

Sample Internal Memo

Please utilize this sample internal memo to periodically share specific green purchasing achievements or program development with internal staff and/or county elected officials. Change the information below to be reflect actions taken by your county.

COUNTY NAME

MEMO

To: All Staff
From: _____, Purchasing Director
CC: County Board
Date: [Insert Current Date here]
Re: 2011 Green Purchasing Achievements

Summary: 2011 Green Purchasing Achievements

Each year, _____ County releases a report on its progress toward achieving the county's green purchasing policy goals. Here are some snapshots of that report.

Purchases and Savings:

- In 2011, _____ County purchased \$37.6 million worth of green products, about 13% of total county purchases.
- By purchasing products with recycled content, the county saved approximately \$1.5 million and reduced the purchase of virgin materials by 106 tons, the equivalent of 680 trees.

Implementation Challenges

A number of factors challenge efforts to increase green purchasing:

- Product purchasers are unfamiliar with the green products available for their specific needs. "Green-washing" (false claims by product manufacturers) complicates this process.
- The lack of consensus-based standards for many product categories requires product purchasers to define criteria for product specifications.
- Data collection from vendors is cumbersome.

Opportunities

The county's purchasing office can help address these challenges by:

- Assembling information and performance data from product users and manufacturers and disseminating this information to product purchasers.
- Evaluating new products through staff pilot programs and sharing results with county agencies, as well with local municipalities, businesses, and residents.
- Networking with other jurisdictions to share information about products, specifications, and data collection strategies.

Thank you for conscientious purchasing and commitment to county greening. This level of achievement would not be possible without a combined effort from all county departments.

To access the county's full Annual Green Purchasing Report, visit _____ or feel free to contact me directly.