

Environmentally Preferable Products (EPP) Procurement Program

EPP Program Annual Report Fiscal Year 2014

Strategic Sourcing Services



OPERATIONAL SERVICES DIVISION

www.mass.gov/epp

Executive Summary

Fiscal Year 2014 (FY2014) marked 19 years since the launch of the Commonwealth of Massachusetts' Environmentally Preferable Products (EPP) Procurement Program. This report examines the EPP Program's accomplishments for FY2014 (July 1, 2013, to June 30, 2014).

The accomplishments listed in this report document progress of the EPP Program by tracking and reporting on purchases made by state agencies and other statewide contract (SWC) users. The data indicates that EPPs are an integral part of our contracts, and through their use, the Commonwealth has saved millions of dollars per year, resulting in improved environmental and health benefits for Massachusetts citizens.

However, purchasing and reporting procedures continue to develop and change, bringing new challenges to measure the progress of a successful program.

The EPP Program works with state and local government agencies and departments to implement the directives of [*Executive Order #515, Establishing an Environmental Purchasing Policy*](#), which promotes procurement strategies and practices aimed at providing cost-effective solutions to environmental and public health issues. The Executive Order was issued on October 27, 2009, establishing a formal environmental purchasing policy for the Commonwealth. The Executive Order recognized the successes of the EPP Program in previous years, and identified target areas for improvement. The primary goals of the EPP Program are to:

- leverage the Commonwealth's purchasing power to reduce the environmental and health impacts of the state government's purchasing activities;
- foster markets for products with recycled content; and
- promote the purchase of those goods and services that conserve energy, water, and other resources while reducing waste and the use of toxic substances.

The efforts led by Massachusetts have helped to raise the bar on the quality, cost, and availability of EPPs and also have driven prominent changes in the marketplace toward more sustainable manufacturing practices. The EPP Program collaborates with national organizations, governments, and industry representatives across the U.S.

Key FY2014 Accomplishments

In FY2014, a greater focus on measuring EPP spend via statewide contracts resulted in significant estimated savings of nearly \$18 million per year, primarily from sales of energy efficient lighting. The EPP program also calculated a reduction in approximately 106,500 metric tons of carbon equivalent (MTCE), which was achieved by switching to a variety of environmentally preferable product (see Tables 2 and 3 below), and an estimated 17,500 tons of waste was diverted from disposal, all through the use of SWCs. It is important to point out that these calculations only apply to certain products for which there are either cost savings or environmental benefits calculators. Total estimated savings and environmental benefits would be significantly higher if calculators were available for all products and services; however, the measurements achieved demonstrate the immense value of the EPP program.

The EPP program established a multi-state "all green cleaning products" contract in 2009, FAC59, and, at the time, Massachusetts was the first State to do so. Growth in use of this contract clearly indicates a trend to



market acceptance of these products. While training and on-site technical assistance are needed to help more buyers understand the multiple environmental and health benefits of implementing a green cleaning program, buyers now have the ability to purchase green cleaners that have been evaluated with regard to their impact on workers, water quality, waste, and many other aspects of use. The effort has prompted a shift in the marketplace – enabling the EPP products to become cost competitive with conventional products, and, in some cases, at a lower cost.

Data tracking of EPP purchases continues to be time-consuming and a challenge, but we continue to examine the EPP data to find easier and more streamlined ways to track purchases and savings, and to highlight additional environmental benefits gained through the use of EPPs in SWCs. A deeper analysis of how data is compiled and a more strategic approach to reviewing data has allowed us to spend the most time reviewing data on the contracts that have the most EPPs, such as our IT contracts and the Maintenance, Repair, and Operations contract. This, in turn, increased our savings numbers significantly from FY2013.

The EPP Program will continue to work with the COMMBUYS team to identify ways to incorporate easy identification of EPPs in the online Market Center for procurement. However, for tracking purposes, quarterly vendor reporting will continue to be the most accurate vehicle for data retrieval. The EPP program also will enhance some of the marketing efforts done in FY2014 and create new ways to not only reach our buyers, but to reach potential vendors.

The EPP Program staff fostered significant progress during FY2014 in maintaining responsible purchasing choices among Massachusetts' contract users and enlisting the support of the OSD Strategic Sourcing Services Leads to add and track environmentally preferable products and services throughout the SWCs. In addition, the EPP Program worked with the Toxics Reduction Task Force, an inter-agency Commonwealth task force set up to assist with implementing Executive Order 515, to transition Commonwealth Agencies to green cleaning programs and continued our national work with the National Association of State Procurement Officials (NASPO) to explore and provide a way for NASPO to offer green purchasing technical assistance to member states.

Throughout the various governmental administrations in Massachusetts, the EPP Program recognizes that it has been privileged to have the top-down support of OSD's staff and various other agency heads, dedicated and passionate Task Force member agencies, and a network of states, organizations, and individuals across the U.S. who 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.

In summary, some of the key accomplishments achieved by the EPP Program in FY2014 include the following:

- 1) Led the Toxics Reduction Task Force, in developing and facilitating a model green cleaning training program for state agencies;
- 2) Assisted Strategic Sourcing Team Leads in researching, evaluating, and (in several cases) awarding approximately eight new EPP SWCs;
- 3) Assisted with the development and approval of the new Fuel Efficiency Standards for State fleet vehicles;
- 4) Worked collectively as a member of the National Association of Procurement Official's Green Purchasing Committee to accomplish environmental purchasing goals and develop a new program to provide "green purchasing" technical assistance to states;

- 5) Improved outreach on EPPs to buyers and vendors through website revisions, updating the Recycling and Environmentally Preferable Products Purchasing Guide, newsletter communications, and use of social media (OSD tweets, blog entries) to inform about EPPs;
- 6) Initiated the re-bid of FAC59: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies contract to FAC85 by acting as Strategic Sourcing Lead and identifying team members for this multi-state contract¹.

Conclusion and Looking Ahead

As the momentum of environmental purchasing across the Commonwealth and beyond continues to increase and provide solid examples of cost savings and benefits to the environment and public health, OSD and the EPP Program staff are very proud of the leadership role they have performed in this work and are motivated to continue to develop innovations that will further progress these practices. As in years past, the EPP Program wishes to extend sincere thanks to OSD's senior staff and Strategic Sourcing Services Leads for their day-to-day diligence in working to promote EPPs throughout SWCs; to the members of the Toxics Reduction Task Force for their dedication of time and skills to create valuable materials and keep projects on track; and to the collaborative cooperation of the agencies and national organizations referenced in this report for sharing information vital to the growth and development of these efforts.

As the Program considers the areas in which to focus for FY2015, several initiatives take priority:

- Re-bid the FAC85 multi-state contract – from specification development, completing and posting the Request for Responses, to awarding vendors and develop successful catalogs in COMMBUYS;
- Actively participate with OSD's staff and the COMMBUYS team to streamline and improve catalog development and EPP tracking;
- Expand the success of the model green cleaning training programs to other Commonwealth agencies;
- Assist OSD in updating the vendor report management process and identifying EPP language for the contract user guides
- Support statewide programs to promote environmental initiatives, such as the Fuel Efficiency Standards for State Fleet, the Leading By Example Program, many of the energy efficiency programs in place at DOER and DCAMM that are targeted toward state facilities, and recycling initiatives at the Department of Environmental Protection (DEP);
- Improve outreach on EPPs to buyers and vendors through website revisions, newsletters, guides, and social media;
- Work with Strategic Sourcing Staff to research and identify additional products to include in new RFPs, strengthen specifications for re-bids, and assist the Strategic Sourcing teams in incorporating language into outreach materials to buyers;
- Work with agencies to increase and track all EPP purchases and the purchase of remanufactured printer toner cartridges per the requirements and goals of the Enterprise Printer Cartridge Acquisition Policy;
- Continue current partnerships with national organizations such as the Responsible Purchasing Network (RPN), National Association of State Procurement Officials (NASPO), the Sustainable Purchasing Leadership Council (SPLC), and others to pool resources and market successes.

