

Environmentally Preferable Products (EPP) Procurement Program

EPP Program Annual Report Fiscal Year 2012

Strategic Sourcing Services



OPERATIONAL SERVICES DIVISION

Executive Summary



The Massachusetts' Environmentally Preferable Products (EPP) Procurement Program (EPP Program) is recognized as a national leader in state government efforts to use government purchasing as an effective strategy to address environmental and public health issues. Since the mid – 1990's, it gained momentum over the years by reaching out to purchasers in state agencies, municipalities, K-12 school districts, higher education, and local and state governments across the country to engage their support and it remains positioned as an innovator and mentor in this field today.

This report summarizes the achievements of the EPP Program during Fiscal Year 2012 (FY2012), which encompasses the period of July 1, 2011 – June 30, 2012. It highlights the progress made in working with state and local government agencies and departments to promote environmental purchasing practices and implement the directives of Executive Order 515, *Establishing an Environmental Purchasing Policy* issued in 2009. Although incorporating environmental standards and criteria into the state contracting process has always been a fundamental charge of the EPP Program, the new directive placed a priority on reducing the use of toxic substances throughout Executive State Agencies while continuing to focus purchasing practices to environmental choices across virtually all government operations.

The accomplishments listed below demonstrate that the EPP Program continues to successfully document the benefits of making responsible choices in government purchasing contracts and serve to illustrate the expanding role that the Massachusetts Program is playing on a national level to promote these products and practices. In addition, readers will also learn of the new challenges that come with growing a successful program.

Key FY2012 Accomplishments

During FY2012 the Program spent a good deal of time working with the OSD staff on considering more efficient ways to track data from the reports submitted by the hundreds of vendors providing goods and services on statewide contracts and in taking on a leadership role in coordinating work involving the Task Force activities.

Some of the key accomplishments achieved by the EPP Program in FY2012 include the following:

- 1) Tracked **over \$3.5 million in cost savings**, reduced carbon emissions by nearly 21,000 tons and a quantified a host of other environmental benefits realized through EPP purchases;
- 2) Lead the interagency Toxics Reduction Task Force during their third year in advancing the progress of Executive Order 515 by closely working with a targeted group of state agencies to identify the greatest opportunities for reducing toxic substances in their purchasing activities;
- 3) Assumed a leadership role in initiating the development of a new process for tracking and reporting annual purchases made through Massachusetts' EPP statewide contracts;
- 4) Conducted a program of comprehensive educational workshops on green cleaning practices and the benefits of EPPs in general to agencies, authorities and departments across the state;

- 5) Implemented strategies that produced a 46% increase in the use of the multi-state green cleaning products contract (FAC59);
- 6) Performed an essential role in evaluating and awarding six new EPP statewide contracts; and
- 7) Served as Vice-chair of the Green Purchasing Committee, a working group within the National Association of State Procurement Officials (NASPO) and actively supported the expansion of environmental purchasing on a national level.

Conclusion and Looking Ahead

As the EPP Program looks back at the accomplishments of the past fiscal year, there is no doubt that a huge thank you needs to be extended to OSD's Strategic Sourcing Leads and Data Analyst for their willingness and interest to cooperate with the Program to research new ways of tracking EPP data and engaging their procurement teams in the process of incorporating environmental specifications into statewide contracts. Particularly since the Sourcing staff has been operating with a reduced number of positions for the past several months, the assistance they provided is especially appreciated. As a result, the EPP Program, among other things, was able to track cost savings from the purchase of EPPs of over \$3 million dollars for the third year in a row, work with teams to evaluate and issue six statewide contracts containing EPPs and with the added help of the Toxics Reduction Task Force was able to make significant progress in the implementation of EO515 by increasing the use of the green cleaning products statewide contract by 46%.



As the Program transitions into Fiscal Year 2013, some of the goals established include:

- Coordinating the efforts of the Toxics Reduction Task Force to provide hands-on assistance to some of the key target agencies in moving them to green cleaning products and practices and engaging the participation of the remaining high volume agencies to follow their lead;
- Working the Task Force, vendors and agency purchasers using statewide contract FAC59 (Green Cleaning Products) to add new products to the contract and further expand usage;
- Continuing the work with OSD's staff to streamline and improve on the current system of tracking the EPP purchases made by state agencies and other contract users;
- Researching purchasing opportunities outside of the green cleaning arena as a means of addressing the directives in Executive Order 515 aimed at growing purchases of recycled content, energy efficiency, water conservation and other types of EPPs;
- Collaborating with national organizations such as the Responsible Purchasing Network (RPN) and National Association of State Procurement Officials (NASPO) to combine resources, reduce any duplication of effort, incorporate consistent EPP criteria using third-party standards and certifications across a broader spectrum of national contracts and market those successes; and
- Assisting OSD in the implementation of the Four Disciplines of Execution (4DX) and ensuring that the goal to increase statewide contract spending has a strong focus on EPPs.

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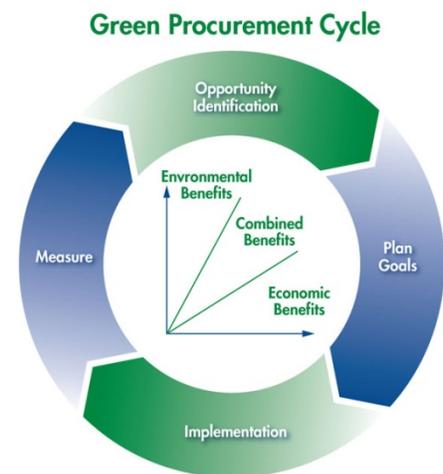
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I. EPP Program in Review

The Environmentally Preferable Products Procurement Program (EPP Program) was created and has been based within the Commonwealth’s central purchasing office, the Operational Services Division (OSD) since late 1994 for the purpose of leveraging the Commonwealth’s purchasing power to reduce the environmental and health impacts of the state government’s activities, foster markets for recycled content products and promote the purchase of those goods and services that conserve energy, water and other resources while reducing waste and toxic substances. As a prominent division within the state’s procurement operations, the EPP Program is well positioned to assist state agencies, independent departments, municipalities, public schools, higher education and other Commonwealth buyers to “green” the purchasing practices of the state in recognition of the fact that procurement is an effective strategy for addressing environmental concerns and protecting public health.

Massachusetts defines EPPs as products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. Examples include:

- recycled-content paper and plastic products;
- waste reducing compostable items;
- reduced-toxicity products and practices such as integrated pest management;
- furnishings made with sustainable materials;
- renewable energy and alternative-fuel vehicles;
- energy efficient equipment, lighting and fixtures, and
- water conservation practices and devices and more.



