



Money, Energy and Sustainability

A policy guide for City of Homer employees
on reducing energy use and waste
in local government operations

Dear City of Homer Employee:

This handbook has been prepared to address a number of concerns:

- ▶ the escalating costs of energy, from electricity to fuel oil to gasoline, which are impacting municipal programs and services.
- ▶ the need to trim costs of local government operations in order to reduce the burden on taxpayers, who are also feeling financially squeezed.
- ▶ recognition of the impacts of fossil fuel combustion and depletion on the environment, public health, and national security.

Around the country and around the world, governments, businesses, schools, and households are looking for ways to reduce energy consumption and, in the process, save money. Many are also learning about global climate change, ocean acidification, world oil depletion, etc. and are thinking about the impact our choices today will have on future generations.

Please note that this handbook provides policy guidelines that should be carried out with common sense. It will not be possible or even wise to strictly follow every guideline in every circumstance, particularly when safety, security, or work performance would be unduly impacted. However, refusal to

follow guidelines when directed to do so by a supervisor could be viewed as a violation of City personnel policies.

While the policies in this handbook have been prepared specifically for City employees, many of them can also be applied, with little or no modification, to households and businesses. It is our hope that they will be helpful to others beyond the City of Homer workforce.

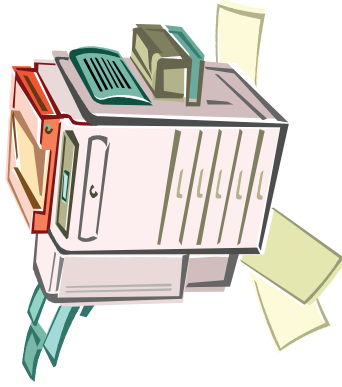
Ideas for future editions of this handbook are welcome. The most current version of the handbook will be made available on the City of Homer website: www.ci.homer.ak.us.

What is “sustainability”?

One of the simplest and most often cited definitions of sustainability refers to practices that “meet the needs of the present without compromising the ability of future generations to meet their own needs.”

Source: World Commission on Environment and Development—
Our Common Future (1987)

PART 1: OFFICE AND COMPUTER EQUIPMENT AND APPLIANCES



POLICY: City of Homer employees will, at all times, practice energy conservation measures in their use of all office and computer equipment and appliances.

RESPONSIBILITIES: All City employees are responsible for utilizing City office and computer equipment and appliances in a manner that will ensure maximum energy-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- ▶ All employees are expected to understand and follow operating and maintenance procedures for the equipment they use.
- ▶ Enable all "Energy Star" energy-saving features on personal computers, computer monitors, printers, fax machines, vending machines, copiers, scanners, plotters, etc.
- ▶ Set copiers and printers (as default) to make double-sided copies whenever possible.
- ▶ Set copiers and printers (as default) to make black and white copies rather than color, unless color is the logical default.

Did you know...?

It costs approximately ten times more to print color copies on one of the City's leased Xerox machines than it does to print black & white copies.

- ▶ For desktop computers, set "power options" in the control panel to enable hibernation. Then set "power schemes" (Windows XP)* as follows: Turn off monitor - after 10 minutes. Turn off hard disks - never. System standby - never. System hibernates - after 30 minutes.

Note: Close network applications such as Outlook and Caselle if you anticipate being away from your computer for 30 minutes or more.
*Check with I.T. staff if your computer uses a different operating system. System standby may be more appropriate than hibernation for some older (slower) computers.

- ▶ Disable screen savers on personal computers if they interfere with the power options described above.
- ▶ Turn off computer monitors that are not Energy Star compliant if inactivity of 30 minutes or more is anticipated.
- ▶ Turn off desktop computers, printers, scanners, etc. and shut off power via the power strip/surge protector at the end of each work day.
- ▶ Energy efficient equipment and operational features will not be defeated, removed, modified, changed, or discontinued without prior written notification and concurrence of the department director.
- ▶ Employees will use refrigerators, microwave ovens, coffee-making equipment, etc. designated for group use rather than keeping such equipment for their own personal use.
- ▶ Whenever possible, all printing, copying, faxing, and scanning will be done on centrally located machines unless personal machines are assigned to ensure confidentiality.
- ▶ The last person to leave a building (or in larger complexes, a section of a building) should make sure all centrally located office equipment that can be turned off is turned off.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ To the extent possible, and in compliance with procurement regulations, all new computer equipment and appliances purchased will be Energy Star compliant.
- ▶ Old energy-inefficient refrigerators will be replaced with new Energy Star refrigerators even if the old refrigerator is still operational.
- ▶ Employees will be provided with adequate training to ensure proper use of equipment, including use of energy-saving features.

