

**Green Purchasing Policy – Maplewood Township**

1. **Background**

In 2007, the Township Committee adopted the Maplewood Climate Action Plan, which called for a 20% reduction in Maplewood’s contribution to global warming by 2015. The Plan identified ways in which residents, businesses and the municipal government could reduce emissions and thereby reduce the risks of global climate change. Since 2007, Maplewood has shown modest progress in meeting its Climate Action goals.

Consistent with its responsibility to current and future generations, the Township is recommitting its efforts to sustainability by adopting policies and practices that minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The types of products and services the Township buys have inherent social, human health, environmental and economic impacts. The Green Purchasing Policy will guide the Township’s procurement decisions, whenever possible, so they are consistent with the Township’s commitment to sustainability.

1. **Purpose**

This Green Purchasing will complement and strengthen our commitment to sustainability and intends to:

* Identify sustainability factors to be incorporated into procurement decisions
* Provide implementation guidance;
* Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
* Encourage vendors to promote products and services that they offer which are most suited to the Township sustainability principles;
* Reduce the spectrum of environmental impacts from Township use of products, including reduction of greenhouse gas emissions, reduction of landfill waste, health and safety risks, and resource consumption;
* Support strong recycling markets;
* Reduce materials that are routinely land filled or disposed of;
* Reduce the environmental impacts of materials acquired for use in the operations, maintenance and upgrades of buildings, new building construction; and
* Communicate the Township’s commitment to green purchasing, by modeling the best product and services choices to citizens, other public agencies and private companies.

1. **Policy**

*3.1 General Policy Statement*

Township employees will procure materials, products or services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship whenever possible within the parameters of the New Jersey Local Public Contract Laws and other relevant statutes. Each Township department shall comply with this policy and actively encourage department decisions that reflect the policy objectives. The Township of Maplewood Finance Department’s Purchasing Division shall actively promote and encourage product and service acquisitions compliant to the policies and guidelines adopted herein.

*3.2 Township Code and State Law*

It is the intent of this policy to complement Township code and state laws. Nothing in this policy shall be construed to conflict or be inconsistent with applicable federal, state, or local purchasing laws or guidelines.

*3.3 Sustainability Factors*

Township employees shall incorporate whenever possible the following factors when writing specifications for, or procuring materials, products, or services. Environmental factors to be considered include, but are not limited to, the life cycle assessment of:

* Use of persistent, bio-accumulative, and toxic (PBT) chemicals
* Greenhouse gas emissions
* Disposal and pollution reduction
* Water efficiency
* Energy efficiency and consumption
* Natural resource and landscaping management
* Depletion of natural resources
* Impacts on biodiversity
* Use of renewable energy
* Recyclability/use of recycled content

Social equity factors to be considered include, but are not limited to:

* Human health impacts
* Environmental justice
* Fair labor practices, employee benefits, safety, livable wages, and worker rights;
* Use of local businesses and vendors whenever possible
* Use of New Jersey certified Minority and/or Women Business Enterprise (M/WBE) or Small Business Enterprise vendors

Fiscal factors to be considered include, but are not limited to:

* Use reduction; purchase only necessary products
* Product performance, quality, and durability
* Cost (dollar and non-dollar)
* Life-cycle cost assessment; lowest total cost
* Leveraging buying power
* Impact on staff time and labor, including operational and maintenance requirements
* Long-term financial/market changes

While not all factors will be incorporated into every purchase, this policy directs Township employees to make a good faith effort to incorporate and balance sustainability, social equity and fiscal factors to the maximum extent possible.

1. **Best Practices**

Township employees will utilize best practices in green purchasing as they evolve whenever possible. As it applies to this policy, best practices in green purchasing are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable. The Township of Maplewood’s Qualified Purchasing Agent (QPA) and Township departments will promote and encourage strategies to reduce consumption due to the societal and community costs, such as landfill waste handling, toxin exposures, resource depletion, and greenhouse gas emissions.

