

# APPENDIX 1

## WASTE PREVENTION PRODUCTS

Vendors offer a wide variety of products that help prevent or reduce waste. In seeking them out, start with familiar items – such as plain-paper fax machines or remanufactured toner cartridges – that don't look or perform too differently from the ones users are accustomed to already. Also, look for products that are likely to save you money. Then, as your new purchasing policy begins to gain support, expand the number of waste prevention-related products that you buy. Below is a list of products whose function or composition promotes waste prevention.

### OFFICE AREAS

#### Hardware and Software

- \$\$ E-mail, voice mail, intranet, and Internet systems
- \$\$ Photocopiers and printers with duplexing capability
  - Software that permits on-line generation of letterhead and business forms
  - CD-ROMs, optical disks, and microfiche for storing technical manuals, company records, and other materials
- Plain-paper fax machines
- Fax modems
- Remanufactured photocopiers
- Computers and other equipment with modular features
- Computers and other equipment with extended warranties
- Remanufactured computer disks

#### Furniture and Supplies

- \$\$ Refurbished or remanufactured furniture
  - Remanufactured toner cartridges for laser printers, copiers, and fax machines
  - Paper with recycled and “tree-free” content
  - Chlorine-free unbleached paper
  - Lower basis-weight paper
  - Refillable inkjet cartridges
  - Re-inked printer ribbons
  - File folders with recycled content
  - Rechargeable batteries
  - Solar-powered calculators
  - Sturdy staplers, scissors, file holders, book-ends
- Narrow-ruled notebooks and notepads
- Wax adhesive (instead of rubber cement)
- Less toxic glues, pastes, glue sticks
- Nontoxic correction fluid
- Colored pencils, crayons, or colored wax (instead of solvent-based markers)
- Perpetual calendars
- Refillable pens
- Water- and vegetable-based printing inks
- Erasable boards (for posters and signs)
- Reusable interoffice routing envelopes
- Reusable mailbags and boxes

## SHIPPING AND RECEIVING

- \$\$ Reusable shipping containers
- \$\$ Reusable slipsheets made from recycled material (instead of wood pallets)
- \$\$ Durable, reusable corrugated or plastic shipping pallets made from postconsumer recycled materials
  - Packaging made with postconsumer recycled materials
  - Reusable plastic crates (instead of corrugated cardboard boxes)
  - Reusable metal or plastic drums
  - Cornstarch-based packing fill
  - Paper shredder for making packing material from wastepaper

## FOOD SERVICES

### Food & food-related items

- \$\$ Washable serviceware
  - Local and organically grown foods
  - Precooked/pre-cut/already prepared foods
  - Smaller plates to reduce “plate” waste
  - Smaller containers on steam trays, salad bars, and buffets to reduce waste from spoilage
  - Staples (flour, rice, pasta, sugar, coffee) purchased in bulk
  - Milk purchased in bulk
  - Juice, iced tea, and hot chocolate purchased in bulk or concentrate form
  - Carbonated drinks dispensed from refillable cylinders
- Washable tablecloths, napkins, placemats, towels
- Washable cafeteria trays
- Napkin dispensers
- Unbleached paper napkins with recycled content
- Smaller, thinner paper napkins
- Refillable condiment dispensers
- Bulk straw dispensers
- Reusable or unbleached coffee filters
- Food grinder or pulper system

### Kitchen maintenance supplies

- Energy-efficient dishwashing equipment
- Dry, concentrated dishwasher detergent stored in dispensers
- Airtight, reusable food storage containers (instead of plastic wrap)
- Spun-glass scouring pads (instead of steel wool)
- Washable rags (instead of disposable wipes)
- Hot-air dryers or cloth-roll towels (instead of paper towels)
- Unbleached paper towels with recycled content
- Large-roll paper towels
- Smaller or lighter-weight paper towels
- Nontoxic or less toxic cleaning fluids
- Cleaning supplies with concentrated refills
- CFC-free refrigerators, freezers, and coolers

## BUILDING MAINTENANCE

- Washable air conditioner filters
- Reusable metal frames with disposable (air conditioner) filter inserts
- Rechargeable batteries
- Equipment powered by photovoltaics or fuel cells
- Water-based (instead of solvent-based) paints
- “Recycled” paints