Did you know...?

Between 2000 and 2008, the average HEA electric bill for the month of October increased by more than 66%, due mostly to increases in the cost of natural gas.

Source: Homer Electric Assoc.

RESPONSIBILITIES OF SYSTEMS MANAGER/I.T. STAFF:

- ▶ Maintain a complete inventory of all City computer/printing equipment and utilize a tracking system for repair and replacement.

- ▶ Ensure that each office or workstation is equipped with a power strip/surge protector to facilitate turning off power to computer equipment at the end of each work day.
- ▶ Schedule computer backups so as not to preclude users from turning off power to computers at the end of the work day.
- ▶ Replace older/inefficient power strip/surge protectors, monitors, computers, and printers.
- ▶ Ensure that energy saving features are enabled on all computer equipment, including defaults for double-sided and black-and-white printing.
- ▶ To the extent possible, and in compliance with procurement regulations, all new computer equipment purchased will be Energy Star compliant.

Common Myths and Misconceptions About Computers and Energy Use

Switching computers on and off frequently reduces their service life. Not true. Today's computers are designed to handle 40,000 on/off cycles, and that's a number you likely won't reach before advances in technology call for replacing the computer anyway.

Leaving a computer on all day uses less energy than turning it off and back on at different periods during the day. Not true. The small surge of power it takes to power up a computer is still much smaller than the amount used to keep it on for lengthy periods.

"Screen savers" save energy. Not true. Screen savers (which don't save screens either) require at least 42 watts of power; those with 3D graphics can draw as much as 114.5 watts.

Your computer uses zero energy when "off." Not true. Unless it's unplugged, the PC utilizes "flea power," or about 2.3 watts, to maintain local-area network connectivity. Likewise, in "hibernate" mode, it uses 2.3 watts. In "sleep" mode, it uses about 3.1 watts. The good news is that computer monitors really do use zero energy when turned off.

Source: "Do you need to turn your PC off at night?" by Monte Enbysk, lead editor for the Microsoft.com network.

PART 2: LIGHTING

POLICIES:

- ▶ City of Homer employees will at all times practice energy conservation measures in their use of all City lights.
- ▶ Lights in all building areas and workspaces will not be turned on or left on unless needed.
- ▶ Exterior lighting systems including but not limited to facade, area, parking, and security lighting shall be controlled by photocells, electronic timers, or other automated control systems. Exterior lighting not required for egress or security will not be operated during daylight hours.



RESPONSIBILITIES: All City employees are responsible for utilizing lights in City buildings in a manner that will ensure maximum energy-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- ▶ Except for security lighting during non-work hours, all lights will be turned off in rooms that are likely to remain unoccupied for more than 30 minutes. Workers who use offices or shop areas outside of normal hours should minimize unnecessary overhead lighting.
- ▶ Use the minimum amount of light needed by limiting the number of lights turned on. Use task lighting instead of overhead lighting when possible.
- ▶ Use daylight when possible in place of artificial light sources.



- ▶ For maximum light levels, keep lamps, reflectors, shields, and shades clean.
- ▶ The last person to leave a building (or in larger complexes, a section of a building) should make sure all lights are turned off, except those deemed essential for security and safety.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Ensure that all employees are familiar with how the lighting system in their building and workspace is supposed to operate.
- ▶ Provide adequate maintenance staff, adequate training for staff, and adequate resources to maintain City buildings for maximum efficiency.

BUILDING MAINTENANCE/PORT MAINTENANCE STAFF RESPONSIBILITIES:

- ▶ Evaluate all existing interior and exterior lighting systems to identify opportunities where efficiency can be increased; e.g., through use of Energy Star or LED bulbs and fixtures, motion sensors, or timers.
- ▶ Perform lighting replacement and maintenance, including regular cleaning and timely lamp replacement. Group relamping will be implemented wherever feasible, when determined to be cost-effective.
- ▶ Use manual and automatic lighting controls to manage electrical usage during occupied and unoccupied periods.

Did you know...?

