San Bernardino County Superintendent of Schools
Procedure 3591

Resource Conservation

Purchasing

The Procurement team will procure fiscally sound and environmentally responsible goods and services. Procurement will establish an environmentally based purchasing program by:

1. The purchase and use of Recycled Content Products (RCP) in compliance with Public Contract Code.
2. Being fiscally and environmentally prudent by evaluating price, performance, and environmental considerations in the procurement of Environmentally Preferred Products (EPP).
3. Maximizing the procurement of goods and services provided by local vendors that offer sustainable or "Green" products.
4. Pooling purchases for EPP products to obtain favorable pricing and to reduce waste packaging and transportation costs.
5. Notifying vendors and contractors that the San Bernardino County Superintendent of Schools supports the procurement and use of EPP and "Green" practices whenever practical.
6. Identifying vendors that offer to take-back products at the end of their life cycle.
7. Giving preference to Eco-labeled products such as Greenguard®, EnergyStar®, Green Seal, etc. when fiscally reasonable.
8. Using Life Cycle Analysis (LCA), when practical, to help guide best choices and quantify the total environmental impact of a product.
9. Annually identify and audit top vendors committed to the use of sustainable resources and other "Green" practices.

Recycling

The County Superintendent of Schools will establish a recycling program. The Warehouse team will be responsible for coordinating the recycling of paper, cardboard, batteries, salvage electronic goods (e-waste), light bulbs, ink cartridges, and other items which have a recycle market. Departments and sites shall submit a work order to ship recyclable material and items to the warehouse for disposition.

Water Conservation

The San Bernardino County Superintendent of Schools understands the importance of proper water usage and management and supports water conservation efforts. Water conservation can be enhanced through simple maintenance and operations efforts as well as identifying water-conserving products to be used in new construction projects. As such, the San Bernardino County Superintendent of Schools will:

1. Install aerators on all faucets.
2. Promptly fix leaks on faucets and toilets.

3. When feasible, upgrade toilets and urinals to more efficient low-flow fixtures and incorporate low-flow fixtures into new construction projects.
4. Inspect landscape irrigation systems on a regular basis and maintain the systems in good repair. Sites and departments are encouraged to report broken sprinkler heads and systems that appear to be over-watering. In addition, irrigation timers will be adjusted according to the season.
5. When practical, use water-efficient, native plants in site landscaping. The use of mulch in planter areas will enhance soil moisture retention and reduce irrigation needs.
6. When fiscally feasible, purchase products with the WaterSense® label.

Energy Conservation

The purchase of electricity is the Superintendent's largest utility cost. Reducing electricity demand is fiscally responsible and directly benefits the environment through reduced generation requirements. In addition to working with energy providers to identify energy savings and incentive programs, the San Bernardino County Superintendent of Schools will:

1. Establish a preventative maintenance program on heating, ventilation, and air conditioning (HVAC) systems.
2. Ensure building envelopes prevent the loss of heating and cooling. Inspect and replace weather stripping around doors and windows when needed.
3. Cool occupied rooms only.
4. Program HVAC systems to shutdown during non-business hours.
5. Install lighting occupancy sensors in appropriate office areas, conference rooms, and restrooms.
6. As resources permit, replace outdated, inefficient lighting with high-efficiency lighting.
7. Annually establish a Summer Energy Conservation program adjusting office hours and conference room availability. This will reduce lighting and HVAC requirements.
8. When practical, purchase appliances with an EnergyStar® rating.

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Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____