With the issuance of Executive Order 515, *Establishing an Environmental Purchasing Policy* for the Commonwealth of Massachusetts, the priorities of the EPP Program were significantly shifted from regularly promoting a broad range of environmental products and services to a strong focus on reducing the use of toxic substances within Executive State Agency operations. The directive supports all prior EPP efforts and requires agencies to continue in their pursuit of green products, but the primary mandate is to transition state government cleaning operations from using conventional, more toxic cleaning chemicals to incorporating more environmentally preferable products as specified in the statewide contracts issued by the Operational Services Division (OSD).

Along with their reduced environmental footprint, EPPs can help stimulate the Massachusetts and US economy by working toward stabilizing the markets for recycled materials, supporting recycling businesses and programs and turning a significant portion of the solid waste stream, otherwise headed for landfills, into usable durable products. The Program also works with the state’s manufacturers and suppliers to identify emerging technologies that represent new opportunities for resource conservation and long-term cost savings.

In the process to promote the purchases of environmentally preferable products and services, the EPP Program works closely on a day-to-day basis with Strategic Sourcing Services Leads and their teams at OSD to assist in the research of information related to EPPs, draft EPP product specifications, educate Commonwealth purchasers on environmental issues and incorporate environmental purchasing considerations throughout a plethora of statewide contracts. The Program collaborates with the Executive Office of Energy and Environmental Affairs,

Department of Environmental Protection, Department of Energy Resources, Leading By Example and Green Communities Programs, and the Clean Cities Program as well as with educational and municipal organizations such as the Massachusetts School Business Officials (MASBO) and the Massachusetts Public Purchasing Officials (MAPPO) to encourage their participation as well.

On the front of working to green local distributors, product manufactures and other companies interested in doing business with the state, the Program works with local businesses interested in offering EPPs on statewide contracts and assists them in understanding the economic as well as environmental benefits of incorporating such goods and services into their operations as well as their product lines. To compliment this work, the Program created and maintains a comprehensive website of guidance materials on environmental purchasing; conducts a comprehensive program of education and outreach and serves in a leadership capacity within several organizations that impact environmental purchasing on a national level.

Over the years, the EPP Program has been the recipient of numerous national awards and in 2009 the Program Director was personally honored with Governor’s Manuel Carballo Award for Excellence in Public Service. (Details of the Governor’s award can be seen at www.mass.gov).



Additional details on the EPP statewide contract and the specifications used to green hundreds of products and services, the guidance materials created for contract users, as well as reports on the collaborative efforts with other agencies and organizations can be found on the EPP website at www.mass.gov/epp.

II. Growing Pains: Challenges of Tracking EPPs

Tracking the purchases of environmental products and services made by state agencies, cities, towns, schools and others on an annual basis has been a fundamental strategy utilized by the EPP Program since its inception in the mid- 1990's. Analyzing that data to quantify cost savings as well as environmental and health benefits has been a particularly essential component of the process.

Before discussing the FY2012 Program Accomplishments related to this data collection and analysis, readers should be aware of some new challenges that have recently developed primarily due to the widespread acceptance of environmental purchasing and the need to improve technology to assist purchasers in capturing the data they require to better understand purchasing trends and cost saving opportunities among other things. At the end of last year, the EPP Program established a goal to address the need for change in this area and to work with the OSD Strategic Sourcing Services Leads (procurement contract managers) in FY2012 to consider alternatives in the way the agency obtains, records, and analyzes the data.

Until recently, the Program has gleaned most of this data from the sales reports submitted by statewide contract vendors on an annual basis. Program staff with the help of one or two part-time (unpaid) college interns, has literally sifted through the reports from dozens of vendors, culling sales specific to purchases of environmental products and services, identifying whether such purchases were made by a state agency or a political subdivision (city, town, school, university, etc.) and compiling it into a comprehensive spreadsheet for reporting purposes.

As the number of EPP statewide contracts increased to over five dozen in recent years, the number of vendors offering such products and services correspondingly increased into the hundreds. Consequently, the labor and time intensive task of tracking and documenting EPP purchases reached a new level of difficulty. Coupled with a prolonged period of staff reduction within the sourcing arm of OSD and a lack of interns to assist the EPP Program for several months, it became apparent that a new system of tracking and reporting needed to be developed if the EPP Program was to continue to provide this information.

As a result, FY2012 represents somewhat of a transition year for the Program, at least with respects to how the tracking and reporting of actual EPP purchases will continue in the years to come. Aside from striving to develop a streamlined, simplified system of capturing this data, three major factors are being considered:

- a) By the end of Calendar Year 2013, Phase I of a new e-procurement system will be in place for the Commonwealth of Massachusetts. OSD is in the process of hiring an Information Technology contractor to design and develop such a system. One question for this contractor is; how can the data necessary to accurately track EPP purchases be incorporated into this new process so that it is easily accessible?
- b) In view of the fact that the Strategic Sourcing Leads at OSD also track overall spend by statewide contract on a quarterly basis, a second question is; can an element within those reports be included that would enable a simple electronic sort to identify all EPP purchases?
- c) Finally, what can be included at both levels cited above to assist the vendor community in providing that data without having to develop labor-intensive and potentially costly processes for tracking?

Additional details on the progress in working towards these tracking goals are included in an upcoming section of this report. It is mentioned here in an effort to explain why the FY2012 data is does not reflect an identical tracking format to the prior fiscal year.

III. Key Accomplishments in FY2012

1. Tracked Over \$3.5 Million in Cost Savings and Other Environmental Benefits

In an effort to build credibility around the value of purchasing and using environmental products and services, over the years the EPP Program has gone to great lengths to document the purchases of these items by state agencies and other public departments eligible to use Massachusetts statewide contracts. Perhaps more importantly has been the Program's use of available on-line tools to quantify the environmental and health benefits as well as the dollar savings relative to these EPP purchases. Using such tools enables purchasers to more clearly understand the many ways in which preferable products can positively impact their operations and the lives of those individuals whom they employ and serve.



As mentioned in Section II of this report, the Program has traditionally collected most of this data from the sales reports submitted by statewide contract vendors on an annual basis. This year, due to limited resources and other factors, those reports were more difficult to obtain and, as a result, the cost saving benefits included below for the specific products indicated, reflect those derived from the percentage of vendor reports actually received (approximately 71%) from the possible total. As a result, readers should keep in mind that while cost savings are still significant for the current year, they very likely will become even more substantial as the methods of obtaining and calculating data improve.