## JANITORIAL SERVICES

### Cleaning supplies

- Less toxic cleaning products purchased in bulk or concentrate form
- Refillable pump-spray bottles (instead of aerosol cans)
- Washable rags (instead of disposable wipes)
- Reusable towels, mop heads, scrubbing pads
- Sponges purchased in bulk
- Cloth towels (instead of paper towels)
- Spun-glass scouring pads (instead of steel wool)
- Reusable vacuum cleaner bags

### Rest room supplies

- Hot-air dryers or cloth-roll towels (instead of paper towels)
- Unbleached paper towels and toilet paper with recycled content
- Large-roll paper towels and toilet paper
- Smaller or lighter-weight paper towels
- Liquid soap in wall dispensers (instead of individually packaged bars or “soft soap” in pump bottles)

## VEHICLE MAINTENANCE

- \$\$ Used or remanufactured vehicle parts such as starters and alternators
- High-mileage tires
- Retreaded tires
- Re-refined motor oil and other vehicle lubricants
- Vehicle lubricants made from vegetable oil
- Propylene glycol antifreeze (instead of ethylene glycol)
- Recycled antifreeze
- Antifreeze re-refining machine for large fleets

## LANDSCAPE MAINTENANCE

- Perennial ground covers, shrubs, and bushes (instead of grass)
- Varieties of grass that require less mowing and watering
- Trees, shrubs, and other plants that require less pruning
- Perennial plants (instead of annuals)
- Drought-tolerant plants
- Mulching mower
- Organic pest control methods and integrated pest management (IPM)

## REMODELING AND RENOVATION

- Building materials made with recycled content
- Used/salvaged materials
- Modular wall systems
- Refurbished modular wall systems
- Solid wood shelving (instead of particle board)
- Fiberboard made with post-consumer recycled material
- Linoleum (instead of vinyl flooring)
- Refurbished carpeting
- Carpet made with recycled material, vegetable or solution dyes, and low-VOC adhesives
- Carpet tacks (instead of floor-covering adhesive)
- Energy-efficient lighting systems (such as up-down pendant light fixtures)
- Standard-size construction materials
- Durable materials and components
- Water-based, low-VOC paints and coatings without toxic pigments

## **APPENDIX 2**

### **MODEL PROCUREMENT POLICY FOR RECYCLED AND WASTE PREVENTION PRODUCTS**

#### **STATEMENT OF PURPOSE [Optional]**

[ABC Co.] supports the preservation of natural resources and reduction of energy use and pollution through the development of a less wasteful materials use system

[ABC Co.] recognizes the need to strengthen markets for materials collected in local recycling collection systems;

[ABC Co.] desires to maximize reduction of discarded materials;

[ABC Co.] encourages economic development through attracting and retaining recycled and waste prevention product manufacturers and distributors.

#### **1.0 STATEMENT OF POLICY**

- 1.1 It is the policy of [ABC Co.] to purchase waste prevention products and/or recycled products containing the highest amount of postconsumer material practicable or, when postconsumer material is impracticable for a specific type of product, containing substantial amounts of recovered material. Such products must meet reasonable performance standards, be available at a reasonable price and be available within a reasonable time.
- 1.2 All equipment bought, leased or rented shall be compatible with the use of waste prevention and recycled products.
- 1.3 [ABC Co.] shall promote its use of waste prevention and recycled products whenever feasible.

#### **2.0 DEFINITIONS**

- 2.1 “Buyer” means anyone authorized to purchase on behalf of [ABC Co.].
- 2.2 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with [ABC Co.] or serves in a subcontracting capacity with an entity having a contract with [ABC Co.] for the provision of goods or services.
- 2.3 “Ownership Cost” means total ownership costs during a product’s life cycle, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

