

Environmentally Preferable Procurement Guidelines for Information Technology (IT) Equipment in Health Care
Part II: Procurement Matrix for Original Equipment Manufacturers (OEMs) & Vendors

The Procurement Matrix provides the first steps purchasers can take to influence the market towards environmentally safe electronic equipment. This document should be used as a checklist to ask vendors for products and practices that are protective of public health and the environment. The criteria below have been prioritized by both, their public health impacts and availability in the market. The right-most column provides guidance on whether these criteria should be requirements or preferences for the OEMs or vendors to meet.

1)	End of Life Management	
A)	Provide take-back and management services	Require
B)	TCO Provide take-back information labels on every "new" product that is purchased	Require
C)	Ensure all vendors/sub-contractors have signed the Electronic Recyclers Pledge of True Stewardship	Prefer
D)	TCO Certify that hazardous waste is not exported to developing countries	Require
E)	TCO Provide documentation on how IT equipment is recycled and reused at the end of life	Require
F)	TCO Provide documentation/ certification of recycling/dismantling practices	Require
G)	Protect recycling workers from hazardous exposures, and they can take action to protect their own health	Require
This ordinarily excludes the use of incarcerated laborers who under federal law are not considered employees, and do not receive full protections, rights and remedies		
H)	Ensure recycling or reusing of old equipment	Require
	i) At a minimum, demonstrate by posting to company website that more than half of the old equipment will be recycled or reused by 2006	
2)	Upgradeability	
A)	Provide product upgradeability/reusability guarantees/options	Prefer
3)	Design for the Environment and Public Health	
A)	Disclose toxic materials contained in the product as per OSPAR ¹ list and Proposition 65 list ² on the company website.	Require
B)	Demonstrate plans and timelines (post on company website) to eliminate and/or minimize the use of toxic and hazardous constituents as below:	Require
	i) Lead	
	ii) Cadmium	
	iii) Mercury	
	iv) Hexavalent Chromium	
	v) Brominated Flame Retardents (PBBs, Penta-BDE and Octa-BDE, Deca-BDE, and TBBPA)	
	vi) Chlorinated plastics (Polyvinyl Chloride (PVC))	
C)	IT equipment that uses recycled content, as follows:	Require
	i) Demonstrate plans and timelines to remove toxic constituents from recycled content stocks as per B	
D)	Ensure products are shipped in packaging that is taken back by the seller for reuse:	Prefer
	Use recyclable, nontoxic packaging as follows:	
	i) Use reduced and/or recycled packaging for shipping,	
	ii) Minimize quantity and weight of any non-recyclable packaging and shipping material	
	iii) Ensure user manuals are easily recyclable (no difficult binding) and printed on recycled content paper	
4)	Manufacturing:	
A)	Provide documentation of occupational health and safety protection on company's website as follows:	Require
	i) Corporate policy on occupational health and safety	
	ii) Results of routine industrial hygiene monitoring as per OSPAR ¹ and Proposition 65 lists of chemicals	
	iii) Results of medical monitoring (protecting privacy of employees) for all facilities globally as per OSPAR ¹ and Prop 65 list of chemicals	
	iv) Latest OSHA Log 300 Report	
5)	Energy Efficiency	
A)	Ensure all equipment meets Energy Star TM specifications, as follows:	Require
	i) Equipment shall be configured so it automatically enters a low-power mode after a period of inactivity	
	ii) When a computer in a low-power mode is used again, it automatically returns to active mode	
	iii) Computer shall be shipped with power management feature enabled	
	iv) Provide networked CPU's and monitors that are set up to sleep on networks and respond to wake events.	
	v) Deliver all machines configured properly for automatic energy-saving features, as per current Energy Star TM specifications	
	vi) Provide customer support, technical support and maintenance on the power management features	

1) OSPAR List of Chemicals for Priority Action

1) Polychlorinated dibenzodioxins (PCDDs); 2) Polychlorinated dibenzofurans (PCDFs); 3) Short chained chlorinated paraffins (SCCP); 4) Mercury and organic mercury compounds; 5) Cadmium; 6) Lead; 7) Organic tin compounds; 8) Brominated flame retardants; 9) Certain Phthalates Dibutylphthalate and Diethylhexylphthalate

2) **Proposition 65** is the State of CA's Safe Drinking Water & Toxics Enforcement Act of 1986 that requires the Governor to revise & publish the list of chemicals known to the State to cause cancer or reproductive toxicity. This list can be found at http://www.oehha.org/prop65/CRNR_notices/list_changes/pdf/102403LSTa.pdf

TCO: TCO Development is a wholly owned subsidiary of the Swedish Confederation of Professional Employees. www.tcodevelopment.com.

The TCO certification system is a tool purchasers might use to identify products that meet basic environmental criteria.

Combining TCO certificates with 1 A, 1 C, 1 G, 1 H, 2, 3, 4 and 5 can lead to more comprehensive procurement decisions.