- ▶ If all of corporate America installed energy efficient lighting systems, approximately \$250/year in energy costs per square foot of floor space would be saved.
- ▶ By switching to LED holiday lights on City Hall, the City of Homer has reduced energy use associated with the lighting by 80-90%. The amount of electricity it takes to light a single 7-watt incandescent bulb lights 140 LED bulbs.

Source: Greenstar.org; Energystar.gov

PART 3: HEATING AND COOLING

POLICIES: The City of Homer will utilize the following strategies to reduce energy use relating to heating and cooling:



- ▶ Invest in all energy-efficiency measures pertaining to heating and cooling with payback periods of 10 years or less.
- ▶ Conduct energy audits within two years for all City buildings and implement recommendations for weatherization and other measures to reduce energy use.
- ▶ Ensure that all new and renovated City buildings are constructed with energy-efficiency and other conservation goals in mind.

RESPONSIBILITIES: All City employees are responsible for utilizing City buildings in a manner that will ensure maximum energy-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- ▶ Set heating thermostat setpoints to 68 degrees F and cooling thermostat setpoints to 75 degrees F in offices and work areas.
- ▶ Keep air registers and vents clear to allow air to flow freely throughout the room.

Did you know...?

Building operation and maintenance programs specifically designed to enhance operating efficiency of HVAC and lighting systems can save 5% to 20% of the energy bills without significant capital investment.

Source: energystar.gov

- ▶ Keep all windows closed in City buildings during periods when indoor heating or cooling systems are operating.
- ▶ Do not use individual space heaters or air conditioners for heating and cooling.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Provide adequate maintenance staff, adequate training for staff, and adequate resources to maintain City buildings for maximum efficiency.

BUILDING MAINTENANCE STAFF RESPONSIBILITIES:

- ▶ Maximize the use of energy management systems to reduce energy consumption by scheduling shut-down of appropriate HVAC equipment during times when the space served is unoccupied.
- ▶ Ensure that up-to-date operational procedures and manuals are available.
- ▶ Implement preventive maintenance programs complete with maintenance schedules and records of all maintenance performed for all building equipment and systems.
 - ▶ Implement a monitoring program that tracks and documents building systems performance to help identify and diagnose potential problems and track the effectiveness of the O&M program. Include cost and performance tracking in this analysis.



PART 4: VEHICLE USE

POLICY: The City of Homer will at all times implement all available fuel conservation strategies for the City fleet, provided such strategies will not disrupt services to the health, welfare, and safety of city residents.



RESPONSIBILITIES: Vehicle operators are responsible for operating City vehicles in a manner that will ensure maximum fuel-efficiency without unduly impacting work performance, safety, or security. Within this framework, the following strategies will be practiced:

- ▶ Limit unnecessary trips. Plan trips to minimize mileage.
- ▶ Remove extra weight from the vehicle; only carry those items you need.
- ▶ Warm up engines on gasoline-powered cars and trucks according to the following guidelines:
 - ▷ At temperatures above 20° F, warm up for no more than 30 seconds or as long as it takes to manually remove snow and ice from windows. (In cold weather, longer warm-up times may be appropriate for older vehicles or those that use conventional rather than synthetic oil.)
 - ▷ At temperatures of 20° or less, plug in vehicles equipped with engine heaters for 2-3 hours before warming up 30 seconds to 10 minutes, depending on temperature.
- ▶ Practice moderation in driving; i.e., do not over-accelerate; avoid constant braking. Drive at or under the speed limit. Try to anticipate stops and let vehicle coast down as much as possible.

NOTE: Employees are urged to use common sense in following all guidelines in this handbook. Guidelines should not be applied so strictly that they unduly impact work performance, safety, or security.

- ▶ Keep tires properly inflated. Check pressure once a month and before long trips.
- ▶ Take vehicles to Public Works Motor Pool for maintenance as scheduled.
- ▶ Do not allow gasoline-powered vehicles to idle for more than 30 seconds, or diesel-powered vehicles for more than three minutes in a 60-minute period, except in the following situations:

- ▷ A vehicle may idle while forced to remain motionless because of traffic congestion, when required to yield right of way to responding emergency vehicles, at an official traffic control device or signal, or at the direction of a law enforcement official.
- ▷ A vehicle may idle to prevent a safety or health emergency.
- ▷ A vehicle may idle to operate auxiliary equipment such as on-board operations for Public Works and law enforcement.
- ▷ An emergency vehicle or any vehicle being used in an emergency capacity may idle while in emergency or training mode.
- ▷ A vehicle may idle for maintenance, servicing, repairing, or diagnostic purposes if idling is required for such activity.
- ▷ See previous bullets regarding engine warm-up time.
- ▶ Use the most fuel-efficient vehicle available that will serve the purpose for any given trip.
- ▶ If so equipped, use overdrive gear at cruising speeds.
- ▶ If so equipped, use cruise control at cruising speeds.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Develop and implement a plan to retire older less efficient vehicles.
- ▶ Buy the most fuel-efficient vehicle that will meet most of the department needs, and rent other vehicles for infrequent needs.
- ▶ Buy electric, hybrid, or other alternative-fueled vehicles for greater fuel efficiency when available, practicable and where lasting environmental impact is minimized.
- ▶ Buy 2-wheel drive vehicles unless job or tasks truly require 4-wheel drive.
- ▶ Assign the most fuel efficient vehicles to employees who drive the most miles.
- ▶ Provide adequate motor pool staff, adequate training for staff, and adequate resources to maintain City fleet for maximum fuel efficiency.
- ▶ Ensure that City vehicles are used for work purposes only.
- ▶ Promote teleconferencing as an alternative to driving to meetings, when appropriate systems can be made available.

- ▶ To reduce vehicle miles traveled for employee commutes,
 - ▷ promote pedestrian, bicycle, transit, and rideshare options.
 - ▷ Make bike parking visible, accessible, and if possible, under cover at all City buildings.

MOTOR POOL EMPLOYEE RESPONSIBILITIES:

- ▶ Monitor the preventive maintenance program to ensure that vehicle maintenance is performed according to established schedule.
- ▶ Keep tires properly inflated and wheels aligned.
- ▶ Track fuel consumption on all vehicles as a means of detecting problems. Monitor and report fuel consumption by department.
- ▶ Use API-certified "energy conserving" motor oil, either conventional or synthetic. Use the service classification and viscosity specified for each vehicle.

Did you know....?

- ▶ An idling vehicle gets zero miles per gallon.
- ▶ Gentle acceleration and braking can improve fuel economy by up to 33%. Slow-and-go (versus stop-and-go) saves fuel because it takes more energy to move a stopped vehicle than to keep a vehicle moving.
- ▶ Every 5 miles over a 60 miles-per-hour speed is like paying an additional 36 cents per gallon for gas (assuming a fuel price of \$4/gallon).
- ▶ Today's automobiles using synthetic oil do not need a warm-up period before driving. At temperatures above 20°, running your engine for 30 seconds (just enough time for the oil to circulate throughout the engine) is all you need. Your vehicle will reach its optimum operating temperature much faster when you are driving, rather than idling.
- ▶ You can achieve the same effect as a 50% drop in gasoline prices by driving a car that gets twice the gas mileage as the one you drive now.

Source: fueleconomy.gov and ecodrivingusa.com

PART 5: RECYCLING AND WASTE REDUCTION

POLICY: It will be the policy of all City employees to implement recycling and waste reduction to the maximum extent practicable taking into consideration the amount of recyclables generated in each facility, what materials can be recycled, storage space, and fire and safety regulations.

COLLECTION OF MATERIALS: Materials will be collected where they are generated. This involves placing recycling bins for paper products at each work station, bins for office paper near copiers, containers near printers to collect toner cartridges, bins for glass, aluminum, and plastic in kitchen areas, and bins for cardboard, newspapers, and household batteries in designated central locations. In addition, electronics to be recycled will be stored as necessary and then transported for recycling during the annual Homer Electronics Recycling Event.

RESPONSIBILITIES:

- ▶ All City employees will make use of recycling receptacles and programs as much as possible.
- ▶ Employees are also encouraged to practice waste reduction by reducing the amount and toxicity of trash thrown away and by reusing containers and products when practicable. Following are suggested practices for conserving valuable resources, saving energy, and reducing waste:
 - ▷ Reuse paper clips, folders, rubber bands, and binders.
 - ▷ Print and copy only what you need.
 - ▷ Make double-sided copies.
 - ▷ Conserve paper by reducing printed page margins.
 - ▷ Use email or voice mail rather than paper.
 - ▷ Use scrap paper for internal memos.
 - ▷ Proof documents on screen.
 - ▷ Replace fax cover sheets with fax-it sticky notes.
 - ▷ Store documents electronically.
 - ▷ Reuse file folders - fold them in reverse or cover up old labels with new ones.
 - ▷ Reuse envelopes, boxes, and packaging materials.
 - ▷ Donate old magazines to hospitals or nursing homes.
 - ▷ Route and share newspapers and magazines.
 - ▷ Print addresses directly on envelopes instead of using labels.

