



SERVING PUBLIC BUYERS AND VENDORS OF THE COMMONWEALTH OF MASSACHUSETTS



Operational Services Division

Environmentally Preferable Products (EPP)

Strategic Sourcing Services

EPP Program Annual Report Fiscal Year 2015

Executive Summary



This year marks the 20th anniversary of the Commonwealth of Massachusetts' Environmentally Preferable Products Procurement Program (EPP Program). The Program's primary goal is to leverage the Commonwealth's purchasing power to procure goods and services that have a lesser or reduced negative effect on human health and the environment when compared with competing products or services that serve the same purpose. Since the Program's inception, thousands of EPPs have been incorporated into more than 40 Statewide Contracts (SWCs) and the state's purchases of these goods and services have grown from \$5 million in 1994 to more than \$385 million in Fiscal Year 2015 (FY2015). Massachusetts is one of the few states that supports a dedicated staff person in the procurement program to facilitate environmentally preferable product (EPP) and service purchases. The efforts led by Massachusetts over the last 20 years have helped raise the bar on the quality, cost, and availability of EPPs and also have driven prominent changes in the marketplace to more sustainable business practices.

This report summarizes achievements during FY2015. The accomplishments listed document progress made by the EPP Program in tracking purchases made by state agencies and other statewide contract (SWC) users. The data indicates that EPPs are an integral part of our contracts and have proven to provide value propositions to contract users by saving the Commonwealth millions of dollars per year through the procurement of products that use less energy and contributing to improved environmental and health benefits for Massachusetts citizens through the conservation of water and other resources while reducing waste and the use of toxic substances.

In 2009, [Executive Order \(EO\) #515, Establishing an Environmental Purchasing Policy](#) was issued to help Executive Departments within the Commonwealth of Massachusetts further expand their environmentally preferable purchasing footprint. The EO recognized the success of the EPP Program in previous years for promoting purchases of products containing recycled content within SWCs which, in turn, helped stimulate the market for these products. However, the priorities of the EPP Program were significantly shifted from regularly promoting a broad range of environmental products and services to placing a stronger focus on reducing the use of toxic substances within the State's Executive Agency operations.

That same year, the EPP Program developed Statewide Contract FAC59: *Environmentally Preferable Products, Programs, Equipment and Supplies*¹, one of the first "all green," multi-state contracts for green cleaning products in the nation. The contract included 21 vendors that provided green cleaning products which met third-party standards for environmental performance and lower toxicity. Since 2009, the demand for green cleaning products and the numbers of products available have increased significantly, as have the standards from third-party certification programs. One of the highlights of the EPP Program in FY2015 has been the implementation of a more robust, multi-state green cleaning contract.

Massachusetts has been a leader in environmentally preferable procurement practices and continues to collaborate with national organizations, other governments, and industry representatives across the U.S. to increase access to and the numbers of green products and services in our contracts.

¹ OSD typically assigns a prefix and number to a statewide contracts 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).

Key FY2015 Accomplishments

In FY2015, the EPP Program calculated the spend on environmentally preferable products and services in SWCs at more **\$386 million**. This is lower than FY2014 calculations, due to more accurate reporting with our IT contracts². Additional cost savings and environmental benefits by using SWCs include:

- Achieved more than \$28 million per year of estimated savings, primarily from purchases of energy-efficient products.
- Reduced approximately 190,000 metric tons of carbon equivalent (MTCE³), achieved by purchasing products that are energy-efficient and those that contain post-consumer recycled content (see Tables 2-4 below). This is equal to removing 64,776 passenger vehicles from the road.
- Diverted an estimated 19,222 tons of waste from disposal to recycling, which is equal to conserving 613 households' annual energy consumption for one year

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. The measures reported demonstrate the immense value of the EPP Program.

Data tracking of EPP purchases continues to be time consuming and a challenge, but development of a vendor management reporting system in OSD's Strategic Sourcing Services Unit helped to streamline report management, allowing us to consolidate data easily, freeing time up for more analysis. The EPP Program continues to work with OSD's Strategic Sourcing Services Leads (SSSLs) to simplify reporting, however, the challenge remains on how vendors report their EPP sales, as they often leave out important data to accurately calculate units of measure or environmental benefits.

The EPP Program continued to provide assistance to Massachusetts' contract users in their purchasing decisions by updating the [Environmentally Preferable Products and Services Guide](#) and working with the OSD Marketing, Communications, and Events unit to highlight different EPPs in contracts to targeted users through social media and other communication methods (OSD's *Buy The Way* newsletter, Twitter, blog entries, and email communications). In addition, the EPP Program works closely with OSD Strategic Sourcing Services Teams (SSST's) to add environmentally preferable products and services into SWCs.

Comparison of FY2014 and FY2015 Savings Calculations, Reduction in Metric Tons of Carbon Equivalent, and Tons of Waste Diverted		
	FY2014	FY2015
COST SAVINGS	\$18 M	\$28 M
REDUCTION IN METRIC TONS OF CARBON EQUIVALENT (MTCE)	106,500 MTCE	190,686 MTCE
WASTE SENT FOR RECYCLING	17,500 tons	19,222 tons

The multi-state green cleaning contract implemented by the EPP Program in FY2015 (from FAC59 to FAC85) expanded the product categories and further defined green specifications. The team led an in-depth evaluation of the leading third-party certification programs for products under consideration, to ensure that the multi-attribute certifications continued to

² In FY2014 ITC47 was calculated using the full vendor-reported 1% fee data (see Tracking EPP Purchases on Statewide Contract section below for further explanation) and estimated at \$102,992,478. This year, the EPP Program worked directly with vendors to identify specific numbers of energy efficient equipment sold, bringing down the total to \$58,627,107. If the vendor-reported 1% fee data had been used, the amount would have totaled \$162,746,390.

