

Date March 09, 2000

To: Katy Singlaub

From: John L. Balentine, Purchasing
John W. Fuller, District Health

Subject: Revision to County Policy for Buying Recycled, Re-Using, Waste Stream
Reduction and *Pollution Prevention*

Statement of Policy:

Washoe County has adopted a policy to purchase recycled products, reuse durable products, reduce the waste stream and prevent pollution in support of 1998 Federal Executive Order 13101; Greening the Government through Waste Prevention, Recycling, and the Comprehensive Procurement Guideline of the Resource Conservation and Recovery Act (R.C.R.A.) section 6002 and the Nevada Revised Statutes 332.065 and 444A.020:

It is the policy of Washoe County to purchase source reduction products and/or recycled products containing the maximum amount of post-consumer and/or recovered materials practicable. When post-consumer material is impracticable for a specific type of product, source reduction products will be purchased containing the highest amount possible of recovered materials. *In all purchases, consideration should be given to products made from recyclable materials.* Such products must meet industry accepted performance standards, be available at a reasonable price and be available within a reasonable time. *It is also our policy to prefer pollution prevention, whenever feasible. Pollution that cannot be prevented or recycled should be treated in an environmentally safe manner. Disposal should be employed only as a last resort.*

Attachment A

County Programs

All equipment bought, leased or rented shall be compatible with the use of source reduction and recycled products.

Washoe County shall promote the use of source reduction and recycled products whenever feasible.

All Washoe County departments, offices, agencies, contractors and grantees shall be expected to comply with this policy.

All imprinted letterhead, envelopes and business cards used by Washoe County Departments shall contain recycled paper and shall bear an imprint identifying it as recycled paper.

All Washoe County Departments shall ensure that all contracts for printing require the use of

recycled paper and the inclusion of the chasing arrow symbol and label of the recycled content of the paper whenever practicable.

All Washoe County Departments shall ensure that the title page of each external report printed or copied on recycled paper bears an imprint identifying it as recycled paper.

Requests for bids and proposals issued by Washoe County shall request contractors and consultants to use recycled paper for proposals and for any printed or photocopied material and use both sides of paper sheets for reports submitted pursuant to a contract with Washoe County whenever practicable.

Along with the purchasing and procurement procedures stated in this policy, waste reduction measures within Washoe County departments and offices will be implemented to conserve natural resources and reduce energy utilization.

Washoe County supports the conservation of natural resources and the reduction of energy use and pollution through development of a sustainable manufacturing production system, recognizes the need to strengthen markets for materials collected in local recycling collection systems, desires to maximize reduction of discarded materials, encourages economic development through attracting and retaining recycled and source reduction product manufacturers and distributors. This supports 1998 Federal Executive Order 13101, the Comprehensive Procurement Guideline of the Resource Conservation and Recovery Act (RCRA) Section 6002 and Nevada Revised Statute 322.065 and 444A.020.

Washoe County will accept tires for the purpose of retreading. The tires will be retreated by the County and used on nonsteering wheels of trucks. Washoe County will also re-refine motor oil and hydraulic motor oil for their vehicle fleet. This supports Federal Executive Order 13101 Section 507.

Washoe County will recycle white/paper, mixed paper/cardboard, aluminum, plastic, and glass. The County will incorporate into their recycling program efforts to recycle, reuse, or refurbish toner cartridges. Washoe County will also include programs to recycle, as appropriate, batteries, scrap metal, fluorescent lamps, and ballasts. This supports Federal Executive Order 13101 Section 601(2).

The ultimate goal is to recycle at least 25% of the total solid waste generated within the county.

Background:

Government must lead by example. At no time in history has the use of both renewable and non-renewable resources been greater. In order to reduce the consumption of non-renewable resources and ease the pressure on renewable resources we should be recycling recyclable materials and using durable products until ultimate recycling. Reducing the waste stream ending in ever shrinking landfills is imperative and possible. Please refer to attachment A for definitions of terms and attachment B for the EPA's environmentally preferable product guidelines.

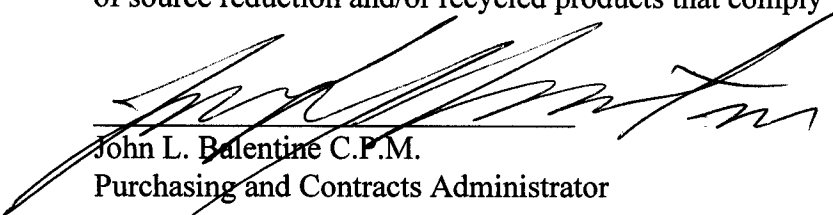
Policy Implementation

1. The Washoe County Purchasing and Contracts Administrator or authorized representative shall, in cooperation with the Solid Waste Management Program in the Division of Environmental Health and other relevant departments, develop administrative guidelines to implement this policy.

