



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

Phone: 908-204-3065; Fax: 908-766-5762; Website: www.bernards.org

TOWNSHIP OF BERNARDS

GREEN PURCHASING POLICY

JUNE, 2011

Mission Statement

Bernards Township having been in the forefront of innovative ideas and fiscal integrity in governing the municipality is dedicated to implementation of procurement initiatives in establishing a “Green Purchasing Policy” that when feasible and fiscally prudent encourages the procurement of environment friendly green products and materials.

By developing a policy of environmental responsibilities /sustainability we could be the catalysts to be followed by other municipalities and governmental agencies. Every decision on product use, procurement to purchase and regulations to follow has a direct impact on the condition of our planet at both the local and global levels. Departments are expected to abide, support and otherwise adhere to the established purchasing policy. This policy is intended to serve as a guide for the Township’s procurement practices.

Green Team:

A “Green Team” established by the governing body of Bernards Township consists of governmental officials. The committee is charged with such initiatives of assuring clean air, water, improving working and living environments to build a community that is sustainable economically, environmentally and socially; a community which will thrive well into the new century.

Goals and Initiatives

The goals of this initiative include:

- Improve the community’s environmental performance and make it more sustainable.
- Raise awareness of environmental issues among the staff and residents of the community.
- Make policy decisions reflecting the municipality’s commitment to conducting business in an environmentally responsible way.
- Require “green initiatives” for inclusion to bid specifications for goods and services to include the requirement of MSDS (Material Safety Data Sheets) as applicable.
- Purchase of hybrid or alternate fuel vehicles to reduce carbon emission and reduce fuel and maintenance costs.
- Purchases of desktop computers, notebooks and monitors shall meet at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as “required” (bronze registration or higher as contained in the IEEE 1680 Standard for the Environmental Assessment of

Personal Computer Products. Exceptions shall be approved by the Information Technology (IT) department.

- Review of municipal facilities for upgrade or replacement of CFC's (chlorofluorocarbons) lighting for Compact Fluorescents
- Alternative lighting source for Public Works Garage and other municipal buildings
- Recycling of paper, glass and aluminum products
- Support the application of organic materials for municipal parks, fields and environmentally friendly fertilizers
- Installation of programmable thermostats to reduce electric consumption and monthly bills.
- Establish a community information center where residents and business owners can learn about municipal, state and federal sustainability initiatives and incentives.
- Procurement of ergonomically correct and environmentally friendly furniture products and furnishings.
- To abide by New Jersey State Recycling policies and regulations.

Strategies to reach these policy objectives include:

- Reduce the usage of hazardous chemicals in order to help minimize health and environmental risks, using less toxic alternative products whenever possible.
- Efficient resource use- utilize renewable resources, promote water conservation and efficiency.
- Reduce waste by using products with recycled content and minimize solid waste.
- Promote energy efficiency by utilizing strategies to reduce and conserve energy usage.
- Utilize environmentally biodegradable chemicals and citrus-based cleaning products.
- Procurement, lease or rent of "Energy Star" appliances, vending machines, multi-function reproduction equipment, refrigerators, printers and office related equipment.
- Mandate electronic file transfer in favor of reproduced copies to reduce copier paper costs.
- Review energy incentives and rebate programs for future replacement of HVAC Systems, Water Heaters, and Boiler.
- Use of Organic materials for municipal parks, fields.

Promote the 3 R's, Reuse, Reduce and Recycle:

- Reduce photocopies for a more favorable use by electronically submitting documents.
- Reuse packaging materials, used paper can be recycled throughout the departments as scrap.
- Proper recycling of mercury and fluorescent bulbs, lead acid batteries and other harmful chemical products.

- Promote the purchase of goods and services using the three R's when cost effective.

A number of these objectives have already been achieved or are in the process of being realized. The township will continue to pursue "green policy" goals in a comprehensive program of initiatives that promote and protect the health and well being of residents, quality of life and the natural environment. Measures include improving efficiency, reducing waste, and conserving resources while often providing cost savings to the township in the process.