³ MTCE is an international unit of measure used to compare the emissions from various greenhouse gases on the basis of their global warming potential, by converting amounts of other gases to the equivalent amount of carbon dioxide with the same global warming potential.

http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Carbon_dioxide_equivalent

aligned with the needs of the participating states. Despite more stringent green specifications, 37 bids were received, clearly indicating a trend to greater market acceptance of these products. All products approved for use on the contract were compiled into an "Approved Products List for FAC85," a tool used by buyers to search for and compare products that have been evaluated with regard to their impact on workers, water quality, waste, and many other aspects of use. The evaluation also resulted in the inclusion of the U.S. Environmental Protection Agency's (US EPA) Design for the Environment (now called Safer Choice) designation for products in two of the contract categories, further expanding the number of products available.

Training and technical assistance by vendors to transition facilities to a green cleaning program were a requirement of the new contract. In addition, the EPP Program worked closely with experts at the Toxics Use Reduction Institute's Green Cleaning Lab to provide additional navigation assistance to state facilities in implementing a green cleaning program. The effort has prompted a shift in the marketplace – and resulted in many of the green cleaning products becoming cost competitive with conventional products, and, in some cases, at a lower cost.

The EPP Program co-chairs the Toxics Reduction Task Force, an inter-agency Commonwealth task force set up to assist with implementing EO 515. In FY2015, the Task Force consulted extensively on specifications for the FAC59 re-bid and developed a mechanism in the contract to foster innovation in green cleaning products, allowing vendors to propose new environmentally preferable products to be added to the FAC85 contract.

The EPP Program worked with OSD's SSST Leads in researching, evaluating, and awarding approximately four SWCs with EPPs. In addition, the EPP Program works with other states and national organizations to explore and promote the use of EPPs. Most significantly, the EPP Program sat on the National Association of State Procurement Officials (NASPO) Green Procurement Workgroup and assisted in the development of a technical assistance grant program available to member states to be used as seed funding for green purchasing projects. The EPP Director was asked to represent the team on a panel discussion regarding green procurement practices at the 2015 NASPO North East Regional Conference.

The EPP Program recognizes that it has been fortunate to have the top-down support of OSD's leadership and various 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. Investment in environmentally preferable products, especially those with energy efficiency, generally is more cost-effective than investing in building new power plants to serve growing electric service needs or supplying more gas or oil heating fuel to buildings. 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 FY2015 include the following:

1. 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;
2. Implemented the FAC85 multi-state contract;
3. Led an evaluation of three third-party certification/recognition programs for cleaning products (GreenSeal, UL Ecologo and US EPA's Design for the Environment Program);
4. Co-chaired the Toxics Reduction Task Force, in developing a process for vendors to propose new and innovative environmentally preferable products to be reviewed for use on FAC85;
5. Assisted SSST Leads in researching, evaluating, and (in several cases) awarding approximately four SWC's with EPPs; and

6. Worked collectively as a member of the National Association of Procurement Officials' Green Purchasing Committee to develop a program to provide "green purchasing" technical assistance grants to states and represented the Committee at the 2015 North East Regional Conference.

Conclusion and Looking Ahead

As we provide solid examples of cost savings and benefits to the environment and public health, OSD and the EPP Program staff are motivated to continue to develop innovations that will further advance these practices. As in years past, the EPP Program wishes to extend sincere thanks to OSD's leadership and SSSLs 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 of focus for FY2016, several initiatives take priority:

- 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 RFRs, strengthen specifications for re-bids (significant contracts with EPPs include FAC76: Maintenance, Repair and Operations; FAC74: Integrated Pest Management; and OFF32: Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies);
- Assist the SSSTs in incorporating language in outreach materials to buyers, and participate in vendor and buyer kick-off events to highlight EPPs on the contracts;
- Actively participate with OSD staff and vendors to streamline and improve EPP tracking;
- Track purchases of remanufactured printer toner cartridges per the requirements and goals of the Enterprise Printer Cartridge Acquisition Policy and work with the SSSTs to identify strategies to increase usage by buyers and sales by vendors in the OFF32: Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies contract re-bid;
- Survey vendors on OFF38: Office, School and Library Furniture, Accessories & Installation contract to identify environmentally preferable options for indoor air quality and develop guidance for buyers;
- Support statewide programs to promote environmental initiatives, such as the Leading By Example Program, many of the energy efficiency programs in place at the Department of Energy Resources (DOER) and the Department of Capital Asset Management and Maintenance (DCAMM) that are targeted to state facilities, and recycling initiatives at the Department of Environmental Protection (DEP); and
- Continue current partnerships with national organizations such as the Responsible Purchasing Network (RPN), National Association of State Procurement Officials (NASPO), ValuePoint, the Sustainable Purchasing Leadership Council (SPLC), and others, to pool resources and market successes.

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EPP Program Overview

The Environmentally Preferable Products Purchasing Program (EPP Program) is administered by the Operational Services Division (OSD) with the support of the Executive Office of Environmental Affairs (EOEA) and the MA Department of Environmental Protection (DEP). The program's mission is to promote the purchase of EPPs to state and local agencies and departments throughout the Commonwealth for the purpose of fostering the practice of responsible purchasing choices that are cost effective and reduce the impact of such purchases on public health and the environment. 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.

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 to make more environmentally responsible products that are reasonably priced and do less harm to the environment and public health. By purchasing EPPs, we look to reduce damage to the environment and/or public health, from the extraction of raw materials and the manufacture of products, to their use, and the products' ultimate disposal.

Many 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. Light Emitting Diode (LED) bulbs, plastic lumber, and integrated pest management services).

The EPP Program works with the procurement SSSLs within OSD and their interagency teams to:

The EPP Program works with the following primary user groups to market EPP products and services:

- Commonwealth Executive Departments that are required to purchase from SWCs.
- Commonwealth Political Subdivisions, including schools, municipalities, county government authorities, public institutions of higher education, and constitutional offices seeking approved contractors that 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.

