



## Introduction

Purchasing practices in Tompkins County are rapidly changing. With the development of the Finger Lakes Buy Green website as a green purchasing resource, the establishment of a County Environmentally Preferred Procurement (EPP) Sub-Committee, and the collaboration of institutions through the Finger Lakes Environmentally Preferred Procurement Consortium, it has become clear that procurement practices are evolving to incorporate economic, health, and environmental concerns.

In support of green purchasing initiatives, the Tompkins County Legislature passed the 06-15 Waste Reduction and Resource Management Policy in December of 2007. According to this policy, "all County departments will seek to maximize EPP where practicable, by procuring products and services that have a reduced negative effect on human health and the environment when compared to competing products and services that fulfill the same purpose."

As a result, this Environmentally Preferable Procurement Resource Guide has been developed as a tool for County employees to utilize when making purchasing decisions. The goal of this guide is to expand the purchase of products that are made with recycled content, or that are characteristic of other EPP attributes.

The Tompkins County Solid Waste Management Division and the Tompkins County Purchasing Division collaborated to develop this guide with supervision from the EPP Sub-Committee of the Sustainability Team. Additional input on this project was provided by the Finger Lakes Environmentally Preferred Procurement Consortium. To the greatest extent possible, the products listed in this guide are available through County or State contracts.

In addition to the items on contract, we have included other recycled and environmentally preferable products that are available to purchasers in Tompkins County. Individual agencies interested in using this guide are welcome to do so. All purchasers are encouraged to visit the online resource, Finger Lakes Buy Green ([www.fingerlakesbuygreen.org](http://www.fingerlakesbuygreen.org)), for more information on locally available products. Future editions of this guide will include additional environmentally preferable products and services as they become available.

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## How To Use This Guide

### Products

This guide has been created to assist in identifying environmentally responsible products and services to purchase. It provides a listing of products available in the Finger Lakes region; for each of the products listed in this guide, the following are provided:

- ♦ **A description of the item**
- ♦ **The item's environmentally preferable attributes**
- ♦ **A list of suppliers** (Suppliers' contact information can be found in the appendix.)
- ♦ **A product number**

Products listed here may be subject to change in both their features and availability, so it is recommended that the supplier be contacted for further information on the product, and to ensure the product is still carried by the specified supplier.

### Suppliers

Whenever possible, products available on New York State and Tompkins County contract have been included. Products on contract will indicate the contract number in the supplier area of that listing. Full supplier contact information can be found in the **Supplier Information** section of the Appendices.

### Information and Resources

Each category listed in this guide provides introductory text with specific guidelines and recommendations to look for in all products in that category. It is encouraged to use these guidelines even when looking at products not listed in this guide.

The **Abbreviation Key** located in the beginning of this guide will provide you with a quick reference to the abbreviations commonly used throughout.

Located in the Appendices is a **Green Glossary** that will provide you with further information on the terms used throughout the guide. The Appendices also include **Additional Resources** for information, a copy of the **Waste Reduction and Resource Management Policy**, and an **Employee Satisfaction Survey** for you to fill out after buying an environmentally preferable product.

# Frequently Asked Questions (FAQs) on EPP

**Question:** What is Environmentally Preferred Procurement (EPP)?

**Answer:**

Environmentally Preferred Procurement (EPP) involves purchasing products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Attributes can include a long list of factors that evaluate the purchaser's need, the cost and functionality of the product, and its environmental effect. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal.

**Question:** What are the benefits of environmentally preferable products?

**Answer:**

According to Kevin Lyons, director of procurement for Rutgers University: In addition to improved environmental performance, many 'green' products work as well or better than traditional products and can even save money. Switching to safer cleaning products, for example, can reduce incidents of allergic reactions, asthma, burns, eye damage, major organ damage, and cancer connected with the hazardous chemicals used in many traditional cleaning products. Buying 100% recycled-content paper can reduce energy use by 44%, decrease greenhouse gas emissions by 37%, cut solid waste emissions in half, decrease water use by 50%, and practically eliminate wood use. Similarly, energy-efficient vehicles and renewable energy cut greenhouse gas emissions and harmful air pollutants while lessening our dependence on imported oil.

**Question:** What are the benefits of environmentally preferable purchasing?

**Answer:**

By carefully selecting environmentally preferable goods and services, agencies can:

- 1) strengthen the markets for such environmentally-friendly products and "green technologies," making them more available to consumers as a whole;
- 2) maximize diversion of potentially reusable materials from the solid waste stream;
- 3) improve significantly their impact on the overall quality of human health and the environment;
- 4) set new standards for "best practices" for businesses and organizations;
- 5) reduce costs due to lower overhead, by avoiding waste disposal expenses, liability costs or occupational health costs;
- 6) demonstrate their organization's commitment to sustainability; and
- 7) leverage positive publicity and promotion potential.

**Question:** Aren't environmentally preferable products more expensive than conventional products?

**Answer:**

The quick answer is *maybe*. EPP considers a product over its entire life, from raw material extraction to transport, use, and final end-of-use management or disposal. The analysis acknowledges direct and indirect environmental, health, and financial costs. Consequently, a product that has a lower initial purchase price than a similar but more environmentally preferable product, may cost more over the long term.

**Question:** What are some examples where economic benefits for EPP exist?

**Answer:**

- Avoiding hazardous substances and preventing pollution can reduce health and disposal costs and regulatory liability.
- Reusable, refillable, durable, and repairable products are usually more cost-effective over time than single-use or disposable products.

- Conserving energy is a simple and effective way to save money.
- Purchasing copiers and printers that are capable of duplex printing can reduce paper costs.
- Some recycled-content products (RCP) - such as janitorial paper products, corrugated packaging, padded mailers, latex paint, compost, mulch, remanufactured toner cartridges, and many others - are priced the same as or less than their non-recycled counterparts. Some durable RCPs, such as recycled plastic lumber and rubberized asphalt, often cost more initially than comparable non-RCPs; however, they have lower overall costs because they are more durable and require less maintenance.
- Buying recycled products supports the economy. Diversion creates twice as many jobs, double the income, and twice the sales per ton of material than does disposal.
- Using water efficiently reduces the cost of pumping, heating, and treatment.

**Question: What is sustainability?**

**Answer:**

An explanation beyond the common definition of sustainability is that it is a decision-making framework for continuous improvement that, when contemplating an action, asks and answers three questions:

- Is the likely impact of this decision good for people?
- Is the likely impact of this decision good for the environment?
- Does the likely impact of this decision make economic sense?

Organizations, institutions, or government agencies that are committed to sustainability conduct their environmental, transportation, and energy-related activities in support of their respective missions in an environmentally, economically and fiscally sound, integrated, continuously improving, efficient, and sustainable manner.

**Question: Is environmentally preferable purchasing a static process?**

**Answer:**

No. According to the New York State Office of General Services Procurement Services Group, "Environmentally preferable purchasing also includes the gradual and ongoing process in which an agency continually refines and expands the scope of its efforts to select environmentally sound, healthy and safe products and services."

**Question: Why practice best value purchasing?**

**Answer:**

Agencies have considerable discretion in incorporating environmental preferability into procurement decisions if their policies include best value contracting. Purchasing may consider paying a reasonable premium for environmentally preferable products on a number of grounds. This is not much different than paying a higher price for better performance or quality. Agencies can obtain improved environmental attributes not at the expense of, but in concert with, other traditional factors like price and functional performance.

Indirect financial value can be cited as a benefit and could include reduced air pollution and water emissions, materials and energy efficiency, less waste in landfills, reductions in hazardous and toxic substances, increased durability, etc. Many times we can't place a specific value to the benefits without extensive study. It would be cost-prohibitive to analyze costs and benefits for individual situations.

# Abbreviation Key

This Abbreviation Key is designed to give quick answers to commonly used abbreviations throughout this Resource Guide. For further information and more detailed definitions of these items, please see the Green Glossary.

<b>ACMI Certified</b>	Art & Creative Materials Institute Certified
<b>ASTM Standards</b>	American Society for Testing and Materials Standards
<b>EPA</b>	Environmental Protection Agency
<b>EPEAT</b>	Electronic Product Environmental Assessment Tool
<b>EPP</b>	Environmentally Preferred Procurement
<b>FSC</b>	Forest Stewardship Council
<b>HDPE</b>	High-Density Polyethylene
<b>LDPE</b>	Low-Density Polyethylene
<b>NFPA</b>	National Fire Protection Agency
<b>PCF</b>	Processed Chlorine Free
<b>PCRC</b>	Post Consumer Recycled Content
<b>PE</b>	Polyethylene
<b>PETE</b>	Polyethylene Terephthalate
<b>PMA Certified</b>	Pencil Makers Association
<b>PVC</b>	Polyvinyl Chloride
<b>VOC</b>	Volatile Organic Compound

## Paper Office Supplies



**Purchase items with a labeled percentage of recycled content.**

- Enormous technological advances have been made in producing high quality recycled paper that is also affordable. There is now 100% recycled paper on the market that is 90-bright and displays text and images as crisp as the capability of your computer printer.
- When purchasing paper products, look for items with the following features:
  - ♦ Minimum of 30% post-consumer recycled content
  - ♦ Free of chlorine or any derivatives that act as a bleaching agent

### Sample products available in the Finger Lakes region:

(no endorsement is given to any one supplier)

## Printing Paper



Item Number	Item Description	Supplier	EPP Features
P1054922	Boise 100 8 ½ x 11	OfficeMax. County Bid.	100% PCRC. PCF.
P1054924	Boise 100 8 ½ x 14	OfficeMax. County Bid.	100% PCRC. PCF.
P1055011	Boise Cascade	OfficeMax. County Bid.	50% PCRC. Acid Free.
550000108	BPM Evirographic 100 8 ½ x 11	Staples.	100% PCRC. FSC.
2255601	Hammermill - Great White 8 ½ x 11	Xpedx. County Bid.	30% PCRC. Acid Free.
2255602	Hammermill- Great White 8 ½ x 14	Xpedx. County Bid.	30% PCRC. Acid Free.
389370 (Base Number For Assorted Colors)	Hammermill Pastels Assorted Colors 8 ½ x 11	Staples.	30% PCRC. Acid Free.

## File Folders



Item Number	Item Description	Supplier	EPP Features
SMD-10339	100% Recycled Manila Acid-Free Top Tab File Folders	Race. Staples.	100% Recycled. Recyclable. Acid Free.
AMP 3511/3	Ampad - 100 % Recycled Folder/ Letter Size	McNamara's. Race. Staples.	100% Recycled. Recyclable.
AMP-52111/5MIX	Ampad - 100% Recycled Colored Hanging File Folders	McNamara's. Race.	100% Recycled. Recyclable.
ESS74520	Recycled Manila File Folders	McNamara's. Race.	100 % Recycled. Recyclable.
SMD 10343	Water Resistant/ Cutless Folders	McNamara's. Race.	30 % PCRC. Recyclable.

