



**FOND DU LAC OJIBWE SCHOOL  
ENVIRONMENTALLY PREFERABLE PURCHASING POLICY**

The Fond du Lac Ojibwe School Board encourages the use of environmentally preferable products and services. By including environmental considerations in purchasing decisions, the school can reduce its environmental footprint and promote practices that improve human health, conserve natural resources, and reward environmentally conscious manufacturers.

School personnel are encouraged to actively seek out environmentally preferable products and services for use in day-to-day operations when quality, performance, price, and functionality are comparable to their non-environmentally preferable counterparts.

**DEFINITION**

Environmentally preferable products and services have less negative effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison will consider the environmental cost of acquisition of raw materials, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal.

**SCOPE**

- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to workers and the community.
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine-free manufacturing processes, and use wood from sustainably harvested forests.
- Institute practices that reduce waste by increasing product efficiency and effectiveness. Seek out vendors that offer to take back or recycle products at the end of their useful life.
- Seek fiscal responsibility by balancing price, performance, and environmental considerations. For example, consider purchasing recycled-content paper products instead of non-recycled products whenever recycled-content products are available within a 5% cost differential. The cost differential of other product categories will vary.
- Seek opportunities to pool purchases with others to enhance markets for environmentally preferable products, to obtain favorable prices, and to reduce waste packaging, transportation, and product cost.
- Use life cycle analysis (LCA) to help guide best choices. LCA is a technique intended to quantify the total impact of a product during its production, distribution, use, recycling, treatment, and disposal.

*October 2, 2012*

- Require outside contractors and consultants to use environmentally preferable products, whenever practical, in performance of their services.
- Maximize the proportion of goods and services that come from local providers with acceptable environmental practices, thereby reducing the environmental impact of transportation wherever feasible and supporting a sustainable local economy.

#### **RESPONSIBILITY**

Each individual is responsible for seeking and requesting environmentally preferred products. The Education Division will take the lead in including environmentally preferable product specifications in bid documents and district contracts, as appropriate.

#### **REPORTS**

The Education Division shall provide the Board with reports regarding the purchase of environmentally preferable products in such form and at such intervals as the Board or superintendent may direct.

#### **RESOURCES**

The purchasing department shall maintain and distribute to staff a list of resources and educational materials regarding accessing and purchasing environmentally preferable products. The purchasing department has extensive knowledge about environmentally preferable purchasing—please ask for assistance!

The attached **Indian Affairs Environmental Management Assessment Program (EMAP) Check Sheet** shall be used as a guide for the Ojibwe School's Green Procurement Program.

***ADOPTED OCTOBER 2, 2012 BY THE FOND DU LAC OJIBWE SCHOOL BOARD***



# GREEN PROCUREMENT PROGRAM PLAN

## PURPOSE

Federal agencies/schools are required to procure and use products containing Post-consumer content (recycled) material under the Resource Conservation and (RCRA), Section 6002, and Executive Order (E.O.) 13423, *“Strengthening Federal Environmental, Energy, and Transportation Management.”* The E.O. also requires Federal agencies/schools to procure and use “environmentally preferable” and bio-based products. RCRA Section 6002, E.O. 13423, and FAR Part 23 require each agency/school to implement a Green Procurement Program (GPP) to facilitate the procurement of these products. The GPP extends coverage to Energy and Water Efficient Products, Alternative Fuels and Fuel Efficiency, Bio-based Products, non-ozone depleting substances, priority chemicals and the traditional Environmentally Preferable products.

## EXCLUSIONS

BIA agencies/schools will not purchase retread tires, as the terrain in which BIA and BIE uses its vehicles is rough and student/employee safety is of critical importance which precludes the use of retread tires.

## Staff Responsibilities

- ✓ Purchase environmentally preferable products and services where possible
- ✓ Purchase green office products whenever possible
- ✓ Purchase “ENERGY STAR” or other energy-efficient items
- ✓ For purchases over \$2,500, purchase products in accordance with the Comprehensive Procurement Guideline (CPG) 40 CFR 247.2(d)
- ✓ **Document instances** when CPG purchases **are not made** such as: products not reasonably available; products **fail** to meet the facility’s performance standards; products **not** available at a competitive price, etc.
- ✓ Require vendors to certify materials used in contracts meet CPG specifications (FAR 48 CFR 23, 40 CFR 247.4)
- ✓ Provide training to purchase card holders on purchasing preferable green products.
- ✓ Purchase paper products with at least 30% post-consumer fiber content (FAR Subpart 11.303)
- ✓ Purchase reclaimed engine coolants and re-refined oils—**or document why this is not feasible.**
- ✓ Use GSA vendors as applicable **or document when a GSA vendor is not used.**

**Point of Contact: Administrative Assistant**

## Management Responsibilities

- ✓ Review employee’s authorizations to use government purchase cards and ensure they have been trained on green purchasing
- ✓ Identify Indian-owned or operated vendors that meet the preferable “green” specifications.
- ✓ Ensure purchasing staff is aware of the preference to purchasing preferably “green” products.

