

**United States  
Department of Agriculture**

**Green Purchasing  
Affirmative Procurement Program**



**Updated April 18, 2008**

**(Replaces earlier versions dated  
December 2007 & July 2006)**

## EXECUTIVE SUMMARY

This document formally updates and revises the United States Department of Agriculture's (USDA) Green Purchasing Affirmative Procurement Program (GPAPP), originally established in July 2006 under EO 13101. Green Purchasing is defined as the purchasing and use of:

- recycled content;
- energy efficient (ENERGY STAR® labeled; Federal Energy Management Program [FEMP]-designated, and low standby power)
- biobased;
- environmentally preferable;
- Electronic Product Environmental Assessment Tool (EPEAT);
- water efficient;
- non-ozone depleting products; and
- alternative fuel vehicles and alternative fuels.

Collectively, these items are referred to as green products and services. The GPAPP establishes department-wide guidance and implements guidelines for an effective green purchasing program that encompasses the purchasing and use of these green products. The GPAPP is only one component of USDA's overall environmental and sustainable operations program.

USDA's GPAPP has been developed to ensure that green products will be purchased to their maximum extent practicable and fulfills the applicable affirmative procurement requirements of section 6002 of the Resource Conservation and Recovery Act (RCRA) of 1976, section 104 of the Energy Policy Act of 2005 (EPA Act), section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), section 612 of the Clean Air Act (CAA) of 1990, Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management" dated January 24, 2007, White House Council on Environmental Quality's (CEQ) Implementing Instructions dated March 30, 2007, and EO 13221, "Energy Efficient Standby Power Devices" dated August 2, 2001.

Annually, the USDA purchases billions of dollars of products and services. The use of green products by USDA holds the promise of:

- creating new domestic demand for many agricultural commodities that can serve as feedstocks;
- spurring the industrial base through value-added agricultural processing and manufacturing in rural communities;
- enhancing the Nation's energy security by substituting domestically produced biobased products for those made from fossil energy-based products derived from imported oil;
- stimulating the marketplace and creating new jobs;
- demonstrating Environmental Stewardship by substituting green products for less environmentally friendly products;
- lessening or decreasing negative effects on employee health; and
- saving energy and conserving natural resources.

This GPAPP is a living document and shall be amended as appropriate to implement additional requirements of future laws, Executive Orders, the Federal Acquisition Regulation (FAR), and the Agriculture Acquisition Regulations (AGAR) on the purchasing of green products.

Questions on compliance and implementation issues in this guidance may be directed to:

Mark Sajbel  
USDA, Office of Procurement and Property Management  
Green Purchasing Program Analyst  
(202) 720-8924  
E-mail: [mark.sajbel@usda.gov](mailto:mark.sajbel@usda.gov)

Shana Love  
USDA, Office of the Assistant Secretary for Administration  
BioPreferred Program Manager  
(202) 205-4008  
E-mail: [shana.love@usda.gov](mailto:shana.love@usda.gov)

Todd Repass  
USDA, Office of Procurement and Property Management  
Chief, Procurement Policy Division  
(202) 690-1060  
E-mail: [todd.repass@usda.gov](mailto:todd.repass@usda.gov)

# CONTENTS

EXECUTIVE SUMMARY .....	II
ACRONYMS .....	VI
<b>1. PURPOSE AND AUTHORITIES, APPLICABILITY, SCOPE, ROLES, AND RESPONSIBILITIES .....</b>	<b>1</b>
<b>1.1 PURPOSE AND AUTHORITIES .....</b>	<b>1</b>
<b>1.2 APPLICABILITY .....</b>	<b>1</b>
<b>1.3 SCOPE OF GREEN PRODUCTS .....</b>	<b>2</b>
<b>1.3.1 Recycled Content Products .....</b>	<b>2</b>
<b>1.3.2 Energy Efficient Products: ENERGY STAR®, FEMP-Designated, and Low Standby Power .....</b>	<b>2</b>
<b>1.3.3 Biobased Products .....</b>	<b>3</b>
<b>1.3.4 Environmentally Preferable Products (EPP) .....</b>	<b>3</b>
<b>1.3.5 Electronic Product Environmental Assessment Tool (EPEAT) Products .....</b>	<b>3</b>
<b>1.3.6 Water Efficient Products .....</b>	<b>3</b>
<b>1.3.7 Non-Ozone Depleting Substances .....</b>	<b>4</b>
<b>1.3.8 Alternative Fuel Vehicles and Alternative Fuels .....</b>	<b>4</b>
<b>1.4 PROGRAM IMPLEMENTATION ROLES AND RESPONSIBILITIES .....</b>	<b>4</b>
<b>1.4.1 USDA Assistant Secretary for Administration (ASA) .....</b>	<b>5</b>
<b>1.4.2 USDA Senior Procurement Executive .....</b>	<b>5</b>
<b>1.4.3 Agency Heads of Contracting Activities (HCAs) and Heads of Contracting Activity Designees (HCADs) .....</b>	<b>5</b>
<b>1.4.4 Contracting Officers .....</b>	<b>6</b>
<b>1.4.5 Program/Requirements Personnel .....</b>	<b>6</b>
<b>1.4.6 Purchase Card Holders .....</b>	<b>7</b>
<b>2.0 AFFIRMATIVE PROCUREMENT PROGRAM .....</b>	<b>7</b>
<b>2.1 POLICY .....</b>	<b>7</b>
<b>2.2 PART 1. GREEN PRODUCTS PREFERENCE PROGRAM .....</b>	<b>8</b>
<b>2.2.1 Recycled Content Products .....</b>	<b>8</b>
<b>2.2.2 Energy Efficient Products: ENERGY STAR®, FEMP-Designated, and Low Standby Power .....</b>	<b>8</b>
<b>2.2.3 Biobased Products .....</b>	<b>9</b>
<b>2.2.4 Environmentally Preferable Products (EPP) .....</b>	<b>9</b>
<b>2.2.5 EPEAT-Registered Products .....</b>	<b>10</b>
<b>2.2.6 Water Efficient Products .....</b>	<b>11</b>
<b>2.2.7 Non-Ozone Depleting Products .....</b>	<b>11</b>
<b>2.2.8 Alternative Fuel Vehicles and Alternative Fuels .....</b>	<b>12</b>
<b>2.2.9 Acquisition Planning .....</b>	<b>12</b>
<b>2.2.10 Specifications and Requirements .....</b>	<b>12</b>
<b>2.2.11 Source Selection/Evaluation .....</b>	<b>13</b>
<b>2.2.12 Small Businesses That Provide Green Products .....</b>	<b>13</b>
<b>2.2.13 Procurement Resources and Tools for Agency Purchasers and Contracting Officers .....</b>	<b>14</b>
<b>2.2.14 Written Justifications .....</b>	<b>17</b>
<b>2.3 PART 2. PROMOTION PROGRAM .....</b>	<b>17</b>
<b>2.3.1 Outreach .....</b>	<b>18</b>
<b>2.3.2 Training .....</b>	<b>20</b>
<b>2.4 PART 3. ANNUAL REVIEWING AND MONITORING OF THE GPAPP .....</b>	<b>22</b>
<b>2.4.1 Annual Monitoring and Review .....</b>	<b>22</b>

2.4.1.1	Goals .....	22
2.4.1.2	Performance Measures .....	23
2.4.2	Annual Reports .....	24
3.0	ANNUAL RECOGNITION PROGRAMS.....	27
3.1	CLOSING THE CIRCLE AWARD (CTC).....	27
3.2	PRESIDENTIAL AWARD FOR LEADERSHIP IN FEDERAL ENERGY MANAGEMENT .....	27
3.3	BIO-PREFERRED CHAMPIONS AWARD.....	28
3.4	OTHER AWARDS .....	28
	APPENDIX A — GPAPP SUMMARY TABLE.....	29
	APPENDIX B — ACQUISITION AND GREEN PRODUCTS DESIGNATION—CEQ IMPLEMENTING INSTRUCTIONS.....	30
	APPENDIX C — DEFINITIONS.....	34
	APPENDIX D — FEDERAL ACQUISITION REGULATION (FAR) GREEN PURCHASING REQUIREMENTS.....	36
	APPENDIX E — AGRICULTURE ACQUISITION REGULATION (AGAR) GREEN PURCHASING REQUIREMENTS.....	38
	APPENDIX F — SECRETARY’S MEMORANDUM .....	39
	APPENDIX G — AGAR NO. 83, ACQUISITION STRATEGY REVIEW AND APPROVAL PROCEDURES .....	42
	ACQUISITION STRATEGY.....	48
	APPENDIX H — FOREST SERVICE GREEN MEETINGS GUIDANCE.....	52
	APPENDIX I — EPEAT CONTRACT LANGUAGE .....	53
	APPENDIX J — USDA LETTER TO GSA ON LEASING .....	54
	APPENDIX K — SUCCESS STORIES AND BEST PRACTICES .....	55
	APPENDIX L — GUIDANCE FOR PURCHASE CARD HOLDERS .....	62
	APPENDIX M — GREEN PURCHASING WEBSITES .....	64

## ACRONYMS

AAC	Agriculture Acquisition Circular
AF	Alternative Fuel
AFV	Alternative Fuel Vehicles
AGAR	Agriculture Acquisition Regulation
APP	Affirmative Procurement Program
ARS	Agricultural Research Service
ASA	Assistant Secretary for Administration
ASTM	American Society for Testing Materials
BA	Beltsville Area
BARC	Beltsville Agricultural Research Center
BEES	Building for Environment and Economic Sustainability
BPA	Blanket Purchase Agreements
CAA	Clean Air Act
CAAC	Civilian Agency Acquisition Council
CEQ	Council on Environmental Quality
CNG	Compressed Natural Gas
CPAIS	Corporate Property Asset Information System
CPG	Comprehensive Procurement Guideline
CSREES	Cooperative State Research, Education, and Extension Service
CTC	Closing the Circle
DA	Departmental Administration
DoD	Department of Defense
DOE	Department of Energy
DR	Departmental Regulation
EMS	Environmental Management Systems
EO	Executive Order
EPA	Environmental Protection Agency
EPAct	Energy Policy Act
EPEAT	Electronic Products Environmental Assessment Tool
EPP	Environmentally Preferable Products
FAR	Federal Acquisition Regulation
FAST	Federal Automated Statistical Tool
FedBizOpps	Federal Business Opportunities
FEE	Federal Environmental Executive
FEMP	Federal Energy Management Program
FESWG	Federal Electronics Stewardship Working Group
FPDS	Federal Procurement Data System
FSRIA	Farm Security and Rural Investment Act of 2002
GAO	Government Accountability Office
GPAPP	Green Purchasing Affirmative Procurement Program
GPRA	Government Performance Results Act
GEC	Green Electronics Council
GSA	General Services Administration
HCA	Heads of Contracting Activities

HCAD	Head of Contracting Activity Designee
IAS	Integrated Acquisition System
IEEE	Institute of Electrical and Electronics Engineers
IT	Information Technology
LDV	Light Duty Vehicle
LEED	Leadership in Energy and Environmental Design
NIST	National Institute of Standards and Technology
MOU	Memorandum of Understanding
OCIO	Office of Chief Information Officer
ODS	Ozone Depleting Substances
OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
OPPM	Office of Procurement and Property Management
OSDBU	Office of Small and Disadvantaged Business Utilization
PCMS	Purchase Card Management System
PBS	Public Building Service
RCRA	Resource Conservation and Recovery Act
RMAN	Recovered Materials Advisory Notice
SNAP	Significant New Alternative Policy
SOC	Sustainable Operations Council
UNICOR	Federal Prison Industries, Inc.
USDA	United States Department of Agriculture

# **1. PURPOSE AND AUTHORITIES, APPLICABILITY, SCOPE, ROLES, AND RESPONSIBILITIES**

## **1.1 Purpose and Authorities**

The purpose of this document is to formally establish the United States Department of Agriculture's (USDA) Green Purchasing Affirmative Procurement Program (GPAPP). The programs covered are:

- recycled content;
- energy efficient (ENERGY STAR®-rated; Federal Energy Management Program [FEMP]-designated, and low standby power)
- biobased;
- environmentally preferable;
- Electronic Product Environmental Assessment Tool (EPEAT);
- water efficient;
- non-ozone depleting products; and
- alternative fuel vehicles and alternative fuels.

This GPAPP fulfills the affirmative procurement requirements of section 6002 of the Resource Conservation and Recovery Act (RCRA) of 1976, section 104 of the Energy Policy Act of 2005 (EPAAct), section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), section 612 of the Clean Air Act (CAA) of 1990, Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," the White House Council on Environmental Quality's (CEQ) Implementing Instructions, and EO 13221, "Energy Efficient Standby Power Devices." Appendix B provides a copy of the Acquisition and Green Product Designations provisions of the CEQ Implementing Instructions. The GPAPP is one of USDA's vital environmental programs, part of the overall USDA sustainable operations program.

Through this document, USDA's objective is to enhance and sustain its operations by increasing USDA's purchases of green products and services to their maximum extent possible. Other objectives include the education of USDA employees, the expansion of the green products market, and reduction of energy usage. Additionally, the GPAPP outlines department-wide guidance for an effective green purchasing program; and contains a preference program, a program to promote the preference program, and an annual review and monitoring of the effectiveness of the GPAPP.

## **1.2 Applicability**

The policies outlined in this GPAPP apply to USDA as a whole and all USDA agencies, program offices, operations offices, sites, and applicable contractors. The policies apply to USDA agency purchases, including those at or below the micro-purchase threshold. The requirements apply to direct purchases through contractors, government purchase cards/fleet cards, support services contracts under which the designated products will be supplied or used, simplified acquisitions, and purchases made through Federal supply agencies. Definitions and web site links that are common to the green purchasing programs are provided in Appendices B and C.



## **1.3 Scope of Green Products**

### **1.3.1 Recycled Content Products**

The procurement of recycled content products is established in section 6002 of RCRA and EO 13423. Recycled content products are products that are made from or contain recovered materials. That means: replacing virgin materials with recycled materials, including post-consumer materials. There are currently more than 60 designated products in eight categories: paper and paper products, vehicular, construction, landscaping, park and recreation, transportation, non-paper office, and miscellaneous products. Examples of designated products include: structural fiberboard, plastic lumber landscaping timbers and post, printing and writing papers, playground equipment, retread tires, and sorbents. Through the Comprehensive Procurement Guidelines (CPG), the Environmental Protection Agency (EPA) manages the program. The current list of designated products, EPA's guidance, and related technical information can be found on EPA's web site at [www.epa.gov/cpg](http://www.epa.gov/cpg).

### **1.3.2 Energy Efficient Products: ENERGY STAR®, FEMP-Designated, and Low Standby Power**

The procurement of energy efficient products is established in section 104 of EPAct, and EOs 13423 and 13221. ENERGY STAR® products are products that are rated for energy efficiency under an ENERGY STAR® program. These products use less energy to perform the same operation or function as a comparable piece of equipment; ENERGY STAR® is an example of a label that is identified with energy efficiency. Before using the ENERGY STAR® logo on a product, a manufacturer must become an ENERGY STAR® partner and self-certify that the product meets ENERGY STAR® performance eligibility criteria. Examples of ENERGY STAR® products include computers, copiers, clothes washers, dishwashers, light fixtures, and compact fluorescent light bulbs. EPA and the Department of Energy (DOE) jointly manage this program. The technical requirements that each product must meet to become ENERGY STAR® qualified are available at [www.energystar.gov/products](http://www.energystar.gov/products).

Federal Energy Management Program (FEMP)-designated products are among the highest 25 percent of equivalent products for energy efficiency. Examples of FEMP-designated products include electric and gas water heaters, ice machines, boilers, and chillers. DOE's FEMP manages this program. Information on FEMP-designated products can be found on <http://www1.eere.energy.gov/femp/procurement/index.html>.

Low standby products are products that use one watt of power or less during standby ("sleep") mode. Examples of these products include scanners, copiers, and fax/printers. DOE's FEMP manages this program. FEMP provides information on products that use low amounts of power in standby mode, and maintains an on-line database of lower standby power products. Information on these low standby power products can be found on FEMP's web site at [www.eere.energy.gov/femp/procurement](http://www.eere.energy.gov/femp/procurement).

