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## **City of St. Louis Park Environmentally Preferable Purchasing Policy**

### **I. PURPOSE AND SCOPE**

**A.** The goal of this policy is to encourage purchasing that reflects the City's commitment to being an environmental and sustainability leader. This policy may be amended or superseded in the future to also include broader aspects of sustainability. These aspects may include, but are not limited to: local sourcing, ethical business practices, responsible treatment of workers, child labor prevention, human rights, safety and wellness, fair trade, transparency, economic equality and social justice.

This policy for purchasing is adopted in order to:

Promote environmental factors such as:

- Conserving natural resources
- Conserving energy
- Minimizing environmental impacts such as pollution
- Minimizing use of water
- Reducing or eliminating toxins or toxic materials that create hazards to workers and our community
- Supporting strong recycling markets
- Reducing materials that are landfilled and incinerated
- Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals

Promote fiscal factors such as:

- Decreasing lifecycle costs by acknowledging and incorporating full cost accounting (purchase, maintenance, disposal, staff time, and labor)
- Minimizing waste and its associated costs

**B.** This policy applies to all City departments and employees, vendors, contractors and grantees for all products and services provided to the City.

**C.** This policy is subject to the requirements and preferences in the Municipal Contracting Law (MN. Statue 471.345), the St. Louis Park Purchasing Policy and all other applicable laws and ordinances.

**D.** This policy adheres to or exceeds the Admin Minnesota Materials Management Division Environmentally Responsible Purchasing Policy: <http://www.mmd.admin.state.mn.us/envir.htm>. All Minnesota Legislative and Executive Order Requirements in the State policy shall be followed by the City of St. Louis Park unless superseded by this city policy.

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## II. EFFECTIVE DATE

This policy will take effect on June 1, 2015.

## III. ROLES AND RESPONSIBILITIES

### A. Implementation

All City departments are responsible for implementation of this policy and to ensure their respective employees and contractors are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. All departments are suggested to:

- Evaluate environmentally preferable products, whenever practical, to determine the extent to which they may be used by the department and its contractors.
- Facilitate data collection, if requested, on purchases of designated environmentally preferable products by the department in order to assist the City Sustainability Coordinator.

### B. Responsible Parties

The Sustainability Coordinator will administer this policy. Each department head will have the responsibility of ensuring adoption within his or her department and report any issues to the above party.

### C. Accountability Measures

The City Sustainability Coordinator will work with all city departments to deliver a brief summary annually to Sustainable SLP, covering:

- Status of this policy's implementation
- Informal data on purchases of environmentally preferable products
- Financial implications of the policy, if any
- Overall accomplishment and challenges
- Recommendations for the future

## IV. GENERAL CONDITIONS

### A. Purchased Energy

**A.1. Conservation** – It is recommended that lifecycle costs are considered in every new building or infrastructure project, retrofit or remodel requiring city capital. Lifecycle thinking should be employed when evaluating energy conserving purchases. For example, longer life and lower end of life impacts of LED lighting can offset initial price premium over fluorescent lighting. A ten-year payback for efficiency upgrades is a recommended standard, but could be amended based on future needs. Sample energy-saving purchases include, but are not limited to:

- Energy performance contracting for existing buildings
- More efficient technologies such as LED lighting for buildings and grounds
- Daylight or motion sensor lighting
- HVAC control systems

- Passive solar heating / shading

**A.2. Renewable Electricity** – It is recommended that the City will make every effort to purchase renewably generated electricity in all of its accounts, when economically feasible. Renewable power can often be purchased for less than 10% incremental cost, or could even yield a payback over time. The city should seek to understand the cost of fully eliminating its electricity-derived carbon footprint and establish goals to reach net zero. Current means of becoming carbon-neutral include but are not limited to:

- Participation in Xcel Energy’s *Windsorce* program
- Large-scale solar energy purchasing agreements
- Small-scale ‘community solar’ projects
- The purchase of carbon offsets

