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	SUBJECT: ENVIRONMENTAL, HEALTH, AND SAFETY PURCHASING POLICY		

1.0 POLICY

It is the policy of the City of Winona to centralize purchasing to secure the highest quality service, materials, and equipment for the most economic price while requiring purchase of products and services that minimize environmental, health, and safety impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practicable.

It is not the intent of this policy to require a department, buyer or contractor to take any action that conflict with local, state or federal requirements or 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 period of time.

2.0 PURPOSE

This Policy is adopted in order to meet the goals of an Environmental, Health and Safety Purchasing Program of;

- minimizing health and safety risks to City staff and residents,
- minimizing the City's contribution to global climate change,
- improving air quality,
- protecting the quality of ground and surface waters,
- minimizing the City's consumption of resources,
- purchase products that include recycled content in order to support strong recycling markets,
- institute practices that reduce waste by increasing product efficiency and effectiveness, use products that are durable and long-lasting, and reduce materials that are land filled,
- purchase products and institute practices that conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, and use recycled wood and wood from sustainable harvested forests,
- purchase products that are free of mercury and lead and eliminate the use of other persistent bioaccumulative toxic chemicals where possible,
- increase the use and availability of environmentally preferable products, services and distribution systems that protect human health and the environment,
- support emerging and established manufacturers and vendors that reduce environmental

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and human health and safety impacts in their services and production and distribution systems,

- create a model for successfully purchasing environmentally, health, and safety preferable products and services that encourages other buyers and consumers in our community to adopt similar goals, and
- purchase products and equipment that meet minimum safety requirements from federal, state, local, and national recognized standards.

3.0 Purchasing Procedure

3.1 In order to purchase specific products at the lowest cost possible while meeting the purpose of this policy; it is essential to buy certain products through a centralized purchasing agent. The purchasing agent will be the City's Environmental, Health, and Safety Coordinator. Here is a list of items that will be centrally purchased;

- all office paper including printer, letterhead, and envelopes,
- cleaning chemicals
- automotive and equipment maintenance chemicals
- paper towels and toilet paper
- personal protective equipment (ear plugs, safety glasses, respirators, etc),

3.2 All other purchases by departments shall consult the Environmental, Health, and Safety Coordinator prior to purchasing and shall meet the purpose of this policy. This can be accomplished in different ways;

1. Contact the Environmental, Health, and Safety Coordinator in regards to product or equipment the department wants to purchase. The Environmental, Health, and Safety Coordinator will then research as needed and provide the department with recommendations.
2. The department researches and finds such product or equipment and presents to Environmental, Health, and Safety Coordinator for approval.

3.2 All purchases needed to ensure continuous operation of essential City services or purchases made during emergency operations would be exempt from this process; however each department should still try to meet the purpose of this policy.

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SPECIFICATIONS

4.1 Source Reduction

- 4.1.1 The City of Winona shall 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.
- 4.1.2 The City of Winona shall purchase remanufactured products (i.e. for equipment and vehicles) whenever practicable, but without reducing safety, quality or effectiveness.
- 4.1.3 The City of Winona shall require all equipment bought after the adoption of this policy to be specified and delivered so it is compatible with source reduction goals as referred to in this section (4.1), whenever practicable.
- 4.1.4 All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation 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.
- 4.1.5 Products that are durable, long lasting, reusable, refillable, and recyclable or otherwise create less waste shall be selected whenever possible.
- 4.1.6 The City of Winona requires vendors to minimize packaging to the greatest extent practicable.
- 4.1.7 Packaging that is reusable, recyclable or compostable shall be selected when suitable uses and programs exist.
- 4.1.8 Vendors shall be required whenever possible to take back and reuse pallets and packaging materials.
- 4.1.9 Suppliers of electronic equipment shall be required to take back equipment for reuse or environmentally safe recycling when the City of Winona discards or replaces such equipment, whenever possible.

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4.1.10 Rechargeable and recyclable batteries shall be purchased and used whenever possible.