2. The Washoe County Purchasing and Contracts Administrator or authorized representative shall ensure that purchasing documents, specifications, and contracting procedures do not discriminate against source reduction or recycled products.
3. The Washoe County Purchasing and Contracts Administrator shall establish recycled content standards and is authorized to raise or lower them to meet the objectives of this policy.
4. The Washoe County Purchasing and Contracts Administrator is authorized to exempt products and product categories from this policy. In cases when products containing recycled content may jeopardize the health or safety of individuals or when multiple complex components or the nature of the product make certification of recycled content impracticable., said products will be exempted (such as automobiles, metals, pharmaceuticals, computers and software).
5. The Washoe County Purchasing and Contracts Administrator or authorized representative shall render a report to the Solid Waste Management Program of the Division of Environmental Health annually for recycled and source reduction purposes. The report shall include annual dollar expenditures, total savings or cost for using recycled or source reduction purchases, and the number of product types bought. *The report will track and include designated EPA designated guideline items purchases.* The annual report shall also include identification and discussion of other barriers to the procurement of recycled products, and any instances where recycled content standards or price preferences were adjusted.

Fiscal Impact:

There should be no adverse fiscal impact from this policy except where NRS 332.065 is exercised. When the preference is evoked, it must be with the agreement of the Purchasing Department and requesting Departments. Any bid award recommendations brought before the Washoe County Board of Commissioners will clearly identify any increased costs due to the use of source reduction and/or recycled products that comply with NRS 332.065



John L. Balentine C.P.M.
Purchasing and Contracts Administrator

cc: Assistant County Manager, Finance
District Health Department, Solid Waste Management Division of Environmental Health

Attachment B**Definitions:**

“Biobased product” means a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal and marine) or forestry materials.

“Buyer” means anyone authorized to purchase on behalf of Washoe County.

“Contractor” Means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with Washoe County or serves in a subcontracting capacity with an entity having a contract with Washoe County for the provision of goods or services.

“Environmentally Preferable” means products or 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. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

“Ownership Cost” means total ownership cost during a product’s life cycle, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

“Pollution Prevention” means “source reduction” as defined in the Pollution Prevention Act of 1990(42 U.S.C. 13102) and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water, or other resources; or (b) protection of natural resources by conservation

“Post-Consumer Material” means a finished material which would normally be disposed of as solid waste, having completed its life cycle as a consumer item and does not include manufacturing or converting waste.

“Pre-Consumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-Consumer Material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

“Price Preference” means the percentage allowance for a recycled product that costs more than a comparable virgin product. In bid situations, it is the percentage above the lowest cost of a comparable virgin product allowed for a recycled product when both bidders are responsible and responsive.

“Purchasing Documents” means all documents used to solicit bids and purchase products, including but not limited to: invitations for bids, requests for proposals, requests for price quotes, and purchase orders.

“Recovered Material” means waste materials and by-products which have been recovered or diverted from solid waste but such term does not include those materials and by-products generated from, and commonly reused within an original manufacturing process.

“Recycled Content “ means the percentage of recovered material, including pre-consumer and post-consumer materials contained in a product.

“Recycled Content Standards” means the minimum or maximum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products”, as established by Washoe County.

“Recycled Product” means a product that meets Washoe County recycled content standards objectives for a post-consumer, pre-consumer and recovered material.

“Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

“Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

“Source Reduction Product” means a product that results in a net reduction in the generation of waste compared to the previous or alternate version and includes durable, reusable and re-manufactured products; products with no, or reduced toxic constituents; and products marketed with no, or reduced packaging.

Product Definitions:

Awards and plaques-refers to free-standing statues and boardlike products generally uses as wall-hangings.

Carpet cushion- also known as carpet underlay, is padding placed beneath carpet to reduce carpet wear caused by foot traffic or furniture indentation, enhance comfort, and prolong appearance.

Compost-made from yard trimmings, leaves, grass clippings, and/or food wastes is a thermophilic converted product with high humus content. Compost can be used as a soil admendment and can be also used to prevent or remediate pollutants in soil, air, and storm water run-off.

Flowable Fill-is a low strength material that is mixed to a wet, flowable slurry and used as an economical fill or backfill material in place of concrete, compacted soils, or sand.

Industrial Drums- are cylindrical containers used for shipping and storing liquid or solid waste materials.

Manual-Grade Strapping-refers to straps of material used with transport packaging to hold products in place on pallets or in other methods of commercial, bulk shipment. Strapping can also prevent tampering and pilferage during shipping.

Park Benches and Picnic Tables-are recreational furniture found in parks, outdoor recreational facilities, and grounds of office building and other facilities.

