

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)  
FARM SECURITY AND RURAL INVESTMENT ACT (FSRIA)  
EXECUTIVE ORDER 13423, SEC. 2(D) AND (E)

Agency Report for Fiscal Year 2007

Agency or Department \_\_\_\_\_  
Agency Contact \_\_\_\_\_  
Contact Telephone Number \_\_\_\_\_  
Contact E-mail Address \_\_\_\_\_

**1) Federal Procurement Data System (FPDS) Data**

- a) Attach the RCRA Standard Report for FY 2007 data from FPDS (“Recycled Content Product Purchasing Data Report”).
- b) Has the Agency reviewed the FY 2007 FPDS data for compliance assessment and/or trend analyses? \_\_\_\_\_
- c) Please describe findings, changes and/or actions that were a direct result of the assessments or analyses above. \_\_\_\_\_

**2) Indicator Items for EPA-Designated Recycled Content Products**

**The General Services Administration and the Defense Logistics Agency will provide data for agency purchases made directly from them. Please provide the amounts for your Agency’s purchases from other sources, including GSA schedules’ contractors and your service contractors, including construction, fleet maintenance, and facilities maintenance contractors.**

**a) Paper: Commercial Sanitary Tissue Products**

- i) **Does your Agency purchase this item (directly or through contracts)?**  
Yes  No  **If no, skip to next section.**
- ii) **Total dollar amount<sup>1</sup> of these products purchased<sup>2</sup> by your Agency from sources *other than* GSA in FY 2007 \$ \_\_\_\_\_ and dollar amount of these products containing recovered materials<sup>3</sup> purchased by your Agency from sources *other than* GSA in FY 2007 \$ \_\_\_\_\_ - OR -**

**Number of janitorial services contracts that require the supply of recycled content sanitary tissue products. \_\_\_\_\_ - OR -**

<sup>1</sup> “Total amount” equals the amount of product without recovered materials plus the amount of product with recovered materials.

<sup>2</sup> Within this document, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

<sup>3</sup> The products designated by EPA are commonly referred to as “CPG-items” or “recycled content products.” RCRA refers to them as “products containing recovered materials,” which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

Percentage of facilities using recycled content sanitary tissue products (either purchased directly or supplied by services contractors). \_\_\_\_\_

- iii) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes  No   
Not applicable
- iv) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_\_

**b) Non-Paper Office Products: Toner Cartridges**

- i) Does your Agency purchase this item (directly or through contracts)?  
Yes  No  If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2007 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials (remanufactured toner cartridges or replacement cartridges containing recovered materials) purchased by your Agency from sources *other than GSA or DLA* in FY 2007 \$ \_\_\_\_ - OR -

Percentage of facilities using remanufactured toner cartridges (either purchased directly or supplied by services contractors). \_\_\_\_\_

- iv) If this product is purchased using an Agency specification, does that specification require the use of remanufactured toner cartridges or cartridges containing recovered materials? Yes  No   
Not applicable
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_\_

**c) Construction Products**

Demonstrate how your agency complies with the requirement to purchase EPA-designated construction products containing recovered materials or USDA-designated biobased construction products to the maximum extent practicable. Examples include integrating specific recycled content or biobased content product requirements with the use of the U.S. Green Building Council's LEED-NC or LEED-EB, incorporating recycled content or biobased content product requirements into design specifications, and inserting recycled content or biobased content product requirements in design/build contracts.

**d) Landscaping Products: Landscaping Timbers**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes  No  If no, skip to next section.

- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2007 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2007 \$ \_\_\_\_ . - OR -

Percentage of facilities using recycled content landscaping timbers (either purchased directly or supplied by services contractors). \_\_\_\_

- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes  No   
Not applicable
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_

**e) Park and Recreation Products: Park Benches and Picnic Tables**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes  No  If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA* in FY 2007 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2007 \$ \_\_\_\_ . - OR -

Percentage of facilities using recycled content park benches and picnic tables (either purchased directly or supplied by services contractors).  
\_\_\_\_

- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes  No   
Not applicable
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_

**f) Transportation Products: Traffic Barricades**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes  No  If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA* in FY 2007 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2007 \$ \_\_\_\_ . - OR -

Percentage of facilities using recycled content traffic barricades (either purchased directly or supplied by services contractors). \_\_\_\_

- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes  No   
Not applicable
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_\_