### **1.3.3 Biobased Products**

The procurement of biobased products is established in section 9002 of FSRIA and EO 13423. Biobased products are products determined by the Secretary of Agriculture to be commercial or industrial products (other than food or feed) that are composed in whole, or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials. Examples of USDA designated biobased products include mobile equipment hydraulic fluids, roof coatings, diesel fuel additives, penetrating lubricants, water tank coatings, and bedding, bed linens, and towels. USDA is responsible for implementing the BioPreferred<sup>SM</sup> procurement preference program. Information on these designated products, USDA's guidance, and related documentation can be found at USDA's web site at [www.biopreferred.gov/](http://www.biopreferred.gov/).

### **1.3.4 Environmentally Preferable Products (EPP)**

The procurement of EPP is established in EO 13423. Environmentally preferable products are 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 products or services. Examples of EPP include cleaning products that are non-toxic, non-volatile, and biodegradable; paint with no or low volatile organic compounds; and 100 percent post-consumer paper that is not chemically de-inked and is process chlorine free. This program is managed by EPA which maintains a database of products and specifications defined by Federal, state, and local agencies, and other nations. The database can be found at [www.epa.gov/epp](http://www.epa.gov/epp).

### **1.3.5 Electronic Product Environmental Assessment Tool (EPEAT) Products**

The procurement of EPEAT products is established in EO 13423. EPEAT is an application that helps purchasers acquire electronic products based on their environmental attributes. EPEAT currently registers only desktop computers, monitors and notebooks, all of which must be ENERGY STAR® qualified to be registered. In the future, EPEAT plans to add other electronics to its registry, although no timeframe has been established yet. The EPEAT Program is sponsored by EPA, and managed by staff contracted from the [Green Electronics Council](#). Information about EPEAT is available on the EPEAT web site at [www.epeat.net](http://www.epeat.net).

### **1.3.6 Water Efficient Products**

The procurement of water efficient products is established in EO 13423. WaterSense is a program that identifies and promotes water efficient products that meet criteria for water efficiency and performance. Examples of products that have met the EPA WaterSense label include: high efficiency toilets, sink faucets, showerheads, urinals, and landscape irrigation systems. The WaterSense Program is managed by EPA. Information about the WaterSense Program is available on [www.epa.gov/watersense](http://www.epa.gov/watersense).

### **1.3.7 Non-Ozone Depleting Substances**

The procurement of non-ozone depleting substances is established in section 612 of the CAA and EO 13423. The Significant New Alternative Policy (SNAP) Program is a program for evaluating alternatives to ozone depleting substances (ODS). The program reviews alternatives to ozone depleting substances and approves use of alternatives which do not present a substantially greater risk to public health and the environment than the substances they replace or than other available substitutes. SNAP provides lists of acceptable and unacceptable substitutes in the following sectors: fire suppressants, aerosol solvents and propellants, refrigeration and air conditioning equipments, and adhesives and coatings. SNAP is managed by EPA. Information about the SNAP Program is available on [www.epa.gov/ozone/snap/index.html](http://www.epa.gov/ozone/snap/index.html).

### **1.3.8 Alternative Fuel Vehicles and Alternative Fuels**

The alternative fuel vehicle/alternative fuels Federal acquisition program definitions and requirements are established by Title III of the Energy Policy Act (EPAct) of 1992, as amended by EPAct of 2005 and the Energy Investment and Security Act of 2007, and EO 13423. Under EPAct, alternative fuel vehicles (AFVs) are defined as any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel. The statutory requirement for the acquisition of AFVs by Federal agencies as set forth by EPAct 1992 is that 75% of light duty vehicle (LDV) acquisitions in covered fleets must be AFVs. (This requirement, including further definitions and exceptions, is addressed in more detail in the USDA Agriculture Property Management Regulations, Subchapter 110-34, Motor Vehicle Management.)

As defined by EPACT, alternative fuels are substantially non-petroleum based fuels and include (but are not limited to) the following: ethanol at a 85% blend or higher (E85); liquefied petroleum gas (propane); compressed natural gas (CNG); biodiesel; electricity; hydrogen; and P-series fuels.

DOE's FEMP manages this program. Information of these Federal fleet requirements can be found at [http://www1.eere.energy.gov/femp/about/fleet\\_requirements.html](http://www1.eere.energy.gov/femp/about/fleet_requirements.html).

## **1.4 Program Implementation Roles and Responsibilities**

USDA recognizes that the responsibility of implementing this GPAPP lies with every USDA employee. To this end, USDA is actively working to ensure that every person involved in the process, from the requirements planner to the administrative contracting officials as well as government purchase card holders and persons requisitioning products or supplies through any source or supply or contract will be informed of their role in the success of this program. This section outlines the roles for the USDA Assistant Secretary for Administration, Senior Procurement Executive, Head of Contracting Activities (HCAs)/Head of Contracting Activity Designees (HCADs), contracting officers, program/requirements personnel, and purchase card holders.

#### **1.4.1 USDA Assistant Secretary for Administration (ASA)**

- Provides overall Departmental leadership for the Green Purchasing Program;
- Serves as the USDA Senior Official responsible for implementing EO 13423 and the authority to implement Federal environmental and energy policy in USDA's operations;
- Serves as the Chief Acquisition Officer;
- Manages policies and guidance on green purchasing programs;
- Chairs the Sustainable Operations Council (SOC) established in June 2007 to provide executive leadership in implementing EO 13423;
- Prepares annual reports on USDA's progress in implementing Section 6002 of RCRA, section 104 of EPCRA, section 9002 of FSRFA, and EOs 13423 and 13221 based on input from agencies;
- Directs and establishes environmental and energy performance measures and data input to meet EO and the Office of Management and Budget (OMB) scorecard reporting requirements;
- Submits green purchasing reports to OMB's, Office of Federal Procurement Policy (OFPP), Office of the Federal Environmental Executive (OFEE), and DOE; and
- Implements an awareness program to promote green purchasing.

#### **1.4.2 USDA Senior Procurement Executive**

- Oversees the GPAPP;
- Provides Program leadership and coordination for USDA's green purchasing program pursuant to EO 13423;
- Manages development of regulations, policies and guidance on green purchasing programs;
- Consults with HCAs (Heads of Contracting Activities) and HCADs (Heads of Contracting Activity Designees) on green purchasing;
- Ensures that green purchasing requirements are addressed in the Agriculture Acquisition Regulation (AGAR) or other policy guidance;
- Develops model language on green purchasing for inclusion in contracts;
- Prepares acquisition strategies and tools to increase agency purchases of green products;
- Coordinates the preparation, review, analysis, and submission of reports on USDA's progress towards meeting the goals of EO 13423 to the OMB, OFEE, and DOE;
- Monitors Departmental progress in meeting goals and requirements of EO;
- Establishes and implements environmental and energy performance measures and data input to meet EO and OMB scorecard reporting requirements; and
- Provides oversight of GPAPP training for targeted acquisition audiences.

#### **1.4.3 Agency Heads of Contracting Activities (HCAs) and Heads of Contracting Activity Designees (HCADs)**

- Implement provisions of AGARs 423.2, 423.4, and 423.7, and AGAR Advisory Notices No. 82 and 83;

- Implement procurement policies, regulations, and best practices in relation to green purchasing requirements;
- Promote the GPAPP;
- Provide contracting personnel with latest information on green purchasing;
- Ensure that contracting personnel are trained in green procurement and such training is tracked;
- Support and implement the Department's green purchasing goals and performance metrics as outlined in this GPAPP;
- Work with OPPM points of contact to review and analyze green procurement data; and
- Recommend personnel for the White House Closing the Circle (CTC) Awards and the Presidential Energy Award.

#### **1.4.4 Contracting Officers**

- Implement and monitor the GPAPP as required by the Federal Acquisition Regulation (FAR) Subpart 23.404;
- Comply with all applicable FAR and AGAR requirements (refer to Appendices D and E);
- Ensure that applicable FAR green purchasing language and clauses on green purchasing and GPAPP requirements are inserted appropriately in all new solicitations and contracts;
- Ensure that applicable FAR green purchasing language and clauses and GPAPP requirements are included when modifying existing contracts that contain green products;
- Provide guidance to program/technical personnel on applicable procurement requirements and clauses relative to green products and services;
- Comply with procedures for monitoring and annually reviewing the effectiveness of the GPAPP;
- Ensure that vendors are familiar with GPAPP requirements contained in their solicitations/contracts; and
- Review with appropriate vendors their role in the procurement of green products and services during the initial contract kickoff and reinforce with the contractor when appropriate during contract performance.

#### **1.4.5 Program/Requirements Personnel**

- Implement and monitor the GPAPP as required by FAR Subpart 23.404;
- Ensure that relevant green procurement requirements are identified prior to submission to the contracting officer or other source of supply;
- Consult with contracting, environmental, and energy personnel to improve and enhance statements of work or specifications that incorporate green procurement requirements of Federal laws, regulations, and EOs;
- Eliminate from specifications any exclusion of recovered materials and any requirement that items be manufactured from virgin materials as delineated in section 6002 of RCRA;
- Ensure that specifications require the use of recovered materials to the maximum extent as delineated in section 6002 of RCRA where appropriate;
- Ensure that specifications require the use of biobased products consistent with the requirements of section 9002 of FSRIA where appropriate;

- Consider maximum practicable use of energy and water efficient products, low standby power, biobased, recycled content, and environmentally preferable products and services when developing, reviewing, or revising Federal and military specifications, product descriptions (including commercial item descriptions) and standards and describing government requirements for products and services in accordance with FAR Subpart 11.002;
- Apply life-cycle cost concepts, as appropriate, to determine cost-effectiveness of green products and services;
- Comply with procedures for reviewing the effectiveness of the GPAPP; and
- Use available boilerplate specifications and sample contract language for contracts.

#### **1.4.6 Purchase Card Holders**

- Purchase green products when making purchases, including those at or below the micro-purchase threshold in accordance with FAR Subpart 13.201; and
- Receive training on the requirement to purchase green products and the common sources of supply.

## **2.0 AFFIRMATIVE PROCUREMENT PROGRAM**

### **2.1 Policy**

USDA will provide a preference for recycled content, ENERGY STAR®, FEMP-designated energy efficient, low standby power, biobased, EPP, EPEAT, water efficient, and non-ozone depleting products and alternative fuel vehicles and alternative fuels. This preference shall be established in all USDA contracts as appropriate. Appendix D provides a summary of the FAR Parts that provide a preference for green products. USDA’s AGARs and Advisories have been updated to include information on green purchasing and will be further revised as more final FAR guidance is published. Appendix E provides information on each AGAR relevant to green purchasing.

The Secretary of Agriculture issued Secretary’s Memorandum 5500-002, “Implementing Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management,” on September 17, 2007 that established aggressive actions to implement EO 13423 goals and requirements. See Appendix F for the full text of the memorandum

USDA’s Departmental Regulation (DR) 5500-001, “Facility Energy and Water Conservation and Utilities Management,” issued June 19, 2006 also establishes policy requiring USDA agencies to: (1) purchase ENERGY STAR® labeled products and FEMP designated energy efficient products, (2) include energy efficient specifications in procurement bids and evaluation, and (3) purchase equipment that uses no more than one watt of stand-by power, or if impracticable, purchase items with the lowest standby wattage available. Moreover, DR 5500-001 requires USDA to design buildings according to a Leadership in Energy and Environmental Design (LEED) Silver rating; LEED has green products criteria in both new construction and existing building standards.

## **2.2 Part 1. Green Products Preference Program**

Below are detailed requirements on each green products preference program:

### **2.2.1 Recycled Content Products**

RCRA, section 6002 requires Federal agencies to procure EPA-designated recycled content items composed of the highest percentage of recovered materials practicable consistent with maintaining a satisfactory level of competition. EO 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of recycled content products designated in EPA's CPG.

There is a certification provision and an estimation clause on recovered material in FAR Subpart 23.406, the Recovered Material Certification provision, at 52.223-4, that is inserted in solicitations that are for, or specify the use of, EPA-designated products containing recovered materials. The Estimate of Percentage of Recovered Material Content for EPA designated products clause, at 52.223-9, is inserted in solicitations and contracts exceeding \$100,000 that include the Recovered Material Certification provision at 52.223-4.

In addition, AGAR 423.403 and 423.404 direct USDA agencies to acquire and use EPA-designated recycled content products and to include in all applicable solicitations and contracts, a preference for products and services, which meet or exceed the EPA purchasing guidelines as contained in the EPA Recovered Materials Advisory Notices (RMANs). AGAR 423.404 reiterates that the threshold for EPA designated items is \$10,000 per year at the USDA departmental, not individual agency level; and stresses that the APP requirements, including the 100% purchase requirements, apply at the individual agency and staff office level.

### **2.2.2 Energy Efficient Products: ENERGY STAR®, FEMP-Designated, and Low Standby Power**

EPAct of 2005, section 104 requires Federal agencies to purchase ENERGY STAR® qualified or DOE's FEMP-designated products when procuring energy-consuming products. EO 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of ENERGY STAR® and FEMP-designated energy efficient products. The Implementing Instructions state that agencies shall purchase products that use no more than one watt of standby power. If FEMP has not specified a standby power level for a product category, agencies shall purchase products with the lowest standby power consumption available. In addition, EO 13221 mandates that each agency, when it purchases commercially available off-the-shelf products that use external standby power devices or contain an internal standby power function, will purchase products that use no more than one watt in standby power-consuming mode.

Recent FAR Part 23 guidance requires that Federal agencies purchase ENERGY STAR® or FEMP designated products when acquiring energy-consuming products. It also states that for products that consume power in a standby mode and are listed on FEMP's Low Standby Power Devices product listing, agencies shall purchase items that meet FEMP's standby power wattage recommendation or document the reason for not purchasing such items; or if FEMP has listed a

product without a corresponding wattage recommendation, purchase items which use no more than one watt in their standby power consuming mode.

AGAR 423.202 provides information on ENERGY STAR®, energy efficient, and low standby power products along with the appropriate web site tool but will be revised to reflect the recent FAR changes. USDA also specifies ENERGY STAR® and FEMP designated energy efficient products in information technology solicitations.

### **2.2.3 Biobased Products**

FSRIA, section 9002 requires that Federal agencies purchase USDA designated biobased items. It also states that each Federal agency that procures any items designated in such guidelines shall, in making procurement decisions, give preference to such items composed of the highest percentage of biobased products practicable, consistent with maintaining a satisfactory level of competition. EO 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of biobased products designated by the USDA in the BioPreferred<sup>SM</sup> Program.

Recent FAR guidance provides a certification provision in FAR Subpart 23.406, Biobased Product Certification, at 52.223-1, that will be inserted in solicitations that require the delivery or specify the use of USDA designated products. FAR Subpart 23.406 states that the Affirmative Procurement of Biobased Products Under Service and Construction Contracts clause, at 52.223-2, will be inserted in service or construction contracts unless the contract will not involve the use of USDA-designated items.

On May, 23, 2006, USDA issued AGAR Advisory No. 82, titled “Requisite Language for Federal Business Opportunities (FedBizOpps) Solicitation Descriptions When Designated Biobased Items Are Included as Part of a USDA Contract Requirement.” The Advisory standardized FedBizOpps synopsis language for USDA contract requirements that contain biobased products to improve a business’s ability to identify USDA contract requirements that contain biobased products. (For an electronic version of the Advisory see URL <http://www.usda.gov/procurement/programs/biobased/procurementtools.htm>).

USDA issued a Departmental Regulation DR 5023-002, “Biobased Products Procurement Program,” on April 20, 2005 to increase the purchase and use of biobased products. USDA is revising and updating this DR to reflect the latest guidance and information on the BioPreferred<sup>SM</sup> program.

### **2.2.4 Environmentally Preferable Products (EPP)**

EO 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of environmentally preferable products. The Implementing Instructions state that each agency shall purchase EPP, using EPA’s Guidance on the Acquisition of Environmentally Preferable Products and Services located at <http://www.epa.gov/epp/pubs/index.htm>.



FAR Part 23 states that agencies must maximize the utilization of EPP. In addition, AGAR 423.703 provides policy on the acquisition of EPP; it directs USDA to support Federal green purchasing principles in the acquisition of products and services that are environmentally preferable. AGAR 423.703 stresses that USDA activities will actively promote a preference for EPP in contracts with vendors, in written materials, and other appropriate opportunities. USDA is revising and updating this AGAR to reflect the latest guidance on the EPP Program.

