

From Pomona's Procedures Manual

PURCHASING RECYCLED MATERIALS Policy

The City of Pomona shall purchase products manufactured from the maximum recycled content practicable, in accordance with current technology and reasonable availability. All City departments are hereby directed to use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post consumer recycled materials.

All city departments shall review their specifications on an ongoing basis to determine if the use of recycled materials could be reasonably substituted for use of virgin materials, and modify specifications, as appropriate. Vendors shall be required to provide documentation of recycled content. City departments shall endeavor to keep abreast of emerging recycled product development, and monitor price, performance, and quality of newly introduced recycled products.

All City departments shall minimize solid waste disposal by limiting the use of disposable products and encouraging the use of durable, non-disposable products whenever feasible. City departments shall undertake other source reduction efforts, such as double-sided copies and electronic communication.

Other environmental factors shall be considered in the evaluation of purchases. For example, City staff should strive to use the least toxic product available, and to use products that can easily be recycled.

Whenever feasible, the City will encourage the use of recycled materials and other source reduction efforts by consultants, contractors and vendors doing business with the City.

When recycled products are used, reasonable efforts will be made to label the products indicating recycled content.

At the close of each fiscal year, the Finance Department will prepare an annual report detailing the implementation of this policy during the prior year.