



**Designated  
Procurement  
Items and  
Evaluation Criteria**

The basic policy of the Act on Promoting Green Procurement specifies eco-friendly goods, etc. as designated procurement items that should be favored in public procurement. The Ministry of the Environment annually reviews the designated procurement items and their evaluation criteria. The number of designated procurement items has increased to 274 in 21 categories in 2017, from 101 in 14 categories in 2001.

Both designated procurement items and their evaluation criteria have diversified over time. The Ministry of the Environment has been publishing “Green Procurement Guidelines for Purchasers” to help purchasers understand evaluation criteria and encourage the procurement of eco-friendly goods, etc. What is important to know is that the Act on Promoting Green Procurement is not a conformity assessment system. This means that business operators may declare conformity of their products by themselves. Therefore, it is important for purchasers to select eco-friendly goods having labeling of conformity with the evaluation criteria of the Act, or by referring to other environmental labels, etc.

**List of categories of designated procurement items as of February, 2017**

① Paper	⑧ Home Electronic Appliances	⑮ Interior Fixtures and Bedding
② Stationery	⑨ Air Conditioners, etc.	⑯ Work Gloves
③ Office Furniture, etc.	⑩ Water Heaters, etc.	⑰ Other Textile Products
④ Imaging Equipment, etc.	⑪ Lighting	⑱ Facilities
⑤ Computers, etc.	⑫ Vehicles, etc.	⑲ Stockpiles for Disaster
⑥ Office Equipment, etc.	⑬ Fire Extinguishers	⑳ Public Work Projects
⑦ Mobile Telephones, etc.	⑭ Uniforms and Work Clothes	㉑ Services

● Column ●

**Ministry of the Environment is promoting the “COOL CHOICE” campaign**

Japan has generated ideas for saving energy and introduced cutting-edge technologies as a country poor in natural resources. Choosing “a lifestyle in the future” based on these ideas and technologies will contribute to reduction of CO<sub>2</sub> emissions. Besides frequently turning off the lights, adjusting the thermostat setting, and saving water, why don't we start choosing eco-friendly vehicles, appliances, and housing for the future environment's sake?

**For more information visit Ministry of the Environment's web portal “COOL CHOICE”**  
<http://ondankataisaku.env.go.jp/coolchoice/>

# Implementation Process of Green Procurement

To implement green procurement permanently, it is essential for an organization to go through the stages of “drawing up procurement policy,” “implementation,” and “analyzing achievements and planning improvements”.

	Stages/Steps	Issues	Possible Solutions
Drawing up procurement policy	Understanding the current situation	Your organization has no idea how to understand the current situation.	<ul style="list-style-type: none"> <li>● To ask individual sections for their procurement methods and records.</li> <li>● To construct a simple data aggregation system and improve work efficiency.</li> </ul>
	<b>Drawing up procurement policy</b>	Your organization has no idea how to work out a procurement policy.	<ul style="list-style-type: none"> <li>● To adopt existing procurement policies developed by other local governments.</li> </ul>
	Specifying procurement items	Your organization has no idea what items should be targeted.	<ul style="list-style-type: none"> <li>● To develop evaluation criteria for each product item by referring to existing procurement policies of other local governments.</li> </ul>
	Building a task force	Your organization has no idea who should be involved in making the policy.	<ul style="list-style-type: none"> <li>● To consult other local governments that have already formulated procurement policy.</li> </ul>
	Illustrating procurement proceeding	Your organization has no idea of the procurement process.	<ul style="list-style-type: none"> <li>● To create a manual, etc. that include the entire process and key points, and so on of green procurement.</li> </ul>
Implementation	Completion of procurement policy	Your organization has no information about the goods to procure, including specification and prices.	<ul style="list-style-type: none"> <li>● To make a product list by item.</li> <li>● To utilize certification systems of each product.</li> </ul>
	<b>Implementation of green procurement</b>	Your organization has no idea if a product fulfills evaluation criteria.	<ul style="list-style-type: none"> <li>● To issue a guidebook explaining evaluation criteria in more detail.</li> </ul>
	Collecting product information	It is difficult to promote green procurement in organizations other than the relevant sections.	<ul style="list-style-type: none"> <li>● To build a cross-sectional implementation structure.</li> <li>● To conduct training for procurement officers in all sections.</li> <li>● To unify procurement sections in the organization.</li> <li>● To include green procurement practices in other plans and policies.</li> <li>● To prepare standard forms and specifications.</li> </ul>
	Raising awareness towards green procurement	The awareness towards green procurement is low.	<ul style="list-style-type: none"> <li>● To conduct staff training.</li> <li>● To carry out enlightenment campaigns on green procurement.</li> </ul>
Analyzing achievements and planning improvements	Analyzing achievements of implementation	Your organization has no idea how to analyze the achievements of implementation.	<ul style="list-style-type: none"> <li>● To consult other local governments that have already introduced data aggregation systems.</li> </ul>
	Reviewing of practices	Your organization has no idea how to recognize the benefits of green procurement.	<ul style="list-style-type: none"> <li>● To consult other local governments that have already developed a scheme to confirm the benefit of green procurement.</li> </ul>



