



Environmentally Preferable  
Purchasing:  
*A Getting Started Guide*

# Section Four:

## State EPP Examples



## Section Four: State EPP Examples

### Laws, Resolutions, Executive Orders, Ordinances

- Minnesota Executive Order 99-4 – Implementation of pollution prevention and resource conservation by state government
- Minnesota Statutes 2004 – Purchase of recycled, repairable, and durable materials
- California Bill No. AB498 – Environmentally preferable purchasing
- Cincinnati, OH Ordinance No. 141-1994 – Environmentally preferable purchasing
- Buffalo, NY Resolution – PBT-Free Purchasing
- Sarasota County, FL Resolution No. 02-119, 2002 – Environmentally preferable purchasing, energy efficiency, sustainable stewardship
- Boulder, CO Environmental Purchasing Policy Directive
- Kansas City, MO Green Purchasing Ordinance
- Seattle, WA Environmental Policies & Procedures – Environmentally responsible purchasing
- Illinois Executive Order No. 6 (2000) – Establishing the Green Illinois government coordinating council

### Model policies & initiatives

- Maine Environmentally preferable procurement program
- Minnesota Product stewardship policy initiative
- Alameda County, CA Environmentally preferable purchasing model policy & Implementation guidance for model policy
- Sample purchasing resolution – NACo's Environmental purchasing starter kit

### Other resources

- [Links to State EPP Resources](#)



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# Laws, Resolutions, Executive Orders, Ordinances

# Executive Order 99-4

## *Providing for the Implementation of Pollution Prevention and Resource Conservation by State Government*

I, JESSE VENTURA, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

WHEREAS, the Minnesota Environmental Policy Act, Minnesota Statutes, Chapter 116D, directs all departments and agencies of the state to promote efforts that will prevent or eliminate damage to the environment, and to improve and coordinate state plans, functions, programs and resources to carry out this policy; and

WHEREAS, for the purposes of this Order, pollution prevention shall include energy and resource conservation and waste reduction; and

WHEREAS, pollution prevention reduces pollution at its source rather than treating or controlling pollution after it has been created; and

WHEREAS, pollution prevention often results in cost savings and increased efficiencies as well as enhanced environmental protection; and

WHEREAS, the Minnesota Toxic Pollution Prevention Act, Minnesota Statutes, Chapter 115D, specifies that it is the policy of the state to encourage pollution prevention; and

WHEREAS, pollution prevention promotes sustainability, providing a better quality of life for all residents while maintaining nature's ability to function over time; and

WHEREAS, there is considerable potential for pollution prevention in state government; and

WHEREAS, Minnesota state agencies benefit from interagency communication and joint problem solving;

NOW, THEREFORE, I hereby order state departments and agencies to continue to take these steps to prevent pollution:

1. All departments and agencies of the State of Minnesota shall promote policy and cultural reform to give priority to preventing pollution at its source of generation.
2. The Interagency Pollution Prevention Advisory Team, established in 1991, shall continue to:
  - a. promote regular communication and cooperation between state agencies in preventing pollution;
  - b. provide guidelines for state agencies in meeting requirements 4 through 6 below;

- c. review state agency progress reports;
  - d. serve as a clearinghouse of information on progress made by state agencies in preventing pollution;
  - e. encourage the implementation of pilot projects in which state government can serve as a model;
  - f. recognize outstanding pollution prevention efforts of state agencies through such programs as the Minnesota Governments Reaching Environmental Achievements Together (MnGREAT!) awards;
  - g. promote efficiency in governmental pollution prevention efforts by reducing overlap of activities and by sharing innovative ideas; and
  - h. make recommendations for enhancing pollution prevention in state government.
3. The Interagency Pollution Prevention Advisory Team shall be chaired by a representative of the Office of Environmental Assistance. All state agencies shall cooperate with the team in the execution of this order. The team shall include, but not be limited to representatives of the departments of Administration; Agriculture; Corrections; Children, Families and Learning; Health; Human Services; Military Affairs; Natural Resources; Public Safety; Public Service and Transportation. The team shall also include representatives from the Minnesota Pollution Control Agency, Office of Environmental Assistance, Office of Strategic and Long-Range Planning, Office of Technology, Minnesota State Colleges and Universities, University of Minnesota, Minnesota Lottery, Board of Water and Soil Resources, Metropolitan Airports Commission, Metropolitan Council, Metropolitan Sports Facilities Commission and Metropolitan Mosquito Control Commission. The team shall meet regularly.
4. State agencies that generate significant quantities of hazardous waste or use significant quantities of toxic chemicals shall develop or revise policy statements to indicate that pollution prevention is a priority. These agencies shall also undertake activities to reduce their generation of solid and hazardous waste and use of toxic chemicals and resources.
5. State agencies that regulate activities in the state that generate significant quantities of hazardous waste or use significant quantities of resources and/or toxic chemicals, or whose policies have important effects upon such activities, shall develop or revise policy statements indicating that pollution prevention is a priority. These agencies shall also integrate pollution prevention into their regulatory and policy activities as a primary means of meeting standards.
6. State agencies, subject to 4 and 5 above, shall prepare annual summary reports on their progress in preventing pollution with the reports to be completed by August 15 of each year. At a minimum, these reports shall include a description of steps

taken to integrate pollution prevention into agency activities, a summary of plans for future activities to prevent pollution, and an estimate of environmental and economic benefits, when applicable, which have resulted from preventing pollution.

7. State agencies shall, in cooperation with the Department of Administration, encourage pollution prevention through their purchasing policies and specifications.
8. Information on progress of state agencies in preventing pollution shall be included in the Pollution Prevention Evaluation Report to the Legislature required by section 115D.10 of the Minnesota Toxic Pollution Prevention Act.
9. State agencies are encouraged to apply for the annual Governor's Award for Excellence in Pollution Prevention, as authorized by section 115D.06 of the Minnesota Toxic Pollution Prevention Act. A special award for excellence in pollution prevention shall be established for state agencies.
10. The Office of Environmental Assistance shall provide technical assistance to state agencies in the implementation of this Order.

This Order shall be reviewed by the Governor, in consultation with the affected agency or agencies, every two years in order to assess its reasonableness and need.

Pursuant to Minnesota Statutes 1998, section 4.035, subd. 2, this Order shall be effective fifteen (15) days after publication in the State Register and filing with the Secretary of State and shall remain in effect until rescinded by proper authority or it expires in accordance with Minnesota Statutes 1998, section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this second day of April, 1999.

Jesse Ventura  
Governor

Filed According to Law:  
Mary Kiffmeyer, Secretary of State

Minnesota Statutes 2004, Table of Chapters

Table of contents for Chapter 16B

**16B.121 Purchase of recycled, repairable, and durable materials.**

The commissioner shall take the recycled content and recyclability of commodities to be purchased into consideration in bid specifications. When feasible and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the commissioner, and state agencies when purchasing under delegated authority, shall purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the commissioner, and state agencies when purchasing under delegated authority, may also use other appropriate procedures to acquire recycled materials at the most economical cost to the state.

When purchasing commodities and services, the commissioner, and state agencies when purchasing under delegated authority, shall apply and promote the preferred waste management practices listed in section 115A.02, with special emphasis on reduction of the quantity and toxicity of materials in waste. The commissioner, and state agencies when purchasing under delegated authority, in developing bid specifications, shall consider the extent to which a commodity or product is durable, reusable, or recyclable and marketable through the state resource recovery program and the extent to which the commodity or product contains postconsumer material.

HIST: 1Sp1989 c 1 art 18 s 1; 1992 c 514 s 3; 1992 c 593 art 1  
s 1; 1993 c 249 s 1

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BILL NUMBER: AB 498      CHAPTERED  
BILL TEXT

CHAPTER 575  
FILED WITH SECRETARY OF STATE    SEPTEMBER 16, 2002  
APPROVED BY GOVERNOR    SEPTEMBER 14, 2002  
PASSED THE ASSEMBLY    AUGUST 29, 2002  
PASSED THE SENATE    AUGUST 27, 2002  
AMENDED IN SENATE    AUGUST 22, 2002  
AMENDED IN SENATE    MAY 9, 2002  
AMENDED IN ASSEMBLY    JANUARY 24, 2002  
AMENDED IN ASSEMBLY    JANUARY 18, 2002  
AMENDED IN ASSEMBLY    JANUARY 9, 2002

INTRODUCED BY    Assembly Member Chan  
(Coauthor:    Senator Chesbro)

FEBRUARY 21, 2001

An act to add Chapter 6 (commencing with Section 12400) to Part 2 of Division 2 of the Public Contract Code, relating to public contracts.

LEGISLATIVE COUNSEL'S DIGEST

AB 498, Chan. Environmentally preferable purchasing.

Existing law regulates the purchase of recycled products by state agencies and the Legislature.

This bill would provide that the Department of General Services, in consultation with the California Environmental Protection Agency, members of the public, industry, and public health and environmental organizations, shall provide state agencies with information and assistance regarding environmentally preferable purchasing, as provided.

This bill would state the intent of the Legislature in enacting these provisions.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares all of the following:

(a) It is the policy of the state to protect human health and environmental well-being.

(b) The purpose of environmentally preferable purchasing is to protect human health and environmental well-being by reducing the procurement of goods and services that result in larger volumes of waste and pollutants.

(c) Goods and services, that result in reduced volumes of waste and pollutants, have additional value when considering future environmental and health costs.

(d) The state, through environmentally preferable purchasing, has the ability to to protect human health and environmental well-being

by promoting goods and services that result in reduced waste and pollutants.

(e) The Legislature declares that the responsibility of environmentally preferable purchasing shall be that of any agency that does procuring on behalf of the state.

(f) It is the intent of the Legislature, whenever economically feasible and as markets allow, to continually expand the policies of environmentally preferable purchasing in the daily operations of the state.

SEC. 2. Chapter 6 (commencing with Section 12400) is added to Part 2 of Division 2 of the Public Contract Code, to read:

#### CHAPTER 6. ENVIRONMENTALLY PREFERABLE PURCHASING

12400. For purposes of this chapter, "environmentally preferable purchasing" means the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. This comparison shall take into consideration, to the extent feasible, raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal, energy efficiency, product performance, durability, safety, the needs of the purchaser, and cost.

12401. The Department of General Services, in consultation with the California Environmental Protection Agency, members of the public, industry, and public health and environmental organizations, shall provide state agencies with information and assistance regarding environmentally preferable purchasing including, but not limited to, the following:

(a) The promotion of environmentally preferable purchasing.

(b) The development and implementation of a strategy to increase environmentally preferable purchasing. This may include the development of statewide policies, guidelines, programs, and regulations.

(c) The coordination with other state and federal agencies, task forces, workgroups, regulatory efforts, research and data collection efforts, and other programs and services relating to environmentally preferable purchasing.

(d) The development and implementation, to the extent fiscally feasible, of training programs designed to instill the importance and value of environmentally preferable purchasing.

(e) The development, to the extent fiscally feasible, of an environmentally preferable purchasing best practices manual for state purchasing employees.

12401.5. Within existing resources, the Department of General Services shall designate a single point of contact for state agencies, suppliers, and other interested parties to contact regarding environmentally preferable purchasing issues.

12402. Nothing contained in this chapter shall prohibit, limit, or supersede recycled content requirements pursuant to any other provision of law.

12403. Nothing contained in any policy regarding environmentally preferable purchasing may be construed as requiring the acquisition of goods or services that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

12404. Manufacturers, vendors, or other nongovernmental entities

contracting with the Department of General Services shall certify in writing that any environmental attribute claims they make concerning their products and services are consistent with the Federal Trade Commission's Guidelines for the Use of Environmental Marketing Terms.

City of Cincinnati

*J.F.L.*  
J.F.L.

An Ordinance No. 141

-1994

MODIFYING the provisions of Chapter 321 Procurement and Disposal of Supplies, Services and Constitution of the Cincinnati Municipal Code by ordaining Section 321-1-E Environmentally Preferable; 321-1-R1 Recycled, Section 321-22 Bid; Specifications, Section 321-37 Bid; Award to Lowest and Best, Section 321-52 Proposal; Specifications, Section 321-65 Proposal; Award to Most Advantageous and Section 321-109 Contract; Annual Report and repealing present Section 321-37 Bid; Award to Lowest and Best and Section 321-65 Proposal; Award to Most Advantageous.

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That Section 321-1-E Environmentally Preferable; Section 321-1-R1 Recycled; Section 321-22 Bid; Specifications, Section 321-37 Bid; Award to Lowest and Best, Section 321-52 Proposal; Specifications, Section 321-65 Proposal; Award to Most Advantageous and Section 321-109 Contract; Annual Report are hereby ordained to read as follows:

§321-1-E. Environmentally Preferable.

"Environmentally Preferable" shall mean supplies, services or construction that have a lesser or reduced effect on human health and the environment when compared with competing supplies, services or construction that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the supply, service or construction.

§321-1-R1. Recycled.

"Recycled" shall mean the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

Definitions of recycling terms used in this chapter are:

- (a) "Recovered Materials" shall mean waste materials and by products which have been recovered or diverted from solid waste.
- (b) "Preconsumer Materials" shall mean recovered materials which were production finished materials, products or by products which did not reach the consumer for whose use they were intended, and have been diverted from solid wastes for the purposes of collection, recycling and disposition.
- (c) "Postconsumer Materials" shall mean recovered materials which were generated by a business or consumer, have served their intended end uses, and have been separated or diverted from solid wastes for the purposes of collection, recycling and disposition.
- (d) "Recycled Content Product" shall mean a product made from pre-consumer or postconsumer recovered materials whose portion as a percentage of the weight or volume of the product meets or exceeds the minimum content percentage established by the city purchasing agent.

§321-22. Bid; Specifications.

- (a) Specifications are any description of the physical or functional characteristics or of the nature of supplies, services or construction.
- (b) All city departments, boards and commissions shall specify environmentally preferable supplies, services or construction when appropriate.

All city departments, boards and commissions shall conduct a review of supplies, services or construction specifications to determine whether the specifications either require the use of products manufactured from virgin materials or exclude the use of recycled products, reusable products, or products designed to be recycled.