- Promote and track the purchase and use of EPPs on SWCs;
- Assist in researching information related the products' market availability and costs;
- Provide EPP specification language;
- Establish minimum environmental standards for products and services procured by agencies wherever feasible and practicable; and
- Partner with OSD's training and marketing communications staff to educate purchasers about 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), the Department of Environmental Protection (DEP), the Department of Energy Resources (DOER) [including the Leading By Example (LBE) Program, the Office of Technical Assistance and Technology (OTA), Green Communities, and Clean Cities Programs], and the Department of Public Health (DPH).

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.

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.

Key Accomplishments in FY2015

Documented more than \$28 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 entities eligible to use Massachusetts' SWCs. A number of reports are used to calculate the numbers of products sold and sales amounts, and publically available on-line tools are used 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 the *Tracking EPP Purchases on Statewide Contracts in FY2015* section of this report.

There are a number of harder to quantify, cost-savings opportunities that may contribute to the value proposition of EPPs, including, but not limited to:

- 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 and LED lighting;
- Reduced waste, such as less packaging or unnecessary materials that 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.

Cost Savings in FY2015 for Selected Products Estimated at more than \$28 Million

Table 1: FY2015 Estimated Cost Savings Summary for CFLs; LEDs; Computers, Laptops, Tablets, and Monitors; and Remanufactured Printer Cartridge Purchases <small>DATA: Vendor Reports</small>		
Energy Efficient Lighting: CFLs and LEDs		
Savings: less energy use	\$19,999,048	
Savings: reduced labor	\$7,008,704	
Computers, Laptops, Tablets, and Monitors		
Savings: less energy use	\$713,665	
Remanufactured Printer Cartridges		
Savings: lower purchase cost	\$662,772	
TOTAL ESTIMATED COST SAVINGS		\$28,384,190

Table 1 estimates more than \$28 million in cost savings in FY 2015 through reduced energy use, labor costs, or initial purchase costs associated with using compact fluorescent light bulbs (CFLs); light emitting diodes (LEDs); desktop, laptop, and tablet computers, monitors; and remanufactured printer toner cartridges. Please note that much of the energy savings will accrue in subsequent years, affording significantly more cost savings to the Commonwealth.

Energy Efficient Lighting: Estimated \$27 Million Savings in Energy Costs and Labor Reductions

The EPP Program used EnviroCalc to determine the cost savings for using energy-efficient lighting. Designed by OSD staff many years ago, this tool is pre-populated with formulas from other online calculators to automatically determine 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 and LEDs by varying wattage are available in the tool, which provides the savings in annual energy usage in addition to cost reductions in labor.

Cost savings for energy efficient lighting grew significantly from FY2014 to F20Y15. This may be attributed to better reporting by vendors; greater use of LEDs, which have significantly greater energy efficiency than CFLs; and an increase in the purchases of energy-efficient lighting, primarily through a DOER initiative to assist state facilities in switching to more energy efficient lighting options⁴.

Energy Efficient Computers, Laptops, and Monitors: Estimated \$713,665 in Energy Cost Savings

The EPP Program calculated the number of energy-efficient computers, laptops, and monitors and measured energy savings using the online ENERGY STAR® Calculator developed by the U.S. EPA and the U.S. Department of Energy to estimate the



energy consumption and operating costs of these types of office equipment. New ENERGY STAR -qualified 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 requires that computers listed on the Electronic Product Environmental Assessment Tool (EPEAT) registry be identified as such in the sales reports. The registry verifies that products meet multi-attribute environmental performance standards for electrical products, 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. For FY2015, the EPP Program quantified through vendor-reported data close to 85,000 EPEAT registered computers, laptops, and monitors that were purchased through SWCs.

Remanufactured Toner Cartridges: Estimated \$662,772 Savings for the Commonwealth

OSD and the Commonwealth's Information Technology Division (now the Massachusetts Office for Information Technology) collaborated in 2012 to issue the [ITD/OSD Enterprise Cartridge Acquisition Policy, which](#) requires all Executive Department Agencies to purchase remanufactured laser printer toner cartridges whenever they are available. These types of cartridges are produced from recycled empty toner cartridges after disassembling, inspecting, cleaning, reassembling, refilling, and quality assurance testing to ensure optimal performance. This requirement also applies to Non-Executive Department Agencies using Commonwealth Information Technology Capital Funds. The policy outlines an Executive Agency goal of increasing the use of remanufactured laser print toner cartridges to 40% by 2013, with a progressive 10% increase each year, ultimately reaching an 80% usage goal. Since 2012, the EPP Program has worked with agencies to increase usage, provided guidance and posted case studies on the [EPP Remanufactured Toner Cartridge Web Page](#), and reported annually on the status of Executive Agencies in meeting the goal. Remanufactured laser printer toner 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.

The EPP Program estimated just over 7,000 remanufactured laser printer toner cartridges were purchased in FY2015. Averaging the cost of these cartridges (across the various models purchased) and comparing the cost to a similar average cost of an Original Equipment Manufacturer (OEM) cartridge, the EPP Program estimated \$662,772 in savings, just by switching to remanufactured laser printer toner cartridges. This does not include any savings associated with returning the used cartridge and receiving a credit or discount on future purchases.

⁴ Executive Office of Environmental Affairs Leading By Example Program's Building Energy Efficiency Program: <http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/leading-by-example/>

Executive Departments' usage fell slightly from 33% in FY2014 to 32% in FY2015. However, progress may be found in the agencies with the top 10 printer toner cartridge purchases which collectively met a 41% remanufactured purchasing goal for the year. These agencies account for more than 60% of all purchases⁵. In FY2016, the *OFF32: Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies* SWC will be reviewed and possibly re-bid. The EPP Program will work with the SSST to offer additional strategies for increasing remanufactured laser printer toner cartridge usage in the contract.

Other Environmental and Health Benefits

Financial costs and benefits are the easiest to quantify where the purchasing price and frequency of purchase are weighed against operating costs, maintenance, repair, and replacement costs, occupational health costs, and liability. 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 an increasingly more important consideration in the bidding process. Unfortunately, these factors are much harder to quantify and incorporate into decision making.

