
CITY OF ANAHEIM PUBLIC UTILITIES DEPARTMENT ORDER

303 – GREEN OFFICE SUPPLY PROCUREMENT

I. BACKGROUND:

Department Order (D.O.) 303 establishes and implements the Department's procedure for ordering green, renewable, recycled office supplies.

II. OBJECTIVE:

It is the intent of the Public Utilities Department to encourage the purchase of natural products utilizing recycled resources to benefit the environment and promote green policy which will be accomplished by incorporating sustainable practices into daily operations. D.O. 303 supports the City's Green Connection program that accommodates the principles of environmental soundness and sustainability.

- City Council Resolution 2006-187
- State of California Public Contract Code 12201 (a), (c)
- California Integrated Waste Management Board, Recycled Content Products Directory
<http://www.ciwmb.ca.gov/rcp/>

By supporting goals that first consider product resources and then practice waste reduction, the Department is leading the way towards the protection of our environment, the conservation of natural resources, potential local economic development and the protection of public health. This can be done by first taking small dynamic steps such as an adjustment in office supply procurement. The focus of this Department Order will be on recycled and recyclable products.

Why buy recycled-content products (RCPs)?

- Positions the Department as a Sustainability Community Leader
- Reduces solid waste going to landfills
- Reduces energy consumption
- Reduces manufacturing waste and pollution
- Conserves natural resources
- It's good for the environment
- It's easy!

III. PURCHASING GUIDELINES/CRITERIA:

A. Determining whether to purchase recycled product

1. Department representative responsibility
 - a. If the recycled product can perform the function intended at least as well as a product produced from only virgin material and the cost of the recycled product is not more than 25% then the recycled product should be purchased.
 - b. Look for "Green-Recycle" – "Green Seal and Ecologo" certified labels when making your purchases. This includes the purchase of cleaning materials.
 - c. Choose products that contain a **minimum of 10%** post-consumer recycled content. There are cases where there are products available with a higher percentage of post-consumer recycled content, which, if cost effective, are **preferred**. The higher the post-consumer recycled content, the lesser the impact on the environment. This information is included with the description of the product and catalog.
 - d. Buy in bulk to reduce packaging.
 - e. Order from the recycled product book provided by your local office supply provider. There are many green options that contain recycled content, such as: pens and pencils, copy/printer paper, envelopes, post-it notes, writing tablets, memo pads, steno books, file/pocket/

hanging/pressboard folders, file jackets, binders, sheet protectors, clear label dividers, and recognition certificates. See attached list of environmentally preferable printer and copier paper products. You can also order out of the standard catalog and have the same “green” choices.

- f. When possible, purchase from vendors that will retrieve all shipping packaging used to ship their products, such as cardboard, Styrofoam, bubble wrap, etc. Some vendors make this part of their product offering.
2. Department managers and supervisors
 - a. Dedicate a high percentage of your office supply budget on green products.
 - b. When it is time to replace or update your lease for computer and other office equipment including appliances, request that all devices, at a minimum, meet the energy efficient standards established by the “Energy Star” program.
3. All employees’ responsibility
 - a. Make it a practice to use the ceramic coffee cups that are in your office kitchen cabinets instead of using disposable cups.
 - b. When possible, purchase recycled products for your office kitchen and business meetings, such as napkins, utensils, and cups made from recycled content. See various products at the website address <http://www.greenhome.com>.
 - c. If you utilize appliances such as calculators that use batteries, purchase a battery charger and use rechargeable batteries instead or purchase a solar-powered product.

IV. ROLES AND RESPONSIBILITIES

A. The following department representatives will be responsible for the selection and purchase of Green Products for their division:

1. Joint Services – CHW 11th Floor Receptionist
2. Environmental Services and Water Engineering, Lenain – Senior Secretary
3. Electrical Engineering – Senior Secretary, Secretary, Senior Office Specialist
4. Strategic Planning – PT Office Specialist II
5. Customer Service – Senior Secretary
6. USC-Electric – Office Specialist II
7. USC-Water – Management Assistant
8. Integrated Resources – Senior Secretary
9. Business & Community Programs – Senior Office Specialist (2)

V. DEPARTMENT ORDER RESPONSIBILITIES

- A. Administrative Control (Implementation, Interpretation) – Administrative Services Manager**
- B. Communication and Training – ASM**
- C. Updating – ASM**

VI. ATTACHMENTS

- A. Environmentally Preferred Paper Products**
- B. Definitions**
- C. Other Office Energy Saving Ideas/Tips**

Approved:

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Public Utilities General Manager

Printed on recycled paper containing a minimum of 20% post-consumer content.