Green Cleaning: Green cleaning, also known as green janitorial or custodial service, is part of EPP. It is an approach designed to protect the occupants' and workers' health and reduce the impact on the environment, while delivering service comparable to, or better than, traditional cleaning methods. However, unlike a traditional cleaning program, a green janitorial program goes beyond simple appearances to focus on human health and environmental impacts. Green cleaning includes recycled content and bio-based products, and products and services that minimize the use of energy, water, and other resources. Many USDA buildings, such as the USDA Headquarters in Washington, DC, use performance-based contracts that require green custodial products and practices. For a USDA janitorial contract template using biobased products see <http://www.usda.gov/procurement/programs/biobased/CustodialJanitorialFY08.pdf> For more information on the environmental attributes of green cleaning see <http://www.epa.gov/epp/pubs/products/cleanattribut.htm> .

Green cleaning products include concentrated and ready-to-use cleaning chemicals that use ecologically sound packaging; are phosphate-free, non-corrosive, non-combustible, non-poisonous, non-reactive, and non-aerosol; contain no carcinogens, mutagens, or ozone-depleting substances; and are bio-based and fully biodegradable. Such products have lower toxicity and reduced potential for skin, eye, and respiratory irritation than comparable products used for the same purpose and should contain no unnecessary dyes or fragrances. Concentrates are preferable to ready-to-use products and should be used wherever possible. Furthermore, dilution control equipment should be employed to insure correct dilutions of concentrates and to protect workers from exposure to concentrated chemicals. Preference should be given to cleaning products meeting the following Green Seal Standards: GS-37 for Commercial and Institutional Cleaners for those product categories covered by this Standard and GS-34 for Degreasers. (<http://www.greenseal.org/findaproduct/cleaners.cfm> ).

Green Meetings: Another component of EPP is Green Meetings, which pertains to office meetings as well as seminars, conferences, and training. Green meeting concepts include: reduction or elimination of handouts; use of electronic media; availability of recycling containers; use of durable food service items; and reuse of linens and towels in hotels. The Forest Service's annual Sustainability Summit incorporates green meeting principles throughout the conference; this document is available in Appendix H. Additional guidance from EPA can be found at website [http://www.epa.gov/oppt/greenmeetings/pubs/current\\_init.htm](http://www.epa.gov/oppt/greenmeetings/pubs/current_init.htm) .

### **2.2.5 EPEAT-Registered Products**

EO 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic products and when acquiring an electronic product to meet its requirements, meet at least 95 percent of those requirements with an EPEAT-registered electronic product unless there

is no EPEAT standard for each product. The Implementing Instructions further require agencies to ensure that applicable information technology (IT) contracts will incorporate appropriate language for the procurement of EPEAT-registered equipment and address any future FAR clauses related to EPEAT. Agencies are also required to strive to purchase EPEAT Silver-rated electronic products or higher, if available. A FAR Case on EPEAT-registered products was published in December 2007; refer to Appendix D for the pertinent clause.

USDA issued a USDA Electronics Stewardship Plan on July 11, 2007. It was a collaboration between the Assistant Secretary for Administration and the Acting Chief Information Officer. The plan states that USDA will purchase 95% of electronic products as EPEAT-registered equipment, for products where EPEAT standards exist. USDA is specifying EPEAT-registered products in electronic product procurements. USDA will use EPEAT Bronze-level products as a baseline, but will strive to procure EPEAT Silver-rated electronic products or higher, if available. The electronic stewardship plan is available at [www.greening.usda.gov/elect\\_steward.htm](http://www.greening.usda.gov/elect_steward.htm).

USDA plans to revise the AGARs and Advisories to reflect the mandatory purchasing of EPEAT-registered products. It will issue IT solicitations that will consider including EPEAT registered products as an evaluation factor. USDA, as applicable, will include EPEAT requirements in new USDA blanket purchase agreements (BPAs) and indefinite delivery, indefinite quantity contracts.

### **2.2.6 Water Efficient Products**

EO 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of water efficient products, including those meeting EPA's WaterSense standards. The Implementing Instructions state that where applicable, agencies should purchase WaterSense labeled products and choose irrigation contractors who are certified through a WaterSense labeled program. FAR Subpart 23.202 states that it is the government's policy to acquire supplies and services that promote water efficiency. AGAR 423.202 provides information on water efficient products along with the appropriate web site tool. USDA plans to revise the AGAR and Advisories to reflect the mandatory purchasing of water efficient products.

### **2.2.7 Non-Ozone Depleting Products**

EO 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of non-ozone depleting substances, as identified in EPA's Significant New Alternatives Policy (SNAP) program. The Implementing Instructions requires that each agency maximize the use of safe alternatives to ozone depleting substances, as approved by the SNAP program. FAR Subpart 23.803 states that agencies shall give preference to the procurement of alternative products that reduce overall risks to human health and the environment by lessening the depletion of ozone in the upper stratosphere. It further requires that in preparing specifications and purchase descriptions, and the acquisition of supplies and services, agencies shall comply with the requirements of the Clean Air Act and substitute safe alternatives and ozone-depleting substances. FAR Subpart 23.804 states that clause 52.223-11, Ozone-Depleting Substances, will be inserted in solicitations and clauses for ozone-depleting substances or for supplies that may contain or be manufactured with ozone-depleting substances. It also requires

that clause 52.223-11, Refrigeration Equipment and Air Conditioners, will be inserted in solicitations and contracts for services when the contract includes the maintenance, repair, or disposal of any equipment or appliance using ozone-depleting substances. USDA plans to revise the AGAR and Advisories to reflect the mandatory purchasing of non-ozone depleting substances.

### **2.2.8 Alternative Fuel Vehicles and Alternative Fuels**

EPAct requires agencies to acquire 75% of light duty fleet vehicles as alternative fuel vehicles for covered fleets. While the AFV preference program has been very successful, the alternative fuels use requirements have lagged behind. Therefore, EO 13423 and the CEQ Implementing Instructions require agencies to increase alternative fuel use by 10% per year beginning in FY 2007 using FY 2005 as the baseline year. Any shortfall of the 10% increase is added to the following year's incremental increase requirement. This requirement, including further definitions and exceptions, is addressed in more detail in the USDA Agriculture Property Management Regulations, Subchapter 110-34, Motor Vehicle Management.

The following sections cover procurement strategies and tools to help accomplish the green products preference programs:

### **2.2.9 Acquisition Planning**

FAR Subpart 7.103 now requires agency planners to consider energy efficient products and services, products containing energy efficient standby power devices, products containing recovered materials, biobased products, and environmentally preferable products and services.

USDA issued AGAR Advisory No. 83, Acquisition Strategy Review and Approval Procedures, dated March 1, 2007, and revised it December 28, 2007 (see [http://www.usda.gov/procurement/policy/advisories\\_x/agarad83.htm](http://www.usda.gov/procurement/policy/advisories_x/agarad83.htm)). Appendix G provides a copy of this guidance on acquisition planning and strategies. USDA agencies must submit written documentation concerning planned acquisition activities and strategy requirements to the Chief Acquisition Officer. An acquisition strategy format is required; this format has a question on green purchasing. All USDA personnel involved in planning for acquisitions shall consider the use of green products from the beginning of acquisition planning.

### **2.2.10 Specifications and Requirements**

FAR Subpart 11.002 now states that executive agencies shall consider maximum practicable use of energy and water efficient, low standby power, biobased, recycled content, and environmentally preferable products and services when developing, reviewing, or revising Federal and military specifications, product descriptions (including commercial item descriptions) and standards and describing government requirements for products and services.

Agency program offices shall develop, review and revise specifications, product descriptions, and standards during the acquisition planning stage to enhance USDA's procurement of

designated recycled content, ENERGY STAR®, FEMP-designated energy efficient, low standby power, biobased, environmentally preferable, EPEAT-registered, water efficient, and non-ozone depleting products. Standards or specifications unrelated to performance or presenting barriers shall be revised or eliminated when reviewing or drafting procurement specifications.

USDA Headquarters added a section called “Environmentally Preferable Products and Services” to its Modernization of the South Building Contract, specifying recycled content, non-toxic, and environmentally preferable materials, procedures, and equipment. USDA’s five year contract for janitorial services at the South Building and the Jamie L. Whitten Building specified the highest percentage of biobased products for cleaning fluids.

USDA developed fact sheets specifically tailored to USDA employees who review requirements, standards, and specifications on how they can be aware of biobased products and how to identify requirements and standards to include biobased products. See the BioPreferred website for contract templates: <http://www.usda.gov/procurement/programs/biobased/procurementtools.htm>

### **2.2.11 Source Selection/Evaluation**

FAR Subpart 11.002 now states that executive agencies shall consider maximum practicable use of energy and water efficient, low standby power, biobased, recycled content, and environmentally preferable products and services when developing source selection factors.

In order to lead by example, USDA will add source selection factors that can be used when evaluating all service contracts containing recycled content, ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, EPP, EPEAT-registered, water efficient, and non-ozone depleting products and alternative fuel vehicles and alternative fuels. USDA will consider a contractor’s use and purchasing of the above products as a factor in evaluating the contractor’s past performance.

Refer to <http://www.usda.gov/procurement/programs/biobased/procurementtools.htm> for a Sample Section L, “Instructions to Offerors” and a Sample Section M, “Evaluation Factors for Award” that contain technical and cost source selection factors incorporating green products.

### **2.2.12 Small Businesses That Provide Green Products**

When two or more small businesses exist that can provide recycled content, ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, environmentally preferable EPEAT-registered, water efficient, and non-ozone depleting products, as a prime contractor, the product should be set aside for small business. Furthermore, large prime contractors should consider small businesses that can provide these products as subcontractors.

## 2.2.13 Procurement Resources and Tools for Agency Purchasers and Contracting Officers

USDA Advantage: USDA is working to ensure that USDA Advantage! provides easy access to green products, including designated biobased products. USDA Advantage! is part of USDA's Integrated Acquisition System (IAS) "e-Alliance" initiative, an effort to better leverage USDA spending power to obtain better pricing, ordering methods, and delivery terms for commonly acquired items and services. USDA will continue to work to modify electronic catalogs to accommodate green product data collection and reporting requirements.

USDA Advantage! can be accessed at

[https://usdaadvantage.gsa.gov/advgsa/advantage/main/start\\_page.do?store=USDA](https://usdaadvantage.gsa.gov/advgsa/advantage/main/start_page.do?store=USDA).

Federal Supply Sources – USDA will continue to work with other Federal supply sources, such as the General Services Administration [GSA Advantage!](#) and the Defense Logistics Agency's Department of Defense (DoD) [EMALL](#), to include green products and make them easily identifiable. Procuring green products through these sources offers procurement officials the following advantages: (1) products have been competitively bid, and (2) products should meet procurement office's specifications.

Mandatory Purchasing Programs – USDA will continue to work to combine the requirements of this GPAPP with other mandatory programs and certifications, such as [AbilityOne](#) (formerly, JWOD) and Federal Prison Industries, Inc. ([UNICOR](#)) programs, to increase each program's effectiveness. To this end, USDA has partnered with AbilityOne personnel to incorporate recycled content products into AbilityOne's product offerings. USDA will work with them on helping to bring to market designated ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, EPP, EPEAT-registered, water efficient, and non-ozone depleting products.

USDA's Procurement Forecast – Procurement forecasts prepared by individual USDA agencies and staff offices can be used to identify contract opportunities under which green products could be supplied or used. USDA completed an update of its Procurement Forecast System; the update added two biobased elements that will be used to identify biobased product contract opportunities. The USDA Fiscal Year 2008 Procurement Forecast has a product description that includes biobased products and whether or not they are included in contracts. The forecast can be found at [www.pforecast.net](http://www.pforecast.net).

Sample Contract Language – USDA is incorporating model contract language on green products and services into contracts. Here are some examples on how USDA has aggressively added green products into their contracts:

**1. Biobased Contract Templates:** USDA has developed sample biobased language for Vehicle Maintenance, Cafeteria/Food Service, Janitorial, Grounds Maintenance, Minor Construction, and Operation and Maintenance contracts. Sample language is provided for Section C, "Performance Work Statement/ Descriptions/ Specifications", Section I, "Contract Clauses", a Performance Requirements Summary, and Section K, "Representations, Certification, and Other Statements of Bidders." The contract templates can be downloaded at <http://www.usda.gov/procurement/programs/biobased/procurementtools.htm>.

**2. HQ Complex Green Contracts:** The Performance Work Statement for the Custodial Services and Waste Removal contract at the Headquarters Complex now focuses on the use of green cleaning products and processes. Green cleaning affects all aspects of cleaning to include stewardship; communication; the selection of cleaning chemicals, janitorial equipment, paper, and supplies; procedures and methods in which the cleaning is accomplished; pollution prevention strategies; and other opportunities that when used reduce the impact on the environment.. The contract requires green cleaning products and processes that include, but are not limited to, products containing recycled content, environmentally preferable products and services, biobased products, and products and services that minimize the use of energy, water, and other resources.

The Performance Work Statement for Operations and Maintenance Services at the Headquarters Complex now contains green purchasing language. Section C emphasizes the procurement of recycled content and environmentally preferable products. USDA commits to: (1) purchase lubricating oils containing re-refined oils, including engine lubricating oils and hydraulic fluids; (2) possible alternative use of biobased (e.g. vegetable oils) in lieu of non renewable resources of petroleum based products if feasible; (3) highly encourage the use of products made of recycled paper (30 % post-consumer materials); (4) highly encourage the procurement of goods made with recovered materials; and (5) reducing energy and water consumption at facilities through the use of energy and water saving devices. USDA also states that the Contractor shall establish a Refrigerant Management Program on the use and removal of all refrigerants used in the Complex. For information on these green contracts, as well as other environmental initiatives at USDA Headquarters, see [http://www.usda.gov/da/HQs\\_GreenTeam/](http://www.usda.gov/da/HQs_GreenTeam/)

**3. EPEAT Specification:** USDA has issued sample contract language for Section C, Statement of Work, to be used when acquiring desktops, laptops, and computer monitors. Appendix I provides additional information on the EPEAT sample contract language.

**4. Green Janitorial Contract:** USDA Forest Service Region 5 Regional Office negotiated its Statement of Work with its janitorial contractor to include language requiring the contractor to use environmentally friendly products in the building. All cleaning products must meet Green Seal Product Standards. All non-chemical products must now conform to the EPA CPG for recovered content. The Agricultural Research Services (ARS) campus at Beltsville, Maryland issued a janitorial contract that requires use of EPP and green cleaning products including: recycled content bathroom tissue, biobased/biodegradable hand soaps, and surface cleaners.

FedBizOpps – Federal Business Opportunities (FedBizOpps) is being used by USDA to publicize their green business opportunities by posting information directly to FedBizOpps. It can also be used by vendors seeking Federal markets for their green products and services. USDA requires that the contracting officer shall ensure, when biobased products have been included in a contract requirement, that the following two sentences are incorporated into the Synopsis description submitted to the FedBizOpps: “This procurement requires the use of biobased products to the extent that such products are reasonably available, meet agency or relevant industry performance standards, and are reasonably priced. Where available, these products shall first be acquired from among qualified products that fall under the umbrella of items designated through the Federal Biobased Products Preferred Procurement Program.”

Real Property – USDA is working with the GSA’s Public Building Service (PBS) to identify tools for incorporating green product and services requirements into real property acquisition and management (i.e., Federal owned/leased space, government owned/contractor operated space, contractor owned/contractor operated space, tenant-maintained space, rehabilitation, renovation and maintenance, and new construction). In a letter to the Commissioner of PBS from the USDA Real Property Officer dated December 22, 2006, USDA asked that GSA apply the Memorandum of Understanding (MOU) on Federal Leadership in High Performance and Sustainable Buildings sustainable design practices, as appropriate and cost-effective, to the siting, design, and construction of new facilities for USDA and its agencies. See Appendix J for the full text of the letter. These sustainable design principles include using environmentally preferable products. USDA also requested that GSA, when entering into contracts and leases on behalf of USDA and its agencies, incorporate lease provisions that encourage energy and water efficiency wherever life cycle cost-effective. Appendix J provides a copy of the letter and goes into more detail on build-to-suit lease solicitations and ENERGY STAR® buildings.

All new USDA leases will include provisions that require the use of green products such as cleaning materials and others, where appropriate. USDA will also revise the USDA Leasing Handbook to add the green purchasing requirements contained in EO 13423.

