# ESTABLISH GREEN PROCUREMENT GUIDELINES

As part of your action plan, engage your procurement organization. Working together to develop and implement green procurement criteria will help reinforce your organization's commitment to a more environmentally sustainable IT environment.

**Your policy should:**

- Be fair and equitable. How much you weight environmental criteria is up to you, but it should be applied equally to all decisions.
- Prioritize decisions in alignment with your organization's goals. They should address the areas of greatest concern.
- Be transparent. Suppliers need to know what's expected of them.
- Ensure claims are measurable and verifiable.

**Procurement questions**

☐ **Energy efficiency**—Does the product meet eco-labeling qualifications, such as ENERGY STAR, EPEAT, EcoLogo, or Blue Angel?

☐ **Printing standards**—Does the printing device specified have a duplex tray option?

☐ **Materials**—How much material is used in manufacturing the product? Are the materials environmentally sensitive?

☐ **Packaging**—How much material and energy are used in transport? What is the environmental impact of the packaging? (Is packaging easily recyclable?)

☐ **Asset recovery**—Can the product or components be reclaimed at end of useful life?

☐ **Recycling**—Does the supplier offer take-back programs or make recycling easy? Do you know what the supplier does with the printing device once it's taken back?

☐ **Security**—Is sensitive or personal information that is stored on devices erased prior to reuse or recycling?

☐ **Supply chain**—Does the supplier work with its own vendors on environmental concerns?

☐ **Supplier commitment**—Does the supplier have a written environmental policy in place? Is it used to measure and report on the supplier's performance?

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## Asset recovery: Manage the IT lifecycle

As businesses upgrade to higher-performing, more energy-efficient devices, they face a challenge: what to do with older equipment. Disposing of obsolete or surplus technology comes with a range of environmental considerations, including:

- Devices contain valuable materials. Recycling can help reduce waste, conserve resources, and capture value for the organization.

- Electronic waste may contain harmful elements. Such materials pose health risks and should be managed accordingly.

- Environmental regulations may become more numerous and stringent. Many states are considering legislation to regulate disposal of electronics.

A well-managed asset recovery program will return asset value to your organization, establish your company's reputation for environmental responsibility, as well as help you reduce costs and manage risk. If you are considering an asset recovery program, consider the following best practices:

- Choose partners with strict environmental guidelines. Ask questions about the recycling process to ensure items are being handled in a responsible and ethical manner.

- Research your suppliers' privacy policy. Data security is critical for many organizations, and they want assurance that business, customer, and constituent data remain private.

- Select vendors with a reputation for integrity.

- Ask about programs that help extend the lifecycle of technology by refurbishing returned equipment for resale as pre-owned equipment.

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[6] Credits subject to value of returned equipment.