



**CITY OF GLENDALE, CALIFORNIA
REPORT TO THE CITY COUNCIL**

AGENDA ITEM

Report: Environmental Preferable Purchasing

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COUNCIL ACTION

Item Type: Report Only

Approved for _____ **March 2, 2021** _____ **calendar**

ADMINISTRATIVE ACTION

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RECOMMENDATION

Not applicable.

BACKGROUND/ANALYSIS

The purpose of this report is to provide City Council with information related to searching and designing a comprehensive Environmentally Preferable Purchasing (EPP) policy that will be appropriate and meaningful for the City of Glendale, taking into account resources, sustainability goals and internal operational structures.

Background

City governments are large consumers of goods and services and these purchases have an environmental impact resulting from raw material extraction, product manufacturing, use and disposal. As the City of Glendale embraces sustainability goals there is a need to focus on procurement policy and practices that:

1. Support the City of Glendale's sustainability intentions to reduce greenhouse gas emissions, meet zero waste goals, improve air and water quality, preserve and enhance biodiversity, and phase out toxic chemicals to protect and enhance quality of life in the City;
2. Balance environmental attributes with performance, availability and financial considerations;
3. Increase the use and availability of environmentally preferable products that protect the environment and meet social responsibility goals;
4. Create and sustain environmentally sustainable jobs and encourage innovations in the green market place;
5. Support internal sustainability champions undertaking environmental preferable purchasing decisions;
6. Encourage manufactures and distributors to reduce environmental impacts in their production and distribution systems;
7. Provide specific guidance to purchasing agents and vendors about our policies;
8. Show that the City of Glendale is leading by example regarding implementing sustainability practices.

The City of Glendale's Recycled Products Purchasing Program has been in effect since the 1990's. This program has worked to ensure that fitness, quality and cost being equal; recycled, reusable, recyclable products and other "green" products are purchased. The purchase of these green products has contributed to creating markets for recycled products and encouraging businesses to increase the production of recyclable products, thus protecting natural resources and the environment.

Chapter 3, section L (2) of the Administrative Policy Manual lays out the City of Glendale's environmental purchasing program as follows:

Recycled, Reusable and Recyclable Products

- a) Fitness, quality and cost being equal, recycled, reusable and other “green” products shall be purchased.
- b) This policy shall apply to all contractors and grantees which perform contractual services for the City, produce or provide a work product to the City or on the City’s behalf, and/or conduct work funded by a grant from the City.
- c) A statement outlining this policy concerning recycled, reusable and recyclable products shall be included in all formal bid solicitations.

Examples of the City pursuing green purchasing include:

- Purchase of low toxicity cleaning products;
- Purchasing of Energy Starr computers;
- Purchase of low emissions vehicles;
- Installation of waterless urinals in City parks;
- Purchase of recycled content paper;
- Purchase of recycled oils for fleet management.

To meet the sustainability aspirations and goals of the City of Glendale a more comprehensive environmentally preferable purchasing policy is needed to ensure purchasing decisions are made based on multiple environmental and social factors.

The National Association of State Procurement Officials define an environmental preferable purchasing as:

*“**Environmentally Preferable Purchasing (EPP)** or Green Purchasing is generally defined as purchasing a product that has a lesser or reduced negative effect or increased positive effect on human health and the environment, when compared with competing products that serve the same purpose. Incorporating EPP in the procurement process considers raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes sourcing recyclable products, recycled products, reusable products, and products that conserve energy or natural resources”.*

What are Environmentally/Sustainability Preferable Products?

Environmentally preferable purchasing/procurement (EPP) or Green Purchasing involves purchasing products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Buying and using sustainable products benefits the environment, improves efficiency, and often saves money. Incorporating EPP in the procurement process considers raw material acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This

term includes sourcing recyclable products, recycled products, reusable products, and products that conserve energy or natural resources.

