

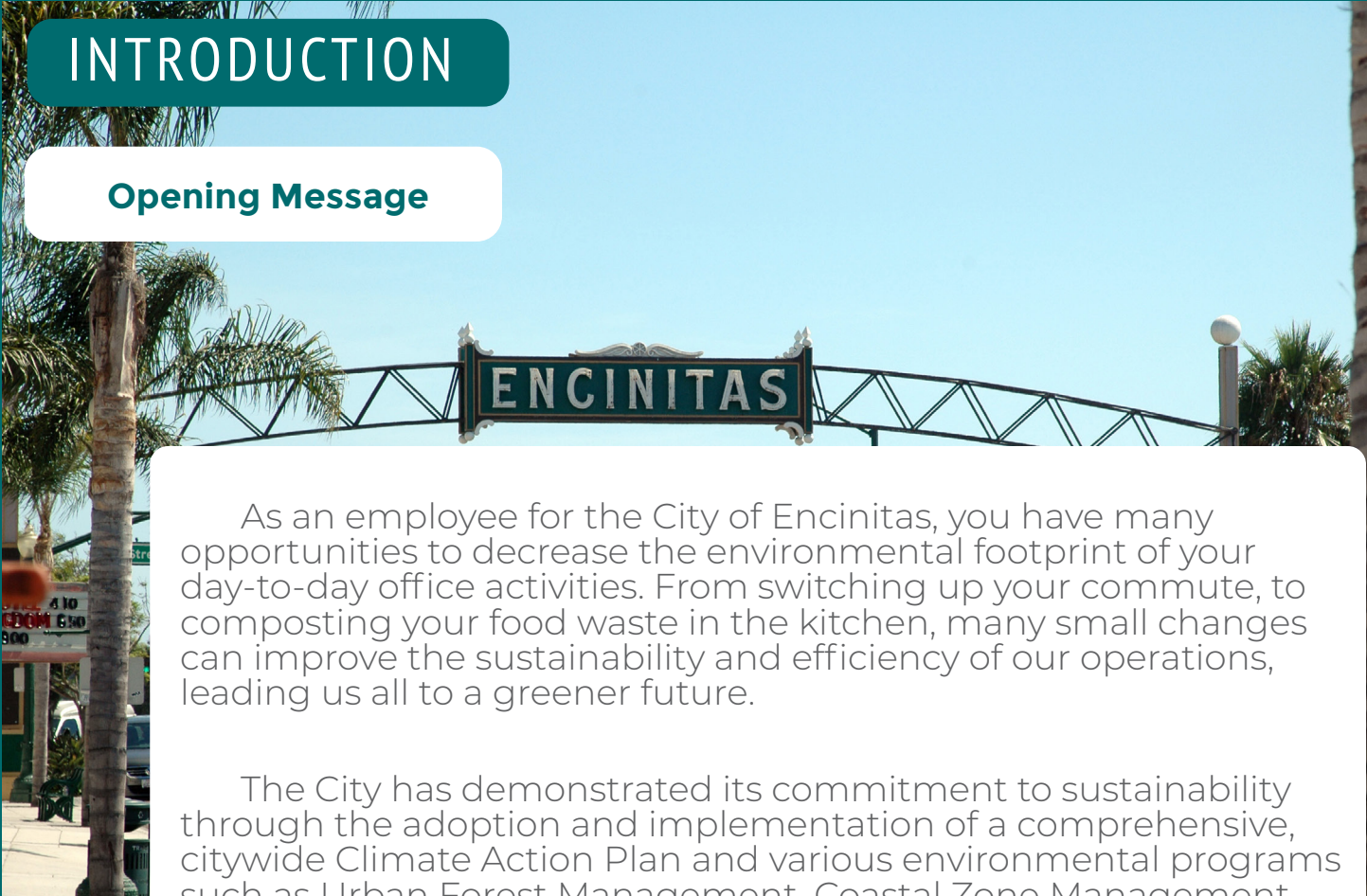
EMPLOYEE GREEN GUIDE

City of Encinitas



INTRODUCTION

Opening Message



As an employee for the City of Encinitas, you have many opportunities to decrease the environmental footprint of your day-to-day office activities. From switching up your commute, to composting your food waste in the kitchen, many small changes can improve the sustainability and efficiency of our operations, leading us all to a greener future.

The City has demonstrated its commitment to sustainability through the adoption and implementation of a comprehensive, citywide Climate Action Plan and various environmental programs such as Urban Forest Management, Coastal Zone Management, and citywide recycling and composting. As staff, let's extend this environmental stewardship by making small, simple changes to our daily habits at work.

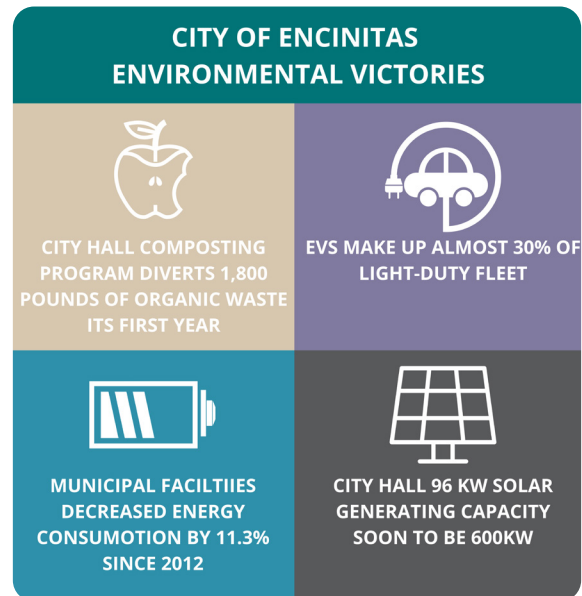
Making the environmentally preferable decision is a complex, moving target that involves many variables. The Green Guide will be your tool in making environmentally and economically minded choices. We also recommend you familiarize yourself with the City's Environmentally Preferable Purchasing and Contracting policies (See Appendix) and incorporate them into your daily routine where applicable to reduce the environmental impact of municipal operations.

Although some of this information may only be relevant to certain individuals and departments, it is important to be aware and informed on the sustainability initiatives implemented throughout the office.

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it is the only thing that ever has.” –Margaret Mead

Highlighting the City's Actions

- City Hall installed 96 kW of roof-mounted solar, which accounts for approximately one third of the building's energy consumption.
- Total energy use at all City facilities fell 12% from 2012 to 2018 after staff replaced the building cooling system at the Community & Senior Center.
- City Hall is Leadership in Energy and Environmental Design (LEED) Silver Certified for its sustainable building and business practices.
- From 2017 to 2019, City of Encinitas earned annual SANDAG iCommute Diamond awards for encouraging alternative commute options for employees like carpooling, biking, walking and taking transit. The City has improved its level of achievement each year, most recently receiving the "gold recognition".
- The San Elijo Wastewater facility is planning to install solar panels by Spring 2022.



Personal Assessment

Before beginning to reduce your environmental footprint, it is important to assess your current practices. Some things to consider include:

- How often do you commute by carpooling, biking or taking public transportation?
- Are you acquiring and using office supplies resourcefully?
- What devices do you depend on each day that require energy?
- How much are you printing?
- What waste do you generate at your desk and in the kitchen?
- Do you know how to properly recycle and dispose of hazardous waste?
- How many paper towels do you use each day?
- Do you consider sustainability when planning meetings and events?

[Calculate your carbon footprint here.](#)



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COMMUTE

2

The way we travel significantly impacts the environment and local communities. In the City of Encinitas, on-road transportation is the largest emitter of greenhouse gases, accounting for 58% of community-wide emissions (SANDAG 2016). With such a large portion of the City's emissions coming from transportation, choosing a more sustainable commute option is likely the most beneficial change you can make to reduce the environmental footprint of your workday. The best way to reduce your commuting footprint is to shift your routine from driving alone to one of these alternatives. Explore each topic below to determine which would work best for you!



Transit

Try transit! Taking public transportation can get you out of traffic, save you money on gas, help the environment, and ease the stress of your daily commute – all while reducing congestion on our roadways.

The City will reimburse 50% of transit costs up to \$75/month for using green options such as the COASTER or BREEZE, each with stops across from City Hall. Check out the City's official policy and the reimbursement form here:

- [Reimbursement Policy](#)
- [Reimbursement Form](#)



Regional Transit Agencies

The San Diego region is served by two major transit agencies, the [Metropolitan Transit System \(MTS\)](#) and the [North County Transit District \(NCTD\)](#). Together, MTS and NCTD carry more than 100 million passengers annually. Click on each transit agency to see their schedules, routes, and more information.

Need to use a combination of transit options? Map your transit route here using [iCommute](#). Powered by SANDAG, iCommute is the Transportation Demand Management (TDM) program for the San Diego region.

Transit passes are available on Compass Cloud and Compass Card. **We recommend** Compass Cloud, which allows you to get your transit fare anytime, anywhere, by purchasing one-day and 30-day passes right from your smartphone. For details or more information on Compass Cloud and Card, visit 511sd.com/compass.

