

Environmentally Preferable Purchasing for Rhode Island State Agencies

Final Report

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I. PROJECT OVERVIEW

Background

The Rhode Island Resource Recovery Corporation (RIRRC) contracted with the Northeast Recycling Council, Inc. (NERC) to:

- Conduct research on the environmentally preferable purchasing (EPP) programs of the other nine Northeast states,
- Describe Rhode Island State's existing purchasing structure and practices, and
- To make recommendations on how Rhode Island can incorporate EPP in its purchasing.

In addition to RIRRC, the project partners included a representative from the Rhode Island Department of Management (RIDEM), as well as a representative from the Rhode Island Department of Administration (RI DOA). Sarah Kite of RIRRC identified the following people to serve as contacts from each participant agency:

- David Bordieri, Waste Prevention Coordinator, RIRRC
- Tony Cowell, Buyer II, RI DOA
- Alyson Silva, Commercial Recycling Coordinator, RIDEM

In addition, Beverly Migliore of the RIDEM volunteered her services in providing NERC with information about Rhode Island laws pertaining to EPP purchasing.

Goal

To provide the RIRRC, the RIDEM, and the RI DOA with recommendations for starting an EPP program in RI state agencies.

Objectives

- Identify the existing purchasing structure and practices for Rhode Island's public offices.
- Research existing state EPP programs in Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, and Vermont.
- Submit a final report that includes research results and recommendations for integrating EPP in purchasing by Rhode Island state agencies.

II. ENVIRONMENTALLY PREFERABLE PURCHASING

EPP in the United States

Environmentally preferable purchasing was formally defined in the United States by the federal government in several Executive Orders¹ signed in the 1990s. These Presidential documents require federal agencies to serve as a model to public institutions by demonstrating waste prevention, recycling, and purchasing of environmentally preferable products and services. It was during this decade that four of the Northeast states began purchasing EPP products. Three more joined this effort in the 2000s. Prior to the 1990s, several Northeast states were already purchasing recycled content paper products in order to develop the region's recycling markets.

Definition

As defined in the federal Executive Orders and known today as "green purchasing," environmentally preferable purchasing is the purchase of products and services that have a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose.

¹ Federal Executive Orders [12873](#) and [13101](#).

Kevin Lyons, Director of Purchasing at Rutgers University notes that “EPP purchasing is smart purchasing, because more than just the purchase price is taken into account.” Some criteria used for EPP products include: the environmental impacts throughout the product lifecycle—acquisition and transportation of raw materials, manufacturing processes, packaging, distribution, use, maintenance, recyclability, and final disposal—recycled content, price, and performance.

III. OBJECTIVE 1 - PURCHASING IN RHODE ISLAND

NERC staff met with Sarah Kite of RIRRC, Tony Cowell of RI DOA, and Alyson Silva of RI DEM to discuss existing purchasing practices and procedures in Rhode Island. The following are key points from that discussion:

Purchasing Process

- Eligible entities are responsible for identifying the products or services that they would like to use, as well as developing the specifications and standards for these items.
- Before sending the requisition order to RIDOA, it must be signed by an authorized supervisor.
- The RI DOA sends bids for requested items to known suppliers.
- Once found, the requested items are added to the Master Price Agreement (MPA).

EPP in Rhode Island

- According to Tony Cowell, there are existing EPP products on RI’s MPA—copy paper, other office supplies, and janitorial supplies.
- Requests for EPP products were initiated by the state’s educational institutions.
- EPP products are mixed in with the other listed products in RI’s MPA and are not labeled as EPP or green.
- There have been no formal announcements to eligible entities on the availability of EPP products on the MPA.
- EPP purchases are not tracked.

See Appendix A for the complete meeting minutes.

RI EPP Statutes and Resolution

There are four statutes and one resolution on the books in RI that relate to the EPP of certain products. They include:

- RIGL 37-2-76 <http://www.rilin.state.ri.us/statutes/title37/37%2D2/37%2D2%2D76.htm> requires the purchase of recycled products.
- RIGL 23-24.9 <http://www.rilin.state.ri.us/statutes/title23/23-24.9/INDEX.HTM> is a comprehensive mercury law that includes Compact Fluorescent Lamps (CFLs).
- RIGL 23-24.10 <http://www.rilin.state.ri.us/Statutes/TITLE23/23-24.10/INDEX.HTM> is an e-waste law. Within that law is a specific requirement that the Electronic Product Environmental Assessment Tool (EPEAT®) for purchasing green computers be used for the purchase of computers. <http://www.rilin.state.ri.us/Statutes/TITLE23/23-24.10/23-24.10-13.HTM>
- RIGL 23-18.11-1 <http://www.rilin.state.ri.us/statutes/title23/23%2D18.11/23%2D18.11%2D1.htm> is a paper bag law.
- State Senate Resolution 06276 <http://www.rilin.state.ri.us/PublicLaws/law06/res06/res06276.htm> promotes the purchase of green cleaners.

IV. OBJECTIVE 2 - ENVIRONMENTALLY PREFERABLE PURCHASING IN THE NORTHEAST

NERC surveyed the ten Northeast states to obtain detailed information on their EPP programs, and reviewed each state's purchasing websites. Please note: The information about Rhode Island was obtained at the meeting mentioned previously and direct contact with participant agencies. A copy of the survey sent to the states can be found in Appendix B.

Summary of Northeast States EPP

State purchasers who were requested to fill out the EPP survey were identified by NERC staff. Following are the key findings from their responses. The complete summary can be found in Appendix C.

Key Findings on EPP in the Northeast

- All ten Northeast states have some type of state requirement for purchasing EPP products and services.
- Five of the ten states have established EPP programs—CT, ME, MA, NY, and PA.
- A total of 56 EPP products and services are actively purchased by Northeast states.
- Of these products and services, there are seven products common among the states:
 - Printing and Writing Paper (10 states)
 - Cleaning Products (9 states)
 - Electronics (8 states)
 - Janitorial Supplies (8 states)
 - Envelopes (7 states)
 - Lamps and Ballasts (7 states)
 - Office Supplies (7 states)

- The most commonly used EPP criteria are:



[Energy Star](#) – a labeling program of EPA and the Department of Energy in which manufacturers voluntarily identify their products as below federal standards for energy consumption. (8 states)



[Green Seal](#) – an independent non-profit organization that develops science-based environmental certification standards on the following product categories: Construction Materials, Equipment, and Systems; Facility Operations, Maintenance, and Services; Food and Food Services; Home Products and Services; Office Products and Communications; Personal Care and Consumer Packaged Goods; and Transportation and Utilities. (8 states)

- Eight of the ten states use a committee with representation from multiple agencies or departments for developing EPP specifications and identifying standards for products and services. Rhode Island requires individual agencies to identify the product or service specifications when make a purchasing request. New Hampshire makes all purchases centrally through the purchasing office.
- Six of the ten states track their EPP purchases. This includes all of the states with EPP programs (CT, ME, MA, NY, and PA), as well as Vermont.

