Town of Truckee Sustainable Purchasing and Practices Policy

Purpose

To support Truckee's sustainability initiatives, the Town of Truckee aims to procure sustainable materials and employ practices that minimize negative impacts on human health and the environment. The Town of Truckee recognizes that purchasing fewer items is the best way to reduce the Town's use of natural resources and that purchasing products with recycled content is essential to the viability of the recycling system. Therefore, to the greatest extent practical, these and other sustainability concerns shall be considered in the purchasing of all products.

The Sustainable Purchasing and Practices Policy is intended to:

- Communicate the Town's commitment to sustainable purchasing to its employees, vendors and community.
- Complement and support the implementation of the Town's sustainability goals and objectives. - Empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions.

Policy

The Town of Truckee shall use sustainable purchasing and practices guidelines to the maximum extent possible. Guideline documents shall be developed and maintained by the Keep Truckee Green team, with consideration of factors such as performance, cost, and availability. Town of Truckee personnel shall endeavor to follow the guidelines barring cases of product-specific performance issues, unreasonable product costs, or conflicts with existing Town policy. Embedded in this policy are mandatory SB 1383 procurement regulations, which refer to the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020. These are the only mandatory procurement requirements included in this policy.

Guiding Principles

Everything is connected: All life depends on healthy natural systems. Humanity depends on vibrant and fair social systems. Our purchasing decisions can have both positive and negative impacts on these systems.

- Conserve: First, avoid unnecessary use of resources through reduction methods (i.e. electronic signing of documents instead of paper; energy efficiency tactics). Second, reuse or repurpose materials already purchased and rent or lease items where possible. Then, buy only what is needed, following sustainability guidelines to reduce waste, reduce use of water and energy, and conserve natural resources. Donate applicable items as an alternative to disposal.
- Protect biodiversity: Avoid products that contribute to deforestation, ocean pollution or other environmental destruction.
- Take a lifecycle perspective: All purchases have impacts over the life of the product or service. Think about the long-term costs to people, the planet, and the Town.
- Ensure health and safety: Avoid toxins that recirculate in air, water and soils, and materials that harm people and animals.
- Promote social equity: Support local and disadvantaged businesses (i.e. minority, veteran, woman-owned).
- Uphold accountability: Hold each other accountable for the decisions we make and reinforce responsibility throughout our supply chain.
- Support innovation: Increase demand and build market capacity for sustainable solutions. - Lead the way: Seek continuous improvement and collaborate with other agencies to set an example for the community.

Defining Sustainable Products

In general, sustainable products and services are those that have a reduced adverse effect on human health, climate, and the environment when compared with competing products and services. In practice, the objective is to purchase products that have reduced environmental impact because of the way they are made, used, transported, stored, packaged and disposed of. It means looking for products that do not harm human health, minimize pollution and waste, maximize use of bio-based or recycled materials, conserve energy and water and reduce the consumption or disposal of hazardous materials. When determining whether a product is sustainable, the following list of characteristics may be considered:

- Bio-based
- Biodegradable
- Carcinogen-free
- Chlorofluorocarbon (CFC) and hydrofluorocarbon (HCFC)-free
- Heavy metal free (i.e. no lead, mercury, cadmium)
- Low volatile organic compound (VOC) content
- Made from renewable materials
- Low toxicity
- Recycled content
- Rechargeable (batteries and other items)
- Reusable or refurbished
- Reduced packaging
- Reduced greenhouse gas emissions
- Energy, resource and water-efficient

At this time, the United States Environmental Protection Agency (U.S. EPA) is a recognized leader in developing baseline standards for the use of environmentally friendly and/or sustainable products. These procurement guidelines will be utilized – except where SB 1383 provides more stringent or alternative guidelines – for all products for which the U.S. EPA has established them, such as for printing and office paper, janitorial supplies, construction, landscaping, miscellaneous and non-paper office products.