In the event that such specifications do exclude the use of recycled products or require the use of virgin materials,

then such exclusions or requirements may be eliminated unless the department, board or commission can demonstrate to the satisfaction of the city purchasing agent that the recycled products would not achieve a necessary requirement or performance standard.

All city departments, boards and commissions shall recommend changes to the city purchasing agent to ensure that performance standards for particular supplies, services or construction can be met and that the specifications are not overly stringent, and to recommend changes to ensure that the specifications will incorporate a requirement for the use of recycled materials, reusable products, and products designed to be recycled to the maximum extent possible, subject to an alternative showing that either the performance of the product will be jeopardized or that the product will negatively impact health, safety, or operational efficiency.

The city purchasing agent may request the bidder to affirmatively demonstrate that recycled material will not jeopardize the performance of the product and will not negatively impact health, safety, or operational efficiency.

#### §321-37. Bid; Award to Lowest and Best.

Except where otherwise provided by ordinance, the city purchasing agent shall award a contract to the lowest and best bidder or in the case of multiple awarded bidders who has the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good-faith performance. The city purchasing agent may consider the bidder's performance on prior and current contracts with the city in determining to whom the award shall be made.

Factors which may be considered in determining the lowest and best bid include, but are not limited to, the following factors which may indicate a bidder's potential for effectively providing equal opportunity for minority group members and women in its contract with the city; information concerning the bidder's current, past and proposed payment of prevailing wages, utilization of minority group members and minority business enterprises, including employment and subcontracts, in the event the selection of the lowest and best bidder is based in large part upon factors indicating the bidder's potential for effectively providing

equal opportunity for minority group members and women in a city contract, the contract award may be made only if the bid does not exceed by more than three percent to a maximum of \$10,000 any other lowest and otherwise qualified bidder and if in the opinion of the city purchasing agent the selection of such bidder as the lowest and best bidder will have the greatest potential among the bidders for providing equal opportunity to local minority group members and women to participate in city contracts. "Minority group member" shall mean a person belonging to one of the following racial or ethnic groups: Blacks, Hispanics, American Indians, Alaskan natives, and Asian and Pacific Islanders.

In invitations to bid designated by the city purchasing agent as an environmentally preferable comparison bid, the city purchasing agent, in determining the lowest and best bid, shall deem as favorable the fact that the bidding company offers supplies that contain recycled material, and shall select such bidder as the lowest and best bidder if its bid does not exceed by more than three percent to a maximum of \$10,000 any other lowest and otherwise qualified non-recycled bidder.

In such circumstances where more than one bidder offers supplies with recycled material that do not exceed by more than three percent to a maximum of \$10,000 any other lowest and otherwise qualified non-recycled bidder, the following factors, listed in descending order of preference, shall be considered in determining the lowest and best bid.

- (a) The highest percentage of post-consumer material content.
- (b) The highest percentage of pre-consumer material content.

In addition, the following factors may be considered in determining the lowest and best bid.

- (c) The ability of the product and package to be reused or recycled.
- (d) The volume and toxicity of waste and by-products that a given product generates in its manufacture, use and disposal.

The decision of the city purchasing agent or designee, including whether the environmentally preferable product satisfies the bid requirements, shall be final in the determination of the award.

The total accumulation of all preference percentages from all preference programs now in existence or hereafter established shall not exceed ten percent.

§321.52. Proposal; Specifications.

- (a) Specifications are any description of the physical or functional characteristics or of the nature of supplies, services or constructions.
- (b) All city departments, boards and commissions shall specify environmentally preferable supplies, services or construction when appropriate.

All city departments, boards and commissions shall conduct a review of supplies, services or construction specifications to determine whether the specifications either require the use of products manufactured from virgin materials or exclude the use of environmentally preferable or recycled content products, reusable products, or products designed to be recycled.

In the event that such specifications do exclude the use of recycled products or require the use of virgin materials, then such exclusions or requirements may be eliminated unless the department, board or commission can demonstrate to the satisfaction of the city purchasing agent that the recycled products would not achieve a necessary requirement or performance standard.

All city departments, boards and commissions shall recommend changes to the city purchasing agent to ensure that performance standards for particular supplies, services or construction can be met and that the specifications are not overly stringent, and to recommend changes to ensure that the specifications will incorporate a requirement for the use of recycled materials, reusable products, and products designed to be recycled to the maximum extent possible, subject to an alternative showing that either the performance of the product will be jeopardized or that the product will negatively impact health, safety, or operational efficiency.



The city purchasing agent may request the offeror to affirmatively demonstrate that recycled material will not jeopardize the performance of the product and will not negatively impact health, safety, or operational efficiency.

**§321-65. Proposal; Award to Most Advantageous.**

Award shall be made to the offeror whose proposal is determined, in writing by the city manager, city purchasing agent, board or commission to be the most advantageous to the city taking into consideration price and evaluation factors set forth in the request for proposals. The contract file shall contain the basis on which the award is made.

In request for proposals designated by the city purchasing agent as an environmentally preferable comparison request, the city purchasing agent may consider the following factors, listed in descending order of preference, in evaluating competitive proposals as the most advantageous to the city;

- (a) The highest percentage of post-consumer material content.
- (b) The highest percentage of pre-consumer material content.

In addition, the following factors may be considered in determining the most advantageous proposal.

- (c) The ability of the product and package to be reused or recycled.
- (d) The volume and toxicity of waste and by-products that a given product generates in its manufacture, use and disposal.

**§321-109. Contract; Annual Report.**

Annually, the city purchasing agent will report to city council the types and dollar amounts of recycled products contracts used by all city departments, boards and commissions in the previous year. Additional information regarding recycled material may also be included in the annual report.

Section 2. That present Section 321-37 Bid; Award to Lowest and Best and Section 321-65 Proposal; Award to Most Advantageous are hereby repealed.

Section 3. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed May 4 A.D., 1994

Robert J. Keller  
Mayor

Attest: Steph. Shea  
Clerk

I HEREBY CERTIFY THAT ORDINANCE NO 141  
19 94 WAS PUBLISHED IN THE CITY BULLETIN  
IN ACCORDANCE WITH THE CHARTER ON 5-22-94

David L. Sheppard  
Clerk of Council

On November 7, 2004, The Friends of the Buffalo Niagara Rivers Board of Directors Executive Committee voted unanimously to endorse the attached City of Buffalo PBT-Free Purchasing policy resolution.

**City of Buffalo**

**RESOLUTION FOR PBT-FREE PURCHASING**

**A RESOLUTION** relating to persistent, bioaccumulative, toxic chemicals (PBTs), stating the City of Buffalo's intent to reduce its use of PBTs, and setting forth a work program.

<b>WHEREAS:</b>	A group of pollutants known as Persistent Bioaccumulative Toxic chemicals (PBTs) are toxic, persist in the environment and build up in the food chain, and can pose risks to public health and the environment through their carcinogenic and endocrine disrupting effects, immune system impairment, neurotoxicity, birth defects, and reproductive dysfunction; and
<b>WHEREAS:</b>	The Great Lakes are home to 33 million people, 47 percent of whom draw their drinking water from the Lakes. The Great Lakes are also vital to many North American fish and wildlife species. PBTs in the Great lakes are associated with widespread, long-term adverse effects on wildlife, and, through their bioaccumulation, are of concern for human health.
<b>WHEREAS:</b>	The Great Lakes Binational Toxics Strategy, signed in 1997 by the United States, provides a framework for actions to reduce or eliminate PBTs in the Great Lakes.
<b>WHEREAS:</b>	The New York State Department of Health has issued almost 100 fish consumption advisories for waterbodies across New York State due to PBT pollution, including advisories for the Buffalo River and Harbor, Hoyt Lake, the Niagara River, and Lake Erie.
<b>WHEREAS:</b>	Phasing out the use, production and release of PBTs is important to protecting environmental and public health because once these chemicals are produced, it is difficult and costly to manage, destroy or degrade them; and
<b>WHEREAS:</b>	The American Public Health Association, the United Nations Environment Program, the Chicago Medical Society and the International Joint Commission of the U.S. and Canadian governments have agreed upon the benefits of reducing certain PBT pollution in the environment; and
<b>WHEREAS:</b>	According to INFORM, more than 90% of PBTs are leaving factories in products, not in waste, and are found in a wide range of consumer and industrial products including paints, pesticides, solvents, inks, dyes, solder, etc.

<b>WHEREAS:</b>	Purchasers of these products are often unwittingly choosing products that contain PBTs, even though in many cases safer alternatives are available.
<b>WHEREAS:</b>	EPA's national PBT policy issued in November 1998 urges states, localities and the federal government to reduce PBTs in waste by 50% by the year 2005.
<b>WHEREAS:</b>	The cities of Boston, Seattle, San Francisco, and Oakland, as well as the states of Washington, Oregon and New Hampshire, have all established laws, policies, and/or initiatives to eliminate and reduce certain PBTs such as dioxin; and
<b>WHEREAS:</b>	The Erie County Department of Environment and Planning is working to reduce the use of PBT chemicals through environmentally preferable purchasing, and has reduced the annual release of 2,000 pounds of para-dichlorobenzene into the environment in Erie County.
<b>WHEREAS:</b>	With leadership from the Common Council, the City of Buffalo has established a strong policy framework to guide the City's actions and investments toward environmental stewardship and sustainability, including the creation of the Environmental Management Commission, the establishment of the Buffalo Pest Management Board to reduce toxic pesticide use, the initial creation of the City's recycling program, the creation of a 100 foot setback to protect the Buffalo River, and dozens of other Council initiatives that have resulted in a cleaner and safer environment for Buffalo's citizens.
<b>WHEREAS:</b>	Potential adverse environmental and health effects from PBTs may be reduced through purchasing decisions that reduce or eliminate products that result in the creation or release of PBTs; and less toxic options exist for many products,

**NOW, THEREFORE, BE IT RESOLVED:**

That the City of Buffalo considers persistent pollution prevention a high priority for action to reduce risk to public and environmental health, and intends by this resolution to encourage the reduction of pollution from PBTs; and

**BE IT FURTHER RESOLVED:**

That the City of Buffalo encourages elimination of PBTs through its procurement practices wherever possible and urges the Purchasing Department and other appropriate Departments of the City of Buffalo to consider the presence of PBTs in making purchasing decisions by:

- a) Developing and applying criteria that differentiate products containing PBTs and those that result in release of PBTs during production or disposal from those that do not; and

b) Developing an implementation plan with reduction targets for considering these criteria along with other environmental, social, and economic factors when purchasing products in city departments, offices and agencies in order to reduce pollution from PBTs. Within one year of passage of this Resolution, the City will report on their progress and will achieve an Implementation Plan for the purchase of products on behalf of City departments, offices, and agencies by six months thereafter. The Implementation Plan shall include identification and analysis of City uses of PBT-generating products, and purchasing shall be prioritized based on PBT-reduction opportunity, technical and economic feasibility, and protection of human health and the environment.

c) Items to be considered in the development of the implementation plan will be determined by identifying and analyzing City uses of products containing chemicals identified on the EPA PBT priority list or products that result in the generation of such PBTs during their manufacture. Implementation plan actions will be prioritized based on reduction opportunity potential, technical feasibility, economic feasibility, and protection of human health and the environment. The use of an alternative product should be considered economically feasible if its cost, including cost of application, is within 110% of the full costs of the product of concern. In assessing economic feasibility, long-term public health and environmental implications should be considered, as well as the opportunity to stimulate development of alternatives. By encouraging the development of new products, the City's purchasing policies may encourage market transformation and drive costs down below the 110% threshold.

FILED FOR RECORD

2002 MAY 10 AM 9:52

**RESOLUTION NO. 02 - 119**  
**RESOLUTION OF THE BOARD OF COUNTY**  
**COMMISSIONERS OF SARASOTA COUNTY, FLORIDA**

CLERK OF DISTRICT COURT  
SARASOTA COUNTY, FL

A Resolution of The Board of County Commissioners of Sarasota County, Florida which demonstrates a significant commitment on the part of Sarasota County Government (herein referred to as the "COUNTY"), to establish and implement policies, guidelines, goals and strategic actions to promote sustainability.

Whereas, Sustainability means satisfying our present needs without compromising the ability of future generations to meet their needs; and

Whereas, the COUNTY is committed to lead by demonstrating sustainable stewardship that will yield cost savings to taxpayers by reducing COUNTY operating costs, providing healthy work environments for COUNTY staff and visitors, protecting, conserving and enhancing the COUNTY'S resources, and establishing community standards of sustainable living practices; and

Whereas, the COUNTY is committed to designing, constructing, and operating COUNTY facilities to minimize environmental impacts by incorporating the use of resource and energy efficient materials, renewable resources, alternative energy sources, water conservation, waste reduction, pollution prevention; and

Whereas, environmentally preferred products are generally produced and disposed of in ways that have less negative impact on human health and the environment because they consume fewer natural resources and less energy, generate less waste, and release fewer pollutants; and

Whereas, the COUNTY approved the establishment of a recycled content materials procurement policy, and the implementation of various waste reduction techniques and recycling measures; and

Whereas, on May 19, 1998, the COUNTY joined the United States Department of Energy's Rebuild America program, establishing the Rebuild Sarasota County partnership; and

Whereas, this Resolution will establish the COUNTY as a leader in Florida in setting policies, guidelines, goals and strategic actions that will result in:

- a more sustainable community
- the use of renewable resources
- energy, water and cost savings through the construction, operation and maintenance of high performance buildings and landscapes
- the procurement of environmentally preferred products, materials and services
- increased recycling and materials reuse
- historical preservation
- waste reduction at the source

- healthier and more productive work environments
- less local and global adverse environmental impacts
- reduced County liability
- minimized future disposal infrastructure needs
- adoption of Environmental Landscape Management (ELM) practices

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SARASOTA COUNTY, FLORIDA, in public meeting assembled:

That the County Administrator may direct COUNTY staff to develop policies, guidelines, and strategic actions for sustainable building practices for COUNTY facilities. The County Administrator may charge COUNTY staff with overseeing the development and application of the guidelines to all facilities; and

**BE IT FURTHER RESOLVED:**

That the County Administrator may direct COUNTY staff to develop policies, guidelines, and strategic actions for Environmentally Preferred Procurement (EPP) practices for the COUNTY Government, and that the County Administrator may direct COUNTY staff to oversee the development and application of the guidelines COUNTY wide; and

That the County Administrator may direct COUNTY staff to provide on-going training and education opportunities for affected staff to further sustainable stewardship, and that the County Administrator may direct COUNTY staff to develop, promote, and implement sustainable stewardship education programs within the community, and establish marketing partnerships to advance these principles; and

That the COUNTY shall be guided by established energy efficiency standards providing for an integrated whole building design approach to ensure the best processes are implemented through every phase of design, construction and renovation so that buildings realize substantial economic and environmental benefits through their entire life cycle; and

That for the COUNTY to achieve these initiatives, the County Administrator may direct COUNTY staff to explore the feasibility of an Office of Sustainability, its structure, potential funding sources and partners, future benefits, roles, responsibility, and related dynamics and present its recommendations to the Board of County Commissioners.

