

**FEDERAL ACQUISITION SERVICE  
GREEN PURCHASING PLAN AND  
RESOURCE GUIDE**



## EXECUTIVE SUMMARY

On November 3, 2006, Commissioner James A. Williams signed the *Federal Acquisition Service (FAS) Environmental Statement*. The statement shaped a path for the FAS Green Purchasing Plan (GPP). A GPP is required by both the Resource Conservation and Recovery Act and the Farm Security and Rural Investment Act for recycled content and biobased products, respectively. Under E.O. 13423, *Strengthening Federal Environmental, Energy, and Transportation Management* and the related implementing instructions, agencies must develop green purchasing plans. In addition, GPPs are an Office of Management and Budget (OMB) Environmental Stewardship Scorecard requirement that creates an overall management plan for green purchasing. The goal of the GPP is to set out policy and procedures for implementing the components of the Federal green purchasing program. Although created by various statutes, the goal of these components is to use Federal purchasing power to develop, demonstrate the viability of, and sustain markets for products with specific energy or environmental attributes. With the *FAS Environmental Statement* and corresponding GPP, FAS is poised to set a high standard for green purchasing in the Federal Government.

The FAS GPP goes beyond merely creating a policy guidance document. It is a resource tool for implementation. Using the GPP, FAS employees will review existing green purchasing requirements, find the schedule, special item number, or national stock number (NSN) to acquire products and services that minimize adverse impacts on the environment, and choose the appropriate acquisition vehicle for purchasing a product or service. The green purchasing requirements apply to all FAS employees nationwide. Purchasers need to ensure the products they acquire comply with requirements for: recycled content products; Energy Star and energy-efficient products; biobased products; environmentally preferable products; alternative fuel vehicles and petroleum reduction; non-ozone depleting substances; and priority chemicals.

In order to facilitate awareness of the GPP with the acquisition community Office of Acquisition Management will implement a training program to make all FAS purchasers aware of the green purchasing requirements. A reporting structure is being developed that will encompass all FAS business portfolios. The Office of Acquisition Management will monitor compliance, address any outstanding issues, and report to the appropriate Federal offices as required. All FAS business portfolios are also required to actively promote the GPP and inform suppliers of the organization's green purchasing preference. Supervisors are encouraged to reward employees that demonstrate outstanding green purchasing efforts.

The FAS GPP is a living document that will be reviewed annually. The Office of Acquisition Management will review the document to include guidance for new environmental mandates and to make certain the GPP is an effective resource for purchasing. Comments from Central Office and all Regional Offices are highly encouraged.

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## I. INTRODUCTION

It is the goal of the Federal Acquisition Service (FAS) of the General Services Administration (GSA) to be a committed leader in green procurement. To further this commitment, FAS has created a Green Purchasing Plan (GPP) to promote environmentally responsible procurement requirements. The purpose of a GPP is to establish internal guidelines for the conduct of procurements in an environmental manner in order to protect the environment and reduce energy consumption with environmentally friendly products and services, while ensuring a proper reporting structure. A GPP provides a strategy for implementing an effective green preference program, defines a framework to ensure compliance with environmental mandates, and creates a structure for reporting. This document formally establishes the FAS GPP.

There are a number of reasons why FAS has established a GPP. Green purchasing requirements were developed through various legislative acts that address environmental issues, such as Section 6002 of the Resource Conservation and Recovery Act (RCRA), and the Energy Policy Acts of 1992 and 2005 (EPAAct 1992, EPAAct 2005), and section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRSIA). Part 23 of the Federal Acquisition Regulation (FAR) prescribes the policies and procedures to acquire Environmental Protection Agency (EPA) designated recycled-content products, energy efficient products and services, renewable energy technologies, biobased products, and environmentally preferable products and services. Other parts of the FAR also address purchasing of green products and services.

Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, was issued by President Bush on January 26, 2007 and, among other things, directs Federal agencies to purchase recycled content, energy efficient, water conserving, biobased, and environmentally preferable products, as well as alternative fuel vehicles, alternative fuels, electricity from renewable sources, and products with lesser or not toxic or hazardous constituents. This EO consolidated a series of *Greening the Government* EOs that were issued between 1998 and 2000 to make them current with changing public laws and green purchasing requirements. EO 13423 revokes EOs 13101, 13123, 13134, 13148, and 13149. The revoked EOs are still referenced in the FAS GPP because final implementation guidance from the Office of Federal Procurement Policy for the acquisition aspects of EO 13423 had not yet been approved. Once the implementation guidance is finalized, the FAS GPP will be updated. For a brief summary of the mandates, see [Appendix F](#).

In addition to the Federal acquisition policies, in 2006, the Office of Management and Budget (OMB) began evaluating agencies' progress on environmental, energy, and transportation stewardship using three scorecards: Energy Management, Environmental Stewardship, and Transportation/Fleet Management (see Appendices [C](#), [D](#), and [E](#)). Like the scorecards used to evaluate agency progress in implementing the President's management agenda, these scorecards define standards for success for specific

elements. Using a “traffic light” grading system, each agency is rated on the standards of the scorecard: green for success, yellow for mixed results, and red for unsatisfactory. The Environmental Stewardship scorecard rates Federal agencies in terms of their compliance with environmental mandates and stewardship initiatives. Establishing an agency GPP is required in order to obtain a green rating on the OMB Environmental Stewardship Scorecard, highlighting the importance of the GPP.

The FAS GPP was created to supplement the overall GSA GPP, which is currently being developed. On November 3, 2006, FAS Commissioner James A. Williams signed the FAS Environmental Statement, which describes the organization’s committed role as an environmental steward. A copy of the statement is located in [Appendix A](#). FAS has the role of providing products and services that support the business operations and missions of eligible ordering activities. Thus, it is in a position to leverage the impact of its programs to facilitate green purchasing by eligible ordering activities, FAS drafted the GPP to continue its leadership in greening the Federal Government through program activities associated with FAS business portfolios, including:

- Office of Acquisition Management
- Office of Administration
- Office of Assisted Acquisition Services
- Office of the Chief Information Officer
- Office of the Controller
- Office of Customer Accounts and Research
- Office of General Supplies and Services
- Office of Integrated Technology Services
- Office of Strategic Business Planning and Process Improvement
- Office of Travel, Motor Vehicle, and Card Services

The FAS GPP will supplement the overall agency GPP and set a standard for environmental leadership in the Federal Government. The FAS GPP and Resource Guide is for **internal** FAS use only and should be used as a reference tool when acquiring products and services that will be utilized in supporting FAS business activities. Green purchasing guidance for FAS customers and industry partners will be issued at a later date.

In order to maintain a green purchasing leadership role, there needs to be a greater awareness of environmental mandates that promote and strongly encourages the purchase of green products and services, considering and balancing price, availability, and performance. Green purchasing mandates exist in the following categories:

- [Recycled Content Products](#) specified by the EPA as Comprehensive Procurement Guideline (CPG) items and their associated Recovered Materials Advisory Notices (RMANs). Carefully review the requirements in the *Recycled Content Products* section on page 13.
- [Energy Star® and Energy Efficient Products](#) specified by the EPA and Department of Energy (DOE) as energy-efficient under the Energy Star®

program or specified by the DOE Federal Energy Management Program (FEMP) as energy-efficient under its Energy Efficiency Recommendations and Low Standby program. Carefully review the requirements in the *Energy Star® and Energy Efficient Products* section on page 18.

- [\*\*Biobased Products\*\*](#) specified by the United States Department of Agriculture (USDA). Carefully review the requirements in the *Biobased Products* section on page 24.
- [\*\*Environmentally Preferable Products \(EPPs\)\*\*](#) described by the EPA's five guiding environmentally preferable principles. Carefully review the requirements in the *Environmentally Preferable Products* section on page 26.
- [\*\*Alternative Fuel Vehicle \(AFV\)\*\*](#) acquisitions required by the Energy Policy Act of 1992 (42 U.S. Code 13212(b)), alternative fuel use as specified by the Section 701 of the Energy Policy Act of 2005, and petroleum reduction goals outlined by [EO 13423](#). Carefully review the requirements in the *Alternative Fuel Vehicles and Petroleum Reduction* section on page 28.
- [\*\*Non-Ozone Depleting Substances\*\*](#) specified by the EPA as alternatives to Class I ozone depleting substances. Carefully review the requirements in the *Non-Ozone Depleting Substances* section on page 30.
- [\*\*Priority Chemicals\*\*](#) specified by the EPA for reduction within Federal agencies. Carefully review the requirements in the *Priority Chemicals* section on page 33.

The mandatory green purchasing requirements are only part of the reasoning to buy green. The Federal Government is the largest purchaser in the United States. By becoming stewards of the environment and encouraging green procurement, Federal agencies can also make a large impact on the overall national environmental quality. Large purchases of such products will also develop the markets so they are available to all consumers, creating a positive socioeconomic trend. For example, just as GSA was the impetus behind the wide-spread introduction of seat belts in vehicles in the U.S., Federal purchasing has been an impetus behind the wide-spread availability of Energy Star® products or copier paper containing 30 percent postconsumer content.

There is a role for everyone within the FAS GPP. Responsibility begins with a request for a product or service, either directly or indirectly, to carry out the agency's mission. Responsibility also begins **internally** within the FAS organization when an ordering activity decides to purchase a product or service in support of its day-to-day business operations. This includes requests for office products, including, but not limited to, binders, pens, and pencils. All purchasers need to be aware of preferred buying requirements for green products. Management also plays a role coordinating data for reporting requirements, promoting the GPP throughout FAS, incentivizing employees to purchase green products and services, and rewarding employees that are model environmental stewards.

Please read through the rest of the GPP to find out more about FAS' green procurement requirements and responsibilities.

## II. APPLICABILITY

The GPP applies to all FAS offices purchasing items for **internal** use or consumption including items associated with task orders or delivery orders placed against all contracts. The GPP applies to 100 percent of all FAS Regional and Central Office purchases of products and services.

The acquisition requirements outlined in this GPP apply to all FAS program offices, operations offices, and contractors. The policies apply to all FAS purchases, including those below the micro-purchase threshold. The requirements apply to, but are not limited to, direct purchases through contractors, Government purchase cards/fleet cards, services contracts under which the designated products will be supplied or used, simplified acquisitions, purchases made using Federal Supply Schedules, and purchases made through the Global Supply System. Exceptions to each green product or service preference requirements are outlined in the applicable legislation and supporting regulation.

FAS employees are required to purchase and use green products when price, performance, and availability are equal to traditional products or when such products are the best value to the government on a life cycle basis. Public laws, EOs, FAR, and applicable agency supplements establish green purchasing requirements for Federal agencies. Together, these documents outline agency and employee responsibilities for green purchasing.

### A. Federal Acquisition Regulation

The FAR was created to establish uniform acquisition policies and procedures for Federal agencies. It implements Governmental policy as expressed in law (legislation, statutes, case law), Executive Orders, other regulation, or in a permissible exercise of authority. Its goal is to deliver on a timely basis the best value product or service to the customer, while maintaining the public's trust and fulfilling public policy objectives. Numerous parts of the FAR regulate the purchase of green products by ordering activities, and mandate environmentally related requirements to be incorporated into Federal contracts. Part 23, *Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace*, states that green products and services must be considered as the first choice in all purchases. To view more information of FAR Part 23 and other FAR Parts that relate to green purchasing, see Section 3, *Federal Acquisition Policy Requirements*, later on this page. The FAR in its entirety can be viewed online at <http://www.acquisition.gov/far/>.

### B. Public Laws

A Public Law is legislation that has been enacted by Congress and signed into law by the President of the United States. A number of environmentally focused acts have been enacted. FAS is required to follow the provisions of these acts. For more detailed information, see [Appendix F](#).



### **C. Executive Orders**

EOs are proclamations issued by the President of the United States. They are issued by the President to Executive Agency heads to direct agency operations. President Bush signed [EO 13423](#), *Strengthening Federal Environmental, Energy, and Transportation Management*, on January 24, 2007. This EO consolidated several environmentally focused Eos and established new goals and objectives for Federal agencies, including green purchasing goals. More detailed information on these EOs is available in [Appendix F](#).

## **III. FEDERAL ACQUISITION POLICY REQUIREMENTS**

### **A. FAR Green Purchasing Requirements**

[FAR Part 23](#), *Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace*, establishes acquisition policies and procedures that support the Government's program for ensuring a drug-free workplace and for protecting and improving the quality of the environment. FAR Part 23 establishes the requirement to purchase environmental products and services. This includes, but is not limited to, the acquisition of green products and services that contain recovered materials, energy efficient products and services, products and services that use renewable energy technology, biobased products, and environmentally preferable products and services consistent with the efficiency and cost effectiveness.

[FAR Part 4](#), *Administrative Matters*, requires contractors to submit paper documents on 30 percent recycled content paper printed or copied double-sided.

[FAR Part 7](#), *Acquisition Planning*, requires that acquisition plans and market research efforts include all applicable Federal acquisition requirements for green products and services when describing agency needs.

[FAR Part 8](#), *Required Sources of Supplies and Services*, deals with the acquisition of products and services from or through Government supply sources. FAR 8.4 outlines procedures for orders placed against GSA Multiple Award Schedule (MAS) contracts. FAR 8.4 prescribes ordering offices to consider environmental and energy efficiency considerations, among other factors, when making a best value determination.

[FAR Part 10](#), *Market Research*, establishes procedures for conducting market research to reach the best means for acquiring products and services. Agencies are required to use market research to maximize the use of products that contain recovered materials and/or meet energy efficiency standards.

[FAR Part 11](#), *Describing Agency Needs*, requires agencies to establish requirements for the procurement of green products and services and consider environmental considerations in the development of source-selection factors.

[FAR Part 12](#), *Acquisition of Commercial Items*, establishes policies and procedures that approximate the commercial marketplace and encourage the purchase of commercial products and components. Subpart 12.3 provides standard solicitation provisions and contract clauses for the acquisition of commercial items that the contracting officer can use to make FAR Part 23 requirements applicable as long as the contractor officer is consistent with limitations contained in FAR 12.302.

[FAR Part 36](#), *Solicitation of Firms for Architect-Engineer Contracts*, establishes policies and procedures that are relevant to construction and architect-engineer services. Agencies are required to evaluate each potential contractor in terms of its specialized experience and technical competence in the type of work required, including, where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials.

[FAR Part 42](#), *Contract Administration Functions*, establishes general policies and procedures for performing contract administration functions and related audit services. FAR 42.302 requires agencies to monitor the contractor's compliance any contract requirements for compliance with environmental laws addressed in FAR Part 23. Contractors are required to comply with reporting requirements relating to green product purchases utilized in contract performance if specified in the contract (See FAR 23.4).

[FAR Part 52](#), *Solicitation Provisions and Contract Clause*, supports affirmative procurement efforts to purchase green products and services.

- [FAR 52.223-3](#) addresses the delivery of products that contain hazardous materials.
- [FAR 52.223-4](#) and FAR 52.223-9 address recovered material certification and estimate of percentage of recovered material content for EPA designated products respectively, as prescribed in FAR 23.406.
- [FAR 52.223-10](#) addresses the establishment of waste reductions programs for contractor operation and contractor services of Government-owned or leased facilities, as prescribed in FAR 23.705.
- [FAR 52.223-11](#) addresses products that contain ozone-depleting substances, as prescribed in FAR 23.804.
- [FAR 52.223-12](#) addresses refrigerant equipment and air conditioners that contain ozone-depleting substances, as prescribed in FAR 23.804.
- [FAR 52.204-4](#) requires contractors to comply with printed or copied double-sided on recycled paper requirements, as prescribed in FAR 4.303.

Note: These FAR prescriptions and clauses may not be inclusive. Additional clauses for Energy Star® and energy-efficient products, biobased products, and other types of environmentally preferable products are under development and should be in the FAR within the next year.

## **B. GSAM Green Purchasing Requirements**

The General Services Administration Acquisition Manual (GSAM) Part 523, *Environmental, Conservation, Occupational Safety and Drug-Free Workplace*, contains agency acquisition policies and practices, contract clauses, and solicitation provisions that control the relationship between GSA and contractors and prospective contractors.