## Formulation of procurement policy

It is desirable for organizations to reach consensus internally when introducing green procurement, and the procurement policy plays an important role in doing so. Including criteria of green procurement in specifications and determining unified specifications of eco-friendly goods are also efficient.

Organizations need to consider the roles and collaboration of the relevant sections in procurement and evaluation systems, etc., prior to the introduction.

Organizational efforts in green procurement will not only bring about reduction of environmental loads, but also reduction of the total procurement volume, cost reduction, increased awareness, and improved work efficiency, etc. Confirming the environmental, societal, and economic benefits based on the current procurement situation is another way to promote green procurement.



## Implementation

Organizations should clarify the way to verify products' conformity to evaluation criteria and collect the product information of specific target items in advance for the smooth implementation of green procurement. It is essential for an organization to keep all employees motivated to improve their knowledge and skills in implementing green procurement permanently.


Issuing a guidebook, etc. and staff training are also necessary as a measure against delay of green procurement implementation caused by transfer of personnel.



## Analyzing achievements and planning improvements

A system for monitoring, reporting, and compiling data is indispensable for an organization to analyze its results in green procurement. In its first time procedure of achievement analysis the organization should mind that the staff will not be overloaded with jobs, by limiting periods in data compilation or using existing systems. Recognizing additional effects of green procurement such as reduction of CO<sub>2</sub> emission, cost reduction, etc. will make it easier for the organization to expand its green procurement practice.

On the other hand, the practice may turn into a mere façade, and the staff may lose its sense of purpose over time. It is thus advisable to review procurement policy and evaluation criteria as necessary.



## Case Example of the City of Yokohama

The City of Yokohama has issued the “City of Yokohama Basic Policy on Promoting Green Procurement” and the “City of Yokohama Procurement Policy for Promoting Green Procurement” based on the Basic Policy of the Act on Promoting Green Procurement and has implemented green procurement since 2002.

In 2015, the city participated in the “Support Program for Local Governments on Implementation of Green Procurement and Green Contract” which was operated by the Ministry of the Environment, as the city recognized the importance of the opportunity for all staff members to obtain knowledge and skills for collecting products’ environmental information and verifying them based on the evaluation criteria.

The city prepared training material for the basic and advanced courses with the support of the Ministry of the Environment. The training sessions are provided for the staff through the e-learning programs of the city. More than 500 members have participated in each of the training courses as of December 2016. Their understanding of green procurement has been further progressing.

### City of Yokohama Basic Policy on Promoting Green Procurement

In order to address environmental issues such as global warming and waste management and to build a sound material-cycle society, it is necessary to review social system consisting of mass production, mass distribution, mass consumption, and mass disposal, transforming it into a sustainable one with smaller environmental loads.

Enhancing procurement of environmentally friendly goods and services (hereinafter called “green procurement”) by the city, as both a business and a consumer, to reduce environmental loads will raise the demand of the citizens for eco-friendly goods and services. The Act on Promotion of Procurement of Eco-Friendly Goods and Services by the State and Other Entities (hereinafter called the Act on Promoting Green Procurement) was enacted to promote green procurement. Local governments are desired to promote procurement of eco-friendly goods and services in the Act. The city hereby formulates and implements this basic policy for reinforcing promotion of green procurement.

#### 1. Purpose

The purpose of this basic policy is that the city contributes to building a sustainable society through implementation of green procurement, reducing the environmental loads caused by the city’s operational activities.

#### 2. Definition of terms

##### (1) Eco-friendly goods, etc.

The term “eco-friendly goods, etc.” means raw materials, parts, goods, and services that contribute to environmental loads reduction and meet one of the following evaluation criteria.

