	City of Fort Bragg **Administrative Regulation No. R-2**

RECYCLING AND USE OF RECYCLED PRODUCTS

I. OBJECTIVE

The objective of this Administrative Regulations is to divert and reduce waste to the greatest extent possible in all aspects of City operations; provide that all departments shall, whenever possible, use recycled products and recycled materials; and demonstrate compliance with AB 939 and foster market development for recycling products.

II. PROCEDURES

1. Recycling
   a) All City employees shall make waste diversion and reduction a routine part of their respective jobs whenever feasible, to the extent it does not adversely affect health, safety, or operational efficiency and effectiveness as determined by each Department Manager. Recommended waste reduction strategies include, but are not limited to, the following:
      - Double-sided copying whenever feasible.
      - Eliminate duplicate subscriptions and duplicate incoming and outgoing mail whenever feasible.
      - Circulating one copy to various Department Managers for review and initial rather than making individual copies whenever feasible.
      - Consolidate orders and order in bulk whenever feasible, especially with regard to office supplies.
      - Use durable containers for coffee and other drinks at the workplace whenever feasible instead of disposable or recyclable containers.
      - Purchase and use reusable/refillable products whenever feasible instead of disposable products.
      - Computer networking and "paperless" offices whenever feasible.
   b) The City's waste diversion and reduction ethic and related policies and practices shall be included in the orientation of all new City employees.
2. Use of Recycled Products
   a) The City of Fort Bragg shall establish a policy, whenever practical and fiscally responsible, to purchase products which contain, in order of preference, the following:
      - The highest percentage of recycled content of post-consumer recovered material, available in the marketplace; and
      - The highest percentage of "pre-consumer recovered material" available in the marketplace.
   b) In addition to the recovered material content of a product, important criteria in selecting products shall also be:
      - The ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycled collection programs;
      - Products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling, and disposal shall be preferred.
   c) Purchase requisition, specification and bid solicitations shall conform to the following guidelines:

- Product specifications and requisitions shall not indiscriminately require the use of products made from virgin materials, nor specifically exclude the use of recycled-content products;
- Performance standards shall be reasonable and related to function, and shall not be designed to exclude the purchase of recycled-content products;
- To the extent such information is known, City staff shall identify products available with recycled content and vendors from whom such products are available;
- City staff responsible for purchasing shall have the authority to specify a minimum "recycled-content" standard in bid solicitation to accomplish the purpose of this policy.

d) All City contractors and grantees shall be requested to conform to the minimum recycled-content procurement standards set forth in this policy. This request shall be applied to contractors and grantees in procuring materials or products to perform contractual services to the City, to produce or provide a work product in the City or on the City's behalf, or to conduct work funded by a grant from the City.

Contractors and grantees shall be further requested to report to the City the types, quantities and total dollar amounts of recycled products which are purchased by the contractor or grantee in connection with City-funded work. The percentage of post-consumer and total recovered material content of such purchased products shall also be requested to be included in the report.

Any RFP or bids for services requested by the City shall include a statement that the City prefers doing business with companies that adhere to our principles. In addition, it shall request that any proposal submitted to the City shall be printed two-sided on recycled and recyclable paper with removable bindings.

e) All City purchased and printed recycled paper products shall be labeled with the standard phrase: "Printed on Recycled Paper." All City departments shall be required to use recycled products, whenever feasible, for their business cards, letterhead stationary, envelopes, business forms, and pertinent documents. All said documents shall be printed with the standard phrase: "Printed on Recycled Paper" thereby promoting the use of post-consumer content.

All City photocopying of requested documents produced by grantees and contractors shall be produced on post-consumer recycled paper. All contractors and grantees shall submit all requested documents to the City on recycled paper. This shall include, but is not limited to, drafts, reports, training manuals, bids, responses to inquiries and permit applications. The City shall also engage in the practice of two-sided copying of all City memos and mailings.

f) It is the policy of the City of Fort Bragg to utilize green building techniques and materials in new construction and remodel projects.

For remodel, tenant improvement and landscaping projects, the City will endeavor to use green materials and techniques in all cases where the green material or technology costs the same or less than the conventional material or technology, and performs comparably. In some cases, green materials and techniques may cost more than conventional materials and still be preferable because of superior environmental and/or lifecycle performance attributes. In these cases, the responsible manager shall carefully weigh the performance benefits of the green materials/techniques with its increased cost and make an informed decision about the best way to proceed.

For new construction, green building prescribes a holistic, integrated design approach, in which the project team – architects, interior designers, engineers, operations and maintenance staff, occupants, and the client – view the building as a whole system. From the start, design, construction, and operations and maintenance are considered and evaluated to optimize the environmental and economic performance of the building. This involves evaluating the building and its components over the entire life cycle of the building in order to accurately measure its economic, environmental and social costs. Where possible, the City will endeavor to follow this model of design/construction and obtain a USGBC LEED Certified rating or higher on new City owned and occupied construction projects.

III. RESPONSIBILITY

1. The Finance Director shall be responsible for revising the procedures and specifications for City purchases of paper to give preference, wherever feasible, to the purchase of paper products containing recycled materials. Preference shall be given to the supplies of recycled paper products. This preference shall be five percent (5%) of the lowest bid or price quoted by suppliers offering non-recycled paper products.
2. The Finance Director shall also establish purchasing practices which, to the maximum extend economically feasible, assure purchase of materials which may be recycled or reused when discarded.

IV DEFINITIONS

1. "Post-consumer recovered materials" are a finished material that would normally be disposed of as a solid waste, having completed its life cycle as a consumer item. Examples of post-consumer recovered materials include, but are not limited to: old newspapers, office paper, yard waste, steel, aluminum cans, glass, plastic bottles, oil, asphalt, concrete, and tires.
2. "Pre-consumer recovered materials" are materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to: obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.
3. "Total recovered material" is the total pre- and post-consumer recovered material contained in a product.

Approved by City Manager	Linda Ruffing (Signature)	2.1.07 (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		Feb 2007 (Date)