¹ 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).

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I. EPP Program in Review

The Environmentally Preferable Products (EPP) Purchasing Program is administered by the Operational Services Division (OSD) with the support of the Executive Office of Environmental Affairs (EOEA) and the Department of Environmental Protection (DEP). The program's mission is to promote the purchase of EPPs to state agencies, independent departments, municipalities, public schools, higher education, and other Commonwealth buyers to green their purchasing practices. The goal is to leverage the Commonwealth's purchasing power to reduce the environmental and health impacts of the state government's activities, foster markets for products with recycled content, and promote the purchase of those goods and services that conserve energy, water, and other resources while reducing waste and the use of toxic substances.



Every day, we face the reality that many of the products we buy may cause damage to the environment and/or public health, from the extraction of raw materials and the manufacture of products, to their use and ultimate disposal. By purchasing EPPs, we look to reduce those impacts. Purchasing decisions affect our local environment and the health of our citizens and workers, as well as the global community. As part of the largest procurement group in the nation (representing more than 20% of the GNP) federal, state, and local governments can use the clout of their buying practices to direct industry manufacturers toward making more responsible products that are reasonably priced and do less harm to the environment and the public health.

The EPP Program works with the following five primary user groups:

- Executive Departments of the Commonwealth that are required to purchase from SWCs.
- Commonwealth of Massachusetts Political Subdivisions, including schools, municipalities, county government authorities, public institutions of higher education, and constitutional offices which are seeking approved contractors who sell environmentally preferred products at competitive prices.
- Consumers, businesses, and manufacturers seeking to enhance their general understanding of the availability and characteristics of EPPs.
- EPP program managers, such as those who have established and/or are running other states' EPP programs, Federal EPP programs, or are leading community initiatives.
- Vendors seeking to sell environmentally preferred products and services to the Commonwealth.

A number of EPPs available in the market today are less expensive than their conventional counterparts that serve the same purpose (e.g. remanufactured toner cartridges and office panels, retreaded tires, and energy efficient equipment/appliances). A wide range of other EPPs are equal to or comparable in cost (e.g. carpet, cleaning products, janitorial paper products, and remanufactured antifreeze, oil, and traffic cones). A third segment of EPPs may cost more at the time of purchase, but often have a short "payback period" after which time they represent a significant ongoing cost savings in the maintenance, operation, and/or disposal of the product (e.g. compact fluorescent light (CFL) bulbs, plastic lumber, integrated pest management).

Over the last 19 years, the EPP Program has worked with the strategic sourcing leads within OSD and their interagency teams to promote and track the purchase and use of EPPs on SWCs, assist in researching

information related their market availability and costs, provide EPP specification language, and partner with OSD's training and outreach staff to educate purchasers on responsible purchasing choices available through the contracting process. In the interest of supporting common goals and reducing any duplication of effort, the EPP Program also consults and shares resources with the Executive Office of Energy and Environmental Affairs (EOEA), Department of Environmental Protection (DEP), Department of Energy Resources (DOER) (including the Leading By Example (LBE) Program, Office of Technical Assistance and Technology (OTA), Green Communities, and Clean Cities Programs), and the Department of Public Health (DPH).

**SAVINGS AND ENVIRONMENTAL BENEFITS
FROM USING ENERGY STAR COMPUTERS,
LAPTOPS and MONITORS**

Each year the Commonwealth will save approximately 7,555,841 kWh of electricity and \$1,113,731, or \$4,046,307 over the lifespan of computers, laptops, and monitors. By choosing ENERGY STAR equipment, we will reduce carbon dioxide emissions by approximately 11,635,995 pounds annually. This is equivalent to the emissions of 1,111 cars.

Beyond Massachusetts, the EPP Program collaborates with national purchasing organizations and works with industry manufacturers and suppliers to identify and market the economic and environmental benefits associated with EPP purchases in addition to acknowledging emerging technologies that represent new opportunities for resource conservation and long-term cost savings.

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 SWCs issued by the Operational Services Division (OSD).

Additional details on the EPP Program, including SWCs 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, may be found on the EPP website at www.mass.gov/epp.

II. Key Accomplishments in FY2014

1. Documented nearly \$18 Million in Cost Savings and Other Environmental Benefits

Each year, the EPP Program reviews and documents the purchases of environmental products and services by state agencies and other public departments eligible to use Massachusetts' SWCs. We use many different reports to find the numbers of products sold and sales amounts, in addition to publically available on-line tools to quantify the environmental and health benefits and dollar savings relative to EPP purchases. A full explanation of these reports and tools may be found in Section III below.

There are a number of products that are cost competitive to similar conventional (non-EPP) products, however, purchasers also should consider other, harder to quantify, cost-saving opportunities that go beyond the sales price, including:

- Operational efficiencies, by using products that consume less energy, water, or other resources;
- Maintenance efficiencies, by using durable products that last longer and require less periodic up keep, as with plastic lumber, CFLs, and LED lighting;
- Reduced waste, such as less packaging or unnecessary materials which are used and 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. This effort 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 helping to reduce the risk of worker injury.

The Tables below outline some of the products that have been tracked in FY2014 for cost savings and environmental benefits using publically available on-line tools. These savings may be significant, especially when accrued over time.

Cost Savings in FY2014 for Selected Products Estimated at nearly \$18 Million

Table 1 estimates nearly \$18 million in cost savings in FY 2014 through reduced energy use, labor costs, or initial purchase costs associated with using CFLs; LEDs; desktop, laptop, and tablet computers, monitors; and remanufactured printer toner cartridges. Please note that much of the energy savings would accrue in subsequent years, affording significantly more cost savings to the Commonwealth.

Table 1: FY2014 Estimated Cost Savings Summary for CFLs; LEDs; Computers, Laptops, Tablets, and Monitors; and Remanufactured Printer Cartridge Purchases <i>DATA: Vendor Reports</i>		
Energy Efficient Lighting: CFLs and LEDs	Savings: less energy use	\$13,487,623
	Savings: reduced labor	\$3,082,388
Computers, Laptops, Tablets, and Monitors	Savings: less energy use	\$1,113,731
Remanufactured Printer Cartridges	Savings: lower purchase cost	\$315,258
TOTAL ESTIMATED COST SAVINGS for FY2014		\$17,999,000

Information on product sales was obtained from hundreds of vendor sales reports and confirmed in greater detail with many of the vendors. However, the lack of consistency in product naming conventions between reports and vendors, and the absence of a Stock Keeping Unit (SKU) or Original Manufacturer Number (OEM) to verify products made it difficult and time consuming to validate, consolidate, and measure like products. If a product was not properly labeled, online product searches were conducted to verify the SKU or OEM, if one existed.

Energy Efficient Lighting: Estimated \$16,570,000 Savings in Energy Costs and Labor Reductions



The EPP Program used EnviroCalc to determine the cost savings for the energy efficient lighting. Designed by Operational Services Division staff many years ago, this tool is pre-populated with formulas from other online calculators to automatically provide the savings in energy usage, cost, and reduction in labor. Users simply enter the numbers of products into the calculator, which is available for download and use from the EPP Program website at www.mass.gov/epp. CFLs by varying wattage are available in the tool, which provides the savings in annual energy usage in addition to cost reductions in labor.

Energy Efficient Computers, Laptops, and Monitors: Estimated \$1,113,000 in Energy Cost Savings

The EPP Program measured energy savings using the online Energy Star Calculator, which was developed by the U.S. Environmental Protection Agency and the US Department of Energy to estimate the energy consumption and operating costs of office equipment. New ENERGY STAR-certified products are compared to the average available non-certified new products. The Savings Calculator for ENERGY STAR Qualified Office Equipment may be found here: <http://energy.gov/eere/femp/energy-and-cost-savings-calculators-energy-efficient-products>. This tool contains an estimated utility rate for each state.