Important to know!

“Guaranteed Ride Home” registered participants can get a free ride home in an Uber, taxi, or rental car up to three times per year as needed. To enroll, [complete this registration form](#) today. For more information, [click here](#).








Carpool

Share your daily commute and save!

Carpooling is an easy way to instantly reduce your commuting costs by 50 percent or more. Carpools can take advantage of many free amenities throughout the region including carpool lanes, the [I-15 Express Lanes](#), [Park & Ride lots](#), and the [Guaranteed Ride Home](#) program. You'll save time, money, and wear and tear on your car, all while helping to save the planet.

Find someone to share the ride.

Interested in trying a carpool commute but don't know how to find a carpool partner? Ridesharing apps like Waze Carpool, uberPOOL, and Lyft Shared have you covered. [Click here for more information on each of the apps.](#)

-  Waze Carpool. Learn how to get started as a driver or rider with this [step by step guide](#). Download in the [iTunes store](#) or [Google Play store](#).
-  uberPOOL. Passengers share a similar route and share the ride cost. Download in the [iTunes store](#) or [Google Play store](#).
-  Lyft Shared. Rates are up to 60% lower than regular Lyft rides. Download in the [iTunes store](#) or [Google Play store](#).

For more carpool information, [visit the iCommute website](#) call 511 and say "iCommute" or email iCommute@sandag.org.

Vanpool

Join a SANDAG Vanpool program!

Ready to join a vanpool? Sign up for the [vanpool interest list](#) and an iCommute staff member will notify you if a vanpool matching your preferences is available, or if there is interest in starting a new vanpool in your area. You can also view the list of [currently available vanpool seats](#).

If a friend or co-worker has asked you to join their van, simply ask them to notify their vanpool vendor to add you as a passenger. If a current vanpool participant referred you, make sure to mention the referral code "SANDAG" so that you both [receive a \\$25 gas card!](#)

Still have questions? Call (619) 699-0706 or email vanpool@sandag.org and our vanpool program administrator would be happy to help.

Active Commute



If you live close to work, consider biking or walking for your commute. Cycling is an ideal option if you live 5-10 miles from work. With an average temperature of 71 degrees, the San Diego region is one of the best places in the country for people to bike to work. By biking to work you can save money, reduce stress, get fit, and help the environment. Find your best bike route here GObyBIKEsd.com.

Walking is another carbon-free commute option and a great choice for anyone who lives a mile or less from work. Walking is a low impact way to start your day, with many other benefits including improved physical fitness, improved mental well-being, lower stress levels, money savings, and time for solitude before and after work.

Employee Bikeshare

Take a carbon-free lunchtime ride with one of our four Employee Bikeshare bikes available at City Hall! Bikeshare bikes can be found in the lobby near Human Resources. You can find more information on the Intranet and reserve anytime using your Outlook Calendar. Bikes, safety equipment, repair tools, maps, information, and more are available for employee use.

- [Employee Bikeshare Program Overview](#)
- [Employee Bikeshare Program Waiver](#)

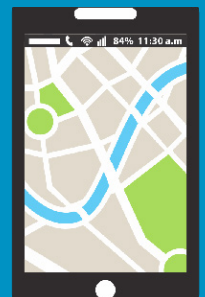
Facilities for Your Active Commute

City Hall	Public Works
<p>City Hall is equipped with two shower rooms located at the south end of the building near the south end kitchen. The showers are reserved for active staff in the morning and at lunch during the hours of 7:00 am – 9:00 am and 11:00 am - 2:00 pm.</p> <p>Bike racks and bike maintenance tools are also available for staff use.</p>	<p>The Public Works facility has showers available for use by active employees. There are not bike racks or bike maintenance tools available for staff use, however there is plenty of space to store bikes in the Public Works Yard behind a locked gate. If you're nice, Fleet will fill your bike tires!</p>
Community & Senior Center	San Elijo Joint Powers Authority
<p>At the front of the Community & Senior Center there are racks to store your bike throughout the day. The Community & Senior Center does not have shower facilities.</p>	<p>The facility has two shower facilities available for active employees. As of February 2020, there are not bike racks available. Plans are in development to start construction in March 2020 on a new administration facility that will include bike racks and a connection to the regional bike path being constructed by Caltrans.</p>

8 Tips for an Active Commute



- 1. Stay Hydrated** – Always carry a water bottle when biking, walking, running, or riding transit
- 2. Happy Feet** – Wear comfortable shoes and keep a pair or two of office shoes at work to change into
- 3. Safety First** – Always wear a helmet when riding your bike. Make sure your bike has front and rear lights and wear reflective clothing when riding your bike or walking in the dark.
- 4. Office Supplies** - Depending on how much you sweat, it's always a good idea to keep a spare set of clothing, towel, baby wipes, or deodorant at your workstation for a quick clean-up.
- 5. Shower Power** - City Hall showers are reserved for active staff in the morning and at lunch during the hours of 7:00 am – 9:00a m and 11:00 am - 2:00 pm.
- 6. One Way Ride**- Consider riding your bike one way and carpooling or taking transit home until you are comfortable and confident with your new commute.
- 7. Travel Light** - Carry a small backpack with only essentials needed like a small make-up pouch or lunch.
- 8. Plan Your Route** - There are several apps and online resources available to assist in planning your route. Try [Strava](#), Under Armor's [Map My Ride](#), or [Google Maps](#). Plan ahead so that you don't get lost.



Here are more bike safety tips from SANDAG.

AT YOUR DESK

3


- Follow the Environmentally Preferable Purchasing and Contracting Policy
- Strive for a zero-waste office space
- Reduce consumption of materials by sharing with fellow staff, buying used, and buying sustainable products
- Implement energy saving practices at your desk and around the office
- Avoid unnecessary printing
- Know what can and can't be recycled to avoid contaminating the recycling stream
- Know what hazardous materials are and how to properly dispose of them



Environmentally Preferable Purchasing and Contracting Policy

In 2010, the City's Environmentally Preferable Purchasing and Contracting Policy (EPPCP) was established as a component of the City of Encinitas Administrative Manual. The purpose of the policy is to set a standard of environmentally preferable procurement (green purchasing) and demonstrate the City's commitment to environmental, economic, and social stewardship. This policy is applicable to all of the city departments and the San Dieguito Water District.

Many recommendations in this guide align with the provisions laid out by the EPPCP. Where applicable, specific policies of the EPPCP will be cited throughout the Employee Green Guide.

 References to the EPPCP are identified with the earth icon.

Office Supplies



Reduce and Reuse

Before buying office supplies, first take a look around the office. How many pens do you have lying around? Although you will, in theory, dispose of these items eventually, it's better to use something that's already been created, rather than to generate more consumption.

Share Resources

Share equipment with fellow staff whenever possible. Something to consider: is a personal printer necessary?

EPPCP 4.0

Prior to purchasing new supplies, staff shall investigate whether the item may already be available within the organization.

Thrift or Second-Hand

Shop for office supplies at the thrift store for office furniture and decorations. Recommended thrift stores in Encinitas include:

- [Rancho Coastal Humane Society Thrift Shop](#)
- [Community Resource Center Resale Store](#)
- [Hospice of the North Coast Resale Shop](#)

Trustworthy Vendors

Purchase sustainably produced office supplies from trusted brands and/or those with Eco-certifications (see Section IX. Eco-labels and Certifications).

- [CalRecycle's Recycled-Content Product Manufacturers \(RCPM\)](#)
- [Earth Hero](#)
- [Ecomedes](#) - Green Building Products Database



EPPCP 2.0

Require purchase of products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practical.



EPPCP 4.0

Staff involved in purchasing decisions shall evaluate items, identify opportunities for more environmentally friendly alternatives, and work with vendors to identify environmentally preferable products that meet the requirements of this policy.

Energy

Energy conservation is important for:

- Cost savings
- Maintaining a healthy environment (clean air, water, and soil) free of harmful pollution from the burning of fossil fuels
- Reducing greenhouse gas emission impacts to the climate
- Conserving non-renewable energy resources such as oil and gas



One may think, “City Hall is powered by solar panels and we are now a part of a Community Choice Energy program. Doesn’t that mean we can use as much energy as we want?”

Although the City does generate a portion of its own energy using solar panels, not all our energy is generated by the sun. When the sun is not shining, City Hall is powered by electricity from the grid. SDG&E supplies electricity that is sourced from approximately 43% renewable sources. However, when more energy is consumed than is available from renewable sources, utility companies must resort to burning fossil fuels, a finite resource that when burned have a negative impact on climate and environmental quality. City Hall has 96 kW of roof-mounted solar, which accounts for approximately one third of the facility energy consumption.

Even when energy comes from renewable sources, it is best to conserve as much as possible, to save money and protect the environment.

For more information, check out the [U.S. Department of Energy’s website](#) with tips for saving energy in your home and office.

