



1996 Buy-Recycled Series Non-Paper Office Products

You know how easy it is to find recycled-content office paper. But what about other office necessities like trash cans and bags, binders, desktop accessories, recycling containers, and toner cartridges? Office products like these made with recovered materials are also becoming easy to find. That's in part because of a new procurement requirement recently established by the U.S. Environmental Protection Agency (EPA) called the Comprehensive Procurement Guideline (CPG).



The CPG identifies seven categories of items, including non-paper office products. Federal, state, or local agencies or government contractors that use appropriated federal funds should now purchase these products with recycled content. EPA has conducted extensive market research on the price, quality, and availability of products in each of the categories. This information was used to develop the Recovered Materials Advisory Notice (RMAN), which accompanies the CPG. The RMAN identifies ranges of recycled content within which each designated product can be purchased to help guide your buying decisions.

Office products are more valuable than you think, when they're made from recovered materials. Buying them helps create a demand for the materials we recycle all the time. For example, plastic bottles you set out at the curb at home can be transformed into the in/out trays on your desk or can be made into binder covers. Buying recycled not only helps get the job done—it helps the environment, too.

EcoPurchasing means
considering attributes
such as

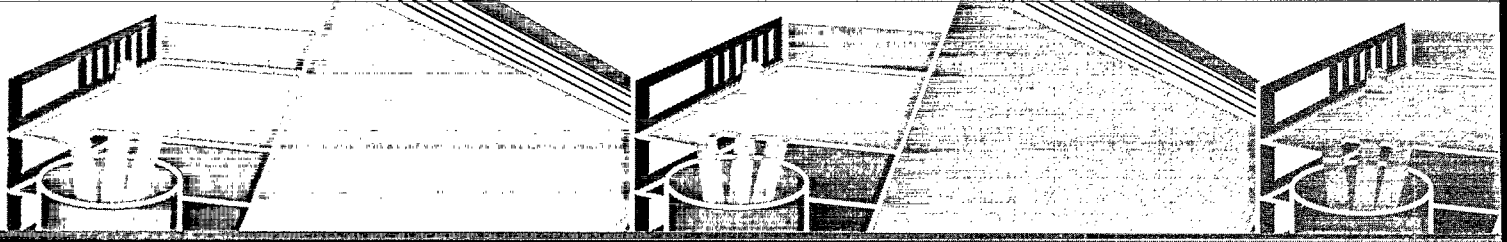
❖
recycled content
toxicity
reusability
durability
repairability

❖
before you buy
a product.



Recycled/Recyclable

Printed on paper that contains at least 20 percent postconsumer fiber.



What Is The CPG?

**The CPG
requires
federal
agencies to
give
preference to
items made
from
recovered
materials.**

Recycling is growing all across America, making it more important than ever to find buyers for these collected materials. That's why President Clinton signed Executive Order 12873 in October 1993, calling for an increase in the federal government's use of recycled-content products. Developed in response to the Executive Order, the CPG requires that federal agencies give preference to items made from recovered materials—which in turn will help support recycling markets and allow recycling to continue to expand.

Issued in May 1995, the CPG designates 19 new products (and incorporates five previously designated items) in seven product categories that procuring agencies are required to begin purchasing with recycled content. (A procuring agency is any federal, state, or local agency, or government contractor, that uses appropriated federal funds to purchase products.) If your agency spends more than \$10,000 per year on a product designated in the CPG, you are required to purchase it with the highest recycled-content level practicable. The CPG also applies to lease contracts covering designated items.

Your agency must develop an affirmative procurement program (or modify its existing program, if you have one) to incorporate buy-recycled requirements for designated products by May 1, 1996. This might involve reviewing your specifications for the products and eliminating provisions that might pose a barrier to their procurement (such as aesthetic requirements unrelated to product performance). As soon as the program is in place, your agency should begin following the guidelines for purchasing these products whenever practicable.

