

ANNEX 1

Overview of Basic Policy on Promoting Green Purchasing

Basic Philosophy

1. Viewpoint of environmental soundness must be added to price and quality
2. Make selection based on diverse viewpoints, including formation of socio-economic system with environmentally sound material cycle and combating global warming
3. Give consideration to reducing environmental impact throughout the product lifecycle, from manufacture to disposal.
4. Commit to long-term use, correct utilization, and sorted disposal of purchased items

Specified Items for Procurement and Evaluation Criteria

1. As a rule, clear numerical criteria shall be used for selecting specified items for procurement
2. Even in the case that clear numerical criteria cannot be established at the present time, however, factors that have importance with respect to reducing environmental impact shall be defined as “factors for consideration.”
3. These standards shall be revised as appropriate, in response to improvements in the state of development or our scientific understanding of goods and materials.

Note – See Appendix for specified items for procurement and evaluation criteria.

Other Important Matters

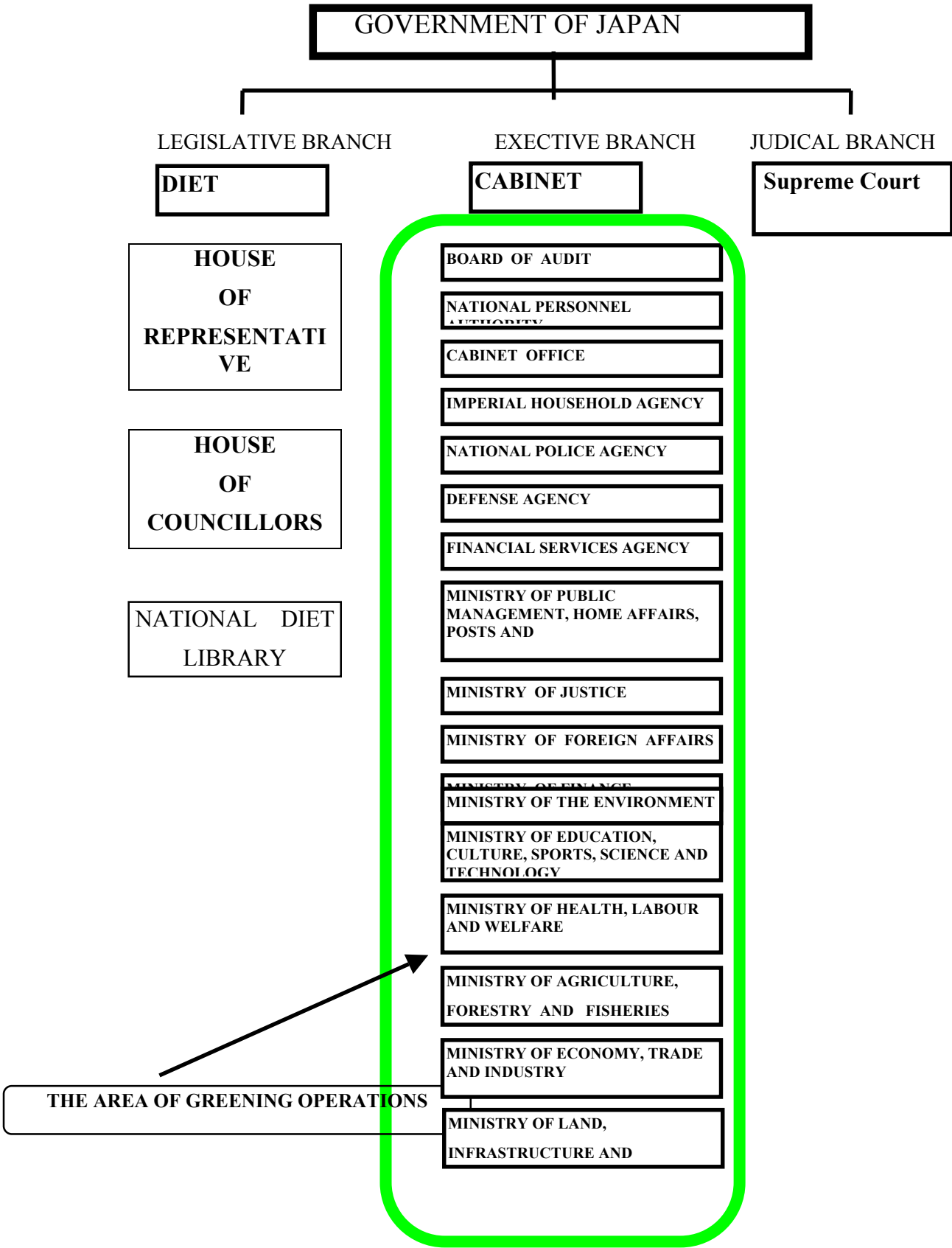
1. Government agencies and special corporations shall establish systems for promoting green procurement
2. As a rule, the procurement policy shall be applied to all organizations internal to the institution in question.
3. Institutions shall publish an overview summarizing procurement policy and procurement track record on a yearly basis (at the start of each fiscal year).
4. Establishment of contact groups for related government agencies
5. Employee training, etc.
6. Provide pertinent information to the national government