<b>Effective Date:</b> 10/2/2012	<b>Review Date:</b> 8/1/16
<b>Contact:</b> Administrative Asst. (218- 878-7241)	



## Management Responsibilities

- ✓ Ensure environmentally preferable purchasing requirements are included in contracts and procedures for obtaining and verifying estimates of recycled content from vendors and contractors
- ✓ Annually review the effectiveness of the Environmental Purchasing program
- ✓ Review documentations for why “preferably green purchasing” was not conducted for certain products and/or circumstances

<b>Effective Date:</b> 10/2/2012	<b>Review Date:</b> 8/1/16
<b>Contact:</b> Administrative Asst. (218- 878-7241)	



## INDIAN AFFAIRS Compliance Check Sheet

Green Procurement  
02/2011

### GREEN PROCUREMENT

A green procurement program provides purchasing guidelines designed to increase procurement of “environmentally preferred” products. Products considered “environmentally preferred” are those that minimize the negative impacts on human health and the environment by containing recycled materials, using less toxic or more biodegradable chemicals, minimizing packaging waste, increasing durability, or by reducing energy / resource consumption during product employment.

#### APPLICABILITY

The IA serves populations that have close historical and cultural bonds to natural environments and place high priority on natural resource protection. As a large consumer of goods and services, IA has the opportunity to impact purchasing trends and product availability through a strong green procurement program.

#### LEGISLATION AND POLICY REQUIREMENTS

##### Federal

*The Resource Conservation and Recovery Act (RCRA) Section 6002 (Federal Procurement)* establishes the federal buy-recycled or affirmative procurement program. Congress directs Federal agencies to promote recycling by increasing their purchase of products containing recovered materials to the maximum extent possible. RCRA requires EPA to designate products that can be made with recovered materials and to recommend practices for buying these products. Affirmative procurement programs must have these elements: a preference program, promotion program, procedures for vendor estimation, certification, and verification, and an annual review and monitoring program.

*Comprehensive Procurement Guideline for Products Containing Recovered Materials (CPGs) 40 CFR 247* as required by RCRA and reinforced by Executive Order (EO) 13101, establish procurement requirements for EPA-designated products. Currently, eight (8) types of products made from recycled or recovered content have been listed in the Comprehensive Procurement Guidelines (CPG). Agencies must ensure that 100 percent of their product purchases of products meet or exceed EPA guidelines unless written justification states that a product is not available within a reasonable timeframe, does not meet performance standards, or is available at an unreasonable price. EPA also recommends following the percent of recycled and recovered content for certain products in the Recovered Materials Advisory Notice (RMAN). Designated EPA items are listed in the table provided in this Check Sheet.

*The Federal Acquisition Regulation (FAR) 48 CFR Part 23*, dated August 22, 1997, directs Federal agencies to incorporate policies for the acquisition of environmentally preferable and energy efficient products and services to the maximum extent practical and to consider environmental objectives in every source selection. These parts are particularly applicable:

1. Part 23.4 Use of Recovered Materials;
2. Part 23.7 Contracting for Environmentally Preferable and Energy-Efficient Products and Services; and
3. Part 23.8 Ozone-depleting Substances.

**The FAR** (48 CFR Parts 2 and 4, et al., Federal Requirements Supporting Procurement of Recycling Products and Environmentally Preferable Services, Proposed Rule) is currently being revised to further address environmentally preferable purchasing requirements, including its application to micro-purchases.

**40 CFR: 247:** Comprehensive Procurement Guidelines for contracts, products containing recovered materials, monitoring, and procurement training. Also, the Emergency Planning and Community Right to Know Act (EPCRA), EO 13149, and EO13123) established federal affirmative procurement policies for products including Energy Star computer equipment, other energy and water efficient equipment, products containing less toxic materials and ozone depleting substances, and alternative fuel vehicles.

