

Sustainable Purchasing Guide

Computers & Monitors



Use this Guide When Purchasing

- Desktop computers
- Laptops
- Tablets
- Monitors
- Electronic displays/signage

Electronics are key feature of most workplaces today. Consequently, purchasing more sustainable electronics represents a significant opportunity to further an agency's sustainability goals - whether focused on energy consumption, toxics reduction, human/worker rights, and/or waste reduction.



How to Purchase

Check with your information technology (IT) and/or central procurement office to find out if you have any electronics standards (brand/model) and/or existing contracts that employees are required to use to purchase IT equipment. When you are seeking these products in a store or online, check the product details to confirm it meets the Minimum Requirements listed below.

Product Requirements - *specify or seek:*

MINIMUM REQUIREMENTS/SPECIFICATIONS

- Product currently has at least one of the following multi-attribute certifications:
 - EPEAT Silver Registered
 - TCO Certified

LEADERSHIP OPPORTUNITIES

Minimum Requirements plus one or more of the following:

- EPEAT Gold Registered
- TCO Certified

Ecolabels to Look For



Related Tips

Recycling Electronics:

Check with your IT department regarding data security and related electronic disposition requirements. Otherwise, to ensure hazardous materials do not end up in the environment and to foster material reuse, electronics should be recycled by a collector/recycler approved to participate in California's [Covered Electronics Waste Recycling Program](#) or by an electronics recycler certified to either the R2 or e-Stewards standard. For the latter, you can find certified electronics recyclers by using the [R2](#) or [e-Stewards](#) online directories.

Save Energy:

- Keep product sleep settings enabled - Let your equipment “go to sleep” after a period of inactivity. This is the single most effective means of saving energy.
- Switch off equipment that will not be used for more than 2 hours (unless updates are being administered during a specified time frame)
- Make sure equipment is plugged into a power strip/surge protector. When the equipment is not in use for extended periods, switch off the power strip to prevent equipment from drawing power even when turned off. If you don't use a power strip, unplug equipment when it's not in use.

Benefits

EPEAT-registered and TCO-certified computers:

- Use 30-65% less energy than non-certified computers, depending on usage. Energy reductions also equate to greenhouse gas (GHG) emission reductions.
- Reduce or eliminate toxic heavy metals such as lead, cadmium, and mercury.
- Are designed for repair, reuse, and recycling, thus supporting waste reduction practices.

About the Ecolabels

EPEAT is well-known ecolabel for electronic products. The product standards associated with EPEAT involve multi-attribute, life-cycle criteria, including design for recycling and toxics reduction. Some criteria are required and some are optional, with products earning higher ratings for meeting more optional criteria. Thus, EPEAT products can be rated Bronze, Silver, or Gold, depending on the product's level of criteria achievement.

TCO is a well-regarded ecolabel for electronic products. TCO certifies products against multi-attribute, life-cycle criteria, including social criteria, such as factory working conditions.

Both EPEAT and TCO products also meet ENERGY STAR criteria for energy efficiency.

PRODUCT REGISTRIES

Find/verify certified computer and monitor products by using the following online certified product registries:

- [EPEAT](#) Product Registry
- [TCO](#) Product Registry

BENEFITS CALCULATOR

Calculate the environmental benefits of purchasing EPEAT products, such as energy & GHG emission savings, toxics reductions, and more.

- [EPEAT Benefits Calculator](#)