

# Greening your Purchasing





**The many *SHADES* OF GREEN**

**GREEN is more than  
'RECYCLED'**

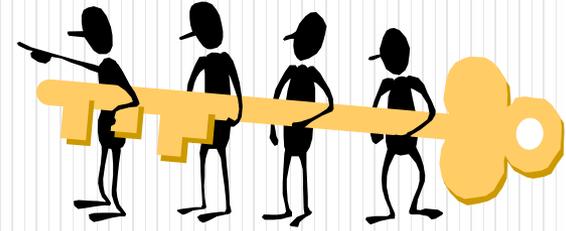
# Green Purchasing

It's part of being a SUSTAINABLE GOVERNMENT!

## Commitment

- Catawba County Board of Commissioners adopted the Buy Recycled Policy October 1, 2007.
- County Manager, Department Heads, and County Staff are committed to green purchasing and recycling and waste reduction.
- Established a Green Team.
- Catawba County ranks 2<sup>nd</sup> in the State for recycling.

Review



# Key Elements of Catawba County's Buy Recycled Policy

- Buy Recycled/Green Purchasing
- Recycled Paper
- Product Cost
- Tracking
- Responsibility
- Waste Reduction

**Check out the policy on the Purchasing and U&E Dept websites!**

# Buy Recycled/Green Purchasing

## What does it mean?

- Purchasing quality products at competitive prices while protecting the environment
- Considering the effects of your purchasing decisions
- Driving the Market...as the demand of green products increases the cost decreases
- Doing your homework...comparing the cost to environmental benefit and life cycle of the product
- Buying durable over disposable
- *Purchasing with Environmental Flavor*

# Make an IMPACT!

The important thing is purchasing products that make a big impact.



- Paper - photocopier/printer paper, notebooks and notepads, note cards, post-its, folders, calendars, envelopes
- Supplies - pencils, pens, scissors, tape dispensers, toner cartridges
- Technology - computers, photocopiers, printers, lights
- Vehicle related - cars, oil, diesel
- Cleaning products - cleaners, trash can liners, trash cans, paper towels, toilet tissue
- Building materials – paint, benches, mulch, carpet, furniture
- Water related – shower heads, urinals, toilets

▶ YOU HAVE MADE AN IMPACT IF YOUR PURCHASING DECISION RESULTS IN REAL ENVIRONMENTAL BENEFITS SUCH AS:



**1. reduced waste...**





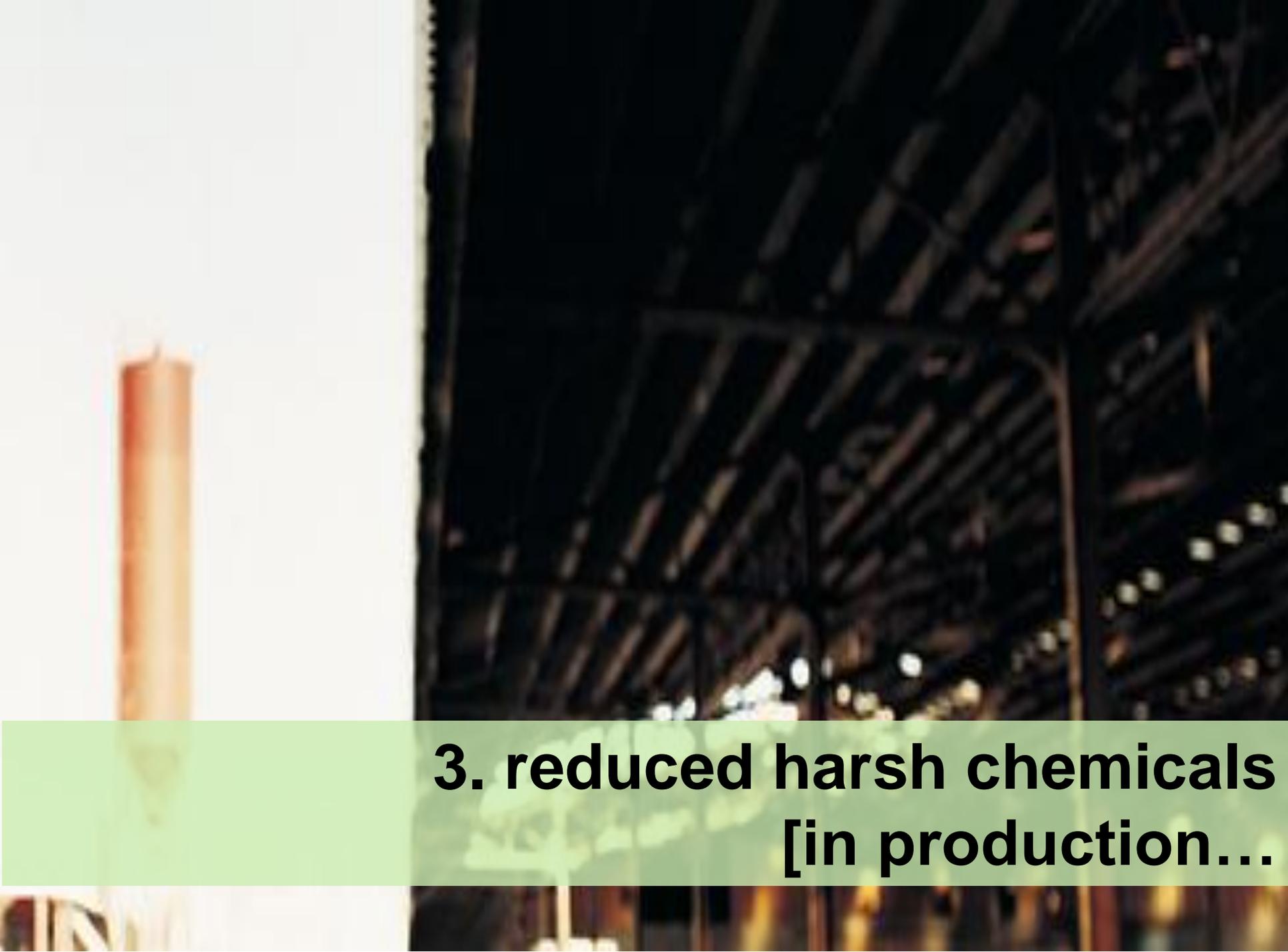
**and reduced pressure on resources**  
**[ such as forests or water or land or oil ]**



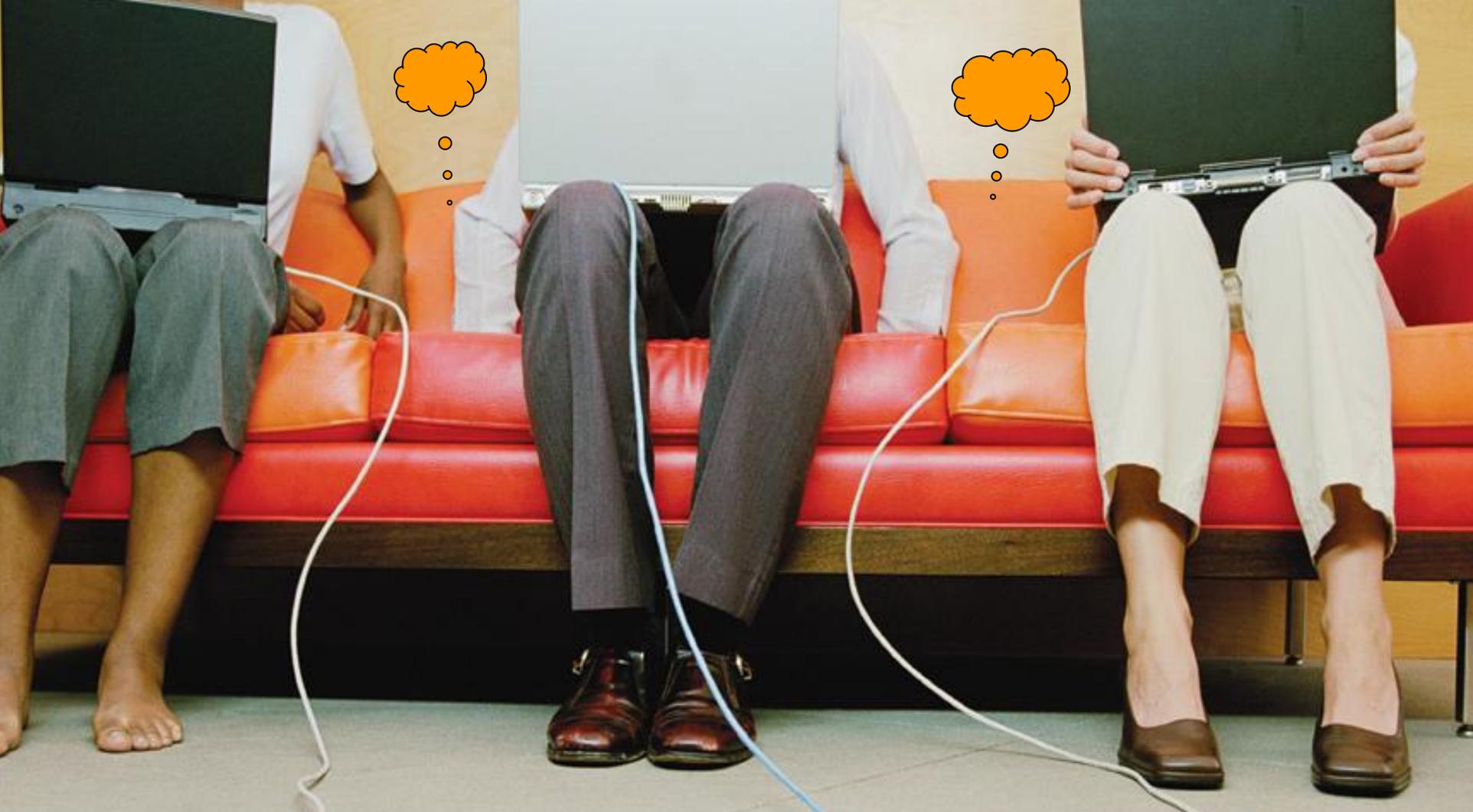
## 2. reduced energy...