## DEFINITIONS

*Affirmative Acquisition* - The preferential purchase or acquisition of a product over a similar product because of certain characteristics or properties.

*Recovered Material* - Waste materials and byproducts that have been received or diverted from solid waste.

*Post-consumer Material* - A material or finished product that has served its intended use and has been diverted or received from waste destined for disposal.

*Recycling* - The act of producing new products or materials from previously used and collected materials.

*Reuse* - The act of reusing a previous item for another purpose.

## GREEN PROCUREMENT CHALLENGES

### *Defining an Environmentally Preferred (EP) Product*

The following should be considered when selecting green products and services to make sure they are the most environmentally preferred:

- *Multiple Attributes* - Ensure one environmental product attribute is not offset by a more serious impact.
- *Life Cycle Perspective* - Ensure the environmental impacts of a product consider the entire life cycle of the item (i.e., manufacturing, transport and packaging, use, disposal).
- *Magnitude of Impact* - Consider the scale and reversibility of the product's or service's environmental impact.
- *Local Conditions* - Ensure the product will work based on the facility's location and the product's intended use.
- *Product Attribute Claims* - Ensure the product and service contractor claims are true.

## Implementing a Green Procurement Program

Each facility should establish a green procurement program to ensure that affirmative procurement initiatives are implemented and are sustainable. Successful programs typically include the following key elements:

- *Green Task Force* - The facility should assemble a group to oversee the green procurement program and include staff involved in buying and using products (e.g., purchasing, maintenance, etc.).
- *Procurement Baseline* - The facility should assess current practices and product purchases to determine a baseline from which to develop its program.
- *Mission Statement and Goals* - The facility should establish a green procurement policy and set purchasing targets. Percentage change goals rather than numerical targets should be established. Schedules and responsible parties should be identified and attainable product standards set.

- *Required Purchases* - The facility should establish procedures to affirmatively procure mandated products including CPG items, Energy Star computer equipment, and energy and water efficient appliances. Documentation as to why a required purchase was not made should be kept on file.
- *Purchasing Preferences* - Product specifications, Request for Proposals (RFPs), and other purchasing tools and selection processes should be designed to give preference to green products and services. The facility must be willing to try new companies, wait a little longer to get a product, and search a little more for the right vendor. Facilities should also review contractor proposals and site work plans for incorporation of green procurement goals.
- *Cost Calculation* - Facilities should evaluate product life cycle costs. Green products may cost more up front but save money over the entire product life cycle. The facility should be willing to pay more for new technology.
- *Product Purchase and Testing* - The Green Task Force should get feedback from users on how the green product works. If one product does not perform, managers should be willing to try another. The facility should share performance successes and lessons learned with other facilities.
- *Program Assessment and Growth* - Facilities should track purchases against mission goals and purchase targets and increase target goals and types of products as their program progresses.
- *Awareness* - Green procurement requirements and goals of the agency should be disseminated to all levels of the organization so that green procurement is considered not only in larger acquisitions but also in smaller purchases such as those by credit card. The facility should promote green procurement internally through fact sheets, posters, training, and staff meeting discussions. Employees should be kept informed through training and electronic messaging.
- *Education* - Facilities should inform visitors and the community at large about successful green procurement results to promote public awareness. This can be accomplished through interpretive displays, brochures, home pages, bulletin boards, and during tours.

### **Before You Buy and Where to Get Green Products**

Before a purchase is made, the procurer and user should ask whether the item is really needed, how much is needed, and whether another more sustainable item could be reused. Prescriptive purchasing controls the quantity purchased to avoid unnecessary waste, such as limiting the quantity of paint and thinner according to the square footage needing paint.

Evaluating products and services to determine if they are green can be complicated. Life cycle cost analysis and multiple attribute data can be difficult to obtain and assess. A number of government agencies and non-profit groups have developed green products listings. Information on green products and programs can be obtained from sources identified in this Check Sheet. Remember that technology for green products is rapidly changing and improving; some products may have had a poor track record in the past but have excellent performance and environmental attributes now.

### **GREEN PROCUREMENT RECORDKEEPING**

Facilities should track of green purchases in order to demonstrate compliance with regulations (e.g., RCRA recycled-content required products, Energy Star equipment purchases) and to determine if green procurement goals set for the facility are being met.

