

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
Environmentally Preferable Purchasing (EPP)	35.80	2	1 of 9
Effective Date (August 16, 2011)			

1.0 PURPOSE

- 1.1 The purpose of this Administrative Regulation (A.R.) is to establish guidelines and procedures for purchases of environmentally preferable products and services.

2.0 SCOPE

- 2.1 This regulation applies to all City of San Diego departments and employees who purchase equipment, products and/or non-professional services or develop specifications for equipment, product or non-professional services for department/division purchases. This regulation applies to all purchases and shall utilize existing purchasing procedures as set forth in A.R. 35.10 Purchasing Goods and Services.

3.0 DEFINITIONS

- 3.1 Environmentally Preferable

“Environmentally Preferable” means having a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. Environmentally Preferable products or services minimize the consumption of resources, energy and water; prevent or minimize the creation of solid waste, air pollution or water pollution; minimize the use of materials or processes which compromise the environment; and/or promote the use of less or non-toxic substances, and avoid toxic materials or processes.

4.0 RESPONSIBILITY

- 4.1 The Environmental Services Department and Purchasing and Contracting Department have major responsibility for implementing this Administrative Regulation throughout all City departments.

(Supersedes Administrative Regulation 35.80, Issue 1, effective April 4, 2007)

Authorized



CHIEF OPERATING OFFICER

5.0 POLICY

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
Environmentally Preferable Purchasing (EPP)	35.80	2	2 of 9
Effective Date (August 16, 2011)			

- 5.1 City departments shall purchase Environmentally Preferable Products or non-professional services whenever possible by taking into consideration appropriate environmental attributes or benefits along with price and performance standards.
- 5.2 The following items are prohibited from purchase:
- a. Bottled water without an approved exemption waiver
 - b. Expanded polystyrene foam food service ware
- 5.3 Twelve basic Environmentally Preferable characteristics shall be used in evaluating whether a given product or non-professional service is Environmentally Preferable. A product or service may exhibit one or more of these characteristics. While it is unlikely that one product or service will exhibit all twelve characteristics, the goal is to meet as many characteristics as possible. Definitions for the twelve characteristics are included in Exhibit 1.

Following are the twelve characteristics:

- a. Alternative Energy Source
 - b. Bio-based
 - c. Biodegradable
 - d. Compostable
 - e. High Recycled Content
 - f. Low Toxicity
 - g. Low Volatile Organic Compound (VOC)
 - h. Pollution (air, water, solid waste) Reduction
 - i. Recyclable
 - j. Repairable
 - k. Resource Efficient (water conserving and/or energy efficient)
 - l. Reusable
- 5.4 The following principles shall be considered for purchases by all City departments:
- 5.4.1 Utilizing the Environmentally Preferable Purchasing (EPP) Evaluation Checklist (Exhibit 3), evaluate the environmental attributes of various products and non-professional services. Products that score favorably will reduce the impact of City operations on the local environment and the health of the residents of San Diego;

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
Environmentally Preferable Purchasing (EPP)	35.80	2	3 of 9
Effective Date (August 16, 2011)			

5.4.2 Justification must be provided on the Sample Procurement Justification Form (Exhibit 2) if the Environmentally Preferable product and/or services are not selected for use.

5.5 It is the responsibility of designated Department staff to take the necessary steps to ensure that the guidelines and administrative procedures contained herein are strictly adhered to.

6.0 PROCEDURES

Responsibility

Action

Purchasing & Contracting Department
and Environmental Services Department

6.1 Provide City departments with information and training to facilitate their evaluation and purchase of designated commodities and non-professional services.

6.2 Provide minimum recycled content standards based on program outcomes, to be revised as necessary to meet the product preferences consistent with guidelines and regulations promulgated by the United States Environmental Protection Agency, the State of California, and other Federal and State agencies.

All City Departments & Divisions

6.3 City departments and divisions shall:

- a. Provide designated staff with access to information and training regarding the Environmentally Preferable Purchasing Program (EP³).
- b. Provide a list of the most commonly purchased products and non-professional services, as well as those

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
Environmentally Preferable Purchasing (EPP)	35.80	2	4 of 9
	Effective Date (August 16, 2011)		

requiring a significant expenditure, to ESD's EP³ Coordinator for review and recommendation of Environmentally Preferable options.

