Purchasing Guidelines for Environmentally Preferable Computers

Going Beyond EPEAT

The following procurement questions are meant for institutional purchasers to **use in conjunction with** specifying EPEAT[1] (Electronic Product Environmental Assessment Tool) in order to influence the market for environmentally responsible electronic equipment. While EPEAT is a good first step, it does not go far enough on its own. These criteria add two new areas (occupational health & safety and labor standards), and cover additional end-of-life management, packaging, and hazardous materials issues.

We encourage institutional purchasers to **specify EPEAT along with the following Computer Purchasing Criteria, which fill some of the critical gaps in EPEAT and promote greater overall environmental and social responsibility**. We would be happy to provide customized RFP and contract language for you. Contact Health Care Without Harm at info@hcwh.org or 703-243-0056.

An electronic version of this document is available at http://www.noharm.org/details.cfm?ID=1634&type=document

Additional Purchasing Questions:

Packaging

1. **Provision of Packaging Takeback Programs:**

   a. Does your company or the OEM (Original Equipment Manufacturer) offer to take responsibility for the recycling of the packaging waste associated with the products sold on this contract? [Verification note: If your products offered on this contract are registered under EPEAT and you demonstrably meet IEEE Std 1680-2006 criterion 4.8.4.1, this may serve as verification of this criterion. You must provide additional verification for products offered on this contract that are not EPEAT-registered or whose registration does not include demonstrable compliance with IEEE 1680, 4.8.4.1.]

   a. __ Yes   __ No

   1) If yes to #1a, does your company or the OEM offer physical takeback and recycling of the packaging associated with your products?

   1) __ Yes   __ No

   2) If yes to #1a, does your company or the OEM offer any financial incentives or assistance for the end-user to recycle the packaging associated with your products?

   2) __ Yes   __ No

   b. Does your company or the OEM offer to ship products on this contract in reusable shipping containers (such as durable racks) that can be returned to the vendor or manufacturer for reuse? If not, are you willing to negotiate reusable shipping systems? [Verification note: If your products offered on this contract are registered under EPEAT and demonstrably meet IEEE 1680, 4.8.5.1, this may serve as verification of this criterion. You must provide additional verification for products offered on this contract that are not EPEAT-registered or whose packaging does not demonstrably comply with IEEE 1680, 4.8.5.1.]

   b. __ Yes   __ No

   If yes to any of the above, you must fill out the Packaging Takeback Program Summary Form.

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[1] EPEAT (IEEE 1680-2006) is a procurement tool to help institutional purchasers evaluate and select desktop computers, notebooks and monitors based on their environmental attributes. www.epeat.net

2. Readily Recyclable Packaging Materials:

a. Do all of your company's or the OEM's products come in packaging that is readily recyclable[2] such as corrugated cardboard or molded paper rather than difficult-to-recycle packaging such as polystyrene or other types of molded plastics? [Verification Note: If your products offered on this contract are registered under EPEAT and their packaging demonstrably complies with IEEE 1680, 4.8.2.2, this may serve as verification for this criterion. You must provide further verification for products sold on this contract which are not EPEAT-registered or whose packaging does not demonstrably comply with IEEE 1680, 4.8.2.2.]

a. __ Yes   __ No

b. If no, by what date do you plan to eliminate difficult-to-recycle packaging such as polystyrene and other types of molded plastics?

b. Date:_____

3. Elimination of PVC in Packaging:

a. Are all of the packaging materials for products sold under this contract free of PVC (polyvinyl chloride)?

a. __ Yes   __ No

b. If no, by what date do you plan to eliminate PVC in all packaging materials?

b. Date:_____

End-of-Life/Product Take Back

If you offer a takeback or recycling program, you must fill out the **[Equipment End-of-Life Management Program Summary Form](#)**.

4. Using Environmentally Responsible Recyclers:
Have all of your recycling and processing vendors been qualified under the Electronics Recycler's Pledge of True Stewardship[3]?

__ Yes   __ No

5. Verifying Auditing of Recycling Vendors and Sub-Vendors:

Have you conducted on-site audits in the last year[4] for:

a. All of your primary vendors[5] providing recycling, refurbishment, disposal, and/or asset management of equipment you take back?

a. __ Yes   __ No

b. All of sub-vendors[6] accomplishing recycling/refurbishment/disposal/asset management of equipment you have taken back which contain hazardous components/materials[7]?

b. __ Yes   __ No

c. If not all sub-vendors of hazardous components/materials, for how many tiers of sub-vendors downstream do you do on-site audits?

c. ___ Tiers

___ No sub-vendor auditing

If you answered NO to question #4, please answer questions 6, 7 and 8. If YES to #4, skip to question 9.

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[2] Readily recyclable are materials commonly accepted in most recycling programs with existing recycling infrastructure. For some specific packaging materials, the presence or lack of an infrastructure at a regional level will need to be considered by the manufacturer wishing to demonstrate compliance with this criterion. Where these responses are used by regional or national purchasing entities, if a product is declared readily recyclable but the recycling infrastructure is not generally available in a region where the product will be used, the manufacturer will need to provide a recycling vendor option in those areas.

[3] A list of recyclers that have signed the Electronics Recyclers' Pledge of True Stewardship is available at http://www.ban.org/pledge/Locations.html and more information about the Pledge is available at http://www.ban.org/pledge1.html.