PASSED AND DULY ADOPTED BY THE BOARD OF COUNTY  
COMMISSIONERS OF SARASOTA COUNTY, FLORIDA, the  
7th day of May, 2002, A.D.

BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA

By: Nora Patterson  
Chairman

Attest:

Karen E. Rushing, Clerk of Circuit  
County and Ex-Officio Clerk to the  
Board of County Commissioners,  
Sarasota County, Florida

By: Paula J. Lintman  
Deputy Clerk



**City of Boulder**  
**Environmental Purchasing Policy Directive**

**1. Statement of Intent**

The City of Boulder's goal is to encourage and increase the use and procurement by City departments of recycled and environmentally preferable products. By using an affirmative procurement policy, the City seeks to (1) strengthen the markets for such products, (2) maximize diversion of materials from the solid waste stream, and (3) promote both human and environmental health.

**2. Definitions**

*Products with recycled content or recycled products:*

- (a) Concerning printing and writing paper, the minimum content standard as certified by the manufacturer, shall be no less than 20 percent post-consumer materials beginning December 31, 1994, and increasing to 30 percent beginning on December 31, 1998. These minimum content standards are in accordance with the United States Federal Acquisition, Recycling and Waste Prevention policy.
  
- (b) Concerning other goods, supplies, and materials for which the United States Environmental Protection Agency has adopted procurement guidelines under the Resource Conservation and Recovery Act of 1976 (RCRA) [40 CFR Part 247, et seq.] and RCRA section 6002, as amended, the minimum recycled content standard may not be less than the content standards specified in such guidelines.
  
- (c) Concerning other non-paper products, products certified by the manufacturer to contain post-consumer material, with a percentage of post-consumer material content stated.

*Post-consumer material:* a material or product that has served its intended use and has been discarded for disposal or recovery by a final consumer.

*Environmentally preferable product:* a material or product which is durable, repairable, reusable, or recyclable; has a minimum of packaging, toxic content or chemical hazard potential; is resource or energy efficient in any or all phases of its manufacture, use, and disposal; or in its use or disposal minimizes or eliminates the City's potential environmental liability.

### 3. Goals and Monitoring

The City Purchasing office and the Environmental Affairs office shall establish (a) goals for increasing the purchase of products with recycled content and environmentally preferable products and (b) measures to monitor progress toward these goals. Progress shall be reviewed on an annual basis and the policy shall be revised as needed to increase participation and achieve the stated goals.

### 4. Minimum Recycled Content Standards

As stated in Section 2. Definitions, the City's definition of products with recycled content or recycled products will follow the EPA's Procurement Guidelines for RCRA Section 6002 and the United States Federal Acquisition, Recycling and Waste Prevention policy. Appendix A lists minimum recycled content standards for those products for which such standards have been established.

### 5. Purchasing Procedures

The City Purchasing Office and purchasing agents within City departments shall follow the procedures below to maximize purchase of products with post-consumer recycled content and environmentally preferable products:

- (a) All bid documents shall include information on the City's programs to buy recycled and environmentally preferable products. Vendors shall be encouraged to provide bids on products with recycled content or which meet criteria for environmentally preferable products wherever such products meet the performance criteria specified in bid documents.
- (b) To support the purchase of recycled products, purchasing agents have the following three options. They may:
  - (i) specify recycled content or criteria for environmentally preferable products or services as a necessary criterion in any bid document;
  - (ii) accept a bid which is not the lowest bid if (1) the lowest bid is for a non-recycled product and (2) a recycled content product meets the performance criteria specified, or (3) a bid other than the lowest bid meets the criteria for environmentally preferable products or services, or (4) a cost analysis conducted over the life and disposal of the product reveals lower total costs than are reflected in short-term analysis; or
  - (iii) award a portion of the contract to bidders offering recycled content or environmentally preferable products.

- (c) Unless otherwise specified, bidders and contractors shall use recycled paper and double-sided copying for the production of all printed and photocopied documents related to the fulfillment of City contracts and shall otherwise fully comply with the provisions of this policy.

## 6. Expanding Procurement Opportunities

The City Purchasing office and the Office of Environmental Affairs shall:

- (a) maintain and distribute to City departments a list of *Target Environmental Procurement Products*. This list, provided as Appendix B, shall contain:
  - (i) products which must be purchased as recycled content products and may not be purchased in virgin form;
  - (ii) products which are available with recycled content or which meet the criteria for environmentally preferable products, which departments shall purchase whenever possible.
  - (iii) provisions for exceptions in order to maintain health and safety, performance standards, and avoid undue financial hardship.
- (b) work jointly to identify new products on the market and make information available to City departments on recycled and environmentally preferable products and services. Examples: carpet made from recycled plastic, wallboard and insulation from recycled paper, non-chlorine-bleached paper, non-toxic cleaners, oil recycling services, ceramic kitchen supplies, etc.
- (c) work with the Fleets Division to ensure that the City meets its commitment to the Environmental Protection Agency's "Buy Recycled" Campaign to purchase rerefined lubricating oil and retread tires by April 18, 1994.
- (d) where possible, establish programs to test recycled and environmentally preferable products. Examples: glassphalt, glass beads for paint and paving markers, plastic lumber (for traffic barricades and cones, fences, posts, guardrails, benches, picnic tables, decking), compost and mulch, non-toxic cleaning products; and
- (e) encourage bidders to propose demonstration and trial uses of recycled and environmentally preferable products in applications which are highly visible and will promote the use of these products.

- (f) identify opportunities to participate in cooperative purchasing programs with the state, other local cooperatives, or other states and cities to buy recycled or environmentally preferable products.
- (g) monitor departments' purchases and participation in programs to carry out the intent of this directive policy.

#### 7. **Specification Review**

All City departments, in consultation with the City Purchasing office and the Environmental Affairs office, shall report annually regarding a review of existing product and services specifications to:

- (a) identify and eliminate any specifications that require the use of virgin products or exclude the use of recycled or environmentally preferable products, unless they can demonstrate to the satisfaction of the City Manager that such specifications are necessary to protect health and safety or that recycled or environmentally preferable products do not meet performance standards, unfairly eliminate competition, or are unreasonable in price, taking durability and liability into account; and
- (b) revise specifications, where appropriate, to include recycled content and environmentally preferable criteria; and
- (c) ensure that wherever possible, the department purchases or leases copiers, printers and offset equipment capable of using both recycled paper of the appropriate grade and reusable toner cartridges where applicable, and of making two-sided copies; and
- (d) re-use and recycle, to the greatest extent possible, the waste produced as a result of any City-sponsored construction or renovation project.

#### 8. **Performance, Availability, and Cost**

Nothing contained in this policy shall be construed as requiring a department or contractor to exclude adequate competition, procure products that do not perform adequately for their intended use, or are not available at a reasonable price in a reasonable period of time.

**Kansas City, Missouri Green Purchasing Ordinance**  
**ORDINANCE NO. \_\_\_\_\_**

**Amending Chapter 2 of the Code of Ordinances, entitled "Administration", by repealing Section 2-1871, entitled "Use and purchasing generally", and enacting in lieu thereof a new section of like number establishing an environmentally preferable procurement policy.**

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

Section 1. That Chapter 2 of the Code of Ordinances, entitled "Administration", is hereby amended by repealing Section 2-1871 therein, entitled "Use and purchasing generally", and enacting in lieu thereof a new Section 2-1871, said section to read as follows:

Section 2-1871. Environmentally preferable procurement policy.

(a) *Purpose.* This section shall be known as the "Kansas City Environmentally Preferable Procurement Policy." Its purpose is to support markets for recycled and other environmentally preferable products by affirmatively encouraging City departments, offices, agencies and contractors to buy and use such products whenever practicable and to encourage vendors to make such products available in the marketplace. It is the City's long term objective to integrate environmentally preferable policies into all City purchases. Decisions relating to the implementation of this policy shall initially be made by the specifying department with the understanding that the purchase of recycled and environmentally preferable products is an affirmative policy of the City.

(b) *Definitions.* The following terms shall have the assigned definitions for all purposes under this policy:

- (1) *Compost products* means mulch, soil amendments, ground cover, or other landscaping material derived from the biological or mechanical conversion of cellulose-containing waste materials.
- (2) *Environmentally preferable products* means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product.
- (3) *Post-consumer recycled material* means only those products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from the solid waste stream for the purposes of collection, recycling and disposition.
- (4) *Practicable* means sufficient in performance and are available at a reasonable price.
- (5) *Price preference* means a percentage by which offered prices for recycled or environmentally preferable products are temporarily reduced solely for purposes of bid evaluation and comparison.
- (6) *Recyclable product* means a product which, after its intended end use, can demonstrably be diverted from the City solid waste stream for use as a raw material in the manufacture of another product.
- (7) *Recycled material* means material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- (8) *Recycled product* means a product containing recycled material.

*This sample was provided as part of the Environmental Management Institute Software Suite, a publication of the Missouri Department of Natural Resources' Environmental Assistance Office.*

(9) *Life cycle costing* means the identification and inclusion of all direct and indirect costs associated with a particular product or material. This includes the initial cost of purchase, anticipated maintenance and repair and the direct and indirect disposal costs associated with disposal or removal of the product at the end of its useful life. Wherever practicable, a full cost accounting methodology shall be applied in life cycle costing.

(10) *Full cost accounting* means the identification and inclusion of all direct and indirect costs associated with providing a particular service or program.

(11) *Contractor* means any person, group or group of persons, consultant, association, partnership, corporation or other business entity that has a contract with the City (including suppliers) or serves in a subcontracting capacity with an entity having a contract with the City for the provision of goods or services.

(c) *Policies.* The Mayor, City Manager and City Council shall strongly support and aggressively implement the Kansas City Environmentally Preferable Procurement Policy.

All department, offices and agencies shall, whenever cost effective and to the extent reasonable practicable, use and require their contractors and consultants to use, environmentally preferable products with the maximum amount of recovered materials.

The Commissioner of Purchases and the Environmental Management Department with the guidance of the Coordinating Committee on Environmentally Preferable Procurement shall maintain minimum content standards for the purchase of certain designated products, such as a minimum post-consumer recycled content or specific limitations on hazardous materials.

The Commissioner of Purchases shall establish a price preference of up to fifteen percent (15%) for recycled and other environmentally preferable products. This price preference shall be established in advance of any bid and may be modified from time to time in the discretion of the Commissioner of Purchases with the objective of maximizing the City's purchase of environmentally preferable products to the extent practicable. Varying price preferences may be established for different products and for the same product from time to time, subject to the maximum fifteen percent (15%) limitation.

All departments, offices and agencies shall make every reasonable effort to ensure that their contractors use recycled paper in printed materials, and that it bears the imprint identifying the recycled content whenever practicable, and that such contractors use both sides of paper sheets whenever practicable.

Departments, offices and agencies may specify recycled content or other environmentally preferable standards higher than the minimum standards established by this policy.

(d) *Coordinating Committee on Environmentally Preferable Procurement.* There is hereby created a Coordinating Committee on Environmentally Preferable Procurement, to serve without compensation. It shall be the duty of the Coordinating Committee on Environmentally Preferable Procurement to meet not fewer than ten times each year for the purpose of developing environmentally preferable procurement practices, coordinating the implementation of this Kansas City Environmentally Preferable Procurement Policy and recommending to the City Council, the Commissioner of Purchases, and the Environmental Management Director the ways and means of improving environmentally preferable procurement by the City, its departments, offices, agencies and contractors. The Committee shall consist of: one member of the City Council; one member of an environmental organization with offices in Kansas City; one representative of a Kansas City business committed to environmentally preferable purchasing practices; and the Directors of four City departments with significant

purchasing responsibilities, or their designated representatives; all of whom shall be appointed by, and serve at the pleasure of, the Mayor. In addition the following shall also serve on the Committee:

The City Manager or a designated assistant who shall serve as chairperson;  
The Commissioner of Purchases or a designated representative;

The Director of Environmental Management or a designated representative;

One member of the Environmental Management Commission designated by that Commission;

The Jackson County Purchaser or a designated representative.

The Director of Environmental Management shall be the secretary and shall provide administrative support for the Committee.

(e) *Responsibilities of Environmental Management Department.* The Environmental Management Department shall:

(1) Serve as a resource to the Commission of Purchases and the Coordinating Committee to provide environmental expertise and to assist the Purchasing Division in the exercise of its responsibilities under this policy.

(2) Serve on such committees and task forces as may reasonable be requested by the Commission of Purchases or otherwise required to aid in the implementation of this policy.

(3) Provide a resource to the Commission of Purchases and City departments, offices and agencies to develop and maintain information about environmentally preferable products and recycled products and to encourage the implementation of this policy throughout City departments.

(4) Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials available for purchase by departments, offices and agencies whenever possible. Initially, these shall include the products designated in paragraph (h) of this Section.

(5) Assist the Commissioner of Purchases, as requested, in gathering information necessary for the submission of an annual report to the City Council as provided in Section (f)(5) hereof.

(6) Publicize the progress of policy implementation.

(f) *Responsibilities of Commissioner of Purchases.* The Commissioner of Purchases shall:

(1) Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, available for purchase by departments, offices and agencies whenever possible. Initially, these shall include the products designated in paragraph (g) of this Section. The Commissioner of Purchases may modify this list as the Commissioner determines to be appropriate.

(2) Inform departments, offices and agencies to review policy requirements and new procurement opportunities, and to monitor the status of policy implementation product research results.

(3) Disseminate information on recycled and environmentally preferable product procurement opportunities, specifications, and performance to departments, offices and agencies.

