



Model Responsible Purchasing Report: Guidance Document

About this Report

The **Responsible Purchasing Network's Model Responsible Purchasing Report** is published as a member resource. Print and PDF copies are available to non-members for purchase. Visit www.ResponsiblePurchasing.org to purchase a copy or to log-in for member access.

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About the Responsible Purchasing Network

The Responsible Purchasing Network (RPN) was founded in 2005 as the first national network of procurement-related professionals dedicated to socially and environmentally responsible purchasing. RPN is a program of the Center for a New American Dream (www.newdream.org) and guided by a volunteer Steering Committee of leading procurement stakeholders from government agencies, businesses, educational institutions, standards setting organizations, and non-profit organizations.

Acknowledgements

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Table of Contents

Overview	5
Guidance	
Executive Summary Guidance	7
Responsible Purchasing Policies Guidance	8
Purchase Summary Guidance	9
Purchase Details Guidance	10
End-of-Life Management Guidance	11
Recognition Guidance	13
Challenges and Opportunities Guidance	14
Acknowledgements and Additional Resources Guidance	15
Addendum I: How to Track Purchases	16
Samples	
Addendum II: Sample Executive Summary Section	18
Addendum III: Sample Responsible Purchasing Policies Section	19
Addendum IV: Sample Purchase Summary Section	20
Addendum V: Sample Purchase Details Section	22
Addendum VI: Examples of Purchase Detail Language and Green Products and Services	23
Addendum VII: Sample End-of-Life Management Section	30
Addendum VIII: Sample Recognition Section	31
Addendum XI: Sample Challenges and Opportunities Section	32
Addendum X: Sample Acknowledgements and Additional Resources Section	33
Endnotes	34

Disclaimer

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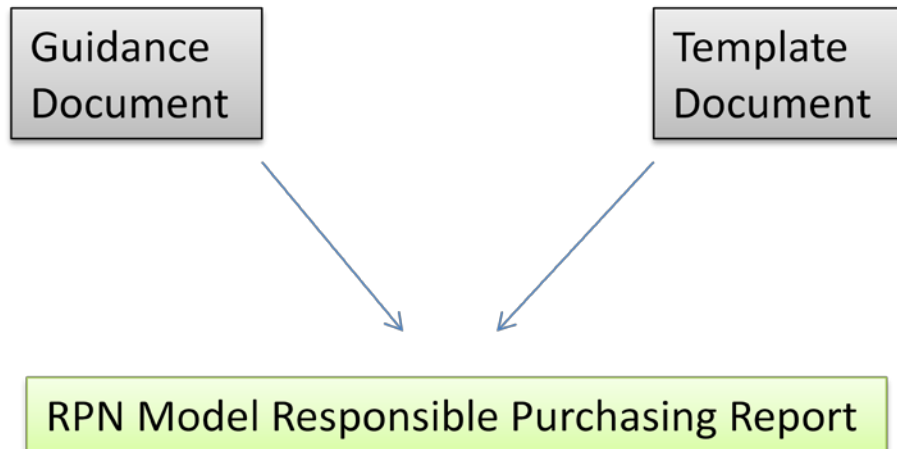
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The Model Responsible Purchasing Report is not meant to satisfy the requirements of the Global Reporting Initiative's G3 Guidelines.

Overview

This Model Responsible Purchasing Report is designed to help institutions create their own periodic publication to communicate about their responsible purchasing efforts. Whether yours is a government agency, educational institution, corporation, non-profit organization, faith organization, hospital, or other organization, this Model Report can serve as a template on which to base your own report. The term *Model Responsible Purchasing Report* herein refers to both the Guidance Document (this document) and the corresponding Template Document, “**RPN Model Responsible Purchasing Report: Template Document.**”



Responsible Purchasing Reports bring attention to your program and serve as a measure of your accomplishments. Reports can be used to financially justify your program's existence and communicate your successes to stakeholders. Both environmental and cost benefits achieved by your program should be highlighted throughout a Responsible Purchasing Report.

HOW TO USE THIS GUIDANCE DOCUMENT

This guidance document should be used in conjunction with the corresponding document: “**RPN Model Responsible Purchasing Report: Template Document.**” The Template Document contains model language is meant to be “plug-and-play,” meaning the user inputs data to customize it as their own. While filling in the template to create a personalized report, use the Guidance Document for direction and relevant examples.

The Guidance Document is broken down into two main sections: Guidance and Samples. The **Guidance** section explains the purpose and components of each part of the report. **Sample excerpts**, drawn from reports from leaders in the field of responsible purchasing to illustrate specific reporting strategies are provided in the **Addenda**. The areas covered by the Report are: 1) **Executive Summary**; 2) **Responsible Purchasing Policies**; 3) **Purchase Summary**; 4) **Purchase Details**; 5) **End-of-Life**

Management; 6) Recognition; 7) Challenges and Opportunities; and 8) Acknowledgements and Additional Resources.

The scope of this Model Report is focused toward reporting on socially and environmentally responsible purchasing. Social considerations such as sweatshop-free, child-labor free, and fair trade labor should always be taken into account during purchasing. The term “Environmentally Preferable Purchasing” or “EPP” is widely used and accepted, but may not include social considerations in its purview. Responsible purchasing encompasses both social and environmental effects, and both issues should be addressed in your report.

This Model Report is meant to provide guidance to those seeking to publish their own Responsible Purchasing Report. All the sections and suggestions within the Model Report may not be applicable to all organizations. When developing your own Responsible Purchasing Report, extract the language from the Template Document and plug in your own data, figures, resources, etc. To an extent, this report represents an ideal that may be currently unattainable for any single organization, but will help focus distinct efforts and achieve a degree of uniformity among and between reporting organizations.

HOW TO TRACK PURCHASES

Tracking purchases of socially and environmentally preferable products is an evolving science. It often requires a dedicated effort by one or more individuals to reach out to buyers, vendors, and other stakeholders to gather data. There are many methods used to capture purchase data, and the best method depends on your organization and existing reporting infrastructure.

Historically, responsible purchasing tracking has been done through estimation and requesting purchase data from vendors. Many organizations include contract language that requires their vendors to submit data on responsible product purchases. Some organizations are now exploring the use of internal electronic reporting systems and green product commodity codes to track spending habits. This internal approach has many advantages, including saving time and obtaining more accurate data.

For more suggestions on how to track spending, refer to **Addendum I: How to Track Purchases**. For additional guidance, please contact RPN at rpn@newdream.org.