## SOURCES OF INFORMATION ON GREEN PROCUREMENT

Source	Contact Information
US Environmental Protection Agency. EPA's web site for the Comprehensive Procurement Guideline (CPG): Federal requirements for purchasing products with recycled content, product lists and suppliers.	RCRA Hotline (800) 424-9346 <a href="http://www.epa.gov/cpg/">www.epa.gov/cpg/</a> <a href="http://www.epa.gov/opptintr/epp">www.epa.gov/opptintr/epp</a> <a href="http://www.epa.gov/opptintr/epp/creditcard.htm">www.epa.gov/opptintr/epp/creditcard.htm</a>
Government Services Administration (GSA). <i>Environmental Products Catalog</i> , GSA Advantage On-line Service, MUFFIN Electronic System, green purchasing guidance.	(800) 848-8923 <a href="http://pub.fss.gsa.gov/environ">pub.fss.gsa.gov/environ</a>
Defense Supply Center (DSC). On-line catalog with environmentally preferable product designations.	(800) 345-6333 <a href="http://www.dscr.dla.mil">www.dscr.dla.mil</a>
Green Seal. Non-profit green product certification and research organization; listings of certified products; guidance on green procurement programs.	(202) 588-8400 reports available at <a href="http://www.doi.gov/oepe">www.doi.gov/oepe</a> , click on "green seal" <a href="http://www.greenseal.org">www.greenseal.org</a>
Heather Davies. DOI Office of Environmental Policy and Compliance, Greening of the Interior initiative	(202) 298-7884
Federal Energy Management Program (FEMP). Energy Efficiency and Renewable Energy Clearinghouse; technologies and equipment, Center for Excellence for Sustainable Development.	(800) DOE-EREL <a href="http://www.eren.doe.gov/femp">www.eren.doe.gov/femp</a> <a href="http://www.sustainable.doe.gov/index.html">www.sustainable.doe.gov/index.html</a>
US Environmental Protection Agency, Energy Star. Energy efficiency guidance for office equipment, lighting, and buildings product certification program.	<a href="http://www.epa.gov/appdstar/purchasing/">www.epa.gov/appdstar/purchasing/</a>
Fort Vancouver NHS has developed a green procurement tool kit	<a href="http://www.nps.gov/sustain/spop/eval.html">www.nps.gov/sustain/spop/eval.html</a> .
LEED Green Building Rating System. US Green Building Council, sustainable design and construction rating system	(415) 445-9500 <a href="http://www.usgbc.org/">www.usgbc.org/</a>
Environmental Building News. Excellent technical newsletter on environmentally responsible design and construction. Green Spec Binder is a must-have tool for green specs, contains manufacturer's literature by CSI divisions. <a href="http://www.greenspec.com">www.greenspec.com</a>	(800) 861-0954 <a href="http://www.ebuild.com">www.ebuild.com</a>
Greenline. Paper publication on analysis of environmentally friendly papers.	(415) 721-4230 <a href="http://www.conservatree.com">www.conservatree.com</a>
Greening the Government: A guide to Implementing EO 12873. (Summer 1997). Although this guide pre-dates EO 13101, it is still an excellent reference manual. Office of the Federal Environmental Executive site has federal purchasing information.	(202) 260-1297 <a href="http://www.ofee.gov">www.ofee.gov</a>
King County Environmental Purchasing Program. Award winning program including specs, contract language, experience use of recycled content products and services.	<a href="http://www.metrokc.gov/procure/green/index.htm">www.metrokc.gov/procure/green/index.htm</a>
King County Market. Excellent source of information on sustainable building and recycled materials linked sites.	<a href="http://www.metrokc.gov/market/map/index.htm">www.metrokc.gov/market/map/index.htm</a>
Alameda County, CA, Source Reduction and Recycling Board Resourceful Purchasing: A Hands-On Buyers Manual	(510) 614-1699 <a href="http://www.stopwaste.org">www.stopwaste.org</a>
Institute for Local Self-Reliance Carbohydrate Economy Clearinghouse for plant-based products of all kinds, search function.	<a href="http://www.carbohydrateeconomy.org/">www.carbohydrateeconomy.org/</a>
USDA bio-based agricultural products and vendor sourcebook. Bio-based lubricating, oils, greases, cleaning products, and more.	<a href="http://www.usda.gov/aarc/srbk/index.htm">www.usda.gov/aarc/srbk/index.htm</a>
Department of the Interior (DOI) Acquisition Policy Release (DIAPR) 97-2	<a href="http://www.doi.gov/pam/97-2.html">http://www.doi.gov/pam/97-2.html</a>