## Business Envelopes



Item Number	Item Description	Supplier	EPP Features
NA	Assorted Envelope Size And Type	Eagle Envelope Company. County Bid.	30% PCRC. FSC. Recyclable.
AMP-19384	Envirotech Recycled #10 Envelopes	Race. Staples.	100% PCRC. No Chlorine Added. Recyclable.
11116Q	Quality Park #10 Business Envelope	OfficeMax.	30% PCRC. Recyclable.
QUA 11117	Quality Park Products Recycled Business Envelopes	McNamara's. Race.	100% PCRC. Recyclable.
QUA-21316	Quality Park Products White Business Window Envelopes	McNamara's. Race.	30% PCRC. Recyclable.

## Kraft Envelopes



Item Number	Item Description	Supplier	EPP Features
AMP-19706	Envirotech 100% Recycled Natural Brown Catalog Envelopes 9 X 12	Staples.	100% Recycled. No Chlorine Added. Recyclable.
AMP-19705	Envirotech 100% Recycled Natural Brown Clasp Envelopes	Race. Staples.	100% Recycled. No Chlorine Added. Reusable Clasp. Recyclable.

## Note Pads



Item Number	Item Description	Supplier	EPP Features
AMP-40102	Envirotech Dual-Purpose Legal Pads 8-1/2 X 11-3/4	Race. McNamara's.	100% PCRC.
AMP-25-206	Evidence Recycled 1-Subject Notebooks	Race. McNamara's.	50% Recycled 30% PCRC. Recyclable.
AMP-20154	Evidence Recycled Perforated Writing Pads 5 X 8	Race. McNamara's. Staples.	50% Recycled. 30% PCRC. Recyclable.
AMP-25-774R	Recycled Steno Books	McNamara's. Staples.	50% Recycled. 30% PCRC. Recyclable.
STP-11297	Scratch Pads 3 X 5	Staples.	30% PCRC. Recyclable.
STP-11489	Steno Notebooks	Staples.	30% PCRC. Recyclable.
RED-A10SASX	Wirebound Notebook	Race. Staples.	100% Recycled. 30% PCRC. Recyclable.
TOPS-74715	Second Nature Memo Pads 3"X5"	Race. Office Depot.	100% Recycled. 40% PCRC. Recyclable.

## Post-Its



Item Number	Item Description	Supplier	EPP Features
MMM7671	Post-It Recycled Paper Fax Transmittal Pads	Race. McNamara's. Staples.	100% Recycled. 20% PCRC. Recyclable.
MMM654RPYW	Recycled Canary Yellow Post-Its (Available In Various Sizes)	McNamara's. Office Max. Race. Staples.	100% Recycled. 30% PCRC. Recyclable.
MMM653ANRP	Recycled Neon Post-It Notes (Available In Various Sizes)	McNamara's. Race. Staples.	100% Recycled. 30% PCRC. Recyclable.
MMM 655-RP-A	Recycled Pastel Post-It Notes (Available In Various Sizes)	McNamara's. Office Max. Race. Staples.	100% Recycled 30% PCRC. Recyclable.
MMM 675-6SSNRP	Super Sticky Recycled Nature Hues Notes (Available In Various Sizes)	Race. Staples.	100% Recycled. 30% PCRC. Recyclable.

## Business Cards



Item Number	Item Description	Supplier	EPP Features
COUNTY BID	Business Card- Flat Lettering	Eagle Envelope Company.	30% PCRC. FSC. Recyclable.
COUNTY BID	Business Card- Raised Lettering	Eagle Envelope Company.	30% PCRC. FSC. Recyclable.
COUNTY BID	Business Card- Sheriff	Eagle Envelope Company.	30% PCRC. FSC. Recyclable.
COUNTY BID	Two Sided Appointment/Bus Card	Eagle Envelope Company.	30% PCRC. FSC. Recyclable.

## Non-Paper Office Supplies



Purchase items with a clear percentage of recycled content.

- The US EPA recommends that agencies procure remanufactured toner cartridges or new toner cartridges with recovered materials (this includes both pre-consumer and post-consumer recycled content).
- When purchasing plastic office products, look for items with the following percentages of recycled plastic types (See Abbreviation Key for abbreviations):
  - ♦ HDPE: 90% post-consumer content
  - ♦ PE: 30%-50% post-consumer content
  - ♦ PETE: 100% post-consumer content
  - ♦ Misc. Plastics: 80% post-consumer content

### Sample products available in the Finger Lakes region:

(no endorsement is given to any one supplier)

#### Binders



Item Number	Item Description	Supplier	EPP Features
ACC-54072	Acrylic-Coated Pressboard Covers With Storage Hooks	McNamara's. Race. Staples.	60% Recycled. 10% PCRC.
CRD-11100	Easyopen Clearvue Locking Round-Ring Binders	Race. Staples.	44% PCRC By Weight.
CRD-18712	Easyopen D-Ring Binders	Race. Staples.	45% PCRC By Weight.
ACC-38600	Presstex Round-Ring Binders	Race.	30% Recycled. 15% PCRC.
CRD-26300	Xtralife Clearvue Non-Stick Slant-D Ring Presentation Binder	Race. Staples.	50% PCRC By Weight.

#### Paper Clips



Item Number	Item Description	Supplier	EPP Features
NAT01645	Jumbo Paper Clips	Race.	Package Contains 98% PCRC Paper. Printed With Soybean Ink. Product Is Recycled And Recyclable.
A7072365A	ACCO Recycled #1 Smooth Paper Clips	Staples.	100% Recycled. 50% PCRC.

## Scissors



Item Number	Item Description	Supplier	EPP Features
44218	Kleenearth Recycled Scissors	Staples.	Handles Contain 70% PCRC Plastic.

## Writing Instruments



Item Number	Item Description	Supplier	EPP Features
PAP12242	Earth Write Recycled Pencil	McNamara's. Race. Staples.	100% Pre-Consumer Waste Materials From Re-Claimed Wood. PMA Certified Nontoxic.
ZEB-52510	Jimnie Clip Mechanical Pencils	McNamara's. Race. Staples.	Recycled. Refillable.
ZEB-22510	Jimnie Clip Retractable Ballpoint Pen (Black, Blue, Red)	McNamara's. Race. Staples.	75% Recycled. Refillable.
53206	Pilot Vball Recycled BeGreen Liquid-Ink Rollerball Pens (Black, Blue, Red)	Race. Staples.	81.6% Recycled.
31506	Pilot G-Knock BeGreen Gel Retractable Ink Pens (Black, Blue, Red)	McNamara's. Race. Staples.	81.5% Recycled. Refillable.
AVE 59498	Retractable Highlighters	McNamara's. Race. Staples.	ACMI Certified. Conforms To ASTM D4236. Nontoxic Ink.
SXS15BPS4M	Handy-Lines Slim Retractable Highlighters	Staples.	50% PCRC.

## Labels



Item Number	Item Description	Supplier	EPP Features
AVE 04145	Dot Matrix Printer Labels	McNamara's.	20% PCRC.

## Toner and Inkjet Cartridges



Machine Compatible	OEM Part #	Supplier	EPP Features
Brother (Toner)	TN-480	Printer Components. County Bid.	Remanufactured.
Canon (Toner)	FX-1; FX-2; FX-3; FX-4; FX-5; FX-6 FX-7; FX-8	Printer Components. County Bid.	Remanufactured.
Hewlett Packard (Toner)	HP 92295A; 92291A; 92298A; 92298X; 92274A; C3906A; C3903A; C3909A; Q2912A; C4092A; Q2624X; Q549A; C7115X; Q2613X; Q5949X; C4096A; Q2610A; Q6511A; Q6511X; C4127X; C8061X; Q1338A; Q5942A; Q5942X; Q1339A; Q5945A; C9720A; C9721A; C9722A; C9723A; C4129X; C4182X; C8543X	Printer Components. County Bid.	Remanufactured.
Panasonic (Toner)	UG 3313; 3350; 5510; 5520	Printer Components. County Bid.	Remanufactured.
Lexmark (Inkjet)	Z23, Z25, Z33, Z35 Innovera Remanufactured Ink Cartridges	Race.	Remanufactured.
Cannon (Inkjet)	BJ-10e, 10ex, 10sx, 20, 100, 200, 200e, 200ex, 210; BJC-230, 240, 250 Series, 1000, 1010 Jetfill	Race.	Remanufactured.
Cannon (Inkjet)	BJ-100, 200, 200e, 200ex, 230; BJC 1000, 150, 210, 240, 240 Photo, 240L, 250, 255; MultiPASS 1000 Nukote	McNamara's. Race.	Remanufactured.
Dell And Lexmark (Inkjet)	For Use With Dell T0529	Staples.	Remanufactured.
Epson (Inkjet)	EPT005011	Staples.	Remanufactured.
Hewlett Packard (Inkjet)	51626A	Staples.	Remanufactured.
Lexmark (Toner)	C752L Lexmark	McNamara's. Race. Staples.	Remanufactured.
Varitey (Toner)	LaserJet 4, 4M, 4Plus, M Plus, 5, 5M, 5N Nutoke	McNamara's. Race.	Remanufactured.
Canon (Toner)	Canon FX-2	Staples.	Remanufactured.

# Office Furniture and Equipment



## Office Furniture

Choose furniture for your workspace that incorporates the following sustainable principals and practices into their design and manufacturing process:

- ♦ **Material Chemistry and Safety:** What chemicals are in the components of this product? Look for environmentally preferable powder coating using non-toxic water based paints to reduce Volatile Organic Compounds (VOCs).
- ♦ **Disassembly:** Can the product be easily taken apart for repair or recycling at the end of its life?
- ♦ **Recyclability:** Is the product made with recycled content and/or can its components be recycled?

## Office Equipment

Features to look for in IT Hardware:

- ♦ Avoidance of harmful constituents
- ♦ Products with recycled and bio-based materials
- ♦ Designed for recyclability and upgradability
- ♦ Energy efficiency – look for certifications, such as Energy Star
- ♦ Availability of take-back programs for product end-of-life (emphasis on reuse, recycling, and safe materials management)



## Electronic Product Environmental Assessment Tool

The **Electronic Product Environmental Assessment Tool (EPEAT)** is a system in which manufacturers can declare that their products meet a set of criteria in environmental performance categories. These comprehensive performance categories include:

- ♦ Reduction/elimination of environmentally sensitive materials
- ♦ Materials selection
- ♦ Design for end of life
- ♦ Product longevity/life cycle extension
- ♦ Energy conservation
- ♦ End of life management
- ♦ Corporate performance
- ♦ Packaging



To qualify for registration as an EPEAT product, the product must meet 23 required criteria.

