

Guideline for Preparing the Environmentally Preferable Procurement (EPP) Submission

****Files that do not meet these requirements will be returned.****

Due Dates: Calendar Quarters			
Quarter	Date range	Due Date	File Name
First quarter	01/01 through 03/31	30-Apr	03312016_companyname.xlsx
Second quarter	04/01 through 06/30	31-Jul	06302016_companyname.xlsx
Third quarter	07/01 through 09/30	31-Oct	09302016_companyname.xlsx
Fourth quarter	10/01 through 12/31	31-Jan	12312016_companyname.xlsx

Submission: Submit as an e-mail attachment to recycle@ornl.gov. If your company does not sell products that are EPP-designated, you may submit a statement to this effect annually at the end of October to recycle@ornl.gov in lieu of quarterly submissions.

Questions: recycle@ornl.gov or Ashley Daniel, (865) 576-1562

Data Requirements										
Use the table below as a guide for preparing the EPP file submission in Excel. There are ten required fields that must be the first ten fields, in the order listed below, with the fieldnames as specified										
Column Name	ORNL PO	Date	Part Number	Description	Recycle Code	Unit	Quantity	Unit Price	Energy Star	EPEAT Rating
Field Description	ORNL Purchase Order Number	Order date by ORNL	Alpha-numeric identifier for the product as known to ORNL	Part Description	See Table 1	Unit by which the product is purchased	Quantity Purchased	Price per one unit of the product	YES or NO, NULL if not applicable	BRONZE, SILVER, or GOLD. NULL if not applicable
Max Size	10	10	255	255	4	50	-	-	3	6
Format		mm/dd/yyyy	Text	Text	Text	Text	Integer	Currency field, 2 decimal places	Text	Text

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Table 1 Recycle Codes	
R	The item contains post-consumer recycled content ¹ or if the item is a toner cartridge, it can be remanufactured to qualify as "R."
	¹ Material from products that were used by consumers and would otherwise be discarded as waste. These materials are recovered through consumer recycling, and include items such as newspapers, cardboard, aluminum, glass, and plastics.
B	The item is a biobased ² product.
	² Biobased products are derived from plants and other renewable agricultural, marine, and forestry materials and provide an alternative to conventional petroleum derived products. Biobased products include diverse categories such as lubricants, cleaning products, inks, fertilizers, and bioplastics. For purposes of the Bio Preferred program, biobased products do not include food, animal feed, or fuel.
V	The item contains only virgin materials.
N	If not applicable or Energy Star and/or EPEAT-reportable item (which are reported through other fields).

Other optional fields may be included after the first ten if your company has additional information you wish to promote or share. Below are examples of possible optional fields

Possible optional fields		
Column Name	Post Consumer Recycled Content	Green Information
Field Description	The amount of the product that is composed of P.C. recycled content	Text information about green characteristics of the product ¹
Max Size	4	255
Format	Integer and a percent sign, ex:	text

¹Examples of Green Information seen in vendors' files:

- Contains 93% post-consumer, 93% total recycled content.
- Chipboard contains 75% post-consumer recycled content, 1% total recycled content.
- Contains a minimum of 38% post-consumer recycled content, 48% total recycled content.