The CPG acknowledges, however, that specific circumstances might arise that could preclude the purchase of products made with recovered materials. Under the CPG, you may choose to purchase designated items that do not contain recovered materials if you determine that 1) the price of a given item made with recovered materials is unreasonable; 2) there is inadequate competition (not enough sources of supply) for the item; 3) unusual and unreasonable delays would result from obtaining the item; or 4) the item does not meet your agency's reasonable performance specifications.

How Do I Purchase Recycled-Content Non-Paper Office Products?

To help agencies comply with the buy-recycled requirements, EPA also issued its nonregulatory RMAN recommendations designed to make it as easy as possible to comply with the CPG. The RMAN recommends recycled-content levels to look for when purchasing the non-paper office products shown in the chart below. Following the RMAN's recommended levels will help

ensure that your purchases meet the CPG requirements.

Rather than just one level of recycled content, the RMAN recommends ranges that reflect actual market conditions. The recommendations are based on extensive market research to identify recycled-content products that are commercially available, priced competitively, and meet buyers' quality standards.

**The RMAN
recommends
recycled
content ranges
that reflect
actual market
conditions.**



RMAN Levels for Non-Paper Office Products

Non-Paper Office Product¹

Recovered Material Content

Recycling Containers and Waste Receptacles

Plastic.....20-100% (postconsumer)

Paper.....See Paper Products in RMAN

Steel.....25-100%

Plastic Desktop Accessories (Polystyrene)

(includes desk organizers,
sorters and trays, and memo,
note and pencil holders).....

25-80% (postconsumer)

Binders

Plastic-covered25-50%

Paper (including chip,
paper or pressboard).....See Paper Products in RMAN

Trash Bags (Plastic).....10-100% (postconsumer)

Toner Cartridges².....See footnote

¹ EPA's recommendations do not preclude procuring agencies from purchasing non-paper office products manufactured using other materials, such as wood or cloth. EPA simply recommends that procuring agencies, when purchasing non-paper office products designated in the procurement guidelines, purchase these products containing recovered materials.

² EPA recommends having used toner cartridges remanufactured and returned for reuse, or purchasing a remanufactured or recycled-content replacement cartridge.

How Can I Get More Information?



Information Available from EPA

The following publications on buying recycled and the CPG are available through the RCRA Hotline. To order, call 800 424-9346 (or 800 553-7672 for the hearing impaired). In Washington, DC, the number is 703 412-9810 or TDD 703 412-3323. The RCRA Hotline is open from Monday through Friday, 9:00 a.m. to 6:00 p.m. EST.

- ❖ **Federal Register** notices establishing the CPG (60 FR 21370/EPA530-Z-95-006) and the RMAN (60 FR 21386/EPA530-Z-95-007), May 1, 1995.
- ❖ **Non-Paper Office Products Containing Recovered Materials** (EPA530-B-95-002), June 1995. Lists manufacturers and suppliers of non-paper office products containing recovered materials. (Each listing is based on information provided by the manufacturer and does not constitute an endorsement by EPA.)
- ❖ **EPA Issues Comprehensive Procurement Guideline** (EPA 530-F-95-010). This four-page fact sheet provides general information about the CPG and the development of affirmative procurement programs.

These documents also are available on EPA's Public Access Server on the Internet (gopher.epa.gov). For the text of **Federal Register** notices, choose: **Rules, Regulations, and Legislation; Waste Programs; EPA Waste Information-GPO; and Year/Month/Date**. This fact sheet, the technical support documents, and the product availability lists are available under **EPA Offices and Regions; Office of Solid Waste and Emergency Response; Office of Solid Waste; Nonhazardous Waste; and Procurement**.



