

**SUBJECT:** Sustainable Procurement and Internal Operations

**NUMBER:** 107-011-140

**DIVISION:** Facilities

**EFFECTIVE DATE:** 4-01-09

**APPROVED:**



**POLICY/  
PURPOSE:**

**Purpose:** Promote consistent sustainable practices in procurement and the internal operation of state agencies; confirm existing guidelines, or establish new guidelines, concerning acquisition, use, and disposal of goods and services. This policy complements the [Oregon Sustainable Practices Toolbox](#) for state and local governments, and seeks to enhance the efforts of the Oregon Sustainability Board to advance sustainability performance in state government.

**Policy:** State government promotes sustainability practices in procurement and internal operations. Sustainable procurement and internal operations practices enhance livability and savings by reducing impact on climate change, non-renewable energy resources and the environment.

**AUTHORITY:**

ORS 276.900, ORS 459A.010, Executive Order 06-02, Oregon Sustainability Board

**APPLICABILITY:**

All employees of the Executive Branch of Oregon state government who work in a state-owned or leased facility.

**ATTACHMENTS:**

Appendix A: summary of links

**DEFINITIONS:**

**Agency:** Any state agency, board, commission, department, division, and any member of the Oregon University System.

**Environmental Management System:** A structured management system integrated within an organization to achieve and demonstrate sound environmental performance by controlling the impacts of the organization's activities.

**Sustainability:** Using, developing and protecting resources at a rate and in a manner that enables people to meet their current needs and also provides that future generations can meet their own needs. Sustainability requires simultaneously meeting environmental, economic and community needs. – Oregon Sustainability Act

**Telecommuting:** Staff working from their homes, or offices near their homes, rather than from their assigned office spaces.

**GUIDELINES:**

**I. Acquisition**

State government purchases items with the highest level of sustainable attributes possible, in compliance with applicable purchasing laws and regulations. The State Procurement Office actively supports sustainability and incorporates all reasonable sustainability practices into contracts and price agreements. (View statewide contracts and price agreements on the [Oregon Procurement Information Network \(ORPIN\)](#).)

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### **II. Internal Operations**

State government ensures a balance between business and sustainability practices by guiding the daily workflow of employees in the most appropriate manner.

### **III. Disposal**

State government disposes of items in the most sustainable method possible. State agencies seek out internal reuse options, research mandated disposal requirements, or send to the DAS Surplus Property Program (Surplus). For agencies or field offices located too far to sustainably transport items to Surplus (located in Salem), the program can facilitate on-site sales or transfer of property to eligible local governments and non-profit entities. Surplus staff answers any questions on disposal or recycling of state materials.

### **IV. Existing Statutes, Rules and Policies**

#### **A. Computers and Other Electronic Products**

##### **Acquisition**

- The DAS statewide policy, [Sustainable Acquisition and Disposal of Electronic Equipment](#), covers computers, monitors, laptops, printers, and other peripherals.
- The following policies help guide agencies in the proper acquisition and implementation of computers and other electronic products:
  1. [DAS statewide policies for information technology](#), including governance, asset management, inventory control, investment review and approval, investment strategy development, and quality assurance.
  2. [Acceptable Use of State Information Assets](#)
- [Oregon Smart Buy Program](#)
- ORPIN contains statewide contracts and price agreements for computers and peripherals.

##### **Internal Operations**

DAS will update its Web page for policies as new information emerges around sustainable operation of computers and peripherals.

<http://www.oregon.gov/DAS/OP/policies.shtml>

##### **Disposal of Electronics (e-waste)**

- DAS statewide policy, Sustainable Acquisition and Disposal of Electronic Equipment
- More information: [www.oregonsurplus.com](http://www.oregonsurplus.com) under “E-waste Management”

#### **B. Office Supplies and Equipment**

##### **Acquisition**

ORPIN contains statewide contracts and price agreements for office supplies and equipment. Additionally, the State Procurement Office incorporates sustainability

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factors into all its contracts and price agreements.

