

City of Madison Sustainable Purchasing Policy

Policy Statement

The City of Madison (“the City”) recognizes its responsibility to protect human health and support a strong, diverse, and fair community and economy. The City understands that what it purchases affects people’s health, the environment, and the economy. Because of this, the City will use its purchasing power to make sustainable choices that support long-term environmental health, social equity, and economic growth.

In this context, The City of Madison defines **sustainability** as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet theirs. It reflects a commitment to leave the world as good, or better, than we found it.

Purpose

This Policy establishes standardized procedures, guidelines, and responsibilities for City purchases of goods. It ensures purchasing decisions support sustainability, protect human health, promote social equity, and strengthen the local economy.

By following this Policy, the City will save energy, reduce its carbon footprint, protect natural resources, and use financial resources wisely. It will also make purchasing processes more consistent and efficient.

Scope

Applicability

This Policy applies to all City-funded goods and capital procurements by all City departments, employees, and contractors. Specific roles, responsibilities, and expectations are further described within this policy.

All City agencies are expected to follow the Sustainable Purchasing Policy (“the Policy”). The Finance Department and Sustainability Program will provide guidance regarding these purchases to ensure they follow the policies and guidelines in this document.

General Purchasing

City employees are expected to purchase products in ways that protect people's health and the environment, are fiscally responsible, and promote social equity. This Policy applies to all City departments and employees, vendors, contractors, and grantees for all products provided to the City.

This Policy is meant to complement the City's existing purchasing guidelines

1. Madison General Ordinance 4.25 - Procurement of Items of Apparel
2. Madison General Ordinance 4.26 - City Purchasing
3. Administrative Procedure Memoranda 1-4 – Purchasing Policies and Procedures
4. Administrative Procedure Memoranda 4-5 – Policy for the Purchase of Printers, Faxes, Copiers, Paper, and Toner
5. Administrative Procedure Memoranda 4-6 – Policy for a Sustainable Green Cleaning Program - Standard Operating Procedures
6. Administrative Procedure Memoranda 4-9 – Policy for the Acquisition of Energy Efficient and Safe Vehicles

The City of Madison uses a hybrid centralized/decentralized purchasing model. Therefore, City agencies must work with the Purchasing Team, depending on the purchase amount, contract length, and the specific good being procured.

If City employees have specific questions regarding Madison's Sustainability Plan, sustainability certifications/specifications, or questions about certain products, they should reach out to the Sustainability Team in the Mayor's Office.

Sustainability Considerations

When making purchasing decisions or evaluating bids, City employees must consider sustainability, social equity, and fiscal benefits.

Environmental & Health Considerations

To align with Madison's [2024 Sustainability Plan](#), purchasing decisions should prioritize:

- Products with **low or zero carbon emissions** during manufacturing and use, supporting the City's goal of net-zero carbon and greenhouse gas emissions by 2030 (and city-wide by 2050).
- **Renewable energy technologies** such as solar and geothermal to advance the City's 100% renewable energy target.
- **Electrically powered alternatives** over fossil fuel-based options whenever feasible.

- **High-efficiency equipment** that minimizes energy use.
- Items that are **reusable, recyclable, recycled, or compostable**, contributing to a circular economy.
- Products that **minimize waste generation** and reduce landfill disposal.
- Goods that **avoid releasing pollutants or toxins**, ensuring workplace safety and protecting human health.
- Products with **Environmental Product Declarations (EPDs)**, when available, to assess life cycle environmental impacts.

Social Equity Considerations

City purchases should support the City's vision for an **inclusive, innovative, and thriving community**. They should also reflect the City's mission to make **equity and social justice** core principles in all decisions and policies, and uphold the values of **shared prosperity, equity, and stewardship**.

City employees are encouraged to buy from **local vendors** to support both the local economy and the environment.

