

LHENA Sustainable Materials Policy

Purpose

It is the goal of the Lowry Hill East Neighborhood Association (LHENA) to utilize its purchasing power to influence commerce to offer goods and services with better environmental performance, and to procure products and services from manufacturers and suppliers that demonstrate a high level of environmental and social responsibility. By incorporating environmental considerations into public purchasing, LHENA intends to reduce impacts to human health and the environment, reduce its carbon footprint, and fulfill its vision of sustainability. This Policy will guide LHENA’s efforts to procure environmentally sustainable products and services. While not all of these guidelines will be feasible in every procurement of goods and services, LHENA members will make a good faith effort to incorporate these guidelines to the maximum extent possible in its material use and procurement decisions. This policy could be considered for purchasing and contracting in support of the operation and management of all LHENA owned materials, operations, events, contractors, and grantees.

Statement of Policy

1. **Material Use** - LHENA shall utilize and purchase environmentally preferable products according to the hierarchy below whenever practicable and ask contractors, consultants, partners, and grantees to do also make a good faith effort to do so.
 - a. Material Reduction – consciously decide when and what materials are needed and forgo unnecessary materials for an initiative
 - b. Material Reuse – utilize materials in LHENA’s possession or borrow those owned by members or partners and forgo purchasing new materials.
 - c. Sustainable Purchasing - purchase products that have reduced environmental impact because of the way they are made, used, transported, stored, packaged and disposed of. It means looking for products that do not harm human health, are less polluting and resource-intensive and that minimize waste. When determining whether a product is sustainable, the standards below should be considered. This applies to materials that are purchased, while donated items are given much greater leeway due to the financial and community-building benefits they may bring.

Non-food materials		Food
Biobased	Recycled content	Organic
Compostable	Rechargeable (batteries, etc.)	Fair trade
Carcinogen-free	Reduced packaging	Non-GMO
Chlorofluorocarbon (CFC)-free	Reduced greenhouse gas emissions	In-season
Low toxicity	Durable	Locally-grown
Recyclable material	EPEAT qualified – for electronics	
Made from renewable materials	Energy, resource, and water efficient	
Low volatile organic compound (VOC) content	Heavy material free (i.e. no lead, mercury, cadmium)	

Noting that products with such standards may command a price premium, this policy grants automatic approval for products meeting such sustainability standards with costs up to 15% higher not to exceed \$100 than the generic product cost. Price premiums greater than these thresholds and up to \$500 may be

approved by the Executive Committee, while price premiums greater than \$500 must be considered by the LHENA Board of Directors.

2. **Material Sourcing** – Where materials are purchased also contributes to their environmental footprint as those purchased closer to their intended use have less transportation-related greenhouse gas emissions among other effects. In addition, LHENA recognizes that the ownership of businesses has an effect on the community, with more locally owned businesses often more engaged in and supportive of our specific community. For these reasons, LHENA prioritizes the purchase of materials from businesses in the following order:

- a. Locally-owned, neighborhood-operated
- b. Remotely-owned, neighborhood-operated
- c. Locally-owned, Minneapolis-operated
- d. Remotely-owned, Minneapolis-operated
- e. Locally-owned, metro-operated
- f. Remotely-owned, metro-operated
- g. Remotely-owned and operated



3. **Material Disposal** – LHENA will follow the State of Minnesota’s hierarchy for materials that are no longer needed. First priority is to reduce the need for material disposal. Second, if a material is no longer needed by LHENA yet is still in good condition, the material should be donated for reuse. Following priorities are to ensure the highest and best use of materials in the order of recycling, composting, waste to energy, and finally landfilling.

Implementation Strategies

LHENA needs materials for its everyday operations, and there is recognition that new policies may take time to be fully implemented. The following are strategies for institutionalizing these policies:

1. **Materials Inventory** – Staff create and annually update an inventory of the materials LHENA currently has with the help of committee and board members. This may involve:
 - a. categorizing materials by event or activity type
 - b. categorizing regularly reusable and borrowable items

The materials inventory should be made accessible (e.g. online) for initiative planning purposes

2. **Preferred Vendors List** – Staff create and annually update a list of preferred vendors for materials that LHENA regularly purchases. The materials inventory should be made accessible to members (e.g. online) for event and activity planning purposes.
3. **LHENA Member Material Access Process** – It is recommended that members following the process below to access and procure materials:

Existing materials	New materials
1. Consult the materials inventory.	1. Consult the preferred vendors list
2. Contact staff to access materials.	2. Contact staff for review against these policies and for purchase approval
3. For potentially borrowable items not in the inventory, check with fellow committee members and staff for further knowledge in accessing materials.	

4. **Enforcement** – As the policies are intended to be positive, educational, and community-building, punitive enforcement is to be avoided. Instead, the following enforcement procedure is recommended:
 - a. A Sustainable Materials liaison initially educates all committees and board on the policies and resources.

- b. LHENA members utilize the Member Material Access Process. Those who inadvertently purchase materials not in alignment with the above policies will be noted by staff. With the first infraction, such members are to be provided resources and education on preferred alternatives as well as a notice that future purchases not using the preferred alternatives may not be reimbursable.
 - c. For subsequent infractions, LHENA staff at their discretion may deny reimbursement. In such cases, members may petition the executive committee for redress.
5. **Resource** – The Environment Committee should be seen a resource for advice and suggestions regarding sustainable materials sourcing.