Community Choice Energy

The City of Encinitas formed a **community choice energy program** in 2019, called San Diego Community Power, along with the partner cities of San Diego, Chula Vista, La Mesa, and Imperial Beach. This new energy agency will take over the responsibility of buying electricity for residential and commercial customers in these jurisdictions and will aim to procure more renewable power than SDG&E is currently providing. The agency will spend 2020 preparing to launch and will begin serving power in 2021.



Sleep mode

Enable sleep mode and power saver features on computers and other equipment. This will reduce the power consumption when electronics are not in use.

Beware of “phantom loads”

A significant amount of office power is consumed by machines that are off, but still plugged into a live outlet. Reducing phantom loads can result in energy cost-savings.

Check out the [National Renewable Energy Laboratory's Guide](#) to explore power strip options.

Turn it off!

Whenever possible, turn off computers, monitors, peripherals (e.g. speakers) and other shared electronic equipment (e.g. printers, copiers, coffee makers, etc.) at the end of the day. Whenever possible, turn off the lights as you leave your personal office or workstation, meeting rooms, and bathrooms.

Better yet, program these electronics to automatically turn off at the end of the workday.

Heating and Cooling

To stay comfortable and save money in summer months, the U.S. Department of Energy recommends setting the thermostat to 78 degrees Fahrenheit. Setting the air conditioner to this level will allow the office to stay cool and reduce the electricity bill.

Avoid using personal space heating and cooling devices.

Close all blinds and curtains before leaving the office at the end of the day.

When major heat events occurs, there is a much higher demand for electricity to run air conditioning in homes and other buildings. When the City is notified of a heat event by [California Independent System Operator](#) (statewide) or [SDG&E](#) (local energy provider) facilities staff utilize an HVAC control setting to raise the temperature set for the building by about 3 degrees to decrease energy demand on the grid. The City has the capability to use this setting in the Library, Public Works and Community Center. However, since the Community Center and Library are considered cool zones, those are generally left alone for the welfare of citizens visiting those sites.

Printing

In 2014, over 225,000 tons of recyclable office paper was disposed in California (CalRecycle's 2014 Solid Waste Characterization Study). Office paper can be easily recycled, diverting it from the landfill and conserving virgin tree resources.

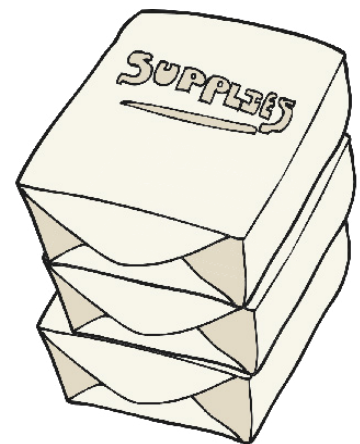
Paper-Saving Practices

- Send electronic copies of meeting agendas and documents
- During meetings, use the conference room projector to display the meeting agenda or review documents
- Avoid unnecessary printing – think about it, does it really need to be printed?
- Set printers to print on both sides of paper
- Only make the exact number of copies needed
- Reuse single-sided printed paper for scratch paper and note-taking



EPPCP 4.1.11

All documents shall be printed and copied on both sides to reduce the use and purchase of paper, whenever practical.



WASTE

4

- Stop “wish-cycling”
- Prevent contamination and lightly clean soiled recyclables before placing them in the bin
- Remember, plastic bags cannot be recycled in the blue bin
- Know what materials are hazardous and how to properly dispose them



Recycling



Up until 2018, China was the world's biggest consumer of scrap material. Since 1992, China imported 45% of the world's plastic waste. In response to public outcry from its citizens, China has instituted a ban on 24 categories of waste—including, for example, plastic clamshell containers, soda and shampoo bottles, and junk mail (Wall Street Journal 2019). Now, without a large, overseas market to receive our recyclables, it is important to practice proper recycling, to support the domestic recycling industry.

Recycling Contamination

Recycling contamination occurs when unrecyclable materials are placed in the recycling bin or when materials are not properly cleaned, such as when food residue remains on a plastic yogurt container. Examples of common contaminant materials include greasy pizza boxes and plastic bags.

When in doubt, throw it out - Stop wish-cycling

The practice of tossing questionable items in the recycling bin, hoping they can somehow be recycled – known as “wish-cycling” - is a bad habit that should be eliminated. Although recycling is preferable to disposing to the landfill, if a non-recyclable item ends up in the recycling bin, it contaminates the recycling process and can cause many problems down the line.

Everything you can recycle through EDCO, our waste hauler, can be found in the infographic on the following page. For more information, [visit EDCO's website](#).



Rinse items before recycling

If a recyclable item soiled with food is placed in the recycle bin, it runs the risk of contaminating other, perfectly recyclable items, which now must be taken to the landfill. Before placing items in the recycling bin, gently rinse and dry the recyclable item. Avoid throwing wet items in the recycling bin.

For a specific questions, you may also contact Ashlee Stratakis at astratakis@encinitasca.gov or (760) 633 - 2859.

RECYCLE

These items go inside EDCO's blue commingled recycling containers!



CARTON CONTAINERS:

Aseptic cartons, including milk cartons and juice boxes, half-gallon juice cartons, soup/broth cartons, and wine cartons.



MIXED PAPER:

Mixed paper, including junk mail, catalogs, telephone books, magazines, newspaper, and paper used for computer printing.



STYROFOAM:

Clean foam cups, meat trays, plates, egg cartons, block packaging, rigid polystyrene, and carry-out containers.



ALUMINUM:

Clean aluminum foil, clean aluminum trays, and pie tins.



SHREDDED PAPER:

Shredded paper (placed in a sealed, labeled paper bag for easier handling).



GLASS CONTAINERS:

Glass containers including food jars and beverage bottles.



PAPERBOARD:

Paperboard boxes such as cereal boxes, tissue boxes, refrigerated food boxes, boxes from toiletries, and soda/beer cases.

ALUMINUM:

Aluminum, steel & tin cans, such as food and beverage cans for soda, soup, beer, beans, fruit, and vegetables.



CARDBOARD:

Cardboard, including boxes used for moving and shipping or any other box or packaging made of corrugated cardboard.



#1 - #7 PLASTICS:

All plastic containers, lids, and packaging with a recycling symbol of #1-7 (all containers accepted with caps and lids): water and soda bottles, peanut butter and other food jars, mouthwash bottles, vegetable oil containers, ovenable food trays, milk jugs, juice bottles, shampoo and conditioner bottles, detergent & bleach containers, condiment bottles, medicine bottles, bottle caps, butter and yogurt tubs, CD cases, baby bottles, 3-gallon water bottles, CDs, medical storage containers, and rigid plastics such as 5-gallon buckets.

**All food and beverage containers do not require rinsing as long as they are empty and free of food and liquids.*

[Find the online version of EDCO's recycling infographic here.](#)

Plastic Bags

Plastic bags cannot be recycled in the blue bins. The best option is to reuse plastic bags for lining trash cans or pet waste and must be disposed of at facilities where plastic bags are collected for recycling or sent to the landfill.

Additionally, recyclable items should be loose in the container, not in a plastic bag. If recyclables are left bagged or plastic bags are placed in the blue recycling bin, they will clog recycling sorting machines, as seen in the image on the right.



[Visit the City of Encinitas' Trash and Recycling webpage and scroll to "Plastic Bag Recycling" for information on where to recycle plastic bags in Encinitas.](#)

How to Recycle Plastic Bags

Most plastic bags are made from high-density polyethylene (#2 plastic), but the thinner-material bags (such as produce bags) are made from low-density polyethylene (#4 plastic). The recycling collection supply is abundant, mostly through collection bins at grocery stores.

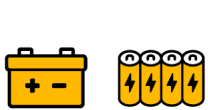
Plastic Bag Recycling Preparation

1. Remove anything inside the bags, such as receipts, stickers, or crumbs. All these items will contaminate your bag load.
2. Keep a bag collection bin in your house, such as one big garbage bag for all bags. Since they compact easily, you should be able to fit 50 to 100 plastic bags in one garbage bag.
3. Make sure any bags you are recycling have a #2 or #4 plastic symbol on them. If not, you can't be sure what plastic resin the bag is made from, so you'll want to reuse it instead, before eventually throwing it away.



Hazardous Waste

Office and household hazardous waste is any product labeled: toxic, poisonous, corrosive, flammable, combustible or irritant. A typical office can contain a vast array of hazardous products such as electronics, office supplies, and products used for cleaning.



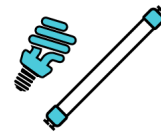
Batteries



Cleaners



Electronics & Small Appliances



Fluorescent Bulbs



Miscellaneous

Know hazardous materials

Hazardous waste can range from nail polish to electronics. Batteries are a common example of hazardous waste. A [comprehensive list of hazardous waste materials can be found here.](#)

Hazardous Waste Disposal

Hazardous waste cannot be placed in the regular waste disposal bin for the landfill, rather it must be disposed of in specific ways to prevent dangerous chemicals from entering the environment.