Sustainable Building Design – USDA issued a Sustainable Buildings Implementation Plan (SBIP) on August 13, 2007 that outlines additional steps USDA intends to take to fully comply with EO 13423, including implementing sustainable practices for high performance construction, leasing, operation, and maintenance of buildings. The Implementation Plan contains the guiding principles established in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding. Green purchasing and the guiding principle “reduce environmental impact of materials” are integral to each other. In order to minimize the environmental impact of materials on the environment, the SBIP states that agencies shall consider using as many green products as possible for any new construction or major renovation project. USDA agencies shall use products meeting or exceeding EPA’s recycled content recommendations for EPA-designated products and USDA’s biobased content recommendations for USDA-designated products. Also, the plan requires that agencies shall use materials with recycled content such that the sum of post-consumer recycled content plus one-half of the pre-consumer content constitutes at least 10 percent (based on cost) of the total value of the materials in the project and shall use biobased products made from rapidly renewable resources and certified sustainable wood products from other products. In addition, agencies shall eliminate the use of ozone depleting compounds during and after construction where alternative environmentally preferable products are available, consistent with either the Montreal Protocol or Title VI of the CAA or equivalent overall air quality benefits that take into account life cycle impacts. The Plan can be accessed at [www.greening.usda.gov/performance.htm](http://www.greening.usda.gov/performance.htm).

Environmental Management Systems (EMS) – EMS means a set of processes and practices that enable an organization to increase its operating efficiency, continually improve overall environmental performance, and better manage and reduce its environmental impacts. USDA’s Beltsville Agricultural Research Center (BARC) has developed policy, BA #05-03, that combines its existing policies for the EMS and Affirmative Procurement into one policy under

the umbrella of the EMS. The Animal and Plant Health Inspection Service also has incorporated biobased, recycled content, and EPP in its EMS manual. USDA is working on a department-wide EMS that incorporates green procurement requirements.

Strategic Sourcing – Strategic sourcing is the collaborative and structured process of analyzing an organization’s spending and using this information to make business decisions about acquiring products and services more effectively and efficiently. Strategic sourcing can be used to leverage spending of green products in an effective and efficient manner. In FY 2006, USDA undertook a new strategic sourcing initiative that resulted in an award for a Blanket Purchase Agreement (BPA) for remanufactured laser and inkjet printer, fax, and plotter toner cartridges, as well as transfer kits, toner drums and print heads for laser and inkjet printers and fax machines. The Department’s Service Center Agencies and some other agency offices have access to using this BPA, which was awarded on April 28, 2006. A total of \$3.9 million of remanufactured printer cartridges was purchased under this BPA in FY 2007. This dollar amount represents a 50% increase over the amount purchased in FY 2006. Under the Office Products BPA, USDA purchased \$94,720 of recycled content sanitary tissue products in FY 2007. USDA will continue to identify additional strategic sourcing opportunities for purchasing green products.

#### **2.2.14 Written Justifications**

FAR Subpart 23.404 states that agency affirmative procurement programs must require that 100 percent of purchases of EPA or USDA-designated items contain recovered material or biobased content, respectively, unless the item cannot be acquired: (1) competitively within a reasonable time frame, (2) meeting reasonable performance standards, or (3) at a reasonable price. This is reinforced in the present AGAR 423.404 regarding exemptions for not purchasing recycled content products.

It further requires that the contracting officer shall place in the contract file a written justification when an exemption is used for an EPA designated item or the procurement of a product containing recovered material does not meet or exceed the EPA recovered material content guidelines.

In addition, FAR Subpart 23.204 states that an agency is not required to procure an ENERGY STAR® or FEMP designated product if the head of the agency determines in writing that: (1) no ENERGY STAR® or FEMP designated product is reasonably available that meets the functional requirements of the agency, or (2) no ENERGY STAR® or FEMP designated product is cost effective over the life of the product taking energy cost savings into account.

### **2.3 Part 2. Promotion Program**

USDA will actively promote a preference for designated recycled content, ENERGY STAR®, FEMP-designated energy efficient, low standby power, biobased, EPP, EPEAT-registered, water efficient, and non-ozone depleting products, and alternative fuel vehicles and alternative fuels and the components of this GPAPP. Promotion will be internal as well as external and consists of two methods: outreach and training.



### 2.3.1 Outreach

Senior Leadership – Strong support of senior leadership is essential to the implementation of green purchasing within USDA. The Secretary of Agriculture issued a Secretary’s Memorandum 5500-002, “Implementing Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management,” on September 17, 2007 that emphasized the importance of USDA actions to meet the EO 13423 goals and requirements. See Appendix F.

In June 2007, USDA’s Secretary created the Sustainable Operations Council (SOC) to lead the way in reducing the Department’s environmental footprint by developing new policies and procedures that will ensure that USDA conducts its activities in an environmentally, fiscally sound, and sustainable manner in accordance with EO 13423. Three existing USDA Councils – Procurement Council, Asset Management Council, and the Hazardous Materials Policy Council assist the SOC in carrying out this function. Four working groups, newly established under the SOC, draft policies, prepare other tools, and report to the SOC. To highlight the importance of the sustainability efforts, including green purchasing, USDA created a new Green Purchasing Working Group. The Green Purchasing Workgroup is responsible for developing policy proposals for increasing the Department’s purchases of all green products covered by this GPAPP.

Greening Web Site – USDA has created a new greening web site at [www.greening.usda.gov](http://www.greening.usda.gov) that provides information on the SOC, working groups, sustainable operations, green purchasing, electronic stewardship, environmental management systems, alternative fuels and fleets, energy efficiency, sustainable and high performance buildings, water conservation, and recycling and waste prevention.

Success Stories and Best Practices – Success stories and best practices are an essential part of outreach. Appendix K contains success stories and best practices from the Forest Service, Pacific Southwest Research Station, the National Resources Conservation Service, the ARS Cropping Systems and Water Quality Research Unit, the USDA’s Cooperative State Research, Education, and Extension Service (CSREES), and ARS’s Eastern Regional Research Center on their purchasing of green products. USDA will continue to compile success stories and best practices and share them on the [www.greening.usda.gov](http://www.greening.usda.gov) website.

Pilots – USDA believes that pilot projects are important tools for reaching personnel and convincing them to procure green products. The Pacific Southwest Research Station conducted a pilot project and has now switched to sustainable flatware and tableware products at awards ceremonies and other events where food is served at its headquarters. Food at these events is now served on biodegradable snack plates made from sugar cane fiber. Compostable disposable cutlery is made from plastic derived from corn grown in the United States.

Publicity – Another key component of external outreach is publicity. USDA has periodically announced USDA’s green products preference program in trade publications, general announcements, and procurement publications; and published articles on the GPAPP in publications such as Federal Insight.

Also, USDA has stepped up efforts to provide outreach by:

- Providing outreach and training on biobased products procurement to reach both program management and acquisition personnel and purchase card holders at events such as GSA Expo (management and acquisition personnel and purchase card holders); Department of Veteran Affairs Environmental Conference (management and acquisition personnel and purchase card holders); Biobased Stakeholders Meeting (green purchasing staff and acquisition personnel); USDA Procurement Council (management and acquisition personnel); Federal Environmental Symposium; EcoBuild, United Soybean Board Stakeholders Meeting; and USDA's Deputy Administration Managers (management personnel);
- Hosting informational booths at Department of Defense' "Biobased Products-Enhancing DoD's Mission; Protecting the Environment," (management and acquisition personnel and purchase card holders); Department of Veteran Affairs Green Purchasing and Recycling Awareness Fair (management and acquisition personnel and purchase card holders); and GSA SmartPay (management personnel and purchase card holders);
- Partnering with the Cooperative State Research, Education and Extension Service to provide information to land-grant colleges and other institutions;
- Working with the Office of Small and Disadvantaged Business Utilization, to identify women-owned, small disadvantaged, HUBZone, and service disabled veteran owned small businesses that are green product and services vendors, and define green product and services opportunities for them;
- Developing fact sheets specifically tailored to purchase card holders on how to purchase biobased products, the benefits of biobased products, how to identify biobased products, and actions to promote biobased products;
- Developing fact sheets specifically tailored to USDA employees who review requirements, standards, and specifications on how they can be aware of biobased products and how to identify requirements and standards to include biobased products.
- Recognizing Green Purchasing Champions within the Department and its subsequent field offices;
- Hosting on November 15, 2007, America Recycles Day, Departmental Administration's staff assisted with the recycling information exhibits at the South and Whitten cafeterias during lunch hours. The information booths were part of an ongoing effort to reinvigorate the recycling program at USDA Headquarters. The exhibits featured the following giveaways: desktop and centralized recycling containers; "acceptable materials" stickers for existing containers; pencils made of recycled paper; and biobased coffee mugs imprinted with the "greening USDA" logo and web site; and

- Creating an on-line catalog, the BioPreferred<sup>SM</sup> Biobased Products Catalog, to help users locate manufacturers of biobased products at [www.biopreferred.gov/](http://www.biopreferred.gov/). When a user clicks on a keyword such as lubricants, product names and description, or biobased content, company names, points of contact, phone numbers, and web sites will be provided.

### 2.3.2 Training

Methods: USDA training is conducted by a variety of methods, including in-house training sessions, web casts, other Federal training sources such as GSA and commercial training. Contracting officers are trained to comply with the FAR, including buy-green requirements. Buying green is a specific topic in the training agenda. The USDA procurement policy web site [www.usda.gov/procurement/index.html](http://www.usda.gov/procurement/index.html) is a primary means of communicating information to the USDA procurement community. This web site features a “tool kit” which includes a direct link to OFEE’s green purchasing web site, [www.ofee.gov](http://www.ofee.gov) and Acquisition Central, [www.arnet.gov](http://www.arnet.gov).

Purchase Card Training: Training of USDA’s purchase card holders is the responsibility of the USDA’s Procurement Systems Division and the designated departmental Agency Program Coordinators and Local Agency Program Coordinators. The primary training vehicles are on-line training tools, which include the Purchase Card Management System (PCMS) Micro-Purchase Guide. The PCMS Micro-Purchase Guide states the USDA policy to buy recycled products, explains why, and gives some examples. DR 5013-6, “Use of the Purchase Card and Convenience Check,” goes further to state the USDA policy on buying environmentally preferable products and services and defines biobased products. In accordance with part 18 of the DR, all non-warranted personnel must complete credit card training to receive a purchase card and micro-purchase authority. USDA is in the process of updating DR 5013-6 to reflect the latest guidance.

The mandatory contracting officer and purchase card training covers the vast majority of personnel across USDA involved in buying non-commodity supplies and services. Training for USDA purchase card holders is essential because of the large volume of transactions and dollars handled by USDA credit card holders. USDA purchase card holder “Buy Green Purchase Card Training” may be accessed at <http://www.usda.gov/procurement/card/pcms/training.htm#chtraining>. USDA green purchasing web-based training specifically for purchase card holders and fleet managers is under development. Training will focus on awareness of green purchasing programs and how to purchase green products.

CPAIS: OPPM will continue to promote awareness of energy requirements and reporting through enhancements to the USDA Corporate Property Asset Information System (CPAIS). Additionally, OPPM will continue to raise the level of participation and visibility of USDA in government-wide energy management initiatives while increasing the awareness of these initiatives within the Department.

Online Biobased Training: USDA has designed and implemented a web-based awareness curriculum for program, contracting officers, and contract specialists on the biobased

requirements of section 9002 of FSRIA, benefits of designated biobased purchasing, methods and procedures for selecting designated biobased products, and incorporating designated biobased purchasing into daily operations. USDA also created awareness curriculum on biobased products and procurement for classroom use. The materials include instructor guide, student guide, and slides that may be customized for specific program or site use. These modules can be found on the web site at [www.biopreferred.gov/](http://www.biopreferred.gov/). USDA also worked with the Office of the Federal Environmental Executive (OFEE) to revise and update content in the biobased module in the online green purchasing training course that OFEE developed with the Office of Personnel Management's USALearning program.

Energy Awareness Training: USDA agencies will ensure relevant energy management training and awareness materials are provided to both procurement and facility management personnel. Appropriate personnel will also be encouraged to attend training programs and workshops provided by FEMP, private and public institutions, and other Federal agencies. For instance, the building engineer, building manager, and maintenance mechanics within the National Agricultural Library will be required to take training and educational lectures that focus on energy management issues.

## **2.4 Part 3. Annual Reviewing and Monitoring of the GPAPP**

### **2.4.1 Annual Monitoring and Review**

For each green product that it purchases, USDA will review the available data on purchases of these green products. Internal reviews will be used to review and assess the progress that USDA is making with its GPAPP. Monitoring and compliance review for the FY 2006 Resource Conservation and Recovery Act (RCRA) reporting process was a review of a sampling of major construction contracts. For the FY 2007 RCRA reporting, the review was expanded so that 30 large contracts from the major agencies were reviewed for compliance with purchasing of designated recycled content products and other green products. The results showed that over 60% of the contracts used green products, with 18% not using them because of the age of the contracts and 18% not lending themselves to green purchasing opportunities.

USDA has implemented a more systematic monitoring process targeted to green products with the re-issuance of AGAR No. 83, "Acquisition Strategy Review and Approval Procedures." See Appendix E for the full text. This AGAR was revised in December 2007 to specifically address other green products for which FAR cases have been finalized. This provides USDA with a full match between the EO, the USDA GPAPP, the acquisition strategy, and positions USDA to meet the OMB environmental scorecard performance metric on green purchasing which requires that there be an audit/review process and that corrective action be taken.

#### **2.4.1.1 Goals**

Recycled Content Products – (1) USDA will make a variety of recycled products available to its purchase card holders and other orderers through BPAs on USDA Advantage. (2) USDA will provide training to its purchase card holders on the requirements for purchasing recycled content and other green products.

ENERGY STAR® and FEMP Designated Energy Efficient Products – All new USDA contracts for office equipment will include clauses requiring Energy Star® or FEMP designated energy efficient products as appropriate in accordance with the new 2007 FAR rule.

Low Standby Power Devices – All copiers purchased or leased for use at USDA headquarters will meet the low-standby efficiency recommendations.

Biobased Products – By FY 2012, USDA will increase the number of contracts issued that contain designated biobased products by 50 percent over a base year to be created in Fiscal Year 2007.

Environmentally Preferable Products (EPP) – USDA will initiate one EPP pilot every year beginning in Fiscal Year 2008.

EPEAT Products – For new purchases after the FAR EPEAT clauses are issued and incorporated into USDA solicitations, USDA will purchase 95 percent of its electronic products as EPEAT registered, for products that have EPEAT standards.

Water efficient products – Where applicable, USDA will purchase WaterSense labeled products for facility renovations and new construction.

Non-Ozone Depleting/Significant New Alternatives Policy (SNAP) Products – USDA will procure SNAP products for all chillers in government-owned space.

Alternative Fuel Vehicles/Alternative Fuels – (1) For all light duty vehicles acquisitions (purchase or lease) USDA makes, at least 75 percent of these will be alternative fuel vehicles (AFVs). (2) Beginning in FY 2008, USDA will increase its alternative fuel use at least 10 percent each fiscal year from FY 2005 baseline.

#### **2.4.1.2 Performance Measures**

Recycled Content Products – (1) In FY 2008, USDA will increase the documented recycled product purchases from BPAs by 25 percent over the documented FY 2005 level. (2) In FY 2008, USDA will document that a minimum of 80 percent of employees who initially get a purchase card in FY 2007 or FY 2008 have taken the green purchasing training.

ENERGY STAR® and FEMP Designated Energy Efficient Products – For FY 2008, at least 60 percent of the new contracts for office equipment issued after the FAR is revised will include the new Energy Star®/FEMP designated energy efficient products clauses as appropriate. For FY 2009, at least 90 percent of USDA contracts for office equipment will include these clauses as appropriate.

Low Standby Power Devices – In FY 2008, USDA will create a baseline for the number of headquarters copiers purchased or leased that meet low-standby efficiency recommendations. Beginning in FY 2009, USDA will increase this number by 20 percent each year until 100 percent compliance is achieved.

Biobased Products – USDA will create a baseline for the number of USDA contracts issued during FY 2007 that contain designated and non-designated biobased products.

Beginning in FY 2008 through FY 2012, the number of contracts issued by USDA that contain designated and non-designated biobased products will increase 10 percent over the previous year's accomplishments.

Environmentally Preferable Products – USDA will document one EPP case study each year beginning in FY 2007. These will be included in the annual RCRA/FSRIA report to the OFEE.