(4) Communicate with departments, offices and agencies to review policy requirements and new

procurement opportunities, and to monitor the status of policy implementation product research results.

(5) Submit an annual report to the City Council reflecting the implementation status of the procurement program, including:

- (i) A compilation of procurement data collected from all departments and other parties charged with implementation responsibility under this policy,
- (ii) An account of the current status of product evaluations conducted by departments,
- (iii) An assessment of procurement program effectiveness, an evaluation of program goals, and projections of future procurement opportunities, and
- (iv) Recommendations for changes in procurement policy.

(6) Provide a readily accessible opportunity for other City departments, offices and agencies to provide input, feedback and recommendations for changes to the Kansas City Environmentally Preferable Procurement Policy and its implementation.

(7) Require that vendors utilized by the Purchasing Division maintain and report to the City the quantity and quality of recycled and environmentally preferable products purchased through the Purchasing Division during each fiscal year.

(g) *Responsibility of all other City departments, offices and agencies.* Each City department, office and agency shall:

(1) Survey existing service and product specifications to determine whether existing requirements require the use of products manufactured from virgin materials or in any manner exclude recycled, refined, remanufactured, reusable or renewable products or materials and to report the results of such survey to the Commissioner of Purchases and Environmental Management Director.

(2) Evaluate each recycled or environmentally preferable product designated by the Commissioner of Purchases to determine the extent to which the product may be practicably used by the department, office or agency and its contractors.

(3) Purchase recycled products with the maximum amount of recycled materials practicable.

(4) Ensure that contracts issued by the department, office or agency require recycled and environmentally preferable products wherever practicable.

(5) Ensure that contracts issued by the department, office or agency for recycled products require the maximum practicable amount of recycled material and that contractors provide certification of this content and report amounts used.

(6) Ensure that all printing by City departments, offices or agencies used recycled paper and bear the chasing arrow logo or other imprint identifying it as such, wherever practicable.

(7) Whenever recycled content products are used, reasonable efforts shall be undertaken to label the products to indicate that they contain recycled material.

(8) Use both sides of paper sheets whenever practicable in printing and copying.

(9) Ensure that requests for bids and proposals issued by the City require that, whenever practicable, contractors use recycled paper and both sides of paper sheets.



(10) As requested by the Commissioner of Purchases, report the progress of policy implementation by the department to the Commissioner of Purchases, including the status of product evaluations conducted by the department and types of environmentally preferable products purchased by the department and its contractors; and specifically address problems, satisfactions and recommendations.

(11) Report total purchases of environmentally preferable, recycled, and non-recycled products by the department and its contractors annually to the Commissioner of Purchases.

(12) Reporting requirements under this policy shall be addressed by the department, office or agency ordering or requesting the product and not the department, office or agency to whom it is shipped or which uses the product to produce an item requested by another department, office or agency.

(h) *Environmentally preferable products.* The Commissioner of Purchases shall periodically designate certain products or product lines as targets for environmentally preferable City purchases. The Environmental Management Director, the Coordinating Committee and all City departments shall cooperate with the Commissioner of Purchases to examine purchases within those targeted lines and explore alternative environmentally preferable products to the fullest extent reasonably practicable. The following product lines are initially designated as areas of focus for environmentally preferable purchases:

- (1) Paper and paper products
- (2) Compost products
- (3) Horticultural mulch made with recycled land clearing and other wood debris.
- (4) Construction aggregates made with recycled content concrete, glass or asphalt.
- (5) Cement and asphalt concrete containing glass cullet, recycled fiber or plastic, tire rubber, or fly ash.
- (6) Lubricating oil and hydraulic oil with re-refined oil content.
- (7) Antifreeze.
- (8) Recycled plastic products.
- (9) Remanufactured tires and products made from recycled tire rubber, including rubber mats and play field surfaces.
- (10) Insulation products.
- (11) Paint.
- (12) Remanufactured laser printer toner cartridges.
- (13) Alternative fuels and automotive products.
- (14) Cleaning products.
- (15) Other products as designated by the Commissioner of Purchases.

Approved as to form and legality:

Assistant City Attorney.

*This sample was provided as part of the Environmental Management Institute Software Suite, a publication of the Missouri Department of Natural Resources' Environmental Assistance Office.*

## Environmental Program Manual

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## 6 ENVIRONMENTAL POLICIES AND PROCEDURES

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### 6.14 Environmentally Responsible Purchasing

#### 6.14.1 Purpose

To expand and promote the City's use of environmentally preferable products and services.

#### 6.14.2 Organizations Affected

All City departments and offices that make purchases of any kind or that contract with others to make purchases.

#### 6.14.3 Definitions

Environmentally Preferable Product: A product that has a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable products, recycled products, and reusable products.

Life Cycle Analysis: The comprehensive examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal.

Practicable: Satisfactory in performance and available at a fair and reasonable price.

Recyclable Product: A product that, after its intended end use, can demonstrably be diverted from the City's solid waste stream for use as a raw material in the manufacture of another product, preferably higher value uses.

Recycled Product: A product containing recycled material.

Reusable Product: A product, such as a washable food or beverage container or a refillable ballpoint pen, that can be used several times for an intended use before being discarded.

#### 6.14.4 Policy

The City shall acquire its goods and services in a manner that complies with federal, state, and City laws. The City shall promote the use of environmentally preferable products in its acquisition of goods and services. Environmental factors to be considered in selecting products include life cycle analysis of:

- Pollutant releases;
- Waste generation;
- Recycled content;
- Energy consumption;

- Depletion of natural resources; and
- Potential impact on human health and the environment.

City departments shall use, where practicable, reusable products, recycled-content products, and recyclable products.

Recognizing its role as a major purchaser of goods and services, the City shall seek opportunities to enhance markets for environmentally preferable products through employee education; encourage pilot testing of potential new products; adopt innovative product standards, specifications, and contracts; and embark on cooperative ventures with other jurisdictions.

#### 6.14.5 Procedures and Responsibilities

##### 6.14.5.1 Product Standards

The Director of the Executive Services Department (ESD) shall be responsible for:

- Adopting standards that specify minimum recycled content, recyclability, reusability, or other aspects of environmental preferability, consistent with the U.S. Environmental Protection Agency (USEPA) and Washington State standards. In no case shall these standards be less stringent than USEPA standards. In addition, ESD may adopt standards for products that have not been addressed by USEPA or Washington State;
- Encouraging pilot testing for environmentally preferable products; and
- Consulting with the appropriate departments regarding technical and performance specifications of products in those situations where a department has specific expertise in the use of a product or the establishment of a product's performance specifications.

##### 6.14.5.2 Specifications and Contracts

The Director of the ESD shall be responsible for:

- Revising existing procurement policies and specifications to ensure that they include environmentally preferable standards, unless a recycled content or recyclable or reusable product does not meet the established performance standard of a department;
- Considering environmentally preferable factors in evaluating responsiveness of prospective bidders and establishing price preferences, if applicable, in its procurement of goods and services; and
- Utilizing expertise of City staff, through user-groups or other means, to pilot-test environmentally preferable products.

The director of each City department shall require, whenever practicable, its vendors, contractors, and consultants to use recycled-content paper on all documents submitted to the City and to use other environmentally preferable products, as appropriate.

##### 6.14.5.3 Education and Technical Assistance

The Director of the ESD, in conjunction with the Director of Seattle Public Utilities, shall be responsible for establishing user-friendly tools to disseminate information to City staff about reusable, recycled content, recyclable, and otherwise environmentally preferable products; about vendors and City contracts for such products; and about user groups and other opportunities to test and discuss new products.

The director of each City department shall be responsible for:

- Ensuring departmental use, where practicable, of environmentally preferable products through training, information dissemination, development of internal procedures, and other means; and
- Ensuring departmental participation in user groups, pilot testing programs for new products, and other citywide efforts established to implement this policy.

#### 6.14.5.4 Data Collection and Performance Reporting

The Director of the ESD shall be responsible for:

- Working with other departments to design and implement a data collection system for performance tracking and evaluation of the City's environmentally responsible purchasing program; and
- Compiling records for the purposes of producing an annual summary of the City's environmentally responsible purchasing actions, and for evaluating the effectiveness of these actions in reducing the environmental impacts of City procurement.

The director of each City department shall cooperate in information gathering for the purposes of tracking, reporting, and evaluating the environmentally responsible purchasing program.

#### 6.14.5.5 Market Enhancement

The Director of the ESD shall be responsible for:

- Seeking opportunities to cooperate with other jurisdictions to enhance markets for environmentally preferable products, to obtain favorable prices, and to reduce waste packaging and product by combining purchases/contracting for the same or similar products; and
- Promoting the use of recycled-content products, recyclable products, and other environmentally preferable products to potential vendors to the City by publicizing their availability.

#### 6.14.6 References

- Resolution 27828, directing Solid Waste to develop policies and practices to encourage, increase, and require recycling, waste reduction, and the purchase of recycled products.
- Resolution 28556, authorizing the Director of ESD to develop a "Recycled-content Procurement Plan."
- Seattle Municipal Code 3.18.900 - 926 (Ordinance 116720 and 116726).
- U.S. Executive Order 12873 and "*Greening the Government: A Guide to Implementing Executive Order 12873.*"

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*Julie Tobin (206-615-0817)*  
*Last Updated: 5/18/01*

**Executive Order  
Number 6 (2000)**



**Executive Order Establishing the  
Green Illinois Government Coordinating Council**

**WHEREAS**, like other large businesses, manufacturers and service providers, state executive agencies generate waste products and consume large quantities of natural resources through their operation and the items they purchase;

**WHEREAS**, Illinois' economy and the health, safety and quality of life of its citizens are dependent on the careful stewardship of resources and utilization of environmentally-sustainable practices;

**WHEREAS**, state government can be a model for environmental leadership by implementing pollution prevention and resource conservation programs that not only enhance environmental protection, but also save taxpayers' money through reduced material costs, waste disposal costs and utility bills;

**WHEREAS**, state government can foster markets for emerging environmental technologies and products, and promote a culture of environmental sensitivity;

**WHEREAS**, a program of environmental education, demonstration projects and technical assistance is needed to better inform each executive agency about the opportunities and benefits of pollution prevention and resource conservation.

**NOW THEREFORE, BE IT RESOLVED THAT I**, George Ryan, by virtue of the power vested in me as Governor, do hereby establish the Green Illinois Government Coordinating Council (hereinafter referred to as "Council").

1. **Purpose of the Council.** The purpose of the Council is to, cooperatively across executive agency jurisdictions, facilitate the incorporation of pollution prevention and resource conservation practices into government management and operations, including but not limited to source and waste reduction, energy efficiency, water conservation, recycling/reuse, green building design and environmentally-friendly purchasing.
2. **Composition of the Council.** The Council shall include the Directors of the following agencies or their designees: Department of Commerce and Community Affairs, Environmental Protection Agency, Department of Natural Resources, Waste Management and Research Center, Department of Central Management Services, Department of Agriculture and Capital Development Board. The council shall be jointly chaired by the Directors of the Environmental Protection Agency and Department of Central Management Services or their designees. The

Environmental Protection Agency shall provide administrative support to the Council.

3. **Responsibilities of the Council.** The Council shall be responsible for the development of programs, plans and policies that prevent pollution and conserve natural resources throughout state government. The Council shall convene quarterly during the year and be responsible for the following:
  - a. Review of state procurement guidelines and development of recommendations for increasing acquisition of recycled content products and incorporating other favorable environmental attributes into the state procurement process, consistent with price, performance, availability and safety considerations. Such environmental attributes may include but are not limited to energy efficiency, water conservation, toxics use reduction, conservation of natural resources and waste minimization.
  - b. Creation of an incentives program that recognizes or rewards state employees for developing projects and/or work practices that achieve exemplary results in preventing pollution or conserving natural resources in government management or operations.
  - c. Implementation of an environmentally-sustainable technologies and products demonstration program that tests the viability of incorporating innovative pollution prevention and resource conservation practices into government management and operations. The Council shall consider a broad range of environmental technologies and products in implementing the demonstration program, such as: energy and water conserving products; paints, cleaners, printing inks and other chemical items that have reduced pollutants; office paper reduction practices; installation of more efficient lighting systems; use of renewable energy technologies and fuels; landscaping techniques that minimize unnecessary water usage; alternatives to mercury-containing medical products and equipment; integrated pest management procedures; and use of reusable shipping containers. On or before September 1 of each year, the Council shall prepare an annual report that summarizes program accomplishments and identifies issues of future importance.
  - d. Development of guidance materials to assist executive state agencies in identifying environmental impacts and evaluating practical actions to prevent pollution and conserve resources.
  - e. Designation of a team of engineers and technical specialists to provide information, training and on-site consultation to

executive agencies on pollution prevention and resource conservation opportunities.

- f. Creation of an educational program to help state employees understand the importance of environmental issues and the opportunities to use pollution prevention and resource conservation practices in daily decisions.
- g. Identification of sustainable and energy-efficient design criteria for new and renovated building space.

#### 4. **Responsibilities of State Agencies.**

- a. Each executive agency shall form an internal committee to assess the environmental impacts of its activities and identify practical alternatives for incorporating pollution prevention and resource conservation into agency management and operational practices. The committee shall consist of representatives from different departments and program areas, including purchasing, maintenance and facility management. A chairperson shall be appointed to coordinate committee activities and act as liaison to the Council.
- b. On or before March 1 of each year, each executive agency shall submit to the Council a list of any pollution prevention or resource conservation projects that were implemented in the previous calendar year. The Council shall assemble the individual agency projects and submit them, together with an executive summary, to the Governor before September 1 of each year.
- c. All executive agencies under the Governor's jurisdiction shall cooperate fully with the Council and provide assistance and information as needed to carry out its functions effectively.
- d. Independent agencies shall be invited to participate in the Council's efforts to foster pollution prevention and resource conservation practices throughout state government.

5. **Effective Date.** This order shall take effect immediately.

6. **Termination Date.** This order shall remain in effect unless revised or rescinded by the Governor.