For more information on hazardous waste, visit [EDCO's Hazardous webpage](#).

To find out where each of these should be properly disposed email recycling@encinitasca.gov or refer to [Waste Free SD and I Love a Clean San Diego's, search engine for hazardous material drop-off locations](#).

Hazardous Waste Drop-off Locations

Several options are provided for the proper disposal and recycling of office and household hazardous waste. These include door-to-door home collection (by appointment, contact number below) and permanent collection facilities located in the cities of Vista and Poway. The collection facilities are open on Saturdays from 9am to 3pm. Proof of residency (formal ID or utility bill with Encinitas address) is required.

<p>The Household Hazardous Waste Collection Facility</p> <p>Hours: 9 a.m. to 3 p.m. SATURDAYS ONLY. 1145 E. Taylor Street Vista, CA 92084 (800) 714-1195</p>	<p>City of Poway's Household Hazardous Waste (HHW) Collection Facility</p> <p>Hours: 9 a.m. to 3 p.m. SATURDAYS ONLY. 12325 Crosthwaite Circle Poway, CA 92064 (858) 668-4710</p>
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The **Solana Center** accepts some electronic waste, lightbulbs, and batteries for recycling at their main office at 137 N. El Camino Real in Encinitas. [View their website for more information](#).

Facilities: Hazardous Waste

<p>City Hall</p>	<p>Public Works</p>
<p>At City Hall, there are battery recycling drop-off receptacles available in all copy rooms.</p>	<p>At Public Works, there are battery recycling drop-off receptacles available in all copy rooms.</p>
<p>Community & Senior Center</p>	<p>San Elijo JPA</p>
<p>At the Community & Senior Center, there are battery recycling drop-off receptacles available in both lobbies.</p>	<p>Mike Henke coordinates the storage and disposal (or recycling) of hazardous waste on the SEJPA site. For this facility, please contact him at henkem@sejpa.org with any questions.</p>

 For a specific questions, you may also contact Ashlee Stratakis at astratakis@encinitasca.gov or (760) 633 - 2859.



IN THE KITCHEN

5

- Use reusable, naturally made kitchen items and cleaning products
- Be conscious when eating out at restaurants
- Avoid the use of paper towels and purchase sustainably produced paper towels if they are necessary
- Dispose of food waste and paper towels in office composting facilities



Reduce Waste






Reusable Containers

Pack your lunch in reusable containers. Glass and metal are preferable as they will last longer, but there are many great plastic options as well.

Creative option: Reuse glass or plastic containers from peanut butter jars, yogurt containers, etc. so that you don't have to buy anything new!



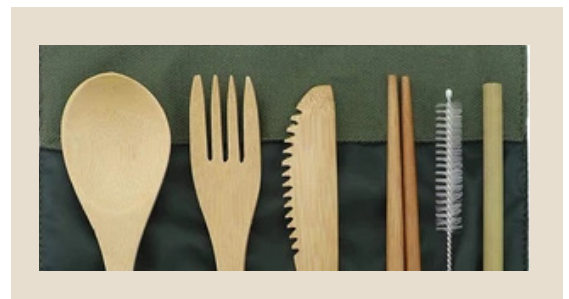
Here are a few suggestions of reusable products for packing lunch:

 <p>Beeswax Wraps – Work great for wrapping sandwiches, produce, and anything else! These are sold at Trader Joe's</p>	 <p>LunchSkins – Are a great replacement for plastic sandwich bags and can double as a placemat.</p>
 <p>Stainless Steel Bento Boxes by LunchBots – These containers are durable and have many compartments</p>	 <p>Stasher – The best replacement for plastic bags, these are made of high-grade silicone and can be boiled, microwaved, and frozen</p>
 <p>Klean Kanteen – For hot stuff such as soups and drinks, yogurt, or anything liquid. Thermos is also a great option</p>	<p>Here are more options for choosing reusable lunch containers.</p>

Reusable Utensils

Use the utensil sets available in City kitchen facilities or bring your own! Avoid the use of plastic, single-use utensils. Follow these links to discover some reusable options:

- [Lightweight bamboo utensil kits](#)
- [Durable metal utensil kits that come in fun pouches](#)
- Purchase silverware at second-hand stores (see page 12 for second-hand store options)



Kitchen Items

- Opt for reusable kitchen products made from natural materials and free of harmful chemicals, such as sponges made of compostable materials and biodegradable dish soap.
- Use a [reusable coffee filter](#) or use coffee filters made of recycled paper.
- [Chose alternatives to paper towels.](#)
- A [fiber bristle brush](#) will last longer than a sponge and can be composted at the end of its life.
- A [plant-based scrub sponge](#) can replace the plastic variety.
- Natural dish soap and other cleaning products include [Mrs. Meyer's](#) and [Seventh Generation](#).

Buying in Bulk

Buy communal kitchen items such as coffee creamer and sugar in bulk to cut down on single-use plastics and waste. For example, sugar can be purchased in bulk, placed in a glass jar with a spoon or pour spout and refilled when necessary.

Caffeinate Conscientiously

- Skip the disposable coffee pods such as K-cups or buy reusable pods.
- Use reusable coffee filters (or tea strainers) or a coffee maker than doesn't require filters.
- Buy fair-trade-certified, shade-grown coffee.
- Turn off the coffeemaker at the end of the day and over the weekend; this can reduce the machine's energy use by 60 percent.

Diverting Food Waste at Work

Food waste, along with other organic waste such as yard trimmings, takes up the largest proportion of waste in our landfills, making up 30% of our waste stream. When in landfills, food waste decomposes to produce methane, one of the most potent greenhouse gases, along with other odorous and noxious gases. Diverting food waste through food waste prevention and composting reduces methane emissions and creates a wholesome amendment to improve our community's soil health.

City Hall	Public Works
<p>Food scraps are collected in the North and South kitchens. City Hall's composting program uses the Bokashi method and can accept all types of food scraps including meat, bones, and dairy. A staff "Green Team" manages the composting program. Materials are composted at Solana Center's facility in Encinitas.</p>	<p>Vegetable and fruit food scraps are collected in the staff breakroom and composted by employees. Public Works does not use the Bokashi method for composting like City Hall and the Community & Senior. Produce scraps, eggshells, and coffee grounds are all accepted, however, meat, bones, and dairy should be avoided.</p>
Community & Senior Center	San Elijo JPA
<p>Composting is available at the Community & Senior Center for the senior lunch program. The composting program, like City Hall, uses the Bokashi composting method, accepting all food waste including meat, bones, and dairy. Materials are composted at Solana Center's facility in Encinitas.</p>	<p>Food scraps are not collected for compost at this facility, as of February 2020.</p>

For events that produce larger volumes of food waste, see page 32 for Event Waste (Section VII Meetings and Events).



Since it started in 2018, the City Hall composting program has diverted almost 2,400 pounds of food and paper towel waste (as of February 2020).



Eating Out

Tips for Eating Out to Reduce your Environmental Footprint:

1. Reduce vehicle emissions and choose to walk, take public transit, or utilize the employee bike-share program to get to lunch.
2. Eat at the restaurant. Avoid takeout containers which generate a significant amount of waste. Bring your own to-go ware or select smaller portions sizes to avoid having leftovers.
3. Try to eat in places where they don't use disposable cutlery and dishes to serve you.
4. If all you want is a coffee or another hot drink to go, bring a reusable travel mug or a thermos.
5. Eat in places that encourage small local farmers and sustainable food practices, such as organic food.
6. Only buy what you will eat and if you have leftovers, take it home (preferably in your own container).
7. Limit your use of paper napkins.
8. Drink tap or filtered water, not bottled, to save plastic.
9. Support small, local restaurants instead of big chains.
10. Just say no to plastic straws!



RESTROOMS

6

- Reduce paper towel use
- Conserve water when possible
- Turn off manual lights



Paper Towels

The use of paper towels in the City generates a significant amount of waste. High-powered hand-dryers almost entirely replace the need for paper towels and are available in almost all City facility restrooms.

The Problem with Paper Towels

Wasted Trees

Each year, vast swaths of forest are logged to produce the wood pulp that gets turned into toilet paper, paper towels and facial tissue. The final product is often chemically bleached to whiten and soften the material. This logging destroys and degrades wildlife habitat and reduces the planet's resiliency to climate change (Natural Resource Defense Council 2019).

Costly Habit

Paper towels can cost up to **\$2,400 for a single restroom each year**. According to [a study conducted by the College of Engineering at the University of Nebraska](#), installing and using hand dryers reduces costs and improves efficiency by using fewer paper towels (reducing purchasing costs), eliminates waste management and disposal labor costs, and reduces the janitorial maintenance required. The study found that the hand dryer installation would have a cost-savings payback period of approximately 8 months.



Toxic Chemicals

Chemicals such as methanol, chlorine dioxide, formaldehyde, and toluene are used to process wood pulp into paper products.