## GREEN PROCUREMENT FEDERAL REQUIREMENTS

### EPA's Comprehensive Procurement Guideline (CPG) Recycled Content Minimums as of 1/19/2000:

Material	% Post Consumer Fiber Content	% Recovered Fiber
<b>Designated:</b> Building insulation rock wool fiberglass cellulose loose-fill or spray-on perlite composite board plastic rigid foam foam in place polyisocyanurate/polyurethane glass fiber reinforced phenolic rigid foam plastic, non-woven batt	75% slag  75% postconsumer paper 23% postconsumer paper	20-25% glass cullet  9% minimum 5% minimum 6% minimum 5% minimum 100% recovered and /or postconsumer plastic
Carpet-polyester face fiber	25 - 100% PET	25 – 100% PET
Carpet cushion bonded polyurethane (old cushion) jute (burlap) synthetic fibers (fabrication scrap) rubber (tire rubber)	15 – 50% 40%  60 – 90%	15 – 50% 40% 100% 60 – 90%
Cement and concrete containing coal fly ash or ground, granulated blast furnace slag	See product listing at <a href="http://www.epa.gov/cpg">www.epa.gov/cpg</a>	
Consolidated latex paint	100%	100%
Reprocessed latex paint white, off-white, pastel colors gray, brown, earthtones, dark colors	20% minimum 50 – 99%	20% minimum 50 – 99%
Floor tiles heavy duty commercial rubber plastic	90 – 100% 90 – 100%	
Laminated paperboard	100%	100%
Patio blocks rubber or rubber blends plastic or plastic blends	90 – 100% 90 – 100%	
Shower and restroom dividers/partitions steel (Basic Oxygen Furnace (BOF) method) steel (Electric Arc Furnace (EAF) method) plastic	16% minimum 67% 20 – 100%	25 – 30% 100% 20 – 100%
Structural fiberboard		80 – 100%
Geotextiles containing recovered materials		
Flowable fill		
Railroad grade crossing surfaces concrete coat rubber steel (BOF method) steel (EAF method)	16% minimum 67%	15 – 20% 85 – 95% 25 – 30% 100%
<b>Other Opportunities:</b> Low or non-VOC toxic paints; Water efficient plumbing supplies; Recovered stone, brick, steel, wood, floor tile, other materials, and fixtures from building deconstruction, Road building materials with recovered road base, asphalt, and other materials, Non-fiberglass building insulation with recovered material content such as newspaper or plastic, Roofing materials with recycled content (i.e., plastic), Armstrong acoustic ceiling tile with recovered mineral wool, plastic, steel mill slag, or other materials, Plastic lumber with recovered content, Bricks with recovered fly ash Energy efficient windows and doors, Docks and piers with recovered plastic or wood content, Floor tiles with recycled content glass, Sustainably managed wood products, Natural fabric carpet, carpet tiles, leased carpet, refurbished carpet, 100% reclaimed backing (i.e., Collins and Aikman), Environmentally safe pressure treated wood		