Plastic lumber landscaping timbers and posts-are used to enhance the appearance of and control erosion in parks, highways, housing developments, urban plazas, zoos, and the exteriors of office buildings, military facilities, schools, and other public use areas.

Playground Equipment-includes many components, like slides, merry-go-rounds, handrails, etc. and is found in parks, schools, child care facilities, institutions, multiple family dwellings, restaurants, resort and recreational developments, and other public use areas.

Railroad grade crossing surfaces-are materials placed between railroad tracks, and between the track and the road at highway and street railroad crossings, to enhance automobile and pedestrian safety.

Signage(including sign posts and supports)-is used for identification and directional purposes for public roads and highways, and inside and outside office buildings, museums, parks, and other public places.

Sorbents-(i.e. absorbents and adsorbents)-are materials used to retain liquids and gases in a diverse number of environmental, industrial, agricultural, medical, and scientific applications. Adsorbents incorporat a substance while absorbents gather substances on their surfaces.

Attachment C

The EPA has listed guidelines for recycled products as follows:

Paper and Products

Product	% Post-Consumer Material	% Recovered Material
=====		
Paper-Print		
Reprographic	30	30
Offset	30	30
Tablet	30	30
Forms Bond	30	30
Envelope-Wove	30	30
Envelope-Kraft	10-20	10-20
Cotton Fiber	30	30
Text/Cover	30	30
Paper-Bristol		
File Folders	30	30
Dyed Filing Products	20	20-50
Cards (Index and Card Stock)	20	50
Pressboard	20	50
Tags & Tickets	20	20-50
Newsprint	20-85	20-100
Paper-Tissue		
Toilet-Commercial	20-60	20-100
Towels-Commercial	40-60	40-100
Napkins	30-60	30-100
Facial	10-15	10-100
Industrial Wipes	40	40-100
Paperboard		
Corrugated	25-50	25-50
Solid Fiber Boxes	40	40
Folding Cartons	40-80	100
Brown Paper and Bags	5-20	5-40

Non-Paper Office Products

Product	% Post Consumer Material	% Recovered Material
=====		
Binders		
Plastic Covered	00	25-50
Chip/Paperboard	75-100	90-100
Pressboard	20	50
Recycling and Waste Containers		
Plastic	00	25-100
Paperboard	25-50	00
Steel	16	25-30
Plastic Trash Bags	10-100	00
Desk Top Accessories	25-80	00
Toner Cartridges	Reclaim and buy re-manufactured Or recycled content toner cartridges	
Printer Ribbons		
Plastic Envelopes	25	25-35
Solid Plastic Binders		
HDPE	90	90
PE	30-50	30-50
PET	100	100
Miscellaneous Plastics	80	80
Plastic Clipboards		
HDPE	90	90
PS	50	50
Miscellaneous Plastics	15	15-80
Plastic File Folders		
HDPE	90	90
Plastic Clip Portfolios		
HDPE	90	90
Plastic Presentation Folders		
HDPE	90	90

VEHICULAR PRODUCT

Product	%Post-Consumer Material	% Recovered Material
=====		
Retreading Services and/or Procurement of Retread Tires		
Lubricating Oil	25	00
Antifreeze		Reclaim-Reuse-Buy Reclaimed
Engine Coolants		Reclaim-Reuse-Buy Reclaimed

CONSTRUCTION PRODUCTS

Product	% Post-Consumer Material	% Recovered Material
=====		
Building Insulation		
Fiberglass	00	20-25
Cellulose	75	00
Perlite Board	23	00
Plastic Rigid-Foam	00	00
Rigid Foam	00	9
Foam in Place	00	5
Glass Fiber Reinforced	00	6
Rock Wool	00	75
Phenolic Rigid Foam	00	05
Plastic, Non-Woven Batt	100	100
Fiberboard		
Structural	00	80-100
Laminated	100	100
PET Carpet Fiber	25-100	00
Patio Blocks-Rubber	90-100	00
Patio Blocks-Plastic	00	90-100
Floor Tiles (Heavy Duty/Commercial) Rubber	90-100	00
Floor Tiles (Heavy Duty/Commercial) Plastic	90-100	00
Bonded Polyurethane		
Old Carpet Cushion	15-50	15-50
Jute		
Burlap	40	40
Synthetic Fibers		
Carpet Fabrication Scrap	100	0
Rubber		
Tire Rubber	60-90	60-90
Cement/Concrete		
Percentage based on application as per ASTM & AASHTO		
GGBF Slag	25-70	00
Coal Fly Ash	20-40	00
Concrete, Rubber, and Steel Railroad Grade Crossings Surfaces		
Concrete Coal		
Fly Ash	15-20	0
Rubber		
Tire Rubber	85-95	0
Steel		
Steel	67	100