Bleach and dioxins

Sodium hypochlorite (bleach) is used to whiten paper products like paper towels, which means bleach is flushed into our waterways where it can combine with organic compounds in the environment to form dioxins which are carcinogenic and can cause hormone disruption and immune system toxicity, as well as contribute to a whole host of other health problems including birth defects, increased risk of diabetes, and endometriosis. Dioxins also harm animals and aquatic life, poison air, and contaminate water supplies that we drink. Whitening alternatives using ozone or hydrogen peroxide exist and are much safer.



EPPCP 4.2.7

The City shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes but is not limited to: purchasing paper, paper products and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.

Water Conservation

Living in South California, we are all aware of how valuable of a resource water is. As the climate becomes more unpredictable and drought is now the new normal, it is more important than ever to conserve water. Additionally, water and energy are closely linked. A clean reliable water source consumes energy. The clean water that flows out of a faucet needs energy in many stages of processing and transport before it gets to the tap. Water conservation leads to energy conservation, which saves the City money and increases efficiency. Also by conserving water and energy, we make the City of Encinitas as a whole more resilient and generate fewer greenhouse gas emissions, which is better for the community and the environment.

Water Conservation Tips in the Office

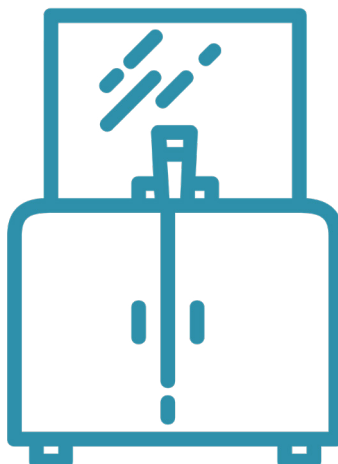
- When possible, be mindful of your water use in the restroom, especially the length of your showers, if used.
- Some City facilities have automatic and/or low-flow faucets which help conserve water.
- Whenever appliance upgrades are necessary at City facilities, choose water and energy efficient options.
- If available at your City facility, use counter-top caddies to compost your food scraps instead of using the garbage disposal, which requires water to run.
- Notify facilities and/or maintenance staff immediately if you find a leak. Even the smallest leaks add up over time. Regularly checking for and repairing leaky faucets and pipes can save many gallons of water each day.

There are many more opportunities for water conservation at home. For more water conservation tips and resources visit www.SaveOurWater.com



Restrooms at City Facilities

City Hall	Public Works
<p>Be mindful of your water use and conserve whenever possible.</p> <p>High-powered hand dryers are available in almost all City Hall restrooms to replace the need for paper towels. If you shake the water from your hands before using the dryer, it is an even faster and more efficient process. Using hand dryers conserves paper towels.</p> <p>When using the restroom changing rooms, remember to turn off the light when you are finished. Unlike the other restroom lights, these are not automatic.</p> <p>When using the showers, be mindful of how much water you are using and try to take shorter showers.</p>	<p>Be mindful of your water use and conserve whenever possible.</p> <p>Shake hands free of water after washing to reduce the amount of paper towels needed.</p> <p>Conserve energy by remembering to turn off manual lights.</p> <p>When using the showers, be mindful of how much water you are using and try to take shorter showers.</p>
Community & Senior Center	San Elijo JPA
<p>Be mindful of your water use and conserve whenever possible.</p> <p>Limit the use of paper towels by using high-powered hand dryers instead.</p> <p>Conserve energy by remembering to turn off manual lights.</p> <p>Shower facilities are not available at the Community & Senior Center.</p>	<p>Be mindful of your water use and conserve whenever possible.</p> <p>Limit the use of paper towels by using high-powered hand dryers instead.</p> <p>Conserve energy by remembering to turn off manual lights.</p> <p>There are two shower facilities available at the San Elijo JPA facility.</p>



MEETINGS AND EVENTS

7

A green event is organized with the aim of minimizing waste and promoting sustainable actions. Green events are effective when they reduce energy use and greenhouse gas emissions, minimize waste, and effectively communicate how the event is reducing its environmental impacts. Here are a few tips to make your next event a little greener:

- Provide handouts and information electronically whenever possible
- Establish sustainability guidelines before planning an event
- Select fresh and local food options that minimize waste and provide options for vegetarian and vegan diets
- Choose reusable over single-use servingware and utensils
- Establish event waste stations with clear signage for compost, recycling, and landfill



Meetings

Avoid Unnecessary Printing

- Only give printed hand-outs when they are necessary.
- Present the material on the large projector screens in every conference room.
- Share information with attendees electronically and request that they bring laptops or tablets to the meeting to access material.

Avoid Take-out Coffee

Avoid take-out coffee as this will produce a lot of waste. Instead, brew a large pot of coffee using the pots available in the kitchen and ask meeting attendees to bring their own coffee mug or supply reusable mugs.

Refreshments

City Ordinance 2020-2 now prohibits the distribution of plastic bottled beverages at City facilities and special events (effective September 1, 2020). Instead, you can fill up jugs with tap or filtered water and add fruit, cucumber, or some other flavoring. This looks tasteful, is inexpensive, and produces little-to-no waste. Provide fresh, healthy snacks that do not require packaging. Options include preparing whole or cut fruit, vegetables and hummus, or nuts.

Events

Planning an event has many different variables one must consider. However, no matter the circumstances and variables an event planner must manage, there are always steps that can be taken to reduce the environmental footprint of an event.

Create Sustainability Guidelines for Your Event

Outline sustainability goals to reduce waste and conserve resources. Here are a few things to consider when creating these guidelines for your event ([Courtesy of Good Start Packaging](#)):

1. Analyze the supply chain – Part of sustainability is critically looking at suppliers and determining if their sustainable and ethical practices reflect similar values of the organization planning the event.
2. Event Food – Will the event require catering or organize food in-house? In either case, fresh, local products and offering vegan and vegetarian options is ideal.
3. Dishware – Will the event utilize reusable or compostable servingware?
4. Establish an event recycling / waste management plan – Receptacles should be set-up for each food waste, recycling, and landfill.
5. Go digital – Whenever possible, distribute information electronically and utilize projectors and other technology to avoid using paper.

Catering and Food

When deciding upon a menu or selecting a caterer for an event, there are many opportunities to reduce the environmental footprint of the event.

- Include vegetarian/vegan options and plant-based protein (beans, tofu, etc.).
- For snacks, serve healthy options with minimal packaging such as whole or cut fruit, vegetables and hummus, or unsalted nuts and avoid packaged food.
- Try to order food for less people than are anticipated to attend, there is always leftover food.
- Pick a catering company that understands the effort being made to reduce the environmental footprint of the event.
- Serve condiments in bulk rather than single-serving size packages whenever possible.
- Source local and in-season food and produce.
- Require that the caterer use reusable servingware whenever possible or disposables as the last resort according to the guidelines provided on the following page (see page 34, “Utensils and Servingware”).



EPPCP 2.10

Integrate environmental factors into the City’s purchasing decisions, when practicable, where external authorities have not established criteria. Examples include but are not limited to:

- *Evaluating, as appropriate, the environmental performance of vendors in providing products and services*
- *Requiring all contractors and grantees who procure materials or products to perform contractual services for the City, produce or provide a work product to the City or on the City’s behalf, or who conduct work funded by a grant from the city to conform to this Policy*
- *Incorporating locally grown, organic food into City facilities and functions*

Beverages



- Pitchers of tap or filtered water with fruit, mint, cucumber, lemon etc. are tasteful, inexpensive, and generate little waste
- Buy in bulk and provide reusable cups or ask event attendees to bring their own
- Juices and sparkling water can be purchased in glass, which is the preferable option to plastic
- Provide fair trade coffee and tea products

Utensils and Servingware

For an event with food, the following list encompasses items one may need. It is important to plan for and consciously decide what types of products will be used:

- Plates
- Napkins
- Utensils
- Cups (for hot and cold beverages)
- Teaspoons
- Condiment dispensers
- Large serving trays
- Serving utensils



Reusable or single use? Compostable or plastic? Which option is best? This section will help you select the most sustainable option.



EPPCP 2.10

Integrate environmental factors into the City's purchasing decisions, when practicable, where external authorities have not established criteria. Examples include but are not limited to replacing disposables with re-usable, recyclable, or compostable goods.

Best Option - Reusable



The most environmentally preferable option is for the office to have a set of reusable serving ware and utensils for events. This will require an initial investment, but is a cost that won't be needed again. Durable and inexpensive serving ware and utensils can be purchased at big box stores. For a bonus, purchase at a thrift store for a cheaper, eclectic, and more environmentally friendly option.

Using a reusable set will require a bit more work but the environmental payoff and long-term cost savings is worth the effort. Consider obtaining large plastic tubs or a cart to store and transport dishes before and after the event for washing. Event planners could request volunteers to assist with dish washing after the event in the office kitchen or to take home to their dishwashers. Event organizers can also encourage attendees to bring their own dishware and utensils and be held responsible for cleaning as well.

