

**OPERATIONAL SERVICES DIVISION**  
**ENVIRONMENTALLY PREFERABLE PRODUCTS (EPPs) PURCHASING PROGRAM**  
**GENERAL INFORMATION, REQUIREMENTS AND GUIDANCE**

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**General EPP Program Information**

The Environmentally Preferable Products (EPP) Purchasing Program, administered by the Operational Services Division, works with the partnership support of the Massachusetts Executive Office for Administration and Finance (ANF), the Executive Office of Energy and Environmental Affairs (EOEEA) and the Department of Environmental Protection (DEP) to promote the purchase and use of environmentally preferable commodities and services throughout state and local Commonwealth departments. The purpose of the EPP Program is to strengthen markets for recyclable materials and minimize the environmental and health impacts associated with products during their use and disposal in a cost-effective manner.

In this effort, the OSD EPP Program staff work to establish statewide contracts for environmentally preferable products, conduct outreach to the environmental business community and provide education and technical assistance to state agencies and political subdivisions (including municipalities) on broad-based environmental issues and specific questions related to purchasing EPPs. They also offer workshops to procurement officials and cooperative purchasing organizations and sponsor an annual Environmentally Preferable Product (EPP) Vendor Fair and Conference.

The statewide contracts, established by OSD under this program, designate products and services with minimum specifications for recycled content, energy efficiency, water conservation, toxic use reduction and waste prevention. Cost savings of EPPs are most often measured through lower purchase price, operations and maintenance costs (including energy and water savings) and/or reduced disposal fees. The list of designated EPPs is updated periodically by OSD, in cooperation with EOEEA and DEP. PMTs should check with OSD for the latest information or refer to the EPP Purchasing Program's website [www.mass.gov/epp](http://www.mass.gov/epp). A complete Guide for State Contracts that contain EPPs is also available for download at the site using the bullet titled, *Download Publications, Reports and Tools*.

**Procuring Department Responsibilities for EPP Purchasing**

In 1988, [Executive Order #279](#) directed the State Purchasing Agent to develop a Recycled Materials procurement plan and to implement a statewide buy-recycled program. In 1993, [Executive Order #350](#) directed, among other things, that all Massachusetts Executive departments develop programs for purchasing recycled content and other environmentally preferable products. In 2002, [Executive Order #438](#) further expanded these directives by creating an oversight Council which is now called the Leading by Example Council as established by Executive Order #484 and authorizing all state agencies to increase the purchase and use of EPPs and innovative technologies and institutionalize sustainable purchasing practices in order to reduce the environmental and health impacts of state purchasing.

Most recently, [Executive Order #484](#), issued in April 2007, requires state agencies to prioritize practices and programs that address resource use at state facilities, including reducing energy consumption derived from fossil fuels and emissions associated with such consumption. The new EO, among other things, sets specific target dates to reduce greenhouse gas emissions that result from state government operations, reduce overall energy consumption at state owned and leased buildings, and reduce state use of potable water, while providing strategies to encourage the use of renewable energy sources. A copy of the EO can be obtained by visiting [http://www.mass.gov/envir/Sustainable/pdf/07\\_eo484.pdf](http://www.mass.gov/envir/Sustainable/pdf/07_eo484.pdf).

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In order to build upon the successful track record of “green” or sustainable purchasing in Massachusetts state government, procuring Commonwealth departments are, in general, required to:

- follow the mandatory EPP purchasing and specification requirements described below whenever any of the listed commodities are being purchased;
- adhere to the EPP purchasing and specification recommendations below whenever possible;
- promote the procurement and use of EPPs which have not been designated by OSD whenever feasible;
- educate and inform all staff about EPPs and state requirements;
- identify in RFRs that additional points will be awarded to bidders of EPPs and establish evaluation criteria for selecting EPPs whenever feasible;
- maintain records of all procurements and purchases of EPPs in their procurement files;
- adopt specific measures to meet the energy and water conservation targets established in the Governor’s Executive Order #484 where applicable.

### **Mandatory Department Purchasing and RFR Specifications for Designated EPP Products**

OSD has determined that the commodities listed below are available at a value and quality comparable to non-environmentally preferable counterparts. In an effort to assist departments, OSD has established statewide contracts for each of the commodities listed in this section. Non-Executive departments and other public entities are encouraged to use these statewide contracts whenever feasible. Executive departments are required to use these statewide contracts. If any unusual circumstances necessitate a separate procurement of these designated commodities, and OSD has approved the procurement, the RFR must include the mandatory minimum specifications presented below. Responses that do not meet the mandatory minimum specifications should be considered unresponsive and be disqualified.

