



ENVIRONMENTALLY SUSTAINABLE PROCUREMENT GUIDE



For: CMS System-Wide Use

Prepared by: CMS Procurement Services Department

In support of:

Board Policy O-ESS – Environmental Stewardship

Strategic Plan 2014 – Environmental Charter

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Introduction

The CMS environmental management system encourages the use of environmentally sustainable products and services. By including environmental considerations in procurement decisions, the district may reduce its environmental footprint and promote practices that improve human health, conserves natural resources, minimizes pollution, supports recycling efforts, reduces waste streams, and educates employees, vendors, and end users.

CMS personnel are encouraged to actively seek out environmentally sustainable products and services for use in day-to-day operations when price, quality, performance, and functionality are comparable to their non-environmentally sustainable counterparts. It is not the intent of this procedure to require any action that conflicts with local, state or federal requirements; procure products that do not perform adequately for their intended use; exclude adequate competition; or to pursue products not available at a comparable price or reasonable period of time.

Purpose

The purpose of this guide is to establish a **uniform resource and reference guide** for CMS employees with procurement responsibilities. It will assist their efforts with environmentally sustainable procurement activities at CMS, and compliment CMS Board Policy ECF – Environmental Stewardship. The purpose for its creation is to add value in a system-wide successful manner, as we all strive to incorporate sustainable activities in our everyday lives, jobs, facilities, and our leadership capacities which ultimately reflect upon CMS.

It is not the intent of this document to require any action that conflicts with local, state, or federal requirements; procure products that do not perform adequately for their intended use; exclude adequate competition; or to pursue products not available at a comparable price or reasonable period of time.

How should this guide be used?

This document should be utilized as a “guide” only, it is not intended to be a “policy” or “procedure” manual. The need for its incorporation at CMS is to promote ongoing sustainable values and challenge unsustainable activities going forward. The information contained in this guide is broad in scope; and therefore, is not expected to be read in its entirety. The content provides many electronic access links (clickable – hyperlinks) to facilitate various users interest.

Recurring Terminology

Key terminology establishes a foundation to build upon and maintain core principals

Environmentally Sustainable Purchasing – A process whereby organizations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organization, but also to society and the economy, while minimizing damage to the environment.

Environmentally Responsible – Products and services which are acknowledged to have minimal impact on the environment. Such products or services should reduce environmental impact through their composition and/or recyclability or by reduction in quantity and toxicity of waste products, energy use or water consumption.

Fiscally Responsible – The cost factor or purchase price for a sustainable product or for a more environmentally responsible item should be consistent with the acquisition cost for a similar or less environmentally responsible item.

Life-Cycle Cost – The total cost of a product including procurement, use, maintenance, and disposal. Use life cycle analysis (LCA) to help guide best choices. LCA is a technique intended to quantify the total impact of a product during its production, distribution, use, recycling, treatment, and disposal. (cradle to cradle impact)

Benefits and Goals of Green Procurement

Green procurement has various benefits and goals that foster sustainability. Buying “green” improves our environmental stewardship, and strengthens community relationships. Purchasing decisions can significantly influence the environment since the procurement process heavily influences the wastes and emissions that must be managed and paid for. When we buy a hazardous material, at the end of its life cycle it may become a hazardous waste that is costly to manage and dispose. When we buy products or design buildings that are not energy efficient, we pay higher utility bills and contribute to internal and regional air pollution. Water wasting products and systems drive up costs for water purchase and wastewater treatment – funds that could otherwise be used for essential purposes. The goal of this guide is to suggest environmentally responsible and proactive procurement practices to mitigate or avoid negative environmental impacts.

Specific benefits and goals of practicing green procurement include but are not limited to:

- Strengthening recycling programs by increasing the demand for recycled products
- Complying with laws, regulations, and Executive Orders (EOs) that require state agencies to implement green procurement practices.
- Saving money (may be in terms of product cost, the overall cost of manufacturing, or utility bills)
- Reducing air emissions, solid waste disposal rates, and associated health risks
- Providing jobs and economic opportunity

- Providing incentives for manufacturers to use technologies that incorporate environmentally sustainable attributes and/or materials into products
- Conserving natural resources used to make new products
- Preserving energy resources and protecting the ozone layer
- Providing new and expanded markets for sustainable commodities and services
- Reducing U.S. dependence on petroleum and other imports

Third Party Certification

These leading organizations have developed environmental certifications which label and identify products and processes that meet stringent environmental attributes.