Products are also provided with optional criterion and are ranked in EPEAT according to three tiers of environmental performance - Bronze, Silver, and Gold. The rankings are assigned based on the following system:

- ♦ **Bronze** meets all 23 required criteria
- ♦ **Silver** meets all 23 required criteria plus at least 50% of the optional criteria
- ♦ **Gold** meets all 23 of the required criteria plus at least 75% of the optional criteria

Listed products in the computer category of this guide are units that are available on State Contract and have met at least an EPEAT Bronze standard. For more information on the criteria for EPEAT certification, as well as detailed reports on each of these units, visit the EPEAT website, [www.epeat.net](http://www.epeat.net).

**Sample products available in the Finger Lakes region:**

(no endorsement is given to any one supplier)

**Chairs**

Item Number	Item Description	Supplier	EPP Features
510830	Office Depot Brand Quantum Recycled Mesh Mid-Back Task Chair, 40 1/2"H X 30 3/10"W X 26 1/5"D, Black	Office Depot.	60% PCRC.
234750	Office Depot Brand Quantum Recycled Mesh Mid-Back Task Chair, 40 1/2"H X 30 3/10"W X 26 1/5"D, Gray	Office Depot.	60% PCRC.
46541100KS	Think Chair By Steelcase	Steelcase.	Certified Cradle To Cradle. 99% Recyclable By Weight. 44% Recycled. Low Chemical Use.
6011191031197	Zody Task Chair By Haworth	Syracuse Office Environment.	Certified Cradle To Cradle. 50% Recycled Content. Energy Use From Assembly Process Is Offset With Green-E Certified Wind Energy Certificates.

**Desks**

Item Number	Item Description	Supplier	EPP Features
HONP3262	Hon Steel Desks- Metro Classic Series	Mcnamara's. Syracuse Office Environment.	30% PCRC Steel.

**Garbage Receptacles**

Item Number	Item Description	Supplier	EPP Features
511648	Safco Recycled Plastic Square At-Your-Disposal Waste Receptacle, Black	Office Depot.	10% PCRC.
399741	Safco Recycled Round Wastebasket, 5 7/8 Gallons, Black	Office Depot.	10% PCRC.

## Shelving



Item Number	Item Description	Supplier	EPP Features
HONS82ABCP	Hon 6-Shelf Metal Bookcase, Black	Staples. Syracuse Office Environment.	30% PCRC.
HONS82ABCL	Hon Metal 6-Shelf Bookcase, Putty	Staples. Syracuse Office Environment.	30% PCRC.
536790 ASSORTED SIZES	Safco Value Mate Recycled Steel Bookcase	Office Depot.	50% Recycled. 25% PCRC.

## Computers



Manufacturer	Item Description	Supplier	EPP Features
HEWLETT PACKARD	Hp Compaq Dc5700 Series	State Bid.	EPEAT Gold.
HEWLETT PACKARD	Hp Compaq Dc7800 Series	State Bid.	EPEAT Gold.
HEWLETT PACKARD	Hp Xw4600 Workstation	State Bid.	EPEAT Silver.
HEWLETT PACKARD	Hp Xw9400 Workstation	State Bid.	EPEAT Silver.
DELL	Latitude D531	State Bid.	EPEAT Silver.
DELL	Latitude D630	State Bid.	EPEAT Gold.
DELL	Optiplex 745 Mt	State Bid.	EPEAT Silver.
DELL	Optiplex 745 Sff	State Bid.	EPEAT Silver.

## Packaging Materials



Reduce non-recycled plastic and Styrofoam when purchasing packaging materials, and seek items that are recyclable or have recycled content.

- When buying boxes, void fills, or bubble mailers, look for items that are:
  - ♦ Made from recycled content
  - ♦ Made from paper, cellulose, or another biodegradable material
  - ♦ Reusable, refillable, and not designed for single use
  - ♦ Recyclable in Tompkins County (for example, cardboard boxes)
  
- When purchasing items, ask that vendors/suppliers use environmentally preferable packaging products as well. Also, ask that they take back their shipping materials for reuse.
  
- Cellulose-based void fill is most commonly made from cornstarch and is biodegradable, dissolving with water or in a compost pile. Because it is derived from renewable resources, the material is not affected by the price of petroleum-based resins. Also, if kept dry, these peanuts are durable and can be reused multiple times.

### Sample products available in the Finger Lakes region:

(no endorsement is given to any one supplier)

#### Boxes



Item Number	Item Description	Supplier	EPP Features
70006	Assorted Pack #1, (6 Small, 6 Medium & 6 Large Boxes)	Staples.	50% Recycled Content.
70007	Assorted Pack #2, (3 Medium, 3 Large, & 3 X-Large Boxes)	Staples.	50% Recycled Content.
12775	Bankers Box Maximum-Strength 100% Recycled R-Kive Storage Boxes	Staples.	100% Recycled Content. 78% PCRRC.
445068	Office Depot Brand Multipurpose Recycled Corrugated Carton Assorted Sizes	Office Depot.	55% Recycled Content.
FEL6100401	Recycled Storage Box With Lift Off Lid Letter Legal 12 X 10 X 15	Race.	Recycled.
481758	Staples Multi-Depth Corrugated Shipping Boxes Assorted Sizes	Staples.	30% Recycled Content.

## Void Fill



Item Number	Item Description	Supplier	EPP Features
NA	Deltapaper Nuts Paper Void Fill	Delta Paper.	Biodegradable. Recycled Content. Recyclable.
GR 1000	Geämi Wrap A Paper-Based Protective Packaging System	Geämi.	Biodegradable. Recyclable.
619571	Office Depot Brand Flo-Pak Recycled Peanuts Assorted Models	Office Depot.	100% Total Recycled Content.
2180144	Paper Mart White Biodegradable Loose-Fill	Paper Mart.	Biodegradable.
417106	Staples Biodegradable Packaging Peanuts	Staples.	Biodegradable.

## Bubble Mailers



Item Number	Item Description	Supplier	EPP Features
332974	Office Depot Brand Quick Load Recycled Bubble Assorted Sizes	Office Depot.	Recycled Content.
277848	Office Depot Brand Self-Sealing Recycled Bubble Mailer Assorted Sizes	Office Depot.	Recycled Content.
QUAE9045	Quality Park Brown Kraft Self- Sealing Mailers Assorted Sizes	Mcnamara's.	Recycled Content.
SEL49251	Sealed Air Jiffy Mailers Assorted Sizes And Styles Assorted Sized	Mcnamara's.	Recycled Content.
SEL86006	Sealed Air Jiffy Padded Self-Seal Mailers	Race.	Recycled Content.
00-10987	Staples Bubble Wrap Cushioned Mailers	Staples.	Recycled Content.
B851SSTT25PK	Staples Easy-Open Tear-Tab Bubble Mailers	Staples.	Recycled Content.
B853WSS25PK	Staples White Kraft Pull & Seal Bubble Mailers	Staples.	Recycled Content.

## Disposable Dinnerware



Look to purchase items that are reusable, compostable or made from recycled fibers:

- Biodegradable/Compostable products including biobased, offer environmentally preferable and sustainable alternatives to conventional disposable foodservice ware.
- Biodegradable products may be made from fibers, resins or other materials that can prove their capability to be satisfactorily composted in most municipal and/or industrial composting facilities.
- When purchasing a biodegradable food service product, look for items that comply with the following features:
  - ♦ 100% biodegradable and made from renewable resources
  - ♦ Compatible for composting in typical large-scale systems without detracting from the quality of the finished compost produced through such programs
  - ♦ Comply with ASTM D6400-99 "Specifications for Compostable Plastics"
  - ♦ Comply with ASTM D6868 "Specifications for Biodegradable Disposable Plastic Coatings on Paper and Other Compostable Substrates"
- When possible, the base of the biodegradable material has been listed.

### Sample products available in the Finger Lakes region:

(no endorsement is given to any one supplier)

#### Plates



Item Number	Item Description	Supplier	EPP Features
NA	Bagasse Fiber Plates- 6" 1000 Per Case	B & W Supply.	Biodegradable Sugarcane Product.
NA	Bagasse Fiber Plates- 9" 1000 Per Case	B & W Supply.	Biodegradable Sugarcane Product.
HUH VACATE	Chinet Classic Paper Plates- 6" 1000 Per Case	Horwitz Supply.	100% Reclaimed Post-Industrial Fiber.
HUH VERDICT	Chinet Classic Paper Plates- 8 ¾" 500 Per Case	Horwitz Supply.	100% Reclaimed Post-Industrial Fiber.
HUH VENTURE	Chinet Classic Paper Plates- 10 ½" 500 Per Case	Horwitz Supply.	100% Reclaimed Post-Industrial Fiber.
712663	Green Wave 9", 125/Pack	Staples.	Biodegradable Corn Product.
707372	Greenwave Plate 10" – 500 Per Case	F & T Distributing.	Biodegradable Corn Product.
707364	Greenwave Plate 6" – 1000 Per Case	F & T Distributing.	Biodegradable Corn Product.
040048	Greenwave Plate 9" 500 Per Case	Horwitz Supply.	Biodegradable Corn Product.

## Cups



Item Number	Item Description	Supplier	EPP Features
NA	Clear Cup- 12 Oz 1000 Per Case	B & W Supply.	Biodegradable Corn Product.
707190	PLA Cold Cup- 9 Oz 1000 Per Case	F & T Distributing.	Biodegradable.
707208	PLA Cold Cup- 12 Oz 1000 Per Case	F & T Distributing.	Biodegradable.
707489	PLA Cold Cup- 16 Oz 1000 Per Case	F & T Distributing.	Biodegradable.
707216	PLA Cold Cup- 20 Oz 1000 Per Case	F & T Distributing.	Biodegradable.
707273	Hot Drink Cup- 12 Oz 1000 Per Case	F & T Distributing.	Biodegradable.
707281	Hot Drink Cup- 16 Oz 1000 Per Case	F & T Distributing.	Biodegradable.
707299	Hot Drink Cup- 20 Oz 500 Per Case	F & T Distributing.	Biodegradable.
018081	Greenware Squat Clear- 9 Oz 1000 Per Case	Horwitz Supply.	Biodegradable Corn Product.
018082	Greenware Tall Clear- 10 Oz 1000 Per Case	Horwitz Supply.	Biodegradable Corn Product.
018083	Greenware Clear- 12 Oz 1000 Per Case	Horwitz Supply.	Biodegradable Corn Product.
018084	Greenware Clear- 16 Oz 1000 Per Case	Horwitz Supply.	Biodegradable Corn Product.
712657	Greenware- 12 Oz 50 Per Pack	Staples.	Biodegradable Corn Product.

