

Township of Woodbridge

Green Purchasing Policy & Standards

A. Mission Statement

The Township of Woodbridge is dedicated to the recent trend in green purchasing and the environmental and social responsibilities which accompany effective government purchasing. Woodbridge is steadfast in its purchase and use of environmentally friendly products and materials. Departments are expected to abide by this policy, supporting and adhering to the established procedures and standards in the policy. It is the Township's mission to implement this Green Purchasing Policy, which is based on the concepts of environmental protection, economy security, and improving the quality of life of its residents. May this policy serve as a guideline and a model for the Township's procurement practices.

B. Responsibilities and Goals

The Township of Woodbridge's Purchasing Department and its Administrative body are responsible for the procurement of goods and services for ten towns within the municipality. With a population of nearly 100,000 residents, the Township has set many "green" goals in which to accommodate its constituency.

Goals:

- To purchase equipment and vehicles which use "green" energy methods and/or alternative fuel resources
- To research and procure alternate energy sources from "green" certified suppliers
- To utilize environmentally sound, biodegradable chemicals and citrus-based cleaning products
- To ensure the proper recycling of: mercury and fluorescent bulbs, lead acid batteries, and other harmful chemical products
- To reuse and minimize the use of plastic bags and packing and shipping materials
- To encourage the use of and provide availability of recycled products throughout the Township
- To recycle and purchase recycled ink and toner cartridges
- To purchase and utilize recycled paper products; used paper can be recycled throughout departments for scrap
- To be sure that proper MSDS (Material Safety Data Sheets) are recognized in contract specifications and kept on file
- To purchase ergonomically correct and environmentally friendly furniture products and furnishings

- To abide by New Jersey State recycling policies and regulations; to help records new categories of recycling
- To be conscious of the economical, moral, social, and ethical, and environmental impacts of all purchases and contracts
- To ensure that vendors and contracts practice environmentally friendly standards; to record and file all documents to support such practices
- To work with vendors and other municipalities in the development of green purchasing practices and policies

C. Recommendations for Action

Short-term goals

1. Adopt the Green Purchasing Policy

The Township of Woodbridge accounts for the conservation of energy and natural resources in its procurement practices, and aims to reduce the amount of waste and increase the value of recycled and shared services. By following the 3 R's, Reuse, Reduce, and Recycle, the Township strives to reduce the harmful effects of waste products on the environment.

Woodbridge Township is dedicated to its Green Policy, and will pursue its implementation when applicable and economically feasible. The Purchasing Department and other departments with delegated purchasing authority shall oversee that the policy is carried out and will promote the practices and goals set therein.

The following actions will be taken by the Purchasing Department to develop and achieve the Township's goals:

- a) Purchasing goods or services from vendors that offer environmentally friendly products, and carry out environmental standards in their production of these products
- b) Review contracts, bids and specifications for goods and services to make certain that they provide for the use of materials which are composed of recycled or post-consumer reusable waste, or recyclable content, without compromising the quality or use of the desired product or services.
- c) Work with suppliers to receive products with minimal packaging materials; help suppliers work to review the fashion in which their package their goods.
- d) Promote the purchase of goods and services using the three R's
- e) Notifying suppliers of the Township's Green Purchasing Policy; Support suppliers with sound green practices
- f) Act as news resource for Township Departments and community, providing information on new trends in green purchasing and environmentally sound products and services
- g) Work to utilize almost exclusively green or environmentally friendly products with such features:

- i. Made of raw materials in an environmentally sensitive way
- ii. Recyclable products
- iii. Operation of products or implementation of services which cause little to no impact on the environment during use
- iv. Locally or regionally available products
- v. Non-toxic, or biodegradable
- vi. Energy efficient
- vii. Durable and ergonomically correct
- viii. Minimal packaging, ideally made of recycled materials

2. Promote, create and implement a Paper Reduction Policy

3. Obtain and record current MSDS (Material Safety Data Sheet) on frequently used products

3. Research goods and services used and create contracts and specifications for: cleaning products, ink cartridges, printing services and supplies, paper products, chemicals and devices, paints, windows, construction materials, motor oil/fuels/tires, batteries, packaging, furniture, etc.

4. Purchasing Department Procurement Checklist

Individuals with purchasing authority should consider the following points when dealing with a supplier. Upon determining the necessity of a good or service, purchases should be made while considering cost, availability, quality, performance, and the environment.

- i. **Consider the material source(s) of products that will be purchased.**
Do they comply with environmentally sound practices and standards? Are they of recyclable materials? How much post-consumer material is used in the manufacture of this product? What is the source of wood products? Are products delivered or shipped locally? Many “green” products hold the following certifications, which should be looked for when being purchased:

Energy Star, Sustainable Forestry Initiative, Scientific Certification Systems, Leadership in Energy and Environmental Design (LEED), ISO 140001, Green Seal, Chlorine Free Paper Association, etc.

- ii. **Ensure that products are energy efficient.**
How well does the product compare to other energy efficient products? Can the product run on alternative or renewable energy sources? Is the equipment or product Energy Star Certified? How much energy is required to manufacture this product?
- iii. **Inquire about how a product is packaged by a manufacture.**

How much packaging is used in this product? Are recycled materials used to package this product? Can the packaging materials be returned to the manufacturer?

iv. **Obtain records on a supplier's environmental practices.**

Does the company comply with environmental laws and policies? How well does the company handle safety and environmental issues? Does the company have an environmental policy? Has a waste audit been conducted on the company? Is the company a member of any environmental organization? Can all environmental claims be justified by the company? With supporting documentation?

v. **Consider the amount of waste that an item could create and how to reduce that amount.**

Is this product biodegradable? Will its waste harm the environment? Can this product be recycled or returned to the manufacture at the end of its shelf life? Is the product easy to maintain and service? How durable is this product?

Long-term goals

1. Purchase recyclable goods or goods made from recycled materials.
2. Rent or lease photocopiers with energy efficient programs; those capable of double-sided copying/printing.
3. Practice and ensure water efficient appliances are purchased and made available.
4. Purchase locally grown and organic produce.
5. Purchase hybrid or energy/fuel efficient vehicles; increase number of "green" vehicles in fleet. Ensure that petroleum-fueled vehicles are fueled with alternative resources.
6. Avoid the purchase of materials or equipment containing CFC's (chlorofluorocarbons); seek alternatives when purchasing aerosol products, freezers, air conditioning units, refrigerators, fire extinguishers, etc.
7. Purchase and use recycled paper to the extent in which it will not compromise the health or safety of employees.
8. Purchase energy efficient equipment; for battery operated appliances, purchase cadmium or low-mercury batteries, or rechargeable batteries.
9. Purchase biodegradable and/or citrus based cleaning materials.

10. Make certain that all wood purchases are not of tropical hardwoods; seek product certifications, such as the Sustainable Forestry Initiative.
11. Avoid the use of pesticides and other dangerous chemicals which can be hazardous to health and the environment.