- c. Revise internal purchasing and contracting procedures as needed to optimize the application of EP³.
- d. Prior to preparing specifications for any product or non-professional service, conduct an evaluation based on the twelve Environmentally Preferable characteristics listed in Section 5.2. (Exhibit 3: Sample EPP Evaluation Checklist).
- e. Transmit evaluation results to Purchasing & Contracting Department along with product or service specifications. If an Environmentally Preferable product and/or service is not selected for use, include a written explanation or statement of justification.
- f. Compile data on the purchase of products and non-professional services that meet EP³ criteria.
- g. Transmit procurement data to the Purchasing & Contracting Department for inclusion in an annual report to the Mayor on the status of A. R. implementation.

Purchasing & Contracting Department
and Environmental Services Department

- 6.4 Present an annual report to the Mayor that tracks the implementation of this A.R and includes the following:

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT Environmentally Preferable Purchasing (EPP)	Number 35.80	Issue 2	Page 5 of 9
	Effective Date (August 16, 2011)		

- a. Quantities, costs, and types of recycled and other Environmentally Preferable products and non-professional services purchased.
- b. A summary of savings achieved through the purchase of recycled and other Environmentally Preferable products and non-professional services.
- c. A summary of program promotional efforts.
- d. Recommendations for changes in procurement policy.

APPENDIX

Legal References

SDMC §§ 22.3201 et seq.
Council Policy 100-14
Council Policy 000-19
Council Policy 900-14
Council Policy 900-18
A.R. 35.10

Forms Involved

Sample Procurement Justification Form
Sample EPP Evaluation Checklist

Subject Index

Purchasing
Purchasing, Environmentally Preferable

Administering Departments

Purchasing & Contracting Department
Environmental Services Department

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
Environmentally Preferable Purchasing (EPP)	35.80	2	6 of 9
Effective Date (August 16, 2011)			

EXHIBIT 1

To provide guidance to City staff in evaluating the purchase of Environmentally Preferable products and non-professional services for City use, the following definitions shall apply:

DEFINITIONS

- A. "ALTERNATIVE ENERGY" refers to other forms of energy that are capable of doing the same work as traditional forms of energy. Example: solar power, wind generators.
- B. "BIO-BASED" refers to commercial or industrial products (other than food or feed) that utilize biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials. Example: integration of plant/animal-based fertilizers into an Integrated Pest Management (IPM) landscape maintenance contract.
- C. "BIODEGRADABLE" refers to materials or products which are capable of being decomposed by natural biological processes. Example: biodegradable detergent.
- D. "COMPOSTABLE" refers to products that are comprised of cellulose-containing materials that can be broken down into compost when subjected to biological degradation. Example: compostable tableware and flatware, brush, leaves, tree trimmings.
- E. "ENERGY EFFICIENT" refers to using less energy/electricity to perform the same function. Example: low wattage light bulbs, low-energy dryers. Refer to the US EPA's Energy Star ratings for energy efficient products (www.energystar.gov).
- F. "ENVIRONMENTALLY PREFERABLE PRODUCTS" refers to products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. These products minimize the consumption of resources, energy, and water; prevent the creation of solid waste, air pollution or water pollution; minimize the use of materials or processes which compromise the environment; and/or promote the use of non-toxic substances and avoid toxic materials or processes.
- G. "LIFE CYCLE COSTS" refers to the cost of a product over its entire lifetime.
- H. "LOW TOXICITY" refers to a decrease in the amount of toxic chemicals used in making a product. Example: water-based paint instead of lead paint, alcohol-based thermometer instead of mercury-based thermometer.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 35.80	Issue 2	Page 7 of 9
Environmentally Preferable Purchasing (EPP)	Effective Date (August 16, 2011)		