All purchasing decisions must consider:

- Buying goods and services from **Madison, Dane County, or Wisconsin-based businesses** to support local economies.
 - [Local Businesses](#)
 - [Consolidated TBE List for Internal Staff Only](#)
- Buying goods and services from **historically disadvantaged businesses** to build an inclusive and diverse community and economy.
 - [Equitable Purchasing Resources](#)

Fiscal Considerations

City purchasing decisions should also account for financial impacts by:

- **Purchasing only what is necessary** to reduce waste and control costs.
- Giving preference to **recycled, recyclable, and reusable products** that support the City's Zero Waste goal.
- Selecting **durable, long-lasting, and non-toxic materials** to maximize value and safety.
- Using **Life Cycle Cost Assessments (LCCA)**, when feasible, to evaluate total ownership costs and guide long-term financial decisions.
- Seeking out **sustainability rebates and incentives** to offset upfront costs and encourage environmentally responsible purchases.

- Factoring in **staff time, labor, and ongoing operational or maintenance costs** to ensure efficient resource use.
- Considering **long-term financial risks and market changes** that may affect the City's purchasing decisions.

Roles and Responsibilities

Mayor's Office:

The Mayor's Office is responsible for:

- Ensuring all employees with purchasing authority are informed and trained on this Policy and Implementation Plans.
- Encouraging the City to explore innovative opportunities to incorporate sustainability into its purchasing practices and reduce long-term costs.

City Department Heads:

Department Heads are responsible for:

- Acting as their department's Sustainable Purchasing Contact OR designating someone in their department as the Sustainable Purchasing Contact.
- Ensuring all employees within their department have read, understand, and comply with this Policy.
- Evaluating justification statements if purchases do not comply with this Policy and the associated Implementation Plans.

Purchasing Contact:

Purchasing Contacts are responsible for:

- Complying with this Policy and the related Implementation Plans.
- Working with the Purchasing Team and the Sustainability Program regarding sustainable purchases.

All City Employees:

City employees must comply with the purchasing guidelines described in this Policy and the applicable Implementation Plans.

If employees have questions regarding purchasing procedures, they should contact the Purchasing Team for assistance.

If employees have questions about the Sustainability Plan, third-party sustainability certifications, or sustainability in general, they should contact the Sustainability Program for assistance.

Purchasing Team:

The Purchasing Team is responsible for:

- Assisting departments with the transition to and implementation of this Policy.
- Ensuring that all applicable City purchases comply with this Policy.
- Guiding employees to comply with this Policy.
- Guiding vendors to comply with this Policy.
- Evaluating justification statements if purchases do not comply with this Policy and the associated Implementation Plans.

Sustainability Program:

The Sustainability Program is responsible for:

- Assisting departments with the transition to and implementation of this Policy.
- Updating the Implementation Plans to comply with current sustainable purchasing and certification best practices.
- Guiding employees regarding sustainability, the Sustainability Plan and goals, third-party certifications, specific products, justification statements, or anything sustainability related.
- Evaluating justification statements if purchases do not comply with this Policy and the associated Implementation Plans.

Exemptions

Nothing in this Policy shall be interpreted to require City employees, contractors, or vendors to procure goods that fail to perform adequately for their intended purpose, are unavailable at a reasonable price or within a reasonable timeframe, or do not meet the City's safety standards. Additionally, this Policy shall not be construed to require any procurement activity that would conflict with applicable local, state, or federal laws or regulations.

Implementation

Implementation Plans

The Sustainability Team has collaborated with City agencies to develop and establish clear Implementation Plans for City employees to follow in carrying out this Policy in the following purchasing scenarios:

- [Capital Projects](#)
- [Green Vehicles and Equipment](#)
- [Clean Green Cleaning Products](#)
- [Sustainable Paper, Printers, and Toner](#)
- [Single-Use Plastics](#)

Related City Initiatives and Policies

[City of Madison Sustainability Plan](#)

[Madison Sustainability Goals & Actions](#)

[Targeted Business Enterprise Programs](#)

[Green Cleaning Program](#)

[City Buildings Energy Dashboard](#)

[Madison's LEED Buildings](#)

[Madison Facilities Webpage & Podcast](#)

[Madison's Stormwater Ordinance](#)

[Madison's Purchasing Webpage](#)

[Vendor Resources](#)

[Fleet Emission Reduction Tracker](#)

[Madison Fleet & Sustainability](#)

Capital Facilities Projects Purchasing Policy

Sustainable Purchasing Policy Statement

The City of Madison (“the City”) recognizes its responsibility to protect human health and support a strong, diverse, and fair community and economy. The City understands that what it purchases affects people’s health, the environment, and the economy. Because of this, the City will use its purchasing power to make sustainable choices that support long-term environmental health, social equity, and economic growth.