Other Sources of Information

- ❖ **Greening the Government: A Guide to Implementing E.O. 12873**. This guide provides detailed information on establishing and implementing affirmative procurement plans. It is available without charge from the Office of the Federal Environmental Executive, 401 M Street, SW. (Mail Code 1600), Washington, DC 20460. Phone: 202 260-1297. Fax: 202 401-9503.
- ❖ **Unicor**. Provides remanufactured toner cartridges. Contact Federal Prison Industry, Customer Service Center, P.O. Box 13640, Lexington, KY 40583-3640. Phone: 800 827-3168. Fax: 606 254-9692.
- ❖ **Resource Guide to Business Products Manufacturers' Recycling Products and Program**. Provides information on how to purchase recycled-content office products. The guide costs \$20 for members and \$40 for non-members. To obtain a copy, contact the Business Products Industry Association (BPIA), 301 North Fairfax Street, Alexandria VA 22314. Phone: 800 542-6672 or 703 549-9040.
- ❖ **National Association of State Purchasing Officials (NASPO)**. NASPO's Windows-based *Database of Recycled Commodities* (DRC) includes information from states on their recycled product procurements. Data includes product distributors, manufacturers, recycled and postconsumer content, estimated number of units purchased, unit of measurement, unit price, and type of procurement. For more information, contact: Linda Carroll, NASPO, 167 West Main Street, Suite 600, Lexington, KY 40507. Phone: 606 259-0959 or 606 254-7979. Fax: 606 231-0262.
- ❖ **U.S. General Services Administration (GSA)**. GSA publishes various supply catalogs, guides, and schedules for recycled-content products available through the Federal Supply Service. For copies of the following documents and other information, contact GSA, Centralized Mailing List Service (7CAFL), 4900 Hemphill St., P.O. Box 6477, Ft. Worth, TX 76115. Phone: 817 334-5215. Fax: 817 334-5227.
 - ❖ **Recycling Collection Containers and Specialty Waste Receptacles, Federal Supply Schedule Group 72, Part 7, Schedule B**. Lists a variety of containers and receptacles available for purchase.
 - ❖ **New Item Introductory Schedule (NIIS)**. Lists plastic desktop accessories that contain recovered materials.
 - ❖ **Environmental Products Guide**. This guide is designed to help procurement officials identify environmentally preferable products and services. It contains nearly 3,000 items, including many recycled-content products.In addition, GSA makes a limited number of toner cartridges available through its stock program and most Customer Supply Centers. For technical information, contact Jeanne E. Deck, Director, Customer Vendor Relations, at 703 305-3376 or 703 305-7135 (fax); or Kimberly Ricci, Customer Vendor Relations, at 703 305-6281 or 703 305-7135 (fax). GSA plans to have binders and plastic trash bags that meet EPA recommendations available by May 1996. For further information contact John Marrone, Engineering Branch, at 212 264-3578.
- ❖ **The Official Recycled Products Guide**. This directory lists more than 5,000 manufacturers and distributors of recycled products. For more information, contact the Recycling Data Management Corp., P.O. Box 577, Ogdensburg, NY 13669. Phone: 800 267-0707.
- ❖ **Purchasing Recycled Plastic Products**. Provides information on various recycled-content plastic products. To obtain a copy contact American Plastics Council, 1275 K Street, NW., Suite 400, Washington, DC 20005. Phone: 800 2-HELP-90.
- ❖ **National Institute of Governmental Purchasing (NIGP)**. NIGP maintains a library of product specifications and sample bid documents for both virgin- and recycled-content products. It also offers procurement training workshops for members. For more information, contact: Fuad Abu-Taleb, 11800 Sunrise Valley Drive, Reston, VA 22091. Phone: 703 715-9400 x 41. Fax: 703 715-9897.
- ❖ **Buy Recycled Business Alliance**. The Alliance includes over 1,500 companies and organizations committed to increasing their use of recycled-content products and materials in their day-to-day operations. The Alliance offers educational materials, a quarterly newsletter, and product- and category-specific guides. Public purchasing entities can join for free. For more information, contact: Phil Bailey, Director of Market Development, National Recycling Coalition, 1727 King Street, Suite 105, Alexandria, VA 22314-2720. Phone: 703 683-9025. Fax: 703 683-9026.



In addition, contact your state solid waste agency for information about local and regional businesses that produce or distribute recycled-content products.