The Commonwealth also requires that computers that are on the Environmental Products Environmental Assessment Tool (EPEAT) registry be identified as such in the sales reports. This registry verifies that products meet multi-attribute environmental performance standards for electrical products,² including how they manage substances used to make products, product packaging, design, product longevity, and end-of-life management. The registry also includes a lifecycle assessment and corporate responsibility component. In the future, the EPP Program will work with the EPEAT program to quantify additional attributes. For the purpose of this calculation, only energy consumption was been measured.

Remanufactured Toner Cartridges: Estimated \$315,252 Savings to Commonwealth

Based on FY2014 sales reports submitted by the contract vendors, the EPP Program was able to estimate that approximately 21,146 remanufactured cartridges were purchased as compared to 20,084 in FY13, which reflects a 5% increase in remanufactured cartridge use. Averaging the cost of remanufactured cartridges (across the various models purchased) and comparing it to a similar average cost of an Original Equipment Manufacturer Part (OEM), the EPP Program estimated a \$315,252 savings by purchasing remanufactured toner cartridges. This does not include any savings associated with returning the used cartridge and receiving a credit or discount on future purchases.

² EPEAT complies with IEEE (Institute of Electrical and Electronics Engineers) Standard 1680 – 2006.



The [Joint Enterprise Printer Cartridge Acquisition Policy](#), issued by the Operational Services Division and the Information Technology Division on October 27, 2012, requires all Executive Department Agencies to purchase remanufactured laser print toner cartridges whenever they are available, and the same requirement also applies to Non-Executive Department Agencies using Commonwealth Information Technology Capital Funds.

The Commonwealth’s goal is to ensure that a minimum of 40% of all laser printer toner cartridge purchases by Executive Departments are remanufactured. In addition, all other Commonwealth entities are encouraged to adopt, at a minimum, policies and requirements to support this policy. While we are still short of our 40% goal, progress toward increasing the purchases of remanufactured cartridges has increased from 28% in FY13 to 33% in FY14.

There are multiple cartridge manufacturers producing a wide range of high quality, third-party certified products for most equipment models. Remanufactured cartridges must be guaranteed to meet Original Equipment Manufacturer (OEM) standards and be certified to meet all test methods developed and used by the printer cartridge industry. All vendors offer cartridge recycling at no cost to customers and some may offer discounts for the return of cartridges. These discounts are not reflected in the cost savings as listed above.

Other 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 have become increasingly important. Many companies are interested in improving their corporate sustainability profile in areas such as eliminating materials in products that require special disposal practices and reducing the exposure of harsh chemicals to their workers, to name a few. The Commonwealth also has an interest in reducing our environmental footprint and has been able to measure some of these benefits through our purchasing choices. The EPP Program reviewed sales reports and calculated environmental benefits from use of the following products:

- Products made with post-consumer recycled content: office papers, janitorial and food service paper goods, and plastic products including recycling containers, compost bins, and trash can liners
- Remanufactured toner cartridges
- Recycled mulch (from tree stumps)
- Remanufactured antifreeze and oil
- Energy efficient lighting

Table 2: FY2014 Estimated Environmental Benefits Summary From Purchasing the Above-Listed Products					
<i>Data: Compiled from Vendor Reported Data</i>					
Environmental Benefit Estimate			Environmental Benefit Equivalent To...		
Weight of Material Recycled	15,482	tons	Annual solid waste generation of	7,261	households
Landfill space savings	108,104	cubic yards		5,405	loaded garbage trucks
Wood saved	155,289	trees		1,553	acres of wood plantation
Energy saved	331,667	million BTU	Energy content of	57,184	barrels of oil
Carbon dioxide emissions	52,587	tons	Annual tailpipe emissions of	10,326	cars

Table 3: FY2014 Estimated Environmental Benefits Summary from Purchasing CFLs and LEDs
Data: Compiled from Vendor Reported Data

Environmental Benefit Estimate			Environmental Benefit Equivalent To...		
Electrical energy savings	91,503,549	kWh	Annual electricity usage of	8,069	households
Carbon dioxide emissions	53,941	tons	Annual tailpipe emissions of	10,592	cars

The EPP program used EnviroCalc to quantify environmental benefits of these products. The tool is pre-populated with data such as the weight of the most common unit of measure for a particular 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 product (e.g. paper, plastic). EnviroCalc also translated the purchases into equivalents that further illustrate the benefits in easily understood terms (e.g. landfill space saved, number of trees saved, annual solid waste generation for a certain number of households, the number of cars taken off the road, etc.).

Recycling and Composting

Recycling and composting has become an integral part of the waste management systems in the Commonwealth. Not only does it divert materials from entering landfills and burning facilities, it also provides materials as input for manufacturing new products. In October 2014, MassDEP passed its newest waste ban³ on commercial organic wastes by businesses and institutions that dispose of one ton or more of these materials per week. In the coming years, we should see growth in diversion of compostable items including food waste and plant materials.

OSD collects vendor information on materials recycled and composted. Due to issues in accurate reporting, these amounts are purely estimates, and it is believed that more diversion is taking place. However, even with the numbers provided, there are significant benefits and savings. The EPA's Waste Reduction Model (WARM)⁴ was used to estimate equivalent environmental benefits from diverting selected materials to recycling as shown in Table 4.

Table 4: Reported Recycled Materials and Estimated Environmental Benefits

Data: from FAC33: Solid Waste and Recycling Statewide Contract and using US EPA's WARM Model

Recycled Material	Tons	Environmental Benefit Equivalent to....
Compost	7,215	<ul style="list-style-type: none"> • Conserving 1,040 Households' Annual Energy Consumption • Conserving 20,126 Barrels of Oil • Conserving 935,477 Gallons of Gasoline
Shredded Paper	3,621	
Single Stream (bottles, cans, paper, cardboard together)	2,863	
Mixed Paper	1,981	
Asphalt and Concrete	1,110	
Electronics	319	
Comingled containers	260	
Metal	55	
Wood	37	

³ Massachusetts Waste Bans, MassDEP: <http://www.mass.gov/eea/agencies/massdep/recycle/solid/massachusetts-waste-disposal-bans.html>

⁴ EPA created the Waste Reduction Model (WARM) to help solid waste planners and organizations track and voluntarily report greenhouse gas (GHG) emissions reductions from several different waste management practices. <http://epa.gov/epawaste/conserves/tools/warm/index.html>

2. Toxics Reduction Task Force - Achieving Executive Order 515 Goals through Green Cleaning

In 2009, to facilitate implementation of Executive Order 515, an interagency Toxics Reduction Task Force was established with oversight and leadership by the Operational Services Division and the Office of Technical Assistance and Technology (OTA), consisting of staff from the Department of Environmental Protection (DEP), Department of Public Health (DPH), Division of Labor Standards (DLS), and the Toxics Use Reduction Institute (TURI) at the University of Massachusetts Lowell.

The goals and objectives of the Task Force are to select priority focus areas – and work to implement programs that assist in reducing the use of toxics substances. Since 2009, the Task Force primarily has focused on cleaning products. Each year the Task Force completes an annual report on the team’s efforts and *the Calendar Year 2014 Report of the Environmentally Preferable Purchasing Toxics Reduction Task Force* is available at: www.mass.gov/anf/docs/osd/epp/epp-task-force-report-cy-2014-final.pdf.

The main priority in CY2014 was to expand the use of the *FAC59 contract: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies*. Success can partially be measured through a large increase in contract usage, which rose from \$6,227,418 in FY2013 to \$9,819,905 in FY2014; or 58%. This is vendor reported data and includes all contract users.

