



# SMART WASTE MANAGEMENT & REDUCTION

## ACTION

SWM-4

**Create a sustainable purchasing policy and requirements for County purchasing.**



### DESCRIPTION OF ACTION

A formal sustainable purchasing policy and requirements can inform employees of County standards on smart purchasing behavior (e.g. bulk buys), product standards (e.g. ENERGY STAR, recycled content), and life cycle considerations.

### LEAD DEPARTMENT

Environment & Sustainability

### OVERALL TIMEFRAME

Long

**SHORT** = Less than 1 year  
**MEDIUM** = 1 - 3 years  
**LONG** = 3 years or more

Planning Considerations

IMPLEMENTATION STEPS	TIMEFRAME	KEY PARTNERS
<p><b>1</b> Conduct a survey of department leads and staff to understand how they select and use common products.</p>	<b>SHORT</b>	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Real Property Management</li> <li>• Public Works</li> <li>• Department leads</li> </ul>
<p><b>2</b> Develop department-specific considerations to inform the selection and sustainable use of environmentally preferred products (e.g., life-cycle cost, recycled content, employee health/safety), based on department survey, best practices, and budgetary constraints.</p>	<b>SHORT</b>	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• County Manager’s Office</li> <li>• Administrative Services</li> <li>• County Commission</li> <li>• Real Property Management</li> </ul>
<p><b>3</b> Pilot product-specific guidance/checklist on sustainable purchasing within a single County department.</p>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Public Works</li> <li>• Pilot department</li> </ul>
<p><b>4</b> Expand the use of product-specific guidance across additional departments, as feasible, and build it into existing technical systems and purchase review processes.</p>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Real Property Management</li> <li>• Parks &amp; Recreation</li> </ul>
<p><b>5</b> Conduct ongoing staff trainings in support of policy implementation across applicable departments.</p>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Organizational Development Center</li> <li>• Purchasing</li> </ul>
<p><b>6</b> Advocate at the state level for a statute that would support a County-wide sustainable purchasing policy.</p>	<b>LONG</b>	<ul style="list-style-type: none"> <li>• Administrative Services</li> <li>• County Commission</li> </ul>

**FINANCIAL AND TECHNICAL RESOURCES**

---

**TECHNICAL**

- [State and Local Government – Environmentally Preferable Purchasing Programs and Policies \(2020\), Institute for Local Self-Reliance](#)
- [Advancing Green Purchasing in Local Governments \(2017\), Arizona State University Sustainable Purchasing Research Initiative](#)
- [Green Procurement Compilation, U.S. General Services Administration, n.d.](#)
- [THE BUCK STARTS HERE: Sustainable Procurement Playbook for Cities \(2016\), Urban Sustainability Directors Network & Responsible Purchasing Network](#)

**CONSIDERATIONS FOR COLLABORATION/ OVERCOMING BARRIERS**

---

- Model/pilot any requirements at a small scale prior to expanding to the County, being sensitive to state statutory limitations. Coordinate efforts with RFP action implementation pilot.
- Leverage County purchasing websites to implement the policy while supporting education about the benefits of sustainable products (e.g., system could present purchaser with greener product alternatives, cost savings, and environmental benefits of product automatically)

**MEASURING SUCCESS**

**OUTPUTS\***

---

- Formal sustainable purchasing policy and requirements
- Guidance for staff regarding how to implement policy/requirements

**OUTCOMES\***

---

- Increase in percent of purchasing meeting sustainability guidelines
- Increase in number of green products purchased
- Reduction in carbon footprint of County purchasing

\*An **output** describes what has been created through implementation of the action. An **outcome** is the level of performance or achievement that occurred based on what was created.