A photograph of a clear blue sky with scattered white clouds. A horizontal green banner is positioned at the bottom of the image, containing the text "and reduced greenhouse gases" in a bold, black, sans-serif font.

**and reduced greenhouse gases**



**3. reduced harsh chemicals  
[in production...]**



**[and in use, consumption and disposal]**

# Buying Recycled Paper

How much paper do we use?

The average American office worker uses:

10,000 sheets of paper each year

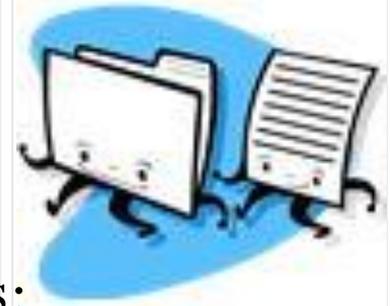
Which is equal to  
20 reams / 2 cases

or

100 pounds



# Making paper work for you and your office



If 7% (less than one ream) of paper per box was:

- Used as scratch paper OR
- Used in the fax machine on the blank side OR
- Printed double side

*Any price difference that you may pay for recycled paper would be neutralized.*

Imagine if your office double printed every ream, you would be practicing waste reduction and recycling.

**That is making a difference!**

# What is the Environmental Impact of buying recycled paper???

Every ton of 30% post consumer recycled paper saves:

- 3,000 gallons of water
- 2,050 kilowatt-hours of energy
- 30 pounds of air pollution
- Eight full-grown trees



# Product Cost

Before making a final purchasing decision consider...

- Performance quality
- Product life cycle
- Environmental benefits

Remember...As recycling markets improve the cost of green products is driven down as demand increases.

# Reminder...What to look for when purchasing any product, including paper.

Look for labels – Recycled, organic, sustainably harvested



Glass Recycles

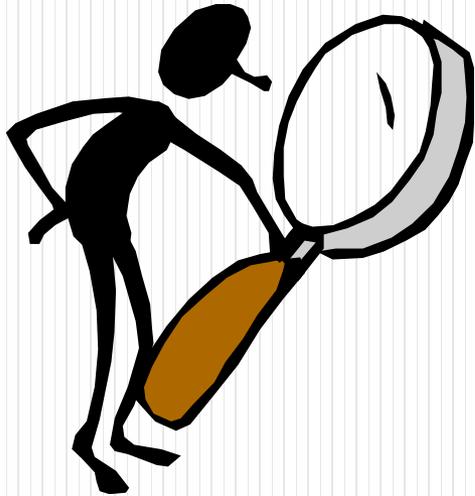


Recycled Products



# Where to Look for Products and Specs

*Recycled products are found anywhere and everywhere!*



- Existing vendors
- State Contracts
- Internet resources
- Local stores

EPP: [www.p2pays.org/epp](http://www.p2pays.org/epp)