FY2012 Cost Savings. As environmentally preferable products become more the norm and less of an alternative, the cost of these goods and services has also become very competitive (at the point of purchase) to many conventional (non-EPP) products. As a result, purchasers may consider the cost saving opportunities associated with buying EPPs a "bonus." For instance, some of the savings relevant to purchasing EPPs (when compared to traditional products) include:

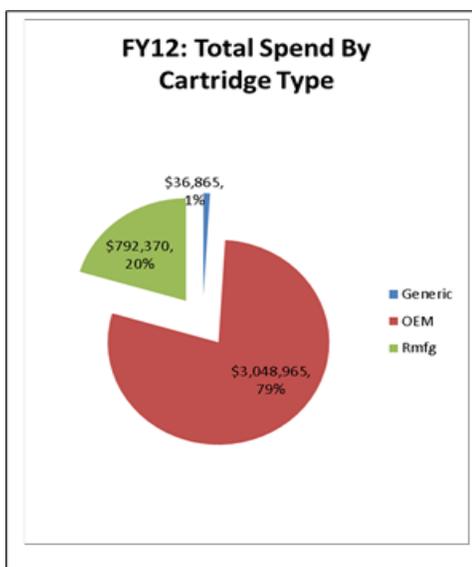


- operational efficiencies, where less energy, water or other resource is used;
- maintenance efficiencies, because the products are more durable, longer lasting and require less periodic up keep, as with plastic lumber, CFLs and LED lighting;
- waste reduction attributes that address the fact that less packaging, or unnecessary materials are used that later have to be stored, handled and disposed of at a cost, and
- eliminating toxic substances and substituting with more benign chemicals and/or technologies that do not require harsh chemicals to perform well often simplifies the number of purchases needed, avoids costly equipment and supplies needed to handle harsh materials and serves to promote healthier work environments while reducing the risk of worker injury.

In FY2012, the cost savings just for the specific products shown in the table below totaled over \$3.5 million for the year.

FY2012 Summary: CFLs, Office Equipment, Computers and Remanufactured Toner Cartridge Purchases	
Cost Savings	
Compact Fluorescents (CFLs) (savings / less energy use)	\$1,239,512
CFLs (savings / reduced labor)	\$903,467
Office / Computer Equipment (savings / less energy use)	\$566,847
Remanufactured Cartridges (savings / lower cost)	\$799,523
TOTAL COST SAVINGS for FY2012	\$3,509,349

To calculate the cost savings for the energy efficient compact fluorescent lights, the EPP Program uses a tool designed by Program staff several years ago called EnviroCalc. The calculator requires only that purchasers input the number of CFLs (of varying wattages) into the spreadsheet provided and pre-populated formulas within the tool automatically provide the savings in energy usage, cost and reduction in labor. It is available for download and use from the EPP Program website, www.mass.gov/epp.



Based on the FY2012 sales reports submitted by the contract vendors, the EPP Program was able to discern that approximately 14,000 remanufactured cartridges were purchased as compared to well over 37,000 in Original Equipment Manufacturer (OEM) products and a few hundred generic brands. Averaging the cost of remanufactured cartridges (across the various models purchased) and comparing it to a similar average cost of an OEM, the Program calculated the savings shown above.

In reviewing the purchases of remanufactured cartridges, OSD and the EPP Program noticed that the state agency purchases of these products were still considerably less than the purchases of OEM products. Additional research was conducted to more clearly identify the actual difference. The chart to the left shows that the purchase of remanufactured products to OEM is nearly a 20 – 80 split. In light of the significant cost savings that can result from the purchase and use of

remanufactured printer cartridges as well as the potential for local businesses to engage in greater

participation under the contract, OSD established a goal to increase the promotion of these products to state agencies and other contract users during the upcoming FY2013.

To determine the cost savings for the energy efficient office equipment, including copiers, scanners, multi-function devices and facsimile machines, as well as computer desktops, monitors, laptops and notebooks, the Program uses the Energy Star Calculator developed by the US Environmental Protection Agency in conjunction with the US Department of Energy. This on-line tool contains an estimated utility rate for each individual state across the country, which the EPP Program verifies annually for Massachusetts through OSD's energy specialist. Additional information can be found at www.energystar.gov.

Environmental and Health Benefits. While cost savings are an important focus for purchasing staff at any level, products that offer benefits to human health and the environment are now a preference for companies interested in improving their corporate sustainability profile, manufacturers looking to eliminate materials in their products that require special (and expensive) disposal practices and facilities committed to reducing the exposure of their workers to harsh chemicals, just to name a few. The EPP Program strives to quantify these types of benefits for a host of products currently available on Massachusetts statewide contracts, such a, but not limited to:

- Products made with post-consumer recycled content, including office papers, janitorial and food service paper goods and lottery tickets; plastic products including recycling containers, compost bins and trash can liners; remanufactured toner cartridges; recycled glass highway spheres (glass beads in highway paint); recycled mulch (from tree stumps), and remanufactured antifreeze.

In FY2012, due to the limited resources mentioned earlier for tracking the reporting data from vendors, details are provided below for purchases of remanufactured toner cartridges and a variety of paper products based on the extent of information received and using relevant FY2011 as needed.

FY2012 Summary: Recycled Content Products including:					
<ul style="list-style-type: none"> • Remanufactured toner cartridges (FY12 data) • Office papers and envelopes; Janitorial paper products (FY11 data used) 					
Environmental Benefit Estimate			Equivalent to...		
Weight of Material Recycled	5412	tons	Annual solid waste generation of	2543	households
Landfill space savings	17,637	cubic yards		882	loaded garbage trucks
Wood saved	72,727	trees		727	acres of wood plantation
Energy saved	85,558	million BTU	Energy content of	14,751	barrels of oil
Carbon dioxide emissions	20,086	tons	Annual tailpipe emissions of	3944	cars

To quantify the environmental benefits of these products, the EnviroCalc (mentioned above) is the tool used for this purpose. Pre-populated with such data as the weight of the most common unit of measure for that product, the actual percentage of post-consumer content inherent to the product, and a drop down box in which to

designate the type of material included in the products (e.g. paper, plastic), the purchaser need only add the quantity purchased to obtain the information on environmental benefits. Along with receiving an estimate of such benefits as landfill space saved, or number of trees saved, the purchases are also translated into equivalents that further illustrate the benefits in easily understood terms (e.g. annual solid waste generation for a certain number of households and/or the number of cars taken off the road).

2. Advanced Progress on Executive Order 515 Implementation

The interagency Toxics Reduction Task Force established as a result of Executive Order 515 is currently comprised of representatives from six different state agencies and organizations: Operational Services Division (OSD), the Office of Technical Assistance (OTA), Department of Health (DPH), Department of Environmental Protection (DEP), Department of Labor and Standards (DOL) and the Toxic Use Reduction Institute (TURI) at the University of Massachusetts Lowell Campus. The Task Force also invites the participation from local experts in the field of green cleaning to participate in specific projects and provide additional technical guidance as needed.



FY2012 marked the third year of the group's collaborative approach to implementing the directives of EO515 and at the end of the prior year they had identified four key areas in which to focus, including expanding educational opportunities for state agencies with respects to green cleaning; increasing the use of statewide contract FAC59, Green Cleaning Products, Programs, Equipment and Supplies; working toward a more accurate system of tracking and recording agency purchases of green cleaning products; and focusing on the apparent overuse of toxic disinfectants and sanitizers within the cleaning operations of many facilities.

