

# Practical Sustainable Purchasing Options

## 1. Office Supplies and Equipment

- Alternatives to Bottled Water (e.g., water filters)
- Computer Equipment (EPEAT-certified; use producer recycling programs)
- ENERGY STAR-rated products (see [www.energystar.gov](http://www.energystar.gov))
- Multi-function Imaging Equipment (ENERGY STAR, automatic duplexing, networked)
- Remanufactured Toner and Ink Cartridges (and cartridge recycling through OEM/local firms)
- Power Management Hardware and Software
- Rechargeable Batteries (and use the RBRC Recycling Program)
- Biodegradable Food Service Ware and Bags (if composting service is available)
- Office Papers (high post-consumer recycled-content, processed-chlorine-free)
- Recycled-content Office Supplies

## 2. Fixtures and Other Construction Products

- Water-efficient Restroom Fixtures (e.g., dual-flush toilets, aerated faucets)
- Premium-efficiency Ballasts and ENERGY STAR-rated Lighting Fixtures
- Energy-efficient Hand Dryers
- LED Traffic Signals (and parking lot lighting)
- Carpeting (California-Gold, offered on CA State contract)

## 3. Grounds Maintenance Products

- Alternatives to Pesticides (Ecowise- or Green Shield-certified IPM providers)
- Bay Friendly Landscaping (including recycled compost and mulch)
- Recycled Plastic Lumber and Manufactured Products
- Road-paving Material (e.g., porous concrete, recycled-content)

## 4. Transportation and Fleet Maintenance Products

- Vehicles (buying and renting fuel-efficient models, “car sharing”, use mass transit)
- Re-refined Motor Oil (or extended-performance synthetic motor oil)
- Recycled Antifreeze (or low-toxicity propylene glycol antifreeze)
- Biodiesel (preferably sustainably/locally manufactured)
- Water-based Parts Washing Systems
- Retread Tires (and lead-free wheel weights)

## 5. Building Maintenance Products

- Fluorescent Lamps (high-efficiency, long-life, low-mercury; use supplier lamp recycling)
- Janitorial Cleaners/Floor Care Products (Green Seal- or Ecologo-certified; green cleaning services)
- Recycled-content Janitorial Paper Products (Green Seal-certified)
- Hand Soap (Green Seal- or Ecologo-certified; non-antimicrobial)
- Office Furniture (Remanufactured, low-VOC, recycled-content)
- Paint (recycled-content or zero-VOC and paint recycling)
- Building Maintenance Chemicals (avoiding aerosols and products with Prop 65 chemicals)
- Recycled-content Trash Bags
- LED Exit Signs and Holiday Lights

## 6. Sustainable Purchasing Practices

- Sourcing Locally Manufactured Goods and Locally Grown Food
- Avoiding Ordering Products to be Shipped Overnight/Air Freight
- Giving Preference and Support to Certified Green Businesses (and Disadvantaged Businesses)
- Adding “Take-back” (Recycling) Requirements to Contracts
- Staying at Certified “Green” Lodging Facilities and Hosting Green Meetings
- Buying Environmentally Preferable Products Using State Contracts
- Cooperative Purchasing of EPPs
- Blocking Non-EPPs from Your Contracts
- Requiring Vendors to Effectively Label EPPs and Report Your EPP Purchase