- [GSAR 523.3](#), *Hazardous Materials Identification and Material Safety Data*, addresses hazardous materials covered by the Federal Hazardous Substances Act and the Hazardous Materials Transportation Act, in addition to supplies that contain nonconforming hazardous materials.
- [GSAR 523.4](#), *Use of Recovered Materials*, establishes GSA's policy and procedures for the affirmative procurement of products containing recovered materials. In addition, it reinforces FAR 52.223-9 by requiring the GSA contracting activity to forward a copy of each estimate of percentage of recovered material content for EPA designated products to the GSA Environmental Executive, by November 1 of each year, of each certification received in the preceding fiscal year (GSAM 523.405).
- [GSAR 552.223-70](#), *Hazardous Substances*, provides a solicitation and contract clause for packaged items subject to the Federal Hazardous Substances Act and the Hazardous Materials Transportation Act prescribed under GSAR 523.3.
- [GSAR 552.223-71](#), *Nonconforming Hazardous Materials*, provides a solicitation and contract clause for nonconforming supplies that contain hazardous materials prescribed under GSAR 523.3.
- [GSAR 552.223-72](#), *Hazardous Material Information*, provides a solicitation provision for the delivery of supplies that contain hazardous materials prescribed under GSAR 523.3.

## **C. Green Purchasing Requirements Not Covered By the FAR or GSAM**

FAR cases have been opened to address two green purchasing requirements and are expected to be added to the FAR shortly. FAR Case 2004-032 addresses the Farm Security and Rural Investment Act of 2002 (FSRIA), which designates the USDA to establish biobased procurement item categories through an amendment to the Code of Federal Regulations (CFR), 7 CFR Part 2902. Section 9002 of FSRIA requires Federal agencies to give preference to the item with the highest percentage of biobased content where purchases exceed \$10,000 per fiscal year.

FAR Case 2006-030 addresses electronic stewardship in the Government. As a signing member of the [Promoting Sustainable Environmental Stewardship of Federal Electronic Assets](#) Federal Electronics Challenge (FEC) Memorandum of Understanding (MOU), GSA is required to follow the guidelines of the MOU as part of the OMB Environmental Stewardship Scorecard requirements. In the MOU, which was signed in November 2004, GSA agrees to promote an increase of reused/recycled content electronic equipment and to promote the acquisition of energy efficient equipment. Acquiring electronic equipment with multiple environmental attributes supports the requirement to purchase environmentally preferable products, as well.

The EPA has established a tool that assists buyers with their evaluation of multiple environmental attributes for computers, laptops, and monitors. The Electronic Product Environmental Assessment Tool (EPEAT), initiated from the FEC program, is an environmental standard and rating system that manufacturers have voluntarily agreed to evaluate their computer products on based upon the following performance criteria: materials selection, environmentally sensitive materials, design for end of life, end-of-life management, energy conservation, product longevity and life-cycle extension, packaging, and corporate performance. The EPA recommends that Federal ordering activities give preference to information technology (IT) products badged with one of the following three EPEAT ratings, gold, silver, or bronze:

 <p>Product meets all required criteria</p>	 <p>Product meets all required criteria plus at least <b>50%</b> of the optional criteria that apply to the product type being registered</p>	 <p>Product meets all required criteria plus at least <b>75%</b> of the optional criteria that apply to the product type being registered</p>
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See the *Recycled Content Products* (page 13) or *Energy Star and Energy-Efficient Products* (page 18) sections for more information and visit <http://www.epeat.net>.

## IV. GREEN PURCHASING REQUIREMENTS

### A. Services

All procured services for FAS are subject to green purchasing requirements, regardless of the acquisition vehicle used. Any products supplied or used in the performance of a services contract must meet green purchasing requirements. Section B describes all of the green purchasing requirements for products.

Environmental and energy services are available to assist FAS in its daily operations. These services are located primarily in two Multiple Award Schedules:

- [Schedule 899: Environmental Services](#)
  - [899 1 - Environmental Planning Services & Documentation](#)
  - [899 2 - Environmental Compliance Services](#)
  - [899 3 - Environmental Occupational Training Services](#)
  - [899 4 - Waste Management Services](#)

- [899 5 - Reclamation, Recycling & Disposal Services](#)
- [899 6 - Remote Advisory Services](#)
- [899 7 - Geographic Information Services \(GIS\)](#)
- [899 8 - Remediation Services](#)
- [899 99 - New Technology](#)
- Schedule 03FAC: Facilities Maintenance and Management (Note: Schedule 871 II, Energy Services, merged into Schedule 03FAC on October 1, 2006.)
  - [871 200 - Energy Management Program Support](#)
  - [871 201 - Energy Audit Services](#)
  - [871 299 - Introduction of New Services](#)

Make sure to reference these schedules for environmentally-friendly services when appropriate. Keep in mind that some manufacturers offer recycling services for product components. For example, certain manufacturers provide postage-paid envelopes for recycling used ink cartridges. Seek out and give preference to manufacturers who offer these types of services.

IT Schedule 70 provides Federal agencies with solutions for their various IT requirements and allows agencies to procure the products and services they need. This multiple award schedule grants agencies direct access to the commercial experts who can thoroughly address the needs of the government IT community. This includes:

- [Schedule 70: General Purpose Commercial IT Equipment, Software, and Services](#)
  - 70 [132-3](#) Leasing of Products
  - 70 [132-4](#) Daily/Short Term Rental
  - 70 [132-8](#) Purchase of Equipment
  - 70 [132-12](#) Equipment Maintenance
  - 70 [132-32](#) Term Software License
  - 70 [132-33](#) Perpetual Software License
  - 70 [132-34](#) Software Maintenance
  - 70 [132-50](#) Classroom Training
  - 70 [132-51](#) Information Technology Services
  - 70 [132-52](#) Electronic Commerce Services
  - 70 [132-53](#) Wireless Services
  - 70 [132-60](#) Authentication Products and Services
  - 70 [132-61](#) Public Key Infrastructure (PKI) Shared Services Provider (SSP) Program
  - 70 [132-62](#) HSPD-12 Product and Services Components

Make sure to ask for green products and services and to give preference to green product and service suppliers when using Schedule 70.

There are also a number of GWACs available to meet IT service needs, including:

- [8\(a\) Streamlined Technology Acquisition Resources for Services \(STARs\)](#)



- [Alliant and Alliant Small Business \(SB\)](#)
- [Applications 'N Support for Widely-diverse End-user Requirements \(ANSWER\)](#)
- [Historically Underutilized Business Zone \(HUBZone\)](#)
- [Information Technology Omnibus Procurement II \(ITOP II\)](#)
- [Millennia](#)
- [Millennia Lite](#)
- [Veterans Technology Services \(VETS\)](#)

When purchasing any product or service supplied through a GWAC, FAS employees must meet green purchasing requirements. Request and purchase green products and services from suppliers. If you are unsure whether a product has green purchasing requirements, see Section B below, which explains all the green purchasing requirements for products in detail. EPEAT requirements have been integrated into the GSA Alliant GWAC, which is projected to be awarded in the summer of 2007. Section H.11, *Electronic Products Environmental Assessment Tool*, encourages contractors to participate and utilize EPEAT. Participating contractors will have to ensure equipment meets the latest EPEAT requirements before delivery to the agency. Suppliers will be required to provide quarterly reports quantifying the number of EPEAT registered products purchased under the Alliant GWAC for the duration of the Order. More information on the GSA Alliant GWAC can be found online at <http://www.gsa.gov/alliant>. This section will be updated as more GWACs incorporate green purchasing requirements in their specifications.

## **B. Products**

This section describes specific green purchasing requirements for products by attribute. Each attribute is outlined by:

- Authority – Public Laws, EOs, and the FAR prescribe green purchasing;
- Requirement – Items Federal agencies are required to purchase;
- Find and Purchase – How to find and purchase the required items; and
- Additional Resources – Links to websites with additional information.

### **1. Recycled Content Products**

*Items produced with recovered materials*

#### a. Authority

##### *Public Laws*

Under [Section 6002 of the Resource Conservation and Recovery Act \(RCRA\)](#), Public Law 94-580, codified at 42 USC 6962, EPA is required to designate items that are or can be produced with recovered materials and to recommend practices for buying these items. [RCRA Section 6002](#) also requires purchasing agencies to establish Affirmative Procurement Programs (APP) for EPA designated items. As noted above, to implement E.O. 13423, the Office of the Federal Environmental Executive and the Office of Federal

Procurement Policy have instructed agencies to develop comprehensive green purchasing plans rather than individual affirmative procurement plans for each component of the Federal green purchasing program.

#### *Federal Acquisition Regulation*

[FAR Part 23](#) requires agencies to purchase recycled content products, supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging technologies, biobased products, and environmentally preferable products and services. These requirements apply to all purchases, regardless of the dollar value spent on the item. The following sections of Part 23 pertain to recycled content items:

- FAR [23.403](#) – Requires competitive cost-effective purchases of products that meet reasonable performance requirements and are composed of the highest percentage of recovered materials practicable.
- FAR [23.404](#) – Requires agencies to have an APP. GSA has an agency-wide APP, which provides guidelines for purchasing items with recycled content. This plan is available to view online at <http://acquisition.gov/gsam/current/html/Part523AppA.html>.
- FAR [23.406](#) – Requires the insertion of contract clauses regarding Recovered Material Certification ([FAR 52.223-4](#)) and Estimate of Percentage of Recovered Material Content for EPA-Designated Products ([FAR 52.223-9](#)).
- FAR [23.705](#) – Requires the insertion of the *Waste Reduction Program* clause ([FAR 52.223-10](#)) in all solicitations and contracts for contractor operation of government-owned or government-leased facilities, and for services at these locations.

Additionally, FAR Parts 4, 10, 12, 13, and 36 also include recycled content item requirements:

- [FAR Part 4.3](#) – Requires contractors to submit paper documents on recycled paper printing or copied double-sided.
- [FAR Part 10.001 and 10.002](#) – Requires agencies to use the results of market research to ensure the maximum practicable use of recovered materials and promote energy conservation and efficiency.
- [FAR Part 12.301](#) – Allows contracting officers to use provisions and clauses regarding the use of recycled products, when appropriate.
- [FAR Part 13.201](#) – Requires purchases made at or below the micro-purchase threshold to comply with the RCRA and EO 13101.
- [FAR Part 36.6](#) – Requires the statement of work for facility design contracts to require the maximum practicable amount of recycled materials be used.

#### *Executive Orders*

[EO 13101](#) prescribes EPA to establish the CPG, which defines recycled content preference items. CPG is a list of items manufactured with recycled material which the EPA has found to work as well as virgin material for standard applications. The EPA

issues RMANs through the Federal Register to issue guidance on the recommended recycled-content ranges for CPG products based on current market information or when it expands the CPG list. RMANs also provide other useful information, such as American Society for Testing and Materials (ASTM) and other standards appropriate for use with the designated recycled content products.

[EO 13423](#) sets standards for sustainable environmental practices including the acquisition of products and services that have recycled content. The E.O. maintains the requirement that agencies use paper containing at least 30% postconsumer fiber. Cost-effective waste prevention and recycling programs must be maintained in agency facilities.

**b. Requirement**

Currently, EPA has designated more than 60 items in the following eight product categories:

1. Construction Products
2. Landscaping Products
3. Non-Paper Office Products
4. Paper and Paper Products
5. Park and Recreation Products
6. Transportation Products
7. Vehicular Products
8. Miscellaneous Products

Typical items purchased by Federal agencies are paper and non-paper office products, concrete for building construction, traffic control devices, and park benches and picnic tables.

**c. Find and Purchase**

The tables below identify all CPG categories with their designated items. Visit the [GSA Environmental Products Portal](#) to view the GSA Advantage schedules and special item numbers (SINs) or Global Supply System national stock number (NSN) where the items are available to purchase. Remember, you must request the recycled content product that meet CPG requirements if you are buying off a GSA schedule. Make sure to visit the provided EPA links below that identify the minimum recycled content each item should contain.

<b>CONSTRUCTION PRODUCTS</b>	
<a href="#">Building Insulation Products</a>	<a href="#">Modular Threshold Ramps</a>
<a href="#">Carpet - Polyester</a>	<a href="#">Nonpressure Pipe</a>
<a href="#">Carpet Cushion</a>	<a href="#">Patio Blocks</a>
<a href="#">Cement and Concrete Containing Coal Fly Ash, Ground Granulated Blast Furnace Slag, or Silica Fume</a>	<a href="#">Railroad Grade Crossing Surfaces</a>
<a href="#">Consolidated and Reprocessed Latex Paint</a>	<a href="#">Roofing Materials</a>

<a href="#">Floor Tiles</a>	<a href="#">Shower and Restroom Dividers/Partitions</a>
<a href="#">Flowable Fill</a>	<a href="#">Structural Fiberboard</a>
<a href="#">Laminated Paperboard</a>	

LANDSCAPE PRODUCTS	
<a href="#">Compost Made from Yard Trimmings or Food Waste</a>	<a href="#">Lawn and Garden Edging</a>
<a href="#">Garden and Soaker Hoses</a>	<a href="#">Plastic Lumber Landscaping Timers and Posts</a>
<a href="#">Hydraulic Mulch</a>	

NON-PAPER PRODUCTS	
<a href="#">Binders</a>	<a href="#">Office Waste Receptacles</a>
<a href="#">Clipboards</a>	<a href="#">Plastic Desktop Accessories</a>
<a href="#">File Folders</a>	<a href="#">Plastic Envelopes</a>
<a href="#">Clip Portfolios</a>	<a href="#">Plastic Trash Bags</a>
<a href="#">Presentation Folders</a>	<a href="#">Printer Ribbons</a>
<a href="#">Office Furniture</a>	<a href="#">Toner Cartridges</a>
<a href="#">Office Recycling Containers</a>	

PAPER AND PAPER PRODUCTS	
<a href="#">Commercial/Industrial Sanitary Tissue Products</a>	<a href="#">Paperboard and Packaging Products</a>
<a href="#">Miscellaneous Papers (Placemats)</a>	<a href="#">Printing and Writing Papers</a>
<a href="#">Newsprints</a>	

PARK AND RECREATION PRODUCTS	
<a href="#">Park Benches and Picnic Tables</a>	<a href="#">Playground Surfaces</a>
<a href="#">Plastic Fencing</a>	<a href="#">Running Tracks</a>
<a href="#">Playground Equipment</a>	

TRANSPORTATION PRODUCTS	
<a href="#">Channelizers</a>	<a href="#">Parking stops</a>
<a href="#">Delineators</a>	<a href="#">Traffic barricades</a>
<a href="#">Flexible delineators</a>	<a href="#">Traffic cones</a>

VEHICULAR PRODUCTS	
<a href="#">Engine coolants</a>	<a href="#">Re-refined lubricating oils</a>
<a href="#">Rebuilt vehicular parts</a>	<a href="#">Retread tires</a>

MISCELLANEOUS PRODUCTS	
<a href="#">Awards and plaques</a>	<a href="#">Mats</a>
<a href="#">Bike racks</a>	<a href="#">Pallets</a>
<a href="#">Blasting grit</a>	
<a href="#">Industrial drums</a>	<a href="#">Signage</a>
<a href="#">Manual-grade strapping</a>	<a href="#">Sorbents</a>

**d. Additional Resources**

Environmental Protection Agency – Comprehensive Procurement Guidelines  
<http://www.epa.gov/cpg>

## 2. Energy Star and Energy-Efficient Products

*Items in compliance with Energy Star® standards or designated by the Department of Energy (DOE) Federal Energy Management Program (FEMP) as energy-efficient*

### a. Authority

#### *Public Laws*

Section 104 of the [Energy Policy Act \(EPACT\) of 2005](#) requires Federal agencies to procure only Energy Star® and FEMP designated products, unless (1) an Energy Star® or FEMP product is not cost-effective over the life of the product taking energy cost savings into account or (2) no Energy Star® or FEMP products is reasonably available that meets the functional requirements of the agency.

#### *Federal Acquisition Regulation*

[FAR Part 23](#) sets forth the Federal Government's policy to purchase supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging biobased products, and environmentally preferable products and services. This policy applies to all purchases, even those below the simplified acquisition threshold. The following sections of Part 23 pertain to Energy Star® and energy-efficient items:

- [FAR 23.203](#) – If life-cycle cost-effective and available, it requires the purchase of energy-efficient products and inclusion of such products in contracting specifications.
- [FAR 23.204](#) – Requires maximum use of energy-saving performance contracts.