EcoLogo[™] Launched by the Canadian federal government in 1988, EcoLogo has grown to serve buyers and sellers of green products throughout the United States and Canada, and around the world. It is North America’s oldest environmental standard and certification organization (and the second oldest in the world). It is the only North American standard approved by the Global Ecolabeling Network as meeting the international ISO 14024 standard for environmental labels. By setting standards and certifying products in more than 120 categories, EcoLogo helps identify, buy, and sell environmentally preferable (“green”) goods and services. On this website, you’ll find more than 7,000 EcoLogo certified products from hundreds of manufacturers. See <http://www.ecologo.org>



EPEAT[™] Electronic Products Environmental Assessment Tool (EPEAT) is an independent program that certifies “green” electronic equipment such as computers, monitors and laptops. See www.epeat.net



ENERGY STAR[®] **ENERGY STAR[®]** is a joint program of the US Department of Energy and US Environmental Protection Agency where you can find certified energy-efficient products (such as light fixtures, exit signs, appliances and office equipment). See www.energystar.gov



Environmental Choice is Canada’s environmental product certification program. It has issued standards for over 300 product categories (such as flooring, paint, electricity, cleaners, office equipment, and paper products), many of which are sold in the U.S. and available in Colorado. See www.environmentalchoice.com/English/ECP%20Home



FSC *Forest Stewardship Council* certifies lumber and other building products made with sustainably harvested wood or that reduce wood consumption; go to www.fsc.org

GEN :: GLOBAL ECOLABELING NETWORK The Global Ecolabeling Network (GEN) is a non-profit association of third-party, environmental performance recognition, certification and labeling organizations founded in 1994 to improve, promote, and develop the "ecolabeling" of products and services.

<http://www.globalecolabelling.net/>



Green Seal is a nonprofit organization that set standards for products (such as janitorial cleaners, floor strippers, and paints) and certifies products that meet those standards. Find certified products, standards, and *Choose Green Reports* at www.greenseal.org



Green-e is a labeling program established by the nonprofit organization, Center for Resource Solutions, which verifies electricity that has been generated using renewable sources such as solar and wind energy. See www.green-e.org



Greenguard is a nonprofit organization that certifies products that impact indoor air quality. Find products (such as flooring, paints, furniture, and cleaning products) with low VOCs and other emissions. Some are certified for use near children: www.greenguard.org.



Scientific Certification Systems verifies green claims such as “biodegradable” or “contains recycled content”. SCS also oversees compliance with the California Gold Sustainable Carpet Standard and other environmental certifications; see www.scs-certified.com



TransFair maintains a Fair Trade label issued to companies that import products such as coffee, tea, chocolate and rice that have been manufactured and sold under fair and safe working conditions. For a list of certified products, go to www.transfairusa.org



US Department of Agriculture allows use of its organic label for products meeting federal standards that address pesticide and fertilizer use as well as other approved methods used to grow, harvest and process food and other agricultural products. Information about this organic certification program can be found at www.ams.usda.gov/AMSV1.0/



Cradle to Cradle® Certification is a multi-attribute eco-label that assesses a product's safety to humans and the environment and design for future life cycles. The materials and manufacturing practices of each product are assessed in five categories: Material Health, Material Reutilization, Renewable Energy Use, Water Stewardship, and Social Responsibility. Cradle to Cradle certified products and materials may be found at: <http://c2c.mbdc.com/c2c/list.php?order=type>



Scientific Certification Systems (SCS) is a global leader in independent certification and verification of environmental, sustainability, stewardship, food quality, food safety and food purity claims. For more than 25 years, SCS has developed internationally recognized standards and certification programs in pursuit of the highest level of environmental performance and social accountability. Many assessments undertaken by SCS are based on innovative life cycle assessment methodologies.

<http://scs1.com>



ECO LABEL INDEX



Ecolabel Index is the largest global database of ecolabels, currently tracking [333 ecolabels](#) in 207 countries, and 40 industry sectors. <http://www.ecolabelindex.com/ecolabels/>

Contracts Containing Recycled Products



<http://www.pandc.nc.gov/recycled.htm>

	Contract#	Title
	060B	Batteries, Storage
	060E	Tire, Automotive, Recapping and Repairing
	200A	Uniforms (Launderable)
	207A	Toner Cartridges, Remanufactured
	360A	Carpet, Tufted, Nylon
	395B	Paper, Computer and Labels
	405A	Fuel, Propane (Tankwagon)
	420A	Furniture, Metal, Folding Chairs, Tables, Storage Units
	420B	Furniture, Classroom, Metal
	420D	Furniture, Library, Wooden
	425B	Furniture, Desks (Wood), Credenzas, Conference Tables, Etc.
	425C	Furniture, Bookcases
	425E	Furniture, Chairs, Ergonomic
	425G	Cabinets, Filing, Vertical
	425H	Cabinets, Storage/Wardrobe and Safety Storage
	485F	Pails, Waste Cans, and Special Refuse Containers
	550A	LED Vehicle Traffic Signal Modules
	580B	Musical Instruments and Accessories
	615A	Office Supplies, General
	640A	Napkins, Towels, and Bathroom Tissue
	645A	Paper (Office Use) and Envelopes
	655B	Photographic Film, Chemicals and Supplies
	675A	Pesticides
	785B	Paper, Drawing and Constructions, Newsprint
	924A	Teaching Equipment, Electricity/Electronics Courses

Recycling Contracts for State Agencies



<http://www.doa.state.nc.us/ssp/gen-recycontracts.htm>

Used Motor Oil and Antifreeze

Wet Cell Batteries

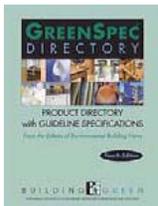
Non-Functional Computer Monitors

Resources

A wealth of helpful resources on almost everything environmentally sustainable. Information for Schools, Government, Industry, and more!