EPA CPG: [www.epa.gov/cpg](http://www.epa.gov/cpg)

EPA EPP: [www.epa.gov/epp](http://www.epa.gov/epp)

NC Purchase & Contracts;

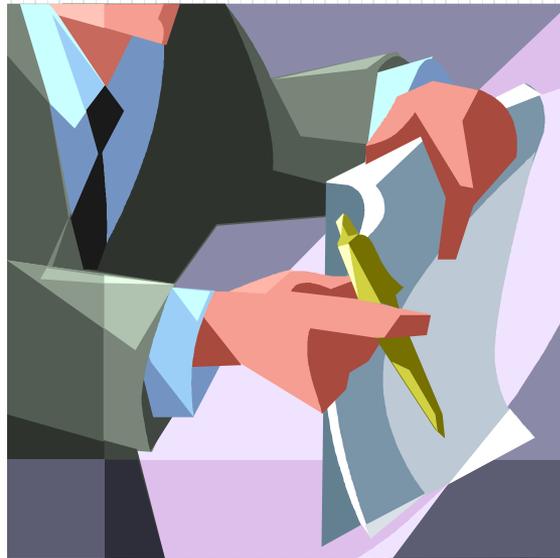
[www.doa.state.nc.us/PandC/recycled.htm](http://www.doa.state.nc.us/PandC/recycled.htm)

NC Project Green;

[www.ncprojectgreen.com](http://www.ncprojectgreen.com)

# Contracts Make a Difference

Catawba County can make a great impact with use of recycled content materials simply by requiring product specifications include buying recycled and waste reduction language.



# Tracking

Recycled/green purchases will be entered into the tracking system accessible through the County's PeopleSoft Financial System.

# Pro Card

PeopleSoft.

**Card Transactions** 09/21/2007

Name SUSAN LOWMAN      Cardmember Number 4715 5250 0000 5250

**Card Statement** Find    First ◀ 1 of 9 ▶ Last

Cardmember Number	Date	Statement Amount	Preview
4715525000005250	06/30/2007	429.51	<a href="#">Preview</a> <input type="button" value="+"/> <input type="button" value="-"/>

**Card Transactions** Customize | Find | View All    First ◀ 1 of 1 ▶ Last

Transaction	Vendor Name	Item Purchased	Fund Code	Department	Account	Project	Item Amount	County Tax Code	Sales Tax (6.75-NC)	Sales Tax (2 NC)	Total Transaction	Recycled Item?
07	HILTON-WILMINGTON R	Hotel	110	410200	841020		429.510	18			429.510	<input type="checkbox"/> <input type="button" value="-"/>

# Purchase Order

PeopleSoft®

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

## Express Purchase Order

### Purchase Order

Unit: CATCO PO Status: Dispatched    
PO ID: 2800000264 Budget Status: Valid  
Copy From:   Hold From Further Processing

#### ▼ Header

\*PO Date: 08/28/2007  Vendor Search  
Vendor: GOODYEARAU-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)  
\*Vendor ID: 32681 Goodyear Auto Service Center Receipt Status: Not Recvd  
\*Buyer: RJONES Richard Jones \*Dispatch Method: Print

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Edit Comments](#) [Requisitions](#)

Amount Summary  
Merchandise: 5000.000  
Freight/Tax/Misc.: 0.00   
Total Amount: 5000.000 USD

#### Add Items From

#### Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:   To:  

Line	Description	PO Qty	*UOM	Category	Amount	Status	Recycled?
1	goodyear tires	1.0000	BA	CATCO	5000.000	Active	<input type="checkbox"/>

[Expand All](#) [Collapse All](#)

[View Printable Version](#)

Go to:

# PO Voucher

Summary | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: CATCO Invoice Number: 123  
 Voucher ID: 00353715 Invoice Date: 08/31/2007  
 Voucher Style: Regular