PURPOSE

The **executive summary** provides readers with a brief synopsis of your institution's Responsible Purchasing Report. It serves to provide the necessary background concerning your responsible purchasing program and the reasoning behind the report. The executive summary needs to be concise but comprehensive, providing an overview of your institution's past responsible purchasing program accomplishments, present initiatives, and future plans. As an option, a foreword by the author can be inserted before the executive summary.

COMPONENTS OF AN EXECUTIVE SUMMARY

Program Highlights and Accomplishments: Outline historical background, how the responsible purchasing program fits into the larger organization, and major achievements by the program.

- Provide dollars spent on socially and environmentally preferable products.
- Provide dollar savings achieved by the responsible purchasing program (this is very important – it justifies the program's existence during a tough economic climate).
- Provide percentage increases on spending for specific product categories.
- Quantify environmental, and where possible, social benefits and highlight some of those benefits in this section.
- Mention any new green technologies and approaches adopted by the responsible purchasing program.
- Explain any partnerships, leadership roles, and education provided to stakeholders.

List Future Goals

- Outline the continuation of existing goals and new goals for the following year.
- List any major projects or partnerships to take place in the future.

SAMPLE EXECUTIVE SUMMARY

- **Addendum II:** King County, WA – Environmental Report 2008 Annual Report – Executive Summary

PURPOSE

A **responsible purchasing policy** is the driving force behind a responsible purchasing program. Policies codify organizational commitments to responsible purchasing and ensure transparency as well as consistency. These policies can come from a number of sources but are most often found in: government policies, ordinances, executive directives and orders, state and local laws, climate commitments, corporate social responsibility statements, student ordinances, student assembly bills, etc.

RPN Best Practices for Responsible Purchasing Programs

1. Form a Team

2. Establish a Baseline

3. Set Goals

4. Adopt a Policy

5. Implement Plan

6. Measure and Monitor

7. Improve Practices

8. Measure and Report on Successes

COMPONENTS OF A RESPONSIBLE PURCHASING POLICY SECTION

List and describe the relevant policies that detail your institution's responsible purchasing commitments, in chronological order.

SAMPLE RESPONSIBLE PURCHASING POLICY SECTION

- **Addendum III:** New York, NY – Environmental Preferable Purchasing Procurement and Waste Prevention Annual Report Fiscal Year 2008. – EPP Policy Section

Purchase Summary Guidance

PURPOSE

The **purchase summary** section should provide readers with a financial overview of your organization's responsible purchasing efforts over the past year. This section should convey the effectiveness of the responsible purchasing program and focus on monetary savings due to increased energy and water efficiency, reduced waste, decrease in overall purchasing, reduced worker illness, lower upfront product costs, and lower disposal costs.

COMPONENTS OF THE PURCHASE SUMMARY SECTION

Total Spending on Socially and Environmentally Responsible Products (See example chart below):

- Provide this year's **overall** and **Responsible Purchasing** spending figures.
- Compare annual spending to previous years using charts and graphics.
- Provide percentage increases on spending for specific product categories.
- Discuss any major changes from previous years' responsible purchasing spending.
- Explain how purchasing figures were calculated. See [RPN's Calculators Page](#) for more resources.
- Discuss money saved by only buying what was necessary.

Amount of money saved from purchasing Socially and Environmentally Responsible Products

- **Highlight money saved** through energy and water efficiency, reduced disposal costs, lower upfront costs.
- Compare money saved to previous years using charts and graphics.
- Project future savings that may not be realized within the first year of purchase.

SAMPLE PURCHASE SUMMARY SECTION

Addendum IV: City of San Diego, California – FY 2008 Annual Report – Purchase Summary Section

PURPOSE

The **Purchase Details** section familiarizes readers with relevant attributes of socially and environmentally preferable products. It addresses such issues as environmental and social benefits, eco-labels and standards, and cost savings. Products and services should be placed into one of the following nine product categories: **1) Agricultural Products; 2) Cleaning Supplies; 3) Construction Materials; 4) Energy-Efficient Products; 5) Food Services; 6) Green Power; 7) Office Products; 8) Vehicles and Maintenance; and 9) Miscellaneous Products.** These categories should be customized to reflect the policies, priorities, and practices within a given institution. **Images** of products should be used to help readers visualize what is being described. This Model Report provides examples of product details excerpted from Responsible Purchasing Reports around the country as well as several product detail templates produced by RPN.

COMPONENTS OF THE PURCHASE DETAILS SECTION

For each of the nine product categories, there should be sub-sections with a chart that includes the following:

- A list of the environmentally or socially preferable products purchased that fall within the category.
- Descriptions of the products' environmental and social attributes.
- Total annual spend on each product.

Written descriptions of the responsible purchasing efforts in each of the nine categories

- Discuss the unique issues surrounding each of the nine product categories.
- Provide historical context and discuss future plans in each product category.
- Include images of at least one product within the category.

SAMPLE PURCHASE DETAILS SECTIONS

- **Addendum V:** City of San Diego, California – FY 2008 Annual Report – Purchase Details Section
- **Addendum VI:** Examples of Purchase Detail Language and Green Products and Services

End-of-Life Management Guidance

PURPOSE

The **End-of-Life Management** section describes the process by which products are disposed after their term of useful service expires. Responsible purchasing considers the entire product life cycle. Products are purchased with durability in mind, though disposal is an inevitable final step. This section should illustrate your organization's end-of-life management efforts. Specific examples should be listed to demonstrate your methods.



COMPONENTS OF THE END-OF-LIFE MANAGEMENT SECTION

Describe steps, programs, or partnerships that are being utilized to prevent waste and include any statistics about savings. Waste prevention involves eliminating or reducing the amount of waste, including recyclables.

Reduce:

- ▶ Explain reductions in hazardous materials usage and proper handling and disposal measures.
- ▶ Explain how durable products prevent additions to the waste stream.
- ▶ Explain how purchasing only items that are necessary reduce the overall waste stream and save money.
- ▶ Potential item(s) to highlight:
 - Doormats installed at entryways to prevent dirt from entering indoor spaces and reduce intensity and frequency of cleaning.
 - Duplex printing made mandatory to reduce copy paper waste by up to 40%.
 - Programs to eliminate bottled water and the associated waste and disposal costs
 - Office policies restricting office paper use.