In this context, The City of Madison defines **sustainability** as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet theirs. It reflects a commitment to leave the world as good, or better, than we found it.

Purpose

This policy establishes standardized procedures, guidelines, and responsibilities for the procurement of goods specifically related to capital facilities projects and City buildings. It reflects the City’s commitment to long-term sustainability, public health, social equity, and responsible economic development.

Our goals are to:

- Increase energy efficiency across the City’s buildings.
- Decrease human health harms from toxic building materials.
- Reduce the amount of waste the City sends to the landfill.
- Conserve natural resources.
- Conserve financial resources.

Policy

When planning any new building, renovation, or replacement of building equipment, the City’s Engineering Facilities Team must incorporate energy efficiency and environmentally friendly best practices throughout the project. All projects and building equipment should strive to achieve the highest level of energy efficiency possible to reduce energy use, minimize greenhouse gas emissions, and lower costs, thereby supporting the City’s goals outlined in the Sustainability Plan.

This Policy refers to **LEED v.4**, however, buildings and building appliances should be reevaluated as LEED gets updated. If you have questions about [LEED](#) certification, energy standards for construction, or environmental rebates, contact Engineering Facilities Management.

New Building Projects

The City recognizes that energy-inefficient buildings harm the environment, human health, and can increase costs. New City-owned buildings must be designed and built with Madison's Sustainability Goals in mind.

All new construction projects **must**:

- **Achieve LEED BD +C Gold certification or higher.** All new City-owned buildings must be designed and built to achieve LEED Gold certification or higher.
- **Incorporate renewable energy systems.** Integrate solar, geothermal, or other renewable energy systems as appropriate for site conditions and project scope.
- **Choose energy-efficient appliances.** Purchase products and building systems that are certified energy-efficient, such as **ENERGY STAR**.
- **Incorporate water conservation.**
 - Choose water-efficient fixtures.
 - Choose water-efficient irrigation.
 - Consider Grey/reclaimed water use, as allowed by building code.
- **Follow Wisconsin Salt Wise procedures.** When soft water systems or softening equipment are being replaced/upgraded, ensure the new equipment complies with [these guidelines](#).
 - There are 3 items to reach this goal:
 - **Flow weighted softener** (industry standard).
 - **Have the softener optimized for [salt efficiency](#).**
 - **Install a [bending valve](#).**
- **Include waste management in building plan.** Plan for waste reduction, recycling, reusing materials when possible, and proper disposal during construction and operations.
 - Under [City Ordinance 10.185](#)
 - **New construction projects that use concrete and steel support must recycle 70% of their construction debris by weight.**
 - **New construction projects that use wood framing must recycle:**
 - Clean wood
 - Clean drywall
 - Shingles
 - Corrugated cardboard
 - Metal

- **Apply for rebates.** Collaborate with third-party organizations, such as [Focus on Energy](#), to identify sustainable retrofits and potential rebates to save money.
 - Please contact Engineering Facilities Management for help with rebates.

All new construction projects **should**:

- **Try to meet higher sustainability standards such as LEED Platinum or net-zero energy.**
- **Prioritize decarbonization.** Minimize natural gas usage.
- **Evaluate and choose products based on Environmental Product Declarations (EPDs).** Choose products with the lowest environmental impacts.
- **Avoid over-design.** Design structures to use only the necessary amount of materials.

Building Renovation Projects

As City buildings are updated and renovated, it is imperative that they are brought up to the latest sustainability standards.

