



10 Steps to Starting an Environmental Purchasing Program

1. ***Assemble a “Green” Team***
 - Identify key players and other resources
 - Assign responsibilities
 - Get input early from end-users and other stakeholders
 - Get support from the top
2. ***Establish a process for working together***
 - Create a timeline, budget and meeting schedule
3. ***Define the scope of the EPP initiative***
 - Target environmental problems to solve under the program
 - Review existing policy drivers and practices
4. ***Prioritize contracts to change***
 - Look for products with greatest impact or low-hanging fruit
 - Determine contract re-bid schedule
5. ***Research environmentally preferable alternatives***
 - Evaluate availability, price, environmental attributes and performance of potential substitutes
 - Conduct pilot tests, if desirable or necessary
6. ***Revise bid specifications***
 - Educate and get feedback from vendors about “specs”
 - Develop contract language for information disclosure, product take-back, packaging requirements, development of environmental activities and plans, etc.
7. ***Evaluate bids***
 - Assess both mandatory requirements and desirable attributes
 - Issue new contracts
8. ***Advertise the availability of environmentally preferable products on new contracts***
 - Educate using web sites, “list serves”, purchasing bulletins, EPP guides
 - Publicize through Cooperative Purchasing Programs
 - Inform end-users about existing environmental policies and goals
 - Encourage vendors to educate and market environmental goods and services
9. ***Get feedback from end-users***
 - Address problems as soon as they arise
10. ***Track and publicize successes***
 - Quantify economic and environmental benefits
 - Celebrate and reward participants!
 - Identify obstacles and additional work to be done

For more information on INFORM’s Purchasing for Pollution Prevention Project, please contact Alicia Culver, Senior Research Associate, at 212-361-2400, ext. 234 or email culver@informinc.org.