Implementation

Keep Truckee Green Staff shall be responsible for:

- Collecting and reporting annual data to CalRecycle
- Producing and updating guidance documents.
- Developing buyer-specific trainings on sustainable procurement best practices that meet the intent of this policy.
- Developing performance metrics and conducting a yearly audit to track progress and adjust guidance documents.

The Sustainability Committee[1] shall be responsible for:

- Aiding in continuous research and exploration of new sustainable products to be tested.
- Encouraging compliance in all Town departments and divisions.

Department heads shall be responsible for

- Ensuring staff utilize guidance documents.
- Ensuring that when the need for developing additional guidelines arises, staff will participate and collaborate with other applicable departments to continuously improve the Town guidelines.
- Encouraging pilot testing for sustainable products.

SB 1383 Procurement Mandates

Scope: This section addresses the Town of Truckee's procurement mandates as stated in the mandatory regulations of Senate Bill 1383, effective January 1, 2022.

Organic Waste Procurement Requirements:

- Procure annually, for use or giveaway, a quantity of Recovered Organic Waste Products that meets or exceeds the Annual Recovered Organic Waste Product Procurement Target as defined by CalRecycle, and/or require through a written contract or agreement that a direct service provider to the Town

[1] The Sustainability Committee is a group of Town employees from across divisions meeting monthly to collaborate on cross-departmental sustainability projects. The Committee includes the Keep Truckee Green team.

procure recovered organic waste products.

- Products that may be procured to meet the target include SB1383 Eligible Compost, SB1383 Eligible Mulch, Renewable Gas (in the form of transportation fuel, electricity or heat), and Electricity Procured from Biomass Conversion, as defined on pages 11-12.
    - The annual procurement target is calculated by multiplying Truckee's population by 0.08 tons of organic waste per person, where:
        - 0.58 tons or 1.45 yards of compost equals one ton of organic waste product ▪ 1 ton of mulch equals one ton of organic waste product
        - 19 gallons of diesel gallon equivalents (DGE) equals one ton of organic waste product
- Keep Truckee Green to maintain records to show that annual procurement target is met and report procurement, at minimum annually, to CalRecycle
    - Records shall include: general description of how and where the product was used and applied; source of product; type of product; quantity of product; and, invoice or other record demonstrating purchase or procurement

Paper Procurement Requirements

- Make paper purchases that: 1) contain post-consumer recycled content and 2) are recyclable o All paper purchases must contain 30 percent post-consumer recycled content, when available at equivalent cost and quality to nonrecycled products, except for the products outlined below:
    - Toilet paper shall consist of at least 45 percent post-consumer recycled content. ▪ Paper towels shall consist of at least 40 percent post-consumer recycled content. ▪ Facial tissue shall consist of at least 10 percent post-consumer recycled content.
    - Toilet seat covers shall consist of at least 20 percent post-consumer recycled content.
    - General purpose paper wipers shall consist of at least 40 percent post-consumer recycled content.
    - Food service ware, including, but not limited to, napkins, plates, bowls, food trays, takeout boxes, placemats, etc. shall consist of at least 40 percent post-consumer recycled content.
- Paper purchases must be eligible to be labeled with an unqualified recyclable label as defined by Federal Trade Commission "Green Guides"
- Require vendors to certify post-consumer content and recyclability claims of paper products and printing and writing paper
- Maintain records of all paper purchases as required by CalRecycle

Environmental Guidelines for Facilities

Scope: The specifications in this section address practices and purchases within the Facilities Division including trails, janitorial, and maintenance activities.

Practices:

- Use recycled-content materials for trail amenities and furniture.
- Use Eco-friendly and sustainable products for cleaning and facility maintenance including drain maintenance, landscape and hardscape maintenance, and de-icing materials. Use products certified by independent third-parties as less toxic and low emitting. Examples of credible sustainability labels include, but are not limited to, ENERGY STAR, Green Seal, UL EcoLogo, Cradle to Cradle, Safer Choice, Forest Stewardship Council, and the Electronic Products Environmental Assessment Tool (EPEAT).
- Use recycled-content or sustainable material for construction when possible. - Use SB 1383-eligible compost and mulch produced from recovered Organic Waste, as defined by CalRecycle, for landscaping maintenance, renovation, or construction, as practicable and whenever available.
- Use interior finishes (paints, flooring, furniture, etc.) that meet third-party standards for less toxic and low emitting products.
- Use drought-tolerant native plantings and water efficient landscaping techniques in all landscaping.
- Consider future electric vehicle and bicycle infrastructure when designing new facilities, spaces and trail amenities.
- Use reused materials when possible.

