

RESOLUTION NO. 2013-120

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, ESTABLISHING A GREEN PROCUREMENT AND
SUSTAINABLE PRACTICES POLICY**

WHEREAS, in September 2007, Radnor Township endorsed the U.S. Mayors' Climate Protection Agreement, which calls upon cities to reduce their emissions of greenhouse gases ("GHG"); and

WHEREAS, the Radnor Board of Commissioners directed the Radnor Environmental Advisory Council ("EAC") to prepare an inventory of Radnor's greenhouse gas emissions and to propose an action plan ("Action Plan") to reduce Radnor's GHG emissions and rising energy costs; and

WHEREAS, the EAC, has worked with the township staff to complete both the Greenhouse Gas Emissions inventory and proposed Action Plan; and

WHEREAS, the Radnor Board of Commissioners established a municipal "Green Team" of Township staff, to evaluate and implement, as appropriate, recommendations of the Action Plan; and

WHEREAS, the Green Team has worked with EAC to develop a Green Procurement and Sustainable Practices Policy (Action Plan item number 13); and

WHEREAS, the Green Team will continue to improve upon the policy and present recommended improvements to the Board of Commissioners on an annual basis.

NOW, THEREFORE, it is hereby **RESOLVED** that the Radnor Township Board of Commissioners does hereby adopt the Green Procurement and Sustainable Practices Policy attached hereto and incorporated herein as "*Exhibit A*."

SO RESOLVED, this 14th day of October, 2013.

RADNOR TOWNSHIP

By:



Name: Elaine Schaefer

Title: President

ATTEST:


Robert A. Zienkowski, Secretary

I. Purpose

Radnor Township has recognized the importance of sustainable practices. In 2007, Radnor Township endorsed the Mayor's Climate Protection Agreement and in 2012, Radnor Township adopted a Greenhouse Gas Action Plan for the reduction in greenhouse gas emissions. Radnor Township further recognizes that choices concerning the procurement and use of products and services affect environmental quality. The purpose of this Green Procurement and Sustainable Practices Policy is to support the recycling ethic and to minimize environmental impacts of procurement choices by all aspects of Radnor Township government. Under this Policy, Radnor Township will purchase recycled content and environmentally preferred products, unless such products do not perform satisfactorily and/or are unreasonably expensive.

The basic components of this policy include:

1. Requiring 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 public and governmental agencies.
2. Generating less waste material by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
3. Serving as a model to influence waste prevention, recycling, and procurement efforts.

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 that 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 when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, and/or disposal of the product. Such products may include, but are not limited to, products that:

- a) Maximize post-consumer and overall recycled content
- b) Minimize waste
- c) Conserve energy or water
- d) Reduce the amount of toxics disposed or consumed
- e) Are reusable or recyclable
- f) Minimize greenhouse gases

"Recycled Products" are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer),

industrial scrap, manufacturing waste, and/or other waste that otherwise would not have been utilized.

"Post-consumer recovered materials" are finished materials that would normally be disposed of as solid waste, having completed their life cycles as consumer items. Examples of post-consumer recovered materials include, but are not limited to: old newspapers, office paper, yard waste, steel and/or aluminum cans, glass, plastic bottles, oil, asphalt, concrete, and tires.

"Pre-consumer recovered materials" are materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to: obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

"Recycled content" means the portion of post-consumer materials in a product.

"Total recovered material." The total pre- and post-consumer recovered material contained in a product.

III. Policies

- A. In all purchases and requests for purchase, Radnor Township personnel shall specify recycled content and environmentally preferable products unless such products do not perform satisfactorily and/or are unreasonably expensive. The priority for purchasing recycled content products shall be as follows:
 - 1. The highest percentage of recycled content of post-consumer recovered material available in the marketplace; and
 - 2. The highest percentage of pre-consumer recovered material available in the market place.
- B. Radnor Township shall solicit the use of recycled content and other environmentally preferred products in its procurement documents.
- C. All Radnor Township departments shall practice waste prevention and recycling.

IV. Best Practices

A. Procurement Practices

All Radnor Township departments and the Purchasing Coordinator shall work in collaboration with the Green Team to evaluate the following environmentally preferable product categories, at a minimum, and to determine the means for identifying products that should be purchased to achieve green procurement consistent with this Policy. The means of identifying products may include reference to lists of green products or specifications prepared by departments of the Commonwealth of Pennsylvania or the United States Environmental Protection Agency (EPA), such as the EPA Product

Resource Guide (<http://www.epa.gov/epawaste/conserves/tools/cpg/factshts.htm>), or by other qualified certification bodies, such as Water Sense (<http://www.epa.gov/watersense>) and Green Seal (<http://www.greenseal.org/GreenBusiness/Standards.aspx>). All Radnor Township departments shall order items that meet the criteria, unless a performance issue with a specific product arises or the cost of the product is unreasonably expensive.