The Task Force make significant progress in reaching out to a number of the targeted state agencies both on an individual basis and through educational workshops aimed at all agencies and higher education institutions across the state. Task Force members conducted a site visit to Mass Correctional Industries (MCI) Norfolk, MA facility in October of 2011 to better understand their process for producing and selling cleaning chemicals. Suggestions were made to the lead MCI chemist on simple changes that would serve to further green their products and bring them into compliance with the specifications established on the Massachusetts statewide contract for such products. Collaboration between the Task Force, TURI and MCI continued throughout the fiscal year. It is planned that in FY2013 a final reassessment will be rendered to implement some changes.

The Task Force also conducted an agency-specific workshop to the southeast regional staff of the Department of Conservation and Recreation (DCR) who are very interested to learn how green cleaning products may improve their maintenance of public restrooms across the 22 state parks under their care. The dialog was very valuable in enabling the Task Force to understand the unique challenges of DCR and equally as worthwhile to the agency staff in clarifying the benefits and cost saving opportunities of less toxic products and providing guidance on how

to choose the right ones. Subsequent meetings were set-up to make actual site visits to the restrooms with the highest use and greatest problems and involve vendors to perform product demonstrations and offer solutions.

To expand the education process beyond specific agencies, the Task Force teamed with the Massachusetts Facility Manager’s Association (MAFMA) to conduct two full-day workshops on green cleaning products and practices; one in the Boston area and another in the central/western part of the state. The venues were well attended and provided Task Force members as well as contract vendors the ability to follow up with dozens of agency and university staff.

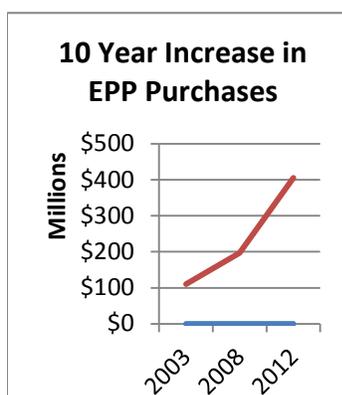
Information on expanding the use of the green cleaning products contract and tracking purchases annually is covered in greater detail in the upcoming pages of this report. The FY2012 Annual Progress Report for the Toxics Reduction Task Force which is posted on the home page of the EPP website www.mass.gov/epp also contains more in depth coverage on the efforts of the Task Force.

3. Lead Role in Developing of a Process for Tracking EPP Contract Purchases

As part of their attempt to develop a process of streamlining the documentation of purchases and bringing it in line with the methods and data analysis conducted by the purchasing staff at OSD, in FY2012 the EPP Program moved away from tracking individual product or service categories and instead looked at purchases across each statewide contract as a whole. Unfortunately, this process is not without some drawbacks; so for now it is still considered a work in progress. The overall goal is to create a reporting process that is relatively easy for contract vendors to comply with while simultaneously addressing the needs of the EPP Program to evaluate green benefits and the requirements of the Strategic Sourcing staff at OSD to track trends in spending and measure vendor performance.

Involving the participation of two part-time (unpaid) college interns made available to the EPP Program during the fall semester of 2011 by a local university, a new process was drafted that included the following steps: designing a standardized reporting template; creating uniform text for emails used to request quarterly reports

from the statewide contract vendors; developing a system for cataloging the reports once submitted as well as for reviewing them for accuracy; and finally confirming a process for analyzing them to illustrate various purchasing trends. It was vetted through OSD’s Leadership Team and Strategic Sourcing staff and rolled out for trial.



Initially, the results produced indicated an improvement over the prior method which involved each staff member conducting the process their own way. Now vendors were receiving their report reminders at the same time, the reporting template and the language from the Strategic Sourcing Leads was the same across all contracts and any penalties for non-compliance were consistent.

However, within a couple of months, challenges became apparent. Some staff had better, longer-term relationships with their vendors than others and so preferred not to change; OSD lost several procurement staff to retirement and job relocation; and the handling of the cataloging and review process was labor intensive for a support staff of just two individuals spread thin with other duties. Although

somewhat flawed, the process continued and by the end of the fiscal year there was evidence to indicate that going forward the methodology as well as the rate of return on these reports was improving.

As a result, this year the EPP Program began tracking statewide contracts that contain EPPs on the basis of the total contract spend (as opposed to prior years when product and service types were broken out from many contracts and reported on separately). One purpose of moving in this direction is that it is consistent with the fact that the Strategic Sourcing Leads at OSD are also tracking total contract spend to analyze trends, cost savings opportunities, and other valuable material. In addition, as other public and private sector purchasers, both locally and nationally, request information from Massachusetts on current EPP specifications, their inquiries are typically directed in relation to specific types of contract (e.g. office equipment, alternative fuels, vehicles, etc.) as opposed to an individual product. Thus, reporting on the green successes within state contracts as a whole may prove to be a more useful tool for a broader audience.

The challenge for the EPP Program is that many statewide contracts contain EPPs in addition to conventional products, so determining the percentage of EPPs within those contracts will require a more focused analysis. Therefore, readers should be aware that the \$405 million in FY2012 EPP Purchases shown in the graph above and the table in Section IV of this report are “tentative,” or at least the best estimate we can glean from the available data. As OSD and the EPP Program move forward to improve on this system in FY2013, greater emphasis will be placed on more accurately defining EPPs within the overall total contract purchases. (Details on the individual contract purchases tracked are presented in Section IV of this report).

4. Conducted Targeted Educational EPP Workshops

FY2012 found the EPP Program taking the lead on several fronts with respects to educating state agencies as well as cities, towns, schools, local businesses and others on the successes and benefits surrounding green purchasing. As a means of institutionalizing the practice of green purchasing across state government, the Program worked with OSD’s Training and Outreach staff to conduct two training sessions aimed at helping state agencies realize their responsibilities under Executive Order 515. The training eventually evolved into a dedicated green purchasing segment of the new Strategic Sourcing Certification Program designed by OSD early in the summer of 2012.



Throughout the year the Program Director participates in the various “Kick-Off Meetings” conducted by OSD’s Strategic Sourcing Leads to announce a new statewide contract. The EPP portion of the presentation assists buyers in understanding the green aspects of the contract and how to take advantage of the cost saving opportunities that may be available. The Director also participates in many of the events sponsored by OSD’s Supplier Diversity Office as a means to discuss with women/minority owned businesses the value of becoming a supplier of green products or services and/or how companies can often gain a significant marketing edge by incorporating sustainable initiatives into their company operations. The Program and OSD also support the Leading by Example Innovation Awards by helping to promote the initiatives and by participating in the State House event.

