

TEPCO Group Green Procurement Guidelines (Revised in May 2018)

Information about the Revised Guidelines

We have revised the TEPCO Group Green Procurement Guidelines in accordance with the Basic Policy for the Promotion of Procurement of Eco-Friendly Goods and Services (approved by the Cabinet in February 2018), which is related to the Act on Promoting Green Procurement. Our goal is to continue promoting green

Common Principles

(1) Evaluating the necessity

The necessity must be carefully considered before purchasing.

(2) Evaluating product and service life cycles

Various environmental burdens over the full product life cycle from resource extraction to disposal must be considered before a purchase is made.

1. The products can contain or emit only a minimum amount of substances that impact the environment or people's health.
2. The required amounts of energy or resources such as metals or fossil fuels must be small.
3. Renewable natural resources such as forest must be used in a sustainable manner.
4. The products must be highly durable, easy to repair, and built with parts that are simple to replace in order to maximize their service life.
5. The products must be designed to be reused, and a system must be in place to enable those products to be collected/recovered and reused.
6. The products must be easy to detach, disassemble, and separate according to the type of material, and a system must be in place to collect and recycle those parts.
7. The products must contain recycled materials and reused parts.
8. The products must be easy to process and dispose of in a suitable manner when they are no longer needed.

Descriptions of Different Types of Requirements

[Mandatory requirements*] Product specifications are expected to meet these requirements when green procurement measures are implemented. Products that do not meet these requirements cannot be considered eco-friendly.

A product conforming to the Act on Promoting Green Procurement is a product that meets the "evaluation criteria" specified therein.

Refer to the basic policy for more information about the "evaluation criteria." (Source: Official website of the Ministry of the Environment)

<http://www.env.go.jp/policy/hozen/green/g-law/kihonhoushin.html>

*Corresponding to the "evaluation criteria" in the Act on Promoting Green Procurement

[Desirable Requirements*] It is preferable if product specifications meet these requirements when green procurement measures are implemented. However, a product is still considered to be eco-friendly even if these requirements are not met as long as the mandatory requirements are fulfilled.

*Corresponding to the "factors for consideration" in the Act on Promoting Green Procurement