Commonly cited benefits include reduced air pollution and water emissions, materials and energy efficiency, less waste in landfills, reductions in hazardous and toxic substances, and increased durability. Often, we can't place a specific value on the benefits without extensive study. However, there are some online tools that may help to measure greenhouse gas (GHG) emissions reductions typically expressed in MTCE from either the use of products containing recycled content, energy-efficient products, or by diverting materials from disposal to recycling facilities. These tools provide a way to evaluate products as contributors to a warmer climate.

The EPP Program has reviewed sales reports and calculated some of the environmental benefits from purchasing recycled and remanufactured products, CFLs and LEDs, and energy-efficient office products:

**Table 2:
FY2015 Estimated Environmental Benefits Summary from Purchasing
Recycled and Remanufactured Products**

(includes post-consumer recycled content office papers, janitorial and food service paper goods, plastic products, recycling containers, compost bins, and trash can liners; remanufactured toner cartridges; recycled mulch; remanufactured antifreeze and oil)

Data: Compiled from Vendor Reported Data and EnviroCalc

Environmental Benefit Estimate	Environmental Benefit Equivalent to....
Weight of Material Recycled	19,222 tons Annual Solid Waste Generation of: 9,018 households
Landfill space savings	113,266 cubic yards 5,663 loaded garbage trucks
Wood saved	144,301 trees 1,443 acres of wood plantation
Energy saved	329,546 million BTUs Energy content of: 56,818 barrels of oil
Carbon dioxide emissions	48,813 tons Emissions from vehicles driven for 1 year: 37,680 passenger vehicles

**Table 3:
FY2015 Estimated Environmental Benefits Summary from Purchasing CFLs and LEDs**

Data: Compiled from Vendor Reported Data and EPA's Greenhouse Gas Equivalencies Calculator

Environmental Benefit Estimate	Environmental Benefit Equivalent to....
Electrical energy savings	181,809,529 kWh Annual electricity usage of: 17,244 households
Carbon dioxide emissions	138,193 tons Emissions from vehicles driven for one year: 26,393 passenger vehicles

⁵ ITD/OSD Enterprise Cartridge Acquisition Policy – 2015 Goal Update, issued 1/11/2016 to Gary Lambert, Assistant Secretary for Operational Services, and Charlie Desourdy, Acting Commonwealth Chief Information Officer, MassIT

Table 4:
Estimated Environmental Benefits Summary from Purchasing Energy Efficient Office Products
 (including Computers, Monitors, Multifunction Devices, Printers, Copiers, Fax Machines and Scanners)
Data: Compiled from Vendor Reported Data and [EPA's Greenhouse Gas Equivalencies Calculator](#)

Environmental Benefit Estimate	Environmental Benefit Equivalent to....
Electrical energy savings	4,841,692 kWh Annual electricity usage of: 459 households
Carbon dioxide emissions	3,680 tons Emissions from vehicles driven for one year: 703 passenger vehicles



By diverting materials from disposal facilities (landfill and waste to energy) to recycling and composting facilities, the Commonwealth saves money through avoided disposal costs. This effort also helps to reduce greenhouse gas emissions that contribute to global climate change by avoiding energy used and pollution released during the extraction of natural resources such as timber, water, and minerals and using recycled feedstocks in the manufacturing process.

OSD collects vendor information on materials disposed of, recycled, and composted. However, it is believed that more diversion is taking place than is reported by the vendors. The EPA's Waste Reduction Model (WARM)⁶ was used to estimate equivalent environmental benefits from diverting selected materials to recycling as shown in Table 5.

Table 5:
FY2015 Reported Recycled Materials and Estimated Environmental Benefits

Data: from FAC33&FAC86: Solid Waste and Recycling SWC and using US EPA's WARM Model

Recycled Material	Tons	Environmental Benefit Equivalent to....
Compost (mixed yard waste and food waste)	5032	
Construction and Demolition Debris	2611	
Single stream (bottles, cans, paper, cardboard together)	1668	
Shredded paper	1419	
Mixed paper	764	
Comingled	464	
Cardboard	230	
Asphalt, Brick and Concrete	214	
Metal	204	
Wood	50	
Tires	16	

- Reduction in 4294 MTCE
- Conserving 613 Households' Annual Energy Consumption
- Conserving 11,600 Barrels of Oil
- Conserving 656,035 Gallons of Gasoline
- Removing annual emissions from 3,315 Passenger Vehicles

⁶ 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/conserve/tools/warm/index.html>

New Statewide Contract for Green Cleaners - FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies

In late FY2014, the EPP Program took the lead in re-bidding the successful all-green cleaning product/supplies contract FAC59, which was originally sourced in 2009 and 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.



FAC85 Strategic Sourcing Team:

A SSST was assembled to assist in the re-bid of FAC59 to *FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies*. One of the most important considerations in an “all green contract” is to ensure that the products are readily available, perform to satisfactory standards, 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 was comprised of 21 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. It also included contract users and members of purchasing departments from Connecticut, Rhode Island, New York, and Vermont.

Bid Research and Development:

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 Washington/Oregon specifications as a baseline, the team evaluated and updated 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 team also conducted a thorough evaluation of the top third-party certifications to ensure that unbiased, acceptable standards would be met to guarantee the highest possible level of environmentalism. The evaluation resulted in the inclusion, for the first time, of the US EPA’s Design for the Environment (DfE)⁷ registered products, but it was limited to only two of the contract categories (Category 4: Specialty Cleaners and Category 8: De-icing and Snowmelt Products), for which there were limited certified products from the other certification programs. Although this expanded the number of products available on the contract, the SSST decided to engage the Safer Choice program in a discussion to explore changes that would enable the SSST to accept Safer Choice products in all contract categories. Some of the concerns identified by the team included: allowing manufacturers to qualify for a label before an onsite audit had been completed; clarification on criteria for asthmagens; increased enforcement of label misuse; shortening the timeframe for companies out of compliance to get into compliance; provide increased public participation in developing substantive changes to the program, and

⁷ In 2015, the DfE program changed its name officially to the Safer Choice program. www.epa.gov/saferchoice

concern with the term “screen” throughout the Safer Choice documents, which fail to explicitly state that ingredients that do not meet a standard or criteria will be excluded.

