

How to Apply Third-Party Environmental Certifications Supplemental Job Aid 1.0

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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 third-party environmental certifications 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 are Third-Party Environmental Certifications:

Third-Party Certifications involve independent assessments declaring that specified requirements have been met. Certification programs can provide an official certification mark or a declaration of conformity.

The Environmentally Preferable Purchasing Program specifically addresses those third-party certifications that are environmental. To differentiate environmental certifications from all certifications, the Environmentally Preferable Purchasing Program uses the term Third-Party Environmental Certifications.

To assist state departments with the identification of Third-Party Environmental Certifications that will meet EPP criteria, the Department of General Services Environmentally Preferable Purchasing Program has developed the DGS Third-Party Environmental Certification Matrix

(<http://www.dgs.ca.gov/buyinggreen/GeneralInfo/BuyingGreenTPCM.aspx>).

The DGS Third-Party Environmental Certification Matrix identifies applicable Third-Party Environmental Certifications, by commodity, which can be incorporated into your procurement to ensure that it is EPP, aka “green,” and will meet the state’s environmentally preferable goals.



One state. One system.

When the product(s) being purchased apply a Third-Party Environmental Certification from the DGS Third-Party Environmental Certification Matrix, the purchase is considered EPP.

When to use a Third-Party Environmental Certification:

Apply a Third-Party Environmental Certification to your purchase when there is not a Green Contract or DGS Purchasing Standard available for the product(s) being purchased.

How to Apply a Third-Party Environmental Certification:

1. Navigate to the DGS Third-Party Environmental Certification Matrix. Locate a Third-Party Environmental Certification that applies to the product(s) you are purchasing.
 - a. If there is an applicable Third-Party Environmental Certification, proceed to step 2.
 - b. If there is not, you can still look for other ways to buy green, such as incorporating Take-Back availability and/or SABRC.
2. Identify the product(s) that are labeled with the Third-Party Environmental Certification and best meet your needs.
3. Select a purchasing mechanism for the identified product(s).
4. If applied, record Third-Party Environmental Certifications 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.

FI\$Cal- How to Record Applied Third-Party Environmental Certification in FI\$Cal:

If purchasing an EPP Item, Third-Party Environmental Certifications will automatically be applied to your purchase. No further action to incorporate Third-Party Environmental Certifications into your purchase is required.

If applying a DGS Purchasing Standard to the purchase, it is necessary to record the applied Third-Party Environmental Certification in FI\$Cal.

If applying a Third-Party Environmental Certification(s) to the product(s), record the selected Third-Party Environmental Certification(s) in FI\$Cal.

In some instances, multiple Third-Party Environmental Certifications may apply. Up to three can be selected, per line item, in FI\$Cal.



There is not an option to select “other” Third-Party Environmental Certifications. The certifications in FI\$Cal are reviewed and approved by the Environmentally Preferable

Purchasing Program and meet the necessary EPP criteria to constitute the product(s) as green. Select only if applicable, and only those that apply.

For further details on the EPP fields in FI\$Cal and how they should be completed, review *Job Aid: How to Record EPP 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. 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 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-Back
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.

Contact the Environmentally Preferable Purchasing Program with Buying Green questions by emailing buygreen@dgs.ca.gov