Reuse:

- ▶ Potential item(s) to highlight:
 - Composting programs.
 - Onsite gardening programs.
 - Donating or repurposing items.
 - Auctions of old items, especially vehicles.

Recycle:

- ▶ Reemphasize regulations requiring recycling and discuss your organization's recycling efforts.
- ▶ List programs that dispose of surplus property such as vehicle auctions, electronic auctions, or giveaways.
- ▶ Mention programs to take back unique items like toner cartridges, electronics, fluorescent lights, maintenance oils, antifreeze, carpet, asphalt and concrete, and office equipment.

Preserve:

- ▶ Describe maintenance programs used to prolong the useful life of vehicles and other products.
- ▶ Identify equipment leasing or cost-per-copy contracts and explain how such methods preserve resources.

SAMPLE END-OF-LIFE MANAGEMENT SECTION

- **Addendum VII:** Yale University – Environmental Report 1997-1998 through 2003-2004– Waste Cycling Section

Recognition Guidance

PURPOSE

In the **Recognition** section, list awards, media mentions, and certifications achieved by your responsible purchasing program and highlight its contribution to your organization's sustainability efforts.

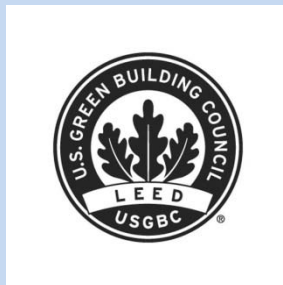


COMPONENTS OF THE RECOGNITION SECTION

List and describe any awards your department achieved as a result of responsible purchasing program efforts.

List and describe any media appearances as a result of responsible purchasing program efforts.

List and describe any purchasing efforts used to earn points toward a specific certification, such as the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) or the Association for Advancement of Sustainability in Higher Education's (AASHE) Sustainability Tracking Assessment and Rating System (STARS).



SAMPLE RECOGNITION SECTION

- **Addendum VIII:** Commonwealth of Massachusetts – EPP Program Annual Report 07-08 – Awards



Challenges and Opportunities Guidance

PURPOSE

The **Challenges and Opportunities** section should discuss responsible purchasing issues faced in the past year and those expected in future years.

COMPONENTS OF THE CHALLENGES AND OPPORTUNITIES SECTION

Challenges encountered in the current program

Describe challenges that the responsible purchasing program faced during the year and how they were responded to. Consider the following:

- Environmentally and socially preferable purchasing awareness and education.
- Negative consequences with responsible products.
- Problems with tracking spending, including vendor reporting troubles.

Opportunities for Improvement

Describe how your institution can improve responsible purchasing practices to overcome obstacles.

- Describe any problems or limitations with collecting the data necessary for compiling this report.
- List sectors for which there are currently no responsible products on the market, which your institution would be interested in pursuing through responsible purchasing.
- Address responses to product performance concerns.
- Create a “wish list” of programs and features that would help your organization’s responsible purchasing efforts.
- Describe the future outlook for the year ahead. List goals and strategies, new projects, and potential challenges.

SAMPLE CHALLENGES AND OPPORTUNITIES SECTION

Addendum XI: King County – Environmental Purchasing 2008 Annual Report – Challenges and Opportunities

Acknowledgements and Additional Resources Guidance

PURPOSE

In the **Acknowledgements and Additional Resources** section, provide any additional information about the individuals and resources used to make this report. Include a list of acronyms and a glossary of responsible purchasing terms.

COMPONENTS OF THE ACKNOWLEDGEMENTS AND ADDITIONAL RESOURCES SECTION

Acknowledge those who helped with the Responsible Purchasing Report. Include the following:

- Organizations or individuals that contributed data to the Responsible Purchasing Report.
- Any advisors and experts that contributed ideas to the Report.
- Include a list of partner organizations that help with responsible purchasing efforts and describe your relationships with them.
- Mention other stakeholders.

Provide Additional Resources.

- Include a glossary of responsible purchasing terms. See [RPN's Definitions Page](#) for a list of commonly used terms and their meaning.
- Include a list of acronyms.
- Include a list of resources that were used to write your Responsible Purchasing Report, including cost and benefit [calculators](#).
- Include organizations that readers can seek out to find out more about responsible purchasing, such as RPN.

SAMPLE ACKNOWLEDGEMENTS AND ADDITIONAL RESOURCES SECTION

Addendum X: London, UK, Mayor of London Green Procurement Code Progress Review 2009 – Glossary



Addendum I: How to Track Purchases

The following is a list of suggested **best practices** to track green spending in your organization. If you need further guidance in tracking and reporting on your responsible purchasing program, please contact RPN at rpn@newdream.org.

- 1) **Form a Team.** Designate a staff leader or form a working group comprised of staff from relevant departments, such as: purchasing, environment, facilities, energy, etc. This team will set goals, and design and implement a tracking and reporting plan.
- 2) **Define “Responsible” or “Green.”** Consider the U.S. Government’s definition for **environmentally preferable**: *“products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal.”* (EO 13101, Section 201). Add social considerations to create your own definition. Make a list of products and services that you want to start tracking, and a separate list of eco-labels and certifications that must be carried by responsible products.
- 3) **Review Current Practices.** How do you purchase products and services? How do you track general spending? Determine if tracking responsible spending can be done through existing reporting systems, or if a new system must be created.
- 4) **Design a Tracking Plan** Determine the best way to track purchases considering the following approaches, that are listed from weakest to strongest:
 - a. **Estimating Spending Using Contract Lengths and Amounts.** Obtain *estimates* of purchases using contract lengths and full dollar amounts, then deduce the amount “spent” during the time period covered in the Responsible Purchasing Report. **Note:** Individual items on the contract will not be differentiated, so contracts with both green and non-green items must be classified as one or the other. Actual spend may not be accurately reflected using these estimates.
 - b. **Asking Vendors for Purchase Data.** Include contract language that requires vendors to submit purchase data for green products and services by a certain date every year. Consider including vendor questionnaires with bid solicitations that will notify you if they are submitting a bid for a green product or service. **Note:** This method can be time consuming, especially if vendors do not submit purchase data on time.

