CASE STUDY

Green Business Certification Drives Green Purchasing Strategies

City of Cupertino
Submitted by: Sustainability Division, Office of the City Manager

Abstract
The City of Cupertino activated the statewide Green Business Certification Program (greenbusinessca.org) as a tool to both reinvigorate its dated Environmentally Preferable Procurement Policy, originally adopted in 2007, and engage small to mid-size businesses in their own efforts to institutionalize and apply green purchasing practices.

In attaining the program’s certification requirements, Cupertino realized the challenges the agency faced in employing a decentralized “Just in Time” approach to supply procurement mirrored that of its business partners. This enabled the City to create useful tools and solutions that reduced costs and achieved environmental gains, not just for the agency but also for prospective Green Business Program participants. Cupertino continues to strive towards more detailed tracking methods of green procurement practices.

Overview

<table>
<thead>
<tr>
<th>Goals</th>
<th>Strategies</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage the small to mid-size commercial sector in new opportunities to implement or accelerate green purchasing efforts</td>
<td>Led by example by achieving and maintaining municipal compliance with the California Green Business Program green purchasing standards, enabled through the City’s own local green business assistance program, GreenBiz Cupertino.</td>
<td>Cost and environmental savings for City facilities and certified Green Businesses.</td>
</tr>
<tr>
<td>Streamline and institutionalize municipal implementation of Environmentally Preferable Purchasing Policy (EPP) and Green Business Certification requirements</td>
<td>Developed a comprehensive user guide to pair with EPP and conducted targeted employee outreach. Embedded recommendations into janitorial services agreement for current and future application.</td>
<td>Fully engaged varied agency staff responsible for procurement through trainings, user guide, and “cheat sheet” to enable quick reference to inform all purchasing decisions.</td>
</tr>
<tr>
<td>Promote green purchasing for all events held on City property.</td>
<td>Create green indoor and outdoor event guides and host annual trainings with event organizers to deploy across event coordination and hosting activities.</td>
<td>Event organizers, City or external, informed of and applying the City’s EPP.</td>
</tr>
</tbody>
</table>
Goals

The City of Cupertino has set goals to reduce the negative environmental, health, and economic impacts resulting from procurement by supporting both municipal and commercial green purchasing efforts. To realize this goal, we engaged in the following activities:

**Increase commercial green purchasing**

In 2010, the City of Cupertino certified all municipal facilities through the California Green Business Program. Certification requirements include the adoption of an EPP and the reduction of waste, toxics and other non-environmentally friendly products. These environmental purchasing requirements provided the opportunity to reinvigorate our dated EPP originally adopted in 2007. After undergoing the arduous process of achieving certification, we identified an opportunity to assist our local businesses in achieving advanced standards in green procurement and founded the program GreenBiz Cupertino, a concierge service to shepherd these businesses through the statewide Certification process.

**Streamline municipal EPP implementation**

The City of Cupertino adopted its first EPP in 2007, which has since been updated in 2010 and 2014. In the first few years of implementation, employee compliance and awareness of the policy was low, mostly due to the fact that the City lacks a centralized purchasing system. To mitigate these issues and increase our green purchasing efforts, we engaged in strategies to streamline staff implementation of the EPP.

**Promote green purchasing at events on City property**

Ranging from festivals and recreation events to community meetings and workshops, a variety of events are held on City property, all of which have an impact on the environment. To reduce these impacts and serve as an example for the community, we engaged in strategies to ensure all events adhere to our green purchasing standards.

### Strategies (Activities)

The City of Cupertino implemented several strategies to achieve our municipal and commercial green procurement goals.

**Goal 1: Increase commercial green purchasing**

After realizing the difficulty of achieving many of the environmental standards required by the California Business Program, we created our own local business assistance program GreenBiz Cupertino. As part of this program, Sustainability Division staff shepherd businesses through the certification process, including helping them baseline current environmental practices and identify opportunities for improvement. We also provide assistance with procurement of sustainable cleaning products, paper products, electronics and appliances, dishware, and even food.

**Goal 2: Streamline municipal EPP implementation**

The City of Cupertino is a small public agency and does not have a centralized purchasing system, meaning that many staff are responsible for procurement decisions every day. When the City was certified as a Green Business in 2010, the California Green Business Program requirements were incorporated into our EPP. To help municipal staff navigate our green purchasing requirements, the Sustainability Division developed a comprehensive Employee User Guide and one page quick reference guide to pair with the EPP. These resources provide guidance on all products and services procured by the City, including office supplies, vehicle fleet, building maintenance, landscaping and streets supplies. The user guide points out relevant policies, associated impacts of undesirable products, and direct links and resources on where preferable products can be purchased. To ensure these resources met employee needs, the Sustainability Division held a “Testing Session” with procurement staff. After the User Guide was finalized in 2015, the Sustainability Division met with each City department to discuss our green purchasing requirements and walk employees through using the user guide and quick reference guide.

**Goal 3: Promote green purchasing for events on City property**

Events run on city property are organized by many different City and external staff members. To streamline implementation of green...
purchasing at events run on City property, the Sustainability Division developed an Indoor and Outdoor Green Event Guide and began hosting annual trainings with event organizers. These event guides provide quick guidance on many common items used at events and are provided to all event organizers. Here are some examples of recommended practices:

- Dishware, drinkware and utensils must be reusable, if this is not possible, then they must be recyclable or compostable
- Send and post event flyers electronically rather than printing copies, and if you must print, use duplex settings
- Buy condiments in bulk rather than in single serving packaging
- Ask food vendors not to provide bags

**Results**

**Goals Achieved**
*This section describes the results that were achieved from the activities.*

As a small public agency without a centralized purchasing system, granular data collection of procurement practices and achieved savings presents a challenge. Through ICLEI’s Green Business Challenge, of which Cupertino was selected as one of four cities nationwide in 2015, we’ve initiated a partnership with Office Depot to begin to better track and drive green purchasing across staff using the tools available. These goals for better data collection and tracking are incorporated into Cupertino’s Climate Action Plan, adopted in 2015, and will guide our improvement of green procurement tracking methods in the future.

We are able to currently report savings achieved as a result of the green business certification of our municipal facilities and all the businesses that we engaged in GreenBiz Cupertino.

**Commercial sector results**

Since GreenBiz Cupertino’s inception in 2010, thirty-nine businesses have achieved California Business Certification in Cupertino, achieving the following savings:\(^1\):

- 5,402,113 pounds of CO2 saved

**Goals Not Achieved**

As mentioned previously, tracking purchases made by many different staff members and departments without a centralized purchasing system has presented a challenge for our small agency. A goal that we have been unable to achieve yet but are working to improve is to better track procurement and savings achieved from EPP implementation. This goal has not yet been achieved due to lack of staff capacity.

**Changes in Purchasing and Related Practices**

1) **Office Supplies**

- **Paper office supplies:** copy paper replaced with 100% post-consumer content paper.
- **Non-paper office supplies:** products such as ink and toner cartridges, binders, clipboards, waste receptacles, etc. must be purchased

\(^1\) Savings values calculated by the California Green Business Program, www.greenbusinessca.org.
meeting, at minimum, EPA's recommended recovered content levels.

- **Electronic equipment**: As electronics are replaced, IT looks for Energy Star or EPEAT certified products that are PVC & BFR-free, when possible.

- **Food & Dishware**: When food is served at meetings or events, staff must consider procuring food from certified green businesses, use packaging that is reusable, recyclable or compostable, and may not purchase any plastic bags, water bottles or polystyrene packaging for distribution.

2) **Building maintenance products**

- **Janitorial supplies**: Cleaning products meet, at a minimum, Green Seal Standards or Ecologo certification standards and do not contain antibacterial agents such as triclosan, vacuum cleaners meet the Carpet and Rug Institute Seal of Approval, and paper products (toilet paper, toilet seat covers, and paper towels) have been switched to 100% recycled content products.

- **Lighting**: All indoor and outdoor lighting installed is energy-efficient and low-mercury.

- **Paint**: Paint must be low VOC and contain recycled content.

- **Furniture and Flooring**: When furniture or flooring purchases are made, staff must prioritize used options, and if not possible, purchase options that are made of recycled content, are PVC-free, low VOC, and/or sustainably harvested.

- **Appliances**: Appliance purchases must be energy and water-efficient (Energy Star certified, Water Sense certified)

- **Pest management**: When pest management is required, City facilities use Integrated Pest Management Best Practices.

3) **Landscaping**: When landscaping is remodeled, the City employs Bay-Friendly Landscaping techniques and uses permeable pavement and swales wherever possible.

4) **Vehicle fleet**: The City's vehicle replacement policy requires the consideration of fuel-efficiency and fuel source when new vehicle purchases are made. As a result of this policy, the City now has 15 alternative fuel vehicles (5 hybrid-electric, 2 battery electric, 8 plug-in hybrid-electric), representing 12% of total fleet and 70% of our passenger vehicles. The City maintains a fleet of approximately 125 vehicles, many of which are mid-to-heavy-duty vehicles where alternative models are not yet available. The Agency continues to monitor this marketplace and has met with local utilities currently testing hybrid trucks and will consider their integration when the technology is viable and more cost effective.

In addition to City-owned vehicles and equipment, Cupertino can leverage its contracting power to encourage partner companies to improve their vehicle fleets as well. The City's current waste collection agreement involves a fleet of 22 trucks working in Cupertino, and requires the replacement of one truck per year with a CNG model beginning in January 2015.