Purchasing Initiatives

Purchasing authority will consider when consulting or dealing with vendors, the necessity of a good or service and related purchases with respect to cost, availability, performance, quality and the environment.

Purchasing shall consider the product material source of a commodity. Are the products in compliant with environmentally sound practices and standards? Are they made of recyclable material? What percentage or post-consumer materials were used in the manufacturing of product? What is the wood product source? Are products delivered or shipped locally? Under what certification(s) is the product registered? product

Purchasing responsibility when sourcing material products considered for purchase shall include such certifications as Energy Star, Sustainable Forestry Initiative, Scientific Certification Systems, Leadership in Energy Environmental Design (LEED), ISO 14001, Green Seal, Chlorine Free Paper Association.

Product Evaluation

Evaluate how a product compares to energy efficient products. Can the product run on alternative or renewable energy sources? Is the equipment or product energy Star Certified?

Packaging

Are recycled materials used in the manufacturing and delivery of product? Can packaging be returned to manufacturer without cost?

Supplier's Environmental Record

Does the company have an environmental policy? How well does the company handle environmental and safety issues? Is the company in compliance with all federal and

state laws and policies? Is the company a member of any environmental organizations? Have there been any environmental claims against the company?

Product Waste

Is the product biodegradable? Can this product be recycled or returned to the manufacturer at the end of its life? Is the product easy to maintain and service? How durable is the product? Is the product harmful to the environment?

Maintain MSDS (Material Data Safety Sheets) on frequently used products

Research goods and services used for review of specifications for such items as environmentally friendly; cleaning products, paper products, paints, motor oil/fuels/tires, batteries, furniture, packaging, print services and supplies, ink cartridges, copier toner, etc.

Green Building Maintenance

In consideration of routine maintenance of municipal facilities, purchasing material such as paint, carpeting, adhesives, furniture, products with the lowest amount of volatile organic compounds (VOCs), the highest recycled content, and low or no formaldehyde shall be used. Paint used in all facilities shall meet Green - Seal GS-11 Standard for LOW VOC content.

Distributors and or manufacturers of all carpet installed shall have a carpet recycling plan.

Municipality shall manage pest and rodent control through use of environmentally-friendly products.

Green Purchasing

- Bernards Township requires all bids for janitorial supplies to meet certain environmentally preferable purchasing standards.
- All paper towel and toilet paper products are required to be from recycled material, paper towels are required to be non bleached
- Purchase of office copiers and additional equipment including computers and air conditioners and laser printers are required to be “energy star” rated. Many existing units are presently “energy star” rated.
- All new carpeting purchased is to be meet environmentally preferable purchasing criteria.
- Environmentally recycled toner cartridges are purchased for all computer printers.

ENVIRONMENTAL CLEANING PRODUCTS:

Bernards Township is committed to the implementation and practice in the utilization of “environmentally friendly or green products” in the performance of janitorial services and the use of non-toxic or minimally toxic cleaning products preferably biodegradable products and citrus based, rather than oil based cleaners.

The Contractor will employ the use of e-cleaning products in all facilities within the township. The vendor will identify the products by manufacturer, product, MSDS sheets, and how dispensed.

The Township reserves the right to reject any products it deems unsatisfactory. The contractor shall find alternate e-cleaning products as necessary to complete the task.

PRODUCT MFG	PRODUCT	HOW DISPENSED	CERTIFICATION
The Deirdre Imus Environmental Center for Pediatric Oncology	All Purpose Cleaner	Liquid Cleaner	EcoLogo
The Deirdre Imus Environmental Center for Pediatric Oncology	Glass & Window Cleaner	Liquid Cleaner	EcoLogo
The Deirdre Imus Environmental Center for Pediatric Oncology	Basin, Tub & Tile Cleaner	Liquid Cleaner	EcoLogo
JohnsonDiversey, Inc.	Crew Bathroom Cleaner & Scale Remover	Liquid Cleaner	Green Seal
Diversey, Inc.	Stride Citrus HC Neutral Cleaner	Spray	Green Seal
The Butcher Company	41 Breakdown XC Odor Eliminator- Citrus	Liquid Cleaner	N/A
S.C. Johnson & Son, Inc.	Pledge Lemon Aerosol	Aerosol	N/A

Due to the fact that the township uses an outside contractor for cleaning products, it has not been able to obtain invoices for products used. However, manufacturer and MSDS information is provided to the township. The list of products provided by the contractor indicates that at least 5 of the 7 cleaning products used have green certification, and that the bulk of the money spent on cleaning products is spent on products that are green certified.

