

## City of Eagan Environmentally Preferable Purchasing Guidelines

### Purpose and Scope

The goal of these guidelines is to encourage purchasing that reflects the City of Eagan's commitment to sustainability. Benefits of the guidelines include:

- Conserving natural resources
- Minimizing environmental impacts such as pollution, water usage, and energy waste
- Identifying environmentally preferable products and distribution systems
- Achieving best practices in environmental purchasing as identified through the Minnesota Pollution Control Agency's (MPCA) GreenStep Cities Program
- Setting an example of environmental sustainability and energy conservation for residents and businesses in the City of Eagan
- Lower overall costs to the City by addressing full cost accounting (purchase, operation, maintenance, disposal, staff time, and labor)

### Definitions

"Environmentally Preferable Products and Services" as defined by the United States Environmental Protection Agency (US EPA) means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.

"Energy Star" means the US EPA's energy efficiency product labeling program described at <http://www.energystar.gov>.

"Energy Efficient Product" means a product that 1.) meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star® trademark label; or, is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Program— <http://www1.eere.energy.gov>.

"Financially Feasible" means a product has lower costs over its entire lifecycle as determined by full cost accounting (purchase, operation, maintenance, disposal, staff time, and labor).

"Practicable" means whenever possible and compatible with state and federal law, without reducing safety, quality, or effectiveness.

"Post-consumer Recycled Material" refers to material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.

"US EPA Comprehensive Procurement Guidelines" are the most current policies established by the U.S. Environmental Protection Agency for federal agency purchases—<http://www.epa.gov>

"Water-Saving Products" are those that are in the upper 25% of water conservation for all similar products, or achieves a WaterSense label/certification.

## Roles and Responsibilities

All City departments are to be fully aware of the City's guidelines on purchasing environmentally preferable goods and services, and all departments are responsible to:

- Ensure that specifications do not discriminate against reusable, recycled, or environmentally preferable products without justification,
- Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors,
- Review and revise specifications to maximize the specification of designated environmentally preferable products where practicable,
- Facilitate data collection on purchases of designated environmentally preferable products by the department in order to assist in tracking the City's environmentally preferable purchasing efforts.

The following guidelines are to be followed by the City of Eagan:

## Recycled Paper Products

Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Eagan will endeavor to purchase paper products containing the highest post-consumer content practicable, but no less than minimum recycled content standards established by the EPA Comprehensive Procurement Guidelines: [www.epa.gov](http://www.epa.gov).

## Energy and Water Savings

1. All appliances and products purchased by the City for which the US EPA Energy Star certification is available will meet Energy Star certification provided such products are available and financially feasible ([www.energystar.gov](http://www.energystar.gov)). Typically, this would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers, and microwave ovens. When Energy Star labels are not available, appliances and products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program shall be considered for purchase.
2. Water-saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (<http://www.epa.gov>). This includes, but is not limited to, high-performing fixtures such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

## Cleaning Products

Cleaning products purchased by the City will meet Green Seal, EcoLogo, and/or U.S. EPA Design for the Environment cleaning product standards if such products are practicable, available, and perform to an acceptable standard. (<http://www.greenseal.org>, <http://www.environmentalchoice.com>, and <http://www.epa.gov>).

These guidelines are subject to the requirements and preferences in the Municipal Contracting Law (MN Statutes 471.345) and all other applicable laws and ordinances.

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