Purchases

- Purchase cleaning products in concentrated form when available.
- Invest in on-site renewable energy and low-carbon technologies where appropriate.

Environmental Guidelines for Fleet

Scope: The specifications in this section address practices and purchases within the Fleet Division.

Practices:

- Purchase renewable products when possible.
- Recycle used oil.
- Recycle aerosol cans.
- Recycle used tires.
- Use reusable towels when possible.
- Consider future electric vehicle charging infrastructure and systems when designing new fleet procedures and practices.
- Continue to explore opportunities for renewable diesel and other alternative fuels.
- Reduce vehicle miles traveled.

Purchases:

- Purchase disposable towels made from recycled materials.
- Invest in zero emissions, low emissions, or alternative fuel vehicles and

equipment when possible, following an electric first strategy (Please reference the Truckee Electric Vehicle Purchasing Policy). Include installation of electric vehicle charging stations where necessary for new vehicle purchases and where appropriate.
- When purchasing vehicle maintenance items, reference the sustainable products characteristics found on page 2.

Environmental Guidelines for Food Service

Scope: The specifications in this section address practices and purchases for general food service across all divisions.

Practices:
- At Town–hosted events serving food, use reusable utensils and serving ware unless reusable items are unavailable or pose a safety hazard to the specific population being served.
- Provide beverages and condiments through coolers or self-serve dispensers, where applicable. Plastic bottles or individual-use packets may only be provided when populations being served have restricted or limited mobility.
- Food that is suitable for consumption but will not be served shall be stored in reusable containers whenever possible and donated to employees or a local food donation program.
- Town-hosted events will have recycling receptacles and food waste collection when food is served.
- Town-hosted events will utilize cloth table coverings.
- Leftover food will be stored in reusable containers whenever possible.

Purchases:
- When purchasing disposable items, prioritize items with the highest level of recycled content
- Do not purchase expanded polystyrene (Styrofoam) packaging, plates, and cups.
- Do not purchase single use straws except in cases when they address specific accessibility needs of the population being served.
- Do not purchase or distribute single-use plastic water bottles at Town-sponsored events. Use reusable cups and pitchers or water bottle filling stations when feasible.
- When purchasing prepared food for town-hosted events, prioritize the following characteristics:
    - Vendors who provide locally grown food
    - Vendors who provide and encourage vegetarian and plant-based food options
    - Vendors who cooperate with the Town to reduce packaging or use reusable packaging when feasible.
    - Vendors who are developing or engage in sustainable business practices.

Environmental Guidelines for Office Operations

Scope: The specifications in this section address practices and purchases for general office supply purchases across all divisions.

Practices:

- Abide by all SB 1383 paper procurement guidelines, as described on page 4 - Explore opportunities for centralized or consolidated purchasing, especially for paper products
- Encourage vendors to eliminate or reduce packaging to the greatest extent practicable. Request that vendors use packaging that is reusable or recyclable in existing recycling programs.
- Encourage vendors to take back and reuse pallets and other shipping material that cannot be eliminated.
- Reduce printing for plan review through half-size printing and electronic plan review when possible.
- Encourage the use of electronic agendas for meetings rather than printouts. Use duplex features on laser printers and copiers. Practice two-sided copying for all Town memos and mailings.
- Use eco-mode or ink saving mode on printers, if equipped, whenever possible.
- Send and store information electronically when possible.
- Power off electronics over the weekend or during extend vacation/time-away periods.
- Utilize castoff documents as scratch paper.
- Reuse items such as binders and report covers when appropriate.
- Utilize Dropbox for electronic distribution of documents.
- Utilize electronic signature platforms for signing of contracts to reduce or eliminate paper consumption.
- Place commonly used office supplies and desk accessories in the production rooms so that it may be reused by a coworker.
- Prioritize reuse and donations of items rather than disposal