## Utensils



Item Number	Item Description	Supplier	EPP Features
NA	Fork- Packed 1000 Per Case	B & W Supply.	Biodegradable Potato Product.
NA	Knife- Packed 1000 Per Case	B & W Supply.	Biodegradable Potato Product.
NA	Spoon- Packed 1000 Per Case	B & W Supply.	Biodegradable Potato Product.
707448	Fork- Medium, 1000 Per Case	F & T Distributing.	Biodegradable Potato Product.
707455	Spoon-1000 Per Case	F & T Distributing.	Biodegradable Corn Product.
707463	Knife-1000 Per Case	F & T Distributing.	Biodegradable Corn Product.
707471	Fork, Spoon, Knife- 250 Per Case	F & T Distributing.	Biodegradable Corn Product.

**Trays**



Item Number	Item Description	Supplier	EPP Features
HUH FARM	Kys/Chinet Serving Trays- 14wx18d 100 Case Qty	Horwitz Supply.	Biodegradable Paper Product.
HUH TURRET	Kys/Chinet Serving Trays- 9wx12dx1h 250 Case Qty	Horwitz Supply.	Biodegradable Paper Product.
HUH TUG	Kys/Chinet Serving Trays- 9wx12dx1h 250 Case Qty Beige	Horwitz Supply.	Biodegradable Paper Product.
10407, 10408, 10403, 10404, 10405	Serviceware Molded Fiber Food Trays (Assorted Sizes)	F & T Distributing.	Biodegradable Paper Product.
20951, 208020, 20804, 20804	Serviceware Molded Fiber Flat Trays (Assorted Sizes)	F & T Distributing.	Biodegradable Paper Product.
22021, 22025, 22023, 22027, 22028, 21076	Molded Fiber Cafeteria Trays (Assorted Sizes)	F & T Distributing.	Biodegradable Paper Product.

**Bowls**



Item Number	Item Description	Supplier	EPP Features
NA	Bagasse Fiber Bowls- 12" 600 Per Case	B & W Supply.	Biodegradable Sugarcane Product.
NA	Bagasse Fiber Bowls- 16" 600 Per Case	B & W Supply.	Biodegradable Sugarcane Product.
NA	Bagasse Fiber Bowls- 32 " 600 Per Case	B & W Supply.	Biodegradable Sugarcane Product.
21060	Echo 9" Round/45 Oz Bowl- 500 Per Case	F & T Distributing.	Biodegradable Paper Product.
21061	Grip 7 1/2" Round (Non-Tipping)/31 Oz Bowl	F & T Distributing.	Biodegradable Paper Product.

## Cleaning and Janitorial Supplies



Many conventional cleaning products contain ingredients that are harmful to human health and the environment. The following are the minimum standards required for each cleaning product listed in this guide.

All chemical products must be certified by:

- Green Seal, EcoLogo, or the Environmental Protection Agency, **OR**
- All chemical products must:
  - ♦ Have packaging that is recyclable, has recycled content, or is somehow reduced. This could include concentrates that reduce packaging size or products that are sold in refillable containers;
  - ♦ Not contain any known carcinogens; **AND**
  - ♦ Not have a National Fire Protection Agency (NFPA) health, reactivity, or flammability rating above 1.

### Product features to look for:

- |                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>♦ Concentrate.</li> <li>♦ Nontoxic.</li> <li>♦ Dye and fragrance free.</li> <li>♦ Biodegradable.</li> <li>♦ Effective in cold water.</li> <li>♦ Free of optical brighteners.</li> <li>♦ Functional.</li> <li>♦ Petrochemical free.</li> <li>♦ Not listed as containing chemicals that are known or suspected carcinogens.</li> </ul> | <ul style="list-style-type: none"> <li>♦ Multiuse.</li> <li>♦ Free of Volatile Organic Compounds (VOCs).</li> <li>♦ Approved by a third party certifier.</li> <li>♦ Chlorine free.</li> <li>♦ Free of phosphates.</li> <li>♦ Effective without the use of additional cleaning chemicals.</li> <li>♦ Reusable and durable (if the product is a cleaning tool).</li> <li>♦ Offered in refillable packaging or sold in bulk.</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The products listed here are those that can be used by employees on a personal basis as well as on an institutional level. Those used on an institutional level are currently on County Bid.

### Sample products available in the Finger Lakes region:

(no endorsement is given to any one supplier)

## Carpet/Floor



Item Number	Item Description	Supplier	EPP Features
HIL0092506	Arsenal Neutralizer/Carpet Rinse	Hillyard. County Bid.	Green Seal Certified. Concentrate.
8 17939 00064 9	Method Wood For Good Floor Soap	Target.	Container Is Recyclable. Biodegradable. No Animal Testing.
03904	Stride Neutral Cleaner	Johnson Wax.	Green Seal Certified. Concentrate.

## All Purpose Cleaners



Item Number	Item Description	Supplier	EPP Features
HIL0080822	#8 Arsenal Super Shine-All	Hillyard. County Bid.	Green Seal Certified. Concentrate. Biodegradable. No Added Dyes. Free Of Phosphates, Alkali, Or Ammonia. Effective In Cold Water.
HIL0083322	Arsenal Suprox Concentrate	Hillyard. County Bid.	Green Seal Certified. Concentrate. Biodegradable. Reduced Toxicity. No Added Dyes Or Fragrances.
3145555	Butchers- G-Force All-Purpose & Glass Cleaner	Johnson Wax.	Green Seal Certified. Concentrate.
PL9701	Earth Friendly Products- Creamy Cleanser	Wegmans.	Biodegradable. Nontoxic, Plant Based. Free Of Phosphates, Chlorine, And Petroleum Chemicals. Container Is Recyclable. No Animal Testing.
974812	Earth Friendly Products- Orange Plus All Purpose Household Cleaner	Wegmans.	Biodegradable. Nontoxic, Plant Based. Free Of Phosphates, Chlorine, And Petroleum Chemicals. Container Is Recyclable. No Animal Testing. Ammonia-Free.
PL9746	Earth Friendly Products- Parsley Plus All Surface Cleaner	Wegmans.	Biodegradable. Nontoxic, Plant Based. Free Of Phosphates, Chlorine, And Petroleum Chemicals. Container Is Recyclable. No Animal Testing.
8 17939 00005 2	Method- French Lavender All Purpose Spray	Target. Wegmans.	Biodegradable. Container Is Recyclable. No Animal Testing.
098673100011S	Sun And Earth- All Purpose Spray Cleaner	Tops.	Biodegradable. Free Of Petroleum Based Cleaners, Chlorine, Phosphates, Dyes And Perfumes. Container Is Recyclable.

## Disinfectant



Item Number	Item Description	Supplier	EPP Features
20475	Benefect Botanical Disinfectant Kills Over 99.99% of Bacteria, Fungus, TB and HIV	Atsco Products. Benelife Green. Bullseye Environmental. Environmental Coatings. Healthy Clean Buildings. Tropical Traditions. Truckmounts & Drying Solutions.	EPA certified.

## Glass Cleaner



Item Number	Item Description	Supplier	EPP Features
HIL0082722	#27 Arsenal Green Select Glass Cleaner	Hillyard. County Bid.	Green Seal Certified. Concentrate.
930012	Earth Friendly Products - Window Kleener	Wegmans.	Biodegradable. Free of Phosphates, Chlorine, And Petroleum Chemicals. Container Is Recyclable. No Animal Testing. Ammonia-Free.
3172641	Glance Non-Ammoniated Glass Cleaner	Johnson Wax.	Green Seal Certified. Concentrate.
8 17939 00003 8	Method - Window Wash	Target.	Biodegradable. Container Is Recyclable. No Animal Testing.

## Bathroom Cleaning



Item Number	Item Description	Supplier	EPP Features
3145310	Crew Bathroom Cleaner & Scale Remover	Johnson Wax.	Green Seal Certified. Concentrate.
8 17939 00008 0	Method - Tub and Tile	Target.	Biodegradable. EPA Approved. Container Is Recyclable. No Animal Testing.

## Degreaser



Item Number	Item Description	Supplier	EPP Features
HIL0082822	#28 Arsenal Green Select Degreaser Cleaner	Hillyard.	Green Seal Certified. Concentrate.
2742DCS	#42 Ultra Spray Cleaner	Essential Industries.	Green Seal Certified. Contains No Glycol Ethers, Phosphates Or Caustics. Concentrate.

## Cleaning Cloths

Item Number	Item Description	Supplier	EPP Features
UNGMB40J	Unger Micro Wipe, 16 x 16, Yellow, 15 Per Case	Hillyard.	Wash and Reuse Up To 500 Times.
UNGMB40R	Unger Micro Wipe, 16 x 16, Red, 15 Per Case	Hillyard.	Wash and Reuse Up To 500 Times.
UNGMB40B	Unger Micro Wipe, 16 x 16, Blue, 15 Per Case	Hillyard.	Wash and Reuse Up To 500 Times.

## Highway Materials



Purchase materials that use the maximum amount of recycled rubber and plastic possible.

**General guidelines to follow for specific products:**

- ◆ Plastic Signs: 80-100% post-consumer recycled content
- ◆ Parking Stops: plastic or rubber with 100% post-consumer content
- ◆ Traffic Cones: plastic with (PVC or LDPE) 50%-100% total recycled content; Crumb rubber with 50-100% total recycled content
- ◆ Traffic Barricades: 80%-100% post-consumer recycled plastic
- ◆ Delineators: 25-95% recycled plastic with 100% post consumer base
- ◆ Flexible Delineators: 25-85% post-consumer recycled content
- ◆ Channelizers: 25-95% recycled plastic with 100% post consumer base
- ◆ Traffic paint: water-based, lead free, chromate free, and has a limit of 125 g/L of VOCs
- ◆ Traffic Lights: ENERGY STAR qualified

To the greatest extent possible, items available through New York State Contract are listed. For those items, the **contract number** is listed with the **supplier name**.

**Sample products available in the Finger Lakes region:**

(no endorsement is given to any one supplier)

### Miscellaneous Highway Materials



Item Number	Item Description	Supplier	EPP Features
RF-SGB70	Sign Base: Sign Post Hole Varieties: 2 3/8" Diameter Hole For Round Plastic, Aluminum Or Square 1 3/4" Telespar Sign Posts Assorted Colors	Rubberform Recycled Products.	Made In USA. Made From Recycled Tire Rubber.
RF-PWS38	Parking Lot Wheel Stops-Reflective Strip Colors - Yellow, White And Handicap Blue Solid Black Upon Request	Rubberform Recycled Products.	Made In USA. Made From Recycled Tire Rubber.

