





Administrative Policy

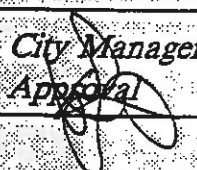
Title: Waste Conscious Purchasing				
Administered By: Administrative Services (Purchasing)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01300.005	04-93 (N/A)	01-03-17		

This Policy had been numbered Policy 300.07. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.07
 Issued: 04-93
 Revised: N/A

ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 1</i>		
WASTE CONSCIOUS PURCHASING				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
300	.07	April, 1993		

POLICY:

The City encourages solid waste reduction with a "Reduce, Reuse and Recycle" procurement policy. The following purchasing procedures shall be followed unless there is a significant difference in quality or cost between the preferred waste reducing products and comparable alternatives.

PROCEDURE:

1. Purchase recycled, reconditioned and rebuilt products.
2. Purchase re-usable, refillable and recyclable products.
3. Purchase products which contain recycled materials.
4. Purchase products with minimal (preferably recyclable) packaging.
5. Purchase products which facilitate waste reduction, such as copy machines and printers that make 2-sided copies.

CITY OF CORONA