Envisioning a Greener Tomorrow



Greening the Cleaning®
It is our mission to provide the public with the safest and most environmentally responsible cleaning products possible.

General Purpose Cleaner

**DIN1
640.4.1**

"This product qualifies as a USDA BioPreferred product for Federal preferred procurement"



DESCRIPTION:

Cleans any surface not harmed by water. Ideal for use on tile floors, marble, terrazzo and walls. Rinsing is not needed. Will not film or streak as it cleans, brightens and deodorizes surfaces with superior cleaning performance.

SIZES:

6 - 1 quart bottle case (RTU)
5 gallon drum

4 - 1 gallon case
15 gallon drum

CAUTION: Should be considered potentially hazardous, at least to some extent, if ingested. Avoid contact with the eyes. This product contains detergents, which may cause eye irritation. In case of contact, flush with water for fifteen minutes. Get medical attention if irritation persists. Keep this and all cleaning products out of the reach of children.

DIRECTIONS:

Dilute with water. Start by using 4 oz per one gallon of water. Adjust by using more or less cleaner to suit personal need. Use on any hard surface. Also available is our ready to use (RTU) quart bottles, no dilution required.

ANIMAL RIGHTS

- Contains no animal-derived ingredients.
- Finished product has not been tested on animals.

ENVIRONMENTAL AND HEALTH

All ingredients are biodegradable. Free of petroleum distillates, ammonia and ammonium compounds, alkyl cello-solves, chlorinated solvents, pine oil and phosphates. Gray Water and Septic Tank Safe.

PACKAGING

Please rinse empty container with water and refill with this product or take it to your recycling center. This product is packaged in plastic that is recyclable and which may contain up to 25% recycled plastic materials. Shipping boxes may contain up to 50% post consumer waste.

Non-Profits Helping Non-Profits

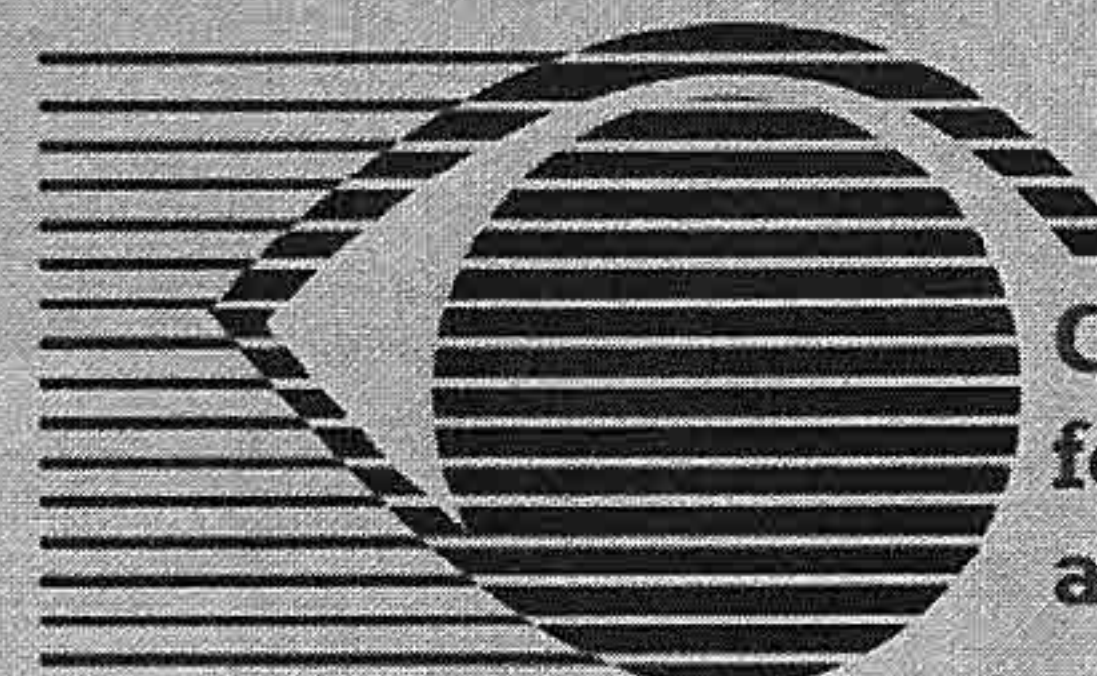
100% of all profits from our institutional products go to the Center for supporting education and research to identify, control and ultimately prevent exposures to environmental factors that may cause adult, and especially pediatric cancer, as well as other health problems with our children.



