

## **Sustainable Purchasing Administrative Policy**

### **Background**

Washington County is committed to sustainable purchasing for items required in County operations.

This Sustainable Purchasing Policy is guided by the Resolution and Order adopted by the Board of County Commissioners in October 2009 (09-93), providing a framework for planning, policy development and management of sustainability efforts. Washington County recognizes the role and responsibility to protect and conserve natural resources, use financial resources effectively and efficiently, and celebrate the achievements of a healthy and productive community.

By incorporating environmental considerations in purchasing decisions, along with our traditional concerns regarding price, performance, and availability, we are able to promote practices that reduce our energy consumption, reduce operating expenses, and prevent greenhouse gas emissions.

### **Mission Statement**

The purpose of the sustainable purchasing policy is to actively promote and pursue efficient and effective use of County fiscal resources. The County will strive to purchase and maintain durable equipment and purchase environmentally responsible supplies, thus reducing ecological impacts, minimizing overhead costs, and maximizing resources available to provide services to the public.

### **Guiding Principles**

All County buyers shall support the recycling hierarchy of reduce-reuse-recycle by minimizing the creation of waste, reusing materials, recycling materials that cannot be source-reduced, and purchasing recycled content and environmentally preferred products when practical.

Before buying any new equipment or supplies, County purchasers should verify whether the products are available either at the County's Re-Use Store or from the surplus inventory. When purchasing new items, County buyers will specify recycled content and environmentally preferable products and packaging when practical. The priority for purchasing products shall be as follows:

1. Durability and reusability of the product.
2. Remanufactured or refurbished products.
3. Recycled content of post-consumer recovered material.
4. Ability for the product to be recycled at the end of its useful life.

The County shall utilize life cycle cost analysis when considering the purchase of capital assets.

**County Goals**

Consistent with the Board of County Commissioners' Resolution and Order for sustainability (09-93), the initial procurement goal is to improve the proportion of office products purchased by the County that is environmentally preferred. Specific department goals and performance standards, as well as best practices, will be established as part of an ongoing evaluation and assessment process of County procedures.

**Purchasing Performance Metrics**

Environmentally preferred purchasing will be determined by comparing the current levels with the baseline levels (2008). Sustainable purchasing will be tracked using the following metrics:

- Office supply purchases according to their "green" features (such as recycled content).
- Use of the County Re-Use Store.
- Office paper by the percent of post-consumer content included.

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Approved:

  
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Signature

Enacted on 10 day of April, 2012.