

CITY OF NEWPORT
ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

I. PURPOSE:

The goal of the City of Newport's environmentally preferable purchasing policy is to encourage and increase purchasing that reflects the City's commitment to sustainability. Benefits of the policy include:

- Conserving natural resources
- Minimizing environmental impacts such as pollution, water usage, and energy waste
- Identifying environmentally preferable products and distribution systems
- Setting an example of environmental sustainability and energy conservation for residents and businesses in the City of Newport
- Lowering overall costs to the City by addressing full cost accounting such as purchase, operation, maintenance, disposal, staff time, and labor

II. DEFINITIONS

- A. **Environmentally Preferable Products and Services:** Defined by the United States Environmental Protection Agency (US EPA) as 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. This applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal.
- B. **Energy Star:** The US EPA's energy efficiency product labeling program
- C. **Energy Efficient Product:** A product that: 1) Meets the Department of Energy and Environmental Protection Agency's criteria for use of the Energy Star ® Trademark label; or 2) Is in the upper 25% of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Plan.
- D. **Financially Feasible:** A product has lower costs over its entire lifecycle as determined by full cost accounting
- E. **Minnesota Great Printers:** An initiative of the Printing Industry Midwest (PIM) Organization for printers to demonstrate their commitment to minimize their company's impact on human health and the environment while producing quality printed products for their customers. MN Great Printers must meet the following criteria in order to be certified:
1. Commit to the PIM Great Printer Environmental Initiative Principles.
 2. Complete an Environmental, Health & Safety Compliance Audit annually or once every 36 months
 3. Pursue Beyond Compliance Projects
- F. **Practicable:** Whenever possible and compatible with State and Federal law, without reducing safety, quality, or effectiveness.
- G. **Post-Consumer Recycled Material:** 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.
- H. **Sustainable Green Printing Partnership:** A non-profit certification organization devoted to the promotion of sustainable business practices in the print and graphic communications industry.

- I. **US EPA Comprehensive Procurement Guidelines:** Current policies established by the US EPA for federal agency purchases.
- J. **Water-Saving Products:** Products that are in the upper 25% of water conservation for all similar products, or achieves a WaterSense label/certification.

III. POLICY

The following policies are to be followed by the City of Newport:

A. Recycled Paper Products

1. The City of Newport will endeavor to purchase paper products containing the highest post-consumer content practicable, but no less than minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.

B. Energy and Water Savings

1. Where applicable, energy-efficient equipment will be purchased with the most up-to-date energy efficient functions.
2. All appliances and products purchased by the City and for which the US EPA Energy Star certification is available will meet Energy Star certification. Typically, this would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers, and microwave ovens. If 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.
3. The City will purchase water-saving products whenever practicable. This includes, but is not limited to, high-performing fixtures such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

C. Fuel-Efficient Vehicles

1. The City of Newport will endeavor to purchase fuel-efficient vehicles when replacing its Public Works, Police and Fire vehicles.
2. When applicable, the City will "Right Size" its fleet by eliminating vehicles that are no longer needed.

D. Printing Services

1. The City of Newport will endeavor to utilize companies certified by the MN Great Printers or by the Sustainable Green Printing Partnership for its printing services, which include, but are not limited to, quarterly newsletters, brochures, posters, and mailings.