

Greening Washington

through
Environmentally
Preferred
Purchasing [EPP]

First Annual Report

State
Efficiency &
Environmental
Performance

Electrified · Zero GHG · Clean Energy · Toxic-free



Toxics Workgroup



Washington State Department of
Enterprise Services

Background

In an effort to help state agencies implement [Executive Order 20-01: State Efficiency and Environmental Performance \(SEEP\)](#), the SEEP Toxics (now Environmentally Preferred Purchasing or EPP) Workgroup is developing and providing guidance, tools, training and awareness around green purchasing decisions that reduce toxics, single-use plastics and waste across our state.

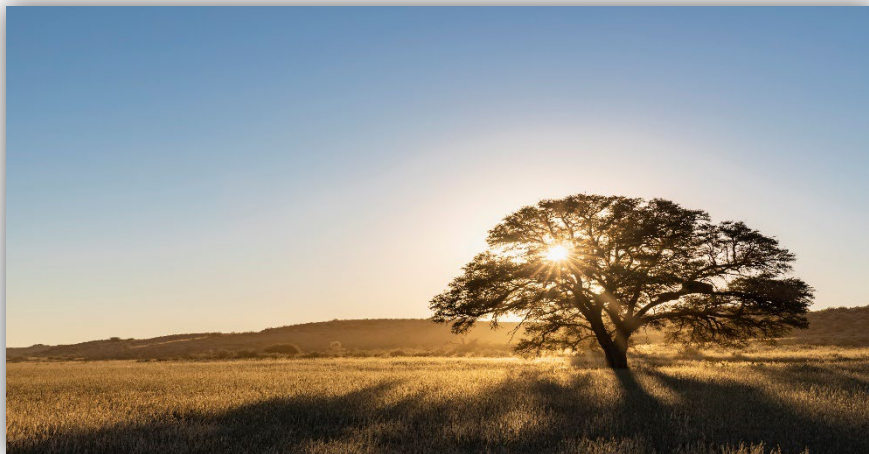
This first Greening Washington Annual Report provides a look at the most common products the state purchases that have toxic-free, lower-toxic, or “green” options available to help us establish a baseline for where we are doing well and where we can improve. It also reflects efforts of the SEEP EPP Workgroup as we begin to implement EO 20-01.

Business problem trying to solve – The “so what”

Purchasing safer green products (or EPPs) helps to protect Washington employees, contractors and visitors, as well as the environment from dangerous toxics and harmful solid waste. It can often save the state money as well. The EPP Workgroup identified priority activities to increase state government’s purchases of goods and services that reduce harmful toxic chemicals, plastics, waste and greenhouse gases. This will help agencies comply with Washington sustainability laws, rules, policies, and executive orders (EOs), including SEEP EO 20-01.

"We won't defeat climate change unless we use all of the tools we have available - and that includes what we buy in the marketplace for our daily use. All institutions need to focus their procurement policies and practices on low-carbon options, as these investments will save money, protect public health, and secure our long-term future."


Gov. Jay Inslee



Understanding what Washington buys

We started by benchmarking our state’s green purchasing program compared to other leading states to strategically identify national best practices. We then evaluated the state’s spending habits, with assistance of our suppliers.

We collected the most commonly purchased products by state agencies and identified those that have green alternatives available in the marketplace.

Lighting	Flooring
	

We piloted incorporating green into lighting and flooring state contracts. We worked with contracts specialists and suppliers to award master contracts for more environmentally friendly products, highlighting the improvements as examples of how to incorporate green products going forward.

Janitorial Supplies	Office Supplies	Electronics & IT
		

Next, we worked with state contract suppliers to collect 2020 spend data on janitorial supplies, office supplies and IT products. We established a baseline for what the state was buying, what percentage of those products were green and identified areas for improvement.

The COVID-19 pandemic added an unusual complexity, as state spend in 2020 was affected by employees pivoting to primarily working from home. This shift occurred just as we were beginning to develop guidance to increase green purchasing. Events and in-person meetings stopped occurring, while safe, effective cleaning became a higher priority. Most agency spend habits shifted from what employees used onsite to what they need at home. This makes it challenging to assess year-over-year patterns but gives us a view into what a future may look like with more permanent teleworking.

Overall, the data (as detailed in the pages below) showed that state purchases in these categories often did meet green criteria. For example, computer purchases are typically rated [Electronic Product Environmental Assessment Tool \(EPEAT\)](#) gold, silver and bronze or Energy Star, and the majority of white copy paper purchases meet the post-consumer recycled content requirements. However, in other areas there is room for improvement, which we can assist with through deployment of new green purchasing tools, training, and guidance. The following provides more context and detail.

Identifying green spending opportunities

We don't currently have a system that identifies green spend, only currently requiring state contract vendors to provide *total* quarterly spend *by agency* -- not at the product level.

To solve the challenge for this first data pull, we asked contract vendors to complete the reporting spreadsheet below for the purchased categories we identified along with each item's green certification. Pursuant to our state vendor-identified green and non-green purchasing records, the charts and graphs to follow provide insight into how we are doing as a state in each key category: *Electronics, IT, janitorial supplies and office supplies.*

