



In September 1994 Santa Monica's City Council adopted the following as one of the eight Guiding Principles of the Santa Monica Sustainable City Program:

***The City is Committed to Procurement Decisions which Minimize Negative Environmental and Social Impacts***

*The procurement of products and services by the City results in environmental and social impacts both in this country and in other areas of the world. The City must develop and abide by an environmentally and socially responsible procurement policy which emphasizes long-term values and will become a model for other public as well as private organizations. The adopted procurement policy will be applicable to City programs and services in all areas.*

The following programs and policies have been developed as part of the Sustainable City Program to address this goal. Summary information about each of these programs and policies is presented on the following pages.

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1. Recycled Products Procurement Policy
2. Administrative Instruction for the Purchase of Office Paper
3. US Conference of Mayors/CALPIRG Buy Recycled Campaign
4. Toxic Use Reduction Policy for City Chemical Purchases:
  - Janitorial Products Purchasing Criteria
  - Integrated Pest Management Program
  - Fleet Maintenance Policy for the Purchase of: Re-refined Oil, PropyleneGlycol Antifreeze, Retread Tires, and Water-Based Parts Cleaners
5. Tropical Rainforest Wood Purchasing Ordinance
6. Ozone-depleting Chemical Purchasing Ordinance
7. Reduced Emission Fuel Policy for City Vehicle Purchases
8. Print Shop Policy for the Purchase of Recycled Paper and Vegetable-based Ink
9. Administrative Instruction for the Purchase of Energy-Efficient Office Equipment
10. Renewable Energy Purchase – 100% renewable electricity for all City facilities
11. Local Business Bidding Preference Sustainable Building Guidelines - address purchase of building materials, electrical equipment, plumbing fixtures, and landscaping materials.

## Sustainable Purchasing Programs and Policies

### •Recycled Products Procurement Policy (administrative)

City staff developed this policy in 1991 to complement the City's recycling program. This is an administrative policy of the City's Finance Department developed at the request of City Council. The policy states the following:

- Whenever practicable\*, products should be purchased which contain in order of preference:
  - 1.) the highest percentage of post-consumer recovered material available in the marketplace;
  - 2.) the highest percentage of pre-consumer recovered material available in the marketplace; and
  - 3.) paper products should at a minimum meet the State of California's definition of "recycled paper products" (at least 10% post-consumer recovered material and at least 50% total recovered material)

\* "Whenever practicable" means a) the recycled products can perform the function intended at least as well as a product produced from only virgin material, and b) the cost of the recycled product reasonably approximates the cost of the product produced from only virgin materials.

- In addition to the recovered material content of a product, other important criteria considered in selecting products are:
  - 1.) the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs; and
  - 2.) the volume and toxicity of waste and by-products a given product and its packaging generate in their manufacture, use, recycling and disposal.
- Equipment purchased or rented by the City are to be compatible, whenever practicable, with the use of recycled-content products (e.g. photocopy machines).
- Product specifications and requisitions for products must conform to the following guidelines:
  - 1.) specifications and requisitions shall not require the exclusive use of products made from virgin materials, nor specifically exclude the use of recycled-content products;
  - 2.) performance standards must be reasonable and related to function, and shall not be designed to exclude the purchase of recycled-content products;
  - 3.) to the extent such information is known, City staff shall identify in the purchase requisition products available with recycled content and vendors from whom such products are available; and
  - 4.) the Purchasing Agent has the authority to specify a minimum recycled-content standard in bid solicitations.

Product lines where recycled products have been substituted for virgin products in City purchases include: white bond photocopier paper, stationary supplies, janitorial paper products, aggregate for street resurfacing, plastic semi-automated refuse carts, motor oil, paint, automobile tires, green-bar computer paper, business cards, envelopes, letterhead paper, laser printer cartridges, and trash can liners.

- **Administrative Instruction Pertaining to Office Paper**

In November 1995 the City adopted several policies pertaining to office paper in the form of an administrative instruction to all City employees. These policies were instituted to increase the purchase and use of recycled and tree-free paper products and help reduce the amount of waste generated in daily City operations. These policies specify that all writing pads, file folders, report covers, note pads, and envelopes not acquired from the City warehouse or through the purchasing division shall be recycled and/or tree-free products; require that all requests for outside printing specify the use of recycled or tree-free paper and vegetable-based printing inks; require that recycled paper and waste reduction specifications be included in all requests for submittals from outside contractors; and require that all City employees incorporate waste reduction measures into their operations and recycle mixed paper.

