

**Chapter 10.16**  
**RECYCLED PRODUCT PROCUREMENT POLICY**

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**10.16.010 Purpose.** The purpose of this chapter is to ensure that King County agencies purchase recycled and other environmentally preferable products whenever the products meet the price and performance requirements of the county. (Ord. 14811 § 26, 2003: Ord. 9240 § 1, 1989).

**10.16.020 Policies.**

- A. Departments shall buy recycled and other preferable products whenever practicable.
- B. The county shall require its contractors and consultants to use recycled and other environmentally preferable products whenever practicable.
- C. The county shall promote the use of recycled and other environmentally preferable products by publicizing its environmental purchasing policy and its implementation, consistent with this chapter. (Ord. 15912 § 29, 2007: Ord. 14811 § 27, 2003: Ord. 9240 § 2, 1989).

**10.16.055 Double-sided printing - responsibility for setting defaults.**

- A. The office of information resource management is responsible for assisting executive departments in setting printers and printing preferences to double sided as the default setting.
- B. Information technology service units in non-executive departments are responsible for assisting their respective departments in setting printers and printing preferences to double sided as the default setting. (Ord. 17074 § 1, 2011).

**10.16.060 Rules and regulations for procurement of paper products.**

- A. Beginning on or before January 1, 2012, and continuing thereafter, departments shall buy one-hundred-percent recycled paper for copy paper useage and purchase one-hundred-percent recycled paper for other printing needs whenever practicable, as determined by the department of executive services considering relevant factors, including availability and pricing.
- B. Departments shall use recycled paper for all imprinted letterhead paper and business cards.
- C. Departments shall publicize the county's use of recycled paper by including a recycling logo and an indication of recycled content on all printed material, to the extent practicable.
- D. Departments shall set printers and copiers to double-sided as the default setting and ensure that personal computer printing preferences also default to double-sided printing, and begin implementation of other paper conservation strategies by January 1, 2012, in an effort to achieve a twenty percent reduction in copy paper usage in 2013 as compared to 2010 usage.
- E. Departments shall require all contractors or consultants submitting proposals, reports and invoices to use recycled paper and use both sides of sheets of paper whenever practicable, when paper copies are required. (Ord. 17074 § 2, 2011: Ord. 15912 § 31, 2007: Ord. 14811 § 30, 2003: Ord. 9830 § 2, 1991: Ord. 9240 § 6, 1989).

**10.16.075 Computer and electronic equipment recycling by departments - standards.**

A. Departments shall use recyclers that meet the Basel Action Network e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment or comparable standard for all their nonworking computer and electronic equipment. These standards must include, but are not limited to:

1. Demonstrating that no hazardous e-waste is exported to a country that is not a member of the Organisation for Economic Cooperation and Development for refurbishment or recycling;
2. No prison or child labor are used in the recycling process;
3. Safe on-site handling of hazardous e-waste and monitoring of workplace toxins; accountability for the entirety of toxic materials throughout the downstream recycling chain; and
4. Provision of site-closure plans for those sites associated with recycling processes where potentially hazardous processing technologies have been used.

B. For the purposes of this section, computers and electronic equipment includes, but is not limited to, monitors, televisions, central processing units, circuit boards, power supplies, laptop computers, peripherals, video cassette recorders, digital video discs, cables, keyboards, mice, fax machines, printers, cell phones, telephones and stereos.

C. The procurement and contract services section of the department of executive services will ensure that an electronics recycling contract is available for all King County agencies to use. In preparing such an electronics recycling contract, the procurement and contract services section shall assure that standards other than the e-Stewards standards used by recyclers have been determined by the solid waste division of the department of natural resources and parks to be comparable.

**10.16.090 Rules and regulations for procurement of lubricating and fuel oils.**

A. Departments shall purchase environmentally preferable oils whenever practicable.

B. When department specify rerefined lubricating oil in procurements, they shall purchase rerefined oil if the price is no more than ten percent higher than the price of nonrerefined oil. (Ord. 14811 § 31, 2003: Ord. 9240 § 9, 1989).

**10.16.160 Responsibilities of departments.** All departments are responsible for:

A. Assigning appropriate personnel to evaluate opportunities for buying recycled and other environmentally preferable products reflected in federal guidance or communicated by the procurement and contract services section;

B. Purchasing recycled and other environmentally preferable products whenever practicable; and

C. Reporting evaluation results and purchases of recycled and other environmentally preferable products to the procurement and contract service section by February 28 of each year

D. Educating employees in paper conservation practices and implementing paper reduction strategies, such as increasing use of electronic drafts, and reducing the standard number of document copies wherever practicable.

E. Working with the appropriate information technology service units and copier service providers to ensure printing and copying preferences are set to double sided as the default setting. (Ord. 17074 § 3, 2011: Ord. 15912 § 32, 2007: Ord. 14811 § 32, 2003: Ord. 9240 § 16, 1989).

**10.16.170 Responsibilities of the solid waste division.** The solid waste division is responsible for:

A. Providing information and technical assistance to local governments, schools, colleges and other public and private organizations to increase their purchase of recycled and other environmentally preferable products;

B. Preparing press releases and fact sheets publicizing the successes of the program;

C. Assisting the procurement and contract services section by forwarding the annual program report to the council in June of each year;

D. Assisting the procurement and contract services section in fulfilling its responsibilities under this chapter; and

E. Providing technical assistance to county departments in evaluating paper reduction strategies and educating employees in implementing paper conservation measures. (Ord. 17074 § 4, 2011: Ord. 15912 § 33, 2007: Ord. 9240 § 17, 1989).

**10.16.180 Responsibilities of the procurement and contract services section.** The procurement and contract services section is responsible for:

- A. Assigning appropriate personnel to fulfill the requirements of this policy;
- B. Preparing or revising bid documents and contract language where necessary to implement this chapter;
- C. Researching opportunities for procurement of recycled and other environmentally preferable products and communicating these to appropriate county departments for evaluation and purchase;
- D. Collecting data on purchases by departments of recycled and other environmentally preferable products; and
- E. Preparing and submitting a report to the solid waste division each year by March 31, describing the progress of departments in implementation of the environmental purchasing policy, including the following elements:
  1. Quantities, costs and types of recycled and other environmentally preferable products purchased, and quantities of computers and electronics recycled;
  2. A summary of savings achieved through the purchase of recycled and other environmentally preferable products;
  3. A summary of program promotional efforts; and
  4. Recommendations for changes in procurement policies. (Ord. 17085 § 4, 2011: Ord. 14811 § 35, 2003: Ord. 9240 § 18, 1989).

**10.16.190 Exemptions.** Nothing in this chapter shall be construed as requiring a department or contractor to procure products that do not perform adequately for their intended end use or are not available at a reasonable price in a reasonable period of time. (Ord. 9240 § 19, 1989).