

## How to Apply a DGS Purchasing Standard Supplemental Job Aid 1.0

**Date:** 09/30/2016

**Target Audience:** Department Buyer, Department Advanced Buyer, and Department PO Processor

**Purpose:** The purpose of this supplemental job aid is to provide basic instructions on how to apply DGS Purchasing Standards to purchases.

### **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 Certification(s)
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

### **What is a DGS Purchasing Standard:**

To assist state departments with the identification 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.

Access all available DGS Purchasing Standards at, either:  
Purchasing Standards

<http://www.dgs.ca.gov/pd/Programs/Engineering/PurchasingStandards.aspx>. Or

Buying Green

<http://www.dgs.ca.gov/BuyingGreen>.

**When a DGS Purchasing Standard is applied to a purchase, the purchase is considered EPP.**

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

Apply a DGS Purchasing Standard when there is not an EPP Contract available for the product(s) being purchased.



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### **How to Apply DGS Purchasing Standard:**

1. Navigate to the DGS Purchasing Standards. Locate a DGS Purchasing Standard that applies to the product(s) 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 product(s) that meet the standard's minimum requirements. The purchasing standard will provide the basis for your search. Identify the product(s) that will meet the standard's minimum requirements and best meet your need.
3. Select a purchasing mechanism for the identified product(s).
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 2 and 3, as applicable.

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

If applying a DGS Purchasing Standard to the purchase, the DGS Purchasing Standards will identify Third-Party Environmental Certifications and/or SABRC requirements as applicable. When purchasing the product(s) it is necessary to record the DGS Purchasing Standard number, Third-Party Environmental Certifications, Take-Back, and/or SABRC in FI\$Cal.

### **References & Resources:**

**Buying Green Guide** DGS publishes a best practices manual – the Buying Green Guide, online at [www.dgs.ca.gov/buyinggreen](http://www.dgs.ca.gov/buyinggreen). 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.



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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 in FI\$Cal page at

[http://www.dgs.ca.gov/buyinggreen/GeneralInfo/BuyingGreeninFI\\$Cal.aspx](http://www.dgs.ca.gov/buyinggreen/GeneralInfo/BuyingGreeninFI$Cal.aspx) to access the complete EPP

FI\$Cal Job Aids:

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-Bac
5. How to Apply State Agency Buy Recycled Campaign (SABRC)
6. How to Record EPP/SABRC in FI\$Cal

For additional references & resources visit the Buying Green Guide online at [www.dgs.ca.gov/buyinggreen](http://www.dgs.ca.gov/buyinggreen).

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