As an active contributor in OSD's annual event, MASSbuys Expo, held in the spring, the EPP Program coordinated and conducted a workshop on the effectiveness of green cleaning titled, *Showcasing Successes and Savings with Green Cleaning* and targeted state agencies as well as facility managers, schools, higher educational and others. The Program assisted the event team in ensuring that as many aspects of the show as possible were green; such as recycling of cardboard and paper waste for the event; the use of composting food service ware and tote bags with a high percentage of post-consumer recycled plastic; and promoting on the website those exhibitors at the show that have implemented sustainable practices within their business operations.

Finally, through the work of the Toxics Reduction Task Force, the EPP Program took the lead to engage the Massachusetts Facility Managers Association in adding two full-day workshops to their MAFMA University curriculum. Over the course of the two days, over two dozen registered attendees participated from the Departments of Corrections, Public Health, and Transportation, Worcester and Taunton Courthouses, Massasoit and North Shore Community Colleges, Taunton and Tewksbury Hospital and more. As part of the presentation, the Program invited technical experts from the area and selected vendors from the FAC59, *Green Cleaning Products, Programs, Equipment and Supplies* contract to discuss their products, demo energy efficient and chemical-free equipment and answer questions from the facility staff on what products to use in specific cleaning situations. The sessions were well received and a number of attendees sought follow up advice from the vendors and technical staff involved in the presentations. It is believed that sessions such as these are in part responsible for the increase in the use of green cleaning products discussed next in this report.

5. Increased Contract Utilization by 46% for Green Cleaning Products

Massachusetts' multi-state contract #FAC59 covers a broad selection of products, equipment and supplies pertaining to cleaning operations and all vendors awarded provide – free of charge - facility audits and tools to assist agencies to cost-effectively transition to green chemicals and practices. However, regardless of the fact that the contract provides virtually all of the products needed to clean most facilities, misperceptions of green still exist and state purchasers have other contract options from which they could still buy the harsher chemicals. For this reason, it was necessary for the EPP Program to invoke new strategies to increase the purchasing activity under this contract and bring more agencies into compliance with the requirements of EO515.

In FY2012, the EPP Program worked with the Strategic Sourcing Leads at OSD to review the contracts containing conventional, more toxic options. As those contracts came up for re-bidding, it was agreed that such cleaning chemicals would no longer be included. Some of these contracts involve the *Prime Grocer, Commercial and Industrial Supplies, Building Materials and Supplies* and *Office Products* contracts. Although this process continues into FY2013, it is believed that the removal of specific cleaning products from these contracts to date is serving to shift the buying power of state agencies and other contract users to the FAC59 *Green Cleaning Products* contract, and is at least in part accountable for the 46% increase in contract utilization by FY2012 year end. Readers should also be aware that the reason this process was feasible was due to the fact that green cleaning products have undergone significant improvements over the years on both the performance level and price, and are readily available and successfully in use in many facilities throughout Massachusetts.



A second strategy used by the Program staff was to require the twenty-two contract vendors to create a marketing plan for the year on how they would grow their sales under the contract. They were required to set specific goals on increasing the sale of green chemicals (as opposed to paper products, trash liners, etc.) and they were to report on the progress of these goals on a quarterly basis. The EPP Program Director met with the low-performing vendors halfway through the year to assist them in reassessing their goals and consider alternative strategies. The penalty for poor performance by the end of the contract term could mean removal from the contract for those vendors. As it happened, some vendors significantly increased their sales, while others did not; and by the close of the fiscal year four were eliminated.

Finally, in an effort to incorporate the use of green cleaning products among the janitorial service companies awarded on a separate contract, FAC67, *Janitorial Services – Environmentally Preferable*, as mandated by EO515, the vendors on the FAC59 products contract were asked if they would be interested to provide competitive pricing on green chemicals to these service companies performing under the statewide contract. All vendors were agreeable and as of the writing of this report, at least three of them were beginning to make headway with some of the local janitorial service providers.

Consequently, the sales reported on the FAC59 *Green Cleaning Products* contract increased from **\$4,660,400 in FY2011 to over \$6,804,000 in FY2012 amounting to an estimated 46% growth rate**. As the strategies employed above continue to take effect, the Program anticipates even greater usage in the upcoming fiscal year.

6. Essential Role in Awarding 6 New EPP Statewide Contracts

To stay current on the environmental purchasing front, the EPP Program interfaces with the vendor community to learn about new product developments and any innovative technologies that may represent energy or water conservation, reduced use of toxic substances, less waste, or similar benefits. The Program also reaches out to other state and municipal governments to learn about green purchasing activities and works collaboratively with standard setting organizations and non-profits dedicated to fostering solutions through green purchasing.

To share that research, one of the most important responsibilities of the EPP Program has been to provide assistance to the interagency Strategic Sourcing Teams in understanding the increased availability and high quality performance of green products and working with them to award statewide contracts containing these goods and services. While many of these teams are more capable today of issuing EPP contracts without as much direct assistance, they still look to the EPP Program to ensure that the specifications are up to date and valid, to explain any emerging third-party standards that are more commonly being used to define what should be considered as green and to speak to new team members who may not be as familiar with the aspects of environmental purchasing.



In FY2012, the EPP Program played an essential role in providing information toward the issuance of at least six new statewide contracts as briefly described below. An example of some of the EPP specifications cited in the contracts is also included. Eco-labels, third-party certifications and industry standards are used wherever possible. Details of these contracts can be found on the Commonwealth's purchasing website, www.Comm-PASS.com and additional information on the dozens of contracts in Massachusetts now containing EPPs can be accessed by downloading from the EPP website, www.mass.gov/epp under the bullet *Download Publications, Reports and Tools*.

- assisting the State of Connecticut in the development of a contract for environmentally preferable paints and coatings;
- working with North Dakota to create a report on best practices of tracking recycled content paper;
- supporting California in the design of a green purchasing website;
- undertaking a comprehensive study of less toxic disinfectants and sanitizers for the State of Oregon, and
- completing similar projects for about a half dozen other states.

Full details can be found on the NASPO website www.naspo.org once the projects are fully completed and ready for posting.

Responsible Purchasing Network (RPN) As a founding member of the organization and an active participant on the RPN steering committee, the EPP Program was involved in helping to forge a two-year alliance between the RPN and the National Association of State Procurement Officials (NASPO). In addition to the projects noted above, the RPN is developing purchasing guidance for NASPO in several other product categories, including overall environmentally preferable purchasing, lamps/ballasts, paint, janitorial products, compostable service ware, pest control, copy machines/multi-function devices, office supplies, snow and ice removers, and office/dorm furniture. The organization continues to produce guidance and comprehensive materials on a broad range of green purchasing issues. Information can be found at www.responsiblepurchasing.org.



Because Every Purchase Matters



The EPP Program also collaborated with the RPN to apply for a grant to design and implement a program to promote green purchasing across the northeast region. Serving as a presenter in the webinar titled, *Can Environmental Purchasing Shift Markets and Help Put the World on a Healthier More Sustainable Path?*, the Program shared the experiences and successes of Massachusetts efforts. The RPN went on to obtain the grant. Details on the progress of the work should be available in FY2013.

