Pinellas County – *A Certified **Green** Local Government*

Green PINELLAS

In 2006, Pinellas County was the first local government certified by the Florida Green Building Coalition (FGBC). The FGBC certification signifies that Pinellas County government implements and maintains sustainable practices in its daily government operations. The certification levels are achieved after having satisfied requirements for each tier – bronze, silver, gold and platinum. In 2006, Pinellas County was a Silver Green Local Government.

Green certifications such as the FGBC standard demonstrate a high level of attention to detail in specific categories. To achieve certification, local governments must demonstrate competencies in categories that range from A through S, Administration through Water and Wastewater.

The county continues to be a trendsetter and in 2013, Pinellas County was the first local government to be re-certified by the FGBC as a Gold Green Local Government. The certification is a testament to the great work of the employees of Pinellas County. For more information about Local Government Certification, visit *www.floridagreenbuilding.org/* .

County Coordinators:

Ramona Madhosingh-Hector, *rmadhosingh-hector@pinellascounty.org*
Bushnell Center for Urban Sustainability
UF/IFAS Extension, Pinellas County

Mary Campbell, *mcampbell@pinellascounty.org*
County Extension Director
UF/IFAS Extension, Pinellas County

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University of Florida/IFAS Extension, Pinellas County Faculty and Staff can provide unbiased, scientific resources from the experts at UF. Extension collaborates with local governments, community organizations and citizens to bring the latest research information from UF to solve local issues.

Pinellas County Extension – 727-582-2100 (#2)
12520 Ulmerton Road, Largo
www.pinellascountyextension.org
Mary Campbell, Extension Director

Commercial Horticulture . . . . *Jane Morse*
- Commercial lawn and pesticide operators training
- Integrated Pest management
- Pesticide testing

Family and Consumer Science . . . . *Nan Jensen*
- Nutrition and wellness education
- Family Nutrition Program
- Financial Programs
- Food safety

4-H Youth Development . . . . *Jean Rogalsky*
- Youth (5-18) development programs
- 4-H Ochs vegetable gardens
- 4-H Clubs

Florida Friendly Landscape™ Program . . . . *Brian Niemann*
- Sustainable landscapes
- Water Conservation
- School gardens curriculum

Marine and Coastal Sustainability . . . . *Libby Carnahan*
- Marine Conservation
- Clean Marinas
- Climate Variability and Sea Level rise

Natural Resources . . . . *Lara Miller*
- Ecosystems Conservation
- Wildlife Resources
- Environmental and Water conservation

Urban Horticulture . . . . *Theresa Badurek*
- Master Gardener coordinator
- Education on plants, diseases, vegetable gardens, composting
- Community Gardens/School Gardens
- Lawn and garden help desk

Urban Sustainability . . . . *Ramona Madhosingh-Hector and Mary Campbell*
- Sustainable Practices
- Local food systems
- Green Purchasing
- Sustainable Floridians SM
- Energy Conservation

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Pinellas County
Sustainable Purchasing

I. Purpose

The purpose of this fact sheet is to support sustainability and to provide information and resources in procuring products that will minimize negative impacts on society and the environment to the greatest extent practicable.

II. Best Practices and Procurement Strategies

1) Reduce waste at the point of purchase.

Reduce waste by practicing the three R's: reducing, reusing, and recycling. Priority should be given to reducing waste upstream by purchasing products made from recycled material that can be reused or recycled such as letterhead stationery, envelopes, and business cards made from recycled paper. To reduce disposal costs and waste, choose items that can be remanufactured, recycled, or composted.

2) Purchase durable and reusable goods.

Using life-cycle cost analysis, rather than automatically choosing goods with the lowest purchase price, can help departments identify the best long-term value. Factor in a product's estimated life span as well as its energy, maintenance, consumable supplies and disposal costs. Consider durability of products prior to purchase. Invest in goods with extended warranties. Conduct routine maintenance on products/equipment.

Save money and minimize waste by eliminating single-use items, such as non rechargeable batteries, in favor of rechargeable batteries. Use rechargeable ink cartridges where possible.

3) Lease and rent when appropriate.