STATE OF WASHINGTON PRICE SHEET: Janitorial Supplies													
REPORTING PERIOD: Calendar Years 2019-2020													
VENDOR	Invoice DATE	CONTRACT USER (e.g., State Agency or Political Subdivisi	Product CATEGORY	Product SUB-CATEGO	Name of MANUFACTURER	Product DESCRIPTION	NUMBER OF UNITS SOLD (Whole #s Only)	EXTENDED PRICE (\$)	GREEN SEAL (Yes, No or NA)	SAFER CHOICE (Yes, No or NA)	UL ECOLOGO (Yes, No or NA)	OTHER GREEN CERTIFICATIONS (List	% POST-CONSUMER RECYCLED CONTENT (PCR)
Janitorial Supplies				EXAMPLES: Cleaning &									
WAXIE Sanitar	12/30/2020	SA	ACCES	Handles & Braces	WAXIE BRAND	WAXIE 5 FT WHITE THREADED	2.00	\$ 27.26					
WAXIF Sanitar	12/30/2020	SA	ACCES	Resilient Floor Pads & Do	3M COMPANY	20IN 3M BLUE CLEANER PAD#	2.00	\$ 63.51	Yes	APPLICABLE	APPLICABLE		Yes
WAXIE Sanitar	12/30/2020	SA	ACCES	Resilient Floor Pads & Do	3M COMPANY	3M 20IN SKY BLUE HI-PEL-FO	1.00	\$ 35.89	Yes				
WAXIF Sanitar	12/30/2020	SA	ACCES	Resilient Floor Pads & Do	3M COMPANY	3M 8541 DOODLEBUG BROW	32.00	\$ 1,231.36	Yes				
WAXIE Sanitar	12/30/2020	SA	ACCES	Pads & Holders	WAXIE BRAND	74N MEDIUM DUTY SCRUBBIN	1.00	\$ 20.71					Yes
WAXIE Sanitar	12/30/2020	HE	ACCES	Sprayers, Pumps & Water	ECOLAB INSTITUTIO	750 ML BOTTLES WITH FOAM	4.00	\$ 583.68					Yes
WAXIE Sanitar	12/30/2020	SA	CHLM	Disinfectants	DIVERSLY INC	OXIVIR 1B WIPLS 12/60 COUN	40.00	\$ 3,819.20					Yes
WAXIF Sanitar	12/30/2020	SA	CHFM	WAXIF Solution Station	WAXIF BRAND	WAXIF SOL STA 730 HP DISINF	7.00	\$ 301.00				CA VOC	
WAXIE Sanitar	12/30/2020	SA	CHEM	Neutral Cleaners	WAXIE BRAND SB	WAXIE-GREEN NEUTRAL CLEA	0.25	\$ 12.72			Yes	CACC	
WAXIE Sanitar	12/30/2020	SA	CHEM	WAXIE Solution Station	WAXIE BRAND SB	WAXIE-GREEN SOLSTA 243 NE	1.00	\$ 46.45			Yes	CACC	
WAXIE Sanitar	12/30/2020	SA	CHLM	Neutral Cleaners	WAXIE BRAND SB	WAXIE-GREEN ALL-PURPOSE C	1.00	\$ 27.08			Yes		
WAXIF Sanitar	12/30/2020	SA	CHFM	WAXIF Solution Station	WAXIF BRAND SB	WAXIF GREEN SOL STA 143 CI	1.00	\$ 69.63			Yes	CACC	
WAXIE Sanitar	12/30/2020	SA	CHEM	Miscellaneous Cleaners &	WAXIE BRAND SB	WAXIE-GREEN CITRUS HYDRO	6.00	\$ 306.78	Yes			CACC	
WAXIE Sanitar	12/30/2020	SA	CHEM	Degreasers	WAXIE BRAND	WAXIE-GREEN FRESH TRACTIC	0.25	\$ 30.61			Yes		
WAXIE Sanitar	12/30/2020	SA	CHLM	Warewash Product Except	WAXIE BRAND SB	WAXIE GREEN DISH KILLN Z G	1.00	\$ 41.78			Yes		
WAXIF Sanitar	12/30/2020	SA	CHFM	Laundry Products Except	WAXIF BRAND [WC	WAXIF GREEN LAUNDRY DFTF	7.00	\$ 106.78		Yes			

Summarized individual product category spend details for 2020

- **IT/computers.** This category has the highest spend with the most potential for reducing toxics. We focused on purchases of: [EPEAT](#) computer products and laptops
- **Janitorial supplies.** For this critical COVID-related category, we looked at the most popular products: cleaning chemicals, disinfectants, paper towels, and toilet paper
- **Office supplies.** For this broad category we focused spend analysis on the most commonly purchased items that had green products available purchasing: paper, paper products, toner, file folders, sticky notes, note pads, and pens

Detailed product category spending details in 2020

IT/computers

This category is the highest spend with the most potential for reducing toxics through purchasing, identified through research conducted by Ecology and a SEEP EPP Subcommittee that surveyed agency purchasers and compared agency spend to potential toxic and solid waste impacts to our state.

In addition to [EO 20-01: State Efficiency and Environmental Performance \(SEEP\)](#) that directs state agencies to dramatically reduce toxics and energy use in state-owned facilities, [RCW 39.26.265](#) also directs state agencies to purchase sustainable electronic products meeting environmental performance standards that reduce or eliminate hazardous materials.

Accordingly, Enterprise Services' [Electronics Products Purchasing Preference \(POL-DES-265-00\)](#) establishes bid preferences for agencies purchasing electronic products that meet environmental performance standards relating to the reduction or elimination of hazardous materials. Specifically:

- All applicable electronics (e.g., servers, computers and displays, imaging equipment, mobile phones, and televisions) must be on the EPEAT registry at the bronze level or higher or meet another environmental standard that reduces the use of hazardous substances (e.g., Confederation of Professional Employees - Swedish: Tjänstemännens Centralorganisation or "TCO" or the EU's Restriction of Hazardous Substances (RoHS) Directive)
- Electronics on the EPEAT registry at the silver or gold level are eligible for a purchasing preference of at least 5%
- If computer equipment is not available on the EPEAT Registry, state agencies must prioritize products with a TCO certification, that are RoHS compliant, or that are on the ENERGY STAR certification list

State agencies can also require or offer best value non-cost points to vendors that offer to take back and recycle used computer equipment at the end of its life.

