



How to Buy Green Products at Your Agency

Office Sustainability Checklist



Buying Environmentally Preferable Products (EPPs) refers to items that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

Government agencies, businesses and households are purchasing environmentally preferable products and services to reduce disposal costs, protect health and safety, potentially reduce the amount of regulation, and protect the environment.

Environmentally Preferable Product Characteristics	
• High recycled content	• Multifunctional
• Can be recycled	• Made with renewable energy
• Are reusable/contain reusable parts (e.g. rechargeable batteries)	• Energy efficient
• Minimal packaging	• Less toxic to humans and the environment

Your agency probably already buys some green products or services such as recycled content paper and cleaners, both required by statute or regulation. Here are some ideas about how to go beyond the required green items:

Buy Smart—Buy Green

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State agencies should begin by reviewing the laws requiring the purchase of certain EPP's. DEEP has [information](#) on their website on items agencies are required to buy green. DAS also has an [EPP webpage](#) with links to the relevant laws.

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Create a [Green Purchasing Policy](#) for your agency. Consider which product characteristics you want to include. Key purchasing staff should take an active role in drafting a policy.

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Find out from purchasing staff what office supplies are ordered most often and make a list of environmentally preferable alternatives for these items.

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Hold a meeting with purchasing staff to communicate the new policy and begin the process of switching to EPP's.

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Have Core CT requesters search for recycled content items. Ask DAS Procurement Contract Specialists for help in identifying such items and the ordering processes.

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Communicate your policy, and the list of preferable products via email to all employees. Use flyers and signs around your building to notify employees of the new green purchasing policy.

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Consider buying green for bigger items as well—paint, [furniture](#), draperies, and [other building materials](#). You can find other active EPP state contracts on the DAS [website](#).

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Next Steps

- Measure your green purchasing results. Ask DAS Contract Specialists to assist with tracking your purchases of environmentally preferable office supplies and possibly other EPPs.
- Review your purchases and check to be sure you are achieving goals stated in the policy.
- Work with purchasing staff as well as supplier and DAS Procurement to help you identify further opportunities to buy less toxic, more recycled-content products and include “green” in bid sheets.
- Start a [ReSupply Center](#) and stock it with supplies that staff might otherwise recycle or trash. Check it for needed items before placing an order.
- Visit the [DAS Surplus](#) website to see what items are available for reuse before considering purchasing new.

Resources

- Learn more at the DAS Procurement – [Environmentally Preferred Purchasing webpage](#).
- Search a complete list of EPP related [statutes and policies](#) to make sure your Agency is compliant.
- Research alternative products using the [General Services Administration’s Green Procurement website](#).
- The [Responsible Purchasing Network \(RPN\)](#) has an informative website and several purchasing guides.

This fact sheet can be found on the CT DEEP website at:

http://www.ct.gov/deep/lib/deep/p2/goinggreen/Office_Sustainability_Checklist_-_EPP_FINAL_web.pdf



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DEEP website: www.ct.gov/deep/p2