#### **Paper Products and Office Supplies**

- **printing and writing papers, computer paper and forms, envelopes** – minimum 30% post-consumer content for all products in this group, except for coated papers which may be 10% post-consumer content
- **printed materials** – minimum 30% post-consumer content, except for coated papers which may be 10% post-consumer content; printers must comply with all applicable federal, state and local environmental laws and regulations; printing facilities located in Massachusetts must also comply with the requirements of DEP’s Environmental Results Program ([www.mass.gov/dep/erp/about.htm](http://www.mass.gov/dep/erp/about.htm)).
- **file folders** – minimum 10% post-consumer content
- **writing tablets, message pads and all other office paper** – minimum 20% post-consumer content
- **corrugated cardboard boxes** – minimum 35% post-consumer content

#### **Janitorial Products**

- **paper towels** – minimum 100% total recycled content, 40% post-consumer content
- **toilet tissue** – minimum 100% total recycled content, 20% post-consumer content
- **facial tissue** – minimum 100% total recycled content, 10% post-consumer content
- **napkins** – minimum 100% total recycled content, 30% post-consumer content
- **paper wipes, disposable** – 50% post-consumer content
- **wiping rags, cotton** – 100% reused cotton
- **plastic trash bags** – minimum of 20% post-consumer content
- **janitorial paper products as part of cleaning service contract** – specifications as listed above

#### **Automotive Products**

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- **anti-freeze** – minimum 100% recycled ethylene glycol or 100% propylene glycol
- **re-refined motor oil** – minimum 75% re-refined base stock; must be certified by the American Petroleum Institute (API)
- **traffic cones** – 50% total recovered PVC or Low Density Polyethylene (LDPE) or crumb rubber material, 8% post-consumer content
- **glass beads** – 100% total recycled glass

### Flooring and Facilities/Recreational Products

- **carpeting/broadloom and tiles** – minimum 10% total recycled content (post/pre-consumer mix) by weight, with preference for styles made with the greatest percentage of post-consumer content; all carpet products must also be recycled unless the department can verify in writing that the condition of the carpet (e.g. contamination) prohibits recycling
- **compost bins, plastic** – minimum 50% post-consumer content
- **Electrical supplies, equipment, devices, lamps and ballasts** – energy efficient lighting, ballasts, exit signs, office equipment and more in compliance with Executive Order #484; such items must also be recycled or reused (as appropriate) through available statewide contracts
- **fuels/vehicle use** – ultra-low sulfur diesel and bio-diesel (low emission/low particulate matter) where applicable
- **rubber matting and flooring** – 80% post-consumer content
- **office waste and recycling containers** – 20% post-consumer plastic or 25% post-consumer steel
- **plastic lumber benches, tables, dimensional lumber, site amenities** – minimum 25-100% post-consumer recycled plastic (see contract for specifics)
- **recycling carts, plastic** – minimum 20% post-consumer content
- **recycling set out containers, plastic** – minimum 75% recycled plastic (50% post-consumer content)

### Office Equipment

- **computers, monitors, laptops** – must be EPEAT-registered at the Bronze level or higher ([www.epeat.net](http://www.epeat.net)). Products must also comply with the latest set of Energy Star® guidelines ([www.energystar.gov](http://www.energystar.gov)) and be shipped with the Energy Star power management features enabled; contractors must provide training to all customers on the use and benefits of Energy Star features.
- **copiers, printers, facsimile and multifunctional equipment** – must comply with the latest set of Energy Star® guidelines ([www.energystar.gov](http://www.energystar.gov)) and be shipped with the Energy Star power management features enabled; copiers with speeds of 15 cpm and over, black and white laser/LED printers with speeds of 21 ppm and over and color laser/LED printers with speeds of 6 ppm and over must include automatic double-sided copying/printing functionality. Contractors must provide training to all users on the use and benefits of Energy Star and double-sided copying/printing features.