**g) Vehicular Products: Engine Lubricating Oil**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes  No  If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than DLA* in FY 2007 \$\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials (i.e., re-refined oil) purchased by your Agency in FY 2007 \$\_\_\_\_. - OR -  
  
Percentage of facilities using re-refined oil (either purchased directly or supplied by services contractors). \_\_\_\_\_
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes  No   
Not applicable
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_\_

**h) Miscellaneous Products: Signage**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes  No  If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA* in FY 2007 \$\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2007 \$\_\_\_\_. - OR -  
  
Percentage of facilities using recycled content signage (either purchased directly or supplied by services contractors). \_\_\_\_\_
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes  No   
Not applicable
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_\_

**3) Solid Waste Prevention, Recycling, and Other E.O. 13423 Requirements**

- a) Did you institute new, substantially improved, or updated solid waste prevention practices in FY 2007? Yes  No  Please provide an explanation of your response. \_\_\_\_\_
- b) How has your agency promoted the use of Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals? Provide specific examples. \_\_\_\_\_
- c) Does your Agency have sites or facilities with composting programs? Yes  No . If yes, how many facilities or sites? \_\_\_\_\_ Estimate the total weight of materials diverted to composting: \_\_\_\_\_ tons.
- d) What percentage of offices/sites operated by your Agency has an active office products recycling program? \_\_\_\_\_ of \_\_\_\_\_ sites, which is \_\_\_\_\_ percent of offices/sites.
- e) What percentage of residential housing operated by your Agency has an active household products recycling program? \_\_\_\_\_ of \_\_\_\_\_ sites, which is \_\_\_\_\_ percent of offices/sites. Not applicable
- f) What percentage of demolition projects managed by and/or contracted by your Agency includes the recovery of construction materials? \_\_\_\_\_ of \_\_\_\_\_ projects, which is \_\_\_\_\_ percent of demolition projects. Not applicable
- g) What percentage of the total solid waste<sup>4</sup> generated by your Agency was diverted? \_\_\_\_\_ of \_\_\_\_\_ metric tons, which is \_\_\_\_\_ percent.
- h) Does your Agency have a leadership awards program to recognize outstanding environmental, energy, or transportation management performance in accordance with Executive Order 13423, Section 3(c)(iii)? Yes  No  Please provide details for your response, or if the response is no, please explain. \_\_\_\_\_
- i) In FY 2007, did your Agency purchase environmentally preferable products or services per the requirements of E.O. 13423? Yes  No  Please provide details for your response. \_\_\_\_\_
- j) In FY 2007, did your Agency purchase or test any biobased products, other than biobased fuels or the products designated by USDA? Yes  No  Please provide details for your response. \_\_\_\_\_
- k) Is your Agency using green cleaning products or services at any of your facilities, including facilities managed by GSA and leased facilities? Yes  No  If yes, please elaborate. \_\_\_\_\_

**4) Management Controls**

**a) Green Purchasing Plan**

- i) Does your Agency have a formal, written, documented green purchasing plan, policy or procedure for the implementation of the statutory and executive order requirements to purchase green products? These include EPA-designated recycled content products under section 6002 of the Resource Conservation and Recovery Act,

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<sup>4</sup> "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Agency is including other materials, such as construction and demolition debris.

Energy Star® and FEMP-designated energy efficient products under section 104 of the Energy Policy Act of 2005, low standby power devices under E.O. 13221, USDA-designated biobased products under section 9002 of the Farm Security and Rural Investment Act, and environmentally preferable products and services under sec. 2(d) of E.O. 13423.

Yes  No  Some, but not all, program components   
(indicate which components your plan, policy or procedure addresses):

EPA-designated recycled content products (RCRA section 6002 and E.O. 13423)

Energy Star and energy-efficient products (EPAct 2005, section 104, and E.O. 13423)

Low standby power devices (E.O. 13221)

Biobased products (FSRIA section 9002 and E.O. 13423)

Environmentally preferable products and services (E.O. 13423)

ii) Does the Agency policy or green purchasing plan define responsibility for:

Conducting awareness training? Yes  No

Incorporating green purchasing requirements into specification and contracts<sup>5</sup>? Yes  No