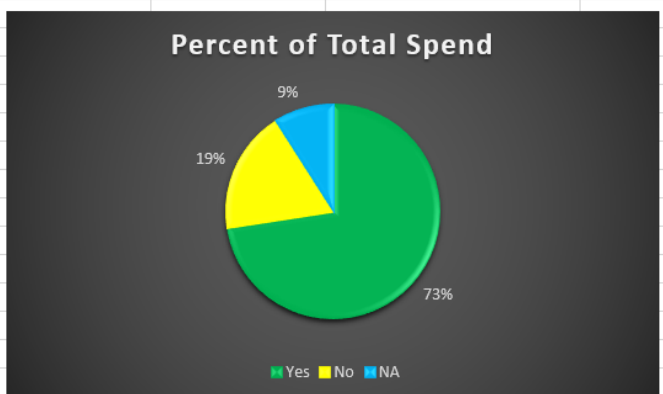
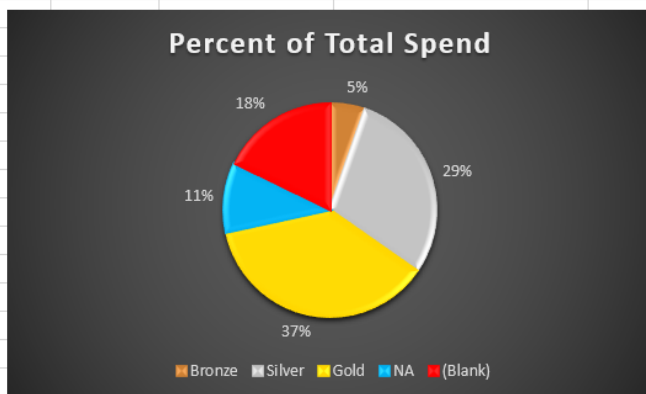
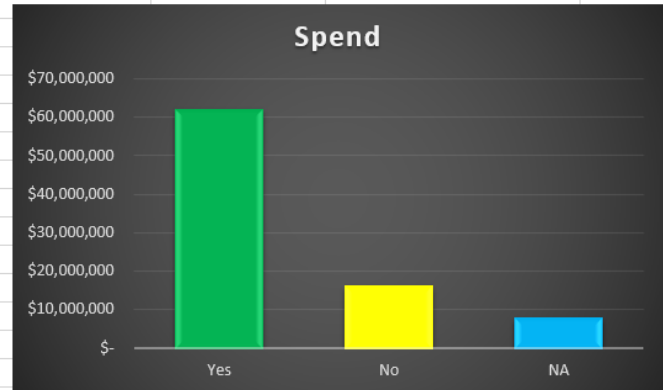
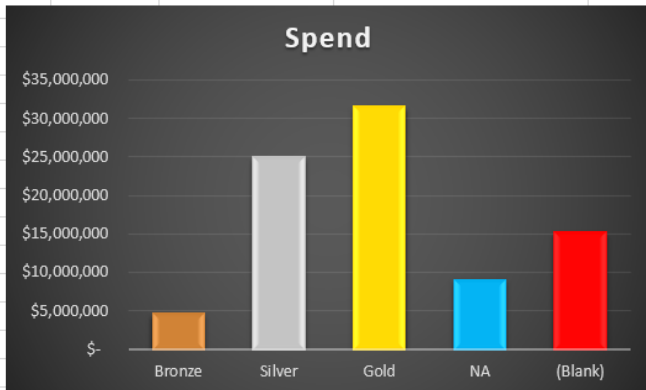
We requested 2020 spend data from our IT/computer contract vendors. Nine vendors provided detailed spend data:

- Total: **\$85.1 million** in annual spend
- **73%** of those purchases **were EPEAT certified**
- **The majority (37%) were gold certified**, followed by **29% silver**, and **5% bronze**. The remainder were not applicable or not designated
- **73% were Energy Star rated**

2020 spend data for IT/computers – EPEAT

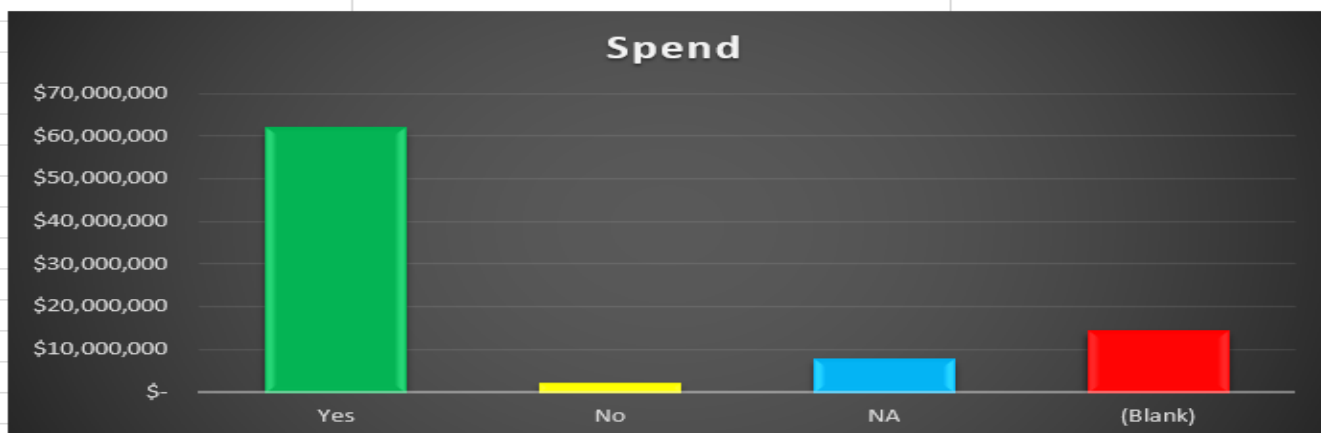
EPEAT	Spend	Percent of Total Spend
Bronze	\$ 4,559,904	5%
Silver	\$ 24,938,425	29%
Gold	\$ 31,482,389	37%
NA	\$ 8,982,136	11%
(Blank)	\$ 15,196,106	18%
Total	\$ 85,158,960	100%

ES or EPEAT	Spend	Percent of Total Spend
Yes	\$ 61,807,178	73%
No	\$ 15,790,915	19%
NA	\$ 7,560,867	9%
Total	\$ 85,158,960	100%



2020 spend data for IT/computers – Energy Star

ENERGY STAR	Spend	Percent of Total Spend
Yes	\$ 61,754,665	73%
No	\$ 1,819,598	2%
NA	\$ 7,562,833	9%
(Blank)	\$ 14,021,863	16%
Total	\$ 85,158,960	100%



Green cleaning equipment and supplies

Green cleaning has become a top priority due to the pandemic, especially as agencies start bringing employees back into the office. The instinct is typically to use harmful chemicals to kill virus germs, but they can have another potentially dangerous effect on human health, so it is more important than ever to look carefully at purchasing safe, green cleaning options. [EO 20-01: State Efficiency and Environmental Performance \(SEEP\)](#) states that “reducing...the use of dangerous toxics in the products state agencies purchase will all have a direct positive effect on human health, particularly for vulnerable children.”

