

## Examples of Sustainable Purchasing Policy and EPEAT Specific Policy Language

The Green Electronics Council recommends that all organizations maintain a sustainable purchasing policy to guide procurement activities, as well as a policy that focuses on the purchase of sustainable IT products. This document provides several examples of sustainable procurement policies that organizations can use within their organizations and policy language that can be specifically used to govern sustainable IT purchases.

There are several online resources that provide examples of sustainable procurement policy language. Please visit the NASPO online [Green Purchasing Guide](#), which offers tips on how to build and write a strong purchasing policy as well as links to credible examples of functioning policy documents. Additionally, the [Responsible Purchasing Network Policy 101 Resource](#) page provides access to dozens of sustainable procurement policy examples.

Sustainable procurement language can be embodied in a variety of authoritative documents including Executive Orders, policy directives, or online guidance. Click on the following below links to access examples of sustainable procurement policies used in cities, states, and institutions of higher education:

[City of Portland](#)

[The Commonwealth of Massachusetts](#)

[City of Los Angeles](#)

[Southern Oregon University](#)

### Examples of EPEAT specific Policy Language for IT Purchases

*The policy language below is excerpted from actual organizational policies– it provides a useful model that can be customized to suit the particular needs and contracting approaches of your organization:*

1. Beginning DATE, consistent with the environmentally preferable purchasing policy adopted by GOV/ORG NAME, departments shall only purchase IT products that meet at least the EPEAT Bronze rating level, across commodities for which an active EPEAT registry exists.
2. For all IT equipment not currently rated according to EPEAT standards, GOV/ORG NAME's Office of Contract Administration will propose application of criteria to guide environmentally preferable purchasing practices in consultation with the Chief Information Officer (CIO) [or entity responsible for designing an organizations IT architecture or specifying IT minimum requirements]. These guidelines will seek to minimize levels of toxic components, ensure the highest level of energy efficiency, incorporate recycled content, facilitate end-of-life recycling, and reduce unnecessary packaging.
3. For product categories where an EPEAT standard is in development, now or in the future, once a product standard and registration process is in force, all products shall meet the minimum relevant EPEAT standard. Further consideration may be given to those products that meet higher levels of qualification under the product registration system



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4. GOV/ORG NAME will develop a procedure to develop necessary exemptions to this policy, with the goal of allowing no more than 5% of purchase dollars in the product area(s) covered by the EPEAT rating system to be spent on non-EPEAT-registered products. Such exemptions may be allowed, for example, if no registered products meet the specific performance needs of a purchaser, or if the EPEAT registered product will not be cost-effective over the life of the product.

If you have any questions on the information provided in this document or if we can provide any additional assistance, please do not hesitate to contact GEC at [info@greenelectronicscouncil.org](mailto:info@greenelectronicscouncil.org).