It is also a nice touch to have a reusable tablecloth that can be washed and reused for events.



Good Option - Compostable

Due to convenience, sometimes single-use dishware and utensils are the most sensible option. Look for products made of plant fibers such as wood, bamboo, or paper plates without plastic coating. See wooden cutlery and palm leaf plates by [eco-gecko](#) as a good option. These materials should be disposed of by placing with food waste in the Solana Center buckets, as long as they are made only from natural plant materials.

Although they may decline, you can request the catering company to provide natural fiber compostable products. If they are unwilling, consider selecting another caterer or using some of your event budget for compostable servingware.

Beware!

This is important! There are many products on the market (which often have the appearance of plastic) that claim to be “compostable” or “biodegradable”. These products are only compostable at industrial facilities with special processes to break down these unique materials. We do not currently have such a facility in San Diego County.



Least Environmentally Preferable Option - Plastic

Single-use plastic dishware is the least-preferred option for a sustainable event and should be avoided whenever possible. Furthermore, Encinitas Municipal Code prohibits the distribution and sale of certain plastic products:

[City Ordinance 2020-02](#) prohibits the distribution of plastic bottled beverages at City facilities and special events (effective September 1, 2020).

[City Ordinance 2020-05](#) amended existing Chapter 11.27 of the City’s Municipal Code, broadening the current Expanded Polystyrene (EPS) ordinance to prohibit the following (in summary):

- The sale of Expanded Polystyrene (EPS) Food Service Ware.
- The sale of Plastic Straws and Plastic Utensils.
- The distribution of egg cartons or food trays made from EPS.
- The distribution of ice chests, or similar containers, made from EPS.
- The use of EPS packaging materials.

If an event planner must use this material, make sure all plates and cups are cleaned of food and debris before being placed in the recycling bin. **Plastic utensils and plastic table cloths cannot be recycled.**

[Read more on the City’s “3 Steps to a Plastic-Free Encinitas” here.](#)

Waste

Make sure meeting rooms and event spaces have **“waste stations”** with clearly marked recycling, compost, and landfill bins and clear signage indicating what waste should go into each bin. The City has pre-made signage that can be used for events. It is ideal to use signage with images of the servingware being provided at your event. Another best practice is to ensure waste stations have a one to one bin ratio (one recycling, one food scrap, and one landfill bin) and an event staff person dedicated to monitoring waste disposal throughout the event to ensure proper disposal and avoid contamination.

 To get the signage for your event, you may contact Crystal Najera at cnajera@encinitasca.gov or (760) 943 - 2285.

Additional Resources

There are many sustainable event planning resources available. Here are a few examples:

- [Solana Center - Zero Waste Events](#)

The Solana Center works with your organization to educate, reduce, and recycle waste at large public events while preserving the environmental integrity of the event locale. Their team offers a variety of services to assist event coordinators in creating a zero waste event. They can also help tell the story of how you minimized your environmental footprint.

 Contact the Solana Center for more information at zero.waste@solanacenter.org or (760) 436-7986 ex.714.

- [Zero Waste Event Services - The Living Coast Discovery Center](#)
- [University of San Diego: 2019 Zero Waste Event Guide](#)

OTHER OFFICE POLICIES

8

- Utilizing the zero and low emission city fleet
- Incorporating movement into your workday
- Reusing decorations for birthdays and holidays
- Avoiding give-a-ways
- Offering the option for telecommuting



Fleet

The City's Climate Action Plan set a goal of transitioning the City's municipal fleet to "zero emission" or alternative fuels by 2030. Examples of zero emission vehicles (ZEVs) include battery electric vehicles and fuel cell vehicles. Other low-emission vehicles like hybrids, plug-in hybrids, and compressed natural gas vehicles also contribute to reduced greenhouse gas emissions.

In February 2018, the City drafted a ZEV Fleet Conversion Plan to achieve the CAP goal. To achieve these targets, fleet purchases beginning in the 2017-2018 fiscal year will include all-electric, plug-in electric or hybrid technology whenever possible. Additionally, fleet staff converted all heavy-duty vehicles to renewable diesel.

Whenever possible, it is always best to consider alternatives to driving, such as utilizing video conferencing and phone calls.



City Hall & Public Works	
<p>The City's fleet is becoming greener with the help of 10 electric vehicle chargers at the Public Works Yard and renewable diesel available for heavy-duty vehicles at Fire Stations 3 and 4 and at the Public Works Yard.</p> <p>Check out a pooled hybrid vehicle when you need transportation during the workday.</p>	
Community & Senior Center	San Elijo JPA
<p>The Community & Senior Center has two fleet options: one Ford Senior Passenger Van (seats 8) and one Ford Escape. When possible, use the smaller vehicle and carpool with fellow staff to reduce gas consumption and transportation-related emissions.</p>	<p>The facility has two utility rechargeable battery powered carts. Bikes are also available to employees to get around the 20-acre facility.</p>

Movement

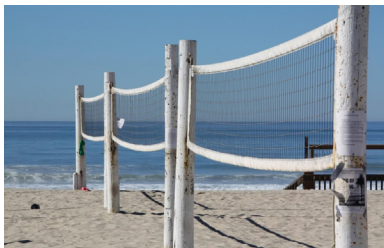
Sustainability in the workplace encompasses much more than environmental efficiency. Many of the recommendations in this guide aim to cut pollution, reduce waste, reduce the use of harmful chemicals, and promote a cleaner, healthier environment for us all to work and live. Employee health and wellbeing is an essential component of a sustainable workplace. By incorporating movement and fresh air into your day, it can make you healthier, happier, and more productive, making the City of Encinitas a better place to work for everyone.

Try to get a standing desk installed and periodically break up sitting time with standing, walking, or light stretching - get outside.



Another way to get outside is to have walking meetings with coworkers. The Coastal Rail Trail and Viewpoint Park are nearby outdoor recreational facilities that can be utilized.

Want to go for quick bike ride at lunch? The City offers an [employee bike share program](#) with four bikes available for daily use, located at the Parks and Rec Counter. [See the Intranet for more information.](#)



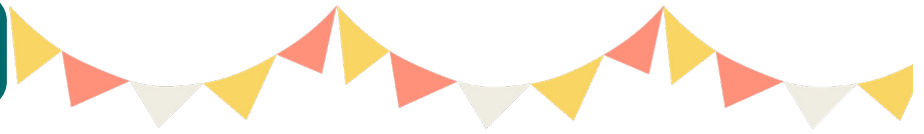
Join staff on Tuesdays at lunch to play volleyball at Moonlight Beach.

Contact Geoff Plagemann at gplagemann@encinitasca.gov or (760) 633 - 2703 if you are interested.

Yoga is offered weekly at City Hall to improve the well-being of employees. [See the Intranet for the schedule.](#)



Birthdays and Holidays



For birthdays and holidays, instead of decorating with single-use, disposable materials such as balloons and streamers, have a set of reusable string lights, cloth banners, and other decorations. Another sustainable option is to utilize natural decorations such as flowers, vines, and leaves that can be composted in food waste caddies after use.

Also - don't forget - when celebrating with cake, offer reusable servingware or select more sustainable choices whenever possible (see page 34 for Utensils and Serveringware).

Give-a-Ways

Experiences are often appreciated more than things. Is it necessary to hand out goodies? Or can the budget be used to provide an alternative to show staff appreciation?

If it is necessary, choose items that are useful and promote health, wellness, or sustainability such as reusable produce bags or reusable lunch containers.

For large orders of give-a-ways for City events, ask companies to limit packing materials or use recyclable, non-plastic packing material. Another good option is to order from local or green businesses.

Telecommute

Employees can be just as — if not more — productive when working from home. When telecommuting, the environmental effects of commuting by vehicle are reduced, employees save money (and time), and even air quality and road maintenance takes less of a hit.

The City's impact on climate change is attributable to multiple sources, however, vehicle emissions make up the majority of the greenhouse gas emissions generated by city activities. Telecommuting significantly reduces greenhouse gas emissions and contributes to meeting the City's Climate Action Plan goals.









ECO-LABELS AND CERTIFICATIONS

9



Eco-labels and certifications guarantee that products and services live up to their environmental claims. You may use this guide as a helpful reference when purchasing items or services.