Accordingly, all concentrated cleaning chemicals must have one of the following multi-attribute, third-party, low-toxicity certifications to meet toxic and solid waste requirements:

- Green Seal
- Safer Choice
- UL ECOLOGO
- Cradle to Cradle Certified - Gold or Silver level or higher

Additionally, janitorial paper products the state purchases should meet the applicable minimum post-consumer recycled content (PCRC) percentage in the US EPA’s [Comprehensive Procurement Guidelines \(CPGs\) for Janitorial Paper Products](#), for all:

- Bathroom tissues (toilet paper/seat covers): 20%
- Paper towels: 40%
- Facial tissues: 10%
- Paper napkins: 30%

So how are we doing buying green in this area?

Spend data was received from our janitorial supplies state contract vendor Waxie for 2020.

- State green spend was **40%**
- Non-green spend was **36%**
- The remainder was not identified.

This is an area we can work to spread awareness and provide tools, training and guidance. DES has developed a green cleaning toolkit and training in anticipation of this need, along with recommended green buying guides and bid specifications for solicitations and purchases.



Office supplies

This category has changed since the majority of state employees started teleworking in early 2020. However, it is still one of the most commonly purchased with a high potential for being green.

State contract vendor Office Depot provided data for 2020: Of just over **\$2 million in purchases, \$1.4 million was on green products, or 70%**. While that number is positive, there is room for growth in some categories. Recycled white copy paper makes up the majority of that spend, as detailed below.

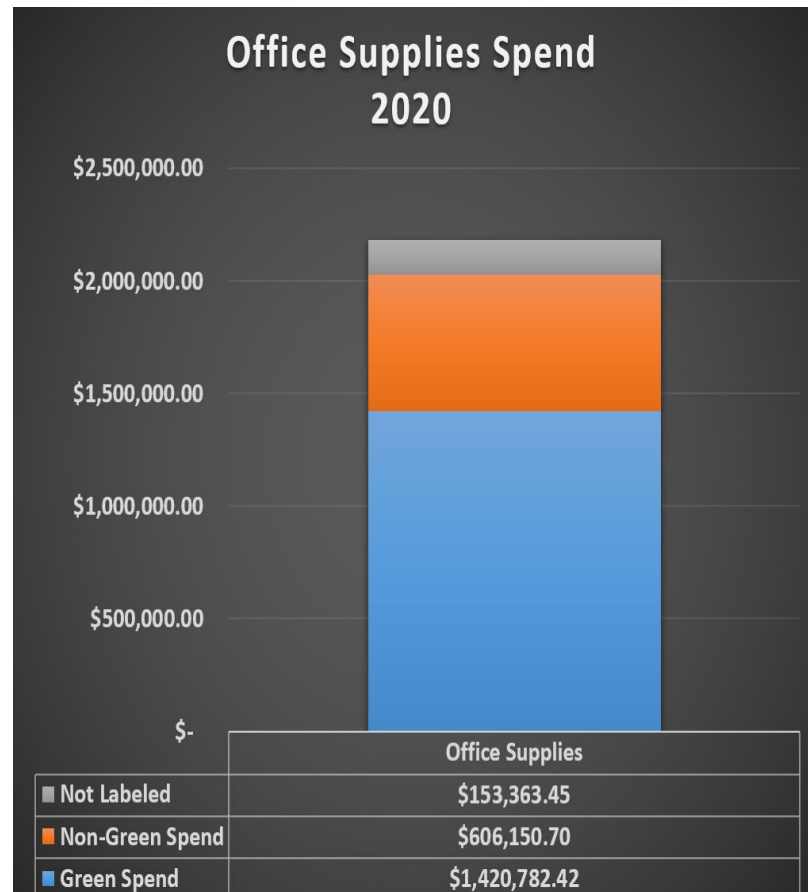
To align with [EO 20-01](#), office supplies such as markers must be labeled low-odor and refillable; and must be free of chemicals (e.g., toluene, ethyl benzene, and phthalates) that are known to cause cancer, birth defects or reproductive harm and should have at least one third-party certification such as Cradle to Cradle Certified Gold or Silver level or higher or UL ECOLOGO.

Additionally, [RCW 39.26.280](#) prohibits state agencies from knowingly purchasing “products or products in packaging containing “polychlorinated biphenyls” (PCBs) above the practical quantification limit except when it is not cost-effective or technically feasible to do so.” To that end, [Enterprise Services’ PCB Policy \(POL-DES-280-00\)](#) establishes a minimum 5% bid preference for bidders that offer products and packaging that contain the lowest concentration of PCBs.

Accordingly, agencies must avoid buying PCB-containing products and packaging (office supplies are a common category for these requirements) unless there is no cost-effective or technically feasible alternative. Products and packaging that have been tested and confirmed to have a relatively low concentration of PCBs compared to others are eligible for a bid preference of at least 5%.

White copy paper

White copy paper has always been a recycled content priority topic for office supplies. It makes up the \$1.12 million of the overall 2020 \$2.2 million office supply spend and has specific laws, policies and green certifications that apply to it. For example, [RCW 43.19A: Recycled Product Procurement](#) set a goal of substantially increasing the state’s purchases of recycled-content products, directs the state to set recycled-content standards, and authorizes state agencies to specify, give priority to and/or offer price preferences for products that contain recycled materials.



Moreover, [Enterprise Services’ Recycled Content Purchasing Preference Policy \(POL-DES-255-00\)](#) states, “In establishing environmental requirements and preferences for products that contain recycled materials, agencies shall reference the current [U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines \(EPA CPGs\)](#) as the minimum standards for the State of Washington.” This policy also directs state agencies to offer a purchasing preference of at least 10% to bidders whose products have a recycled-content percentage exceeding the EPA CPG minimum. When 100% recycled-content white copy paper does not work in a high-speed copier or printer, state agencies must purchase paper that meets the EPA’s CPG for this product category, which is 30% PCRC. Products with a higher percentage of recycled content than the US EPA CPG are eligible for a price preference of at least 10%.

Additional desirable environmental and health attributes of white copy paper include:

- Certification by Green Seal
- Certification by Forest Stewardship Council (FSC), including FSC Recycled or FSC Mixed (FSC 100 is unacceptable because it contains 100% virgin material)
- Certified or labeled process chlorine-free (PCF) (Products labeled elemental chlorine-free (ECF) meet a weaker standard that allows some chlorinated bleaching compounds)
- Green-e certified, which means it was manufactured using renewable energy (e.g., solar/wind)

Office supply categories

As expected, we have multiple categories of office supplies, with some areas that need improvement and several categories where we are excelling. For example, in 2020 Office Depot reported white copy paper green spend was **\$1,126,408 (85% green)** and non-green paper was **\$198,910 (15%)**. Other paper was only 44% green, however; envelopes were 83% green; and office chairs were 90% green; whiteboard markers/cleaners were 98% green; while toner was only 33% green. See chart below.