Request for Responses (RFR) and Contract Award

Once all the details were finalized, a Request for Response (RFR) was sent and the bidding process began. Thirty-seven bids were received and evaluated and 15 vendors were awarded contracts. The vendors were selected for their product offerings and also for their ability to provide assistance to those entities transitioning to green cleaning programs. The contract boasts 12 categories of products and services that include cleaning chemicals, cleaning equipment and supplies, hand soaps, liners, janitorial paper products, de-icing and snowmelt products, and a microfiber washing service. All of the green chemicals and janitorial paper products included in FAC85 are required to be “Independently Third-Party Certified,” meaning that the environmental claims, as well as product performance, have been tested and certified by an established and legitimate, nationally recognized third-party certification program such as GreenSeal, UL Ecologo, the US EPA’s Safer Choice Program, and ENERGY STAR. Currently, there are more than 13,000 products available on the contract, but vendors may add products that meet the specifications outlined in the contract, enabling them to respond to user needs as the demand and availability of green product and service offerings grow.

Approved Products List for Cleaning Products

In the past, vendor price sheets were posted online, and searching for and comparing products was onerous. For this contract, all products approved for use on the contract were compiled into an “Approved Products List for FAC85” spreadsheet, a tool used by buyers to search for and compare products that have been evaluated with regard to their impact on workers, water quality, waste, and many other aspects of use. The list is updated each time products are added, and posted on the Commonwealth’s electronic Market Center, [COMMBUY5⁸](#), where contract materials are stored and available for public viewing.

Outreach and Training

Training and technical assistance by vendors to transition facilities to a green cleaning program were a requirement of the new contract. In addition, the EPP Program worked closely with experts at the Toxics Use Reduction Institute’s Green Cleaning Lab to provide additional navigation assistance to state facilities in implementing a green cleaning program.

Significant online marketing was done to publicize the contract, through the EPP Newsletter, OSD Newsletter, and two OSD Blog posts. In addition the EPP Program held a vendor webinar to review the contract, and OSD also hosted a contract Kick-Off event for FAC85, hosting close to 75 people, including all of the vendors, many of the third-party certifiers, and buyers from around the state. The effort has prompted a shift in the marketplace – and resulted in many of the green cleaning products becoming cost competitive with conventional products, and, in some cases, at a lower cost. Buyers now have a large array of options to consider when adopting a green cleaning program.

⁸ The Approved Products List for FAC85 may be viewed in COMMBUY5 at:
<https://www.commbuy5.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-15-1080-OSD01-OSD10-00000003619&releaseNbr=0&parentUrl=contract>

Toxics Reduction Task Force

To facilitate implementation of EO 515, an interagency Toxics Reduction Task Force was established in 2009 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), the Department of Public Health (DPH), the 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 each year – and work to implement programs that assist in reducing the use of toxics substances. The Task Force reports on a calendar year basis, and during CY2015, the task force primarily assisted with developing the specifications for FAC85:

- **Specification Development:** The Task Force 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 food-contact surface sanitizers, which may contain peroxyacetic acid, an asthmagen. The criteria also required vendors to offer proper training to sales staff promoting pre-cleaning with a non-disinfecting, certified “green” cleaner by identifying the surfaces that need to be disinfected (such as touch points) as well as those that do not, and training on the “clean,” then sanitize or disinfect model. The specifications may be viewed in [Attachment A: Mandatory Specifications and Desirable Criteria for FAC85](#) document as part of the bid package.
- **Foster Innovation in Green Cleaners:** The Task Force provided language to the Sourcing team to create a process for awarded vendors to propose new environmentally preferable products that fell outside of the specifications for review and approval for use on the contract, fostering innovation in green cleaning products. The form for the process was completed (see Appendix); and two products were proposed in FY16 and they continue to be evaluated.
- **Training and Technical Assistance:** Members of the Task Force provided presentations, training, and technical assistance to state entities transitioning to green cleaning programs, including DCAMM, DCR, and the MBTA.

Awarding Statewide Contracts with EPPs

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 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 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 four new SWCs as briefly described below. In addition, the EPP Program participated in a Strategic Sourcing initiative to identify existing cooperative purchasing contracts to add to our portfolio that would meet the needs of our buyers. Additional information on the dozens of contracts in Massachusetts now containing EPPs may be found in the [Recycled and Environmentally Preferable Products and Services Guide](#).

- **FAC86: Solid Waste and Recycling Services** This contract consists of a pre-approved list of vendors, each offering waste collection and/or recycling services ranging from the handling of a single material to providing a broad array of waste management services. This contract does not cover hazardous materials or universal wastes such as fluorescent lamps. The contract offers 21 categories of products that may be recycled, including newly added categories of wood, scrap tires, floating vegetation, redeemable bottles and cans, mattress recycling, and recycling services for events.
- **OFF44: Print, Copy & Mail Services and Printed Promotional Products** - Vendors are required to offer paper with recycled content that ranges from 30% - 100%. In addition, promotional items with environmental benefits are available (e.g., recycled content, compostable, biodegradable).
- **PRF61: Management Consultants, Program Coordinators and Planner Services** - This contract offers environmental management consultant, program coordinator, and planner services.
- **VEH96: Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants:** Vegetable oils (bio-based products) are included in several oil/fluid product listings. These products, made from corn, canola, soy, and other vegetable oils, are used to produce a wide range of lubricants. The bio-based lubricants contained on this contract meet Original Equipment Manufacturer (OEM) product requirements and use the same American Society for Testing Materials (ASTM) standards as petroleum-based fluids. In addition, many of the parts supplied by vendors are remanufactured, and may be requested.