The Deirdre Imus Environmental Center
for Pediatric Oncology®
at
Hackensack University Medical Center

Proudly Packaged & Distributed By
Central Association for the Blind and Visually Impaired

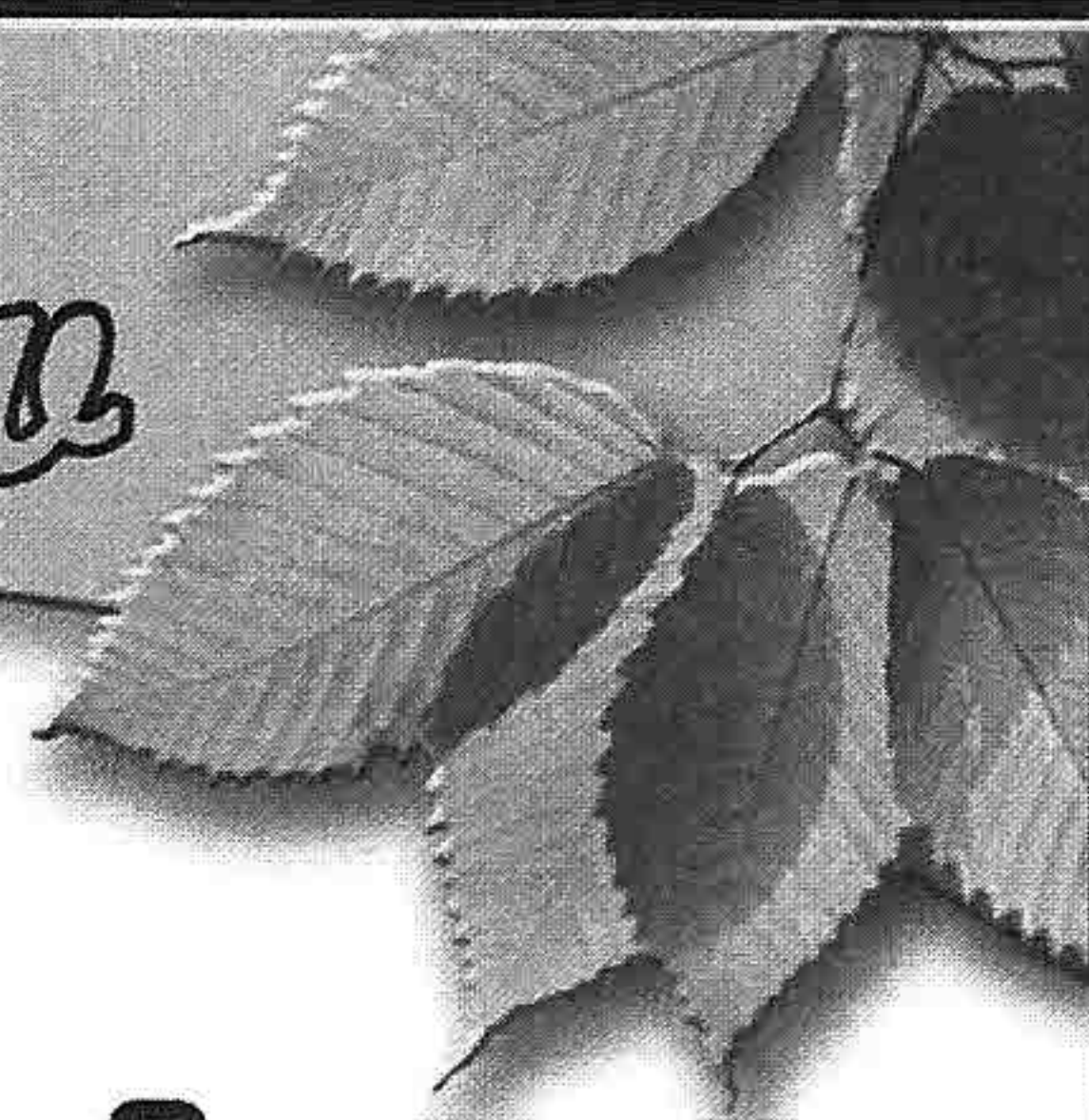
We support the employment and rehabilitation services of people who are blind and visually impaired.