Office Supplies	%Green	% Non-Green
Bags/Luggage	47.76%	0.00%
Binders	61.91%	38.09%
Copy Paper White #20	84.99%	15.01%
Envelopes	83.92%	16.08%
Filing	45.43%	54.57%
Floormat	4.44%	28.90%
Office Accessories	2.97%	1.85%
Office Chairs	90.90%	9.10%
Office Essentials	15.50%	72.63%
Other Paper	44.38%	55.62%
Shipping/Storage	68.87%	16.31%
Toner cartridges	33.49%	66.44%
Whiteboard Markers and Cleaners	98.38%	1.62%
Writing	30.45%	1.21%

(Percentages less than 100%, contain items in the category with green criteria unidentified)



Green Purchasing is...

The procurement of products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose

AKA: Environmentally Preferred Purchasing (EPP) or "Buying Green"

Agency green purchasing spotlight

Washington State Liquor and Cannabis Board (LCB)

In her role leading LCB's SEEP efforts, Tia Livingood became aware of items her agency was purchasing that may not be green or align with the intent of new state EPP policies and directives. An example is air dusters, used by staff for cleaning keyboards. Tia reached out to LCB employees in preparation for their transition back to the office, to bring awareness of the concern, related policies, and alternative products that better align with state EPP practices. She provided the following to employees:



Air Dusters

Currently our agency provides these in all supply rooms as a standard product.

Order frequency: Jan 2019-Jul 2021 we have only purchased 4 cans (1 at HQ and 3 at a field office).

Current [DES policy 310-00](#) allows preference to be given to products not containing HFCs. In December 2020, Ecology adopted a [new rule](#) to transition away from products that contain these harmful chemicals.

She then worked with staff to develop a collaborative action plan for LCB. Asking for input to determine the best course forward for her agency, together they discussed:

- If we transition away from purchasing this product how does this impact you/your division?
- How best should we communicate about the changes?

She then helped move LCB to make healthier choices, adding messages to newsletters:

The [Enterprise Supply Order Form](#) was updated to include an icon when items pass statewide Environmentally Preferred Purchasing (EPP) requirements. The team will continue to update the list quarterly while exploring alternatives that meet EPP standards as a goal.

New WA EPP Policies

Several new state EPP policies, desk aids, calculators and procedures have been released, as found on the [DES Enterprise Procurement Policies and Training website](#).

The SEEP EPP Workgroup incorporated these (cited below) and all into a single new **Environmental laws, rules, policies and executive orders** document, being released with the new Green Purchasing Guide, summer 2022.

[DES-255-00: Recycled Content Purchasing Preference](#)

Release date: Aug. 1, 2020

Effective date: Feb. 1, 2021

This policy provides the following information:

- Preference authorized in RCW 39.26.255 and WAC 200-300-085 for competitive purchases of products containing recycled material; and designates specifications for the purchase of products containing recycled material.
- Training requirements
- Link to [desk aid](#)
- Link to [procedure](#)
- Link to [Environmental Procurement Preference Calculator](#)
- Link to [Frequently Asked Questions](#)

[DES-265-00 - Electronic Products Purchasing Preference](#)

Release date: Aug. 1, 2020

Effective date: Feb. 1, 2021

This policy provides the following information:

- Preference authorized in RCW 39.26.265(1) for competitive purchases of electronic products that meet environmental performance standards for the reduction or elimination of hazardous materials.
- Training requirements
- Link to [desk aid](#)
- Link to [Environmental Procurement Preference Calculator](#)
- Link to [EPEAT Benefits Calculator](#)
- Link to [Frequently Asked Questions](#)



[DES-310-00: Purchasing Preference for Products That Do Not Contain Hydrofluorocarbons \(HFCs\)](#)

Release date: Aug. 1, 2020

Effective date: Feb. 1, 2021

This policy provides the following information:

- Preference authorized in RCW 39.26.310 for competitive purchases of products that do not contain hydrofluorocarbons (HFCs) or contain HFCs with a comparatively low global warming potential.
- Training requirements
- Link to [desk aid](#)
- Link to [Environmental Procurement Preference Calculator](#)

[DES-280-00: Purchasing Preference for Products and Product Packaging That Do Not Contain Polychlorinated Biphenyls \(PCBs\)](#)

Effective date: Jan. 1, 2019

This policy provides the following information:

- Preference for PCBs
- Training requirements
- [Frequently Asked Questions](#)

New SEEP/Commerce Energy Star Policy

Standards for Procurement of Energy or Water Consuming Appliances/Equipment

For SEEP Agencies (as named in EO 20-01)

Excerpt:

1. All energy-consuming appliances and equipment shall meet the most recent Energy Star specification.
Exceptions: Appliances or equipment not covered by the U.S. EPA Energy Star certification program or that qualify for electric or gas utility rebates.
2. All plumbing fixtures and irrigation equipment shall meet the most recent U.S. EPA WaterSense specifications.
Exceptions: Plumbing fixtures and irrigation equipment not covered by the WaterSense specifications.

Purchasing

Prior to purchasing energy-consuming equipment, plumbing fixtures or irrigation equipment, state agencies shall determine if the product class is covered by either the Energy Star or WaterSense certification programs.

Incorporating green practices into solicitations, contracts and purchasing

The SEEP EPP Workgroup, Ecology and DES EPP experts are working together, along with environmental consultant Responsible Purchasing Network (RPN) to:

- Provide guidance on the 2022 state contract rebids
- Look for opportunities to help ensure WA laws and environmental policies are incorporated
- Help increase Washington green spending going forward

The SEEP EPP Workgroup is considering innovative best practices in its efforts, such as looking to the new Massachusetts Green Janitorial Contract as a leading example for Washington’s 2023 contract rebid option. Due to COVID, green cleaning is a top priority for our state as state employees return to the workplace. Guidance, tools and standard specifications have been developed to bring awareness of effective yet less harmful disinfectants and cleaners.