- 2.4 “Postconsumer Material” means a finished material which would normally be disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
- 2.5 “Preconsumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- 2.6 “Price Preference” means the percentage allowance for a recycled product that costs more than a comparable virgin product. In bid situations, it is the percentage above the lowest cost of a comparable virgin product allowed for a recycled product when both bidders are responsible and responsive.
- 2.7 “Purchasing Documents” means all documents used to solicit bids and purchase products, including but not limited to: invitations for bids, requests for proposals, requests for quotations, and purchase orders.
- 2.8 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material, but does not include excess resources of the manufacturing process.
- 2.9 “Recycled Content” means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.
- 2.10 “Recycled Content Standards” means the minimum or maximum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products,” as established by [jurisdiction].
- 2.11 “Recycled Product” means a product that meets [ABC Co.’s] recycled content policy objectives for postconsumer, preconsumer and recovered material.
- 2.12 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- 2.13 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- 2.14 “Waste Prevention Product” means a product that results in a net reduction in the generation of waste compared to the previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

### **3.0 POLICY IMPLEMENTATION**

- 3.1 The [Director of Purchasing or authorized representative] shall, in cooperation with [Waste Prevention Program Manager] and any other relevant departments, develop administrative guidelines to implement this policy.

- 3.2 The [Director of Purchasing or authorized representative] shall ensure that purchasing documents, specifications, and contracting procedures do not discriminate against waste prevention or recycled products.
- 3.3 The [Director of Purchasing] shall establish recycled content standards and is authorized to raise or lower them to meet the objectives of this policy. The decision to change any recycled content standard shall be substantiated in the annual report.
- 3.4 The [Director of Purchasing] is authorized to exempt product categories from this policy in cases when all products contain recycled content [such as metals], or when health or safety may be jeopardized [such as pharmaceuticals] or when multiple complex components or the nature of the product make certification of recycled content impracticable [such as automobiles, computers, and software]. The [Director of Purchasing] shall maintain a list of products exempted from this policy.
- 3.5 The [purchasing entity] is authorized to participate in, and encourage other businesses to participate in, cooperative purchasing agreements.

#### **4.0 PRECEDENCE**

4.1 When conflicts occur in product selections, the following hierarchy shall be used:

- Reduction in quantity, volume, weight or toxicity;
- Reusability;
- Recycled content.

Buyers shall maximize this hierarchy whenever possible. Products shall also be evaluated for recyclability.

4.2 All [ABC Co.] departments and offices may evaluate environmental benefits and ownership cost when evaluating prices to determine the lowest responsible bid.

#### **5.0 REASONABLE PRICE**

[For businesses authorizing buyers to specify only recycled and waste prevention products in appropriate cases]:

5.1a Buyers shall buy recycled and waste prevention products whenever possible.

[Or, for businesses implementing a price preference for recycled and waste prevention products]:

5.1b This policy establishes a price preference of up to [x percent] for products that contain at least the minimum of recycled content specified.

[Optional but recommended flexibility for businesses implementing a price preference policy]:

5.2 The [Director of Purchasing] is authorized to purchase recycled and waste prevention products when the price differential is higher than the price preference allows when the [Director of Purchasing] determines in writing that the additional cost is reasonable and in the best interests of [ABC Co.].

- 5.3 The [Director of Purchasing] is authorized to raise or lower the price preference up to [x percent] for recycled and waste prevention product categories in response to market conditions. The decision to change the price preference shall be substantiated for each product category.

[For businesses giving no authorization for recycled and waste prevention purchasing or for a price preference, but willing to spend slightly more for recycled and waste prevention products in specified circumstances]:

- 5.1c On a case-by-case basis, the [Director of Purchasing] is authorized to purchase recycled or waste prevention products at more than the lowest cost when the following conditions are met:
- a. The price differential is no greater than [x percent or x dollars] over nonrecycled or non-waste prevention products,
  - b. The bidder is responsive and responsible,
  - c. The [Director of Purchasing] determines in writing that the additional cost is in the best interests of [ABC Co.], and
  - d. No substantial budget impact would result.

## **6.0 APPLICATION**

- 6.1 All [ABC Co.] departments, offices, vendors and contractors shall comply with this policy.

## **7.0 REPORTS**

- 7.1 The [Director of Purchasing or authorized representative] shall report to [ABC Co.] management annually, for both recycled and waste prevention purchases, annual dollar expenditures, percentage change from previous years, percentage of total purchasing budget, total savings or cost for using recycled or waste prevention purchases, and the number of product types bought in each category. The annual report shall also include identification and discussion of instances in which this policy has been waived or found impracticable, a discussion of other barriers to the procurement of recycled products, and any instances when recycled content standards or price preferences were adjusted.