IV. Tracking of FY2012 EPP Purchases

Fiscal Year 2012 marks a change in the way the EPP Program will be tracking the purchases of these goods and services going forward. The primary reason for the modification is to bring the tracking of EPPs in line with the statewide contracts in which they are offered. By indicating the increase in purchasing relevant to the individual statewide contract, it is anticipated that such data will more likely render greater use of those contracts and, in turn, higher volume purchases of EPPs.

In the past, OSD was tracking EPP purchases by product and/or service. Now the tracking will be identified by the statewide contract title and correlating purchases. In Massachusetts, there are currently an estimated 65 contracts that contain environmental products and/or services. OSD typically assigns a prefix and number to a statewide contract based on the contract type. The prefixes for which EPP contracts exist include the following: Clothing and Related Items (CLT), Energy and Fuels (ENE), Facilities (FAC), Grocer and Food Related Equipment/Products (GRO), Information Technology and Related Equipment (ITC), Office Products and Equipment (OFF), Office of Vehicle Management (OVM), Professional Services (PRF), and Vehicle Parts, Maintenance, and Traffic Safety Products (VEH).

The following is a spreadsheet of all of the EPP contracts currently in place during FY2012. In an attempt to understand the general purchasing trends taking place on these contracts within the past year, a comparison is provided for the prior and current fiscal years. However, a percentage increase or decrease was not calculated because the sources for the data differ from last year and any such estimate most likely would not reflect an accurate analysis. Readers should also know that not all of these contracts are dedicated EPP contracts. Therefore, the next step in moving forward with this process is for the Program to identify the percentage of EPPs actually purchased and include that factor in the calculations. Further information of the data sources and “estimates” follow this Table on page 25. (N/A designates areas where the data is not applicable).

FY12 Tracking EPP Contract Purchases

Contract #	Contract Title	FY11 Spend (MMARS)	FY12 Spend (Agencies / MMARS)	FY12 Spend Non-Agency (Estimate)	FY12 Spend Grand Total ALL Users (Estimate)	Data Source
CLT06/07	Clothing, Uniforms, Footwear, Accessories and Personal Hygiene Supplies	\$3,666,539	\$3,470,507	N/A	\$3,470,507	MMARS
DCR 424	Portable and Composting Toilets and Related Services	\$110,249	\$110,249	N/A	\$110,249	FY11 EPP Data
DCP0711-EX1	Facility Maintenance, Ops. Energy Advisory Services	\$979,140	\$979,140	\$344,988	\$1,324,128	FY11 EPP Data
ENE32	Ultra-Low Sulfur Diesel	\$1,107,143	\$1,540,336	\$ 9,519,318	\$11,095,654	Vendor

Contract #	Contract Title	FY11 Spend (MMARS)	FY12 Spend (Agencies / MMARS)	FY12 Spend Non-Agency (Estimate)	FY12 Spend Grand Total ALL Users (Estimate)	Data Source
	(ULSD)					Reports
ENE33	Biodiesel	\$1,462,734	\$416,917	\$2,198,034	\$2,614,951	Vendor Reports
ENE34	No. 2 Heating Oil Contract (B5 Bio-heat only)	\$112,786	\$59,073	N/A	\$59,073	Vendor Reports
ENE35/	Propane	\$928,051	\$348,479	\$756,124	\$1,104,603	Vendor Reports
ENE36/	Natural Gas	N/A	\$5,928,560	N/A	\$ 5,928,560	MMARS
ENV08-Phev01-C	Hybrid Plug-In Vehicle Retrofit	\$117,348	N/A	N/A	N/A	FY11 EPP Data
EOT OFF01	Recyclable, Storage, Corrugated, Reusable Plastic Boxes; EPP Packing	\$29,038	\$29,038	N/A	\$29,038	FY11 EPP Data
EQE-900-011	Diesel School Bus ...Emission Control Retrofits and Services	N/A	N/A	\$ 1,468,900	\$1,468,900	FY11 EPP Data
FAC22	Electrical And Lighting Supplies And Equipment	\$1,985,402	\$2,210,299	\$ 1,547,209	\$3,757,508	MMARS
FAC27	Building Materials and Supplies	\$3,621,850	\$3,108,278	\$ 1,740,636	\$4,848,914	MMARS
FAC28	Industrial/Commercial Equipment and Supplies	\$6,709,203	\$6,814,550	\$ 4,293,166	\$ 11,107,716	MMARS
FAC33	Solid Waste and Recycling Services	\$5,632,816	\$5,153,489	\$515,349	\$5,668,838	MMARS
FAC47/77	Grounds Keeping / Landscaping, ... Snow	\$9,514,620	\$8,154,396	N/A	\$8,154,396	MMARS

Contract #	Contract Title	FY11 Spend (MMARS)	FY12 Spend (Agencies / MMARS)	FY12 Spend Non-Agency (Estimate)	FY12 Spend Grand Total ALL Users (Estimate)	Data Source
	Removal Services					
FAC50/74	Pest Control Services: Integrated Pest Management	\$620,757	\$954,312	\$505,785	\$1,460,097	MMARS
FAC53	Hazardous, Medical, Hard-to-Manage Waste Collection, Disposal/Emergency Response	\$1,033,577	\$1,436,220	N/A	\$1,436,220	MMARS
FAC54	Recycled Plastic Lumber and Other Recycled Plastic and Rubber Products	\$145,514	\$190,675	\$171,607	\$362,282	MMARS
FAC55	Imprinted Plastic Trash Bags, Recycled	N/A	N/A	\$ 1,759,149	\$2,517,727	Vendor Reports
FAC57	Moving Services, State Surplus Disposal Services	\$987,487	\$943,908	\$415,320	\$1,359,228	MMARS
FAC58	Plumbing, Heating and HVAC Supplies	\$3,175,077	\$2,688,457	\$ 2,285,188	\$4,973,645	MMARS
FAC59	Green Cleaning Products, Programs, Equipment & Supplies	\$4,660,428	\$2,517,277	\$4,286,977	\$6,804,254	Vendor Reports
FAC60	Environmental Diagnostic Testing and Monitoring	\$394,713	\$285,822	\$205,792	\$491,613	MMARS
FAC61	Recycling Containers and Compost Bins	N/A	N/A	\$2,515,400	\$2,515,400	Vendor Reports
FAC63	Carpet and Flooring Products and Installation	\$1,253,367	\$766,580	\$444,616	\$1,211,196	MMARS