EPEAT Products – For FY 2008, USDA will insert EPEAT language into new BPAs and IT contract solicitations within six months of issuance of EPEAT FAR clause. Upon award of contracts and BPAs, USDA will purchase EPEAT-registered products and document those purchases. For FY2009, at least 90 percent of USDA contracts for products covered by EPEAT will include FAR EPEAT clauses as appropriate.

Water efficient products – USDA will document contracts requiring use of WaterSense labeled products in new construction projects and major facility renovations beginning in FY 2008 and beyond.

Non-Ozone Depleting/Significant New Alternatives Policy (SNAP) Products – In FY2008, USDA will create a baseline for chillers in HQ and GWCC that are not using SNAP products. Beginning in FY2009, USDA will convert 20 percent of non-compliant chillers to use of SNAP products and continue each year until 100 percent compliance is reached.

Alternative Fuel Vehicles/Alternative Fuels – (1) USDA will document in its annual Federal Automotive Statistical Report (FAST) that a minimum of 75 percent of light duty vehicle acquisitions are AFVs. (2) USDA will document in its FY 2008 FAST report the alternative fuel use of its non-waived AFVs and FAST will calculate the percentage level achieved.

## 2.4.2 Annual Reports

OMB ScoreCard – OMB uses its Environmental Stewardship Scorecard to track Federal agencies performance in implementing green purchasing. This scorecard has five metrics, including a metric on green procurement. The scorecard employs a simple grading system:

- **Green** for success,
- **Yellow** for mixed results, and
- **Red** for unsatisfactory.

USDA is required to provide biannual updates on its progress to OMB for the Scorecard. OMB then assesses agency "progress" on a case-by-case basis against the deliverables and time lines established for the initiatives that are agreed upon with each agency.

As with all OMB scorecards, the agency's grade for the environmental stewardship scorecard is determined by the lowest grade among the five metrics. Therefore, if the agency gets a **Green** on four of the metrics, but a **Yellow** on one metric, then the overall grade is a **Yellow**.

USDA's goal and continued focus is to receive a **Green** score on the Environmental Stewardship Scorecard for the next six-month period.

Recycled Content Products – Section 6002 of the Resource Conservation and Recovery Act of 1976 (RCRA) requires the OFPP to report to Congress biennially on the actions taken by Federal agencies and the progress made in the implementation of section 6002. The OFPP and OFEE transmit a data call to agencies annually on their purchasing of recycled content products, specifications, Affirmative Procurement policy, training, auditing, and goals. This information is incorporated into the RCRA Report to Congress.

USDA's Senior Official is responsible for tracking the Department's purchasing of designated recycled content products and reporting this information to the OFPP and the OFEE. USDA's Senior Official must also report on USDA's compliance with requirements to review and revise specifications, product descriptions, and standards to enhance the procurement of designated recycled content products.

USDA is collecting anecdotal data from agencies on their success stories of purchasing recycled content products. This information will be published on the USDA web sites.

ENERGY STAR®, FEMP Designated Energy Efficient, and Low Standby Power Products –

DOE submits an annual report to the President on its progress in meeting the goals and requirements. FEMP, in consultation with OMB, develops and issues guidelines for agencies' preparation of their annual reports to the President on energy management and implementation. FEMP collects and analyses all the agencies' data and in consultation with the OMB transmits the annual report to the President. USDA measures and reports on its progress in meeting the goals and requirements on an annual basis to DOE. USDA provides information and data on outreach programs that include education, training, and promotion of ENERGY STAR®, other energy efficient products, and low standby power products for Federal purchase card users. Data is requested on the use of ENERGY STAR® and other energy efficient products, ENERGY STAR® buildings, sustainable building design, and energy efficiency in leased provisions. In FY2006, USDA continued its policy of buying computer equipment and other high volume products that meet the ENERGY STAR® requirements. USDA agencies have been proactive in requiring the purchase of these products. For example, ARS acquired microcomputers that meet the ENERGY STAR® requirements; and all new and replacement information technology equipment purchased by the Grain Inspection, Packers and Stockyards Administration were required to have an ENERGY STAR® label. Purchases of equipment made directly and indirectly (through O&M contracts), were monitored to ensure that they meet ENERGY STAR® requirements.

The USDA Office Products BPA offers and promotes ENERGY STAR® products and data is being collected by USDA on these products. USDA is also collecting anecdotal data from agencies on their success stories of purchasing ENERGY STAR®, FEMP- designated energy efficient, and low standby power products. This information will be published on the USDA web sites.

Biobased Products – Section 9002 of FSRIA requires the OFPP to report to Congress biennially on agency implementation. USDA's Senior Official is responsible for tracking the Department's purchasing of designated biobased products and reporting this information to the OFPP and the OFEE. USDA's Senior Official must also report on USDA's compliance with requirements to review and revise specifications, product descriptions, and standards to enhance the procurement of designated biobased products.

USDA has inserted two biobased elements into its USDA Integrated Acquisition System (IAS) in order to better capture those contracts that contain biobased information. USDA has worked with OFPP and OFEE personnel to insert biobased data elements to the RCRA Data Call. There are questions on: (1) whether biobased products, other than biobased fuels were purchased or tested; (2) policies, procedures, or plans that have been amended to implement the procurement of biobased products as required by section 9002 of FSRIA; (3) training about biobased products procurement; and (4) the goal for purchases of biobased products.

USDA is collecting anecdotal data from agencies on their success stories of purchasing biobased products. This information will be published on the USDA web sites.



Environmentally Preferable Products – The RCRA Data Call requests information on whether agencies have instituted EPP pilots. USDA is collecting anecdotal data from agencies on their success stories of purchasing EPP. This information will be published on the USDA web sites.

EPEAT – The OMB tracks the progress of meeting electronic stewardship requirements through a revised Environmental Stewardship Scorecard that went into effect in January 2008. As part of the OMB's Environmental Scorecard, agencies have to report compliance with EO requirement to acquire 95 percent of its electronic products as EPEAT-registered. Agencies will also ensure applicable IT contracts incorporate appropriate language for the procurement of EPEAT-registered equipment, and address any future FAR clauses related to EPEAT. Agencies will also strive to purchase to EPEAT Silver rated electronic products or higher if available. USDA is working closely with the Federal Electronics Stewardship Working Group (FESWG) to help elaborate tracking and reporting procedures. USDA participates in a FESWG sub-work group formed to address reporting procedures to be used in measuring progress towards meeting electronic stewardship goals. Based on the findings and recommendations of this workgroup, USDA will formulate the means to implement the tracking and reporting procedures.

Water Efficient Products – Presently, there is no reporting requirement for the procurement of water efficient products. USDA is collecting anecdotal information from agencies on their success stories of purchasing water efficient products. This information will be published on the USDA web sites.

ARS reported implementation of a wide variety of new and ongoing water conserving methods and practices. For instance, BARC saves water by using effluent from its wastewater treatment facility as a boiler plant feed-water alternative. In the South Atlantic Area, a facility decreased watering schedules during cold weather and turned off the irrigation system in the rainy season. In the North Atlantic Area, low flush toilets were installed within buildings and work sites.

Non-Ozone Depleting Substances – There are no required standard reporting requirements to OMB and OFEE from USDA on the procurement of non-ozone depleting substances. USDA Environmental Pollution Prevention, Control, and Abatement Manual dated November 18, 2004 directs USDA agencies to develop and implement a plan to phase out the procurement of Class I ozone-depleting substances for non-exempt uses that includes disposition in coordination with the DoD. USDA must report to DoD when USDA is ready to recycle CFC refrigerants, whether it is for replacement of non-chlorofluorocarbon refrigerant in existing equipment or replacement of old equipment.

Alternative Fuel Vehicles and Alternative Fuels – Annual reporting on compliance in meeting the AFV acquisition and alternative fuel use requirements is required by both EPAct and EO 13423. To meet these reporting requirements, each USDA agency inputs its fleet and fuel information using the mandatory DOE's Federal Automated Statistical Tool (FAST). The final USDA FAST report is reviewed, approved, and submitted by OPPM. USDA also submits a narrative program accomplishment report for each fiscal year which is published at [www.usda.gov/energyandenvironment](http://www.usda.gov/energyandenvironment). USDA routinely far exceeds the 75% AFV acquisition requirement.

### **3.0 ANNUAL RECOGNITION PROGRAMS**

#### **3.1 Closing the Circle Award (CTC)**

The White House CTC Awards are presented annually by the White House to the best, most innovative green purchasing programs. The CTC awards recognize outstanding achievements of Federal employees and their facilities for efforts that resulted in significant contributions to, or have made a significant positive impact regarding its environmental stewardship. Green Purchasing is one of the categories in the CTC Awards. Every year, the criteria for the Green Purchasing category changes; in past years, it has focused entirely on the purchasing of recycled content products, or a nominee who demonstrated successful performance in buying both recycled content and environmentally preferable products, or the purchasing of biobased products. It is important that USDA continue to demonstrate leadership and aspire to win national recognition for their green purchasing efforts.

#### **3.2 Presidential Award for Leadership in Federal Energy Management**

There is a Presidential Award for Leadership in Federal Energy Management that is given to agency team(s) that excelled in the use of energy efficiency and management tools. Winners of the Presidential Award for Leadership in Federal Energy Management (Presidential Awards) are selected only from the nominations submitted by DOE's FEMP. One of the categories in the Presidential Award is Implementation; this category includes use of the energy efficiency tools such as purchasing energy efficient products, using sustainable building design, and developing model leases.

FEMP presents annually the Federal Energy and Water Management Awards (Federal Awards). Federal awardees are selected from outstanding Federal employees and contributors who have demonstrated leadership and exemplary efforts in energy and water management; use of renewable and distributed energy resources; practices that improve energy security, increased efficiency of mobile equipment; and any other area that may merit recognition. Selection criteria definitions include: sustainable whole building approach and outreach activities.

USDA encourages its employees' commitment to improving energy efficiency through awards and recognition programs. USDA continues to participate in the Annual Federal Energy and Water Management Awards program and the "You Have the Power" recognition program. USDA submits annually nominations for these award programs to recognize outstanding energy efficiency efforts. The Forest Service continues to confer its annual award for energy efficiency. ARS continues to use existing employee incentives and awards program of the agency to reward exceptional performance in energy management.

### **3.3 BioPreferred Champions Award**

Section 9002 of FSRIA requires USDA to establish an annual awards program to recognize Federal agencies and private entities that have been successful and innovative in utilizing designated biobased products. USDA will be instituting the awards program this fiscal year for the entire Federal government with the first award to be given in fiscal year 2009 in conjunction with the Secretary's Award.

### **3.4 Other Awards**

USDA's National Veterinary Services Laboratories Center was awarded the 2007 Governor's Iowa Environmental Excellence Award for their environmental sustainability work in Iowa.

### APPENDIX A —GPAPP SUMMARY TABLE

<b>Green Product Categories</b>	<b>Federal Manager</b>	<b>Federal Acquisition Regulation (FAR)</b>	<b>Agriculture Acquisition Regulation (AGAR) Advisory #83*</b>	<b>Federal Policy</b>  EO 13423*	<b>USDA Policy</b>  SM-5500-002 (Secretary's Memo of 9/17/2007)*
<b>Recycled Content</b>	EPA	52.202-4 52.223-4 52.223-9	Part 423	-Resource Conservation and Recovery Act of 1976 (RCRA): 42 USC 6962	- Sustainable Buildings Implementation Plan (SBIP)
<b>Energy Efficient</b> (Energy Star, FEMP, & low standby power)	DOE EPA	52.223-15	Part 423	- Energy Policy Act of 2005 (EPAct): 42 USC 6361 - Energy Independence and Security Act of 2007 (EISA): 42 USC 17001 - EO 13221	- DR-5500-001 - SBIP
<b>Biobased</b>	USDA	52.223-1 52.223-2	-Part 423 -Part 410 -Advisory #82	- Farm Security and Rural Investment Act of 2002 (FSRIA): 7 USC 8102	- DR-5013-006 - DR-5023-002 - Biobased APP - SBIP
<b>Environmentally Preferable</b>	EPA		Part 423		- DR-5013-006 - SBIP
<b>EPEAT</b> (Electronic Product Environmental Assessment Tool)	EPA	52.223-16	<i>Advisory to be issued</i>		- Electronics Stewardship Plan
<b>Water Efficient</b>	EPA		Part 423		- DR-5500-001 - SBIP
<b>Non-Ozone Depleting Substances</b>	EPA	52.223-11 52.223-12		- Clean Air Act of 1970 (CAA): 42 USC 7401	- DM-5600-001 - SBIP
<b>Alternative Fuel Vehicles and Alternative Fuel</b>	DOE	N/A	N/A	- EPAct - EISA	- AGPMR 110-34

\*Pertains to all covered products

## **APPENDIX B — ACQUISITION AND GREEN PRODUCTS DESIGNATION—CEQ IMPLEMENTING INSTRUCTIONS**

### **VII. Acquisition and Green Product Designations**

*E.O. 13423, sec. 2(d) and (h), excerpted: In implementing the policy set forth in section 1 of this order, the head of each agency shall:*

*(d) require in agency acquisitions of goods and services (i) use of sustainable environmental practices, including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products, and (ii) use of paper of at least 30 percent postconsumer fiber content; (h) ensure that the agency (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product....*

*Sec. 3(a), excerpted, (e), and (f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:*

*(a) implement within the agency sustainable practices for... (iv) acquisition ....*

*(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles;*

*(f) ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency's compliance with this order.*

*Technical Lead - Acquisition: Office of Federal Procurement Policy*

*Technical Leads – Product Designations and Guidance: EPA, DOE, and USDA*

*Workgroup: Federal Sustainable Acquisition and Materials Management*

*Practices Workgroup*

#### **A. Office of Federal Procurement Policy Guidance**

Within 90 days of the issuance of the implementing instructions, the Office of Federal Procurement Policy (OFPP) will issue proposed guidance directed to the acquisition community on green product procurement policies and strategies for compliance with the acquisition directives of the E.O. that are coordinated and consistent with other Federal procurement statutes.

## **B. Federal Green Purchasing Program**

Each agency shall give preference in their procurement and acquisition programs to the purchase of:

- Recycled content products designated in EPA's Comprehensive Procurement Guidelines.
- Energy Star® products identified by DOE and EPA, as well as FEMP-designated energy-efficient products.
- Water-efficient products, including those meeting EPA's WaterSense standards.
- Energy from renewable sources.
- Biobased products designated by the U.S. Department of Agriculture in the BioPreferred program.
- Environmentally preferable products and services, including EPEAT-registered electronic products.
- Alternative fuel vehicles and alternative fuels required by EPA.
- Products with low or no toxic or hazardous constituents, consistent with section VIII.A of these instructions.
- Non-ozone depleting substances, as identified in EPA's Significant New Alternatives Program.

## **C. Green Products Standards, Coordination, and Review**

(1) **Minimum Content Standard for Printing and Writing Paper.** Each agency shall continue to use the following minimum content standards when purchasing printing and writing papers, including office paper products, or support services that include the supply of written documents:

- 30 percent postconsumer fiber.
- 20 percent postconsumer fiber, IF papers containing 30 percent postconsumer fiber are not reasonably available, do not meet reasonable performance requirements, or are only available at an unreasonable price.

EPA shall review the recommended content levels for printing and writing papers in the existing Paper Products Recovered Materials Advisory Notice and adjust the recommendations, where appropriate. EPA shall report its decisions to the FEE.

(2) **Review of Comprehensive Procurement Guidelines.** EPA shall review existing product designations in the Comprehensive Procurement Guidelines for effectiveness, obsolescence, and consistency with the biobased products designation program, environmentally preferable purchasing program, and Energy Star® and FEMP-designated energy efficient products program. EPA shall delete those designations that are ineffective in meeting the objectives of the Resource Conservation and Recovery Act section 6002 or are obsolete due to market changes.

(3) **Environmentally Preferable Products and Services.** Each agency shall purchase environmentally preferable products and services, using EPA's Guidance on the Acquisition

of Environmentally Preferable Products and Services<sup>1</sup>.

EPA will assist Federal agencies to purchase environmentally preferable products and services by developing environmental performance criteria for products and services, providing technical assistance, and reviewing and updating the guidance periodically.

