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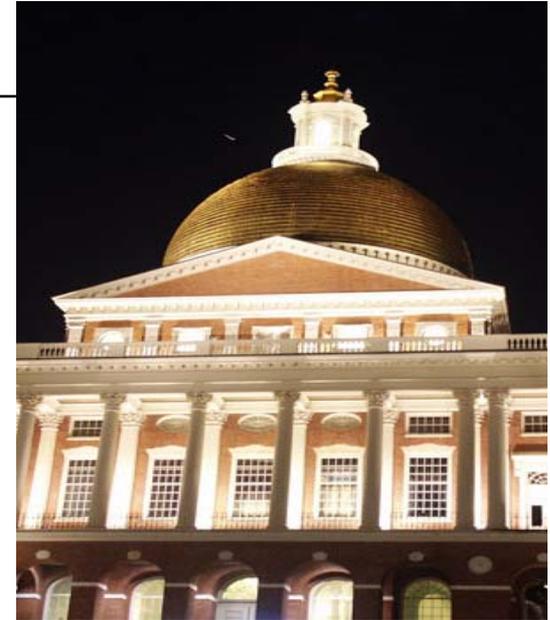
Purchasing in Shades of Green: Steps to Building Your Program



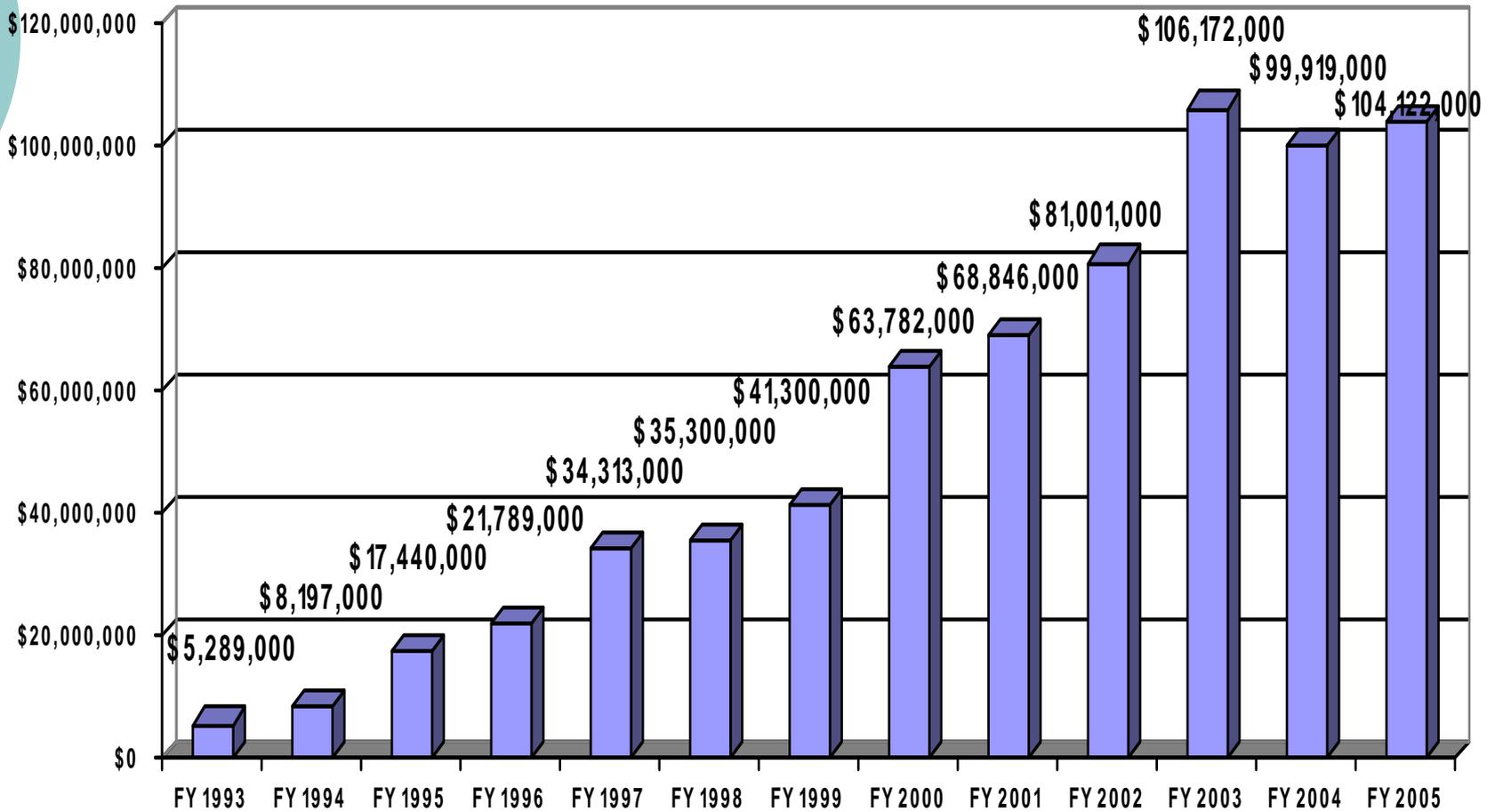
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Who is OSD?