5) **Streets**: Transportation products such as signs, cones, barricades are purchased with recycled content.

6) **Contract services**: Contractors and vendors who provide products or services to the City must also meet the requirements of our EPP.

7) **Paperless policies**: Council and commission packets as well as permits are now issued electronically.

**LESSONS LEARNED**

*If you host it (at their Department Meeting), they will come!*

**Hosting EPP trainings as “brown bags” are ineffective. Gaining access to employees and commitment to apply green purchasing practices is most effective when it comes from the top. Work with department heads to schedule a (brief) training during staff meetings to affirm that the EPP is on the checklist of the “way we do business” and it applies to everyone.**

**Benefits**

As mentioned previously, employing green procurement strategies in City facilities greatly benefited municipal operations by not only reducing our own environmental, health and
economic impact, but also by helping us reduce the impacts of our business community.

**Internal Benefits**
- Elevated employee cohesion and alignment on all procurement decisions, particularly around office supply purchases, which created new opportunities for bulk buying (e.g. paper) at a discount and reduced transportation emissions from consolidated deliveries.
- Paperless policies lead to lower paper cost and less space needed for paperwork storage, which has historically been a challenge in our dated building as departments grow.
- Green cleaning products lead to cleaner indoor air quality.

**External Benefits**
-**Greenhouse gas (GHG) emission reductions:** Our recently adopted Climate Action Plan (CAP) aligns with and projects the emission reductions of some of our EPP measures. Here are a few of the specific CAP measures related to green procurement:
  - Transition City vehicle fleet to fuel-efficient and alternative-fuel vehicle models: 2020 GHG Reduction Potential of 48 MT CO2e/yr
  - Create paperless office policy/program: 2020 Reduction Potential of 64 MT CO2e/yr
  - Complete a public realm lighting efficiency (Consider best practices in lighting technology at time of bulb and/or fixture replacement or repair, Ensure new street light installations achieve comparable or better efficiency level as achieved through previous retrofit): 2020 Reduction Potential of 115 MT CO2e/yr

**Business Case**
As mentioned previously, gathering detailed data and tracking procurement has been a challenge for our small public agency lacking a centralized purchasing system. We are working on establishing a more sophisticated set of tracking methods. Through ICLEI’s Green Business Challenge in 2015, of which Cupertino was selected as one of four cities nationwide, we’ve initiated a partnership with Office Depot to begin to better track and drive green purchasing across staff using the tools available.

We are able to estimate our monetary savings realized as a result of our Green Business Certification. Our certified municipal facilities have saved **$100,158.70** since certification.

Our 39 certified green businesses in our commercial sector have saved **$898,945.57**.

**Process**

**How we got started**
The City originally adopted an EPP in 2007. Then in 2010, when the City sought Green Business Certification, an opportunity arose to reinvigorate the dated EPP and incorporate Green Business Program Requirements. As mentioned previously, the rigorous certification process inspired the City to found its own concierge service, GreenBiz Cupertino, to shepherd businesses through the certification process.

**Who was involved**
The Sustainability Division, specifically led by Erin Cooke, Sustainability Manager, spearheaded our EPP, obtaining our Green Business Certification, and founding the GreenBiz Cupertino program. Since then, the City has brought on new sustainability staff members, interns, and Climate Corps Bay Area Fellows to support GreenBiz and other sustainability programs. While led by

---

2 The California Environmental Protection Agency Air Resources Board completed a study in 2008 finding that 12 out of 21 cleaning products examined contained terpenes of other VOCs that can react with ozone. http://www.arb.ca.gov/research/indoor/cleaning.htm.

3 These measures and metrics are from the City of Cupertino Climate Action Plan.

4 Savings calculated by San Mateo County’s RecycleWorks Program.
sustainability, implementing the EPP requires the participation of staff from every department, and most importantly, support from departmental heads.

How we set goals & strategies
The City set the above mentioned goals to address challenges that existed to the implementation of green purchasing practices in municipal facilities and the commercial sector. The City realized the difficulty of adhering to the green business standards while seeking its own certification, and then created GreenBiz Cupertino to help provide businesses with the tools, resources, and staff capacity to achieve certification and associated savings. While trying to ensure many different staff were aware of and implementing the EPP, the City realized the challenges of rolling out and tracking a green purchasing policy without a centralized purchasing system. This inspired the creation of the User Guide, and fact sheet, and when that alone was not enough to ensure employee compliance, the presentations at department meetings were incorporated into the strategy. Events were a similar situation to the EPP in that staff were unaware and disengaged in adhering to our events policies, and our solution was to create quick references guides and engage employees in annual trainings.

How we got commitment

INTERNAL
- Hosted interactive training sessions, incorporating staff input into user guide and other resources
- Engaged staff in activities at employee health fair
- Included staff in purchasing decision discussions (e.g. staff got to test drive the EVs before the City purchased a battery electric vehicle)
- Use of prompts to remind employees of compliant vs. non-compliant products (e.g. labels on cleaning products – see “TIP” for more information
- Engage department heads prior to meeting with departments

EXTERNAL
- Periodic in-person meetings with businesses to check-in on status (both before and after certification is achieved)
- Recognize all certified businesses at City Council meeting
- Publicize certified businesses through City newsletters, website, and County resources
- Provide business leaders with prompts to use for their own employees (like we use for cleaning products)
- Engage businesses in competition (ICLEI Green Business Challenge – 15 businesses enrolled)
- Invite businesses to networking events through the Cupertino Chamber of Commerce

How we measure and report results
As mentioned previously, collecting data and tracking green procurement performance has been a challenge for the City of Cupertino because we are a small agency and lack a centralized purchasing system. We are able to collect some data from the California Green Business Program and we are currently working on improving our methods and obtaining more granular data.
Leadership

Our work to support green procurement both in the City of Cupertino’s facilities and in the commercial sector strongly exemplifies leadership in multiple ways. By achieving our own green business certification before assisting our commercial businesses through GreenBiz Cupertino, the City is leading by example. The City can help businesses identify environmentally preferable products because their own facilities have also had to make those choices in their own procurement processes. Beyond the City’s leadership as an entity, the Sustainability Division within the City has also served as a leader to their colleagues. Utilizing prompts throughout City facilities that let employees know which products impact their health or the environment influences employees decisions in the office and at home. Employees outside the sustainability division have even begun making their own prompts to remind employees to consider the environment when using paper in the restrooms. In addition, the City serves as an example to the vendors and contractors who provide products and services to the City by requiring them to adhere to our policies.

Of the SPLC’s Principles for Leadership in Sustainable Purchasing, the City of Cupertino best exemplifies “Commitment” and “Innovation”. The City demonstrates that we are taking responsibility for the impacts of its purchasing by committing to our EPP, our Climate Action Plan, and continuing to meet the requirements of our California Green Business Certification. The City promotes external innovation by leveraging our lessons learned from our own green procurement and green business certification to help our business community adopt green purchasing practices. The City promotes internal innovation by increasing staff communication about purchasing practices, enhancing knowledge of the impacts of procurement, and ultimately engaging every staff member in our policies and outreach, therefore empowering them to do their part. There is still a long way to go to improve our procurement practices and data collection methods in our small agency—but we are ready for the challenge.
From coffee cups and copy paper, to éclairs and equipment, most of us make purchasing decisions for the City that impact the local environment and our health every day. The City adopted an Environmentally Preferable Purchasing Policy in 2007 to minimize these adverse environmental and health impacts resulting from our City’s purchases (including contracts!) without reducing the performance, ability, or quality of the product or service. This guide seeks simplify staff’s implementation of our Environmental Preferable Purchasing Policy to achieve all of these ends on all purchases moving forward.
This Environmentally Preferable Purchasing Policy (EP3) User Guide provides detailed guidance on all products purchased and services procured by the City of Cupertino. Structured by product type, the Guide points out relevant policies, describes associated adverse environmental and health impacts of products, and specifies how to identify environmentally preferable alternatives.

GENERAL GUIDELINES FOR CITY PURCHASERS
Summary of policy guidelines that are applicable to almost all purchasing decisions

GUIDELINES FOR VENDORS AND CONTRACTORS
Summary of policy guidelines that are applicable to vendors and contractors

OFFICE SUPPLIES
- Paper
- Nonpaper Office Supplies
- Electronic Equipment
- Food and Dishware

BUILDING MAINTENANCE
- Janitorial Cleaning and Supply Products
- Indoor Lighting
- Paint
- Furniture
- Flooring
- Appliances and Equipment
- Pest Management

LANDSCAPING
- Pest Management
- Landscape Design and Maintenance

FLEET
- Vehicles
- Vehicle Parts and Cleaning Products
- Lubricating and Industrial Oils

STREETS
- Transportation Products
- Outdoor Lighting
The following guidelines from the City’s Environmentally Preferable Purchasing Policy are applicable to almost all purchasing decisions. Please consider these guidelines when purchasing a product or service. For more detailed guidance, refer to the appropriate page or section of the User Guide that discusses the product you purchase (see Table of Contents).

**GENERAL GUIDELINES: For All City Purchasers**

The following guidelines from the City’s Environmentally Preferable Purchasing Policy are applicable to almost all purchasing decisions. Please consider these guidelines when purchasing a product or service. For more detailed guidance, refer to the appropriate page or section of the User Guide that discusses the product you purchase (see Table of Contents).