CONSTRUCTION PRODUCTS - Continued

Product	% Post-Consumer Material	% Recovered Material
=====		
Steel	16	25-30
Shower / Restroom Dividers		
Steel	16	25-30
Steel	67	100
Cement / Concrete – Percentage Based On Application As Per ASTM & AASHTO		
Concrete Coal		
Fly Ash	00	25-70
Latex Paint		
<i>Reprocessed Paint</i>		
White, Off-White and Pastel	20	00
Dark Colors	50-99	00
Consolidated Latex Paint	100	00

Clarification on Floor Tiles and Patio Block

The use of floor tiles with recovered materials content may be appropriate only for specialty purpose uses (e.g. raised, open-web tiles for drainage on school kitchen flooring). Such specialty purpose uses involve limited flooring areas where grease, tar, snow, ice wetness or similar substances or conditions are likely to be present. Thus, EPA has no recovered materials content level recommendations for floor tiles made with recovered materials for standard office or more general purpose uses. The recommended recovered materials content levels are based on dry weight of the raw materials, exclusive of any additives such as adhesives, binders, or coloring agents.

PARKS AND RECREATION PRODUCTS

Product	% Post-Consumer Material	% Recovered Material
=====		
Plastic Fencing	60-100	90-100
Playground Surfaces Rubber or Plastic	90-100	
Running Track Rubber or Plastic	90-100	
Playground Equipment		
Plastic	90-100	100
Plastic Composites	50-75	95-100
Steel	16	25-30
or	67	100
Aluminum	25	25
Park Benches and Picnic Tables		
Plastic	90-100	100
Plastic Composites	50-100	100
Steel	67	100
Or	16	25-30
Aluminum	25	25

LANDSCAPING PRODUCTS

Product	% Post-Consumer Material	% Recovered Material
=====		
Garden and Soaker Hoses		
Garden Hose-Plastic/Rubber	60-65	00
Soaker Hose-Plastic/Rubber	60-70	00
Hydraulic Much		
Hydromulch-Paper	100	00
Hydromulch-Wood	00	100
Lawn and Garden Edging		
Edging-Plastic/Rubber	30-100	30-100
Fencing-Plastic	60-100	90-100
Yard Trimmings and/or Food Waste Compost - Whenever Suitable for Intended Purposes		
Plastic Lumber Timbers and Posts		
HDPE	25/100	75-100
Mixed Plastics/Sawdust	50	100
HDPE/Fiberglass	75	95
Other Mixed Resins	50-100	95-100

TRANSPORTATION

Product	% Post-Consumer Material	% Recovered Material
=====		
Channelizers-Plastic	25-95	00
Channelizers-Rubber	100 Base Only	00
Delineators-Plastic	25-90	00
Delineators-Rubber	100 Base Only	00
Delineators-Steel	16 Base Only	25-30
Or	67	100
Delineators-Flexible	25-85	00
Parking Stops		
Traffic Barricades Type 1 and 2		
HDPE,PET,LDPE	80-100	100
Steel	16	25-30
Steel	67	100
Fiberglass	00	100
Traffic Cones		Type 2 Only
PVC, LDPE, Crumb Rubber	50-100	

MISCELLANEOUS

Product	% Post-Consumer Material	% Recovered Material
=====		
Pallets		
Wood	95-100	00
Plastic Lumber	100	00
Plastic Thermoformed	25-50	00
Paperboard	50	00
Sorbents		
Paper	90-100	100
Textiles	95-100	95-100
Plastics	0	25-100
Wood	0	100
Other Organic/Multi-Materials	0	100
Industrial Drums		
Steel Drums		
Steel	16	25-30
Plastic Drums		
HDPE	30-100	30-100
Fiber Drums		
Paper	100	100
Awards and Plaques		
Glass	75-100	100
Wood	0	100
Paper	40-100	40-100
Plastic and Plastic/Wood Composite	50-100	95-100
Mats		
Rubber	75-100	85-100
Plastic	10-100	100
Rubber/Plastic Composite	100	100
Manual Grade Polyester, Polypropylene and Steel Strapping		
Polyester Strapping		
PET	50-85	50-85
Polypropylene Strapping		
Polypropylene	0	10-40
Steel Strapping		
Steel	67	100
Steel	16	25-30
Signage		
Plastic Signs	80-100	80-100
Aluminum Signs	25	25

MISCELLANEOUS - Continued

Product	% Post-Consumer Material	% Recovered Material
=====		
Plastic Sign Post/Supports	80-100	80-100
Steel Sign Post/Support	67	100
Steel Sign Post/Support	16	25-30