Central Association
for the Blind
and Visually Impaired

507 Kent Street Utica, New York 13501
Fax # 315-223-4512 or Toll Free Number # 877-611-5611

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Glass & Window Cleaner Concentrate

DIN13
640.8

"This product qualifies as a USDA BioPreferred product for Federal preferred procurement"



DESCRIPTION:

Ammonia-free and soap-free product cleans glass without leaving film or streaks. Works on contact to remove finger prints, soil, water spots, etc. with minimal wiping.

SIZES:

6 - 1 quart bottle case (RTU)
5 gallon drum

4 - 1 gallon case
15 gallon drum

Should be considered potentially hazardous, at least to some extent, if ingested. During handling of this product, wear rubber gloves and splash goggles. In case of skin contact, rinse with large amounts of water. Avoid contact with eyes. In case of eye contact, flush with large amounts of water for at least 15 minutes and see a physician. Get medical attention if irritation persists. If swallowed, see a physician. This product is not teratogenic when used as directed.

DIRECTIONS:

For the ready to use quart bottles (RTU) simply apply cleaner and use. As for the concentrated cleaner dilute 4oz. to 1 gallon of water and you're ready to go. Excellent use for glass & mirrors. Spread or spray a fine mist over entire surface. Wipe clean using a soft clean cloth or paper towel.