- The most common tracking methods for EPP purchases are annual vendor and departmental reports.
- Five states use a variety of strategies for communicating the availability of EPP products and services to eligible entities. The most commonly used communication methods on EPPs by the states include:
 - Posting the EPP legislation on their websites (10 states).
 - Posting the EPP products and services on the state purchasing website (5 states).
 - Grouping of EPP contracts on purchasing website (4 states).
 - Direct emails (4 states).
 - Speaking at state events (4 states).
- The two states that do not communicate the availability of EPP products and services on the state contract are New Hampshire and Rhode Island.
- Seven of the ten states allow a 5 – 15% price allowance for EPP products. The three states that do not allow a price difference are New Hampshire, New Jersey, and Rhode Island.
- The amount of time spent working on EPP purchasing and programs varies greatly from state to state. The range of time reported was anywhere from 1-2 hours a month to one full-time position.

IV. RECOMMENDATIONS FOR EPP IN RHODE ISLAND

Following are NERC's specific recommendations for moving EPP procurement by Rhode Island state agencies forward:

- **Take Advantage of Available Information and Existing Networking Opportunities:** The average amount of time that Northeast states have had EPP purchasing programs is ten years. This has allowed for a significant level of regional expertise to develop on this topic. (Massachusetts spent \$180 million on EPP products and services in FY2008.) In addition to all of the Northeast states posting their EPP legislation on their websites, the states with established EPP programs have other information posted as well—product and service specifications, standards used, and vendor contracts. Rhode Island can take advantage of its neighbors' knowledge and expertise by proactively networking with other states and reviewing their EPP websites. This would allow Rhode Island to quickly learn what others have spent a decade learning, to avoid the mistakes that others have made, and to fast forward EPP purchasing in the state.

See Appendix D for a list of Northeast state's EPP contacts and Appendix E for a list of the state's EPP websites.

- **Assign the Task of EPP Purchasing to a Staff Person or a Committee:** The Northeast states have successfully implemented EPP purchasing when the task is assigned to a staff person or a committee of people from one or multiple agencies. The role of the EPP person or team should include taking the lead on identifying EPP priorities and measurable goals, accessing available resources, identifying potential partners, identifying specific products and services, communicating their availability to eligible entities for buying off the state contract, reviewing achievements, and making adjustments to the program.

- **Identify EPP Goals:** The first task in moving forward on EPP purchasing is identifying your agency's EPP goals. What does your agency want to achieve by purchasing EPP products? Some of the goals other states have identified include:
 - Improve worker health and safety.
 - Reduce costs.
 - Promote EPP product and services market development.
 - Reduce its impact on the environment.
 - Be a model for other agencies, departments, and the general public.
 - All of the above.

- **Identify EPP Priorities and Set Measurable Goals:** This involves reviewing your agency's existing purchasing habits; identifying the products purchased most frequently and the products that will have the greatest benefit to the agency, its staff, and the environment. Another part of this process is identifying the timeline and quantities of materials your agency plans on purchasing.

The experience of the other Northeast states may also be useful. As stated previously, there are eight EPP products that are common to the Northeast state procurement programs. The following list of these products is a good starting point for Rhode Island to consider in developing its EPP priorities:

- Printing and Writing Paper (10 states)
- Cleaning Products (9 states)
- Electronics (8 states)
- Janitorial Supplies (8 states)
- Envelopes (7 states)
- Lamps and Ballasts (7 states)
- Office Supplies (7 states)

An additional EPP item to consider because of its cost savings is

- Remanufactured Toner Cartridges

Printing and Writing Paper

Three facts make purchasing recycled-content printing and writing paper an obvious EPP priority for most states:

- 1) Paper is commonly the highest volume material purchased by states.
- 2) Producing recycled-content paper has less impact on the environment than virgin paper—manufacturing recycled-content paper uses less energy than making virgin paper, thereby avoiding the production of greenhouse gases, and reduces the number of trees that get cut down, having a positive effect on air quality.
- 3) By purchasing recycled-content paper, the states demonstrate their support of recycling markets and serve as a model for others.

The paper standard that most states have used in developing their own specifications is the one defined in EPA's Comprehensive Procurement Guide (CPG).² This standard is intended for federal government purchases and requires paper purchases to have at least 30% post-consumer content

² <http://www.epa.gov/waste/consERVE/tools/cpg/index.htm>

(PCC). The majority of the Northeast states use this percentage of post-consumer content or higher for their paper purchases.

Recycled-content papers are widely available and of equal quality to virgin papers. It should be recognized that the price of these papers can be 8 – 36% higher than virgin papers. Several strategies that can be implemented to offset this cost increase include:

- Increasing paper use efficiency—set all printers to duplex printing as the default, and reuse single-sided printed pages for printing draft copies and for note paper.
- Participate in multi-state contracts for more competitive pricing.
- Reduce disposal costs by recycling all used paper instead of throwing it away.

Cleaning Products

Many traditional cleaning products contain chemicals hazardous to our health. This affects the staff applying the chemicals as part of their daily tasks, as well as other staff and clientele that come into contact with them. According to Marcia Deegler of the Massachusetts Operational Services Division, “In the United States, six out of ten janitors are injured by the chemicals they use. These injuries cost a total of \$75 million dollars annually. This includes the medical costs for treatment, as well as the amount of time lost at work. In addition, twelve percent of all school-related asthma cases are associated with exposure to cleaning products.”

The purchase of EPP cleaning products is common for nine of the ten Northeast states. There are a number of available green products that easily compare in performance to traditional cleaning products.

Green cleaners may initially cost more than traditional cleaners because they are sold as concentrates and may require new equipment. However, when used with a dilution control dispensing system, they can reduce cleaning costs. Dispensing systems release a measured amount of product, which eliminates the guesswork for staff in measuring manually and assures that the appropriate amount of cleaner is used each time. George Aguiar, Assistant Director of Facilities and Operations, at Rhode Island College (RIC) reduced his cleaning budget by 20% by using EPP cleaning products. This was mainly achieved by using a dilution control system and by the overall reduction in the number of cleaners being used. One of the green cleaners he now uses replaced six traditional cleaners. A case study of EPP purchasing at RIC may be found in Appendix F.

Green Cleaning at Rhode Island College

George Aguiar, Assistant Director of Facilities and Operations, at Rhode Island College has been purchasing green cleaning products since 2003. As a result of changing to EPP products, his spending decreased by 20%, the janitorial staff takes less sick days, and LEED requirements are satisfied in one of the buildings.

Electronics

States spend a tremendous amount on computer and other electronic equipment each year. Recycling programs for electronics end-of-life management are available throughout the Northeast because states recognized the potential liability from their improper disposal due to some of their physical content—heavy metals and metallic elements. They also take up valuable landfill space and the replacement rate is relatively quick-paced.