Green Purchasing Institute provides hands-on technical support to local governments on EPP issues, including the development of environmental purchasing policies, bid specifications, contract language and outreach materials. Email: info@greenpurchasing.org



GreenSpec Directory is a paper and online directory that lists over 2,100 environmentally preferable building products based on uniform environmental criteria. It can be found at www.buildinggreen.com



U.S. Green Building Council LEED® Green Building Rating System™
LEED (Leadership in Energy and Environmental Design) is a voluntary, consensus-based national rating system for developing high-performance, sustainable buildings. Developed by USGBC, LEED addresses all building types and emphasizes state-of-the-art strategies for sustainable site development, water savings, energy efficiency, materials and resources selection, and indoor environmental quality. LEED is a practical rating tool for green building design and construction that provides immediate and measurable results for building owners and occupants. <http://www.usgbc.org/>



Responsible Purchasing Network (RPN) is a member-based network of procurement stakeholders that maintains an online clearinghouse of information on ESP policies, programs, purchasing guides, reports, upcoming events and other related resources. See www.responsiblepurchasing.org.



StopWaste is a public agency that promotes waste prevention, recycling and EPP. It offers an EPP resource guide, model policy, and fact sheets on rechargeable batteries, remanufactured toner cartridges, recycled content recreation and transportation products, and environmentally preferable cleaning and office products. See www.stopwaste.org.



The USCC is a national, non-profit trade and professional organization promoting the recycling of organic materials through composting. The USCC is the only national organization committed to the advancement of the composting industry. See <http://www.compostingcouncil.org/>.



As the largest energy consumer in the United States, the federal government has both a tremendous opportunity and a clear responsibility to lead by example with smart energy management. By promoting energy efficiency and the use of renewable energy resources at federal sites, the Federal Energy Management Program helps agencies save energy, save taxpayer dollars, and demonstrate leadership with responsible, cleaner energy choices. Use FEMP's product recommendations and other useful tips to help you buy the most efficient equipment for your offices and facilities. See <http://www1.eere.energy.gov/femp/>



US Environmental Protection Agency (US EPA) has developed Comprehensive Procurement Guidelines that recommend minimum recycled-content levels for dozens of products. For more information, go to www.epa.gov/cpg/products.htm



[Green Schools Initiative](#) offers extensive information on ESP for schools, a green buying guide and many other resources for green procurement.



"The Healthy School Environments" EPA website offers resources and an Assessment Tool called "Healthy SEAT" for school staff to address environmental health issues in schools.



[Database of Environmental Information for Products and Services](#) is a tool to make it easier to purchase products and services with reduced environmental impacts



[ENERGY STAR](#) office equipment saves schools both energy and money.

[Center for Health, Environment & Justice](#) offers a PVC-free school supplies guide.



[New American Dream](#) offers a Back to School Marketplace that lists green school supplies and tips for students on being green.



[Green Schools Report Card](#) offers a quiz to see how green a school is and ideas on how to further green practices at schools.

U.S. Department of Energy: <http://www.energy.gov>



[GREENSEAL](http://www.green-seal.com)

Green Seal's evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures.



Association for the Advancement of Sustainability in Higher Education.



Green America is a unique member supported organization promoting social justice and environmental sustainability through economic action.

<http://www.greenamericatoday.org/>



Healthy Child Healthy World educates parents, supports protective policies, and engages communities to make responsible decisions, simple everyday choices, and well-informed lifestyle improvements to create healthy environments where children and families can flourish.



Healthy Child Healthy World exists because tens of millions of American children now face chronic diseases and illnesses including cancer, autism, asthma, birth defects, ADD/ADHD, allergies, learning and developmental disabilities, as well as a host of lesser but disruptive ailments. Credible scientific evidence increasingly points to contaminants in our environments and toxic chemicals in everyday products as causing and contributing to many of these diseases.

Read more: <http://healthychild.org/about/mission/#ixzz0wy2gOCDm>



Vendor Library / Search A vendor library listing companies that offer all types of environmental services. Published collaboratively by The Environmental

Sustainability Resource Center, a collaborative effort of the U.S. EPA Regions III and IV, and the N.C. Division of Pollution Prevention and Environmental Assistance. <http://wrrc.p2pays.org/vendor.asp>



North Carolina Executive Order 156 was issued in 1998, causing a collaborative effort among NC state agencies and local governments on all things “green”. N.C. project green challenges state government to set an example of environmental stewardship in 6 key areas; Energy, Water, Waste Reduction, Procurement, Buildings, and Transportation. <http://www.ncprojectgreen.com/>



Green Advantage (GA), the country’s longest-standing green certification for builders and building-related practitioners Green Advantage Certified Practitioners (GACPs) have passed one or more exams, demonstrating their knowledge of the latest in green building principles, materials and techniques.