<b>Vehicular Products</b>		
<b>Material</b>	<b>% Post-consumer <i>Fiber Content</i></b>	<b>% Recovered <b>Fiber</b></b>
<b>Designated:</b> Engine coolants (antifreeze)	See product listing at <a href="http://www.epa.gov/cpg">www.epa.gov/cpg</a>	
Re-refined lubricating oils	25 – 100% Can be ordered from Defense Logistics Agency's Defense Supply Center Richmond	
Retread tires	See product listing at <a href="http://www.epa.gov/cpg">www.epa.gov/cpg</a>	
<b>Other Opportunities:</b> Engine hoses with recovered plastic or rubber, Rebuilt and reused engines, engine components and other vehicle parts, Alternative fuel vehicles, Bio-based lubricating oils and greases		
<b>Transportation Products</b>		
<b>Material</b>	<b>% Post consumer <i>Fiber Content</i></b>	<b>% Recovered <b>Fiber</b></b>
<b>Designated:</b> Channelizers plastic rubber (base only)	25 – 95% 100%	
Delineators plastic rubber (base only) steel (BOF method) – base only steel (EAF method) – base only	25 – 90% 100% 16% minimum 67%	25 – 30% 100%
Flexible delineators – plastic	25 – 85%	
Parking stops plastic or rubber concrete containing fly ash concrete containing ground granulated furnace slag	100%	20 – 40% 25 – 70%
Traffic barricades plastic (high density polyethylene (HDPE), LDPE, polyethylene tetraphtalate (PET)) steel (BOF method) steel (EAF method) fiberglass	80 – 100% 16% minimum 67%	100% 25 – 30% 100% 100%
Traffic cones (PVC, LDPE, crumb rubber)		50 – 100%
<b>Other Opportunities:</b>		
<ul style="list-style-type: none"> <li>▪ Speed bumps made of recovered road material or recovered plastic</li> <li>▪ Signs containing recovered metal or plastic</li> </ul>		
<b>Landscaping Products</b>		
<b>Material</b>	<b>% Post consumer <i>Fiber Content</i></b>	<b>% Recovered <b>Fiber</b></b>
<b>Designated:</b> Garden hoses - plastic and/or rubber	60 – 65%	
Soaker hoses – plastic and/or rubber	60 – 70%	
Hydraulic mulch paper based wood based	100%	100% 100%
Lawn and garden edging - plastic and/or rubber	30 – 100%	30 – 100%
Landscaping timbers and posts HDPE mixed plastic/sawdust HDPE/fiberglass other mixed resins	25 – 100% 50% 75% 50 – 100%	75 – 100% 100% 95% 95 – 100%
Compost (from yard trimmings and/or food waste)	See product listing at <a href="http://www.epa.gov/cpg">www.epa.gov/cpg</a>	
<b>Other Opportunities:</b> Hose reels made of recovered plastic, Wheel burrows, gardening and landscaping tools made of recovered wood, plastic, and other materials, Hand, electric, or four cycle gasoline lawn and gardening equipment, On-site composting products		

<b>Park and Recreation Products</b>		
<b>Material</b>	<b>% Post consumer Fiber Content</b>	<b>% Recovered Fiber</b>
<b>Designated:</b>		
Plastic fencing	60 – 100%	90 – 100%
Playground surfaces - plastic or rubber	90 – 100%	
Running tracks - plastic or rubber	90 – 100%	
Park benches and picnic tables		
plastics	90 – 100%	100%
plastic composites	50 – 100%	100%
aluminum	25%	25%
concrete		15 – 40%
steel (BOF method)	16% minimum	25 – 30%
steel (EAF method)	67%	100%
Playground equipment		
plastics	90 – 100%	100%
plastic composites	50 – 75%	95 – 100%
aluminum	25%	25%
steel (BOF method)	16% minimum	25 – 30%
steel (EAF method)	67%	100%
<b>Other Opportunities:</b> Playground equipment and bike racks with recovered plastic, rubber, sawdust, and wood, Signs and signposts of recovered wood or plastic with recovered content, Boats with recovered material content, Four cycle rather than two cycle motors for boats, snowmobiles		
<b>Non-Paper Office Products</b>		
<b>Material</b>	<b>% Post consumer Fiber Content</b>	<b>% Recovered Fiber</b>
<b>Designated:</b>		
Office recycling containers and waste receptacles		
plastic		
steel (BOF)	20 – 100%	
paper – corrugated	16%	25 – 30%
paper – solid fiber box	25 – 50%	25 – 50%
paper – industrial paperboard	40% minimum	
	40 – 80%	100%
Plastic desktop accessories		25 – 80% polystyrene
Plastic envelopes	25% minimum	25 – 35%
Plastic trash bags	10 – 100%	
Printer ribbons	Procure printer ribbon re-inking or reloading services or	procure re-inked or reloaded printer ribbons.
Toner cartridges	Procure remanufacturing services for expended cartridges or procure remanufactured toner cartridges or new toner cartridges made with recovered materials.	
Pressboard binders	20% minimum	50% minimum
Paper covered binders	75 – 100%	90 – 100%
Plastic covered binders		25 – 50%
Plastic binders (solid)		
high density polyethylene (HDPE)	90%	90%
polyethylene (PE)	30 – 50%	30 – 50%
polyethylene tetraphtalate (PET)	100%	100%
miscellaneous plastics	80%	80%
Plastic clipboards		
HDPE	90%	90%
polystyrene	50%	50%
miscellaneous plastics	15%	15 – 80%
Plastic clip portfolios – HDPE	90%	90%
Plastic file folders – HDPE	90%	90%
Plastic presentation folders – HDPE	90%	90%