**Master Contract Rebid Calendar
Potential EPP Opportunities**
(Based on estimated 200 day prep-time)

December 2021		January 2022	
CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE	CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE
Commercial Food Service Equipment	6/30/2022	Computer Equipment (NASPO)	7/31/2022
ADA Vans, Mini Vans & Specialty Vehicles	6/30/2022	Walk-in Building Supplies	7/31/2022
		Marine Waste Management Services	7/31/2022
February 2022		May 2022	
CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE	CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE
Snow & Ice Control Products	8/17/2022	Park & Recreation/Playground Equipment	11/30/2022
Electrical Supplies	8/30/2022		
Native Plants	8/31/2022		
June 2022		September 2022	
CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE	CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE
Less-Lethal Munitions	12/09/2022	Industrial Absorbent & Adsorbents	3/14/2023
Deicer Storage Tanks	12/16/2022	Fertilizers	3/31/2023
		Derelict Vessel & Marine Salvage	3/31/2023
October 2022		November 2022	
CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE	CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE
Scrap Metal Collection & Recycling	5/31/2023	Janitorial/Industrial Paper Supplies	6/30/2023
		MRO (NASPO)	6/30/2023
December 2022			
CONTRACT REBIDS ESTIMATED STARTING THIS MONTH	REBID DUE		
Food Service Disposables	7/08/2023		

= High EPP Priority
Start much earlier, engage more, expand stakeholder group

Examples of greening state master contracts

Lighting. We created standard lighting specifications, a new buying guide to move the state toward energy-efficient LED lighting while complying with the no-mercury law and policy. We are working to promote the new state [Lighting Contract 03020](#), making it easy for agency employees and other contract users to identify high-performance LED lamps with a third-party certification from the ENERGY STAR Program or DesignLights.

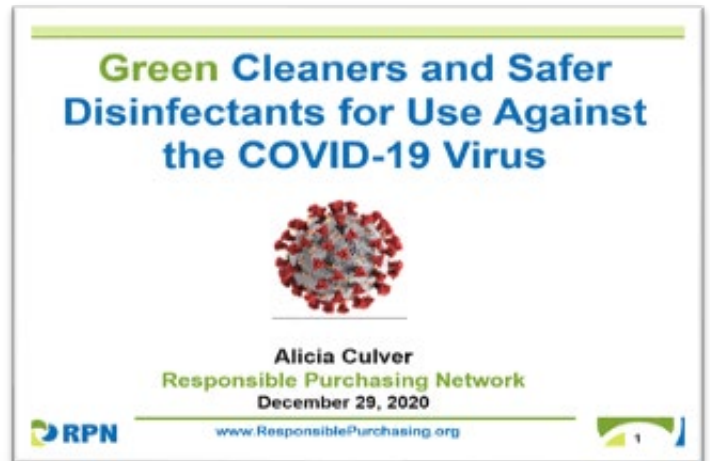
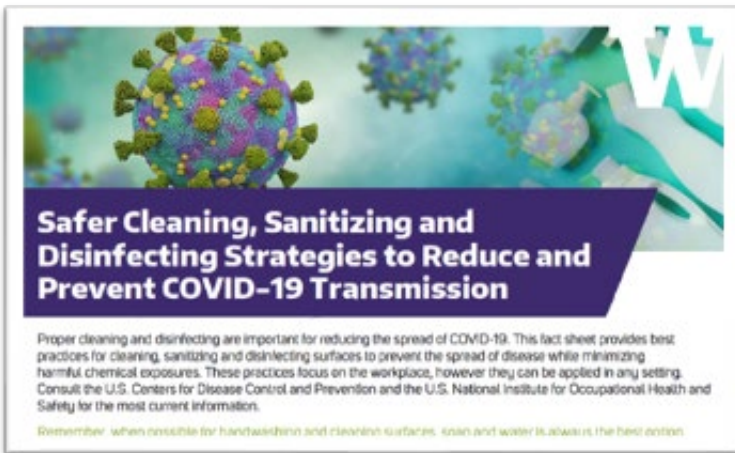
Flooring. We created and used updated specifications in the new state [Carpet and Flooring Contract 01820](#). All flooring products offered on state contracts must meet the minimum Gold standard, be tested and certified by at least one of the most current third-party certifications, among other environmental requirements, such as being free of intentionally added per- and poly-fluoroalkyl substances (PFAS), attached mechanically without a chemical adhesive, or come with a peel-and-stick adhesive, be made from tire-derived recycled rubber, or be free of coal fly ash and polyvinyl chloride (PVC or “vinyl”) or other chlorinated polymers.



Office Supplies. We developed specifications for office supplies, such as minimum standards for recycled content paper to meet state laws and environmental policies. For example, agencies must purchase paper that meets the [EPA’s Comprehensive Procurement Guidelines \(CPGs\)](#), which is 30% postconsumer recycled content (PCRC). Products with a higher percentage of recycled content are eligible for a price preference of at least 10%. White copy paper with less than 30% PCRC should be blocked from contracts, and white copy paper should include Green Seal certification. We are also working with Office Depot to flag green products on the [state Office Supplies Contract](#) to make purchasing easier.

COVID-19 Safe Return to the Workplace & Safer Green Cleaning

Partnering with environmental specialists from Department of Ecology, University of Washington and RPN, we asked for creation of solid guidance for agencies on safely returning to offices to stop the spread of COVID-19 and remaining Earth- and human-friendly.



Growing our state green purchasing program

After we discovered our state's strengths and gaps and were better informed about leading best practices, we set out to identify next steps to implement EO-20-01 toxics and solid waste reduction in Washington.

The SEEP EPP Workgroup identified then prioritized EPP projects and steps to take to grow our state green purchasing program:



First

- ✓ **Contracted with Responsible Purchasing Network (RPN):** Hired EPP expert RPN to help us understand what the nation's leading states were doing
- ✓ **Benchmarking study:** Compared how Washington is doing against other leading states to see where to grow
- ✓ **Surveys & interviews:** Conducted agency green purchasing surveys & interviews to gain awareness/set priorities

Next

- ✓ **Hired Environmental Technical Analyst:** Hired dedicated toxic reduction specialist as a resource at DES
- ✓ **EPP Manual and training:** Developed new state EPP Manual to be launched Summer 2022 with virtual training
- ✓ **Embedding EPP into the procurement process:** Created tools and guidance to help procurement and purchasing incorporate green into solicitations and purchasing.

