



PROCUREMENT POLICY & PROCEDURE DIRECTIVE

SUBJECT: Environmentally Preferable Purchasing

ORIGINATING OFFICE: Office of the Director

1. **PURPOSE**: The purpose of this policy is to establish and maintain the use of environmentally preferable products and services by the Office of Contracting and Procurement (OCP).
2. **AUTHORITY**: This policy is being promulgated pursuant to: D.C. Official Code §§ 2-352.04 and 2-361.01, and Mayor's Order 2009-60.
3. **APPLICABILITY**: Unless expressly exempted, this Directive shall apply to all OCP employees, contractors, consultants, and volunteers.
4. **POLICY STATEMENT**.
 - 4.1 **Policy Statement**. Agencies and contracting officers shall use environmentally preferable product and service (EPPS) specifications to the maximum extent possible and feasible.
 - 4.2 Environmentally Preferable Products and Services refers to products or services that have a lesser or reduced effect on human health and the environment.
 - 4.3 EPPS specification guidance refers to guidance documents developed in accordance with D.C. Official Code §2-361.01 and Mayor's Order 2009-60, and which is developed with consideration of such factors as performance, cost, and availability, and maintained on the Office of Contracting and Procurement web page.
 - 4.4 Utilizing the EPPS specifications in the guidance described in Section 4.3 shall be deemed sufficient to meet environmental certification requirements outlined in PPRA Section 1101(a), D.C. Official Code §2-361.01. To ensure EPPS are procured to the maximum extent practical, contracting staff shall utilize all EPPS programmatic tools and resources that support the implementation and maintenance of EPPS specifications as outlined in Section 5 Procedures and in the Sustainable Purchasing User Guide, which is maintained on the OCP web page.

5. PROCEDURES

5.1 EPPS Procurement Planning

- 5.1.1 When processing procurements contracting staff shall review the Office of Contracting and Procurement Acquisition Planning Tool report and identify whether the ordering agency noted the procurement as potentially EPPS.


5.2 Utilizing and Tracking Use of EPPS Specification Guidance

- 5.2.1 When processing a requisition for a product or service for which EPPS specification guidance is available, contracting staff shall utilize EPPS specification guidance provided on the OCP webpage whenever practical.
- 5.2.2 When a statement of work incorporates recommended EPPS requirements from the EPPS specification guidance, contracting staff shall:
 - 5.2.2.1 Indicate the procurement as an EPPS purchase using the EPPS Indicator in the Ariba PASS system, and work with procurement stakeholders to track and implement the environmentally preferable requirements included in the contract throughout the term of the contract.
 - 5.2.2.2 When a statement of work does not incorporate recommended EPPS requirements from the EPPS specification guidance, contracting staff shall:
 - 5.2.2.2.1 Ask the requesting agency why recommended EPPS were not utilized.
 - 5.2.2.2.2 Indicate the procurement is not an EPPS purchase in the Ariba PASS system; and
 - 5.2.2.2.3 Indicate why an EPPS specification was not utilized.
 - 5.2.2.3 When processing a requisition for which EPPS specification guidance is not available, but for which the requesting agency identifies the product as EPPS, contracting staff shall:
 - 5.2.2.3.1 Explain the nature of the EPPS purchase in the Ariba PASS system “EPPS Indicator” comments section, and note the purchase as EPPS.

6. **AMENDS OR SUPERCEDES**. The issuance of this policy rescinds and supersedes OCP Policy No. 2000-05 “Environmentally Preferable Purchasing.”

7. **EFFECTIVE DATE**. This Directive shall become effective on January 1, 2015.

8. **EXPIRATION DATE**. This Directive shall remain in effect until rescinded.



JAMES D. STATON, JR.
Chief Procurement Officer
Office of Contracting and Procurement



Date