



## San Jacinto River Authority Environmental Purchasing Policy

### I. Purpose

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to the San Jacinto River Authority's day-to-day operations. The Purchasing Department recognizes that the San Jacinto River Authority employees can make a difference in favor of environmental quality. We strongly recommend the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonably competitive price. Additionally, in keeping with state and federal guidelines, this policy intends to:

1. Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses, and other governmental agencies.
2. Adopt waste prevention, recycling and use of recycled supplies/materials.
3. Generate less waste material by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used and disposed.
4. Serve as a model for the Montgomery County area to influence waste prevention, recycling, and procurement efforts.
5. Promote and advise the purchase of products based on efficient use of energy, natural resources, and potential for safe non-hazardous disposal.

### II. Definitions

"Recycling" means the process of collecting, sorting, cleaning, treating, and reconstituting materials that would otherwise become solid waste, and returning those materials to the economic mainstream in the form of raw material for new, reused, or reconstituted products that meet the quality control standards set for proper use 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. "Energy Star" is a government-backed program helping businesses and individuals protect the environment through superior energy efficiency.

### III. Policies

A. The Purchasing Department will specify and advise end-users to purchase recycled and environmentally preferable products whenever practical.

B. The Purchasing Department will solicit the use of recycled and other environmentally preferred products in its procurement documents when appropriate.

C. The Purchasing Department will advise end-users to practice waste prevention whenever practical.

### IV. Best Practices

#### A. Procurement Practices

In cooperation with its customers, the Purchasing Department will at least evaluate the following environmentally preferable product categories and purchase them whenever practical.

1. Printing and writing Papers, including all imprinted letterhead paper, envelopes, copy paper and business cards.
2. Paper Products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper.
3. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
4. Re-refined lubricating and hydraulic oils.
5. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs, and posts.
6. Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation.
7. Re-crushed cement concrete aggregate and asphalt.
8. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
9. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
10. Compost, mulch, and other organics including recycled bio-solid products.
11. *Energy Star* appliances, environmentally friendly cleaning supplies and locally produced materials.
12. Other products that may be designated by the State Comptroller to be environmentally friendly.

#### B. Waste Prevention Practices

The Purchasing Department encourages reduced consumption of resources by encouraging all San Jacinto River Authority Departments/Divisions to use the following practices:

1. Consider durability and reparability of products prior to purchase.

2. Conduct routine maintenance on products/equipment to increase the useful life.
3. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
4. Create electronic letterhead for use by all San Jacinto River Authority Departments/Divisions.
5. Send and store information electronically when possible. This includes e-mail, website, and electronic fax.
6. Review record retention policies and implement document imaging systems.
7. Other waste prevention practices that further the goals of this policy.

#### **V. Responsibilities of All Departments/Divisions**

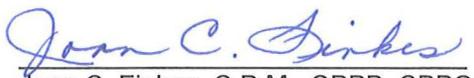
Each San Jacinto River Authority Department/Division shall be responsible for the implementation of this policy and should endeavor to:

- 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. Share information with other Departments/Division about useful products.
- E. Develop bid specifications 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.

#### **VI. Exemption**

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately and are not judged to be best value for the SJRA.

Approval Recommended      Date 5/15/12

  
Joan C. Finkes, C.P.M., CPPB, CPPO  
Purchasing Manager  
San Jacinto River Authority

Approved      Date 5/15/12

  
Reed Eichelberger  
General Manager  
San Jacinto River Authority