## Traffic Cones



Item Number	Item Description	Supplier	EPP Features
RS45015C	Traffic Cone, Non-Reflective; #3, 18" High And 11-3/8" (Min), Square Base	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS45015C3M6	Traffic Cone, With 6" Reflective Sheeting Band, #3, 18" High And 11-3/8" (Min), Square Base	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS70032S	Traffic Cone, Non-Reflective; #7, 28" High, 14" Square Base And Slim Line Style	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS70032S3M64	Traffic Cone, With 6" And 4" Reflective Sheeting Bands, #7, 28" High, 14" Square Base And Slim Line Style	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS70045S	Traffic Cone, Non-Reflective; #10, 28" High, 15" Square Base, And Slim Line Style	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS70045SR3M64	Traffic Cone, With 6" And 4" Reflective Sheeting Bands; #10, 28" High, 15" Square Base, And Slim Line Style	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS70045C	Traffic Cone, Non-Reflective; #10, 28" High, 15" Square Base, And Slim Line Style	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS70045CT3M64	Traffic Cone, With 6" And 4" Reflective Sheeting Bands; #10, 28" High, 15" Square Base, And Slim Line Style	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS90045CT	Traffic Cone, Non-Reflective; #10, 36" High And 15-1/2 Square Base	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.
RS90045CT3M64	Traffic Cone, With 6" And 4" Reflective Sheeting Bands; #10, 36" High And 15-1/2 Square Base	JBC Safety Plastics. NYS State Contract # PC62812	50% Total Recycled Content. 50% PCRC.

## Channelizer Drums



Item Number	Item Description	Supplier	EPP Features
B400-4-4EG	Channelizer Drum With No Base 4" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	70% PCRC.
B400-4-4HI	Channelizer Drum With No Base – 4" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	70% PCRC.
B400-4-4DG	Channelizer Drum With No Base 4" Super High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	70% PCRC.
B400-4-6EG	Channelizer Drum With No Base 6" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	70% PCRC.
B400-4-6HI	Channelizer Drum With No Base 6" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	70% PCRC.
B400-4-6DG	Channelizer Drum With No Base 6" Super High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	70% PCRC.
B400-25R4-4EG	Channelizer Drum With 25lb Molded Rubber Base 4" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	71% PCRC.
B400-25R4-4HI	Channelizer Drum With 25lb Molded Rubber Base 4" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	71% PCRC.
B400-25R4-4DG	Channelizer Drum With 25lb Molded Rubber Base 4" Super High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	71% PCRC.
B400-25R4-6EG	Channelizer Drum With 25lb Molded Rubber Base 6" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	71% PCRC.
B400-25R4-6HI	Channelizer Drum With 25lb Molded Rubber Base 6" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	71% PCRC.
B400-25R4-6DG	Channelizer Drum With 25lb Molded Rubber Base 6" Super High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	71% PCRC.
B400-40R4-4EG	Channelizer Drum With 40lb Molded Rubber Base 4" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-40R4-4HI	Channelizer Drum With 40lb Molded Rubber Base 4" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-40R4-4DG	Channelizer Drum With 40lb Molded Rubber Base 4" Super High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-40R4-6EG	Channelizer Drum With 40lb Molded Rubber Base 6" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-40R4-6HI	Channelizer Drum With 40lb Molded Rubber Base 6" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-40R4-6DG	Channelizer Drum With 40lb Molded Rubber Base 6" Super High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-PB4-4EG	Channelizer Drum With Plastic Base 4" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-PB4-4HI	Channelizer Drum With Plastic Base 4" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-PB4-4DG	Channelizer Drum With Plastic Base 4" Super High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-PB4-6EG	Channelizer Drum With Plastic Base 6" Engineer Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-PB4-6HI	Channelizer Drum With Plastic Base 6" High Intensity Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.
B400-PB4-6DG	Channelizer Drum With Plastic Base 6" Super High Grade Stripes	Work Area Protection Corp. NYS State Contract # PC62813	79% PCRC.

## Flexible Delineator Posts



Item Number	Item Description	Supplier	EPP Features
FG 400	Flexible Delineator Posts-48"	Filtrona Extrusion. NYS State Contract # PC62814	50% Total Recycled Content. 10% PCRC. 40% Secondary Materials From NYS Waste Stream. Returnable To Manufacturer For Recycling.
FG 400	Flexible Delineator Posts-60"	Filtrona Extrusion. NYS State Contract # PC62814	50% Total Recycled Content. 10% PCRC. 40% Secondary Materials From NYS Waste Stream. Returnable To Manufacturer For Recycling.
FG 400	Flexible Delineator Posts-66"	Filtrona Extrusion. NYS State Contract # PC62814	50% Total Recycled Content. 10% PCRC. 40% Secondary Materials From NYS Waste Stream. Returnable To Manufacturer For Recycling.
FG 400	Flexible Delineator Posts-72"	Filtrona Extrusion. NYS State Contract # PC62814	50% Total Recycled Content. 10% PCRC. 40% Secondary Materials From NYS Waste Stream. Returnable To Manufacturer For Recycling.
FG 400	Flexible Delineator Posts-78"	Filtrona Extrusion. NYS State Contract # PC62814	50% Total Recycled Content. 10% PCRC. 40% Secondary Materials From NYS Waste Stream. Returnable To Manufacturer For Recycling.

## Vehicle and Automotive Materials



### Environmental Attributes To Consider When Purchasing:

#### Engine Coolants/Antifreeze

- Request reclaimed antifreeze when equipment is serviced, and purchase reclaimed engine coolant when making direct purchases.
- Attempt to purchase antifreeze free of the base chemical ethylene glycol, which is lethal to animals. Instead, purchase **propylene glycol** based coolants, which are considerably less toxic.

#### Tires

- Procure tires from vendors that supply retreaded products.
- Investigate retreading services for used tire casings to extend their useful life.

#### Lubricating Oils

- Look to purchase vehicle and automotive supplies with re-refined contents and bio-based lubricants (which are considered biodegradable and derived from non-petroleum sources).
- Follow these guidelines to ensure that a re-refined product will not void a manufacturer's warranty:
  - ♦ Look for products that are licensed by the American Petroleum Institute Engine Oil Licensing and Certification System (API-EOLCS).
  - ♦ Seek items that meet the performance specifications of the auto or equipment manufacturer.
- All other oils and lubricants (including bio-based products) should be certified to meet the appropriate ASTM standards and the manufacturer's specifications.

### Sample products available in the Finger Lakes region:

(no endorsement is given to any one supplier)



## Engine Coolants/Antifreeze

Item Number	Item Description	Supplier	EPP Features
AF-1	Green Conventional Heavy-Duty Antifreeze	Deckman Oil.	Remanufactured.
UAS-1	Yellow Universal Antifreeze	Deckman Oil.	Remanufactured.
XL-1	Orange Extended Life Antifreeze	Deckman Oil.	Remanufactured.

## Tires, Retread



\*Retread tires are also available in light-duty truck and utility vehicle sizes through the supplier.

Item Number	Item Description	Supplier	EPP Features
773	Green Diamond Tire- Icelander All Season, 175/70/R13	Green Diamond Tire of CNY.	Retread.
7654	Green Diamond Tire- Icelander All Season, 175/65/R14	Green Diamond Tire of CNY.	Retread.
8654	Green Diamond Tire- Icelander All Season, 185/65/R14	Green Diamond Tire of CNY.	Retread.
874	Green Diamond Tire- Icelander All Season, 185/70/R14	Green Diamond Tire of CNY.	Retread.
974	Green Diamond Tire- Icelander All Season, 195/70/R14	Green Diamond Tire of CNY.	Retread.
20754	Green Diamond Tire- Icelander All Season, 195/60/R15	Green Diamond Tire of CNY.	Retread.
965	Green Diamond Tire- Icelander All Season, 195/60R15	Green Diamond Tire of CNY.	Retread.
9655	Green Diamond Tire- Icelander All Season, 195/65R15	Green Diamond Tire of CNY.	Retread.
2065	Green Diamond Tire- Icelander All Season, 205/60R15	Green Diamond Tire of CNY.	Retread.
20655	Green Diamond Tire- Icelander All Season, 205/65R15	Green Diamond Tire of CNY.	Retread.
2075	Green Diamond Tire- Icelander All Season, 205/70R15	Green Diamond Tire of CNY.	Retread.
2175	Green Diamond Tire- Icelander All Season, 215/70R15	Green Diamond Tire of CNY.	Retread.
21655	Green Diamond Tire- Icelander All Season, 215/65R15	Green Diamond Tire of CNY.	Retread.
23755	Green Diamond Tire- Icelander All Season, 235/75R15	Green Diamond Tire of CNY.	Retread.
2375	Green Diamond Tire- Icelander All Season, 235/70R15	Green Diamond Tire of CNY.	Retread.
20556	Green Diamond Tire- Icelander All Season, 205/55R16	Green Diamond Tire of CNY.	Retread.
2166	Green Diamond Tire- Icelander All Season, 215/60R16	Green Diamond Tire of CNY.	Retread.
21656	Green Diamond Tire- Icelander All Season, 215/65R16	Green Diamond Tire of CNY.	Retread.
2266	Green Diamond Tire- Icelander All Season, 215/60R16	Green Diamond Tire of CNY.	Retread.

**Lubricating Oils: Motor Oils,  
Hydraulic Fluids, & Gear Oils**



Item Number	Item Description	Supplier	EPP Features
31AW100	Anti-Wear Hydraulic Oil, America's Choice, ISO Grade 100	Safety-Kleen.	Re-Refined.
<b>31AW150</b>	Anti-Wear Hydraulic Oil, America's Choice, ISO Grade 150	Safety-Kleen.	Re-Refined.
31AW22X	Anti-Wear Hydraulic Oil, America's Choice, ISO Grade 22	Safety-Kleen.	Re-Refined.
31AW32X	Anti-Wear Hydraulic Oil, America's Choice, ISO Grade 32	Safety-Kleen.	Re-Refined.
31AW46X	Anti-Wear Hydraulic Oil, America's Choice, ISO Grade 46	Safety-Kleen.	Re-Refined.
31AW68X	Anti-Wear Hydraulic Oil, America's Choice, ISO Grade 68	Safety-Kleen.	Re-Refined.
<b>2291540L</b>	Heavy Duty Diesel Motor Oil 15W-40, America's Choice	Safety-Kleen.	Re-Refined.
0030	Zep 70 Lubricant And Penetrate	Zep Manufacturing.	Soy-Based.

