

# Environmentally Preferable Procurement Guidelines for Information Technology (IT) Equipment in Health Care

Pub 7-03 This publication is part of *Going Green: A Resource Kit for Pollution Prevention in Health Care*. For additional copies of this or other publications included in the kit, or to find out how to get a complete kit, visit Health Care Without Harm on the Web at [www.noharm.org/goinggreen](http://www.noharm.org/goinggreen). This version: April 7, 2004

## Part II: Procurement Matrix for Original Equipment Manufacturers (OEMs) & Vendors

Prepared by Health Care Without Harm and the Computer TakeBack Campaign

The Procurement Matrix provides a set of steps purchasers can take to influence the market for environmentally safe electronic equipment. The Matrix can be used as a checklist to ask vendors for products and practices that are protective of public health and the environment. The criteria below have been prioritized by their public health impacts and availability in the market. The right-most column provides guidance on whether these criteria should be requirements or preferences for the OEMs or vendors to meet.

### Procurement Matrix for Original Equipment Manufacturers (OEMs) & Vendors (1of 2)

Principles	Criteria	Level of Importance
1) <b>End of Life Management</b>	A) Provide take-back and management services with cost.	Require
	B) Provide take-back information labels on every "new" product that is purchased. <sup>1</sup>	Require
	C) Ensure all vendors/sub-contractors have signed the Electronic Recyclers Pledge of True Stewardship. <sup>2</sup>	Prefer
	D) Certify that hazardous waste is not exported to developing countries. <sup>1</sup>	Require
	E) Provide documentation on how IT equipment is recycled and reused at the end of life. <sup>1</sup>	Require
	F) Provide documentation/certification of recycling/dismantling practices. <sup>1</sup>	Require
	G) Protect recycling workers from hazardous exposures. Enable workers to take action to protect their own health. This ordinarily excludes the use of incarcerated laborers who under federal law are not considered employees, and do not receive full protections, rights and remedies.	Require
	H) Ensure recycling or reuse of old equipment. <ul style="list-style-type: none"> <li>i) At a minimum, demonstrate by posting to company website that more than half of the old equipment will be recycled or reused by 2006.</li> </ul>	Require

## Procurement Matrix for Original Equipment Manufacturers (OEMs) & Vendors (2 of 2)

Principles	Criteria	Level of Importance
<b>2) Upgradeability</b>	A) Provide product upgradeability/reusability guarantees or options.	Prefer
<b>3) Design for the Environment and Public Health</b>	A) Disclose toxic materials contained in the product as per OSPAR list and Proposition 65 list on the company website.	Require
	B) Demonstrate plans and timelines (post on company website) to eliminate and/or minimize the use of toxic and hazardous constituents, including: <ul style="list-style-type: none"> <li>i) Lead</li> <li>ii) Cadmium</li> <li>iii) Mercury</li> <li>iv) Hexavalent Chromium</li> <li>v) Brominated Flame Retardants (PBBs, Penta-BDE and Octa-BDE, Deca-BDE, and TBBPA)</li> <li>vi) Chlorinated plastics (Polyvinyl Chloride (PVC))</li> </ul>	Require
	C) Develop IT equipment that uses recycled content. <ul style="list-style-type: none"> <li>i) Demonstrate plans and timelines to remove the toxic constituents listed above from recycled content stocks.</li> </ul>	Require
	D) Ensure products are shipped in packaging that is taken back by the seller for reuse.	Prefer
	E) Use recyclable, non-toxic packaging as follows: <ul style="list-style-type: none"> <li>i) Use reduced and/or recycled packaging for shipping.</li> <li>ii) Minimize the quantity and weight of any non-recyclable packaging and shipping material.</li> <li>iii) Ensure user manuals are easily recyclable (no difficult binding) and printed on recycled content paper.</li> </ul>	Prefer
	<b>4) Manufacturing</b>	A) Demonstrate protection of occupational health and safety by providing documentation on company's website of the following: <ul style="list-style-type: none"> <li>i) Corporate policy on occupational health and safety</li> <li>ii) Results of routine industrial hygiene monitoring as per OSPAR<sup>3</sup> and Proposition 65<sup>4</sup> lists of chemicals</li> <li>iii) Results of medical monitoring (while protecting the privacy of employees) for all facilities globally as per OSPAR<sup>3</sup> and Proposition 65<sup>4</sup> list of chemicals</li> <li>iv) Latest OSHA Log 300 Report</li> </ul>
<b>5) Energy Efficiency</b>	A) Ensure all equipment meets Energy Star™ specifications, as follows: <ul style="list-style-type: none"> <li>i) Equipment shall be configured so it automatically enters a low-power mode after a period of inactivity.</li> <li>ii) When a computer in a low-power mode is used again, it automatically returns to active mode.</li> <li>iii) Computer shall be shipped with power management feature enabled.</li> <li>iv) Provide networked CPUs and monitors that are set to sleep on networks and respond to wake events.</li> <li>v) Deliver all machines configured properly for automatic energy-saving features, as per current Energy Star™<sup>5</sup> specifications.</li> <li>vi) Provide customer support, technical support and maintenance on the power management features.</li> </ul>	Require

