

Town of Woodbury
Sustainable Purchasing Policy

Purpose:

On September 27, 2018, the Board of Selectmen passed a resolution supporting the Town's participation in the *Sustainable CT Municipal Certification Program*. As such, the Town recognizes its responsibility to minimize negative impacts to human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The purpose of this policy is to encourage and increase the use of environmentally friendly products and services, which support the Town's commitment to sustainability.

Policy:

1. General Policy Statement: Town employees shall seek to procure materials, products, or services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship.
2. Policy Objectives:
 - Encourage the purchase and use of materials, products, and services that best align with the Town's fiscal, environmental, social, community, and economic goals;
 - Conserve natural resources and reduce health and safety risks. Minimize the environmental influences of products used in Town operations including greenhouse gas emissions and landfill waste;
 - Eliminate or reduce toxins that create hazards to employees and the community;
 - Identify and increase the use of environmentally friendly products;
 - Support recycling;
 - Complement existing Town sustainable practices and procedures;
 - Communicate the Town's commitment to sustainable procurement, including encouraging vendors to promote products and services that align with the Town's sustainability goals.
3. Sustainability Factors: Factors to be considered in procurement of products and services include, but may not be limited to the following:
 - Fiscal responsibility;
 - Pollutant releases and toxins, air emissions;
 - Greenhouse gas emissions;
 - Energy consumption, efficiency and renewable energy;
 - Depletion of natural resources;
 - Effects on human health and the environment;
 - Recyclability and recycled content;
 - Waste generation and waste minimization.

While not all factors will be incorporated into every purchase, it is the intent of this policy that Town employees will make a good faith effort to balance these factors in their purchasing decisions.

Use of Best Practices:

Town employees will utilize best practices in sustainable procurement as they evolve. As it applies to this policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable.

Key areas for immediate consideration:

Source Reduction

The Town shall follow practices that reduce waste and result in the purchase of fewer products. Products that are durable, long lasting, reusable or refillable are preferred.

Office Supplies

When purchasing office supplies, departments shall first consider the use of recycled content paper, toner cartridges and other supplies which either contain post-consumer recycled materials or may be recycled at the end of their useful lives.

Energy and Water Savings

The Town shall consider implementing energy efficient practices and initiatives for Town buildings and benchmark energy performance with Energy Star.

Replacement of inefficient interior and exterior lighting shall include energy efficient equipment and bulbs. Exterior lighting shall be minimized to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

The Town shall consider purchasing water-saving/conservation products. This includes, but is not limited to, high performance fixtures such as toilets, low-flow faucets and aerators, and upgraded landscape irrigation systems. The Town shall seek to utilize Water Sense labeled products for toilets, urinals, bathroom faucets, showerheads, and pre-rinse sprayers in all new municipal construction as well as replacements upon their scheduled or unscheduled replacement.

Green Buildings and LEED IM Ratings

All new building and building renovations undertaken by the Town shall seek to follow Green Building Practices for design, construction and operation, as described in the LEED IM Rating System. Architects and engineers shall be required to have LEED certified members on their staff assigned to the project.

Renewable Energy

The Town shall consider investing in clean renewable energy sources, such as the use solar panels, electric vehicles and charging stations and/or utilizing passive solar design in new construction.

Landscaping

Town employees and contractors providing services to the Town shall be encouraged to employ sustainable landscape management practices, whenever practicable, including but not limited to, integrated pest management, grass recycling, drip irrigation, composting and the use of mulch and compost. Hardscapes and landscape structures shall be constructed to reduce the need for watering and herbicides. Plants shall be selected to minimize waste by choosing species that are appropriate to the climate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color if possible. Native and drought tolerant plants that require minimal watering once established are preferred.

Toxins and Pollution

When practicable, no cleaning or disinfecting products (for janitorial use) shall contain ingredients that are toxic. These include chemicals listed by the U.S. EPA or OSHA. When maintaining buildings, the Town shall use products with the lowest amount of volatile organic compounds (VOC's), highest recycle content, and low or no formaldehyde or lead when purchasing materials such as paint, carpet, adhesives, furniture ceiling tiles and casework.

The Town shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to: photocopier paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible. Eliminating the use of products that use halogens, polyvinyl chloride (PVC), lead, and asbestos such as, casework, moldings, furniture, carpet, flooring materials and ceiling tiles.

When replacing vehicles, the Town shall take into consideration the overall fuel efficiency and alternate fuels; including less-polluting alternatives to diesel such as bio-based fuels, hybrids, electric batteries, natural gas, and fuel cells, as may be available.

Purchasing Cooperatives

Participation in other government cooperatives at the local, state, federal or national level when deemed in the Town's best interest shall be incorporated into purchasing decisions for sustainable products. Purchases will include, but not be limited to manufactures or suppliers that source goods and services locally (geographically nearby).

Document Management

Purchasing decisions will consider the reduction of paper waste for both internal and external purposes. Document management software solutions shall be considered for the creation and use of electronic forms and applications in lieu of traditional paper copies to reduce overall paper use and waste. Town documentation and record keeping processes will be reviewed regularly to identify ongoing opportunities for transitioning hard copy paper documents to electronic format. Employees will be encouraged to keep electronic copies of documents.

Priorities:

The health and safety of workers and citizens is of the utmost importance and takes precedence over all other policies and practices.

Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable time period.

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

Implementation and Responsibilities:

The First Selectman, Purchasing Department and other responsible Department Directors/Managers shall implement this policy in coordination with the Town's initiatives and goals.

Education:

The Town's sustainable purchasing initiative shall be communicated to all Town staff.

Definitions:

Bio-Based Products are commercial or industrial products (other than food or feed) that use agricultural crops or residues but does not include products made from forestry materials.

Dioxins are chemical compounds classified as persistent, bioaccumulative and toxic by the United States Environmental Protection Agency (EPA).

Energy Star is the U.S. EPA's energy efficient product labeling program.

Energy Efficient Product is a product that is in the upper twenty-five (25%) percent of energy efficiency for all similar products, or that is at least ten (10%) percent more efficient than the minimum level that meets Federal standards and guidelines.

Green Building Practices is a whole system approach to the design, construction and operation of buildings and structures that helps mitigate the environmental, economic, and social effects of

construction, demolition and renovation. Green Building Practices such as those described in the LEED IM Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.

Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms and the environment.

Buying **Locally** refers to large purchasers making every effort to source goods and services from geographically nearby, independent businesses. This commitment strengthens the community's economy, encourages entrepreneurship, creates jobs and also minimizes long-distance fuel consumption, emissions, and other environmental harm.

Recycled Content is the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.

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

Sustainable Purchasing is purchasing materials, products and labor in a manner that reflects fiscal responsibility, social equity, environmental stewardship and community enhancement.

Volatile Organic Compound (VOC) is an organic compound that typically vaporizes at room temperature and participates in atmospheric photochemical reactions.

Water-Saving Products are those that are in the upper Tenety-five (25%) of water conservation for all similar products, or at least ten (10%) percent more water-conserving that the minimum level that meets federal standards.

Resolution Supporting a Sustainable Purchasing Policy

WHEREAS, the Town of Woodbury is committed to promoting a sustainable future that meets the needs of the present without compromising the ability of future generations to meet their needs.

WHEREAS, the Town of Woodbury will seek to do business with vendors who consider the long-term impacts within their industry and are proactive in sustainable practices.

BE IT RESOLVED, by the Board of Selectmen of the Town of Woodbury to approve and implement the Sustainable Purchasing Policy

BE IT FURTHER RESOLVED, that the above resolution was approved by the Woodbury Board of Selectmen at their regularly scheduled meeting of February 28, 2019.