[Individual businesses should adjust this list to fit their information needs and reporting capabilities.]

## **8.0 EFFECTIVE DATES**

- 8.1 This policy shall take effect on [date].
- 8.2 The [Director of Purchasing] shall issue implementation guidelines within one year following the effective date of this policy.

*Source:* This model policy is adapted from the "Model Procurement Policy for Recycled and Source Reduction Products" contained in *Resourceful Purchasing: A Hands-On Buyers Manual with How-To-Do-It Guidance for Source Reduction and Recycled Products* by Nancy Vandenberg, Susan Kinsella, and Carla S. Lallatin (Alameda County [CA] Source Reduction and Recycling Board, April 1996), pp. 17 - 22.



## **APPENDIX 3**

### **MODEL IMPLEMENTATION GUIDELINES FOR RECYCLED AND WASTE PREVENTION PRODUCT PROCUREMENT POLICY**

#### **1.0 STATEMENT OF POLICY**

- 1.1 It is the policy of [ABC Co.] to purchase waste prevention products and/or recycled products containing the highest amount of postconsumer material practicable or, when postconsumer material is impracticable for a specific type of product, containing substantial amounts of recovered material. Such products must meet reasonable performance standards, be available at a reasonable price and be available within a reasonable time.
- 1.2 All equipment bought, leased or rented shall be compatible with the use of waste prevention and recycled products.
- 1.3 [ABC Co.] shall promote its use of waste prevention and recycled products whenever feasible.

#### **2.0 DEFINITIONS**

[Businesses should repeat here the definitions contained in their general policy.]

#### **3.0 POLICY IMPLEMENTATION**

- 3.1 The [Director of Purchasing], in cooperation with [Waste Prevention Program Manager] and relevant departments and offices shall aggressively implement [ABC Co.'s] Waste Prevention and Recycled Product Purchasing Policy.
- 3.2 All departments, offices and agencies shall evaluate their product specifications and remove all obstacles feasible to buying recycled and waste prevention products. Among the obstacles to be removed are:
  - Requirements for virgin materials only,
  - Language that excludes recycled products,
  - Unnecessary qualifications (e.g., high brightness levels for paper),
  - Specifications written to describe particular nonrecycled and non-waste prevention products,
  - Performance standards unrelated to actual need,
  - “New” requirements that exclude remanufactured, reused or recycled content products.
- 3.3 Performance standards must be reasonable and related to operational need, and shall be designed to encourage the purchase of waste prevention and recycled products.
- 3.4 Purchasing documents shall be structured to eliminate obstacles to buying waste prevention and recycled products.

- 3.5 Purchasing documents that require vendors to supply “all or none” of the products sought, or variations thereof, shall be eliminated wherever feasible when recycled or waste prevention products are an option.
- 3.6 The [Director of Purchasing or authorized representative] shall establish and maintain recycled content standards for the purchase of recycled and waste prevention products that meet the intent and objectives of this policy and update them as market conditions require. [Note: Many jurisdictions have established recycled content standards. You can use those that are consistent with your policy to compile your business’s list.]
- 3.7 Buyers shall specify recycled content standards, as established by the [Director of Purchasing or authorized representative], in applicable bid solicitations and purchasing opportunities.
- 3.8 The [Director of Purchasing] shall maintain a list of product categories exempt from this policy. [Insert list of exempt categories.]
- 3.9 When no recycled content standards exist, buyers shall purchase products with the highest percentage of postconsumer materials practicable, as long as performance and availability meet requirements and price is reasonable within the parameters of this policy. In cases when products cannot technically contain postconsumer material, or insufficient postconsumer materials are available to meet demands, buyers can substitute the highest practicable amount of preconsumer material. When necessary to match national, state or [jurisdiction] policies, buyers may seek products with both postconsumer and preconsumer materials.
- 3.10 Purchasing documents shall request identification of recycled content (recovered and postconsumer materials, as applicable) for products whenever feasible.
- 3.11 Bids shall state that bidders’ failure to provide recycled content information shall mean zero recycled content.
- 3.12 The percentage of postconsumer and total recovered materials content in paper products shall be determined by fiber weight. Total product weight shall be used for all other types of products. For products with varying surface treatments, such as insulation, total product weight shall refer to only the core materials.
- 3.13 Bidders shall be requested to minimize packaging to the greatest extent practicable. Individual buyers shall encourage vendors to reduce packaging as much as possible.
- 3.14 Bidders shall be encouraged to offer waste prevention product alternatives if they can substantiate the waste prevention benefits.
- 3.15 Successful bidders shall be required to certify the percentage content of postconsumer and/or total recovered material, as specified, in products to be purchased. Individual buyers should make every effort to confirm recycled content information when seeking telephone or faxed quotes or direct purchases.
- 3.16 Buyers shall insert recycled content certification forms in all appropriate purchasing documents for non-exempt product categories.
- 3.17 Claims of waste prevention in the manufacture or use of any product shall be certified.
- 3.18 Buyers shall justify in writing purchases of nonrecycled or non-waste prevention products to the [Director of Purchasing or authorized representative], who may waive in writing a requirement of this policy when he/she determines justification supports such a waiver and it is in the best interests of [ABC Co.]. In those instances where it is deemed impracticable to procure a waste prevention or recycled product, a specific explanation for the exclusion must be included in the purchasing record.