“Helping the Public Utilities Department Going Green - One step further”

Attachment A
Various Environmentally Preferable Paper Products

Copier/Printer Paper:

- A. OFFICE DEPOT Envirocopy Recycled Copy Paper (Item # 521980) (\$40.95 per case of 10) Contains **100%** post-consumer recycled material (To be used with black and white printers and copiers)
- B. OFFICE DEPOT Envirocopy Recycled Copy Paper (Item # 940650) (\$34.40 per case of 10) Contains **35%** post-consumer recycled material (To be used with black and white printers and copiers)
- C. HAMMERMILL – Great White – Copy Paper (Item # 680017) (\$34.12 per case of 10) Contains **30%** post-consumer material (To be used with color or black and white printers and copiers)
- D. OFFICE DEPOT Brand professional Heavyweight Color Copier Paper (Item # 727641) (\$52.56 per case of 8) Contains **20%** post-consumer material (To be used with color printers)
- E. OFFICE DEPOT White Copy Paper (Item # 348037) (\$32.17 per case of 10)
Contains an average of **10%** post-consumer recycled material (To be used with color or black and white printers and copiers)

Attachment B Definitions

1. What is a Recycled Paper Product?

A Recycled Paper Product is all paper and wood pulp products containing post-consumer and secondary materials. A product with not less than 50 percent, by fiber weight, consisting of secondary and post consumer material with not less than 10 percent of fiber weight consisting of post consumer material.

2. What is a Recycled Product?

As defined in Public Contract Code (PCC) section 12200 (a) as "...all materials, goods, supplies, with no less than 50 percent of the total weight of which consists of secondary and post-consumer waste material with not less than 10 percent of its total weight consisting of post-consumer material..." A product with 50 percent post-consumer material content meets the requirements of "50/10" product.

3. What is Post-Consumer Material?

As defined in Public Contract Code (PCC) section 12200 (b), comes from products that were bought by consumers, used, and then recycled. For example, a newspaper that has been purchased and read, recycled, then used to make another product would be post-consumer material; A paper material that has been through its intended life and would otherwise have been disposed of as solid waste.

4. What is Pre-Consumer Recycled Content?

Paper containing "pre-consumer recycled content" includes scrap and trimmings from paper mills as well as paper products that were never used in the consumer market; for example, returned magazines and newspapers.

5. What is a Secondary material?

As defined in PCC section 12200 (c), consists of fragments of finished products of a manufacturing process. Examples of secondary material include paper trimmed from an oversized roll in the printing plant and a rough edge trimmed from a molded plastic product. These excess materials are recycled prior to the finished product reaching a consumer. Therefore, that material would be secondary material (also referred to as pre-consumer or post-industrial material) as opposed to post-consumer material.

6. What is EPP?

The federal government defines **environmentally preferable products** as goods that have a lesser or reduced effect on human health and the environment when compared to competing products that serve the same purpose. Environmentally preferable attributes include reduced toxicity, the use of recycled materials, and increased energy efficiency.

Attachment C

Other Office Energy Saving Ideas/Tips:

1. Power off your computer when leaving for the day.
2. Set your printer and copier on sleep mode when not in use.
3. Turn off the light when leaving your office.
4. View your professional magazine/newspapers subscriptions online, cancel paper delivery.
5. Purchase high efficiency equipment when replacing existing equipment. Virtually all appliances and electrical equipment offer a high efficiency Energy Star option, including:
 - a. Computers and Monitors
 - b. Refrigerators
 - c. Dishwashers
 - d. Microwave Ovens
 - e. TVs and VCRs
 - f. Printers
 - g. Copiers
 - h. Fax Machines