Vendor: 23039 Contractor Tax:  [Non Merchandise Summary](#)  
 Name: 1859CAFE-001 Finance Use Only:    
 Location: 000001 Sales Tax:    
 \*Address: 1

1859 Cafe Total: 100.000  
 443 2nd Ave SW Balance: 0.000  
 Tax Exempt Flag  
 Use Tax: 6.750

Hickory, NC 28602  
[Advanced Vendor Search](#)

\*Pay Terms:  Accounting Date: 09/04/2007 Action:  Run  
 \*Currency: USD

Copy from a Source Document  
 PO Unit:  Purchase Order:   Worksheet Copy Option:

Invoice Lines Find | View All | First 1 of 1 Last

Line	*Distribute by	Description	Quantity	UOM	Unit Price	Extended Amount	<input checked="" type="checkbox"/> Recycled?
1	Amount	PAPER PLATES	1.0000	BA	100.00000	100.000	

Ship To: 170050 SpeedChart:   Use One Asset ID [Sales/Use Tax](#) Sales Tax Pct: 6.7500

▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last

Amount	Quantity	*GL Unit	Fund	Department	*Account	Project	Affiliate	Fund Affiliate	OpenItem
100.000	1.0000	CATCO	110	410200	841020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Tracking Results

- Buy Recycled Annual report presented to the Board of Commissioners
- NC Department of Environment and Natural Resources
- County reporting

# Your Responsibilities

- Buy recycled content products when feasible
- Become familiar with items that contain recycled content
- Become familiar with the different buy recycled sources of information
- Evaluate all goods and equipment requested to buy, lease, or rent to be compatible with the use of recycled products
- Maintain procurement education of how to buy recycled
- Ensure contracting procedures, purchasing documents, and product specifications include buying recycled and waste reduction language
- **Required to report all purchases related to recycled products into the tracking program found in Peoplesoft**

# Waste Reduction & Reuse

It's part of the plan

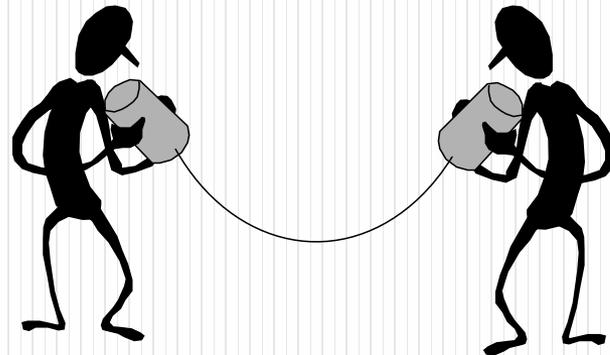


- Use e-mail when possible to avoid using paper
- Reuse interoffice envelopes
- Save reusable paper
- Avoid using disposable cups and utensils
- Ask for reduced or recycled content packaging
- Make double sided copies when feasible
  - (can cut paper costs 10 to 40 percent)
- Purchase in bulk, locally, and cooperatively
- Lease or rent large ticket items
- **Cut the Waste** - Conduct waste assessments in your work area

# Now What?

policy - team - inventory - evaluate - review

- Green your contracts & contacts
- Contract specifications – Put your own **twist** on it!
- Focus on products that make an impact in your Department
- Continue efforts!
- Feedback...Let us know what you think
- If you have a idea, Share It!!





For questions about recycled products or  
the buy recycled policy please contact:

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465-8224

[danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov)

or

Amanda Kain

465-8217

[amandak@catawbacountync.gov](mailto:amandak@catawbacountync.gov)

# Incentives and Recognitions

- ✓ Incentive program for top recyclers
- ✓ Recognition
  - Spirit
  - Publications
  - Newsletters
  - County Website



# CONGRATULATIONS!

The 2009/2010 Winners are...

SMALL DEPARTMENT WINNER:

THE **FINANCE DEPARTMENT** PURCHASED **\$5,733.86**  
ENVIRONMENTALLY FRIENDLY OR RECYCLED OFFICE  
SUPPLIES AND JANITORIAL PRODUCTS.

LARGE DEPARTMENT WINNER:

THE **PUBLIC HEALTH DEPARTMENT** PURCHASED  
**\$33,110.75** ENVIRONMENTALLY FRIENDLY OR RECYCLED  
OFFICE SUPPLIES AND JANITORIAL PRODUCTS.