The increased contract use resulted from a multi-pronged strategy that included identifying issues, developing materials, conducting significant outreach, and providing educational opportunities for departments to learn about transitioning to a green cleaning program. Some of the highlights include:

- **Reviewed Criteria for Sanitizers and Disinfectants and Approved Less Toxic Acceptable Standards for Use in Statewide Contracts:** The Task force worked with the TURI Lab to review various factors associated with cleaning chemicals and researched and compiled criteria for surface disinfectants and sanitizers that represent a lesser impact to public health and the environment, while ensuring efficacy and high performance. Notably, these products are devoid of chemicals that are known to cause asthma, cancer, and skin sensitization, except for some of the food-contact surface sanitizers, which are required to be used by DPH food code to clean surfaces used for food preparation. Sanitizers and Disinfectants that met the criteria were added by vendors to the statewide *FAC59: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies* contract.
- **Finalized “Cleaning the Bathroom” Fact Sheet:** This fact sheet was created by the Task Force for the purpose of providing clear and simple guidance, as well as additional resources, on cleaning and disinfecting restroom facilities. It may be found on the EPP website: [Cleaning the Bathroom](#). The Task Force continues to develop information for safer disinfection and sanitization practices, which is outlined in the Task Force 2014 Annual Report.
- **Evaluated and Added Laundry Detergents and Dishwashing Products for FAC59:** The EPP program turned to the Task Force to assist in developing and implementing standards where no third-party certifications were available for laundry detergents and dishwashing products. Products were reviewed using the developed standards, approved, and added to the contract.
- **Finalized the Approved Products List for FAC59.** The “Approved Product List for FAC59” was published, allowing buyers to search an Excel spreadsheet for products and easily compare pricing. Within days of publishing the Approved Product List, the EPP Program received very positive comments from a number of

agency contract users who conveyed that the new list made finding products so much faster and allowed easy price comparisons.

- **Developed Model Green Cleaning Workshop for Departments:** The Task Force provided a few workshops in previous years on transitioning to green cleaning programs through MAFMA (Massachusetts Facilities Managers Association) Trainings. Lessons learned from these workshops indicated a need for focused departmental training that included the cleaning staff, purchasing staff, and managers to discuss the program and also to learn from one another.

The Task Force partnered with the Department of Conservation Resources (DCR) and provided three training opportunities to staff. A survey to managers, purchasing staff, and custodial staff was used to gain insight into current practices and help direct the training to provide the right type of assistance. The Task Force also completed a case study of [Bradley Palmer State Park's green cleaning program](#), which was published on the EPP Green Cleaning webpage and presented to DCR staff.

More than 100 staff participated in the various training events, which lead to significant on-site technical assistance by the TURI's Green Cleaning Lab staff. TURI staff helped transition Salisbury Beach to a new cleaning process, standardized the Central Region's warehousing and distribution processes to use green cleaners, transitioned 29 DCR pools to new green cleaning products and processes, demonstrated how to clean badly soiled restrooms in the Metro West region, and set up an on-site green cleaning chemicals unit and a chemical-free steam cleaning unit in the West Boylston facility.

DCR's expenditures on *FAC59: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies* increased 33% in one year - from \$174,000 in FY2013 to \$230,000 in FY2014.

The Task Force also worked closely with the Department of Capital Asset Management and Maintenance (DCAMM) to identify areas for outreach and education. Training classes are scheduled to occur in FY2015.

- **Chlorine Test Strips - Identified Road Block to Advancing Less Toxic Sanitizers and Disinfectants:** TURI's Cleaning Lab, while providing training to health agents in Franklin County, identified a key issue relevant to making the transition to safer sanitization and disinfection. Current food code requires verification of sanitization processes and the required test for safe food preparation surfaces is to check the strength of the chlorine preparation that is used to sanitize or disinfect. This code does not allow for safer alternatives, such as hydrogen peroxide, citric or lactic acid, or even steam, which is a chemical-free alternative. The Task Force continues to work with the Department of Health to explore adjusting this requirement to meet their protective purposes and reduce environmental and health impacts by allowing safer alternatives.
- **Re-Bid of FAC85:** At the end of the Fiscal Year, OSD assembled a Sourcing Team for the re-bid of FAC59 – which became FAC85. Many of the task force members also were members of the FAC85 Sourcing Team.
- **Assist with Technical Guidance for FAC81: Janitorial Services Contractors:** The Task Force also assisted OSD in developing technical guidance for janitorial cleaning companies interested in using less toxic chemicals. This effort included requiring vendors to provide a list of cleaning products and describe their program as part of the bid.

Looking forward to FY2015, the Task Force will play a major role in providing guidance to FAC85 specifications for the RFR.

3. COMMBUYS – OSD’s Online Procurement System

The OSD launched a new online procurement system called **COMMBUYS** in March 2014. It is the official procurement record system for the Commonwealth of Massachusetts’ Executive Departments, but it may be used by other eligible entities for purchasing and procurement activities. COMMBUYS offers free, internet-based access to all public procurement information in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

Over FY2014 the EPP Program worked with the COMMBUYS team to explore its use as a tool for locating EPPs on SWCs. Some of the areas identified include:

Identifying EPP Vendors: During the COMMBUYS registration process, vendors have the ability to self-identify whether they sell products that are considered Environmentally Preferable according to the RFR. Buyers may search to find these vendors.

Searching for EPP Products: Searches in COMMBUYS use words located in the “description” field of each catalog. If a contract has products that are considered EPPs, it is recommended to include |EPP| (entered as “pipe” character, EPP, “pipe” character) into all descriptions of products or services that are considered EPP.

The EPP Program will continue to work to strategize ways for incorporating EPPs into COMMBUYS to make it easier for buyers to find and procure EPPs.

4. Launched Re-Bid of FAC59: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies to FAC85

FAC59 was the first statewide, all green cleaning product/supplies contract (sourced in 2009), which included 21 vendors that provided green cleaning products which met third-party standards for environmental performance. Since 2009, both the demand for green products and the amount of products available have increased significantly. Purchases of green products reported by FAC59 vendors, which included sales to state departments, municipalities, and authorities, indicated green purchases of close to \$10 million in FY2014. With growing demand, an increase in product offerings, and the evolution of standards from third-party certification programs, it became clear that a new contract was needed. At the end of FY2014, a Sourcing Team⁵ was assembled to assist in the re-bid of FAC59.

The new contract was renamed **FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies** and, once again, it had a goal of being an all “green” contract. Four other states expressed interest in a cooperative contract: Connecticut, Rhode Island, New York, and Vermont and were part of the team, with Massachusetts being the lead.

The sourcing team included members from multiple states, who shared their expertise as it related to the contract. The team included authorities in the area of environmental conservation, toxics use reduction in the janitorial services industry, public health, green procurement, and worker health and safety. Also represented on the team were contract users and members of purchasing departments. It was important to get a wide breadth of members for this contract, so that many opinions could be considered.

⁵ The Operational Services Division uses a strategic sourcing method to procure goods and services through the [Strategic Sourcing Services Program](#). This program develops and manages statewide procurement objectives and sourcing strategies for implementation across state purchasing.

One of the most important considerations in an “all green contract” is to make sure that the products are readily available, perform to satisfactory standards (depending on the product and/or service), and represent best value to the Commonwealth – all of which were apparent by the success of FAC59. The team’s goals were to add products, clarify specifications, and expand contract use.

The team referred to a recently developed green cleaning contract from Washington/Oregon, formed under the guidance of the [Responsible Purchasing Network](#), an international network of buyers dedicated to socially responsible and environmentally sustainable purchasing. Using their specifications as a baseline, the team gathered information to evaluate and update the standards used in FAC59, and conducted market analysis on product options. A survey of users and vendors was conducted to identify past contract performance and future needs. The user survey was extensive and, surprisingly, more than 200 responses were received (primarily from MA, NY, and CT). The vendor survey identified new products and categories, as well. The results helped the sourcing team craft product categories/subcategories for the new contract and to identify training requirements for the RFR, in addition to identifying possible vendors and additional users.

Based upon this examination of the recent purchasing patterns of buyers for FAC59, and research conducted on the effectiveness of various green products, categories were added and expanded to meet current needs. The team also conducted a thorough evaluation of the top third-party certification programs for cleaning products to ensure that unbiased, acceptable standards would be met to guarantee that the products worked and were environmentally preferable.