Additionally, FAR Parts 8 and 10 also include Energy Star® and energy-efficient item requirements:

- [FAR Part 8.405-1](#) states that ordering activities may consider using environmental and energy efficiency factors when determining the best value item.
- [FAR Part 10.001\(a\)\(3\) and 10.002\(b\)](#) require agencies to use the results of market research to ensure the maximum practicable use of recovered materials and promote energy conservation and efficiency.

#### *Executive Orders*

[EO 13423](#) requires agencies to improve energy efficiency through the reduction of energy intensity by 3% annually through the end of fiscal year (FY) 2015 or 30% by the end of FY2015, relative to the baseline of the agency's energy use in fiscal year 2003. Agencies must acquire and use energy-efficient goods and services. If a product is



covered by an EPEAT standard, then 95% of agency purchases of that product must be EPEAT-registered. Energy Star® ratings are part of the EPEAT standards.

[EO 13123](#) requires agencies to give preference to Energy Star® and FEMP designated products and incorporate these requirements into their specifications. This requirement has been superseded by the more stringent statutory requirements of EPACT 2005. [EO 13221](#) requires agencies to purchase products that consume low levels of energy while in standby mode.

#### b. Requirements

GSA and the Defense Logistics Agency (DLA) are required to clearly identify and prominently display Energy Star® and FEMP products in paper and online catalogs. Additionally, GSA and DLA are only allowed to supply Energy Star® and FEMP products for all product categories covered by the Energy Star® or FEMP programs, except when:

- Ordering activity specifies in writing that no Energy Star® or FEMP product is available to meet the purchaser's functional requirements; or
- No Energy Star® or FEMP product is cost-effective for the intended application over the life of the products, taking energy cost savings into account; or
- The product is purchased for combat or combat-related missions. This exemption would normally be limited to military-unique equipment for which commercial off-the-shelf products may not be suitable.

Federal agencies are required to procure only Energy Star® qualified and FEMP designated products. This applies to all energy consuming products and equipment purchased through any acquisition vehicle. Any credit card purchase involving energy consuming products and purchases must also adhere to these requirements.

The EPA and GSA have also partnered to increase the availability and use of EPEAT compliant IT products. The EPEAT program evaluates IT products on 51 environmental criteria. Based on the number of criteria a product meets, a manufacturer can register the product as a bronze, silver, or gold EPEAT product. If available, FAS purchasers are asked to give preference to products badged with one of the three EPEAT ratings.

At a minimum, all EPEAT badged products are:

- Compliant with the Energy Star® standards set when the product was released.




Optional standards include:

- Early adoption of new Energy Star® specifications;
- Commercially available accessories to power the product with renewable energy; and
- Standard shipping of accessories to power the product with renewable energy.










EPEAT also evaluates products based on biobased content and recycling attributes. These attributes are discussed in their respective sections. For more information, visit the EPEAT website at <http://www.epeat.net>.







GSA is a signing member of the [Promoting Sustainable Environmental Stewardship of Federal Electronic Assets](#) FEC MOU. Following the guidelines of the MOU is part of the OMB Environmental Stewardship Scorecard requirements. In the MOU, GSA agrees to promote the acquisition of energy efficient equipment. When appropriate, give preference to Energy Star® or FEMP electronics.










**c. Find and Purchase**



















The tables below list the required Energy Star, FEMP, and low standby power items and the GSA Schedule and SIN where available items can be purchased. Energy Star® items are identified with the Energy Star® symbol , FEMP products are identified with the FEMP symbol , and low standby power items are identified with the FEMP Standby Power Data Center icon . Visit the [GSA Environmental Products Portal](#) to view the GSA Advantage schedules and special item numbers (SINs) or Global Supply System national stock number (NSN) where the items are available to purchase. for quick reference on *GSA Advantage!*. Click on the item for additional information. Remember, you must request the Energy Star®, FEMP, or low-standby power product because non-energy-efficient products are offered under the same SINs.















The tables below identify energy efficient products for which there currently are Energy Star® or FEMP recommendations. Visit the GSA Environmental Products Portal to view the GSA Advantage schedules and special item numbers (SINs) or Global Supply System national stock number (NSN) where the items are available to purchase. Remember, you must request the Energy Star® or energy efficient product because non-compliant products are offered under the same SINs/NSNs. Make sure to visit the provided links below that identify the energy efficiency each item should contain.








LIGHTING	
<a href="#">Ceiling Fans</a> 	<a href="#">Fluorescent Lamps</a> 
<a href="#">Compact Fluorescent Light Bulbs</a> 	<a href="#">Fluorescent Luminaries</a> 
<a href="#">Compact Fluorescent Torchieres</a> 	<a href="#">Industrial Luminaries</a> 
<a href="#">Downlight Luminaries</a> 	<a href="#">Lighting Controls</a> 
<a href="#">Exit Signs</a> FEMP	<a href="#">Residential Light Fixtures</a> FEMP
<a href="#">Fluorescent Ballasts</a> 	<a href="#">Traffic Lights</a> FEMP








COMMERCIAL AND INDUSTRIAL EQUIPMENT	
<a href="#">Air-Cooled Electric Chillers</a> FEMP	<a href="#">Light Commercial Heating and Cooling</a> 
<a href="#">Air-Source and Water-Source Heat Pumps</a> FEMP	<a href="#">Low Voltage Transformers</a> 
<a href="#">Commercial and Industrial Transformers</a> 	<a href="#">Medium Voltage Transformers</a> 
<a href="#">Commercial Boilers</a> FEMP	<a href="#">Commercial Unitary (Packaged) Air Conditioners</a> 
<a href="#">Electric Motors</a> FEMP	<a href="#">Utility Distribution Transformers</a> 
<a href="#">Ground-Source (Geothermal) Heat Pumps</a> FEMP	<a href="#">Water-Cooled Electric Chillers</a> FEMP

FOOD SERVICE EQUIPMENT	
<a href="#">Commercial Beverage Vending Machines</a> 	<a href="#">Commercial Solid Door Refrigerators</a> 
<a href="#">Commercial Combination Refrigerator/Freezer</a> 	<a href="#">Commercial Steam Cookers</a> 
<a href="#">Commercial Fryers</a> 	<a href="#">Gas Griddles</a> <b>FEMP</b>
<a href="#">Commercial Hot Food Holding Cabinets</a> 	<a href="#">Ice Machines</a> <b>FEMP</b>
<a href="#">Commercial Ice Cream Freezers</a> 	<a href="#">Pressureless Steamers</a> <b>FEMP</b>
<a href="#">Commercial Solid Door Freezers</a> 	<a href="#">Water Coolers</a> 





OFFICE EQUIPMENT	
<a href="#">Computers</a>  	<a href="#">Mailing Machines</a> 
<a href="#">Copiers</a>  	<a href="#">Monitors</a>  
<a href="#">External Power Adapters</a> 	<a href="#">Multifunction Devices</a>  
<a href="#">Fax Machines</a>  	<a href="#">Printers</a>  
<a href="#">Laptops</a>  	<a href="#">Scanners</a>  

HOME ELECTRONICS	
<a href="#">Answering Machines</a> 	<a href="#">Digital Video Display (DVD) Products</a>  
<a href="#">Battery Chargers</a> 	<a href="#">Home Audio</a>  
<a href="#">Combination Telephone/Answering Machines</a> 	<a href="#">Televisions (TV)</a>  
<a href="#">Combination Units (TV+VCR)</a>  	<a href="#">Video Cassette Recorders (VCR)</a>  
<a href="#">Cordless Telephones</a> 	

RESIDENTIAL APPLIANCES	
<a href="#">Clothes Washers</a> 	<a href="#">Refrigerators</a> 
<a href="#">Dehumidifiers</a> 	<a href="#">Room Air Cleaners</a> 
<a href="#">Dishwashers</a> 	<a href="#">Room Air Conditioners</a> 
<a href="#">Freezers</a> 	

RESIDENTIAL EQUIPMENT	
<a href="#">Air-Source Heat Pumps</a> 	<a href="#">Ground-Source (Geothermal) Heat Pumps</a> 
<a href="#">Central Air Conditioners</a> 	<a href="#">Programmable Thermostats</a> 
<a href="#">Electric Water Heaters</a> <b>FEMP</b>	<a href="#">Residential Boilers</a> 
<a href="#">Furnaces</a> 	<a href="#">Ventilation Fans</a> 
<a href="#">Gas Water Heaters</a> <b>FEMP</b>	

PLUMBING	
<a href="#">Faucets</a> <b>FEMP</b>	<a href="#">Urinals</a> <b>FEMP</b>
<a href="#">Showerheads</a> <b>FEMP</b>	

CONSTRUCTION PRODUCTS	
<a href="#">Home Sealing (Insulation and Air Sealing)</a> 	<a href="#">Residential Windows</a> 
<a href="#">Residential Doors</a> 	<a href="#">Roof Products</a> 



EPEAT badging will be used in *GSA Advantage!* shortly. To find out what EPEAT products are available in the interim, visit the EPEAT website at <http://www.epeat.net>.

#### d. Additional Resources

Department of Energy

<http://www1.eere.energy.gov/femp/>

[http://www.eere.energy.gov/femp/procurement/eep\\_standby\\_power.cfm](http://www.eere.energy.gov/femp/procurement/eep_standby_power.cfm)

Electronic Product Environmental Assessment Tool (EPEAT)

<http://www.epeat.net>

Energy Star

<http://www.energystar.gov/>

### **3. Biobased Products**

*Items produced with a certain percentage of biobased content*

#### a. Authority

*Public Laws*

Procurement of biobased products is required by [Section 9002 of the Farm Security and Rural Investment Act \(FSRIA\)](#) of 2002, Public Law 107-171. It authorizes USDA to designate biobased products for Federal procurement. The overall framework for the USDA program can be found in [7 CFR 2902](#). Federal agencies are required to give preference to the item with the highest percentage of biobased content where purchases exceed \$10,000 per fiscal year, as prescribed by [7 CFR 2902.3](#).

*Federal Acquisition Regulation*

[FAR Part 23](#) sets forth the Federal Government's policy to purchase supplies and services that promote recycled content products, energy and water efficiency, advance the use of renewable energy products, help foster markets for emerging technologies, biobased products, and environmentally preferable products and services. These requirements apply to all purchases, even those below the simplified acquisition threshold. The following section of Part 23 pertains to biobased items:

- FAR [23.703](#) – Requires agencies to implement cost-effective green contracting preference programs, employ environmentally friendly acquisition strategies, and consider the use of biobased products. A FAR case to revise FAR part 23.400 to add biobased products requirements is finished and awaiting publication. These new provisions will replace the biobased products language currently in 23.703.

*Executive Orders*


[EO 13423](#) requires agencies to acquire and use biobased products and services


**b. Requirement**

Federal agencies are required to give preference to biobased products in the USDA designated item categories. The USDA published a list of designated items in 2006 and plans to add more items to the list over the next few years. Currently, there are six designated items: mobile equipment hydraulic fluids, biobased roof coatings, water tank coatings, diesel fuel additives, penetrating lubricants, and bedding, bed linens, and towels. Specifications for procurement must require the use of biobased products in the six designated item categories.

Exceptions are made when there are less than two suppliers available for an item, when the item is unreasonably priced, or the item is unreasonably available. Additional designated items will be forthcoming, with an additional 30 product designations having been proposed over the past year. Visit the USDA’s Federal Biobased Products Preferred Procurement Program to find additional designations <http://www.biobased.oce.usda.gov/fb4p/>.

**c. Find and Purchase**

Below is a table listing the designated biobased items and the minimum biobased content required. Visit the [GSA Environmental Products Portal](#) to view the GSA Advantage schedules and SINs or Global Supply System NSN where the items are available to purchase. Biobased items are identified with the biobased symbol \* for quick reference in both GSA Advantage and the Global Supply System. Remember, you must request the biobased products that meet USDA content requirements if you are buying off a GSA schedule.

\*Note: the  symbol is not the official USDA biobased symbol. *GSA Advantage!* will be updated once we receive the official USDA biobased symbol from USDA.

<b>Designated Biobased Item</b>	<b>Minimum Biobased Content Required</b>
Bedding, Bed Linens, and Towels*	59%
Diesel Fuel Additives	20%
Hydraulic Fluids	44%
Penetrating Lubricants	12%
Roof Coatings	68%
Water Tank Coatings*	90%

\* Effective 11/20/2007.

*Note: Biodegradable cleaners are also available for purchase through the schedules. Purchase and use of these products is encouraged when applicable.*

<b>Biodegradable Items</b>
Biodegradable Cleaner/Degreaser (Water Based) Non-Phenolic and Non-Petroleum
Biodegradable Cleaner/Degreaser (Solvent Based) Non-Phenolic and Non-petroleum
Biodegradable Cleaners/Degreasers (Water And/or Solvent Based Detergent)



#### d. Additional Resources

United States Department of Agriculture  
<http://www.biobased.oce.usda.gov/public/index.cfm>

#### **4. Environmentally Preferable Products**

*Items which possess more than one environmental attribute characteristic*

##### a. Authority

*Federal Acquisition Regulation*

[FAR Part 23](#) sets for the Federal Government's policy to purchase supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging technologies, biobased products, and environmentally preferable products and services. This policy pertains to all purchases, even those below the simplified acquisition threshold. The following sections of Part 23 pertain to environmentally preferable products (EPPs):

- FAR [23.703](#) – Requires agencies to implement cost-effective green contracting preference programs, employ environmentally friendly acquisition strategies, and consider the use of biobased products.
- FAR 23.704 – Requires contracts for contractor operation of government facilities to include compliance measures for environmental mandates.

Additionally, FAR Parts 7, 11, and 42 also include Energy Star and energy-efficient item requirements:

- [FAR Part 7.105\(b\)](#), Acquisition Planning, requires that acquisition plans and market research efforts include all applicable Federal acquisition requirements for green products and services when describing agency needs.
- [FAR Part 11.002](#) – Requires agencies to consider green purchasing and practices when developing, reviewing, or revising Federal specifications, product descriptions, and standards.
- [FAR Part 42.302](#) – Allows contracting officers to monitor the contractor's environmental practices and compliance with environmental requirements.

*Executive Orders*

[EO 13423](#) requires agencies to acquire and use EPP products and services. *Environmentally preferable* is defined in the Order as "products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service."

## b. Requirement

EPPs are items which have more than one environmental attribute characteristic. For example, a product that is both Energy Star compliant and biobased is considered an EPP. It is left to the ordering activity's discretion to determine which attributes take priority.

The EPA issued five guiding principles for EPP:

- Include environmental considerations as part of the normal purchasing process;
- Emphasize pollution prevention early in the purchasing process;
- Examine multiple environmental attributes throughout a product's life cycle;
- Compare environmental impacts when selecting products; and
- Make purchasing decisions based on accurate and meaningful information about environmental performance of products and services.

FAS employees are required to consider the guiding principles in their business activities.

While there is no designated list of environmentally preferable products and services, OFEE and OFPP encourages agencies to purchase the following, based on a history of successful procurement within the Federal community or E.O. requirements:

- EPEAT-registered products
- Other office electronic equipment that is Energy Star® and has duplexing capability
- Green cleaning products and services, including biobased cleaning products
- Green meeting and conference services
- Environmentally preferable construction products and materials, such as paint with no or low volatile organic content (VOCs), or native landscaping plants

## c. Find and Purchase

The EPA has created a *Database of Environmental Information for Products and Services* that can assist you in finding EPPs. This database can be found online at <http://yosemite1.epa.gov/oppt/eppstand2.nsf/Pages/Search.html?Open>. It is searchable by product category or product name. Use this site to find the most comprehensive list of EPPs. When ordering an EPP, make sure to request a product that contains multiple environmental attributes to satisfy the requirement to purchase EPP products, when attempting to buy off of a GSA schedule.

## d. Additional Resources

Environmental Protection Agency  
<http://www.epa.gov/epp>

General Services Administration, Environmental Aisle  
[https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?BV\\_UseBVCookie=Yes&cat=ADV.ENV](https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?BV_UseBVCookie=Yes&cat=ADV.ENV)

## 5. Alternative Fuel Vehicles and Petroleum Reduction

*Vehicles capable of operating on an EPACT defined alternative fuel*

### a. Authority

#### *Public Laws*

EPACT of 1992 and 2005, require the procurement of alternative fuel vehicles (AFVs) and the use of alternative fuel in such vehicles. In addition, EPA designated re-refined oil, retread tires, reclaimed engine coolant or engine coolant recycling, and reclaimed or rebuilt auto parts.