- (4) **Energy Efficient Standby Power Devices.** When purchasing commercially available, off-the-shelf energy-consuming products, agencies shall purchase products that use no more than one watt of standby power as defined and measured by International Electrotechnical Commission (IEC) code 62301, or otherwise meet FEMP specifications for low standby power consumption. If FEMP has not specified a standby power level for a product category, agencies shall purchase products with the lowest standby power consumption available. Agencies shall adhere to these requirements, when life-cycle cost-effective and practicable, and where the relevant product's utility and performance are not compromised as a result.

When designating Energy Star® products, DOE and EPA shall require that such products also meet FEMP specifications for standby power. If FEMP has not specified a standby level for a product category under consideration for Energy Star® qualification, DOE and EPA shall designate that the product meet the lowest standby power level commercially available within the product category.

Agencies which procure electronic devices for resale, such as military exchanges, shall establish a policy which limits procurement and sale of items which do not meet FEMP specifications for low standby power.

#### **D. Program Coordination, Guidance, and Models**

- (1) **Coordination.** In order to improve Federal stewardship efforts by promoting efficient and cost-effective Federal procurement of green products and services, EPA, DOE, and USDA shall coordinate their individual efforts to designate or identify green products and to provide guidance to Federal agencies for purchasing these products. The objective of such coordination efforts shall be to minimize conflicting green product designations or identifications while maximizing the goals and objectives of each of the green product programs and E.O. 13423. The following programs shall coordinate their efforts:

- Comprehensive Procurement Guidelines (EPA).
- Environmentally Preferable Purchasing (EPA).
- Energy Star (EPA and DOE).
- WaterSense (EPA).
- FEMP-designated products and standby-power devices (DOE).
- Alternative Fuel Vehicles (DOE).
- BioPreferred (USDA).

---

<sup>1</sup> For EPA's guidance, go to <http://www.epa.gov/epp/pubs/guidance/index.htm>. Guidance on specific products or product categories is found at <http://www.epa.gov/epp/pubs/products/index.htm>.

- (2) Guidance. Each of the programs listed in subsection (1) shall provide explicit guidance to Federal agencies for minimizing conflicts in program implementation or for meeting the requirements of multiple programs (e.g., Energy Star roofing materials containing recovered materials or biobased materials).
- (3) Model Programs. EPA, DOE, and USDA shall create and maintain model programs for implementation of these programs and assist other agencies' implementation efforts through outreach, promotion, guidance, and technical assistance.



## APPENDIX C — DEFINITIONS

**Acquisition** – acquiring by contract, as defined in Part 2 of the Federal Acquisition Regulation, using appropriated funds for supplies or services (including construction) by and for the use of the Federal government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, contract award and financing details, contract performance and administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

**Alternative Fuel Vehicle** – alternative fuel vehicles (AFVs) are defined as any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel as defined in section 301 of EPAAct.

**Biobased Product** – a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

**Energy-Efficient Product** – a product in the upper 25 percent of efficiency for all similar products or, if there are applicable Federal appliance or equipment efficiency standards, a product that is at least 10 percent more efficient than the minimum Federal standard.

**Environmental Management System** – means a set of processes and practices that enable an organization to increase its operating efficiency, continually improve overall environmental performance and better manage and reduce its environmental impacts, including those environmental aspects related to energy and transportation functions. EMS implementation reflects accepted quality management principles based on the “Plan, Do, Check, Act,” model found in the ISO 14001:2004(E) International Standard and using a standard process to identify and prioritize current activities, establish goals, implement plans to meet goals, evaluate progress, and make improvements to ensure continual improvement.

**Environmentally Preferable** – means products or services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, product, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of a product or service.

**EPA Designated Item** – an item designated by EPA in a Comprehensive Procurement Guideline and for which EPA recommended procurement practices, including recovered materials content levels, in a Recovered Materials Advisory Notice (RMAN).

**Life Cycle Cost** – the sum of the present values of capital costs, installation costs, operating costs, maintenance costs, and disposal costs over the lifetime of the project, product, or measure.

**Life Cycle Assessment** – the comprehensive examination of a product’s environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal.

**Ozone-Depleting Substances** – means any substance designated as a class I or Class II substance by the EPA in 40 CFR Part 82.

**Procuring Agency** – any Federal or State agency, or agency of a state's political subdivision using appropriated Federal funds for such procurement, or any person contracting with any such agency with respect to work performed under such contract.

**Recovered Material** – waste materials and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within an original manufacturing process.

**Specification** – a clear and accurate description of the technical requirements for materials, products, or services including the minimum requirement for materials' quality and construction and any equipment necessary for an acceptable product. In general, specifications are in the form of written descriptions, drawings, prints, commercial designations, industry standards, and other descriptive references.

**APPENDIX D —  
FEDERAL ACQUISITION REGULATION (FAR) GREEN PURCHASING  
REQUIREMENTS**

<b>Federal Acquisition Regulation (FAR)</b>	<b>Summary</b>
<b>Part 2</b>	Contains definitions for biobased, energy-efficient, energy efficient standby power device, environmentally preferable, ozone-deleting substances, and recovered material.
<b>Part 7</b>	Requires agency planners to consider energy efficient products and services, products containing energy efficient standby power devices, products containing recovered materials, biobased products, and environmentally preferable products and services.
<b>Part 11</b>	<p>Requires agencies to consider maximum practicable use of energy and water, low standby power, biobased, recycled content, and environmentally preferable products and services when developing, reviewing, or revising specifications, product descriptions (including commercial item descriptions) and standards, describing government requirements for supplies and services and developing source selection factors.</p> <p>Requires that for high-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white wove envelopes, writing and office paper, book paper, cotton fiber paper, and cover stock, the minimum content standard must be no less than 30 percent post-consumer materials.</p> <p>May require offerors to submit additional information on the recycled or biobased content or related standards. May require vendors for biobased products to provide information on life cycle costs and environmental and health benefits.</p>
<b>Part 12</b>	May use provisions and clauses contained in Part 23 regarding the use of recovered material and biobased products when appropriate for the commercial item being acquired.
<b>Part 13</b>	Apply procurement requirements in Subparts 23.2, 23.4, and 23.7 to purchases at or below the micro-purchase threshold.

<b>Federal Acquisition Regulation (FAR)</b>	<b>Summary</b>
<b>Part 23</b>	States that it is policy that agencies shall assure the use of products containing recovered materials and biobased products to the maximum extent practicable without jeopardizing the intended use of the product while maintaining a satisfactory level of competition at a reasonable price. Part 23 also requires that Federal agencies purchase, ENERGY STAR® or FEMP designated product and products that consume power in a standby mode and are listed on FEMP's Low Standby Power Devices product listing. Part 23 also states that agencies must maximize the utilization of environmentally preferable products and services. Shall give preference to the procurement of alternative products that reduce overall risks to human health and environment by lessening the depletion of ozone.
<b>Part 36</b>	Comply with requirements of FAR SubPart 23.2 when drafting facility design solicitations and contracts that include the specifications of energy-consuming products.
<b>Part 42</b>	Requires the government to monitor contractor compliance with specifications or other contractual requirements requiring the delivery or use of environmentally preferable products, energy-efficient products, products containing recovered materials, and biobased products.
<b>FAR Clauses Include:</b>	<p><b>Affirmative Procurement:</b></p> <p><b>52.223-1</b> Biobased Product Certification</p> <p><b>52.223-2</b> Affirmative Procurement of Biobased Products Under Service and Construction Contracts</p> <p><b>52.223-4</b> Recovered Materials Certification</p> <p><b>52.223-9</b> Estimate of Percentage of Recovered Material Content For EPA Designated Products (Use only on contracts exceeding \$100,000)</p> <p><b>52.223-11</b> Ozone-Depleting Substances</p> <p><b>52.223-12</b> Refrigeration Equipment and Air Conditioners</p> <p><b>52.223-15</b> Energy Efficiency in Energy-Consuming Products</p> <p><b>52.223-16</b> IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (EPEAT Standard)</p> <p><b>Recycled Content Paper:</b></p> <p><b>52.204-4</b> Printed or Copied Double-Sided on Recycled Paper</p> <p><b>Support Services and Operations and Maintenance Contractors:</b></p> <p><b>52.223-10</b> Waste Reduction Program</p>

**APPENDIX E —  
AGRICULTURE ACQUISITION REGULATION (AGAR) GREEN PURCHASING  
REQUIREMENTS**

<b>AGAR</b>	<b>Summary</b>
<b>423.202</b>	Provides information on ENERGY STAR®, energy efficient products, and low standby products and the applicable web site.
<b>423.403</b>	States the policy of USDA to acquire and use EPA designated recycled content products.
<b>423.404</b>	Mandates the Affirmative Procurement Program applicability to USDA agencies and staff offices.
<b>423.404a</b>	Requires that USDA agencies will include in all applicable solicitations and contracts, a preference for products and services which meet or exceed the EPA purchasing guidelines as contained in the EPA product RMANs. Provides that agencies may choose an evaluation factor preference in accord with their agency needs. States that agencies will eliminate virgin material requirements in contract specifications and replace them with a statement of preference for recycled materials.
<b>423.404b</b>	Requires that USDA agencies will actively promote a preference for recovered materials, environmentally preferable products, and biobased products in contracts with vendors, in written materials, and other opportunities.
<b>423.404c</b>	States that agencies will provide in writing reasonable estimates, certification, and verification of recovered material used in the performance of contracts.
<b>423.404d</b>	States that agencies will provide an annual assessment of the effectiveness of their APP actions in increasing the purchase and use of EPA designated products.
<b>423.404e</b>	States waiver provisions for not purchasing EPA designated products.
<b>423.404f</b>	States that purchasing of EPA designated products applies to all purchases, including those at or below the micro-purchase threshold.
<b>423.405</b>	Provides guidance that the APP requirements apply at the individual USDA agency and staff office level.
<b>423.703</b>	States that USDA will support Federal green purchasing principles in the acquisition of products and services that are environmentally preferable or that are biobased content products and services. Establishes that USDA agencies will actively promote the preference for environmentally preferable and biobased products in contracts with vendors, in written materials, and other opportunities.

**APPENDIX F —  
SECRETARY'S MEMORANDUM**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20250**

September 17, 2007

**SECRETARY'S MEMORANDUM 5500-002**

**IMPLEMENTING EXECUTIVE ORDER 13423  
STRENGTHENING FEDERAL ENVIRONMENTAL, ENERGY, AND  
TRANSPORTATION MANAGEMENT**

**1. PURPOSE**

Executive Order (E.O.) 13423 requires the Department of Agriculture (USDA) to adhere to the policy set forth in the E.O. "that Federal agencies conduct their environmental, transportation, and energy-related activities under the law in support of their respective missions in an environmentally, economically, and fiscally sound, integrated, continuously improving, efficient, and sustainable manner." The E.O. requires USDA to develop and implement environmental management systems (EMS) and sustainable practices that adhere to the requirements specified in the E.O. The purpose of this memorandum is to emphasize the importance of internal USDA actions to meet these requirements.

**2. BACKGROUND**

The E.O. requires that the head of each executive branch department and agency implement the policy cited above by taking the following actions:

- a. Designate a senior civilian officer to be responsible for implementation of the E.O. within the agency and assign the designated official the authority and duty to monitor and report to the head of the agency on agency implementation activities;
- b. Implement sustainable practices for: energy efficiency and reductions in greenhouse gas emissions; renewable energy, including bioenergy; water conservation; acquisition of green products and services; waste prevention and recycling; reduced use of toxic and hazardous chemicals and materials; high performance/sustainable design buildings; vehicle fleet management including use of alternative vehicles and fuels and reductions in petroleum consumption; and electronics stewardship;

- c. Implement EMS at all appropriate organizational levels within the department;
- d. Use EMS as the primary management approach for addressing environmental aspects of internal agency operations and activities, including environmental aspects of energy and transportation functions; and
- e. Establish within the agency programs for: environmental management training; environmental compliance review and audit; and leadership awards.

The E.O. directs the Chairman of the Council on Environmental Quality (CEQ) and the Director of the Office of Management and Budget, in consultation with the Steering Committee on Strengthening Federal Environmental, Energy, and Transportation Management, to issue implementing instructions to the heads of agencies.

Federal Environmental, Energy, and Transportation Management is a component of the President's Management Council (PMC) and progress is measured by three Office of Management and Budget (OMB) scorecards: Environmental Stewardship, Energy Management, and Transportation Management. Pursuant to E.O. 13423 and these scorecards, USDA must use environmental management systems as the primary management approach to address environmental aspects of internal agency operations, including the collection, analysis, and reporting of information to measure performance in the implementation of the E.O.

USDA's Office of Procurement and Property Management, in consultation with the USDA Sustainable Operations Council (SOC), will develop internal guidance to comply with E.O. 13423. As ordered by the E.O., USDA has designated a Senior Official, Assistant Secretary for Administration (ASA), Boyd Rutherford, accountable for the effective implementation of E.O. 13423 within the Department. The ASA is the designated official for all information and communications regarding E.O. 13423 and USDA's responsibilities under the E.O. The ASA, through the SOC, will develop and implement policies, procedures, processes, reporting mechanisms, and required actions that meet the goals and requirements established by E.O. 13423 and the implementing instructions issued by the CEQ and OMB.

### **3. EFFECTIVE DATE**

The provisions of this memorandum are effective immediately.

### **4. POLICY**

It shall be USDA's policy to comply with the goals and requirements established by E.O. 13423 and the implementing instructions issued by the CEQ and OMB consistent with the actions ordered below.

## **5. ACTIONS ORDERED**

The following actions are hereby ordered:

- a. The ASA shall establish and chair a USDA SOC to advise the ASA and provide ongoing senior management involvement and coordination to agencies' EMS and sustainable operations programs.
- b. USDA shall establish and implement environmental, energy, and transportation management performance measures and begin data collection to meet E.O. and OMB scorecard reporting requirements, utilizing EMS as the primary management approach.
- c. USDA shall develop a timeline for, and implement environmental management systems at all appropriate organizational levels.
- d. Each landholding agency shall, in the three-year rolling timeline established under E.O. 13327, include in their plans how the E.O. 13423 goals and performance measures applicable to design, construction, and operation of real property facilities will be met.
- e. USDA agencies shall manage Departmental real and personal property assets consistent with the goals and objectives of E.O. 13423 and the Department's implementing instructions.

## **6. TERMINATION**

This memorandum shall remain in effect for 12 months.

Mike Johanns  
Secretary

Distribution:  
Assistant Secretary for Administration  
Director, Office of Budget and Program Analysis  
Chief Information Officer  
Director, Office of the Executive Secretariat  
General Counsel



**APPENDIX G —  
AGAR NO. 83, ACQUISITION STRATEGY REVIEW AND APPROVAL  
PROCEDURES**

ADVISORY ISSUED: March 15, 2007  
REVISION 01 ISSUED: December 28, 2007  
REVISION 02 ISSUED: January 11, 2008  
REVISION 03 ISSUED: January 25, 2008

AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT

**AGAR ADVISORY NO. 83, Revision 03.**

**Acquisition Strategy Review and Approval Procedures**

**INTRODUCTION:** This Agriculture Acquisition Regulation (AGAR) Advisory supersedes AGAR Advisory 83, Revision 02 dated January 11, 2008, and updates information concerning part of the USDA Acquisition Strategy Review and Approval Procedures process. Specific changes to the [Acquisition Strategy](#) worksheet include the following: Item 7c has been updated with instructions to attach a signed copy of AD-1205, if required; a reference to AGAR Advisory 75 (expired) has been eliminated from Item 7d; the AGAR Advisory Revision number has been added as a header to ensure the most recent version is used.

The purpose of this Agriculture Acquisition Regulation (AGAR) Advisory is to establish interim policy and procedures for Chief Acquisition Officer (CAO) review of acquisition activities and programs of the Department of Agriculture (USDA).

**SUMMARY:** Review of USDA's acquisition activities is essential for effective management and to ensure that business approaches effectively support the USDA mission and program objectives. Acquisition strategies for certain planned acquisitions based on dollar value, mission-impact, or as otherwise deemed appropriate by the CAO, will be submitted for review and approval in accordance with this AGAR Advisory. This new process was effective March 15, 2007. All new acquisition strategies submitted on or after January 1, 2008, shall include a response to the new green purchasing guidance specified within Question 10 of the revised [Acquisition Strategy](#) worksheet.

