

1.0 PURPOSE

The purpose of this procedure is to provide guidelines for selecting energy efficient office equipment or office supplies that have minimal impact on the environment.

2.0 SCOPE

This procedure applies to all personnel in *Business Name*

3.0 RESPONSIBILITY

Process Owner: Administrative Support is responsible for establishing, implementing, maintaining and assuring continued compliance to the requirements of this procedure, including the training of affected personnel.

4.0 DEFINITIONS

VOC (Volatile Organic Compound) - Volatile organic compounds have a high vapor pressure and low water solubility. Many are human-made chemicals that are used and produced in the manufacture of paints, pharmaceuticals, and refrigerants. VOCs typically are industrial solvents, fuel oxygenates, or by-products produced by chlorination in water treatment. VOCs are often components of petroleum fuels, hydraulic fluids, paint thinners, and dry cleaning agents. They are common ground-water contaminants.

5.0 GUIDELINES

All employees are encouraged to select products that comply with this list, unless the cost/benefit tradeoff cannot be justified and documented on the Purchase Requisition.

1. Cleaning Supplies
(1) Cleaning supplies such as window cleaners, soap, detergent, and the like, the articles should be biodegradable

2. Copiers, laser printers, laser faxes, and multifunctional machines
(1) Consume as little power as possible during operation
(2) Have the function of automatically switching into low-power or power-off mode a certain time after it has become inactive (for all machines, the "Energy Star" logo helps indicate the machine has such a function)
(3) Have a two-side copying/printing function, if applicable
(4) Be easy to recycle or donate
(5) Incorporate recycled parts and/or materials
(6) Use toner cartridges that can be easily re-filled or recycled, if applicable

3. Disposable paper (facial or toilet tissue and paper towels)
(1) Contain a blend of recycled paper
(2) Have low brightness or whiteness (no chlorine bleach)
(3) Single ply

4. Light Bulbs and Lighting Equipment
Incandescent light bulbs and fluorescent lights
(1) High lamp efficiency
(2) Long lasting
(3) If there is no interference with the intended function and if it is compatible with the lighting device, switch incandescent light bulbs to florescent light bulbs to conserve energy
(4) All bulbs and lamps should be recycled at an authorized location
Lighting Fixtures
(1) Florescent lighting fixtures should have high energy efficiency
(2) Designed to facilitate dismantling and recycling after discard

Lighting Plans

- (1) Consider the necessary brightness
- (2) Promote the use of natural lighting
- (3) Utilize brightness sensors, human motion sensors, timer functions, and light adjustment functions
- (4) Appropriately combine localized and wide area lighting

5. Office Furniture

- (1) Designed to make recycling after disassembly easier when no longer in use
- (2) Use many recycled materials
- (3) They may have low emissions of formaldehyde

6. Paper for office machines (copiers, printers, fax machines) and printing paper

- (1) Contain recycled paper, either blend or 100%
- (2) Have low brightness or whiteness (no chlorine bleach)
- (3) Have no plastic coating which prevents easy recycling of the paper

7. Personal computers

- (1) Consume as little power as possible during operation
- (2) Have the function of automatically switching into low-power or power-off mode a certain time after it has become inactive (for all machines, the "Energy Star" logo helps indicate the machine has such a function)
- (3) Have the capacity for upgrading or expanding functions for a longer useful life
- (4) Designed to facilitate recycling and re-use of component parts (manufacturers may promote the collection and re-use of its own used products)
- (5) Specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

8. Refrigerators

- (1) Low energy consumption during operations
- (2) The products should use non-CFC materials and refrigerant.

9. Stationery and Office Supplies

6.0 CHANGE HISTORY

Rev.	Date	Responsible	Department	Required Training
Original				

X