### **Disposal of State Property**

- Oregon Accounting Manual requirements for documentation for [Capital and Non-capital Assets](#)
- Oregon Administrative Rule for State Surplus: [OAR 125 Division 50](#)
- What do I do with\_\_\_\_\_? Ask a surplus property expert.

### **Office Recycling Programs**

- Agencies support employee activities and recycling efforts for items such as pop cans, plastic water bottles and other items not handled through contracted recycling services. Agencies authorize state time for these activities, and include these duties in position descriptions, as appropriate.
- ORPIN contains contracts for paper recycling, confidential shredding, CD recycling, etc.

## **C. Office Furniture**

### **Acquisition**

- ORPIN contains contracts for ergonomic furniture purchases.
- The DAS Facilities Division coordinates purchases of systems furniture and administers the statewide policy on [Space Standards](#).
- Oregon Correctional Enterprises also makes systems furniture available for state agencies.

### **Disposal**

See “Disposal of State Property” and “Office Recycling Programs” in item B above.

## **D. Industrial and Maintenance Supplies**

### **Acquisition**

ORPIN contains contracts for industrial supplies, such as toilet paper, paper towels and carpet cleaner, and for maintenance supplies, such as hammers and nails, and specialty items.

### **Internal Building Operations and Maintenance**

The DAS statewide policy for [Resource Conservation](#) provides a foundation for the operation and maintenance of facilities and office space.

### **Disposal**

See “Disposal of State Property” and “Office Recycling Programs” in item B above.

## **E. Restaurant Supplies and Food**

### **Acquisition**

ORPIN contains some contracts for restaurant supplies and food, but most agencies that purchase restaurant supplies and food maintain private contracts.

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### **Cafeterias and Restaurant Operations and Maintenance**

The DAS statewide policy for [Resource Conservation](#) provides a foundation for the operation and maintenance of cafeterias and restaurants in state buildings.

### **Disposal**

See “Disposal of State Property” and “Office Recycling Programs” in item B above.

## **F. Automotive and Related Supplies**

### **Acquisition, Internal Operation and Disposal**

- The DAS policy on [Statewide Fleet Management](#) provides a foundation for purchases of fleet-vehicles and supplies, internal operation and disposal.
- ORPIN contains contracts for purchase of additional fleet-related materials.

### **Environmental Management System (EMS)**

The Statewide Fleet Administration (Fleet) participates in an Environmental Management System certification (ISO 14001:2004). The employees of Fleet recognize their responsibility to the environment and future generations. Through the EMS, they pledge to develop and implement policies and programs that will assist Oregon in meeting the goals set forth by the [DAS Sustainability Plan](#) and the Governor.

Fleet achieves superior environmental performance through a commitment to pollution prevention and waste reduction, establishment and review of objectives and targets, training and awareness, and continued assessment and improvement.

The EMS ensures that activities, products, and services exceed all applicable rules, regulations and other requirements.

## **G. Federal Surplus Property**

- OAR for Federal Surplus Property: [OAR 125 Division 35](#)
- [Program eligibility requirements and forms](#)
- More information: [www.oregonsurplus.com](http://www.oregonsurplus.com) (online federal-surplus inventory and fixed price used vehicle sales)

## **V. Internal Operations – general**

### **Daily Workflow Management**

State agencies manage employees’ daily workflow in the most sustainable manner possible. Examples:

- **Reuse of materials.** Store materials, such as binders, folders, paper clips, etc., for reuse rather than purchase new.
- **Printing.** Where possible, enable printers for duplex printing. In addition, use the back side of paper in a “draft printer” for reviewing materials. Only print necessary documents that must be retained for future reference.
- **Colored paper.** Avoid colored paper, particularly day-gloves, brights, and reds, due to the intensive bleaching required in the recycling process.

