**SAMPLE POLICY FOR MEETING THE**

**PROCUREMENT & END-OF-LIFE MANAGEMENT REQUIREMENTS OF**

**THE STATE ELECTRONICS CHALLENGE**

**Background**

The TOWN/CITY/COUNTY is committed to incorporating environmental considerations in its purchasing decisions as a means of reducing its burden on the local and global environment, promoting a green economy, protecting public health, and reducing costs and liabilities. [IF APPLICABLE, cite environmental preferable purchasing policy of TOWN/CITY/COUNTY.]

This policy directs the TOWN/CITY/COUNTY to prioritize procurement of environmentally preferable electronic products and related services. Computers and other electronic equipment contain toxic constituents such as mercury, and consume energy and natural resources. The environmental impact of electronics can be minimized through environmentally preferable purchasing and contracting practices.

This environmentally preferable purchasing policy addresses both procurement (purchase or lease) of new equipment, and contracting for reuse and recycling services for used electronics.

**Purpose**

The primary purpose of this policy is to minimize the negative environmental impacts of computer and electronic equipment owned, leased, operated, and disposed by TOWN/CITY/COUNTY’s by ensuring the procurement of products and services that:

* Reduce toxicity;
* Conserve natural resources, materials, and energy;
* Maximize recyclability and recycled content; and
* Use best practices for responsible reuse and recycling.

**Policy**

Beginning DATE, it is the policy of TOWN/CITY/COUNTY to reduce the environmental impact of its computers and electronic equipment through the following actions.

1. **New Product Purchases/Leases**

TOWN/CITY/COUNTY will purchase or lease only EPEAT registered personal computers, notebook computers, and monitors . Products must at minimum meet the EPEAT Bronze rating level for environmental performance; products meeting Silver or Gold ratings will be preferred. The database of EPEAT registered products and their ratings can be found at <http://www.epeat.net>.

1. The TOWN/CITY/COUNTY \_\_\_\_\_\_\_\_ Department will develop a procedure for identifying necessary exemptions to this policy, with the goal of permitting no more than 5% of purchase/lease dollars for computer, notebook computers, and monitors 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.
2. For product categories where an EPEAT standard is in development, now or in the future, once a product standard and EPEAT registration process is in force, all such products procured by TOWN/CITY/COUNTY 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.
3. TOWN/CITY/COUNTY will require all contracted vendors of computer and electronic equipment to regularly report the EPEAT rating level of all equipment purchased or leased by the TOWN/CITY/COUNTY for all product categories where an EPEAT standard is available.
4. **Equipment Reuse and Recycling**
5. All computer and electronic equipment shall either be reused or responsibly recycled when no longer suited to the needs of the user.
6. When possible, equipment shall be reused, in preference to recycled. When reuse is not possible, the equipment shall be sent for recycling.
7. TOWN/CITY/COUNTY departments will only use the services of recycling companies that have achieved one or more of the following 3rd party certifications for electronics recyclers: e-Stewards®, Responsible Recycling Practices (R2), or R2/RIOS.

Companies certified to these standards are audited by thirdparties to ensure that their operations meet high standards of environmental performance and that materials are processed in an environmentally responsible manner by the recycling provider and its downstream processors. Lists of recyclers certified to these standards are available electronically:

* e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment®<http://e-stewards.org/find-a-recycler/recycler-listing/>
* Responsible Recycling Practices (R2) <http://www.r2solutions.org/index.php?submenu=Recyclers&src=gendocs&ref=R2CertifiedRecyclers&category=Certified>
* R2/RIOS <http://www.certifiedelectronicsrecycler.com>

1. TOWN/CITY/COUNTY will require all recycling providers and the TOWN/CITY/COUNTY to track and document equipment that is sent for reuse and recycling—including within TOWN/CITY/COUNTY—either by unit or weight, and to ensure that the equipment is only sent to organizations/companies that handle equipment in an environmentally responsible manner.