# Building and Construction Materials



## Environmental Attributes To Consider When Purchasing:

### Concrete and Cement

- Recommended Specifications for Cement and Concrete Containing Recovered Materials:

Cement Specifications	Concrete Specifications
ASTM C 595, "Standard Specification for Blended Hydraulic Cements."	ASTM C 618, "Standard Specification for Fly Ash and Raw or Calcined Natural Pozzolan for Use as a Mineral Admixture in Portland Cement Concrete."
ASTM C 150, "Standard Specification for Portland Cement."	ASTM C 311, "Standard Methods of Sampling and Testing Fly Ash and Natural Pozzolans for Use as a Mineral Admixture in Portland Cement Concrete."
AASHTO M 240, "Blended Hydraulic Cements."	ASTM C 989, "Ground Granulated Blast-Furnace Slag for Use in Concrete Mortars."
--	AASHTO M 302, "Ground Granulated Blast-Furnace Slag for Use in Concrete and Mortars."
--	American Concrete Institute Standard Practice ACI 226.R1, "Ground Granulated Blast-Furnace Slag as a Cementitious Constituent in Concrete."

### Lumber Material

- Sustainably harvested wood, such as the products certified by the Forest Stewardship Council
- Plant-based products, such as bamboo
- Products made from recycled plastics

### Paint

- No VOCs
- Low Odor
- Meets GS-11 (Green Seal) criteria for coatings

### Carpeting

- Carpet and Rug Institutes (CRI) Green Label Plus Certified
- Compliant with the Scientific Certification System's EPP certification program for Environmentally Preferable Carpet
- Meets the "California Gold Sustainable Carpet Standard" by the California Integrated Waste Management Board

**Sample products available in the Finger Lakes region:**

(no endorsement is given to any one supplier)

**Concrete**



Item Number	Item Description	Supplier	EPP Features
NA	454 -- Concrete	Columbia Bitulithic.	100% Post-Consumer Material. 100% Total Recycled Content.
NA	Asphalt	Columbia Bitulithic.	100% Post-Consumer Material. 100% Total Recycled Content.

**Lumber Products**



Item Number	Item Description	Supplier	EPP Features
Assorted Models	Trex Decking, Railing	Home Depot. Lowe's. Bradco.	Made From Recycled Plastic And Reclaimed Wood. Staining Not Required: Less Chemical Use. Durable.
Assorted Models	Elk Crossttimbers	Bradco.	Non-Toxic.

**Paint**



Item Number	Item Description	Supplier	EPP Features
B5W951	Harmony Paint (Flat)	Sherwin-Williams.	Meets GS-11 Criteria For Coatings. No VOC. Low Odor.
B9W951	Harmony Paint (Egg-shell)	Sherwin-Williams.	Meets GS-11 Criteria For Coatings. No VOC. Low Odor.
B10W951	Harmony Paint (Semi-gloss)	Sherwin-Williams.	Meets GS-11 Criteria For Coatings. No VOC. Low Odor.
B11W900	Harmony Primer	Sherwin-Williams.	Meets GS-11 Criteria For Coatings. No VOC. Low Odor.

# Carpeting



Item Number	Item Description	Supplier	EPP Features
NA	Streatley Road	Bentley Mills. NYS Contract # PC57942	100% Post-Industrial Recycled Content Nylon.
NA	Cape Cod 40 - Option: Cape Cod 40 Carpet Tile	Hage Carpet Co. NYS Contract # PC57944	Made With 100% PETE Recycled Fiber.
NA	Green Peace 40 - Option: Green Peace 40 Carpet Tile	Hage Carpet Co. NYS Contract # PC57944	Made With 100% PETE Recycled Fiber.
III GL015	Basare	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
GL016	Bello III	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
GL014	Bottega III	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
GL007	Chelsea	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DJ786	Cycles	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DN436	Fine Class	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DQ386	Fine Form	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DH336	Flamestitch II	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DE056	Granite	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
GL008	Greenwich	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DJ806	Haven	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DK956	Horsepower	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
GL005	Hyde Park	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DK376	Moontrail II	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
NA	Newport 36" Carpet Tile With ES Cushion Backing	Hage Carpet Co.	EPP Sustainable Choice Award.
DK946	Photofinish	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
GL006	Pimlico	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DJ826	Place	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DE066	Quartz	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DE076	Rifts	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DJ776	Seasons	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.
DJ816	Time	Lees Commercial Carpets. NYS Contract # PC58124	Meets California Gold Standard.

# Supplier Contact Information

<p><b>Ace Hardware</b> 2563 W. Main St. Whitney Point, NY 13862 (607) 692-3400 Toll Free:(800) 836-0562 www.acehardware.com</p>	<p><b>Advance Auto Parts</b> 380-384 Elmira Road Ithaca, NY 14850 (607) 275-3301 www.advanceautoparts.com</p>	<p><b>Atsco Products</b> 445 North Pearl Street Albany, NY 12204 (518) 465-8894 online@atsco-products.com www.atsco-products.com</p>
<p><b>B &amp; W Supply</b> 510 Third Street Ithaca, NY 14850 (607) 273-5300 Toll Free:(800) 433-0830 Fax:(607) 277-6293 customerservice@bwsupply.com</p>	<p><b>Benelife Green</b> 36 Eagle Rock Way Montclair, NJ 07042 Toll Free:(888) 236-3543 www.benelifegreen.com</p>	<p><b>Bentley Mills</b> 14641 East Don Julian Road City of Industry, CA 91746 Toll Free:(800) 423-4709 Fax:(800) 741-7420 Kathy.olson@us.interfaceinc.com www.bentleyprincestreet.com</p>
<p><b>Bradco Supply</b> 357 Spencer Street Syracuse, NY 13204 315-479-7725 www.bradcosupply.com</p>	<p><b>Bullseye Environmental</b> 43 East Oneida Street Baldwinsville, NY 13027 (315) 415-3309 kmarsell@bullseyecorp.com www.bullseyecorp.com</p>	<p><b>Cayuga Lumber</b> 801 West State Street Ithaca, NY 14850 (607) 273-0245</p>
<p><b>Columbia Bitulithic</b> 2300 Rogers Avenue Coquitlam, BC V3K 5X6 (604) 521-8811 Fax: 604-524-5926 www.lasargen.com</p>	<p><b>Deckman Oil</b> 9 Norton Street Honeoye Falls, NY 14472 (585) 624-1630 www.deckmanoil.com</p>	<p><b>Delta Paper</b> 8295 National Highway Pennsauken, NJ 08110 (856) 532-0333 Fax:(856) 486-0180 rsweeney@deltapaper.com</p>
<p><b>Eagle Envelope Company</b> P.O. Box 236 Ithaca, NY 14850 (607) 387-3195 Fax:(607) 387-3196 www.eagleprint.com</p>	<p><b>Environmental Coatings</b> 36 Eagle Rock Way Montclair, NJ 07042 (973) 509-9456 info@eciproducts.com www.eciproducts.com</p>	<p><b>Essential Industries</b> 28391 Essential Road Merton, WI 53056 (262) 538-1122 Toll Free:(800) 551-9679 sales@essind.com www.essind.com</p>
<p><b>F&amp;T Distributing Company</b> 15 Royal Road Ithaca, NY 14850 (607) 273-3811 Fax:(607) 273-3564 TPrudence@ftdistributing.com www.ftdistributing.com</p>	<p><b>Filtrona Extrusion USA</b> 3110 70th Avenue East Tacoma, WA 98424 (253) 284-8000 Toll Free:(877) 335-4638 www.filtronaextrusion.com</p>	<p><b>Geami, Ltd.</b> 200 Innovation Avenue Suite 140 Morrisville, NC 27560 (877) 888-2030 info@geami.com www.geami.com</p>
<p><b>Green Diamond Tires</b> P.O. Box 303 Horseheads, NY 14845 (607) 481-1194 Fax:(607) 737-0778 jeff@greendiamondtire.com www.greendiamondtire.com</p>	<p><b>Hage Carpet</b> 4661 Commercial Drive New Hartford, NY 13413 (315) 736-4401 Fax:(315) 736-3780 hagecarpet@AOL.com</p>	<p><b>Healthy Clean Buildings</b> 4 Wilmington Drive Melville, NY 11747 (631) 643-1882 Fax:(631) 643-4649 cleaning@fnol.net www.cleaningpro.com</p>

# Supplier Contact Information

<p><b>Hillyard Incorporated</b>          125 Rawson Road          Victor, NY 14564          Toll Free:(800) 695-5336          Fax:(585) 924-2829</p>	<p><b>Home Depot</b>          410 Elmira Road          Ithaca, NY 14850          (607) 272-1094          www.homedepot.com</p>	<p><b>Home Green Home</b>          215 East State Street          Ithaca, NY 14850          (607) 319-4159          www.homegreenhome.com</p>
<p><b>Horwitz Supply</b>          340 Upper Oakwood Avenue          Elmira Heights, NY 14903          (607) 767-9999          Toll Free:(800) 836-7110          Fax:(607) 767-1998          info@horwitzsupply.com          www.horwitzsupply.com</p>	<p><b>JBC Safety Plastics</b>          12245 Florance Avenue          Sante Fe Springs, CA 90670          (562) 777-1661          Toll Free:(866) 742-5512          Fax:(562) 777-0664          gerry@jbcsafety.com          www.jbcsafety.com</p>	<p><b>Johnson Wax</b>          1525 Howe Street          Racine, WI 53403          Toll Free:(800) 494-4855          www.scjohnson.com</p>
<p><b>Lees Commercial Carpet</b>          22 Old Glory Lane          Ballston Spa, NY 12020          (518) 885-3779          Toll Free:(800) 523-5647          jjenkins@nycap.rr.com          www.leescarpet.com</p>	<p><b>Lowe's of Ithaca</b>          130 Fairgrounds Memorial Parkway          Ithaca, NY 14850          (607) 254-2000          Fax:(607) 254-2003          www.lowes.com</p>	<p><b>McNamara's Office Supply</b>          2309 North Triphammer Rd          Ithaca, NY 14850          (607) 257-8700          Fax:(607)-257-7300          www.mcnamarasofficesupply.com</p>
<p><b>Mohawk Lubricants</b>          130 Forester Street          North Vancouver, BC V7H 2M9          (604) 929-1282          Fax:(604)-929-8371</p>	<p><b>Napa Auto Parts</b>          424 W State Street          Ithaca, NY 14850          (607) 273-6417          www.napaautocare.com</p>	<p><b>Office Depot</b>          725 S. Meadow Street          Ithaca, NY 14850          (607) 256-0601          www.officedepot.com</p>
<p><b>OfficeMax</b>          1999 Mt. Read Boulavard          Rochester, NY 14615          (607) 275-0682          Fax:(607) 275-0683          www.officemax.com</p>	<p><b>Paper Mart</b>          5361 Alexander Street          Los Angeles, CA 90040          Toll Free:(800) 745-8800          www.papermart.com</p>	<p><b>Printer Components</b>          780 Canning Parkway          Victor, NY 14564          (585) 924-5190          Fax:(585) 924-5292          www.pcivictor.com</p>
<p><b>Race Office Equipment</b>          123 East State Street          Ithaca, NY 14850          (607) 273-1011          Fax:(607) 273-5473          Tpine@Clarityconnect.Com          www.raceoffice.biz</p>	<p><b>Rubberform Recycled Products</b>          75 Michigan Street          Lockport, NY 14094          (716) 478-0404          Fax:(716) 478-0404          Deborah@RubberForm.com          www.RubberForm.com</p>	<p><b>Safety-Kleen</b>          601 Riley Road          East Chicago, IN 46312          Toll Free:(800) 525-5739          myoil@ac-rerefined.com          www.ac-rerefined.com</p>
<p><b>Sherwin Williams</b>          728 South Meadow Street          Ithaca, NY 14850          (607) 272-8900          www.sherwin-williams.com</p>	<p><b>Staples</b>          742 South Meadow Street          Ithaca, NY 14850          (607) 275-0240          www.staples.com</p>	<p><b>Steelcase</b>          901 44th Street          Grand Rapids, MI 49508          Toll Free:(888) STEELCASE          store@steelcase.com          www.steelcase.com</p>