<p><b>Other Opportunities:</b> Efficient, duplex capable, properly sized copy machine, Energy Star plain paper fax machines, Fax modems instead of paper fax machines, Pens and pencils with recovered plastic and wood content, Erasable and cork boards with recovered plastic and wood, Energy Star computer equipment (pursuant to EO 12856), Bio-degradable and compostable trash bags and utensils</p>		
<p><b>Paper and Paper Products</b></p>		
<p><b>Material</b></p>	<p><b>% Post consumer Fiber Content</b></p>	<p><b>% Recovered Fiber</b></p>
<p><b>Designated:</b></p>		
<p>Copier paper and bond paper</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Offset paper</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Tablet paper</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Forms (computer printout, forms ledger)</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Envelope paper, kraft</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Envelope paper, white and colored, including manila</p>	<p>10 – 20%</p>	<p>10 – 20%</p>
<p>Envelope paper, unbleached</p>	<p>10% minimum</p>	<p>10% minimum</p>
<p>Cotton fiber paper</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Text and cover paper</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Supercalendared</p>	<p>10% minimum</p>	<p>10% minimum</p>
<p>Machine finish groundwood</p>	<p>10% minimum</p>	<p>10% minimum</p>
<p>Papeteries</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Check safety paper</p>	<p>10% minimum</p>	<p>10% minimum</p>
<p>Bathroom tissue</p>	<p>20 – 60%</p>	<p>20 – 100%</p>
<p>Paper towels</p>	<p>40 – 60%</p>	<p>40 – 100%</p>
<p>Paper napkins</p>	<p>30 – 60%</p>	<p>30 – 100%</p>
<p>Facial tissue</p>	<p>10 – 15%</p>	<p>10 – 100%</p>
<p>General purpose industrial wipers</p>	<p>40% minimum</p>	<p>40 – 100%</p>
<p>Coated printing paper</p>	<p>10% minimum</p>	<p>10% minimum</p>
<p>Carbonless paper</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>File folders (manila and colored)</p>	<p>30% minimum</p>	<p>30% minimum</p>
<p>Dyed filing products</p>	<p>20% minimum</p>	<p>20 – 50%</p>
<p>Cards (index, postal, other)</p>	<p>20% minimum</p>	<p>50% minimum</p>
<p>Pressboard report covers, binders</p>	<p>20% minimum</p>	<p>20% minimum</p>
<p>Tags and tickets</p>	<p>20% minimum</p>	<p>20 – 50%</p>
<p>Newsprint</p>	<p>20 – 85%</p>	<p>20 – 100%</p>
<p>Corrugated Containers (&lt;300 psi)</p>	<p>25 – 50%</p>	<p>25 – 50%</p>
<p>Corrugated containers (300 psi)</p>	<p>25 – 30%</p>	<p>25 – 30%</p>
<p>Solid fiber boxes</p>	<p>40% minimum</p>	<p>40% minimum</p>
<p>Folding cartons</p>	<p>40 – 80%</p>	<p>100%</p>
<p>Industrial paperboard (tubes, cores, drums, cans)</p>	<p>45 – 100%</p>	<p>100%</p>
<p>Miscellaneous (pad backs, covered binders, book covers, mailing tubes, protective packaging)</p>	<p>75 – 100%</p>	<p>90 – 100%</p>
<p>Padded mailers</p>	<p>5 – 15%</p>	<p>5 – 15%</p>
<p>Carrierboard</p>	<p>10 – 15%</p>	<p>10 – 100%</p>
<p>Brown papers (wrapping paper, bags)</p>	<p>5 – 20%</p>	<p>5 – 40%</p>
<p>Tray liners</p>	<p>50 – 75%</p>	<p>100%</p>
<p><b>Other Opportunities:</b> Unbleached paper and tissue products and which do not have unnecessary dyes, inks, or fragrances; Water based or vegetable/soy-based ink; Cardboard with recovered paper content, Reusable envelopes, folders, bags, scrap paper, Paperless office practices</p>		