#### *Executive Orders*

[EO 13423](#) requires agencies to implement sustainable practices to reduce petroleum consumption and increase average fleet fuel economy.

### b. Requirement

EPACT mandates Federal agencies to acquire at least 75% of their annual light duty vehicle (Gross Vehicle Weight Rating of less than 8,500 pounds) acquisitions as AFVs. An AFV is defined by EPACT as a vehicle capable of operating on any one of the following alternative fuels: methanol, denatured ethanol, mixtures containing up to 85% methanol or denatured ethanol, natural gas, propane (liquefied petroleum gas), biodiesel, hydrogen, and electricity. Hybrid electric vehicles are currently not considered AFVs by EPACT.

There are a number of different AFV fuel system configurations:

**Dedicated AFVs** – These vehicles have one fuel system that operates only on the alternative fuel.

*Examples: compressed natural gas (CNG) or electric.*

**Bi-Fuel AFVs** – These vehicles have two separate fuel systems; one for the alternative fuel and one for gasoline.

*Examples: CNG/Gasoline and Liquid Propane Gas (LPG)/Gasoline*

**Flex-Fuel AFVs** – These vehicles have one fuel system that can operate on either the alternative fuel, gasoline, or any combination of the two up to 85% of the alternative fuel.

*Examples: Ethanol (E85) and Methanol (M85)*

EPACT applies to Federal fleets of 20 or more vehicles located in Metropolitan Statistical Areas (MSAs) that are capable of being centrally fueled. Exempt from the mandate are law enforcement vehicles, emergency vehicles, vehicles used directly for emergency repair of transmission lines and electricity service following power outages, nonroad vehicles, medium duty vehicles, and heavy duty vehicles.

Compliance with EPACT is met by AFV acquisition credits, which are granted based on the number of AFVs acquired or the quantity of biodiesel fuel used:

- 1 Light Duty AFV = 1 EPACT AFV Credit
- 1 Light Duty Dedicated AFV = 2 EPACT AFV Credits
- 1 Dedicated Medium Duty AFV = 3 EPACT AFV Credits
- 1 Dedicated Heavy Duty AFV = 4 EPACT AFV Credits
- 1 Bi-fuel or Flex-fuel Medium or Heavy Duty AFV = 1 EPACT AFV Credit
- 1 Zero Emission Vehicle = 1 Additional EPACT AFV Credit
- 2,250 gallons of biodiesel (B20) used = 1 EPACT AFV Credit

EPACT 2005 preserves the elements of EPACT 1992 listed above and creates additional AFV requirements for Federal fleets:

- Requires GSA and any Federal agency that procures vehicles for distribution to other Federal agencies to allocate the incremental cost of AFVs over the entire fleet of vehicles distributed by such agency.
- Requires 100% alternative fuel use in dual fueled vehicles unless a waiver is acquired from the DOE.
- Requires Federal agencies that operate light or heavy-duty fleets to acquire fuel cell vehicles and hydrogen energy systems no later than January 1, 2010. DOE will pay the incremental cost between the fuel cell vehicle and a feasible alternative vehicle, as well as the difference between hydrogen energy systems and feasible alternatives. If the DOE Secretary finds an agency cannot find an efficient and reliable fuel cell vehicle or hydrogen energy system, the agency shall be exempted from the requirement.

[EO 13423](#) requires the head of Federal agencies maintaining fleets of at least 20 vehicles to ensure that the agencies reduce their annual petroleum consumption by at least 2% annually through the end of FY2015 compared with FY2005 petroleum consumption levels. Federal agency fleets are also required to increase their total non-petroleum-based fuel consumption by 10% annually as compared with FY2005 consumption levels. [EO 13423](#) also requires agencies to use plug-in hybrid vehicles (PIHVs) when PIHVs are commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non-PIHVs.

**c. Find and Procure**

There are three methods to acquire AFVs: purchase through GSA Automotive, lease through GSA Fleet, or commercially lease a vehicle. Click on the sources below to gather more information on acquiring an AFV. Remember to request an AFV when ordering since non-AFVs are also available to purchase or lease.

<b>Source (Click for Details)</b>	<b>Schedule</b>
<a href="#">GSA Automotive (Purchasing)</a>	26 I, 23V

<a href="#">GSA Fleet (Leasing)</a>	None
<a href="#">Commercial Leasing</a>	751

#### d. Additional Resources

Department of Energy

<http://www1.eere.energy.gov/vehiclesandfuels/EPAct/federal/index.html>

[http://www.eere.energy.gov/afdc/laws/EPAct\\_2005.html](http://www.eere.energy.gov/afdc/laws/EPAct_2005.html)

General Services Administration

<http://www.gsa.gov/afv>

## **6. Non-Ozone Depleting Substances**

*Substances that do not deplete the Earth's protective ozone layer*

### a. Authority

*Public Laws*

Under the authority of Section 602(a) of the Clean Air Act, the EPA established standards regarding the use and disposal of ozone-depleting substances.

*Federal Acquisition Regulation*

[FAR Part 23](#) sets forth the Federal Government's policy to purchase supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging technologies, biobased products, and environmentally preferable products and services.. This policy applies to all purchases, even those below the simplified acquisition threshold. The following sections of Part 23 pertain to ozone-depleting substances:

- FAR [23.803](#) – Requires agencies to minimize procurement of ozone-depleting substances (ODSs) and to give preference to suitable, safe alternatives.
- FAR [23.804](#) – Requires the insertion of contract clauses regarding ODSs and service of refrigeration equipment and air conditioners using ODSs.

*Executive Orders*

The E.O. 13423 implementing instructions include non-ozone depleting substances in the components of the Federal green purchasing program.

### b. Requirement

The E.O. 13423 implementing instructions requires agencies to maximize the use of safe alternatives to ozone depleting substances, as approved by EPA's Significant New Alternative Policy (SNAP) program. A complete list of Class I substances is available on the EPA's website at <http://www.epa.gov/ozone/ods.html>.



Class I substances can be found in aerosols, foams, refrigerants, air conditioners, solvents, and fire extinguishers. Purchasing these products with substitute chemicals will ensure the agency is compliant with ODS requirements.

**c. Find and Purchase**

The EPA created the Significant New Alternatives Policy (SNAP) to “evaluate and regulate substitutes for ozone-depleting chemicals being phased out under the stratospheric ozone protection provisions of the Clean Air Act.” SNAP has listed substitutes for certain product categories. The table below lists the categories with the corresponding link to alternative products. Make a preference to purchase the appropriate alternative. Make sure to request a non-ODS alternative when ordering, because other non-compliant options are also available for purchase.

<b>REFRIGERATION AND AIR CONDITIONING</b> <i>End Uses (Click for Details)</i>	
<a href="#">Chillers</a>	<a href="#">Motor Vehicle Air Conditioning Systems</a>
<a href="#">Cold Storage Warehouses</a>	<a href="#">Refrigerated Transport</a>
<a href="#">Commercial Ice Machines</a>	<a href="#">Residential and Light Commercial Air Conditioning and Heat Pumps</a>
<a href="#">Heat Transfer</a>	<a href="#">Residential Dehumidifiers</a>
<a href="#">Household Refrigerators and Freezers</a>	<a href="#">Retail Food Refrigeration</a>
<a href="#">Ice Skating Rinks</a>	<a href="#">Vending Machines</a>
<a href="#">Industrial Process Air Conditioning</a>	<a href="#">Very Low Temperature Refrigeration Systems</a>
<a href="#">Industrial Process Refrigeration Systems</a>	<a href="#">Water Coolers</a>

<b>FOAM BLOWING AGENTS</b> <i>End Uses (Click for Details)</i>	
<a href="#">Flexible Polyurethane</a>	<a href="#">Polyurethane: Extruded Sheet</a>
<a href="#">Integral Skin Polyurethane</a>	<a href="#">Rigid Polyurethane &amp; Polyisocyanurate Laminated Boardstock</a>
<a href="#">Phenolic Insulation Board &amp; Bunstock</a>	<a href="#">Rigid Polyurethane: Appliance Foam</a>
<a href="#">Polyolefin</a>	<a href="#">Rigid Polyurethane: Slabstock and Other</a>
<a href="#">Polystyrene: Extruded Boardstock &amp; Billet</a>	<a href="#">Rigid Polyurethane: Spray, Commercial Refrigeration, and Sandwich Panels</a>

<b>CLEANING SOLVENTS</b> <i>End Uses (Click for Details)</i>	
<a href="#">Electronics Cleaning</a>	<a href="#">Precision Cleaning</a>
<a href="#">Metal Cleaning</a>	

<b>FIRE SUPPRESSION AND EXPLOSION PROTECTION</b> <i>End Uses (Click for Details)</i>	
<a href="#">Halon Substitute Manufacturers</a>	<a href="#">Total Flooding Agents</a>
<a href="#">Streaming Applications</a>	

<b>AEROSOLS</b> <i>End Uses (Click for Details)</i>	
<a href="#">Propellants</a>	<a href="#">Solvents</a>

<b>STERILANTS</b> End Uses (Click for Details)	
<a href="#">Sterilants</a>	

<b>TOBACCO EXPANSION</b> End Uses (Click for Details)	
<a href="#">Tobacco Expansion</a>	

<b>ADHESIVES, COATINGS, AND INKS</b> End Uses (Click for Details)	
<a href="#">Adhesives</a>	<a href="#">Inks</a>
<a href="#">Coatings</a>	

d. Additional Resources

Environmental Protection Agency  
<http://www.epa.gov/ozone/ods.html>

<http://www.epa.gov/ozone/snap/>

**7. Priority Chemicals**

*Chemical substitutes that reduce harm to human health and are readily available*

a. Authority

*Federal Acquisition Regulation*

[FAR Part 23](#) sets forth the Federal Government's policy to purchase supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging technologies, biobased products, and environmentally preferable products and services.. This policy applies to all purchases, even those below the simplified acquisition threshold. The following sections of Part 23 pertain to priority chemicals:

- FAR [23.904](#) – Reflects the policy of the Federal Government to buy supplies and services that have been produced with minimum adverse impacts on community health and environment and to contract with companies that publicly report toxic chemical release.
- FAR [23.905](#) – Requires solicitations for competitive contracts expected to exceed \$100,000 to include, to the maximum extent practicable, toxic chemical release reporting requirements as award eligibility criterion.
- FAR [23.906](#) – Requires the insertion of contract clauses certifying toxic chemical release reporting.

- FAR [23.1004](#) – Requires new contracts for a Federal facility provide a compliance performance report on emergency plans and toxic chemical, priority chemical, and hazardous substance releases, in accordance with Right-to-Know and pollution prevention laws.
- FAR [23.1005](#) – Requires the insertion of contract clauses regarding pollution prevention and Right-to-Know laws.

*Executive Orders*

[EO 13423](#) requires agencies to reduce the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed by the agency.

b. Requirement

The E.O. 13423 implementing instructions require each agency to develop written goals and support actions to identify and reduce the release and use of toxic and hazardous chemicals and materials, including toxic chemicals, hazardous substances, ozone-depleting substances, and other pollutants that may result in significant harm to human health and the environment. Agencies must submit plans to OFEE by January 24, 2008.

The implementing instructions provide criteria for agencies to consider, including EPA's Priority Chemical list of 31 substances. The EPA's National Partnership for Environmental Priorities focuses efforts on reducing the use of these chemicals and recovering or recycling the chemicals when they cannot be eliminated or reduced. A complete list of the 31 Priority Chemicals can be found at <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>.

c. Find and Purchase

The table below outlines the alternatives to five priority chemicals. Request and use one of these alternatives whenever possible.

CHEMICAL	USE	ALTERNATIVES	LIMITATIONS/EXCEPTIONS
Cadmium	Electroplating Processes	Alternative metal coatings, metal deposition, flame coating, limited area plating	None.
Lead	Tin/Lead Soldering (Electrical and Electronic Components)	Tin copper eutectic, tin silver eutectic	ONLY for repair and rework operations.
Mercury	Temperature and Pressure Measuring Devices (Medical and Industrial)	Aneroid manometers (Digital and electronic temperature measuring devices)	Exempt where called for in 3rd party specification or certification (ASTM, NIST, EPA).
	Switches	Electronic thermostats (Mechanical switches, ultrasonic and photoelectric sensors)	ONLY for new construction, renovation in facilities, and replacement in hardware, etc.

Napthalene	Pesticide	Integrated pest management including process changes	None.
Polychlorinated Biphenyls (PCBs) $\geq$ 500 parts per million	Insulating Material (Dielectric Fluids in Transformers and Ballasts)	Early retirement of existing PCB containing equipment	None.

**d. Additional Resources**

Environmental Protection Agency

<http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>.

Office of the Federal Environmental Executive

<http://www.ofee.gov/gp/pchemical.html>

**V. HOW TO BUY GREEN PRODUCTS**

Many green products are already available through various FAS supply programs. There are a number of ordering options available for procuring green products. These include online systems, catalogs, open market buys, and service contractor purchases.

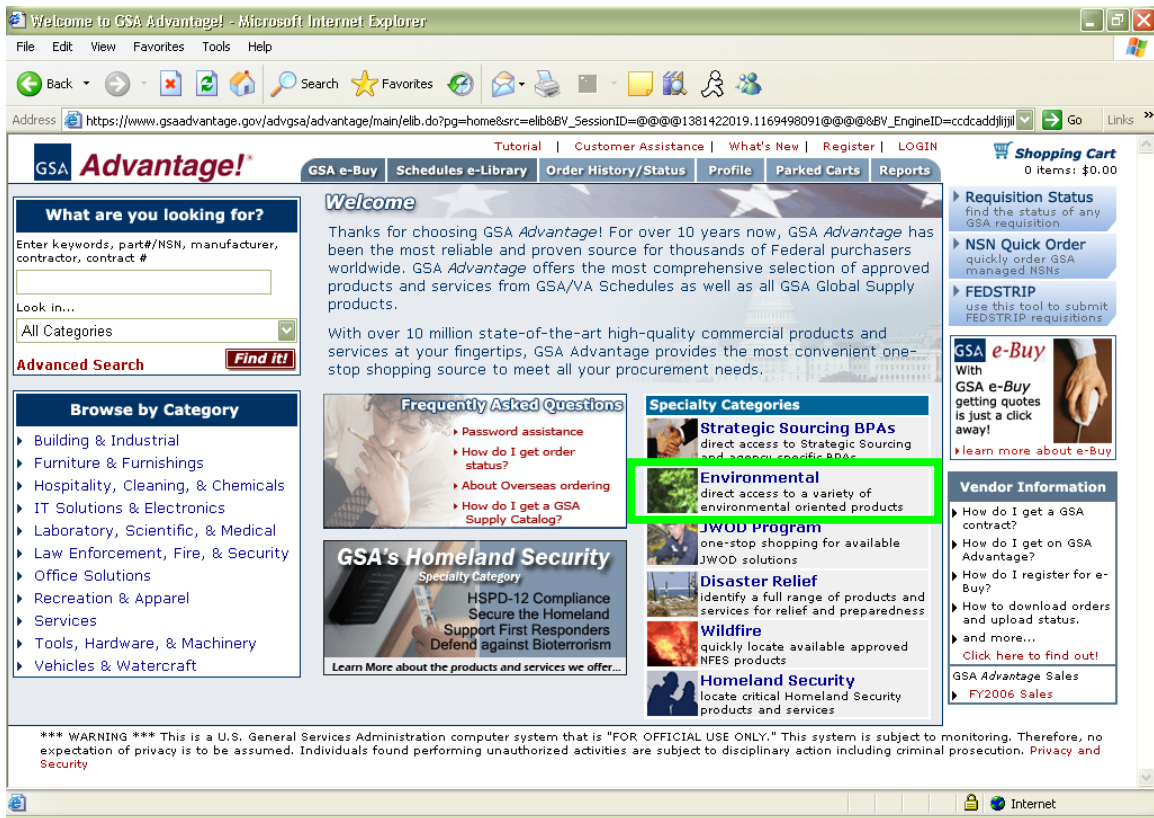
**A. Online Purchasing**

Two of the commonly used online shopping systems for placing orders are *GSA Advantage!* and the GSA Global Supply System.