- Operational Services Division
- Commonwealth's central purchasing department
- "Best Value" approach
 - Value-added services
 - Additional discounts
 - Environmental considerations
- EPP Purchasing Program: 1 full-time staff
 - Product and service research
 - Writing specifications for statewide contracts
 - Marketing the contracts to purchasers statewide
- Education and training vs. mandating EPPs
 - Conduct EPP Vendor Fair every fall
 - Website, newsletter, track data



Green Purchasing in MA



What's an EPP?

Environmentally Preferable Products (EPPs) are products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

- Recycled content products
- Less toxic products
- Water conserving products
- Energy conserving products
- More durable products
- Biodegradable products
- Products with less packaging



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Barriers to Success

- Additional work to plan and implement
- Lack of upper management interest
- Resistance from co-workers
- Lack of expertise
- Conflicting or confusing information
- Additional work with suppliers



Getting Organized

- Find a leader
 - Point person for questions
 - Accountable for program success
- Build a team
 - Multiple departments / functions
 - Broad expertise
 - Departmental buy-in



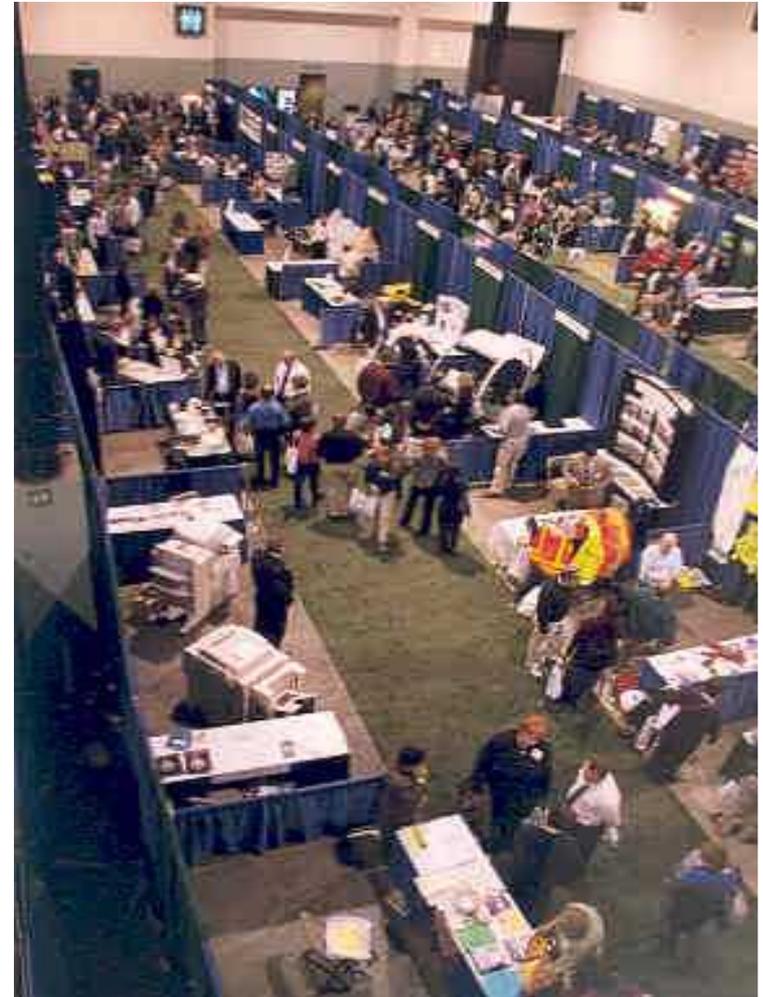
Start Small

- Projects with a high likelihood of success
 - Energy efficient office equipment/appliances
 - Remanufactured toner cartridges
 - Remanufactured office panels
 - Office supplies
- Establish a baseline
 - How much are you buying?
 - What are the opportunities?
 - Copy others!



