

GRU Administrative Guideline

2.19

TOPIC: Conservation and Green Purchasing

EFFECTIVE: February 2, 2009

REVISED:

DEPARTMENT: Administrative Services and Conservation Services

GENERAL

The purpose of this guideline is to develop sustainable purchasing policies and to encourage water and energy conservation in the GRU workplace.

PURCHASING

When making purchases of the following materials, supplies and services on the behalf of the utility, employees will, whenever practicable, procure such items in compliance with the City of Gainesville's [policy](#) regarding recycled content and Leadership in Energy and Environmental Design ([LEED](#)) standards:

1. On-going Consumables: materials with a low cost per unit that are regularly used and restocked through the course of business including, but not limited to paper (printing or copy paper, notebooks, notepads, envelopes), toner cartridges, binders, batteries, and desk accessories.
2. Durable Goods: items with a higher cost per unit that are replaced infrequently and/or require capital outlays to purchase. Such items include, but are not limited to electric powered equipment and furniture such as computers, monitors, copiers, printers, scanners, fax machines, refrigerators, dishwashers, water coolers, external power adapters, televisions, or audiovisual equipment.
3. Facility Alterations: materials for facility renovations, demolitions, refits, and new construction additions. Examples include, but are not limited to building components and structures (wall studs, insulation, doors, windows), panels, attached finishings (drywall, trim, ceiling panels), carpet and other flooring materials, adhesives, sealants, paints and coatings.
4. Cleaning Products and Services: cleaning materials and products, disposable janitorial paper products and trash bags. These requirements include products used by in-house staff or out-source service providers.
5. Integrated Pest Management, Erosion Control and Landscape Management: employ best management practices that significantly reduce harmful chemical use, energy waste, water waste, air pollution, solid waste, and/or chemical runoff. These

requirements include products used by in-house staff or out-sourced service providers.

EMPLOYEE PARTICIPATION

All employees are encouraged to rethink how they use energy and water at work in order to reduce consumption. Employees should consider the following items to help conserve energy and water while at work:

1. Turn off all lights, radios, electronic equipment, fans or heaters in your office before leaving for the day.
2. If you see machinery or water running without use, turn it off.
3. Enable the power management function on your computer, which automatically puts the monitor to sleep when not in use.
4. If you see or hear a compressed air or steam leak, report it to facilities maintenance.
5. Turn off lights where daylight is adequate.
6. If you see un-insulated piping, report it to facilities maintenance.
7. Turn off printers, copiers, fax machines, coffee pots when not in use.
8. If your computer must be left on when you are not using it, turn off the monitor (screen savers do not save energy).
9. Unplug chargers for laptops and cell phones when they are not charging.
10. Unplug electric white boards when they are not in use.
11. When you buy new equipment, buy the Energy Star label.
12. Time, health and weather permitting, walk to meetings, appointments and lunches that are held away from your office.
13. Recycle unwanted paper, plastic bottles, and cans in the receptacles provided at your office.
14. Avoid buying bottled water when GRU water can be consumed instead.
15. Whenever possible, use public transportation, carpools, bicycles or walk to and from work.
16. Use double-sided printing whenever possible. Don't print if not necessary.

WASTE MANAGEMENT

Employees are encouraged to participate in waste reduction and recycling programs for consumable items, durable goods, facilities alterations and additions.

Receptacles have been placed throughout facilities to recycle paper, plastic bottles, and cans. Employees should use these recycling bins unless there is a security or safety consideration preventing them to do so (which is unlikely).

Batteries and durable goods should be given to Facilities Maintenance to ensure proper recycling.

Waste materials generated from facilities alterations and additions should be discarded and recycled by facilities maintenance personnel when they are involved directly with such an effort. When contractors or subcontractors are involved, they should be instructed where to place such materials in the appropriate scrap bins at the location where they are working or provide evidence of disposal at an appropriate recycling facility in the area.

WATER EFFICIENCY

Wherever possible, the Utility will take the following water efficiency measures:

1. Install building-level water meters to measure and track potable water consumption in its facilities.
2. Reduce plumbing fixture and fitting water usage through automatic controls and other measures.
3. Landscaping plants will be low water, climate tolerant native or adapted plantings. An irrigation system should be avoided unless absolutely necessary.
4. If an irrigation system is used, the Utility will implement or maintain high efficiency irrigation technologies such as micro irrigation, moisture sensors or weather data-based controllers and consider using captured rain water, gray water or reclaimed water.

Approved:

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