- c. **Monitor Purchases Internally.** Develop a system to track internal expenditures through use of green commodity codes. **Note:** The development of such a system may require significant resources, but may ultimately end up saving time and money.
- 5) **Implement the Plan.** Inform vendors and buyers about the new reporting requirements. Insert contract language into bid solicitations. Develop new tracking systems and adapt as conditions change. You may want to consider running a pilot test before full-scale rollout and soliciting feedback. Allow for system flexibility to include newly introduced green products and phase out obsolete items.
- 6) **Monitor and Measure Progress.** Be sure that the intended results are being achieved. Biannual reports that are not released to the public are a good way to practice report writing and gauge your relative progress.
- 7) **Gather Data and Calculate Benefits.** At the end of the year (fiscal or calendar), gather the data necessary for report preparation. Use specialized purchasing calculators to determine cost and resource savings: [RPN Calculators Page](#)
- 8) **Write and Distribute the Responsible Purchasing Report.** Use the RPN Model Responsible Purchasing Report: Template Document as a template for your own responsible purchasing report.

Addendum II: Sample Executive Summary

Extracted from the Environmental Purchasing 2008 Report, King County, Washington¹

EXECUTIVE SUMMARY

King County Environmental Purchasing Program 2008 Annual Report

King County's Environmental Purchasing Policy reflects a long-term commitment to the purchase of environmentally preferable products. In 1989, King County adopted its original recycled product procurement policy in response to overburdened landfills and the need to create markets for newly collected recyclables. The policy was expanded in 1995 to include other environmentally preferable products

The King County Environmental Purchasing Program provides county personnel with information and technical assistance to help them identify, evaluate, and purchase economical and effective environmentally preferable products and services. Environmentally preferable procurement considers multiple product attributes, such as toxicity, durability, emissions, recycled content and conservation of resources, in addition to price, performance and availability.

The program reports annually on the status of policy implementation and the environmental purchasing accomplishments of agencies. In the past year, King County agencies purchased 54 million dollars worth of these products, saving \$837,000 compared to the cost of conventional products. Recycled paper is used for all major government functions, including bus schedules, tax statements, court forms, pet license notifications, business cards, and reports. Other purchases include: remanufactured toner cartridges; re-refined antifreeze and motor-oil; ultra-low sulfur diesel; biodiesel; hybrid vehicles; bio-based oils; plastic lumber, compost, shredded wood-waste and tire-retreading services. In addition to their environmental benefits, many of these products are more economical than those they replace and perform well.

Program success depends on identifying the critical decision-makers in the county and supporting them with information that can help them make good decisions. The program provides educational seminars on specific opportunities, maintains a website, produces an annual progress report and issues email "Environmental Purchasing Bulletin" to make information available to agencies, suburban cities, and the community at-large. By using these devices and others, we are gradually bringing about greater identification with the environmental objectives of policy, as employees learn that every purchase has an impact and that every employee has opportunities to improve the environmental impacts of their purchases.

The program continues to provide a central resource for internal agencies and for jurisdictions and other organizations across the nation. Program staff also continues its integral role in the national membership-based non-profit organization called the "Responsible Purchasing Network," serving on the steering committee. King County lends support to the network by sharing its experiences with others who are working to develop policies and programs to support the purchase of environmentally preferable products.

Addendum III: Sample EPP Policy Section

Extracted from the Environmental Preferable Purchasing and Waste Prevention Annual Report, Fiscal Year 2008, City of New York, New York²

City of New York's Responsible Procurement Policy

The City of New York's Environmental Procurement Policy is derived from the following Local Laws and Mayoral Directives:

- **Mayoral Directive 93-2 of 1993** delineates citywide policies pertaining specifically to environmental initiatives. The Directive outlines an implementation plan for the acquisition and use of responsible products, and describes a cost-effective procurement preference program favoring the purchase of these products.
- **Mayoral Directive 96-2 of 1996** is a directive on Waste Prevention and Efficient Materials Management Policies aimed at reducing costs by conserving supplies and reducing the amount of solid waste generated by the City government.
- **Local Law 30 of 2003** pertains to the procurement of energy efficient products by the City. As a result of this local law, Section 6-127 of the Administrative Code of the City of New York was amended to update requirements relevant to the procurement of energy-using products. This section states that "In any solicitation by an agency for the purchase or lease of energy-using products, the agency shall include specification that such products be ENERGY STAR labeled, provided that there are at least six manufacturers that produce such products with the ENERGY STAR label. Nothing herein shall preclude an agency from including a specification in a solicitation for energy-using products requiring that such products be ENERGY STAR labeled if there are fewer than six manufacturers that product such products with the ENERGY STAR label."

It is also stated that "In any solicitation by an agency for the purchase or lease of energy-using products which are not available in a form that meets the specifications and criteria of subdivision b of this section, the agency shall include a specification that the product be energy efficient."

Addendum IV: Sample Purchase Summary Section

[Extracted from FY 2008 Annual Report, City of San Diego, California³](#)

PURCHASE SUMMARY

During Fiscal Year (FY) 08, City employees continued to make progress in sourcing responsible products and services by purchasing approximately \$42.2 million of “green” goods and services, and also realizing annual savings and revenue of almost \$13 million as a result. Despite extensive outreach, this likely does not represent all Responsible Purchasing Program (EP3) activities undertaken by the City because communication channels supporting these efforts continue to be developed. For example, at the time the FY07 report was written, the Environmental Services Department (ESD) had not received complete information on all of the street repair and resurfacing work in FY07. As a result, the slurry seal and overlay program was not included in that report. Similarly, energy sales from Metropolitan Wastewater’s Pt. Loma Water Reclamation Plant were omitted from the FY07 report. These values have since been obtained and they accounted for \$19.6 million of purchases and \$830,000 of revenue in FY07, bringing the total estimated FY07 purchases to \$37.4 million and savings and revenue to \$11.4 million. The FY08 totals represent increases of approximately 13% in purchases and 14% in savings and revenues over FY07 numbers. The following tables summarize responsible product purchases and savings for the FY08 reporting year (July 1, 2007 – June 30, 2008).

San Diego FY08 EPP Budget Chart

FY08 Savings / Revenue from EP³ Purchases⁽¹⁾	Amount
Energy efficiency and renewable energy savings ⁽²⁾	\$ 8,800,000
Reclaimed water savings	\$ 2,875,444
Overlay program – recycled in place savings	\$ 103,000
Retreaded tires savings	\$ 221,214
Reused steel storage containers savings	\$ 25,600
Renewable energy sales revenue	\$ 908,700
Recycling of old or damaged blue and black bins revenue	\$ 65,300
Total Citywide Savings / Revenue from EP³ Purchases	\$ 12,999,258

(1) Not a complete listing.

