

Environmentally-Preferable Purchasing Fact Sheet

What is “buy recycled?”

When you buy a product made from recycled material you close the recycling loop. The universal recycling symbol of three arrows following one another represents (1) collection of recyclable materials, (2) re-manufacture and (3) use of recycled products.

Products manufactured from *recycled and reclaimed materials* are identified by the U.S. Environmental Protection Agency in its Comprehensive Procurement Guidelines (CPG). For more information visit:

<http://www.epa.gov/cpg/products.htm>

“buy recycled”

- ***To protect the environment, conserve natural resources, reduce energy consumption, and prevent waste and pollution.***
- ***To “close the loop.” Purchasing products made from recovered materials helps stimulate market demand for green products.***
- ***To show government commitment to environmental stewardship.***
- ***To comply with federal and state regulations.***



Why Complete The Survey?

Government agencies are required to play a major role in the procurement of recycled-content items. Agencies that complete the attached survey will provide valuable information that demonstrates government’s role as a purchaser of buy-recycled content products, and identifies opportunities to improve recycled-content purchasing programs.

It’s The Law

Buy recycled was originally authorized under **Section 6002 of the Resource Conservation and Recovery Act (RCRA)**, which requires federal agencies to “give preference in their purchasing programs to products and practices that conserve and protect natural resources and the environment.”

Executive Order (EO) 13101 was written to improve the federal government’s existing program, among other things encouraging the use of recycled-content products. State and local agencies, and their contractors, are subject to Section 6002 whenever they use \$10,000 or more of federal funds within a current or preceding fiscal year to purchase item(s).

The Hawaii Procurement Code (§103D-1005, HRS) requires state agencies and encourages county purchasing agencies to procure products with recycled content, be consistent with federal regulations like EO 13101 and RCRA, and purchase materials that can be recycled or reused.

§342G-43, HRS requires state agencies that conduct their own procurement activities to annually submit progress information on the total amount of paper purchased during the year and the amount of recycled goods purchased during the year compared to non-recycled counterparts.

Governor’s Administrative Directive No. 06-01 requires state departments and programs to procure environmentally preferable products, including but not limited to, recycled and recycled-content, bio-based and other resource-efficient products and materials.

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Who Should Complete The Survey?

Procurement officers or their staff, project managers, office managers and secretarial staff that order products which fall into the CPG-designated items categories, and construction managers and staff that oversee projects that receive federal funding and use products that fall into the CPG-designated items categories.

How Can I Make Completing The Survey Easier?

Work with your agency's procurement officer to require vendors and/or contractors to label the amount of recycled and non-recycled content on their invoices and/or shipping documents in the units specified on the survey. To facilitate annual reporting, maintain a logbook or spreadsheet throughout the year and require contractors to report annually on the amount of recycled and non-recycled content as part of their contract.

Helpful Websites

U.S. EPA site for CPG products and vendors: <http://www.epa.gov/cpg/products.htm>.

U.S. EPA site for EO 13101: <http://www.epa.gov/fedreg/eo/eo13101.htm>

HRS site: http://www.capitol.hawaii.gov/hrscurrent/vol02_ch0046-0115/hrs0103d/hrs_0103d-1005.htm.

Governor's Administrative Directive 06-01: <http://hawaii.gov/dbedt/info/energy/efficiency/state/AD-06-01.pdf>

DBEDT Hawaii Buy Recycled Guide: <http://hawaii.gov/dbedt/info/energy/publications/brg02.pdf>

Information on ENERGY STAR and Green Seal

Green Seal: <http://www.greenseal.org/>

ENERGY STAR®: <http://www.energystar.gov/>

Contact For Further Assistance

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