**1. GSA Advantage!**

*GSA Advantage!* is the online shopping and ordering system that provides access to thousands of contractors and millions of supplies and services through MAS contracts. Although anyone may browse on *GSA Advantage!*, only a Federal Government employee with a GSA SmartPay purchase card, a GSA Activity Address Code (AAC), or a Department of Defense AAC (DODAAC) may shop on *GSA Advantage!*.

*GSA Advantage!* features the Environmental Aisle, which is designed to allow direct access to the variety of environmental products and services that GSA offers. The Aisle allows for easy searches of products by environmental attributes. It can be accessed at [www.gsaadvantage.gov/environmental](http://www.gsaadvantage.gov/environmental), or by clicking on the Environmental special category listing on the *GSA Advantage!* homepage, as highlighted in green below.



Once you reach the Environmental page, you will see a search box, as shown below.



Selecting one of the environmental attribute checkboxes will bring up a complete list of items self-designated by industry partners. For example, if you are looking for an Energy Star® compliant air conditioner, the search options would look like this:

## Shop For Environmental Items

Enter a search term and select one or more environmental indicators to limit your search to specific environmental products. If you do not select any environmental indicators, the search will return all items matching at least one of the environmental indicators.

Look for:  in

Matching the following criteria:

<input type="checkbox"/> Environmentally Friendly	<input type="checkbox"/> ETV
<input type="checkbox"/> Recycled Content	<input type="checkbox"/> Non-Toxic Items
<input type="checkbox"/> CPG Item	<input type="checkbox"/> S.N.A.P. Approved
<input checked="" type="checkbox"/> Energy Star Compliant	<input type="checkbox"/> Green Seal of Approval
<input type="checkbox"/> Energy Efficient	<input type="checkbox"/> CA Air Quality Compliant
<input type="checkbox"/> PRIME Item	<input type="checkbox"/> Bio-Based
<input type="checkbox"/> NESHAP Compliant	

**Find it!**

After clicking the *Find It!* button, the following results appear, listing all 12 Energy Star® compliant air conditioners available for purchase (please note, as more Energy Star® products are added to the Federal Supply Schedules, more items may be available):

The screenshot shows a Microsoft Internet Explorer browser window displaying search results on the GSA Advantage website. The search criteria are "Energy Star compliant items" and "air conditioner". The results list five items, all from Kenmore, with their respective prices and delivery information.

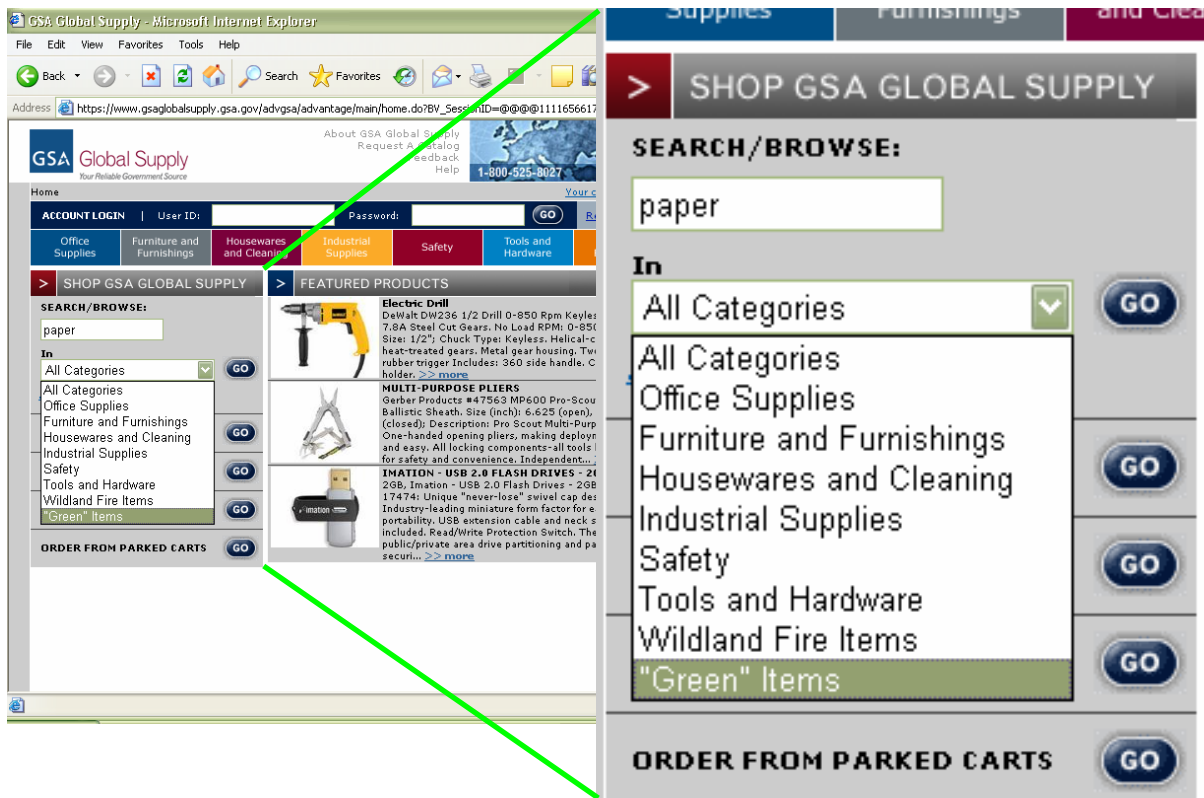
NSN/Mfr. Part No/Product	Price / Delivery	Quantity
42-75251 KENMORE; AIR CONDITIONER; 25000 BTU; 8.5 Kenmore; Air Conditioner; 25000 BTU; 8.5 EER Manufacturer: SEARS-KENMORE Contractor: DIMENSIONS MEDICAL SUPPLY GROUP [GS-06F-0017S] (s d w 8a)	\$609.00 EA 14 days delivered ARO	<input type="text"/> 
42-75130 KENMORE; AIR CONDITIONER; 11700 BTU; 9.5 Kenmore; Air Conditioner; 11700 BTU; 9.5 EER Manufacturer: SEARS-KENMORE Contractor: DIMENSIONS MEDICAL SUPPLY GROUP [GS-06F-0017S] (s d w 8a)	\$460.80 EA 14 days delivered ARO	<input type="text"/> 
42-75121 KENMORE; AIR CONDITIONER; 12200 BTU; 10. Kenmore; Air Conditioner; 12200 BTU; 10.8 EER Manufacturer: SEARS-KENMORE Contractor: DIMENSIONS MEDICAL SUPPLY GROUP [GS-06F-0017S] (s d w 8a)	\$330.00 EA 14 days delivered ARO	<input type="text"/> 
42-75081 KENMORE, AIR CONDITIONER, REMOTE CONTROL Kenmore, Air Conditioner, Remote control, Energy Saver Manufacturer: SEARS-KENMORE Contractor: DIMENSIONS MEDICAL SUPPLY GROUP [GS-06F-0017S] (s d w 8a)	\$225.99 EA 14 days delivered ARO	<input type="text"/> 
42-75180 KENMORE; AIR CONDITIONER; 18000 BTU; 9.7 Kenmore; Air Conditioner; 18000 BTU; 9.7 EER	\$430.00 EA 14 days delivered	<input type="text"/> 



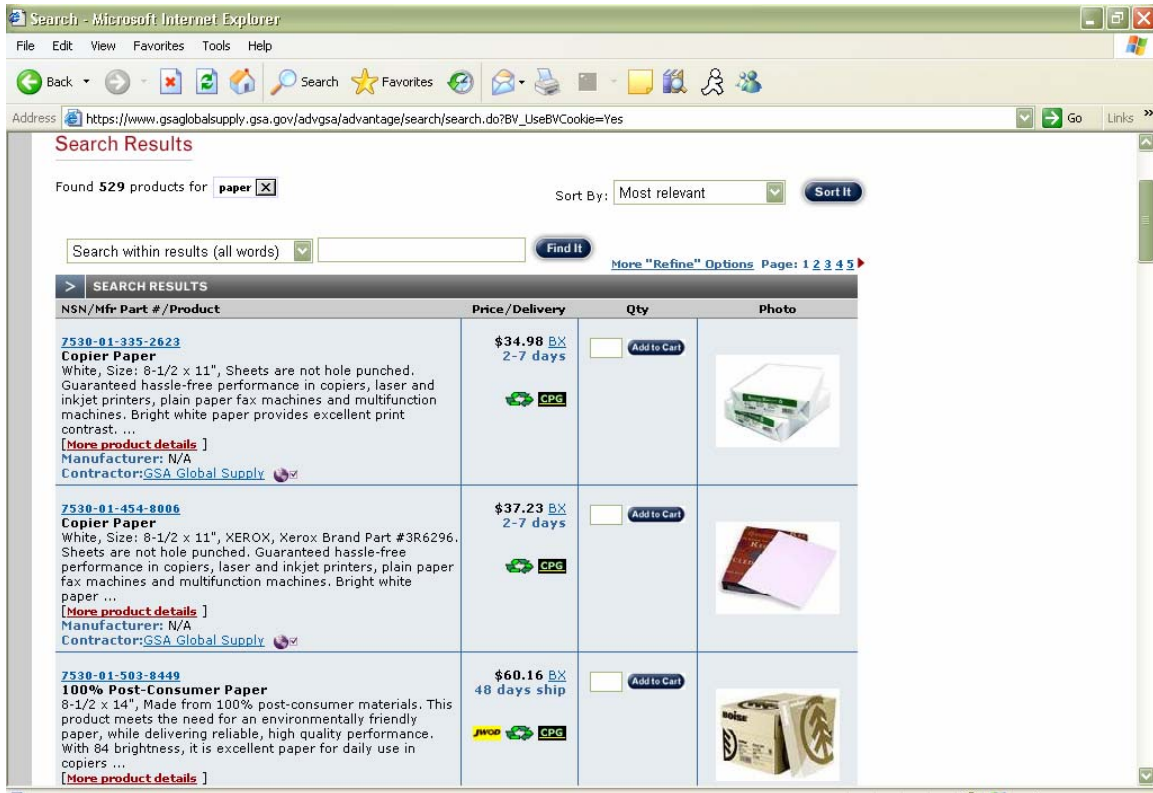
The final step is to place the order. The efficiency of the *GSA Advantage!* ordering system makes it an excellent choice for FAS employees placing orders for their office.

## 2. GSA Global Supply System

The [GSA Global Supply System \(GSS\)](#) is a one-stop source for agency support needs, from new tools to maintenance and repair supplies to office supplies. It offers items on contract through the Stock and Special Order Program. All items available in the GSS are also available in GSA Advantage! The GSS also has the capability to query for green products:



In this example, where the searcher is looking for recycled content paper, the following results were offered:



The GSS makes finding and ordering green products easy. It identified 529 recycled content paper products for purchase. In this example, the green items are indicated with the recycled content icon and the EPA's CPG symbol . To order items from the GSS, visit their website at <http://www.gsaglobalsupply.gsa.gov>.

## B. Catalog Purchasing

Catalogs are still available for searching and purchasing an item. There are many catalogs available to facilitate the acquisition of an array of products. The GSA Global Supply Catalog is a reliable source for identifying and acquiring office products, cleaning supplies, tools and hardware, wetland fire equipment, and other common-use commodities. Products are shipped directly to customers within 24-hours after an order has been placed using a government purchase card or AAC/DODAAC billing. Products can be ordered by phone at 1-800-525-8027 or by fax at 1-800-856-7057. AbilityOne, formerly the Javis-Wagner-O'Day Act (JWOD) program, and Federal Prison Industries (UNICOR) supply items are represented in this catalog as well.

The GSA Global Supply Catalog makes it easy to identify environmental products by placing environmental icons next to products that contain one or more environmental attributes:

**ICON KEY**

The following is a list of icons used in this publication and the information each icon represents:

-  Key information to help buying decisions
-  Includes information on recycled content
-  The product is part of a specific standard pack
-  Material Safety Data Sheet (MSDS) is available
-  Comprehensive Procurement Guideline Compliant; the EPA designates these items with required recycled content
-  Items with biodegradable packing materials as required by U.S. Navy's Plastics Removal in Marine Environments program
-  Contact us for more information

When searching for an item, give preference to the one with the most environmental attribute icons.

### **C. Open Market Purchasing**

Sometimes, open market purchasing is the best way to purchase an item. Keep in mind that green purchasing requirements apply to all charge card purchases. When purchasing, make sure to ask the retailer if they have an item suitable for your needs that meets the applicable environmental attributes. For example, when purchasing a printer, ask for a printer that is Energy Star® compliant and uses little to no wattage when in standby mode. Give preference to a manufacturer that offers recycling services, such as ink/toner cartridge recycling and battery recycling for electronic products.

### **D. Service Contractor Purchasing**

In some instances, the service contractor will purchase items for FAS. As specified by FAR Part 23, contractual language, such as the scope of work or referenced drawings or specifications, is required to notify the contractor that these purchases must follow all of the green purchasing regulations, just like any other purchase. In addition, for the EPA-designated recycled content products, the appropriate certifications and clauses must be used. Purchases made by the contractor have to be documented for reporting purposes. Although the requirements will be outlined in the contract, make sure to remind the contractor to give preference to green products when purchasing an item for

FAS. See the *Federal Acquisition Policy Requirements* section on page 8 for more information.

## **VI. ANNUAL REVIEW AND REPORTING**

### **A. Annual Review**

The FAS GPP is a living document that will be modified as necessary. The Office of Acquisition Management will review the GPP annually for FAS compliance with environmental requirements and to monitor the effectiveness of the GPP as a green purchasing resource guide. The GPP will be reviewed to ensure inclusion of new environmental legislation, the FAR, GSAM, EOs, and agency implemented programs. A review of the effectiveness of the GPP will also be performed to include input from both Regional and Central Offices.

### **B. GPP Reporting**

RCRA and FSRIA require OFPP to report to Congress biennially on agency progress in purchasing recycled content and biobased products, respectively. E.O. 13423 requires the Federal Environmental Executive to report to the President biennially on agency implementation of the E.O. goals and objectives, including green purchasing. DOE is required to report on agency energy efficiency activities, including the purchase of energy efficient products. OFPP and OFEE jointly issue a data call to the agencies on purchases of recycled content, biobased, and environmentally preferable products and services. This data questionnaire includes questions about green purchasing plans, training, and purchasing activities.

A reporting structure for green purchasing is being developed by the Office of Acquisition Management. All FAS business portfolios will have green purchasing performance measures to ensure compliance and will be required to report on their compliance with the GPP. The reports will allow the Office of Acquisition Management to meet mandatory Federal agency reporting requirements for green procurements in addition to monitoring FAS compliance over the year, issuing acquisition guidance, and evaluating the effectiveness of the GPP. The GSA Environmental Executive is required to report on RCRA, FSRIA, and [EO 13423](#) requirements and submit an annual status report to OFPP and OFEE.

FAS ordering activities are required to report purchases from all supply sources, including task or delivery orders placed against GWACs and Federal Supply Schedules. FAS Central and Regional offices are required to participate and cooperate in all tracking mechanisms and review processes developed and implemented by the FAS Office of Acquisition Management. The Office of Acquisition Management will initiate specific procedures for gathering procurement data, develop a monitoring strategy, and transmit these to the responsible offices.

The Office of Acquisition Management will incorporate mandatory reporting elements into the FAS GPP Report and will collect and forward relevant information to the Office

of the GSA Environmental Executive when necessary. The Office of Acquisition Management and the GSA Environmental Executive will analyze the strengths and weaknesses of green purchasing elements identified through this process.

The FAS GPP Report will include, but is not limited to, addressing:

- Mandatory green purchasing acquisitions - CPG, biobased, Energy Star, energy-efficient, environmentally preferable, AFV, non-ozone depleting substances, and priority chemical item purchases.
- Justification as to why green products and services were not purchased or submit documentation describing how FAS will increase green purchases.
- Identification of acquisition plans that should include green purchasing requirements, including actions taken to include FAR and GSAM clauses that related to green purchasing and addressing new FAR cases.