Consider an operating lease or rental rather than a purchase. Lease and rental contracts give vendors the responsibility for the upkeep of goods such as computers and copiers, and for managing them at the end of their useful life. Businesses that lease equipment tend to manufacture more durable items, salvage reusable parts, refurbish, recycle, or donate used equipment that can no longer be leased. Renting is a cost-effective option for short-term equipment needs.

4) Specify product and packaging take-back.

Increasingly, product vendors are offering to take back the products they sell when they become obsolete. By utilizing vendors who offer an Extended Product Responsibility (EPR) program, departments are ensured equipment and products are disposed of properly whether recycled, donated, refurbished or disposed of without the added cost.

Other vendors will take back used items—such as carpeting and toner cartridges—when purchasers buy new products. For example, several carpet manufacturers have invested in sophisticated recycling facilities that turn old carpet into new carpet or other goods. Toner cartridges are disposed of properly or sent to be recharged and sold at a lower cost by vendors specializing in such services.

Departments should require vendors to assume responsibility for some of their shipping materials, such as wooden pallets and excess packaging materials. When ordering large furniture or computer shipments request products ship blanket-wrapped or with reduced packing material.

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5) Buy goods in bulk or concentrated form.

This practice can significantly reduce the packaging associated with lower product quantities and save costs. Carefully estimate demand when purchasing in bulk; purchasing more than is needed can create excess that becomes waste.

6) Manage surplus effectively.

Pinellas County can reduce waste by eliminating excess purchases. Reviewing past needs can minimize the procurement of unneeded items. Clean out your office supply cabinet.

7) Procure remanufactured goods and use refurbishing services.

It is generally much less expensive to buy remanufactured goods such as remanufactured toner cartridges, or to use refurbishing services for computer upgrades, carpet repair, and furniture reupholster, than to buy new items. "Recharged" toner cartridges typically save departments 30 to 50 percent per sheet of paper.

8) Purchase goods containing fewer toxic constituents.

By procuring goods with fewer or no toxic chemicals, departments can reduce their hazardous waste disposal, future liability concerns, and the risk of occupational exposure and spills. Low-toxicity products such as mercury-free medical supplies, printing ink low in volatile organic compounds (VOCs), and chrome and chlorine free cleaning supplies are increasingly available and cost-competitive.

9) Reduce paper use.

Set all printers, copiers, and fax machines to the default duplex mode if the function is available. Purchase office equipment that has duplex capability.

Utilize technology to send and store information electronically. Utilize internet fax when available.

E-mail document files instead of faxing hard copies.

Instead of having forms preprinted and stored, fill out forms online and print as needed when available and feasible.

10) Establish Sustainable Office Policies

Establish an office policy that supports sustainable purchasing guidelines. Train administrative staff and employees to identify and purchase products that support a sustainable office. Develop references to support sustainable purchasing.

Procure commodities that are certified to meet standards.

Paper and Forest Products:

Forest Stewardship Council – *www.fsc.org*

Sustainable Forestry Initiative – *www.sfiprogram.org*

Chlorine Free Products Association – *www.chlorinefreeproducts.org*

Electronics and Appliances:

Energy Star – *www.energystar.gov/purchasing*

Electronic Product Environmental Assessment Tool (EPEAT) – *www.epeat.net*

Cross-sector:

Green Guard – *www.greenguard.org*

Green Seal – *www.greenseal.org*

Scientific Certification Systems – *www.scscertified.com*

SBA.gov – *www.sba.gov/content/green-certification-and-ecolabeling*

Renewable Energy:

Green-e – *www.green-e.org*

Building Practices and Indoor Air Quality:

Green Building Council (LEED) – *www.usgbc.org/leed*

Environmentally Preferable Purchasing (EPP) Resources

EPA's EPP Web Site – *www.epa.gov/oppt/epp*

National Association of Counties Green Purchasing – *www.naco.org/programs/csd/Pages/NACoGreenPurchasing.aspx*

Office of the Federal Environmental Executive – *www.ofee.gov*

Examples of environmentally preferred products:

Recycled paper and paper products

Remanufactured laser printer toner cartridges

Energy Star Rated computers and appliances

Rechargeable batteries

Re-refined lubrication, hydraulic oils, and antifreeze

Recycled plastic outdoor-wood substitutes including plastic lumber, benches, fencing, signs and posts

Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation

Crushed cement concrete aggregate and asphalt

Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash

Compost, mulch, and other organics including recycled biosolid products

Re-manufactured and/or low or VOC-free paint

Cleaning products with lowered toxicity

Energy saving products

Waste-reducing products

Water-saving products

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Glossary

Environmentally Preferable Products are products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

Green Purchasing means purchasers take into consideration the environmental impact of products when making purchasing decisions, giving preference to more environmentally friendly products when quality and price are equal or superior.

Recycled Products are products manufactured with waste material that has been recovered or diverted from solid waste. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.

Sustainability means meeting today's needs without compromising the ability of future generations to satisfy their needs.

Waste Prevention means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

Reuse means repairing what is broken or giving it to someone who can repair it or use it in its current state.

Reduce means using fewer products and utilizing other means of doing business when available to reduce the amount and toxicity of trash discarded.

Recycle means to reprocess and reuse used material.

Life Cycle Evaluation is an evaluation of the major environmental impacts in each life-cycle stage of a product category including resource extraction, production, distribution, use, and eventual disposal or recycling. The evaluation considers energy, resource use, and emissions to air, water, and land, as well as other environmental and health impacts. The purpose of this evaluation is to identify significant life-cycle stages to be addressed.

Life Cycle Cost Analysis is an economic evaluation technique that determines the total cost of owning and operating a building or equipment.

Rechargeable means to replenish the amount of electric power in something, especially a battery.

Extended Product Responsibility (EPR) is vendors taking on the responsibility for the environmental impacts of their products through the entire product's life cycle – especially the take-back, recycle, and disposal programs.

Leasing is a legal rental contract allowing exclusive possession of rental item/property for a specific time in return for a payment.

Certification an official document or seal providing evidence and details of something that is authentic and verified by a third party.

Pinellas County
Green Office Audit

Create a Green Office by supporting these practices.

Computer and monitor

Do you turn off your computer at the end of the day?	YES	NO
Do you turn your monitor off when you are not in the office?	YES	NO
Is your computer set to go into standby or hibernate after 30 minutes of inactivity?	YES	NO
Is your monitor set to enter sleep mode after 20 minutes of inactivity?	YES	NO

Peripherals

Do you use a power strip to turn off power to all appliances/electronics at the end of the day?	YES	NO
Do you unplug devices such as battery chargers when they are not in use?	YES	NO
Is your desktop printer shut off at the end of the work day?	YES	NO
Are shared printers shut off at the end of work day?	YES	NO
Are copy machines set to go into sleep or rest during times of inactivity?	YES	NO
Are copy machines shut off at the end of the day?	YES	NO

Lighting

Is lighting used only when needed? (day lighting is used when available)	YES	NO
Do you turn off lights in closets, copy rooms, and kitchens when not needed?	YES	NO
Are lights shut off at the end of the workday and on weekends?	YES	NO
Are classroom lights shut off when not in use and at the end of the day?	YES	NO
Are lights in public spaces (hallways, bathrooms, etc.) turned off at the end of the day?	YES	NO

Purchasing

When you purchase new equipment, do you consider the product's energy efficiency?	YES	NO
Do you purchase recycled materials whenever possible?	YES	NO
Do you factor in a product's life span when purchasing?	YES	NO
Do you consider leasing or renting equipment whenever possible?	YES	NO
Do you use vendors that offer a take back program (Extended Product Responsibility Program) to ensure that equipment and products are disposed of properly?	YES	NO
When ordering larger shipments, do you request that products are shipped using less packaging?	YES	NO
Do you buy goods in bulk or concentrated form?	YES	NO
Do you use Asset Management Services to dispose of unwanted or outdated property and electronics?	YES	NO
For special print jobs, do you buy paper products that are recycled, certified by the Forest Stewardship Council, and/or Chlorine Free?	YES	NO
For regular office use, do you buy post consumer recycled content paper? If yes, what percent? _____	YES	NO
Do you purchase products with fewer toxic ingredients or components?	YES	NO
Do you consider local and/or small and minority vendors first for purchases?	YES	NO
Do you buy or ask for locally sourced food/products for events?	YES	NO
Do you buy fair trade and/or organic coffee for the office?	YES	NO