(2) Assumes energy cost of \$0.14 per kilowatt hour (kWh).

(continued on next page)

Citywide FY08 EP³ Purchases ⁽¹⁾	FY08 Amount
Paper & Office Products	
Recycled copy/printing paper ⁽²⁾	\$ 672,906
Office products ⁽³⁾	\$ 534,198
Konica Minolta copiers/printers ⁽⁴⁾	\$ 2,379,286
Computers, monitors, printers	\$ 1,986,711
Computer equipment recycling	\$ 25,900
Technotrash recycling	\$ 1,529
Subtotal	\$ 5,600,530
Vehicles & Maintenance	
Hybrid vehicles	\$ 477,716
Coolant (1,500 gallons)	\$ 4,380
Re-refined oil (3,363 quarts)	\$ 7,473
Liquefied natural gas fuel (46,940 gallons)	\$ 49,835
Retreaded tires	\$ 518,052
Subtotal	\$ 1,057,456
Building and Construction Materials	
Slurry seal ⁽⁵⁾	\$ 6,800,000
Overlay ⁽⁵⁾	\$ 14,200,000
Asphalt	\$ 1,284,850
Aggregate road base (100% recycled)	\$ 140,000
Asphalt crack sealer ⁽⁵⁾	\$ 858,000
Traffic cones	\$ 24,780
LEED Silver certified building – Fire Station 47 ⁽⁵⁾	\$ 5,306,190
Subtotal	\$ 28,613,820
Building Supplies, Maintenance & Energy Efficiency	
Janitorial supplies (cleaners, bag liners, bath tissue, paper towel)	\$ 779,443
Garden hose	\$ 8,562
Compost and mulch (68,661 cy)	\$ 232,760
Goats for brush management	\$ 4,975
Energy efficiency building upgrades (lighting and HVAC)	\$ 832,182
LED “Walk/Don’t Walk” signals	\$ 50,000
Green power purchase (methane and photovoltaic)	\$ 2,200,000
Subtotal	\$ 4,107,922
Other	
Steel storage lockers - refurbished	\$ 35,118
Trash and recycling carts	\$ 1,070,796
In-ground recycling containers	\$ 80,000
Water conservation incentives	\$ 315,987
Reclaimed water (1,190,936,847 gallons)	\$ 1,273,729
Recycled glass awards	\$ 3,000
Subtotal	\$ 2,778,630
Total Citywide EP³ Purchases	\$ 42,158,358

(1) Not a complete listing.

(2) Purchased by City Print Shop. Includes in-house and outsourced jobs.

(3) Includes recycled content copy paper purchased from Corporate Express and Staples for office use.

(4) Contract is for equipment lease and includes maintenance and imaging charges.

(5) Price includes labor and material.

Addendum V: Sample Purchase Details Section

[Extracted from FY 2008 Annual Report, City of San Diego, California³](#)

<i>Building Supplies, Maintenance & Energy Efficiency</i>	
Janitorial supplies (cleaners, bag liners, bath tissue, paper towel)	\$ 779,443
Garden hose	\$ 8,562
Compost and mulch (68,661 cy)	\$ 232,760
Goats for brush management	\$ 4,975
Energy efficiency building upgrades (lighting and HVAC)	\$ 832,182
LED "Walk/Don't Walk" signals	\$ 50,000
Green power purchase (methane and photovoltaic)	\$ 2,200,000
Subtotal	\$ 4,107,922

Goat Brush Management

In FY08, the Park & Recreation department conducted a pilot project using goats for brush management. The goats cleared about 6 acres at a cost of \$4,975, which was comparable to the cost of a hand crew. The larger brush still had to be cleared by hand, while the goats did better with grass and lower leaf material. Further use of the goats is being evaluated by the department.



Goats clearing brush in Carmel Valley at start of project...



...and at end of project.



Addendum VI: Examples of Purchase Detail Language and Green Products and Services

FOR A LIST OF PRODUCTS COMMONLY INCLUDED IN RESPONSIBLE PURCHASING REPORTS, REFER TO STOPWASTE.ORG'S GUIDELINES FOR BUYING ENVIRONMENTALLY PREFERABLE PRODUCTS :
<http://www.stopwaste.org/docs/guidelinesforeproducts.pdf>

SAMPLE AGRICULTURAL PRODUCTS SUB-SECTION

As part of its Toxics Use Reduction Program, the City initiated an Integrated Pest Management Program (IPM) in 1996-7. The main objective of the Program is to reduce the risks associated with the use of chemical pesticides, as well as the amount of toxic pesticides used, in order to safeguard both the environment and the health of City workers and the community. IPM accomplishments include reduced number of pest complaints from building occupants, elimination of perimeter spraying and broadcast application of pesticides, and initial savings of approximately 30% when compared to traditional pest control methods. –*City of Santa Monica FY 2004-2005 Procurement Report*⁴

Sample Chart of Agricultural Products		
Product	Description: <ul style="list-style-type: none"> • <i>Why is it green? List relevant eco-label/standard</i> • <i>If it saves money, how much?</i> • <i>What product does it replace?</i> 	Amount Spent
Example: Natural Mosquito Control	Mosquito Fish " <i>Gambusia affinis</i> " used to replace pesticides to kill mosquitoes. Saves \$5,000 / year.	\$1,500.00
Goats for Brush Management		\$
Low-Toxicity Herbicides		\$
Natural Vegetation Management		\$
Water Efficient Landscaping		\$
Other: _____		\$
Subtotal		\$

SAMPLE CLEANING SUPPLIES SUB-SECTION

The City awarded six contracts for general purpose and restroom cleaners in 2003, and added multiple floor care and metal polish products 2004. These contracts are based on strict health and environmental criteria as well as product performance as judged by City janitorial staff. Some departments mandate use of green janitorial products

exclusively and there is high satisfaction with the results. –*City of Seattle Green Purchasing Report 2007*⁵

Sample Chart of Cleaning Supplies		
Product	Description:	Amount Spent
Example: Janitorial Paper	Green Seal certified bathroom tissue and paper towels with 100% recycled content	\$270,000
All-Purpose Cleaner		\$
Bathroom, Tile, Tub Cleaner		\$
Carpet Cleaner		\$
Degreasers		\$
Deodorizers		\$
Disinfectants		\$
Floor Finish		\$
General Purpose Cleaners		\$
Glass Cleaner		\$
Graffiti Remover		\$
Hand Soap		\$
Waste Container Liners		\$
Trash and Recycling Bins		\$
Other: _____		\$
Subtotal		\$

