

Executive Order No. 4
Establishing a State Green Procurement
And Agency Sustainability Program

Key Milestones

April 24, 2008

EO No. 4 signed by Governor Paterson.

June 10, 2008

First Committee meeting held. The first meeting of the Interagency Committee on Sustainability and Green Procurement (Committee) is held, and representatives designated.

July 1, 2008

Green paper purchased. Agencies and authorities begin to purchase copy paper and janitorial paper that is composed of 100% post-consumer recycled content to the maximum extent practicable and is process chlorine free to the extent practicable, and other papers composed of 100% post-consumer recycled content to the maximum extent practicable, and to print publications on 100% post-consumer recycled content paper. Where paper with post-consumer recycled content is not available, or does not meet required form, function or utility, paper procurements shall use post-consumer recycled content to the extent practicable, and non-recycled content shall be derived from a sustainably managed renewable resource to the extent practicable.

September 1, 2008

Priority commodities, services and technologies identified. The Committee identifies a minimum of three priority categories of commodities, services or technologies, and at least 12 priority items within each category (for a total of 36) for which “green procurement specifications” (green specs) and “green procurement lists” (green lists) shall be developed. Hereinafter, three new categories and 36 new items will be identified annually on this date.

Agency coordinators assigned. Agencies and authorities assign an employee to serve as a Sustainability and Green Procurement Coordinator, give the person full management support and provide him or her with the necessary resources to develop and implement a Sustainability and Environmental Stewardship Program or otherwise comply with EO 4.

Director of Green Procurement selected. The Office of General Services (OGS) selects an employee to serve as Director of Green Procurement.

September 30, 2008

EO 142 reports submitted. Agencies subject to former EO 142, “Source Reduction, Recycling and Procurement Initiatives by State Agencies” submit their final report form for fiscal year 2007-2008 to the Department of Environmental Conservation (DEC).

December 1, 2008

Green specs and lists issued. The Committee issues, for each of the 36 priority commodities, services or technologies identified in September, green specs for the development and issuance of new contracts and solicitations, and green lists of those items that are available under existing contracts or other arrangements. Hereinafter, green specs and lists will be issued for three new categories and 36 new items annually on this date.

Items purchased using green specs and lists. Agencies and authorities begin to rely on the green specs and lists developed by the Committee for the procurement of commodities, services and technology.

Reporting format established. The Committee establishes a format for progress reports to be used by agencies and authorities to meet the goals of the Executive Order.

March 1, 2009

Reports submitted. Agencies and authorities submit their first progress reports to the Committee. Hereinafter, such reports shall be submitted annually on this date.

June 1, 2009

Report submitted. The Committee submits a summary compilation and progress report to the Governor. Hereinafter, such report shall be submitted annually on this date.

Tasks without a specific timeline:

Appointment of Advisory Council. The Governor is charged with appointing a Sustainability and Green Procurement Advisory Council (Council) and to select a Chair from among the Council’s 11 members.

Establishment of solid waste and paper use reduction goals. The Committee is directed to establish specific goals to achieve reasonable reductions in the amount of solid waste generated and paper consumed annually by agencies and authorities, and to develop and implement strategies to achieve such goals.

Development and Implementation of sustainability programs. Agencies and authorities are directed to develop and implement Sustainability and Environmental Stewardship Programs to comply with the requirements of EO 4 and to reduce the public health and environmental impacts of their activities and operations, including but not limited to, reducing waste, source separating recyclable materials, using locally available compost, mulch and soil amendments produced from secondary materials, and utilizing secondary materials in construction.

Assistance to State agencies and authorities. OGS, DEC, the Environmental Facilities Corporation (EFC) and the New York State Energy Research and Development Authority (NYSERDA) are authorized to assist agencies and authorities in complying with EO 4.