Green Purchasing Partnerships

In FY2015, the EPP Program continued to actively work with other organizations and states to find common ground on EPP product and service specifications and market purchasing guidance to buyers. Some of the key committees and conferences in which the EPP Program participated include:



NASPO Green Purchasing Committee: The EPP Program Director served 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 policies for implementing green purchasing programs. In FY2015 the GPC completed its online interactive map of [States with Green Purchasing Programs](#). The GPC also developed a program to fund technical assistance grants for states. The EPP Program Director was invited to participate in a Green Procurement panel discussion at the 2015 NASPO North East Regional conference in Virginia. 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 is of the greatest possible benefit to purchasers of all levels. The RPN provided significant technical assistance to Massachusetts in developing the Request for Response 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.



The Sustainable Purchasing Leadership Council: OSD joined the Sustainable Purchasing Leadership Council as a member in 2014. 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. The EPP Program has participated in providing feedback to the Intensive Chemical Products technical advisory group.



Massachusetts Clean Energy Center (CEC): Is a publicly funded agency dedicated to accelerating the success of clean energy technologies, companies, and projects in Massachusetts. The CEC is partially funded through the Renewable Energy Trust. The EPP Program has worked with the CEC 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 grant program, [Massachusetts as a First Customer](#), was developed to provide financial and technical assistance to innovative, market-ready clean technology. The EPP Program provided feedback to the CEC in developing specifications for the program.



Center for Environmental Health (CEH): The CEH is a non-profit organization dedicated to working with parents, communities, businesses, workers, and government to protect children and families from toxic chemicals in homes, workplaces, schools, and neighborhoods. The EPP Program worked with the CEH to identify future projects for flame retardant furniture on SWC's.



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



Massachusetts Coalition for Occupational Safety and Health (MassCOSH): MassCOSH works with workers, unions, community groups, and environmental and health activists, to end dangerous working conditions; to organize for safe, secure jobs; and to advocate for healthy communities through training, technical assistance, and building community/labor alliances. MassCOSH has worked with the EPP Program to advance green cleaning in schools within Massachusetts and participated on the FAC85 Sourcing team.



Asthma Regional Council of New Enaland (ARC): The mission of ARC is to reduce the impact of asthma across New England, through collaborations with health, housing, education, and environmental organizations focused 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 the Commonwealth's contracts. For more information about ARC visit <http://asthmaregionalcouncil.org/>.

Continued a Strong Program of Education and Outreach on EPPs

The EPP Program has been very successful in growing the numbers of EPPs in SWCs, with thousands of products available in more than three dozen contracts. Keeping track of all the changes can be a challenge, however. The EPP Program revised and updated the EPP Recycled and Environmentally Preferable Products and Services Guide, which is now called the [Environmentally Preferable Products and Services Guide](#). This guide includes a number of resources for public purchasers from guidance on writing green specifications to summaries of all products and services considered environmentally preferable in our SWCs. In addition, the EPP Program has posted an [EPP Products and Services Quick List](#), a consolidated and searchable spreadsheet of all environmentally preferable products and services, OSD contracts with links to the online Contract User Guides, OSD contract lead, and contract end date.

The EPP Program worked closely with the OSD Outreach Program to increase social marketing of EPP information to our customers/constituents. This included:

- **Newsletters:** The EPP Program sent out two “EPP Procurement Newsletters - Buyer and Seller Updates” to more than 3,000 contacts. Featured in these newsletters was information on how to find EPPs in SWCs, reviews of new products and services, and announcements regarding technical assistance, new programs, or requirements. OSD has consolidated all of the OSD newsletters into a monthly publication, called “Buy the Way.” The EPP Program provides content to the OSD Marketing, Communications, and Event unit to include an EPP highlight each month.
- **EPP Blog:** The OSD Marketing, Communications, and Event unit assisted the EPP Program in writing two blog posts on the newly created FAC85 contract.
- **Tweets:** The EPP Program worked with the OSD Marketing, Communications, and Event unit to send numerous environmentally centered tweets, from Happy Earth Day to information on training classes.

The EPP Program supports the goals of the Clean Cities Program, Green Communities Program, and the Leading by Example Program, and provides information to these programs related to the availability of EPPs on SWCs. In addition, the EPP Program contributes to OSD’s annual MASSUYS EXPO held in the spring. This is the Commonwealth’s largest business to government event, which brings together thousands of buyers to meet with SWC vendors. At the 2015 EXPO, the EPP Program participated in a Green Cleaning workshop and was available at the information booth to answer questions.

Tracking EPP Purchases on Statewide Contracts in FY2015

In FY2015, the EPP Program estimated \$386,420,000 in EPP spend on SWCs. This is less than what was reported in FY2014 (\$403 million), primarily due to more accurate EPP spend calculations on the *ITC47: IT Hardware Computers, Mobile Equipment, Servers, Storage and Services contract* – one of OSD's largest contracts. Working closely with the vendors, FY2015 sales data reflects ENERGY STAR or EPEAT registered equipment only. The FY2015 report designated all spend from this contract as EPP spend. If spend had been similarly calculated in FY2015, the EPP spend on SWCs would have been \$491,000,000. Going forward, it is the intention of the EPP Program to target certain large contracts for additional spend analysis.



Currently in Massachusetts, there are an estimated 40 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 FY2015, we reviewed all contract spend listed in the previous year's EPP Annual Report (FY2014), added new contracts with EPP spend, and made a decision to remove contracts that had questionable EPP spend from the final calculations. For example, we removed ENE35: Propane, because it no longer is considered an environmentally preferable fuel compared to other fuels.

Challenges in Measuring EPP Spend on SWCs

Collecting, consolidating, reviewing, and validating data to measure the success of the EPP Program has been a constant challenge. In fact, it is a challenge for many across the country, who struggle with piecemeal reporting systems to aggregate this type of data. The EPP Program has reached out to a number of other organizations and states to discuss these challenges, hoping to coordinate efforts so that together we may provide similar frameworks for vendors to report their EPP spend.

