



Because Every Purchase Matters

Responsible Purchaser Awards Entry Form

Congratulations! You have been nominated for the Responsible Purchaser of the Year Award. Please read the Rules & Info page and submit this Entry Form in order to be considered as a candidate for the award. Please include: Name, Title, Organization, Email, Phone, and Address, if different from the info submitted on the Nomination Form.

1. Circle the award category in which we should consider your entry: **Individual / Organization**
2. What do you consider to be the biggest environmental challenge with goods/services that you / your organization procure(s) and what are you / your organization doing to address it?
3. Do you have a responsible/green/sustainable purchasing policy? Yes / No
If yes, please attach and indicate the date this policy was adopted, and describe your role in its design and/or implementation (if any).
4. How do you / your organization define 'responsible' (or 'green' etc.) for the purposes of your purchasing?
5. Approximately what percentage of your procurement is 'green' according to the definition above?
6. Check any of the following 'ecolabel' or standards that you / your organization requires:
 EcoLogo FSC Others, please list:
 ENERGY STAR Green Seal
 EPEAT LEED
7. Do you use total cost accounting in your procurement considerations? Yes / No
If yes, please provide any examples of purchases where total cost helped justify a 'greener' purchase.
If no, why not and are you doing anything to shift to total cost accounting?



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8. Did you conduct any green purchasing pilot programs, such as a project that required testing new green products to determine if they met your needs? Yes / No
If yes, please describe.

9. Have you faced any significant barriers to implementing your green purchasing program? If so, please describe if and how you overcame them.

10. Can you quantify any environmental benefits from your green purchasing efforts? Yes / No
If yes, please describe or attach any such calculations.

11. Please describe any green purchasing outreach you have conducted, such as staff trainings, vendor trainings, conference presentations, workshops, publications, etc.:

12. Have you published a report on your green purchasing during the eligibility period? Yes / No
If yes, please attach and describe your role in the report (if any).
If not, do you planning to? When?

13. Please elaborate on anything else you would like to tell us about your green purchasing efforts and list any materials you are attaching in support of your entry.