



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 11-10 SP-2

ISSUE 1

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By

EFFECTIVE 11/02/2010

SUBJECT

PRODUCT, SERVICE AND PROGRAM STANDARDS

APPROVED

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County Administrative Officer

PURPOSE

To establish environmentally preferable product and service standards, and programs for recycling, reuse and reduction of materials.

DEPARTMENTS AFFECTED

All County Agencies, Departments and Board-governed Special Districts.

DEFINITIONS

BIO-BASED – Utilization biological products or renewable domestic agricultural (plant, animal or marine) or forestry materials. Very simply, an engineering material made from substances derived from living matter.

BIODEGRADABLE - Waste material composed primarily of constituent parts that occur naturally, are able to be decomposed by bacteria or fungi, and are absorbed into the ecosystem.

CARCINOGEN - Any substance capable of causing cancer.

CFC-FREE - Not containing chlorofluorocarbons.

COMPOST PRODUCTS - Mulch, soil amendments, ground cover or other landscaping materials derived from the biological or mechanical conversion of cellulose-containing waste materials.

DESIGNATED RECYCLED PRODUCT - Products designated in this policy, or designated by the Purchasing Department, pursuant to this policy, that meet or surpass San Bernardino County specified minimum recycled content standards.

ENERGY EFFICIENCY - Ratio of energy output of a conversion process or system to its energy input.

HEAVY METAL FREE - Not containing lead, mercury or cadmium.

MINIMUM RECYCLED CONTENT STANDARDS - Standards that specify the minimum level of recycled materials and/or post-consumer recycled material necessary for designated products to qualify as recycled products.

PERSISTENT, BIOACCUMULATIVE AND TOXIC (PBT) CHEMICALS - Chemicals that are toxic, persist in the environment, and bioaccumulate in food chains.

POST-CONSUMER RECYCLED MATERIALS - Materials or products that have served their intended use and have been discarded for disposal or recovery by a final consumer.

RECHARGEABLE - Able to charge again, especially to reenergize a storage battery.

RECYCLABLE PRODUCT - A product which, after its intended end use, can demonstrably be diverted from San Bernardino County's solid waste stream for reuse as raw material in the manufacture of another product.

RECYCLED MATERIAL - Waste material and by-products that have been recovered or diverted from solid waste and can then be utilized in place of raw or virgin material in manufacturing a product and consist of materials derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural waste, and other items, all of which can be used in the manufacture of new or recycled products.

REMANUFACTURED - Recycling concept by which an existing product has its useful life extended through a secondary manufacturing or refurbishing process, such as remanufactured systems furniture.

RENEWABLE - A natural resource that can replenish itself over time.

TOXICITY - Quality, relative degree, or specific degree of being toxic or poisonous.

UNIVERSAL WASTE - Waste generated by a wide variety of people and businesses, general considered hazardous upon disposal but posing a lower risk to people and the environment than other hazardous wastes.

VIRGIN PRODUCT - Product in original state of manufacture and containing no post-consumer waste.

VOC CONTENT - Containing low volatile organic compounds.

ENVIRONMENTAL PROTECTION AGENCY STANDARDS

The United States Environmental Protection Agency (EPA) leads the nation's environmental science, research, education and assessment efforts. The mission of the EPA is to protect human health and the environment. The Comprehensive Procurement Guideline (CPG) program is part of EPA's continuing effort to promote the use of materials recovered from solid waste. Buying recycled-content products ensures that the materials collected in recycling programs will be used again in the manufacture of new products.

A key component of the CPG program is EPA's list of designated products and the accompanying recycled-content recommendations in the following categories: construction, landscaping, non-paper office supplies, paper, park and recreation, transportation, vehicular and miscellaneous products. The EPA also publishes product resource guides for each CPG product category.

The State of California passed landmark legislation in 1989 to divert the amount of waste going to California landfills. The State Agency Buy Recycled Campaign (SABRC) complements the legislation by increasing recycling. Under the SABRC, State agencies and the Legislature are required to purchase recycled content products in sufficient quantities to comply with mandated procurement goals in 11 product categories. The following designated products for County purchases are intended to reflect both Federal EPA guidelines and the State standards for post-consumer recycled content.

HAZARDOUS AND TOXIC MATERIALS TO BE REDUCED

Asphalt and concrete

Brake cleaners

Cleaning products

Diesel fuel

Graffiti removal products

Incandescent lamps

Paints

Pesticides

Toxic fluids and cleaners containing PBT chemicals

Treated wood

DESIGNATED ENVIRONMENTALLY PREFERABLE PRODUCTS

SUPPLIES:

Food product packaging that is non-rigid, with biodegradable and unbleached fiber content

Green Seal Certified cleaning products

Lead-free products (ammunition, wheel weights, etc.)

Non-paper office supplies including, but not limited to, plastic desk accessories and binders with minimum 30% post-consumer recycled content

Paper and paper products including, but not limited to, writing/printing paper, paper janitorial supplies and packaging products with minimum 30% post-consumer content

Plastic trash bags with minimum 50% post-consumer recycled content

Rechargeable batteries

Refillable pens and pencils

Remanufactured laser printer toner cartridges

Rewritable CD's

Road signs, traffic cones and barricades with 50% minimum post-consumer recycled content

BUILDING/LANDSCAPE MATERIALS:

Drip irrigation systems and ambient light irrigation controls

Drought-tolerant plants

Energy-rated lighting fixtures and appliances, using less energy and water than minimum Federal and State standards

Mowers with mulching blades and/or electric or push mulching mowers

Non-PBT pesticides and fertilizers that are organic, naturally-derived and/or slow release

