

# MOUNTAIN ROSE HERBS

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## COMPANY POLICY DOCUMENT

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### **DOC: Environmentally Preferable Packaging Policy**

#### **BACKGROUND**

Mountain Rose Herbs is a mission-based company that puts people and planet before profit. The company is committed to ethical business practices, environmental integrity, and leadership in the organic industry.

#### **PURPOSE**

The primary purpose of this policy is to minimize negative environmental impacts of the company's activities by ensuring our packaging does the following without compromising the integrity or safety of the product:

- Conserve natural resources, materials, and energy.
- Maximize recyclability and recycled content.
- Minimize pollution and divert materials from the landfill.
- Support local markets and suppliers of recycled goods and other environmentally preferable packaging.

#### **POLICY**

Mountain Rose Herbs commits to:

1. Procure environmentally preferable packaging where criteria have been established by governmental or third-party organizations (Energy Star, EPA Eco Purchasing Guidelines, Forest Stewardship Council, Rainforest Alliance, etc.).
2. Consider environmental factors in sourcing and packaging decisions, such as:
  - a. Replace disposable items with those that are reusable and/or recyclable.
  - b. Buy products with third-party certification, eco-label, or verification.
  - c. Take into account life cycle costs and benefits.
  - d. Evaluate, as needed, the environmental performance of vendors.
3. Raise staff awareness on the environmental issues affecting packaging standards by providing relevant information and training.
4. Encourage suppliers and contractors to offer environmentally preferable packaging at competitive prices and consider environmental impacts of the mode of delivery.
5. Comply with all environmental and industry regulations when sourcing packaging.

Nothing in this policy should be construed as requiring a department or contractor to procure packaging that does not perform adequately for its intended use or is not available at a reasonable price in a timely manner.

Additional procedures and guidelines may be established as needed to ensure a strong Environmentally Preferable Packaging Policy.

### **GENERAL DEPARTMENT GUIDELINES**

All Mountain Rose Herbs departments should identify and purchase the most environmentally responsible packaging available. Factors to be considered when determining environmentally preferable packaging include, but are not limited to:

- Source packaging from ethical companies (e.g. Certified B Corps, RE:think Business, Green Business Certification Inc., etc.).
- Source from Northwest companies to reduce carbon footprint of delivery.
- Minimize use of virgin materials. If unavoidable, derive from renewable biological and natural systems when possible.
- Maximize post-consumer recycled content without compromising strength and quality (recycled materials almost always use less water and energy and generate less toxic byproducts compared to virgin materials).
- Minimize packaging, choosing the most lightweight materials without compromising product safety and consider compostable and biodegradable qualities secondary.
- Source reusable materials and those that can be easily disassembled for recycling.
- Source paper and wood products that are third-party sustainable forestry certified.
- Avoid chlorine, heavy metals, and other toxins.

### **Procurement Department**

1. Foster relationships with environmentally and socially responsible growers.
2. Develop and maintain information about environmentally preferable product packaging and shipping materials.
3. Food grade packaging must be used.
4. Absolutely no metal used in packaging including staples.
5. Undesirable packaging examples include:
  - a. Mylar of any kind
  - b. Multi-material packaging such as paper and mylar
6. Preferred packaging examples include:
  - a. Plastic bag inside cardboard box
  - b. Paper bag inside fiber bag
  - c. Poly-woven bag with plastic liner
7. Distribute information about Zero Waste Policy and environmentally preferable packaging to department staff and growers.

### **Purchasing Department**

1. Foster relationships with environmentally and socially responsible vendors.
2. Develop and maintain information about environmentally preferable product packaging and shipping materials.
3. Undesirable packaging examples includes:
  - a. Styrofoam packing peanuts
  - b. Styrofoam blocks
  - c. Soft foam
4. Preferred packaging examples include:
  - a. Recycled content cardboard

- b. Recycled content bubble wrap
  - c. Recycled content void fill pillows
- 5. Preferred product packaging examples include:
  - a. Packaging manufacturers that utilize renewable energy sources
  - b. Packaging materials made of highest PCR available
- 6. Distribute information about Zero Waste Policy and environmentally preferable packaging to department staff and vendors.

### **Marketing and Creative Departments**

- 1. Foster relationships with environmentally and socially responsible vendors.
- 2. Develop and maintain information about environmentally preferable product packaging and shipping materials.
- 3. Eliminate unnecessary marketing materials and reduce page size when possible.
- 4. Disseminate marketing materials electronically when possible.
- 5. Undesirable product examples includes:
  - a. Virgin-wood fiber
  - b. GMO crop source
- 6. Preferred product examples include:
  - a. 100% recycled content
  - b. Bio-based materials
- 7. Distribute information about Zero Waste Policy and environmentally preferable packaging to department staff and vendors.

### **Facilities and Operations**

- 1. Incorporate use of repurposed, recycled, and FSC certified wood products in bid specifications when possible.
- 2. Office supplies and electronic equipment are made of highest PCR available.
- 3. Packaging and packaging equipment is durable with parts that can be replaced.
- 4. Distribute information about Zero Waste Policy and environmentally preferable packaging to department staff and vendors.

### **Document Review**

This policy must be reviewed every two years by the Director of Sustainability and Executive Team.

### **DEFINITIONS**

- 1. **Bio-based materials** are organic materials in which the carbon comes from contemporary (non-fossil) biological sources.
- 2. **Environmentally preferable packaging** is packaging that has a lesser effect on human health and the environment compared to competing products. This comparison may consider raw materials extraction, production, packaging, distribution, reuse, maintenance, or disposal of the product.
- 3. **Extended producer responsibility** is a strategy designed to promote the integration of environmental costs associated with goods throughout their life cycles into the market price of the products
- 4. **Recyclable product** is a product which, after its intended end use, can be diverted from the landfill for use as a raw material to manufacture another product.
- 5. **Recycled or post-consumer recycled material (PCR)** is a material and byproducts that have been recovered or diverted from the landfill and utilized in place of raw or virgin material to manufacture another product.