1. Printing and writing papers including all imprinted letterhead paper, envelopes, copy paper, and business cards (to contain a minimum of 30 percent post-consumer recycled content);
2. Paper products, including but not limited to, janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders, and other products composed largely of paper;
3. Electronic office equipment, including but not limited to, computers, monitors, printers, scanners, photocopy machines, facsimile machines, and other such equipment purchased by Radnor Township departments (to be Energy Star® compliant, with a preference to maximize energy efficiency, unless no comparable options are available);
4. Vehicular products, including but not limited to, re-refined antifreeze, re-refined lubricating, and hydraulic oils;
5. Construction products, including but not limited to, construction, building and maintenance products, including plastic, lumber, carpet, tiles, and insulation, re-crushed cement concrete aggregates and asphalt, cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, non-toxic fly ash, or other alternative products;
6. Recycled tire rubber products, including but not limited to, retreaded tires, rubberized asphalt, playground surfaces, and fatigue mats;
7. Landscaping products, including but not limited to, compost, mulch, and other organics including recycled biosolids products;
8. Janitorial cleaning supplies; and
9. Other products that may be designated by the Green Team.

B. Waste Prevention Practices

Radnor Township departments are required to reduce their consumption of resources by incorporating the following practices into their daily activities.

1. Consider durability and reparability of products prior to purchase.
2. Conduct routine maintenance on products/equipment to increase the useful life.
3. Use duplex features on laser printers and copiers. Specify duplex on all print jobs.
4. Engage in the practice of two-sided copies for all Township memos and mailings.
5. Create electronic letterhead for use by all Radnor Township departments.
6. Send and store information electronically when possible. This includes e-mail, web site, and electronic fax.
7. Review records retention policies and implement document imaging systems.
8. Other waste prevention practices that further the goals of this policy.

V. Responsibilities of the Radnor Township Green Team

The Green Team is a committee of Township staff that was established to develop and implement energy efficiency and sustainability policies and priorities for the Township. The Green Team shall be responsible for working in collaboration with all Radnor Township departments to assist in the coordination and implementation of this policy. The responsibilities of the Green Team include the following:

- A. Develop and maintain information about environmentally preferable products and recycled content products containing the maximum practicable amount of recycled materials to be purchased by Township departments. Initially, these shall include the products designated in Section IV A of this policy.
- B. Inform Radnor Township departments about the Green Procurement and Sustainable Practices Policy.
- C. Explore the feasibility of implementing a monitoring and tracking system as a tool to confirm compliance with this policy, and, if feasible, assist the Purchasing Coordinator in developing and implementing such a tool.
- D. Inform Radnor Township departments of their responsibilities under this policy and provide them with information about recycled products and environmental procurement opportunities.
- E. Develop and implement an ongoing promotional program to educate and inspire Radnor Township staff to implement this policy. Information concerning this policy will be added to the new employee orientation process.
- F. Inform vendors of the Township's Green Procurement and Sustainable Practices Policy.
- G. Restrict contracts to only recycled-content products whenever possible (e.g., office supplies, lubricating oils, and janitorial supplies).
- H. Review specifications used in public bidding to eliminate 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 require vendors to use recycled products whenever possible.
- I. In conjunction with other Radnor Township departments and the Radnor Environmental Advisory Council, provide the Township Manager and the Board of Commissioners with an annual report on the status of key benchmark commodities.

VI. Responsibilities of the Information Technology Department

- A. Develop and conduct training practices that reduce waste generation.
- B. Set up all computers and printers to promote this policy including the removal of banner pages and setting the default to two-sided copying.

VII. Responsibilities of All Radnor Township Departments

Each department shall:

1. Practice waste prevention.
2. Continue to utilize recycling programs and expand where possible.
3. Procure products in compliance with the Green Procurement and Sustainable Practices Policy.
4. Evaluate each designated product to determine the extent to which Radnor Township departments may practicably use it.
5. Ensure that procurement documents issued by the Radnor Township departments require environmental preferred purchasing.
6. Investigate where Radnor Township policies and practices could be modified to encourage or require waste reduction, recycling, and environmental preferable purchasing.
7. Use recycled products for their business cards, letterhead stationery, envelopes, business forms, and pertinent documents. In addition, Township publications or mailings shall be printed using non-toxic inks.
8. Photocopy requested documents produced by grantees and contractors on post-consumer recycled paper.
9. Engage in the practice of two-sided copies for all Township memos and mailings.
10. Request that all contractors and grantees submit requested documents to the Township on recycled paper. This shall include, but is not limited to, drafts, reports, training manuals, bids, responses to inquiries, and permit applications.

VIII. Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price. In those instances where it is deemed impractical to procure a recycled-content item, a specific explanation for the finding must be included in the purchasing record.

IX. Monitoring/Reporting

Collaboratively, the Green Team, the Purchasing Coordinator, and the Environmental Advisory Council shall explore the feasibility of preparing and delivering to the Township Manager and the Board of Commissioners an annual status report on the implementation of this policy and a formal recycled products list to aid in purchasing and monitoring goals. The report shall include documentation of the types, quantities, and dollar amounts of recycled products purchased in the previous year by the Township. The report shall also identify and discuss the following:

1. Instances where this policy is waived or its requirement found impracticable; and
2. Barriers to the procurement of products meeting the Township's requirements.