Product Type	Mandatory Requirements	Desirable Requirements	Remarks / Revised Matters
1.1. Paper			
Copy paper (PPC)	The recycled pulp ratio (*1) must be at least 70%, and the whiteness level must not exceed roughly 70%.	The recycled pulp ratio (*1) must be at least 15%, and the whiteness level must not exceed roughly 70%. (The coating volume on coated paper must not exceed 30 g/m ² on both sides.)	
Printing paper	The recycled pulp ratio (*1) must be at least 15%.	<ul style="list-style-type: none"> The recycled pulp ratio must be as high as possible. If the paper is made from virgin pulp, the raw timber used as raw material must be obtained from forests that are grown and harvested in a sustainable manner. Also, the material ratio of wood pulp certified by the forest authorities or pulp made from wood obtained by thinning must be as high as possible. Product packaging must be as simple as possible, easy to recycle, and the burden on the environment must be small when burned. 	
Continuous form paper	The recycled pulp ratio (*1) must be at least 15%, and the whiteness level must not exceed roughly 70%. (The coating volume on coated paper must not exceed 12 g/m ² on both sides.)		
Thermal paper (including the type for fax machines)		The recycled pulp ratio (*1) must be at least 50% or the whiteness level must not exceed roughly 80%.	
1.2. Printed materials			
Printed materials	<ul style="list-style-type: none"> Paper that meets the requirements described in 1.1. must be used. No materials that could hinder the recycling process is used. The ink used for offset printing must contain plant-based oil and must only contain solvents with less than 1% of aromatic ingredients. The ink must be confirmed as chemically safe. 	<ul style="list-style-type: none"> Printed materials must be marked as "suitable for recycling" (*2), "printed on recycled paper," or "printed with soy ink." (This does not apply to business cards.) All printed materials must be made as light as possible according to the applications and purpose of their use. The amount of waste must be reduced to the highest degree possible through promoting digitalization (introduction of DTP, CTP, and DDCP methods). Measures must be taken to reduce the amount of volatile organic compounds (VOC). Ink cans, ink and toner containers, photosensitive drums or similar materials and parts, and other materials must be reused or recycled. The use of any substances that could result in the generation of harmful substances during the surface processing of covers included in printed materials must be reduced to the highest degree possible. Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. If the paper is made from virgin pulp, the raw timber used as raw material must be obtained from forests that are grown and harvested in a sustainable manner. However, this condition does not apply to virgin pulp made from wood obtained by thinning and to virgin pulp made from timber offcuts from plywood factories and sawmills or from renewable resources such as leftover materials in forest areas and small-diameter trees. 	
2. Office Automation Devices and			
2.1. Photocopiers, printers, fax machines, digital printers (including multi-function devices)	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. The products must be reusable. The products can only contain limited amounts of certain chemical substances. The products must comply with the International ENERGY STAR Program standards. 	<ul style="list-style-type: none"> Batteries must not contain any cadmium compounds, lead compounds, or mercury compounds. The products must be designed in a way that allows parts to be reused and materials to be recycled. In particular, the design must allow parts containing rare metals to be reused. Plastic parts must be made from recycled plastic. A system must be in place to collect and reuse simple packages and packaging materials. 	
2.2. Computers	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. Only certified products with an Energy Star label can be purchased. 	<ul style="list-style-type: none"> The products must have a long service life, they need to be designed to save natural resources, and they must be easy to recycle. The battery running time must not be longer than necessary. (This applies to laptop computers used for general administrative work.) The products must contain as many reused parts as possible. All plastic parts must be made from recycled plastic, recycled magnesium, or plant-based materials. A system must be in place to collect and reuse simple packages and packaging materials. The amount of manuals and recovery discs must be reduced. 	
2.3. Scanners, monitors, paper shredders (excluding models with a shredding motor output of 500 W or more)	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ol style="list-style-type: none"> A system for collecting and reusing or recycling used products and a system for properly disposing of the parts that cannot be reused or recycled must be in place. The products must be easy to disassemble or designed in some other way that allows the parts to be reused and materials to be recycled. The equipment must contain as many reused parts from used products as possible. Also, plastic parts must be made from recycled plastic whenever possible. Product packaging must be as simple as possible, easy to recycle, and the burden on the environment must be small when discarded. Also, a system must be in place to collect and reuse or recycle packaging materials. The amount of shredded paper must be reduced, and any shredded paper must be easy to recycle. The time required to switch to low-power mode or power-off mode must be set to 10 minutes or less at the time of shipment. 	
2.4. Primary batteries (D, C, AA, and AAA) and small rechargeable batteries	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> A system for collecting used small rechargeable batteries and a system for properly disposing of the parts that cannot be reused or recycled must be in place. Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. 	

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2.5. Wall clocks	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The amount of primary batteries in use must be reduced as much as possible. Plastic parts must be made from recycled plastic whenever possible. Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. 	
2.6. Cartridges and similar parts	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The plastic parts of the collected toner cartridges must be designed in a way that allows them to be reused as materials or parts in new toner cartridges. <ul style="list-style-type: none"> Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. 	
2.7. Calculators	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. 	
2.8. Projectors	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The replacement interval for light source lamps must be at least 3,000 hours. Noise must be reduced to the highest degree possible. A system for collecting and reusing or recycling used products and a system for properly disposing of the parts that cannot be reused or recycled must be in place. The design must ensure a long service life of the product, reduce the use of resources, and allow the parts to be reused or materials to be recycled. The housings must not contain more than a minimum amount of halogen flame retardants. Plastic housings and parts must be made from recycled plastic whenever possible. Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. The amount of manuals and accessories accompanying each product must be reduced whenever possible. 	
3. Mobile Phones			
3.1. Cell phones and PHS phones	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The products must be designed to reduce energy consumption with power-saving features, low-power standby mode of the charger, and similar technology. The amount of rare metals in housings and parts must be reduced to a minimum, or alternative measures must be taken. A system for repairs and a system to store parts used for updates must be in place for parts other than the device main unit and consumables. The housings must not contain more than a minimum amount of halogen flame retardants. <ul style="list-style-type: none"> Plastic housings and parts (including chargers) must be made from recycled plastic whenever possible. Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. Also, a system must be in place to collect and reuse or recycle packaging materials. 	
4. Home Electrical Appliances			
Electric refrigerators and similar appliances (excluding commercial models), air conditioners (excluding models with a cooling capacity over 28 kW), television receivers, electric toilet seats, water heaters, microwave ovens (excluding commercial models)	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The refrigerants and heat insulator foaming agents must be made from substances that only contain the lowest possible global warming potential. The design must ensure a long service life of the products and reduce the use of resources or allow the raw materials to be recycled in accordance with the criteria set by the Act on the Promotion of Effective Utilization of Resources. Plastic parts must be made from recycled plastic whenever possible. The coating applied must not contain more than a minimum amount of organic solvents or emit more than a minimum amount of odor. Product packaging must be as simple as possible, easy to recycle, and the burden on the environment must be small when discarded. Also, a system must be in place to collect and reuse or recycle packaging materials. The products must be easy to disassemble or designed in some other way that allows parts to be reused and materials to be recycled. The equipment must contain as many reused parts from used products as possible. Also, plastic parts must be made from recycled plastic whenever possible. 	
5. Stationery and Office Supplies			
All kinds of stationery and office supplies	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement or certified eco-friendly products by various manufacturers with the Eco Mark or Green Mark labels can be purchased. 		

