



Recycled-Content Purchasing and Waste Reduction & Recycling Policy

Purpose

The City of Agoura Hills recognizes the importance of waste reduction, reuse, and recycling practices, where applicable, as it provides avenues for environment and resource preservation. These avenues provide various benefits for the environment. The City provides that all departments shall, whenever possible, purchase when and where applicable, recycled products and recycled materials to meet their needs. The City Council of the City of Agoura Hills recently enacted an Environmental Responsibility Committee whose goal is to move the City and community toward more sustainable living. One of several "first step goals" was to examine internal methods to reduce waste, as well as enhance recycling efforts.

This policy is enacted to demonstrate compliance with California's Waste Management Reduction Act and to foster market development for recycled products.

Definitions

The following are definitions to assist staff with understanding basic concepts to assist in implementing this policy. The definitions are meant to assist, not be all inclusive, and provide guidance.

Recycled Material - Waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw or virgin material in the production of a product. Recycled materials may consist of material derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural waste, and other items, all of which can be used in the manufacture of new products.

Post-Consumer Recycled Materials - A finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to, old newspapers, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete, and tires.

Practicable - Sufficient in performance and available at a reasonable price within a reasonable time period.

Pre-Consumer - 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.

General Policies

- A. All City of Agoura Hills departments shall use recycled products whenever practicable.

Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials. Paper products should be purchased with no less than 30% recycled content.

- B. All City of Agoura Hills departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. All employees in the City of Agoura Hills will actively participate in City's source separation their personal workspace refuse utilizing separate containers for waste and white goods. Employee will implement the use of double-sided copies of all city reports, and use double-side paper for personal work notes.
- D. The City of Agoura Hills shall promote the use of recycled products publicizing its procurement policy whenever practicable.

Responsibilities of Recycled Products and Materials Coordinator

The Assistant to the City Manager and/or his designee shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all City departments, whenever practicable, and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material, as they become available, and make available to departments specifications on the new products, along with a list of suggested uses. The Assistant to the City Manager and/or his designee will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition. The Assistant to the City Manager will also be responsible for annual policy review.

Waste Reduction and Recycling Policies

The City of Agoura Hills will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the City facilities is wasteful of natural resources, energy, and money.

It will be the policy of City of Agoura Hills to implement the following actions:

1. The City of Agoura Hills will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs. Programs include, but are not limited to: 1) office recycling; 2) purchases of non-toxic materials where applicable; etc.
2. The City of Agoura Hills will decrease the amount of waste of consumable materials by:
a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products wherever possible.
3. The City of Agoura Hills will cooperate with, and participate in, recycling efforts being made by the City and County. As systems for the recovering of waste and recycling are developed within the City, it will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The City of Agoura Hills will, where applicable and economically viable, purchase recycled products.

5. Representatives of the City will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

Dynamic Policy

This policy is meant to be dynamic, requiring review and updating as necessary. It must, by no means, be constructed or interpreted as an all inclusive document. Changes recommended and implemented by the Environmental Responsibility Committee and/or staff will be incorporated into this policy, where applicable.

Executed on this 4th day of April, 2008.

Greg Ramirez, City Manager