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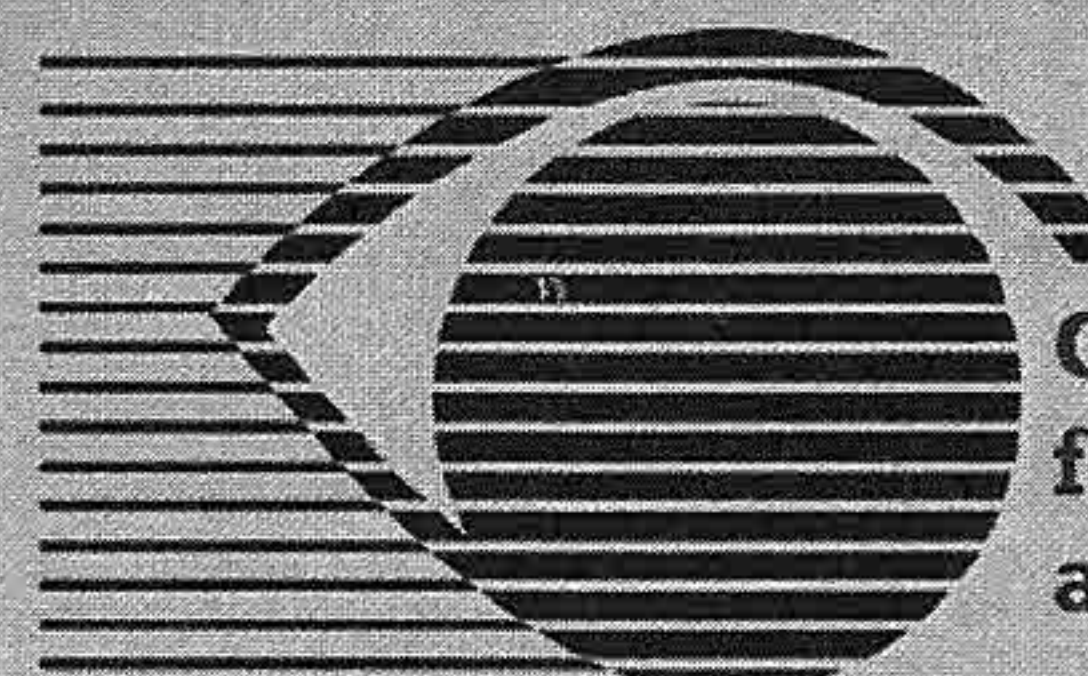
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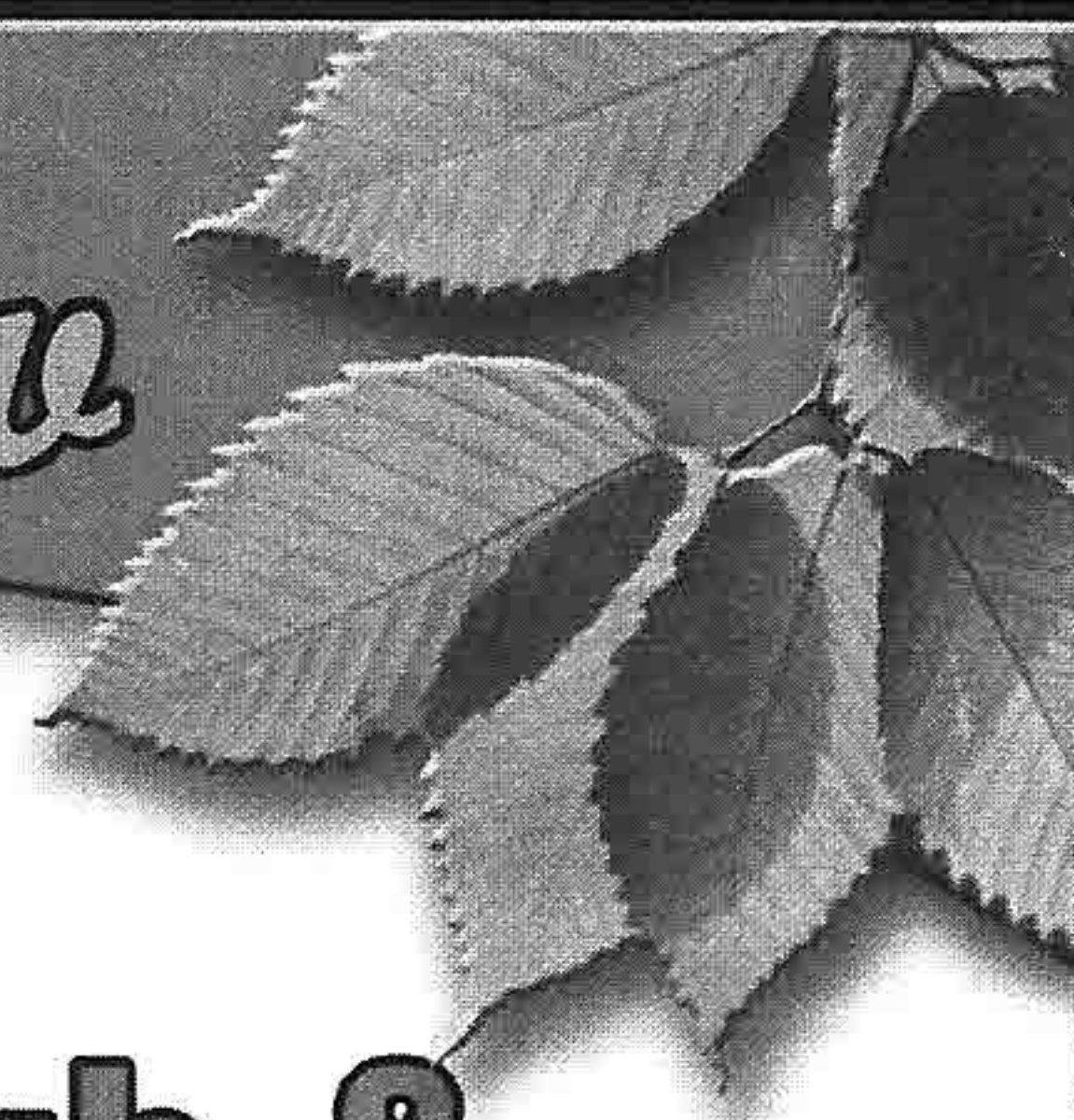
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Basin, Tub & Tile Cleaner