3.19 Equipment purchased or rented by [ABC Co.] shall be compatible, whenever practicable, with the use of waste prevention and recycled products. Examples:

- Copiers with the default set to double-sided copying
- Copiers that guarantee compatibility with recycled products, including paper and laser toner cartridges

If deemed impracticable, a specific reason for using incompatible equipment must be included in the purchasing record.

3.20 All departments and offices shall ensure that they and their contractors use both sides of paper sheets whenever practicable.

3.21 Whenever practicable, recycled products shall be labeled as such in a standard format. Example:

- Printed pieces and copies, including letterhead and business cards, shall carry the following notation: Printed on recycled paper.

3.22 All [ABC Co.] vendors, contractors, and service providers shall be notified of this requirement to label or otherwise designate recycled products as such at the time competitive bids or proposals are solicited and at other appropriate opportunities. Grant applicants shall be notified of this requirement early in the grant application process.

3.23 Buyers are authorized to participate in, and encourage other businesses to participate in, cooperative purchasing agreements which meet the objectives of this policy.

3.24 The [Director of Purchasing or authorized representative], and [relevant departments and offices] shall cooperate in hosting or publicizing seminars, workshops, trainings and bidders meetings to promote [ABC Co.'s] policy.

3.25 The [Director of Purchasing or authorized representative], in cooperation with [Waste Prevention Program Manager], shall educate buyers on issues relevant to buying waste prevention and recycled products whenever necessary and appropriate.

3.26 Buyers shall educate vendors, suppliers, and contractors on issues relevant to waste prevention and recycled products whenever necessary and appropriate.

#### **4.0 PRECEDENCE**

4.1 When conflicts occur in product selections, the following hierarchy shall be used:

- Reduction in quantity, volume, weight or toxicity;
- Reusability;
- Recycled content.

Buyers shall maximize this “reduce, reuse, recycle” hierarchy whenever possible. Products shall also be evaluated for recyclability.

- 4.2 Whenever possible, buyers shall combine the hierarchy components to achieve the greatest environmental benefit possible. Example:
- It may be better to replace a recycled product with a reusable product. An even better choice would be a reusable product that also has recycled content.
- 4.3 Before seeking bids, buyers should evaluate the capacity to reuse, recondition or recycle a product and its packaging through existing recycling collection programs. If a product is not recyclable, buyers should evaluate whether the costs of disposal correspond beneficially with the ownership costs and environmental benefits. In some cases, a product may not qualify for purchase because it is not compatible with [jurisdiction's] recycling system.
- 4.4 When no bidder meets the specified minimum recycled content standard, buyers may purchase the product with the highest percentage of postconsumer content or, when postconsumer content is not practicable, the highest percentage of recovered material. This can only occur when the purchasing document explains it as a method for contract award.
- 4.5 When both recovered material and postconsumer material are specified, buyers may accept the lowest cost bid that offers a substantially higher amount of postconsumer content than the specification requires but does not meet specified recovered material requirements, even when other bidders meet the specification in the purchasing document. This can only occur when the purchasing document explains it as a method for contract award.
- 4.6 Buyers shall have the flexibility to evaluate environmental benefits and ownership costs when evaluating prices to determine the lowest responsible bid. Buyers shall compare, in appropriate cases, the ownership costs of competing products. Purchasing documents must specifically explain this as a method for contract award.