- **US Conference of Mayors/CALPIRG Buy Recycled Campaign**

In September 1995, City Council adopted a resolution pledging Santa Monica's support for the US Conference of Mayors/California Public Interest Research Group (CALPIRG) Buy Recycled Campaign. In supporting the campaign, the City pledges to 1) purchase recycled printing and writing paper containing at least 20% post-consumer recycled material; 2) purchase recycled printing and writing paper containing at least 30% post-consumer recycled material beginning in 1998; and 3) purchase rerefined motor oil and retread tires for City fleet vehicles where operationally feasible.

- **Toxics-Use Reduction Program** – The Toxics-Use Reduction (TUR) Program is an ongoing program initiated in 1993 to identify and reduce the amounts of toxic products used in all areas of City operations. To date the program has resulted in significant reductions in the use of hazardous materials in the areas of custodial cleaning products, fleet maintenance, public facilities maintenance (painting, plumbing, and woodworking) printing, and pest management.

- **Janitorial Products Purchasing Criteria**

These criteria were developed as the first phase of the City's Toxics Use Reduction Program. This program began in 1993 and included a pilot testing phase to evaluate the effectiveness of various less toxic or non-toxic alternative custodial products. City custodians were enlisted to test the products and provide feedback. The results of the pilot contributed to the development of bid specifications for the evaluation of bids from custodial product vendors. The specifications include environmental and public health criteria as well as performance and cost criteria. Products passing an initial set of pass/fail criteria are ranked in three categories: human health, environmental health, and corporate environmental responsiveness. Evaluation criteria for these categories include, among others, the presence of toxic ingredients, biodegradability, use of non-renewable resources in deriving the product, the amount, type, and recyclability of packaging, and documentation of cruelty-free product testing.

- **Integrated Pest Management Program**

The City's Integrated Pest Management (IPM) program was begun in 1996 and seeks to minimize the application of pesticides by focusing on long-term mechanical and administrative preventative measures to control pests. Phase 1 of the program was implemented in November 1996 and focused on indoor and

structural pests. As part of this phase, the City hired an IPM contractor to provide pest control services for all City facilities. In addition, City staff members were identified and trained as “pest managers” who are responsible for implementing some of the IPM practices. Phase 2 began in 1998 and focused on landscape pests. This involved the elimination of broadcast applications of herbicides in all City parks and sports fields, and the establishment of pilot pesticide-free zones in certain City right-of-ways and parks to control landscape pests. Based on results of the pilot, additional zones will likely be created throughout the city in late 1999. Phase 3 of the program began in June 1999 following completion of an independent audit and evaluation of the current IPM program. Phase 3 will focus on implementing recommendations from the evaluation and will expand the program to address the control of outdoor pests and the implementation of IPM in facilities leased by the City.

- **Fleet Maintenance Purchasing Policy**

The following progress has been made in reducing the use of toxic and hazardous materials in the Fleet Maintenance Division:

- Re-refined oil has been used on a limited basis in the City’s fleet vehicles since 1993 and in all fleet vehicles since 1996.
- Propylene glycol antifreeze (a less toxic alternative to conventional ethylene glycol antifreeze) was introduced on a pilot basis in fleet vehicles in 1995. By 1997 propylene glycol antifreeze was being used in all fleet vehicles.
- Fleet Maintenance staff have eliminated the use of aerosol products in all but one of their maintenance procedures.
- In 1998 all solvent-based parts washers used by the Fleet Maintenance Division were replaced with less-hazardous aqueous-based parts washers.
- All used oil filters are dismantled rather than crushed to permit reconditioning and reuse rather than downcycling of the recycled scrap materials.

- **Tropical Rainforest Wood Purchasing Ordinance**

In 1990, City Council adopted into the City’s Municipal Code a ban on the purchase or use by the City of any tropical hardwood product. The ban also prohibited the use of tropical hardwood products at City-sponsored events and requires suppliers of wood products to the City to ensure that neither the contents or packaging of the products they deliver contains tropical wood. This ban was enacted as an effort to reduce the demand for tropical wood to help slow the destruction of tropical rainforests. By 1998 it became apparent that the marketplace had responded to this and other similar purchasing bans by clearing tropical rainforests to institute more lucrative cash crop agriculture, thus defeating the City’s intent of protecting tropical rainforest ecosystems. In September 1998 City Council directed the City Attorney to modify the City’s ordinance banning the purchase of tropical rainforest woods. The modified ordinance allows the purchase of tropical rainforest wood provided it is certified as sustainably grown and harvested by an agency accredited by the Forest Stewardship Council (FSC). The modified ordinance similarly regulates the purchase by the City of old-growth temperate rainforest wood products, which wasn’t addressed in the 1990 ordinance.