Environmentally Preferable  
Purchasing:  
*A Getting Started Guide*

# Model Policies & Initiatives





## State of Maine

### Environmentally Preferable Procurement Program

Pursuant to the State of Maine Environmentally Preferable Procurement (EPP) Policy, the State hereby establishes an EPP Program to reduce the environmental and health impacts associated with procurement, reduce costs where possible, and increase operational efficiency. Under the program, the State shall engage in multiple strategies, which will include:

- Establishing an EPP Team with membership from the Departments of Administrative and Financial Services and Environmental Protection. Work will include developing and communicating specific work plans that promote the State EPP Policy, researching new environmentally sustainable products, educating employees about emerging best-practices in EPP, periodically re-evaluating goals, practices, and the EPP Policy and Program, and developing and providing information for State agencies to help them identify, assess, and procure EPP products, when feasible;
- Considering several factors in making best value (as that term is defined at 5 M.R.S.A. § 1825-B(7)) determinations, including, but not limited to, fuel efficiency and use of alternative fuels, recycled content percentages, energy- and water-efficiency ratings, materials content, emissions, waste generation, toxicity, and recyclability;
- Seeking recognized certifications in determining the products that best reflect the policy;
- Increasing the selection of EPP products on State contracts and eliminating non-EPP product alternatives, when feasible;
- Working with vendors to learn about and promote EPP;
- Identifying EPP cost-saving opportunities through product life-cycle cost assessments and alternative procurement methods;
- Setting annual targets for increased EPP purchases and communicating those targets to State agencies;
- Continuing to offer municipalities and school districts the opportunity to benefit from various State of Maine contracts, including those involving EPP products;
- Identifying the most significant purchases made on an annual basis and taking steps to ensure that the products contain EPP criteria when feasible; and
- Incorporating EPP specifications into service contracts and grants.



## Product Stewardship Policy Initiative

### Subdivision 1: Policy

Consistent with Minnesota Statutes, section 115A.02, it is the goal of the state to promote resource conservation and protect the public health and the environment through product stewardship. Product stewardship is one method used by the state to conserve resources, prevent waste and reduce toxicity and hazardous constituents of products.

The principles of product stewardship are:

1. All parties who have a role in designing, producing, or selling a product or product components assume responsibility for achieving the following goals:
  - Reducing or eliminating the toxic and hazardous constituents of products and product components.
  - Reducing the toxicity and amount of waste that results from the manufacture, use and disposal of products.
  - Using materials, energy and water efficiently at every stage of a product's life cycle, including product manufacture, distribution, sale, use and recovery.
2. All purchasers and users are responsible for reducing the amount of toxicity and waste that result from their use and disposal of products, and for using products in a manner that conserves resources.
3. The greater the ability of a party to influence the life-cycle impacts of the product, the greater the degree of responsibility the party has for addressing those impacts.
4. Parties responsible for addressing environmental impacts of products have flexibility in determining how to best address those impacts.
5. The costs of recovering resources and managing products at the end of life are internalized into the costs of producing and selling products, so that those costs are not paid for by government.
6. Government provides leadership in product stewardship in all its activities, including but not limited to, promoting product stewardship in purchasing products, making capital investments in buildings and infrastructure, procuring services, and ensuring products are recycled or properly managed at the end of their useful lives.

### Subdivision 2: Priority product selection

- (a) Based on criteria established in subd. 2(c), the following products are priority products upon enactment of this subdivision into law. The Director, in consultation with the parties specified in subd. 2(b), shall establish recovery and recycling goals as required under subd. 3 for the priority products listed below. Priority products are subject to the actions and requirements specified in subd. 3 and subd. 4.
  1. Electronic products containing cathode ray tubes.
  2. Paint, both latex and oil paint.
  3. Carpet.

- (b) beginning in 2001 and in each odd numbered year thereafter, the Director may recommend products to be established as priority products by the Legislature. The Director also may recommend products to be removed from the priority product list, as appropriate. The Director's recommendation shall be included in the solid waste policy report as required by section 115A.411. When developing the recommendation, the Director shall consult with representatives of appropriate interested parties, including but not limited to, the Commissioner, representatives of manufacturers, retailers, product users, environmental organizations, local government, and recycling and solid waste management service providers.
- (c) the Director, in consultation with the parties specified in subd. 2 (b), shall use the following criteria to select priority products for recommendation to the Legislature. The products the Director recommends as priority products must demonstrate one or more of the following characteristics:
1. contain toxic or hazardous constituents;
  2. are banned by statute or rule from disposal within MSW;
  3. pose a threat to the safe or efficient operation of a solid waste facility or the solid waste system;
  4. place significant economic burdens on the state or political subdivisions for end-of-life management because there is a significant amount of the product in the waste stream or because the nature of the product makes it difficult to manage in the existing integrated solid waste system;
  5. possess significant potential for increased reuse and recycling.

### **Subdivision 3: Establishment of Recovery and Recycling Goals**

- (a) Within one year of enactment of legislation establishing a product as a priority product, and in consultation with the parties specified in subd. 2(b), the Director shall establish recovery and recycling goals for each priority product.
1. The goals shall identify levels of recovery and recycling appropriate for the priority products and the dates by which the goals shall be met.
  2. When developing recovery and recycling goals appropriate for each priority product, the Director shall consider such factors as the current and potential opportunities for reduction, reuse, remanufacturing and recycling of the product, the existing and needed infrastructure for managing the product, and the availability of alternative products.
- (b) Manufacturers responsible for meeting the requirements for priority products specified in subdivision 4 shall report biennially to the OEA on progress toward meeting the goals, including the total amount of products recovered and recycled. Industry associations or groups may submit a report on behalf of all parties to satisfy the reporting requirement.

### **Subdivision 4: Requirements for Priority Products**

A manufacturer whose product is selected as a priority product shall:

1. ensure that the product is managed in a manner sufficient to meet the recovery and recycling goals as established in subdivision 3.
2. ensure that end-of-life management costs for priority products are not borne by government entities and are internalized into cost of the product. Government entities may agree to participate in operating collection programs for specific priority products.

3. provide clear information to final purchasers or users of a product about the options available for the reuse, recycling or recovery of priority products and how to access those options.

### **Subdivision 5. Monitoring Progress**

The Director shall monitor progress towards meeting the goals established in subd. 3. If the Director determines that adequate progress toward the goals has not been made for a specific priority product, the Director shall recommend additional action for the Legislature to take in order to achieve the goals for that product.

### **Subdivision 6: State Assistance to Meet Recovery and Recycling Goals**

To foster product stewardship, the Office shall provide assistance in meeting the goals established in subdivision 3. The Director may consider providing assistance such as the following:

- (a) in conjunction with manufacturers, provide statewide education for consumers which promotes product stewardship and information on end-of-life management of priority products;
- (b) promote innovative state assistance, such as regulatory reinvention efforts, to ease regulatory barriers to reuse and recycling of priority products, or the use of statewide contracts with manufacturers of priority products to provide the services to satisfy the requirements in subd. 4(a)(2).
- (c) in conjunction with manufacturers, create a market development plan for each priority product which assesses recycling and recovery capacity in Minnesota, including the economic viability of recycling the product, and describes actions to be undertaken by the state and manufacturers to increase market opportunities in Minnesota, if necessary;
- (d) direct a grant priority to promote environmentally preferable design of priority products;
- (e) Work with the Commissioner of the Department of Administration and other state agencies to promote product stewardship in purchasing products, making capital investments in buildings and infrastructure, procuring services, and managing products at the end of their useful lives.

**ENVIRONMENTALLY PREFERABLE PURCHASING  
MODEL POLICY**  
PREPARED BY ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY  
AND SOURCE REDUCTION AND RECYCLING BOARD

**1.0 STATEMENT OF POLICY**

It is the policy of [jurisdiction] to:

- institute practices that reduce waste by increasing product efficiency and effectiveness,
- purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and
- purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests.

**2.0 PURPOSE**

This Policy is adopted in order to:

- conserve natural resources,
- minimize environmental impacts such as pollution and use of water and energy,
- eliminate or reduce toxics that create hazards to workers and our community,
- support strong recycling markets,
- reduce materials that are landfilled,
- increase the use and availability of environmentally preferable products that protect the environment,
- identify environmentally preferable products and distribution systems,
- reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services,
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

**3.0 SPECIFICATIONS**

**3.1 Source Reduction**

- 3.1.1 [Jurisdiction] shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.
- 3.1.2 [Jurisdiction] shall purchase remanufactured products such as laser toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.

## **ENVIRONMENTALLY PREFERABLE PURCHASING *MODEL POLICY***

- 3.1.3 [Jurisdiction] shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in this section (3.1), when practicable.
- 3.1.4 All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- 3.1.5 Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.
- 3.1.6 [Jurisdiction] requests vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.
- 3.1.7 Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.
- 3.1.8 Vendors shall be encouraged to take back and reuse pallets and packaging materials.
- 3.1.9 Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, shall be required to take back equipment for reuse or environmentally safe recycling when [jurisdiction] discards or replaces such equipment, whenever possible.

### **3.2 Recycled Content Products**

- 3.2.1 All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- 3.2.2 Copiers and printers bought shall be compatible with the use of recycled content products.
- 3.2.3 In accordance with California Public Contract Code, Sec. 10409, [jurisdiction] shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- 3.2.4 When specifying asphalt concrete, aggregate base or portland cement concrete for road construction projects, [jurisdiction] shall use recycled, reusable or reground materials when practicable.
- 3.2.5 [Jurisdiction] shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.
- 3.2.6 All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content.

## **ENVIRONMENTALLY PREFERABLE PURCHASING *MODEL POLICY***

### **3.3 Energy and Water Savings**

- 3.3.1 Where applicable, energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- 3.3.2 When practicable, [jurisdiction] shall replace inefficient lighting with energy-efficient equipment.
- 3.3.3 All products purchased by [jurisdiction] and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- 3.3.4 [Jurisdiction] shall purchase water-saving products whenever practicable.

### **3.4 Green Building - Construction and Renovations**

- 3.4.1 All building and renovations undertaken by [jurisdiction] shall follow Green Building practices for design, construction, and operation, where appropriate, as described in the LEED™ Rating System.

### **3.5 Landscaping**

- 3.5.1 All landscape renovations, construction and maintenance by [jurisdiction], including workers and contractors providing landscaping services for [jurisdiction], shall employ Bay-Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- 3.5.2 Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.
- 3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. [Jurisdiction] shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

### **3.6 Toxics and Pollution**

- 3.6.1 To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) shall contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.

## **ENVIRONMENTALLY PREFERABLE PURCHASING *MODEL POLICY***

- 3.6.2 The use of chlorofluorocarbon-containing refrigerants, solvents and other products shall be phased out and new purchases shall not contain them.
- 3.6.3 All surfactants and detergents shall be readily biodegradable and, where practicable, shall not contain phosphates.
- 3.6.4 When maintaining buildings and landscapes, [jurisdiction] shall manage pest problems through prevention and physical, mechanical and biological controls. [Jurisdiction] may either adopt and implement an organic pest management policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort.
- 3.6.5 When maintaining buildings, the [jurisdiction] shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.
- 3.6.6 [Jurisdiction] shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:
- Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.
  - Prohibiting purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies whenever practicable.
- 3.6.7 [Jurisdiction] shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, [jurisdiction] shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
- 3.6.8 When replacing vehicles, [jurisdiction] shall consider less-polluting alternatives to diesel such as compressed natural gas, biobased fuels, hybrids, electric batteries, and fuel cells, as available.

### **3.7 Forest Conservation**

- 3.7.1 To the greatest extent practicable, [jurisdiction] shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, [jurisdiction] shall give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

### **3.8 Agricultural Bio-Based Products**

- 3.8.1 Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable.
- 3.8.2 Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged whenever practicable.



## **ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY**

### **4.0 PRIORITIES**

- 4.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.
- 4.2 [Jurisdiction] has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio-based.
- 4.3 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.
- 4.4 Nothing contained in this policy shall be construed as requiring the [jurisdiction], department, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

### **5.0 IMPLEMENTATION**

- 5.1 The [Director of Purchasing, Director of Finance, other responsible director] shall implement this policy in coordination with other appropriate jurisdiction personnel.
- 5.2 Successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.
- 5.3 Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- 5.4 Purchasers shall include businesses certified by the Bay Area Green Business Program in requests for products and services.
- 5.5 Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the [jurisdiction], where practicable.

### **6.0 PROGRAM EVALUATION**

- 6.1 The [Director of Finance, Director of Purchasing, other position responsible for implementing this policy] shall periodically evaluate the success of this policy's implementation.

### **7.0 DEFINITIONS**

- 7.1 "Agricultural Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

## ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY

- 7.2 “Bay Area Green Business Program” is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.
- 7.3 “Bay-Friendly Landscaping” means working with the natural ecosystems of the San Francisco Bay Area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, conserve water and other natural resources. Bay-Friendly Landscaping practices are described in the forthcoming *Bay-Friendly Landscape Guidelines*, by the Alameda County Waste Management Authority & Recycling Board.
- 7.4 “Buyer” means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.
- 7.5 “Chlorine free” means products processed without chlorine or chlorine derivatives.
- 7.6 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with [jurisdiction] or serves in a subcontracting capacity with an entity having a contract with [jurisdiction] for the provision of goods or services.
- 7.7 “Dioxins and furans” are a group of chemical compounds that are classified as persistent, bioaccumulative, and toxic by the Environmental Protection Agency.
- 7.8 “Energy Star” means the U.S. EPA’s energy efficiency product labeling program.
- 7.9 “Energy Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
- 7.10 “Federal Energy Management Program” is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.
- 7.11 The “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.
- 7.12 “Integrated Pest Management (IPM)” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.
- 7.13 “LEED™ Rating System” means the self-assessing system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings.
- 7.14 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural

## ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY

and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).

- 7.15 "Postconsumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
- 7.16 "Practical" and "Practicable" mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.
- 7.17 "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.
- 7.18 "Proposition 65" means a list of chemicals that are known to the State of California to cause cancer, birth defects or other reproductive harm.
- 7.19 "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.
- 7.20 "Recycled Content" means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.
- 7.21 "Recycled Content Standard" means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as "recycled products."
- 7.22 "Recycled Product" means a product that meets [jurisdiction's] recycled content policy objectives for postconsumer and recovered material.
- 7.23 "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.
- 7.24 "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.
- 7.25 "Source Reduction" refers to products that result in a net reduction in the generation of waste compared to their 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.
- 7.26 The "Toxics Release Inventory" (TRI) is a publicly available U. S. EPA database that contains information on toxic chemical releases and other waste management activities reported annually by certain covered industry groups as well as federal facilities.