Logo	Name	About	Products
General			
	Certified B Corporation	<p>Certified B Corporations are business that balance purpose and profit. They are legally required to consider the impact of their decisions on their workers, customers, suppliers, community, and the environment.</p>	<p>All</p>
	Green Seal	<p>Green Seal is a non-profit environmental standard development and certification organization. It certifies products, services, restaurants, and hotels. Certification is based on criteria including performance, health, and sustainability.</p>	<p>Various products, services, restaurants, and hotels</p>
	Forest Stewardship Council (FSC)	<p>The FSC is a group of businesses, environmentalists and community leaders that aims to protect the world's forests by overseeing and improving timber production. Paper and wood products certified by the FSC were created with sustainable and ethical practices.</p>	<p>Paper</p>

Logo	Name	About	Products
	Sustainable Forestry Initiative (SFI)	<p>The Sustainable Forestry Initiative (SFI) works with the forest sector, conservation groups, local communities, and various other stakeholders to establish sustainable product labels that can be trusted. SFI standards on product labels help consumers make responsible purchasing decisions.</p>	<p>Wood building and paper, print & packaging products. See their product database here</p>
	Programme for the Endorsement of Forest Certification	<p>PEFC promotes environmentally, socially beneficial, and economically viable management of forests for present and future generations through independent third-party forest certification.</p>	<p>Paper and wood products</p>
BUILDINGS			
	Building Certified	<p>LEED certification provides independent verification of a building or neighborhood's green features, allowing for the design, construction, operations and maintenance of resource-efficient, high-performing, healthy, cost-effective buildings.</p>	<p>Building</p>

APPLIANCES AND ELECTRONICS

LOGO	NAME	ABOUT	PRODUCTS
	EPEAT	<p>EPEAT is a label that can help purchasers evaluate, compare and select desktop computers, notebooks and monitors in relation to 51 environmental criteria, covering the product's whole-life impact.</p>	<p>Electronics</p>
	Energy Star	<p>ENERGY STAR is a U.S. Environmental Protection Agency voluntary program that helps businesses and individuals save money and protect our climate through superior energy efficiency.</p>	<p>Appliances</p>

CLEANING AND HOUSEHOLD PRODUCTS

	SaferChoice	<p>Products with the Safer Choice label help consumers and commercial buyers identify products with safer chemical ingredients, without sacrificing quality or performance.</p>	<p>Cleaning products</p>
	WaterSense	<p>WaterSense is a U.S. Environmental Protection Agency (EPA) program designed to encourage water efficiency in the United States by a special label on consumer products.</p>	<p>Cleaning products</p>

LOGO	NAME	ABOUT	PRODUCTS
	USDA Certified Biobased Product	<p>The USDA Certified Biobased Product label is designed to provide useful information to consumers about the content of the product. The label assures a consumer that the product contains a USDA-verified amount of renewable biological ingredients.</p>	<p>Cleaning products</p>
	SCS Global Services	<p>SCS conducts third-party certification of products and develops standards in environmental, sustainability, and food safety and quality performance claims.</p>	<p>Flooring, furniture, building, electronics, etc.</p>
FOOD PRODUCTS			
	Rainforest Alliance Certified	<p>Rainforest Alliance Certified farms are those that have met the comprehensive environmental, social, and economic criteria associated with their Sustainable Agriculture Standard.</p>	<p>Food and beverage, health and beauty, home and kitchen, and others</p>
	USDA Organic	<p>USDA Organic certification is a certification process for producers of organic food and other organic agricultural products.</p>	<p>Food products</p>
	Fair Trade Certified	<p>Fair Trade is a designation developed to help consumers support products that come from farms that have been certified to provide fair wages and safe working conditions</p>	<p>Food and other</p>

RESOURCES

10

[CalRecycle](#)

[Environmental Protection Agency](#)

[Environmental Working Group](#)

[Forbes](#)

[Good Start Packaging](#)

[The Green Office](#)

[Natural Resource Defense Council](#)

[Pacific Gas & Electric](#)

[San Diego Gas & Electric](#)

[Solana Center for Environmental Innovation](#)

[UBC Sustainability](#)

[US Department of Energy](#)

[Wall Street Journal](#)

[WaterSense](#)

APPENDIX

The Appendix offers detailed guidance geared towards specific staff and departments who are frequently involved in purchasing.

- Finance Department: Purchasing Office Supplies
- Information Technology (IT) Department: Best Printing and Energy Saving Practices
- Facilities Department: Restrooms

Also provided are City policies and documents:

- Environmentally Preferable Purchasing and Contracting Policy
- Public Transportation Reimbursement Policy
- Public Transportation Reimbursement Form

Purchasing Office Supplies for the Finance Department

- Follow the Environmentally Preferable Purchasing and Contracting Policy
- Purchase sustainable office supplies
- Purchase sustainably produced bleach-free paper with high recycled content
- Purchase remanufactured ink and toner cartridges

Environmentally Preferable Purchasing and Contracting Policy

In 2010, the City adopted the Environmentally Preferable Purchasing and Contracting Policy (EPPCP) as a component of the City of Encinitas Administrative Manual. The purpose of the policy is to set a standard of environmentally preferable procurement (green purchasing) and demonstrate the City's commitment to environmental, economic, and social stewardship. This policy applies to all City departments and the San Dieguito Water District.

Many recommendations in this guide align with the provisions laid out by the EPPCP. Where applicable, specific policies of the EPPCP are cited throughout the Employee Green Guide.

References to the EPPCP are identified with the  icon. See the Appendix for the full text of the document.

Office Supplies

Trustworthy vendors

Purchase sustainably produced office supplies from trusted brands and/or those with Eco-certifications (see Section IX. Eco-labels and Certifications).

- [CalRecycle's Recycled-Content Product Manufacturers \(RCPM\)](#)
- [Earth Hero](#)
- [Ecomedes - Green Building Products Database](#)



EPPCP 2.0

Require purchase of products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practical



EPPCP 4.0

Staff involved in purchasing decisions shall evaluate items, identify opportunities for more environmentally friendly alternatives, and work with vendors to identify environmentally preferable products that meet the requirements of this policy.



EPPCP 2.0

Require purchase of products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practical

Paper Purchasing

Buy recycled paper

Buy recycled paper that is made with the highest percentage of recycled materials possible (as close to 100%). Manufacturers are required to disclose the percent content of recycled material of their product. Currently, we purchase paper with 30% post-consumer recycled content, but it is best to strive for a higher percentage of recycled content.

Recycled paper is made from post-consumer waste rather than wood pulp from freshly cut trees. Widespread recycling of paper products reduces deforestation, by creating more recycled paper that doesn't require harvesting virgin trees. Reducing deforestation reduces habitat loss for wildlife, keeps more oxygen in the atmosphere, and helps reduce climate impacts.

State Regulation

SB 1383 establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025. The law also requires that municipal operations use 30% post-consumer recycled paper.

Buying recycled also:

- Closes the recycling loop and conserves resources
- Reduces raw material extraction and preserves wildlife habitat
- Reduces pollution and greenhouse gas emissions
- Helps create market demand and competition

Source: CalRecycle



EPPCP 2.2

Purchase products which contain, whenever practicable, the highest percentage of post-consumer recovered materials, the highest percentage of total recovered material available in the marketplace and reduce waste in the manufacture and use of products and packaging purchased by the City.



EPPCP 4.3.6

A 10% price preference may be given to recycled content products based on the lowest bid or price quoted by the suppliers offering the competing non-recycled content products.



EPPCP 4.3.7

Paper purchases shall be made consistent with the City's resolution stating the City's preference for recycled content and recyclable paper.

Paper Packaging

Continue buying paper that is packaged in paper or cardboard. These materials can be more easily recycled, whereas plastic wrapping cannot.

 **EPPCP 4.1.6**

The City shall require vendors to minimize packaging to the greatest extent practicable.

 **EPPCP 4.1.7**

Packaging that is reusable, recyclable or compostable shall be selected when suitable uses and programs exist. The City shall not purchase any polystyrene foam food packaging and 50% by volume of the food packaging purchased by the City shall be recyclable or degradable in accordance with Resolution 91-90.

Buy chlorine-free paper

Chlorine-free paper is an environmentally preferable alternative to paper bleached with chlorine. Chlorine and its derivatives (such as chlorine dioxide)—the most common bleaching agents used by the pulp and paper industry—are quite harmful to the environment, particularly the aquatic environment.

 **EPPCP 2.5**

Purchase products and institute practices that conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine-free manufacturing processes, and use recycled wood or wood from sustainably harvested forests.

 **EPPCP 4.2.7**

The City shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes but is not limited to purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.

Buy FSC, SFI, or PEFC certified paper products

The following table provides organizations that certify paper products for sustainable practices. If you see these symbols, you can trust the product is environmentally friendly.

 <p>SUSTAINABLE FORESTRY INITIATIVE</p>	 <p>FSC</p>	 <p>PEFC™ PEFC/37-01-01</p>
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**EPPCP 2.5**

Purchase products and institute practices that conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine-free manufacturing processes, and use recycled wood or wood from sustainably harvested forests.

**EPPCP 4.7.1**



To the greatest extent practicable, the City shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, the City 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.

