

DRAFT
Source Reduction and Recycled-Content Product
Procurement Policy

I. PURPOSE

- A. To increase the recycled content of products purchased and used by the City of Gainesville.
- B. To reduce waste in the manufacture and use of products purchased and used by the City of Gainesville.
- C. To encourage businesses that promote recycling to locate within the Gainesville area.

II. DEFINITIONS

- A. Post-consumer recycled material. A finished material which would normally be disposed of as a solid waste, having completed its life cycle as a consumer item. Examples of post-consumer materials include, but are not limited to, used newspaper, office paper, yard waste, plastic bottles, motor oil, asphalt, concrete and tires.
- B. Pre-consumer recycled material. Materials or by-products generated from the manufacture of a product, before the product reaches the consumer. Materials which have been printed, coated or processed, but have not been used in their finished form, e.g. mill ends, misprints from book printers, obsolete inventories, rejected or unused stock.
- C. Total recycled content. The total pre- and post-consumer material contained in a product. Materials that have been recycled that are incorporated in products or materials to be procured including, but not limited to: paper, aluminum, glass, and composted material. The term does not include internally generated scrap that is commonly used in industrial or manufacturing processes, or waste or scrap purchased from another manufacturer who manufactures the same or a closely related product.
- D. Waste paper (any of the following "recovered materials").
 - 1. Paper, paperboard, and fibrous wastes from residences, retail stores, office buildings, etc., after they have passed through their end use as a consumer item.
 - 2. All paper, paperboard, and fibrous wastes that enter, and are collected from, the municipal solid waste stream.
 - 3. Manufacturing, forest residues and other wastes.

III. REFERENCE

Florida Statute 287.045 and 403.765 Procurement of Products and Materials with Recycled Content

IV. POLICY

A. RECYCLED CONTENT PREFERENCE

1. It is City policy, whenever practicable, to purchase products and materials which:
 - a) Contain pre-consumer recycled material.
 - b) Contain post-consumer recycled material.
 - c) A statement indicating the City of Gainesville's preference for recycled content products shall appear on appropriate bids.
 - d) Post-consumer recycled material content shall be considered preferable to pre-consumer materials.

B. PURCHASE OF RECYCLED PAPER

In purchasing paper products, it is City policy, whenever possible, to purchase products which meet the State of Florida's definitions for recycled paper.

C. USE OF COMPOSTED YARD TRASH

In purchasing mulch or wood chips for landscaping or soil stabilization, it is City Policy, whenever practicable, to procure products derived from yard trash collected through the City of Gainesville and Alachua County curbside yard trash collection program. If this source is not practicable, the City will use mulch made from lumber by-products or other wood waste. Cypress mulch from trees harvested for that purpose will not be purchased.

D. RECYCLABILITY AND WASTE REDUCTION

When possible, the City of Gainesville, with the assistance of its Solid Waste Division, will consider the following criteria when selecting materials, products and equipment:

1. The ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing local recycling collection programs.
2. The volume and toxicity of waste and by-products a given product and its packaging generates in its manufacture, use, recycling and disposal. Products and packaging designed to minimize these effects shall be preferred.
3. The ability of the equipment to utilize recycled-content products.

E. PURCHASE REQUISITIONS, SPECIFICATIONS AND BID SOLICITATIONS

Product specifications and requisitions for products will conform to the following guidelines:

1. Specifications and requisitions may exclude the use of products made from virgin materials or require the use of recycled content products.

2. Performance standards must be reasonable and related to function and shall not exclude recycled-content products.
3. Purchasing may specify a minimum recycled-content standard in bid solicitations to accomplish the purposes of this policy.

F. DOCUMENTATION

To the extent such information is available, all suppliers shall provide documentation as to a product's content of post-consumer recycled material and total recycled material.

G. MONITORING AND ANNUAL REPORT

The City of Gainesville Recycling Office staff shall prepare an annual status report on implementation of this policy.

H. MARKET DEVELOPMENT STRATEGY

The City of Gainesville would like to encourage expansion and attraction of new recycling industries to the area, to stabilize markets, and to encourage the procurement and use of recycled/recyclable materials and products in the public and private sector.

1. Economic Development

- a) A list of industries will be prepared which use or could use a high volume of post-consumer or secondary materials. Outreach materials will be prepared in consultation with the Chamber of Commerce, the business subcommittee of the Solid and Hazardous Waste Public Information Committee, and City of Gainesville economic development staff.
- b) Recycling staff will investigate the possibilities for location of recycling industries within the City limits, in consultation with the Chamber of Commerce, the University of Florida and the Center for Solid and Hazardous Waste Management.
- c) Recycling staff will investigate the possibilities for the City to co-sponsor a "Recycled Products" fair for the public and private sector.

2. Procurement

A guide to purchasing and using recycled products will be prepared. The guide will include a list of available materials, how to obtain them, how to minimize costs, and how City departments can adapt their operations and equipment to use recycled paper and other recycled materials.