## **ENVIRONMENTALLY PREFERABLE PURCHASING *MODEL POLICY***

- 7.27 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.
- 7.28 “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

### **8.0 EFFECTIVE DATES**

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

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## Environmentally Preferable Purchasing Policy Implementation

### ENVIRONMENTALLY PREFERABLE PURCHASING IMPLEMENTATION GUIDANCE FOR THE MODEL POLICY\*

PREPARED BY ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY  
AND SOURCE REDUCTION AND RECYCLING BOARD (ACWMA)

This **Implementation Guidance** is a supplement to the **Environmentally Preferable Purchasing Model Policy**. It provides additional information for purchasers on selected sections of the *Model Policy* to help write specifications, evaluate products and services, and further implement the Policy. For example, websites and other information for additional resources are provided for regulations and specifications referenced in the *Model Policy*.

For ease in cross-referencing, the sections numbered below correspond to the numbering in the *Model Policy*. Included are the following:

- Section 3.0 Specifications for Source Reduction, Recycled Content Products, Energy and Water Savings, Green Building – Construction and Renovations, Landscaping, and Toxics and Pollution.
- Section 5.0 Implementation.
- Section 6.0 Program Evaluation.

Definitions are also provided for new terms or references in this *Implementation Guidance*.

If you have questions, or need any assistance in either modifying the Model Policy for adoption by your organization or implementing any or all aspects of the Policy, please contact the ACWMA Recycled Product Central staff – Debra Kaufman at [dkaufman@stopwaste.org](mailto:dkaufman@stopwaste.org) or Rachel Balsley at [rbalsley@stopwaste.org](mailto:rbalsley@stopwaste.org). You may also contact them by calling (510) 614-1699.

### 3.0 SPECIFICATIONS

#### 3.1 Source Reduction

3.1.1 Certain practices and purchasing strategies can help prevent waste before it is created. Such practices are suggested whenever practicable and cost-effective, but are not meant to reduce workplace safety or compromise product performance. Many are expected to reduce costs incurred by the organization for labor and operations.

Examples include:

- electronic communication instead of printed, double-sided photocopying and printing,
- washable and reusable dishes and utensils,
- rechargeable batteries,

- streamlining and computerizing forms,
- "on-demand" printing of documents and reports as they are needed,
- leasing long-life products when service agreements support maintenance and repair rather than new purchases, such as carpets,
- sharing equipment and occasional use items,
- choosing durable products rather than disposable,
- reducing product weight or thickness when effectiveness is not jeopardized in products such as, but not limited to, paper and plastic liner bags,
- buying in bulk, when storage and operations exist to support it,
- reusing products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings.

3.1.2 Some products can prevent waste by being "remanufactured" (see Definitions) or refurbished into a newly usable product. Examples of some of these common products are toner cartridges, tires, furniture, equipment and automotive parts. When remanufactured, these products are often lower in cost and perform comparably to new products. It is suggested that purchases of these types of products be made whenever practicable, as long as safety, performance and cost standards continue to be met. For more information on purchasing remanufactured toner cartridges, see the ACWMA's Fact Sheet on "[Remanufactured Toner Cartridges in Alameda County](#)".

3.1.3 Equipment purchases can also be compatible with source reduction goals and practices when practicable.

Examples include:

- copiers and printers capable of duplexing,
- battery-operated equipment capable of being recharged or using rechargeable batteries,
- dishwashing equipment, when washable and reusable dishes and utensils are practicable,
- bulk storage and operation.

3.1.4 Certain products may have a higher initial purchase cost, but may require less maintenance or long-term costs over the life of the product, so it is important that buyers consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives. Examples of products for which such cost comparisons can indicate significant differences between short- and long-term costs include, but are not limited to, janitorial towels and tissues (including installation and dispensing hardware), parking stops, park benches and tables, office equipment, software and vehicles.

This kind of comparison is sometimes referred to as "ownership costs" or "life cycle costs". "Ownership costs" best describes the purpose here of calculating the cost of owning the product during the purchased use time. "Life cycle costs" is more complex and not specifically required. It more accurately describes an analysis of the impacts of products from initial resource extraction, through production, use, and then through disposition after use. For an example comparing the costs of purchase and use of traditional concrete parking stops with recycled plastic parking stops, see the ACWMA's Fact Sheet on "[Recycled Content Transportation Products in Alameda County](#)".

3.1.9 Some electronic equipment has been found to contain toxic materials. In particular, the California Department of Toxic Substances Control ruled in 2001 that cathode ray tubes (CRTs) found in computer monitors and televisions are banned from California landfills to prevent the release of lead and must be

properly reused or recycled. This has created an expected increased cost for safe and efficient collection and recovery of these items. Many large government and commercial purchasers of electronic equipment have responded by successfully requiring, in bid specifications, suppliers of electronic equipment to take back their equipment for reuse or environmentally safe recycling. The Silicon Valley Toxics Coalition website at [www.svtc.org](http://www.svtc.org) has information about their "Clean Computer Campaign," which is working for sustainability, accountability and cleaner production in the high-tech industry. See also "[A Guide to Environmentally Preferable Computer Purchasing](#)" prepared by the Northwest Product Stewardship Council Computer Subcommittee.

### 3.2 Recycled Content Products

3.2.1 Purchasing products that contain recycled content, particularly postconsumer not just preconsumer (see Definitions) recycled content, creates markets for materials that are collected in recycling programs and saves valuable natural resources. It is suggested that products be purchased with the highest postconsumer content practicable. A commonly used and accepted set of minimum standards is the U.S. Environmental Protection Agency's (U.S. EPA) Comprehensive Procurement Guidelines (CPG) that specify ranges of minimum recycled content standards for a growing list of product types (see <http://www.epa.gov/epaoswer/non-hw/procure/products.htm>). The U.S. EPA Guidelines establish minimum recycled content standards for products in the categories of paper, construction, landscaping, parks and recreation, transportation, vehicles, and nonpaper office products, as well as some other miscellaneous products like pallets, signs and mats. Consider noting on materials printed for distribution that recycled content paper was used.

Fact Sheets on purchasing paper office products, janitorial paper supplies, parks and recreation products, transportation products, and nonpaper office products in Alameda County are available online at [ACWMA's website](#) along with many other tools and resources for buying recycled content products.

3.2.2 Copiers and printers bought should be compatible with the use of recycled content products like paper and remanufactured toner cartridges. Purchasing specifications should also require training for equipment operators and maintenance personnel in the appropriate use of recycled products with the equipment. Specifications that require this compatibility will avoid improper uses and allow technicians to properly diagnose paper jams or equipment malfunctions without simply blaming what may be unfamiliar recycled content products.

3.2.3 Re-refined motor oil that is certified by the American Petroleum Institute (API) complies fully with vehicle manufacturers' warranty requirements. For information on the API's Engine Oil Licensing and Certification System for purchasing re-refined lubricating and industrial oils, see <http://api-ep.api.org/quality/index.cfm> and click on "Engine Oil (Lubricants)". For additional resources such as automotive industry positions, Public Contract Code requirements, and the Department of General Services Contract for purchasing re-refined oil products, refer to the California Integrated Waste Management Board's information at <http://www.ciwmb.ca.gov/UsedOil/Rerefined>.

3.2.4 When specifying asphalt concrete, aggregate base or portland cement concrete for road construction projects, preferable recycled, reusable or reground materials include, but are not limited to, in-place recycling of asphalt concrete, aggregate base and portland cement concrete; rubberized asphalt concrete; recycled aggregate base; or recycled asphalt concrete. For more information on rubberized asphalt, see the resources available from the Rubberized Asphalt Technology Center at <http://www.rubberizedasphalt.org>.

3.2.5 When a jurisdiction specifies and purchases recycled content transportation products, it is important

to note that many of these products are approved by the California Department of Transportation (Caltrans). For a sample list of such products and Bay Area distributors, see the ACWMA's Fact Sheet on "[Recycled Content Transportation Products in Alameda County](#)".

### 3.3 Energy and Water Savings

3.3.1 High efficiency space heating systems should be purchased that use natural gas rather than electricity, and have an annual fuel utilization efficiency (AFUE) of 0.86 or greater. High efficiency space cooling equipment should be purchased with an energy efficiency rating (EER) of 11.5 or greater. When applicable, specifications should require that equipment operators and maintenance personnel be trained in the proper enabling and use of energy efficient and sleep mode functions on the equipment.

3.3.2 Incandescent, mercury vapor and T12 fluorescent lamps should be replaced with compact fluorescent lamps, high-intensity discharge (HID) fixtures and low-mercury T8 or T5 fluorescent lamps. The magnetic ballasts used in older fluorescent lighting should be replaced with electronic ballasts. New lighting should be designed to use no more than 85% of the power allowed by Title 24 Energy Code. Title 24 is the State of California's energy efficiency standards for residential and nonresidential buildings (Title 24, Part 6) maintained by the California Energy Commission and described at <http://www.energy.ca.gov/title24>. Purchasers should require vendors to recycle discarded lighting fixtures and lamps appropriately.

3.3.3 The U.S. EPA's Energy Star certification program certifies that certain products meet energy efficiency standards. Typically, this would include exhaust fans, water heaters, computers, exit signs, water coolers and appliances such as refrigerators, dishwashers and microwave ovens. Further, whenever roofs are replaced, Energy Star-qualifying roof materials should be used. When Energy Star labels are not available, choose energy efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program (FEMP). FEMP is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products. In the Web versions of the Recommendations there are links to complying models for most products and some have interactive "energy cost calculators". See <http://www.eere.energy.gov/femp/procurement/>. For basic and detailed resources for performing a life-cycle cost analysis to evaluate the cost-effectiveness of investments in energy saving products and projects, see [http://www.eere.energy.gov/femp/techassist/life\\_cycle\\_cost.html](http://www.eere.energy.gov/femp/techassist/life_cycle_cost.html).

3.3.4 Water-saving products include high-performance fixtures such as toilets and conservation devices such as low-flow showerheads, faucet aerators and other water-saving devices. Purchases should support water conservation practices such as retrofitting cooling towers, replacing water-cooled with air-cooled equipment, and upgrading irrigation systems. Purchasers should consider applicable water conservation services and programs of the East Bay Municipal Utility District (EBMUD). EBMUD supplies water and provides wastewater treatment for parts of Alameda and Contra Costa counties. Commercial, industrial and institutional customers in the District's service area may qualify for rebates for installing water-saving fixtures or equipment or for increasing the efficiency of process water uses. See <http://www.ebmud.com>.

### 3.4 Green Building - Construction and Renovations

3.4.1 Green Building practices produce durable, useful and comfortable buildings with a minimum of waste allowing the purchase of cost-saving, practical and environmentally sound products. The U.S. Green Building Council has developed a rating system that specifies green building standards for commercial and institutional construction. The "LEED™ Rating System" is the self-assessing system designed for rating new and existing commercial, institutional, and high-rise residential buildings. Credits are earned for



satisfying defined criteria and standards. Different levels of green building certification are awarded based on the total credits earned. The LEEDTM Green Building Rating System is described at <http://www.usgbc.org>. All newly constructed and renovated jurisdiction-sponsored buildings should achieve as many pre-requisites and credits as feasible as described in the LEEDTM Rating System, including the LEEDTM Rating System for Existing Buildings Pilot Phase and any subsequent versions adopted. For example, in their adopted Environmentally Preferable Purchasing Policy, the ACWMA is requiring that all their building and renovation projects meet a minimum LEEDTM –Silver rating or an Agency approved equivalent.

The ACWMA has resources and technical assistance available to help jurisdictions incorporate green building methods and techniques. For assistance, information, or copies of the ACWMA Civic Green Building Model Ordinance, Green Building Model Resolution, and the ACWMA Residential Green Building Guidelines and Green Points Rating System contact Wendy Sommer at [wsommer@stopwaste.org](mailto:wsommer@stopwaste.org) or (510) 614-1699. Other Green Building and Construction & Demolition resources from the ACWMA can be found at <http://www.stopwaste.org/fsbuild.html>.

### 3.5 Landscaping

3.5.1 Bay-Friendly Landscaping or sustainable landscape management practices include, but are not limited to:

- Managing pest problems through prevention and physical, mechanical and biological controls. The jurisdiction may choose to do this by either adopting and implementing an organic pest management policy and practices or adopting and implementing an Integrated Pest Management (IPM) policy using the least toxic pest control as a last resort.
- Grasscycling (leaving the clippings on the lawn) for at least 50% of all mowings. Contact ACWMA for a copy of A Landscaper's Guide to Grasscycling for more detailed information on successful grasscycling techniques.
- Structural pruning as the preferred method of pruning. Heading or shearing is avoided.
- Avoiding synthetic quick release fertilizers which frequently wash through the soil before they are taken up by the plants. Avoiding the use of weed and feed formulations. Fertilizing on an as needed basis, as indicated by a soil analysis. Slow release and/or organic fertilizers are preferred. Slow release fertilizers make nutrients available to the plants when they are needed so their efficiency is increased making them a better value.
- Irrigation scheduling based on weather and soil moisture whenever possible. Drip irrigation is preferred whenever practical. Contact your water district for a water use audit and ask if they have a rebate program for water conserving irrigation equipment. Local web resources are as follows: Alameda County Water District at [www.acwd.org](http://www.acwd.org), East Bay Municipal Water District at [www.ebmud.com](http://www.ebmud.com), and Zone 7 Water Agency at [www.zone7water.com](http://www.zone7water.com).
- Turf areas that are limited to recreational uses. All other landscaping (such as for views) should be accomplished with low-water plantings.
- Recycling of plant debris by composting and/or mulching. Maintaining a minimum 2-inch layer of mulch under all trees, shrubs and groundcovers and a minimum 3-inch layer in all open areas. Allowing leaf drop to become part of the mulch layer in tree, shrub and groundcover areas is preferred.

Bay Friendly Landscaping is described in much more detail in the ACWMA Bay-Friendly Landscape Guidelines, available in February 2004. Contact Teresa Eade at [teade@stopwaste.org](mailto:teade@stopwaste.org) or (510) 614-1699 for more information.

