

CHECKLIST FOR STARTING AND OPERATING AN ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) PROGRAM

Programmatic Steps to Establish an EPP Program

- Work to secure management commitment to EPP.** In some companies, this is a tall order. Often efforts like this start with a small, self-motivated team that gains greater momentum and respect over time. As the effort progresses, incorporate the commitment in your Environmental Management System and/or company policies.
- Publicize the effort or program company wide**
- Designate one (or a few) staff to coordinate the environmental purchasing efforts** at the company to establish accountability and expertise
- Request suppliers to help set up an evaluation system** that allows end users to test and evaluate a new office products, supplies, materials, and other products before committing to purchase
- Network, share and research information** externally; King County has a great e-bulletin on their green purchasing projects at <http://www.metrokc.gov/procure/green/bulindex.htm>

Activities to Enhance and Build on an EPP Program

- Become familiar with available “green” products and the suppliers.** Make this information accessible to end users.
 - Recycled product databases at www.pprc.org/pprc/pubs/topics/envpurch.html#database
 - The GSA Catalog at www.gsa.gov/planetgsa
 - EPA’s Comprehensive Procurement Guidelines at www.epa.gov/cpg/
 - Other resources at www.pprc.org/pprc/pubs/topics/envpurch.html#product
Note that commercial businesses and other non-governmental entities can learn much about and purchase green products through governmental sources
 - Subscribe to listserves and national green purchasing organizations; one of the best is EPPNET at www.nerc.org/eppnet.html
- Engage the end users** – The designated environmental purchasing coordinator(s) can help the end users research, find, and evaluate products
- Let end users make the final purchasing decisions** after evaluation – The end users know what they need and what will work
- Evaluate existing products and materials you currently purchase** that have high life-cycle impacts, contain hazardous or toxic materials, etc. Pursue and research alternatives
- Require your suppliers to help research alternatives** and/or make available additional “green” products that you may not yet be aware of
- Buy or lease refurbished goods** – e.g., refurbished toner cartridges; copiers, computers, retread tires cost, etc. When possible, save money, and close the loop by having suppliers take some of your end-of-life products and refurbish them for reuse at your business
- Buy green energy** - Find suppliers in your state at: http://green-e.org/your_e_choices/pyp.html
- Publicize successes internally**, including product performance, cost and environmental savings.