All City-owned buildings that existed before this policy (**August 2025**) and are undergoing renovation **must**:

- **Achieve LEED BD + C Silver certification or higher.** All current City-owned buildings, undergoing a renovation, addition, or remodel that includes multiple systems (i.e., at least 2 of 3 categories – Mechanical, Electrical, Plumbing (MEP) systems, building envelope, and/or site improvements), must achieve LEED Silver certification or higher. Spaces that do not meet the minimum requirements for certification would be exempted (regularly occupied permanent space greater than 1000 square feet).
- **Include waste management in building plan.** Plan for waste reduction, recycling, reusing materials when possible, and proper disposal during construction and operations.
 - Under [City Ordinance 10.185](#)
 - **Remodeling projects with a value greater than \$20,000 must recycle the following materials:**
 - Clean wood
 - Clean drywall
 - Shingles
 - Corrugated cardboard
 - Metal
- **Choose energy-efficient products.** Purchase products and building systems that are certified energy-efficient, such as **ENERGY STAR**.
 - All products and building systems must be at least **20% more efficient** than the products they replace.
- **Incorporate water conservation.**

- Choose water-efficient fixtures.
- Water-efficient irrigation.
- Grey/reclaimed water use.
- **Apply for rebates.** Collaborate with third-party organizations, such as [Focus on Energy](#), to identify sustainable retrofits and potential rebates to save money.
 - Please contact Engineering Facilities Management for help with rebates.

All City-owned buildings that existed before this policy (**August 2025**) and are undergoing renovation ***should:***

- **Try to meet higher sustainability standards such as LEED Gold, LEED Platinum, or net-zero energy.**
- **Prioritize decarbonization.** Minimize natural gas usage.
- **Reuse existing building elements when possible.** Reuse building materials to reduce waste and new materials required. Do not reuse materials if they are energy-inefficient, contain harmful chemicals, or are unsafe to use.
- **Incorporate renewable energy systems.** Integrate solar, geothermal, or other renewable energy systems based on site conditions and project scope.
- **Evaluate and choose products based on Environmental Product Declarations (EPDs).** Choose products with the lowest environmental impacts.
- **Avoid over-design.** Design structures to use only the necessary amount of materials
- One-off Building Equipment and Material Replacements

When replacing individual building components, City agencies should prioritize energy efficiency, health, safety, durability, and environmental impact. Work with the Engineering Facilities and Planning teams to ensure replacements align with sustainability goals, reduce long-term costs, and support occupant health and comfort.

The City's carbon reduction goals should be included in all purchasing procedures. Please state goals when requesting bids or quotes from material producers, contractors, and suppliers.

Additionally, any demolition or removal work **must** follow City waste management requirements, including **diverting construction and demolition debris from landfills** whenever possible through recycling, reuse, or salvage.

HVAC Products

HVAC equipment, such as air handlers, boilers, furnaces, air conditioners, and heat pumps, is critical for comfort but can have high energy and carbon impacts. Please choose the most energy-efficient option with the lowest associated carbon emissions possible.

When replacing HVAC products, the City **must**:

- **Buy products that are *at least* 20% more efficient than the product they are replacing**, until the highest efficiency models available on the market are reached.
- **Buy energy-efficient certified options.** Look for ENERGY STAR or similar third-party certifications.
- **Apply for rebates.** Collaborate with third-party organizations, such as [Focus on Energy](#), to identify sustainable retrofits and potential rebates to save money.
 - Please contact Engineering Facilities Management for help with rebates.

When replacing HVAC products, the City **should**:

- **Buy electric-powered equipment** when possible.
- **Request and select products based on Environmental Product Declarations (EPDs).** Choose the product with the lowest environmental impact.
 - If multiple products meet the energy standards, select the one with **the lowest life-cycle cost (LCC)**.
 - If the environmentally preferable product has a higher initial cost, conduct an LCC analysis that includes:
 - Initial purchase price
 - Estimated energy costs over the products lifetime
 - Maintenance costs
 - Replacement or disposal costs
 - Inflation assumptions for energy and materials
 - If LCC data is unavailable:
 - Prioritize the product with the **highest energy efficiency rating** and **lowest estimated operating costs** based on manufacturer specifications.

Concrete and Other Building Materials

Concrete and other building materials, such as brick, block, steel, or timber, significantly contribute to the City's greenhouse gas emissions.

Therefore, when replacing concrete or other building materials, the City **should**:

- **Request and select products based on Environmental Product Declarations (EPDs).** Choose the product with the lowest environmental impact.
- **Prefer cement mixes and materials with low-carbon strategies, such as:**
 - Supplementary cementitious materials (SCBSs).
 - Blended types of cement.
 - Admixtures that reduce cement content.
 - Carbon sequestration technologies.

Building Envelope

Building envelope, including roofing, windows, and insulation/air sealing, plays a critical role in efficiency, indoor air quality, and human and environmental health.