3.5.2 Selecting plants that are compatible with the site and microsite, and with the mature size in mind, fosters healthy plants, limits overcrowding and the need for pruning, thereby preventing plant waste. Avoiding hedges and invasive species can also reduce waste. Selecting native plants from the Alameda County region or other Mediterranean plants that are appropriate to the microclimate, is likely to reduce watering needs and ongoing maintenance costs. Native plants also provide food and habitat for beneficial insects, birds and butterflies. Native plants will require irrigation for the first year or two but many can thrive with little or no irrigation once established.

3.5.4 It is suggested that compost be purchased that is produced from feedstock that includes at least 50%, by volume, regionally generated plant debris and/or food scraps and less than 0.5% by volume, physical contaminants. Procuring regionally helps the markets for local plant debris and food scraps collection and composting programs. The compost should be processed in accordance with California Code of Regulations, Title 14, Chapter 3, Article 7, Sections 17868.2-3 to promote pathogen reduction and weed seed kill and minimize heavy metal concentrations.

3.5.5 Recycled content plastic or composite lumber makes a very durable bed or landscape edging. The durability of plastic or composite lumber is greater than wood as they do not rot when in contact with soil. See the ACWMA's "[Pointers on Using Recycled-content Plastic Lumber](#)" for information on why, and for what applications, recycled content plastic lumber may best be used. Permeable substitutes for impervious surfaces, such as rosin emulsion paving, are encouraged for walkways, patios, and driveways because of their ability to help control stormwater drainage and retain less heat. More information on pervious paving materials can be found at the Sustainable Building Sourcebook website at <http://www.greenbuilder.com/sourcebook/perviousmaterials.html>.

### 3.6 Toxics and Pollution

3.6.1 Much work is being done in testing products and developing specifications for environmentally preferable cleaning products in the Bay Area and across the country. A working group of government purchasers representing, among others, the City of Santa Monica, California; King County and the City of Seattle, Washington; the state of Minnesota; and the Commonwealth of Massachusetts, recently defined criteria for evaluating environmentally preferable cleaning products. See <http://www.state.ma.us/osd/enviro/products/cleaning.htm> for information from Massachusetts, the first member of the working group to use the consensus criteria and award contracts in April 2003. Other resources from working group members include The Center for a New American Dream at <http://www.newdream.org/procure/products/clean.html> and Green Seal at <http://www.greenseal.org/certproducts.htm#cleaners>. See also the Western Pollution Prevention Resources Center's website at <http://www.westp2net.org> for fact sheets, tools, and other results from the organization's janitorial products pollution prevention project as well as other environmental, health and safety information.

If cleaning or disinfecting products must be used that contain toxic materials, ensure that only the minimum amounts are used and the product is disposed of properly. When applicable, bid specifications should require that suppliers, manufacturers and/or jurisdiction contractors and workers be trained in the proper use of cleaning and disinfecting products for worker health and safety, compliance with regulatory requirements, and cost-efficient product use and disposal. Proposition 65, the list of chemicals that are known to the State of California to cause cancer, birth defects or other reproductive harm can be found at <http://www.oehha.ca.gov/prop65.html>. The Toxics Release Inventory (TRI) is a publicly available U. S. EPA database that contains information on toxic chemical releases and other waste management activities reported annually by certain covered industry groups as well as federal facilities. It includes chemicals that are classified as carcinogens under the requirements of the Occupation Safety and Health Administration

(OSHA). Lists can be obtained from <http://www.epa.gov/tri/chemical/index.htm>.

3.6.4 Managing pests in landscapes and buildings is based on an organic or Integrated Pest Management (IPM) strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. In IPM, pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment. Particular pesticides to avoid due to high toxicity levels are Diazinon, Chlorpyrifos, Carbaryl, Malathion, and Pyrethroids.

Check with the Bio-Integral Resource Center ([www.birc.org](http://www.birc.org)) or UC Davis's IPM Program ([www.ipm.ucdavis.edu](http://www.ipm.ucdavis.edu)) for up-to-date resources, trainings and information.

3.6.5 Interior paint should contain no more than 50 grams volatile organic compounds (VOCs) per liter (50g/l) for flat paint and 150 grams per liter (150g/l) for non-flat paints, as determined in accordance with U.S. EPA Test Method 24, CFR Title 40, Part 60, Appendix A. Exterior paints should have VOCs concentrations less than 150g/l (US EPA Test Method 24). For routine building maintenance, purchase latex water clean-up paint; carpet with high recycled content and low VOCs; low VOCs carpet adhesives or carpet with integral adhesives; zero-VOCs construction adhesives; furniture with recycled content and using glues, finishes and padding low in VOCs and formaldehyde; and casework specifying materials with no urea formaldehyde.

3.6.6 Purchasing paper, paper products and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives minimizes dioxin formation and other toxic pollutants. Processed chlorine free (PCF) paper is the preferred environmental option (see Definitions). Elemental chlorine free (ECF) processes should include enhanced processes such as extended and oxygen delignification whenever possible (see Definitions). Vendors and successful bidders should supply verification of the paper's chlorine free processing status from either a recognized certifying organization or the pulp and paper manufacturer. If the paper manufacturer buys pulp from another supplier, the pulp's chlorine free status should also be verified. For more discussion of what may constitute verification, see Section 5.2 below. For more discussion on how to identify and purchase environmentally preferable papers, see the ACWMA's Fact Sheets on "Environmentally Preferable Paper Office Products in Alameda County" and "Environmentally Preferable Janitorial Paper Supplies in Alameda County" at [www.stopwaste.org](http://www.stopwaste.org).

## 5.0 IMPLEMENTATION

The implementation section of the Environmentally Preferable Purchasing Model Policy considered by each organization will specify what needs to be done to implement the Policy, by whom, and on what schedule. The policy adopted may be implemented in phases, for example selecting first the products and services of most concern and priority for the jurisdiction such as environmentally preferable cleaning products or energy savings. The implementation suggestions below are based on effective implementation experiences in other jurisdictions in California and across the country.

5.1 It is recommended that the Director of Purchasing, Director of Finance, or other responsible director implement this policy in coordination with other appropriate jurisdiction personnel. This may be done through development of an advisory committee or Green Purchasing Team consisting of members representing purchasers, printing and copying, Information Services, Public Works and construction, and all departments that purchase or specify products or award contracts for services that provide products.

Examples of such a team's responsibilities from other jurisdictions that have successfully used this approach include the following:

- evaluating opportunities for substituting environmentally preferable products,
- designing and implementing programs and processes for increasing the purchase of environmentally preferable products,
- educating managers and staff about the organization's Environmentally Preferable Purchasing Policy,
- ensuring that purchasing documents, specifications, and contracting procedures do not contradict each other and do not deter or inhibit the purchase of environmentally preferable products,
- providing information to facilitate the evaluation and purchase of environmentally preferable products, including identifying appropriate products and sources and providing technical assistance, and
- evaluating obstacles to purchasing such products in order to create solutions.

5.2 Successful bidders should be required to certify in writing that the environmental attributes claimed in competitive bids are accurate. Certification should be in the time and manner prescribed by the jurisdiction in purchasing or bid documents for compliance with specifications for environmental attributes.

Certification may be accomplished by supplying signed verification from a recognized certifying organization such as U.S. EPA's Energy Star, Green Seal, Scientific Certification Systems, and the Forest Stewardship Council, for example (see Definitions for descriptions of organizations and website addresses). Certification can also be provided by signed verification from the manufacturer, by identifying claim verification on the product, or by completing and submitting a written certification form (see Attachment 1 for sample language for a vendor certification). This requirement for certification should apply to products for which the successful bidder claims such attributes apply to the product, including, but not limited to, recycled content, chlorine free, non-toxic, reduced toxicity, sustainable forestry, and energy-saving features.

5.3 Buyers making the selection from competitive bids should be able to provide a written explanation for product choices that do not meet the environmentally preferable purchasing criteria in the bid document. Such written explanations should be filed with the Director of Finance, Director of Purchasing, or other position responsible for implementing this policy such as a Green Purchasing Team. The explanation should be submitted within a predetermined number of days of selecting the successful bidder and making the product choice (see Attachment 2 for a sample procurement determination form). This provides accountability that the standards in the jurisdiction's Environmentally Preferable Purchasing Policy are taken into account during purchasing decisions. It also helps in the evaluation process by identifying factors that prevent purchase of more environmentally preferable products and services.

5.4 To demonstrate commitment to ensuring that companies providing services to the organization are in compliance with environmental laws and regulations and are taking additional steps to conserve resources, prevent pollution and minimize waste, vendors and contractors wishing to provide services should be encouraged to become certified by the Bay Area Green Business Program. The Bay Area Green Business Program is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses. Targeted industries include automotive repair, printing, hotels/event centers, restaurants, landscapers, industrial laundries and remodeling, for example. See <http://www.greenbiz.abag.ca.gov>.

## **6.0 PROGRAM EVALUATION**

As with implementation, the evaluation section of the Environmentally Preferable Purchasing Model Policy

considered by each organization will specify what needs to be done to evaluate and measure the effectiveness of the Policy, by whom, and on what schedule. The following suggestions can help determine the evaluation process.

6.1 The Director of Finance, Director of Purchasing, or other position responsible for implementing this policy such as a Green Purchasing Team, should periodically evaluate the success of implementing the jurisdiction's Environmentally Preferable Purchasing Policy. This may include providing a report annually to the jurisdiction's Board of Supervisors, City Council, or other body. The report could include the results of tracking the purchase of environmentally preferable products compared to the total amount of products purchased. To the extent practicable, the tracking system should build on existing methods to track purchases and include information on the annual volume and dollar amount of environmentally preferable products purchased compared to the total amount of products purchased, within general product categories. However, a simple list of the environmentally preferable products purchased is acceptable. Whenever practicable, vendors should be required to provide reports on their sales of environmentally preferable products to assist the jurisdiction in this tracking.

When possible, annual reports should include an evaluation of the performance, safety, cost, and environmental benefits achieved through use of the environmentally preferable products purchased. This can include case studies or anecdotal information from purchasers or users of the products. Reports should relate progress in meeting the stated objectives of the jurisdiction's Environmentally Preferable Purchasing Policy (see Sections 1.0 and 2.0 of the Model Policy) and be in accordance with the Specifications categories used in the Policy.

Annual reports should include notation of any barriers encountered in procurement of environmentally preferable products, recommendations for resolution, and/or description of assistance needed for overcoming the obstacles. It is suggested that the first annual report be issued within one year following the effective date of the jurisdiction's adoption of their Environmentally Preferable Purchasing Policy.

## 7.0 DEFINITIONS (as referenced in this Implementation Guidance)

**Elemental Chlorine Free (ECF)** bleaching processes replace elemental chlorine gas with a chlorine derivative as the bleaching agent. There is a wide range of different bleaching sequences covered under this term. While all ECF processes significantly reduce the amount of dioxins created in the bleaching process, those that include enhanced processes such as extended and oxygen delignification achieve the greatest reduction.

**Energy Star** means the U.S. EPA's energy efficiency product labeling program described at <http://www.energystar.gov>.

The **Forest Stewardship Council** is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups. See <http://www.fscus.org/>.

**Green Seal** is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products. See <http://www.greenseal.org/> for information on the organization's programs and standards.

**Postconsumer Material** means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include

manufacturing or converting wastes.

**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.

**Processed Chlorine Free (PCF)** refers to a recycled product in which the recycled content is produced using no chlorine or chlorine derivatives. Any virgin content in the product must also be produced using no chlorine or chlorine derivatives.

**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.

**Scientific Certification Systems** provides independent third-party evaluation and certification of environmental claims in product manufacturing, among other programs. See <http://www.scs1.com> for information about the organization and its programs in manufacturing, food and agriculture, forestry, fisheries, and electricity.

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## ATTACHMENT 1

### Sample Language For Vendor Certification

The Federal Acquisition Regulation (FAR) uses the language below (or variations) for certifying a variety of environmental claims, from recycled content to ozone-depleting substances.

**Example:** Language inserted in solicitations that are for, or specify use of recovered materials:

"Recovered Material Certification. The offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications."

**Example:** Language inserted in certain solicitations and contracts that are for, or specify use of recovered materials:

"Estimate of Percentage of Recovered Material Content for EPA-Designated Products. The contractor, on completion of this contract, shall (1) estimate the percentage of the total recovered material used in contract performance, including, if applicable, the percentage of postconsumer material content; and (2) submit this estimate to ."

**Example:** Language inserted in certain solicitations and contracts where certification is required:

"The contractor shall execute the following certification:

Certification

I, \_\_\_\_\_ (name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify that the percentage of recovered material content for EPA-designated products met the applicable

contract specifications.

(Signature of the Officer or Employee)

(Typed name of the Officer or Employee)

(Title)

(Name of Company, Firm or Organization)

(Date)

See Also Examples from Alameda County Source Reduction and Recycling Board's Resourceful Purchasing Manual (pages 86 & 87). It can be found at <http://www.stopwaste.org/reports/rpm.pdf>.

**Recommendation:** Modify as an attachment to the jurisdiction's Environmentally Preferable Purchasing Policy and/or prepare different versions applicable to recycled content, energy-efficiency, or other environmental attributes as part of purchasing or bid documents.

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**ATTACHMENT 2**

Sample Procurement Determination Form

Item: \_\_\_\_\_

\_\_\_\_ This item is required to meet Environmentally Preferable Purchasing (EPP) guidelines as described in [jurisdiction's policy, resolution or legislation identification information].

\_\_\_\_ I have considered the Environmentally Preferable Purchasing guidelines and searched for product or service options that meet them.

\_\_\_\_ Compliance with [jurisdiction's policy identification] was not attainable for this purchase because:

\_\_\_\_ Item is not available within a reasonable period of time.

(Need date: \_\_\_\_\_ Date available: \_\_\_\_\_)

\_\_\_\_ Item fails to meet a performance standard in the specifications.

Specifically, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Item is not available, or is not available from 2 or more sources.

Market research was performed by calling \_\_\_\_ (insert number) vendors, but only \_\_\_\_\_ (enter name) was able to supply the item.

\_\_\_\_ Item was only available at an unreasonable price (i.e., EPP item cost more than non-compliant item).

