



**OCP Directive1303.00**  
**Effective Date: October 1, 2003**  
**Expiration Date: October 1, 2005**  
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## **PROCUREMENT POLICY & PROCEDURE DIRECTIVE**

**SUBJECT: Environmentally Preferable Purchasing**

**ORIGINATING OFFICE: Office of the Director**

1. **PURPOSE:** The purpose of this policy directive is to establish procedures to be followed by the Office of Contracting and Procurement to implement the environmentally preferable purchasing process.
2. **AUTHORITY:** This policy directive is being promulgated pursuant to:
  - a) Section 202 of the District of Columbia Procurement Practices Act of 1985, effective February 21, 1986 (D.C. Law 6-85; D.C. Official Code § 2-301.01), as amended by the Procurement Reform Amendment Act of 1996, effective April 9, 1997 (D.C. Law 11-259; D.C. Official Code §§ 2-301.01 *et seq.*);
  - b) The District of Columbia Solid Waste Management and Multi-Material Recycling Act of 1988, effective March 16, 1989, (D.C. Law 7-226; D.C. Official Code § 8-1001 *et seq.*);
  - c) Title 27, D.C. Municipal Regulations, Chapter 25 (Specifications, Standards, and Other Purchase Descriptions) (July 1988).
3. **APPLICABILITY:** This policy directive shall apply to all OCP employees, contractors, consultants and volunteers (hereinafter referred to as “personnel”).
4. **POLICY AND PROCEDURE STATEMENT:**
  - 4.1 **Environmentally Preferable Purchasing.**
    - 4.1.1 **General Rule.** Pursuant to the procedures established in Title 27 of the D.C. Municipal Regulations, Chapter 25 (Specifications, Standards, and Other

Purchase Descriptions), requesting agencies and contracting officers shall develop and use standard specifications to procure environmentally preferable products and services (EPPS) to the maximum extent possible and feasible.

#### 4.1.2 Definitions.

- (a) ***Environmentally Preferable***. Environmentally preferable refers to products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal.
- (b) ***Environmentally Preferable Products***. Environmentally preferable products may include, among others, items from the following categories: office supplies; paper; janitorial supplies and products; refurbished furniture; pest control; toner cartridges; carpeting and rubber flooring; office equipment; towels tissue; trash bags; paint; lumber; motor oils; anti-freeze; and hazardous materials.
- (c) ***Environmentally Preferable Services***. Environmentally preferable services may include, among others, the following: environmental compliance services; environmental planning and documentation services; occupational training; waste management; and environmental re-mediation services.

#### 4.2 Environmentally Preferable Contract Clauses.

4.2.1 This policy directive shall be utilized with the environmentally preferable contract clauses found on the OCP Intranet at [www.ocp.in.dc.gov](http://www.ocp.in.dc.gov).

- 5. **AMENDS OR SUPERSEDES**: No other policy directive is being amended or superceded by this policy directive.
- 6. **EFFECTIVE DATE**: This policy directive shall become effective October 1, 2003.
- 7. **EXPIRATION DATE**: This policy directive shall expire on October 1, 2005.

**OCPD 1303.00**

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**JACQUES ABADIE, III, CPCM**  
**Office of Contracting and Procurement**  
**District of Columbia Chief Procurement Officer**

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**Date**

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