The following guidelines and best practices are provided and required to the extent practical:

* The Township shall implement practices that reduce waste and result in the purchase of fewer products, without reducing safety or overall workplace quality.
* The Township shall seek products with environmental labeling, including qualified statement and sustainability certifications.
* The Township shall purchase remanufactured products whenever available, without reducing product safety, quality or effectiveness.
* Buyers shall consider short- and long-term costs in comparing product alternatives, including the evaluation of the total costs expected during a product’s lifetime.
* Products that are durable, long lasting, reusable or refillable shall be preferred.
* Vendors shall be encouraged to take back and reuse wooden pallets and other shipping and packaging materials.
* Suppliers of equipment shall be encouraged to take back the equipment for reuse or environmentally safe recycling when the time comes for such equipment to be discarded or replaced.
* All products for which the United States Environmental Protection Agency (US EPA) has established minimum recycled content standard guidelines in the Agency’s Comprehensive Procurement Guidelines, shall contain the highest postconsumer content practicable, but no less than the minimum established by EPA Guidelines.
* The Township shall replace inefficient interior and exterior lighting with energy-efficient equipment and bulbs. Exterior lighting shall be minimized when and where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.
* All products purchased by the Township for which Energy Star certification is available shall meet Energy Star certification. When Energy Star labels are not available, the Township shall choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
* Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate and minimize the need for watering. Perennials shall be utilized for color variation rather than annuals.
* Hardscapes and landscape structures constructed of recycled content materials are encouraged. The Township shall limit the amount of impervious surface in the landscape. Permeable substitutes are encouraged for driveways, patios, etc.
* When maintaining buildings and landscapes, the Township may either adopt and implement an organic pest management policy or Integrated Pest Management (IPM) policy, using the least toxic pest control method as a last resort.
* For building maintenance, the Township shall select products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low-to-no formaldehyde or lead.
* The Township shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, the Township shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
* Products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged. When wood products are necessary, the Township shall encourage the purchase of previously utilized/salvaged wood and wood products.
* The Township shall give preference to 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 (FSC).
* The Township shall purchase industrial and institutional cleaning products that meet and/or exceed the Green Seal Certification Standards.
* The use of chlorofluorocarbon, Halon- and Freon containing-refrigerants, solvents, and other products shall be phased out. New purchases of HVAC, refrigeration, insulation and fire suppression systems shall not contain these materials.
* The Township shall specify that desktop computers, notebooks and monitors purchased shall meet, at minimum, all required Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.
* When replacing vehicles, the Township shall consider electric vehicles or in the alternative less-polluting alternatives such as bio-based fuels or hybrids.

1. **Environmental Standards and Product Sustainability Certifications**

*5.1 Standards*

The Township standard for all acquisitions shall be compliant at least to the US EPA standards whenever published for a product or services and the State of New Jersey Department of Environmental Protection Rules and Regulations.

*5.2 Third-Party Certifications*

Township departments and the Township’s QPA shall apply the most stringent third-party label standard available for a product or service being acquired. The Township shall use independent, third-party social and/or environmental (eco) product or service label certifications when writing specifications for procuring materials, products, or services, whenever a responsible label standard is available. Qualifying labels shall be:

* Developed and awarded by an impartial third-party (e.g. EnergyStar, Green Seal);
* Developed in a public, transparent, and broad stakeholder process; and
* Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards that consider multiple attributes and life-cycle considerations, with claims verified by an independent third party.

*5.3 Specifications and Contracts*

Township Department Heads shall be responsible for ensuring specifications written by their departments comply with this policy and incorporate green purchasing best practices.

The Township’s QPA shall be responsible for ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy, as well as developing and integrating green purchasing boilerplate language into solicitation document templates.

**6. Implementation and Acquisition Responsibilities**

Township Departments shall:

* Ensure Township staff utilizes product and service standards and certifications and best practices that comply with this policy;
* Serve on specification or best practice teams; collaborate on standards, strategies and specifications;
* Ensure internal policies and procedures reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy; and,
* Encourage pilot testing for environmentally preferable/sustainable products.

The Township’s QPA shall:

* Promote and ensure that bid and contract strategies incorporate the most favorable standards and best practices in green purchasing;
* Stay current and informed on advances in green purchasing specifications and strategies; and,
* Consult with the experts available in the Township when reviewing or designing specifications, to ensure progressive and emerging specifications for the product or service are being solicited.

**7. Education**

Township Department Heads shall be responsible for:

* Building awareness of this policy through information dissemination and incorporation into routine employee trainings;
* Encouraging employee attendance at internal and external trainings related to sustainability; and
* Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development of internal procedures, pilot testing, and leading by example.