One of the biggest challenges with reporting is having vendors properly label products. The EPP Program typically relies on the information 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. To acquire data in a consistent format from 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 spreadsheet report 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 designations in addition to wattage), once the template has been populated, submitted, and reviewed by the contract manager, the reports are downloaded into a database for easy retrieval.

Because the EPP Program uses more than just spend data, we dive into the reports and have found many issues with the data that poses challenges to EPP data retrieval:

- **Terminology:** Vendors are asked to provide certain information on environmental attributes of the products/services in their sales reports. Reported data can be inconsistent or presented in a way that makes it difficult to pull normalized data. For example, when asked to report on post-consumer recycled content of a

product, answers vary from “total recycled content” or “has recycled content” or “may contain up to 30% recycled content” or even “energy efficient.”

- **Accurate EPP Labeling:** The EPP Program has asked vendors to provide a manufacturer’s stock keeping unit (SKU)⁹ in the sales report along with the product name if it is possible to do and appropriate for the product. With this additional information, we have been able to sort on the SKU and found that some of the products listed had environmental information, while some did not. Because of the discrepancies, we are required to search online to confirm the data.
- **Omitted EPP Data:** When environmental data is omitted, an online spot-check must be completed to confirm whether had been omitted. When this occurs, the EPP Program requests vendors to re-submit the data.
- **Uploading Data into Wrong Columns:** At times, data is uploaded into the wrong columns in the reports. For example, putting spend data in a unit of measure column. This poses difficulty in accurately consolidating the data.

As we continue to analyze spend data and refine our data retrieval process, we are able to identify issues and work to resolve them. This is the case with ITC47. Some of the larger vendors provided only components of computer systems in their reports (e.g., CPU, casing, cabling, memory), but the number of “computers” is needed to populate the Office Equipment ENERGY STAR Calculator to obtain energy savings data. ENERGY STAR defines a computer as including a central processing unit (CPU), a user input devices such as keyboards, mouse’s, digitizers, or game controllers; and computer display screens to output information¹⁰. The EPP Program has worked directly with vendors to obtain these numbers and identify how many are ENERGY STAR® compliant and those that qualify for EPEAT.

In FY2015, 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, FY2015 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, Vendor Reported 1% Fee

Contract Name	Contract Number	FY2015 Estimated Spend	Data Source	EPP Product/Service
Clothing	CLT07	\$12,160	Vendor reports	Recycled content and organic cotton clothing
DCR Compost Toilets	DCR424	\$20,310	MMARS	Compost toilets
Ultra Low Sulfur Diesel	ENE32	\$9,519,945	Vendor reports	Alternative fuel
Biodiesel	ENE33	\$154,370	Vendor reported 1% fee	Alternative fuel
No. 2 Heating Oil -B5 Bio-heat only	ENE34	\$143,873	2014 data	Alternative fuel
Solid Waste and Recycling	FAC33/86	\$1,555,100	Vendor reports	Recycled paper, cardboard, metal, containers, electronics, yard and food waste, asphalt, concrete, mattresses, and other
Imprinted Bags - DEP Designated	FAC55	\$2,482,228	Vendor reports	Imprinted PAYT Bags (recycled HDPE)
Green Cleaning Products, Programs, Equipment & Supplies	FAC59/85	\$8,938,271	Vendor reported 1% fee	Green cleaning products, equipment and supplies

⁹ A Manufacturers Stock Keeping Unit (SKU) is a unique identifier code for a product.

¹⁰ From the ENERGY STAR Program Requirements for Computers, Version 5.0 - Definition of a Computer.

DEP Recycling Bins - DEP Designated	FAC61/87	\$2,375,282	Vendor reports	Recycling containers, refurbished rain barrels, and Big Belly solar waste systems
Carpet and Flooring Products and Installation	FAC63	\$1,330,198	Vendor reported 1% fee	Recycled content carpet and flooring products
Janitorial Services - Environmentally Preferable	FAC67/81	\$17,415,638	Vendor reported 1% fee	Janitorial services that use green cleaning chemicals/practices
Pest Control Services: Integrated Pest Management	FAC74	\$4,949,532	Vendor reported 1% fee	Integrated approach to pest control that reduces toxic chemicals
Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment	FAC76	\$6,944,650	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	\$3,027,671	Vendor reports	Recycled and reduced chemical products (Fertilizers, Organic and Other EPP landscape applications, plastic lumber)
Water Treatment Chemicals and Systems	FAC80	\$61,183	Vendor Reported data 1% fee and MMARS	Chemical-free cooling tower cleaners, Pool ionization, pool ozonation, and salt water chlorination systems
Hazardous, Medical, Hard-to-Manage Waste Collection, Disposal/Emergency Response	FAC82	\$4,166,978	Vendor reports	Recycling and proper management of wastes
Renewable/Alternative Energy Credit Statewide Contract	FAC83	\$64,508	MMARS	Purchase service for energy credits
Demand Response	FAC89	\$64,508	MMARS	Demand response services
Bottled & Emergency Bottled Water, Water Filtration Services, Reverse Osmosis Services/ Supplies	GRO26	\$263,764	Vendor reported 1% fee	Bottle-less water systems, reuse of BPA plastic bottles, recycled content cups
Food Service Equipment - Institutional Commercial Grade, Large and Small	GRO29	\$80,476	Vendor reports	Compostable and recycled content dishware
Prime Grocer	GRO30	\$5,322	Vendor reports	organic food
IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement	ITC44	\$30,692,377	Vendor reports	ENERGY STAR equipment/EPEAT Rated Computers
IT Hardware Computers, Mobile Equipment, Servers, Storage and Services	ITC47	\$58,627,107	Vendor reports	ENERGY STAR equipment/EPEAT Rated Computers
IT Asset Lease Services	ITC49	\$1,703,975	Vendor reported 1% fee	ENERGY STAR equipment
Audio, Video, Multimedia Presentation Equipment and Services	OFF27	\$17,772,329	Vendor reported 1% fee	ENERGY STAR equipment
Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies	OFF32LEASE	\$33,138,875	Vendor reports	ENERGY STAR Equipment, remanufactured equipment
Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies	OFF32PURCHASE	\$1,302,373	Vendor reports	Remanufactured toner cartridges
Print, Copy & Mail Services, and Printed Promotional Products	OFF33	\$9,681,334	Vendor reported 1% fee	Recycled content products, environmentally preferable chemicals for printing, use of equipment with waste and pollution prevention technologies
Art & Instructional School Supplies	OFF35	\$8,368,332	Vendor reported 1% fee	Recycled and reduced chemical content products
Office Supplies, Recycled Paper and Envelopes	OFF36	\$12,667,609	Vendor reports	Recycled and reduced toxic content products
Windshield and Glass Replacement for Vehicles	OVM08	\$316,495	Vendor reported 1% fee	Glass repair and window recycling service
Short-Term Rental of Various Light Duty Vehicles	OVM09	\$5,997	Vendor reports	Rental of alternative fuel or hybrid vehicles
Vehicles: Gasoline, Hybrid and Alternative Fuel	OVM10	\$1,664,537	Vendor reports	Purchase of an alternative fuel, hybrid, or flex fuel vehicle
Management Consultants, Program Coordinators and Planner Services	PRF46	\$3,367,947	Vendor reported 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	\$51,017	MMARS	Scrap tire recycling
New Tires, Retreads/ Retreading and Total Tire Management Program	VEH83	\$28,687	Vendor reports	Retreaded tires
Vehicle Maintenance Management Services & Accident Subrogation	VEH84A	\$3,011,187	Vendor reported 1% fee	Vehicle repair and inspection services
Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufacd. Antifreeze, Other Lubricants	VEH89	\$2,586,256	Vendor reports	Re-Refined Motor Oil, Remanufactured Antifreeze, Bio-Based Lubricants, Remanufactured/Refurbished Motor Parts
Traffic Safety Products	VEH92	\$118,268	MMARS	Recycled traffic cones, channelizer drums, and flexible delineator posts
TOTAL ESTIMATED EPP SPEND		\$386,414,764		