**Look for the following attributes in a product or vendor:**

**REMANUFACTURED | 2.1.2**
Purchase remanufactured or refurbished office supplies (such as toner cartridges), tires, furniture, equipment and automotive parts.

**LESS PACKAGING | 2.1.6**
Request vendors that use the minimum amount of packaging necessary and/or take back shipping materials and packaging for reuse.

**NO HARMFUL CHEMICALS | 2.2.1**
Do not purchase products that emit or contain harmful chemicals, such as carcinogens and reproductive toxins, persistent bioaccumulative toxicants (lead, mercury, dioxins, furans), other compounds that are toxic or corrosive to the skin or eyes, or substances that contribute to air pollution.

**DURABLE, REUSABLE, RECYCLABLE | 2.1.5**
Choose products that are durable, long lasting, reusable, refillable, and recyclable and avoid one-time use disposal products.

**RECYCLED CONTENT | 2.3.1**
Choose products, such as paper, construction and landscaping products, and nonpaper office products, that contain the highest post consumer waste content possible. Ensure all pre-printed recycled content papers contain a statement that the paper has recycled content.

**GREEN BUSINESS CERTIFIED | 2.1.11**
In requests for products or services, include businesses that have demonstrated a commitment to maintaining a healthy environment, such as those certified by the Bay Area Green Business program.

**Keep in mind the following policy elements when comparing costs:**

**CONSIDER LIFETIME COSTS | 2.1.14**
When comparing product alternatives, consider short-term and long-term costs by evaluating total costs expected during the time a product is owned, including acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime.

**10% PRICE PREFERENCE | 2.3.6**
Recycled content products may be given a 10% price preference based on the lowest price of the competing non-recycled content products. This means that City purchasers can consider recycled products that are up to 10% more expensive than the lowest bid.
Listed here are actions that the City requests of vendors and contractors who provide products to the City of Cupertino. For detailed guidance on the policies that relate to a specific product you provide, refer to the associated section of the Guide (see the Table of Contents).

**Vendors, Contractors, and grantees must provide:**

**CERTIFICATION** | Certify in writing that environmental attributes (i.e. recycled content, chlorine free, non-toxic, sustainable forestry, and energy-saving features) claimed in bids are accurate by:

1) Supplying signed verification from a certifying organization (i.e. Energy Star, Green Seal, Scientific Certification Systems, and the Forest Stewardship Council);
2) Supplying signed verification from the manufacturer;
3) Identifying claim verification on the product; or
4) Submitting a written verification form (developed by the Sustainability Division).

**JUSTIFICATION** | If no longer able to provide a product that complies with the city’s policies, notify the Public Works Director and provide written justification for why compliance is not practical. Prior written consent from the Public Works Director, or authorized City representative, shall be required before substituting any alternative product to any City employee.

**CORRESPONDENCE COMPLIANCE** | Comply with applicable sections of this policy for products and services provided to the City of Cupertino. Provide written materials that are printed double-sided and on recycled paper that meets the minimum standards established by the U.S. EPA. The use of binders, plastic covers, and other items that impede the recycling process are discouraged.

Vendors and contractors are encouraged to become certified by the Bay Area Green Business Program.

The Bay Area Green Business Program is a partnership of environmental agencies that certifies businesses that commit to conserving energy and water, minimizing waste, preventing pollution, and shrinking their carbon footprints.

If your department purchases products from a vendor in Cupertino, encourage them enroll in the GreenBiz Cupertino program for free support in navigating the rigorous Bay Area Green Business Certification Process. Not only will they realize resource and cost savings, but they will become preferred vendors of the City of Cupertino!
2.3.1 | Buyers will purchase products such as printing paper and office paper that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.*

2.2.2 | The City of Cupertino shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans by purchasing paper and paper products that are unbleached or processed without chlorine or chlorine derivatives.*

2.7.1 | The City of Cupertino shall give preference to wood and wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.*

*See policy for full language

---

**Office Supplies: Paper and Paper Products**

**From the Policy**

**RECYCLED CONTENT | 2.3.1**

Buying recycled content paper and other recycled content products closes the recycling loop by ensuring that the paper we recycle every day actually gets made into new products that are purchased by consumers. Buying recycled content paper means that fewer trees are cut down to produce virgin paper, and more paper is kept out of landfills. The EPA recommends at least 30% post consumer content in copy paper, as does the City’s GreenBiz program. See the EPA’s recommended levels for other paper types [here](#). According to [San Mateo County’s RecycleWorks Program](#), one ton of 100% recycled content paper will save:

- **17 Trees**
- **1700 gallons**
- **4100 kWh** of energy
- **60 lbs of air pollution**
- **2.5 yd$^3$ of landfill space**

**CHLORINE-FREE | 2.2.2**

Many paper products are bleached with chlorine or chlorine compounds, a practice that is harmful to environmental and human health! When chlorine reacts with the carbon-based compounds naturally found in paper, it produces toxic pollutants such as dioxins, a group of chemicals which enter our bodies through the food we eat and are known to cause cancer and damage the endocrine, digestive, nervous, and immune systems.

**SUSTAINABLY HARVESTED | 2.7.1**

Forests around the world help preserve the biodiversity of plant and animal species, support ecosystems, and remove carbon dioxide out of the air through the natural carbon cycle. Certification programs such as the [Forest Stewardship Council (FSC)](https://www.fsc.org) certify products that come from responsibly managed forests that provide environmental, social and economic benefits.
Office Supplies: Paper and Paper Products

Look for these logos when purchasing paper or paper products:

**Recycled Content**
Logos will vary by brand. Indication of recycled content and post-consumer waste (30% or higher) can be found on packaging or product itself.

**Sustainably Harvested**
This logo indicates the product is certified by the Forest Stewardship Council.

**Chlorine-Free**
These logos indicate the product is certified as Processed Chlorine Free (PCF) or Totally Chlorine Free (TCF) by the Chlorine-free Products Association.

Check out the Conservatree webpage to learn how to read a paper ream wrapper.

Here’s a sample list of paper products with these qualities:

<table>
<thead>
<tr>
<th>Brand</th>
<th>Product</th>
<th>Recycled</th>
<th>PFC/TCF</th>
<th>FSC-certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staples</td>
<td>100% Recycled Copy Paper</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>50% Recycled Multipurpose Paper</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30% Recycled Copy Paper</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Office Depot</td>
<td>100% Recycled EnviroCopy FSC Certified Paper</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>50% Recycled EnviroCopy FSC Certified Paper</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>30% Recycled EnviroCopy FSC Certified Paper</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Use theGreenoffice.com to find products with these qualities!

Example: **Aspen 100**

Look for these icons on product listings on the greenoffice.com.
Environmentally Preferable Purchasing Policy

Office Supplies: Non-paper Products

From the Policy

2.3.1 | Buyers will purchase products such as non-paper office products that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the US EPA.*

2.1.2 | Buyers will purchase remanufactured products, such as toner cartridges, whenever practicable, but without reducing safety, quality or effectiveness.

2.2.2 | The City of Cupertino shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans by prohibiting purchase of products that contain or are packaged in polyvinyl chloride (PVC) such as office binders and other supplies.*

*See policy for full language

When buying nonpaper office products, consider these qualities:

RECYCLED CONTENT | 2.3.1
There are many office supply products you can buy with recycled content—waste bins, folders, trash bags, and binders are just a few of the examples. Buying recycled products closes the recycling loop by supporting markets for recycled products. The manufacturing process for these recycled products conserves resources, saves energy, diverts waste from the landfill, and reduces air and water pollution. For instance, one ton of recycled plastic can save:

- 5,774 kWh of energy
- 16.3 barrels of oil
- 30 cubic yards of landfill space

TURN THE PAGE for specific post-consumer recovered percentages per product and material from the EPA.

REMANUFACTURED TONER CARTRIDGES | 2.1.2
Using remanufactured toner cartridges makes economic and environmental sense! Buying a cartridge remanufactured instead of new saves:

- $30-60% of cost per copy
- 5-9 lbs of virgin materials (per lb of new material used in remanufacturing)
- Up to 12 quarts of oil

FIND THEM AT:
- CARTRIDGE WORLD: Remanufactured options are just down the street at 1033 S De Anza Blvd.
- OFFICE SUPPLY STORES such as Staples and Office Depot.

PVC-FREE | 2.2.2
Containing toxic additives like cadmium, lead, organotins, and phthalates, PVC, or polyvinyl chloride, is more harmful to your health and the environment than most plastics. The manufacturing process for PVC releases dioxins, a group of carcinogenic chemicals that harm your immune and reproductive systems.

AVOID products or packaging with this symbol!

