



Request for Committee Action from the Office of City Clerk

Date: July 16, 2014

To: Hon. Elizabeth Glidden, Chair, Committee of the Whole

Subject: FSC Chain-of-Custody Certification for the Document Solutions Center

Recommendation: Authorizing the Document Solutions Center (Office of City Clerk) to complete chain-of-custody certification through the Forest Stewardship Council (FSC) as part of the InGreen group certification program.

Previous Directives:

- 1994:** Formation of the Environmental Coordinating Team as an interdepartmental work team as well as the Community Environmental Advisory Commission (CEAC) as its counterpart comprised of residents to assist and advise the City on environmental issues with a strong focus on sustainability issues.
- 2003:** ECT's Green Purchasing Committee established to review internal purchasing practices.
- 2003:** Resolution 2003R-133 adopted, which initiated the development of the Minneapolis Sustainability Plan and its integration into the City's comprehensive plan
- 2006:** Adoption of city-wide goals with sustainability woven throughout.
- 2008:** Resolution 2008R-432 *Adopting an Environmental Purchasing Policy*, requiring environmental considerations to be a part of normal purchasing decisions and providing associated standards.

Prepared by: Anissa Hollingshead, Management Analyst Approved by: Casey Joe Carl, City Clerk

Financial Impact: The requested action, which has an annual fiscal impact of \$1,895, is within the department's existing (FY14) budget appropriation and is anticipated to be funded on a go-forward basis within the operating budget of the Document Solutions Center, a unit within the Office of City Clerk. It is further anticipated that expenses related to certification may be partially offset by revenues from the recently launched in-house shredding program administered by this unit, giving further support to larger sustainability goals and objectives.

Supporting Information: As part of the City's ongoing commitment to sustainability, and in particular the use of renewable materials that are responsibly sourced, the Document Solutions Center (DSC) is pursuing certification through the Forest Stewardship Council (FSC). This certification demonstrates that the DSC utilizes materials which comply with the highest social and environmental standards on the market and provides public and consumer recognition of its responsible practices. This certification also

demonstrates compliance with the City's Environmentally Preferable Purchasing Policy adopted October 10, 2008, which encourages all departments to purchase environmentally preferable products and services. FSC certification will make it easier for departments to comply with that policy's guidance for City departments to "give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system."

What is the FSC?

The Forest Stewardship Council (FSC) is an international non-profit organization focused on promoting sound social and environmental forest management practices. FSC was established in 1993 as an outgrowth of the 1992 United Nations' Earth Summit in Rio de Janeiro. Its U.S. headquarters are located in Minneapolis's North Loop neighborhood at 212 Third Avenue N. By helping consumers identify products that are sourced from responsibly managed forests, adopting and promoting industry best practices, and through the certification of compliant organizations, the FSC hopes to shift market policies and practices to eliminate habitat destruction and the endangerment of wildlife, support reforestation projects, reduce pollution and other environmental concerns, and the displacement of indigenous peoples which sometimes accompanies logging.

What does certification mean?

FSC offers a voluntary accreditation system that provides a guarantee that wood and paper products used by an organization are sourced from healthy forests and strong communities. FSC paper manufacturers, converters, and printers adhere to stringent rules and principles for paper-making and processing. The Forest Stewardship Council represents the gold standard of forest management, and its certification program for printers is analogous to the LEED green building certification program or Rainforest Alliance certification for coffee. Obtaining this certification is a visible representation of the City's strong commitment to sustainability through its use of responsibly sourced paper products. City departments using the services of the DSC can choose to incorporate the FSC mark on production jobs as a public indication that the materials used comply with these internationally recognized standards.

Who else has this?

Internationally, 27,923 entities have received FSC chain-of-custody certification, which includes government agencies, corporations and businesses, commercial operations, non-profit organizations, educational institutions, etc. In the U.S., more than 3,000 entities have been certified by the FSC. Locally, 105 Minnesota organizations have FSC chain-of-custody certification, including the University of Minnesota's printing facility. Other cities world-wide, including Toronto, have attained this certification; however, Minneapolis will be the first certified municipal entity in the United States.

What is the process?

The DSC is working with InGreen, a program that provides group certification for in-plant printers, public printers, and other selected companies dealing in the manufacture or distribution of FSC certified products. Pursuing certification as part of this group affords the City all of the credibility and standing of independent certification, but at a significantly cost savings by spreading the administrative and certification costs over many group members. The annual fee for FSC certification through InGreen is \$1,895, which is less than half the \$5,000 cost of pursuing individual certification. In addition, InGreen provides assistance in preparing for the certification process. In preparing for certification, the Minneapolis DSC has already implemented standardized practices to assure its production jobs can be completed to FSC certification standards and is preparing for an on-site visit that will include a physical audit of the production facilities at City Hall. Once that audit is complete, the DSC will obtain FSC chain-of-custody certification.