



**CITY OF FOLSOM
ENVIRONMENTALLY PREFERRED AND RECYCLED PRODUCT
PURCHASING POLICY**

I. EFFECTIVE DATE OF POLICY

This policy is effective March 1, 2003.

II. PURPOSE

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize the environmental impacts of the City's work efforts. The City of Folsom recognizes that our employees can make a positive difference in environmental quality, and the City is committed to the purchase of environmentally preferred products whenever they perform satisfactorily and are available at a competitive price.

III. SCOPE

This policy applies to all City employees, and applies to purchases incurred in connection with City business.

IV. DEFINITIONS

Waste Prevention means any action undertaken by an individual or organization to eliminate or reduce the amount and toxicity of materials before they enter the municipal solid waste stream.

Environmentally Preferred Products means products that have a lesser impact on the environment when compared with competing products.

Recycled Products means products manufactured with waste material recovered or diverted from the waste stream. Recycled products may be derived from waste material including, but not limited to, post-consumer waste (material that has served its intended end-use and has been discarded by a consumer,) industrial scrap, and manufacturing waste.

V. GENERAL PROVISIONS

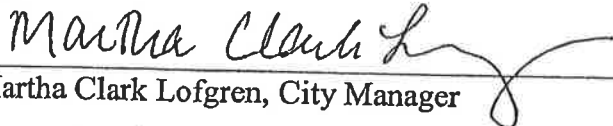
A. Procurement Practices

1. The City of Folsom staff is encouraged to evaluate and purchase environmentally preferred and recycled products whenever practical, including:
 - a) Printing and writing paper, including but not limited to letterhead, envelopes, and copy paper;
 - b) Printed advertising, brochures, business cards, flyers, and booklets, and when practical, will state "Printed on Recycled Paper;"
 - c) Paper products such as janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, file boxes, file folders, and other products that are largely comprised of paper and when practical, shall contain a minimum of 30% post-consumer recycled content;
 - d) Remanufactured toner cartridges and refillable ink-jet cartridges;
 - e) Re-refined lubricating oil, hydraulic oil, and antifreeze;
 - f) Recycled wood substitutes, including plastic lumber, benches, fencing, signs, and posts;
2. Develop, evaluate, maintain, and distribute information about environmentally preferred products in conjunction with City departments when potential use of a product exists;
3. Eliminate barriers to purchase environmentally preferred and recycled products in public purchasing, such as outdated or overly stringent product specifications not related to product performance, and encourage vendors to offer recycled products whenever possible.

B. Waste Prevention Practices

1. City of Folsom staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities:
 - a) Consider durability and reparability of products before purchase;
 - b) Conduct routine maintenance on products and equipment to increase the useful life;
 - c) Print using both sides of paper by utilizing the duplex features on laser printers and copiers;
 - d) Create and use electronic forms, such as letterhead;
 - e) Send and store information electronically when legal and practical;
 - f) Other waste prevention practices that further the goals of this policy.

Approved:


Martha Clark Lofgren, City Manager

Date: 3-8-03