## Supplier Contact Information

<p><b>Syracuse Office Environment</b>          375 Erie Boulevard          West Syracuse, NY 13202          (315) 476-9091          Fax:(315) 476-9094          info@soesy.com          www.soesy.com</p>	<p><b>Target</b>          40 Catherwood Road          Ithaca, NY 14850          (607) 257-3387          www.target.com</p>	<p><b>Tops Market</b>          710 South Meadow Street          Ithaca, NY 14850          (607) 275-8041          www.topsmarkets.com</p>
<p><b>Tropical Traditions</b>          Toll Free:(866) 311-2626          marilyn@tropicaltraditions.com          www.householdtraditions.com</p>	<p><b>Truckmounts &amp; Drying Solutions</b>          22 Trolley Lane          Salem, NH 03079          (603) 898-3337          Toll Free:(800) 631-5251          Fax:(603) 898-3941          sales@truckmounts.org          www.truckmountsnh.com</p>	<p><b>Wegmans Ithaca</b>          500 South Meadow Street          Ithaca, NY 14850          (607) 277-5800          www.wegmans.com</p>
<p><b>Work Area Protection Corporation</b>          2500 Production Drive          St.Charles, IL 60174          (630) 377-9100          Toll Free:(800) 327-4417          Fax:(630) 377-9270          workarea@workareaprotection.com          www.workareaprotection.com</p>	<p><b>Xpedx</b>          6485 Ridings Road          Syracuse, NY 13206          (315) 433-1413          Fax:(315) 433-1471          www.xpedx.com</p>	<p><b>Zep Manufacturing Company</b>          2 Baird Avenue          Binghamton, NY 13901          (607) 759-9764          Fax:(607) 724-5142          Dhill5@stny.rr.com</p>



# Green Glossary

<b>Acid Free Paper</b>	Describes paper which is made with a neutral pH process that increases the longevity of the item.
<b>ACMI Certified</b>	Art & Creative Materials Institute (ACMI) provides independent certification to indicate that an approved product does not include any ingredients in quantities that would be harmful to the health of children or adults.
<b>ASTM Standards</b>	American Society for Testing and Materials (ASTM) is an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.
<b>Best Value Purchasing</b>	Taking into consideration the overall lifecycle cost of a product or service during the procurement process. A product that performs well, provides the best quality and economic value, meets current environmental standards, encourages competition among vendors, and ensures the continuing participation of quality vendors, may be considered the best value, even if it costs more than the usual product.
<b>Biodegradable</b>	Indicates that a substance can be decomposed, or broken down, by natural processes into simple, stable compounds such as carbon dioxide and water.
<b>Concentrate</b>	The undiluted form of a dilutable product. Using concentrates saves money, time and resources. Please remember to follow the manufacturer's directions when using a concentrate in order to properly dilute with water.
<b>EcoLogo</b>	An independent third-party organization with set standards for certifying products in more than 120 categories in order to help suppliers and consumers identify, trust, buy, and sell environmentally preferable (green) goods and services.
<b>Environmentally Preferable Products And Services</b>	Items and/or services that have a reduced effect on human health and the environment when compared to competing products and services that fulfill the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.
<b>Environmentally Preferred Procurement (EPP)</b>	The act of purchasing environmentally preferable products and/or services.
<b>EPA</b>	United States Environmental Protection Agency, which establishes purchasing standards and publishes guidelines for the minimum recycled content of products used by federal agencies. EPA also regulates many aspects of the paper industry production, including emissions and solid waste management.
<b>EPEAT</b>	The Electronic Product Environmental Assessment Tool (EPEAT) is a system in which manufacturers can declare that their products meet a set of criteria in environmental performance categories.
<b>Forest Stewardship Council (FSC)</b>	An independent, international, environmentally and socially-oriented forestry certification organization. FSC is the only certification organization that is verifiably performance-based and has established credibility with the major environmental and social organizations worldwide.
<b>Green Seal</b>	An independent non-profit organization dedicated to safeguarding the environment and promoting the manufacture, purchase and use of environmentally responsible products and services. Green Seal has developed its own product rating system to help further this goal.

## Green Glossary Continued

<b>HDPE</b> 	<p>High-density polyethylene (HDPE), a commonly used plastic for bottles, grocery bags, and recycling bins. It is often identified by the # 2 identification resin code.</p>
<b>LDPE</b> 	<p>Low-density polyethylene (LDPE) is a thermoplastic made from oil and is widely used for manufacturing various containers, dispensing bottles, wash bottles, tubing, plastic bags for computer components, and various molded laboratory equipment. Its most common use is in plastic bags and it can be identified by the #4 resin code.</p>
<b>Life Cycle Cost Analysis</b>	<p>The process of calculating the cost/impact of a system or product over its entire life span, including manufacture, use, and disposal. The analysis of a typical system could include costs for: planning, research and development, production, operation, maintenance, cost of replacement, and end-of-life disposal or salvage. This is sometimes called a cradle-to-grave analysis.</p>
<b>Materials From NYS Waste Stream</b>	<p>Indicates that the recycled resources used for the production of an item were derived from the waste stream generated in New York State.</p>
<b>Multiuise</b>	<p>A product that can be used for multiple functions, reducing the need for additional products, translating into less waste and packaging.</p>
<b>Non-Toxic</b>	<p>Indicates a product, substance, or chemical will not cause adverse health effects, either immediately or over the long-term.</p>
<b>PETE</b> 	<p>Polyethylene Terephthalate (PETE), a commonly used plastic for polyester fibers, thermoformed sheet, strapping, and soft drink bottles. It is often identified by the # 1 identification resin code.</p>
<b>Petrochemical</b>	<p>Any chemical substance derived from fossil fuel. Petrochemicals are a compound of carbon and hydrogen, and may incorporate many other elements. They emit volatile organic compounds (VOCs) that are harmful to respiratory health and the liver, and in extreme cases, may cause cancer. In the environment, they do not biodegrade, and can also cause health problems in animals. Petrochemicals come from a nonrenewable resource, and can add to greenhouse gas emissions, which leads to global warming.</p>
<b>PMA Certified</b>	<p>The Pencil Maker Association (PMA) certified non-toxic seal signifies that pencil materials have been submitted for review according to the safety standards established for the certification program. This includes the review of cores, slats, ferrules, erasers and lacquers to make sure they contain only non-toxic substances.</p>
<b>Post-Consumer Content</b>	<p>Items that have served their intended use for the initial consumer and have been discarded for disposal or recovery as a recycled product. For instance, recycled content office paper containing 30% post-consumer waste has been manufactured from used paper collected through recycling program and then purchased by a paper mill as raw material in re-manufacturing.</p>
<b>Pre-Consumer Content</b>	<p>Items are made with usable materials that are derived from industrial processes, such as scraps from cutting or trimming. These materials are still resources to be made into new products and are collected and put back through the process, thus they are recycled. This process happens before these materials reach a consumer for first use, so they are considered pre-consumer recycled material.</p>
<b>Processed Chlorine Free</b>	<p>Describes recycled paper in which the recycled content is unbleached or bleached with a process that does not include chlorine or chlorine derivatives.</p>

## Green Glossary Continued

<b>PVC</b> 	<p>Polyvinyl chloride (PVC) is a widely used thermoplastic polymer. PVC has common applications in building and construction materials as well as clothing and upholstery. Vinyl chloride is a known human carcinogen. It is often defined by the # 3 identification resin code.</p>
<b>Recyclable</b>	<p>A product that can be collected for reprocessing. Recyclable products can only be recycled and reprocessed where collection infrastructure and markets exist.</p>
<b>Recycled Content</b>	<p>A product that is made from some or all recycled materials. It can also be used to indicate the amount of pre- and post-consumer recovered material introduced into the production process, which is usually described as a percentage.</p>
<b>Refillable</b>	<p>The ability to replace some component of a product once it has been depleted. Refilling a product extends its useful life and minimizes the need for disposal.</p>
<b>Remanufactured</b>	<p>Any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.</p>
<b>Re-Refined Oil</b>	<p>Re-refining is an energy-efficient and environmentally beneficial method of managing used oil by refining it over again. Less energy is required to produce a gallon of re-refined base stock than a base stock from crude oil.</p>
<b>Resin Identification Code</b> 	<p>A code system created to indicate the type of plastic that an item is made from. Contrary to misconceptions, the number has no other meaning aside from identifying the specific plastic. The presence of a resin code does not necessarily indicate it is recyclable in all areas since municipalities have varying standards for the numbered plastics accepted.</p>
<b>Retread</b>	<p>A manufacturing process designed to extend the useful lifespan of a worn tire. The old tread is buffed away, and a new rubber tread is applied to the bare casing using specialized machinery.</p>
<b>Sustainability</b>	<p>The ability to meet the social, economic, and environmental needs of the present without compromising the ability of future generations to meet their needs.</p>
<b>Volatile Organic Compounds</b>	<p>Volatile Organic Compounds (VOCs) are organic chemicals that have a high vapor pressure and easily form vapors at normal temperature and pressure. The term is generally applied to organic solvents, certain paint additives, aerosol spray can propellants, fuels (such as gasoline, and kerosene), petroleum distillates, dry cleaning products and many other industrial and consumer products ranging from office supplies to building materials. Some VOCs can be hazardous to your health when inhaled. VOCs from out-gassing of fabrics, building materials, etc. are an important contributor to sick building syndrome (SBS).</p>