## Recommended Department Purchasing and RFR Specifications for Designated EPP Products and Services

OSD has determined that the commodities listed below are frequently available at a value and quality comparable to non-environmentally preferable counterparts. They also often offer a significant cost saving potential within a short period of time. OSD has established EPP statewide contracts for the items listed below. Non-Executive departments and other public entities are encouraged to use these EPP statewide contracts whenever feasible. Executive departments must use these statewide contracts. Some of the contracts offer both EPP and non-EPP alternatives. Departments are encouraged to select the EPP alternative whenever possible or include the following specifications in their own RFRs:

- **binders, office supplies and accessories** – minimum 25% post-consumer content/plastic binders, etc.
- **building materials and supplies** – sustainable roofing, certified wood, water conservation and energy efficient products

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- **compost and mulch** – compost which meets state specifications
- **fuels/heating**, ultra-low sulfur diesel and biodiesel that meet contract specifications
- **hospital equipment** – remanufactured beds, wheelchairs, lifts, transfer devices and other equipment
- **insulation** – 5%-75% recycled content, depending on type of insulation, e.g., fiberglass, cellulose
- **integrated pest management** – less toxic pesticides and an integrated approach to controlling pests
- **janitorial cleaners** – minimum specifications must meet Green Seal GS-37 standards for Institutional and Industrial Cleaning Products (see [www.greenseal.org](http://www.greenseal.org))
- **non-mercury alternatives** – digital thermometers, sphygmomanometers (blood pressure equipment), etc.
- **office panels** – re-manufactured; meets all Original Equipment Manufacturer (OEM) specifications
- **paint** – low volatile organic compounds (VOCs)
- **paper plates, bowls, trays** – compostable/biodegradable materials or 25%-100% total recycled content paper (post-consumer/industrial)
- **pool disinfecting equipment** – pool ionization systems which reduce chlorine use by 60%-80%
- **promotional and marketing items** – wide range of paper, plastic, fabric and other items made with post-consumer recycled content
- **retread tires** – the entire retreading process must be in full compliance with the most recent edition of the industry standards *Retread Requirements Manual* of the Cooperative Tire Qualification Program CTQP-441; any passenger car tires, pursuit and emergency high speed tires, light truck tires, truck/bus tires and off-road severe application tires (ORSA) must be listed in Cooperative Approved Tire List (CATL) in effect as of the date the retreading work is performed.
- **solid waste and recycling services** – various options for creating a cost-effective waste management program
- **toilets/composting** – waterless, odorless alternative for portable sanitation in specific areas
- **toner cartridges** – re-manufactured; meets all Original Equipment Manufacturer (OEM) specifications
- **vehicles/alternative fuel** – compressed natural gas, bi-fuel and ethanol flex-fuel vehicles
- **vehicle/engine lubricants** – re-refined or bio-based, wherever possible, that meet API Certifications
- **vehicles/hybrid** – fuel-efficient gasoline/electric hybrid vehicles are available in several models
- **vehicle parts, motorized** – remanufactured parts, accessories and supplies
- **vehicles/diesel emission control technologies** – available for many types of vehicles and equipment

### Recycled Content Purchasing Requirements for State Departments Utilizing Federal Funds

Any state agency which receives federal funding for a given program or project and intends to use such funding to purchase at least \$10,000 worth of recycled products designated by the U.S. Environmental Protection Agency, must, under the provisions of Section 6002 of the Federal Resource Conservation and Recovery Act (RCRA) and Presidential Executive Order 13101, follow federal guidelines for the procurement of such products. The guidelines primarily govern minimum levels of recycled content which must be specified for these products. PMTs seeking current information on which products are subject to the federal guidelines may call the RCRA hotline at (800) 424-9346, or contact OSD.

### Guidance for Requests for Responses

EPPs and Best Value: When a department pursues the procurement of commodities or services not designated by OSD as environmentally preferable, and has identified an EPP which provides best value, they may specify mandatory or desirable EPP criteria in their RFRs by following this guidance. Departments should consider specific environmental criteria which are relevant to the products or services being solicited by the RFR, or develop their own criteria based on available research and information.

An RFR may indicate that an EPP will be considered best value even when the purchase price is greater than that of a non-EPP. When considering best value, PMTs and departments are strongly encouraged to examine a wide range of financial implications and environmental criteria related to the commodity

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purchase price, as well as operational and disposal costs. RFRs may also consider other environmental and health benefits which provide best value to employees, customers and the public, such as an improved work environment, environmental protection and resource conservation. Departments should consider the “total cost of ownership” or the costs and benefits of EPPs over the life of the product to determine their true cost.

Contract Language Requiring an Environmental Plan: Departments are in a position to encourage awarded vendors to work with them during the contract term to enhance their environmental profiles by requiring them to create an environmental plan and commit to implementing it. Such an agreement, described below, removes the onus from all bidders and places it just with those actually awarded a contract. In addition, it allows the procuring department to actively encourage the contractor(s) to expand their environmental initiatives during the contract term. The details of such an environmental plan depend on the interests of the procuring department. The following sample language may be included in the RFR:

Throughout the contract duration, awarded contractors must agree to work with OSD and the PMT to examine the feasibility of implementing an environmental plan.

