



City of Frisco Environmental Purchasing Policy

I. Purpose

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work. The City of Frisco recognizes our employees can make a difference in favor of environmental quality. We strongly recommend the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonably competitive price.

The City of Frisco shall adopt and promote the use of recycled/recyclable supplies and materials as a City priority. In so doing, the City shall:

1. Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
2. Adopt waste prevention, recycling, and use of recycled supplies/materials as a City priority.
3. Generate less waste material by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used and disposed of.

II. Definitions

“Recycling” means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

“Waste Prevention” means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

“Environmentally Preferable Products” means products that have a lesser impact on human health and the environment. This comparison may consider raw material acquisitions, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

“Recycled Products” are products manufactured with waste material that had been recovered or diverted from the waste stream. Recycled material may be derived from post consumer waste, industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

“Practical” means sufficient in performing and reasonably available at a reasonably competitive cost.

“Pre-Consumer Recycled Content” deals with the percentage of a product made from materials that do not reach the intended use or user, and are discarded or recycled.

“Post Consumer Recycled Content” deals with the percentage of a product made from materials that have been recovered or recycled from discarded household, commercial, or industrial packages or products, ie paper, plastic, denim, rubber, etc.

III. Policies

- A. All City personnel will specify recycled and environmentally preferable products whenever practical.
- B. The City shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- C. City Departments/Divisions shall practice waste prevention whenever practical.

IV. Best Practices

A. Procurement Practices

In cooperation with their customers, all Departments/Divisions shall evaluate, at least, the following environmentally preferable product categories and purchase them whenever practical.

1. Printing and Writing papers, including all imprinted letterhead paper, envelopes, copy paper, and business cards. When practical, these shall contain a minimum of 30% post consumer recycled content.
2. Paper products, including janitorial supplies shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders, and other paper products.
3. Remanufactured laser printer toner cartridges and refillable ink jet cartridges.
4. Re-refined anti-freeze, including on-site anti-freeze recycling.
5. Re-refined lubricating and hydraulic oils.

6. Recycled plastic outdoor wood substitutes, including plastic materials, benches, fencing, signs, and posts.
7. Recycled content construction, building and maintenance products, including plastic, carpet, tiles and insulation.
8. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
9. Compost, mulch, and other organics including recycled biosolid products.
10. Eco-friendly paint, ultra low/voc latex paint, etc.
11. Promotional items made from post-consumer recycled content or organic materials
12. Lease/Purchase products that are made by companies that demonstrate EPR responsibility by providing a means to return equipment at the end of useful life.
13. Use and procure chemical free, organic fertilizers, pesticides, and cleaning products.
14. Using packaging and shipping material made from post consumer recycled content.
15. Other products that may be designated by general services.

B. Waste Prevention Practices

City Staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities.

1. Consider durability and repair-ability of products prior to purchase.
2. Conduct routine maintenance on products/equipment to increase the useful life.
3. Use duplex features on laser printer and copiers. Specify duplex on printing jobs.
4. Create electronic letterhead for use by all City Departments/Divisions.
5. Send and store information electronically when possible. This includes email, website, and electronic fax.
6. Review record retention policies and implement document imaging systems.
7. Other waste prevention practices that further the goals of this policy.

V. Responsibilities of All Departments/Divisions

Each City Department/Division shall be responsible for the implementation of this policy and shall:

- A. Practice waste prevention whenever possible.
- B. Continue to utilize recycling programs and expand them where possible.

- C. Procure recycled materials whenever practical.
- D. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Cross feed information to other departments/divisions.
- E. Develop specifications used in public bidding aimed at eliminating barriers to recycled content products, such as outdated or overly stringent product specifications and specification not related to performance.
- F. Ensure that procurement documents issued by the Departments require environmentally preferred alternative where practical.
- G. Educate and promote this policy through appropriate staff. This will include documentation of successes, pitfalls, changes, etc.
- H. Provide the Purchasing Division with information on recycling activities, recycling programs, recycled content purchases, etc. for a report to be prepared by Purchasing annually to track the use and effectiveness of this policy.

VI. Responsibilities of Purchasing

Purchasing shall:

- A. Maintain and use information, furnished by Departments and vendors, about environmentally preferable and recyclable products containing the maximum practical amount of recycled materials and encourage the Departments/Divisions to purchase such products whenever possible
- B. Provide Departments with vendor furnished information about recycled products and environmental procurement opportunities.
- C. Inform vendors of our Environmental Purchasing Policy
- D. Structure applicable contracts to offer or feature recycled content products whenever possible.
- E. Encourage development of specifications used in public bidding aimed at eliminating barriers to recycled content products, such as outdated or overly stringent product specifications and specifications not related to product performance. All requests for proposals shall encourage vendors to offer recycled products whenever practical.

Nothing in this policy shall be construed as requiring the purchase of product that do not perform adequately and/or are not reasonably available at a reasonable cost.