## 5.0 REASONABLE PRICE

[For businesses authorizing buyers to specify only recycled and/or waste prevention products in appropriate cases]:

- 5.1a Buyers shall buy recycled and waste prevention products whenever possible.
- 5.2a Purchasing documents shall specify recycled and/or waste prevention products whenever feasible.

[For businesses implementing a price preference for recycled products]:

- 5.1b Buyers may apply a price preference of up to [x percent] for products that contain at least the minimum of recycled content specified.
- 5.2b Purchasing documents shall request prices for both recycled/waste prevention products and nonrecycled/non-waste prevention alternatives, and bidders shall be allowed to offer prices for either alternative, or for both.

[Optional but recommended flexibility for businesses implementing a price preference policy]:

- 5.3 The [Director of Purchasing] is authorized to purchase recycled and waste prevention products when the price differential is higher than the price preference allows when the [Director of Purchasing] determines in writing that the additional cost is reasonable and in the best interests of [ABC Co.].
- 5.4 The [Director of Purchasing] is authorized to raise or lower the price preference percentage up to [x percent] for recycled and waste prevention product categories in response to market conditions. The decision to change the price preference shall be substantiated for each product category.
- 5.5 Buyers may apply to the [Director of Purchasing] for authorization to exceed the [x percent] price preference if the additional expenditure, above the price preference, is no greater than [x percent or x dollars].

[For businesses giving no authorization for recycled and waste prevention only purchasing or for a price preference, but which are willing to spend slightly more for some recycled and waste prevention products in specified circumstances]:

- 5.1c On a case-by-case basis, the [Director of Purchasing] is authorized to purchase recycled and waste prevention products at more than the lowest cost when the following conditions are met:
  - a. The price differential is no greater than [x percent or x dollars] over nonrecycled or non-waste prevention products,
  - b. The bidder is responsive and responsible,
  - c. The [Director of Purchasing] determines in writing the additional cost is in the best interests of [ABC Co.], and
  - d. No substantial budget impact would result.
- 5.2 Buyers may apply to the [Director of Purchasing or authorized representative] for authorization for the additional expenditure.

## 6.0 APPLICATION

- 6.1 All [ABC Co.] departments, offices, vendors and contractors shall comply with this policy.
- 6.2 Purchasing documents shall include requirements for successful vendors and contractors to comply with this purchasing policy.
- 6.3 Purchasing documents shall specify that vendors and contractors must report [insert when, to whom] the estimated quantities of waste prevention and recycled products with the percentage(s) of postconsumer and/or total recovered materials for applicable products used to complete [ABC Co.'s] contracts, agreements, and/or blanket orders. Use of nonrecycled or non-waste prevention products requires justification.

## 7.0 REPORTS

- 7.1 The [Director of Purchasing or authorized representative] shall report to [ABC Co.] management annually, for both waste prevention and recycled purchases, annual dollar expenditures, percentage change from previous years, percentage of total purchasing budget, total savings or cost for using waste prevention and recycled products, and the number of product types bought in each category. The annual report shall also include identification and discussion of instances in which this policy has been waived or found impracticable, a discussion of other barriers to the procurement of recycled and waste prevention products and any instances when recycled content standards or price preferences were adjusted. [Individual businesses should adjust this list to fit their information needs and reporting capabilities.]
- 7.2 Buyers shall obtain quotes for comparable recycled/waste prevention and nonrecycled/non-waste prevention items to fulfill reporting requirements.
- 7.3 Buyers shall establish virgin prices on a case-by-case basis at the time of the bid:
- On annual contracts, agreements and/or blanket orders, request both virgin and recycled product pricing during the bidding process;
  - On annual contracts, agreements and/or blanket orders, if asking for recycled products only, survey the market for virgin product prices by contacting at least three suppliers at the time of establishing the annual contract;
  - For items not covered by annual contracts, agreements and/or blanket orders, either request both virgin and recycled product pricing during the bidding process or survey the market for virgin product prices by contacting at least three suppliers;
  - If buyers do not, or cannot, obtain prices for virgin counterparts, the recycled product is to be considered the low cost alternative and no price preference applies.
- 7.4 Buyers may specify in purchasing documents that vendors are required to furnish annual vendor reports by [date] indicating the quantity, dollar amount, percentage(s) and type(s) of recycled content for all products furnished to [ABC Co.].
- 7.5 All departments, offices and agencies shall submit reports to the [Director of Purchasing] by [date].