Township Administration, along with the QPA, shall be responsible for:

* Developing employee green purchasing resources such as, but not limited to, standards, specifications, tools, and best practices;
* Developing buyer-specific training on green purchasing best practices that meet the intent of this policy;
* Developing buyer competency in communicating to other Township departments about this policy and opportunities for incorporating green purchasing best practices into solicitations and contracts;
* Developing inter-agency communication among public procurement professionals about green purchasing best practices; and
* Taking the lead in communicating to existing and potential contractors and the public about this policy and related Township requirements.

**8. Policy Review**

The Sustainable Maplewood Committee shall be responsible for periodically bringing together internal stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other Township sustainability efforts and policies. The policy review shall be completed annually, with implementation reports submitted by each of the Township’s Department Heads.

**9. Definitions**

The following are definitions of key terms in this policy.

**Buyer:** anyone authorized to purchase or contract for purchases on behalf of the Township

**Contractor:** any person, group of persons, business, consultant, corporation, supplier, vendor, or other entity that has a contract with the Township or serves in a subcontracting capacity with the Township or with an entity having a contract with the Township for the provision of any goods or services

**Energy Efficiency:** a quality of products meeting or exceeding the United States Department of Energy (DOE)/ Federal Energy management Program’s product energy efficiency recommendations (which identify the 25 percent of energy efficiency for all similar products), or that meet the energy efficiency criteria of the US EPA DOE EnergyStar program

**Environmental Justice:** the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies; environmental justice is achieved when everyone enjoys the same degree of protection from environmental and health hazards, and equal access to the decision-making process to have a healthy environment in which to live, learn, and work (EPA)

**Environmentally Preferable:** products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or service that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal

**Green Purchasing:** the coordinated purchasing of goods and services to minimize impacts on human health and the natural environment; can also be referred to as environmentally preferable purchasing (EPP)

**Integrated Pest Management (IPM):** 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; under IPM, 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

**Organic Pest Management:** pest prevention strategy prohibiting the use and application of toxic chemical pesticides; strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices

**Postconsumer Material:** a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item

**Recycled Content:** materials that have been recovered from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer).

**Recycled Content Standard:** the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products”

**Remanufactured Product**: any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form

**10. Additional Resources**

This section provides Township of Maplewood personnel and contractors with resources for identifying suppliers of sustainable products and with standards, which may be useful in the successful application of this purchasing policy.

**BuildingGreen:** https://www.buildinggreen.com/product-guidance

A Certified B Corp that has compiled more than 100 independent product guides vetting sustainable products and materials.

**EPA Green Resources:** www.epa.gov/greenerproducts

Allows users to search for EPA programs related to greener products based on the type of user and their specific product interests

**EnergyStar:** www.energystar.gov

Develops energy efficiency guidelines and helps promote efficient products by labeling with the Energy Star logo and educating consumers about the benefits of energy efficiency

**Electronic Product Environmental Assessment Tool (EPEAT):** www.epeat.net

A procurement tool to help institutional purchasers in the public and private sectors evaluate, compare, and select desktop computers, notebooks, and monitors based on their environmental attributes

**Federal Energy Management Program:** https://www.energy.gov/eere/femp/federal-energy-management-program

A program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products

**Forest Stewardship Council (FSC):** https://us.fsc.org/en-us/certification

A global organization that certifies responsible forest management according to rigorous standards developed by a variety of stakeholder groups

**Green Seal:** https://www.greenseal.org

Establishes environmental standards and awards its “green seal of approval” to products meeting its standards.

**LEED v4.1:** https://www.usgbc.org/leed/v41

The most recent iteration of LEED certification standards, which work to address energy efficiency, water conservation, site selection, material selection, day lighting and waste reduction for building and construction.

**US EPA Comprehensive Procurement Guideline (CPG) Program:** epa.gov/smm/comprehensive-procurement-guideline-cpg-program

Part of EPA's Sustainable Materials Management initiative, the CPG program promotes a system approach to reducing materials use and the associated environmental impacts over materials’ life cycles

**US EPA WaterSense:** https://www.epa.gov/watersense

Provides labeling, certification, information, and other resources regarding water efficient products, contractors, and programs.