

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	FINANCIAL MANAGEMENT CHAPTER VII (A) Expenditures and Accounting
Originating Agency GSA	Last Issued/Revised 2021	<u>Policy No. Chapter VII (A) – 12</u> GREEN PROCUREMENT POLICY
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval	
Forms Change Requires:	<input type="checkbox"/> CEO Approval	
	<input type="checkbox"/> CEO Approval	

1.0 POLICY

County of Ventura agencies, boards, commissions, departments, and offices shall reduce waste generated by County business and work practices by reusing discarded materials, recycling waste products when feasible and cost-effective, and purchasing, whenever possible, feasible and cost-effective recycled products (“recycled content” products) and Recovered Organic Waste Products for use in the delivery of County services to the maximum extent practicable, consistent with existing applicable state and federal laws and other Ventura County procurement policies.

This Green Procurement Policy (Policy) will help the County of Ventura to:

1. Protect and conserve natural resources, water, and energy;
2. Minimize the County’s contribution to climate change, pollution, and solid waste disposal; and,
3. Comply with State requirements as contained in 14 California Code of Regulations (“CCR”) Division 7, Chapter 12, Article 12 (Senate Bill 1383 (SB 1383) procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials, and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

2.0 BACKGROUND

The County of Ventura’s participation in and promotion of recycling programs helps to reduce the volume of the solid waste stream thereby conserving natural resources and landfill capacity.

By incorporating environmental considerations in public purchasing, the County can demonstrate environmental responsibility via reducing its burden on the local and global environment, removing unnecessary hazards from its operations, protecting public health, reducing costs and liabilities, and potentially improving the environmental quality of the region. This policy is an effective way to direct the County’s effort in procuring environmentally preferable products and services.

3.0 DEFINITIONS

The following terms shall have the assigned definitions for all purposes under this policy:

- A. **Annual Recovered Organic Waste Product Procurement Target** means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the County is required to procure annually under 14 CCR Section 18993.1
- B. **Electricity Procured from Biomass Conversion** means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and yard trimmings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the County's Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).
- C. **Organic Waste** means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46).
- D. **Paper Products** include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).
- E. **Procurement of Recovered Organic Waste Products** shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the County or others.
- F. **Practicable** means comparable in performance and available at a reasonable price.
- G. **Printing and Writing Paper** includes, but is not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).
- H. **Recovered Organic Waste Products** means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60).
- I. **Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper** means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the California Public Contract Code, and as amended.
- J. **Renewable Gas** means gas derived from Organic Waste that has been diverted from a

landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

- K. SB 1383 Regulations or SB 1383 Regulatory** means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- L. SB 1383 Eligible Compost** means compost as defined in 14 CCR Section 17896.2(a)(4) and 14 CCR Section 18993.1(f)(1).
- M. SB 1383 Eligible Mulch** means mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the conditions as specified by 14 CCR Section 18993.1(f)(4).

4.0 PROCEDURE

4.1 General Environmental Preferable Purchases and Practices

1. County agencies, boards, commissions, departments, and offices shall purchase and use recycled products whenever possible, to the maximum extent possible without negatively impacting health, safety, or operational efficiency.
2. County agencies, boards, commissions, departments, and offices, shall, wherever feasible, restructure purchasing specifications to include the use of products that contain post-consumer recycled content, are reusable, or are designed to be easily recyclable. Outside contractors bidding to provide products or services to the County, including printing services, shall be encouraged to use recycled content whenever practicable
3. When recycled products are used, the County is encouraged to label those products to indicate their recycled content. The use of the “recycled content” symbol on letterhead stationery and business cards shall be encouraged whenever possible.
4. Wherever feasible and appropriate, life-cycle cost analysis should be used to assist in selecting a product or service. Cost shall be calculated over the life of the item and should consider disposal and replacement costs, not just initial up-front costs. When comparing alternative products, the initial cost of the acquisition as well as lifetime maintenance costs, operational costs, etc., should be considered in the analysis.
5. As directed by California Public Contract Code section 10409, the County shall purchase lubricating oil and industrial oil “from the seller whose oil product contains the greater percentage of recycled oil, if the availability, fitness, quality, and price of the recycled oil product is otherwise equal to, or better than, virgin oil products.”
6. County agencies, boards, commissions, departments, and offices will favorably consider the selection of other recycled content and renewable materials, products and supplies over their

non-recycled content and non-renewable alternatives in cases where availability, fitness, health, operational efficiency, quality, safety, and price of the recycled product are otherwise equal to, or better than, the non-recycled content and/or non-renewable alternative. The list of materials, products, and supplies shall include, but not be limited to, business office products, compost, fuels, mulch, rubberized asphalt, and other items.

7. County agencies, boards, commissions, departments, and offices, shall consider “less toxic alternatives” when purchasing products such as pesticides and herbicides and to purchase energy-conserving products when possible.

4.2 Recycled Products Purchasing Policy

1. County agencies, boards, commissions, departments, and offices shall make every reasonable effort to purchase and use recycled-content office products, whenever practicable.
2. County agencies, boards, commissions, departments, and offices shall procure Paper Products and Printing and Writing Paper consistent with the requirements of Sections 22150-22154 of the Public Contract Code, that contain a minimum of 30 percent by fiber weight, postconsumer content.
3. County agencies, boards, commissions, departments, and offices shall procure Paper Products eligible to be labeled with an unqualified recyclable label as defined in Code of Federal Regulations (CFR) Section 260.12 as published January 1, 2013.
4. County agencies, boards, commissions, departments, and offices shall retain copies of invoices, receipts or other proof of purchase that describes Paper Products and Printing and Writing Paper by volume and type for all paper purchases, including copies of certifications and file a report containing this information with the County’s Integrated Waste Management Division within 30 days following the reporting periods:
 - a. January 1 through June 30; and
 - b. July 1 through December 31.

4.3 Recovered Organic Waste Product Procurement Requirements

The County will make a good faith effort to annually increase procurement, for use or giveaway, a quantity of Recovered Organic Waste Products such that County may show progress towards meeting its Annual Recovered Organic Waste Product Procurement Target. To be eligible, products that may be procured include the following:

1. SB 1383 Eligible Compost
2. SB 1383 Eligible Mulch
3. Renewable Gas
4. Electricity Procured from Biomass Conversion

4.4 Requirements for County Agencies, Boards, Commissions, Departments, and Offices that Purchase Goods or Services Subject to SB 1383 Procurement Policy Requirements

County agencies, boards, commissions, departments, and offices shall determine which of the four (4) Recovered Organic Waste Products indicated in Section 4.3 will be included in their procurement strategy for meeting the Annual Recovered Organic Waste Product Procurement Target.

1. County agencies, boards, commissions, departments, and offices shall use SB 1383 Eligible Mulch and SB 1383 Eligible Compost in County landscaping projects whenever practicable and will include the same requirements in County landscaping contracts.
2. County agencies, boards, commissions, departments, and offices shall report the amount of Eligible Compost, Eligible Mulch, Renewable Gas, or Electricity Procured from Biomass Conversion and file a report containing this information with the County's Integrated Waste Management Division within 30 days following each of the following two (2) reporting periods :
 - January 1 through June 30; and
 - July 1 through December 31.
3. County agencies, boards, commissions, departments, and offices shall retain records demonstrating compliance with the Recovered Organic Waste Product Procurement Target requirements, 14 CCR Section 18993.1 and recordkeeping requirements, 14 CCR Section 18993.2. These records shall provide evidence for all claimed Recovered Organic Waste Products reported by County agencies which may be procured directly or indirectly through a vendor or Direct Service Organization.