## 8.0 RESPONSIBILITIES

[Director of Purchasing], in cooperation with [Waste Prevention Program Manager], shall:

- 8.1 Designate products to be evaluated and processes and procedures to be used or adopted by departments and offices. Periodically transmit this information to departments and offices for implementation.
- 8.2 Provide departments and offices with information to facilitate their evaluation and purchase of waste prevention and recycled products, inform them of their responsibilities under this policy, and provide technical assistance in policy implementation.
- 8.3 Host or publicize seminars, workshops, trainings and bidders meetings to promote [ABC Co.'s] policy; educate buyers on issues relevant to buying waste prevention and recycled products.

- 8.4 Establish and revise recycled content standards as necessary to ensure that recycled products purchased under this policy contain the maximum practicable amount of postconsumer and recovered material and are consistent with guidelines and regulations promulgated by the United States Environmental Protection Agency, [relevant state], and other federal, state and local agencies.
- 8.5 Maintain a list of current recycled content standards for appropriate recycled products.
- 8.6 Transmit recycled content standards to all departments and offices.
- 8.7 Maintain a list of exempt product categories.
- 8.8 Assemble an annual report to [ABC Co.] management on the status of policy implementation.

[ABC Co.] departments and offices:

- 8.9 Ensure that contracting procedures do not discriminate against waste prevention and recycled products without approved written justification.
- 8.10 Assign personnel to evaluate appropriate waste prevention and recycled products to determine the extent to which each may be practicably used by [ABC Co.] and its vendors and contractors.
- 8.11 Revise purchasing procedures to maximize the specification of waste prevention and recycled products whenever practicable and facilitate compilation of data on the purchase of such products by [ABC Co.] and its vendors and contractors.
- 8.12 Transmit evaluation results and procurement data to the [Director of Purchasing] by [date] each year for inclusion in the annual report to [ABC Co.] management on the status of policy implementation.

## **9.0 EFFECTIVE DATES**

- 9.1 This policy shall take effect on [date].

## **10.0 PURCHASING CLAUSES**

[For businesses that cannot generate purchasing documents through their software]:

- 10.1 The following clauses were approved for use by [Director of Purchasing] on [effective date] for use in standard terms and conditions. Review all new purchasing documents carefully to be certain that all parts of the document, including specifications, meet the intent of these clauses.

[Insert clauses for standard terms and conditions.]

10.2 The following special clauses were approved by [Director of Purchasing] on [effective date]. Review all new purchasing documents carefully to be certain that outdated clauses are removed or revised as necessary.

[Insert bid clauses for the various types of purchasing documents affected. State the type of document, then list the clauses with the specific circumstances when the clause applies.]

[For businesses that generate purchasing documents with their software]:

10.1 Appropriate waste prevention and recycled product bid clauses have been developed for use by buyers. These are updated periodically. Review the clauses in standard terms and conditions and in special terms and conditions for the latest update before developing purchasing documents. Carefully review all new purchasing documents to be certain that outdated clauses are removed when new clauses are inserted.

[Insert the source from which to obtain relevant bid clauses. Be certain there is a mechanism to state the most recent update. Explain where to find clauses for each type of purchasing document used by your business.]

*Source:* These model guidelines are adapted from the “Implementation Guidelines for Source Reduction and Recycled Product Procurement Policy” contained in *Resourceful Purchasing: A Hands-On Buyers Manual with How-To-Do-It Guidance for Source Reduction and Recycled Products* by Nancy VandenBerg, Susan Kinsella, and Carla S. Lallatin (Alameda County [CA] Source Reduction and Recycling Board, April 1996), pp. 23 - 34.