DIN7 640.6

"This product qualifies as a USDA BioPreferred product for Federal preferred procurement"



DESCRIPTION:

A non-toxic, naturally-derived cleaner made from replenishable natural resources. Pleasant smelling, non-fuming, mild acidic cleaner. Cleans, de-scales and makes porcelain fixtures sparkle. Contains the largest amount of natural citric acid possible. Natural clinging action avoids product waste.

SIZES:

6 RTU - 1 quart bottle case

4 - 1 gallon case

5 gallon drum

15 gallon drum

Should be considered potentially hazardous, at least to some extent, if ingested. During handling of this product, wear rubber gloves and splash goggles. In case of skin contact, rinse with large amounts of water. Avoid contact with eyes. In case of eye contact, flush with large amounts of water for at least 15 minutes and see a physician. Get medical attention if irritation persists. If swallowed, see a physician. This product is not teratogenic when used as directed.

DIRECTIONS:

- Squeeze 2-4 oz directly into the bowl, under the rim, and on the sides
- Let stand for about 2 minutes
- Scrub with bowl mop, flush
- Add final squeeze to freshen bowl.

SINKS & SHOWERS

- Dilute 10 - 12 oz to 1 gallon of water
- Spray surface and wipe clean

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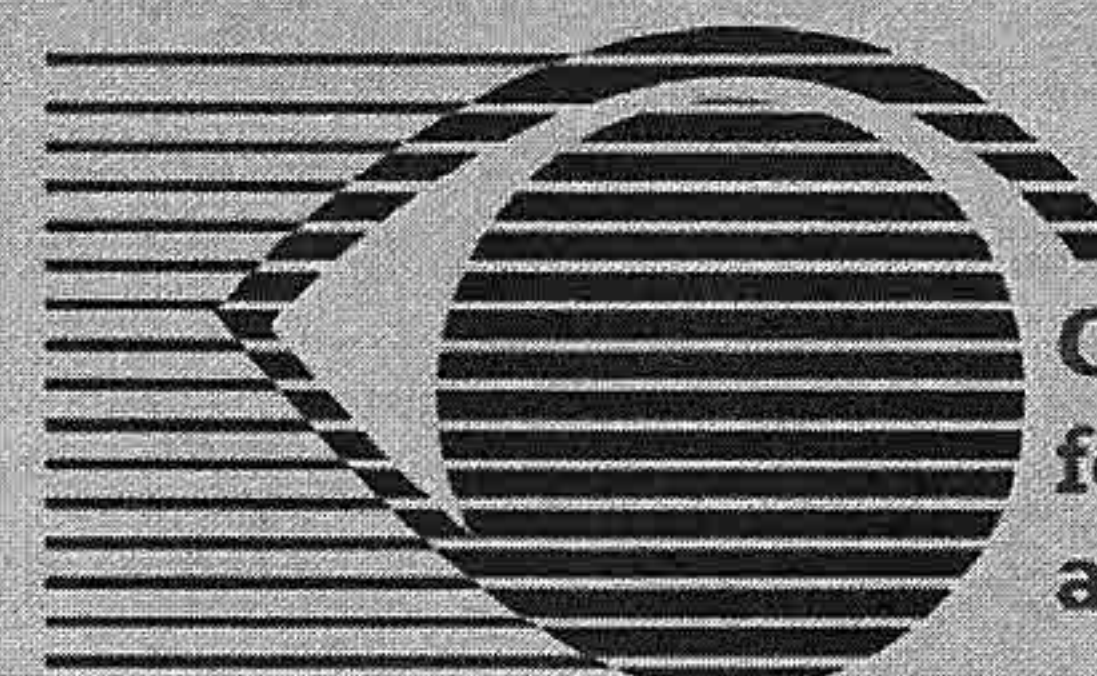