SAMPLE CONSTRUCTION MATERIALS SUB-SECTION

In FY08 the division pilot tested Cold In-Place Recycling (CIPR) on 1.72 miles of streets. CIPR involves grinding down the existing asphalt concrete pavement; mixing it with emulsifiers and other additives as needed; spreading and compacting the recycled mixture; and overlaying the recycled surface with a new layer of hot mix asphalt. This reduces the need to haul away grindings and bring in new material, reduces truck trips and emissions, conserves resources, and costs less than traditional methods. Street Division will continue to monitor the performance of the pilot test area and evaluate its use in future applications. –*City of San Diego FY2008 Annual Report*³

Sample Chart of Construction Materials		
Product	Description:	Amount Spent
Example: Ready Mixed Concrete	Contains 30% recycled content	\$6,000
Asphalt		\$
Carpet Tile		\$
Insulation Material		\$

Paint		\$
Sewer Castings		\$
Vinyl Flooring		\$
Other:_____		\$
	Subtotal	\$

SAMPLE ENERGY-EFFICIENT PRODUCTS SUB-SECTION

Through statewide contract FAC26, the Commonwealth covers the collection and processing of mercury-containing articles, such as CFLs, thermometers and thermostats, lighting ballasts, cathode ray tubes (CRTs) and other electronic equipment. The contract allows for the collection and disposal of these materials in a manner that reduces the amount of toxic materials in the environment. –*State of Massachusetts EPP Program Annual Report 2007-2008*⁶

A London government department replaced 602 desktops with energy-efficient models that use an average 141.5KWh per annum instead of 202.8KWh. This has led to savings of almost 37,000 KWh, 17 tonnes of CO2 emissions and over £4,000.

A London borough purchased energy-efficient street lighting equipment. They replaced:

- 841 35W Sox and 55W Sox lamps with 841 45W Cosmo lanterns
- 357 55W Sox with 357 60W Cosmo lanterns
- 366 125W and 70W lamps with 366 60W Cosmo lanterns

By doing this they achieved savings of 193,376 KWh of electricity, 85 tonnes of CO2 emissions and £23,922 per annum.

– *City of London, Mayor of London’s Green Procurement Code Progress Review 2009*¹⁰

Sample Chart of Energy-Efficient Products		
Product	Description:	Amount Spent
Example: LED Exit Signs	Low wattage light emitting diodes (LEDs) save energy	\$100,000
Air Conditioning Units		\$
Computers and Monitors		\$
Compact Fluorescent Lightbulbs (CFLs)		\$
LEDs for General Lighting		\$
Motion Lighting System		\$
Multifunctional Devices		\$
LED Street Lights		\$
LED Traffic Signals		\$
Refrigerators		\$
Other:_____		\$
	Subtotal	\$

SAMPLE FOOD SERVICES SUB-SECTION

The Yale Sustainable Food Project began in 2001 as the vision of internationally known chef Alice Waters, President Richard Levin, and Yale students in an effort to give the acts of growing, preparing, and sharing food a central role in students' lives. The Project and Yale University Dining Services partnered with sustainable, local purveyors to provide "sustainable" food in the dining halls. A local business, Palmieri's Products, is now providing tomato sauce to Yale, made with organic tomatoes and local basil. Lupi Legna is adapting its production for better-tasting, organic flour bread. –*Yale University, Environment Report 2005*¹⁰

Sample Chart of Food Services		
Product	Description:	Amount Spent
Example: Water Filters	Water filters installed in kitchens eliminates the need for bottled water purchases. Saves \$5,000/year.	\$400.00
Cold Cups		\$
Fair Trade Coffee		\$
Locally Sourced Ingredients		\$
Hot Cups		\$
Napkins		\$
Paper Plates		\$
Biodegradable Utensils		\$
Water Filters		\$
Other:_____		\$
Subtotal		\$

SAMPLE GREEN POWER SUB-SECTION

The City contracted with SunEnergy Power Corporation to build a 13-acre solar array (2MW) at the wastewater treatment plant. SunEnergy will build the array at its own expense, and then sell the electricity to the City at competitive rates. The project has slowed with the economy, but the company hopes to proceed in the next fiscal year. –*City of Corvallis Sustainability Annual Report 2008*⁷

Santa Monica was the first municipality in the United States to obtain all of its electricity from renewable sources by entering into a contract with Commonwealth Energy Corporation. This purchase of 100% renewable electricity to power all City facilities dates back to June 1999 and is sourced from geothermal power, generated in California. A projection based on the City's 1998 energy use data indicates the switch to 100% renewable electricity annually reduces GHG emissions by 13,672 tons, NOx emissions by 16.2 tons, SOx emissions by 14.57 tons, PM10 particulates by 2,285 lbs and reactive organic groups by 190.5 lbs. –*City of Santa Monica Sustainable Purchasing Program 2004-2005 Report*⁴

Sample Chart of Green Power		
Product	Description:	Amount Spent
Example: Photovoltaic Solar Panels	Solar energy, 100 kilowatt array.	\$30,000
Carbon Offsets		\$
Hydroelectric		\$
Natural Gas		\$
Wind Turbines		\$
Other:_____		\$
Subtotal		\$

SAMPLE OFFICE PRODUCTS SUB-SECTION

Paper purchased by the City Print Shop for standard printing and copying projects contains a minimum of 30% recycled content. The Print Shop also specifies recycled paper where practicable for jobs that are completed by outside printers. City departments purchase 30% recycled copy paper for use in each department through the City's office supply vendor and restrictions are placed on purchases of virgin paper through the vendor. –*City of San Diego, FY2008 Annual Report*³

Sample Chart of Office Products		
Product	Description	Amount Spent
Example: Copy Paper	Forest Stewardship Council (FSC) certified, Processed Chlorine Free (PCF), 100% postconsumer recycled content	\$ 95,000.00
Ballots		\$
Bond Paper		\$
Boxes		\$
Calendar		\$
Carpets		\$
Envelopes		\$
Folders		\$
Notebooks		\$
Office Furniture		\$
Pamphlets		\$
Toner Cartridges		\$
Other:_____		\$
Subtotal		\$

SAMPLE VEHICLES AND MAINTENANCE SUB-SECTION

Re-refined oil has been used in all fleet vehicles since 1996 and propylene glycol anti-freeze/coolant since 1997 both with great success. Today Fleet Maintenance spends approximately \$31,000 per year on tire recapping, \$17,600 per year on re-refined oil (a

25% cost savings over virgin oil), and \$1,600 per year on propylene glycol antifreeze, all of which have proven benefits for the environment and vehicle performance.

