

# Rockridge Home

## GREEN PURCHASING POLICY

This Policy is adopted as a requirement of Bay Area Green Business certification and to:

conserve natural resources,  
minimize environmental impacts such as pollution and use of water and energy,  
eliminate or reduce toxics that create hazards to workers and our community,  
increase the use and availability of environmentally preferable products, and  
support strong recycling markets and reduce materials to the landfill.

### **Reducing Waste at the Source**

Purchase durable, long lasting, reusable or refillable products whenever feasible.

Use "clean side" of scrap paper as 1/4 page notes for note taking, as a stickies replacement and at cash wrap to put price tag labels on as customer's check out.

Avoid polystyrene (Styrofoam) products for the kitchen and shipping.

Purchase remanufactured products such as toner cartridges, furniture, equipment whenever feasible, but without reducing safety, quality or effectiveness.

Consider short-term and long-term costs in comparing product alternatives. This includes purchase price, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

Instruct vendors to eliminate packaging or use the minimum amount necessary for product protection in any instance we can. Packaging that is reusable, recyclable or compostable is preferred.

### **Buying Recycled Content Products**

Office paper and janitorial paper shall contain at least 30% recycled content, or the highest practicable.

Work with the vendor or service provider to ensure that copiers and printers are adjusted to the type of recycled content paper in use.

Request that printing vendors use recycled content paper and if feasible, include a statement that the paper has recycled content.

### **Saving Energy and Water**

Purchase energy-efficient equipment with up-to-date energy efficiency settings.

Choose efficient interior lighting when replacing older fixtures, indoors and out.

Choose electric powered products with U. S. EPA Energy Star certification when available. Examples include computer components, copiers, refrigerators and fax machines.

Purchase water-saving toilets, faucets and aerators, and landscape irrigation systems.

Regularly maintain heating and cooling systems, changing or cleaning filters often.

### **Contracting for Services**

Use businesses certified or accredited by a 3rd party environmental certification program such as the Bay Area Green Business Program, Bay Friendly Landscaping, EcoWise and Build It Green.

### **Landscaping**

All landscape renovations, construction and maintenance, including those performed by contractors, shall employ Bay-Friendly Landscaping or sustainable landscape management

techniques for design, construction and maintenance. This includes integrated pest management, grass cycling, drip irrigation, plant debris composting, and use of mulch and compost. Bay-Friendly Landscaping practices are described at [www.bayfriendly.org](http://www.bayfriendly.org).

### **Avoiding Toxics and Pollution**

Reduce miles driven in commutes, errands, deliveries, purchasing, meetings and site visits by using alternative transportation, car pools, telecommuting, phone meetings, web meetings, local vendors and similar options.

Purchase, or require janitorial contractors to supply, safer cleaning products. Examples include products that meet Green Seal certification standards, or other reliable third party standards. Ask for information from the Green Business Program.

Avoid products that use polyvinyl chloride (PVC) such as furniture, window blinds, flooring and other building components.

Specify desktop computers, notebooks and monitors that meet Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria. EPEAT is a procurement tool to help purchasers evaluate and compare equipment on environmental attributes.

To avoid products that contribute to persistent, bio-accumulative toxins, **look for:**

Paper, paper products, and janitorial paper products that are unbleached or processed without chlorine or chlorine derivatives.

Office binders and plastics without polyvinyl chloride (PVC).

Purchase products and equipment with no lead or mercury or give preference to those with lower quantities. This includes electronics, lighting and other materials. Use vendors with established lead and mercury recovery programs.

When maintaining the building, use products with low or no volatile organic compounds (VOCs), and low or no formaldehyde. Examples include materials such as paint, carpeting, adhesives, furniture and window components.

### **Green Building**

Building and renovations undertaken by Rockridge Home shall follow Green Building Practices for design, construction, and operation, where appropriate, as described in the LEED™ Rating System.

### **Conserving Forests**

Avoid procuring wood products such as lumber and paper from forests harvested in an environmentally unsustainable manner. Standards should be equivalent to or better than those of the Forest Stewardship Council certification.

Bio-Based Products: Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged. Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged.