**Draft Model**

**Environmentally Preferable Product (EPP) Procurement Policy**

**Basic Policy**

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, conserve energy and resources and significantly limit the amount of toxic substances being disposed of or consumed while servings as a model for private and public institutions, the City/Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to purchasing products which are environmentally preferable whenever such products meet quality and performance requirements and are available at reasonable prices and terms. EPPs include, but are not limited to, products that contain recycled content, are energy efficient, less toxic, reduce packaging, conserve water, are readily biodegradable, and preserve open space.

To the maximum extent practicable, the following standards should be adhered to:

1. For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
2. Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
3. For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Manager (or other appropriate municipal chief/ board) on July 30 for the previous fiscal year.

**Options to Add to the Basic Policy**

1. Any deviation from the standards under part “a)” above must be approved by the Town Manager (or other appropriate municipal chief / board). The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available under a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.
2. Consider targeting additional items to be purchased only with recycled and environmentally preferable content, such as, but not limited to, janitorial paper products, cleaning products, paint, remanufactured toner cartridges, office (cubicle) panels, office supplies, trash bags, energy efficient office equipment, re-refined oil and anti-freeze. (This can be done in the initial policy, or added afterwards). To secure these products and view a list of other available EPP products, departments should consult the [Commonwealth of Massachusetts Recycled Products Guide for State Contracts](http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/publications-rpts-and-tools/guides-to-epps-on-massachusetts-state-contracts.html), published by the Operational Services Division and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
3. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.
4. The head of each city/town department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.
5. Town departments shall implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.
6. The City/Town shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.
7. Each department shall use a “[Sample Procurement Determination Form](http://conservatree.org/about/EPP.html)” to help determine if there are EPP options prior to purchasing products.

**NOTE:** ***Visit The Commonwealth’s*** [***EPP Program Website*** ***www.mass.gov/epp***](http://www.mass.gov/epp) ***to see the October, 2009 Executive Order #515 that specifically targets other procurement areas that state agencies and others should consider when greening their purchases.***

**Definitions**

**Include These in Your Bid Language to Clarify Environmental Specifications**

**Bio-Based Products:** means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

**Environmentally Preferable Product (EPP)** - A product or service that has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics either disposed of or consumed.

**Energy Star** is a Federal standard applied to office equipment for the purpose of rating the energy efficiency of the equipment. Energy Star computers, monitors, and printers save energy by powering down and going to “sleep” when not in use, resulting in a reduction in electrical bills and pollution levels.

**Integrated Pest Management** is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

**MBE:**  a Minority Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

**Pollution Prevention:** Pollution prevention is reducing or eliminating waste at the source by modifying production processes, promoting the use of non-toxic or less-toxic substances, implementing conservation techniques, and re-using materials rather than putting them into the waste stream.

**Post-consumer Content:** Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

**Pre-consumer Materials** (also known as Post-Industrial) are generated by manufacturers and product converters. Instead of being trashed, the materials such as trimmings, damaged or obsolete products or overruns are collected and incorporated into a manufacturing process.

**Price Preference**: When a government agency, municipality or department, or any other entity is willing to pay a higher price (usually 5 - 10%) for recycled or environmentally preferable products.

**Recycled Products** means goods which contain materials which have been diverted from the solid waste stream, including post-consumer materials, and materials and/or by-products generated in industrial processes, or which have been wholly or partially remanufactured.

**Recovered Materials** are waste materials and byproducts which have been recovered or diverted from solid waste, including post-consumer materials and materials generated in industrial processes.

**Remanufactured Products** are those products or equipment partially or fully manufactured from existing product materials where such materials are cleaned and repaired to the extent possible and reused in the new product or equipment. All unusable parts are to be removed and replaced with new or remanufactured parts which meet OEM standards.

**Recyclability:**  The ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

**Reused Product**  means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

**Source Reduction** is activities designed to reduce the volume or toxicity of waste generated, including the design and manufacture of products with minimum toxic content, minimum volume of material, and/or a longer useful life.

**“Unreasonable Price”** - Prices for recycled paper goods may be considered “unreasonable” if the cost is greater than 10% of the lowest responsive virgin material bid. However, for other products, please remember that purchasers should consider the cost of maintenance, frequency of replacement and disposal costs, in addition to the purchase price, to get the “true” or “life-cycle” cost of a product.

**Water-Saving Products** are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

**WBE** – a Women’s Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

**W/MBA** – a Minority and Women’s Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

**Additional Information**

**Find additional information on Buy Recycled and EPP Policies**

**MassDEP:**  links to a [Sample Buy Recycled Policy www.conservatree.org/about/EPP.html](http://conservatree.org/about/EPP.html)

**Responsible Purchasing Network** lists samples of federal, state, county, city and educational institutions sample environmental policies: [Responsible Purchasing Network: www.responsiblepurchasing.org/purchasing\_guides/all/policies/](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)

**Stopwaste.org:** California’s Alameda County lists a sample [EPP model policy updated in 20012: www.stopwaste.org/home/index.asp?page=439](http://www.stopwaste.org/home/index.asp?page=439)