An EPP program will help the City of Glendale meet its sustainability goals and commitments by; reducing greenhouse gas emissions, minimizing waste generation rates, improving air and water quality, preserving biodiversity, phasing out the use of highly toxic chemicals, saving money by reducing the consumption of energy and water, promoting green jobs, protecting human health and continuing to have a transformative effect on the market place for green goods and services.

Sustainable Products can focus on different environmental and social attributes that evaluate the purchaser's need, the cost and functionality of the product, and its environmental effect.

An EPP program will also define what commodity areas will be included. These commodity areas are often selected based on the availability of environmentally preferable products and are often led by federal and state environmentally preferable purchasing policies and programs. Commodity areas may include:

- Construction products
- Landscaping products
- Non-paper products
- Paper and paper products
- Park and recreation products
- Transportation products
- Vehicular products

Examples of Green Certifications and Standards:

Purchasing products that have been certified by an independent not for profit entity or government organization is one of the easiest and most effective ways to ensure products meet the environmental standards that they state. The federal government includes over 40 private sector standards/ecolabels for use in federal procurement. Examples include:

- Biodegradable Products Institute, provides certification services for compostable products;
- US EPA Safer Choice Label: Safer Choice helps consumers, businesses, and purchasers find products that perform and contain ingredients that are safer for human health and the environment;
- USDA Biopreferred: managed by the U.S. Department of Agriculture (USDA), the goal of the BioPreferred Program is to increase the purchase and use of biobased products;
- Green Seal: Green Seal is a non-profit environmental standard development and certification organization. Its flagship program is the certification of products,

services, restaurants, and hotels. Certification is based on Green Seal standards, which contain performance, health, and sustainability criteria;

- ECOLOGO® :Certified products, services and packaging are certified for reduced environmental impact. Eco logo is managed by UL;
- Cradle to Cradle Certified Product Standard: to receive Cradle to Cradle certification, products are assessed for environmental and social performance across five critical sustainability categories: material health, material reuse, renewable energy and carbon management, water stewardship, and social fairness;
- Energy Star: Energy Star is a program run by the U.S. Environmental Protection Agency and U.S. Department of Energy that promotes energy efficiency. The program provides information on the energy consumption of products and devices using different standardized methods;
- EPEAT: The Electronic Product Environmental Assessment Tool is a method for purchasers to evaluate the effect of a product on the environment. It assesses various lifecycle environmental aspects of a device and ranks products as Gold, Silver or Bronze based on a set of environmental performance criteria.

As an example, the City of Los Angeles has adopted policy and practices where the following environmental attributes should be considered in making a determination of whether a product is environmentally preferable:

Whether the product minimizes the usage of virgin materials for its production;

1. *The percentage of recycled-content materials it contains;*
2. *Is the product re-usable;*
3. *Ease of recycling the product;*
4. *The amount of packaging material for the product;*
5. *Whether the product is bio-based (e.g. corn or soy-based) as opposed to petrochemical or synthetically based;*
6. *Whether the product is biodegradable;*
7. *Whether the product is made of carcinogen-free materials;*
8. *Whether the product is Chlorofluorocarbon (CFC)-free;*
9. *Whether the product is compostable;*
10. *Whether the product is durable, rather than single-use or disposable;*
11. *Whether the product is energy efficient;*
12. *Whether the product is less hazardous than similar products;*
13. *Whether the product contains low amounts of volatile organic compounds (low VOC content);*
14. *Whether the product has low toxicity levels;*
15. *Whether the product is mercury-free or free from other heavy metals;*
16. *Whether the product is free of persistent bio-accumulative toxics (PBT-free);*
17. *Whether the product is made of rapidly renewable materials;*
18. *Whether the product is refurbished;*
19. *Whether the product is water-efficient;*
20. *Whether the product is upgradeable;*

21. *Whether the product reduces greenhouse gas emissions;*
22. *Whether the ultimate disposal of the product at the end of its life cycle is safer compared to similar products;*
23. *Whether the product is recyclable and therefore can be kept out of the landfill.*

The City of Los Angeles incorporates environmental factors into the City's product specifications, including but not limited to:

1. *Minimization of virgin material use in product or service life cycle;*
2. *Maximization of recycled products used in product or service life cycle;*
3. *Environmental cost of entire product or service life cycle;*
4. *Reuse of existing products or materials in product or service life cycle;*
5. *Recyclability of product;*
6. *Minimization of packaging;*
7. *Reduction of energy and/or water consumption;*
8. *Toxicity reduction or elimination;*
9. *Elimination of uncertified hardwoods in product or service life cycle;*
10. *Durability and maintenance requirements;*
11. *Ultimate disposal of the product; and*
12. *Use of re-refined oil.*

Additionally, the City of Los Angeles policies and practices include;

(c) Raise staff awareness of environmental issues affecting City product lifecycles through outreach, and by providing relevant information and training.

(d) Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.

(e) Encourage providers of services to consider environmental impacts of service delivery by using environmentally preferable products and delivery methods whenever possible.

Key Challenges

Developing and implementing a comprehensive environmentally preferable purchasing policy will require the City of Glendale to address some key issues such as resource allocation and commitments including the following:

1. Reviewing the model of the City of Glendale decentralized purchasing structure vis-à-vis the need for adherence to EPP practices;
2. Additional work needed to research products, plan and coordinate green purchasing programs, and implement sustainability efforts;
3. Balancing the potentially conflicting priorities of price and performance, and environmental considerations;

4. Lack of expertise in environmental issues and new technologies, particularly those involving technical data reporting and analysis;
5. Conflicting or confusing information that may create misconceptions about the quality and performance of environmentally preferable products and services;
6. Amount of effort required to change the “business as usual” norm and work with existing suppliers, or to find new suppliers to procure environmentally preferable products and services, and additionally, the existing relationships between purchasers and suppliers that make it difficult to switch to alternative products;
7. Difficulty in determining the manufacturing impacts of life-cycle cost of products, the expense and process necessary to dispose or recycle the product, and potential cost savings opportunities in the operational and maintenance life of the product;
8. Difficulty in tracking green purchases;
9. Avoiding inaccurate or deceptive “greenwashing” claims such as “earth-friendly,” “eco-safe,” “all natural,” or “ozone-safe”.

Next Steps

Staff will research the following issues in the design of an environmentally preferable purchasing program and come back to City Council with a report determining:

1. The staffing requirements and financial resources required to develop and implement the EPP program.
2. The development of a priority-setting process into the environmentally EPP program considering; alignment of EPP procurement goals that support the sustainability goals established in the Greener Glendale Plan and subsequent sustainability or climate action plans; spend analysis and review of contracts to identify EPP procurement opportunities to develop a procurement action plan that listing-priority environmental procurement activities over the next three years.
3. The standards and certifications used to identify environmentally preferable products and services including, but not limited to:
 - a. The use of EPA Comprehensive Procurement Guidelines;
 - b. The State of California DGS General Services;
 - c. 3rd party certifications to identify green products and services;
 - d. Extended producer responsibility requirements;
 - e. Fair Trade requirements
 - f. Greenhouse gas emissions
 - g. Rainforest destruction
4. The use of life cycle costing (LCC), total cost of ownership (TOC) and other assessment methods to determine the economic value over the lifetime of the product or service and not just initial purchase costs;
5. The creation an appropriate evaluation system for products and services that assigns values to price and environmentally preferable attributes;

6. That the Sustainable/Environmentally Preferable Purchasing policy shall address the triple bottom line or three pillars of sustainability – environment, social and economic aspects;
7. Clearly delineate staff roles and responsibilities in carrying out the EPP. This is outlined in the current APM Purchasing Policy, Section F. Responsibilities of Departments and is conveyed through training. This section will have to be updated to reflect an enhanced EPP program;
8. Any policy would ensure sustainable procurement as a default option, exemptions must be accounted for;
9. Annual Tracking and reporting on implementation of the environmentally preferable program, highlighting successes and barriers to implementation.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ALTERNATIVES

CAMPAIGN DISCLOSURE

EXHIBITS
