

# Environmentally Preferred Purchasing Guide

## August 2007

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## **I. DEFINING ENVIRONMENTALLY PREFERABLE PURCHASING**

EPP is the procurement of goods and services with minimized environmental effects.

The Environmental Protection Agency defines EPP as “Environment + Price + Performance.

Identifying an environmentally preferable product requires a broad review of impacts that occur during a product’s lifecycle, from its production, use, reuse, recycling, or disposal. This analysis provides the information needed to understand impacts.”

EPP involves considerations of:

- ✓ Total cost of ownership/ life cycle cost
- ✓ Necessity of the products
- ✓ Energy efficiency
- ✓ Recycled content
- ✓ Water, chemical Use
- ✓ Green packaging
- ✓ Durability
- ✓ Manufacturing
- ✓ Transportation
- ✓ Toxicity
- ✓ Disposal
- ✓ Reuse/take-back program

## **II. UCOP EPP POLICY**

The policy covers:

- Sustainable Economy
- Energy, Water Use
- Recycled Content
- Green Seal Certified Products
- Reduction of Hazardous Electronic Waste
- Environmentally Responsible Packaging
- Recycling, Manufacturer Take-Backs
- Supply Chain Environmental Responsibility

The broad goals of this policy are to:

- Educate UCSD’s buyers and suppliers about EPP and how to practice it
- Give preference to environmentally preferred products whenever possible
- Provide lists and resources of EPP product to UCSD buyers
- Establish baselines of spend on EPP products
- Set goals, metrics, and measures for future spend as it relates to EPP

### **III. BENEFITS OF EPP**

#### **Institutional benefits**

- Enhances UC image
- Provides leadership opportunity to influence a shift to greener markets
- Supports UC sustainability strategy

#### **Financial Benefits**

- Reduces material & utility costs
- Reduces waste disposal costs
- Reduces operating, maintenance & replacement costs

#### **Environmental Benefits**

- Reduces & Prevents Waste
- Reduces Resource Use
- Reduces Pollution & Toxins
- Reduces Greenhouse Gas Emissions
- Maintains Biodiversity

### **IV. HOW TO PRACTICE EPP**

#### **DEFINITIONS**

##### **Life Cycle Assessment (LCA)**

estimation of the cumulative environmental impacts resulting from all stages in a product's life cycle, such as raw material extraction, material transportation, product use, and ultimate product disposal

Life-cycle cost = initial cost + maintenance and repair + energy + water + replacement - salvage value, with all dollar amounts converted to present values by discounting

**ENERGY STAR**- US EPA and Dept. of Energy certification program for energy efficient appliances

##### **Cradle to Cradle (C2C) product design**

C2C approach reorients the design of products and systems so waste from one process becomes an input to another.

**LEED**- Leadership in Energy and Environmental Design: nationally accepted benchmark for the design, construction, and operation of high performance green buildings

**EPEAT**- Electronic Product Environmental Assessment Tool; determines which electronic products on the market are environmentally preferable.

**Green Seal-** certification system for that analyzes life cycle impacts of various commodities

## **ACQUIRING EPP PRODUCTS**

### **I. For contracted commodities:**

Strategic Sourcing contracts require suppliers to environmentally preferable products that demonstrate recycled content product offerings, energy-efficient product offerings, reduced packaging, and product recycling and disposal programs.

List of [current Strategic Sourcing agreements](#)

### **II. For non-contracted commodities:**

Use the following guidelines and contract language to acquire EPP products.

#### **A. Search the following EPP product databases:**

- 1) [EPA Database of Environmental Information for Products and Services](#)

(Database with:

- samples of contract language, specifications, and policies created and used by federal and state governments and others to buy environmentally preferable products and services.
- Environmental standards and guidelines for the product you want to buy
- Vendor lists of product brands which meet these standards
- EPP fact sheets, EPP case studies

- 2) [Energy Star qualified products](#)
- 3) [Eco-Logo product list](#)
- 4) [Green Seal certified products](#)
- 5) [“Cradle to Cradle” Certified products](#)

#### **B. Develop EPP specifications**

- 1) Consider:

- Why do you need the product?
- How will the product be used?
- Is the product less hazardous?
- Is it reusable or more durable?
- Is it made from recycled materials? Do we need a virgin product when the recycled version is just as good?
- What happens to the product at the end of its life? Can it be recycled? Will the manufacturer take the product back? Will it need special disposal?
- Does it conserve energy or water?
- What is needed to properly maintain and/or operate this product?
- Have its environmental attributes been certified by a non-biased, widely-accepted source?

From the State of California [EPP Best Practices Manual](#)

Specific questions to consider for:

- [Paper Products](#)
- [Office Supplies](#)
- [Office Equipment](#)
- [Cleaning Products](#)
- [Office Furniture](#)

2) Be specific in the performance requirements you expect the product to adhere to. For example state that recycled-content products should contain at least 30% post-consumer use.

### Example of EPP Weighting System

Give each supplier a rating based on how they compared with the industry with other suppliers that offer similar products. In this case, a maximum of 10 points was assigned to each attribute:

Attribute	Rating	Weight	Score
Price	7	40%	2.8
Conserves Energy	4	10%	0.4
Recycled Content	9	10%	0.9
Improves Air Quality	5	10%	0.5
Conserves Water	6	10%	0.6
Reduces Global Warming	8	10%	0.8
End-of-Life Management	10	10%	1.0
<b>Total</b>			<b>7.0</b>

From the State of California [EPP Best Practices Manual](#)

## V. RESOURCES

- State of California [EPP Best Practices Manual](#)
- State of California [Recycled-Content Product Directory](#)
- University of Colorado, Boulder [Green Products Guide](#)
- [Energy Efficiency Product Specifications](#)
- [Environmental Protection Agency](#)
- [Responsible Purchasing Network](#)