More recently, states have taken a closer look at the electronics they purchase and their content prior to purchasing them. One tool that makes it easy for purchasers to identify EPP computers is EPEAT (Electronic Product Environmental Assessment Tool) www.EPEAT.net. Computers listed in the

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EPEAT registry are those that manufacturers have declared are in conformance with the environmental performance standard for electronic products - IEEE 1680-2006. Rhode Island state law mandates that state agencies limit the purchase of computers and monitors to EPEAT registered products.

Janitorial Supplies and Envelopes

EPA's Comprehensive Procurement Guide (CPG) is used heavily as a reference by states when developing EPP specifications and standards for janitorial supplies (bathroom tissue, paper towels, tissues, and napkins) and envelopes. In addition, some of the other EPP janitorial supplies that have proven to aid in cost savings are microfiber mop heads, toilet tissue tensioners, and motion sensed lighting in public areas.

Compact Fluorescent Lamps

An EPP product that immediately saves money is the compact fluorescent lamp (CFL). Although CFLs cost more for the initial purchase than incandescent bulbs, one CFL can save \$42 in its lifetime and lasts six to ten times longer than incandescent bulbs.³ The Comfort Inn Suites in St. Johnsbury, Vermont changed all of its light bulbs to CFLs throughout the hotel last month. Based on this month's electric savings, they expect the expense to pay for itself in three months. Also, Kevin Lyons of Rutgers University said that they experienced a considerable decrease in workers compensation cases after changing over to CFLs because staff did not have to carry and climb ladders as much.

Office Supplies

There are many available office supplies besides printing and writing paper that contain recycled content and are cost-competitive with their virgin counterparts. Some examples include: Post its, file folders, and plastic and metal items.

Remanufactured Toner Cartridges

Remanufactured toner and ink jet cartridges reduce waste, save natural resources, and cut costs by reusing empty cores and parts rather than disposing single-use products from original equipment manufacturers. Remanufactured cartridges are available for laser monochrome and color, as well as ink jet printers. The cost of remanufactured cartridges is conservatively estimated to be 30% to 60% less than new cartridges on a cost-per-copy basis.⁴

- **Consider Using Third-party Certified Products:** Third-party certified products make it easy to identify environmentally preferable products. This is especially helpful to state agencies that do not have the resources to develop specifications and standards. The following is a list of environmental and social standards promoted by the Responsible Purchasing Network www.responsiblepurchasing.org/purchasing_guides/all/standards/:

³ Efficiency Vermont www.encyvermont.com

⁴ http://www.responsiblepurchasing.org/purchasing_guides/toner_cartridges/index.php



CALIFORNIA GOLD SUSTAINABLE CARPET STANDARD

Product(s): Modular tile and broadloom carpet

Attribute(s): Multiple environmental attributes spanning product lifecycle

Summary: The California Department of General Services developed the California Gold Sustainable Carpet Standard for purchase of carpet for new construction, renovations, leases, Contract Multiple Award Schedule (CMAS), and replacement. Carpet vendors conducting business with the state are required to provide proof of independent third-party certification.



CHLORINE FREE PRODUCTS ASSOCIATION (CFPA)

Product(s): Paper products, paper pulp

Attribute(s): No chlorine use, no old growth, post consumer waste (PCW) recycled content (Only Processed Chlorine-free)

Summary: Independent, not-for-profit accreditation & standard setting organization promoting third-party certified chlorine-free products and services. The CFPA has no financial interest in any of the companies whose products it certifies. Two certifications are issued: Processed Chlorine-Free (PCF) and Totally Chlorine-Free (TCF).



EcoLogo

Product(s): Over 300 product categories including: cleaners, paints, and more

Attribute(s): Multiple environmental attributes spanning product lifecycle

Summary: EcoLogo is the certification mark for the Environmental Choice program of Canada's national environmental agency. The certification program is conducted by TerraChoice Environmental Marketing, a private, for profit environmental marketing services company located in Ottawa, Ontario.



ENERGY STAR

Product(s): Over 50 categories including: electronics, lighting, and more

Attribute(s): Energy consumption

Summary: A joint program of the U.S. Environmental Protection Agency and Department of Energy certifying energy-efficient products. This program asks manufacturers to voluntarily identify their products as below federal standards for energy consumption.



EPEAT

Product(s): More than 1,000 registered products including desktop computers, integrated systems, monitors, notebooks, and work stations

Attribute(s): Multiple environmental attributes spanning product lifecycle

Summary: The Electronic Products Environmental Assessment Tool (EPEAT) is an environmental certification program for electronics that is managed by the Green Electronics Council. The standards for computer products were developed by an IEEE stakeholder process that included government, environmental and health advocates, and industry. Bronze, Silver, and Gold levels of certification are available.



FOREST STEWARDSHIP COUNCIL (FSC)

Product(s): Forest products, including paper

Attribute(s): Multiple social and environmental attributes spanning product lifecycle

Summary: Initiated by industry, the FSC sets social and environmental standards for forestry and forest products and accredits third-party certifiers who issue FSC certifications for forestry practices and chain of custody products.



GREEN-E

Product(s): Renewable energy certificates, utility green pricing programs, competitive market electricity, and greenhouse gas emissions reductions

Attribute(s): Multiple environmental attributes spanning product lifecycle

Summary: Green-e is a non-profit certification and verification program administered by the Center for Resource Solutions.



GREEN SEAL

Product(s): Over 40 product categories including: cleaners, paints, and more

Attribute(s): Multiple environmental attributes spanning product lifecycle

Summary: Founded in 1989, Green Seal is a non-profit environmental standards-setting and certification agency. Standards are developed through an open stakeholder process. Evaluation of products and practices to be certified to Green Seal standards is done by its technical staff and external auditors and includes a comprehensive review of the product/practice components,

supporting data, product/practice performance, and an on-site audit to ensure that all of a standard's criteria are met. Certification requires annual monitoring to ensure continued compliance.



GREENGUARD

Product(s): Over 15 product categories including: cleaners, office electronics, paints, and more

Attribute(s): Indoor air quality

Summary: The GREENGUARD Environmental Institute is an independent non-profit, ANSI-authorized standards developer that offers three air emissions certifications: Indoor Air Quality; Children and Schools; and Building Construction.



SCIENTIFIC CERTIFICATION SYSTEMS (SCS)

Product(s): Electricity, food and agriculture, manufacturing (including carpets and rugs), forest products (including FSC paper), fisheries and more

Attribute(s): Single and multiple social and environmental attributes spanning product lifecycle

Summary: SCS is a third-party provider of certification, testing and auditing services, and standards.



COMPREHENSIVE PROCUREMENT GUIDE (CPG)

Product(s): Paper, toner, tires, and more

Attribute(s): Multiple environmental attributes spanning product lifecycle

Summary: The EPA created the CPG to promote the use of recycled solid waste in production and purchasing. If the EPA designates a product type to the guide, all federal agencies must purchase those products meeting CPG's minimum recovered content requirements.