The remainder of the sourcing conducted for the contract took place in FY2015:

- Developing green specifications for all categories
- Completing and posting the RFR
- Developing evaluation criteria and reviewing bids
- Awarding vendors and marketing the contract

5. Awarding New EPPs in Statewide Contracts

In addition to working with the interagency Strategic Sourcing Teams to award SWCs containing EPP goods and services, one of the most critical responsibilities of the EPP Program is to provide assistance to the Sourcing Teams in understanding the increased availability and high-quality performance of green products. As agency staff and team members shift over time, these groups still look to the EPP Program to ensure that the environmental specifications are up to date and valid, to explain any emerging third-party standards that are being used to define what should be considered as green, and to educate new team members who may not be familiar with the aspects of environmental purchasing. Some contracts require more time and assistance than others, depending on the products/services. Eco-labels, third-party certifications, and industry standards are used as required specifications whenever possible.

The EPP Program staff served as team members or provided guidance on at least eight new SWCs as briefly described below. Additional information on the dozens of contracts in Massachusetts now containing EPPs may be found by viewing the [Recycled and Environmentally Preferable Products and Services Guide](#).

- **FAC59/FAC85 – Green Cleaning Products, Programs, Equipment and Supplies** - Except for disinfectants and sanitizers, all cleaning chemicals are required to be third-party certified by either Green Seal or EcoLogo (and for FAC85 it was determined that EPA’s Safer Choice, formerly called Design for the Environment (DfE) products



were allowed in the specialty products category). The EPP Program has been responsible for managing the team and all aspects of this contract since its inception. The EPP Program also began the re-bid for FAC85.

- **FAC80 – Water Treatment Chemicals and Systems:** Includes a chemical-free system for cooling towers, as well as a salt water generation technology and ionization system for swimming pools and outdoor water fountain treatment that may reduce the use of chlorine by 70%.
- **FAC81 – Janitorial Cleaning Services, Environmentally Preferable:** Service providers awarded the contract are required to use only green cleaning products that either appear on the Approved Green Products List or meet the specifications outlined on the FAC59 Green Products contract. Vendors must submit quarterly reports to evidence the products being used.
- **FAC82 - Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response:** This contract is for the collection, processing, and proper management or recycling of hazardous, universal, medical, and electronic waste. This contract provides for the recycling of the following products: antifreeze, batteries, fire extinguishers, motor oil, mercury containing items, oil filters, paint, solvents, and propane tanks, in addition to computers and computer equipment. Vendors that were awarded for electronic waste recycling/disposal are either R2- and/or E-Stewards-certified for responsible handling of hazardous e-waste.
- **FAC86 - Solid Waste and Recycling Services:** A key component of this contract offers buyers the ability to obtain improved and cost-effective recycling services from one or more of the approved vendors. There are 21 categories of recycled products listed in this contract, and the following product categories were added from the previous contract: wood, scrap tires, floating vegetation, redeemable bottles and cans, and mattress recycling. In addition, a category for event recycling was added.
- **GRO34 - Bottled Water, Emergency Bottled Water, Water Filtration, Reverse Osmosis, Coffee Services with available Services and Supplies:** This contract includes a selection of products and/or options that will allow agencies to eliminate bottled water and includes bottle-less cooler systems such as a water filtration service or a reverse osmosis system. In addition, if bottles are used, they are free of Biphenyl A (BPA), and reused a number of times.
- **OFF36 – Office Supplies, Recycled paper and Envelopes:** A list of required EPP specifications was developed for this contract, and it includes most products that are listed as meeting the Federal [Comprehensive Procurement Guidelines \(CPG\)](#) requirements for post-consumer recycled content. Language is included to recognize certifications such as the Forest Stewardship Council and Chlorine Free Products Association. In addition, EPP options were required to be provided in many categories, and included in the bid to drive down pricing.
- **OFF38 - Office, School and Library Furniture, Accessories & Installation:** This contract contains furniture that meets ANSI/BIFMA Standards, is compliant with Underwriter Laboratory Standards for electrical equipment, and has products that do not contain the following chemicals: Polyvinyl chloride (PVC), Phthalates, Lead, Polybrominated diphenyl ethers (PBDEs), Stain-resistant treatments that contain fluorinated compounds, and Formaldehyde greater than 50 parts per billion (ppb). All corrugated cardboard materials and containers used in the packaging and transport of office furnishings, accessories, and miscellaneous supplies must be manufactured with a minimum of 35% post-consumer recycled material. In addition, certain vendors are providing remanufactured furniture (at additional discounts) with the assurance that remanufactured furniture performs to the same standards as new

furniture. Users are encouraged to request that furniture be manufactured in conformance with the new flammability code standards that require less use of harmful chemical flame retardants.

6. Assisted With Development of Fuel Efficiency Standards for Statewide Fleets

The EPP Program worked with the Massachusetts Office of Vehicle Management (OVM) staff, in collaboration with DOER and Mass DEP, to develop fuel efficiency standards for state fleet vehicles as required in Chapter 169, Section 1, of the Green Communities Act⁶, which requires that 50% of the vehicles owned and operated by the Commonwealth of Massachusetts be electric, alternative fuel, or hybrid by 2018.

Highly efficient gasoline vehicles or those that use alternative fuels may reduce greenhouse gas emissions, minimize tailpipe emissions of other pollutants, and reduce the total cost of ownership. The inter-agency workgroup drafted fuel efficiency standards that requires state agencies to purchase more efficient vehicles and vehicles using advanced technologies, while also providing flexibility in meeting these requirements in recognition of diverse agency needs and changing technologies. The standards were approved by the Office of Administrative and Finance in the fall, for implementation in FY2015. OSD, DOER, and MassDEP are committed to working collaboratively with agency fleet managers to ensure compliance with the standards and provide technical assistance and guidance as required.

To note, these standards will help the Commonwealth achieve the greenhouse gas emission reduction targets for state agencies set forth in Executive Order No. 484⁷, and the statewide emission reduction targets established in the Clean Energy and Climate Plan for 2020⁸, as well as support the multi-state memorandum of understanding⁹ that commits eight states on the East and West coasts to putting 3.3 million zero-emission vehicles (ZEVs) on the road by 2025.

7. Actively Promoted Green Purchasing on a National Level

Although the Commonwealth has a mature EPP program, it is important that states share information and promote common responsible purchasing choices to help reinforce and strengthen the environmental purchasing efforts. In FY2014, the EPP Program continued to actively work with other organizations and states to find common ground on EPP product and service specifications and market the purchasing guidance to buyers. Some of the key committees and conferences in which the EPP Program participated include the following:



NASPO Green Purchasing Committee – The EPP Program Director serves on the NASPO Green Purchasing Committee (GPC) which works to identify and share best practices in environmentally preferable (green) purchasing. It serves as a resource for state members and policymakers on standards, product specifications, and

⁶ Chapter 169, Section 1 of “An Act Relative to Green Communities”

<https://malegislature.gov/Laws/SessionLaws/Acts/2008/Chapter169>

⁷ Executive Order 484 - Leading By Example: Clean Energy and Efficient Buildings <http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/energy-and-sustainability/leading-by-exmple-clean-engy-and-efic-bldgs-eo484.html>

⁸ “MA Clean Energy and Climate Plan for 2020”, December 2010

<http://www.mass.gov/eea/docs/eea/energy/2020-clean-energy-plan.pdf>

⁹ State Zero Emission Vehicle Programs Memorandum of Understanding, October 2013

<http://www.nescaum.org/documents/zev-mou-8-governors-signed-20131024.pdf/view>

policies for implementing green purchasing programs.

In FY2014 the GPC completed its online [NASPO Green Purchasing Guide](#) for purchasers that include concepts, recommended steps, strategies to implement a green purchasing program, and links to other resources. In addition, the Guide includes useful resources such as webinar recordings, state profiles, fact sheets, green opportunity assessments, and more.

