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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Environmental Policy - Purchasing

**POLICY NUMBER:** 9060

**9060.1** *[DISTRICT]* will make every effort to consider environmental protection and conservation when purchasing office supplies and other materials. Whenever possible, *[DISTRICT]* will:

**9060.1.1** Establish procurement contracts with companies offering environmentally preferable purchasing options and local outlets.

**9060.1.2** Purchase office paper that uses 30% or more recycled post-consumer waste.

**9060.1.3** Encourage commitment to purchasing recycled/biodegradable products, including paper plates, napkins, paper towels, and other kitchen supplies. Uses at *[DISTRICT]* facilities should include recycled products where proven to be equal to ongoing material and use standards.

**9060.1.4** For *[DISTRICT]* uses, purchase organic, locally-grown foods that require minimal energy for transport and production.