

Charter Township of West Bloomfield

Environmental Sustainability Policy July 19, 2007



Environmental Department

"The Environmental Department is committed to protecting, restoring, and enhancing the natural resources of West Bloomfield Township for current and future generations using approaches and solutions based on science and best management practices, collaboration and respect for all the stakeholders involved."

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1. Application

This policy informs and directs recycling, environmentally preferred purchasing, pollution prevention, energy use efficiency, and natural resource protection within Township operations with a goal of modeling a healthy, safe, and sustainable environment for its residents while living respectfully within the bounds of nature.

2. Statement of Intent

It is the intent of the Township Board to instill the Precautionary Principle (to make choices based on the least environmentally harmful alternatives) when making decisions, to reduce waste generation, to lessen the use of potentially environmentally damaging products, to reduce pollution, and to decrease energy consumption within Township operations. Such intent will be initiated and monitored by the Environmental Department and accomplished through educational materials, source reduction, proper handling of equipment and chemicals, protection of natural resources through ordinances, and appropriate purchasing within all departments.

3. Feasibility Statement

This policy should be followed within all Township Operations (excluding Parks and Recreation and Library Operations), as long as the budget allows and the activity is physically feasible by the department. Where needed, a phasing in of this policy can be implemented under the direction of the Environmental Director.

4. Definitions

- 4.1 *“Environmentally preferable purchasing”* means the purchasing of products and services that have lesser or reduced effect on human health and the environment when possible compared with competing products and services that serve the same purpose.
- 4.2 The *Precautionary Principle* is the concept that regulatory action may be required to control potentially hazardous substances, processes, or actions, even before a causal link to a hazard has been established by scientific evidence; also known as the “Better Safe Than Sorry” Principle
- 4.3 *Pollution prevention (P2)* means reducing or eliminating waste at the source by modifying production processes, promoting the use of non-toxic or less-toxic substances, implementing conservation techniques, ensuring proper storage and handling of chemicals and equipment, and reusing, reducing, and recycling materials.
- 4.4 *“CFCs”* and *“HCFCs”* are chlorofluorocarbons and hydrochlorofluorocarbons. Both compounds are recognized as extremely harmful stratospheric-ozone destroyers in Title VI of the United States Clean Air Act Amendments of 1990.
- 4.5 *“VOCs”* are volatile organic compounds that commonly react in the atmosphere to form smog and cause respiratory health problems.

4.6 *Bioaccumulative Toxins*, such as PCBs and dioxins, are those toxins that which, once released into the environment, do not biodegrade, but rather accumulate up the food chain.

5 General Policies

5.1 Recycling and Waste Reduction

5.1.1 Recycling

5.1.1.1 The following target materials should be recycled after final use throughout Township operations.

- a. White office paper, cardboard, news papers, magazines, paper mail, and plastic, glass, and metal containers
- b. Ink and toner cartridges, cell phones, and cell phone adapters shall be deposited in the appropriate boxes in the main hall of Town Hall
- c. For items not regularly picked up for recycling (mercury thermometers, office furniture, electronic equipment, etc.) the Environmental Intern should be contacted for personal pick-up and disposal.
- d. All hazardous waste products need to be disposed of pursuant to Michigan state law, including, but not limited to electronic equipment, batteries, and automobile fluids. For the most up-to-date policies, please see the MDEQ website. (www.michigan.gov/deq/)

5.1.2. Waste Prevention

5.1.2.1. At a minimum, all employees within Township operations shall have access to a recycling collection area within their department area.

5.1.2.2. The default procedures for photocopying and printing should be double-sided unless otherwise requested.

5.1.2.3. Rechargeable batteries should be purchased and used if available.

5.1.2.4. Non-critical magazines that do not have digital or electronic copies should be discontinued and that upon renewal of critical magazines, digital or electronic copies be sent versus print when available.

5.1.2.5. Electronic documents and communications should be utilized over paper versions.

5.1.3. Environmentally preferable purchasing

5.1.3.1. The following environmentally preferable products should be purchased for the use in Township operations unless unavailable or exceeds Departments budgets.

- a. Minimum 30% post-consumer recycled material, which includes printing paper, envelopes, note pads, post-it notes, toilet paper, paper towels, and any other paper products where there exists a recycled alternative.
- b. Products that have reduced packaging and/or recycled content packaging.
- c. Bathroom products, cleaning products, or any other products that do not contain CFCs or HCFCs.
- d. Bathroom products, cleaning products, or any other products that contain minimal VOCs, minimal bioaccumulative toxins, and minimal cosmetic additives such as dyes and fragrances.