**A.3. Purchased Fossil Fuels** – It is recommended that the City will make every effort to offset the environmental impacts of its purchased fossil fuels when economically feasible. The city should understand the cost of offsetting its carbon emissions originating from: 1) natural gas, 2) gasoline, 3) diesel / fuel oil. Current means of becoming carbon neutral with respect to fossil fuels include but are not limited to:

- Natural gas performance contracting for existing buildings
- Participation in CenterPoint Energy’s *Green Balance* Program
- The planned purchase of higher efficiency or plug-in electric vehicle fleets
- Fuel switching from natural gas to renewables for buildings and infrastructure
- The purchase of carbon offsets

## **B. Source Reduction**

**B.1.** Products that are durable, long lasting, reusable or refillable are preferred.

**B.2.** Vendors will be encouraged whenever practicable to take back and reuse pallets and packaging materials such as plastic bags, cardboard and similar materials.

**B.3.** City will implement the goals of the new Protocol related to the Zero Waste Meetings out of the City’s Public Works Department as they relate to purchasing whenever practicable.

## **C. Recycled Content Products**

**C.1.** It is recommended that printing paper, office paper and paper products will minimally meet the minimum recycled content standards established by the US EPA that meets the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines. 100% post-consumer recycled content is strongly preferred if fiscally possible (within a 10% lifecycle cost increase over the aforementioned product, for example). Any non-recycled paper content should be certified by the Forest Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

**C.2.** It is recommended that janitorial paper products will minimally meet the minimum recycled content standards established by the US EPA and that meets

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the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines. 100% post-consumer recycled content is strongly preferred if fiscally possible (within a 10% lifecycle cost increase over the aforementioned product, for example). Any non-recycled paper content should be certified by the Forest Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

#### **D. Electronics**

**D.1.** The responsibility for this policy will be those City of St. Louis Park employees whose job functions include the operations management for city owned facilities (i.e., offices, garages, buildings) or purchasing of energy consuming equipment (i.e. Information Technology). These individuals are responsible for ensuring that this policy is executed and updated over time.

**D.2.** Where applicable, energy-efficient Information Technology equipment will be purchased with the most up-to-date energy efficiency functions. When necessary, suppliers or manufacturers will train equipment operators and maintenance personnel in the proper enabling and use of energy efficient and sleep mode functions on their equipment.

**D.3.** 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, heating, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers and microwave ovens. Purchased electronic products meeting EPA Energy Star standards are highly encouraged.

**D.4.** When Energy Star labels are not available, use energy efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

**D.5.** The city will consider rechargeable battery systems for common household sizes: AA, AAA, etc. Disposable batteries will only be purchased in the event that no rechargeable option exists or if there are significant reasons why a rechargeable battery system is suboptimal.

#### **E. Water Conservation**

**E.1.** The City should purchase water-saving products whenever practicable. This includes, but is not limited to, high-performance fixtures like toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

#### **F. Green Cleaning**

The *Green Cleaning* concept has been employed by cleaning companies for many years. These techniques have now become mainstream in many cases. The cleaning policy below contains recommendations for the future, but expectations can be made if these are not currently practical or would require significant investment of resources. Some chemicals such as those associated with the rec center pool may be exempted from this policy. It is recommended, however, that we consider lower-toxicity alternatives to chlorine should they become available in the future and economically feasible.

### **F.1. Green Cleaning Roles & Responsibilities**

The responsible party for this policy is the St. Louis Park Facilities Maintenance Supervisor. It is recommended that he or she evaluate the green cleaning policy on a quarterly basis to evaluate progress towards the implementation goals and assess whether the building (all city facilities except the Rec Center) is being sufficiently cleaned with these procedures. As necessary, the responsible party will revise the green cleaning policy to include additional cleaning strategies or modify existing cleaning strategies.

### **F.2. Cleaning Products and Materials**

Cleaning products should meet one or more of the following standards:

- Green Seal GS-37, Green Seal GS-40
- EPA Design for the Environment Program's Standard for Safer Cleaning Products.
- Hand soaps and hand sanitizers contain no antimicrobial agents except where required by health codes and other regulations (food service and health care requirements) and meet Green Seal GS-41.
- Hand sanitizers meet UL 2783 standard for Instant Hand Antiseptics.

