

City of Champlin Sustainable Purchasing Guidelines

PURPOSE

The City of Champlin recognizes that purchasing decisions can significantly affect energy use, water consumption, waste generation, operating costs, and environmental quality. The purpose of this policy is to encourage and increase purchasing practices that reflect the City's commitment to sustainability and responsible stewardship of public resources. While not all of these guidelines will be feasible in every procurement of goods and services, the City will make an effort to incorporate these preferences to the maximum extent possible in its procurement decisions. This policy is intended to:

- Conserve natural resources.
- Minimize environmental impacts and pollution.
- Reduce waste and support markets for recycled-content, energy-efficient, and water-efficient products.
- Increase the use and availability of environmentally preferable products.
- Lower long-term costs through lifecycle cost considerations, including purchase, maintenance, operation, and disposal costs.

GUIDELINES

The City shall give preference to products and equipment that reduce energy use, water consumption, waste generation, and environmental impacts whenever such products are available, perform adequately, and are cost-competitive over their useful life.

A. Energy-Efficient Equipment and Appliances

The City shall purchase and install:

- ENERGY STAR® certified equipment and appliances whenever ENERGY STAR-certified models are available for the intended use.
- EPEAT® registered electronic products (computers, monitors, laptops, imaging equipment, and other eligible electronic devices) whenever EPEAT-certified products are available.
- When both certifications are available, purchases shall meet both ENERGY STAR and EPEAT standards whenever practicable.

This includes, but is not limited to, exhaust fans, heating and cooling systems, office equipment, computers, exit signs, water heaters, and appliances, such as refrigerators, dishwashers, microwave ovens, light bulbs, and lighting systems. Light bulbs and lighting systems will be LED or the most efficient option available at the time.

Departments may only purchase non-certified products when:

- No certified product meets operational requirements;
- A certified product is unavailable within a reasonable timeframe; or
- The total lifecycle cost demonstrates a significant financial hardship for the City.

B. Recycled-Content Paper

Consistent with Minnesota Statute 16C.073, the City shall purchase paper products containing the highest practicable amount of post-consumer recycled content and shall employ environmentally preferable printing practices whenever available and cost-effective.

At a minimum:

- Copier and office paper purchased by the City shall contain at least 30% post-consumer recycled content.
- Departments are encouraged to purchase paper products with higher levels of recycled content when operationally appropriate.
- City departments shall utilize double-sided printing whenever practical.
- The City should utilize reusable binding materials, remanufactured printer cartridges, and recyclable printing materials whenever operationally feasible.
- All paper purchases shall meet applicable performance standards for City operations.

C. Water-Efficient Products

The City shall purchase and install:

- U.S. EPA WaterSense® certified products whenever WaterSense-certified options are available for the intended application and financially feasible.

This requirement applies to eligible products including, but not limited to, toilets, urinals, bathroom sink faucets and aerators, showerheads, irrigation controllers, spray sprinkler bodies and other WaterSense-labeled fixtures and equipment

Exceptions may be approved when no WaterSense-certified product meets operational requirements or when a certified product is unavailable.

D. Waste Minimization

The City should buy in bulk whenever practicable to reduce packaging. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

E. 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.

PROCEDURE

When purchasing products and services for the city, staff will:

- Ensure that specifications support the use of reusable, recycled, or environmentally preferable products by following these guidelines.
- Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors.

- Facilitate data collection on purchases of designated environmentally preferable products by the department in order to determine the effectiveness of the products and services.
- Use a standard of accepting a 10% increased cost for these items. Authorization from the City Administrator is required if the additional cost to buy the environmentally preferable product is greater than \$1,000.
- City staff shall incorporate these requirements into purchasing procedures, bid specifications, and procurement documents.
- Department heads shall ensure purchases comply with this policy whenever applicable.
- Staff responsible for procurement shall be encouraged to evaluate lifecycle costs, including energy and water savings, maintenance needs, and product longevity.
- The City may periodically review and update purchasing standards to align with emerging sustainability best practices.

RESPONSIBILITY

All City departments are responsible for the implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's procedure to purchase environmentally preferable goods and services. City staff will implement these guidelines in conjunction with the city's normal purchasing policy and with consideration of the above price differential.

DEFINITIONS

The following terms, as used in this document, shall have the meanings stated:

- **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.
- **Energy Star:** The U.S. EPA's energy efficiency product labeling program
- **Water Sense:** The U.S. EPA's water efficiency product labeling program
- **Safer Choice:** The U.S. EPA's safe chemical-based product labeling program
- **Green Seal:** An independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.
- **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.
- **Practicable:** Whenever feasible and compatible with State and Federal law, without reducing safety, quality, or effectiveness.

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