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Recycling and Resource Use

Do you take measures to reduce paper use?   YES   NO

   a) think before you print

   b) use email instead of written correspondence

   c) convert printed publications to electronic format

   d) print double sided

   e) use scrap paper for drafts

   f) list other:

_____

_____

_____

_____

_____

_____

Do you refill/recycle printer toner cartridges?   YES   NO

Do you recycle paper?   YES   NO

For events, do you use recycled or reusable food and beverage containers?   YES   NO

Do you use reusable water containers/glasses for office use/events?   YES   NO

Do you recycle other items?   YES   NO
   If so, list:

_____

_____

_____

_____

_____

_____

Transportation

You regularly travel to and from work by:

   a) carpool

   b) walk

   c) ride a bike

   d) ride public transportation

   e) drive yourself

Green Office Checklist

Creating a green or sustainable office means that you are committed to reducing impacts on the environment, creating a healthy place to work, and saving money. Use this Green Office Checklist to create an environmentally friendly workplace.

Energy Conservation

- Turn off lights, computers, printers and monitors at the end of the day.
- Use a power strip or unplug electronic devices when not in use to prevent energy waste commonly called "phantom energy".
- Install occupancy sensors in offices to automatically turn off lights when you leave the office.
- Utilize the most energy efficient light sources, such as Light Emitting Diode (LED).
- Don't forget to turn off lights in public spaces (hallways, bathrooms, etc.) at the end of the day.
- Activate power management features on office equipment.
- Use teleconferencing and video conferencing to save on travel.
- Carpool to meetings.
- Purchase Energy Star® office equipment.

Office Products

- Buy recycled when ordering paper products (at least 30% post- consumer waste).
- Use Sustainable Purchasing guidelines for the office.
- Eliminate Styrofoam cups; provide reusable coffee mugs.
- Buy products with minimal packaging - not individually packaged.
- For items with limited shelf life, avoid buying more than necessary.
- Buy items that can be recycled at the end of their life.
- Purchase green certified products.

Reduce-Reuse-Recycle

- Always copy on both sides of the paper.
- Save used paper for scratch/note paper.
- Keep files on disc and eliminate hard copies.
- Utilize a work station paper recycling bin.
- Route memos instead of making copies.
- Update mailing lists regularly.
- Put information/newsletters on-line and direct customers to on-line information
- Eliminate junk mail and mail addressed to staff no longer present.
- Collect ink cartridges and batteries for proper recycling/disposal.
- Use the economy/fast mode on printers for drafts.
- Use on-line resources for phone books/calendars or other directory information
- Set-up an office recycling program, complete with a coordinator to encourage recycling efforts and answer questions.

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More Green Office Tips

Junk Mail and Catalogs – Reduce paper waste by disposing of unwanted catalogs and junk mail. For links to "opt out" visit – Federal Trade Commission Consumer Protection. *www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt063.shtm*

Green Office Products - Look for and compare green certified products to those you are currently using (*www.epa.gov/greenerproducts/related/#one*). Use green certified cleaning products for the office. Look for office products and packaging made from recycled materials and that are biodegradable.

Easy Tips to make your Meeting or Conference Green

- Make a friendly announcement at the beginning of the program instructing attendees which items are recyclable and what bin each item should go in.

- Make all copies two sided or offer any information and materials to those that request it via E-mail, DVD, or jump drive.

- Provide recycling bins for paper, cans, and plastic in meeting rooms.

- Provide wooden coffee stirrers rather than plastic straw stirrers. Do not use Styrofoam.

- Use reusable name tags and provide a place to return them at the end of the meeting.

- Offer beverages in containers that are reusable and serve water or other drinks in pitchers.

- Include vegetarian meals, and have meals planned using local, seasonal produce.

