

Leveraging the purchasing power of government, especially at the scale of purchasing represented by the state of California, can have enormous impact. Current Environmentally Preferable Purchasing (EPP) policies for the state of California prioritize post-consumer recycled content, energy efficiency, durability, reduced air emissions, and water efficiency. Prioritizing reduce, reuse, and repair should be at the core of government procurement policies. Agencies can specify purchase and use of reusable products for government meetings, events, and offices and prohibit the purchasing of specific throw-away items such as disposable beverage and foodware containers. Agencies can also incorporate reparability into procurement.

A Model Source Reduction Purchasing Policy

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Sec. 1: Statement of Policy

It is the policy of [Organization] to:

Institute practices that reduce waste by increasing product efficiency and effectiveness;

Purchase products that are reusable, refillable, and avoid unnecessary packaging.

Sec. 2: Purpose

This Policy is adopted in order to:

Conserve natural resources,

Minimize environmental impacts such as pollution and use of water and energy,

Reduce materials that are landfilled,

Increase the use and availability of reusable and refillable products and packaging that protects the environment,

Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services by offering reusable and refillable packaging and reducing unnecessary single-use packaging.

Sec. 3: Strategies For Implementation

3.1 Source Reduction

3.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.

3.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.

3.1.3 Consider short-term and long-term costs in comparing product alternatives. This includes evaluation of total costs expected

during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.

3.1.4 Purchase products that are durable, long-lasting, reusable or refillable and avoid purchasing one-time use or disposable products.

3.1.5 Request vendors to eliminate packaging or use the minimum amount necessary for product protection.

3.1.6 Specify a preference for packaging that is reusable, recyclable, or compostable when suitable uses and programs exist.

3.1.7 Encourage vendors to take back and reuse pallets and other shipping materials.

3.1.8 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when [the Organization] discards or replaces such equipment, whenever possible. Suppliers will be required to state their take back, reuse or recycling programs during the bidding process.

3.1.9 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when [the Organization] discards or replaces such equipment, whenever possible. Suppliers will be required to state their take back, reuse, or recycling programs during the bidding process.

3.1.10 Promote electronic distribution of documents rather than printing or copying.

3.1.11 When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.

3.1.12 Reduce the number and type of equipment needed to perform office functions to save energy and reduce purchasing and maintenance costs. Eliminate desktop printers, redundant network printers and reduce the number of fax machines leased or owned by [the Organization]. Consider lease or purchase of multi-function devices.

3.2 Prohibited Single-use Products

3.2.1 Single-use beverage containers will not be provided for offices, events, and on-site catering.

3.2.2 Single-use foodware (utensils, plates, cups, bowls, condiment packets, straws) will not be provided for offices, events, and on-site catering.

3.3 Office Design Requirements

3.3.1 Foodservice, and break rooms in government office buildings will be equipped with high-efficiency automatic dishwashing, water refill stations, and reusable foodware and accessories, such as straws and condiments.

This policy shall take effect on [date].