

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY

I. Purpose

The Rockdale County Board of Commissioners recognizes the products and services it procures may have a range of environmental repercussions. These environmental impacts may be felt across many areas such as the harvesting of raw materials, the manufacturing of finished goods, and their packaging, transportation, use, and disposal. Where factors such as quality, price and availability are not impaired, Rockdale County encourages the use of environmentally preferable products. Such products may include but are not limited to energy and water efficient equipment, products made with recycled or recyclable materials, bio-based products, and products containing no or minimal toxins and pollutants. This purchasing practice will allow Rockdale County to become a model of environmental stewardship and will encourage its various suppliers and contractors to offer environmentally low-impact, sustainable products and services.

II. Policy

This policy is a guide to encourage the purchase and use of energy star rated equipment and appliances that support Rockdale County's economic, environmental and social goals. All equipment and appliances purchased for use by the Rockdale County Board of Commissioners shall be energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. Further, all copy, computer, and fax paper purchased for use by the Rockdale County Board of Commissioners shall be recycled with at least 30 percent recycled content.

- A. Beyond the conventional purchasing decision-making process, this policy identifies the need to include economic, environmental and social factors.
- B. Environmental factors:
 - 1. Pollutant releases
 - 2. Greenhouse gas emissions
 - 3. Energy consumption
 - 4. Depletion of natural resources
 - 5. Waste generation
 - 6. Recycled, recyclable products
 - 7. General impact on environment
- C. Economic factors:
 - 1. Best value
 - 2. Leveraging our buying power
 - 3. Staff time and labor
 - 4. Technological advances
- D. Social factors:
 - 1. Use of locally or regionally produced products and services to minimize transportation requirements;
 - 2. Health and safety; and
 - 3. End of life disposal

- E. Rockdale County departments shall only use, where practicable, energy star rated appliances and equipment that perform and have the least damaging and the most beneficial environmental impact, including new environmentally preferred products.
 - 1. All departments should use, and encourage their contractors and consultants to use products manufactured with the maximum practicable amount of recovered material, especially post-consumer recycled content material. They may also use environmentally preferred products whenever cost effective and to the extent practicable.

III. **Definitions**

- A. ***Cooperative purchasing:*** System for allowing organizations to combine their purchasing power in order to negotiate better prices and reduce purchasing costs of a formal bid process.
- B. ***Environmentally preferable product or service:*** Products and services that have a lesser or reduced effect on human health, use of resources, and the environment when compared with competing products and services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance and/or disposal of the product or service.
- C. ***Post-consumer recycled content:*** Percentage of a product made from materials and byproducts recovered or diverted from the solid waste stream after having completed their usefulness as consumer items and used in place of raw or virgin material. Post-consumer content includes materials (such as paper, bottles and cans) collected for recycling.
- D. ***Pre-consumer recycled content:*** Percentage of a product made from materials and byproducts diverted from the solid waste stream during the manufacturing process. Pre-consumer material excludes reutilization of the material such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it such as: planer shavings, sawdust, woodchips, trimmed printed materials and overruns, over issue publications and obsolete inventories.
- E. ***Performance:*** The ability of a product or service to accomplish or contribute to the accomplishment of a job or task.
- F. ***Practicable:*** Sufficient in performance and available at a reasonable cost.
- G. ***Recyclable product:*** A product that after its intended use can be diverted from the solid waste stream for use as a raw material in the manufacture of another product.
- H. ***Recycled product:*** Material and byproducts that have been recovered or diverted from solid waste and have been utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer materials, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- I. ***Solid waste:*** Defined under USEPA 40 CFR 261.2

IV. Responsibilities

A. The Purchasing Division shall:

1. Designate products, processes and procedures to be evaluated by Rockdale County departments and if adopted, use whenever practicable. Maintain a designated product list for departments to reference for possible use.
2. Provide departments with technical assistance in policy implementation.
3. Monitor and revise contracting procedures to be used by all departments as necessary to procure designated products whenever practicable and to facilitate data collection.
4. Research and provide information for the procurement of recycled and other environmentally preferable products and communicate these to the purchasing decision makers for evaluation and purchase.
5. Collect data on purchases of recycled and other environmentally preferable products from all departments.
6. Promote the use of recycled and other environmentally preferred products by publicizing this policy and its implementation.
7. Evaluate and establish price preferences for products and services that have a positive impact on the associated social and environmental factors where necessary.
8. Promote the involvement of other local governmental purchasing agencies in the use of environmental preferable products. This should help make more environmentally preferable products available locally, therefore increasing the opportunity to negotiate better pricing and incorporate them in inter local/cooperative purchasing agreements.

B. All departments shall:

1. Identify key personnel to evaluate each designated product to determine the extent to which it may be practicably used by the departments and its contractors.
2. Insure that contracting specifications do not discriminate against recycled products without justification.
3. Specify recycled and other environmentally preferable products whenever practicable and require this of contractors.
4. Monitor and report to the Purchasing Division the success or failure of all designated products.
5. Evaluate and assess current division policies and practices for opportunities to incorporate more environmentally preferred products.
6. Be familiar with third party certification organizations such as Energy Star™ and Green Seal™ among others to help write specifications for products and services.

V. Exemptions

Nothing in this policy shall be construed as requiring the purchase of products that do not perform or are not available at a reasonable price to provide best value to Rockdale County.

VI. Policy Changes

The Rockdale County Board of Commissioners reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Amended this 11th day of August, 2015.

ROCKDALE COUNTY, GEORGIA
BOARD OF COMMISSIONERS

By: 
Richard A. Oden, Chairman

Attest:

By: 
Jennifer Rutledge, County Clerk