In 1996, the City began purchasing fleet vehicles in accordance with a Council-adopted Vehicle Replacement policy. The policy institutes a program that establishes a replacement schedule for all fleet vehicles (approximately 500) and requires, where feasible, replacement with vehicles that operate using reduced-emission fuels. The policy was designed to ensure attainment of the Sustainable City Program goal of having 75% of the City's public works vehicle fleet operating on Reduced Emission Fuels (REFs) by 2000. That goal was attained by 2001. A new target is currently being developed for the percent of REF vehicles within the City's entire non-emergency vehicle fleet, which includes public works, Big Blue Bus, Police and Fire vehicles. –*City of Santa Monica Sustainable Purchasing Program 2004-2005 Report*⁴

Sample Chart of Vehicles and Maintenance		
Product	Description:	Amount Spent
Example: Toyota Prius	Ultra-Low Emissions Hybrid Electric Vehicle. Up to 55 miles per gallon. 12 Priuses purchased in FY 2010	\$ 312,000
Antifreeze		\$
Bio-based Lubricants		\$
Biodiesel		\$
Coolant		\$
Liquefied Natural Gas		\$
Compressed Natural Gas (CNG)		\$
Re-Refined Motor Oil		\$
Retread Tires		\$
Urea Injection System for SOxRemoval		\$
Ultra-Low Sulfur Diesel (ULSD)		\$
Other:_____		\$
Subtotal		\$

SAMPLE MISCELLANEOUS PRODUCTS SUB-SECTION

Ammunition - Police buy and use lead-free practice ammunition saving \$9,000/year in hazardous waste disposal costs.

–*City of Santa Monica Sustainable Purchasing Program 2004-2005 Report*⁴

Public Works uses grain seed bags from a local farmer for sandbags and has retrofitted an old street sander to fill the bags. –*City of Corvallis Sustainability Annual Report 2008*⁷

A construction company has replaced its bottled water service with 2,000 plumbed-in water chillers in 440 sites mobilised to date. The CO2 reduction has been calculated at

295 tonnes of CO2 per annum. –*City of London, Mayor of London’s Green Procurement Code Progress Review 2009*¹⁰

The Office of Homeland Security purchased 16 refurbished steel storage lockers to store donated supplies from the 2007 wildfires. The 20 foot lockers are made from old shipping containers that are refurbished and repurposed. Each container saves \$1,600 compared to the cost of a new container. –*City of San Diego, FY2008 Annual Report*³

Sample Chart of Miscellaneous Products		
Product	Description:	Amount Spent
Example: Environmental Protection Netting	Contain 50% post-consumer recycled content	\$31,456
Ammunition		\$
Apparel		\$
Blankets		\$
Grain Seed Bags		\$
Rechargeable Batteries		\$
Storage Lockers		\$
Tankless Water Coolers		\$
Thermoplastic Materials		\$
Other:_____		\$
	Subtotal	\$

Addendum VII: Sample End-of-Life Management Section

Extracted from Yale University, Environmental Report 1997-1998 through 2003-2004⁸

4.6 Waste Cycling

Yale Recycling Department

Yale's Recycling Department was established in 1990, institutionalizing what had been an informal student effort since 1970. From the start this department went beyond the list of materials mandated to be recycled, and it currently has a program for recycling office paper (including glossy and colored papers), newspaper, cardboard, metal cans, glass and plastic bottles, computers, and computer printer cartridges. Currently, however, there is no local recycling facility that accepts paper, bottles, and cans; thus, Yale Recycling takes these items to a local transfer station which charges a fee of approximately \$32 per ton. Yale is paid a minimal amount for cardboard, based upon a monthly market index. In recent years, leaves were composted at no cost to Yale.

Waste stream analyses conducted by Yale Recycling have shown that an average of 40 percent of Yale's "trash" is actually recyclable paper, cardboard or other items. Yale's recycling rate has remained between 15 and 19 percent for the past five years.

Figure 15: Quantity of Waste Recycled at Yale

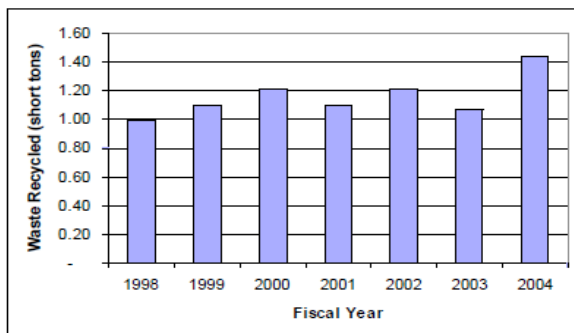


Figure 16: Recycling Costs

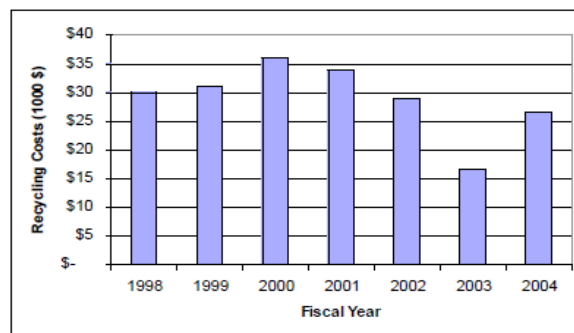
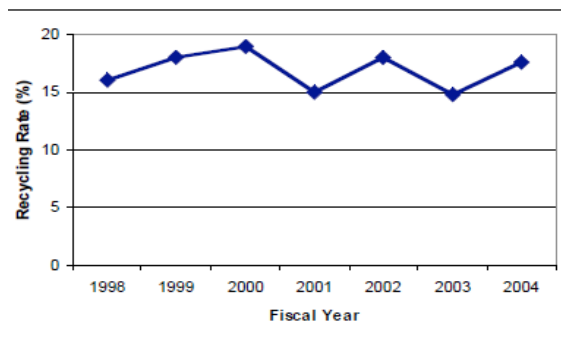


Figure 17: Recycling Rate at Yale



Yale could double or triple its recycling rate if more of its community members participated in the recycling program. With funding provided in the form of several Green Fund grants, Yale Recycling and associated student organizations will be working to increase community participation.