### **F.3. Cleaning Contracts & Services**

Strategies for reducing toxicity in contracted cleaning activities:

- Cleaning staff and building occupants are supplied with safe cleaning chemicals that meet the sustainability criteria described in the purchasing guidelines above.
- Hard floors, including tile, concrete, and wood surfaces, are cleaned with only sustainable cleaning products.
- Microfiber cloth and other sustainable high performance cleaning techniques replacing traditional cleaning activities.
- Ionized water-only surface cleaning devices used as much as possible.
- Cleaning chemicals must be labeled and stored in locked, demarcated areas.
- Material safety data sheets (MSDS) for the cleaning chemicals are displayed in storage areas.

Strategies for conserving energy, water, and chemicals used for cleaning:

- Manual-powered equipment and cleaning strategies used whenever practicable to reduce the energy and water used by powered equipment and typical cleaning strategies.
- Cold water used when possible to reduce energy used to heat hot water.
- Vacuum filters and other applicable equipment changed frequently to enable air flow and reduce the energy consumption of the equipment.
- When cleaning chemicals are necessary, the operating procedures for chemical dilution are followed to ensure that the minimum amount of cleaning chemical is used.

Training plan and tracking plan for water, energy, and toxic chemical usage:

- A training plan is developed to ensure all new staff understands this policy.
- Every time a toxic chemical is used at most City buildings managed by Facilities Maintenance Division, it should be reported to the St. Louis Park Facilities Maintenance Supervisor with a record of which chemical was used, where it was applied, and the reason for its use (exceptions may be granted by the City Sustainability Coordinator). At the present time, the Rec Center and Park Buildings will be exempt from this requirement.

## **G. Waste Minimization**

**G.1.** St. Louis Park requires vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.

**G.2.** Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

**G.3.** Vendors are being encouraged to take back and reuse pallets and packaging materials.

**G.4.** Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, will be asked to take back equipment for reuse or environmentally safe recycling when St. Louis Park discards or replaces such equipment, whenever practicable.

## **H. Landscape Maintenance and Materials**

### **H.1. Maintenance Contracts**

The City of St. Louis Park will ask our vendors and suppliers, in contract terms, to use environmentally preferable equipment, materials and techniques in all forms of landscaping and grounds maintenance when practicable.

### **H.2. Landscape Materials**

The City of St. Louis Park will strive to make sustainable and environmentally preferable decisions in all forms of landscaping and grounds maintenance whenever practicable. This includes, but is not limited to:

- Design for sustainability
- Design for low maintenance
- Design for walkability / bike-ability
- Substitute organics for chemicals
- Reduce transport of landscape debris whenever possible
- Continue to purchase native / locally grown / organic plants and materials

## **I. Producer Responsibility**

**I.1.** The City of St. Louis Park will, whenever practicable, favor products that are manufactured by companies that take financial and/or physical responsibility for collecting, recycling, reusing, or otherwise safely disposing of their products and packaging at the end of their useful life. While this may not be common practice currently, the Sustainability Coordinator could possibly assist with identifying companies that do adhere to these practices.

## **J. Sustainability of Investments**

**J.1.** Whenever practicable, the City of St. Louis Park will avoid making investments in which the city and its employees stand to profit from the extraction, sale, transportation or consumption of fossil fuels or other known environmental hazards. The city will seek out a plan to divest current financial assets held in fossil fuels and reinvest these assets in more sustainable investment areas, such as clean energy when practicable.

## **K. Future Focus**

**K.1.** This policy is intended to be a living document that will serve the City for years to come even while sustainability standards evolve. Future policy topics may include, but are not limited to: guidelines on fleet vehicles, purchased landscape materials and services, city building retrofits, city infrastructure service and material procurement, and purchased energy. Rec Center and Park Facilities will put in place regular reviews on their use of toxic chemicals and ways to reduce or eliminate their use. Rec Center will put in place regular reviews on the use of green cleaning products.

