

SUBJECT: POLICY FOR THE PURCHASE OF SINGLE-USE PLASTICS

Purpose: This City recognizes the long-lasting harm that single-use plastics have on both people and the environment. This policy establishes standardized procedures, guidelines, and responsibilities for the procurement of single-use plastics by the City of Madison.

Our goals are to:

- Limit the use of single-use plastics.
- Reduce the amount of waste the City sends to the landfill.
- Promote both human and environmental health.
- Save money.
- Influence positive change in the community and market.

Background: The City of Madison (“the City”) recognizes its responsibility to protect human health and the environment and support a strong, diverse, and fair community and economy. The City understands that what it purchases affects people’s health, the environment, and the economy. Because of this, the City will use its purchasing power to make sustainable choices that support long-term environmental health, social equity, and economic growth.

In this context, the City defines sustainability as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet theirs. It reflects a commitment to leave the world as good, or better, than we found it.

Policy: Plastic can take hundreds of years to break down in the environment and is linked to long-term health risks. City of Madison employees must make a concerted effort to purchase reusable, recycled, and compostable products when purchasing goods for use by City employees, at City-sponsored functions, and any goods that will be given to Madison residents.

City employees *should*:

1. Choose reusable products. Buy reusable utensils, plates, and cups to reduce waste, protect health, and save money.
2. Avoid single-use plastics. Avoid purchasing single-use plastic bags, water bottles, utensils, plates and bowls, and cups.
 - a. If single-use items are needed, please purchase biodegradable and/or compostable products.
3. Communicate disposal instructions. Make sure all City employees and, if applicable, attendees at gatherings where single-use items are provided know how to dispose of products and provide the correct disposal bins in all areas.

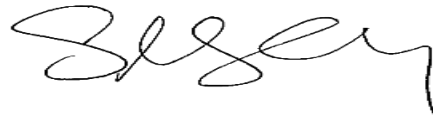
This policy applies to:

1. Products used in food service (e.g. plates, cups, etc.)
2. Products used as give aways (swag) at City events or events where City staff are tabling (e.g. bags, pens, water bottles, stickers, etc.)
3. Products used as recognitions for City staff (e.g. plaques, frames, etc.)

When caterers or other contractors are hired for City events, staff should share this APM with the contractor and ask that they follow it to the greatest extent possible.

If you have questions regarding plastic alternatives, proper disposal instructions, or plastics, please contact the Sustainability Team.

Exemptions: Nothing in this Policy shall be interpreted to require City employees, contractors, or vendors to procure goods or services that fail to perform adequately for their intended purpose, are unavailable at a reasonable price or within a reasonable timeframe, or do not meet the City's safety standards. Additionally, this Policy shall not be construed to require any procurement activity that would conflict with applicable local, state, or federal laws or regulations.

A handwritten signature in black ink, appearing to read 'SR-Conway', written in a cursive style.

Satya Rhodes-Conway
Mayor

APM 4-13
June 15, 2026