Symbols



Less Hazardous

Products containing hazardous chemicals can pose health risks to employees and the public, as well as threaten the environment. In addition, hazardous products often require special and costly waste disposal methods. Buy products that are labeled with none of the following signal words or those with the lowest level of hazard possible (but that still get the job done). **Caution:** mild to moderate hazard **Warning:** moderate hazard **Danger:** corrosive, extremely flammable, or highly toxic **Poison:** highly toxic. If less-hazardous alternatives are not readily available, use the least amount of a hazardous product needed to accomplish a task. Use up all of the product before throwing the container or packaging away.



Conserves Energy

Reducing energy use is important because most energy production contributes to problems such as carbon dioxide emissions (tied to global warming), mercury releases, acid rain, volatile organic compounds and nuclear waste. The U.S. Environmental Protection Agency and U.S. Department of Energy developed the Energy Star label to help purchasers identify energy-efficient products. These products reduce utility bills and help the environment.



Recycled Content

Recycled-content products save energy and resources, while also keeping waste out of landfills and incinerators. Recycled-content products can be made with post consumer content, pre-consumer content, or a mix of both. Products made with post-consumer recycled content support our recycling programs at home and at work. If people do not buy products with post-consumer recycled content, manufacturers will no longer want the paper, cans, glass, or plastic we separate from trash. Pre-consumer content comes primarily from manufacturer scrap, and as such does not directly support such recycling efforts.



Prevents Waste

Preventing waste can conserve natural resources and avoid the need to build new, expensive waste disposal facilities. You prevent waste when:

Reducing the amount of material you buy to accomplish any task;

Reusing a product in its original form; or

Using repairable, refillable, or durable products.



Low Volatile Organic Compounds (VOCs)

VOCs evaporate ("volatilize") easily at room temperature and often have a sharp smell. They are contained in many products, such as office equipment, adhesives, carpeting, upholstery, manufactured wood products, paints, solvents, pesticides, and cleaning products. Some VOCs can cause cancer in certain situations, especially when they are concentrated indoors. When VOCs hit sunlight, they create ozone, an air pollutant harmful to both people and plants. Many low-VOC versions of products reduce risks to human health and the environment.



Conserves Water

Less than 1% of the Earth's water is available for human consumption. There is no "new" water on Earth. Dry spells have reminded us that our water supply can be threatened - even in the Land of 10,000 Lakes - resulting in watering bans in some municipalities. Choosing products and services that conserve water, such as automatic flushers and low-flow faucets and toilets, can conserve this vital resource while reducing water and sewer bills.



End of Life Management

What happens to a product after we use it? Some materials cannot go in the trash because they are hazardous in some way and therefore need separate - and sometimes expensive - special management. Some products are more easily recycled than others that do the same job. Making wiser buying choices can prevent a disposal concern at the end of a product's useful life, keep hazardous materials out of the environment, and expand options for recycling.

Glossary, see <http://www.rethinkrecycling.com/glossary> for helpful “green” examples

GREEN PROCUREMENT DEFINITIONS

Agricultural Bio-Based Products means commercial or industrial products that utilize agricultural crops or residues (other than those used for food or feed) but does not include products made from forest-related materials.

Chlorine free means products processed using minimal chlorine or chlorine derived processes.

Cost Analysis as it relates to ESP, means comparative pricing utilizing Life Cycle Analysis (LCA) and/or Total Cost of Ownership (TCO). See also the definitions for these assessment types.

Cradle to Cradle The product has no end of life “grave”, is not disposed of, and is used again in a new form or product, in a circular renewable manner. According to The Product-Life Institute (www.product-life.org), Walter Stahel first used the term “cradle to cradle” in a 1976 research report to the European Commission in Brussels which sketched the vision of a circular economy.

Cradle to Grave A Cradle to Grave system is a linear model for materials that begins with resource extraction, moves to product manufacturing, and, ends with a “grave” – when the product is disposed of in a landfill or incinerator.

Dioxins and furans are a group of chemical compounds that are classified as persistent, bio accumulative, and toxic by the U.S. Environmental Protection Agency.

Economically feasible means to decide whether or not a procurement is prudent, thrifty, effective and efficient; to source in a fiscally responsible manner; to consider the best return on investment of available funds (when considering environmental benefits), not being wasteful or extravagant.

ENERGY STAR® means the U.S. EPA’s energy efficiency product labeling program.

Energy efficient product means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets federal standards.

EPEAT, or Electronic Products Environmental Assessment Tool, is an independent program that certifies “green” electronic equipment such as computers, monitors and laptops.

Environmentally Sustainable Purchasing (“ESP”), means to purchase a product that has a lesser or reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. Incorporating ESP in the procurement process considers raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, sourcing recyclable products, recycled products, and reusable products.

Federal Energy Management Program (“FEMP”) is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.

Forest Stewardship Council is a global nonprofit organization that identifies and certifies responsible forest management practices according to rigorous standards developed by a broad variety of stakeholder groups.

