



BOARD OF SUPERVISORS AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: June 3, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kirk Lagerquist, General Services
Contact: Lynne Dible, General Services
SUBJECT: **Updates to the County Environmentally Preferable Procurement (EPP) Policy and Practices; All Districts**

DocuSigned by:
Kirk Lagerquist
19AEDA90054E4CE...

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk, CEO

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and adopt the updated County Environmentally Preferable Procurement Policy (Attachment A); and
- b) Determine that the above recommended actions do not constitute a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(2)&(5), finding that the action consists of continuing administrative or maintenance activities, such as purchases for supplies and general policy and procedure making and organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda for the Board of Supervisors to approve and adopt the County's updated Environmentally Preferable Procurement Policy (EPPP). The current EPPP, developed in 2017 as a General Services (GS) Administrative Policy, was neither presented to the Board for approval nor widely distributed at the time. By refreshing the EPPP and securing its formal adoption by the Board, the County's environmentally conscious purchasing standards gain renewed attention and

recognition as a top priority in alignment with the Board's sustainability and climate resiliency goals.

Discussion:

The Procurement Division in GS administers the EPPP and Environmentally Preferable Procurement Program (Program) and implements practices and strategies when purchasing products and services to reduce waste, minimize environmental impacts, and align with the County's sustainability efforts. Procurement offers support and guidance to County departments in making informed purchasing decisions, with a focus on providing and ensuring the availability of goods and services that minimize impacts on human health and the environment. Additionally, Procurement collaborates with vendors and suppliers to promote and strengthen their commitment to environmentally sustainable practices.

Background:

In 2017, GS, in collaboration with Public Works-Resource Recovery and Waste Management, developed an administrative EPPP. This policy formalized the County's commitment to sustainable purchasing practices to reduce waste, minimize environmental impacts and toxicity, conserve natural resources, materials, and energy, and maximize recyclability and the use of recycled content.

An October 2024 Public Works report to the Board of Supervisors on waste reduction highlighted current GS initiatives with environmentally preferable purchasing, recycling, and waste reduction through the County's surplus program. Following this presentation, GS-Procurement began work on updating the EPPP and increasing the Program reach by:

- **Updating the 2017 EPPP** to incorporate expanded implementation strategies, and responsibilities and include specific standards in compliance with local, State, federal and legal requirements.
- **Conducting a Countywide Survey** to gather insight into department awareness of the EPPP and their purchasing decisions.
- **Researching EPPPs and Practices** throughout the State.
- **Meeting with Supervisor Capps and staff** on ways to enhance the EPPP and Program.
- **Educating and Communicating** initiatives to stakeholders across the County.

The updated EPPP serves as the model for successful procurement of environmentally preferable products and services for the County. The EPPP includes guidelines on recycled content products, toxic and pollution prevention products and practices, and bio-based and forest conservation products. In addition, the EPPP includes various overarching implementation strategies that are the foundation for specific key initiatives.

Key initiatives:

- The use of **recycled content paper** required when purchasing off countywide contracts.
- **Recycling programs** in place for batteries, toner cartridges, e-waste, and surplus items
- Transitioning to sustainable alternatives such as **reverse osmosis water systems** and water dispensers to replace single use water bottles.
- Procuring **energy efficient products and equipment with the ENERGY STAR label**, and **environmentally responsible products for landscaping, vehicle oil, and janitorial needs** whenever practical.
- Incorporating **environmentally focused selection criteria in solicitation language and vendor certifications** of compliance.

- Managing the **surplus program to divert** as many items as possible from our landfills.

GS efforts will now also include annual reporting as a central element of the updated EPPP, ensuring transparency and accountability while tracking progress. In addition, the EPPP and Sustainable Purchasing Guides for various commodities and programs, including copy and multipurpose paper, computers and monitors, Energy Star appliances, and others, along with specific details on how to participate in the County Surplus Program, will be highlighted clearly and easily accessible from our home page on internal and external websites. The Sustainable Purchasing Guides provide specific product details and vendor information for departments to access, and guidance on what vendors need to comply with our EPPP and standards.

GS continues to research the best practices to inform our evolving strategies and keep up to date on current trends to integrate environmentally preferable purchasing practices throughout the County.

Fiscal and Facilities Impacts:

There may be fiscal impacts when purchasing products and implementing practices included in the EPPP. Procurement will work with departments on their environmentally preferable purchasing decisions to provide appropriate products and services, manage budgets, and prioritize department preferences.

Special Instructions:

Please email one (1) copy of the minute order to Lynne Dible, General Services at ldible@countyofsb.org and one (1) copy of the minute order to Phung Loman, General Services at ploman@countyofsb.org.

Attachments:

Attachment A – Environmentally Preferable Procurement Policy – June 3, 2025

Attachment B – Sustainable Purchasing Guides

Contact Information:

Phung Loman
Chief Procurement Officer
Ploman@countyofsb.org