

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

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Part V: Sample Procurement Evaluation Tool

Prepared by Health Care Without Harm and the Computer TakeBack Campaign

This Sample Procurement Evaluation Tool provides guidance for purchasers in evaluating bids for IT equipment while incorporating environmental and public health concerns. This tool should be used as a checklist to evaluate bids from vendors for products and practices that are environmentally preferable. The criteria below have been prioritized by both their public health impacts and availability in the market. The right-most column provides suggested weights for these criteria.

Sample Procurement Evaluation Tool (1 of 3)

| Principles | Criteria | Level of Importance | Suggested Weights |
|---|---|---------------------|-------------------|
| 1) End of Life Management | A) Provide take-back and management services with cost. | Require | 1.0 |
| | B) Provide take-back information labels on every "new" product that is purchased. | Require | 0.5 |
| | C) Ensure all vendors/sub-contractors have signed the Electronic Recycler's Pledge of True Stewardship. ¹ | Prefer | 1.0 |
| | D) Certify that hazardous waste is not exported to developing countries. | Require | 2.5 |
| | E) Provide documentation on how IT equipment is recycled and reused at the end-of-life. | Require | 2.0 |
| | F) Provide documentation/certification of recycling/dismantling practices. | Require | 2.5 |
| | 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 | 2.0 |
| | H) Ensure recycling or reusing of old equipment. 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. | Require | 2.5 |
| | I) Provide data destruction services using end-of-life management systems that meet environmental criteria as described in 1) A-H. | | 1.0 |
| Total Weight of Section 1² = 15.0 | | | |

Sample Procurement Evaluation Tool (2 of 3)

| Principles | Criteria | Level of Importance | Suggested Weights |
|---|--|---------------------|-------------------|
| 2) Upgradeability | A) Provide product upgradeability/reusability guarantees or options. | Prefer | 1 |
| 3) Design for the Environment and Public Health | A) Disclose toxic materials contained in the product as per OSPAR ³ list and Proposition 65 list ⁴ on the company website. | Require | 2 |
| | B) As defined by RoHS ⁵ , demonstrate plans and timelines (post on company website) to eliminate the use of the following toxic and hazardous constituents: i) Lead ii) Cadmium iii) Mercury iv) Hexavalent Chromium v) Brominated Flame Retardents (Penta-BDE, Octa-BDE) | Require | 1 |
| | C) Demonstrate plans and timelines (post on company website) to eliminate the use of the following toxic and hazardous constituents: i) Brominated Flame Retardents (TBBPA, PBBs and Deca-BDE) ii) Chlorinated plastics (Polyvinyl Chloride (PVC)) | Require | 1 |
| | D) Develop IT equipment that uses recycled content. i) Demonstrate plans and timelines to reduce toxic constituents from recycled plastic stocks as per B to less than 0.1% ⁶ of the total product. | Require | 1 |
| | E) Ensure products are shipped in packaging that is taken back by the seller for reuse | Prefer | 0.5 |
| | F) Use recyclable, nontoxic packaging as follows: i) Use reduced and/or recycled packaging for shipping ii) Minimize quantity and weight of any non-recyclable packaging and shipping material iii) Ensure user manuals are easily recyclable (no difficult binding) and printed on recycled content paper | Prefer | 0.5 |
| | Total Weight of Section 3: 6 | | |
| 4) Manufacturing | A) Provide documentation of occupational health and safety protection on company's website as follows: i) Corporate policy on occupational health and safety ii) Results of routine industrial hygiene monitoring as per OSPAR ³ and Proposition 65 ⁴ lists of chemicals iii) Results of medical monitoring (protecting privacy of employees) for all facilities globally as per OSPAR ³ and Proposition 65 ⁴ list of chemicals iv) Latest OSHA Log 300 Report | Require | 2 |

Sample Procurement Evaluation Tool (3 of 3)

| Principles | Criteria | Level of Importance | Suggested Weights |
|-----------------------------|---|---------------------|-------------------|
| 5) Energy Efficiency | A) Ensure all equipment meets Energy Star™ ⁷ specifications, as follows: <ul style="list-style-type: none"> i) Equipment shall be configured so it automatically enters a low-power mode after a period of inactivity. ii) When a computer in a low-power mode is used again, it automatically returns to active mode. iii) Computer shall be shipped with power management feature enabled. iv) Provide networked CPU's and monitors that are set up to sleep on networks and respond to wake events. v) Deliver all machines configured properly for automatic energy-saving features, as per current Energy Star™ specifications. vi) Provide customer support, technical support and maintenance on the power management features. | Require | 1 |

Overall total points for Criteria 2 through 5: 10

Notes

1. More information about the Recycler's Pledge of True Stewardship can be found at: <http://www.svtc.org/cleancc/recycle/index.html> .
2. These 15 points should be added to the cost portion of the evaluation, and be evaluated as part of the overall cost of purchasing IT equipment. This is because end-of-life management costs are part of the total cost of ownership. Assuring environmentally responsible management of equipment reduces risk for the organization while assuring environmental protection. See accompanying memo and more information on IT procurement available at: <http://www.hcwh.org/goinggreen> .
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 www.ospar.org 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) Certain Phthalates, Dibutylphthalate and Diethylhexylphthalate

4. Proposition 65 is the State of California's Safe Drinking Water & Toxics Enforcement Act of 1986 that requires the Governor to revise and publish the list of chemicals known to the State to cause cancer or reproductive toxicity. This list can be found at http://www.oehha.org/prop65/CRNR_notices/list_changes/pdf/102403LSTa.pdf .
5. European Union Directives for Waste Electric and Electronic Products and the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (RoHS): http://www.informinc.org/fact_WEEEoverview.pdf .
6. Federal Electronic Challenge (FEC) Recommended Criteria for Plastics in New Product Design and End-Of-Life Management, December 2003, FEC Plastics Taskforce.
7. 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: <http://www.energystar.gov> .



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