Green Purchasing means the procurement of products that have a lesser or reduced negative impact or increased positive effect on human health, safety, or the environment when compared to competing products serving the same purpose. Green Purchasing results from a set of policies and procedures and uses tools that allow an organization to make the most efficient use of materials, produce a minimum of waste and pollution, and stimulate the use of post-consumer material.

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

Leadership in Energy and Environmental Design (LEED) rating system means the self-assessing system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings that assigns a point rating scale for energy efficiency, water efficiency, materials management, EPP, and other factors related to sustainability in design and systems elements.

Lifecycle Assessment and Lifecycle Analysis mean the comprehensive examination of a product’s environmental impacts throughout its lifetime, including new material

extraction, transportation, manufacturing, energy footprint, use, and disposal. Differs from a Total Cost of Ownership assessment, which focuses on the lifetime costs of acquiring, operating, and disposal.

New Energy Economy means opportunities for economic growth stemming from development of environmentally-conscious “clean technologies” that provide jobs, that encourage alternative energy research and implementation of technologies to promote independence from fossil fuels, and that contribute sustainable technology solutions toward reducing global warming.

Organic Pest Management prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All organic pest control products shall be toxin or chemical free, and provide a pest management solution that does not introduce adverse materials or elements to the environment that could be considered harmful to humans, plants, or wildlife.

Postconsumer Material means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

Practical and Practicable mean whenever possible and compatible with local, state and federal law, without reducing safety, quality or effectiveness, and where the product or service is available at a reasonable cost in a specified period of time.

Recovered Material means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and postconsumer material but does not include excess resources of the manufacturing process.

Recycled Content means the percentage of recovered material, including pre-consumer and postconsumer materials, in a product.

Recycled Content Standard means the minimum level of recovered material, and/or postconsumer material necessary for products to qualify as “recycled products”.

Recycled Product means a product that meets stated requirements of the State, its agencies, institutions and subdivisions, indicating specific recycled content for postconsumer and recovered material.

Remanufactured Product means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

Responsible Purchasing Network (RPN) is a national nonprofit network organization comprised of procurement-related professionals dedicated to socially responsible and environmentally sustainable purchasing. The program is staffed and managed by the Center for a New American Dream, and advised by a voluntary Steering Committee of

leading procurement stakeholders from government, industry, educational institutions, standards setting organizations, and related organizations.

Reused Product means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

Source Reduction refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced toxic constituents; and products marketed with minimal, or reduced, packaging.

Sustainable Purchasing is a process whereby organizations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organization, but also to society and the economy, while minimizing damage to the environment.

Toxics Release Inventory (TRI) is a publicly available U.S. EPA database that contains information on toxic chemical releases and other waste management activities reported annually by certain covered industry groups as well as federal entities: <http://www.epa.gov/tri/index.htm>.

Total Cost of Ownership means the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs. May also include Life Cycle Assessment or Life Cycle Analysis for environmental impact. Refer to LCA definition.

U.S. EPA Guidelines means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

Volatile Organic Compounds (V.O.C.'s) means any organic compound (all chemical compounds containing carbon with exceptions) that is volatile (evaporating or vaporizing readily under normal conditions). The most common V.O.C.'s are emitted by consumer products such as cleaning solvents, paints, and printers in an indoor environment. Many building materials such as paints, adhesives, wall boards, and ceiling tiles, new furnishings, wall coverings, and office equipment such as photocopy machines can also off-gas VOC particles into the air.

Water-Saving Products are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

Xeriscaping means the practice of incorporating native and drought-resistant plants and/or naturally low or zero-water consuming product design elements into outdoor landscaping that promote the most efficient, or lowest use of water.

Classroom and Staff Educational Videos



[3 R's - 3 is the magic number](#) 2:57



[Reduce, Reuse, Recycle - Hip Hop](#) 2:25



Reduce



Reuse



[Recycle Guys - In the Backyard](#) 0:33

[Recycle Guys - In the Roll Cart](#) 0:31



[Recycle Guys - Littering is Wrong](#) 0:31

[Recycle Guys - Recycled Content Products](#) 0:16



[Recycle Guys - On The Go](#) 0:16



[Recycle Guys - In the Supermarket](#) 0:32

[Recycle Guys - Holidays](#) 0:16



[3 R's - An Ecology Song](#) 1:50

Grant Possibilities and Opportunities

Environmental Education Resources in one place.

Direct links to grant organizations including specifics and how to apply.



[Target Field Trip Grants](#)

The Target Field Trip Grants program will award U.S. educators grants of up to \$700 each to fund a field trip for their students. Applications must be submitted electronically by September 30, 2010. Includes trip to environmental sites.



PTA Healthy Lifestyles

[PTA Healthy Lifestyles Awards Grant](#)

In celebration of PTA Healthy Lifestyles Month each November, National PTA offers PTA Healthy Lifestyles Grants of up to \$1,000 to local PTAs. Only local PTAs in good standing are eligible to apply.



