



Green Purchasing

Known as Environmentally Preferable Purchasing (EPP)

The purchase of products and services that improve environmental quality and human health by increasing positive impacts or reducing negative impacts, compared to traditional products.

Why Buy Green?

Save Money

Going green usually saves money, especially when the new products use less energy, generate less waste, and last longer. Plus, green products often work better than their toxic counterparts.

Save the state money – New York State government spends over \$8 billion annually on products and services. Using this buying power to purchase environmentally preferable products encourages suppliers to provide greener options and can achieve an enhanced market position.

Create Healthier Work Environments

Removing toxins from the workplace keeps employees healthier, happier, and more productive.

Be compliant with existing laws and directives relating to greening state operations.

Protect Natural Resources

Going green can reduce energy and water use, and renewable products reduce the amount of landfill space needed.

Reduce the Generation of Solid Waste

By purchasing products with recycled content, reusing existing materials, and recycling materials that cannot be reused.

Green Purchasing Resources

- **Environmentally Preferred Purchasing** on the OGS Procurement Services Website: [NYS PRO.ogs.ny.gov](https://www.nyspro.ogs.ny.gov)
- **New York State Green Cleaning Program:** Approved green cleaning product list, best practices, and training: [greencleaning.ny.gov](https://www.greencleaning.ny.gov)
- **EO4 Product Specifications:** Identifies what green qualities to look for when purchasing. Mandated for use by state agencies and authorities: [ogs.ny.gov/EO/4/Default.asp](https://www.ogs.ny.gov/EO/4/Default.asp)
- **NYS Procurement Guidelines:** Best practices and state directives: [ogs.ny.gov/BU/PC/Docs/Guidelines.pdf](https://www.ogs.ny.gov/BU/PC/Docs/Guidelines.pdf)



Best Time to Green Your Purchasing Efforts

First, decide what products need to be purchased by defining the form, function, and utility needs. These needs are the minimum essential requirements that will meet the agency's needs, including the sustainability goals for the product procurement. These requirements are defined by the agency and may include quality, quantity, delivery terms, packaging, performance standards, energy efficiency, recycled content and compatibility, among others. A green product that costs the same or less than what is currently being used, and has little or no difference in performance may meet your criteria, however, a green product that does not match a traditional product's performance may not meet the criteria you defined.

Second, focus on the procurement process. During this time, vendors compete to meet an institution's specifications to win a contract. It is a very effective point to request or require that vendors reduce the environmental impact of their products and services. Focus on the following:

- **Product specifications** can address chemical content, recycled content, user training, packaging, shipping, and end-of-life collection and recycling services.
- **Service specifications** can require notification, worker training, data collection, audit trails, and other accountability measures to ensure high performance.

How to Get Started

- Collaborate with colleagues within your agency who have a purchasing role (i.e., sustainability coordinators, purchasing agents, energy managers, and operations and IT staff).
- Seek help from other agencies that have established green purchasing policies and best practices that they are willing to share.
- Use available guidance contained in this fact sheet, including Green Purchasing Resources.
- Email green purchasing contact below.

Contact

This effort is an interagency undertaking that incorporates staff with a wide variety of backgrounds.

Email GreenEO4@ogs.ny.gov for questions related to green purchasing and Executive Order 4.



Green Purchasing in New York State: Statistics from the EO4 Fourth Progress Report (2016)

- More than 80% of reporting agencies using green procurement specifications.
- NYS entities spent more than \$93 million on green purchasing for products and services.
 - > In an aggregate computer purchase that achieved high environmental performance, the State saved over \$135 million off the state contract price.
- "Recycling and Trash Removal Services" is now available on State contracts, along with many other ready-to-use State contracts supporting green purchasing.
- Green cleaning continues to be widely practiced. The new Environmentally Preferable Cleaning Products contract and robust preferred source offerings make it easy for agencies to identify and purchase high-performing products at a competitive price.
- Renewable energy use is on the rise. Nearly one-third of reporting entities use renewable energy for more than a quarter of their electricity use.
- More than one-half of the money spent on copy paper went to purchase 100% post-consumer recycled content, processed chlorine-free paper. That's nearly \$4.3 million spent on environmentally-friendly copy paper, which provided a cost-savings when compared with paper containing less recycled content.