

## **How to Apply DGS Purchasing Standards 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 using DGS purchasing standards.

### **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 DGS Purchasing Standard?**

To assist state departments with the purchase of products that meet EPP criteria, the Department of General Services Environmentally Preferable Purchasing Program has developed DGS purchasing standards.

DGS Purchasing Standards provide the minimum criteria purchases must meet to be considered EPP, aka “green”, by the State of California. They establish a mechanism for incorporating performance and environmental requirements that meet the state’s environmentally preferable goals, into procurements and policy. The purchasing standards are posted on each commodity page, when applicable.

When a DGS purchasing standard is applied to a purchase, the purchase is considered EPP.

### **3.0 When to Apply a DGS Purchasing Standard:**

Apply a DGS purchasing standard when there is not an EPP Contract available for the products being purchased.

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 How to Apply a DGS Purchasing Standard:**

1. Navigate to the DGS Purchasing Standards. Locate a DGS purchasing standard

that applies to the products being purchasing.

- a. If there is an applicable purchasing standard, proceed to Step 2.
  - b. If there is not, you can still look for other ways to buy green, such incorporating. third-party environmental certifications, take-back availability, and/or SABRC.
2. Read the purchasing standard and search for products that meet the standard's minimum requirements. The purchasing standard will provide the basis for your search. Identify the products that will meet the standard's minimum requirements and best meet your need.
  3. Select a purchasing mechanism for the identified products.
  4. Record the application of the DGS Purchasing Standard in FI\$Cal. See Job Aid: *How to Record EPP/SABRC in FI\$Cal.*

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.

### **5.0 How to Record Applied DGS Purchasing Standards in FI\$Cal:**

If applying a DGS purchasing standard to a purchase, it is necessary to record the DGS purchasing standard number, third-party environmental certifications, take- back, and/or SABRC in FI\$Cal.

### **6.0 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).