Paper Purchasing Resources

- [Office Depot](#) - Conduct a refined search on Office Depot paper products that meet the requirements recommended in the guide (100% recycled content, chlorine-free, paper packaging)
- [Ecomedes - Green Building Products Database - Paper Office Products](#)

Guide to Sustainable Office Supplies

Item	Green Options	Greenest Option	Examples
Pencils	Pencils made from recycled wood without metal or erasers on the end (so they can be composted)	Metal lead holder or mechanical pencil; work electronically	Recycled Paper Pencils Metal Lead Holder
Eraser	Natural rubber eraser	Work electronically	Natural Rubber Eraser
Pens	Pens made of recycled plastic or refillable pens, which are often nicer quality and cost-effective in the long run	Use e-signatures when possible	Recycled plastic pens Refillable Pens
Notepads	Notepads made of recycled materials	Make scratch notepads using leftover paper held together with binder rings or a metal paper clip or take electronic notes	Norcom, Inc. – Recycled notepads

Item	Green Options	Greenest Option	Examples
Binders	Borrow extra binders from fellow staff and reuse binders for as long as possible	Store documents electronically when possible	Recyclable Three-Ring Binders 
Paperclips & Binder clips	Buy products made of recycled materials	Strive to have a paperless office space	Paperclips
Stapler	Use a paper clinch that does not require staples	Share a stapler or paper clinch; strive to have a paperless office space	Stapler Replacement: Paper Clinch
Office plants	Make your office green with plants! Plants recycle the air. There are maintained office plants in shared areas of the office.	Plants absorb airborne pollutants and emit healthy negative ions and oxygen into the air. Having green plants in the office also reduces that "sterile" look, making it more comfortable for everybody.	Find office plants at a local garden store 
Sticky Notes	Use sticky notes made from recycled paper	Avoid the use of paper and work electronically	Sticky Notes made from recycled materials
Highlighter	Use highlighters made from recycled plastic	Buy refillable highlighter pencils; avoid the use of paper and work electronically	Refillable highlighter pencils
Paper	See page 50 for paper purchasing guidance		

Best Printing Practices for the Information Technology (IT) Department

- Purchase remanufactured ink and toner cartridges
- Set printers to default to double-sided printing

Double-Sided Printing

All City printers are default to print double-sided, which cuts our paper consumption in half, without any major changes for staff. If you have a personal printer in your workspace, ensure that it is default to print double-sided.

Remanufactured Ink and Toner Cartridges

Remanufactured ink and toner cartridges are original name brand cartridges that have been professionally cleaned, refilled with similar quality materials, and then tested to make sure you get the same print quality as the original cartridge. Not only do remanufactured cartridges cost about 15 percent less than new ones, but each reused cartridge saves about 2.5 pounds of metal and plastic and about half a gallon of oil, all of which is wasted in the manufacturing process.

[Here is more information on remanufactured ink and toner cartridges.](#)

Energy Saving Practices for the Information Technology (IT) Department

- Enable sleep mode and other power saving features on computers
- Explore the option of purchasing power strips to reduce “phantom load” energy consumption

Energy Saving Practices

Sleep mode

Enable sleep mode and power saver features on computers and other equipment. This will reduce the power consumption when items are not in use. By setting these default features for staff during computer set-up, the energy savings will occur automatically.

Beware of “phantom loads”

Most of the office power is consumed by machines that are off, but still plugged into a live outlet. Reducing phantom loads would result in energy cost-savings.

Statistics could not be found specifically for offices, however, according to the Lawrence Berkeley National Laboratory, a U.S. Department of Energy National Laboratory, stand-by power typically accounts for 5-10% of residential electricity use in most developed countries. Standby power in

commercial buildings is smaller but still significant. Altogether, standby power use is roughly responsible for 1% of global CO2 emissions.

Reduce phantom loads by unplugging electronics that are not in use or by using power strips and turning them off at the end of the day. When purchasing a new power strip, consider purchasing one with energy saving capabilities. Known as “smart” power strips, these look similar to a traditional powerstrip, however, the circuitry is designed to monitor and control power to each electrical outlet in the strip, improving energy efficiency and preventing electronics from wasting power.

Here are a couple of examples:

- [Kasa Smart WiFi Power Strip by TP-Link](#)
- [Smart Plug, Power Strip, AHRISE WiFi Surge Protector](#)
- See the [National Renewable Energy Laboratory's Guide](#) for more examples of energy saving power strips.

Work with the City's Information and Technology Department to select the ideal power strip for your electric power equipment.



Restrooms for the Facilities Division of Public Works

- Chose sustainably produced paper towels and other paper products
- When possible, use cleaning and sanitization products made of natural ingredients, free of harmful chemicals

Choosing Sustainable Paper Towels

If eliminating disposable paper towels is not an option, purchase eco-friendly options that have the following characteristics:

- FSC-Certified (or other sustainable paper certifications), if possible
- Processed chlorine-free (PCF)
- At least 80% post-consumer recycled content

[Natural Resource Defense Council - Paper Towel Report Card](#)

Suggested Brands

- Seventh Generation
- Natural Value

Toilet Paper

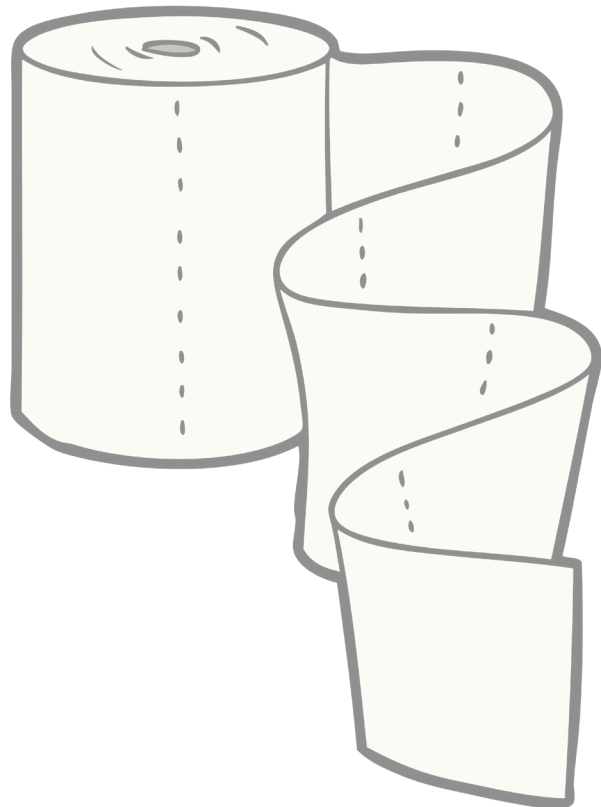
Bathroom paper products should be purchased from trusted sustainable brands.

As provided by the Natural Resource Defense Council, here are the scores for major toilet paper products.

[Natural Resource Defense Council - Toilet Paper Report Card](#)

Toilet paper can also be made out of plant fibers such as sugarcane and bamboo. Plant fibers such as bamboo are more sustainable than wood pulp because in the proper climate, they grow quickly without fertilizer or irrigation. Try these suggested brands:

- [Who Gives a Crap?](#)
- Noo Trees ([available on Amazon](#))
- [Caboo](#)



Natural Cleaning Products

There are many effective cleaning products that are free of harmful chemicals and can be used to clean and sanitize bathrooms and other areas in the office. Avoiding harmful chemicals is better for the health of staff and the environment.

[Top Green Cleaning Bathroom Products – Environmental Working Group](#)

Recommened Brands

- [All-Purpose Cleaner - AspenClean](#)
- [Disinfectant - Clorox Biostain and Odor Remover](#)
- [Window and Glass Cleaner - Attitude](#)
- [Mold and Mildew Remover - CLR](#)
- [All-Purpose Bathroom Cleaner - Greenshield](#)
- [Toilet Cleaner - ECOS](#)
- [Carpet Cleaner - biokleen](#)



Sanitization

With advancements in technology, sanitization is possible without harmful chemicals.

The [Lotus Pro](#), which uses Stabilized Aqueous Ozone (SAO), eliminates germs, odors, stains, molds, mildew and other contaminants on any item or surface before changing safely back to water and oxygen. [Check out Tersano's website for a complete list of their products.](#)

The [Protexus](#), a product by [Evaclean](#), produces an electrostatic spray, killing all kinds of staphylococcus and other types of viruses. The electrostatic spray technology reaches up to 3X more surfaces in the same amount of time it would take with today's buckets, rags, wipes or other infection control tools.

Both products are currently being used in Encinitas Union School District Schools.



EPPCP 2.0

Require purchase of products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practical.

Appliances

Water consumption for sanitary purposes (i.e. toilets, urinals, faucets) accounts for nearly 40% of water consumption in commercial and institutional buildings. Over the past 20 years, there has been an increased focus on developing more efficient and better performing sanitary fixtures and equipment. For example, high efficiency toilets, faucets, showerheads, and urinals are at least 20 percent more efficient than standard products on the market (EPA 2012).

When appliance updates are necessary, water and energy-efficient appliances should be installed in restroom facilities.

[Ecomedes – Green Building Products Database – Plumbing and Restroom Appliances](#)



EPPCP 4.4.1

New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels, whenever practicable.

For more information on reducing water consumption in office buildings, read [WaterSense at Work](#) (EPA 2012).

End of Employee Green Guide