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6. Office Furniture and Similar Products			
6.1. Designated procurement items specified in the Act on Promoting Green Procurement, including chairs, desks, shelves, storage furniture (other than shelves), low partitions, coat hangers, umbrella stands, bulletin boards, blackboards, and whiteboards	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The products must be designed for long-term use, and must be easy to repair or replace parts. Also, the products must be easy to disassemble or designed in some other way that allows the parts to be reused and materials to be recycled easily. In particular, the design of metallic parts must ensure a long service life of the products and reduce the use of resources or allow the materials to be recycled in accordance with the evaluation criteria set by the Act on the Promotion of Effective Utilization of Resources (Act No. 48, 1991, hereinafter referred to as "Act on the Promotion of Effective Utilization of Resources"). The coating applied must not contain more than a minimum amount of organic solvents or emit more than a minimum amount of odor. 	
6.2. Products not included in the designated procurement items specified in the Act on Promoting Green Procurement (excluding safes, fire-resistant cabinets, and earthquake-resistant fittings)	<ul style="list-style-type: none"> Only eco-friendly products by various manufacturers with Eco Mark labels or products that comply with the Green Purchasing Network standards (GPN) can be purchased, and the following criteria must be followed. <ul style="list-style-type: none"> The products must be made from recyclable materials, easy to disassemble, or designed in some other way that allows them to be recycled. The products must have replaceable parts and must be designed for long-term use. The products must be made from recyclable materials. 	<ul style="list-style-type: none"> Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. Also, a system must be in place to collect and reuse or recycle packaging materials. If the material contains wood, the raw timber used as raw material must be obtained from forests that are grown and harvested in a sustainable manner. However, this condition does not apply to wood obtained by thinning, timber offcuts from plywood factories and sawmills, or wood obtained from other renewable resources. If the material contains paper made from virgin pulp, the raw timber used as raw material must be obtained from forests that are grown and harvested in a sustainable manner. However, this condition does not apply to virgin pulp made from wood obtained by thinning, timber offcuts from plywood factories and sawmills, or other renewable resources. 	
7. Lighting			
7.1. Lighting equipment, LED lighting equipment, internal illumination-type indicators with LED light sources, etc.	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The products must feature initial illumination correction control, motion sensor control, brightness sensor control, and other functions that ensure high energy savings. The products must be easy to disassemble or designed in some other way that allows materials to be recycled. The coating applied must not contain more than a minimum amount of organic solvents or emit more than a minimum amount of odor. Product packaging must be as simple as possible, easy to recycle, and the burden on the environment must be small when discarded. Also, a system must be in place to collect and reuse or recycle packaging materials. Plastic parts must be made from recycled plastic whenever possible. 	<ul style="list-style-type: none"> Fluorescent lighting equipment has been deleted from the list of items in accordance with the basic policy for FY 2018.
7.2. Lamps, fluorescent lamps, and bulb-type lamps	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> Product packaging must be as simple as possible, easy to reuse, and the burden on the environment must be small when discarded. 	
8. Textile Products			
8.1. Uniforms, work clothes, hats, shoes	<ul style="list-style-type: none"> Polyester must be used as the main material, and recyclable materials must account for at least 10% of the total weight of the textile parts. 	<ul style="list-style-type: none"> The textiles without recyclable materials must contain as much unused textile material as possible. A system must be in place to collect and reuse or recycle the materials after they have been used. 	<ul style="list-style-type: none"> Shoes have been added to the list of items in accordance with the basic policy for FY 2018.
8.2. Carpets	<ul style="list-style-type: none"> Recyclable materials (unused textiles, recyclable textiles, recyclable plastic, etc.) must account for at least 10% of the total product weight. 		
8.3. Other textile products (curtains, fabric blinds, blankets, tents, flags, banners, etc.)	<ul style="list-style-type: none"> Polyester must be used as the main material, and recyclable materials must account for at least 10% of the total weight of the textile parts. 	<ul style="list-style-type: none"> The textiles without recyclable materials must contain as much unused textile material as possible. A system must be in place to collect and reuse or recycle the materials after they have been used. 	
9. Fire Extinguishers			
Fire extinguishers (excluding simple aerosol extinguishers)	<ul style="list-style-type: none"> Only products that conform to the Act on Promoting Green Procurement can be purchased. 	<ul style="list-style-type: none"> The products must be easy to disassemble or designed in some other way that allows materials to be recycled. Plastic parts must be made from recycled plastic whenever possible. The coating applied must not contain more than a minimum amount of organic solvents or emit more than a minimum amount of odor. Product packaging must be as simple as possible, easy to recycle, and the burden on the environment must be small when discarded. Also, a system must be in place to collect and reuse or recycle packaging materials. 	

