



## Greening Federal E-Procurement

EPA Region 1/2/3 Greening the Government  
Conference

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## Government Procurement

- Federal government spends:
  - **over \$250 billion** annually in direct purchases
  - **over \$240 billion** annually in grants
- State/local governments spend:
  - **nearly \$400 billion** annually in purchases



## Federal Drivers to Buy Green Products

- **Pollution Prevention Act of 1990**
  - “Identify opportunities to use federal procurement”
- **Executive Order 13101 (1998)**
- **Congressional interest**
  - Starting FY2004 all agencies will have to report to Congress on purchases which meet the EPA recycled content guidelines
- **Federal Acquisition Regulation (FAR)**
  - “Agencies ... must maximize utilization of EP products...”



## Why Green Purchasing?

- Develop demand for greener products and services
- Reduce government’s “environmental footprint”
- Help meet environmental goals through markets rather than mandates





## What is Green Purchasing?

Buying “products and services [that] have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose.”

This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

—Executive Order 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, September 16, 1998.



## Green Purchasing...

**Green purchasing** incorporates key **environmental factors** with traditional **availability, price** and **performance** considerations in purchasing decisions.



Environmentally Preferable Purchasing



Office of Pollution Prevention and Toxics



## Federal Office Supply Purchases

- Federal Procurement Data Center says \$120 million bought via contracts in FY2001
- Many office supplies bought via Purchase Cards
- Roughly 400,000 federal purchase cards as of April 2002 according to OMB
- EPA estimates we spend \$5 million/year on office supplies via 2,000 purchase cards



## Drivers for Creating Online Ordering Systems

- Access to greater bulk discounts
- Better tracking of what bought (level 3 data)
- Better control over what bought (green/small business/JWOD)
- Better overall management of P-Card program and office supply purchases



## FY2004 RCRA Report to Congress

- All federal agencies will be required to provide in FY2004 to Congress via Office of Federal Environmental Executive/OMB
- Report covers percent of CPG products bought by your Agency September 30, 2002 - October 1, 2003
- Report due to OFEE March 15, 2004
- Products: toner cartridges, sanitary tissue paper, concrete, landscaping products, park benches and tables, re-refined oil, and signage




## Which Agencies Have Tailored Online Ordering Systems in Place?

- Comptroller of the Currency
- Defense Logistics Agency
- Document Automation Production Service
- Department of the Army
- Department of Energy: Idaho National Engineering and Environmental Laboratory
- Department of Energy: Sandia National Laboratory
- Department of Energy: Pacific Northwest National Lab
- Federal Deposit Insurance Corporation
- Federal Reserve
- Internal Revenue Service
- National Aeronautics and Space Administration: Langley Research Center



## Which Agencies Have Tailored Online Ordering Systems in Place?

- National Institutes of Health
- Naval Surface Warfare Center
- Naval Undersea Warfare Center
- Nuclear Regulatory Commission
- Postal Service
- Smithsonian Institution
- Transportation Security Administration
- Department of Agriculture
- Veterans Administration



## Which Agencies Have "Greened" Their Online Ordering System?

Federal Facility or Agency	Environmental Attributes Considered
DOE - Sandia Labs	Recycled Content, ask in RFQs for environmentally preferable products
Naval Undersea Warfare Center	Recycled Content
NASA - Langley Research Center	Recycled Content
EPA - Nationwide	Recycled Content, toxicity, ozone depleting substances, chlorine free, rechargeable, recycling of batteries and toner cartridges, etc.

## EPA Office Supply Purchases (non-electronic)

- \$5 million/year spent on office supplies
- Over 2000 Purchase Card Holders nationally
- Majority of office supplies bought via P-Cards
- Credit card receipts main tracking mechanism for office supply purchases

## Goals for Developing a Green Online Ordering System for EPA

- Create a model for all federal agencies
- Walk our talk
- Make buying green easier for our purchasers
- Prepare us for FY2004 reporting requirements
- Help us meet our Agency's EPP Strategic Plan Goals

## How Did We Do it?

- Established BPA Team - including members from contracts, purchase card management, and green purchasing/environmental
- Drafted EPP Criteria all products must meet to be available for purchase on our system
- Drafted Green Evaluation Criteria
- Designated staff to act as green purchasing experts for life of this BPA


## Where did We get our EPP Criteria?

### *EPP Database*

<[www.epa.gov/oppt/ep/p/database.htm](http://www.epa.gov/oppt/ep/p/database.htm)>

Identifies and compares environmental attributes for key products and services from various information sources, both domestic and foreign





## Where Did We Get Our EPP Criteria?

- Chose to use existing U.S. product environmental performance standards
- Compiled these in a chart to give to bidders, including links to lists of products which meet these standards (lists developed by the standard writing organization)



## EPA's EPP Criteria for Office Supplies

- All products must meet or exceed EPA's recycled content guidelines set by the Comprehensive Procurement Guidelines Program
- Other products must meet Greenseal's guidelines, including low toxicity (markers), returnable (toner cartridges, batteries), rechargeable (batteries), process chlorine free (copy paper) items
- Copies available today



## Status of System Development

- Held oral presentation meetings with bidders in January
- Selecting Bidder Summer 2003
- Goal: System Live Fall 2003
- Once Bidder Selected RFP and EPP Criteria will be placed on the web at [www.epa.gov/oppt/epp/officesupplies](http://www.epa.gov/oppt/epp/officesupplies)



## Lessons Learned

- Think Big - you can shrink goal later if necessary. If you don't ask for it you will definitely not get it.
- Think continuous improvement - suppliers are new to green products and need some handholding - hopefully EPA can provide
- Relationships are everything - IT/procurement/enviro staff need to be on the same page



## Lessons Learned

- Be as clear as possible on what you need from vendor to grade them on your green evaluation criteria
- Steal language from other federal online ordering system BPAs
- Ask who in vendor organization will be responsible for seeking out new green products
- Tailor your system to your audience



## For More Information

- Contact Kerrie O'Hagan, EPA National Purchase Card Program Manager, 202-564-4479, or
- Holly Elwood, EPA's Environmentally Preferable Purchasing Program, 202-564-8854