Contract #	Contract Title	FY11 Spend (MMARS)	FY12 Spend (Agencies / MMARS)	FY12 Spend Non-Agency (Estimate)	FY12 Spend Grand Total ALL Users (Estimate)	Data Source
FAC65	Water Treatment Chemicals and Systems	\$854,549	\$807,157	N/A	\$807,157	MMARS
FAC66	Landscaping and Outdoor Application Products	\$1,188,884	\$909,480	\$600,257	\$1,509,737	MMARS
FAC67	Janitorial Services - Environmentally Preferable	\$2,406,669	\$4,640,731	N/A	\$4,640,731	MMARS
FAC71	Lawns & Grounds Equipment, Parts and Services	\$91,655	\$3,142,080	\$ 3,079,238	\$6,221,318	MMARS
FAC73	Asbestos, Lead and Mold Analysis	\$2072	\$4586	\$3302	\$7888	MMARS
FAC76	Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment	N/A	\$244,281	\$122,140	\$366,421	MMARS
FAC57/78	Moving Services and State Surplus Disposal Services	\$965,432	\$1,013,288	\$445,847	\$1,459,135	MMARS
GRO14	Prime Grocer(s)	\$ 17,133,068	\$17,093,054	N/A	\$ 17,093,054	MMARS
GRO22	Grocery Related Paper Products/Foodservice Supplies	\$,504,304	\$1,619,340	\$404,835	\$2,024,175	MMARS
GRO24/29	Foodservice Equipment - Institutional Commercial Grade, Large and Small... Maintenance and Repair	\$1,336,770	\$2,488,275	\$ 2,065,268	\$4,553,543	MMARS
GRO26	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse	\$938,596	\$677,257	\$176,087	\$853,343	MMARS



Contract #	Contract Title	FY11 Spend (MMARS)	FY12 Spend (Agencies / MMARS)	FY12 Spend Non-Agency (Estimate)	FY12 Spend Grand Total ALL Users (Estimate)	Data Source
	Osmosis... Services and Supplies					
ITC02	IT Hardware--Operational Term Leasing	\$9,868,812	\$9,351,635	\$ 1,870,327	\$ 11,221,963	MMARS
ITC16A	IT Hardware Computers, Mobile Equipment, Servers, Storage and Services	\$ 30,916,116	\$22,684,057	\$ 4,536,811	\$ 27,220,868	MMARS
ITC36	IT Computer Supplies and Accessories	\$746,479	\$700,441	\$140,088	\$840,529	MMARS
ITC44	IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	\$937,338	\$4,131,685	\$826,337	\$4,958,022	MMARS
ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	N/A	\$2,408,876	\$481,775	\$2,890,652	MMARS
LOT 1211	Instant Tickets, Game Design, and Marketing Services (Recycled Content)	\$4,434,134	\$4,434,134	N/A	\$4,434,134	FY11 EPP Data
OFF15	Printing Services (Offset, Photocopy, pre/post-press production) and Mail Services	\$5,740,354	\$12,313,456	\$1,646,972	\$13,960,428	Vendor Reports
OFF20	Office, School and Library Furniture, Accessories and Installation, Statewide	\$ 11,178,948	\$1,045,419	\$ 5,080,893	\$ 16,126,312	MMARS
OFF22	Multi-State Postage, Mail Processing Equipment, Accessories,	\$544,726	\$,234,766	\$777,903	\$2,012,669	MMARS

Contract #	Contract Title	FY11 Spend (MMARS)	FY12 Spend (Agencies / MMARS)	FY12 Spend Non-Agency (Estimate)	FY12 Spend Grand Total ALL Users (Estimate)	Data Source
	Service/Supplies					
OFF24/35	Art & Instructional School Supplies	\$174,460	\$267,075	N/A	\$267,075	MMARS
OFF27	Document Solutions, Microfiche, Microfilm, Imaging Equipment, Software, Supplies Services	\$2,043,350	\$3,316,143	N/A	\$3,316,143	MMARS
OFF28	Office Supplies, Recycled Paper and Envelopes	\$ 10,113,315	\$8,842,596	\$ 4,067,594	\$ 12,910,190	MMARS
OFF30	Audio, Video, Studio Prod. Presentation Equipment Systems, Peripherals, Supplies, Services.	\$1,818,229	\$,989,195	N/A	\$2,989,195	MMARS
OFF30a	Box Sales of Audio, Video, Studio Prod. Presentation Equipment, Systems Suppl.	\$8,525	\$20,602	N/A	\$20,602	MMARS
OFF31	Small Package Delivery	\$115,871	N/A	N/A	N/A	MMARS
OFF32	Photocopier, Facsimile, Digital Duplc. Equipment /Service; Photocopier,... and Printer Supplies	\$92,368	\$6,589,992	\$ 5,140,194	\$ 11,730,186	MMARS
OVM02	Short-term Rental of Various Light Duty Vehicles	\$330,159	\$349,383	N/A	\$349,383	MMARS
OVM05	Vehicles: Gasoline, Hybrid and Alternative Fuel	\$1,981,361	\$6,850,892	\$ 4,727,116	\$ 11,578,008	MMARS
OVM08	Windshield and Glass Replacement for Vehicles	N/A	\$145,102	N/A	\$145,102	MMARS

Contract #	Contract Title	FY11 Spend (MMARS)	FY12 Spend (Agencies / MMARS)	FY12 Spend Non-Agency (Estimate)	FY12 Spend Grand Total ALL Users (Estimate)	Data Source
PRF36	Promotional Incentives Acquisition Services	N/A	\$770,036	\$292,614	\$1,062,649	MMARS
PRF46	Management Consultants, Program Coordinators and Planner Services	\$1,108,538	\$6,627,816	\$ 3,579,021	\$ 10,206,837	MMARS
VEH77A	Scrap Tire Disposal Services	\$57,949	\$74,717	N/A	\$74,717	MMARS
VEH80/92	Traffic Safety Products	N/A	\$1,197	\$156	\$1,353	MMARS
VEH83	New Tires, Retreads/ Retreading and Total Tire Management Program	\$1,367,764	\$1,464,124	\$102,489	\$1,566,613	MMARS
VEH84A	Vehicle Maintenance Management Services & Accident Subrogation	N/A	N/A	N/A	N/A	MMARS
VEH86	Alternative Snow and Ice Products	N/A	\$1,890	N/A	\$1,890	MMARS
VEH89 / OVM03	Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufacd. Antifreeze, Other Lubricants	\$2,558,847	\$3,055,741	\$937,726	\$3,993,467	MMARS
(Various)	MassDOT (Highway Construction/Maintenance)	\$137,852,362	\$137,852,362	N/A	\$137,852,362	FY11 EPP Data
Grand Total	All EPP Contracts	\$301,003,071	\$328,531,965	\$76,178,314	\$405,468,858	

Data Sources Used to Identify Purchasing Trends

The EPP Program typically relies on the information obtained from sales reports submitted by the statewide contract vendors to track the purchases of environmentally preferable products. Per the terms of their respective contracts, as of FY2012, the vendors are required to submit this data on a quarterly basis. As mentioned earlier in this report, in order to acquire data in a consistent format from the vendors across all contracts and as a means to ensure that specific data necessary to track purchasing trends is included in these reports, the EPP Program and OSD's Sourcing staff designed a template to standardize this procedure. As to be expected when any new system is implemented, challenges are created for many participants and a learning curve transition period ensues.