Box 4 provides an overview of two successful material reuse programs in place at Yale.

Addendum VIII: Sample Recognition Section

Extracted from Commonwealth of Massachusetts, EPP Program Annual Report 2007-2008⁶

C. Received a National Award for Outstanding Program Innovation.

The EPP Program was the proud recipient of the 2007 Outstanding Program Award from the National Association of State Chief Administrators (NASCA). The program Director was invited to speak and present the initiative to the organization at their annual conference in Lake Tahoe, Nevada. Each year NASCA recognizes “innovative state agencies, organizations or individuals and state agency and private partnerships that have demonstrated outstanding leadership skills in innovation, originality, effectiveness and applicability.” The Program’s 2007 submission, EnviroCalc, a spreadsheet-based tool designed to estimate the environmental benefits of purchases of recycled-content and energy efficient products, won the Outstanding Program Award out of a field of highly qualified state agencies. The award serves to reinforce EnviroCalc’s status as an invaluable tool to accurately present quantifiable data vital to the success of procurement program development, performance measurement, marketing, and educational outreach efforts.



Additionally, the Program has been featured in national publications such as *The Government Procurement Magazine* (February 2006), *Government Finance Review* (February 2002) and *The Environmental (E) Magazine* (September/October 2002). In prior years the Program was the recipient of several prior national awards, including, but not limited to the following:

- **2005 - Cronin Club Innovation Award Gold Level** - National Association of State Procurement Officials (NASPO)
- **2005 - Honorable Mention for Excellence in Energy Efficiency** - Alliance to Save Energy
- **2003 - Environmental Merit Award** - U.S. Environmental Protection Agency – New England
- **2002- Cronin Club Innovation Award Bronze Level** - National Association of State Procurement Officials (NASPO)

Addendum IX: Sample Challenges and Opportunities Section

Extracted from King County, Environmental Purchasing 2008 Annual Report¹

Challenges

A number of factors challenge efforts to increase environmental purchasing:

- ▶ users are often not familiar with the use of many environmentally preferable products and are uncertain of the ways in which they might be effectively specified and applied in place of familiar products;
- ▶ developers of environmentally preferable products are often in the early stages of identifying the needs of potential customers and establishing the production, marketing, and distribution capacity to meet them;
- ▶ the use of environmentally preferable products must be effective and fiscally responsible;
- ▶ the lack of consensus-based standards for many product categories requires specifiers to define their own criteria for environmental preferability and specifications must balance many attributes, such as consumption of water, energy and other natural resources, toxicity, recyclability, and recycled content;
- ▶ "greenwashing," or false claims of environmental preferability, complicates consensus on terminology; and
- ▶ collecting data on environmentally preferable purchases through existing accounting information systems can be time consuming and expensive.

Opportunities

The Program and county agencies are addressing these challenges by:

- ▶ participating in efforts by government agencies, non-profit groups, trade associations, and others, to develop consensus-based standards that will enable users to specify materials that are environmentally preferable as well as available, economical and effective;
- ▶ maintaining liaisons between agencies and the Environmental Purchasing Program to facilitate policy implementation, contracting, and data collection;
- ▶ evaluating environmentally preferable product performance in new applications through testing and pilot programs and sharing the results with agencies, jurisdictions, and other users through our website, the Environmental Purchasing Bulletin, and by other means;
- ▶ helping agencies develop specifications and contracts for environmentally preferable products whenever evaluations establish that product performance and cost are acceptable;
- ▶ assembling application information and performance data from product users and manufacturers and disseminating this to potential users in the county;
- ▶ helping potential suppliers understand King County procurement processes and obtain feedback from users to assist them in product development; and
- ▶ networking with other jurisdictions and organizations to share information about techniques, materials, and strategies allow us to take advantage of each other's successes and minimize duplication of effort.

Addendum X: Acknowledgements and Additional Resources Section

Extracted from London, UK, Mayor of London Green Procurement Code Progress Review 2009¹⁰

Glossary

Sox:

Low-pressure sodium. It is a type of High-intensity discharge (HID) lamps, used for example in street lighting

CRT:

Cathode Ray Tube. The tube of a television or monitor in which rays of electrons are beamed onto a phosphorescent screen to produce images. Often used as a generic term for a computer monitor. (<http://www.pctechguide.com>)

TFT:

Thin Film Transistor. A type of LCD flat-panel display screen, in which each pixel is controlled by from one to four transistors. TFT technology provides the best resolution of all the current flat-panel techniques. TFT screens are sometimes called active-matrix LCDs.

CCR:

California Code of Regulations. The official compilation and publication of the regulations adopted, amended or repealed by state agencies pursuant to the Administrative Procedure Act (APA). Acutely hazardous waste is any waste that is listed in 22 CCR, Chapter 11, Article 4, as an EPA-defined "P-listed" hazardous waste. These wastes typically are toxic or reactive. Acutely hazardous waste is a federal definition, whereas extremely hazardous waste (see definition below) is a State of California definition.

BIFMA:

Business and Institutional Furniture Manufacturer's Association. This North American Association develops safety and performance standards which are intended to provide manufacturers, specifiers, and users with a common basis for evaluating safety, durability, and the structural adequacy of the specified furniture, independent of construction materials. All accredited standards developers must follow the American National Standards Institute (ANSI) essential requirements.

MBDC:

McDonough Braungart Design Chemistry. MBDC is a product and process design firm dedicated to transforming the design of products, processes, and services worldwide. The firm was founded in 1995 by William McDonough and Michael Braungart to promote and power "the Next Industrial Revolution" through intelligent design. They employ Cradle to Cradle Design to create products and systems that contribute to economic, social, and environmental prosperity

PET:

Polyethylene Terephthalate. It is a thermoplastic polymer resin of the polyester family and is used in synthetic fibers; beverage, food and other liquid containers; thermoforming applications; and engineering resins often in combination with glass fiber. This plastic is recyclable. Once recycled PET is used in car bumpers, furniture, skis, surfboards, carpet yarn, polyester fiber, films and sheets, and moulded parts

Endnotes

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<http://www.yale.edu/sustainability/necsc/Sustainability%20Strategy/envreport%20yale.pdf>
- ⁹ City of San Francisco, Department of the Environment, Annual Report, Implementation of San Francisco's Precautionary Purchasing Ordinance, 2008.
- ¹⁰ City of London. Mayor of London's Green Procurement Code Progress Review, October 2009.



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