[4] You will be required to audit your vendors annually for the duration of the contract.

[5] Primary Vendor (Collector and/or Recycler) means an entity at the first point of processing EOLE (end-of-life electronic) products that accomplishes any of the following upon receipt of EOLE from a point of collection: receiving, sorting, brokering, transporting, arranging transport, dismantling, disassembly, shredding or any other material processing activity, and disposition.

[6] Sub-Vendor means an entity that receives material from a primary vendor for additional processing, shipping, and/or disposition. (This includes entities that broker the sale and transportation of shipments between countries, bulk and blend materials that are sent to other vendors for additional processing; shred and separate materials that are sent to other vendors for additional processing; process materials into new products; process materials to recover metals, energy, and other resources; dispose of material by landfill and/or incineration with or without waste-to-energy recovery; any other contracted party that handles, processes or disposes of materials on behalf of the primary recycler).

[7] "Hazardous" includes leaded glass, mercury, circuit boards, beryllium, PCBs, and other toxic components.

6. Verifying Exporting Practices:

a. Have you verified that your primary vendors and their sub-vendors are not exporting any hazardous components/materials of electronic equipment or scrap (for recycling or disposal) to non-OECD/non-EU[8] countries through final disposition?

a. __ Yes   __ No

b. Have you verified that all primary vendors and their sub-vendors who are refurbishing and/or sending equipment into reuse markets are first testing and ensuring that all equipment is fully functional prior to export to non-OECD/non-EU countries, and/or will not require repairs that result in the removal or replacement of hazardous components in the recipient countries?

b. __ Yes   __ No

__ n/a

c. If yes to a. and b., how have you verified or ensured compliance throughout final disposition?

c. _____

d. Do you explicitly require vendors to notify you and to re-verify compliance upon engaging any new or additional recycling subcontractors or service vendors for your equipment?

d. __ Yes   __ No

7. Keeping Hazardous E-Waste Out of Solid-Waste Landfills and Incinerators:
Have you verified that all primary vendors and sub-vendors are not sending electronic equipment with leaded glass, mercury, beryllium, circuit boards, PCBs and other hazardous components to *solid waste* landfills and incinerators (including waste-to-energy incinerators)?

__ Yes   __ No

8. Verifying that prison labor is not used for recycling:
Do your contracts with primary vendors and sub-vendors specifically prohibit the use of incarcerated labor for disassembly or recycling?

__ Yes   __ No

Occupational Standards

9. OHSAS 18001[9] for Manufacturing Plants:

a. What percentage of the owned manufacturing facilities of the OEM are certified to the Occupational Health and Safety Assessment Series (OHSAS) 18001 standard?

a. _____%

b. What percentage of the manufacturing facilities of the OEM's first tier suppliers are certified to the Occupational Health and Safety Assessment Series (OHSAS) 18001 standard?

b. _____%

10. SA8000 Social Accountability Standard[10]:

a. What percentage of the owned manufacturing facilities of the OEM are certified to the SA8000 Social Accountability standard?

a. _____%

b. What percentage of the manufacturing facilities of the OEM's first tier suppliers are certified to the SA8000 Social Accountability standard?

b. _____%

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[8] OECD/EU (Organization for Economic Cooperation and Development/European Union). More information can be found at www.oecd.org.
[9] More information about OHSAS 18001 is available at http://www.bsi-global.com/en/Assessment-and-certification-services/management-systems/Standards-and-Schemes/OHSAS-18001/
[10] More information about SA8000 is available at http://www.sa-intl.org/index.cfm?fuseaction=Page.viewPage&pageId=473

Product-Specific Questions: Environmentally Sensitive Materials

11. Elimination of Brominated Flame Retardants (BFRs):

a. Is this product free of intentionally-added Decabromodiphenyl ether (DecaBDE)?

b. Is this product free of recycled plastic content that contains DecaBDE?

c. Is this product free of Tetrabromobisphenol A (TBBPA) in the housings or external enclosures?

d. Is this product free of TBBPA in the printed circuit boards?

a. __ Yes   __ No

b. __ Yes   __ No

c. __ Yes   __ No

d. __ Yes   __ No

12. Reduction of Halogenated Organic Flame Retardants:

Is this product free of halogenated organic flame retardants[11] in the housings or external enclosures?

__ Yes   __ No

13. Elimination of Mercury (Hg) in Liquid Crystal Displays (LCD):

Is this product free of mercury in LCD lighting devices?

__ Yes   __ No

14. Elimination of Polyvinyl Chloride (PVC):

a. Is this product (including parts < 25 grams) free of PVC in all components except cables and interconnect parts such as plugs and sockets?

b. Is this product free of PVC in cabling and interconnect parts?

c. If no to either of the above questions, do you have a plan in place to completely eliminate PVC from this product?

d. If yes, then by what date?

a. __ Yes   __ No

b. __ Yes   __ No

c. __ Yes   __ No

d. Date_____

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The following organizations within CTBC contributed to the development of these guidelines:

Basel Action Network • Center for Environmental Health • Clean Production Action
Green Purchasing Institute • Silicon Valley Toxics Coalition • Texas Campaign for the Environment

Purchasing Guidelines for Environmentally Preferable Computers (Beyond EPEAT)
V1, 08/07

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[11] Halogenated Organic (HO) chemicals have a bromine, chlorine or fluorine atom bonded to a carbon atom.