Such a plan may include, but not be limited to, the following:

- A plan to implement the recycling of materials used or produced in normal business operations.
- Environmental initiatives at a corporate and/or manufacturing level, such as clearly identifying recycled content of packaging on the packaging, use of recycled content papers for marketing materials, use of alternative vehicles for delivery or in the corporate fleet, product life cycle assessments and the elimination of the ozone depleting chemical usage in the manufacturing process and internal environmental auditing related to pollution control for the purpose of identifying ways to reduce the impact of manufacturing on the environment.
- Collaboration with the PMT to develop and distribute information and/or materials to Commonwealth customers on the contractor’s environmental practices and initiatives throughout the term of the contract.
- Development and publication of a corporate environmental policy, sustainability plan and/or an environmental management system (EMS).
- Obtain industry certifications to verify environmental benefits and claims.

The PMT may award points to bidders who provide evidence of these and other measures already in place within their operations, as well as for responses detailing a commitment to action contingent upon receipt of a contract award.

Additional Points for EPPs and Use of the EPP Form: As mentioned above, procuring departments are encouraged to offer additional points to bidders which incorporate environmental initiatives into their business operations (whether or not a specific environmental plan is proposed). In order to collect and score information on such initiatives, departments may attach to the RFR the *Additional Environmentally Preferable Product Information* form (available on the OSD Forms page and in the Comm-PASS library).

### Response Submissions:

Bidders should be encouraged to submit information identifying any and all environmental attributes of the requested product or services, even when such attributes have not been required and verify the percentage of recycled content in their commodities. Departments may use this information to develop specifications in the future which incorporate EPP criteria. Departments are also encouraged to ask Bidders to provide an EPP as an alternative (or replacement) for their conventional product wherever possible. Such requests serve to reveal new EPPs in the marketplace.

The following text is included in the *Request for Response (RFR) Required Specifications:*

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In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all responses submitted should comply with the following guidelines:

- All copies should be printed double sided.
- All submittals and copies should be printed on recycled paper with a minimum post-consumer content of 30% or on tree-free paper (i.e. paper made from raw materials other than trees, such as kenaf). To document the use of such paper, a photocopy of the ream cover/wrapper should be included with the response.
- Unless absolutely necessary, all responses and copies should minimize or eliminate use of non-recyclable or non re-usable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three ringed binders, glued materials, paper clips and staples are acceptable.
- Bidders should submit materials in a format which allows for easy removal and recycling of paper materials.
- Bidders are encouraged to use other products which contain recycled content in their response documents. Such products may include, but are not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Where appropriate, bidders should note which products in their responses are made with recycled materials.
- Unnecessary samples, attachments or documents not specifically asked for should not be submitted.

Documenting Usage of EPPs: In order to fulfill EPP tracking goals, departments should include language in RFRs which requires awarded contractors to report on the quantity and value of EPPs purchased by the department. If the RFR requires EPP plans and/or reporting, the department must maintain the winning bidder's EPP plan and/or reports in the procurement file. Alternatively, departments may choose to do their own tracking of EPP purchases. This type of tracking helps to meet the reporting requirements of the Leading by Example Council (established by EO #484, 2007) and assists OSD in any statewide reporting it may conduct. Record keeping should be on a fiscal year basis and should include the total amount of the product purchased, e.g., cases, cubic yards, etc., as well as its total dollar value.

To quickly and easily track the environmental and cost saving benefits of various EPPs, departments should use the EnviroCalc, developed by the Operational Services Division's EPP Program. This web-based tool simply requires purchasers to input basic information (e.g. product type, quantity, etc.) that can be obtained from suppliers and it will automatically and immediately produce the benefits data. Visit [www.mass.gov/epp](http://www.mass.gov/epp) and use the bullet titled, Download Publications, Reports and Tools to access the simple step-by-step user guide and download the tool for free.

Substituting or Adding EPPs to an Existing Contract: Departments should include language in all RFRs which stipulates that negotiations between the department and contractor may occur during the contract term to permit the substitution or addition of EPPs when such products become available at a competitive cost, are readily available and satisfy the department's performance needs.

### **EPP Technical Assistance**

Departments may wish to clarify these guidelines or obtain additional information about the products listed here or other products. Departments are encouraged to engage in discussions with existing contractors about possible environmental criteria for products being purchased, or attend various workshops as well as the annual Environmentally Preferable Product (EPP) Vendor Fair and Conference, sponsored by OSD, the Department of Environmental Protection and the Executive Office of Energy and Environmental Affairs.

All other inquiries should be directed to the environmental procurement staff listed below or to the appropriate Procurement Team Leader at OSD:

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