- **Participate in Multi-state Bids and Purchasing Cooperatives:** The volume of one state's purchases is significant. When states participate in multi-state bids for specific EPP products, each state's purchasing power becomes greater in leveraging competitive pricing and sends the message to the vendors that there is demand for EPP products. For example, the Massachusetts Operational Services Division is currently spearheading a multi-state bid on green cleaning products with contiguous states.

In addition, the U.S. Communities Government Purchasing Alliance™ (U.S. Communities™) <http://www.uscommunities.org> is a nationwide purchasing cooperative designed to be a procurement resource for local and state government agencies, school districts (K-12), higher education and nonprofits.

- **Implement a Comprehensive Recycling Program at Same Time:** Recycling is an end-of-life materials management strategy that compliments EPP recycled-content products. Making

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recyclable materials available to manufacturers allows for more recycled-content products to be produced. By states purchasing recycled-content products, they create demand for and support recycling markets, as well as close the materials management loop. Recycling also reduces disposal costs. The savings of which can be used for initial purchasing costs of EPP products.

George Aguiar started green purchasing and recycling at the same time at Rhode Island College. In addition to the 20% savings from purchasing green cleaning products, his disposal bills also decreased by 20%, allowing him to make capital investments earlier than planned.

- Evaluate the Program and Make Adjustments:** EPP programs, like all other successful programs, need to be monitored and evaluated on a regular basis. This will allow Rhode Island state agencies to review measured results and current practices, and make any necessary changes for improving the program. As part of the evaluation, the EPP person or team can also plug the purchasing amounts into various calculators to measure the environmental impact and cost savings of states' purchases. This information can be used to help staff and management better understand the connection of purchasing choices and their effect on the environment and their budget. Following is a table of some of the available calculators:

Calculator Source and Name	Intended Purpose	Web Address
EPA's Recon Tool	Measures environmental benefits of recycled content purchases	http://yosemite.epa.gov/oar/globalwarming.nsf/content/ActionsWasteToolsReconOnline.html
Environmental Defense Fund's Paper Calculator	Measures environmental benefits of using different papers	http://www.edf.org/papercalculator/
Electronics Environmental Benefits Calculator (Developed by TN Center for Clean Products with funding from US EPA)	Measures environmental and economic benefits of purchasing EPEAT-registered products	http://isse.utk.edu/ccp/projects/benefitscalculator/elecbenefcalc.html
EnviroCalc developed by MA Operational Services Division	Measures environmental benefits and cost savings of recycled-content and energy efficient products	http://www.mass.gov/?pageID=osdterminal&L=4&L0=Home&L1=Buy+from+a+Contract&L2=Environmentally+Preferable+Products+(EPP)+Procurement+Program&L3=Download+Publications%2c+Reports+and+Tools&sid=Aosd&b=terminalcontent&f=EPP_osd_es_epp_download_publications_envirocalc&csid=Aosd
Energy Star Calculators	Measures energy and cost savings of energy efficient appliances	http://www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing
HEV Cost Calculator Tool developed with the help of the Dept of Energy	Evaluates the full costs and benefits of a hybrid electric vehicle (HEV) in comparison to a conventional vehicle.	http://www.afdc.energy.gov/afdc/hev_calculator/single.php

- Communicate Availability of EPP to Eligible Entities:** Having EPP products and services under the state contract does not do any good if people do not know they are there. Effectively communicating the availability of these products is absolutely necessary if an agency wants to achieve its EPP goals. Having a dedicated web page that lists all available EPP products and services is a successful strategy used by neighboring states. This provides users with one website to look at when purchasing these items. Another method that has been successfully used

is to place an icon next to each EPP item on the state contract list. Some states have used a recycling logo next to recycled-content products and a green leaf next to all other EPP products and services.

- **Join EPPnet:** EPPnet www.nerc.org/eppnet/ is a listserv administered by NERC that is specifically for purchasers to share information and resources, ask questions, learn about specific products, services, and vendors, etc. EPPnet is a free resource for the EPP person or team working in Rhode Island to access.

VI CONCLUSION

Rhode Island is in a very good position to begin implementing EPP in its purchasing decisions—the state requirements are in place, the expertise is available in the region, and EPP products are readily available through the marketplace.

APPENDICES

- Appendix A. Rhode Island EPP Meeting Minutes**
- Appendix B. EPP Survey Sent to Northeast States**
- Appendix C. Northeast States EPP Survey Summary**
- Appendix D. EPP Contacts in Northeast States**
- Appendix E. Northeast States' EPP Websites**
- Appendix F. Case Study on Rhode Island College's Green Cleaning Purchases**

Appendix A. Environmentally Preferable Purchasing in Rhode Island July 29, 2008 Meeting Notes

Present: Sarah Kite, RIRRC; Alyson Silva, RIDEM; and Tony Cowell, RIDOA; Mary Ann Remolador, Northeast Recycling Council (NERC)

Discussion Topics

Project Goals

Sarah and Alyson – Want to promote the purchase of recycled content products in RIRRC and DEM and to make sure all entities required or entitled to buy under the state’s Master Price Agreement (MPA) have the option to buy Environmentally Preferable Products (EPP, also referred to as “green”) products.

Tony – Wants to provide agencies what they request.

Green Products Available under the MPA

- There are a number of green products available under the MPA (i.e., copy paper, other office supplies, and janitorial supplies. These were added in response to requests received from the colleges and university.
- Rhode Island’s purchasing web site is considered by many to be user-friendly, but requires users to search through the categories to find the green products. They are not specifically marked (e.g., green leaf or recycling logo).
- For DOA to add more or different green products to the MPA, they need to receive specific requests from entities eligible to purchase under the MPA.
- DOA has no problem with adding green products to the MPA when requests are received, because all requests require a supervisor’s approval. Requests are also accompanied with the required specs.
- There have been no formal announcements to agencies from the DOA on the availability of green products under the MPA.

Reporting of Purchases Made

- State legislation requires state agencies to report to DOA on the percent of recycled content in paper being used.
- Vendors are supposed to send DOA quarterly reports on the purchases made of their products under the MPA.
- DOA’s Accounts and Control section keeps records of purchases made.

Project Audience

- Raise awareness of agency Directors on the importance and availability of green products. We briefly talked about the possibility of holding a meeting with the Directors to discuss this issue.
- Raise awareness of all entities purchasing under the MPA to consider purchasing green products.

NEXT STEPS

- Mary Ann to finish collecting responses to EPP survey and summarize information. (In progress)
- Discuss format, timing, and requirements for Directors meeting.

- Mary Ann to develop recommendations for educational materials and promotional strategies to get more entities purchasing green products throughout the state.
- Sarah to provide Mary Ann with a letter stating revised project end date of March 31, 2009.