[Get Ingrained Grants Program](#)

Two \$15,000 grants will be awarded to people or organizations committed to bettering the health of their communities through nutrition-driven initiatives including garden projects. Environmental Focus: Consumer Education, Gardening/Composting



[ING Foundation Grants](#)

ING Foundation awards grants of \$2,500 to \$100,000+ to non-profit organizations. The Foundation focuses grant-making on four primary areas including Financial Literacy, Children's Education, Diversity, and Environmental Sustainability. Grant requests are reviewed quarterly.



[Kinder Morgan Foundation Grants](#)

Kinder Morgan Foundation supports non profit youth programs that focus on education, the arts, and the environment. Grants are between \$1,000 and \$5,000. Application deadlines are the 10th of every other month beginning in January.



[MeadWestvaco Foundation Grants](#)

The MeadWestvaco Foundation seeks to provide leadership for advancing research, education and public dialogue on public policy issues of special interest, such as the economy, regulation and environmental stewardship. Proposals for grants are accepted throughout the year. Grants range from \$250 to \$10,000.



[Pepsi Refresh Project Grants](#)

The Pepsi Refresh Project is looking for people, businesses, and non-profits with ideas that will have a positive impact. Grants range from \$5,000 - \$250,000. Up to 1000 applications will be accepted each month.



[Kids in Need Teacher Grants](#)

Kids In Need Teacher Grants provide K-12 educators with funding to provide innovative learning opportunities for their students. The Kids In Need Foundation helps to engage students in the learning process by supporting our most creative and important educational resource — our nation's teachers. Grants range from \$100-\$500 each.



[Subaru Healthy Sprouts Grant](#)

The Subaru Healthy Sprouts Award recognizes and supports youth gardening programs focused on teaching about our environment, nutrition, and hunger issues in the United States. To be eligible, your school or organization must plan to garden in 2011 with at least 15 children between the ages of 3 and 18.



[Lorrie Otto Seeds for Education Grant](#)

The Lorrie Otto Seeds for Education Grant program awards grants ranging from \$100 to \$500 to schools, nature centers, or other non-profit educational organizations for the purpose of establishing outdoor learning centers. Grant funds may only be used to purchase native plants and seeds.



[Lowe's Toolbox for Education Grants](#)

The Lowe's Toolbox for Education awards \$2,000 to \$5,000 to non-profit public schools for projects that encourage parent involvement and build a stronger community. The Lowe's Toolbox for Education accepts only the first 1,500 applications per grant period.



[Georgia-Pacific Foundation Grant](#)

The Georgia-Pacific Foundation supports a wide range of organizations that improve the quality of life in communities where Georgia-Pacific operates. The Foundation awards grants in the following areas: educational efforts, community enrichment, environmental programs, and entrepreneurship initiatives.



[Project Learning Tree GreenWorks! Pollinator Garden Grant](#)

Project Learning Tree trained educators who are also registered for PollinatorLIVE: A Distance Learning Adventure are eligible to apply for up to \$500 to create a pollinator garden in their school yard or community. Students must be involved in the planning and implementation of the project.



[Build-A-Bear Foundation Grant](#)

The Build-A-Bear Workshop Foundation seeks to support programs that help children, families, animals and the environment. The grants range between \$1,000 and \$10,000, with the average grant being \$2,500.



[Wal-mart Store and Sam's Club Giving Programs](#)

The Wal-mart Foundation is proud to support charitable organizations that are important to our customers and associates in their own neighborhoods. Through its Wal-mart Store and Sam's Club Giving Programs, Wal-mart Stores and Sam's Clubs can recommend grants beginning at \$250 to local charitable organizations.



[Ways to Help](#)

WaysToHelp.org invites teens in the U.S. to apply for grants to fund their community service ideas across any one of 16 issue areas, including the environment. Grant requests are reviewed and responded to on a monthly basis. Grants are awarded in amounts up to \$500.



[Jenny's Heroes Grants](#)

The Jenny Jones Foundation is looking for "heroes." U.S. citizens age 18 or older who want to help their community can send the Foundation their ideas and a request for financial assistance (up to \$25,000). The Foundation will only consider applications from every-day citizens with a personal desire to improve their communities.



[National Geographic Conservation Trust Offers Funding to Preserve Earth's Resources](#)

The objective of the National Geographic Conservation Trust is to support conservation activities around the world as they fit within the mission of the National Geographic Society. The trust will fund projects that contribute significantly to the preservation and sustainable use of the Earth's biological, cultural, and historical resources. While grant amounts vary greatly, most range from \$15,000 to \$20,000 each. Pre-applications accepted throughout the year, but should be submitted at least eight months prior to anticipated field dates.



[Waste Management Charitable Giving](#)

Waste Management recognizes that healthy, thriving communities depend on involved citizens, organizations and corporate partners for momentum. They lend their support and services to programs related to environmental education, the environment, and the community. Applications are accepted year-round.



[\\$500 Do Something Growth Grant](#)

Are you age 25 or under? Did you create a sustainable community action project, program or organization that you want to grow? Are you looking for funding to take your already successful project to the next level?

