioner’s Office at #517-545-9609

**RESOLUTION TO ADOPT AN ENVIRONMENTALLY PREFERRED PROCUREMENT AND WASTE REDUCTION POLICY - DRAIN COMMISSIONER=S OFFICE, SOLID WASTE PROGRAM**

**WHEREAS,** the Livingston County Solid Waste Management Plan Update 1998-2002 specifies a goal to support recycling through policy actions, funding and their own purchasing and waste disposal activities; and

**WHEREAS,** the Livingston County Board of Commissioners wishes to support markets for recycled and other environmentally friendly products, and to minimize the amount and toxicity of waste generated by County Departments; and

**WHEREAS,** the use of recycled and environmentally friendly products and services by Livingston County can spur private sector development of new technologies and use of such products, thereby creating business and employment opportunities and enhancing regional and local economies; and

**WHEREAS,** an Environmentally Preferred Procurement (EPP) and Waste Reduction Policy will promote the inclusion of environmental factors along with product safety, price, performance and availability when a product is purchased by a County Department; and

**WHEREAS,** the EPP and Waste Reduction Policy will encourage County Departments to reduce the amount and toxicity of waste generated; and

**WHEREAS,** the Livingston County Solid Waste Program will educate County Departments of the policy and inform them of environmentally preferred products that are available, encourage feedback on environmentally preferred products that were purchased, and keep records of the success of the program.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners, in order to show concern for the environment and to serve as a role model for local units of government, businesses and industry in Livingston County, hereby establishes the Livingston County Environmentally Preferred Procurement (EPP) and Waste Reduction Policy.

**BE IT FURTHER RESOLVED** that the EPP and Waste Reduction Policy will promote waste reduction, toxicity reduction, recycling, buy-recycled efforts, and energy conservation within Livingston County Departments and will continue to be evaluated for success by the Livingston County Drain Commissioner=s Office, Solid Waste Program.

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**MOVED:** COMMISSIONER ANDERSEN  
**SUPPORTED:** COMMISSIONER BELSER  
**CARRIED:** 8-0-1 ABSENT