Appendix B. EPP Survey Sent to Northeast States

State Environmentally Preferable Purchasing Survey

This survey is part of a project that NERC is conducting for the RI Resource Recovery Corporation to provide them with a plan for developing a statewide Environmentally Preferable Purchasing (EPP) Program. Your survey responses will be compiled with the responses from the other Northeast states and emailed back to all respondents.

State: _____

1. Does your state purchase any EPP products or services? Yes No

2. If yes to Question 1, please list the product and service categories. _____

3. What are the criteria used for EPP products and services? _____

4. Are purchases made centrally or by individual departments? _____

5. Are the EPP purchases tracked in any way? Yes No

6. If yes to Question 5, please explain. _____

7. Does your state have an EPP policy, directive, or program? (Please specify.) _____

8. When did your state begin incorporating EPP in its purchasing decisions? _____

9. What process is used to develop the EPP criteria? _____

10. Has that process changed over time? If yes, please explain. _____

11. What strategy is used to inform state employees on the availability of EPP products and services available under the state contract? _____

12. What department or office is responsible for identifying EPP products and services? ? _____

13. If information about the state's EPP is available on-line, please provide the URL(s).

Thank you.

Appendix C. Environmentally Preferable Purchasing by States

Compilation of Survey Responses from Northeast States Research Conducted by Northeast Recycling Council, Inc. for Rhode Island Resource Recovery Corporation April 14, 2009

	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
EPP Program	X		X	X			X	X		

	Year Began
Connecticut	1999
Delaware	2008*
Maine	2004
Massachusetts	1994
New Hampshire	Unavailable
New Jersey	2006
New York	1991
Pennsylvania	1989
Rhode Island	Unavailable
Vermont	1994

*Delaware Department of Natural Resources and Environmental Control (DNREC) updated its departmental procurement policy in 2007 to include the purchase of recycled content products. DNREC's purchases are 3% of the total state budget.

	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
EPA's Comprehensive Procurement Guidelines	X	X		X		X		X		
EPEAT®			X	X			X	X		
Federal Executive Order	X									
Law	X	X			X			X		
Policy	X	X	X			X				
Resolution									X	
State Directive								X		
State Executive Order(s)	X		X	X		X	X			X
State Statutes	X		X						X	

Table 4. EPP Products and Services Used										
Products/Services	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
Appliances	X			X	X	X	X			X
Biodiesel	X		X	X		X		X		
Boiler treatment compounds			X							
Building construction			X	X						
Carpet	X		X	X		X		X		X
Channelizer drum				X						X
Cleaning products	X	X	X	X	X	X	X	X		X
Composting equipment				X				X		
Computers	X		X	X		X	X	X		
Corrugated fiberboard	X			X			X	X		
Crack and joint compound								X		
Culverts								X		
Dietary								X		
Dilution control systems (cleansers)				X				X		
Equipment	X		X	X		X	X			
Electricity	X		X	X			X	X		X
Electronics	X	X	X	X	X	X	X	X		
Envelopes	X		X	X		X	X	X		X
Flooring	X			X		X		X		
Fluorescent lamps and CFLs	X		X	X		X	X	X		
Furniture	X			X		X	X			
Glass beads for highway paint	X		X	X			X	X		X
Heating oil			X	X		X	X	X		
Janitorial supplies	X		X	X		X	X	X	X	X
Janitorial services						X		X		
Lead-free weights			X	X						
Lamps and ballasts	X		X	X		X	X	X	X	
Laser or toner cartridges	X		X	X		X	X	X		
Latex paint				X		X	X	X		
License plates (recycled aluminum)	X			X				X		
Lubricants				X			X	X		
Lumber	X		X	X			X			
Motor oil	X			X		X	X	X		
Motor oil (bulk)				X		X	X	X		
Office furniture	X			X		X		X		
Office supplies	X	X		X		X	X	X	X	X
Paint				X		X	X			X
Parks & playground equipment	X			X		X	X			
Parks & playground surfaces	X			X		X				
Pest control /management services	X			X			X			

Products/Services	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
Printing & writing paper	X	X	X	X	X	X	X	X	X	X
Pool ionization				X						
Plastic bags			X	X		X		X		
Promotional materials		X		X						
Recycling containers (curbside)	X			X		X		X		
Scrap metal recycling	X			X		X	X	X		X
Snow plow shoes							X			X
Tires (retread)	X		X	X				X		
Traffic cones	X			X			X	X		X
Traffic lights				X		X		X		
Traffic line paint (waterborne)								X		
Traffic paint (waterborne)								X		
Traffic warning signs						X	X	X		
Trash bags				X		X		X		
Vehicles (hybrid)	X		X	X		X		X		
Vehicles (AFV)	X			X		X	X	X		

Table 5. EPP Criteria Used

	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
EcoLogo	X		X	X		X			X	
Energy Star	X	X	X	X	X		X	X		X
EPA's Comprehensive Procurement Guidelines (CPGs)		X		X				X		
EPA's Design for the Environment						X				
EPEAT			X	X		X	X	X		
European Union									X	
Federal Legislation	X									
Forest Stewardship Council (FSC)			X	X			X	X		
Green Seal	X		X	X	X	X	X	X	X	
LEED			X	X				X	X	
State Executive Orders	X		X	X			X	X		
State Law	X					X		X		

Process Used to Develop EPP Criteria

Connecticut – Committee designated by legislation to agree on standards for green cleaners and headed by the Department of Administrative Services. Other Committee members include a representative from the Departments of Environmental Protection (DEP) and Public Health. Committee members take input continually and meet with industry representatives and lobbyists. For other products, they use international and national standards, consult with DEP and other “green” information sources i.e. Responsible Purchasing Network (RPN).

Delaware – The State Materials Recovery Team was organized to review state purchases and to develop specifications for product purchases. The Team has been inactive for the past several years. DNREC developed the Green Team to review the department’s purchases and develop specifications. NERC is an equal opportunity employer and provider.

for future product purchases. The Team consists of 8-10 members representing each division within the DNREC.

Maine – A committee was formed to discuss cleaning chemicals and electronics. DEP offers the Maine Division of Purchases assistance on all requests for quotes and contracts to ensure that environmentally preferable strategies are used through the legislatively mandated Clean Government Initiative.

Massachusetts – Procurement managers of fourteen procurement groups (number of people in each group varies) and agency EPP team members (1 FT staff and 1PT intern) work together on state contracts. The EPP Program staff does the legwork on researching the available EPPs in the various product groups; references third-party certifications and industry performance standards, when they are available, to verify products and establish reasonable criteria; and also networks with states across the country to compare specifications and experiences with EPP purchases.

New Hampshire – Purchasing agents follow supply contract guidelines.

New Jersey – In collaboration with the NJDEP, NJ Department of Treasury, and the Office of Energy Savings, comprehensive language has been developed to be included in all requests for proposals. Also, work has begun on a joint purchasing development program with Rutgers University.