HINT! Check out the Center for Health, Environment, & Justice for lists of binders, notebooks, and other products that are PVC-free!
## Office Supplies: Non-paper Products (continued)

### EPA’s Recommended Recovered Content Levels for Nonpaper Office Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Material Recovered</th>
<th>Post-Consumer Recovered Content (%)</th>
<th>Total Recovered Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECYCLING CONTAINERS AND WASTE RECEPTACLES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic</td>
<td>20-100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Steel</td>
<td>16%</td>
<td>25-30%</td>
</tr>
<tr>
<td>Paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Corrugated</td>
<td>25-50%</td>
<td></td>
<td>25-50%</td>
</tr>
<tr>
<td>- Solid fiber boxes</td>
<td>40%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Industrial Paperboard</td>
<td>40-80%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DESKTOP ACCESSORIES</strong></td>
<td>Plastic (Polystyrene)</td>
<td>25-80%</td>
<td></td>
</tr>
<tr>
<td>Desk organizers, sorters, trays, pencil holders, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BINDERS</strong></td>
<td>Plastic-covered</td>
<td></td>
<td>25-50%</td>
</tr>
<tr>
<td>Paper-covered</td>
<td>75-100%</td>
<td>90-100%</td>
<td>90%</td>
</tr>
<tr>
<td>Pressboard</td>
<td>20%</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Solid Plastic</td>
<td>90%</td>
<td>30-50%</td>
<td>30-50%</td>
</tr>
<tr>
<td>- High-density Polyethylene (HDPE)</td>
<td>100%</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>- Polyethylene Terephthalate (PET)</td>
<td>80%</td>
<td></td>
<td>80%</td>
</tr>
<tr>
<td><strong>TRASH BAGS</strong></td>
<td>Plastic</td>
<td>10-100%</td>
<td></td>
</tr>
<tr>
<td><strong>PLASTIC ENVELOPES</strong></td>
<td>Plastic</td>
<td>25%</td>
<td>25-30%</td>
</tr>
<tr>
<td><strong>PLASTIC CLIPBOARDS</strong></td>
<td>HDPE</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>PS</td>
<td>50%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Plastic</td>
<td>15%</td>
<td>15-80%</td>
<td></td>
</tr>
<tr>
<td><strong>PLASTIC FILE FOLDERS</strong></td>
<td>HDPE</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td><strong>PLASTIC CLIP PORTFOLIOS</strong></td>
<td>HDPE</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td><strong>PLASTIC PRESENTATION FOLDERS</strong></td>
<td>HDPE</td>
<td>90%</td>
<td></td>
</tr>
</tbody>
</table>

This information is from the [EPA’s Comprehensive Procurement Guidelines](https://www.epa.gov/).
From the Policy

2.2.9 | Desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as “required” as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

2.2.12 | The City shall avoid purchasing products containing brominated flame retardants (BFRs) wherever possible.

2.2.2 | The City of Cupertino shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans by prohibiting purchase of products that contain or are packaged in polyvinyl chloride (PVC).*

2.4.6 | All products purchased by the City of Cupertino and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available.*

*See policy for full language

When buying electronic equipment, look for these qualities:

PVC & BFR-FREE | 2.2.2, 2.2.12

The process of manufacturing Polyvinyl Chloride (PVC) and brominated flame retardants (BFRs) can release the toxic chemicals dioxins and furans into the air, which can cause severe health problems such as cancer or birth defects.

HOW CAN YOU FIND BFR/ PVC-FREE PRODUCTS?

For a list of PVC and BFR-free electronics, check out pages 21-30 of this Market Overview Report by Chemsec (the International Chemical Secretariat). This report lists PVC and BFR-free products from brands such as Apple, HP, Dell, Acer, Sharp, Lenovo, and Toshiba.

Avoid products or packaging with this symbol!

ENERGY EFFICIENT | 2.2.9, 2.4.6

Buying energy efficient electronics saves resources and money. Look for these certifications to help you find efficient products*:

ENERGY STAR | Find certified products on the EPA’s Energy Star website. Products that qualify for Energy Star certification include computers, monitors, refrigerators, small network equipment, A/C equipment.

EPEAT | Look for EPEAT-certified desktop computers, notebooks, or monitors, by searching in the registry.

*A product may meet all the requirements set forth by the EPP but not be listed in the resources above. If so, look up its product specifications or contact the manufacturer for more details.
### Office Supplies: Food & Dishware

#### From the Policy

**2.1.5** | Buyers shall purchase products that are **durable, long lasting**, **reusable, refillable, recyclable** or otherwise create less waste whenever possible. Buyers shall also avoid purchasing one-time use or disposable products.

**2.1.7** | Packaging that is reusable, recyclable or compostable shall be selected when suitable uses and programs exist. The City of Cupertino shall not purchase any plastic bags or water bottles for distribution nor polystyrene foam food packaging. 50% by volume of the food packaging purchased shall be recyclable or degradable.

**2.8.3** | The city shall not use plastic products that are marked **biodegradable plastics** and/or **compostable plastics**, such as bags, film, food and beverage containers, and cutlery. The City shall instead use compostable paper or recyclable plastic products.*

**2.8.4** | The City shall not purchase compostable products that incorporate plastics and polymers as coatings or additives.*

---

#### FOOD & CATERING | 2.1.5

Buying food for an event or the office? Check out the following policy guidelines:

**Support GreenBiz!** When ordering catering, prioritize **Certified Green Businesses** who have demonstrated a commitment to maintaining a healthy environment.

**Reduce packaging waste!** Buy condiments (salt, sugar, coffee, creamer) in bulk and use refillable containers.

**Prevent pollution and reduce transportation GHGs!** Buy organic (grown without toxic fertilizers and pesticides) and locally grown food.

Image Sources: individual creamer, bulk creamer, veggies

---

#### Dishware | 2.1.5, 2.1.7

When purchasing dishware or utensils for events or the office:

**Reduce waste!** Avoid **one-time use** or **disposable** items and use **reusable dishware** whenever possible.

**Protect your health!** Avoid dishware containing lead or other chemicals known to cause cancer or reproductive toxicity.

*In California, these products will carry a Proposition 65 warning.*

Image sources: Disposable dishware, Reusable dishware, Prop 65 warning, green calendar

---

**Reusable not an option?** Turn the page for guidelines on purchasing disposable items.

---

Environmentally Preferable Purchasing Policy
AVOID POLYSTYRENE | Polystyrene (commonly referred to as Styrofoam, which is a brand of polystyrene foam), is made from petroleum, a non-sustainable, non-renewable and heavily polluting resource. Commonly used in food packaging, polystyrene takes several decades to hundreds of years to degrade in the environment or in a landfill.

DID YOU KNOW? | Chapter 9.15 of Cupertino municipal code bans expanded polystyrene in food service ware. Cupertino facilities are certified under the Green Business program, which prohibits the use of any polystyrene products.

PURCHASE RECYCLABLE OR COMPOSTABLE PRODUCTS | In 2009, Americans produced enough landfill trash to circle the Earth 24 times! You can reduce the amount of waste sent to the landfill by ensuring the products you purchase can be composted or recycled.

RECYCLABLE PRODUCTS
Here are some examples of recyclable products:
- Plastics, including containers, bottles, cups, utensils, bags, other film plastic, straws
- Glass and aluminum, including bottles, jars, cans, foil
- Mixed paper, cardboard (juice boxes and aseptic)

NOTE: recyclable items must have limited food residue, soiled paper products should be composted

COMPOSTABLE PRODUCTS
Here are some examples of compostable products:
- Paper plates, cups, napkins, towels
- Food (fruit, meat, dairy)
- Soiled cardboard (normal or waxy)
- Untreated wood

Avoid Plastic Like Compostables!
These products are not accepted in Cupertino’s compost selection, you must put them in the trash.
Examples: Cornstarch materials, TaterWare™

YES

NO
**Building Maintenance: Janitorial Cleaning Products**

**From the Policy**

2.2.1 | No product or service purchased by the City of Cupertino shall contain, emit or create **carcinogens** and **reproductive toxins; persistent bioaccumulative toxicants (PBTs)**; compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or are skin sensitizers; substances that contribute to the production of photochemical smog, tropospheric ozone production, or poor **indoor air quality.**

2.2.4 | The City shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning or disinfecting products (i.e. for janitorial or automotive use) that shall, at a minimum, meet the **Green Seal Standard for Industrial and Institutional Cleaners** (GS-37), the **Green Seal Standard for Institutional Floor Care Products** (GS-40), the **EcoLogo** certification standards, or an equivalent standard for environmental preferability and performance.

**NON-TOXIC CLEANING PRODUCTS | 2.2.4, 2.2.21**

Many cleaning products have harmful impacts on indoor air quality, human health, and the environment. According to Stopwaste.org, these are a few of potential impacts:
- Toilet bowl cleaners contain acids that can burn the skin or cause blindness
- Some cleaning products can create a respiratory hazard when used in areas with poor ventilation
- Some chemical substances within cleaning agents can harm the protective ozone layer or do not degrade

**GS-37 Standard** | The environmental criteria established in the **Green Seal Industrial and Institutional Cleaners Standard, GS-37**, was agreed upon by a working group comprised of government purchasers who first attempted to define and purchase non-toxic cleaning products.

This standard establishes requirements for industrial and institutional general-purpose restroom, glass, and carpet cleaning products.
- Check out the full standard [here](#).
- Find GS-37 products by searching this [database](#).

**GS-40 Standard** | A newer standard, GS-40 establishes environmental requirements for floor strippers and finishes.
- Check out the full standard [here](#).
- Find GS-40 products by searching this [database](#).

**Product Manufacturers Include..**

![3M](#) [Chemspec](#) [Ecolab](#) [WAXIES](#) [greenworks](#) [Seal](#)

**THIRD PARTY CERTIFIED CLEANING PRODUCTS**

The Green Seal or EcoLogo™ certification standards demonstrate the environmental preferability and performance of a specific product.

