

CITY OF MONROVIA

File No. 9.03
Administrative Policy

Subject: ENVIRONMENTAL PURCHASING POLICY

Effective Date: February 3, 2009

I. POLICY OBJECTIVE

The City of Monrovia provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

II. AUTHORITY

Environmental Purchasing Policy as adopted by the City Council

III. ASSIGNED RESPONSIBILITIES

Each Department Director or their designee(s) shall coordinate the implementation of this policy. They will establish a list of recycled products that shall be shared by all City Departments whenever practical. Each Department will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include the addition of new products containing recycled material as they become available. Specifications for these new products and their suggested uses will be made available to all City Departments through the City's intranet. The Department Director or their designee(s) will also be responsible for annual policy review.

IV. APPLICABILITY

All employees and volunteers

V. POLICY

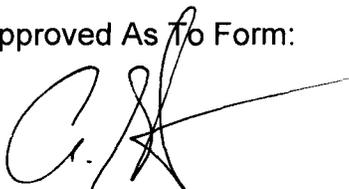
- A. All City of Monrovia Departments shall use recycled products whenever practical. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All City of Monrovia Departments may at their option, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The City of Monrovia shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practical.

- D. The City of Monrovia shall promote the use of recycled products by publicizing its procurement policy whenever practical.
- E. The City of Monrovia will make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials is wasteful of natural resources, energy, and money.
1. The City of Monrovia will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
 2. The City of Monrovia will decrease the amount of waste of consumable materials by: a) reducing the consumption of consumable materials wherever possible; b) fully utilizing all materials prior to disposal; and c) minimizing the use of non-biodegradable products wherever possible.
 3. The City of Monrovia will cooperate with, and participate in, recycling efforts being made by the County of Los Angeles. As systems for recovering waste and recycling develop, the City of Monrovia will participate by appropriately separating and allowing recovery of recyclable waste products.
 4. The City of Monrovia will purchase, where financially viable, recycled products. The City of Monrovia will encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
 5. Representatives of the City of Monrovia will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.



Scott Ochoa, City Manager

Approved As To Form:



Craig A. Steele, City Attorney