

EPP – General Considerations Applicable to All Suppliers

Generally we want to source products that have the least negative environmental and human health impact. As a healthcare organization our first priority should be to source products that will cause no harm to our staff, our patients or the environment.

Unless impractical for a particular sourcing activity the following requirements should be included in all RFX (RFQ, RFI, RFP) documents and should flow through to any contract awarded as a result of an RFX or other sourcing activity.

Note that you may need to edit or modify the language to work well in your specific document. You should copy and paste the language from the left column into your RFX or contract document. Once in your document it may require edits.

Suggested RFX and/or Contract Language	Notes
<p><u>EPP Overview:</u> Legacy's mission is good health for our people, our patients, our community and our world. Above all we will do the right thing. Legacy Health delivers high-quality affordable healthcare to our patients and to ensure we minimize adverse impacts to our environment we integrate environmentally preferable purchasing (EPP) criteria into our supplier selection process. As a potential supplier of products or services to Legacy you have an opportunity to highlight the environmentally preferable attributes of your product and service offering.</p> <p>Our EPP criteria are intended to help us identify products and services that:</p> <ul style="list-style-type: none"> • Will not result in harm to our staff, our patients, the communities we serve or our planet. • Consume fewer resources when manufactured and when in use. • Do not include chemicals that are hazardous to human health in the manufacturing process or in the use of the product. • Do not include mercury, latex, styrene, polystyrene, phthalates (DEHP), polyvinyl chloride (PVC) or brominated flame retardants (to the extent practical based on application and regulations). • Can be easily re-used or recycled. • Are packaged and transported in such a way as to minimize waste. • Meet nationally or internationally recognized environmental certification standards such as; Greenguard, EPEAT, DfE, Energy Star, Green Seal, NSF/ANSI, AMDR, etc. 	<p>This language provides an overview of Legacy's EPP program. It is not product specific</p>
<p><u>Proposal Submission</u> Proposals submitted for this RFX should be submitted: <input type="checkbox"/> electronically or <input type="checkbox"/> paper copies (qty. __)</p> <p>If paper copies have been requested the following requirements apply:</p> <ul style="list-style-type: none"> • All copies must be printed double sided. • All submittals and copies must be printed on recycled paper with a minimum post-consumer content of 30%. • All proposals submitted on paper should note the level of recycled content contained in the paper being used. • All proposals must minimize or eliminate use of non-recyclable or non re-usable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. 	<p>Ideally we can avoid waste by using only electronic proposal submissions. This can also be helpful for internal distribution to members of the sourcing/selection team.</p>

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<ul style="list-style-type: none"> • Do not submit your proposals in three-ringed binders unless you have specifically been asked to by Legacy. • All materials must be submitted in a format which allows for easy removal and recycling of paper materials. (Avoid spiral bindings.) • Suppliers are encouraged to use other products which contain recycled content in their bid documents. Where appropriate, bidders may wish to note which products in their responses are made with recycled materials. Unnecessary samples, attachments or product specifications and other documents not specifically asked for should not be submitted. 	<p>If paper copies of the proposal are required then try to adhere to the suggested requirements.</p> <p>If absolutely necessary for a specific procurement or sourcing activity you can edit/modify these requirements. If you find you need to do that please let the sustainability program manager know so these requirements can be further improved.</p>
<p><u>General Requirements:</u></p> <ul style="list-style-type: none"> • Does supplier have a corporate environmental policy? If yes provide URL to online copy. • Does supplier publish a corporate social responsibility or environmental sustainability report? If yes provide URL to online copy. • Does supplier use an environmental sustainability management system or standards for business operations? If yes provide details. • Provide a list of environmental sustainability programs in place within supplier organization. Examples might include waste stream management, recycling, commitment to renewable energy, established environmentally preferable purchasing standards, etc. • Provide a list of any incidents of environmental noncompliance with local, state or federal health, safety or environmental regulations that have occurred. • Suppliers selected as a result of this RFX process may be required to become a partner in the EPA SmartWay Transport Partnership. Please indicate if you are currently a SmartWay Partner or confirm your willingness to become a SmartWay Partner within a mutually agreeable timeframe. (http://www3.epa.gov/smartway/index.htm) • Is the supplier willing to fully disclose all hazardous or potentially hazardous substances or chemicals used in the manufacture or use of their product or service? • Is the supplier able to meet our environmentally preferable reporting requirements? <ul style="list-style-type: none"> • Provide reporting in Microsoft Excel format • Provide reporting on a frequency to be specified by Legacy Health based on the product or service type and upon contract award. • Volume of product or services sold to Legacy Health that meet EPP criteria as defined by Legacy Health. • Other aspects of environmental performance as defined by Legacy Health as may be applicable to the product or service deliver (for example; miles of transportation avoided by sourcing locally; pounds of waste avoided through innovative packaging approaches, etc.) 	<p>These are general requirements related to the supplier’s business operations; they are not product specific.</p> <p>Please check the EPP library in SharePoint to see if there are more specific EPP considerations for the product or service you are sourcing.</p> <p>If you need help defining EPP considerations contact the sustainability program manager.</p>

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Product Specific Requirements

Refer to the product specific EPP documents found in the EPP folder on the SharePoint Contracts/Purchasing site:








http://myteams.lhs.org/sites8/SupplyChainManagement/contracts_purchasing/SitePages/Home.aspx

Supply Chain Savings Initiatives

Welcome to the Contracts/Purchasing page!

This is the place to find documents and links related to contracting and purchasing processes

Shared Documents

<input type="checkbox"/>	Type	Name
		EPP Considerations for Reprocessing
		EPP General Considerations for All Suppliers
		EPP Product Considerations Food
		EPP Product Considerations Pillows
		EPP Product Considerations Sharps Containers
		EPP Product Considerations Vending
		EPP Product Criteria Hierarchy and Prioritization