

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3511.2(a)

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## Waste Management and Environmental Purchasing Procedures

All District departments and schools shall adopt and promote the use of recycled/recyclable supplies and materials as a department/school priority. In doing so the department/schools shall:

1. Encourage waste prevention, recycling, market development, and use of recycled/recyclable materials through lease agreements, contractual relationship and purchasing practices with vendors, contractors, business, and other government agencies. In ordering, all District personnel will specify recycled and environmentally preferable products whenever practicable and within the parameters specified in the administrative regulation. The District shall solicit the use of recycled and other environmentally preferable products in its procurement documents as appropriate.
2. Adopt waste prevention, reuse, recycling and use of recycled supplies/materials as a department/school priority. District departments/schools shall practice waste prevention.
3. Generate less waste materials by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and the manner of their disposal.
4. Serve as a model for the District and community to influence waste prevention, recycling and procurement efforts.

## Definitions

“Environmentally Preferable Products” means products that have a lesser impact on human health and the environment than competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product, including fair trade standards.

“Recycled Products” are products manufactured with waste materials that have been recovered or diverted from the waste stream. Recycled materials may be derived from post-consumer waste (materials that have served their intended end use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

## Responsibilities of the Purchasing Department

The Purchasing Department shall be responsible for coordinating the implementation of the procurement guidelines and shall:

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1. Develop and maintain information about environmentally preferable products and recycled products to be purchased by the District, departments and schools.
2. Inform other departments/schools of their responsibilities about waste prevention; provide departments/schools with information about recycled products and environmental procurement opportunities.
3. Seek to participate in material exchanges and Joint Powers Authorities to negotiate prices that are more competitive.
4. Reuse materials whenever possible.
5. Inform vendors of our Environmental Purchasing Policy.
6. Restrict contracts to only recycled-content and environmentally safe products whenever economically practically feasible (e.g. office supplies, lubricating oils, and janitorial supplies).
7. Review specifications used in public bidding to eliminate barriers to recycled-content products, such as outdated or overly stringent product specifications and specifications not related to product performance. Requests for proposals shall require vendors to offer recycled products whenever practicable.
8. Provide the District Superintendent with an annual report on the status of key benchmark commodities such as water, gas and electricity usage.
9. Monitor records regarding waste disposal for the District and work cooperatively with County of Ventura Environmental and Energy Resources and private vendors in waste prevention and conservation of resources.

## Responsibilities of All Departments/Schools

Each Department/School shall:

1. Practice waste prevention such as encouraging “zero waste” lunches.
2. Sort all recyclable materials from the waste stream daily. This includes provision of recycling containers in every classroom, office, playground and eating area and education of students, staff and custodial staff about recycling procedures.

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4. Evaluate each designated product to determine the extent to which Departments/Schools may practicably use it, choosing products that are more durable and last longer over products which have shorter usable lives.
5. Ensure that procurement documents issued by the Department/School require environmentally preferable purchasing. The District will update these annually.
6. Reuse materials whenever possible.
7. Educate students about the environment and the relationship between humans and the planet's ecosystem.

The Superintendent shall establish and maintain an Environmental Education and Awareness Committee (EEAC) that will include parents, teachers, administrators, and classified staff who will meet monthly to review the District's environmental procedures, suggest recommendations that promote environmental awareness and education, and coordinate with the Wellness Council toward the District's goals of helping parents grow healthy kids. The Committee will present an annual report to the Board.

Adopted: 4-20-04

Amended: 9-16-08, 11-18-08