

**FROM THE BOROUGH CLERK'S OFFICE  
SUSTAINABLE NEW JERSEY PURCHASING POLICIES AND PROCEURES**

(For Councilman R. Binaghi)

**R E S O L U T I O N**

**WHEREAS**, the Mayor and Council of the Borough of Old Tappan are committed to a “green and sustainable” community; and

**WHEREAS**, it is appropriate to adopt policies promoting “green and sustainable” practices; and

**WHEREAS**, the policies adopted by the Borough of Old Tappan shall be implemented to the extent they are reasonable and practical;

**NOW THEREFORE**, we, the Borough of Old Tappan, resolve to approve a Green Purchasing Policy, Energy Efficient Appliances and Equipment, and a Recycled Paper Policy, each policy is attached to this resolution, and

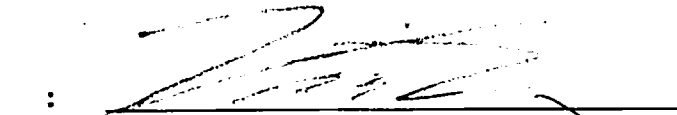
**BE IT FURTHER RESOLVED**, that each policy be administered by the Borough Administrator of the Borough of Old Tappan.

**INTRODUCED BY** : Councilman Ronald Binaghi, Jr.

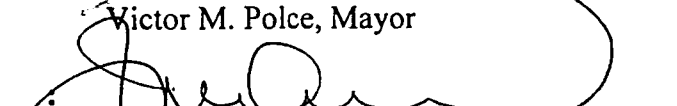
**SECONDED BY** : Councilman Matthew Nalbandian

**ROLL CALL**: Councilman Binaghi - Aye      Councilwoman Haverilla - Aye  
                  Councilman Carnazza - Aye      Councilman Kramer - Aye  
                  Councilman Cioce - Absent      Councilman Nalbandian - Aye

**APPROVED** :

  
\_\_\_\_\_  
Victor M. Polce, Mayor

**ATTEST** :

  
\_\_\_\_\_  
Jean M. Quinn, Borough Clerk

**DATED** :

May 16, 2011

# Borough of Old Tappan

## Department Policy and Procedure: Green Purchasing Policy

Inspired by Mayor Victor Polce and the Town Council, and championed by the Old Tappan Environmental Commission, the Borough of Old Tappan herein adopts a Green Purchasing Policy. This policy shall be administered through the Office of the Borough Administrator and shall be implemented to the extent practical and reasonable to achieve the objective of increasing the adoption of 'green' and sustainable practices in all municipal agencies.

The following policy outlines the purchasing component of the Borough of Old Tappan's plan to increase sustainable and green elements for the purchase and use of its products and services.

- 1.0 Directive: Hence forth, the Borough of Old Tappan will extend preference toward the purchase of environmentally-superior products and services, where quality, function and cost are equivalent or superior. Products and packaging materials will contain a prescribed minimum post-consumer recycled content and will be minimized and/or substituted with more environmentally-appropriate alternatives, whenever possible. All products will be chosen based on efficient use or conservation of energy, natural resources, cost and potential for safe, non-hazardous disposal.
- 2.0 Notification: The Borough Administrator shall inform and employees of the Borough's desire to adopt said green purchasing policy. The Borough shall inform all suppliers/vendors of the adoption of said policy and work with suppliers and vendors to meet its criteria. Where practical and cost effective, products shall be ordered in appropriate quantities to avoid the disposal of obsolete products.
- 3.0 Whenever practical, products that meet the USEPA's Environmentally Preferable Purchasing (EPP) database shall be purchased over those products that fail to meet the EPA criteria. A list of EPP products is available at the EPA website at: [www.epa.gov](http://www.epa.gov)
- 4.0 Expectations: When a candidate product meets one or more of the EPP criteria, but not others, purchasing preference will be prioritized as follows:

The highest percentage of post-consumer recovered/recycled material available in the marketplace; and

The highest percentage of pre-consumer recovered/recycled material available in the marketplace; and

Cost effectiveness.

- 4.1 In addition to the recovered/recycled material content of a product, the EPP database specifies other important criteria that should be considered:

- a) The ability of a product and its packaging to be reused, reconditioned for use or recycled through existing recycling collection programs; and
- b) The volume and toxicity of waste and by-products a given product and its packaging generates in their manufacturing, use, recycling and disposal.

Product specifications and requisitions for products must conform to:

1). Specifications and requisitions shall not require the exclusive used of products made from virgin material, nor specifically exclude the use of recycled-content products;

2). Performance standards must be reasonable and related to function, and shall not be designed to exclude the purchase of recycled-content products.