## Notes

1. [www.tcodevelopment.com](http://www.tcodevelopment.com). TCO Development is a wholly owned subsidiary of the Swedish Confederation of Professional Employees. The TCO certification system is a tool purchasers can use to identify products that meet basic environmental criteria. Combining TCO certificates with 1A, 1C, 1G, 1H, 2, 3, 4 and 5 can lead to more comprehensive procurement decisions.
2. <http://www.svtc.org/cleancc/recycle/index.html>
3. OSPAR (Convention for the protection of the marine environment of the NE Atlantic at the Oslo and Paris Commissions) List of Chemicals for Priority Action: 1) Polychlorinated dibenzodioxins (PCDDs) 2) Polychlorinated dibenzofurans (PCDFs) 3) Short chained chlorinated paraffins (SCCP) 4) Mercury and organic mercury compounds 5) Cadmium 6) Lead 7) Organic tin compounds 8) Brominated flame retardants 9) Dibutylphthalate and Diethylhexylphthalate
4. Proposition 65 is the State of California's Safe Drinking Water & Toxics Enforcement Act of 1986. It requires the Governor to revise & publish the list of chemicals known to the State to cause cancer or reproductive toxicity. The current list can be found at [http://www.oehha.org/prop65/CRNR\\_notices/list\\_changes/pdf/102403LSTa.pdf](http://www.oehha.org/prop65/CRNR_notices/list_changes/pdf/102403LSTa.pdf).
5. <http://www.energystar.gov/> ENERGY STAR is a government-backed program helping businesses and individuals protect the environment through superior energy efficiency. EPA's ENERGY STAR partnership offers energy management strategies that help in measuring current energy performance, setting goals, tracking savings, and rewarding improvements.



1755 S Street, NW • Suite 6B  
Washington, DC 20009  
Phone: 202.234.0091 • Fax: 202.234.9121  
[www.noharm.org](http://www.noharm.org) • [info@hcwh.org](mailto:info@hcwh.org)

### COMPUTER TAKE ← BACK CAMPAIGN

760 N. First Street • San Jose, CA 95112  
Phone: 408-287-6707 • Fax: 408-287-6771  
[www.computertakeback.com](http://www.computertakeback.com)  
[svtc@svtc.org](mailto:svtc@svtc.org)

This publication is part of *Going Green: A Resource Kit for Pollution Prevention in Health Care*. For additional copies of this or other publications included in the kit, or to find out how to get a complete kit, visit Health Care Without Harm on the Web at [www.noharm.org](http://www.noharm.org).



The PCF certification mark and term are the sole property of the Chlorine Free Products Association and are only used by authorized and certified users.