

1. Purpose

This Sustainable Procurement Policy seeks to advance sustainability performance in Rapid Refill Print Solutions [The Company] by establishing guidelines for company operations that enhance sustainable business practices.

This Sustainable Procurement Policy is intended to:

- Identify those sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- Compliment Companywide and City-Specific sustainability goals and related policies; and
- Communicate the Company's commitment to sustainable procurement.

2. Scope

This policy applies to all company locations and employees.

3. Definitions

- Ambient Lighting – Indirect natural lighting over overhead lighting in buildings, including work areas, hallways, bathrooms, break rooms, stairwells; but does not include task lights in work stations.
- Communal Appliance – A personal appliance acquired by an employee or group of employees for communal use in break rooms or similar locations. Examples of communal appliances include, but are not limited to, refrigerators, microwaves, and coffee makers.
- E-Waste – Electronic devices as defined in ORS 459A.305(3), computer peripherals, printers, projectors, telephones, cameras, and any electronic device used for production, viewing, or listening of audio/visual content.
- Hazardous Substance – A substance that is considered severely harmful to human health and the environment due to the characteristics of the substance and the circumstances of its release.
- Life Cycle Assessment – The comprehensive examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use and disposal.
- Life Cycle Cost Assessment – The comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs.
- Hours of Operation – Monday through Friday, 9:00 AM to 5:30 PM and Saturday, 10:00 AM to 3:00 PM, except where modified to address operational needs.
- Personal Appliance – Any privately owned device designed for residential use that requires energy or produces heat and is brought into the workplace for individual use.
- Post Consumer Waste – A finished material which would normally be disposed of as solid waste, having completed its life cycle as a consumer item.

- Practicable – Sufficient in performance at acceptable costs. Acceptable costs are determined by evaluating budgetary considerations performance requirements, life cycle and replacement costs.
- Sustainability – Using, developing and protecting resources at a rate, and in a manner, that enables people to meet their current needs and also provides that future generations can meet their own needs.
- Task Lighting – Desk lamps and/or under cabinet lighting used to illuminate an employee’s immediate work area.
- Toxicity – The quality or condition of being capable of causing injury, illness, or death, especially by chemical means; poisonous.

4. Policy and Procedure References

- EarthWISE Business Assistance Program
- City of Salem “Sustainable Business Operations” (Document# APP#3.11)

5. Policy

a. Sustainable Procurement

The Company supports a commitment to cost effective, environmentally responsible purchasing and reduced negative impact on human and environmental health. Company employees will reinforce this commitment through procuring materials, products and services in a manner that integrates fiscal responsibility with community and environmental health. Company employees will make a good faith effort to incorporate and balance the elements of this Sustainable Procurement Policy to the maximum extent practicable in all procurement-related activities.

5.1 Sustainability Factors

Company employees will incorporate the following factors when procuring materials, products or services.

a. Environmental factors to be considered include, but are not limited to the Life Cycle Assessment of the following:

- Waste generation
- Energy consumption
- Pollutant releases
- Toxicity
- Natural resource depletion
- Impacts on biodiversity

b. Other factors to be considered include, but are not limited to, the following:

- Life Cycle Costs Assessment
- Need for acquisition of new materials
- Packaging – encourage bulk purchasing and less packaging
- Product performance and quality
- Budgetary constraints

5.2 Product Specific Guidelines

Where practicable, Company employees shall adhere to the following guidelines when purchasing the following products:

a. Printer/Copier Paper

Employees shall ensure paper purchased for use in copy and printing machines shall contain a minimum 30% of postconsumer recycled fiber.

b. Cleaning Supplies

When purchasing cleaning products, employees shall make a good faith effort to purchase products that are certified by a third party, such as the following:

- Green Seal (<http://www.greenaseal.org/>)
- EcoLogo (<http://industries.ul.com/environment/certificationvalidation-marks/ecologo-product-certification>)
- U.S. EPA (<https://www3.epa.gov/>)
- UL Environment (<http://industries.ul.com/environment>)

Where possible, employees shall make efforts to purchase cleaners with reusable spray pumps rather than aerosol spray.

c. Batteries

The Company shall evaluate the use of rechargeable batteries and charging equipment, and purchase rechargeable batteries and associated charging equipment, where practical.

d. Equipment

When possible and practicable, new equipment purchased for use in the Company shall be energy efficient and Energy Star (<https://www.energystar.gov/>) certified. As used in the paragraph, "equipment" includes, but is not limited to, kitchen/break room appliances and office equipment.

5.3 Disposal of Good and Materials

All goods and materials shall be disposed of in accordance with the EarthWISE Business Assistance Program.

5.4 Energy Conservation

a. HVAC

1. Temperatures

- (a) When occupied during normal business hours, room temperatures will be maintained at 67 degrees Fahrenheit +/- 1 degree for heating, and 76 degrees Fahrenheit +/- 1 degree for cooling.
- (b) HVAC systems will be turned off at the end of every business day. In periods of extreme weather, building systems may be operated at minimal levels during nights and weekends to maintain building temperatures.