3). To the extent the information is known, the Borough staff shall identify-on the requisition forms- whether a product is listed on the USEPA EPP database and provide a description of the product's recycled content specifications or other green and sustainable characteristics;

4). The Borough's Purchasing Agent shall review all requisitions and determine whether the spirit of this Green Purchasing Policy has been met. Purchase approvals shall be implemented accordingly.

5). Similar screening criteria shall apply to all services purchased by the Borough to the extent practical and cost effective.

Date of Issuance: April 22, 2011

Effective: Immediately

Issued By: Borough Administrator

# **Borough of Old Tappan**

## **Department Policy and Procedure: Energy-Efficient Appliances and Equipment**

Inspired by Mayor Victor Polce and the Town Council, and championed by the Old Tappan Environmental Commission, the Borough of Old Tappan herein adopts a Policy for the preferential purchase of Energy-Efficient Appliances and Equipment. This policy shall be administered through the Office of the Borough Administrator and shall be implemented to the extent practical and reasonable to achieve the objective of increasing the adoption of 'green' and sustainable practices in all municipal agencies.

The following policy outlines the purchasing component of the Borough of Old Tappan's plan to increase sustainable and green elements for the purchase and use of its products and services.

- 1.0 Directive: Hence forth, the Borough of Old Tappan shall give preference to the purchase of energy-efficient appliances and equipment where quality, functionality and costs are equal or superior to other appliances and equipment.
- 2.0 Notification: The Borough shall inform all borough purchasing agents of the desire of the Borough to meet this criterion. Where practical and cost effective, appliances and equipment which offer a distinct advantage in energy consumption ratings such as Energy Saver rating, shall have preference over less energy-efficient brands.
- 3.0 Whenever practical, appliances and equipment with Energy Star ratings or equivalent shall be specified for purchase.
- 4.0 Expectations: when a candidate appliance or piece of equipment meets the requirements, purchase preference shall be prioritized as follows:
  - 1). Appliances and equipment with the highest energy star or equivalent rating shall have highest priority
  - 2). Where appliances and equipment have equal rating, functionality and cost factors shall be considered.
  - 3). Experience and/or historical use of similar or predecessor models may also be considered.

Appliance and equipment requisitions must conform to the following:

- 1). Specification and requisitions must describe the level of energy star efficiencies

2). Performance standards must be demonstrated commensurate to the desired function of the appliance or piece of equipment.

3). The Purchasing Agent shall determine whether the spirit of this policy has been achieved in the requisition request and shall approve or reject the requisition accordingly.

Date of Issuance: April 22, 1011

Effective Date: Immediately

Issued By: Borough Administrator

# **Borough of Old Tappan**

## **Department Policy and Procedure: Recycled Paper Policy**

Inspired by Mayor Victor Polce and the Town Council, and championed by the Old Tappan Environmental Commission, the Borough of Old Tappan herein adopts a Recycled Paper Policy. This policy shall be administered through the Office of the Borough Administrator and shall be implemented to the extent practical and reasonable to achieve the objective of increasing the adoption of 'green' and sustainable practices in all municipal agencies.

The following policy outlines the purchasing component of the Borough of Old Tappan's plan to increase sustainable and green elements for the purchase and use of its products and services.

- 1.0 Directive: Hence forth, the Borough of Old Tappan shall purchase and use only recycle paper and recycled paper products in all Borough Offices except where specifically mandated against such practices. Recycled paper and paper products shall be preferentially purchased where quality, functionality and cost as comparable or superior to non-recycled paper products. All paper products shall be selected based on the desire to conserve energy, protect natural resources, and minimize costs.
- 2.0 Notification: The Borough shall inform all municipal purchasing agents about this policy and support adherence to said policy. Where practical and cost effective, products shall be requisitioned in the appropriate quantity to avoid having to dispose of obsolete products.
- 3.0 Wherever practical, recycled paper and paper products should be purchased.
- 4.0 Expectations: when a candidate product contains a given percentage of recycled material, purchase preference shall be determined as follows:
  - 1). Products containing the highest percentage of recycled material shall be preferred

### **Product specifications and requisition guidelines:**

- 1). Specifications must describe the desire material/paper is compatible with its intended use;
- 2). Performance standards shall be reasonable and related to function.
- 3). The percentage of recycled materials shall be noted
- 4). The Purchasing Agent shall have discretionary powers and determine whether the spirit of the this policy has been met before authorizing said purchase.

Date of Issuance: April 22, 2011  
Effective: Immediately  
Issued By: Borough Administrator