



Simplifying Green Purchasing

OFFICE SUPPLIES:

Model EPP Specifications and Purchasing Guidelines December 2014

Purchasing environmentally preferable (EPP) office supplies can be difficult and time consuming for public sector purchasers who aren't up-to-date with EPP office supplies specifications or bid language that is applicable to the current marketplace.

The *OFFICE SUPPLIES: Model EPP Specifications and Purchasing Guidelines* includes information and language that can be used in part, or in its entirety, in bid documents and vendor contracts for purchasing EPP office supplies.

Document Contents

- EPP Specifications
- Purchasing Guidelines
 - ⇒ Recommendations for Purchasing Entity
 - ⇒ Recommended Vendor Requirements
 - ⇒ Preferred Vendor Requirements

Table of Contents on Back Page

Link to OFFICE SUPPLIES: Model EPP Specifications and Purchasing Guidelines

<http://nerc.org/documents/EPP/Office%20Supplies/EPP%20Specs%20-%20Office%20Supplies.pdf>

The document was developed by a team of EPP and purchasing experts, led by NERC, with funding from the Roy A. Hunt Foundation.

OFFICE SUPPLIES:

Model EPP Specifications and Purchasing Guidelines

TABLE OF CONTENTS

I. INTRODUCTION

II. ENVIRONMENTALLY PREFERABLE PURCHASING SPECIFICATIONS FOR OFFICE SUPPLIES

A. EPP Specifications for Office Supplies

1. Minimum EPP Specifications
2. Preferred EPP Specifications

III. PURCHASING GUIDELINES

A. Recommendations for Purchasing Entity

1. Use Minimum Specifications as the Starting Point with Potential Vendors
2. Use a Market Basket List

B. Recommended Vendor Requirements

1. Allow for Market Basket List Changes Beyond Volume/Spend Patterns
2. Clearly Identify, Define, and Make EPP Products Easily Identifiable in Vendor's Hard Copy & Online Catalogs
3. Consolidate Deliveries
4. Minimize Use of Shipping Packaging
5. Require Use of Recycled Content & Readily Recyclable Packaging Material
5. Provide Annual Purchasing Reports with EPP Data
6. Use EPA Smartway Participants
7. Require No Idling of Delivery Trucks

C. Recommended Vendor Requirements

1. Participate in Green Vendor Fairs
2. Provide Additional Online Catalog Features

Office Supplies Expert Team

Karl Bruskotter, City of Santa Monica (CA); Alicia Culver, Responsible Purchasing Network; Stacey Foreman, City of Portland (OR); and Mary Ann Remolador, NERC.