

**City of Circle Pines
Sustainable Purchasing Policy
GreenStep Cities requires this policy.**

Purpose

This policy is intended to meet the goals of a Sustainable Purchasing Policy that includes, but is not limited to:

- Minimizing expenditures on energy
- Minimizing the city's contribution to the total amount of paper waste produced,
- Improving operating costs of city-owned buildings,
- Conserving natural resources, and
- Increasing the use and availability of environmentally-preferable products that protect the environment.

This policy is further adopted to encourage purchasing that reflects the city's commitment to improving the quality of life for its residents by way of:

1. Recycled Paper Products and Recycled-Content Products

Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Circle Pines will commit to purchase paper products containing the highest post-consumer content practicable, but no less than 30% recycled content for copy paper (which is the minimum recycled-content standard established by the EPA Comprehensive Procurement Guidelines: www.epa.gov). The City should purchase other products made with recycled material whenever possible and economically feasible.

2. Waste Minimization

The City should buy in bulk whenever practicable to reduce packaging. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist. Buying paper in bulk or in a partnership with other cities can bring the cost of 30% recycled-content paper below the cost of traditional paper.

3. Energy-Saving Products

All appliances and products purchased by the City, for which the US EPA Energy Star certification is available, will meet Energy Star certification, provided such products are available and financially feasible (www.energystar.gov). This would include

lighting systems, exhaust fans, water heaters, computers and office products, exit signs, and appliances, such as refrigerators, dishwashers, and microwave ovens.

4. Water-Saving Products

Water-saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (www.epa.gov). This includes, but is not limited to, high-performing fixtures, such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

5. Cleaning Products

Cleaning products purchased by the City will meet Green Seal, EcoLogo, and/or U.S. EPA Design for the Environment cleaning product standards, if such products are practicable and available and perform to an acceptable standard.

Delegation of Authority

The City of Circle Pines City Council delegates to city staff the responsibility to coordinate compilation and preparation of all information necessary to implement this policy.

Procedure

When purchasing products and services for the City, staff will:

- Ensure that specifications support the use of reusable, recycled, or operationally-efficient products by following these guidelines.
- Evaluate operationally-efficient products to determine the extent to which they may be used by the department and its contractors.
- Facilitate data collection on purchases of designated operationally-efficient products by the department in order to determine the effectiveness of the products and services.

Responsibility

All City departments are responsible for implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's policy to purchase goods and services preferable to its operations. City staff will implement these guidelines in conjunction with the city's normal purchasing procedures.