Purchases:

- Per SB 1383 guidelines, purchase paper products (imprinted letterhead paper, envelopes, copy paper, and business cards) with at least 30% post-consumer recycled content and prioritize paper with higher recycled content when feasible. Prioritize paper certified by the Forest Stewardship Council and processed without chlorine.
- Purchase remanufactured or refillable laser printer toner cartridges and inkjet cartridges. - Purchase rechargeable batteries when practical.
- Purchase promotional items with minimal plastic content. Prioritize promotional items made with recycled or organic material, designed for reuse, and sourced locally. Do not purchase plastic single-use, disposable items for promotional items.
- When possible, purchase goods locally to reduce transportation costs from

shipping.

Environmental Guidelines for Roads and Snow

Scope: The specifications in this section address practices and purchases within the Roads and Snow Division.

Practices:

- Recycle signage materials when possible.
- Recycle green waste from landscaping operations, and use recycled materials for landscaping purposes (e.g. wood chips).
- Incorporate recycled aggregate base into roadway projects when practical for the application.
- Incorporate recycled content into paving projects when practical for the application.

Purchases:

- When purchasing road maintenance and snow removal items, reference the sustainable products characteristics found on page 2.

Environmental Guidelines for Information Technology

Scope: The specifications in this section address practices and purchases for IT purchases.

Practices:

- When phones, tablets, or computers need to be replaced, label each piece with the previous owner's username, pin, and an explanation of damage.
- Before purchasing new phones, tablets, or computers first evaluate to determine if there are any older models in the department that can be used.
- Collect all damaged technology to sell, donate, or to dispose of properly as e-waste. Before disposing of workable technology, contact community partners to determine if products can be donated or reused.

Purchases:

- Purchase Energy Star or EPEAT-rated technology whenever possible.
- Before making a new purchase, evaluate cost-saving potential of refurbished items.

Definitions

Annual Recovered Organic Waste Product Procurement Target – amount of Organic Waste in the form of a Recovered Organic Waste Product jurisdictions are required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08

tons of Organic Waste per California resident per year, multiplied by the Town's residential population using the most recent annual data reported by the California Department of Finance.

Compost – the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4). Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements.

Direct Service Provider – a person, company, agency, district, or other entity that provides a service or services to the Town pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

Electricity Procured from Biomass Conversion – electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity.

Energy-Efficient Product(s) - products that meet the EPA Energy Star qualifications or U.S. Department of Energy's (DOE) Federal Energy Management Program (FEMP) and vehicles that meet EPA's Smart Way qualifications.

Life-Cycle Cost – the comprehensive accounting of the total cost of a product including procurement, initial cost, energy and operational cost, maintenance, longevity of service and disposal.

Organic Waste – solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

Paper Purchase – all purchases by a jurisdiction of paper products or printing and writing papers, as defined by 14 CCR Section 18982(a)(52).

Paper Products – include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, as defined by 14 CCR Section 18982(a)(51).

Printing and Writing Papers – include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint,

and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines and publications, as defined by 14 CCR Section 18982(a)(54).

Procurement of Recovered Organic Waste Products – purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the Town or others. The Town's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the Town or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the Town's behest.

Recycled Product(s) – products made with an identifiable percentage (1% - 100%) of post-consumer material content or of discarded virgin materials salvaged from the industrial waste stream. High content recycled products contain a minimum of 50% of post-consumer material.

Recycled-Content Paper Products – products that consist of at least thirty percent (30%), by fiber weight, post-consumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

Renewable Gas – gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste.

"SB 1383 Regulations" or "SB 1383 Regulatory" – refers to, for the purposes of this policy, the Short Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

SB 1383 Eligible Mulch – mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).