To prioritize safety and sustainability, upgraded building envelope products **must**:

- **Improve thermal performance.**
- **Ensure air and moisture control.**
- **Use high-performance glazing to improve thermal insulation and reduce energy loss.**
- **Support indoor air quality.** Avoid materials with high VOC content or other toxic materials and reduce outdoor pollutant infiltration.

Upgraded building envelope products **should**:

- **Request and select products based on Environmental Product Declarations (EPDs).** Choose the product with the lowest environmental impact.

Finishes & Furniture

Building finishes, including carpet, flooring, ceiling tiles, wall coverings, paint, and sealants, often contain toxic materials harmful to human health and the environment.

To ensure safety and sustainability, building finishes **must**:

- **Buy low-toxicity, low-VOC products.** Select finishes certified to have minimal volatile organic compounds (VOCs) and toxic emissions.
- **Reuse materials whenever feasible,** incorporating salvaged, reclaimed, or refurbished materials to reduce waste and conserve resources.

Building finishes **should**:

- **Consider durability and maintenance.** Choose finishes that are long-lasting and easy to clean without harsh chemicals.
- **Buy recycled content and sustainably sourced materials.** Look for Green Seal, GREENGUARD, or similar third-party health and environmental certifications.
- **Request and select products based on Environmental Product Declarations (EPDs).** Choose the product with the lowest environmental impact.

Electrical

Lighting replacements and upgrades should prioritize energy efficiency, occupant comfort, and environmental responsibility.

Lighting and lighting fixtures **must**:

- **Prioritize energy efficiency.**
 - **Use high-efficiency LED fixtures and lighting.** Look for third-party certifications like DLC SSL QPL.
 - **Use advanced lighting controls** like occupancy sensors, daylight sensors, and time scheduling.
- **Apply for rebates.** Collaborate with third-party organizations, such as [Focus on Energy](#), to identify sustainable retrofits and potential rebates to save money.
 - Please contact Engineering Facilities Management for help with rebates.

Lighting and lighting fixtures **should:**

- **Request and select products based on Environmental Product Declarations (EPDs).** Choose electrical products with the lowest environmental impact.

Plumbing

Replacing and upgrading plumbing fixtures can have significant financial and energy savings. Plumbing fixtures include toilets, urinals, lavatory faucets, kitchen faucets, and shower heads.

Upgraded plumbing fixtures **must:**

- **Prioritize water efficiency.** Aim for at least a 20% reduction in water usage from the baseline when upgrading plumbing fixtures
- **Choose WaterSense-labeled fixtures when available.** Certifies that the plumbing fixture meets water performance and efficiency criteria.
- **Use low-flow aerators and dual-flush toilets when available.** These optimize water efficiency and optimize performance.

Upgraded plumbing fixtures **should:**

- **Follow Wisconsin Salt Wise procedures.** When soft water systems or softening equipment are being replaced/upgraded, ensure the new equipment complies with [these guidelines](#).
 - There are 3 items to reach this goal:
 - **Flow weighted softener** (industry standard).
 - **Have the softener optimized for [salt efficiency](#).**
 - **Install a [bending valve](#).**
- **Request and select products based on Environmental Product Declarations (EPDs).** Choose plumbing products with the lowest environmental impact.

Exemptions

Nothing in this Policy shall be interpreted to require City employees, contractors, or vendors to procure goods that fail to perform adequately for their intended purpose, are unavailable at a reasonable price or within a reasonable timeframe, or do not meet the City's safety standards. Additionally, this Policy shall not be construed to require any procurement activity that would conflict with applicable local, state, or federal laws or regulations.

If a City employee wants to purchase a service or good that does not comply with the guidelines in this Policy, they must submit a justification statement to the Acquisitions Manager, Engineering Facilities Manager, and Procurement Manager for review. The justification statement must include a compelling business reason to purchase the product.

DRAFT

Green Vehicles and Equipment

Sustainable Purchasing Policy Statement

The City of Madison (“the City”) recognizes its responsibility to protect human health and support a strong, diverse, and fair community and economy. The City understands that what it purchases affects people’s health, the environment, and the economy. Because of this, the City will use its purchasing power to make sustainable choices that support long-term environmental health, social equity, and economic growth.

