

MODEL QUESTIONNAIRE FOR PURCHASING DEPARTMENTS

Product Stewardship and Environmentally Preferable Purchasing (EPP)

Extended Producer Responsibility (EPR), otherwise known as Product Stewardship, is the extension of the responsibility of producers, and all entities involved in the product chain, to reduce the cradle-to-cradle impacts of a product and its packaging; the primary responsibility lies with the producer, or brand owner, who makes design and marketing decisions.

The key to implementing EPR is to identify and contract with manufacturers who agree to collect and recycle their products when they reach the end of their useful life.

This questionnaire will help you assess whether a Vendor meets with your EPR and EPP standards.

Environmentally Preferable Purchasing Questions

1. Has your agency adopted an Environmentally Preferable Purchasing (EPP) policy?

If **Yes**, please list the products that are included in the scope of this EPP policy, along with the criteria used to specify such products (i.e. minimum 50% recycled-content printer paper):

If **No**, does the agency make an effort to purchase any environmentally preferable products? Select from the list below and include any products that are not listed:

- Energy efficient products (i.e. lighting fixtures, office equipment, appliances)
- Water efficient fixtures/fittings
- Rechargeable batteries
- Low-mercury fluorescent lamps
- Green cleaning products
- Recycled-content and/or chlorine-free paper products
- Products manufactured with recycled-content
- Biodegradable products
- Remanufactured products (i.e. toner cartridges, tires, furniture)
- Long lasting products (i.e. durable, reusable, refillable, resource-efficient)
- Low/zero-VOC products
- Other:



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2. Does the agency ever specify any products that have third-party certifications, such as:

- Green Seal - www.greenseal.org
- EPA Energy Star - www.energystar.gov
- Electronic Products Environmental Assessment Tool (EPEAT) - www.EPEAT.net
- Forest Stewardship Council (FSC) - www.fscus.org
- EPA WaterSense - www.epa.gov/watersense
- Other (please specify):

3. Does the agency apply a life-cycle cost assessment to purchasing decisions? This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs, and expected lifetime compared to other alternatives.

4. Has the agency ever purchased environmentally preferable products via State of California contracts? If so, please list such products and respective State of California contracts.

5. Has the agency ever purchased environmentally preferable products via multi-state contracts, such as those negotiated by the Western States Contracting Alliance (www.aboutwsca.org) or US Communities (www.gogreencommunities.org)? If so, please list such products and respective multi-state contracts.

6. Has the agency ever given purchasing preference to a manufacturer or vendor that is certified as a “green” business? If so, please list such companies and respective “green business” certifications.

7. What is the agency’s past experience with purchasing environmentally preferable products? Please describe in detail any positive and/or negative experiences.

8. In your opinion, what are the most significant obstacles to purchasing environmentally preferable products? Please rank in order of most significant to least significant:

- Cost
- Performance problems or concerns
- Lack of information about where to find them
- Lack of experience about how to specify them
- Confusing/conflicting information
- Other:

9. How does the agency staff learn about environmentally preferable products? Please select all that apply:

- Manufacturers
- Vendors
- Environmental organizations
- State agencies
- Other:



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10. What type(s) of information on environmentally preferable purchasing would be most useful to the purchasing department?
11. If the agency could purchase more environmentally preferable products, which products would they be?
12. Does the agency have a “Green Team” that works to promote and coordinate environmentally preferable purchasing or other sustainability initiatives?
13. Does the agency have any outstanding questions or issues about environmentally preferable purchasing that should be addressed?

End-of-Life Management Questions

14. Does the agency have a policy in place to inform and direct its employees to recycle any or all “universal waste” items (i.e. fluorescent lamps, cellular phones, batteries)?
15. How does the agency dispose of the following products:
- Fluorescent lamps -
 - Batteries -
 - Cell phones -
 - Computer monitors -
 - Electronic equipment -
 - Thermostats -
 - Leftover paint -
16. How much does the agency pay to recycle each of these items:
- Fluorescent lamps -
 - Batteries -
 - Cell phones -
 - Computer monitors -
 - Electronic equipment -
 - Thermostats -
 - Leftover paint -
17. Is the agency familiar with “Product Stewardship” or Extended Producer Responsibility” (EPR), and does the agency have a policy of requesting vendors to “take-back” and recycle any waste as part of their contract to supply such products?



18. Has the agency staff ever received training in environmental purchasing? Would they be interested in receiving any in-house training on environmentally preferable purchasing?

19. Is the agency interested in incorporating product take-back services into its purchasing contracts?

20. Please explain if the agency has ever participated in a vendor-sponsored “product take-back” program for any type of waste?

21. Does the agency give preference to vendors that offer recycling services for the products they supply?

22. Does the agency ask vendors to eliminate, minimize, and/or take-back shipping and packaging materials (i.e. pallets, containers, etc.)?

23. Has the agency ever utilized or participated in any of the following, or similar, waste management programs? Please select all that apply:

- “Call2Recycle®” (www.call2recycle.org) - The Rechargeable Battery Recycling Corporation’s recycling program (www.rbr.com)
- Thermostat Recycling Corporation’s free collection and mercury recovery program (www.thermostat-recycle.org)
- Computer manufacturer collection and recycling programs (all manufacturers of EPEAT-rated computers are required to offer a recycling program. For example: www.apple.com/environment/recycling, www.dell.com/recycling, www.hp.com/hpinfo/globalcitizenship/environment/recycle.)
- Other (please specify):

Additional Resources

For more information on Product Stewardship and EPR, visit the California Product Stewardship Council website at www.calpsc.org

For more information on creating an EPP policy, visit <http://www.green.ca.gov/EPP/default.htm>

For more information on starting an environmental purchasing program, visit http://greenlacoalition.org/docs/10_Steps_GPI.doc

For more information on Life Cycle Cost Assessment, visit www.green.ca.gov/EPP/Introduction/Develop.htm

For more information on environmentally preferable products available on State of California contracts, visit www.green.ca.gov/EPP/Introduction/default.htm



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For more information on how product take-back can be incorporated into government contracts, see “Best Purchasing Practices: Contracting for Extended Producer Responsibility”.

For more information on types of Universal waste and appropriate disposal methods, visit www.dtsc.ca.gov/HazardousWaste/UniversalWaste/index.cfm

Contact Information:

Name:

Job Title:

Phone Number:

E-mail:

Would you like to receive further guidance creating/updating your EPP and incorporating EPR into your purchasing policies?



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