Recycling collection sites in Homer

The Homer Baling/Landfill Facility (235-6678), operated by the Kenai Peninsula Borough, accepts the following materials for recycling:

Newspaper - Newspapers and inserts only. Place loose in container. Should be clean and dry.

Corrugated cardboard - You can tell corrugated cardboard by the wavy-type layer sandwiched in the cardboard. Should be flattened and placed in metal bin. NO waxed cardboard or paperboard.

Mixed paper - copy paper, notebook paper, greenbar computer paper, envelopes (with or without windows), magazines, catalogs, paperboard (e.g., cereal boxes and milk cartons), fax paper, carbonless paper, manila and bleached file folders, astrobright colored paper, glossy and construction paper, shredded paper, post-it notes, and phone books. Remove paper clips, comb bindings, binder clips, and plastic spouts. Staples are OK.



PETE#1 and HDPE#2 plastic - Look for recycle symbol and imprint on plastic to verify that it is PETE#1 or HDPE#2. Containers should be clean. No chemical containers or plastic tubs.

Used oil - Can leave up to 10 gallons at a time; maximum 25 gallons per month. Oil only. Cannot have water, antifreeze, etc. included.

Household batteries - All sizes/volts.

Vehicle lead-acid batteries - No more than 10 per year. Please ask facility attendant to direct you to battery totes.

Vehicles - Special preparation required. Contact landfill for instructions and forms.

Hazardous waste - Accepted only on designated collection days, four times a year. Check with facility for dates.

Source: <http://www.borough.kenai.ak.us/SolidWaste/RECYCLEMAILER.pdf>

Containers in the Save-U-More parking lot at 3611 Greatland Street also accept newspaper, corrugated cardboard, aluminum cans, and glass.

Total Office Supply accepts empty toner and inkjet cartridges, all brands. **Tech-Connect** accepts inkjet cartridges on behalf of McNeil School, which collects them for fundraising purposes.

- ▷ Mail items in the smallest envelopes or boxes they will fit in.
- ▷ Remove your name from unwanted mailing lists.
- ▷ Use mechanical pencils and refillable pens and tape dispensers. (more→)

- ▷ Use overheads or chalkboards instead of handouts for presentations.
- ▷ Return unneeded supplies to the supply closet.
- ▷ Use a washable mug or cup for beverages.
- ▷ Drink tap water rather than bottled water.
- ▷ Bring your lunch in reusable containers or bags.
- ▷ Donate unused prepared food to local food recovery programs.
- ▷ Share other waste prevention ideas with your supervisor.

Major source: epa.gov/epawaste/partnerships/wastewise/checklist.htm

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Provide resources for setting up recycling receptacles in all buildings.
- ▶ Assign a designated person or persons (or contract with a local business) to collect and deliver recyclables to appropriate collection centers.

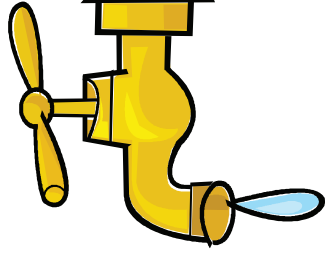
Did you know...?

- ▶ Alaskans generate 6 pounds of trash per person each day, compared to the national average of 4.4 pounds.
- ▶ Americans throw away enough aluminum to rebuild our entire commercial air fleet every three months.
- ▶ The energy saved from recycling one aluminum can will run your TV for three hours.
- ▶ A ton of 100% recycled paper saves the equivalent of 4,100 kWh of energy, 7,000 gallons of water, 60 pounds of air emissions, and three cubic yards of landfill space.
- ▶ Changing the margin default in Microsoft Word from 1.25 inches each side down to .75 inch would reduce paper use by 4.75%.
- ▶ According to the EPA, recycling cuts global warming pollution by the equivalent of removing 39.6 million passenger cars from the road.

