

## **Green Purchasing Policy Township of Springwater**

Approved: May 19, 2009	Department: All Departments
Effective: August 1, 2009	Subject: Purchasing, Environment
Next Review: TBD	Policy Number: A09 GR

### **A. Authority**

The authority for the Green Purchasing Policy shall be by the approval of the Township of Springwater Council.

### **B. Policy Statement**

The Township of Springwater supports the purchasing of products, when appropriate and in compliance with the Procurement Policy that reduce the effects on the environment and human health. By encouraging the purchasing of environmentally responsible products when available and disposing of products in a way that attempts to divert products being sent to landfills, the Township will be leading by example for the rest of the community.

### **C. Definitions**

“Appliance” – means a piece of equipment, instrument, apparatus or device that is used for a particular purpose such as a refrigerator, oven, microwave etc.

“Council” – means the Council for the Corporation of the Township of Springwater.

“ENERGY Star” – means certified products that have been tested according to prescribed procedures and have been found to meet or exceed higher energy efficiency levels without compromising performance. The ENERGY Star symbol appears on certified products that include appliances, consumer electronics, computers and other types of office equipment and heating and cooling systems.

“EcoLogo-Certified Program” (ECP) – is an independent third party certification of environmentally preferable products.

“GREENGUARD Environmental Institute” (GEI) – is the organization that established acceptable indoor air standards for indoor products, environments and buildings.

“Landfill” – means the site used to dispose of solid waste materials.

“Green Purchase” – means the procurement of products that are recognized as environmentally certified and have a lesser or reduced effect on human health and the environment.

“Township” – means the Corporation of the Township of Springwater.

## **D. Purpose**

Green purchasing is the procurement of products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. A green product is one that is less harmful than the next best alternative.

The purpose of the Green Purchasing Policy will be to encourage the purchasing of products when appropriate that are certified as safe for the environment, the quality of the workplace and the community when available.

## **E. Scope**

This policy applies to all Township of Springwater Departments with respect to the purchasing of products.

This policy shall work in coordination with the Procurement Policy By-law No. 2008-011 as amended.

## **F. Procedures for the Green Purchasing Policy**

### **1. Purchasing**

New products purchased for the Township, when appropriate, should be considered green products. Green products could be classified as energy efficient, sustainable, have a third party environmental certification and have a low emission of greenhouse gases. Details for certain categories of products include:

- Furniture should be certified by the GREENGUARD Environmental Institute (GEI) and will have low VMC levels
- Appliances should be ENERGY Star certified
- IT upgrades should be energy efficient
- When available, cleaning products should be an ECP approved product
- Cleaning equipment that reduced the amount of water and chemicals required will be preferred

All purchasing must follow the Procurement Policy By-law No. 2008-011, but green products are encouraged to be purchased when appropriate.

## **2. Recording Large Products**

All large equipment (furniture, appliances, large IT equipment etc.) will be recorded in a purchasing database. The documentation will include what item was purchased, the department it was purchased for, its intended use, its environmental certification (if applicable) and how it was disposed of.

## **3. Disposing of Products**

The disposal of large products that are considered surplus will be disposed of in the procedures outlined in the Procurement Policy By-law No. 2008-011 appendix K 'Disposal Policy'.

If the item is not in condition to sell and where appropriate, the Township will endeavor to dispose of it in a way that the entire item or portions thereof can be reused. This may include donating the item to a charity (such as Goodwill) or other organizations that re-uses large items. This procedure will be used so that there is a reduction of products being sent to landfills.

The procedure of how the product was disposed of will be tracked in the purchasing database.

## **G. General**

This Policy shall be administered by the Treasury Department.

This Policy shall be referred to as the "Green Purchasing Policy".

This Policy shall come into force and effect on August 1, 2009.

This policy shall be reviewed when needed.