

PURCHASE OF ENVIRONMENTALLY PREFERRED PRODUCTS

Policy # ES-08-01

Implemented: July 2008

I. PURPOSE STATEMENT

This policy is developed to provide direction to state agencies regarding the purchasing and appropriate use of environmentally preferable products. The procurement of such products that perform well and that have positive environmental attributes can reduce environmental impact and minimize potential impacts to human health while also ensuring cleaning effectiveness.

II. POLICY REQUIREMENTS

State agencies must purchase and use the following environmentally preferred products as outlined in this policy. Agencies wishing to purchase or use any alternative products must submit written justification to the Office of Procurement Management before such purchases may be made.

A. Cleaning Products

All State Agencies shall procure and use cleaning products having properties that minimize potential impacts to human health and the environment consistent with maintenance of the effectiveness of these products for the protection of public health and safety.

When procuring cleaning products, State Agencies shall purchase environmentally preferred products that have been identified by the Bureau of Administration as compliant with this policy and made available through a state contract. Agencies shall ensure that personnel using such products have been properly trained in their use.

Agencies wishing to purchase alternative cleaning products must document the reasons for selecting alternative products and submit the request to the Office of Procurement Management prior to making the purchase. The request must be submitted to Procurement Management through the state agency facilities director.

B. Recycled Content Paper Products and State Printing Projects

State agencies shall purchase recycled content paper products from the state contract or from Central Supply if available.

When requesting bids or quotes for state printing projects or paper purchases, state agencies shall specify minimum recycled content based on recommendations adopted by the Office of Procurement Management. All printing projects shall include the statement "Printed On Recycled Paper".

Agencies wishing to utilize virgin paper stock instead of recycled content paper stock for any office use or printing project must document their reasons and submit the request to the Office of Procurement Management prior to making the purchase or entering into agreements for any printing services.

C. Energy Efficient Products

When acquiring energy-consuming products State agencies shall purchase ENERGY STAR® designated products. Information regarding ENERGY STAR® is available via the Internet at <http://www.energystar.gov/products>. An agency is not required to procure an ENERGY STAR® designated product if the head of the agency determines in writing, to the Office of Procurement Management, that No ENERGY STAR® designated product is reasonably available that meets the functional requirements of the agency; or that no ENERGY STAR® designated product is cost effective over the life of the product taking energy cost savings into account.