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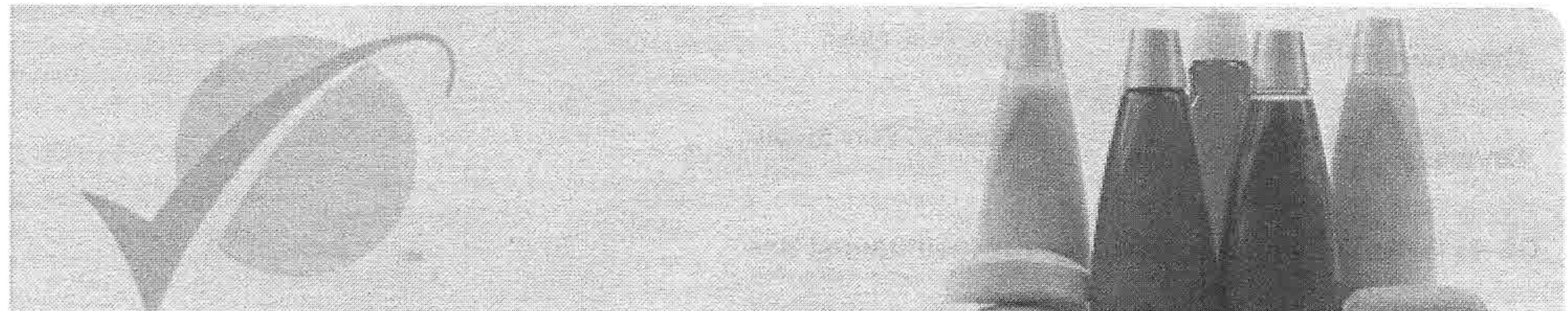
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Manufacturer	Product
GS-37 Cleaning Products for Industrial and Institutional Use	
Diversey, Inc.	Alpha-HP Multi-Surface Cleaner (CDCC As-Used Skin/Eye & Acute Tox)
Diversey, Inc.	Crew Bathroom Cleaner & Scale Remover (CDCC As-Used Skin/eye & Acute Tox)
Diversey, Inc.	General Purpose Cleaner
Diversey, Inc.	Glance NA Glass & Multi-Purpose Cleaner Non-Ammoniated
Diversey, Inc.	Hydrox General Purpose Cleaner with Hydrogen Peroxide
Diversey, Inc.	Hydrox™ General Purpose Cleaner with Hydrogen Peroxide
Diversey, Inc.	Ramsey Freefall General Purpose Cleaner
Diversey, Inc.	Ramsey Heavy Duty Washroom Cleaner
Diversey, Inc.	Ramsey Reflecta Neutral Floor Cleaner
Diversey, Inc.	Ramsey Skylight Non-Ammoniated Glass Cleaner
Diversey, Inc.	Ramsey Steamette Liquid Extraction Cleaner
Diversey, Inc.	Stride Citrus HC Neutral Cleaner (CDCC Acute Tox)
Diversey, Inc.	Stride Citrus Neutral Cleaner Concentrate
Diversey, Inc.	Stride Citrus SC Neutral Cleaner
Diversey, Inc.	Stride Floral HC Neutral Cleaner (CDCC Acute Tox)
Diversey, Inc.	Stride Floral Neutral Cleaner Concentrate
Diversey, Inc.	Stride Floral SC Neutral Cleaner
Diversey, Inc.	Stride Fragrance Free SC Neutral Cleaner
Diversey, Inc.	Stride-Floral Neutral Cleaner

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