Simplifying Environmentally Preferable Purchasing: Model EPP Specifications for Paper, Toner Cartridges, and Office Supplies

April 15, 2015
Housekeeping Notes

- This webinar will be recorded and posted publicly on the NASPO website.
- Everyone, except for the presenters, is muted for the duration of the webinar.
- All questions will be answered in the verbal Q&A section at the end of the webinar.
- This webinar counts as 1 CONTACT HOUR towards your UPPCC CERTIFICATION or RECERTIFICATION.
- We will send an evaluation survey at the end of this year’s NASPO webinar series.
- Contact Matt Oyer at moyer@naspo.org for any questions related to this webinar or the NASPO Green Purchasing Webinar Series.
Speakers

Mary Ann Remolador
Assistant Director, (Northeast Recycling Council)

Moderator
Matt Oyer
NASPO Policy Analyst
Simplifying Environmentally Preferable Purchasing
Northeast Recycling Council (NERC)

- Non-profit
- Developed in 1987
- Source reduction, reuse, recycling, environmentally preferable purchasing (EPP), and organics management.
- 10 state region—CT, DE, ME, MA, NH, NJ, NY, PA, RI, & VT
Project Background

• Goal - to write model specifications on 3 products purchasers find difficult to purchase “green” versions of.

• Promote the purchase of environmentally preferable products (EPP)—non-toxic, energy efficient, made of recycled materials, resource use reduction, etc.
First Steps

• Products identified through survey
  – copy and multipurpose paper
  – monochrome toner cartridges
  – office supplies

• Developed 3 Spec Writing Teams
  – Combination of purchasers and environmentalists
Strategies Used

• Depended on the expertise of the spec writing teams
• Used new and existing research
• Conducted research
  – Spoke to retailers
  – Searched the Internet
Lessons Learned - Paper

• 100% Post Consumer Recycled Content paper is becoming increasingly difficult for US and Canadian paper manufacturers to produce economically (8 companies making private label RC papers)
  - Single stream recycling creates dirty feedstock
    • Damages equipment
    • Increases production costs; requires more paper
    • Requires more bleach to make bright
Paper Specs

**Priority 1.** 100% Recycled Content (RC) with a minimum of 50% post-consumer fiber, and preference for Processed Chlorine Free (PCF) and Forest Stewardship Council (FSC) certified

**Priority 2.** 50% Post-consumer Recycled Content (PCRC), and preference for PCF and FSC certified

**Priority 3.** 30% PCRC, and preference for PCF and FSC certified
Paper Specs Continued

• Offer a Variety of Brightness Levels: 84 - 92

• Must - Acid-free

• Preference for paper wrappers and cartons to contain a minimum of 50% PCRC
Purchasing Guidelines

Recommended Vendor Requirements

• Provide sample reams of paper
• Clearly define EPP products
• Easily accessible EPP product listings in catalog and on website
• Annual purchasing reports (segregating out EPP purchases)
• Minimal packaging and only use easily recyclable shipping and packaging material
• Deliveries – consolidate, EPA Smartway, and no idling
Lessons Learned – Office Supplies

• Volume of goods screams for purchasing strategies that combine EPP requirements and allows for getting “green” products at competitive prices
Office Supplies EPP Specs

• Minimum and preferred EPP specs for list of highest expenditures and quantity purchases.
  – Minimum specs include EPP criteria specified in EPA’s Comprehensive Procurement Guidelines, and items readily found in stores and online.
  – Preferred specs pushes the EPP criteria to the next level.
Purchasing Guidelines

• Use minimum specs as starting point with vendors and then move towards preferred specs.

• Use of market basket list (Powerful tool)

• Allow for market basket list changes beyond volume/spend patterns

• Use recommended vendor requirements
### Abbreviated Market Basket Spreadsheet

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<thead>
<tr>
<th>Category #</th>
<th>Item #</th>
<th>Generic Product Descrip</th>
<th>Unit of Measure</th>
<th>Sample Product Descrip</th>
<th>Sample Product Manuf</th>
<th>Sample Product SKU/OE M Product Number</th>
<th>Product Descrip &amp; Name</th>
<th>Manuf of Product Offered</th>
<th>SKU/OE M Product Number of Product Offered</th>
<th>Unit of Measure (UOM - CASE)</th>
<th># of items in UOM</th>
<th>EPP Attributes</th>
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Lessons Learned in Toner Cartridges

Understanding the Marketplace & Definitions Used

- Remanufactured
- OEM
- Compatible Toner Cartridges or Clones
- Cartridges Compatible with – remanufacturers may refer to their toner cartridges as “compatible with” certain OEM printers and copiers. This is different than compatible toner cartridges.
Toner Specs

Priority list for vendors proposals:

**Priority 1.** Remanufactured High-yield Cartridges

**Priority 2.** High-yield Original Equipment Manufacturer (OEM) Cartridges

**Priority 3.** Remanufactured Standard Cartridges
Toner Cartridge Purchasing Guidelines

• Product Quality Requirements

• Bidder and Contract Vendor Requirements

• Bidder and Vendor Requirements on Remanufacturer
Thank You to Spec Writing Teams

- **Paper:** California: Karl Bruskotter, City of Santa Monica; New York: Bob Lazarra, New York State Department of Environmental Conservation; Oregon: Becky Wheeler, Eugene Oregon Purchasing Office; and Responsible Purchasing Network: Susan Kinsella.

- **Toner Cartridges:** New York: Beth Meer, Commissioner's Policy Office, New York State Department of Environmental Conservation; Vermont: Brian Berini, Buildings and General Services; Washington: Shirli Axelrod, Seattle Public Utilities and Jason Edens, City of Seattle; Responsible Purchasing Network: Alicia Culver and Susan Kinsella; Rochester Institute of Technology: Robert Matesic.

- **Office Supplies:** California: Karl Bruskotter, City of Santa Monica; New Jersey: AnnMarie Weidemann, Division of Purchase and Property, New Jersey Department of Treasury; and Oregon: Stacey Foreman, City of Portland.
Links to NERC’s EPP Specs & Purchasing Guidelines

• Office Supplies

• Copy & Multipurpose Paper

• Toner Cartridges
  [Link](http://nerc.org/documents/EPP/Toner%20Cartridges/EPP%20Specs%20-%20Toner%20Cartridges.pdf)
Contact Information

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