<b>Miscellaneous Products/Maintenance Supplies</b>		
<b>Material</b>	<b>% Post consumer Fiber Content</b>	<b>% Recovered Fiber</b>
<b>Designated:</b> Sorbents (i.e., absorbents and adsorbents used in oil and solvent cleanups and for use as animal bedding)		
paper	90 – 100%	100%
textiles	95 – 100%	95 – 100%
plastics		25 – 100%
wood		100%
other organics/multi-materials		100%
Awards and plaques		
glass	75 – 100%	100%
wood		100%
paper	40 – 100%	40 – 100%
plastic and plastic/wood composite	50 – 100%	95 – 100%
Industrial drums		
steel (BOF method)	16%	25 – 30%
plastic – HDPE	30 – 100%	30 – 100%
fiber drums	100%	100%
Mats		
rubber	75 – 100%	85 – 100%
plastic	10 – 100%	100%
rubber/plastic composite	100%	100%
Signs and sign posts/supports		
plastic signs	80 – 100%	80 – 100%
aluminum signs	25%	25%
plastic posts/supports	80 – 100%	80 – 100%
steel posts/supports (BOF method)	16%	25 – 30%
steel posts/supports (EAF method)	67%	100%
Strapping		
PET	50 – 85%	50 – 85%
polypropylene (PP)		10 – 40%
steel (BOF method)	16%	25 – 30%
steel (EAF method)	67%	100%
Pallets		
wooden	95 – 100%	
plastic lumber	100%	
thermoformed	25 – 50%	
paperboard	50% minimum	
<b>Other Opportunities:</b> Bubble wrap and other packing materials with recovered plastic content, Compact fluorescent lighting, Non toxic, biodegradable janitorial and equipment cleaners, CFC recycling equipment, CFC/HCFC free air conditioning and refrigeration equipment, Non-halon fire suppression systems, Reusable rags and rags with recovered material content, Rechargeable batteries, recycle spent batteries		

**Note: The content levels for all EPA recommendations should be read as percentage recovered fiber, including percentage postconsumer fiber, and NOT as percentage recovered fiber plus percentage postconsumer fiber. Please see**

**[www.epa.gov/cpg](http://www.epa.gov/cpg) for additional product specifications and other important information.**

**Records to Review**

- Purchase orders
- Credit card training documentation
- Pollution Prevention Program
- Facility green procurement contract language or contract-specific language.

**Features to Observe**

- Plastic recycling bins
- Office paper
- Office supplies
- New lubricating oils
- New antifreeze
- Construction products
- Contract specifications

**Persons to Contact**

- Purchasing officer
- Agency staff
- Office supply purchaser
- Contract officer
- Credit card holders

<b>CHECKLIST ITEM</b>		<b>PRIORITY</b>	<b>CITATION</b>
<b>Green Procurement Program</b>			
1.	The facility has developed and implemented a green procurement plan.	3	<a href="#">EO 13423</a>
2.	The facility green procurement program includes a preference for purchasing designated items.	2	<a href="#">40 CFR 247.6(a)</a>
3.	The facility green procurement program includes promotions to promote the program.	2	<a href="#">40 CFR 247.6(b)</a>
4.	The facility green procurement program includes procedures for obtaining and verifying estimates of recycled content from vendors and contractors.	2	<a href="#">40 CFR 247.6(c)</a>
5.	The facility green procurement program includes an annual review and monitoring of program effectiveness.	2	<a href="#">40 CFR 247.6(d)</a>
6.	EPA designated paper and paper products are being purchased.	2	<a href="#">40 CFR 247.10</a>
7.	EPA designated vehicular products are being purchased.	2	<a href="#">40 CFR 247.11</a>
8.	EPA designated construction products are being purchased.	2	<a href="#">40 CFR 247.12</a>
9.	EPA designated transportation products are being purchased.	2	<a href="#">40 CFR 247.13</a>
10.	EPA designated park and recreation products are being purchased.	2	<a href="#">40 CFR 247.14</a>
11.	EPA designated landscaping products are being purchased.	2	<a href="#">40 CFR 247.15</a>
12.	EPA designated non-paper office products are being purchased.	2	<a href="#">40 CFR 247.16</a>
13.	EPA designated miscellaneous products are being purchased	2	<a href="#">40 CFR 247.17</a>
14.	Product and contract specifications specify that the highest percentage of recyclable material is purchased.	2	<a href="#">40 CFR 247.5(b)</a>
15.	The facility procures designated items composed of the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, considering such guidelines. If the facility does not procure such items, it documents that the products are not reasonably available, fail to meet performance standards, or are not available at a competitive price.	2	<a href="#">40 CFR 247.2(d)</a>
<b>Pollution Prevention Program</b>			
16.	Contracting officers include the percentage of recovered material to be used, and the estimated total percentage of green products used throughout the life of the contract.	2	<a href="#">40 CFR 247.4(a)</a>