DoSomething.org gives out a \$500 Growth Grant every week to help young people just like you. Apply now. You will be notified whether or not you have won within 2-3 months after submission.



[Fruit Tree Orchard Grant](#)

The Fruit Tree Planting Foundation strategically donates orchards where the harvest will best serve communities for generations, at places such as community gardens, public schools, city/state parks, low-income neighborhoods, Native American reservations, international hunger relief sites, and animal sanctuaries. Fruit Tree 101 grants are only available to public schools. Applications are accepted on an ongoing basis.



[USDA Know Your Farmer, Know Your Food Grants, Loans and Support](#)

The USDA has programs throughout its operations that can assist farmers, help consumers access nutritious foods, and support rural community development. This page lists several programs and grants to assist those involved in local food systems, food and nutrition-related community development and farm to school programs.



[Norcross Wildlife Foundation Grant](#)

The Norcross Wildlife Foundation provides support to grassroots organizations throughout the U.S. that work to protect wild land. Grants averaging \$5,000 are primarily provided for program-related office and field equipment and public education and outreach materials. The Foundation also provides no-interest loans to local organizations to help them acquire land they have prioritized for conservation. Applications for both grants and loans may be submitted at any time.



[Wal-mart State Giving Program](#)

The Wal-mart State Giving Program seeks to support organizations with programs that align with its mission to create opportunities so people can live better. The Foundation has four areas of focus: Education, Workforce Development / Economic Opportunity, Health & Wellness, and Environmental Sustainability. Minimum grants are \$25,000.



[Toyota Grant Programs](#)

Grants from Toyota Motor Sales, USA Inc. and the Toyota USA Foundation support programs in education, environment and safety. Applicant organizations must be tax-exempt. Applications are accepted on a rolling basis.



[Annie's Grants for Gardens](#)

Annie's offers a limited number of small grants to community gardens, school gardens and other educational programs that connect children directly to gardening. These funds can be used to buy gardening tools, seeds or other needed supplies. Applications are accepted throughout the year.



[Annenberg Foundation](#)

The Annenberg Foundation focuses its grant making on the following program areas: education and youth development; arts, culture, and humanities; civic and community; animal services and the environment; and health and human services. Letters of inquiry that address the Foundation's interests are accepted throughout the year. The Foundation only considers organizations that are tax exempt.



[Ben & Jerry's Foundation](#)

The Ben & Jerry's Foundation offers competitive grants to not-for-profit, grassroots organizations throughout the U.S. which facilitate progressive social change by addressing the underlying conditions of societal and environmental problems. The Foundation will only consider proposals from grassroots, constituent-led organizations. Full grants range from \$1,001 - \$15,000; throughout the year, the Foundation may fund a small number of material grants for \$1,000 or less. The application process begins with a letter of interest, and if invited, is followed by a full proposal. Letters of interest may be submitted at any time and are reviewed on an ongoing basis.



[Project AWARE Foundation Grant](#)

The Project AWARE Foundation is committed to the preservation of the aquatic environment and its resources throughout the world through education, advocacy, and action. The Foundation provides grants for the conservation of both marine and freshwater underwater environments, with a focus on coral reefs, shark protection, sustainable fisheries, ecotourism, shoreline cleanups, and aquatic education for children. Grants range up to \$10,000. The application deadlines are March 15, June 15, September 15, and December 15.



[AIAA: Grants for Science and Math Programs](#)

K-12 teachers who develop or apply science, mathematics, and technology in their curriculum may qualify for a grant of up to \$200 to supplement their learning program. Classroom grants may be used for demonstration kits and science supplies, math and science software, supplies for making flying objects, supplies for robotic programs, and other materials to help make science, mathematics, and technology come alive in the classroom. Grants will be considered on a quarterly basis in January, March, June, and September.



[Reader's Digest Foundation "Make It Matter" Grant](#)

Tell Reader's Digest how you or someone you know is giving back to your community, and the editors may select your story to appear in Reader's Digest's "Make It Matter" column or on ReadersDigest.com. Reader's Digest will promote your cause to its community of 38 million readers and award a \$1,500 grant to a tax exempt organization in your name.



[Garden Club of America Scholarships and Fellowships](#)

GCA offers several research fellowships and scholarships for undergrads, grads and people already in the field. Topics include: ecological restoration, urban forestry, environmental studies, wetland studies, botany, desert studies and more.



[4imprint In-Kind Grant](#)

Each business day, 4imprint gives a worthy organization \$500 in promotional products to spread the word, recruit volunteers, thank donors, offer comfort to someone in need or in some other way turns one thing into something much more.



[Eat Smart, Move More Grants](#)

The ESMM Community Grants Program provides funding to local communities to implement strategies that advance the goals and objectives of Eat Smart, Move More...NC's Plan.

Funding is awarded yearly, based on availability of funds. The RFA is generally released in May, with funding distributed to grant recipients in September.

