

## **ENVIRONMENTALLY PREFERABLE (Green) PURCHASING POLICY**

# **Oakland Port Scale, LLC**

### **07/01/2016**

This Policy is adopted as a requirement of Bay Area Green Business certification and to conserve natural resources, minimize environmental impacts, reduce hazards to workers and our community and reduce materials to the landfill.

#### **Reducing Waste at the Source**

1. Purchase durable, reusable or refillable products whenever feasible.
2. Print multi-page documents on both sides.
3. Avoid polystyrene (Styrofoam) products for the kitchen and shipping departments.
4. Avoid purchase of single-serving plastic water bottles for use by staff or guests.
5. Purchase remanufactured or used products when feasible.
6. Reduce packaging. Reusable, recyclable or compostable packaging is preferred.

#### **Buying Recycled Content Products**

1. Office paper shall contain at least 30% recycled content.
2. Janitorial (restroom & kitchen) paper towels shall contain at least 35% recycled content.
3. Request that printing vendors use recycled content paper.

#### **Saving Energy, Water, and other Natural Resources**

1. Use efficient interior lighting, indoors and out – At least as efficient as T-8 fluorescent bulbs for overhead lighting, and compact fluorescent bulbs (CFL) for task lighting. Consider LED lighting for even greater efficiency.
2. Purchase electronics with U. S. EPA Energy Star certification when available.
3. Purchase water-saving toilets (1.28 gallons/flush), hand wash faucet aerators (0.5 gallons per minute) commercial dish rinse nozzles (1.6 gpm) and shower heads (2.0 gpm).

4. Purchase wood products (lumber and paper) with Forest Stewardship Council certification
5. Purchase bio-based products - products made from plant-based material. Look for paper, bags, food & beverage containers, and cutlery that are biodegradable and compostable. Products from *non-wood*, bio-based sources are preferred.

### **Avoiding Toxics**

1. Purchase for use in our own suite, safer cleaning products including those that bear logos such as Green Seal, EcoLogo or Design for the Environment, or receive a high rating on [www.goodguide.com](http://www.goodguide.com).
2. Use only non-aerosol containers.
3. Avoid added antibacterial agents such as triclosan in hand, dish and general cleaners.
4. If contracting with a pest control service, specify Integrated Pest Management or choose a contractor that is certified in IPM, such as those listed at [www.EcoWiseCertified.com](http://www.EcoWiseCertified.com).
5. When maintaining the building, use products with low or no volatile organic compounds (VOCs), and low or no formaldehyde. Example products include paint, carpeting, adhesives, furniture and window components.

### **Contracting for Services**

Use businesses certified or accredited by a 3rd party environmental certification program such as the Bay Area Green Business Program, Bay Friendly Landscaping, EcoWise and Build It Green.

### **Green Building**

Building and renovations shall follow Green Building Practices for design, construction, and operation, where appropriate, as described in the LEED™ Rating System.