Price of EPP item: \_\_\_\_\_

Price of non-compliant item: \_\_\_\_\_

\_\_\_\_ Compliance would conflict with state or federal law requiring that:

\_\_\_\_\_

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Signature of Purchaser

Printed Name of Purchaser

Date

January 14, 2003

\*Note: Please see Environmentally Preferable Purchasing Model Policy for policy language.



# Purchasing Resolution

Sample Purchasing Resolution on the Procurement of Environmentally Preferable Products<sup>1</sup>

**1.0 SUBJECT** (name of jurisdiction) Environmentally Preferable Purchasing Resolution

EFFECTIVE DATE: \_\_\_\_\_

## TABLE OF CONTENTS:

Subject	Section 1.0	Page 1
Purpose	Section 2.0	Page 1
Definitions	Section 3.0	Page 1
Background	Section 4.0	Page 2
General Policies	Section 5.0	Page 2
Research, Planning, and Education	Section 6.0	Page 3
Sample Specifications	Section 7.0	Page 3
Performance and Availability	Section 8.0	Page 4

## 2.0 PURPOSE

The goal of this policy is to encourage and increase the use of environmentally preferable products and services in (jurisdiction). By including environmental considerations in purchasing decisions, (jurisdiction) can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

## 3.0 DEFINITIONS<sup>2</sup>

For the purpose of this resolution, the following definitions shall apply:

“Available locally” means that one or more businesses within the county/city or immediate surrounding areas are able to provide goods and services in a timely manner, and in sufficient quantity and quality to meet a specific department/agency need.

“Biodegradable” means the ability of a substance, material, or product ingredient to readily decompose by the action of microbes.

“Chlorofluorocarbon, (CFC)” refers to the family of compounds of chlorine, fluorine, and carbon. CFC’s contribute to the depletion of the stratospheric ozone layer, and have been used as an ingredient for refrigerants, solvents, and for blowing plastic-foam insulation and packaging. The Montreal Protocol on Substances that Deplete the Ozone Layer calls for complete elimination of CFC production.

“Environmentally preferable products and services” as defined by Presidential Executive Order 13101, means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.

“Green building practices” means the incorporation of environmental, health, and waste prevention criteria in building design, site-planning and preparation, materials acquisition, construction or remodeling, deconstruction, and waste disposal.

<sup>1</sup> This resolution should be tailored to suit the individual needs and circumstances of your community.

<sup>2</sup> See Starter Kit for additional definitions.

"Integrated pest management" means the use of a combination of pest control methods including improved sanitation, mechanical, physical, biological, or chemical means.

"Post-consumer recycled material" refers to material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.

"Practicable" means satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.

"Price-preference" means a percentage of increase in price that (jurisdiction) will pay to obtain a designated product or service.

"Processed-chlorine free paper" refers to paper that is manufactured using a percentage of post-consumer recycled paper fiber (that may contain residues of chlorine) and is whitened without adding chlorine or chlorine derivatives.

"Rainforest hardwood/tropical wood" means wood that originates from trees grown in a rainforest.

"Recyclable" refers to a material or product that can be reprocessed, remanufactured, or reused.

#### **4.0 BACKGROUND**

Local and state government, combined, purchase more than \$1 trillion of goods and services each year. Many of these products contribute to problems in the overall environment, including contamination of the air and water, and depletion of environmental resources. In some instances, products require special waste disposal and reporting procedures which can be cumbersome and expensive. Furthermore, local government employees using these products may be exposed to compounds that are potentially harmful to their health.

(Jurisdiction) has an opportunity to serve as a community model for environmental leadership by incorporating a plan of action that will conserve precious resources such as water, raw materials, and energy, reduce the use of hazardous substances, and potentially improve the environmental quality of the region. By incorporating environmental considerations in public purchasing, (jurisdiction) can reduce its burden on the local and global environment, remove unnecessary hazards from its operations, protect public health, reduce costs and liabilities, and help develop markets for environmentally responsible products.

#### **5.0 GENERAL POLICIES**

The Office of (Procurement, County/City Manager, and/or Environment, etc.) shall coordinate the establishment of a special interdepartmental Environmental Purchasing Task Force (hereinafter "the Task Force") including one representative from public administration (County/City Manager, Commissioner, Freeholder, City Council member, etc.), representatives from purchasing, parks and recreation, environmental services, construction/property management, vehicle/equipment maintenance, and other relevant departments/operations to (1) identify opportunities for environmental purchasing initiatives, (2) provide a forum for open discussion by affected personnel, and (3) educate and inform staff about the environmental purchasing program. The Task Force shall meet quarterly following the adoption of this policy.

The Task Force shall designate an Environmental Purchasing Coordinator(s) (hereinafter "the Coordinator) to provide oversight to the Task Force, discuss with individual departments opportunities to increase environmental purchasing where relevant, coordinate outreach/training for staff, report to jurisdiction leadership, and provide general support to maintain the environmental purchasing program.

By (date), the Task Force shall encourage a minimum of one department to perform a pilot or demonstration study of environmentally preferable purchasing. The following departments and operations are potential sites for environmental purchasing demonstrations: vehicle/equipment maintenance, construction/property management, parks and recreation,

janitorial services, public works, pest control, or administration. The Coordinator(s) shall provide technical/logistical assistance to help said departments incorporate environmentally preferable products into their operations. Results of initial pilot studies shall be evaluated and reported to (jurisdiction governing body). As feasible, all departments are encouraged to advance environmental purchasing for their specific operations by initiating pilot studies.

Based on the results of the pilot studies, all departments, offices, and agencies shall use, and require their contractors and consultants to use, environmentally preferable products where practicable no later than (date).<sup>3</sup>

## **6.0 RESEARCH, PLANNING, AND EDUCATION**

The Environmental Purchasing Task Force shall research opportunities to (a) expand the purchase of environmentally preferable products; (b) identify environmentally preferable alternatives; (c) recommend goals, where practicable, to practice alternative processes within (jurisdiction) operations that will reduce the use/disposal of hazardous substances and will promote resource conservation; and (d) collect and maintain up-to-date information regarding manufacturers, vendors, and other sources for locating/ordering environmentally preferable products. The Task Force and/or Coordinator(s) shall provide applicable information to departments.

The Coordinator(s) shall submit annual reports to the (governing entity) by (date) regarding the status of this policy's implementation. This report shall include total purchases of environmentally preferable products by each department, results of designated product evaluations, and the financial status for implementation of this policy including indirect and direct costs/savings.

Relevant departments, offices, and agencies shall assign staff to:

- ensure that contracting procedures do not discriminate against reusable, recycled, or environmentally preferable products without justification;
- evaluate environmentally preferable products to determine the extent to which they may be used by the agency and its contractors;
- review and revise contracting procedures to maximize the specification of designated environmentally preferable products where practicable;
- facilitate data collection on purchases of designated environmentally preferable products by the agency and its contractors and report the data to the Environmentally Preferable Purchasing Coordinator(s) by (date) each year for inclusion in the annual report to the (jurisdiction governing entity).

## **7.0 SAMPLE SPECIFICATIONS<sup>4</sup>**

By (date), to the extent practicable, (jurisdiction) will begin to phase in purchasing specifications that follow U.S. EPA Comprehensive Procurement Guidelines for products containing recycled content. Recovered Materials Advisory Notices (RMAN) shall be used as a reference for determining the recycled content specifications for these products.

By (date), to the extent practicable, all printing and copy paper products shall consist of a minimum of 30% post-consumer recycled fiber.

By (date), all janitorial paper products shall consist of a minimum of 50% post-consumer content.

By (date), a 10% price preference for processed chlorine-free paper shall be applied to (\_\_\_\_ percent) of photocopy-grade and janitorial paper purchases.

<sup>3</sup> Counties can establish percentage goals for phasing in the procurement of environmentally preferable goods (e.g. by \_\_\_\_year, \_\_\_\_% of departments' purchasing will be defined as environmentally preferable).

<sup>4</sup> These specifications represent best environmental purchasing practices and should be adapted to suit your locality and to remain consistent with technological advances.

By (date), (jurisdiction) shall begin returning used toner cartridges for remanufacture and purchase re-manufactured toner cartridges when practicable.

By (date), to the extent practicable, no janitorial cleaning or disinfecting products shall contain ingredients that are identified by United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens.

By (date), (jurisdiction) shall phase out the use of chlorofluorocarbon containing refrigerants, solvents and other products to accommodate the Montreal Protocol on Substances that Deplete the Ozone Layer, and national requirements.

By (date), all surfactants shall meet EPA standards as "readily biodegradable." Where practicable, no detergents shall contain phosphates.

By (date), (jurisdiction) shall not procure products that originate from rainforest hardwood or tropical wood.

By (date), where practicable, purchased or leased electronic equipment including photocopiers, computers, printers, lighting systems, HVAC, kitchen and laundering appliances, and energy management systems must meet U.S. Environmental Protection Agency (EPA) or U.S. Department of Energy (DOE) energy efficiency standards. Where applicable, the energy efficiency function must remain enabled on all energy-efficient equipment.

By (date), all motor oil shall contain a minimum 25% re-refined base stock. All re-refined oil must be American Petroleum Institute certified.

By (date), all motor vehicles operated by (jurisdiction) shall use recycled propylene glycol antifreeze where practicable.

By (date), paint purchased by (jurisdiction) or its contractors shall contain the minimum amount necessary of volatile organic compounds, and shall contain maximum recycled content where practicable.

By (date), (jurisdiction) shall implement an integrated pest management program for pest control. Any chemicals used to eliminate or deter insect pests and undesirable vegetation shall be the most readily and completely biodegradable product available for the given application, and shall be applied in a manner that is least likely to come into contact with humans and any other animals for which treatment is not intended.

By (date), all construction and renovation projects performed by (jurisdiction) shall incorporate "green" building practices.

By (date), (jurisdiction) shall give preference to products that are produced and are available locally to the extent practicable.

By (date) all departments, offices, and agencies shall ensure that they and their contractors/consultants use double-sided copying. All photocopiers purchased by (jurisdiction) following adoption of this policy are required to be capable of double-sided copying.

By (date), (jurisdiction) shall reduce or eliminate its use of products that contribute to the formation of dioxin and furan compounds.

## **8.0 PERFORMANCE, PRICE, AND AVAILABILITY**

Nothing contained in this policy shall be construed as requiring a department or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.



Environmentally Preferable  
Purchasing:  
*A Getting Started Guide*

## Other Resources

## **Links to State EPP Resources**

Center for New American Dream

### **California - State Agency Buy Recycled Campaign (SABRC)**

SABRC is a joint effort between the Department of General Services (DGS) and the California Integrated Waste Management Board, working to implement state law requiring state agencies and the Legislature to purchase products with recycled content. The site includes mandated procurement goals, annual progress reports, a comprehensive recycled products database, and training and conference opportunities.

<http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/Default.htm>

### **Delaware - Buy Recycled Guide**

Delaware's Recycled Product Procurement Law (SB 395) encourages state agencies to purchase products that are outlined in the U.S. EPA Comprehensive Procurement Guidelines. The site has links to products on state contracts, including the bid specs, that are administered by the Division of Support Services, Contracting Unit.

[http://www.state.de.us/purchase/html/recycled\\_products.html](http://www.state.de.us/purchase/html/recycled_products.html)

### **Massachusetts - Environmentally Preferable Products (EPP) Procurement Program**

Contains information about the Commonwealth's efforts to improve environmental purchasing, lists products available through state purchasing contracts, purchasing specifications, annual progress reports, summaries of buy recycled demonstration projects, and upcoming events.

[http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcontent&f=osd\\_es\\_green&csid=Aosd](http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcontent&f=osd_es_green&csid=Aosd)

### **Michigan - Environmentally Preferred Purchasing**

In Michigan, a statewide purchasing partnership between the state Department of Environmental Quality and the Department of Management and Budget intends increase the use of environmentally preferred products in state government. Check out their Environmental Purchasing Bulletins.

[http://www.michigan.gov/deq/0,1607,7-135-3585\\_30068\\_4174---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3585_30068_4174---,00.html)

### **Minnesota - Materials Management Division - Environmentally Responsible Purchasing**

The Materials Management Division is committed to helping state agencies purchase environmentally preferable products that contain fewer toxic materials, minimize waste, contain recycled content, conserve energy and water, and contain plant-based materials.

<http://www.mmd.admin.state.mn.us/envir.htm>

### **Minnesota Recycled Products Directory**

A searchable directory of recycled-content products made in Minnesota.

<http://www.moea.state.mn.us/rpdir/index.cfm>

**Solid Waste Management Coordinating Board - Environmentally Preferable Purchasing Guide**

The *Environmentally Preferable Purchasing Guide* provides government purchasers with information on buying environmentally preferable products. Over thirty types of products are addressed in the Guide, including information about environmental and health issues, cost, availability, performance and specifications.

<http://www.swmcb.org/EPPG/default.asp>

**Missouri - Environmentally Preferable Products (EPP) and Services**

The state's Office of Administration, Division of Purchasing and Materials Management lists products available on state contract and offers some EPP fact sheets.

<http://www.oa.state.mo.us/purch/recypro.html>

**New Jersey - Purchase Bureau Recycled Products Guide**

Includes a list of recycled products available through the state's purchasing contracts and links to other recycled product resources.

<http://www.state.nj.us/dep/dshw/recyclenj/>

**North Carolina - Buying Recycled and Environmentally Preferable Products**

Outlines the benefits of buying recycled and other environmentally preferable products and links to related resources.

<http://www.p2pays.org/epp/>

**Ohio - Environmentally Preferable Purchasing**

A brief overview of EPP is grouped with links to programs in Ohio and elsewhere.

<http://www.epa.state.oh.us/opp/eppmain.html>

**Vermont - Environmental Procurement**

Includes annual reports on the state of Vermont's purchase of recycled products, describes the state's criteria for buying "green," and lists environmentally preferable products available through the state's purchasing contracts.

<http://www.anr.state.vt.us/dec/wastediv/csc/envpurch.htm>

**Wisconsin** - VendorNet Recycling Procurement Program

Addresses Wisconsin's statutory purchasing requirements and its "buy recycled only" paper policy.

<http://vendornet.state.wi.us/vendornet/recycle/index.asp>