Conclusions and Considerations for Next Year



Twenty years of EPP Program development has produced a mature program in the Commonwealth that provides buyers thousands of environmentally preferable products and services from which to choose. The EPP Program deliberately sits within the Strategic Sourcing Staff Unit, to identify opportunities and work with staff to evaluate options. Offering a robust supply of green/sustainable products is the foundation of the program, but it is equally important to correctly market the products to buyers so they are aware of the price, performance, and availability, and to work with buyers, which may require providing added technical assistance and training. The EPP Program also has established minimum environmental standards for products and services, such as a requirement for copy paper to contain 30% post-consumer recycled content or computers to be ENERGY STAR certified or cleaning products to meet third-party certifications. Together, these programs and policies have contributed to purchasing nearly \$400 million in products and services that provide a variety of human health and environmental benefits.

Because there are so many products and services available, and more green options come on the market every day, the EPP Program continues to build relationships with OSD staff, other agencies, vendors, non-profit organizations, and other states to push environmental purchasing as a value proposition – contributing to improved human health and a variety of environmental benefits, and, in many cases, cost savings. The Commonwealth is fortunate to have a “best value contracting” system, instead of a “low bid” system, which allows SSSTs to incorporate expanded evaluation and measures into the bidding process.

But accurate and meaningful labeling of environmentally preferable products is a challenge, and leads to difficulty in measuring progress. The EPP Program looks forward to working with OSD Staff, interagency colleagues, and national partners to consider additional labeling strategies

In addition, in FY2016 the EPP Program will be working to:

- Improve outreach regarding 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 (significant contracts with EPPs include FAC76: Maintenance, Repair and Operations; FAC74: Integrated Pest Management; and OFF32: Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator, and Printer Supplies);
- Assist the SSSTs in incorporating language into outreach materials to buyers, and participate in vendor and buyer kick-off events to highlight EPPs on contracts;
- Actively participate with OSD’s staff and vendors to streamline and improve EPP tracking;
- Track purchases of remanufactured printer toner cartridges per the requirements and goals of the Enterprise Printer Cartridge Acquisition Policy and work with the Strategic Sourcing Team for the re-bid of the contract to identify strategies to increase usage by buyers and sales by vendors;
- Survey vendors on OFF38: Office, School and Library Furniture, Accessories & Installation to identify environmentally preferable options for indoor air quality and develop guidance for buyers.

The EPP Program will continue to support statewide programs to promote environmental initiatives, such as the Leading By Example Program, many of the energy efficiency programs in place at the Department of Energy Resources (DOER) and the Department of Capital Asset Management and Maintenance (DCAMM) that are targeted to state facilities, and recycling

initiatives at the Department of Environmental Protection (DEP). The EPP Program also will continue to foster partnerships with national organizations such as the Responsible Purchasing Network (RPN), National Association of State Procurement Officials (NASPO), ValuePoint, the Sustainable Purchasing Leadership Council (SPLC), and others to pool resources and market successes.

Resources

A. EPP Website

Find information about the benefits of EPPs, the many statewide contracts currently in place that offer these goods and services, case studies, guides, reports, tools, and information on upcoming events focused on EPPs, plus detailed information regarding Green Cleaning.

View at: www.mass.gov/epp

B. Environmentally Preferable Products and Services Guide

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

View at: www.mass.gov/anf/docs/osd/epp/epp-guide-vol-40-sept-2015.docx

C. ITD/OSD Enterprise Printer Cartridge Acquisition Policy

In support of the EO 515, Establishing an Environmental Purchasing Policy, the Commonwealth's Information Technology Division (ITD, now MassIT) and OSD have collaborated to issue the Enterprise Printer Cartridge Acquisition Policy. The document is posted on the homepage 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

D. Alternative Approval Form for FAC85

The Toxics Reduction Task Force has developed a form for FAC85 vendors to propose innovative green products for use on contract.

View at: www.mass.gov/anf/docs/osd/epp/trtf-alternative-approval-10-9-15.docx