Over FY2014, the GPC explored NASPO states' green purchasing assistance needs by conducting a survey, which identified many requests for technical assistance, and exploring options for funding projects. In the future, the GPC hopes to fund technical assistance grants for states. The GPC also conducted a number of national webinars on green purchasing successes and the Massachusetts EPP Program assisted in presenting information on its experience with the *FAC59: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies* contract. Additional information may be found on the NASPO website www.naspo.org.

Responsible Purchasing Network (RPN) - Massachusetts was one of the founding members of this highly visible and valuable on-line resource and consulting network. Along with members from other state and local governments, the EPP Program continues to serve as an active member on the RPN



steering committee for the purpose of ensuring that the guidance created and assistance provided will be of the greatest possible benefit to purchasers of all levels. The RPN provided significant technical assistance to Massachusetts in developing the Request for Responses for *FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies*. The organization continues to produce guidance and comprehensive materials on a broad range of green purchasing issues. Information may be found at www.responsiblepurchasing.org.

Other organizations with which the EPP Program partners to promote environmental purchasing on both regional and national levels include:



The Sustainable Purchasing Leadership Council: OSD joined the Sustainable Purchasing Leadership Council as a member in 2014 and attended their first conference in Washington D.C. The Council brings together visionary professionals from institutions, suppliers, government, standards bodies, and NGOs to simplify, optimize, and standardize the practice of sustainable procurement, leveraging dollars spent by organizations to drive social, environmental, and economic sustainability.

Massachusetts Clean Energy Center: This non-profit is dedicated to accelerating the success of clean energy technologies, companies, and projects in Massachusetts. The EPP Program has worked with this non-profit to explore how small companies with innovative clean tech products or services could work with state entities and help navigate state contracting to assist these companies in becoming competitive. A Clean Tech vendor fair was held at Bentley University in 2014, spurring a new grant program called Massachusetts as a First Customer. The program provides financial and technical assistance to innovative, market-ready clean technology.





democracy work.

Clean Water Action Coalition: The goals of this Coalition include promoting strategies to ensure clean, safe, and affordable water; prevention of health-threatening pollution; creation of environmentally safe jobs and businesses; and empowerment of people to make

Product Stewardship Institute (PSI): PSI's mission is to pursue initiatives to ensure that all those involved in the lifecycle of a product share responsibility for reducing its health and environmental impacts, with producers/manufacturers bearing primary financial responsibility.



Northeast Recycling Council (NERC): NERC's mission is to advance an environmentally sustainable economy by promoting source and toxicity reduction, recycling, and the purchasing of environmentally preferable products and services.

Asthma Regional Council of New England (ARC): The mission of ARC is to reduce the impact of asthma across New England, through collaborations of health, housing, education, and environmental organizations with particular focus on the contribution of schools, homes, and communities to the disease and with attention to its disproportionate impact on populations at greatest risk. The EPP Program Director attended their Annual Conference and presented information on purchasing environmentally preferable cleaning products that have focused on reducing the amount of asthmagen-causing chemicals and explored using of the Commonwealth's contracts. For more information about ARC visit <http://asthmaregionalcouncil.org/>.



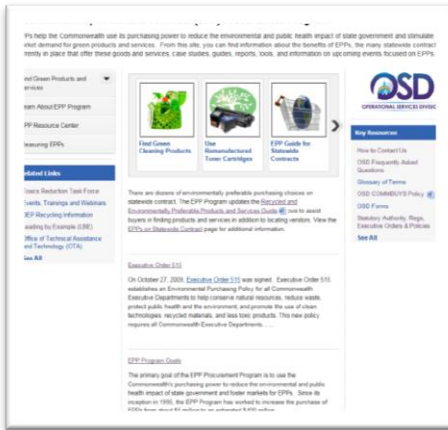
8. Continued a Strong Program of Education and Outreach on EPPs

As part of the regular functions within OSD, the EPP Program works with the Strategic Sourcing Services Leads (procurement staff) to assist in the development of webinars and contract kick-off meetings by providing and presenting information to purchasers and vendors on the EPP specifications and benefits of the contracts.

The EPP Program has been very successful in growing the numbers of EPPs on SWC. In FY2014, the program launched a new plan to focus on outreach:

- **Revised EPP Website:** The EPP website was completely revised and publicized to users.
- **Updated [Recycled and Environmentally Preferable Products and Services Guide](#):** This guide helps identify EPPs on SWC and will be updated annually.
- **Re-introduction of the EPP Newsletter:** Newly named "The EPP Buyer and Seller Update", this electronic and simplified newsletter was released in June of 2014. A review and cleanup of the EPP contact list was performed and the newsletter was sent to more than 2,000 contacts, with a 25% open rate.

The EPP Program supports the goals of the Clean Cities Program, Green Communities Program, and the Leading by Example Program's Innovation Awards by helping to promote the initiatives and by participating in the State House event.



Through the work of the Toxics Reduction Task Force, the EPP Program continued its green cleaning training with the Department of Conservation by holding three workshops on transitioning to a green cleaning program. The Task Force panel of technical experts, vendors, and purchasing staff engaged the group in an open discussion of the challenges of transitioning to less toxic cleaning products and worked with them to develop solutions to those challenges. The session was well-received and a number of attendees sought follow up advice from the vendors and technical staff involved in the presentations. The Task Force plans to use this workshop model with other targeted state agencies going forward.

The EPP Program is an active contributor to OSD’s annual MASSbuys EXPO held in the spring. This is OSD’s largest event which brings

together thousands of buyers to meet with SWC vendors. At the EXPO in 2014, the EPP Program assisted with two workshops and a “meet the new EPP Director” session. The workshops focused on successful municipal lighting retrofits and how to conduct procurements using SWCs, in addition to learning about alternative fuel vehicles on SWC.

III. Tracking of FY2014 EPP Purchases

In FY2014, the EPP Program was able to estimate \$402,500,000 in EPP spend on statewide contracts.

Over the years, collecting and calculating data to measure the success of the EPP program has been challenging. Tracking purchases is a universal problem and one that is deemed critical by the NASPO Green Purchasing Committee, the Responsible Purchasing Network, and the Sustainable Purchasing Leadership Program.

The EPP Program typically relies on the information obtained from sales reports submitted by SWC vendors to track the purchases of environmentally preferable products. Per the terms of their respective contracts, vendors are required to submit this data on a quarterly basis. 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 an Excel-based reporting template to standardize this procedure. The template is customized to individual contracts as the data needed often varies (for example, OFF36 asks for post-consumer recycled content of office product purchases, and FAC76 asks for CFL and LED designation in addition to wattage).

However, there have also been significant challenges to collecting, consolidating, reviewing, and validating the quarterly reports for accurate data. Vendors used different terminology for labeling products, left out EPP information completely, or changed the report formats, making it difficult to consolidate the data and accurately identify and track products from multiple vendors

In FY2014 the OSD’s Strategic Sourcing Team and the EPP Program redesigned the quarterly report Excel file so that it could be easily uploaded into an Access database. This new approach will make it easier to receive reports and pull data for future reports. It is still anticipated, however, that there will be issues with terminology and vendors leaving out properly labeled EPP data.

Currently in Massachusetts, there are an estimated 55 contracts that contain environmentally preferable products and/or services. Not all of these contracts are dedicated EPP contracts, but they do have identifiable EPP spend. In FY2014, we reviewed all contract spend listed in the previous year EPP Annual Report (FY2013), added new contracts with EPP spend, and made a decision to remove a number of contracts from the final

calculations that had questionable EPP spend. For example, we removed the *ENE38: Natural Gas* contract spend because it no longer is considered an environmentally preferable fuel compared to other fuels and we also removed the *CLT70: Clothing, Uniforms, Footwear, and Accessories* contract spend because there was no organic clothing spend indicated in the quarterly reports.

Because of the changes noted above, we were unable to compare EPP FY2013 spend data with FY2014 spend data. Those contracts that were removed from the list below represent an estimated \$93 million from FY2014 totals, and may be found listed in the Appendices. We continue to believe that many of these contracts do have EPP spend, and will review them in greater detail in coming years, but they were not considered in the calculations below.

