

EP3 Update



THE CITY OF SAN DIEGO

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Welcome to the first edition of the EP3 Update newsletter!

The City of San Diego Environmentally Preferable Purchasing Program (EP3) was established in April 2007 with AR 35.80, which states that "City departments shall purchase Environmentally Preferable Products or non-professional services whenever possible by taking into consideration appropriate environmental attributes or benefits along with price and performance standards." The program is jointly administered by the Environmental Services Department and Purchasing & Contracting Department.

In order to keep City departments informed about the progress of the program, the EP3 Update newsletter has been created. These newsletters will contain information about environmentally preferable products and services, upcoming training and educational opportunities, and will highlight the accomplishments of other City departments. We hope this information will facilitate more informed purchasing decisions.



Increasing the City's purchase of environmentally preferable products is not meant to be an added burden on employees, but to serve as a catalyst to help the City decrease costs and create a cleaner, healthier and more sustainable environment for City employees and residents.

FY07 EP3 Annual Report



An annual report to the Mayor is prepared each year that tracks the implementation of A.R. 35.80. Employees are responsible for providing purchasing data when requested at the end of the fiscal year for preparation of the annual report. The [FY07 Annual Report](#) was recently completed and is available for viewing on the EP3 website. The report shows that the City purchased **\$17.8 million** worth of environmentally preferable products and services in FY07. The purchase of energy efficient building upgrades, solar panels, reclaimed water, and recapped tires alone saved the City over **\$10.5 million!**

Information is currently being collected for compilation of the **FY08 Annual Report**. Report your green purchases to Donna Chralowicz, Recycling Specialist, at dchralowicz@saniego.gov.



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EP3 Website

The EP3 web site went live in July 2007 as a resource to employees and the public. At this site, you will find:

- [Why EP3?](#)
- [How to comply](#)
- [What is EP3 and who administers the program?](#)
- [Which City departments are impacted?](#)
- [What are my responsibilities under AR 35.80?](#)
- [Who to contact for help](#)
- [Simple steps for purchasing "green"](#)
- [Find environmentally preferable products and services on citywide contracts](#)
- [Find sample contract language](#)
- [Product & service guides](#)
- [Resources & links](#)



So, what exactly is an "Environmentally Preferable" product or service? AR 35.80 identifies twelve basic environmentally preferable characteristics that are to be used in evaluating whether a given product or non-professional service is environmentally preferable.

[Definitions](#) can be found on the EP3 website.

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|-----------------------------------|---|
| 1. Alternative Energy Source | 8. Pollution Reduction |
| 2. Bio-based | 9. Recyclable |
| 3. Biodegradable | 10. Repairable |
| 4. Compostable | 11. Resource Efficient (water conserving and/or energy efficient) |
| 5. High Recycled Content | 12. Reusable |
| 6. Low Toxicity | |
| 7. Low Volatile Organic Compounds | |

Prior to preparing specifications for any product or non-professional service, employees must conduct an evaluation based on the above twelve attributes. An [Evaluation Checklist](#) is available to assist with the evaluation of products and non-professional services. If an environmentally preferable product or service is not selected for use, employees must submit a [Procurement Justification](#) form along with their product or service specification to Purchasing & Contracting. The forms can be downloaded from the website.

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