



## ADMINISTRATIVE PROCEDURE

### *City of Greenville*

<b>Procedure Title:</b>  <i>Environmental Purchasing Procedure</i>	<b>Procedure Number:</b> 12	<b>Effective Date:</b> July 21, 2009
	<b>Version:</b> A <input checked="" type="checkbox"/> Original Version <input type="checkbox"/> Replaces Version Dated	Issuing Department/Division:  Public Works/Administration
	<b>Approved By:</b> /s/ Wesley B. Anderson, Department Head	/s/ Wayne Bowers, City Manager

### **PURPOSE**

To ensure that products and services purchased or contracted will conform with the goals of City initiatives as a participant in the U. S. Mayor’s Climate Protection Agreement and the N. C. League of Municipalities Green Challenge, City departments will strive, where feasible, to purchase environmentally preferable products and services that meet the City’s needs.

### **SCOPE**

This procedure applies to all departments in the City.

### **PROCEDURE**

The goal of this procedure is to ensure, where possible, purchasing decisions shall favor:

- Products that reduce greenhouse gas emissions or are made with renewable energy (ex. hybrid or electric vehicles, energy efficient vehicles)
- Products that reduce the use of chemicals that are hazardous to the environment and employee and public health (ex. using paper cups versus styrofoam cups)
- Products that contain the highest possible percentage of postconsumer recycled content (ex. 30%, 50%, or 100% versus 0% paper, reprocessed lubricating oils)
- Products that reduce air and water pollution (ex. spray pump cleaning supplies versus hydrocarbon compressed spray cleaning supplies)

- Products that reduce waste (ex. supplies packaged in type 1 or 2 versus 6 or 7 plastic containers, synthetic versus petroleum oil)
- Suppliers who strive to improve their environmental performance and provide environmentally preferable products, and who can document the supply-chain impacts of their efforts
- Reusable products (ex. refillable pens and pencils)
- Products that are recyclable or compostable

Environmentally preferable products and services comparable to their standard counterparts in quality and price should receive purchasing preference. In situations where environmentally preferable products are unavailable or impractical, secondary considerations should include the environmental management practices of suppliers and producers.

### **COMMENTS**

The purchase of environmentally preferable products is part of the City's long-term commitment to the environment. By sending a clear signal to producers and suppliers about this commitment, the City hopes to support wider adoption of environmentally preferable products and practices.

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