Sources: greenstarinc.org, City of Portland Office of Sustainable Development, WashingtonPost.com and the Natural Resources Defense Council

PART 6: WATER USE

POLICY: The City of Homer will at all times practice water conservation measures in the use of water.



RESPONSIBILITIES: All City employees are responsible for utilizing water in City buildings and work processes in a manner that emphasizes conservation without unduly impacting work performance, safety, or security; including compliance with the following strategies:

- ▶ Check for water leaks, report leaks, and request repairs.
- ▶ Consider alternatives to discretionary uses of water that are not related to health and safety. For example, use a broom instead of a hose to routinely clean sidewalks and driveways.
- ▶ Turn off water-using equipment when not in use, including dishwashers, garbage disposals, and food troughs.
- ▶ Do not leave a water faucet running unnecessarily.
- ▶ Do not use more water than necessary for a task.

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Work with all employees to develop methods and procedures to reduce water use in kitchens, shop areas, and other sites.
- ▶ Incorporate water-saving strategies in landscaping and gardening projects. (See next page for tips.)
- ▶ Reduce fleet washing or use water reclaim systems. Eliminate car lot washing and hosing.
- ▶ Share water conservation tips with Homer water customers.

Did you know...?

- ▶ Withdrawing less water from streams and lakes helps keep those water bodies healthy.
- ▶ When we use less water, we also use less energy for pumping and treating water, which reduces costs and greenhouse gas emissions.
- ▶ Reducing wastewater means fewer resources spent on collection, treatment, and disposal.

Source: epa.gov/watersense

BUILDING MAINTENANCE/PORT MAINTENANCE STAFF RESPONSIBILITIES:

- ▶ Evaluate all existing water systems to identify opportunities where efficiency can be increased.
- ▶ Perform maintenance and/or replacement of all leaking water lines, valves, spigots, and other water system components.
- ▶ Utilize manual and automatic controls to manage water usage during occupied and unoccupied periods.

Tips for saving water in landscaping and gardening

- ▷ Use organic mulch around plants to retain moisture.
- ▷ Use drip irrigation for shrubs and trees to apply water directly to the roots where it's needed.
- ▷ Reduce the amount of lawn by planting shrubs and ground covers appropriate to the site and climate.
- ▷ Choose low water use plants for year-round landscape color.
- ▷ Adjust your lawn mower to a higher setting. A taller lawn shades roots and holds soil moisture better than if it is closely clipped.
- ▷ Water only when necessary. More plants die from over-watering than from under-watering.
- ▷ Use a trowel, shovel, or soil probe to examine soil moisture depth. If the top two to three inches of soil are dry it's time to water.
- ▷ Direct water from rain gutters and HVAC systems toward water-loving plants.
- ▷ Adjust sprinklers to direct water where it's needed. Avoid watering sidewalks and streets as much as possible.
- ▷ Make use of timers to avoid overwatering.

Source: wateruseitwisely.com

PART 7: PROCUREMENT

POLICY: The City of Homer commits to the following:

- ▶ To the extent possible, procure products using criteria established by the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines.
- ▶ Procure Energy Star-qualified products when available and practicable.
- ▶ Procure environmentally preferable products and services using EPA's Environmentally Preferable Purchasing Program guiding principles:
 - ▷ Include environmental considerations as part of the normal purchasing process.
 - ▷ Emphasize pollution prevention early in the purchasing process.
 - ▷ Examine multiple environmental attributes throughout a product's or service's lifecycle.
 - ▷ Compare relevant environmental impacts when selecting products and services.
 - ▷ Collect and base purchasing decisions on accurate and meaningful information about environmental performance.
- ▶ Integrate environmental factors into the City's buying decisions where external authorities have not established criteria. Examples:
 - ▷ Replace disposables with reusables or recyclables.
 - ▷ Support eco-labeling practices by buying products bearing such labels in preference to others, where they are available and provide value for money.
 - ▷ Take into account lifecycle costs and benefits.
 - ▷ Evaluate, as appropriate, the environmental performance of vendors in providing products and services.
 - ▷ Integrate energy efficiency as a requirement in City contracts.
- ▶ Raise employee awareness of the environmental issues affecting procurement by providing relevant information and training.
- ▶ Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices.



