



Policy 8.5	ENVIRONMENTAL RESPONSIBILITY & CONSERVATION		
<u>Effective Date:</u> 8/12/08	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/EDP	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

ENVIRONMENTAL RESPONSIBILITY & CONSERVATION

8.5

POLICY

It is the policy of DuPage County to reduce the impact the County has on the environment by recycling waste materials, utilizing resources in an environmentally responsible manner, reducing energy consumption and investigating opportunities to cutback resource use.

GUIDELINES

- A.** The philosophy of DuPage County is to ensure that all employees contribute to reducing their consumption of resources as part of their County employment in order to save energy, conserve resources and improve the environment for all employees of DuPage County.
- B.** The Department of Economic Development and Planning in conjunction with the Department of Human Resources is responsible for educating all employees on this Environmental Responsibility and Conservation Policy to ensure that they are knowledgeable to and committed to meeting the County's goal.
- C.** Periodic training will be offered for all departments and each department will appoint at least one representative to oversee the implementation of conservation programs and to assist in identifying new opportunities.

PROCEDURES

1. Procurement:

- a.** County purchases will consider the environmental impact of the commodity or service to be acquired.
- b.** The County will incorporate energy efficiency into the decision-making process during the design and acquisition of facilities and equipment when cost effective. Sustainable design and construction practices utilizing products with longer documented life spans, less waste, and renewable materials will be employed. Anticipated labor savings over the projected life of the item will be taken into account.

- c. Whenever available and cost-justified the following items shall be given preference when purchasing decisions are made: recycled content paper products, including but not limited to tissues, office paper, toilet paper, Energy Star rated equipment, water saving devices, items with auto-shut off or energy saving options, low energy use lighting, road materials utilizing recycled products, locally sourced materials, and other related items.
- d. Bids for products shall consider the end of product life recycling or disposal. Outlets for recycling toner, light bulbs/lamps, ink cartridges, batteries etc. must be identified when bids are drafted.
- e. The County shall purchase cleaning supplied with reduced toxicity and shall utilize low volatile organic compound paints whenever possible. Only products with proven efficacy in a healthcare environment will be utilized in these types of County operated facilities.
- f. Products and practices accepted to be environmentally questionable or irresponsible will be prohibited.

2. Reuse and Recycling

- a. All County offices shall be provided with mixed paper recycling. Offices with cafeterias will be equipped for recycling glass, steel, aluminum, plastic and other related items contingent upon available space. Other opportunities for recycling include motor oil, antifreeze, electronics, and construction and demolition debris.
- b. Employees shall utilize both sides of paper, print only necessary documents, utilize paperless technologies, avoiding any unnecessary cover sheets when printing and shall reuse items such as name tag holders and file folders whenever possible. All required document submittals shall be double-sided whenever possible.
- c. Cafeterias will pursue waste reduction opportunities.
- d. Materials removed during construction or demolition will be recycled when possible.

3. Vehicles/Transportation Usage

- a. Employees shall ensure that their County vehicles are maintained including keeping tires properly inflated and participating in regular vehicle maintenance. Drivers shall avoid jack rabbit starts, idling and shall operate at required speeds and consolidate trips.
- b. Employees shall utilize public transit options and carpool whenever possible.

4. Energy and Resource Efficiency

- a. All employees shall turn off computers, monitors, printers, shredders and any other equipment overnight or when not in use for more than 4 hours whenever possible.

Overnight charging should be limited and equipment unplugged when charging is complete. Hibernation options should be utilized when computer is not in use.

- b. All employees shall unplug cords for recharging equipment when not in use.
- c. Office lighting shall be turned off as of 6 p.m. every night, with exception of offices staffed during second and third shifts. Occupancy sensors should be installed where possible. Energy efficient lighting shall be installed in parking garages that remain lit due to security purposes wherever possible.
- d. The air ventilation system shall be balanced to ensure optimum efficiency. When possible, office layouts should be designed to limit energy consumption.
- e. Teleconferencing should be used whenever possible. Flexible schedules should be considered to alleviate traffic at the discretion of each Department Head.
- f. Employees will be cognizant of resource waste and will promptly report such to Facilities Management i.e. leaking fixtures, opportunity for reuse, unnecessary lighting etc.

5. Landscaping

- a. Native landscaping shall be included in all newly landscaped areas and existing areas when possible. Deference to public safety is to be taken into account.
- b. Reduce or eliminate the use of petroleum based lawn products.
- c. Pursue the use of alternative snow/ice melting products.

6. Implementation

- a. Any violation of this policy may subject the employee to disciplinary action under existing personnel disciplinary procedure.