



Developing a Successful EPP Program

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For government purchasers

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Key Elements of an EPP Policy

- Define scope.
- Reference local laws and policies.
- Detail team roles and responsibilities.
- Identify priority products and set goals.
- Give authority for environmentally preferable procurement.
- Report on progress.

Overview

The key to establishing a successful environmentally preferable purchasing (EPP) program is to form a strong team, start with an easy product, and celebrate your successes.

The steps in this list do not need to occur in any particular order. The main point is just to get started. Be sure to emphasize cost savings from using environmentally preferred products.

Get Top Level Support

- Meet with management to gain support for agency-wide EPP goals and policy.

Create a Green Team

- Invite end users, purchasing coordinators, facility managers, environmental experts, and contract specialists.
- Select an EPP coordinator and assign responsibilities.
- Network with other EPP programs.
- Subscribe to the [EPPnet Listserv](#).

Establish your EPP Goals and Policy

- Review existing laws and policy guidelines.
- Identify product areas that are priorities.
- Identify environmental and human health criteria for evaluating products.
- Set short and long-term goals.
- Publicize your EPP policy agency-wide.

Run a Simple Pilot Project

- Look for a product with the greatest environmental impact or that will be easy to implement such as 100 percent recycled content paper or remanufactured toner cartridges.
- Review any contracts at your agency related to this product.
- Research EPP products for availability, price, and performance.
- Check independent, third-party certifications to verify manufacturers' green claims.

Report on Progress and Celebrate Success

- Report cost savings and environmental benefits to your agency.
- Acknowledge success and reward participants.

Provide Outreach to Other Agencies

- Share your successes with other agencies.
- Outline barriers and opportunities.
- Publicize new EPP opportunities through websites, distribution lists, purchasing bulletins, and cooperative purchasing programs.

Expand Your Program

- Apply what you have learned to other products or services.

Environmentally Preferable Purchasing

The Department of Ecology offers tools and resources to make environmentally preferable purchasing easier.

Find out about environmentally preferable products, standards and certifications, law and directives, and more at our website:

<http://www.ecy.wa.gov/programs/swfa/epp/>

Contact:

Tina Simcich

tina.simcich@ecy.wa.gov

Success Story: Washington State Department of Ecology

The Washington State Department of Ecology is well on its way to institutionalizing EPP within the agency.

The EPP team at Ecology consists of Beyond Waste coordinators, EPP specialists, and managers from several programs.

The team works with facilities staff, procurement officials, and senior management to advance EPP product selection within the agency.

Ecology has an EPP policy in place, and pilot projects have been completed. One such product was the switch to 100 percent recycled-content, process-chlorine free paper in

2002. The agency continued to purchase this paper after meeting with great success.

Housed in the Hazardous Waste and Toxics Reduction and Solid Waste Programs, are 1.4 full-time employees who are dedicated to working with the Office of State Procurement on selecting the best products and the safest standards for state master contracts.

Ecology's EPP specialists also provide technical assistance and publish information for the Web to help purchasers determine what is truly green.

Resources

King County [Environmental Purchasing Policies](#)

National Association of State Purchasing Officers (NASPO) [Green Purchasing Guide](#)

City of Seattle [Green Purchasing Policies](#)

City of San Francisco [Precautionary Purchasing Ordinance](#)

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