New York – A procurement subcommittee, associated with Executive Order #4, reviews current specifications and works with the Office of General Services to “green” procurements.

Pennsylvania – The Green Purchasing Guidelines for all procurements are being developed by the Department of General Services Bureau of Purchasing. The existing specifications and standards are based on recommendations from the Green Government Council and others advocating third-party certified products.

Rhode Island – Specifications for approved purchases are provided to the Department of Administrative Services (DAS) by eligible entities requesting products and services. The DAS in turn finds available products.

Vermont – The process used is illustrated by the state’s criteria for green cleaning products found at <http://bgs.vermont.gov/sites/bgs/files/docs/BGS-Purchasing-enviro.doc>

Table 6. Purchasing Methods										
	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
Centrally					X					
Individually										
Both	X	X	X*	X		X	X	X	X	X

* Janitorial supplies are purchased only by Facilities Management and electronics are only purchased by the Office of Information Technology.

Table 7. Tracking of EPP Purchases										
	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
Yes	X		X	X		X		X		X

No		X			X		X		X	
----	--	---	--	--	---	--	---	--	---	--

EPP Purchases Tracking Methods Used

Connecticut – Requires annual departmental reports on purchases containing recyclable materials and goods capable of being recycled or remanufactured.

Maine – Only electronics vendors are required to submit a report.

Massachusetts – Vendors on state contract are required to submit annual reports on EPP products and services sold.

New Jersey - Each department and or agency must submit an annual report of EPP purchases to the Director of the Division of Purchase and Property.

Pennsylvania - In-house purchasing system (SAP) supplemented by reports from vendors

Vermont – Recycled purchases are tracked in the financial management system with reports due annually on the dollars spent on recycled materials.

Table 8. Strategies for Communicating Available EPP Products and Services										
	CT	DE	ME	MA	NH	NJ	NY	PA	RI	VT
Annual EPP Workshop/Conference				X			X			
Direct Emails	X			X			X	X		
EPP Vendor Fair				X			X	X		
Grouping of EPP contracts on Purchasing Website	X			X		X		X		
Interagency Networking			X	X		X				
Newsletter	X	X*		X						X
Speaking at State Events	X			X		X		X		
State Website	X			X		X		X		X

*DNREC's Green Team, distributes a newsletter department-wide to each division.

Cost Allowance for EPP Products and Services

Connecticut – State law allows up to 10% for products ([CGS § 4a-59](#))

Delaware – State law allows up to 5% greater than virgin made products, including lifecycle costs analysis. DNREC policy allows for 10% – 40% greater than virgin products, depending on price structure.

Maine – Information not available.

Massachusetts - State contracts are awarded to “best value” products and services (not on low bid). Environmental attributes are one of several criteria that are considered as part of best value. There is no stated cost allowance for EPPs, but cost is generally approached from a lifecycle perspective.

New Hampshire - None

New Jersey - None

New York – For products not already specifying “green” criteria, there is a 10% price preference over virgin counterparts for “recyclable,” “reusable,” and “recycled” products; the preference becomes 15% if more than 50% of the recycled content comes from New York state sources.

Pennsylvania - 5% bid preference offered for recycled content; seldom used

Rhode Island - None

Vermont - 29 V.S.A. § 903 allows consideration of a number of factors when making an award. In addition, it permits that “[t]he commissioner, in the commissioner's discretion, may spend up to ten percent more for comparable products that are made of recycled materials. If products made of recycled materials are to cost more than ten percent more than comparable products, the commissioner shall receive consent of state entities that are to use the product, before completing the order for the materials in question.” The following is a link to statute <http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=29&Chapter=049&Section=00903>.

Amount of Time Spent Working on EPP Program/Purchasing

Connecticut – DEP: 5% of one full-time position; DAS: as needed.

Delaware – The State Materials Recovery Team has not met for several years. DNREC’s Green Team meets monthly for 1-2 hours.

Maine – DEP- 20% of one full time position.

Massachusetts – Operational Services Division: One full-time position based in the state’s central purchasing office. This person works primarily on establishing state contracts (and assisting with multi-state contracts) for EPPs and in conducting education and outreach program to inform agencies, municipalities, and others about the benefits of purchasing EPP goods and services.

New Hampshire – Information unavailable.

New Jersey - 5-10 hours per month

New York – Each state agency, authority, or corporation is required to assign at least one professional from the organization to serve as its Sustainability Coordinator. Coordinators are responsible for preparing organization-specific Sustainability Plans to prevent waste, recycle, conserve energy and resources, and purchase EPP. Those staff put in varying amounts of time depending on the size of the organization and if they have already undertaken environmental improvement programs. The EO #4 Interagency Committee meets monthly. The Procurement Subcommittee has met for a half day almost every two weeks to revise 36 EPP specs. This pace will continue until they have finished.

Pennsylvania –

- Dept. of General Services (DGS) Recycling Office: EPP data and reporting, green advocate (30% of two full-time positions)
- DGS Bureau of Purchasing: on-going policy revision (a special project with 3 full-time analysts dedicated to this task)

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- DGS Energy Office: five full-time staff for energy efficiency (ESCOs) and LEED EB certifications
- DEP, Green Government Council: one full-time green procurement advocate working with DGS and all other state agencies.

Rhode Island – Information unavailable.

Vermont – Unable to estimate time commitment since it is such an integral part of state purchasing.

State Offices Responsible for Identifying and Purchasing EPP Products and Services

Connecticut

- Department of Administrative Services
- Department of Environmental Protection

Delaware

- State Materials Recovery Team for statewide purchases
- DNREC's Green Team for departmental purchases

Maine

- Department of Administrative and Financial Services
- Department of Environmental Protection
- State Planning Office
- Office of Information Technology

Massachusetts

- Operational Services Division, working collaboratively with the Executive Office of Environmental Affairs and the Department of Environmental Protection

New Hampshire

- Information unavailable.

New Jersey

- Division of Purchase and Property, Department of the Treasury in conjunction with the Department of Energy Savings

New York

- Advisory Committee to Executive Order #4 including agency-designated sustainability coordinators from almost all state agencies
- The EO #4 Procurement Subcommittee, headed by representatives from the state's procurement agency
- The Office of General Services and the Department of Environmental Conservation are charged with re-writing at least 36 specifications for goods and services available via contract annually to make them environmentally preferable.

Pennsylvania

- Department of General Services Bureau of Purchasing
- Department of General Services Commonwealth Agency Recycling Office

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- Department of Environmental Protection Green Government Council

Rhode Island

- Department of Administrative Services

Vermont

- Buildings and General Services, Purchasing and Contracting Division.