**GS-37 Standard** | Check out the full standard [here](#).
- Find GS-37 products by searching this [database](#).

**GS-40 Standard** | A newer standard, GS-40 establishes environmental requirements for floor strippers and finishes.
- Check out the full standard [here](#).
- Find GS-40 products by searching this [database](#).

**ECOLOGO™ Product Certification** | Voluntary, multi-attribute, lifecycle based environmental certifications that indicate a product meets environmental performance standard in the categories of materials, energy, manufacturing & operations, health & environment, product performance & use, and product stewardship and innovation.
- Check out this [page](#) to see a list of EcoLogo™ certified products by cleaning product category
- Find out more about the EcoLogo™ Standards

**NOTE:** Not all products produced by the manufacturers listed above comply with these standards. You must look for a specific product name on the website or the Green Seal or Ecologo identification on the label.
2.2.14 | The City of Cupertino shall use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.

2.2.5 | Purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute (CRI) Seal of Approval/Green Label Program (see policy for full language)

**AVOID ANTIBACTERIAL AGENTS | 2.2.5**

One of the most prevalent antibacterial agents found in hand washing, dishwashing and cleaning products, triclosan has been increasingly linked to negative environmental and health effects, including skin irritation, endocrine disruption, bacterial and compounded antibiotic resistance, and water contamination. So, what can you do? Antibacterial products are no more effective at removing germs or bacteria than regular products, so just avoid antibacterial on the label! Here are some resources to learn more about antibacterial soaps:

- BeyondPesticides.org
- FDA Taking a Closer Look at ‘Antibacterial’ Soap

**VACUUM CLEANERS | 2.2.5**

Vacuum cleaners can have a huge impact on indoor air quality and environmental health. The Carpet and Rug Institute’s Seal of Approval and Green Label Program helps you identify high-performance vacuum cleaners that maintain a healthier indoor environment. To obtain certification, vacuums must pass the following laboratory tests:

- **Soil removal** | Must remove 30 oz/sy of soil
- **Dust Containment** | Must not release more than 100 micrograms of dust particles per cubic meter of air (keeping dirt and dust locked up tight in the vacuum!)
- **Surface Appearance Change** | Must not affect the texture of the carpet more than normal vacuum use

Where can you find CRI Certified Vacuums?
Search CRI’s Certified Commercial Vacuum’s Database!
Building Maintenance: Janitorial Supply Products

**From the Policy**

2.2.2 | The City of Cupertino shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans by purchasing janitorial paper products that are unbleached or **processed without chlorine** or chlorine derivatives.*

2.3.1 | Buyers will purchase janitorial paper products that contain the **highest post-consumer content** available, but no less than the minimum recycled content standards established by the **US EPA Comprehensive Procurement Guidelines**.*

2.7.1 | The City of Cupertino shall give preference to wood and wood products that are certified to be **sustainably harvested** by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to those of the **Forest Stewardship Council certification**.*

*See policy for full language*

---

When purchasing janitorial paper products or requesting vendors to provide them, ask for products that:

1. contain **RECYCLED CONTENT**,
2. are processed **CHLORINE-FREE**
3. are certified as **SUSTAINABLY HARVESTED** by the **FOREST STEWARDSHIP COUNCIL (FSC)**

See page 5 and page 6 to learn the environmental benefits of buying products with these qualities and to find out easy ways to identify green products. These tables provide guidance on recycled content levels and brands in compliance.

### Paper Product Manufacturers and Brands that Meet These Specifications

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Brands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cascades</td>
<td>Décor, Elite, Moka, North River, ServOne</td>
</tr>
<tr>
<td>Georgia Pacific</td>
<td>Compact coreless, Cormatic, enMotion, Envision</td>
</tr>
<tr>
<td>Hillyard Industries</td>
<td>Green Select</td>
</tr>
<tr>
<td>Kimberly Clark</td>
<td>Scott</td>
</tr>
<tr>
<td>Office Depot</td>
<td>Office Depot</td>
</tr>
<tr>
<td>Staples</td>
<td>Sustainable Earth</td>
</tr>
<tr>
<td>Sac Val</td>
<td>Sac-Val</td>
</tr>
<tr>
<td>Wexler</td>
<td>Wexler</td>
</tr>
</tbody>
</table>

See this FACT SHEET by StopWaste to see a more comprehensive list of manufacturers and brands that carry environmentally preferable janitorial products.

---

### EPA Recommended Recycled Content Levels

<table>
<thead>
<tr>
<th>Product</th>
<th>Recovered Fiber</th>
<th>Post-consumer Fiber (as % of total Recovered Fiber)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom Tissue</td>
<td>20-60%</td>
<td>20-100%</td>
</tr>
<tr>
<td>Paper Towels</td>
<td>40-60%</td>
<td>40-100%</td>
</tr>
<tr>
<td>Paper Napkins</td>
<td>30-60%</td>
<td>30-100%</td>
</tr>
<tr>
<td>Facial Tissue</td>
<td>10-15%</td>
<td>10-100%</td>
</tr>
<tr>
<td>General Purpose Industrial Wipers</td>
<td>40%</td>
<td>40-100%</td>
</tr>
</tbody>
</table>

**NOTE:** The recovered and postconsumer fiber percentages are each calculated as a percentage of the total fiber weight. A product with 100% recycled and 40% postconsumer content would contain 40% postconsumer fiber and 60% additional recycled fiber.

---

Environmentally Preferable Purchasing Policy
Environmentally Preferable Purchasing Policy

Disposing of old CFLs
Since CFLs contain a small amount of mercury, they cannot be thrown in the trash. The mercury may leak out of the bulb and contaminate groundwater. Check out Cupertino’s webpage for information on the proper disposal of hazardous waste.

Energy-Efficient Light Bulbs
Energy efficient light bulbs use less electricity to produce more light—this reduces the amount of fossil fuels burned to produce electricity and reduces costs.

Low-Mercury Light Bulbs
Mercury is a neurotoxin that can impair neurological development. Mercury exposure is especially dangerous to fetuses, infants and children. Visit the EPA’s page for more information.

How Do You Identify Energy-Efficient & Low Mercury Lighting?

“Lighting Facts” Label
When comparing light bulbs, choose options with the...

1. Lowest Estimated Yearly Cost
2. Highest Life
3. Lowest Energy Use

HINT: Look for the Energy Star Label

Bulbs containing mercury have a disclosure like this on the label.

Deciphering Lighting Types

Light-Emitting Diodes (LEDs) use only 25% of the energy incandescent use and last 25 times as long.

Compact Fluorescent Lights (CFLs) are less costly than LEDs, use only 25% of the energy and last 10 times as long as incandescent bulbs. CFLs do contain minimal amounts of mercury in the bulb, but it is not an issue while the bulb is intact.

Commercial Lighting
Most commercial buildings use fluorescent linear lamps, which are named with a “T” and then a number (i.e. T8). The “T” stands for tubular and the number gives the diameter of the lamp in eighths of an inch. Energy-efficient options will have...

1) A lower number (T8s, T5s, or T3s)
2) Electronic ballasts (NO magnetic ballasts)

Environmentally Preferable Purchasing Policy
2.2.8 | Use products with the **lowest amount** of volatile organic compounds (VOCs), **highest recycled content**, and **low or no formaldehyde** when purchasing materials such as paint, carpeting, flooring, adhesives, furniture and casework manner possible. All fluorescent lamps and batteries will be recycled.

2.2.3 | The City shall purchase products and equipment with **no lead, cadmium or mercury** whenever possible. For products that must contain lead or mercury because no suitable alternative exists, the City shall give preference to those products with the lowest quantities of these metals available and to vendors with established lead, cadmium and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, Cupertino will dispose of those products in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.

### LOW VOC CONTENT | 2.2.8

Volatile Organic Compounds (VOCs) are gases emitted from products such as paints, pesticides, cleaning products, and flooring materials. VOCs can cause eye, nose, and throat irritation; headaches, loss of coordination, nausea; and damage to liver, kidney, and central nervous system. Formaldehyde, a VOC, is regulated by OSHA as a carcinogen.

### RECYCLED CONTENT | 2.2.8

Buying recycled content paint prevents new VOCs or pollutants from being released into the environment. Manufacturing new paint uses more energy and more heavily pollutes the air and water than paint with recycled content.

#### Here are some brands who sell paint with recycled content or low-VOC content:

<table>
<thead>
<tr>
<th>Brand</th>
<th>Recycled Content</th>
<th>Low-VOC</th>
<th>Closest Suppliers/Distributors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kelly-Moore:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eCoat</td>
<td>✓</td>
<td>✓</td>
<td>San Jose - De Anza Kelly-Moore Paints 1510 S. De Anza Blvd. San Jose, CA 95129 Phone: (408) 253-9720 Fax: (408) 253-3274</td>
</tr>
<tr>
<td>Enviro Coat</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Green Coat</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Amazon Select Recycled Latex Paint</strong></td>
<td>✓</td>
<td>below EPA’s VOC limit</td>
<td>Amazon Environmental 799 Palmryta Avenue Riverside, CA 92507 Phone: (951) 588-0206</td>
</tr>
<tr>
<td><strong>California Paint Recycling Global-Green Products</strong></td>
<td>✓</td>
<td>Low-VOC interior finish and specialty product options available</td>
<td>Monopole Inc. 4661 Alger St. Los Angeles, CA 90039 Phone: (808) 500-8585</td>
</tr>
<tr>
<td><strong>Benjamin Moore Green Promise Products</strong></td>
<td>✓</td>
<td></td>
<td>Orchard Supply Hardware 5365 Prospect Road San Jose, CA 95129 Phone (408) 446-0525</td>
</tr>
<tr>
<td><strong>Sherwin Williams GreenSure® Designated Products</strong></td>
<td>✓</td>
<td></td>
<td>Sherwin-Williams 595 W El Camino Real Mountain View, CA 94040 Phone (650) 962-8801</td>
</tr>
</tbody>
</table>

*GreenSure products are not the only Sherwin Williams low-VOC products; however, they meet the company’s highest green coating standards.