5.2 Efficient Energy Usage

5.2.1 Energy consumption should be minimized within Township operations.

5.2.1.1 The following methods for reducing energy usage should be implemented

- a. All computers should be shut down at the end of every workday.
- b. All lighting fixtures should be supplied with energy-saving light bulbs and non-mercury ballasts upon replacement.
- c. All lights must be shut off at the end of the workday or at the end of the use of a facility and motion-sensors for lighting will be implemented where necessary.
- d. Additional efforts should be discussed and implemented where feasible with periodic HVAC system inspections conducted.

5.3 Pollution Prevention (P2)

5.3.1 Pollution prevention tactics should be implemented as needed and the following activities will be undertaken by the township.

- a. Ensure hazardous substances (solvents, oils, etc.) are properly stored and disposed.

- b. All township properties including parking lots, vehicles, and building facilities are well maintained and cleaned in an environmentally friendly manner.
- c. Operations that may result in pollution or utilize potentially polluting chemicals should periodically evaluate their processes and make adjustments where feasible to ensure human and environmental safety.

5.4 Natural Resources Protection

- 5.4.1 The Township's purpose and mission is to take action to protect its natural resources and high quality of life from environmental health threats through ordinances, policies, and permits, which may be adjusted as the community changes and as the health of our global environment changes. The Township should be committed to continuously improving environmental management practices to provide a sustainable environment for its residents, and to provide a role model for environmental leadership and stewardship.
- 5.4.2 The Township should use the Precautionary Principle to build the framework for new legislation.
- 5.4.3 The Environmental Department should promptly recognize current instability within the natural resources and wildlife of the area and take action to correct that instability.

6 Responsibilities

- 6.1 All Township operations should work to reduce, reuse, and recycle wastes generated.
- 6.2 The Environmental Department will initiate, manage, monitor, assess, follow-up, and report waste reduction activities in annual reports.
- 6.3 The Purchasing Agent will provide each department with information on the availability and purchasing of environmentally preferable products.
- 6.4 The Environmental Department will initiate, manage, monitor, assess, follow-up, and report on energy conservation changes throughout Township operations, and provide information on efforts to expand the conservation program.
- 6.5 All Township operations should use Best Management Practices and P2 tactics in all activities conducted.
- 6.6 The Environment Department should provide necessary updates to

ordinances, policies, and permits for protecting natural resources and wildlife, and that the department notify the residents of all available information on these updates.

- 6.7 The Environmental Department will actively explore, create, and implement new ways to expand upon the Environmental Sustainability Policy.
- 6.8 The Environmental Director will provide an annual report to the Township Board on the successes of the Environmental Sustainability Policy.
- 6.9 The Township should keep all Township operations and the public informed on all policies and Best Management Practices, and that all suggestions by employees and the public be respectfully considered.

7 Policy Program Development and Implementation

7.1 Responsibilities

- 7.1.1 The Environmental Intern in the Environmental Department will develop and implement strategies and educational promotions on the waste reduction and environmentally preferable purchasing program, energy reduction program, pollution prevention program, and natural resource protection program.
- 7.1.2 The Environmental Intern will prepare and provide following educational materials to be used to inform employees of the appropriate waste reduction procedures, environmentally preferable purchasing procedures, and energy consumption reduction procedures
 - a. Brochures, signage, inspections forms, reporting forms, and labeled recycle and waste bins placed in all Departments throughout Township operations.
 - b. An initial informational meeting for all Township employees administered by the Environmental Director.
 - c. Information on Best Management Practices for Township operations.
- 7.1.3 Each Department Director should ensure that all facilities, technologies, and operating processes meet or exceed the provision of the Environmental Sustainability Policy.
- 7.1.4 Each Department Director should ensure that all employees within their Department are educated on and abiding by the Environmental Sustainability Policy.

7.2 Violation Policy

- 7.2.1 The Department Directors, with the support of the Township Supervisor, should provide positive reinforcement and find creative ways to reward successes relating to this policy.
- 7.2.2 When an employee is found to not be in compliance with this policy, it will be the duty of the Department Director and/or Township Supervisor to determine appropriate action.