

# How to Implement Sustainable Purchasing at Your Agency

## July 2023

Implementation ranking – High level of difficulty

As part of implementing Governor Lamont’s Executive Order 1, state agencies are required to reduce their impacts on the environment through procurement. 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.

### Environmentally Preferable Product Characteristics

- High recycled content
- Can be recycled
- Are reusable and durable
- Minimal packaging
- Local
- Multifunctional
- Made with renewable energy
- Energy efficient
- Less toxic

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 steps to implement sustainable purchasing at your agency.

## Buy Smart—Buy Green

State agencies should begin by reviewing the laws requiring the purchase of certain EPP’s. DAS has an [EPP webpage](#) with information on what is required by state statute including recycled paper, Energy Star appliances and equipment, energy efficient cars and light trucks, green cleaners, ban on single use water purchases, and recycling toner cartridges. The website also includes a link to state contracts that feature EPPs and services.

Develop a **Green Purchasing Policy** for your agency or [adopt CT DEEP’s Policy](#). The Policy should include purchasing items that are reusable/durable, recycled, less toxic, have less packaging, sourced locally and /or from sustainable vendors. Work with purchasing staff to develop steps on implementing agency wide. Communicate the new policy and begin the process of switching to EPP’s.

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

Identify P-card users and inform them of agency EPP commitment.

Annually require all employees to sign off that they have read and understand the EPP policy similar to other training requirements. Work with DAS Procurement as well as the supplier to help identify EPPs and additional opportunities to buy less toxic, more recycled-content products. Include EPP criteria in bid sheets.

Purchasing staff (including CORE-CT Requestors) should identify which office supplies are ordered most often and make a list of environmentally preferable alternatives or reusable and durable alternatives for these items.

Work with DAS Procurement as well as the supplier to help identify EPPs and additional opportunities to buy less toxic, more recycled-content products. Include EPP criteria in bid sheets.

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Use [DAS Surplus](#) items whenever possible before considering purchasing new.

Start a [ReSupply Center](#) and stock it with gently used supplies that staff might otherwise recycle or trash. Always check the Resupply Center for items before purchasing new ones.

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](#) and search 21PSX0163AA.

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## Next Steps

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- Start measuring your green purchasing results.
- Review that you are achieving goals stated in the policy and its implementation.
- Research alternative products using General Services Administration’s Green Procurement [website](#).