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- **Meeting handouts.** Where possible, publish handouts electronically on the Web instead of distributing at meetings. Streamline and double-side handouts if needed to enhance meeting productivity.
- **E-mail.** Communicate through e-mail when possible and save documents in electronic format rather than paper.
- **Shredding.** Avoid shredding paper unless required for legal and security purposes. Shredding weakens the bond for paper and lessens its life as pulp for recycled paper.
- **Telecommuting.** When opportunities exist to improve employee performance, reduce commuting miles or increase agency savings, state government allows employees, where suitable, to telecommute. Telecommuting may not be appropriate for all situations, and agencies should carefully review for applicability.
- **Travel; E-government.** Where possible, avoid traveling to meetings. State government encourages audio and video conferencing and online meeting services. ORPIN contains contracts for e-government products. Consider using the emerging [Enterprise Learning Management System](#) to create virtual classrooms for knowledge transfer activities. Finally, optimize the use of the [DAS E-government Program](#) in order to streamline agency workflows that interface with the public. The E-government program is dedicated to helping state agencies move information, forms, and transactions to the Internet to provide citizens with convenient, travel-free access to public services.

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### **Appendix A: Summary of links**

- Capital and Non-Capital Assets  
(<http://www.oregonsurplus.com/DAS/SCD/SARS/policies/oam/10.50.00.PR.pdf>)
- DAS E-government Program (<http://www.oregon.gov/DAS/EISPD/EGOV/index.shtml>)
- DAS Operations Division policies (<http://www.oregon.gov/DAS/OP/policies.shtml>)
- DAS Space Standards policy (<http://www.oregon.gov/DAS/FAC/docs/1256100.pdf>)
- DAS Statewide Policy for Acceptable Use of State Information Assets  
(<http://www.oregon.gov/DAS/OP/docs/policy/state/107-004-110.pdf>)
- DAS Statewide Policy for Statewide Fleet Management  
(<http://www.oregon.gov/DAS/OP/docs/pdf/107009040.pdf>)
- DAS Statewide Policy for Resource Conservation  
(<http://www.oregon.gov/DAS/OP/docs/policy/state/107-011-010.pdf>)
- DAS Statewide Policy for Telecommuting  
(<http://www.oregon.gov/DAS/HR/docs/advice/P5005001.pdf>)
- DAS Sustainability Plan  
([http://www.oregon.gov/DAS/FAC/Statewide/docs/DAS\\_Sustainability\\_Plan.pdf](http://www.oregon.gov/DAS/FAC/Statewide/docs/DAS_Sustainability_Plan.pdf))
- Enterprise Learning Management System (<http://www.oregon.gov/DAS/HR/e-lms.shtml>)
- Federal Surplus Eligibility Forms  
(<http://www.oregonsurplus.com/DAS/SSD/SURPLS/eligibility.shtml>)
- OAR 125 Division 35 ([http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_125/125\\_035.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_125/125_035.html))
- OAR 125 Division 50 ([http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_125/125\\_050.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_125/125_050.html))
- Oregon Procurement Information Network (ORPIN) (<http://orpin.oregon.gov/open.dll/welcome>)
- Oregon Smart Buy Program (<http://www.oregon.gov/DAS/SSD/SPO/smart-menu.shtml>)
- Oregon Sustainability Act ([http://www.sustainableoregon.net/sust\\_act/HB3948.cfm](http://www.sustainableoregon.net/sust_act/HB3948.cfm))
- Oregon Sustainable Practices Toolbox (<http://www.sustainableoregon.net/>)
- State Procurement Office ([http://www.oregonsurplus.com/DAS/SSD/SPO/contact\\_us.shtml](http://www.oregonsurplus.com/DAS/SSD/SPO/contact_us.shtml))
- State Surplus Program (<http://www.oregonsurplus.com/>)
- Statewide IT Asset Inventory/Management Policies  
([http://www.oregon.gov/DAS/EISPD/ITIP/pol\\_index.shtml#Statewide\\_IT\\_Policies](http://www.oregon.gov/DAS/EISPD/ITIP/pol_index.shtml#Statewide_IT_Policies))
- Sustainable Acquisition and Disposal of Electronic Equipment Policy  
(<http://www.oregon.gov/DAS/OP/docs/policy/state/107-009-0050.pdf>)