- Use china and linens to prevent waste; or use paper plates, napkins, cups, and utensils that are biodegradable or made from recycled material.

- Offer snacks in bulk and not individually wrapped. Serve food and snacks that require minimal serving containers.

- Coordinate with the meeting venue to ensure that energy for lights and air conditioning will be turned off when rooms are not in use.

Energy and Water policy

Pinellas County, the first Green Local Government certified in the state of Florida, took energy reduction seriously with the implementation of an Energy and Water Management Policy. The purpose of the policy is to promote energy and water reduction goals and objectives, identify and implement energy and water conservation activities, and identify required resources. The policy was put into place in January, 2008 with a goal to reduce electrical consumption by 18% and water consumption by 10% over the next 6 years. This policy is intended to include County-owned and operated buildings and leased facilities where the Board of County Commissioners is responsible for utilities.

The County's Real Estate Management Department concentrated efforts on reducing electrical consumption at all county-owned buildings with the exception of the Detention Facilities (due to unique operations require-ments). For 2008, countywide electrical consumption was reduced by 2,539,283 KWh. This equates to an 19% decrease in energy used in comparison to 2006 & 2007. Retrofits by Pinellas County Real Estate Management continue and at 12490 Ulmerton Rd. (EMS) through an LED lighting retrofit and high efficiency HVAC equip-ment, energy consumption was reduced by 325,920 KWh, a 35.0% reduction between 2012 and 2013.

The policy's overall intent is to reduce energy and water consumption, not reduce energy and water costs. Energy and water costs are subject to rate changes over time. Activities implemented to reduce energy and water consumption now will immediately result in utility cost savings.

For complete Policy: *www.pinellascounty.org/greenpinellas/energy.htm*

Employees should follow the following practices:

- Personal space heaters are prohibited in all County facilities.

- With the exception of remote locations, refrigerators, coffee pots and microwave ovens shall be installed in com-mon areas; not personal offices.

- Lighting in all areas should be switched off when not in use.

- Each employee is responsible to switch off computers, monitors and printers at the end of each day, except for scheduled/specified Business Technology Services (BTS) or independent agency information technology update days.

- Use of desk task lighting is permitted and encouraged in an effort to reduce increased overhead lighting.

- Occupancy sensors will be installed in personal offices, conference rooms, break rooms and select open office plans.

- Landscape designers shall incorporate native plant species and drought tolerant plants into designs. Where irrigation is required, attempts will be made to use reclaimed water or shallow wells. County or municipal water shall be used only as a last resort.

- Incorporate energy design standards that consider roofing, lighting, HVAC systems, building controls & security, insulation, rest room fixtures, window construction and interior window treatments.

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Commitment *to* Sustainability:
A Pledge *for* Employees

A Sustainable County

Sustainability is the ability to sustain our economic livelihood, quality of life, and the natural environment that supports us all. Your decisions determine how sustainable our community is for our current residents, as well as future generations to come. As an employee with specialized skills in one or more county services, you can begin your own journey to sustainability by looking at ways to make your work contribute to the overall improvement in the quality of life of our County and its citizens. There are innovative ways for us all to manage our County offices and operations in a manner that is good for our County budget and good for the natural environment.

Your Personal Commitment to Sustainability

Making the connections between our economy, our health and well-being, and natural environment is a key part of the sustainability ethic that you can bring to your job. Take a pledge to:

EMPLOYEE PERSONAL COMMITMENT TO SUSTAINABILITY PLEDGE

I pledge to (check the pledges that you agree to):

- ❑ Turn off my computer at the end of the day (except Thursdays for updates).

- ❑ Recycle my office paper.

- ❑ Use at least 30% post-consumer waste recycled paper (check your office print paper).

- ❑ Support sustainable procurement practices (see Sustainable Purchasing Factsheet).

Name: (printed)_____

Department:_____

Date:_____

Please scan and send copy to *sustainability@pinellascounty.org* or
Ramona Madhosingh-Hector at *rmadhosingh-hector@pinellascounty.org*

We will follow up to see how you are doing. Please let us know if you have any questions/suggestions.

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