Efforts will also be made to ensure that data entry take minimal time to complete. Regional and Central Office reviews of a draft report will be performed before the report is finalized. The Office of Acquisition Management will collect and review the reports for compliance. Business portfolios not complying with GPP requirements by the end of the fiscal year will be asked to submit a compliance plan for the next fiscal year. Compliance plans are required by the OMB Environmental Stewardship Scorecard. Final results and compliance plans will be posted on the FAS intranet. Beginning with the second annual report, historical data will be charted to analyze purchasing and compliance trends.

## **VII. PROMOTION PROGRAM**

Each FAS business portfolio will actively promote GSA's policy to purchase CPG items, Energy Star® and other energy efficient items, biobased items, EPPs, and AFVs. To ensure the requirements are consistently met, the FAS Office of Acquisition Management will provide guidance to each FAS business portfolio on implementing environmental procurement requirements and will provide guidance to industry partners.

The Office of Acquisition Management will:

- Promote the FAS GPP through internal and external publications, such as trade publications, procurement publications, and environmental journals.
- Promote the FAS GPP at conferences and events.
- Review standard language for solicitations and statements of work to ensure compliance with the GPP and Federal environmental regulations.
- Develop and provide information and training to procurement and program offices regarding the FAS GPP through conferences, workshops, and meetings.
- Provide industry partner and product information by means of:
  - Online shopping systems, such as *GSA Advantage!* and GSS

- FAS publications, such as the applicable Federal Supply Schedules, *MarketTips*, and other customer catalogues.
- Coordinate with the GSA Environmental Executive to develop events to incentivize environmental practices in FAS offices.
- Recognize outstanding FAS environmental leaders.

Each FAS business portfolio will:

- Inform suppliers about the products and services that are covered by current green acquisition programs.
- Educate its procurement staff and employees responsible for purchasing products and services about requirement to procure recycled products.
- Provide GSA and its contractors with information on sources of recycled products.
- Encourage contractors to use electronic commerce/electronic data interchange (EC/EDI).
- Require contractors to maximize the use of double-sided recycled content paper for submitting written acquisition documents, as required by FAR Part 4.302.

## VIII. RECOGNITION AND INCENTIVES

### A. White House Closing the Circle Awards Program

The White House Closing the Circle (CTC) awards program, administered by OFEE, recognizes outstanding achievements of Federal employees and their facilities for efforts which resulted in significant contributions to, or have made a significant impact on, promoting environmental stewardship. The awards focus on waste prevention, recycling, green purchasing, environmental management systems, sustainable design green or buildings, use of alternative fuels and reduced fuel usage, and electronics stewardship.

All GSA CTC nominations must go through the GSA Environmental Awards Program. For more information on the CTC program, visit the program website at <http://www.ofee.gov/ctc/ctc.htm>.

### B. GSA Environmental Awards Program

The GSA Environmental Awards program was created to reward environmental excellence. Since the first GSA Environmental Award program in 1997, GSA has honored over 180 project teams and individuals for their leadership in environmental management. The Awards program was created in response to [EO 13101](#), *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*. In this EO, the OFEE was created and tasked to develop an award program to recognize environmental achievements throughout the Federal community. In response, they created the White House CTC Awards program, for which all winners of GSA Environmental Awards are nominated.



The award categories, which are consistent with the White House CTC categories, include:

- Waste/Pollution Prevention
- Recycling
- Green Purchasing (with an emphasis on biobased products)
- Environmental Management Systems
- Sustainable Design/Green Buildings
- Alternate Fuel and Fuel Conservation in Transportation
- Electronics Stewardship

Winners of the GSA Awards will be nominated to the OFEE for consideration in the CTC Awards. For more information, visit the GSA Public Building Services portal site at [http://pbsportal.pbs.gsa.gov:7777/portal/page?\\_pageid=82,152719&\\_dad=portal&\\_schema=PORTAL](http://pbsportal.pbs.gsa.gov:7777/portal/page?_pageid=82,152719&_dad=portal&_schema=PORTAL).

### **C. FAS Environmental Awards Program**

FAS is in the process of creating the FAS Environmental Awards Program to reward environmental excellence within the organization. The Program will recognize FAS employees who make great strides towards greening FAS and/or the Federal Government. Awardees will be honored at a ceremony and will receive an award for their contributions towards making FAS a more environmentally conscious organization.

### **D. Electronic Publications**

The Office of Acquisition Management recognizes FAS employees going above and beyond to promote green purchasing and protect the environment through electronic publications. FAS employees may submit a nominee to be recognized for their environmental commitment within the organization. Nominees will be recognized in the Office of Acquisition Management's quarterly newsletter, *EcoKnows*.

### **E. Additional Incentives**

Managers are encouraged to incentivize environmentally-friendly efforts for their employees, to the extent they are allowed. Incentives may include, but are not limited to:

- Written recognition of their efforts
- Monetary bonus award
- Office celebration and/or award ceremony
- Granting 59 minutes of leave
- Creation of an office of business portfolio-specific environmental award program
- Nomination into an existing environmental award program
- Inclusion of environmental responsibilities in Associate Performance Plan and Appraisal System (APPAS)



# APPENDIX A: FAS Environmental Statement



GSA Federal Acquisition Service

NOV 3 2006

MEMORANDUM FOR ALL EMPLOYEES  
FEDERAL ACQUISITION SERVICE

FROM:

JAMES A. WILLIAMS  
COMMISSIONER  
FEDERAL ACQUISITION SERVICE (Q)

A handwritten signature in black ink that reads "James A. Williams".

SUBJECT:

Federal Acquisition Service Environmental Statement

The Federal Acquisition Service has been, and will continue to be, a committed steward of the environment. To strengthen that commitment and our compliance with all applicable legal requirements, FAS will:

- Ensure that each business portfolio is fully compliant with existing environmental laws, regulations, and executive orders;
- Serve as the premier provider of environmental products and services for Federal agencies;
- Support GSA's socioeconomic and environmental performance goals through sound business practices;
- Ensure that environmental considerations are a priority in our planning for all direct order, assisted services, and leasing programs, in addition to work processes and procurements;
- Foster strategic partnerships with our customers, regulatory agencies, and vendors to enhance the value of our contract vehicles and increase the acquisition of environmental products and services in the Federal Government;
- Evaluate acquisition vehicles periodically—once a year, at a minimum—to ensure that they comply with all environmental laws and regulations, and assist our customer's mandatory requirement to give preference to the purchasing of environmentally sound products and services;

U.S. General Services Administration  
2200 Crystal Drive  
Arlington, VA 20406-0003  
[www.gsa.gov](http://www.gsa.gov)

- Promote environmental awareness among all business portfolios by providing education on the important role we play in assisting Federal efforts to conserve energy and prevent the contamination of air, water, and soil; and
- Provide educational training tools for FAS employees, customers, and vendors.

Please contact Mr. Wendell Garner at (703) 605-2624 if you have any questions or need additional information.

# APPENDIX B: GSA Environmental Policy Statement



GSA Administrator

## GSA ENVIRONMENTAL POLICY STATEMENT

The General Services Administration (GSA) is a committed environmental steward. GSA is committed to providing first class workplaces that can be used safely by its customers. In order to live up to these commitments and responsibilities, GSA will:

- Continuously strive to be the premier provider of healthy built environments for Federal employees;
- Continuously strive to prevent waste and pollution and adopt practices that minimize the harmful effects of our operations on the natural environment;
- Maintain transparency by consulting with, listening to, and being responsive to our customers, employees, neighbors, public interest groups, and those who work with us;
- Work with others—our partners, contractors, and regulators—to help improve environmental, health, and safety management of the real estate management industry;
- Promote awareness of applicable environmental, health, and safety requirements on the part of all persons carrying out GSA operations by providing training to GSA employees, and requiring contractors to demonstrate that their employees have been sufficiently trained;
- Comply with all applicable environmental, health, and safety requirements;
- Include measurable targets in our business plans;
- Implement and continually improve an environmental management framework based on an external standard; and,
- Periodically recognize those in the organization who make significant contributions to improved environmental, health, and safety performance.

Handwritten signature of David L. Bibb in black ink.

David L. Bibb  
Acting Administrator  
General Services Administration

Jan 10, 2006  
Date

Handwritten signature of David L. Winstead in black ink.

David L. Winstead  
Commissioner  
Public Buildings Service




Jan. 9, 2006  
Date

U.S. General Services Administration  
1800 F Street, NW  
Washington, DC 20405-0002  
Telephone: (202) 501-0800  
Fax: (202) 219-1243  
www.gsa.gov








## ENVIRONMENTAL STEWARDSHIP STANDARDS FOR SUCCESS

		
<p>Agency:</p> <ul style="list-style-type: none"> <li>• Has met all EO 13148 EMS agency-level criteria and facility-level criteria at all appropriate facilities.</li> <li>• Has a comprehensive, written green purchasing plan (GPP) that includes recycled content products, Energy Star/energy efficient (EE) products, biobased products, and environmentally preferable products (EPP)<sup>3</sup>; demonstrates compliance in representative acquisitions; audits compliance annually and develops corrective action plans to address shortcomings in GPP preference program.</li> <li>• Has implemented a sustainability program for green buildings that at a minimum requires sustainability design principles on all new construction and major renovations and is consistent with EPACT 2005 and EO 13123, and/or is implementing the Memorandum of Understanding (MOU) on Federal Leadership in High Performance and Sustainable Buildings (1/24/06) or equivalent.</li> <li>• Has implemented a sustainability program for electronic stewardship that at a minimum promotes the purchase, operation, and use of end-of-life management strategies for electronic assets consistent with the MOU on Electronics Stewardship (11/15/04), or Federal Electronics Challenge (FEC) or equivalent.</li> <li>• Has a comprehensive Compliance Management Plan (CMP) and a CMP implementation strategy in accordance with the President's Management Council (PMC) Compliance Initiative as specified in the memo to agencies dated November 2004.</li> </ul>	<p>Agency:</p> <ul style="list-style-type: none"> <li>• Has met all EO 13148 EMS agency-level criteria, and at least 50 percent of appropriate facilities meet facility-level criteria.</li> <li>• Has a GPP for recycled content, biobased, &amp; environmentally preferable products and includes requirements for recycled and biobased products in a representative sample of acquisitions (e.g., construction, O&amp;M, office supplies, etc.).</li> <li>• Has developed a sustainability program for green buildings and/or has signed the MOU on Sustainable Buildings.</li> <li>• Signed the MOU on Electronic Stewardship and/or has a plan to meet the objectives of the MOU; and/or is a FEC partner</li> <li>• Has selected initiatives for a Compliance Management Plan and/or discussed a strategy with the Federal Environmental Executive in accordance with the PMC Compliance Initiative.</li> </ul>	<p>Agency:</p> <ul style="list-style-type: none"> <li>• If applicable, has not met agency-level criteria or sufficient, appropriate facility-level criteria per the EO 13148 EMS report card.</li> <li>• Has no GPP or only has a GPP for recycled content products and/or cannot demonstrate inclusion of green products in acquisitions.</li> <li>• Does not have a sustainability program for green buildings or did not sign MOU on Sustainable Buildings.</li> <li>• Did not sign MOU on Electronic Stewardship or does not have a program to promote sustainable environmental stewardship of Federal electronic assets.</li> <li>• If applicable, has not selected initiatives for a stand alone CMP or has not discussed a strategy with the Federal Environmental Executive.</li> </ul>



**APPENDIX D: OMB Energy Management Scorecard**

	<p align="center"><b>CURRENT STATUS</b></p> <p align="center"><i>(As of January 1, 2006)<sup>2</sup></i></p>	<p align="center"><b>PROGRESS</b></p>	<p align="center"><b>COMMENTS</b></p>
<p><b>ENERGY MANAGEMENT</b></p> <p><b>Senior Energy Official:</b></p>    <p><b>Lead DOE Analyst:</b> Rick Khan</p>   <p><b>Lead OMB Analysts:</b> Cyndi Vallina and Rob Sandoli</p>	<p align="center">○</p> <p align="center">Color</p>   <p align="center">Next ↑ est. by by <u>(date)</u></p> <ul style="list-style-type: none"> <li>• Reduction in energy intensity in standard buildings compared with 1985:              ___ 30 percent and on track for 35 percent by 2010 <u>(date)</u>_(G)              ___ 20 percent <u>(date)</u>_(Y)</li>   <li>• Reduction in energy intensity all facilities compared with 2003:              ___NA_ 2 percent and on track for 20 percent by 2015 <u>(date)</u>_(G)              ___NA_ 1 percent <u>(date)</u>_(Y)</li>   <li>• Use of renewable energy as a percent of facility electricity use:              ___ 2.5 percent <u>(date)</u>_(G)              ___ 1.5 percent <u>(date)</u>_(Y)</li>   <li>• Metering plan to meter energy use in 100 percent of appropriate facilities by 2012:              ___NA_ On track in implementing plan <u>(date)</u>_(G)              ___NA_ Plan approved by DOE and OMB <u>(date)</u>_(Y)</li>   <li>• Percent of new building designs that are 30 percent more energy efficient than relevant code              ___NA_ 100 percent <u>(date)</u>_(G)              ___NA_ 50 percent <u>(date)</u>_(Y)</li> </ul>	<p align="center">○</p> <p align="center">Color</p> <p><i>Actions taken since July 1, 2005:</i></p> <ul style="list-style-type: none"> <li>• Provide a brief summary of key actions.</li> </ul>    <p>Planned actions for next six months:</p> <ul style="list-style-type: none"> <li>• Outline key actions to be taken between 1/1/06-7/1/06.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess general progress against goals of Executive Order 13123 and the 2005 Energy Policy Act (e.g., on track, aggressive, slippage, etc); highlight if change in momentum.</li>   <li>• Discuss critical actions planned for next six months (as appropriate).</li>   <li>• If no change in status is expected within one year, discuss what OMB/DOE assistance might be necessary.</li>   <li>• Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers, or other risks implementation, management changes at agency, etc.).</li> </ul>




**ENERGY MANAGEMENT STANDARDS FOR SUCCESS**

		
<p>Agency:</p> <ul style="list-style-type: none"> <li>• Has reduced energy intensity (Btu/gsf) in standard buildings by 30 percent compared with 1985 and is on track for 35 percent reduction by 2010.</li> <li>• Has reduced energy intensity (Btu/gsf) in all facilities by 2 percent compared with 2003 and is on track for 20 percent reduction by 2015.</li> <li>• Uses at least 2.5 percent renewable energy as a percentage of facility electricity use. Has a metering plan approved by OMB and DOE and is on track in implementing the plan to meter energy use in 100 percent of appropriate facilities by 2012</li> <li>• Demonstrates that 100 percent of new building designs beginning October 1, 2006, are 30 percent more efficient than the 2004 International Energy Conservation Code (residential buildings) or the ASHRAE Standard 90.1-2004 (non-residential buildings), if life-cycle cost effective.</li> </ul>	<p>Agency:</p> <ul style="list-style-type: none"> <li>• Has reduced energy intensity (Btu/gsf) in standard buildings by 20 percent compared with 1985.</li> <li>• Has reduced energy intensity (Btu/gsf) in all facilities by 1 percent compared with 2003 and is on track for 20 percent reduction by 2015.</li> <li>• Uses at least 1.5 percent renewable energy to power facilities and equipment.</li> <li>• Has a metering plan approved by OMB and DOE to meter energy use in 100 percent of appropriate facilities by 2012</li> <li>• Demonstrates that at least 50 percent of new building designs beginning October 1, 2006, are 30 percent more efficient than the 2004 International Energy Conservation Code (residential buildings) or the ASHRAE Standard 90.1-2004 (non-residential buildings), if life-cycle cost effective.</li> </ul>	<p>Agency:</p> <ul style="list-style-type: none"> <li>• Has not yet reduced energy intensity (Btu/gsf) in standard buildings by 20 percent compared with 1985.</li> <li>• Has not yet reduced energy intensity (Btu/gsf) in all facilities by 1 percent compared with 2003.</li> <li>• Does not use at least 1.5 percent renewable energy to power facilities and equipment.</li> <li>• Does not have a metering plan approved by OMB and DOE to meter energy use in 100 percent of appropriate facilities by 2012</li> <li>• Cannot demonstrate that at least 50 percent of new building designs beginning October 1, 2006, are 30 percent more efficient than the 2004 International Energy Conservation Code (residential buildings) or the ASHRAE Standard 90.1-2004 (non-residential buildings), if life-cycle cost effective.</li> </ul>