Links to EPP Laws, Executive Orders, Directives, Policies

Connecticut

- Cooperative purchasing plans. [CGS § 4a-53](#)
- Purchasing standards and specifications. [CGS § 4a-56](#)
- Competitive bidding or competitive negotiation for purchases and contracts. Regulations.Waivers.Exceptions. [CGS § 4a-57](#)
- Distribution of surplus state property. Lease of property to municipalities. [CGS § 4a-57a](#)
- Standardization Committee. Waiver of bid or proposal requirement. [CGS § 4a-58](#)
- Award of contracts. [CGS § 4a-59](#)
- Plan to increase state purchase of goods containing recyclable materials and goods capable of being recycled or remanufactured. [CGS § 4a-67a](#)
- Elimination of use of disposable and single-use products in state government. [CGS § 4a-67b](#)
- Equipment and appliances for state use, energy standards.
- Purchase of cars and light duty trucks. Gasoline mileage ratings. Exemption. Alternative fuel vehicles required to be purchased. [CGS § 4a-67c](#)
- Standards for purchase of recycled paper. [CGS § 4a-67e](#)
- Specifications for printing and writing paper. [CGS § 4a-67f](#)
- Recycling and remanufacturing of laser printer toner cartridges. [CGS § 4a-67g](#)
- Procedures promoting the procurement and use of recycled products and environmentally preferable products and services by state agencies. [CGS § 4a-67h](#)
- An Act Concerning the Use of Cleaning Products in State Buildings [PA 08-186](#)
- EPA Comprehensive Procurement Guidelines
<http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm>

- 10 CFR 490, Federal EPA Act
http://www1.eere.energy.gov/vehiclesandfuels/epact/state/afc_docket.html
- Federal Executive Order No. 12873 <http://www.epa.gov/epp/pubs/eo12873.pdf>

Delaware

Delaware Code 29 Del C. §6938 & §6939 <http://delcode.delaware.gov/title29/c069/sc03/index.shtml>

Maine

- EPP Policy and Program <http://maine.gov/cleangovt/rulesanddocuments/index.htm>;
<http://www.maine.gov/cleangovt/rulesanddocuments/epppolicyprogdocs.doc>
- Executive Order for Safer Chemicals in Consumer Products and Services
http://www.maine.gov/tools/whatsnew/index.php?topic=Gov_Executive_Orders&id=22176&v=Article
- Executive Order Regarding Procurement of Fuel Efficient, Less Polluting Vehicles
<http://www.maine.gov/cleangovt/rulesanddocuments/execorderfleet.htm>
- Executive Order Regarding the Use of "LEED" Building Standards for State Buildings
http://www.maine.gov/tools/whatsnew/index.php?topic=Gov_Executive_Orders&id=21346&v=Article

Massachusetts

- Executive Order #279 <http://www.lawlib.state.ma.us/ExecOrders/eo279.txt>
- Executive Order #350 http://www.cleanair-coolplanet.org/for_communities/EPP_links/ExOrder350.doc
- Executive Order #438 <http://www.lawlib.state.ma.us/execorders/eo4381.pdf>
- Executive Order #484
http://www.mass.gov/?pageID=gov3terminal&L=3&L0=Home&L1=Legislation+%26+Executive+Orders&L2=Executive+Orders&sid=Agov3&b=terminalcontent&f=Executive+Orders_executive_order_484&csid=Agov3

New Hampshire

<http://www.gencourt.state.nh.us/legislation/2008/HB0877.html>

New Jersey

- Executive Order 76 <http://www.state.nj.us/infobank/circular/eoc76.htm>
- Executive Order 45 <http://www.state.nj.us/infobank/circular/eom45.htm>

New York

- Executive Order 4 http://www.ny.gov/governor/executive_orders/exeorders/eo_4.html
- Executive Order 134 <http://www.ogs.state.ny.us/purchase/spg/pdfdocs/O134.pdf>
- List of EPP-related Executive Orders
<http://www.ogs.state.ny.us/purchase/EnvironmentPurchasing.asp>
- Executive Order 111
<https://www.abanet.org/envirom/committees/renewableenergy/teleconarchives/061505/Executiveorder111.pdf>

Pennsylvania

- Green Government Council Executive Order
<http://www.gggc.state.pa.us/gggc/lib/gggc/documents/1998-1.pdf>
- Management Directive 205.22, regarding agency recycling and green procurement:
http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/management_directives/management_administrative_support/items/205_22.html
- Dept. of General Services Strategic Energy Plan
http://www.portal.state.pa.us/portal/server.pt/gateway/PTARGS_0_2_8552_1300_244942_43/http%3Bpubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/dgs/community_content/property_management/subcommunities/facilities_management/document_management/dgs_strategic_energy_plan.pdf

Rhode Island

- RIGL 37-2-76 <http://www.rilin.state.ri.us/statutes/title37/37%2D2/37%2D2%2D76.htm> requires the purchase of recycled products.
- RIGL 23-24.9 <http://www.rilin.state.ri.us/statutes/title23/23-24.9/INDEX.HTM> is a comprehensive mercury law that includes Compact Fluorescent Lamps (CFLs).
- RIGL 23-24.10 <http://www.rilin.state.ri.us/Statutes/TITLE23/23-24.10/INDEX.HTM> is an e-waste law. Within that law is a specific requirement that the Electronic Product Environmental Assessment Tool (EPEAT®) for purchasing green computers be used for the purchase of computers. <http://www.rilin.state.ri.us/Statutes/TITLE23/23-24.10/23-24.10-13.HTM>
- RIGL 23-18.11-1
<http://www.rilin.state.ri.us/statutes/title23/23%2D18.11/23%2D18.11%2D1.htm> is a paper bag law.
- State Senate Resolution 06276
<http://www.rilin.state.ri.us/PublicLaws/law06/res06/res06276.htm> promotes the purchase of green cleaners.

Vermont

- Executive Order 06-94
<http://governor.vermont.gov/tools/index.php?topic=ExecutiveOrders&id=634&v=Article>
- Executive Order 02-04
<http://governor.vermont.gov/tools/index.php?topic=ExecutiveOrders&id=634&v=Article>
- Executive Order 03-02
<http://www.leg.state.vt.us/statutes/sections.cfm?Title=03APPENDIX&Chapter=010>
- Executive Order 14-03
<http://governor.vermont.gov/tools/index.php?topic=ExecutiveOrders&id=249&v=Article>
- Executive Order 11-02
<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=03APPENDIX&Chapter=010&Section=00030>

State EPP Websites

CONNECTICUT

- <http://www.das.state.ct.us/Purchase/Epp/Index.htm>
- www.das.state.ct.us/Purchase/EPP/EPP_policy_010408.pdf
- www.das.state.ct.us/Contracts/004_0028.pdf