Embedding EPP



One of the gaps identified was lack of awareness, tools, and guidance on how to incorporate EPP into procurement. We created an EPP Manual, standard specifications, buying guides and other tools and training to simplify the process ...



SEEP EPP Subgroup Activities

Using a hybrid Agile project management approach, our SEEP EPP Workgroup dedicated their time this reporting period to identify, prioritize and begin to reduce toxics and waste through purchasing and procurement. To most effectively do so, we divided subcommittees by topic.

SEEP EPP Workgroup Subcommittees:

- **Action plan:** Created EPP Action Plan, prioritized rebids and promotional opportunities – created 2022 Rebid Calendar with potential green opportunities
- **Tracking and reporting green spend:** Collected and analyzed supplier data – office supplies, IT/computers, cleaning supplies
- **Standard specs:** Created 75 sample standard specifications – Cleaning Supplies, IT & Food Services plus 72 more
- **Green cleaning:** Created green cleaning specifications, return to office cleaning guides and toolkit

These teams met regularly to accomplish the projects necessary to move us forward, then regrouped monthly for input from the larger EPP Workgroup. We also collaborated with DES Contracts and Procurement professionals and other SEEP leaders to develop these EPP-related activities:



ACTION PLAN
SEEP EPP WORKGROUP
2021 Prep Work for 2022 Action

PRIORITY SUBGROUP EFFORTS

- Standardizing & Adopting Green Bid Specifications
- Tracking & Reporting Green Purchasing Activities & Results
- Green Cleaning Guidance
- EPP Action Planning

EPP PROMOTION COMMUNICATION & AWARENESS

- Highlighting Green Products on New & Existing Contracts
- Conducting EPP Training Using the New EPP Manual
- Engaging Vendors & Contract Users to Increase EPP Performance

ADDITIONAL PRIORITY ACTIVITIES

- Legislation EO Review, Analysis & Tracking
- COVID-19 - Issues to Watch For

WORKGROUP REVIEW & FEEDBACK

SEEP Review Feedback on:

- New EPP Manual
- New EPP Website

Reducing Toxics, Plastics, Waste

This collage shows various documents from the SEEP EPP Workgroup:

- EPP PROJECT TIMELINE:** A Gantt chart showing project milestones from 2021 to 2022.
- EPP Standard Specifications:** A list of specifications for various categories like Cleaning Supplies, IT, and Food Services.
- EPP Manual:** Sections of the manual detailing procurement processes and green purchasing guidelines.

Goods and Services Category	Green Purchasing Recommendations
Cleaning Chemicals, Concentrated (including carpet, floor general purpose, glass, non-disinfecting restroom and toilet bowl cleaners, cleaners, degreasers, etc.)	<p>EO 20-01, State Efficiency and Environmental Performance (SEEP) states that "reducing...the use of dangerous toxics in the products state agencies purchase will all have a direct positive effect on human health, particularly for vulnerable children." It further states, "When making purchasing, construction, leasing, and other decisions that affect state government's emissions of greenhouse gases (GHGs) or other toxic substances, agencies shall explicitly consider the benefits and costs (including the social costs of carbon) of available options to avoid those emissions. Where cost-effective and workable solutions are available that will reduce or eliminate emissions, decision makers shall select the lower-emissions options."</p> <p>Accordingly, all concentrated cleaning chemicals must have one of the following multi-attribute third-party low-toxicity certifications:</p> <ul style="list-style-type: none"> Green Seal; or Safer Choice; or UL ECOLOGO; or Cradle to Cradle Certified or Material Health Certificate: v3.1 at the Gold level or higher OR v4.0 at the Silver level or higher <p>Additional desirable environmental and health attributes of cleaning chemicals include:</p> <ul style="list-style-type: none"> Free of Fragrances and dyes Certified Issuance (ICS Indoor Advantage Gold or UL GREENGUARD Gold) USDA Certified Biobased <p>Bidders are required to offer at least one product line in closed-loop containers that work with automatic dilution systems to prevent exposure to the concentrated chemicals.</p>
Cleaning Chemicals, Ready-to-Use (including	<p>EO 20-01, State Efficiency and Environmental Performance (SEEP) states that "reducing...the use of dangerous toxics in the products state agencies purchase will all have a direct positive effect on human health, particularly for vulnerable children." It further states, "When making purchasing, construction, leasing, and other decisions that affect state government's emissions of greenhouse gases (GHGs) or other toxic substances, agencies shall explicitly consider the benefits and costs (including the social costs of carbon) of available options to avoid those emissions. Where cost-effective and workable solutions are available that will reduce or eliminate emissions, decision makers shall select the lower-emissions options."</p> <p>Accordingly, all ready-to-use (RTU) cleaning chemicals (including liquids, powders and wipes) must have one of the following third-party certifications:</p> <ul style="list-style-type: none"> Green Seal; or Safer Choice; or

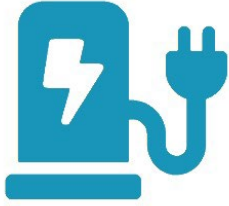
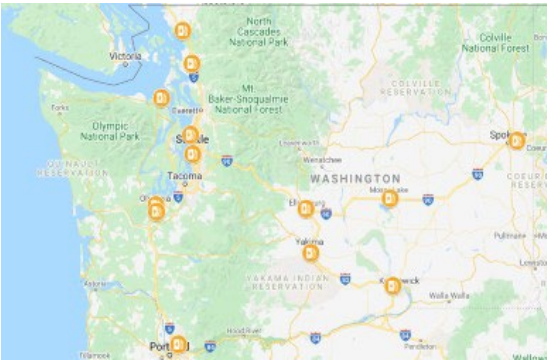
Other SEEP workgroups

Other SEEP Workgroups also contribute to greening our state and to implementing SEEP EO 20-01 to reduce greenhouse gasses and carbon emissions.