Establishing and measuring progress toward green purchasing objectives? Yes  No

Reporting progress? Yes  No

Management review? Yes  No

If the answer to any question is no, please explain why not. \_\_\_\_\_

iii) Does your Agency have a requirement to routinely update the green purchasing plan, policy or procedure? Yes  No  If so, was the plan reviewed/updated in FY 2006? Yes  No

iv) FSRIA section 9002(d) requires procuring agencies that have responsibility for drafting or reviewing specifications to ensure that such specifications require the use of biobased products consistent with the requirements of section 9002. Does your Agency have responsibility for drafting or reviewing specifications? Yes  No   
If yes, in FY 2007 did your Agency review specifications for the biobased products designated by the USDA in March 2006? Yes   
No

Please list specifications currently under review \_\_\_\_\_

Specifications for which review has been completed \_\_\_\_\_

Applicable specifications not yet under review \_\_\_\_\_

v) Please attach a copy of, or provide the URL for, the website for your Agency green purchasing plan or policy if it has changed since the FY 2006 report. \_\_\_\_\_

<sup>5</sup> "Contracts" includes concession contracts, referring to non-FAR regulated business contracts authorized through applicable agency legislation.

**b)Implementation**

- i) **Has your Agency contract writing system or enterprise asset management systems been revised to incorporate the supply and use of green products? Yes  No  N/A**
- ii) **Is your Agency using or planning to use acquisition forecasts to promote its preference for green products? Yes  No  N/A**
- iii) **Is your Agency using or planning to use model solicitation and/or contract language to promote its preference for green products? Yes  No  N/A**
- iv) **If applicable, what other policies, procedures, or tools is your Agency using or planning to use to promote its preference for green products?**

**c) Training**

- i) **Who is responsible for conducting training of agency personnel with respect to the green purchasing requirements? \_\_\_\_\_**
- ii) **How many acquisition personnel have documented<sup>6</sup> green purchasing training within the past three years? \_\_\_\_\_ of \_\_\_\_\_ personnel, which is \_\_\_\_\_ percent.**
- iii) **Is training provided by Agency personnel, an outside source (e.g. Defense Acquisition University’s contracting officer training courses), or both? \_\_\_\_\_**
- iv) **What percentage of purchase cardholders has documented green purchasing training within the past three years? \_\_\_\_\_ of \_\_\_\_\_ personnel, which is \_\_\_\_\_ percent.**
- v) **Who provides the training to purchase cardholders? \_\_\_\_\_**
- vi) **How is training of purchase cardholders documented? \_\_\_\_\_**
- vii) **Indicate which green purchasing program components the training for acquisition personnel and purchase holders, respectively, address:**

| <b>Component</b>  | <b>Acquisition Training (Y/N)</b> | <b>Purchase Card Holders (Y/N)</b> |
|---|-----------------------------------|------------------------------------|
| <b>Recycled content products</b>                        |                                   |                                    |
| <b>Energy Star® and energy efficient products</b>       |                                   |                                    |
| <b>Low standby power devices</b>                        |                                   |                                    |
| <b>Biobased products</b>                                |                                   |                                    |
| <b>Environmentally preferable products and services</b> |                                   |                                    |

<sup>6</sup> Document training other than the Green Purchasing course available through the Office of Personnel Management’s USALearning web site. OPM will provide data on use of this course to OMB and OFEE.

**d) Program Management Review<sup>7</sup>**

- i) What approach does your agency use for reviewing compliance with the green purchasing requirements? Examples include reviewing a representative sample of contracting actions, on-site audits, and the use of the TEAM Guide or CP Track. \_\_\_\_\_**
- ii) What percentage of Agency facilities conducted and documented contracting and/or environmental reviews for green purchasing compliance during this reporting period? \_\_\_\_\_ percent**
- iii) Does the Agency conduct trend analysis of program management review, training, and FPDS data to assess green purchasing program effectiveness? Yes  No**
- iv) What types of trends are realized as a result of findings from these audits? \_\_\_\_\_**
- v) Are findings reported to senior facility management? Yes  No**
- vi) Does senior facility management track corrective actions from these findings? Yes  No**
- vii) Provide a copy of, or the URL for, the website for your Agency program management review protocol, procedure, or other similar program document, if you did not provide it in your FY 2004, FY 2005, or FY 2006 reports. \_\_\_\_\_**

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<sup>7</sup> Agencies refer to these activities as program management reviews, compliance monitoring, auditing, and compliance assessments.