Image sources: No VOC, recycled paint, KM paint, Amazon paint, Benjamin Moore Green Promise, Sherwin Williams Greensure.
From the Policy

2.2.8 | Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, flooring, adhesives, furniture and casework manner possible. All fluorescent lamps and batteries will be recycled.

2.2.2 | The City of Cupertino shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans (etc). This includes prohibiting the purchase of products that contain or are packaged in polyvinyl chloride (PVC), such as Furniture whenever practicable.

2.7.1 | ...When possible, the City of Cupertino shall give preference to wood and wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

Reduce your environmental impact by purchasing **USED FURNITURE**.

The best option in obtaining “new” office furniture is buying reused, refurbished, or remanufactured office furniture. Not only do these types of furniture function just as well as new office furniture, they cost approximately 30-50% less. Buying used also has environmental benefits, keeping furniture out of the landfill (approximately 3 million tons of office furniture are discarded every year!), conserving the raw materials and energy needed to manufacture new furniture, and preventing the emission of toxic chemicals and pollutants during the manufacturing process. See below from some potential suppliers.

### Suppliers of reused, refurbished, or remanufactured office furniture

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Website</th>
<th>Contact</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better Source Liquidators</td>
<td><a href="http://www.abettersource.com">www.abettersource.com</a></td>
<td>Email: <a href="mailto:sales@abettersource.com">sales@abettersource.com</a></td>
<td>Silicon Valley Sales Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: (650) 345-9605</td>
<td>300 Orchard City Dr, Suite 227</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Campbell, CA 95008</td>
</tr>
<tr>
<td>Berkeley Outlet</td>
<td><a href="http://www.berkeleyleoutlet.com">www.berkeleyleoutlet.com</a></td>
<td>Email: <a href="mailto:berkeleyoutlet@mindspring.com">berkeleyoutlet@mindspring.com</a></td>
<td>711 Heinz Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: (510) 549-2896</td>
<td>Berkeley, CA 94710</td>
</tr>
<tr>
<td>Quality Office Liquidations</td>
<td><a href="http://www.qolofficefurniture.com">www.qolofficefurniture.com</a></td>
<td>Email: <a href="mailto:bill@quolinc.com">bill@quolinc.com</a></td>
<td>Building 713</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: (209) 464-4388</td>
<td>Rough and Ready Island</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corner of Ellsberg &amp; Luce</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Stockton, CA 95201</td>
</tr>
<tr>
<td>Arnolds Office Furniture</td>
<td><a href="http://www.arnoldsofficefurniture.com">www.arnoldsofficefurniture.com</a></td>
<td>Phone: 1-866-383-7995</td>
<td>Arnolds Office Furniture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 1-610-272-5420</td>
<td>313 West 4th St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bridgeport, PA 19405</td>
</tr>
</tbody>
</table>

Image Sources: [desk](#)
If furniture must be bought new, look for furniture with the following qualities:

**Recycled Content | 2.2.8**
Purchasing furniture made of recycled content conserves raw materials and reduces the energy used and chemicals released from manufacturing new furniture.

**PVC-Free | 2.2.2**
As mentioned on page 7, PVC, or polyvinyl chloride, is a toxic type of plastic whose manufacturing process releases dioxins, a group of carcinogenic chemicals. Look for furniture that does not contain PVC.

**Low-VOC | 2.2.8**
As mentioned on page 19, volatile organic compounds can have many negative health impacts. VOCs can be emitted from flooring materials and furniture.

**Sustainably Harvested | 2.7.1**
Forests around the world are imperative in preserving the biodiversity of plant and animal species, supporting ecosystems, and taking carbon dioxide out of the air through the natural carbon cycle. To preserve forests, look for reclaimed or repurposed wood or ensure products are FSC certified (see page 5).

Where can I find products with these qualities?

TheGreenOffice.com maintains listings of furniture products with environmental attributes such as recycled content, reduced chemical content, third party certified, and compostable. Look at the symbols below for reference.

- Recycled Content
- Reduced Chemical Content
- Compostable
- Third Party Certified

Find Low-VOC furniture products with help from the GreenGuard Environmental Institute maintains a database of furniture products that are tested for their indoor air quality impact. Furniture that is GreenGuard certified will have low VOC and other toxic pollutant emissions.

Look for the FSC logo when buying wood-based furniture. This logo indicates that the wood originates from a sustainably harvested forest.
Environmentally Preferable Purchasing Policy

Building Maintenance: Flooring

From the Policy

2.2.8 | Use products with the **lowest amount** of volatile organic compounds (VOCs), **highest recycled content**, and **low or no formaldehyde** when purchasing materials such as paint, carpeting, flooring, etc.

2.2.2 | The City of Cupertino shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes prohibiting the purchase of products that contain or are packaged in **polyvinyl chloride (PVC)**, such as flooring whenever practicable.

2.7.1 | ...When possible, the City of Cupertino shall give preference to wood and wood products that are certified to be **sustainably harvested** by standards equivalent to, or stricter than, those of the [Forest Stewardship Council](https://www.fsc.org) certification.

---

**ARE YOU PURCHASING WOOD FLOORING?**

The Sierra Club published a list of suppliers in the Bay Area that are authorized to sell FSC-certified or recycled and reclaimed wood. Here are a few examples, visit [this document](#) to learn more.

- EarthSource Forest Products
- Heritage Salvage
- Jackel Enterprises
- Whole House Building
- Golden State Flooring
- Black’s Farmwood

---

**ARE YOU PURCHASING CARPET or TILE?**

**Carpet** | Check out the National Park Service “[Environmentally Responsible Carpet Choices](#)” document which lists carpet manufacturers that provide low-VOC, recycled content, and PVC-free products, some of which are listed below. Look at the table to the right for recycled content recommendations.

- Interface Flooring
- Bentley Prince Street Flooring
- Collins & Aikmen Floorcoverings

**Tile** | See the EPA’s recommended recycled content for tiles in the table to the right, and check out [Build It Green’s Fact Sheet](#) for a list of manufacturers.

---

**When purchasing flooring, consider options with these qualities:**

1) **RECYCLED CONTENT** (2.2.8)
2) **SUSTAINABLY HARVESTED** by the FSC (2.7.1)
3) **LOW-VOC** (2.2.8)
4) **PVC-FREE** (2.2.2)

See page 5-7 and page 19 to learn the environmental benefits of buying products with these qualities.

---

**EPA’s Recommended Recovered Materials Content Levels**

<table>
<thead>
<tr>
<th>Flooring Type</th>
<th>Product</th>
<th>Material</th>
<th>Postconsumer (%)</th>
<th>Total Recovered Materials Content (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
<td>Polyester Carpet</td>
<td>PET</td>
<td>25-100</td>
<td>25-100</td>
</tr>
<tr>
<td></td>
<td>Face Fiber</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Cushion</td>
<td>Bonded polyurethane</td>
<td>Old carpet cushion</td>
<td>15-50</td>
<td>15-50</td>
</tr>
<tr>
<td>Jute</td>
<td>Burlap</td>
<td>40</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Synthetic Fibers</td>
<td>Carpet Fabrication Scrap</td>
<td>–</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Rubber</td>
<td>Tire rubber</td>
<td>60-90</td>
<td>60-90</td>
<td></td>
</tr>
<tr>
<td>Floor Tiles</td>
<td>Floor Tiles</td>
<td>Rubber</td>
<td>90-100</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plastic</td>
<td>–</td>
<td>90-100</td>
</tr>
</tbody>
</table>

Find more recycled content guidelines from the EPA [here](#).

---

Environmentally Preferable Purchasing Policy
Building Maintenance: Appliances & Equipment

From the Policy 2.4.6 | All products purchased by the City of Cupertino and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, buyers shall choose energy efficiency products that are in the upper **25% of energy efficiency** as designated by the Federal Energy Management Program recommended levels.

2.4.9 | **Demand water heaters** shall be purchased whenever practicable. Where renewable forms of energy are unavailable or not practicable, **natural gas** shall be used in lieu of electricity for space heating and water heating.

2.4.2 | Purchase **energy-efficient equipment** with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

2.4.5 | Purchase **water-saving products**. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

**ENERGY & WATER EFFICIENT | 2.4.6, 2.4.2, 2.4.5**

Buying efficient electronics saves resources and money. Look for the Energy Star Certification or examine the Energy Guide Label to identify energy efficient products. Water-efficient appliances can be identified by the Water Sense logo.

**WaterSense Certification |**

Water Sense is an EPA partnership program that identifies water efficient products. Certified products are 20% more efficient and will conserve water and cut utility costs. The WaterSense logo can be found on bathroom sink faucets, toilets, urinals, and showerheads. Visit the WaterSense website to find efficient products.

