

## **How to Purchase through an EPP Item Supplemental Job Aid 1.0**

**Date:** August 13, 2019

**Target Audience:** Department Buyer, Department Advanced Buyer, and Department Purchase Order (PO) Processor

**Purpose:** The purpose of this supplemental job aid is provides basic instructions on how to purchase environmentally responsibly through an Environmentally Preferable Purchasing (EPP) Item.

### **1.0 Introduction:**

In order to designate a purchase as Environmentally Preferable (EPP), the purchase must fulfill one or more of the following criteria:

1. Acquired through an EPP Item
2. Meet a DGS purchasing standard
3. Include third-party environmental certifications
4. Include the availability of a take-back program
5. Be State Agency Buy Recycled Campaign (SABRC) compliant
6. Get recorded in FI\$Cal as EPP

### **2.0 What is and EPP Contract?**

To assist state departments with the purchase of products that meet EPP criteria, the Department of General Services Environmentally Preferable Purchasing Program collaborates as part of a procurement team to develop EPP Contracts. An EPP Item, in turn, is an Item in FI\$Cal that contains EPP vetted criteria.

The simplest way to buy green and implement EPP is to purchase through EPP Items. Purchasing EPP Items ensures that your purchase meets EPP criteria and that the EPP information is recorded in FI\$Cal.

EPP contracts and EPP Items are only those that have been designated EPP/Green, by the Environmentally Preferable Purchasing Program. Access EPP Contracts at the [Buying Green](#) website or the [State Contract Index List](#).

### 3.0 When to Record EPP in FI\$Cal:

Departments shall record EPP purchases in FI\$Cal. By recording EPP attributes within FI\$CAL, in accordance with the Buying Green Procedures, departments will be able to monitor the green purchasing progress through FI\$CAL reports.

Image 1: State Contract Index Listing

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below.

[Cal eProcure \(State Contracts Search\)](#)

Type (CDS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Yes/No)	State Users (Statewide/ Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14H	Clean Fuel Connection, Inc, CP	10/29/2014	10/29/2017	No	Statewide	Yes	<a href="#">Don Campen</a>	(916) 375-4478	Yes
SC	Envelopes, Recycled Paper	1-15-75-04	Response Envelope	3/14/2016	3/13/2019	Yes	OSP Only	No	<a href="#">Damen Ferguson</a>	(916) 441-9026	Yes
SC	Feeds, Salmon, Steelhead, Trout (Cold Water)	1-15-87-17A	Skretting USA	1/26/2015	1/25/2018	Yes	CDFW	Yes	<a href="#">Tom Shimamoto</a>	(916) 375-5954	
SC		1-15-87-17B	Rangen	1/26/2015	1/25/2018	Yes	CDFW	Yes	<a href="#">Tom Shimamoto</a>	(916) 375-5954	
SC		1-15-87-17C	Bio-Oregon	1/26/2015	1/25/2018	Yes	CDFW	Yes	<a href="#">Tom Shimamoto</a>	(916) 375-5954	
SC		1-15-87-19	Bio-Oregon	1/14/2015	1/13/2018	Yes	CDFW	Yes	<a href="#">Tom Shimamoto</a>	(916) 375-5954	
SC	Food Service Supplies, Disposable	1-14-73-02A	San Joaquin Distributors, Inc.	8/1/2014	7/31/2017	Yes	Statewide	Yes	<a href="#">Steve Funderburk</a>	(916) 375-4446	Yes
SC		1-14-73-02B	RAM Enterprises	8/1/2014	7/31/2017	Yes	Statewide	Yes	<a href="#">Steve Funderburk</a>	(916) 375-4446	Yes
SC	Fuel, Bio-Diesel (B5 & B20)	1-15-91-05A	Pinnacle Petroleum, Inc.	5/2/2015	5/1/2018	Yes	Statewide	Yes	<a href="#">Danelle Scott</a>	(916) 375-4492	Yes
SC		1-15-91-08B	Falcon Fuels	5/2/2015	5/1/2018	Yes	Statewide	Yes	<a href="#">Danelle Scott</a>	(916) 375-4492	Yes
SC	Fuel, Bulk Gasoline, Diesel # 2, Diesel Red Dye, and Ethanol E-85	1-14-91-02A	Pinnacle Petroleum, Inc.	5/1/2014	4/30/2017	Yes	Statewide	Yes	<a href="#">Danelle Scott</a>	(916) 375-4492	
SC		1-14-91-02B	Falcon Fuels	5/1/2014	4/30/2017	Yes	Statewide	Yes	<a href="#">Danelle Scott</a>	(916) 375-4492	
SC		1-15-91-31A	AAA Oil, Inc. dba California Fuels & Lubricants	11/3/2015	11/2/2017	Yes	Statewide	Yes	<a href="#">Tina Larios</a>	(916) 443-9776	Yes
SC	Fuel, Renewable Diesel (R-99)	1-15-91-31B	Golden Gate Petroleum	11/3/2015	11/2/2017	Yes	Statewide	Yes	<a href="#">Tina Larios</a>	(916) 443-9776	Yes
SC		1-15-91-31C	Hunt & Sons, Inc.	11/3/2015	11/2/2017	Yes	Statewide	Yes	<a href="#">Tina Larios</a>	(916) 443-9776	Yes
SC		1-15-91-31D	Pinnacle Petroleum, Inc.	11/3/2015	11/2/2017	Yes	Statewide	Yes	<a href="#">Tina Larios</a>	(916) 443-9776	Yes

If the product being purchased from an EPP contract is indicated as an EPP Item on the contract, the purchase is considered EPP.

### 4.0 When to use EPP Items:

Use EPP Items whenever one is available and meets your purchasing needs. Buying through an EPP Items is the simplest way to buy green.

### 5.0 How to Purchase Through an EPP Item

1. Navigate to EPP Contracts. Locate a contract that applies you are purchasing.
  - a. If there is an applicable contract, proceed to Step 2.
  - b. If there is not, you can still look for other ways to buy green, such as incorporating third-party environmental certifications, take-back availability, and/or SABRC.
2. Read the contract user instructions to search for green products and learn how to make the purchase.
3. Make the purchase.

When making a purchase, departments must adhere to all applicable laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, California Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume F, 2 and 3, as applicable.

## **6.0 How to Record Environmentally Preferable Purchases in FI\$Cal:**

If purchasing through an EPP Item, no further action is required. As applicable, EPP Items will incorporate third-party environmental certifications, take-back, and/or SABRC requirements. All EPP data fields will automatically be applied in FI\$Cal.

## **7.0 References & Resources:**

**Buying Green Guide** DGS publishes a best practices manual, the [Buying Green Guide](#). The guide provides state buyers and suppliers with a single source of up-to-date EPP Contracts, DGS Purchasing Standards, bid specifications, and buying tips. It also provides access to laws, regulations and standards that shape procurements and provides transparency to the work DGS does.

The EPP FI\$Cal job aids are a comprehensive “how-to” series that provides detailed instructions on how to buy green and how to record those purchases in FI\$Cal. Visit the Buying Green website to access the full series:

1. How to Purchase Through an EPP Item
2. How to Apply DGS Purchasing Standards
3. How to Apply Third-Party Environmental Certifications
4. How to Include Take-Back
5. How to Apply State Agency Buy Recycled Campaign (SABRC)
6. How to Record EPP/SABRC in FI\$Cal

Contact the Environmentally Preferable Purchasing Program with Buying Green questions by emailing [buygreen@dgs.ca.gov](mailto:buygreen@dgs.ca.gov).