Examples of products described in the EPA's Comprehensive Procurement Guidelines

- ▷ aluminum roofing with recovered materials content of 20-95%
- ▷ plastic trash bags with a post-consumer content of 10-100%
- ▷ toner cartridges that can be returned when empty for remanufacturing
- ▷ bathroom tissue with 20-60% post-consumer fiber
- ▷ reprographic (copy) paper with 30% post-consumer fiber
- ▷ plastic fencing with 60-100% post-consumer content or 90-100% recovered materials
- ▷ fertilizers made from up to 100% recovered organic materials

Source: www.epa.gov/epawaste/conservation/tools/cpg/products

- ▶ Encourage providers of services to consider environmental impacts of service delivery.
- ▶ Comply with all environmental legislative and regulatory requirements in the procurement of products and services.

Nothing in this policy shall be construed as requiring a department, agency, or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

More detailed procedures and guidelines may be established as necessary to ensure the continuation of a strong procurement program that saves energy and fuel use and reduces waste.

RESPONSIBILITIES: All City of Homer departments and offices shall identify and purchase products and services that are available for the intended purpose and that meet the performance requirements. Factors that should be considered when determining the preferable good or service include, but are not limited to the following:

- ▷ Minimization of virgin material use in product or service lifecycle
- ▷ Maximization of recycled products used in product or service lifecycle
- ▷ Environmental cost of entire product or service lifecycle
- ▷ Reuse of existing products or materials in product or service lifecycle
- ▷ Recyclability of product

- ▷ Minimization of packaging
- ▷ Reduction of energy/water consumption
- ▷ Toxicity reduction or elimination
- ▷ Elimination of uncertified hardwoods in product or service lifecycle
- ▷ Durability and maintenance requirements
- ▷ Ultimate disposal of product

CITY MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES:

- ▶ Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials to be purchased by employees, consultants, and contractors whenever possible.
- ▶ Inform employees and contractors of their responsibilities under this policy and provide implementation assistance.
- ▶ Institute product testing and trial service to evaluate environmentally responsible alternatives pursuant to established testing guidelines.
- ▶ Require the use of recycled materials and recycled products by incorporating them into bid specifications where practicable.
- ▶ Disseminate information on recycled and environmentally preferable product procurement requirements, specifications, and performance to assist vendors with procurement opportunities with the City.
- ▶ Establish guidelines governing the review and approval of specifications for the procurement of selected materials based on

Sample Energy Star procurement language: *The vendor must provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency. The vendor is encouraged to visit energystar.gov for complete product specifications and updated lists of qualifying products.*

Sample RFP language: *Our company has adopted policies to support an ethic of sustainability. To advance these goals, products and services contracted for will be evaluated in part based on their environmental attributes. Specific factors to be considered include greenhouse gas emissions, habitat impacts, regulatory compliance, recycled content, energy efficiency, water efficiency, and toxic chemical reduction. Please address these concerns when submitting your proposals.*

Sources: energystar.gov and nrdc.org

- considerations of recycling, energy and water conservation, lifecycle costing, and other environmental considerations.
- ▶ Submit reports of policy impacts on an annual basis.
- ▶ Require a maintenance staff review before purchasing equipment that requires maintenance.

Did you know...?

- ▶ Utilizing Energy Star and Federal Energy Management Program (FEMP) purchasing criteria would save \$1 billion a year and keep more than 4 million tons of greenhouse gas emissions out of the atmosphere if used by all state and local governments as well as the federal government.
- ▶ Replacing an old refrigerator with a new Energy Star refrigerator can pay for itself in two years, saving thousands of dollars over time.
- ▶ A typical Energy Star fax machine can cut energy costs by almost 50%. It will also scan double-sided pages, which reduces both copying and paper costs.
- ▶ Cold drink vending machines that are Energy Star qualified typically use 50% less energy than standard models and work just as well.
- ▶ Although paper with recycled content requires less energy and other resources to produce, it generally costs 7-10% more than virgin paper. Much of the cost of virgin paper is hidden, consisting of federal (taxpayer) subsidies to the timber industry. Economies of scale are also more favorable to virgin paper, which is produced and sold in greater quantities. Governments, businesses, and households that adopt recycled paper purchasing policies will help bring costs down by creating a larger market for recycled paper.
- ▶ Each ton of virgin paper (no recycled content) requires the destruction of 24 trees. In recent years the City of Homer has purchased more than 5 tons of copy paper each year.

Source: energystar.gov; conservatree.org



City of Homer
491 E. Pioneer Avenue
Homer, Alaska 99603
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