**EFFICIENT HEATING | 2.4.9**

Water and space heating can use a significant amount of energy. To find efficient options, check out these resources.

**HOW DO YOU IDENTIFY SUSTAINABLE APPLIANCES?**

**Energy Star Certification**

Energy Star products use less energy to operate and therefore contribute less greenhouse gases and pollution into the environment than energy wasting appliances. The Energy Star Logo can be found on dishwashers, refrigerators, freezers, A/C units, boilers, fans, furnaces, heat pumps, water heaters, and more. Visit the Energy Star website to find a full list of products.

**EnergyGuide Label**

Required by the Federal Trade Commission for certain appliances, the Energy Guide Label can help you determine how energy efficient an appliance is. To find the most energy-efficient products, find the appliances labeled with the lowest "Estimated Yearly Operating Cost" and lowest "Estimated Yearly Electricity Use."

Building Maintenance & Landscaping:

**Pest Management**

**From the Policy 2.2.7** | When maintaining buildings and landscapes, the City of Cupertino shall manage pest problems through prevention and physical, mechanical and biological controls and use least toxic chemical pesticide products only after safer approaches or products have been determined to be ineffective. The City of Cupertino shall adopt and implement an organic pest management policy and practices, or review and/or revise and further implement the City’s Integrated Pest Management (IPM) policy and practices for indoor and outdoor areas using chemical controls only as a last resort and providing on-going education and training to City staff.

2.2.1 | No product or service purchased by the City of Cupertino shall contain, emit, or create the following in its use, to the extent practicable: carcinogens and reproductive toxins, persistent bioaccumulative toxicants, including lead, mercury, dioxins and furans for example, compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers, and substances that contribute to the production of photochemical smog, tropospheric ozone production, or poor indoor air quality.

**INTEGRATED PEST MANAGEMENT | 2.2.7, 2.2.1**

Since toxic pesticides are designed to kill living organisms, they also pose a risk to organisms they are not meant for. According to the U.S. Fish and Wildlife Service, millions of birds and fish die from pesticide exposure every year. When used indoors, the EPA has identified various negative health effects of pesticides, specifically “irritation to eye, nose, and throat; damage to central nervous system and kidney; increased risk of cancer. Symptoms may include headache, dizziness, muscular weakness, and nausea. Chronic exposure to some pesticides can result in damage to the liver, kidneys, endocrine and nervous systems.” In 1990, the American Association of Poison Control Centers reported that 79,000 children were affected by household pesticide poisoning or exposure.

**Best Practices for Pest Management**

As outlined in the policy, the best practices for pest management are non-chemical options (physical, mechanical, and biological controls). Here are some resources to check out:

City of Cupertino’s Factsheets on Integrated Pest Management | These factsheets outline not only physical, mechanical, and biological controls, but also specific product suggestions for minimally toxic chemical pesticides. Factsheets exist for the following pests: ants, aphids, cockroaches, fleas, mosquitoes, rats and mice, snails and slugs, spiders, weeds, and yellow jackets.

EPA’s Integrated Pest Management Principles | The EPA’s website offers guidance on the definition of IPM and how to run a successful IPM program.

**HINT!** When choosing pest management services, look for the Association of Bay Area Government’s EcoWise Certification, a third-party certification program that distinguishes licensed pest management professionals who practice prevention-based pest control.
Environmental Preferable Purchasing Policy

2.6.1 | All landscape renovations, construction and maintenance by the City of Cupertino, including workers and contractors providing landscaping services for the City, shall employ Bay-Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance whenever possible*

2.6.2 | Where relevant, staff will pursue Bay-Friendly Landscaping qualification, or if contracting service to a private company, will choose a Bay-Friendly Qualified Landscape Professional for landscape design and maintenance services *

2.6.3 | Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred

2.6.4 | Hardscapes and landscape structures constructed of recycled content materials are encouraged. The City of Cupertino shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

2.6.5 | Create swales in all landscape renovations and construction performed by Cupertino to assist in water run-off management*

*See policy for full language

**RESOURCES FOR SUSTAINABLE LANDSCAPING**

Bay-Friendly Landscaping and Gardening | The City encourages staff to become qualified Bay-Friendly Landscape Professionals. Information about trainings can be found [here](#), and a database of qualified professionals [here](#).

Perviouspavement.org | A website managed by the National Ready Mixed Concrete Associate, perviouspavement.org contains a plethora of resources about pervious pavement options.

Build It Green | A non profit that aims to increase awareness and adoption of green building practice, Build it Green has produced a Permeable Pavement Fact Sheet provides resources and lists of knowledgeable contractors in the Bay Area.

Santa Clara County Integrated Landscape Guidelines | This [document](#) by the SCC Planning office provides information on swales on other elements of a sustainable landscape.

**BAY FRIENDLY LANDSCAPING | 2.6.1-3**

Bay-Friendly Landscaping aims to create healthy landscapes by working with the natural conditions of the San Francisco Bay watershed. It reduces waste, stormwater runoff, and fertilizer and chemical pesticide use, while conserving water, energy, soil, and wildlife habitat.

**PERMEABLE PAVEMENT | 2.6.4**

Permeable (or pervious) concrete pavement allows stormwater to seep into the group, therefore recharging groundwater and reducing runoff.

**SWALES | 2.6.5**

A vegetated swale is a broad shallow channel with a vegetation covering the side slopes and bottom. Manmade or natural, swales are meant to trap pollutants, promote infiltration, and decrease stormwater runoff. See this [EPA](#)
From the Policy

2.2.1 | When replacing vehicles, the City of Cupertino shall first consider alternative transit opportunities (biking, walking, public transit) and next leasing, carsharing and carpooling options to minimize the number of vehicles purchased. When purchasing new vehicles, the City will consider only the most fuel-efficient models and least-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries and fuel cells, as available and suitable for each task.

2.8.1 | The City encourages the use of vehicle and equipment fuels made from non-wood, plant-based contents such as vegetable oils whenever practicable.

When purchasing new vehicles, consider the following qualities:

**FUEL-EFFICIENT & CLEAN | 2.2.1**

According to the EPA, driving a car is most likely the most “polluting” daily activity of an average person. When considering all the cars on the road, that pollution adds up. Today, vehicles are considered huge sources of air pollution and carbon dioxide emissions. All of this is by-product of the combustion of fossil fuels, namely gasoline and diesel fuels, that is required to power a car. Today there are many options for cleaner, more fuel-efficient vehicles. Keep reading to learn how to find these options!

**NON-WOOD, PLANT-BASED FUELS | 2.8.1**

Many vehicles can run on non-wood, plant-based fuels, such as vegetable oil, ethanol, or biodiesel.

To find out more, check out the Alternative Fuels Data Center. Here you will find information about the fuel type, benefits and considerations of using the fuel, local fueling stations, information about vehicles that can use the fuel, and laws and potential incentives related to the fuel in your area.

**HOW CAN YOU FIND FUEL-EFFICIENT VEHICLES**

- EPA’s Most Fuel Efficient Cars List — produced on an annual basis, this list is a great resource for efficient vehicles
- U.S. Department of Energy’s comparison tool — use this tool to compare vehicles side-by-side for fuel-efficiency

**HOW CAN YOU FIND ALTERNATIVE FUEL VEHICLES?**

- Alternative Fuels Data Center’s Data Center — Find alternative fuel vehicles (such as compressed natural gas, bio-based fuels, hybrids, electric batteries and fuel cells) by searching for Light-Duty Vehicles here and for Heavy-Duty Vehicles here.
- California’s DriveClean Buying Guide — Use this guide to find clean and efficient vehicles.

**QUICK TIP:** Use California’s Environmental Performance Label, which are found in all cars sold in California after 2009. The EP label includes a Global Warming Score and a Smog Score.
**Fleet: Vehicle Parts and Cleaning Products**

**From the Policy**

2.2.4 | The city shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning or disinfecting products (i.e. for janitorial or automotive use) that at a minimum meet Green Seal or EcoLogo™ certification standards for environmental preferability and performance.

2.3.1 | Buyers will purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for transportation, vehicles (etc) that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.

**RETREAD TIRES | 2.3.1**

The EPA’s Comprehensive Procurement Guidelines recommend purchasing tire retreading services for the agencies’ used tire casings. Retread tires can generally be driven under the same conditions and speeds as new tires. For years, school buses, trucks, cars, and even fire engines have used retread tires! Retreading saves over 400 million gallons of oil in North America and save thousands of tires from ending up in the landfill annually.

**WHERE CAN YOU FIND THEM?**

1) Search for retreaders and tire dealers on the National Highway Traffic Safety Administration’s Manufacturer’s Database.

**Instructions**

Look at the image above for guidance

1. Type in the DOT ID for the tires you’re looking for
2. Check “tires” and “retread” in the left column

**REBUILT VEHICLE PARTS | 2.3.1**

Rebuilt vehicular parts are vehicle parts that have been re-manufactured, reusing parts in their original form. These parts must meet the same industry specifications for performance as new parts and they therefore undergo an extensive re-manufacturing and testing process. In the Comprehensive Procurement Guidelines, the EPA recommends that agency vehicles include rebuilt vehicular parts, through one of the following scenarios:

1) Establish a service contract to require the use of rebuilt vehicular parts in the agencies’ vehicles
2) Establish a program for vehicular parts rebuilding and reuse

**CLEANING PRODUCTS | 2.2.4**

When purchasing vehicle cleaning or disinfecting products, look for low-toxic cleaners, such as those that are GreenSeal of EcoLogo certified.