# 06-15 Waste Reduction and Resource Management Policy

Objective:	To recognize the goals set forth by the Tompkins County Solid Waste Management Plan through procedures that reduce the amount of waste produced by county operations and maximize opportunities for reuse and recycling.	Policy Number: 06-15
Reference: <i>(Laws both state &amp; local)</i>	Charter and Code of Tompkins County, New York Part II, Chapter 140: Solid Waste New York Codes, Rules and Regulations Part 360 New York State Solid Waste Management Act of 1988 Tompkins County Administrative Policy 01-21 Tompkins County Legislature Resolution #370 of 1993-Adoption of Final Tompkins County Solid Waste Management Plan Tompkins County Legislature Resolution #198 of 2006 In Support of a Sustainability Program for Tompkins County Government	Effective Date:
Legislative Policy Statement:	The Tompkins County Legislature requires that, to the greatest extent possible, County departments will properly manage resources by continually seeking ways to minimize solid waste generation and disposal through environmentally preferable purchasing, reuse, recycling, or composting.	Responsible Department: Solid Waste Modified Date(s): Resolution No.:
General Information:	<u>Waste Reduction Program:</u> Tompkins County shall establish a waste reduction program to assess and manage the waste of all County departments, with guidance provided by the Tompkins County Solid Waste Management Division (TCSWMD), the Facilities Division, and other departments as needed. In order to determine areas for improvement, TCSWMD will provide waste assessments in collaboration with departments. The outcome of these assessments will identify practices and procedures to be implemented for waste reduction, reuse, recycling, composting, and environmentally preferable purchasing (EPP) based on the unique circumstances of each department.  Waste reduction concepts and policy requirements will be incorporated into established employee training and orientation programs to increase participation and ensure program success. Additional employee education will be provided as the waste reduction program evolves.  To the greatest extent possible, County departments will participate in the waste reduction program and incorporate these practices into their standard operations.	Next Scheduled Review:

## Definitions:

“Best Value Purchasing” - means taking into consideration the lifecycle cost of a product or service. This cost includes the initial product price, operation, maintenance and disposal costs, and the impact on the environment and public health.

“Composting” - is the managed degradation of organic wastes, such as food scraps and yard debris, in the presence of oxygen, water and other microorganisms to produce a nutrient rich soil amendment while reducing organic matter in the waste stream.

“Disposal” - is defined as the final removal of waste materials, conducted in such a manner that it does not provide any beneficial use. Disposal often refers to the landfilling of waste materials.

“Environmentally Preferable Product” - means a product and/or service that has a reduced effect on human health and the environment when compared to competing products and services that fulfill the same purpose. Considerations for this product comparison may include: raw materials acquisition, production, energy and water consumption, hazardous components, byproducts, packaging, distribution, reuse opportunities, maintenance, or disposal.

“Hazardous waste” - is waste with properties that make it dangerous or potentially harmful to human health or the environment. A hazardous waste typically exhibits one of the following characteristics: ignitability, corrosivity, reactivity, or toxicity.

“Practicable” - means satisfactory and within reason when considering price, performance, availability, compatibility with a specified operation, and public safety.

“Recycling” - is a method of diverting materials from the waste stream by collecting, sorting, and reprocessing them into raw materials that are then made into a new product.

“Reuse” - means to use a product more than once. An item may be reused for its originally intended purpose or creatively reused to fulfill a new function.

“Universal waste” - refers to low risk hazardous waste, which when not properly collected for recycling, treatment, or disposal is considered a hazardous waste. These wastes have three categories: Cathode Ray Tubes (CRT), thermostats, and batteries and lamps.

“Waste reduction” - means minimizing the total amount of materials used for a process, which in turn decreases the total amount of waste generated.

## **Procedure:**

### **A. Waste Reduction, Reuse, Composting, and Environmentally Preferable Purchasing**

To the greatest extent possible, all county departments will seek to maximize opportunities for and take advantage of waste reduction, reuse, composting and environmentally preferable purchasing (EPP) programs.

County departments will seek to reduce waste by making conscious purchasing decisions, such as eliminating the procurement of disposable items when possible, coordinating with vendors to reduce packaging waste, and minimizing surplus by purchasing only what is needed. To further reduce waste, items will be fully used prior to their ultimate disposal. The Purchasing Division will seek EPP alternatives through procurement where possible and practicable.

All County departments will incorporate paper conservation practices as outlined by TCSWMD. The Information Technology Services Department (ITS) will take into account waste reduction as a criterion when evaluating and recommending new technology, equipment, software, and procedures.

As defined by Tompkins County Administrative Policy 01-21, surplus equipment and surplus computer equipment will be managed for internal and external reuse opportunities as well as recycling before ultimate disposal in a landfill.

To the greatest extent possible and where practicable, based on information gathered in the waste assessments, County departments shall consider establishing a composting program, with assistance from TCSWMD. Opportunities for waste reduction and composting shall also be considered at County events.

All County departments will seek to maximize EPP where practicable, by procuring products and services that have a reduced negative effect on human health and the environment when compared to competing products and services that fulfill the same purpose. The Solid Waste

Division will develop and annually update an EPP product guide for departmental use. The Purchasing Division will solicit for and recommend environmentally preferable products and services whenever they are considered practicable and of best value in order to maximize EPP within the County.

### **B. Recycling**

A County program will be established for collection of all items from departments suitable for recycling, as defined by TCSWMD and consistent with federal, New York State and local laws. As a component of this program, departments will utilize uniform recycling receptacles. TCSWMD will work with each individual department to provide employee education, which will ensure maximum waste diversion.

County departments will explore opportunities for, and where practicable, recycle all unwanted and unusable items prior to disposal, including furniture, chairs, and computers. TCSWMD will provide written guidelines and procedures for the recycling of all acceptable materials.

Prior to recycling, all County departments that possess unwanted, unusable electronic or computer equipment will notify ITS, or their departmental computer support personnel. ITS will provide standards, written instructions, and coordination with all County departments to ensure that all Tompkins County data or software is removed from electronic and computer equipment prior to recycling. No electronic or computer equipment will be recycled prior to the completion of this process.

The Facilities Division will bid recycling services for County facilities based on best management practices as recommended by TCSWMD and in accordance with this policy.

### **C. Disposal**

All departments shall regularly review their waste products to determine if they are properly acquiring, using, and disposing of materials.

All products that cannot be reused or recycled shall be disposed of in an environmentally responsible manner. TCSWMD will assist all County departments in finding the best disposal method for materials that have been deemed no longer usable, including hazardous and universal waste.

County departments will seek to minimize the procurement and generation of hazardous and universal waste. Departments that generate these wastes will be responsible to properly dispose of them through the County's Hazardous Waste collection program or through a permitted hazardous waste contractor.

The Facilities Division will bid solid waste disposal services for County facilities based on best management practices as recommended by TCSWMD, in accordance with this policy.

# Additional Resources



For further information on Environmentally Preferred Procurement, visit these useful sites on the web:

- Alameda County, Stopwaste.org
  - [www.stopwaste.org](http://www.stopwaste.org)
- California Integrated Waste Management Board
  - [www.ciwmb.ca.gov](http://www.ciwmb.ca.gov)
- Center for a New American Dream
  - [www.newdream.org](http://www.newdream.org)
- Conservatree
  - [www.conservatree.com](http://www.conservatree.com)
- Eco-label
  - [www.greenerchoices.org](http://www.greenerchoices.org)
- Electronic Product Environmental Assessment Tool
  - [www.epeat.net](http://www.epeat.net)
- Green Guardian
  - [www.greenguardian.com/](http://www.greenguardian.com/)
- GreenSeal
  - [www.greenseal.org](http://www.greenseal.org)
- New York State Association for Reduction, Reuse and Recycling
  - [www.nysar3.org](http://www.nysar3.org)
- Responsible Purchasing Network
  - [www.responsiblepurchasing.org](http://www.responsiblepurchasing.org)
- The Commonwealth of Massachusetts Environmentally Preferable Products (EPP) Procurement Program
  - [www.mass.gov/epp](http://www.mass.gov/epp)
- The New York State Office of General Services, Procurement Services Group
  - [www.ogs.state.ny.us/purchase/EnvironmentPurchasing.asp](http://www.ogs.state.ny.us/purchase/EnvironmentPurchasing.asp)
- United States Environmental Protection Agency, Design for the Environment (DfE)
  - [www.epa.gov/dfе](http://www.epa.gov/dfе)

## Visit Finger Lakes Buy Green

[Fingerlakesbuygreen.org](http://Fingerlakesbuygreen.org) is the first green purchasing guide in Tompkins County! This online resource gives businesses and consumers information about buying products that protect our health and the environment.

In addition to providing information about how and why to buy green, the site offers a sampling of green products and the Finger Lakes area supplier.

Featured products include office supplies, cleaning supplies, yard and garden supplies and maintenance supplies.

This website has been created through a partnership between Sustainable Tompkins and Tompkins County Solid Waste Management Division.

For more information and tips on how to buy green, visit: [www.fingerlakesbuygreen.org](http://www.fingerlakesbuygreen.org)



# Give us the facts...

## EPP Survey



Department Name: _____	Respondent's Name: _____
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**Help us make our EPP program successful!** Please fill out this survey for the environmentally preferable products you used and let us know what you think, and how they worked.

This information will be used to help improve the program and identify products and/or services that are acceptable for use in Tompkins County government.

Please list current product/service you are surveying:			Did the products/services meet or exceed your expectations? _____Yes _____No	
Product/Service	Brand/Service Provider	Quantity	Comments:	
Was the pricing comparable to what you would expect to pay? _____Yes _____No			Are there ways the product/services can be improved? _____Yes _____No	
Comments:			Comments:	
Were the products/services delivered in a timely manner? _____Yes _____No			Did the products arrive in acceptable packaging? _____Yes _____No	
Comments:			Comments:	
Would you order the products/services again? _____Yes _____No			Would you recommend the products/services to others? _____Yes _____No	
Comments:			Comments:	
Are there any environmental preferable products/services you would like to try or see recommended? _____Yes _____No			Please share any other thoughts or concerns regarding the recommended products/services:	
Comments:				

*Thank you for your time and consideration. If you have any questions regarding this form please feel free to contact Kat McCarthy.*

Please return to Kat McCarthy at Solid Waste via email at [kmccarthy@tompkins-co.org](mailto:kmccarthy@tompkins-co.org),  
fax at 275-0000, or interoffice mail.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_