

Take the Green Lead

Environmentally Preferable Purchasing Practices (EPP)

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What is Environmentally Preferable Purchasing (EPP)?

Environmentally Preferable Purchasing (EPP) is the practice of incorporating environmental considerations into procurement decisions which directly reduce effects on health and the environment when compared to competing products serving the same purpose.

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What are the economic benefits of EPP?

- ✓ Reduced packaging and waste to manage.
- ✓ Reduced consumption of resources.
- ✓ Increase the useful life of products and/or services.
- ✓ Reduced collection and disposal costs.
- ✓ Reduced operating/maintenance costs.

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What are the indirect benefits of EPP?

- ✓ Improved worker safety and health.
- ✓ Reduced health costs.
- ✓ Reduced liabilities.
- ✓ Reduced toxicity of the products used in an office environment.
- ✓ Improved ability to meet existing environmental and sustainability goals.

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Examples of EPP Purchasing Practices

- Energy Star® Office Equipment.
- Materials/Products with minimal or no volatile organic compounds (VOC's).
- Utilizing Florida-friendly landscaping to minimize pesticide, fertilizer and water use.
- Products with automatic sensors.
- Products containing recycled content.

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Examples of EPP Products

- Flat screen monitors
- Double-sided printers
- Low VOC paint, sealants and adhesives
- Natural or organic fertilizers and pesticides
- Automatic light switches
- Recycled content paper & office supplies
- Remanufactured toner cartridges

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EPP Contract Language: It's all in the words

The following words can be used to identify and/or integrate more EPP language into existing and future contracts:

✓ Cost	✓ Toxicity
✓ Life Expectancy	✓ Recyclability
✓ Manufacturer's Warranty	✓ Recycled Content
✓ Packaging Reduction	✓ Product Quality
✓ Lease, Take-back or Buyback Programs	✓ Disposal Cost
✓ Labor Cost	✓ Other Costs

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Certified "Green": Using 3rd Party Certifications and Standards to implement an EPP Program

3rd Party "Green" Certifications:

- Green Guard
- Green Seal
- Green-e

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Certified “Green”: Using 3rd Party Certifications and Standards to implement an EPP Program

3rd Party “Green” Standards

- Florida Green Lodging Designation
- Florida Green Building Coalition’s “Green Local Government Standard”
- LEED®

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Definitions Important to EPP

- **Waste Prevention** – actions to reduce the toxicity or quantity of materials generated, including decreasing the amount of packaging used for shipping, and double-sided printing and copying.
- **Reuse** – to use a product, material or packaging in its current form more than once. For example, donating office supplies from tenant move-outs to Teaching Tools for Hillsborough Schools.
- **Recycling** – the process of separating and collecting, processing and marketing materials generated from the waste stream for use as raw materials in the manufacturing of new products. Recycling includes typical office materials such as paper and cardboard boxes. But also fluorescent lamps, electronic equipment and construction and demolition debris are recyclable.
- **Waste Reduction** – the combined efforts of waste prevention, reuse, recycling and composting practices.
- **Waste Diversion** – actions to divert materials from disposal, including waste prevention, reuse, recycling and composting.
- **Environmentally Preferable Purchasing (EPP)** – also known as Green Purchasing; incorporates environmental principles and criteria into the specification and procurement of goods and services.

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Tools for expanding EPP Purchasing

- ✓ Corporate Express
www.ecofficesource.com/
- ✓ Office Depot- "Your Greener Office"
www.officedepot.com/
- ✓ Staples- "eco-easy"
www.staples.com
- ✓ Office Max- "Green = Good"
www.officemax.com
- ✓ Florida DMS- "Climate Friendly Products List"
www.dms.myflorida.com/business_operations/state_purchasing

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Implementing EPP in Your Organization

- ✓ Create a "green" team.
- ✓ Establish a policy and goals for EPP.
- ✓ Review contracts/purchasing patterns for EPP applicability.
- ✓ Choose applicable contracts and apply EPP standards.
- ✓ Analyze and report EPP successes.
- ✓ Based on the results of your initial EPP contract, make necessary changes to improve results in future contracts.

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Your Paper Contract: Converting to Recycled Content (RC) Paper

- ✓ Using your purchasing records, calculate the total amount of paper purchased annually to establish a baseline.
- ✓ Obtain RC samples from vendors.
- ✓ Develop a product review list and gather feedback.
- ✓ Identify the “best” product and begin purchasing.
- ✓ Establish a timeline to transition to RC paper. Transition should include using all existing paper stock so that no material needs to be recycled.
- ✓ Track and report results annually.

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Your Paper Contract: Converting to Recycled Content (RC) Paper-Important Points to Consider

There are two ways to categorize the content of RC paper:

- ✓ Post-Consumer: This paper is made from materials from residential or commercial recycling programs.
- ✓ Post-Industrial/Pre-Consumer: This material is recycled during the manufacturing process before the product is sold on the consumer market.

The higher the percentage (%) of recycled content, the more “green” the product. Levels are illustrated below:

- ✓ 20-30% Post/Pre-Consumer Content-DMS Specification
- ✓ 30-50% Post/Pre-Consumer Content-Available retail
- ✓ 50-80% Post/Pre-Consumer Content-Specialty Order
- ✓ 100%-Post/Pre-Consumer Content-Maximum Content, recommended by the EPA. Specialty Order.

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