As a result, the vendor reports submitted in FY2012 were sometimes submitted in the old format and had to be redone, or they were submitted late due to some confusion with the form, or the vendors simply failed to submit the form or the data. As the OSD staff continues to patiently assist the vendors in understanding the new template and reporting schedule, it is anticipated that FY2013 should demonstrate a significant improvement.

In the meantime, in order to report on the FY2012 EPP purchases in a manner that is as consistent as possible across these statewide contracts, the Program employed three data sources in the tracking process this year, as indicated in the last column on the table above:

- **Vendor Reports** - On most of the contracts for which 85-100% of the vendor reports were received, the data from such reports was used to document the FY2012 purchases; with a couple of exceptions where the distinctions in purchasing entities was not clear to the reviewer. In the cases of exception, MMARS was used in an attempt to maintain consistency in reporting style.
- **MMARS Data** – The Massachusetts Management Accounting and Reporting System tracks all purchases done by Commonwealth state agencies and represents one of the most consistent ways to assess spending on statewide contracts; however, it does not include purchases made by political subdivisions, which can include cities, towns, schools, higher education institutions and others eligible to use the statewide contracts. In an effort to factor in the purchases from the political subdivisions, the EPP Program calculated the FY2011 percentage of spend from these entities and applied that percentage to the MMARS FY2012 figures. For those contracts with a MMARS data source indicated in the table above, the column titled *Non-Agency FY12 Spend (Estimate)* is the calculation rendered through use of this formula.
- **FY2011 Data** – Finally, for a very limited number of contracts that could not be easily located in MMARS because they are issued by individual agencies (as opposed to OSD issued statewide contracts), and for which vendor reports were not available, the data tracked on these purchases from the prior fiscal year was used in an effort to create a “placeholder” and recognize that these EPP procurements exist. As the EPP Program moves forward to directly capture this information in FY2013 from the respective agencies responsible for such purchases, it is anticipated that the data will represent a more accurate picture of the actual purchasing activity.

V. Conclusion

The EPP Program is particularly pleased with the progress made in FY2012 to document the savings of millions of dollars for the Commonwealth while expanding the use of those contracts that have the greatest impact in effecting the Environmental Purchasing Policy charted in Executive Order 515 and moving state agencies toward healthier, more responsible choices. The Program is fortunate to have the top-down support of OSD's staff, the

active contribution of the Task Force member agencies and a network of states, organizations and individuals across the country that are interested in pursuing similar goals. The combined effort of all levels of government in partnership with the private sector is an essential dynamic if a financial incentive is to be provided to move industry and markets toward greener innovation.

Therefore, building on the successes realized in FY2012, OSD and the EPP Program will continue to collaborate with stakeholders across the country to encourage the use of consensus-based standards and independent third-party certifications for defining environmentally preferable products and services. Such standards serve to provide purchasers with the assurance they need that green claims are verified and that product performance will be equal or better to conventional products.

VI. Considerations for Next Year

As OSD and the EPP Program move forward with a new tracking system for contract purchases and continue to develop creative strategies for increasing the utilization of statewide contracts and EPPs, the upcoming fiscal year promises to hold even greater achievements in environmental purchasing. Although the challenge always exists for the EPP Program to address age-old misperceptions of performance with respects to some environmental products, continuing to cultivate a network of agency personnel that will serve to maintain consistent messaging throughout communications surrounding green issues will be an important step in ensuring future success.

As a result, the EPP Program looks forward to working in FY2013 with the staff at OSD, interagency colleagues and national partners to consider the following:

- Coordinating the efforts of the Toxics Reduction Task Force to provide hands-on assistance to some of the key target agencies in moving them to green cleaning products and practices and engaging the participation of the remaining high volume agencies to follow their lead;
- Working with the Task Force, vendors and agency purchasers using statewide contract FAC59 (Green Cleaning Products) to add new products to the contract and further expand usage;
- Continuing the work with OSD's staff to streamline and improve on the current system of tracking the EPP purchases made by state agencies and other contract users;
- Researching purchasing opportunities outside of the green cleaning arena as a means of addressing the directives in Executive Order 515 aimed at growing purchases of recycled content, energy efficient, water conservation and other types of EPPs;
- Collaborating with national organizations such as the Responsible Purchasing Network (RPN) and National Association of State Procurement Officials (NASPO) to combine resources, reduce any duplication of effort, incorporate consistent EPP criteria and standards across a broader spectrum of national contracts and market those successes; and
- Assisting OSD in the implementation of the Four Disciplines of Execution (4DX) and ensuring that the goal to increase statewide contract spending has a strong focus on EPPs.

APPENDIX

A. Fact Sheet - Summary of EO#515 Directives

This was the first fact sheet created to inform agencies about the fundamental purpose and critical requirements in the new Executive Order. It contains the segments bulleted below, along with other information related to the EPP Program and other agency partners collaborating on the implementation.

- Key Executive Order Initiatives
- Who is responsible for implementing the EO?
- How are agencies impacted by the EO?
- Frequently Asked Questions?

The document is posted on the home page of the EPP website and can be accessed directly via this link: http://www.mass.gov/Eoaf/docs/osd/epp/fact_sheets/eo515_overalldata.doc

B. FY2012 Annual Report - Toxics Reduction Task Force

Readers can view and download a copy of the Fiscal Year 2012 Annual Progress Report written by the Toxics Reduction Task Force that highlights the process and progress made to date as well as the upcoming challenges to consider in moving forward with the implementation of EO#515. Access this report from the EPP website using the home page bullet titled, “Download Publications, Reports and Tools” and then the secondary bullet titled, “Reports and Handbooks:” www.mass.gov/epp.

C. FAC59 Fact Sheet

As OSD’s Training and Outreach staff attends and exhibit at the various conferences and events across the state, this fact sheet was created as a means to provide some simple guidance to conference goers concerning the opportunities on the FAC59 Green Cleaning Products contract. The fact sheet is now made available on the www.comm-pass.com website for the contract.

D. Eco-Label Primer

In an effort to encourage collaboration on green procurement issues and connect local purchasers, RPN is in the process of creating resources that reflect the work of a specific region of the country, but can be utilized and applicable to all organizations regardless of geographic location. The Primer indicated here is a summary of some of the key eco-labels used by the Massachusetts’ EPP Program in developing statewide contract specifications. The RPN posted this primer on their website for others to easily access and the EPP Program has recently posted on their website as a more direct alternative resource for Massachusetts contract users. www.mass.gov/epp.