Communication is Key

- Involve stakeholders
 - Get advice
 - Educate stakeholders
 - Prepare for change
- Get management buy-in
 - Educate staff
 - Legitimize the program
 - Provide staff incentives



Track Progress

- Establish the connection between the purchases, environmental benefits and savings www.mass.gov/epp
- Measure program performance
- Report to management, environmental agencies, legislators, activists
- Market EPP purchasing activities to others



Data Input

Microsoft Excel - EnviroCalc12 - demo0

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

Reply with Changes... Egd Review...

F6 'Office Paper'

	A	B	C	D	E	F	G	H	
1	Input Recycled Products	Input Energy Star® Products	Results by Product	Results by Benefit	Assumptions-Recycled Products	Assumptions-Energy Star® Products			
2									
3	Input: Recycled Content Products								
4									
5	Product Name	Quantity	UOM	UOM Weight (lbs)	Post-Consumer Recycled Content	Waste Material	Recycled Weight (tons)		
6	Domtar Copy Paper, 8.5x11	1000	cases	50	30.0%	Office Paper	7.50		
7							0.00		
8							0.00		
9							0.00		
10							0.00		
11							0.00		
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22	If more rows are needed, insert them above this line.								
23									
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Input-Rec / Input-ES / Output-by Product / Output-by Benefit / Calcs-Rec / Calcs-ES / Assumptions-Rec / Assumptions-ES

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Results

Microsoft Excel - EnviroCalc12 - demo0

File Edit View Insert Format Tools Data Window Help

Type a question for help

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Reply with Changes... Egd Review...

	A	B	C	D	E	F	G	H
1	Input Recycled Products	Input Energy Star® Products	Results by Product	Results by Benefit	Assumptions-Recycled Products	Assumptions-Energy Star® Products		
2	Recycled Content Products Benefits							
3								
4	Recycled content paper products							
5	Environmental benefit estimate			Equivalent to...				
6	Landfill space savings	36	cubic yards	Annual solid waste generation of	5	households		
7	Wood saved	180	trees	Annual energy usage of	2	acres of wood plantation		
8	Energy savings	32,446	kWh	Annual tailpipe emissions of	1	households		
9	Carbon dioxide emissions	52	tons	Annual tailpipe emissions of	9	cars		
10								
11	Recycled content plastic products							
12	Environmental benefit estimate			Equivalent to...				
13	Landfill space savings	0	cubic yards	Annual solid waste generation of	0	households		
14	Energy savings	0	kWh	Annual energy usage of	0	households		
15	Carbon dioxide emissions	0	tons	Annual tailpipe emissions of	0	cars		
16								
17	Recycled content metal products							
18	Environmental benefit estimate			Equivalent to...				
19	Landfill space savings	0	cubic yards	Annual solid waste generation of	0	households		
20	Energy savings	0	kWh	Annual energy usage of	0	households		
21	Carbon dioxide emissions	0	tons	Annual tailpipe emissions of	0	cars		
22								
23	Remanufactured toner cartridges							
24	Environmental benefit estimate			Equivalent to...				
25	Landfill space savings	0	cubic yards	Annual solid waste generation of	0	households		
26	Avoided crude oil extraction	0	gallons	Heating oil to warm	0	houses during a New England winter		
27								
28	Recycled content office furniture							

Ready NUM

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Environmental Benefits in FY2006

- **4325 tons of paper recycled**
- **Over 13,752 CY of landfill space saved**
 - Annual solid waste generation of 2032 households
- **Over 54,377 trees saved**
 - 544 acres of wood plantation
- **Over 15,746 tons of CO₂ emissions reductions**
 - Annual emissions of over 3092 cars

Market Your Success

- Internal
 - Management memos
 - Newsletters
 - Posters
- Public awards
 - MA EPP & Sustainability Awards
 - Cambridge Go Green Awards
 - Boston Green Business Awards



Use Existing Resources

- Government organizations
- Product certifications
- Calculator tools
- Contracts and Vendors

**14th Annual EPP Vendor
Fair and Conference
October 7, 2008**

www.mass.gov/eppfair

BEFORE YOU LEAP
A FROG'S-EYE VIEW OF LIFE'S GREATEST LESSONS



Reward Supporters

- Thank-you letters
- Recognition programs / awards
- Employee review



Let's Keep in Touch

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EPP Program Site

www.mass.gov/epp

www.mass.gov/eppfair

State Contracts and RFRs

www.comm-PASS.com