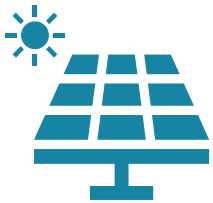
SEEP EV WORKGROUP

Highlighted Projects -

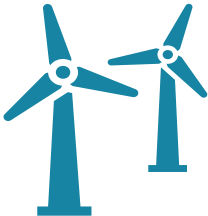
- Completed **14** electric vehicle supply equipment projects
- Installed **90** level II charging stations
- Located at leased and owned facilities statewide
- Total of **\$920K** spent on site installations



DES FACILITIES PROFESSIONAL SERVICES & SEEP BUILDINGS WORKGROUPS



Installed over 300kW of Solar Photovoltaic arrays on Capitol Campus



Capitol Campus electricity is 100% wind power



Nearly met 2030 target for GHG reductions in 2020

Green purchasing resources, tools & guidance

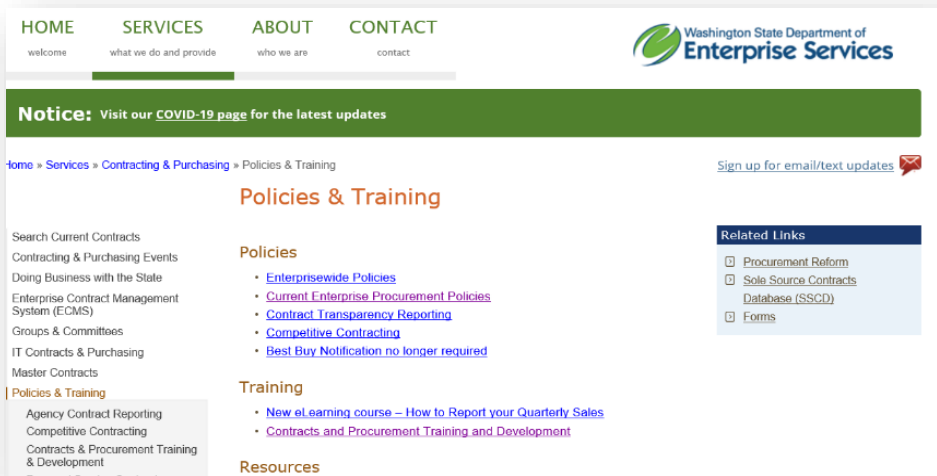
The EPP Manual and DES EPP webpage, both to be released in 2022, will host a suite of EPP resources for purchasers and procurement professionals to utilize.



Ecolabel	Environmental/Health Certification or Standard Description
	ENERGY STAR Most Efficient is a designation of the ENERGY STAR Program that recognizes products meeting its Most Efficient Criteria. The following types of ENERGY STAR Most Efficient-certified products are available: <ul style="list-style-type: none"> • Ceiling and Ventilating Fans • Computer Monitors and TVs • Clothes Washers and Dryers • Dishwashers and Refrigerators • Heating and Cooling Equipment: Boilers, Air Conditioners, Air Source Heat Pumps, Dehumidifiers, Furnaces • Windows
	e-Stewards is a nonprofit, third-party certification program which verifies that recyclers of electronic equipment adhere to the highest standard of environmental responsibility and worker protection. A copy of the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment [®] can be found at www.e-stewards.org/certification-structure
	Forest Stewardship Council (FSC) is a third-party, nonprofit certifier of logging, furniture, furniture, and other building products as well as paper products (e.g., bags, copy/office paper, food service ware, napkins, paper towels, etc.) made with sustainably grown and harvested wood or that reduce wood consumption. Lists of FSC-certified products can be accessed at https://us.fsc.org/certified-food-products
	Green-e is a labeling program established by the nonprofit organization, Center for Resource Solutions, which verifies through its Green-e (energy) label that electricity that has been generated using renewable sources such as solar and wind energy. Manufacturers of Green-e certified products (such as office and janitorial paper products made with 100% renewable energy (e.g., solar and wind) are listed on the Green-e website.
	Green Seal is a non-profit organization that certifies products based on standards that address multiple health and environmental impacts. Its standards typically ensure that certified products are free of carcinogens, reproductive toxins, asthmagens and other chemicals of concern found in each type of product it covers. Green Seal-certified products, which are listed on this organization's website , include, but are not limited to: <ul style="list-style-type: none"> • Cleaning Chemicals (mostly concentrated cleaners and degreasers, specialty cleaning products, etc.); • Dishwashing and laundry Detergents • Floor Maintenance Chemicals (e.g., floor polish and strippers) • Hand Cleaners • Paints, Coatings, Stains, Sealants and Adhesives for Commercial Use • Paper (including office paper and janitorial paper products)
	Green Shield offers certification and evaluation services for pest management professionals, services and public buildings that are dedicated to effective pest management practices with the least risk to people and the environment.

EPP Training

The [DES Procurement Policy and Training webpage](#) contains current state environmental policies, desk aids and trainings, including the latest EPP preference training. It will ultimately also host our green purchasing and EPP Manual trainings for procurement and purchasing professionals



EPP awards

The DES Contracts & Procurement team received a national EPEAT (Electronics Product Environmental Assessment Tool) Purchaser Award in 2020 on behalf of the state of Washington. The award, presented by the Green Electronics Council, recognized Washington's leadership and excellence in purchasing sustainable electronic products such as computers, laptops and cell phones. EPEAT products meet environmental performance standards, such as recycling, energy conservation, end-of-life management and overall performance.



DES Contracts & Procurement's Cheral Manke, SEEP EPP Chair, also received 2020 Procurecon EPIC Innovation Award Top 3 – for leading Washington's EPP efforts in procurement and contracting.



Closing

Preparing our first EPP Report has been educational. It helped us see and highlight our successes, telling the story of all the work the SEEP EPP team and our state procurement leaders have been doing. However, it also shows us how much we have ahead of us. We look forward to putting all the new tools to work then tracking, monitoring and reporting going forward. We will continue to connect, prioritize, set strategic goals, and watch EPP soar in coming years.

SEEP EPP Workgroup

Members: (COM) (DES) (DFW) (DOC) (DOT) (DSHS) (DVA) (ECY) (LCB) (LNI)

Cheral Manke, Chair, SEEP EPP Workgroup

Department of Enterprise Services

Procurement Innovation Project Manager

Contracts & Procurement

360-407-9042 | cheral.manke@des.wa.gov

Leatta Dahlhoff (she/her/hers)

Department of Enterprise Services

Environmental Technical Analyst

Contracts & Procurement

360-407-8108 | leatta.dahlhoff@des.wa.gov

www.des.wa.gov