

TANGIPAHOA PARISH SCHOOL SYSTEM

Environmental Purchasing Policy

Purpose

The goal of this policy is to encourage and increase the use of environmentally preferable products and services in The Tangipahoa Parish School System. By including environmental considerations in purchasing decisions, the Tangipahoa Parish School System can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

The policy objectives are to:

- Collect and maintain up-to-date information regarding manufacturers, vendors, and other sources for locating/ordering environmentally preferable products.
- Identify environmentally preferable alternatives.
- Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.

Definitions

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

"Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

"Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

"Recycled Products" are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

"Practical" means sufficient in performance and reasonably available at a reasonably competitive cost.

Policies

- Purchasing will specify recycled and environmentally preferable products whenever practical.
- Purchasing shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- All departments shall practice waste prevention whenever practical.

Procedures

- A. To the extent practicable, all printing and copy paper products shall meet U.S. EPA guidelines for post-consumer recycled fiber content.
- B. To the extent practicable, all janitorial paper products shall meet U.S. EPA guidelines for post-consumer content.
- C. Where practicable, all motor vehicles operated shall use recycled propylene glycol antifreeze.
- D. Carpets purchased by the school system shall consist of recycled material and shall contain the lowest volatile organic compound (voc) content available in its installation system.
- E. All playground equipment, including rubberized cover surfacing, shall consist of recycled content materials consistent with U.S. EPA guidelines, where practicable.
- F. To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) shall contain ingredients that are identified by the United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens.
- G. All paint used by maintenance shall contain the minimum amount necessary of volatile organic compounds, and/or shall contain maximum recycled content where practicable.
- H. Where practicable, purchased or leased electronic equipment including photocopiers, computers, printers, lighting systems, HVAC, kitchen and laundering appliances, and energy management systems must meet U.S. Environmental Protection Agency (EPA) or U.S. Department of Energy (DOE) energy efficiency standards. Where applicable, the energy efficiency function must remain enabled on all energy-efficient equipment.
- I. Any other products with recycled content used by the school system which are not identified in this policy shall meet the U.S. EPA recommendations and specification guidelines for recycled content
- J. The school system shall implement an integrated pest management program for pest control. Any chemicals used to eliminate or deter insect pests and

undesirable vegetation shall be the most readily and completely biodegradable product available for the given application, and shall be applied in a manner that is least likely to come into contact with humans and any other animals for which treatment is not intended.

- K. All departments, offices, and schools shall ensure that they use double-sided copying. Where practicable, all photocopiers and printers acquired by the school system following adoption of this policy are required to be capable of double-sided copying.
- L. Preference shall be given to products that are reusable or refillable rather than disposable, long-lasting, durable, and which are able to be recycled or composted at the end of their life.
- M. A pre-purchase review shall be done before purchasing disposable or single-use items to determine their necessity and to compare these items to long lasting, reusable or refillable alternatives.
- N. Occasional use items shall be shared to the extent practicable. Preference shall be given to the lightest, smallest, most durable product that will complete the task (e.g. photocopiers)
- O. For large purchases, life-cycle cost analysis shall be taken into consideration for cost comparisons of alternative products. Life-cycle cost analysis includes an assessment of a product's maintenance, energy and water use, and disposal costs.
- P. To the extent practicable, the school system shall require packaging to be reusable, recyclable or compost able. Items purchased shall be bulk-packed if possible and shrink wrap shall be avoided.
- Q. Vendors shall be encouraged to take back and reuse pallets and packaging materials.
- R. Purchasing will work with vendors to ensure the most effective packaging of products

Responsibilities of All Departments

Each department/school shall be responsible for the implementation of this policy and shall:

- A. Practice waste prevention whenever possible.
- B. Continue to utilize recycling programs and expand them where possible.
- C. Procure recycled products whenever practical.

- D. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials.
- E. Develop specifications used in public bidding aimed at eliminating barriers to recycled content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- F. Ensure that procurement documents issued by the Departments/Divisions require environmental preferred alternatives whenever practical.

Performance, Price, and Availability

Nothing in this policy should be construed as requiring a department or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time. The school system is aware that there is an increased cost to purchase environmentally friendly products.