**SPECIFIC ISSUES:**

l) Background

- (A) Pursuant to 41 USC 414(a) the Secretary of Agriculture has designated the position of Assistant Secretary for Administration (ASA) as USDA's CAO.
- (B) One of the primary duties of the CAO is to ensure, through proper management of USDA's acquisition activities, that USDA mission objectives are achieved. To support the CAO in fulfilling this responsibility and executing the functions delineated in 41 USC 414(b) and (c), agencies will submit written documentation concerning planned acquisition activities and provide necessary notifications in accordance with the acquisition strategy requirements in this AGAR Advisory.
- (C) The review and approval of acquisition strategies for significant planned acquisitions will provide the CAO one mechanism for reviewing the acquisition activities of the contracting agencies. This process will accomplish the following results:
  - (1) Provide a Departmental level review of the business approaches utilized by the contracting agencies in meeting USDA mission requirements,
  - (2) Ensure that Federal and Departmental initiatives, including green purchasing requirements, are being addressed,
  - (3) And provide a regular venue for agencies to raise issues that may be of concern to the Department.

## II) CAO Review and Approval for Non-Commodity Acquisition Strategies

### (A) Review and Approval Thresholds

Pursuant to AGAR 407.103 the Head of the Contracting Activity (HCA) is responsible for developing procedures to comply with the acquisition planning requirements of FAR 7.103. In conjunction with FAR planning requirements the CAO will review and approve the acquisition strategies for planned acquisitions meeting any of the following criteria:

- (1) Acquisitions with an estimated value (inclusive of all option periods, quantities and items) of \$5 million or greater, over the life of the contract.
  - (i) Acquisitions include contracts, letter contracts, blanket ordering agreements (BOAs), blanket purchase agreements (BPAs), delivery and task orders under Federal Supply Schedule Contracts, orders placed against indefinite delivery, indefinite quantity (IDIQ) contracts, all contracts awarded by other Federal agencies, exercise of unpriced options, and new work or scope modifications with an increase of \$5 million or greater.
  - (ii) For BOAs and BPAs the estimated value is the maximum value of all orders which may be placed under the agreement.
  - (iii) Upon CAO review and approval of an initial planned acquisition, all

associated options and orders over the life of the contract shall be covered up to the maximum estimated value of the original CAO approval.

(2) Acquisitions for major information technology (IT) investments in accordance with the criteria in (i)(A) through (C) below:

(i) Pursuant to the USDA Information Technology Capital Planning and Investment Control Guide, major IT investments are defined as investments which meet at least one of the following criteria:

(A) Total lifecycle costs greater than \$50 million or lifecycle Development/Modernization/Enhancement (D/M/E) funding of \$20 million or more, (Review and approval procedures for all contract actions \$5 million and greater outlined in II(A)(1) apply)

(B) Financial systems with costs greater than \$500,000 per year in FY 2006 or later.

(C) Identified by the USDA CIO as critical during the E-Board and IT Acquisition Approval process. This may include systems that are

- Mandated by legislation or executive order, or
- Require a common infrastructure investment, or
- Are considered strategic or mandatory-use systems, or
- Significantly differ from or impact the Department infrastructure, architecture, or standards guidelines, or
- Receive significant multiple-agency funding.

(ii) Planned acquisitions and contract actions for major IT investments are required to be included as part of the OMB Circular No. A-11, Part 7, Exhibit 300, for submission to OMB.

(3) Acquisitions identified by the HCA or Designee (HCAD) or CAO as significant because of cross-agency impact, their critical roles in mission accomplishment or to insure compliance with Presidential initiatives.

**(B) Requirements, Procedures and Submission Format**

(1) Approval of the acquisition strategy by the CAO is required prior to issuance of the solicitation. The Senior Procurement Executive (SPE) can review and approve in situations of CAO absence, unavailability, or emergency. Agencies are encouraged to submit the required information for approval as early as possible in their schedule thereby limiting delay at the time of solicitation issuance.

- (2) The acquisition strategy shall be submitted by the HCA or HCAD to the SPE via the Chief, Procurement Policy Division, Office of Procurement and Property Management (PPD/OPPM). All agency acquisition strategy submissions shall be emailed to [todd.repass@usda.gov](mailto:todd.repass@usda.gov), [millisa.gary@usda.gov](mailto:millisa.gary@usda.gov), [melissa.goss@usda.gov](mailto:melissa.goss@usda.gov), and [glenn.haggstrom@usda.gov](mailto:glenn.haggstrom@usda.gov).
- (3) Attachment (1) is the [Acquisition Strategy](#) worksheet required.
- (4) Acquisition strategies shall be submitted, electronically to the Chief, OPPM/PPD, at least ten (10) working days prior to the bi-weekly CAO/SPE Acquisition Strategy Review Meetings (ASRMs.) The CAO/SPE reserves the right to schedule additional ASRMs to accommodate initiatives or emergencies.
- (5) ASRMs include the CAO, SPE, and Procurement Policy Division staff. Other meeting participants may include on an as needed basis as requested by OPPM/PPD: Office of General Counsel, Office of Small and Disadvantaged Business Utilization (OSDBU), Agency representatives, and other subject matter experts. The schedule for these meetings will be distributed by separate guidance to the HCAs/HCADs.
- (6) Disposition (approval, disapproval, conditional approval) of the acquisition strategy submission will be provided at the ASRMs. Notification of the disposition will be provided to the HCA/HCAD electronically within 2 business days of the ASRM disposition.

(C) Changes in Acquisition Strategy Subsequent to Approval - Notifications

Agency updates involving significant changes to a strategy which has been already approved by the CAO must be described in a written notification to the CAO within three business days after the significant change occurs. These updates include, but are not limited to, changes in the requirements, changes in strategy such as contract type, type of statement of work, small business approach to solicitation, or an increase of 10% or more in the total estimated value of the acquisition. Agency notifications shall be submitted in accordance with the email distribution outlined in section II(B)(2) above. Change notifications shall reference the Acquisition Strategy Identifier number, point of contact information, a detailed description of the significant change, and Agency HCAD approval.

(D) Revision to CAO Review and Approval Threshold

This AGAR Advisory establishes an initial threshold of \$5 million for CAO review and approval. The CAO reserves the right to revise this initial threshold to a different dollar amount if considered appropriate and necessary for effective management of the USDA acquisition activities. In situations of emergency or

disaster, the CAO/SPE may temporarily waive the requirements of this advisory for identified acquisitions.

III) HCA/HCAD Review and Approval of Non-Commodity Acquisition Strategies

- (A) HCAs/HCADs shall develop a comparable acquisition strategy review process that requires HCA/HCAD review and approval of planned acquisitions (see paragraph II(A) above as a template for establishing your Agency \$1 million to \$5 million process) with an estimated value (inclusive of all option periods, quantities and items) between \$1 million and \$5 million, over the life of the contract.
- (B) An Agency's acquisition strategy review process shall be submitted by email to the Chief, OPPM/PPD for review and concurrence. This process may include a request for consideration to delegate the review and approval authority of \$1 million to \$5 million to a level below the HCAD. Upon approval and implementation, copies of all applicable Agency reviews and approvals shall be submitted to the Chief, OPPM/PPD upon request.

IV) HCA/HCAD Review and Approval of Contractual Commodity Acquisition Strategies

- (A) Farm Service Agency Kansas City Commodity Office (FSA KCCO), and Agricultural Marketing Service (AMS) in coordination with the Animal and Plant Health Inspection Service (APHIS), HCAs/HCADs shall develop a comparable acquisition strategy review process that requires HCA/HCAD review and approval of planned acquisitions (see paragraph II(A) above as a template for establishing your Agency \$1 million to \$5 million process) with an estimated value (inclusive of all option periods, quantities and items) of \$1 million or greater, over the life of the contract.
- (B) An Agency's acquisition strategy review process shall be submitted by email to the Chief, OPPM/PPD for review and concurrence. This process may include a request for consideration to delegate the review and approval authority to a level below the HCAD. Upon approval and implementation, copies of all applicable Agency reviews and approvals shall be submitted to the Chief, OPPM/PPD upon request.

V) Implementation Requirements and Schedule

- (A) By March 12, 2007, the HCAs/HCADs submitted to the Chief, OPPM/PPD, for review and concurrence, their agency/mission area Agency Strategy Review and Approval procedures that include, at minimum, procedures to comply with the HCA/HCAD acquisition strategy review and approval requirements established in paragraphs III or IV above.
- (B) The CAO and HCA/HCAD review and approval requirements and procedures established by this AGAR Advisory were effective March 15, 2007. All new

acquisition strategies submitted on or after January 1, 2008, shall include the new green purchasing guidance specified within Question 10 of the revised [Acquisition Strategy](#) worksheet.

- (C) All planned acquisitions with an estimated value of \$5 million or greater that have a documented issuance of the solicitation or publication of the FedBizOpps solicitation notice prior to March 15, 2007 are exempt from this advisory.

This advisory is available on the USDA procurement homepage at <http://www.usda.gov/procurement/policy/advisories.html>.

**EXPIRATION DATE:** December 31, 2008.

**[END]**

\_\_\_\_\_  
**Chief Acquisition Officer**

\_\_\_\_\_  
**Date**



## 7. What is the Contracting Method?

- a. Solicitation type (e.g., sealed bid (IFB), negotiated (RFP), request for proposals under a multiple award contract or Federal Supply Schedule, interagency agreements).
- b. Small Business Program Considerations (e.g., 8(a) competitive, 8(a) non-competitive, small business set-aside, HubZone set-aside, Service Disabled Veteran owned small business, women-owned small business). Provide a rationale and address market survey(s) conducted, if the planned acquisition will be unrestricted.
- c. Has Office of Small and Disadvantaged Business Utilization (OSDBU) approval form AD-1205, "USDA Small Business Program - Procurement Request Review" been completed, if required? If yes, attach a copy of the signed form.
- d. Extent of competition (e.g., full and open competition, competition after exclusion of sources, other than full and open competition pursuant to FAR 6.3, competition under Federal Supply Schedule, sole source set-aside, brand name specified under FSS, GWAC, multiple award or other indefinite delivery type contracts.

For brand name specific order, attach a copy of the justification as required by FAR 11.105.

For other than full and competition pursuant to FAR Part 6.3, attach a copy of the approved justification for other than full and open competition.

- e. For service contracts or task orders - please state whether or not the contract or statement of work will be performance based. If not performance based, please provide a rationale.
- f. Source selection procedures.
- g. Contract Type (see FAR part 16) including pricing structure
- h. Identify option periods, quantities or items
- i. Identify the authorized contract users. For indefinite delivery type contracts, identify authorized ordering offices.



8. For IT investments include, if applicable, a copy of OMB Circular A-11, Exhibit 300, Part I, Section A, Overview (All Capital Assets), Section B, Summary of Spending (All Capital Assets) and Section C, Acquisition/Contract Strategy (All Capital Assets).
  
9. If the acquisition is a continuing requirement, what is the current contract/order number(s), contractor(s) name and address and expiration date(s)?
  
10. In accordance with Executive Order 13423 and USDA Green Purchasing Affirmative Procurement Program (GPAPP), USDA will provide a preference in all USDA contracts, when practicable, for designated recycled content, ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, EPP, EPEAT, water efficient, and non-ozone depleting products and alternative fuel vehicles and alternative fuels.
  - a. Does the scope of the acquisition include any of these green products? Please respond yes or no. If yes, include all applicable FAR and AGAR clauses and provisions being used.
  
  - b. If the strategy includes a service contract, have you required the use of biobased products during performance? If no, please justify why biobased products were not required
  
11. What other acquisition issues of note should be provided?

**SUBMITTED FOR REVIEW AND APPROVAL:**

\_\_\_\_\_ Date

Program Manager / Project Manager

\_\_\_\_\_ Date

Contracting Officer

\_\_\_\_\_ Date

HCA or HCAD

**RECOMMENDATION TO THE CAO:**

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Approve Subject to listed conditions \_\_\_\_\_  
Conditions:

\_\_\_\_\_  
Chief, Procurement Policy Division, OPPM

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Procurement Executive

\_\_\_\_\_  
Date

---

**DECISION OF THE CAO:**

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Approved Subject to the listed conditions \_\_\_\_\_  
Conditions:

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX H — FOREST SERVICE GREEN MEETINGS GUIDANCE



### ENVIRONMENTAL FOOTPRINT STATEMENT FOR THE 2007 SUSTAINABILITY SUMMIT

The US Forest Service is committed to minimizing the environmental impact of the 2007 Sustainable Operations Summit. We will accomplish this by:

- **Decreasing the amount of solid waste produced by the event and disposing of it properly**
  1. Limiting the number of handouts that are provided. For those handouts that are provided, print them on GOOS (Good on one side) paper.
  2. Asking participants to bring a previously used nametag. For participants that don't bring a nametag, re-usable name tags will be used and collected the end of the Summit to be used at the 2008 Summit.
  3. Assuring paper used has a minimum 30% recycled content or are copied/printed on GOOS paper.
  4. Providing GOOS paper for note-taking, eliminating the need for notebooks.
  5. Assuring that the food service items used at the meeting site are durable and reusable.
  6. Providing recycling bins throughout the Colorado Convention Center.
  7. Limiting flipcharts use – recording as much as possible on laptops.
- **Reducing energy and water consumption at the event**
  1. Encouraging carpooling, public transportation and walking from our offices/homes to the conference. The site was selected because of its proximity public transportation and walking options in the vicinity
  2. Providing participants with water bottles to serve as beverage containers during the conference.
  3. Utilizing some pre-recorded videos to limit travel needs for speakers.
- **Educate attendees about consumption choices**
  1. Providing lunches that contain as much local and/or organic/natural foods as available or fiscally affordable.
  2. Hosting a luncheon using biobased plates, cups and flatware to educate on alternative disposable options, sponsored by USDA.
  3. Encouraging participants to share hotel rooms and to use the signcards to not wash towels and sheets daily.

## **APPENDIX I — EPEAT CONTRACT LANGUAGE**

All desktops, laptops, and computer monitors provided under this contract are required to have achieved Bronze registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT). EPEAT is a procurement tool designed to help large volume purchasers evaluate, compare, and select desktop computers, laptops, and monitors based upon their environmental attributes as specified in the consensus-based International Electrical and Electronics Engineers (IEEE) Standard for the Environmental Assessment of Personal Computer Products (IEEE 1680-2006<sup>2</sup>). Additional consideration will be provided for products that have achieved EPEAT Silver or EPEAT Gold registration. The registration criteria and a list of all registered equipment are provided at <http://www.epeat.net> .

---

<sup>2</sup> IEEE Standard 1680-2006 provides a set of environmental performance criteria for laptop computers, desktop computers, and computer monitors. This Standard includes key concepts and implementation procedures relating to reduction or elimination of environmentally sensitive materials, materials selection, design for end of life, life cycle extension, energy conservation, end of life management, corporate performance, and packaging. The Standard provides a measure of environmental leadership in product design, manufacture, service, and end-of-life management. In addition, it defines the methods by which manufacturers may declare such products as conforming with the Standard and by which such conformance may be verified. It is intended for use by institutional purchasers to select personal computer products, and by product manufacturers who wish to sell such products. There are three levels of conformance with this Standard. To achieve the first level (Bronze), the product shall conform to all of the 23 required environmental criteria. To achieve the second level (Silver), the product shall conform to all of the required criteria plus at least 50% of the 28 optional criteria, and to achieve the third level (Gold) the product shall conform to all the required criteria and at least 75% of the optional criteria. It is intended that this Standard shall be a baseline for further environmental standards for additional electronic products and shall be updated and revised on a periodic basis to continue to set a higher performance standard for electronic products.

## APPENDIX J — USDA LETTER TO GSA ON LEASING



**United States  
Department of  
Agriculture**

Office of the  
Assistant Secretary  
for Administration

Office of  
Procurement and  
Property  
Management

300 7<sup>th</sup> Street  
Southwest  
Room 302  
Reporters Building

Washington, DC  
20024-9300

December 22, 2006

Mr. David L. Winstead  
Commissioner, Public Building Services  
General Services Administration  
1800 F. Street, NW  
Washington, D.C. 20405-001

Dear Mr. Winstead:

The Department of Agriculture (USDA) is one of the signatory agencies to the January 24, 2006 Memorandum of Understanding (MOU) on Federal Leadership in High Performance and Sustainable Building. USDA is committed to pursuing environmental stewardship and energy efficiency in its owned and leased facilities nationwide, and is requesting the assistance of the General Services Administration (GSA) Public Building Service (PBS) in meeting that commitment.