In FY2014, a combination of data was used to measure spend. Quarterly report data was used in some contracts, but for others, the EPP Program opted to ask vendors to supply a consolidated annual report with only EPP information listed (e.g., FAC76: Maintenance, Repair and Operations, FAC55: Imprinted Bags, and DCR Compost Toilets), which allowed for easier sorting and measuring.

The Table below shows the contract name, contract number, FY2014 estimated spend on EPPs, the data source, and identifies the type of EPP product or service that is in that contract.

Table 5: Estimated EPP Spend for FY2015 through Statewide Contracts

Data: Vendor Reports, MMARS

Contract Name	Contract Number	FY2014 Estimated Spend	Data Source	EPP Product/Service
DCR Compost Toilets	DCR424	\$55,179	Vendor Reports from DCR	Compost toilets
Ultra Low Sulfur Diesel	ENE32	\$11,711,099	Vendor reports	Alternative fuel
Biodiesel	ENE33	\$ 3,640,951	Vendor reports	Alternative fuel
No. 2 Heating Oil – B5 Bio-heat only	ENE34	\$143,873	Vendor reports	Alternative fuel
Propane	ENE35	\$1,771,197	Vendor reports	Alternative fuel
Solid Waste and Recycling	FAC33	\$2,266,545	Vendor reports	Recycled paper, cardboard, metal, containers, electronics, yard and food waste, asphalt, concrete, mattresses, and other
Hazardous, Medical, Hard-to-Manage Waste Collection, Disposal/Emergency Response	FAC53/82	\$3,584,815	vendor reported data 1% fee	Recycling and proper management of wastes
Imprinted Bags - DEP Designated	FAC55	\$2,329,133	Vendor reports	Imprinted PAYT Bags (recycled HDPE)
Green Cleaning Products, Programs, Equipment & Supplies	FAC59	\$ 9,819,905	vendor reported data 1% fee	Green cleaning products, equipment and supplies
Environmental Diagnostic Testing and Monitoring	FAC60	\$782,091	vendor reported data 1% fee	Environmental testing for a variety of environmental issues
DEP Recycling Bins - DEP Designated	FAC61	\$1,953,922	Vendor reports	Recycling containers, refurbished rain barrels, and Big Belly solar waste systems
Carpet and Flooring Products and Installation	FAC63	\$2,996,267	vendor reported data 1% fee	Recycled content carpet and flooring products
Janitorial Services - Environmentally Preferable	FAC67/81	\$9,130,347	MMARS	Janitorial services that use green cleaning chemicals/practices
Pest Control Services: Integrated Pest Management	FAC74	\$2,603,222	vendor reported data 1% fee	Integrated approach to pest control that reduces toxic chemicals

Table 5: Estimated EPP Spend for FY2015 through Statewide Contracts
Data: Vendor Reports, MMARS

Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment	FAC76	\$2,460,369	Vendor reports	Recycled building materials and supplies, energy efficient electrical and lighting supplies and equipment, industrial and commercial supplies, recycled plumbing, heating and HVAC supplies
Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products	FAC79	\$ 2,763,658	Vendor reports	Recycled and reduced chemical products (Fertilizers, Organic and Other EPP landscape applications, plastic lumber
Water Treatment Chemicals and Systems	FAC80	\$669,533	Vendor Reported data 1% fee and MMARS	Chemical-free cooling tower cleaners, Pool ionization, pool ozonation, and salt water chlorination systems
Renewable/Alternative Energy Credit Statewide Contract	FAC83	\$2,850,120	MMARS	Purchase service for energy credits
Bottled & Emergency Bottled Water, Water Filtration Services, Reverse Osmosis Services/ Supplies	GRO26	\$190,227	vendor reported data 1% fee	Bottle-less water systems, reuse of BPA plastic bottles
Food Service Equipment - Institutional Commercial Grade, Large and Small	GRO29	\$101,405	Vendor reports	Compostable and recycled content dishware
IT Leasing	ITC02	\$5,896,292	MMARS	Energy Star equipment
IT Hardware Computers, Mobile Equipment, Servers, Storage and Services	ITC16A	\$877,861	MMARS	Energy Star equipment
IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	ITC44	\$37,881,324	vendor reported data 1% fee	Energy Star equipment
IT Hardware Computers, Mobile Equipment, Servers, Storage and Services	ITC47	\$102,992,478	vendor reported data 1% fee	Energy Star equipment
IT Asset Lease Services	ITC49	\$3,962,822	vendor reported data 1% fee	Energy Star equipment
Photocopier, Fax Digital Duplc. Equipment /Service; Copier... / Printer Supplies	OFF16LEASES	\$1,331,019	MMARS	Energy Star Equipment, remanufactured toner cartridges
Photocopier, Fax Digital Duplc. Equipment /Service; Copier... / Printer Supplies	OFF16PURCHASES	\$33,356.88	MMARS	Energy Star Equipment
Photocopier, Fax Digital Duplc. Equipment /Service; Copier... / Printer Supplies	OFF16SERVICE	\$280,112.28	MMARS	Energy Star Equipment
Office Supplies, Recycled Paper and Envelopes	OFF28/36	\$ 15,983,590	Vendor reports	Recycled and reduced toxic content products
Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies	OFF32LEASE	\$4,684,787	MMARS	Energy Star Equipment, remanufactured equipment
Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies	OFF32PURCHASE	\$1,289,861	Vendor reports	Energy Star Equipment, remanufactured toner cartridges, waste reduction capabilities
Print, Copy & Mail Services, and Printed Promotional Products	OFF33	\$10,467,307	MMARS	Recycled content products, environmentally preferable chemicals for printing, use of equipment with waste and pollution prevention technologies
Art & Instructional School Supplies	OFF35	\$7,529,959	vendor reported	Recycled and reduced chemical content

Table 5: Estimated EPP Spend for FY2015 through Statewide Contracts
Data: Vendor Reports, MMARS

				products
Windshield and Glass Replacement for Vehicles	OVM08	\$253,810	data 1% fee vendor reported data 1% fee	Glass repair and window recycling service
Short-Term Rental of Various Light Duty Vehicles	OVM09	\$17,520	Vendor reports	Rental of alternative fuel or hybrid vehicles
Vehicles: Gasoline, Hybrid and Alternative Fuel	OVM10	\$2,365,126	Vendor reports	Purchase of an alternative fuel or hybrid vehicles
Management Consultants, Program Coordinators and Planner Services	PRF46	\$1,698,244	vendor reported data 1% fee	Environmental consultant services
MassDOT - highway and construction	Various	\$137,852,362	2012 data	Various products including construction materials with recycled content
Scrap Tire Disposal Services	VEH77A	\$113,000	MMARS	Scrap tire recycling
New Tires, Retreads/ Retreading and Total Tire Management Program	VEH83	\$ 15,163	Vendor reports	Retreaded tires
Vehicle Maintenance Management Services & Accident Subrogation	VEH84A	\$3,765,187	Vendor reports	Vehicle repair and inspection services
Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufact. Antifreeze, Other Lubricants	VEH89	\$1,268,985	Vendor reports	Re-Refined Motor Oil, Remanufactured Antifreeze, Bio-Based Lubricants, Remanufactured/Refurbished Motor Parts
Traffic Safety Products	VEH92	\$137,175	MMARS	Recycled traffic cones, channelizer drums, and flexible delineator posts
TOTAL ESTIMATED EPP SPEND FOR 2014		\$402,521,217.86		

Data Sources Used to Identify Purchasing Trends

The EPP Program used three data sources to track EPP spend for FY2014:

- **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 FY2014 purchases. However, distinctions in purchasing entities were not clear and had an impact on accuracy.
- **MMARS Data** – The Massachusetts Management Accounting and Reporting System (MMARS) tracks all purchases done by Commonwealth agencies and represents one of the most consistent ways to assess spending on SWCs. However, MMARS does not include purchases made by political subdivisions, including cities, towns, schools, higher education institutions, and other eligible entities that use SWCs.
- **Vendor Reported Data 1% Fee Spend:** Vendors on SWC are required to provide quarterly 1% fee payments on purchases for goods and services made by eligible entities to the vendor. This differs from sales reports, which measure “sales.” The 1% fee data is a lump sum reported by the vendor, so spend by entity is not available, though it is another indicator of contract spend. This number was used either when all spend from the contract was considered EPP or by adding spend from different vendors known to sell all EPPs within a contract.
- **FY2012 Data:** Massachusetts Department of Transportation (MassDOT) was not able to provide specific numbers on EPP spend for FY2014, but continues to purchase the same types of products. We, therefore, assumed FY2012 numbers until a full analysis is completed.