- a. Made of recycled materials and/or materials that are easy to be recycled
- b. Minimal resource and energy consumption during use
- c. Either repairable or parts replaceable or refillable
- d. Simple packaging and wrapping
- e. Easy waste separation and recycling
- f. Highly durable and long-life
- g. Minimal use and release of materials with significant environmental loads during manufacturing process, operation, and disposal
- h. Acquired environmental labels and claims accredited by third party organizations

##### (2) Designated procurement goods

The term “designated procurement goods” means goods and services as stated in the appendix.

#### 3. Basic approach toward the promotion of green procurement

- (1) To consider environmental conservation in addition to product price and quality
- (2) Making efforts to use goods and services reasonably, not to increase the total purchasing amount
- (3) To consider not to increase procurement volume for the reason of implementing green procurement
- (4) To procure designated procurement goods etc. to the full extent possible when selecting goods and services

#### 4. How to promote green procurement

The City of Yokohama shall

- (1) formulate a procurement policy in which procurement targets of each category of goods are set every fiscal year and implement green procurement comprehensively and systematically,
- (2) develop a promotion system apart from this policy, and
- (3) publish implementation results of green procurement every year.

#### 5. Review of appendix


The appendix is subject to revision depending on innovation and/or dissemination of products, progress of scientific knowledge, etc.

#### 6. Scope of application

This basic policy shall be, in principle, applied to all organizations of the City of Yokohama.

#### 7. Date of implementation

April 1, 2002



If You'd Like  
to Know More  
about Green  
Procurement



**Find the text of the Act on Promoting Green Procurement and relevant information at the**

- The web portal of Ministry of the Environment (in Japanese, partially in English)  
<https://www.env.go.jp/policy/hozen/green/g-law/>

**Find evaluation criteria of designated procurement items in the**

- Basic policy of the Act on Promoting Green Procurement (at the Ministry of the Environment website)

[http://www.env.go.jp/en/laws/policy/green/2\\_2016feb.pdf](http://www.env.go.jp/en/laws/policy/green/2_2016feb.pdf)

- Green Procurement Guidelines for Purchasers (in Japanese, published by the Ministry of the Environment) at

[https://www.env.go.jp/policy/hozen/green/g-law/tebiki/h28\\_tyoutatusya.pdf](https://www.env.go.jp/policy/hozen/green/g-law/tebiki/h28_tyoutatusya.pdf)

- Stationery Guidelines of the Green Procurement Act, 13th edition (in Japanese, published by the All Japan Stationery Association) at

[http://www.zenbunkyo.jp/green/pdf/green\\_2016.pdf](http://www.zenbunkyo.jp/green/pdf/green_2016.pdf)

Association website: <http://www.zenbunkyo.jp/>

- Office Furniture Guidelines of the Green Procurement Act, 9th edition (in Japanese, published by the Japan Office Institutional Furniture Association) at

[http://www.joifa.or.jp/pdf/green\\_9.pdf](http://www.joifa.or.jp/pdf/green_9.pdf)

Association website: <http://www.joifa.or.jp/>

- Environmental Labels Database (in Japanese, maintained by the Ministry of the Environment website) at

<https://www.env.go.jp/policy/hozen/green/ecolabel/>

**Find specific product information in the**

- Eco-Products Database (in Japanese, maintained by the Green Purchasing Network (GPN)) at

<http://www.gpn.jp/econet/>

Organization's website: <http://www.gpn.jp/english/index.html>

- Search engine for Eco Mark products (in Japanese, maintained by the Eco Mark Office)

<https://www.ecomark.jp/search/search.php>

Organization's website: <https://www.ecomark.jp/english/>

- Energy efficient products information database (in Japanese, maintained by a subcontractor of the Agency for Natural Resources and Energy)

<http://seihinjyoho.go.jp/>

**Find practices by local governments in the**

- Green procurement practices database (in Japanese, accessible from the web portal of the Ministry of the Environment) at

[https://www.env.go.jp/policy/hozen/green/g-law/jirei\\_db/index.html](https://www.env.go.jp/policy/hozen/green/g-law/jirei_db/index.html)

- Questionnaire survey on green procurement by local governments (in Japanese, accessible from the web portal of the Ministry of the Environment) at

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

**Apply for training and/or information sessions in the**

- Information session for the Basic Policy of Green Procurement Act and Green Contract Act (in Japanese, accessible from the web portal of the Ministry of the Environment) at

[https://www.env.go.jp/policy/hozen/green/g-law/block\\_brief/index.html](https://www.env.go.jp/policy/hozen/green/g-law/block_brief/index.html)

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