### APPENDIX E: OMB Transportation Management Scorecard

	<b>CURRENT STATUS</b> <i>(As of January 1, 2006)<sup>3</sup></i>	<b>PROGRESS</b>	<b>COMMENTS</b>
<p><b>TRANSPOR-TATION MANAGEMENT</b></p> <p><b>Senior Transportation Official:</b></p> <p><b>Lead DOE Analyst:</b> Shab Fardanesh</p> <p><b>Lead OMB Analysts:</b> Cyndi Vallina and Rob Sandoli</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">                        Color                        Next ↑ est. by <u>(date)</u> </div> <div style="width: 80%;"> <ul style="list-style-type: none"> <li>Percent of new vehicle acquisitions that are alternative fuel vehicles (AFVs): ___ 75 percent annually <u>(date)</u> (G) ___ 60 percent annually <u>(date)</u> (Y)</li> <li>Use of alternative fuels in AFVs: ___ 51 percent <u>(date)</u> (G) ___ 10 percent <u>(date)</u> (Y)</li> <li>Increase in average fuel economy of the vehicle fleet compared with a 1999 baseline: ___ 3 mpg <u>(date)</u> (G) ___ 1 mpg <u>(date)</u> (Y)</li> <li>Reduction in petroleum use in the vehicle fleet compared with a 1999 baseline: ___ 20 percent <u>(date)</u> (G) ___ 5 percent <u>(date)</u> (Y)</li> <li>Strategy for meeting requirements of Executive Order 13149: ___ approved by DOE and OMB, and can demonstrate that elements are being implemented <u>(date)</u> (G) ___ approved by DOE and OMB, <u>(date)</u> (Y)</li> <li>Senior Transportation Official and other relevant employees have implementation of Executive Order 13149 incorporated into: ___ position description and performance evaluation <u>(date)</u> (G) ___ position description <u>(date)</u> (Y)</li> </ul> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">                        Color                 </div> <div style="width: 80%;"> <p><i>Actions taken since Jul 1, 2005:</i></p> <ul style="list-style-type: none"> <li>Provide a brief summary of key actions.</li> </ul>            <p>Planned actions for next six months:</p> <ul style="list-style-type: none"> <li>Outline key actions to be taken 1/1/06-7/1/06.</li> </ul> </div> </div>	<ul style="list-style-type: none"> <li>Assess general progress against goals of Executive Order 13149 (e.g., on track, aggressive, slippage, etc); highlight if change in momentum.</li> <li>Discuss critical actions planned for next six months (as appropriate).</li> <li>If no change in status is expected within one year, discuss what OMB/DOE assistance might be necessary.</li> <li>Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers, or other risks to Executive Order 13149 implementation, management changes at agency, etc.).</li> </ul>

## TRANSPORTATION MANAGEMENT STANDARDS FOR SUCCESS

		
<p>Agency:</p> <ul style="list-style-type: none"> <li>• Demonstrates that 75 percent of new vehicle acquisitions are alternative fuel vehicles (AFVs).</li> <li>• Documents that alternative fuels comprise the majority (51 percent) of fuel used in AFVs.</li> <li>• Achieves an increase in fuel economy of 3 mpg on average in the vehicle fleet compared with a 1999 baseline.</li> <li>• Achieves a 20 percent reduction in petroleum used in the vehicle fleet compared with 1999.</li> <li>• Has a strategy (approved by DOE and OMB) for meeting the requirements of Executive Order 13149, and can demonstrate that elements are being implemented</li> <li>• Incorporates successful implementation of Executive Order 13149 in the position description and performance evaluation of Senior Transportation Official (Assistant Secretary level or equivalent).</li> </ul>	<p>Agency:</p> <ul style="list-style-type: none"> <li>• Demonstrates that 60 percent of new vehicle acquisitions are alternative fuel vehicles (AFVs).</li> <li>• Documents that alternative fuels comprise at least 10 percent of fuel used in AFVs.</li> <li>• Achieves increase in fuel economy of 1 mpg on average in the vehicle fleet compared with 1999 baseline.</li> <li>• Achieves a 5 percent reduction in petroleum used in the vehicle fleet compared with 1999.</li> <li>• Has a strategy (approved by DOE and OMB) for meeting the requirements of Executive Order 13149.</li> <li>• Incorporates successful implementation of Executive Order 13149 in the position description of Senior Transportation Official (Assistant Secretary level or equivalent).</li> </ul>	<p>Agency:</p> <ul style="list-style-type: none"> <li>• Cannot demonstrate that at least 50 percent of new vehicle acquisitions are alternative fuel vehicles (AFVs).</li> <li>• Cannot document that alternative fuels comprise at least 10 percent of fuel used in AFVs.</li> <li>• Has not achieved an increase in fuel economy of 1 mpg on average in the vehicle fleet compared with 1999 baseline.</li> <li>• Has not achieved a 5 percent reduction in petroleum used in the vehicle fleet compared with 1999.</li> <li>• Has not submitted to DOE a strategy for meeting the requirements of Executive Order 13149.</li> <li>• Does not consider successful implementation of Executive Order 13149 in the position description of Senior Transportation Official (Assistant Secretary level or equivalent).</li> </ul>

## APPENDIX F: Environmental Mandates

ATTRIBUTE	MANDATE (Click to view)	MANDATE CITATION	REQUIREMENTS	WEBLINKS
<b>Alternative Fuel Vehicles</b>	<a href="#"><u>Energy Policy Act of 1992</u></a>	Public Law 102-486 (October 24, 1992)	75% of a Federal agencies annual light-duty vehicle acquisitions in metropolitan statistical areas must be alternative fuel vehicles (AFVs).	<a href="http://www1.eere.energy.gov/vehiclesandfuels/epa">http://www1.eere.energy.gov/vehiclesandfuels/epa</a>
	<a href="#"><u>Energy Policy Act of 2005</u></a>	Public Law 109-58 (August 8, 2005)	Federal agencies must use alternative fuel 100% of the time in AFVs. GSA Fleet must surcharge customer agencies for AFV incremental costs.	<a href="http://www.eere.energy.gov/afdc/laws/epa">http://www.eere.energy.gov/afdc/laws/epa</a> <a href="http://www.gsa.gov/afv">http://www.gsa.gov/afv</a>
<b>Biobased Products</b>	<a href="#"><u>Executive Order 13101</u></a>	63 FR 49643 (September 14, 1998)	Requires the USDA to publish biobased products list.	<a href="http://www.biobased.oce.usda.gov/public">http://www.biobased.oce.usda.gov/public</a>
	<a href="#"><u>Farm Security and Rural Investment Act of 2002</u></a>	Public Law 107-171 (May 13, 2002)	Requires Federal agencies to procure biobased products where purchases exceed \$10,000 per fiscal year. Specifications for procurement must require the use of biobased products in the six designated item categories: mobile equipment hydraulic fluids, biobased roof coatings, water tank coatings, diesel fuel additives, penetrating lubricants, and bedding, bed linens, and towels.	
	<a href="#"><u>Executive Order 13134</u></a>	64 FR 44639 (August 16, 1999)	Established the Advisory Committee on Biobased Products and Bioenergy, which is tasked with providing an assessment of the goals established by Federal agencies to promote biobased products and the effectiveness of programs designed to encourage adoption and use of biobased products.	<a href="http://www.ofee.gov/eo/archive/eo13">http://www.ofee.gov/eo/archive/eo13</a>
	<a href="#"><u>Executive Order 13423</u></a>	72 FR 3919 (January 24, 2007)	Requires Federal agencies acquire and use biobased goods and services.	<a href="http://www.ofee.gov/whats/eo_0124">http://www.ofee.gov/whats/eo_0124</a>

<sup>1</sup> Status will be updated annually to reflect performance data collected at the end of each fiscal year. Progress will be assessed twice annually (Jan/July). Legal requirements (GPP, EMS) are weighted more than voluntary activities in determining current status.

<sup>2</sup> Each agency is required to ask GSA to institute sustainable design in contracts and leases on its behalf.



<b>Energy Efficient Products</b>	<a href="#"><u>Energy Policy Act of 2005</u></a>	Public Law 109-58 (August 8, 2005)	Requires agencies to acquire Energy Star and Federal Energy Management Program (FEMP) designated products and incorporate these requirements into their specifications. GSA and DLA must supply only Energy Star products or products that meet FEMP efficiency recommendations. Also, GSA and DLA must clearly identify and prominently display such products in catalogues.	<a href="http://www1.eere.energy.gov/femp/">http://www1.eere.energy.gov/femp/</a>
	<a href="#"><u>Executive Order 13123</u></a>	64 FR 30851 (June 3, 1999)	Requires agencies to acquire Energy Star and Federal Energy Management Program (FEMP) designated products and incorporate these requirements into their specifications.	<a href="http://www.energystar.gov/">http://www.energystar.gov/</a>
	<a href="#"><u>Executive Order 13221</u></a>	66 FR 40571 (July 31, 2001)	When purchasing commercially available, off-the-shelf products that use external standby power devices, agencies are required to purchase products that use no more than one watt in their standby power consuming mode.	<a href="http://www.eere.energy.gov/femp/procurement/eepp/">http://www.eere.energy.gov/femp/procurement/eepp/</a>
	<a href="#"><u>Executive Order 13423</u></a>	72 FR 3919 (January 24, 2007)	Requires Federal agencies acquire and use energy-efficient goods and services.	<a href="http://www.ofee.gov/whats/eo_0124/">http://www.ofee.gov/whats/eo_0124/</a>
			Agencies must acquire electronic products that meet at least 95% of the Electronic Product Assessment Tool (EPEAT) requirements, unless there is no EPEAT standard for the product.	<a href="http://www.ofee.gov/whats/eo_0124/">http://www.ofee.gov/whats/eo_0124/</a>
			Agencies must enable Energy Star features on computers and monitors.	<a href="http://www.ofee.gov/whats/eo_0124/">http://www.ofee.gov/whats/eo_0124/</a>
<b>Environmentally Preferable Products</b>	<a href="#"><u>Executive Order 13101</u></a>	63 FR 49643 (September 14, 1998)	Requires Federal agencies purchase environmentally preferable products.	<a href="http://www.epa.gov/epp/">http://www.epa.gov/epp/</a>
	<a href="#"><u>Executive Order 13423</u></a>	72 FR 3919 (January 24, 2007)	Requires Federal agencies acquire and use environmentally preferable goods and services.	<a href="http://www.ofee.gov/whats/eo_0124/">http://www.ofee.gov/whats/eo_0124/</a>
<b>Non-Ozone Depleting Substance</b>	<a href="#"><u>Clean Air Act</u></a>	Public Law 101-549 (November 15, 1990)	Section 608 requires EPA to promulgate regulations establishing standards and requirements regarding the use and disposal of class I and II substances during the service, repair, or disposal of appliances and industrial process refrigeration.	<a href="http://www.epa.gov/ozone/ods.html">http://www.epa.gov/ozone/ods.html</a>

	<a href="#"><u>Executive Order 13148</u></a>	65 FR 24595 (April 21, 2000)	Sec. 206 requires Federal agencies to develop a plan to phase out the procurement of Class I ozone- depleting substances for all nonexcepted uses by December 31, 2010.	
<b>Petroleum Reduction</b>	<a href="#"><u>Executive Order 13149</u></a>	65 FR 24607 (April 21, 2000)	Reduce petroleum consumption 20% from 1999 consumption levels by 2005 and maintain thereafter.	<a href="http://www1.eere.energy.gov/vehiclesandfuels/epact">http://www1.eere.energy.gov/vehiclesandfuels/epact</a>
			Increase average fleet fuel efficiency 3 miles per gallon from 1999 efficiency level by 2005 and maintain thereafter.	
	<a href="#"><u>Executive Order 13423</u></a>	72 FR 3919 (January 24, 2007)	Reduce agency fleet's total consumption of petroleum products by 2% annually from FY 2005 consumption levels through the end of FY 2015.	<a href="http://www.ofee.gov/whats/eo_0124">http://www.ofee.gov/whats/eo_0124</a>
			Increase the agency's total non-petroleum based fuel consumption 10% annually from FY 2005 consumption levels through the end of FY 2015.	<a href="http://www.ofee.gov/whats/eo_0124">http://www.ofee.gov/whats/eo_0124</a>
			Use plug-in hybrid (PIH) vehicles when PIH vehicles are commercially available at a cost reasonably comparable on the basis of life-cycle cost to non-PIH vehicles.	<a href="http://www.ofee.gov/whats/eo_0124">http://www.ofee.gov/whats/eo_0124</a>
<b>Priority Chemicals</b>	<a href="#"><u>Executive Order 13148</u></a>	65 FR 24595 (April 21, 2000)	Each agency shall reduce its reported Toxic Release Inventory (TRI) releases and off-site transfers of toxic chemicals for treatment and disposal by 10 percent annually, or by 40 percent overall by December 31, 2006. each agency shall reduce its use of selected toxic chemicals, hazardous substances, and pollutants, or its generation of hazardous and radioactive waste types at its facilities by 50 percent by December 31, 2006.	<a href="http://www.ofee.gov/gp/pchemical">http://www.ofee.gov/gp/pchemical</a>
	<a href="#"><u>Executive Order 13423</u></a>	72 FR 3919 (January 24, 2007)	Agencies must reduce the quantity of toxic and hazardous chemicals and materials acquired.	<a href="http://www.ofee.gov/whats/eo_0124">http://www.ofee.gov/whats/eo_0124</a>

<b>Recycled Content Products</b>	<a href="#"><u>Executive Order 13101</u></a>	63 FR 49643 (September 14, 1998)	Purchase recycled content and other environmentally preferable products. Recycled paper post-consumer content is set at 30 percent. All agencies must create an affirmative procurement plan (APP) for recycling. It also requires EPA to establish Comprehensive Procurement Guidelines (CPG). GSA is required to include environmental and recycling provisions in its buildings program.	<a href="http://www.epa.gov/cpg/">http://www.epa.gov/cpg/</a>
	<a href="#"><u>Resource Conservation and Recovery Act</u></a>	Public Law 94-580 (October 21, 1976)	Section 6002 directs EPA to designate items that are or can be produced with recovered materials and to recommend practices for buying these items. Section 6002 also requires procuring agencies to establish affirmative procurement programs for designated items.	
	<a href="#"><u>Executive Order 13423</u></a>	72 FR 3919 (January 24, 2007)	Requires agencies acquire goods and services that have recycled-content properties and use paper of at least 30% post-consumer fiber content.	<a href="http://www.ofee.gov/whats/eo_0124">http://www.ofee.gov/whats/eo_0124</a>

## APPENDIX G: FEDERAL ELECTRONICS CHALLENGE MOU

### MEMORANDUM OF UNDERSTANDING BETWEEN

The Executive Office of the President  
Department of Agriculture  
Department of Defense  
Department of Energy  
Department of Health and Human Services  
Department of Homeland Security  
Department of the Interior  
Department of Justice  
Department of Transportation  
Department of Veterans Affairs  
Environmental Protection Agency  
General Services Administration

**TITLE:** Promoting Sustainable Environmental Stewardship<sup>1</sup> of Federal Electronic Assets

**PURPOSE:** The Executive Office of the President, Department of Agriculture, Department of Defense, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of the Interior, Department of Justice, Department of Transportation, Department of Veterans Affairs, Environmental Protection Agency, and General Services Administration (the Parties), wish to enter into this Memorandum of Understanding (MOU) to develop and promote common strategies for using environmentally sustainable technologies and practices to improve the quality, performance, and environmental management of Federal electronic assets throughout their life cycle. Electronic assets covered by this MOU include, but are not limited to, equipment used in communications, information systems, military, and scientific applications. The Parties define the life cycle of electronic equipment broadly to include acquisition, design, manufacture, assembly, distribution, use, reuse, demanufacture, and recycling. The Parties also intend to capitalize on other applicable efforts, including work already underway by the Federal Electronic Challenge (FEC).

**BACKGROUND:** Electronic waste encompasses a broad and growing range of electronic devices ranging from televisions and cellular phones, VCR and DVD players, to personal computers. Currently, electronic waste makes up approximately five percent of the U.S. municipal solid waste stream, and is the fastest growing category of the municipal solid waste stream.