Outdoor-wood products made from minimum 50% post-consumer recycled plastic or plant-based products

Pervious concrete for construction and recycled concrete for roads or fill

Recycled post-consumer, reused, reground or rubberized asphalt concrete containing glass cullet, recycled fiber or plastic, tire rubber or fly ash

Water-based, lead free and chromate free paint

Tire-derived products

AUTOMOTIVE PRODUCTS AND FLUIDS:

Lubricating oils and hydraulic fluids with minimum 70% re-refined oil content

Non-chlorinated parts and brake cleaning solvents, or aqueous detergents

Reclaimed antifreeze and engine coolants

Remanufactured vehicle parts

Retreaded tires

TECHNOLOGY:

EPEAT certified computers

Multi-functional, ENERGY STAR rated copiers and fax machines

FURNITURE/FURNISHINGS:

Carpeting and flooring made from post-consumer recycled material

Low VOC content and remanufactured furniture

STANDARDS FOR PHOTOCOPYING AND PRINTING EQUIPMENT

1. Employ initiatives to reduce paper consumption:
 - Documents, flyers and marketing materials will be transmitted and distributed electronically whenever possible by scanning and printing to PDF files or other electronic formats.
 - Documents will be archived electronically if possible.
 - Copiers and printers will be set to duplex (double sided) by default.
 - County Departments and outside entities submitting proposals and reports to San Bernardino County will use both sides of paper sheets.
 - County employees will include the following message in the content of email correspondence "please consider the environment before printing this email".
2. All imprinted letterhead, envelopes and business cards used by San Bernardino County departments will be on minimum 30% post-consumer recycled content paper and will include a "printed on recycled paper" statement.
3. County departments will use recycled paper whenever practicable, and requests for bids and proposals require contractors and outside service providers, including contracts for printing services, to use recycled paper for bids and proposals and for any printed or photocopied material created pursuant to a contract with San Bernardino County unless specifically shown to be impracticable.
4. Achieve maximum device energy management for copiers and devices, and choose energy savings mode after ten minutes idle time.
5. Employ process and workflow mapping to reduce printing through the use of workgroup copiers and printers.
6. Set black and white as the default choice.
7. Eliminate inkjet printers

RECYCLING PROGRAM

It shall be the standard to recycle the following materials in County offices:

Antifreeze	Office furniture
California Refund Value beverage containers	Paper products
Cardboard cartons/product containers	Pallets and crates (wood)
Ink and toner cartridges	Universal waste including computers, computer monitors, batteries, non-empty aerosol cans, fluorescent tubes and bulbs, cell phones, and telephones
Leftover paint	
Metal from non-saleable equipment	



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RESPONSIBILITIES AND PROCEDURES

1. County Agencies, Departments and Special Districts will:

- a. Buy only what is needed to affect use reduction;
- b. Purchase or rent equipment, whenever practical, which will promote the use of recycled products and recyclable content products;
- c. Evaluate designated recycled products to determine the extent to which the product may be practicably used by the department and its contractors;
- d. Request that contractors, consultants, and other entities or organizations doing business with the County comply with these standards and use recycled and recyclable products in fulfilling contractual obligations whenever practicable;
- e. Request that contractors, consultants, and other entities or organizations doing business with the County fulfill reporting requirements;
- f. Participate in County and city-sponsored recycling programs;
- g. Implement recycling programs as directed by the Board;
- h. Replace inefficient lighting with energy efficient lighting; and
- i. Designate building coordinators and a departmental "green point person" to coordinate initiatives under this policy, and assist in developing procedures to facilitate employee participation.

2. The following Standard Solicitation Language should be used:

Environmental Preference

"Although the County has not committed to allowing a cost preference, if two products are equivalent and the cost is feasible the environmentally preferable product would be selected. The intent is to utilize vendors that reduce environmental impacts in their production and distribution systems whenever fiscally practicable."

Use of Recycled Paper

"In accordance with County Policy 11-10, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Vendors to use recycled paper for proposals and for any printed or photocopied material created as a result of a contract with the County. The policy also requires Vendors to use both sides of paper sheets for reports submitted to the County whenever practicable."

Environmental Reporting

“To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB939), vendor must be able to annually report the County’s environmentally preferable purchases. Service providers are also asked to report on environmentally preferable goods and materials used in the provision of their service to the County.”

Best Value Evaluation

“Cost is an important factor in the evaluation process, but the County is not obligated to accept the lowest cost proposal. At the County’s discretion, considerations other than price may factor into a decision as to which products or services provide the best value to the County. Such considerations may include:

- *Life cycle cost*
- *Probable life of the product*
- *Length and scope of warranty*
- *Maintenance or service availability*
- *Past performance*
- *Environmental considerations*
- *Trade-in terms*
- *Risk reduction*
- *Any other relevant factor listed in the solicitation”*

The Purchasing Department will be responsible for:

- a. Implementing this policy and developing metrics to measure results;
- b. Designating recycled, recyclable content, remanufactured and energy efficient products to be purchased by departments whenever practicable;
- c. Identifying hazardous and toxic materials to be reduced;
- d. Determining standards for photocopying equipment;
- e. Assist in developing recycling programs through the Surplus Property division;
- f. Developing recycling contracts, as needed, for use by County departments and in the surplus property operation;
- g. Requesting that suppliers of electronic equipment take back equipment for reuse or recycling when the County replaces or surpluses such equipment; and
- h. Requiring suppliers to reuse and recycle packaging material used for product delivery.
- i. Encouraging departments to reduce order quantities to reduce packaging and transportation waste;
- j. Informing departments of their responsibilities under this policy;