2. Furnishings shall not block vents

3. Devices that would affect temperature shall not be placed near thermostats.

4. Space heaters, personal air conditioners, and hotplates are prohibited and will be removed, except where approved by requesting employee's supervisor, and the equipment is approved by Company owners.

b. Lighting

1. Where possible, lights should be turned off by the last person leaving a space, regardless of how long they plan to be gone.
2. Employees shall make efforts to take advantage of natural ambient lighting whenever possible.
3. Security and safety lighting shall be maintained at the lowest acceptable levels.

c. Maintenance and Continuous Improvement

All buildings, systems, and equipment shall be maintained in a manner to promote energy conservation. Energy usage shall be tracked and monitored and the Company shall be responsible for continuously identifying and implementing efficiencies to reduce energy consumption.

5.5 Water Conservation

a. Toilet Leaks

Toilets shall be tested for leaks once every other month.

b. General Water Usage

The Company shall model water conservation.

5.6 Waste Disposal and Recycling

a. Opportunities to Recycle

Signage and collection systems for the proper separation and disposal of recyclable materials, including but not limited to, bottles, aluminum/tin cans, newspapers, cardboard, mixed paper, plastics, batteries, ink and toner cartridges, Styrofoam, fluorescent lights, paint, glass, scrap metal and e-Waste shall be established, communicated, and made available to all Company employees.

5.7 Workstation, Office Common Area, and Break Room Operations

a. Computers and Office Equipment

All computers and office equipment shall be managed in the most sustainable manner possible within the context of the Company's resources.

1. Energy Reduction

- (a) Automated power saving solutions such as sleep or hibernation modes shall be applied during normal business hours of operation when electronic office equipment or computers remain idle.
- (b) Employees shall turn off monitors when leaving the office.
- (c) Shared copy machines or printers will be turned off or put in standby mode at the end of each day.

b. Printing

1. Shared Printing

Personal printers shall be eliminated in favor of shared printers except as otherwise practical and approved by an owner of the Company.

2. Resource Conservation
 - (a) Where practical, office copiers and printers shall be set to duplex automatically.
 - (b) When replacement is necessary, duplex capable printers shall be purchased to replace printers not offering duplex functionality.
 - (c) Employees shall set print jobs to "default" to a printer having duplexing capabilities, if one is available.
 - (d) Whenever possible, invoices shall be processed electronically and shared via email.
 - (e) Ink and toner cartridges are recycled in an authorized manner.
- c. Personal Appliances
 1. Prohibitions
Personal appliances shall not be allowed in workstations except where a Company owner has approved the use of such appliance.
 2. Examples
Examples of prohibited appliances include, but are not limited to, crock-pots, fish tanks, hotplates, hotpots, microwaves, refrigerators, space heaters, and fans.
- d. Energy Conservation, General
 1. Energy Conservation
All company employees shall be responsible for adhering to practices that promote energy conservation including, but not limited to, the following:
 - (a) Office equipment shall be turned off when not in use.
 - (b) Lights in work areas shall be turned on only when needed.
- e. Kitchen/Break Rooms
 1. Use of Common Appliances
Communal appliances shall be allowed under the following conditions:
 - (a) Appliances must be kept in good condition, ensuring clean cooling coils or vents, ample air space and no combustible items stored above or around the appliance.
 - (b) Refrigerator temperatures must be set between 37 degrees Fahrenheit and 40 degree Fahrenheit.
 - (c) Appliances shall only be used in the manner and capacity prescribed by the manufacturer.
 2. Supplies
Employees are encouraged to adhere to the following practices when purchasing supplies for kitchen/break rooms:
 - (a) Coffee, sugar, creamer, salt, pepper, and similar items shall be purchased in bulk rather than single-serving containers, when appropriate.
 - (b) Durable plates, cups, glasses, and utensils shall be preferred over disposable items.
 - (c) Alternatives to Styrofoam supplies shall be recommended.
- f. General Use
 1. Sinks shall be fitted with a screen for capturing debris.

2. Employees shall not pour substances that may restrict flow in the sewer system and result in costly sewage backups.
3. General purpose cleaning products should be certified by a third-party, such as examples previously mentioned in the Sustainable Procurement Policy.

g. Meetings and Company-Sponsored Functions

1. Paper and Printing

The Company shall make every effort to ensure that minimal paper and printing production is required for meetings.

2. Food and Beverage

Where food and beverage is provided at Company meetings or functions, the following practices shall be observed:

- (a) Mixed recycling containers shall be provided
- (b) Styrofoam supplies shall be avoided and attempts shall be made to utilize environmentally friendly food vendors.

h. Hazardous Substance Management

The Company shall minimize exposure to hazardous substances and shall comply with federal, state, and local health and safety laws.

1. Storage

Hazardous substances shall be stored in a safe and secure manner.

2. Disposal

All hazardous substances shall be disposed of in accordance with the EarthWISE Business Assistance Program and all applicable federal, state, and local laws.

6. Forms

None

7. Change History

Version#	Approval Date	Effective Date	Brief Description
SPP.1	9/20/2016	9/20/2016	Policy approved