

WESTHAMPTON PUBLIC LIBRARY

Sustainable Purchasing Policy

1.0 Purpose

The Westhampton Public Library is committed to purchasing and using, whenever possible, those products and services that are environmentally and socially responsible, from companies that specialize in non-toxic, organic, and sustainable items.

2.0 Scope

This purchasing policy applies to the purchase of:

Ongoing Consumables: Paper Products

Batteries

Lamps/bulbs

Cleaning Products

Soaps Paints, sealants, adhesives, caulks

Lawn/yard products

Electricity

Durable Goods

Furniture

Appliances

Electrical equipment

Maintenance & Cleaning Equipment

Facility Alterations and Additions

- 2.1 Ongoing Consumables
- 2.1.1 Paper Products
Whenever possible, paper products shall contain at least 80% post-consumer material. All office paper shall be 100% recycled with 80% post consumer waste, or Sustainable Forest Certified or equivalent.
- Paper towels and toilet tissue paper shall contain 60% (or more post consumer waste. 100% recycled paper toweling and toilet tissue shall be purchased when available. Preference will be given to any product that is FSC certified.
- 2.1.2 Batteries
The library is committed to purchasing rechargeable batteries whenever it is feasible and will purchase only low-mercury batteries when rechargeable batteries are not available.
- 2.1.3 Reduced Mercury in Lamps
The Westhampton Public Library will purchase LED lamps whenever possible. When LEDs are not available or practical for the application, the library will purchase low-mercury compact fluorescent lamps. 100% of CFL lamp purchases shall be low mercury. The library will only purchase low-mercury compact fluorescent lamps containing 2 mg of mercury or less. Exit signage is currently LED and shall be LED or a more efficient technology.
- 2.1.4 Cleaning Products
Damp mop sanitizing is used throughout the library. In the situations where additional cleaners are needed, the following products may be purchased.

- Glass surfaces: Nontoxic, fragrance-free glass and surface cleaner.
 - Sinks/Toilets: Natural, non-toxic products.
 - Furniture: Furniture polish must be made from natural wax.
- 2.1.5 Soaps

All bathroom products purchased must meet the standard set by GREEN SEAL as a guide for avoiding toxic products. There are many manufacturer's with products that meet ecological friendly standards.
- 2.1.6 Paint, adhesives, sealants, and caulk

All purchases of paints, adhesives, sealants and caulk will continue to be low- or no-VOC content, and be free of toxic ingredients such as solvents, heavy metals, chemical residues, formaldehyde and harmful preservatives. All products must meet the non-toxic standards set by AFM Safe Choice Products (American Formulating and Manufacturing) for persons with MCS (Multiple Chemical Sensitivity).
- 2.1.7 Lawn and Yard products
 - No chemical fertilizers may be purchased.
 - Annuals purchased for decorative planting will be drought tolerant, non-invasive species. Perennials will be non-invasive species.
- 2.1.8 Pest Control

No pesticides may be purchased. Appropriate and non-toxic alternatives may be purchased including the following: Diatomaceous earth, cayenne pepper, pheromone lures, boric acid or borax, orange spray, cedar spray, citronella spray or oil.
- 2.1.9 Electricity

The Library will be installing a rooftop solar array in 2011/2012 to defer its electrical usage.
- 2.2 Durable Goods
 - 2.2.1 Furniture

The purchasing policy for furniture is to buy used or recycled, or to build our own from local wood.
 - 2.2.2 Appliances

All replacement appliances must be Energy Star rated, when available, with preference given to the highest rated appliance. The library has the following Energy Star-rated appliances: Dehumidifier
 - 2.2.3 Electrical Office Equipment

All replacement electrical office equipment must be Energy Star rated, when available, with preference given to the highest rated appliance.
 - 2.2.4 Maintenance and Cleaning Equipment

All replacement electrical maintenance and cleaning equipment must be Energy Star rated, when available, with preference given to the highest rated appliance.
 - 2.2.5 Facility Alterations and Additions For future alterations and additions:

Every effort shall be made to reduce the environmental and air quality impacts of the materials acquired for use in the upgrade of buildings.

Every effort shall be made to purchase from recycled outlet that sells reclaimed / recycled materials or uses local and/or recycled product in their materials.

Sustainable purchases shall meet one or more of the following criteria:-
Purchases contain at least 10% post consumer and/or 20% post industrial material.-Purchases contain at least 30% material salvaged from off-site or outside the organization.-Purchases contain at least 50% material salvaged from on-site, through an internal organization materials and equipment reuse program.-Purchases contain at least 5% rapidly renewable material.- Purchases contain at least 10% Forest Stewardship Council certified wood or from a local certified managed forest.-Purchases contain at least 20% material harvested and processed or extracted and processed within 500 miles of the project. -Adhesives and sealants have a VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.-Paints and coatings have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.-Non-carpet finished flooring is Floor Score-certified and constitutes a minimum of 25% of the finished floor area.-Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program.-Composite panels and agrifiber products contain no added urea-formaldehyde resins.

3.0 Performance Metric

Percentages must be based on total purchases of applicable materials on a cost basis. Materials meeting 2 separate criteria count twice toward the total. The average mercury content of lamps purchased must be determined using the weighted average method in the LEED Reference Guide for Existing Building Operations & Maintenance, 2008 Edition. Documentation of all purchases related to the applicable categories must be maintained on an annual basis.

4.0 Goals

The Westhampton Public Library must maintain sustainable purchasing that adheres to the criteria above for at least 75% of the total annual purchase of applicable ongoing consumable materials, as deemed feasible by the facility manager.

The Westhampton Public Library must maintain sustainable purchasing that adheres to the criteria above for at least 75% of the total annual purchases of applicable durable materials, as deemed feasible by the facility manager.

5.0 Procedures and Strategies

The facility manager is responsible for the following:

Adopting and enforcing the environmentally preferable purchasing policy. Giving preference to any product that is manufactured or harvested within a 500 mile radius, with greater preference given to products with closest proximity.

Working with vendors to identify environmentally preferable products that meet the needs of the building. Reviewing preferred vendors annually (at a minimum) to ensure that they are offering the most current technologies and sustainable products.

Evaluating items that are purchased for the building, identifying opportunities for more environmentally friendly alternatives, and establishing a policy to purchase these alternatives, where feasible.

The library's environmental policy is available to the public upon request and is on the library's website.

6.0 Responsible Parties

Teams and individuals involved in activities pertaining to the policy:

Facility Manager: Carolyn Keating & the Westhampton Board of Library Trustees

Purchasing Manager: Carolyn Keating, Library Director

7.0 Time Period

This policy must remain in effect going forward from the inception date of April, 2011, and will be reviewed/updated annually.

8.0 Definitions

Environmentally Preferable Product – A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may take into consideration raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable, recycled, and reusable products.

Rapidly Renewable Materials – Materials that are planted and harvested in less than a 10-year cycle. These include materials such as bamboo, wool, cotton, silk, agrifiber, linoleum, wheatboard, strawboard, and cork.

Signed and executed this _____ of April 2011. The Westhampton Public Library

By: Facility Manager: _____

Purchasing Manager: _____