In this context, The City of Madison defines **sustainability** as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet theirs. It reflects a commitment to leave the world as good, or better, than we found it.

Purpose

To meet Madison’s Sustainability Goals, it is imperative to purchase low- and no-emissions vehicles and/or fuel. This policy establishes standardized procedures, guidelines, and responsibilities for the purchasing and procurement of goods and services specifically related to City-owned vehicles. It reflects the City’s commitment to long-term sustainability, public health, social equity, and responsible economic development.

Our goals are to:

- Increase the fuel efficiency of the City’s vehicles.
- Decrease greenhouse gas emissions and other air pollutants from the City’s vehicles.
- Reduce human health impacts from toxic pollutants and noise pollution.
- Conserve natural resources.
- Conserve financial resources.

Policy

All vehicle and equipment purchasing decisions must align with best practices regarding fleet management and sustainability. Choosing vehicles or equipment that do not align with the City’s available training, parts and tool supply, and maintenance operations may result in increased costs. When evaluating vehicle options, consider:

- The maintaining agency's ability to have reliable access to parts, tools, and equipment necessary to maintain the equipment efficiently.
- Access to the necessary training for technicians working on the equipment.
- Within reason, maintain a standardization of Original Engine Manufacturer (OEM) brands to support efficient technician training, parts supply, and maintenance operations.

When City employees need to purchase/replace vehicles or equipment, the following steps must be followed before making the purchase, and departments **must** choose the item that meets the highest standards possible.

1. Is an electric version available?
 - a. **YES** → Does the City have adequate charging infrastructure for the vehicle/equipment?
 - i. Check with the Fleet and Engineering Divisions in the Department of Public Works.
 - ii. Conduct a life-cycle cost analysis using [this tool](#).
 1. **Purchase the vehicle/equipment with the lowest lifetime cost** EVEN IF its initial cost is higher.
 - b. **NO** → Go to Step 2.
2. Is a hybrid version available?
 - a. **YES** → Conduct a life-cycle cost analysis using [this tool](#).
 - i. **Purchase the vehicle/equipment with the lowest lifetime cost** EVEN IF its initial cost is higher.
 - b. **NO** → Go to Step 3.
3. If an electric or hybrid version is not available yet, and the vehicle/equipment to be replaced is a **class 6 truck or higher**:
 - a. Can the vehicle use renewable diesel?
 - i. **YES** → Choose that vehicle.
 - b. Can the vehicle use biodiesel?
 - i. **YES** → Choose that vehicle.
 - ii. **MAYBE** → Can the vehicle use biodiesel blends (B20 or B5)?
 - c. City employees **must** use these cleaner fuels, when feasible, if the vehicle/equipment **can** use them.
4. If the vehicle/equipment you wish to purchase has a power take-off unit, can an electric power take-off be installed on the vehicle?
 - a. **YES** → Buy and install the electric power unit.
5. If none of the above options are viable, please submit a justification statement to the appropriate department head:

- a. Water Utility submits to the Public Works Team Lead.
- b. Metro Transit submits to the Department of Transportation.
- c. All other departments submit to the Fleet Division.

The Fleet, Public Works, and Metro Transit Departments are encouraged to continue researching more fuel-efficient vehicles and fuels and communicate these findings to City employees and departments that might need to purchase vehicles. Additionally, the Fleet Division should be available to answer questions about energy-efficient vehicles and fuels from City employees.

Note: The Metro Transit Department must also meet all federal requirements when purchasing new vehicles.

Exemptions

Nothing in this Policy shall be interpreted to require City employees, contractors, or vendors to procure goods that fail to perform adequately for their intended purpose, are unavailable at a reasonable price or within a reasonable timeframe, or do not meet the City's safety standards. Additionally, this Policy shall not be construed to require any procurement activity that would conflict with applicable local, state, or federal laws or regulations.

If you would like to purchase a vehicle that does not meet the standards in this Plan, please submit a justification statement to the appropriate department (see below) and the Purchasing Team.

- Water Utility submits to the Public Works Team Lead.
- Metro Transit submits to the Department of Transportation.
- All other departments submit to the Fleet Division.