4.1.11 All documents shall be printed and copied on both sides to reduce the use and purchase of paper, whenever practical.

4.2 Toxics Reduction and Pollution Prevention

4.2.1 No product or service purchased by the City of Winona shall contain, emit, or create the following in its use, to the extent practicable:

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

4.2.2 All cleaning or disinfecting products (i.e. for janitorial or automotive use) shall at a minimum meet Green Seal Standards for environmental preferability and performance, whenever practical.

4.2.3 Purchasing products containing persistent, bioaccumulative and toxic chemicals (PBTs) shall be avoided, where alternatives exist.

4.2.4 The use of chlorofluorocarbon-containing refrigerants, solvents and other products known to contribute to the depletion of the ozone layer shall be phased out and new purchases shall not contain them.

4.2.5 When maintaining buildings and landscapes, the City of Winona shall manage pest problems through prevention and physical, mechanical and biological controls and use least toxic chemical pesticide products only after safer approaches or products have been determined to be ineffective.

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4.2.6 When maintaining buildings, the City of Winona shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, flooring, adhesives, furniture and casework.

4.2.7 The City of Winona shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

- Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible, and
- Prohibiting purchase of products that contain or are packaged in polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, carpeting/flooring, other building materials and supplies, and medical supplies whenever practicable.

4.2.8 The City of Winona shall purchase products and equipment with no lead, cadmium or mercury whenever possible. For products that must contain lead or mercury because no suitable alternative exists, the City of Winona shall give preference to those products with the lowest quantities of these metals available and to vendors with established lead, cadmium and mercury recovery programs.

4.2.9 When replacing vehicles, the City of Winona shall lease or purchase only the most fuel-efficient models available that are suitable for each task and through car sharing and carpooling, shall minimize the number of vehicles purchased.

4.2.10 To the extent practicable, the City shall use renewably-derived fuels or fuels that are cleaner and less-polluting than gasoline and conventional diesel fuel, including biodiesel, natural gas and electricity.

4.2.11 The purchase of all pentachlorophenol, arsenic and creosote treated wood by the City of Winona is prohibited.

4.2.12 The City shall avoid purchasing products containing brominated flame retardants (BFRs) wherever possible. In particular, the BFRs "penta" and "octa" will be targeted for phase-out.

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4.3 Recycled Content Products

- 4.3.1 All products purchased for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines shall contain the highest post consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- 4.3.2 Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.
- 4.3.3 When specifying asphalt concrete, aggregate base or portland cement concrete for road construction projects, the City of Winona shall use recycled, reusable or reground materials when practicable and consistent with accepted engineering practices.
- 4.3.4 The City of Winona shall specify and purchase recycled content transportation products, including signs, cones, parking stops, and barricades.

4.4 Energy and Water Savings

- 4.4.1 New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels, whenever practicable.
- 4.4.2 All products purchased by the City of Winona and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, products shall meet or exceed the FEMP recommended levels.
- 4.4.3 Energy Star and power-saving features for copiers, computers, monitors, printers and other office equipment shall be enabled during the initial installation and shall remain enabled unless these features conflict with the manufacturer's recommended operation and maintenance of the equipment.

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4.5 Green Building - Construction and Renovations

4.5.1 All building and renovations undertaken by the City of Winona shall follow Green Building or equivalent practices for design, construction, and operation, where applicable, as described in the LEED™ Rating System.

4.6 Landscaping

4.6.1 All landscape renovations, construction and maintenance by the City of Winona, including workers and contractors providing landscaping services for the City of Winona, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.

4.6.2 Plants should be selected to minimize waste by choosing species for purchase 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.

4.6.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. The City of Winona shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

4.7 Forest Conservation

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

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**ADMINISTRATIVE
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4.8 Agricultural Bio-Based Products

4.8.1 Vehicle and equipment fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable.

4.8.2 Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are to be purchased and used whenever practicable.

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