



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
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POLICY

TITLE
SUSTAINABLE PURCHASING

REVIEW/REVISION HISTORY:

Effective: 11/1/13

Revised: 8/13/21

SUMMARY OF REVISION/REVIEW:

I.C. - Adjusted language for clarification


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

7/8/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.19A](#); [WAC 200-300-085](#); [Governor's Executive Order 20-01](#); DOC 200.050 Purchasing; [DOC Sustainability Plan](#)

POLICY:

- I. The Department is committed to purchasing sustainable products and services, including Environmentally Preferable Products (EPPs), to reduce the environmental and economic costs of operations.
 - A. EPPs are products or services that have a lesser or reduced negative effect on human health and the environment when compared with competing products or services.
- II. The Department will integrate environmental performance into all purchases of products and services, along with product performance, availability, and total cost of ownership.

DIRECTIVE:

- I. Responsibilities
 - A. All employees involved in the selection and procurement of products and services will purchase EPPs as long as they meet standards and the Department's Sustainability Plan when making purchasing decisions.
 1. Department procurement employees will assist purchasers in identifying EPP options.
 2. Employees will comply with state and agency purchasing regulations.
 - B. The Department of Enterprise Services (DES) maintains a list of state contracts with green or recycled content on the DES [contract search](#) site. Contracts will be reviewed as part of the procurement process.
 1. Employees involved in procuring contracted services (e.g., janitorial services) will incorporate EPPs into the agreements where possible.
 - a. Procurement employees will provide justification for why EPPs were not considered when a purchase is \$50,000 or more.
 - C. The Capital Planning and Development Director will follow all state laws mandating Leadership in Energy and Environmental Design (LEED) construction, including the purchase of EPPs.

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- D. The Correctional Industries (CI) Director will ensure that EPPs are incorporated into the manufacturing processes managed by CI.
- E. The Assistant Secretary for Health Services will ensure that EPPs are incorporated into Health Services operations where possible.

II. Improving Sustainable Purchasing

- A. The Administrative Operations Division, Prisons Division, and Correctional Industries will identify and prioritize EPPs for standardized statewide purchasing for items:
 - 1. Purchased in high volumes,
 - 2. Purchased with the intent of throwing them away, or
 - 3. Where statewide purchasing will make the item affordable.
- B. Operational Leaders will engage employees to identify opportunities to increase sustainable purchasing and the use of EPPs in their respective work areas.
- C. Each quarter, the Purchasing and Accounts Payable Manager will submit a report of EPP usage to the Headquarters Sustainability Team. The team will review the report and the Department’s progress on EPP purchasing at its quarterly meetings.
- D. The Purchasing and Accounts Payable Manager will submit an annual report to the Assistant Secretary for Prisons identifying EPPs adopted and standardized for statewide purchasing.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None