As the EPP Program moves forward to directly capture this information from the respective agencies responsible for such purchases in FY2015, it is anticipated that the data will represent a more accurate picture of the actual purchasing activity.

IV. Conclusion

The EPP Program is proud of its accomplishments. A greater focus on measuring EPP spend in SWCs has resulted in significant estimated savings of nearly \$18 million in FY2014, which was attained primarily from sales of energy efficient lighting. We also calculated a reduction in 106,500 MTCE by switching to a variety of environmentally preferable products (see Tables 2 and 3 above), and were able to calculate an estimated 17,500 tons of waste diverted from disposal. It is important to point out that these calculations only apply to certain products for which there are either cost savings or environmental benefits calculators. Total estimated savings and environmental benefits would be significantly higher if calculators were available for all products and services.

Growth in use of *FAC59: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies* contract clearly shows a trend to market acceptance of these products. Training and on-site technical assistance are still needed to help more buyers understand the multiple environmental and health benefits of implementing a green cleaning program. Fortunately, they now have the option to purchase green cleaners that have been evaluated according to their impact on workers, water quality, waste, and many other aspects of use. The multi-state effort has prompted a shift in the marketplace – where these products have become cost competitive with conventional products.

We will continue to examine the EPP data to find easier and more streamlined ways to track purchases and savings, and to highlight additional environmental benefits of using EPPs in SWCs. A deeper analysis of how data is compiled and a more strategic approach to reviewing data has allowed us to spend the most time on the contracts that have the most EPPs, such as our IT contracts and the Maintenance, Repair and Operations contract. This, in turn, has reflected increased savings from FY2013 numbers.

The EPP Program also will continue to work with the COMMBUYS team to identify ways to incorporate easy identification of EPPs in the online procurement system. However, for tracking purposes, quarterly vendor reporting will continue to be the most accurate vehicle. The EPP program will work closely to enhance some of the marketing efforts, and create new ways to reach our buyers and potential vendors.

Throughout the various government administrations in Massachusetts, the EPP Program recognizes that it has been privileged to have the top-down support of OSD's staff and various other agency heads, dedicated and passionate Task Force member agencies, and a network of states, organizations, and individuals across the U.S. 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.

V. Considerations for Next Year

For FY2015 the EPP Program will be working on the re-bid of FAC59 to FAC85. This new contract is a cornerstone of the EPP program and over FY2015 we will finalize the specifications and Request for Responses, post the bid, evaluate the bids, and award vendors.



Although the challenge always exists for the EPP Program to address age-old misperceptions of performance with respect to some environmental products, continuing to cultivate a network of agency personnel who will serve to maintain consistent messaging surrounding green issues will be an important step in ensuring future success.

The EPP Program looks forward to working with OSD Staff, interagency colleagues, and national partners to consider the following:

- Successfully re-bid the FAC85 multi-state contract, award vendors, and streamline the certified and acceptable products on the contract for buyers;
- Continue to work with agencies to increase and track the purchase of remanufactured printer toner cartridges per the requirements and goals of the Enterprise Printer Cartridge Acquisition Policy;
- Expand the success of the DCR green cleaning workshops to other agencies;
- Support statewide programs to promote environmental initiatives such as the Fuel Efficiency Standards for State Fleet, the Leading By Example program, many of the energy efficiency programs at DOER and DCAMM targeted at state facilities, and recycling initiatives at the Department of Environmental Protection;
- Continue to improve outreach on EPPs to buyers and vendors through website revisions, updating the *Recycled and Environmentally Preferable Products Purchasing Guide*, newsletter communications, and the use of social media (OSD tweets, blog entries) to inform about EPPs.
- Continue to work with OSD Sourcing Staff to research and identify additional products to include in new RFPs, strengthen specifications for re-bids, and assist the team in incorporating language into outreach materials to buyers;
- Continue current partnerships with national organizations such as the Responsible Purchasing Network (RPN), National Association of State Procurement Officials (NASPO), the Sustainable Purchasing Leadership Council (SPLC), and others to pool resources and market successes.

APPENDIX

A. Recycled and Environmentally Preferable Products and Services Guide

There are dozens of environmentally preferable purchasing choices available on SWC. The EPP Program updates *the Recycled and Environmentally Preferable Products and Services Guide* to assist buyers in finding products and services in addition to locating vendors.

View at: <http://www.mass.gov/anf/docs/osd/epp/vol-39-july-2014.docx>

B. ITD/OSD Enterprise Printer Cartridge Acquisition Policy

In support of the Executive Order 515, Establishing an Environmental Purchasing Policy, the Commonwealth's Information Technology Division (ITD) and OSD have collaborated to issue the Enterprise Printer Cartridge Acquisition Policy. The document is posted on the home page of the EPP website and may be accessed directly via this link:

View at: www.mass.gov/anf/research-and-tech/policies-legal-and-technical-guidance/it-policies-standards-and-procedures/ent-pols-and-stnds/enterprise-printer-cartridge-policy.html

C. Green Cleaning – Case Study and Fact Sheet

As part of their effort to market the purchase of EPPs, the EPP Program develops success stories or case studies to feature those departments having success with particular EPPs. The following case studies and fact sheets were published:

- Green Cleaning at Bradley Palmer State Park: <http://www.mass.gov/anf/docs/osd/epp/fact-sheets/2-18-bradley-palmer-green-cleaning-case-study.docx>
- Cleaning the Bathrooms: <http://www.mass.gov/anf/docs/osd/epp/fact-sheets/cleaningthebathroomflyer.pdf>

D. Contract Spend Not Included in FY14 Totals

The following contract spend was included in FY13 totals, but has not been included in FY2014 spend numbers.

Contract Name	Contract Number	2014 Reported Sales
Clothing, Uniforms, Footwear, Accessories and Personal Hygiene Supplies	CLT070	\$5,676,351
Natural Gas	ENE36/ENE38	\$900,532
Water Treatment Chemicals and Systems	FAC65	\$495,167
Lawns & Grounds Equipment, Parts and Services	FAC71	\$16,902,879
Asbestos, Lead and Mold Analysis	FAC73	\$18,887
Grounds Keeping / Landscaping, Snow Removal Services	FAC77	\$6,642,545
Moving Services, State Surplus Disposal Services	FAC78	\$2,265,327
Prime Grocer(s)	GRO30	\$11,596,837

Dairy Products	GRO32	\$4,023,845
Firearms, Ammunition, Related Training Products, Services, Accessories and Less Than Lethal Munitions (lead, copper recycling)	LAW09	\$910,385
Body Armor Vests (shredded and recycled)	LAW14	\$2,612,462
Office, School and Library Furniture, Accessories and Installation, Statewide	OFF20	\$15,954,679
Document Solutions, Microfiche, Microfilm, Imaging Equipment, Software, Supplies Services	OFF27	\$5,247,364
Audio, Video, Studio Prod. Presentation Equipment Systems, Peripherals, Supplies, Services.	OFF30	\$8,793,086
Box Sales of Audio, Video, Studio Prod. Presentation Equipment, Systems Suppl.	OFF30A	\$2,145,909
Print, Copy & Mail Services, and Printed Promotional Products Statewide Contract	OFF33POSTAGE	\$10,115,613
TOTAL ESTIMATED SPEND		\$ 94,301,872