## **V. 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.

The following attributes should be considered when determining whether a product or service is environmentally preferable:

- Available locally
- Bio-based
- Carcinogen-free
- Chlorofluorocarbon (CFC) free
- Compostable
- Durable, reusable or refillable
- Energy and water efficient
- Heavy metal free (i.e. no lead, mercury, cadmium)
- Low toxicity
- Low volatile organic compound (VOC) content
- Made from renewable products
- Persistent, Bioaccumulative Toxic (PBT) free
- Recycled Content/recyclable
- Reduced packaging
- Reduced landfill and incineration of materials
- Reduce greenhouse gas emissions
- Refurbished/refurbishable

**ASTM** – American Society for Testing and Materials.

**ASTM D6400-04** – the standard specifications for compostable plastic in the US.

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**Available locally** – that one or more businesses within the county/city or immediate surrounding areas are able to provide goods and services in a timely manner, and in sufficient quantity and quality to meet a specific department/agency need at a competitive cost.

**Bio-Based Product** – commercial or industrial products (other than food or feed) that utilize plant based contents and residuals but does not include products made from forestry materials.

**Biodegradable** – the ability of a substance, material, or product ingredient to readily decompose by the action of microbes. Being biodegradable does not mean that it is also compostable, however. While a biodegradable item may break down into smaller bits, these components may not be able to provide any nutrients when used as compost. For that reason, ‘compostable’ is preferred.

**Buyer** – anyone authorized to purchase on behalf of this jurisdiction or its subdivisions.

**Chlorofluorocarbon, (CFC)** – the family of compounds of chlorine, fluorine, and carbon. CFC’s contribute to the depletion of the stratospheric ozone layer, and have been used as an ingredient for refrigerants, solvents, and for blowing plastic-foam insulation and packaging. The Montreal Protocol on Substances that Deplete the Ozone Layer calls for complete elimination of CFC production.

**Contractor** – any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the City of St. Louis Park, serves in a subcontracting capacity with an entity having a contract, or is otherwise hired by the City of St. Louis Park for the provision of goods or services.

**Dioxins and furans** – a group of chemical compounds that are classified as persistent, bio-accumulative, and toxic by the Environmental Protection Agency.

**Energy Efficient Product** – a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

**Electronic Product Environmental Assessment Tool (EPEAT)** – an easy-to-use, on-line tool helping institutional purchasers select and compare computer desktops, laptops and monitors based on their environmental attributes.

**Energy Star** – the US EPA’s energy efficiency product labeling program: <http://www.energystar.gov>

**Information Technology** – shall include, but shall not be limited to, the following devices: Laptops, Tablets, Desktops, Smart Phones, Servers, Networking devices, Telecom devices, Televisions, Projectors, Audio and Photocopiers.

**Green building** – the incorporation of environmental, health, and waste prevention criteria in building design, site-planning and preparation, materials acquisition, construction or remodeling, deconstruction, and waste disposal.

**Global Reporting Initiative (GRI)** – a non-profit organization that promotes social, economic and environmental sustainability. It produces one of the world's most prevalent standards for sustainability reporting which can be used by organizations to report and research sustainability practices.

**Leadership in Energy and Environmental Design (LEED)** – the self-assessing system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings. Credits are earned for satisfying defined criteria and standards. Different levels of green building certification are awarded based on the total credits earned.

**Light Emitting Diode (LED)** – a highly efficient and long lasting form of interior & exterior illumination.

**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, and does not include manufacturing or converting wastes.

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

**Pre-consumer Material** – material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer.

**Post-consumer recycled material** – material that 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.

**Recovered Material** – fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and postconsumer material but does not include excess resources of the manufacturing process.

**Recyclable** – a material or product that can be reprocessed, remanufactured, or reused.

**Recycled Content** – the percentage of recovered material, including pre-consumer and postconsumer materials, in a product.

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

**Recycled Product** – a product that meets the City's recycled content policy objectives for postconsumer and recovered material.

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

**Reused Product** – any product designed to be used many times for the same or other purposes.

**Source Reduction** – the net reduction in generation of waste and toxic constituents.

**US EPA Comprehensive Procurement Guidelines** – the most current policies established by the U.S. Environmental Protection Agency for federal agency purchases.

**Water-Saving Products** – products in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.