Specified Items for Procurement and Evaluation Criteria (101 Items Total)

Category	Specified Items for Procurement	Evaluation Criteria
Paper	Computer paper, printing paper, hygienic paper (toilet paper)	Recycled paper content, bleaching, etc.
Purchased printed material	Purchased printed material	
General office supplies	49 items, including mechanical pencils, ball-point pens, scissors, glue, files, binders.	Use of recycled content (e.g. recycled plastic & thinning wood), etc.
Office furniture	8 items, including chairs, desks, shelves, and blackboards	
Office machines	7 items, including copiers, computers, printers, and faxes	Energy consumption efficiency, etc.
Consumer electronics and electrical appliances	6 items, including refrigerators, air conditioners, television sets, and VCRs	
Lighting	Fluorescent lighting equipment and fluorescent light bulbs	
Automobiles	Clean vehicles (natural gas automobiles, hybrid automobiles, etc.), and other automobiles	
Uniforms and work clothes	Uniforms and work clothes	Use of recycled plastic from PET bottles, etc.
Interior fixtures	Carpets, curtains, blankets	
Work gloves	Work gloves	
Facilities	Solar power generation systems, fuel cells, solar heating systems	
Public works	Public works: 1. Recycled materials (e.g. reconstituted wood boards, tiles, and blended cement), etc. 2. Construction machines (low emission, low-noise machines)	
Services	Energy conservation diagnosis	

ANNEX 2

Action Plan for Greening Government Operations (1996-2000), departments involved.



Annex 3 Results of Greening of Government Operations

Consumption Regarding Quantified Targets of the Action Plan

		1995	1999	Quantified Target In 2000	Remarks
THE VOLUME OF PAPER USED (ton)		30,572	35,686	Below 30,572	The volume of paper used shall not be increased in fiscal 2000
VIRGIN PULP CONTAINED IN THE PAPERS PURCHASED AND USED (ton)		17,503	10,913	Below 14,002	The content of virgin pulp contained in the papers purchased and used shall be reduced to approximately 80% or less of the current level by fiscal 2000
THE RATIO OF LOW-POLLUTION-EMMISSION VEHICLES IN THE GOVERNMENT OWNED VEHICLES FOR USE IN ORDINARY ADMINISTRATIVE.. WORK		0.07	3.22	10	The introduction of low-pollution-emission vehicles shall be promoted , with a view to increasing the ratio to approximately 10% in fiscal 2000 .
ELECTRICITY CONSUMPTION PER UNIT OF OFFICE SPACE (Kwh / m2)		105.57	113.59	Below 95.1	Electricity consumption per unit office space shall be reduced to less than approximately 90 % by fiscal 2000 .
WATER CONSUMPTION PER UNIT OF OFFICE SPACE (m3 / m2)		1.35	1.13	Below 1.22	Water consumption per unit office space shall be reduced less than approximately 90 % by fiscal 2000 .
THE AMOUNT OF FUEL CONSUMED BY GOVERNMENT VEHICLES	GASOLINE (kl)	16,050	14,107	Below 14,445	The amount of fuel consumption by government vehicles shall be reduced to less than approximately 90 % by fiscal 2000 .
	GAS OIL (kl)	3,695	3,304	Below 3,326	
	KEROSENE (kl)				
	L.N.G. (1000m3)				
THE AMOUNT OF FUEL CONSUMED BY UTILITIES IN GOVERNMENT BUILDINGS	HEAVY OIL (kl)	177,658	161,015	17,766 reduce	The amount of fuel consumption by utilities in government buildings by approximately 10 % fiscal 2000 .
	KEROSENE (kl)	51,917	51,693	5,192 reduce	
	CITY	83,910	104,878	8,391 reduce	

	(1000m3)				
	L.P.G. (1000m3)	22,631	1,453	2,263 reduce	
THE VOLUME OF WASTE (WET WEIGHT) GENERATED FROM EACH OFFICE (ton)		142,818	187,067	Below 107,114	The volume of wastes generated from each office shall be reduced to less than approximately 75 % by fiscal 2000
THE VOLUME OF WASTES WHICH CAN BE INCINERATED (ton)		89,560	128,400	Below 62,692	the volume of wastes incinerated shall be reduced to less than 70 % by fiscal 2000 .