The justification statement must include a life cycle cost analysis and a compelling business reason to purchase the vehicle.

Clean Green Cleaning Products

Sustainable Purchasing Policy Statement

The City of Madison (“the City”) recognizes its responsibility to protect human health and support a strong, diverse, and fair community and economy. The City understands that what it purchases affects people’s health, the environment, and the economy. Because of this, the City will use its purchasing power to make sustainable choices that support long-term environmental health, social equity, and economic growth.

In this context, The City of Madison defines **sustainability** as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet theirs. It reflects a commitment to leave the world as good, or better, than we found it.

Purpose

This policy establishes standardized procedures, guidelines, and responsibilities for the procurement of chemicals and cleaning supplies purchased by the City of Madison. It reflects the City’s commitment to long-term sustainability, public health, social equity, and responsible economic development.

Our goals are to:

- Protect people’s health and the environment by reducing harmful chemicals and pollutants.
- Influence positive changes in businesses and communities.

Policy

The City must prioritize the health of employees, community members, and the environment by purchasing cleaning supplies that are both safe and sustainable.

If you have questions regarding sustainability or third-party certifications, please reach out to the Sustainability Team.

In this Policy, cleaning supplies include: all-purpose cleaners, bathroom cleaners, glass/window cleaners, hand soaps, disinfectants/sanitizers, and floor/carpet cleaners.

City employees **must** follow these guidelines when buying cleaning supplies:

1. **Buy cleaning supplies with at least one of these certifications:**
 - a. **Green Seal:** Certifies products that meet rigorous health, environmental, and performance standards.
 - b. **UL ECOLOGO:** Certifies that products have reduced human and environmental impacts after scientific testing and life-cycle analyses.
 - c. **EPA Safer Choice:** Ensures products are safe for the environment and human health, without compromising performance.
2. **Choose recycled and recyclable packaging.** Buy products that are packaged in materials that are recycled and/or recyclable (post-consumer waste preferred).
 - a. *Accounted for with Green Seal certification.*
3. **Avoid aerosol products.** Aerosols often contain VOCs and other harmful chemicals. Choose **pump sprays** or other non-aerosol alternatives.
 - a. Aerosol products are packaged in a pressurized container that dispenses their contents as a spray, mist, or foam, using a propellant gas or a mechanically induced force.
4. **Require documentation of certifications.** Ensure suppliers provide proof of certification for purchased products.

Exemptions

Nothing in this Policy shall be interpreted to require City employees, contractors, or vendors to procure goods or services that fail to perform adequately for their intended purpose, are unavailable at a reasonable price or within a reasonable timeframe, or do not meet the City's safety standards. Additionally, this Policy shall not be construed to require any procurement activity that would conflict with applicable local, state, or federal laws or regulations.

Sustainable Paper, Printers, and Toner

Sustainable Purchasing Policy Statement

The City of Madison (“the City”) recognizes its responsibility to protect human health and support a strong, diverse, and fair community and economy. The City understands that what it purchases affects people’s health, the environment, and the economy. Because of this, the City will use its purchasing power to make sustainable choices that support long-term environmental health, social equity, and economic growth.

In this context, The City of Madison defines **sustainability** as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet theirs. It reflects a commitment to leave the world as good, or better, than we found it.

Purpose

This policy establishes standardized procedures, guidelines, and responsibilities for procurements related to paper products, printers, and toner cartridges purchased by the City of Madison. It reflects the City’s commitment to long-term sustainability, public health, social equity, and responsible economic development.

Our goals are to:

- Use less paper.
- Choose recycled paper products whenever possible.
- Limit single-use paper products.
- Promote both human and environmental health.
- Save money.
- Promote positive change in the community and market.

Policy

Paper

The City of Madison should reduce its paper use by taking steps such as opting for electronic document management over paper, especially non-recycled paper, whenever possible. If paper is needed, City departments **must** follow one of the following options:

Option 1: Buy a product with one of the following certifications:

- **Green Seal:** Limits chlorine and other toxic substances, meets resource conservation criteria, and ensures a minimum post-consumer recycled content required.
- **Blue Angel:** Restricts chlorine and other toxic substances, includes sustainable life-cycle criteria, and requires 100% recycled content.

