

RESOLUTION 2026-01

RESOLUTION BY THE TOWN OF KEEDYSVILLE TO ADOPT A SUSTAINABLE  
PROCUREMENT POLICY

RECITAL

The Town of Keedysville recognizes its responsibility to minimize negative impacts on the environment and is actively participating in activities which promote sustainability and concern for protection of the environment. The Town acknowledges that certain types of products and services that the Town buys have inherent and potential environmental and economic impacts. The Mayor and Council of the Town of Keedysville believe that it is in the best interests of the citizenry of the Town for it to make procurement decisions that reflect the Town's commitment to sustainability. Toward that end, the Mayor and Council believe it to be in the best interests of the Town and its citizens to adopt and implement the *Sustainable Procurement Policy* (the *Policy*) which is attached to this *Resolution* as **Exhibit "A"**.

**NOW, THEREFORE, BE IT RESOLVED** that Mayor and Council of the Town of Keedysville hereby adopts the *Sustainable Procurement Policy* which is attached to this *Resolution* as **Exhibit "A"** and incorporated herein by reference; and it is further

**RESOLVED** that the Mayor, the Town Manager and/or the Green Team are hereby authorized to take any actions necessary or appropriate to activate, implement and/or review the *Policy* as set forth in the *Policy* or as subsequently amended.


ATTEST:

MAYOR AND COUNCIL OF  
KEEDSYSVILLE



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**Lisa Riner, Town Administrator**



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**Kenneth Lord, Mayor**

Date of Introduction: June 3, 2026

Dated of Passage: June 3, 2026

Effective Date: June 3, 2026

## Town of Keedysville Sustainable Procurement Policy

### 1. Purpose

The Town of Keedysville recognizes its responsibility to minimize negative impacts on the environment. The Town acknowledges that the types of products and services the Town buys have inherent environmental and economic impacts, and that the Town should make procurement decisions that embody the Town's commitment to sustainability.

This Sustainable Procurement Policy is intended to:

- Identify those sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Communicate the Town's commitment to sustainable procurement.

### 2. Policy

#### 2.1 General Policy Statement

The Town will make best efforts to procure materials, products or services in a manner that integrates fiscal responsibility and environmental stewardship.

#### 2.2 Sustainability Factors

The Town will make best efforts to incorporate the following factors when writing specifications for, or procuring, materials, products, or services.

Environmental factors to be considered include, but are not limited to, the life cycle assessment of:

- Pollutant releases
- Toxicity, especially the use of persistent, bioaccumulative, and toxic (PBT) chemicals
- Waste generation
- Greenhouse gas emissions
- Energy consumption
- Depletion of natural resources
- Impacts on biodiversity

Fiscal Factors to be considered include, but are not limited to:

- Use reduction; buy only what you really need
- Product performance and quality
- Life-cycle cost assessment; lowest total cost
- Leveraging buying power
- Impact on staff time and labor
- Long-term financial/market changes

While not all factors will be incorporated into every purchase, it is the intent of this policy that the Town will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

#### 2.3 Use of Best Practices

The Town will utilize best practices in sustainable procurement as they evolve.

#### 2.4 Toxics in Products and Services

When evaluating the comparative toxicity of products and services, the Town will utilize as a guide the Precautionary Principle as defined by the US Environmental Protection Agency. At a minimum, the use

of products or services or the conduct of activities must be consistent with scientific research and technical understanding, to prevent serious or irreversible environmental degradation. Prior to use of new materials, products, processes, emissions, and wastes, research must be conducted on the potential environmental impact and on the means of minimizing such adverse impact.

## 2.5 Use of Environmental Product or Service Labels

Town staff are encouraged to consider independent, third-party social and/or environmental (eco) product or service label standards when writing specifications for, or procuring materials, products, or services, so long as such labels:

- Were developed and awarded by an impartial third-party;
- Were developed in a public, transparent, and broad stakeholder process; and
- Represent specific and meaningful leadership criteria for that product or service category.

In addition, whenever possible, label standards used in product or service specifications should represent standards that take into account multiple attributes and life-cycle considerations, with claims verified by an independent third-party.

## 2.6 Town Code and State Law

It is the intent of this policy to complement Town code and State laws.

## 3. Implementation and Responsibilities

### 3.1 Product and Service Standards

The Town Administrator shall be responsible for:

- Ensuring internal policies and procedures reference this policy and incorporate the use of sustainable products and services that meet the intent of this policy.
- Developing employee sustainable procurement resources such as, but not limited to, standards, specifications, tools, best practices, and routine employee training.
- Gathering information for the purposes of tracking, reporting, and evaluating the Town's sustainable procurement activities and evaluating the effectiveness of this policy.

The Green Team shall be responsible for:

- Recommending product and service standards and best practices that comply with this policy. Examples include, but are not limited to, standards for minimum recycled content, energy efficiency, and prohibited toxic ingredients

### 3.2 Education

The Green Team shall be responsible for:

- Building awareness of this policy through information dissemination
- Encouraging the use of environmentally preferable/sustainable products and services through information dissemination, development and refinement of internal procedures, and pilot testing

### 3.3 Resources

The Town Administrator shall commit to providing the appropriate dedicated staff to support the implementation and coordination of this policy. This includes activities such as, but not limited to, employee training and resources, professional services, product/service pilot tests, and educational materials.

### 3.4 Policy Review

The Green Team shall be responsible for periodically bringing together internal and external stakeholders to review this policy for updates or to otherwise determine whether this policy is in alignment with other Town sustainability efforts and policies. The policy review shall be completed at least every year but may be done on a more frequent basis as needed.

### APPENDIX A: DEFINITIONS

“Biodiversity”: the total diversity of all organisms and ecosystems at various spatial scales (genes, populations, species, ecosystems, and biomes). Biodiversity is often used as a measure of the health of biological systems.

“Environmentally Preferable”: products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

“Persistent, Bioaccumulative, and Toxic (PBT) Chemicals”: chemicals that are toxic, persist in the environment, and bioaccumulate in food chains.

“Sustainable Procurement”: purchasing materials, products, and services in a manner that integrates fiscal responsibility and environmental stewardship.

“Toxicity”: the quality, relative degree, or specific degree of being toxic or poisonous.