



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 8**

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**Information Systems Program
Standard Operating Procedure (SOP) For
Purchasing EPEAT & Environmentally Preferable IT Products
Date: 2/5/2009**

Purpose:

The award requirements of the FEC, Executive Order 13423, and the Region 8 Environmental Management System, all direct Region 8 to purchase environmentally preferable electronics products and Electronics Product Environmental Assessment Tool (EPEAT) registered products, when applicable. Environmentally preferable products may be products that contain fewer toxins, such as lead or mercury, have recycled content, or are more easily recyclable or reusable, for example. This requirement applies to many types of electronics beyond computers, monitors, and laptops. It also includes other office equipment such as printers, copiers, fax machines, and televisions and small electronics. The following is a standardized process for the procurement and verification of environmentally preferable IT equipment.

Procedure:

- 1) Evaluation – During the technical evaluation process of IT equipment for use within the region the following steps should be included when possible.
 - a. Vendor and Package Evaluation Checklist – During market research this spreadsheet can be used as a model for asking questions to vendors. This includes asking about Eco-Labeled equipment, any environmental production processes the organization might have during the production process, and any other environmental preference information the vendor might have. See Attachment A for a sample of this form.
 - b. EPEAT Registered Products - Finding EPEAT registered products is simple, and there are over 500 EPEAT registered products available from all major manufactures. EPEAT registered products are even included on EPA HQ's Desktop BPA. If it is necessary to purchase a product that is not on the Desktop BPA, registered products can be found by visiting the EPEAT product registry at <http://www.epeat.net/Search.aspx>. Begin a search by entering the type of product, manufacture name, EPEAT level, or monitor size and type, either CRT or LCD.
 - c. Environmentally Preferable and Eco-Labeled IT Equipment - If purchasing a type of equipment that is not part of the EPEAT program, such as printers, copiers, fax machines, and televisions, the 'greenness' of a product can be evaluated by reviewing the environmental datasheets that are available for many products. Environmental data sheets are found on the manufactures website, and often indicate many of the same factors that go into an EPEAT registration. If the datasheet indicates that the project has an eco-label, this will satisfy the

requirement for this activity. If the product does not have any eco-labels, then three environmental attributes, such as reduced toxins, ease of recycling, or recycled content for example, will satisfy this requirement. For more information on different eco-labels that can meet this requirement visit the FEC's 'Understanding Eco-labels' tool at:

<http://www.federalelectronicchallenge.net/resources/docs/ecolabel.pdf>

To learn about how to identify key environmental attributes that can meet this requirement visit:

<http://www.federalelectronicchallenge.net/resources/docs/topenv.pdf>.

- 2) ISP Procurement Standards – TMS-ISP has established a process for identifying standards for procurement of desktop IT equipment for use within the region. These procurement standards can be found on the 8-Net TMS-ISP-Policies & Procedures, Region 8 Standards for Personal Computers and Printers page. This web page identifies equipment that has reviewed by TMS-ISP and found to meet EPEAT and/or Eco-Label standards. This list is reviewed and updated twice yearly to maintain updated information and current vendor offerings. Only desktop related equipment listed on this page is approved for procurement within the region.
- 3) ISP EPEAT Equipment Logging and Reporting – The ISP Custodial Officer has the responsibility to log a record of all equipment received by ISP personnel from INF shipping and receiving. This is defined as follows:
 - a. INF shipping and receiving personnel deliver IT equipment to ISP and provide paper documentation to the ISP custodial officer.
 - b. The ISP Custodial Officer records this information in a spreadsheet located on the G: drive (FY## ISP Receiving Log.xls). This spreadsheet is divided into two sections one for PC related equipment where EPEAT information is also recorded, and other IT equipment.
 - c. At the end of each fiscal year, cumulative EPEAT information needs to be reported to the R8 EMS system, and eventually to HQ for agency wide EPEAT reporting purposes.
- 4) ISP IT Equipment Approval Logging – The ISP Custodial Officer has the responsibility to log all approvals or denials for IT equipment that are received via the EPA WebForms Procurement application or special hardware requested through the local R8 Non-Standard Hardware Request EForm.
 - a. When a WebForms or EForms request is received, the custodial officer logs the approval or denial in the spreadsheet on the ISP G drive called FY## ISP Approval Log.xls.
 - b. Care should be taken to verify that any equipment that is approved meets EPEAT registration or any other FEC requirements.