- I. "LOW VOLATILE ORGANIC COMPOUNDS" (VOC) refers to products with a low amount of volatile organic compounds. Example: paint, aerosol sprays, solvents.
- J. "POLLUTION REDUCTION" refers to conserving finite natural resources and preventing waste and harmful substances from contaminating the environment. Example: low emission systems, minimum fuel consumption.
- K. "RECYCLABLE" refers to a product which, after its intended use, can demonstrably be diverted from the solid waste stream for use as a raw material in the manufacture of another product. Example: aluminum cans, bottles, newspapers, etc.
- L. "RECYCLED CONTENT" refers to a percentage of post-consumer recycled materials, defined as products generated by businesses or consumers which have served their intended end uses, and which have been separated or diverted from the solid waste stream for the purposes of collection, recycling, and disposition. Guidelines contained in the U.S. EPA's Recovered Materials Advisory Notices (see www.epa.gov/cpg/) should be used when ordering recycled content products. Example: paper and non-paper products, retread tires.
- M. "REPAIRABLE" refers to products that can be rebuilt or repaired and used again. Example: "take back" programs where the vendor will take back and repair, refurbish or recycle tools.
- N. "REUSABLE" refers to products that are used more than once, replacing single-use products. Example: reusable oil filter, refillable toner cartridge, refillable pens and pencils, reusable packaging.
- O. "WASTE REDUCTION" refers to the efficient use of all resources, so as to reduce the amount of waste. Example: minimal product packaging.
- P. "WATER CONSERVING" refers to products that use water efficiently (sparingly and only when necessary) and reduces water waste. Example: low-flow showerheads and toilets.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
Environmentally Preferable Purchasing (EPP)	35.80	2	8 of 9
Effective Date (August 16, 2011)			

EXHIBIT 2

**Environmentally Preferable Purchasing
Sample Procurement Justification Form**

Product/Service: _____

Please check all that apply:

- ☐ I have considered the Environmentally Preferable Purchasing guidelines and procedures as outlined in Administrative Regulation _____ and have searched for product or service options that meet them.
- ☐ Compliance with Administrative Regulation _____ was not attainable for this purchase because:
- ☐ Product or service is not available within a reasonable period of time.
(Date needed: _____ Date available: _____)
- ☐ Product or service fails to meet a performance standard in the specifications.
Specifically: _____

- ☐ Product or service is not available, or is not available from two or more sources.
- ☐ Product or service was only available at an unreasonable price.
Price of EPP product or service: _____
Price of non-compliant product or service: _____
- ☐ Compliance would conflict with state or federal law requiring that:

Signature of Purchaser

Printed Name of Purchaser

Date

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT Environmentally Preferable Purchasing (EPP)	Number 35.80	Issue 2	Page 9 of 9
	Effective Date (August 16, 2011)		

EXHIBIT 3

EPP Evaluation Checklist
(attached)

Environmentally Preferable Purchasing Evaluation Checklist

Product

Product Name: _____
 Manufacturer: _____
 Item No.: _____
 Main Use: _____

Evaluator

Name: _____
 Dept./Div.: _____
 Phone: _____
 Date: _____

Scoring Criteria

[Select a criteria score of 0 to 5]

5 = Meets EPP category criteria
3 = Meets some EPP category criteria
0 = Does not meet EPP category criteria
N/A = Not Applicable to specific EPP category criteria
Unk = Unknown

Meets EPP Criteria?	Criteria Score
(Y / N)	(0-5)
(N/A, Unk)	(N/A, Unk)

Environmentally Preferable Attributes/Categories

Bio-based

Is this product made from plant-based raw materials?

--	--

Biodegradable

Is this product capable of being decomposed by natural biological processes?

--	--



Compostable

Is this product made of cellulose-containing materials that can be broken down into compost when subjected to biological degradation?

--	--



Resource Efficient

Does this product conserve water or energy?

--	--



Low Toxicity

Does this product contain less toxic chemicals than other similar products?

--	--

Look for products that are **not labeled** with any of the following:

Caution: mild to moderate hazard

Warning: moderate hazard

Danger: corrosive, extremely flammable, or highly toxic

Poison: highly toxic



Low Volatile Organic Compound (VOC)

Does this product contain a low amount of organic compounds?

--	--



Pollution Reduction (air, water, solid waste)

Does this product prevent waste and harmful substances from contaminating the environment?

--	--



Alternative Energy Source

Does this product utilize a form of energy that is capable of doing the same work as traditional forms of energy? (i.e. solar, wind, etc.)

--	--



Recyclable

After its intended use, can this product be collected and recycled?

--	--



High Recycled Content

Is this product made with a high percentage of recycled material?

--	--

Environmentally Preferable Attributes/Categories (continued)



Repairable

Can this product be potentially rebuilt or repaired to be used again?

--	--

Reusable

Can this product be used more than once?

--	--

Product Certification

Y / N

Y = 5 / N = 0



Has this product received Green Seal certification?

--	--

Has this product received other environmental certifications?
(i.e. Energy Star, ISO 14000, etc.)

--	--

of Y's: Total Points:

Total Score: (Maximum of 70 points)

--	--

Total number of scores rated as N/A (Not Applicable):

--	--

Total number of scores rated as Unk (Unknown):

--	--