DELAWARE

- None

Maine

- <http://www.maine.gov/cleangovt/initiatives.htm#bi>

Massachusetts

- www.mass.gov/epp
- http://www.mass.gov/?pageID=osdterminal&L=2&L0=Home&L1=Conduct+a+Procurement&sid=Aosd&b=terminalcontent&f=osd_cp_pic&csid=Aosd
- http://www.mass.gov/?pageID=eoeaterminal&L=4&L0=Home&L1=Grants+%26+Technical+Assistance&L2=Guidance+%26+Technical+Assistance&L3=Greening+State+Government&sid=Eoeea&b=terminalcontent&f=eea_lbe_lbe_program&csid=Eoeea

New Hampshire

- None

New Jersey

- <http://www.state.nj.us/treasury/purchase/greencontracts.shtml>
- <http://www.state.nj.us/dep/opppc/forms/eppb.pdf> (EPP brochure)

New York

- <http://www.ogs.state.ny.us/ExecutiveOrder4.html>
- <http://www.ogs.state.ny.us/bldgadmin/environmental/ProductLists.html>
- <http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EnergyRecycled.pdf>;

Pennsylvania

- Green Government Council
<http://www.gggc.state.pa.us/gggc/cwp/view.asp?a=518&q=156649&gggcNav=|6789|>

Rhode Island

- None

Vermont

<http://www.bgs.vermont.gov/purchasing/epp>

Appendix D. Northeast States' EPP Contacts

Following are the contacts in each state that NERC requested to fill out the EPP survey used for this project. Please note: In New Hampshire, purchasing was not available and NERC contacted its Board Member in the state to fill out the survey. In New Jersey and New York, there are multiple EPP staff and the people listed below may refer you to someone else depending on your questions.

State	EPP Contacts and Phone Number	Email Address
CT	Kim Trella, CTDEP, 860-424-3234; Tony Deluca, CTDAS, 860-713-5070	kim.trella@ct.gov ; tony.deluca@ct.gov
DE	Jim Short, DNREC, 302-739-9403	james.short@state.de.us
ME	Peter Cooke, MEDEP, 207-791-8101	peter.cooke@maine.gov
MA	Marcia Deegler, MAOSD, 617-720-3356	marcia.deegler@state.ma.us
NH	Don Maurer, NHDES, 603-271-3713	donald.maurer@des.nh.gov
NJ	Robert Beauregard, NJ Dept of Treasury, 609-984-2084	robert.Beauregard@treas.state.nj.us
NY	Brenda Grober, NYSESU, 518-292-5342	bgrober@empire.state.ny.us
PA	John Rarig, PADGS, 717-772-2300	jrarig@state.pa.us
VT	Deborah Damore, VTOPC, 802-828-5784	Deborah.Damore@state.vt.us

Appendix E. State's EPP Websites

State	EPP Websites
CT	<ul style="list-style-type: none"> http://www.das.state.ct.us/Purchase/Epp/Index.htm www.das.state.ct.us/Purchase/EPP/EPP_policy_010408.pdf www.das.state.ct.us/Contracts/004_0028.pdf
DE	None
ME	http://www.maine.gov/cleangovt/initiatives.htm#bi
MA	<ul style="list-style-type: none"> www.mass.gov/epp http://www.mass.gov/?pageID=osdterminal&L=2&L0=Home&L1=Conduct+a+Procurement&sid=Aosd&b=terminalcontent&f=osd_cp_pic&csid=Aosd http://www.mass.gov/?pageID=eoeaterminal&L=4&L0=Home&L1=Grants+%26+Technical+Assistance&L2=Guidance+%26+Technical+Assistance&L3=Greening+State+Government&sid=Eoea&b=terminalcontent&f=eea_lbe_lbe_program&csid=Eoea
NH	None
NJ	<ul style="list-style-type: none"> http://www.state.nj.us/treasury/purchase/greencontracts.shtml http://www.state.nj.us/dep/opppc/forms/eppb.pdf (EPP brochure)
NY	<ul style="list-style-type: none"> http://www.ogs.state.ny.us/ExecutiveOrder4.html http://www.ogs.state.ny.us/bldgadmin/environmental/ProductLists.html http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EnergyRecycled.pdf
PA	http://www.gggc.state.pa.us/gggc/cwp/view.asp?a=518&q=156649&gggcNav= 6789
VT	http://www.bgs.vermont.gov/purchasing/epp

Appendix F. Case Study on Rhode Island College's Green Cleaning Purchases

Rhode Island College, located in Providence, services 5,800 full-time students and 3,300 part time students annually. Six years ago, the College hired George Aguiar as the Assistant Director of Facilities and Operations. George came to the school with previous knowledge of using green cleaning products at the workplace. He was interested in using green cleaners at RIC because he knew, once the janitors got used to them, they would cost less and be healthier for his staff and the students. RIC also had a LEED certified building and he knew that using green cleaners was one way of satisfying some of the LEED requirements.

George wanted his staff to embrace the change to green cleaners, but knew it was going to take some time for them to learn about the products and their application methods. To address this, George involved the janitors in testing different green cleaners until they agreed upon the ones to use. This approach allowed for the switch to green cleaners with the approval of staff.

At the same time of implementing the green cleaners program on campus in 2003, George also began a comprehensive recycling program because he thought it was a natural next step in moving towards a green workplace. More recently, he has switched out incandescent bulbs in some of the buildings to compact fluorescent bulbs (CFLs).

After six years of using green cleaners, implementing recycling, as well as using CFLs, the impact of these changes are significant:

- Reduction in cleaning supply costs by 20%.
- An additional reduction in disposal costs by 20%.
- Less reported sick days and worker compensation cases by janitorial staff.
- Reduction in utilities and water costs.
- Faster timeframe in making capital improvements.
- Contributed to satisfying LEED requirements.

Following is a list of green products currently being used by RIC's Facilities and Operations Department:

EPP Products	Intended Use of Product	Name or Type of Non-green Product(s) It Replaced	Benefit of Using EPP Product
Raindance	Floor Cleaner		
GForce H202	Floors, Walls, Carpets, Restrooms Cleaner		Replaced six (6) products, and doesn't have negative health effects.
Look Glass	Glass Cleaner	Ammoniated Glass Cleaner	Reduction in product odor.
Linpol	Rubber Floor Cleaner	Betane Degreaser	Works well without negative health effects.
Optimum Foam Hand Soap	Hand Wash	Pink Lotion Soap	Uses less product.
ProLink Elite	Hand Towel	Enmotion Paper Towel	Increased recycled content.
ProLink Elite	Paper Towel	State Contract Toilet Tissue	Less waste because there's no paper core, and higher recycled content.
Microfiber Mops	Surface Cleaner		Cleans faster and better than traditional mops, and reduces water use.
Chemical Dilution Control System	Mixing Chemicals		Reduces cost of chemicals because automatically dispenses correct amount, and reduces water use.
Compact Fluorescent Lamps	Lighting	Non-fluorescents	Reduces energy costs and staff's risk in climbing a ladder to replace lamps.

Contact Information: George Aguiar, Assistant Director of Facilities and Operations, RIC, 401-456-8532, gaguiar@ric.edu