*1. Sustainable Environmental Stewardship is defined to include those concepts, strategies, tools, practices, and approaches that lead to environmental improvement in a manner that is sustainable over time; considers the long*

*term effects as well as the shorter term, more immediate effect,; and that contribute positively, even if indirectly, to the social and economic condition.*

The U.S. Environmental Protection Agency (EPA) estimated that, in 1997, more than 3.2 million tons of electronic waste went into U.S. landfills. Experts estimate that by 2005, the number could reach more than 12 million tons. In 1999, the National Safety Council reported that only 11 percent of all discarded computers were recycled. Furthermore, by 2007, the number of stockpiled obsolete and unused personal computers is expected to reach nearly 500 million.

In addition to the volume of waste generated, the volume of hazardous chemicals associated with the electronics waste is also a materials management concern.

By law, executive order, and regulation, the Federal government is obligated to consider the environmental impacts of its purchasing decisions.<sup>2</sup> In particular, Federal agencies must favor the acquisition of environmentally preferable and energy-efficient equipment and services, and reduce or eliminate the generation of hazardous waste. In addition, pursuant to Executive Order 12999, Federal agencies must offer to donate excess computers and related equipment to needy schools.<sup>3</sup>

The Federal Government is the largest purchaser of electronics in the world. The Information Technology (IT) budget for FY 2003 alone was \$54.2 billion. The majority of the 1.8 million Federal employees have a personal computer. For an average three-year life cycle, the Government discards approximately 10,000 computers each week.

In 2000, several Federal agencies, including the US Postal Service (USPS), the Department of Defense (DOD), the Department of Energy (DOE), the Department of Interior (DOI), the Environmental Protection Agency (EPA) and the White House Council on Environmental Quality (CEQ), signed a Federal Memorandum of Understanding (MOU) to improve the environmental management of their electronic assets. The participating agencies developed an Action Plan to design a government-wide strategy to:

- Increase the demand for greener electronics,
- Promote Best Management Practices within the Federal community,
- Reduce the economic and environmental life cycle cost of electronics,
- Encourage the growth of the infrastructure for reuse, demanufacturing and recycling of obsolete equipment, and
- Recognize individuals and organizations within the Federal community for promoting electronic stewardship.

In 2002, the Office of the Federal Environmental Executive (OFFE) and EPA created the Federal Electronics Challenge (FEC) in response to the main goals and action items of the MOU Action

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*2. Resource Conservation and Recovery Act (P.L. 94-580, as amended), Energy Policy Act of 1992 (P.L. 102-486, as amended), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (P.L. 96-510, as amended), Emergency Planning and Community Right-To-Know Act of 1986 (Title III of the Superfund Amendments and Reauthorization Act, P.L. 99-499, as amended), Pollution Prevention Act of 1990 (P.L. 101-508, as amended), Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," Executive Order 13123, "Greening the Government Through Efficient Energy Management," Executive Order 13148, "Greening the Government Through Leadership in Environmental Management," and Federal Acquisition Regulation.*

3. *Executive Order 12999, "Educational Technology: Ensuring Opportunity for All Children in the Next Century."*

Plan. The FEC is a purchasing, use, and end-of-life management challenge issued for Federal facilities or agencies to purchase electronic assets in an environmentally sound manner, network with other agencies to improve current practices, and recognize individuals and organizations for their electronic stewardship efforts.

The Federal government's size and buying power uniquely position Federal agencies to drive the design of environmentally sustainable and energy efficient electronic equipment, and the development of a cost-effective national reuse and recycling infrastructure for surplus electronic equipment. More sustainable Federal government electronics purchasing and management practices will help reduce toxics and solid waste, and set a good example for the private sector, state and local governments. It will also save the Federal government millions of dollars annually through reduced and avoided waste management costs and recovery of investment in valuable assets. The scope of this problem, however, dictates a more collaborative effort focused on common objectives.

**GOAL AND OBJECTIVES:** The Parties to this MOU collaboratively seek to reduce the environmental impact of their electronic equipment purchase, use, and disposal through continuous improvements to the acquisition, design, specifications, material choices, distribution, use of new electronic equipment, and the reuse, demanufacturing, and recycling of surplus electronic equipment. In support of this goal, the Parties agree to collaborate on the following five objectives:

1. Increase demand for more energy efficient and environmentally sustainable electronic equipment that is cost effective, while maintaining or improving equipment quality and performance. This could include procuring equipment with reduced toxic content, greater energy efficiency, and increased reused and recycled content, as well as equipment that is designed to be more readily disassembled and recovered at end of life;
2. Promote the implementation of best life cycle management practices for electronic equipment and share identified best practices with those outside of the Federal government;
3. Reduce the economic and environmental life cycle costs of Federal electronic equipment;
4. Promote growth of the market and infrastructure for the reuse, demanufacturing, and recycling of obsolete electronic equipment;
5. Coordinate and cooperate on other public and private sector efforts aimed at achieving similar objectives.

**AGREEMENTS/RESPONSIBILITIES:** This MOU focuses on continuous interaction of the Parties with a free flow of information, and on joint and individual activities aimed at improving life cycle management practices of electronic equipment. Providing information to assure the Parties are fully aware of each other's activities is also essential.

To achieve the MOU goal and objectives, the Parties agree to coordinate plans and programs concerning the life cycle management of electronic equipment through collaborative activities, which may include:

- Providing a forum for understanding pertinent technological and scientific issues, and for understanding existing and proposed policies, regulations, and legislation, and for suggesting improvements thereto;
- Developing sustainable principles for the life cycle management of electronic equipment;
- Identifying and disseminating information;
- Using best life cycle management practices;
- Identifying and promoting processes and procedures that enhance both the energy efficiency and environmental sustainability, as well as the general quality, cost effectiveness, and performance of electronic equipment;
- Developing procurement language to promote the acquisition of energy efficient and environmentally sustainable equipment;
- Improving standards and specifications for the environmental attributes of the equipment, as well as end-of-life services;
- Promoting the use of hazardous and toxic materials substitutes in electronic components;
- Promoting an increase of reused/recycled content in electronic equipment;
- Promoting improvements in the demanufacturing processes;
- Identifying surplus equipment reuse and recycling applications;
- Developing procurement language for demanufacturing contracts;
- Participating in industry meetings and programs to promote the MOU's goal and objectives;
- Coordinating with applicable non-governmental projects and initiatives;
- Organizing seminars and meetings;



- Participating in demonstration and pilot projects; and,
- Documenting the success of the MOU projects and initiatives and the overall success of the partnership.

**ACTIONS:** The Parties agree they will share responsibility for fulfilling the goal and objectives of this MOU. In addition, the Parties agree to:

- Designate, within 30 days of the Parties signing this MOU, a staff-level point of contact (POC) to participate in a Federal Electronics Stewardship Working Group (FESWG), which will coordinate all MOU implementation efforts and provide a forum for information exchange concerning existing and planned initiatives to improve life cycle management practices for Federal electronic equipment;
- Become an Agency partner in the Federal Electronics Challenge (FEC) and actively sponsor participation of all facilities within each Agency;
- Develop within 90 days of the signing of this MOU, an Action Plan detailing the steps the parties will take to promote the MOU goal and objectives;
- Use, as appropriate, ongoing or planned initiatives to achieve MOU goal and objectives; and,
- Seek public and public/private partnership opportunities to support MOU goal and objectives.

**BENEFITS:** This MOU provides the Federal government an excellent opportunity to demonstrate its commitment to environmental stewardship and to lead by example. The parties anticipate substantial benefits from better environmental management of electronic equipment throughout the life cycle, including:

- Reduced use and disposal of hazardous materials, and reduced solid waste from the manufacture and disposition of electronic equipment;
- Electronic equipment that is easier and less costly to demanufacture and recycle;
- Increased recovery and use of reusable components and recyclable materials from electronic equipment;
- Reduced use of virgin materials in the manufacture of new electronic equipment;
- Greater energy efficiency in the manufacture and use of electronic equipment;

- Reduced environmental liability from the handling and disposal of electronic equipment; and,
- Reduced Federal government electronic equipment life cycle costs.

**GENERAL:** The Parties mutually recognize and acknowledge that MOU implementation will be subject to resource availability. This MOU sets forth mutual goals and approaches. It is not intended to create any rights, benefits, or trust responsibilities, either substantive or procedural, nor is it enforceable at law by a party against the U.S., its agencies, its officers, or any other person. Details regarding commitment of agency resources, if any, will be developed in the proposed Action Plan. News releases, media events, conferences, or other public events held to publicize achievements of this effort will be conducted with the prior consent or agreement of the Parties.

Collaboration under this MOU will be in accordance with applicable statutes and regulations governing the respective Parties. Nothing in this MOU is intended to affect existing obligations or other agreements or arrangements of the Parties. Release of information developed under this MOU will be by prior agreement of the Parties. To ensure all Parties are aware of opportunities to maximize collaboration, advance notification of significant contracts or solicitations relating to the objectives of this MOU should be made to all Parties to the extent allowed by applicable statute and regulation.

The Parties envision that other Federal agencies may wish to join this MOU. The Parties encourage all Federal agencies that support the MOU goal and objectives to do so.

**EFFECTIVE PERIOD:** This MOU will become effective upon the latest date of signature. It shall remain in effect for five (5) years unless otherwise modified or terminated. Any party may withdraw upon 90 days written notification to the others. This MOU can be modified through mutual written agreement among the Parties.

**ADMINISTRATION:** The POCs of the signatory Parties will meet monthly, or as appropriate, as a Federal Electronics Stewardship Working Group (FESWG), to coordinate efforts to implement this MOU and to exchange information concerning existing and planned initiatives to improve Federal electronic equipment management. During the first year, the Office of the Federal Environmental Executive POC will serve as the Chair of the FESWG. Thereafter, the Chair may change as decided by the membership of the FESWG.

**SIGNED BY:**

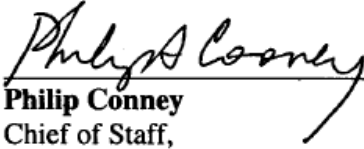


**Carlos Solari**  
Chief Information Officer,  
Executive Office of the President

*11-15-04*

Date

Chief Information Officer,  
Executive Office of the President



**Philip Conney**  
Chief of Staff,  
Council on Environmental Quality  
Executive Office of the President

11/15/04  
Date



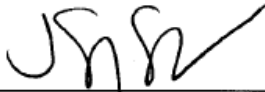
**John Surina**  
Deputy Assistant Secretary for Administration,  
and Environmental Executive  
Department of Agriculture

11/15/2004  
Date



**Alex Beehler**  
Assistant Deputy Undersecretary of Defense  
for Environment, Safety, and Occupational Health  
Department of Defense

11/15/04  
Date



**John S. Shaw**  
Acting Assistant Secretary for Environment,  
Safety and Health, and Environmental Executive  
Department of Energy

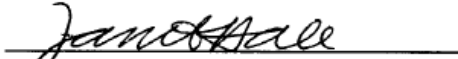
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**Charles Havekost**  
Deputy Assistant Secretary  
for Information Resources Management,  
and Chief Information Officer  
Department of Health and Human Services

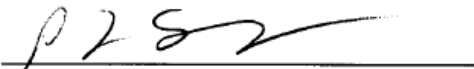
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and Chief Information Officer  
Department of Health and Human Services


  
**Janet Hale**  
Under Secretary for Management  
Department of Homeland Security

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Date

  
**P. Lynn Scarlett**  
Assistant Secretary for Policy, Management and Budget  
Department of the Interior

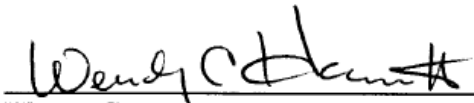
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**William A. Moorman**  
Acting Assistant Secretary for Management,  
and Environmental Executive  
Department of Veterans Affairs

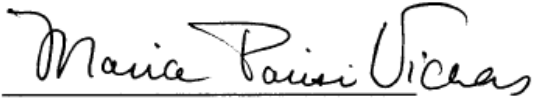
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**Kim T. Nelson**  
Assistant Administrator for Environmental Information,  
and Chief Information Officer  
Environmental Protection Agency

11/15/04  
Date

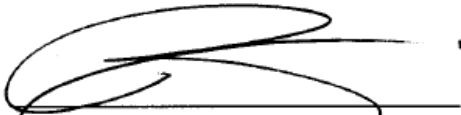
  
**Wendy Cleland-Hammet**  
Deputy Director, Office of Prevention,  
Pesticides, and Toxic Substances  
Environmental Protection Agency

11/15/04  
Date



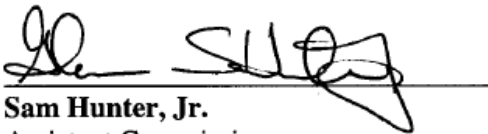
**Maria P. Vickers**  
Deputy Director, Office of Solid Waste  
Environmental Protection Agency

11-15-04  
Date



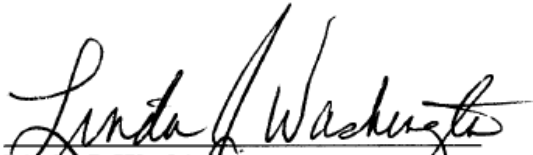
**Judy Davis**  
Director, Office of Acquisition Management  
Environmental Protection Agency

11/15/04  
Date



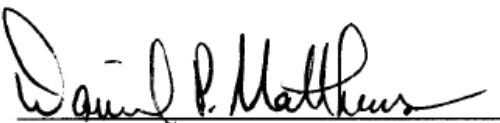
**Sam Hunter, Jr.**  
Assistant Commissioner,  
Office of Applied Science  
Public Buildings Service  
General Services Administration

11/15/04  
Date



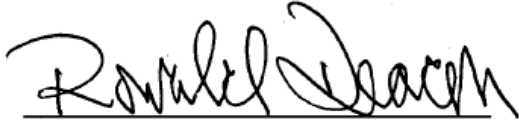
**Linda J. Washington**  
Deputy Assistant Secretary for Administration,  
Department of Transportation

11/10/04  
Date



**Daniel P. Matthews**  
Chief Information Officer,  
Department of Transportation

11/10/04  
Date



**Ronald L. Deacon**  
Director of Facilities & Administrative Services  
U.S. Department of Justice

11-15-04  
Date

## APPENDIX H: Acronym Glossary

AAC – Activity Address Code  
AFV – Alternative Fuel Vehicle  
APP – Affirmative Procurement Program  
APPAS – Associate Performance Plan and Appraisal System  
BPA – Blanket Purchase Agreement  
CFC – Chlorofluorocarbons  
CFR – Code of Federal Regulations  
CPG – Comprehensive Procurement Guidelines  
CTC – Closing the Circle Awards  
DLA – Defense Logistics Agency  
DODAAC – Department of Defense Activity Address Code  
DOE – Department of Energy  
EC/EDI – Electronic Commerce/Electronic Data Interchange  
EO – Executive Order  
EPA – Environmental Protection Agency  
EPACT – Energy Policy Act  
EPEAT – Electronic Product Environmental Assessment Tool  
EPP – Environmentally Preferable Product  
FAR – Federal Acquisition Regulation  
FAS – Federal Acquisition Service  
FEC – Federal Electronic Challenge  
FEMP – Federal Energy Management Program  
FPDS – Federal Procurement Data System  
FSRIA – Farm Security and Rural Investment Act of 2002  
FY – Fiscal Year  
GPP – Green Purchasing Plan  
GSA – General Services Administration  
GSAM – General Services Administration Acquisition Manual  
GSS – Global Supply System  
GWAC – Government Wide Acquisition Contract  
IT – Information Technology  
JWOD – Javis-Wagner-O’Day Act (now AbilityOne)  
MAS – Multiple Award Schedule  
MOU – Memorandum of Understanding  
MSA – Metropolitan Statistical Area  
ODS – Ozone Depleting Substance  
OFEE – Office of the Federal Environmental Executive  
OMB – Office of Management and Budget  
PIHV – Plug-In Hybrid Vehicle  
PCB – Polychlorinated Biphenyls  
RCRA – Resource Conservation and Recovery Act  
RMAN – Recovered Materials Advisory Notice  
SNAP – Significant New Alternatives Policy  
USDA – United States Department of Agriculture