See page 15 for more direction!
Fleet: *Lubricating and Industrial Oils*

**From the Policy 2.3.3** In accordance with California Public Contract Code, Sec. 10409, the City of Cupertino shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment and is consistent with the engine manufacturer’s warranty and maintenance requirements. This section does not preclude the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.

**Here are some tips for buying re-refined lubricating products:**

---

**RE-REFINED LUBRICANTS | 2.3.3**

Re-refined oil is used motor oil that goes through a process to remove contaminants and create a base oil that is of the same quality as virgin oil. Blenders then produce lubricants such as motor oil, transmission fluid and grease by adding additives to this base oil. Re-refined lubricants endure the same testing and meet the same standards as virgin lubricants, making them the safe and environmentally responsible choice. The re-refining process for used oil uses only about one-third the energy of refining crude oil to lubricant quality, not to mention converts a nonrenewable resource into a usable material!

---

**Where can you buy re-refined lubricating and industrial oil?**

**BLENDERS** The major blenders of re-refined oil are Chevron, Safety-Kleen, Coast Oil, Rosemead Oil, Lyondell, and Unocal.

**DISTRIBUTORS** Contact your regular supplier of lubricating oil and ask what brands of re-refined lubricating oil they sell. Here are some local distributors listed by CalRecycle*:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Quantity Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast Oil Company</td>
<td>4250 Williams Rd San Jose, CA 95129</td>
<td>(408) 252-7720</td>
<td>5-gallon buckets</td>
</tr>
<tr>
<td>Western States Oil Co</td>
<td>1790 S. 10th Street San Jose, CA 95112</td>
<td>(408) 351-2340</td>
<td>5-gallon buckets, bulk</td>
</tr>
</tbody>
</table>

*For full list, visit the full distributor list from CalRecycle.

---

**FACTS ABOUT USED OIL...**

Recycling 2 gallons of used oil generates enough electricity to run a household for 24 hours.

It takes 42 gallons of crude oil, but only 1 gallon of used oil to produce 2.5 quarts of lubricating oil!

These facts come from the EPA website.

---

Western States Oil Co lists eco-friendly oils and greases on their webpage. The options listed below are designed specifically for government entities, including government agencies.

- America’s Choice 5W-20, 5W30 SN
- America’s Choice 15W-40 CJ-4
- America’s Choice AW Hydraulic Oil

---

Image sources: Recycled oil, West Coast Oil Co logo

Environmentally Preferable Purchasing Policy
**Streets: Transportation Products**

**From the Policy 2.3.5** The City of Cupertino shall specify and purchase **recycled content** transportation products, including signs, cones, parking stops, delineators, channelizers and barricades.

---

**RECYCLED CONTENT | 2.3.5**

By using recycled content products, you prevent old plastic products from ending up in a landfill where they take hundreds of thousands of years to degrade, and conserve the raw materials needed to make completely new products. Throughout the nation, transportation departments have approved the use of high quality road and highway products manufactured with recycled content. Approved products include cones, barricades, channelizers, parking stops, and more. Use the EPA’s recommended recycled content levels specified in the table below when making purchasing decisions.

---

**EPA Recommended Recycled Content Levels for Transportation Products**

<table>
<thead>
<tr>
<th>Product</th>
<th>Material</th>
<th>Postconsumer Content (%)</th>
<th>Total Recovered Materials Content (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Channelizers</td>
<td>Plastic</td>
<td>25-95</td>
<td>25-95</td>
</tr>
<tr>
<td></td>
<td>Rubber (base only)</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Delineators</td>
<td>Plastic</td>
<td>25-95</td>
<td>25-95</td>
</tr>
<tr>
<td></td>
<td>Rubber (base only)</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Steel (base only)</td>
<td>16 67</td>
<td>25-30 100</td>
</tr>
<tr>
<td>Flexible Delineators</td>
<td>Plastic</td>
<td>25-85</td>
<td>25-85</td>
</tr>
<tr>
<td>Parking Stops</td>
<td>Plastic and/or Rubber</td>
<td>100</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td>Concrete Containing Coal Fly Ash</td>
<td>–</td>
<td>20-40</td>
</tr>
<tr>
<td></td>
<td>Concrete Containing Ground Granulated Blast Furnace Slag (GGBF)</td>
<td>–</td>
<td>25-70</td>
</tr>
<tr>
<td>Traffic Barricades</td>
<td>Plastic (HDPE, LDPE, PET)</td>
<td>80-100</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Steel</td>
<td>16 67</td>
<td>25-30 100</td>
</tr>
<tr>
<td></td>
<td>Fiberglass</td>
<td>–</td>
<td>100</td>
</tr>
</tbody>
</table>

---

Find more information in the [EPA’s Comprehensive Recycled Content Guidelines](#). Image Sources: Traffic cones, traffic barricades.
**Streets: Outdoor Lighting**

**From the Policy** 2.2.4 | Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

---

**ENERGY EFFICIENT | 2.2.4**

A significant proportion of a city’s energy consumption can be attributed to its street lighting, traffic signal lights, and other exterior lighting. The environmental impact of outdoor lighting can be minimized by installing the most energy-efficient equipment available and using only the amount of lighting necessary to maintain a safe and accessible environment. The most efficient lighting option for street lighting is LEDs.

**LED Street Lighting |** LEDs are an energy-efficient option for street lighting. Visit this [PG&E website](https://pge.com) to learn the key advantages of LED street lights, which include:

- Improved night visibility
- Significantly longer lifespan
- Reduced energy consumption and utility costs
- Reduced maintenance cost
- No run-up or strike delays
- No mercury, lead or other known disposable hazards

**LED Traffic Signal Lights |** Another way to save energy with outdoor lighting is by upgrading traffic signals to LED technology. Check out the [Department of Energy’s resources](https://www.energy.gov) of LED traffic signals.

**PG&E LED Street Light Rebate Program |** PG&E offers rebates for the installation of LED street lights. See the figure below for specific rebate values.

- For a street light rebate application, email led@pge.com.
- For a list of approved LED fixtures/luminaries, refer to [this document](https://www.pge.com/lights/downloads/LED-Rebate-Application.pdf).
- For more information on PG&E’s LED street light rebate program, visit their [website](https://pge.com).

**PG&E Induction Street Lighting Incentives |** PG&E also offers incentives for Induction Street Lighting, through their Customized Retrofit Incentives program. To find out more about induction lighting, read this [article](https://www.energy.gov) by the U.S. Department of Energy. For more information, and to download an application, visit their Customized Retrofit Incentives [website](https://pge.com).

---

Though most events only span a few hours, these organized activities can produce a large volume of waste. While most materials are discarded as trash that heads to our landfills, events primarily produce materials that can be recycled or composted.

To minimize waste and maximize recovery, Cupertino requires that all events held on City property offer recycling, composting, and trash collection services.

To support successful materials management, the City provides trash, recycling, and composting bins inside all room(s) available for rental. As an event organizer, the City requires your assistance to capture recyclable and compostable materials via the following guidelines (over)

**City of Cupertino Green Goals:**

- Divert 75% of materials from landfill by capturing items as recycling & compost
- Conserve natural resources by minimizing the use of disposable items (i.e. plastic bags, water bottles)
- Eliminate litter & prevent debris from reaching creeks
- Promote and support events that “teach by example”- inspiring attendees to take actions at home

**NOTE:** City policy prohibits use of polystyrene (Styrofoam™) on City property, including event use.
Accepted Materials and Event Setup

Single Stream Recycling Accepted Materials:

- **Plastics**, with or without #1-#7, including containers, bottles, cups, plastic utensils, plates, plastic bags and other film plastic, and straws
- **Glass** and **Aluminum** including bottles, jars, cans, and aluminum foil (w/limited food residue)
- **Mixed paper** and **cardboard** including juice boxes and aseptic containers

Compostables (Food Waste & Other Organics) Accepted Materials:

- Soiled Paper Products such as napkins and paper towels/plates
- Paper Milk Cartons, Pizza Boxes, Wax Cardboard
- Fruits, Vegetables, Breads, Pasta, Rice, Eggshells, Dairy and Soy
- Bones, Meat, Poultry, Seafood and Shellfish
- Coffee Grounds/Filters, Paper Tea Bags (*not nylon or synthetic bags*)
- Untreated Wood (*including chopsticks, skewers, and toothpicks*)
- Floral Trimmings and Yard Waste

**Bio-degradable & cornstarch materials ARE NOT accepted in Cupertino; please put these products in the trash. When possible use recyclable or paper-based products.**

Event Setup and Monitoring

- Create a central waste collection area to consolidate materials. Depending on the event size and quantity of vendors, multiple consolidation areas may be ideal.
- If not already arranged, place containers side-by-side in the same order for each station (see example right).
- Ensure City signage is visible so that event attendees can identify materials to be placed in trash, recycling, and composting bins.
- Event organizers will designate a materials monitor to oversee each waste station for the event duration. This individual will educate attendees on what materials can be placed in each container to maximize onsite recycling and composting.

**Questions? Contact Cupertino’s Environmental Programs Division:**
[environmental@cupertino.org](mailto:environmental@cupertino.org), 408-777-3354