[DonorsChoose.org and Progress Energy Support Classroom Energy Projects](#)

Progress Energy will fund \$50,000 in creative energy education projects in the North Carolina communities it serves this school year.



[National Geographic Society Young Explorer Grant](#)

The National Geographic Society's Young Explorers Grant offers opportunities to those between the ages of 18 and 25 to pursue research, exploration, and conservation-related projects consistent with National Geographic's existing grant programs, including the Committee for Research and Exploration, the Expeditions Council, and the Conservation Trust. The grant program accepts applications throughout the year.



[Museum and Library Services Grants](#)

Environmental Education Centers may be eligible for a grant from The Institute of Museum and Library Services (IMLS). (Federal Agencies and for-profit institutions are not eligible.) The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local

organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.



[Blue Ridge Parkway Foundation Small Grants Program](#)

The Blue Ridge Parkway Foundation has initiated a small grants program in North Carolina and Virginia as part of its strategic plan to identify and cultivate its constituency, to build value with the supporting public, to create community awareness of the Parkway as an economic and quality of life resource, and to assist the Blue Ridge Parkway with the accomplishment of its goals.

Grants in amounts up to \$500 will be awarded upon successful application from private agencies, schools, arts councils, and other not-for-profit organizations whose programs and projects support the mission of the Blue Ridge Parkway.



[Best Buy Consumer Electronics Recycling Grant](#)

The Best Buy Consumer Electronics Recycling grants are designed to help provide more environmentally responsible electronics recycling opportunities for consumers across the country. Online applications are accepted year-round. Notification should come one to two months after an application is submitted.



[Braitmayer Foundation Grant](#)

The Braitmayer Foundation funds a broad range of K-12 education programs, with particular interest in curricular reform initiatives and professional development opportunities for teachers. Grants for up to \$10,000 and \$35,000 are available. Deadlines are June 1 and November 15.

[School Recycling Grants](#)

The North Carolina Division of Pollution Prevention and Environmental Assistance (DPPEA) holds an annual Community Waste Reduction and Recycling grant cycle (CWRARs). These funds can be used to start or enhance a school recycling program.



[Campus Ecology Fellowships](#)

For more than a decade, the National Wildlife Federation's Campus Ecology program has been helping transform the nation's college campuses into living models of an ecologically sustainable society, and training a new generation of environmental leaders. Campus Ecology Fellowships are awarded to undergraduate and graduate students who desire to help reverse global warming on campus and beyond. The maximum grant request is \$3,000.



[Digital Wish Grant](#)

Digital Wish offers 43 different grants for digital camera hardware and software for your classroom. To apply, register your classroom at Digital Wish and enter a lesson plan. All teachers who submit a lesson plan on Digital Wish will be automatically entered to win a Mobile Digital Camera Lab plus as many as 43 technology grants. Grants will be awarded on the 28th of every month.



[Toshiba America Foundation Grants](#)

Toshiba America Foundation (TAF) grants fund the projects, ideas and materials teachers need to innovate in their math and science classrooms. TAF is interested in funding projects designed by teachers or small teams of teachers for use in their own schools. TAF uses two applications one for grades K-5 and one for 6-12, each with its own due date.



[Captain Planet Foundation Grant](#)

The Captain Planet Foundation provides grants of up to \$2,500 to school and community groups to support hands-on environmental projects. Proposals may be submitted any time during the year, however, they will only be reviewed the last day of March, June, September, and December.



[Lowe's Charitable & Educational Foundation Grants](#)

The Lowe's Charitable and Educational Foundation is dedicated to improving the communities it serves through support of public education, community improvement projects and home safety initiatives. Primary philanthropic areas are community improvement projects and public education (priority is given to K-12 public schools). Grants generally range from \$5,000 to \$25,000.



[American Honda Foundation Grant](#)

The American Honda Foundation makes grants to K-12 schools, colleges, universities, trade schools, and others for programs that benefit youth and scientific education. The average grant range is \$20,000 to \$60,000. Grants are awarded quarterly.



[Pay it Forward Foundation Minigrant](#)

The Pay it Forward Foundation offers mini grants (from \$50 to \$500) to fund service-oriented projects designed by youth to support their school, neighborhood, or greater community. Deadlines are January 15, April 15 and October 15.

Environmentally Sustainable Purchasing (ESP) and “Best Value”

ESP is good for our environment. Identifying an environmentally sustainable product requires a broad review of impacts that occur during the lifecycle of a product, from its production, use, to its reuse, recycling, or disposal. This analysis provides the information needed to understand impacts. Obviously, the analysis is not simple, and that is why this guide is designed to provide the best information available so there is less work for you.

ESP is best value. When a product creates too much pollution this impact is a cost to those who have to clean it up or get sick from it. The lowest price isn't necessarily the lowest cost. That is what ESP tries to sort out.

CMS Links of Interest

These CMS sites provide additional information on our Environmental Stewardship Initiative

[CMS Environmental Management Department Website](#)



[CMS Environmental Stewardship Guide](#)





DO OUR PART!



TRAIN TO SUSTAIN!