- **Ozone-Depleting Chemical Purchasing Ordinance**

In January 1991, City Council adopted into the City’s Municipal Code several regulations related to the citywide purchase and use of ozone-depleting compounds (ODCs). These regulations include a ban on the manufacture, sale or distribution of

products using ODCs; a ban on the use of ODCs in building construction; mandatory recycling of ODCs used as coolants in mobile refrigerant/air conditioning systems; a restriction on the sale of ODCs used as coolants in refrigeration/air conditioning systems; a restriction on the release of halon from fire suppression systems; and mandatory recycling of halon from portable fire extinguishing systems. These regulations were adopted as an effort to reduce the impact ODCs have on human health and the environment locally and globally.

- **Reduced-Emission Fuel Policy for City Vehicle Purchases**

In December 1993, City Council adopted a policy to purchase reduced-emission fuel (REF) vehicles for the City fleet whenever possible in accordance with an operational review which determined which fleet vehicles would be suitable for REF use as well as the appropriate REF types to use. Reduced emission fuels refer to alternatives to gasoline and diesel fuels including compressed natural gas, liquid natural gas, propane, and electric. The policy also calls for annual updates of the operational analysis to ensure that the recommended fuel types are consistent with current technology. This policy was implemented in an effort to help the City reduce its use of non-renewable resources and improve local and regional air quality. In 1996 the City began purchasing fleet vehicles in accordance with a Council-adopted Vehicle Replacement policy. The policy institutes a program that establishes a replacement schedule for all fleet vehicles and requires, where feasible, replacement with vehicles that operate using reduced-emission fuels. The policy was designed to assure attainment of the Sustainable City program goal of 75% of the fleet powered by alternative fuels by the year 2000.

- **Print Shop Purchasing Policy**

The City's print shop has a policy to exclusively purchase and use recycled paper and vegetable-based printing inks, unless a printing request is submitted that cannot be completed using those products. Vegetable-based inks utilize vegetable oils as the pigment-carrying medium. They are much less toxic than the petroleum-based inks they replace, producing about one twentieth the amount of volatile organic compounds, and can be cleaned up using less toxic cleaning products. They are also more amenable to recycling as they are easier to break down in the de-inking process than petroleum-based products. Print shop staff estimate that 99% of all printing jobs are completed using recycled paper and vegetable-based inks.

- **Administrative Instruction for the Purchase of Energy-Efficient Office Equipment**

In September 1998 staff in the Environmental Programs, Purchasing and Information Systems divisions completed an administrative instruction that applies to all City employees who purchase, lease or use office equipment. The policy instructs these employees to purchase energy-efficient office equipment and identifies ways to use the equipment in the most energy-efficient manner possible. The policy requires that all computer processing units, monitors, printers, scanners, fax machines, copiers, and multi-function devices purchased or leased by the City shall, at a minimum, meet the energy efficiency standards established by the U.S. EPA's Energy Star program.

- **Purchase of 100% Renewable Energy for City Facilities**

In June 1999 the City entered into a contract with Commonwealth Energy Corporation for the purchase of 100% renewable energy to power all City facilities. Santa Monica is the first municipality in the United States to obtain all of its electricity from renewable

sources. A projection based on the City's 1998 energy use data indicates the switch to 100% renewable electricity will annually reduce GHG emissions by 13,672 tons, NOx emissions by 16.2 tons, SOx emissions by 14.57 tons, PM<sub>10</sub> particulates by 2,285 lbs. and reactive organic groups by 190.5 lbs.

- **Local Business Bidding Preference** – In June 1999, City Council voted to establish a 1% bidding preference to Santa Monica businesses when submitting bids for city contracts. The 1% figure reflects a sales tax rebate the City receives from business conducted locally, which can have the effect of reducing contract costs to the City. The Council enacted this preference in order to save tax dollars as well as to support local businesses. Purchasing goods and services locally contributes to sustainable economic development by reducing environmental impacts related to transportation, employing local residents, and redistributing City funds back into the community.
- **Green Building Design and Construction Guidelines** – These guidelines have been developed to help reduce negative environmental impacts related to construction and development in the city. The guidelines include required and recommended practices that are intended to reduce life-cycle environmental impacts associated with the construction and operation of both commercial and municipal developments and major remodel projects in Santa Monica. They provide specific green design and construction strategies in the following topic areas: Building Site and Form, Landscaping, Transportation, Building Envelope and Space Planning, Building Materials, Water Systems, Electrical Systems, HVAC Systems, Control Systems, Construction Management, and Commissioning. The guidelines specifically address the purchase of building materials, electrical equipment, plumbing fixtures, and landscaping materials. Copies of the guidelines can be viewed and downloaded at <http://greenbuildings.santa-monica.org>

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