Option 2: Buy a product with at least one certification from each category:

Toxic Substances	Sustainable Sourcing
• TCF (Totally Chlorine Free): Ensures products were made without any chlorine-based chemicals. • PCF (Processed Chlorine Free): Ensures products were made from recycled fibers that were not <i>rebleached</i> with any chlorine-based chemicals.	• FSC (Forest Stewardship Council): Ensures products are made from responsibly managed forests that provide environmental, social, and economic benefits. • PEFC (Program for the Endorsement of Forest Certification): Ensures paper comes from forests are managed in a way that balances environmental, social, and economic needs • UL ECOLOGO: Ensures paper product has undergone rigorous scientific testing and auditing to verify its reduced environmental impact throughout its entire life cycle. • EPA CPG: Sets minimum recycled content standards for government purchasing.

Printers & Toner

The City of Madison should buy printers that can print double-sided and use recyclable toner cartridges. This will help reduce health effects from toner, which can contain harmful chemicals. The City must follow the guidelines below when purchasing printers, toner, and ink cartridges.

1. **Buy duplex-capable printers.** Choose printers that can print on both sides of the paper automatically to reduce paper use.
 - a. Set printers to default double-sided printing.

2. **Buy Energy Star or EPEAT Gold printers.** These certifications ensure the highest standards for environmental performance.
3. **Buy refillable toner cartridges OR high-yield cartridges.**
 - a. If you purchase refillable toner, ensure the printer can support it.
 - b. High-yield cartridges last longer and have a lower lifecycle footprint.

If you have questions regarding third-party certifications or other requirements in this policy, please contact the Sustainability Program.

Exemptions

Nothing in this Policy shall be interpreted to require City employees, contractors, or vendors to procure goods that fail to perform adequately for their intended purpose, are unavailable at a reasonable price or within a reasonable timeframe, or do not meet the City's safety standards. Additionally, this Policy shall not be construed to require any procurement activity that would conflict with applicable local, state, or federal laws or regulations.

Single-Use Plastics

Sustainable Purchasing Policy Statement

The City of Madison (“the City”) recognizes its responsibility to protect human health and support a strong, diverse, and fair community and economy. The City understands that what it purchases affects people’s health, the environment, and the economy. Because of this, the City will use its purchasing power to make sustainable choices that support long-term environmental health, social equity, and economic growth.

In this context, The City of Madison defines **sustainability** as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet theirs. It reflects a commitment to leave the world as good, or better, than we found it.

Purpose

This City recognizes the long-lasting harm that single-use plastics have on both people and the environment at large. This policy establishes standardized procedures, guidelines, and responsibilities for the procurement of single-use plastics by the City of Madison.

Our goals are to:

- Limit the use of single-use plastics.
- Reduce the amount of waste the City sends to the landfill.
- Promote both human and environmental health.
- Save money.
- Influence positive change in the community and market.

Policy

Plastic can take hundreds of years to break down in the environment and is linked to long-term health risks. City employees must make a concerted effort to purchase reusable, recycled, and compostable products when purchasing goods for use by City employees, at City-sponsored functions, and any goods that will be given to Madison residents.

City employees **must**:

1. **Avoid single-use plastics.** Do not purchase single-use plastic bags, water bottles, utensils, plates and bowls, and cups.
 - a. If single-use items are unavoidable (e.g., for public events), purchase **biodegradable and/or compostable** alternatives whenever possible.
2. **Communicate disposal instructions.** Clearly label disposal bins and educate staff and participants on how to properly dispose of compostable and recyclable materials.
3. **Limit event swag.** When offering giveaways at City-sponsored events:
 - a. Avoid plastic-based items.
 - b. Prioritize compostable, recyclable, and sustainably-sourced materials.
 - c. Ensure swag items align with the City's sustainability goals.

If you have questions regarding plastic alternatives, proper disposal instructions, or plastics, please contact the Sustainability Team.

Exemptions

Nothing in this Policy shall be interpreted to require City employees, contractors, or vendors to procure goods that fail to perform adequately for their intended purpose, are unavailable at a reasonable price or within a reasonable timeframe, or do not meet the City's safety standards. Additionally, this Policy shall not be construed to require any procurement activity that would conflict with applicable local, state, or federal laws or regulations.