Product Type	Mandatory Requirements	Desirable Requirements	Remarks / Revised Matters
10. Vehicles Vehicles	<ul style="list-style-type: none"> Only electric vehicles, natural gas vehicles, methanol vehicles, hybrid vehicles, plug-in hybrid vehicles, fuel cell vehicles, and hydrogen vehicles can be purchased. Only vehicles that meet the criteria set by the Ministry of Land, Infrastructure, Transport and Tourism, stipulating a 50% reduction of gas emissions (for gasoline and liquefied petroleum gas vehicles), and vehicles that meet the fuel criteria (for gasoline, diesel, and liquefied petroleum gas vehicles) can be purchased. 	<ul style="list-style-type: none"> The refrigerants used in air conditioners must be made from substances that only contain the lowest possible global warming potential. The design must ensure a long life cycle of the products and reduce the use of resources or allow the parts to be reused and materials to be recycled in accordance with the criteria set by the Act on the Promotion of Effective Utilization of Resources. In particular, the design must reduce the amount of rare metals and allow them to be recycled. The products must contain as much recyclable material as possible. Plant-based plastic or synthetic fibers that are known to reduce the environmental burden must be used whenever possible. They must be equipped with eco-drive support functions. 	<ul style="list-style-type: none"> In accordance with the basic policy for FY 2018, the conditions related to reducing leaded fuel and start-stop system design have been deleted from desirable requirements. The conditions have been revised since diesel engine vehicles do not fall under the criteria for reducing gas emissions included in the mandatory requirements for FY 2018. The conditions in desirable requirements have also been updated in accordance with the basic policy.
11. Disaster Prevention Stockpiles			
11.1. Disaster prevention stockpiles such as bottled water, canned food, pregelatinized rice, hardtack, and instant food in retort pouches	<ul style="list-style-type: none"> The products must have a shelf life of at least five years. (For instant food in retort pouches) The products must either have a shelf life of at least five years or a shelf life of at least three years with a system in place to collect and reuse the containers, accompanying utensils, and self-heating food packaging. Each product and its external packaging must indicate the name of the product, type of material, inner capacity, best before date, preservation methods, and the name of the manufacturer. 	<ul style="list-style-type: none"> A system must be in place to reduce the wastes discharged by collecting and reusing the products. The containers (bottles) must be as light and thin as possible. The bottles, printed labels, caps, and similar products must be designed to reduce the impact on the environment with excellent reprocessing properties and reusability after eating/drinking. 	
11.2. Disaster prevention stockpiles (daily necessities and supplies) such as blankets, tents, work gloves, tarps, primary batteries, and emergency canned fuel	<ul style="list-style-type: none"> Blankets and tents must meet the requirements described in "8.3. Other textile products." Primary batteries must meet the requirements described in "2.4. Primary batteries." 	The requirements described in "8.3. Other textile products" must be met.	

*1 Recycled pulp ratio = (Recycled pulp / (virgin pulp + recycled pulp)) x 100; the term "recycled pulp" also refers to the following types of pulp known to have positive environmental effects:

(1) pulp made from discarded materials, (2) pulp certified by the forest authorities (pulp managed in suitable forest areas), and (3) pulp made from wood obtained by thinning.

*2 The recyclability of printed materials must be marked as "Rank A" or "Rank B" according to the "Guidelines for Producing Recyclable Printed Materials" created by the Paper Recycling Promotion Center and managed by the Japan Federation of Printing Industries. (Japanese Website)

http://www.jfpi.or.jp/recycle/print_recycle/data.html