Therefore, USDA is asking that GSA apply the MOU sustainable design principles, as appropriate and cost-effective, to the siting, design, and construction of new facilities for USDA and its agencies. These sustainable design principles include: optimizing site potential; minimizing non-renewable energy consumption; using environmentally preferable products; protecting and conserving water; enhancing indoor environmental quality; and optimizing operational and maintenance practices. We also request that GSA, when entering into contracts and leases on behalf of USDA and its agencies, incorporate lease provisions that encourage energy and water efficiency wherever life cycle cost-effective. Build-to-suit lease solicitations for USDA and its agencies should include criteria encouraging sustainable design and development, energy efficiency, and verification of building performance. As available and cost-effective, USDA has a preference for Energy Star labeled buildings in leased buildings.

We look forward to working with you in helping USDA increase the energy efficiency and sustainability of our buildings and leases nationwide.

Sincerely,

  
Glenn D. Haggstrom  
Senior Real Property Officer

AN EQUAL OPPORTUNITY EMPLOYER

## APPENDIX K — SUCCESS STORIES AND BEST PRACTICES

### USDA Green Purchasing Success Stories and Best Practices

#### (1) NRCS Makes Buying Remanufactured Printer Cartridges Mandatory

In FY2007 the Natural Resources Conservation Service (NRCS) showed how a policy decision at the agency level can lead to increased green product procurement that is both convenient and cost-effective.

In October 2006 the USDA Office of Procurement and Property Management awarded a blanket purchase agreement (BPA) for remanufactured toner and inkjet cartridges to [ABM Federal Sales](#), a service-disabled veteran-owned small business. The BPA was exclusively for the use of the 2400 Service Centers throughout the country that house the three service agencies: NRCS, Farm Service Agency, and Rural Development. NRCS made it mandatory for their employees to purchase remanufactured cartridges, if available, from the BPA. If unavailable from the BPA, the employees were directed to buy remanufactured cartridges from the USDA-wide BPA, currently awarded to Office Max. Below is an excerpt from the e-mail that came from NRCS procurement:

The appropriate NRCS officials have now discussed the issue. It is their policy decision that NRCS offices are to fill their requirements for printer toner and ink supplies using the BPA with ABM Federal Supplies. However, if a specific printer supply item is not available from ABM Federal, offices are to use the OfficeMax (USDA-wide) BPA. (Issued by Kim A. Kidney, Acquisition Policy Management Team Leader/Procurement Analyst USDA-NRCS/NHQ/MSD on September 7, 2006)

Below is an example of a product the BPA offers, along with savings.

Product: HP LaserJet Cartridge #92274A

	<u>BPA (Svc Ctr)</u>	<u>BPA (USDA-wide)</u>	<u>HP</u>	<u>GSA Advantage</u>
Remanufactured:	\$ 44	N/A	N/A	\$ 46
New Cartridge:	\$ 97	\$ 74	\$ 97	\$ 97

As illustrated above, the USDA-wide BPA doesn't even offer a remanufactured cartridge for this model, and neither does the Hewlett-Packard online store. The GSA Advantage online store, which all Federal agencies can use, offers both, but at a slightly higher price than the Service Center BPA. Hence, this example shows that the Service Agencies can save money while complying with green procurement regulations.

## **(2) Green Computing at CSWQRU**

The USDA ARS Cropping Systems and Water Quality Research Unit has won several awards for environmental stewardship of electronics, including a [Gold Level award in 2007](#) and [Silver Level award in 2006](#) in the Federal Electronics Challenge.

The [Federal Electronics Challenge](#) encourages federal facilities and agencies to purchase greener electronic products, reduce impacts of electronic products during use and manage obsolete electronics in an environmentally safe way.

All electronics (computers) purchased after the release of EPEAT guidelines in July 2006 were EPEAT Silver registered. Product data sheets with environmental information were obtained for one desktop computer purchased prior to July 2006

USDA ARS CSWQRU was also a winner in the 2006-2007 and 2005-2006 [Electronics Reuse and Recycling Campaigns](#) in the small facility (150 employees or fewer), Midwest region, civilian category. Starting on America Recycles Day, November 15, 2006, and for a four-month period, Federal facilities competed to see who could reuse and recycle the most computers and other electronics.

CSWQRU donated 9 complete computer systems--527 pounds of electronic equipment--through the Computers for Learning program to the only high school group in Missouri recognized as Microsoft® Authorized Refurbishers--the “Students Working to Advance Technology” or “SWAT” Team at North Callaway High School in Kingdom City, Missouri. The SWAT Team refurbishes used computers which then have a second life in schools.

For more information, visit the FEC at [www.federalelectronicschallenge.net](http://www.federalelectronicschallenge.net) or email Michelle Pruitt, IT Specialist at [pruittm@missouri.edu](mailto:pruittm@missouri.edu)

## **(3) Glue Goes Green**

Media Contact:

Jennifer Martin, CSREES Staff (202) 720-8188

Glue is the latest product to go green. Researchers at Oregon State University developed a new, environmentally friendly adhesive made with renewable natural resources. The glue, which replaces current adhesives that release cancer-causing chemicals into the air, will improve the environment and human health, as well as provide new markets for U.S. soybean farmers.

Since the 1940s, adhesive products used to make wood products, such as plywood, particleboard and fiberboard, contained cancer causing-chemicals, such as phenol-formaldehyde and urea-formaldehyde resins.

This product, developed by Kaichang Li and colleagues at Oregon State University, provides a high-performance, formaldehyde-free adhesive alternative. The soy-based adhesive is stronger

than, and cost-competitive with, conventional adhesives. Application of this adhesive in U.S. wood products may improve the global competitiveness of U.S. wood composite companies, including furniture and kitchen cabinetry industries. In addition, the use of a soy-based adhesive product will enhance the economic benefits to U.S. soybean farmers.

In 2006, the new adhesive was adopted by industry and replaced more than 47 million pounds of conventional formaldehyde-based adhesives. A study found the new adhesive reduced the emission of hazardous air pollutants, such as formaldehyde, from each plant by 50 to 90 percent.

Mr. Li's inspiration for the adhesive came from the strong, water-resistant proteins used by ocean mussels to cling to rocks to avoid being washed away by the surf. He wanted to develop a wood adhesive from renewable natural resources, like soy protein, carbohydrates and lignin that would be strong and water-resistant.

For this achievement, Mr. Li, along with partners Columbia Forest Products and Hercules Incorporated, received the Greener Synthetic Pathways Award, one of five 2007 Presidential Green Chemistry Challenge awards, which promote innovative development in, and use of, green chemistry for pollution prevention.

The USDA's Cooperative State Research, Education, and Extension Service (CSREES) funded this research project through the National Research Initiative (NRI) Biobased Products and Bioenergy Production Research program. The NRI is the largest peer reviewed, competitive grants program in CSREES. It supports research, education and extension grants that address key problems of national, regional and multi-state importance in sustaining all components of agriculture.

CSREES advances knowledge for agriculture, the environment, human health and well-being, and communities by supporting research, education and extension programs in the Land-Grant University System and other partner organizations. For more information, visit [www.csrees.usda.gov](http://www.csrees.usda.gov).

#### **(4) Green Procurement Requirements and Opportunities**

Green Procurement Requirements and Opportunities, as identified in the USDA Agricultural Research Service Eastern Regional Research Center Environmental Management System, was published November 2006. It can be located at <http://www.ars.usda.gov/SP2UserFiles/Place/19350000/ERRC-EMS-2007-plan.pdf>.



EPA CPG Required Items	Other Green Procurement Opportunities
<b>Construction Products</b>	
<ul style="list-style-type: none"> <li>• Floor tiles containing recovered plastic or rubber</li> <li>• Shower and restroom dividers/partitions containing recovered plastic or steel</li> <li>• Structural fiberboard containing recovered material</li> <li>• Laminated paper board containing post-consumer recovered paper</li> <li>• Patio blocks containing recovered plastic or rubber</li> <li>• Carpet containing polyester carpet fiber face and PET resin</li> <li>• Cement and concrete containing coal fly ash</li> <li>• Cement and concrete containing ground granulated blast furnace slag</li> <li>• Geotextiles containing recovered materials</li> <li>• Fiberglass building insulation with recovered content</li> </ul>	<ul style="list-style-type: none"> <li>• Low VOC and less toxic paints</li> <li>• Water efficient plumbing supplies</li> <li>• Recovered stone, brick, steel, wood, floor tile, other materials and fixtures from building deconstruction</li> <li>• Road building materials with recovered road base, asphalt and other materials</li> <li>• Non-fiberglass building insulation with recovered material content such as newspaper or plastic</li> <li>• Acoustic ceiling tile with recovered mineral wool, plastic, steel mill slag or other materials</li> <li>• Plastic lumber with recovered content</li> <li>• Bricks with recovered fly ash</li> <li>• Energy efficient windows and doors</li> <li>• Docks and piers with recovered plastic or wood content</li> </ul>
<b>Transportation Products</b>	
<ul style="list-style-type: none"> <li>• Parking stops made from concrete or containing recovered plastic or rubber</li> <li>• Channelizers, delineators, and flexible delineators containing recovered plastic, rubber, or steel</li> <li>• Traffic barricades containing recovered plastic, steel or fiberglass</li> <li>• Traffic cones containing recovered plastic or rubber</li> </ul>	<ul style="list-style-type: none"> <li>• Speed bumps made of recovered road material or recovered plastic</li> <li>• Signs containing recovered metal or plastic</li> </ul>
<b>Park and Recreation Products</b>	
<ul style="list-style-type: none"> <li>• Playground surfaces containing recovered plastic or rubber</li> <li>• Running track containing recovered plastic or rubber</li> <li>• Plastic snow and sand fencing containing recovered plastic</li> </ul>	<ul style="list-style-type: none"> <li>• Park benches and picnic tables with recovered plastic, rubber, sawdust, and wood</li> <li>• Playground equipment and bike racks with recovered plastic, rubber, sawdust and wood</li> <li>• Signs and signposts of recovered wood or plastic with recovered content</li> <li>• Boats with recovered material content</li> <li>• Four cycle rather than 2-cycle motors for boats</li> </ul>
<b>Landscaping Products</b>	
<ul style="list-style-type: none"> <li>• Garden and soaker hose containing recovered plastic or rubber</li> <li>• Lawn and garden edging containing recovered plastic or rubber</li> <li>• Hydraulic mulch containing recovered wood and/or paper</li> <li>• Yard trimmings containing composted material</li> </ul>	<ul style="list-style-type: none"> <li>• Hose reels made of recovered plastic</li> <li>• Wheel burrows, gardening and landscaping tools made of recovered wood, plastic, and other materials</li> <li>• Hand , electric or four cycle gasoline lawn and gardening equipment</li> <li>• On-site composting products</li> </ul>

EPA CPG Required Items	Other Green Procurement Opportunities
<b>Paper Products</b>	
<ul style="list-style-type: none"> <li>• Writing and printing paper with recovered paper content</li> </ul>	<ul style="list-style-type: none"> <li>• Other paper and tissue products (paper towels, napkins, bath and facial tissue) with recovered paper content or are unbleached and do not have unnecessary dyes, inks, or fragrances</li> <li>• Cardboard with recovered paper content</li> <li>• Reusable envelopes and bags</li> </ul>
<b>Non-paper Office Products</b>	
<ul style="list-style-type: none"> <li>• Remanufactured printer ribbons</li> <li>• Plastic envelopes with recovered plastic</li> <li>• Office recycling containers containing recovered plastic, steel or paper</li> <li>• Office waste receptacles containing recovered plastic, steel or paper</li> <li>• Plastic desktop accessories containing recovered plastic</li> <li>• Remanufactured toner cartridges</li> <li>• Binders containing recovered plastic, chipboard, paperboard, or pressboard</li> <li>• Plastic bags containing recovered material</li> <li>• Energy Star computer equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient, duplex capable, properly sized copy machine</li> <li>• Energy Star plain paper fax machines</li> <li>• Fax modems instead of paper fax machines</li> <li>• Pens and pencils with recovered plastic and wood content</li> <li>• Erasable and cork boards with recovered plastic and wood</li> </ul>
<b>Vehicular Products</b>	
<ul style="list-style-type: none"> <li>• Reclaimed engine coolant</li> <li>• Retread tires</li> <li>• Re-refined lubricating oil</li> </ul>	<ul style="list-style-type: none"> <li>• Engine hoses with recovered plastic or rubber</li> <li>• Rebuilt and reused engines, engine components and other vehicle parts</li> <li>• Alternative fuel vehicles</li> </ul>
<b>Miscellaneous Products/Maintenance Supplies</b>	
<ul style="list-style-type: none"> <li>• Pallets containing recovered wood, plastic or paperboard</li> </ul>	<ul style="list-style-type: none"> <li>• Recycling Bins and trash bins with recovered plastic</li> <li>• Bubble wrap and other packing materials with recovered plastic content</li> <li>• Compact fluorescent lighting</li> <li>• Less toxic, more biodegradable janitorial and equipment cleaners</li> <li>• CFC recycling equipment</li> <li>• CFC/HCFC free air conditioning and refrigeration equipment</li> <li>• Non-halon fire suppression systems</li> <li>• Reusable rags and rags with recovered material content</li> </ul>

### **(5) USDA South Building Sustainable Design**

As an example of USDA's work in the sustainable design area, the USDA South Building Headquarters' modernization plan to achieve LEED certification requires that each new design phase incorporates additional environmental and energy requirements. Phase 4 is designed to achieve no less than 26 points under the LEED-Existing Building Green Building system and includes requirements for recycled content products, certified wood products, and EPP products and services.

### **(6) Pacific Southwest Research Station**

The Pacific Southwest Research Station (PSW) of the U.S. Forest Service has switched to sustainable disposable flatware and tableware products at events where food is served; the snack plates are made from sugar cane fiber. The sugar cane fiber is a byproduct of the sugar-refining process. The byproduct would have otherwise been disposed of in a landfill. PSW uses cutlery made from plastic derived from corn grown in the U.S. The compostable flatware biodegrades fully in commercial compost facilities after its useful life. These products are inexpensive. Biodegradable snack plates cost PSW \$2.99 per 25-plate package while the compostable cutlery cost PSW \$1.09 for each package with 8 forks, 8 knives, and 8 spoons.

The Pacific Southwest Research Stations' Center for Urban Forest Research purchased sustainable desk chairs to replace old chairs that were outdated and in disrepair. Many of these chairs are Steelcase Think Chairs that are made of 40 percent recycled materials and are fully recyclable.

### **(7) Forest Service Region 2**

Forest Service Region 2 just completed a region-wide mass purchase of energy and water conservation items. These include vending misers, occupancy sensors, compact florescent lightbulbs, and low flow showerheads. These items have proven to save significant energy costs and pay for themselves within one year.

Region 2 just awarded 9 water and energy conservation micro-grants for \$2000 each. Micro-grants projects are small in economic costs but can result in major savings. Examples of micro-grant awards include: xeriscaping at a district office, installation of low flush toilets and lighting retrofits. The funding for the micro-grant program came from estimated savings of vending miser installations in 2006.

Cleveland National Forest has adopted numerous water-saving measures including low-flow plumbing fixtures at all of the district offices, native landscaping plants, self-closing water valves at recreation sites, and car washes that use reclaimed water.

### **(8) USDA Purchasing Biobased Products**

USDA has purchased or tested the following biobased products in FY 2006:

- biobased hydraulic tractor fluid (designated)

- Soybased ink (non-designated)
- biobased two-cycle engine oil (non-designated)
- biobased bathroom cleaner (non-designated)
- Heavy duty hand cleaner(non-designated)
- hand soap(non-designated)
- biobased cartridge grease (non-designated)
- biobased hand sanitizer (non-designated)
- environmentally friendly toilet bowl cleaner (non-designated)
- environmentally friendly foam cups (non-designated)
- Biobased anitfreeze (non-designated)
- Hand Sanitizer (non-designated)
- Glass and Surface Cleaner (non-designated)
- Floor Cleaner (All purpose) (non-designated)
- Floor Sealer (non-designated)
- Floor Finish (Two brands) (non-designated)
- Window and Glass Cleaner (Two brands) (non-designated)
- Restroom Disinfectant (non-designated)
- Floor Stripper (Two brands) (non-designated)
- Hand Soap (Two brands) (non-designated)
- Degreaser/Sanitizer (All purpose) (non-designated)
- Paper Towels and Seat Covers (non-designated)

#### **(9) Agricultural Research Service Using Water Efficient Products**

ARS reported implementation of a wide variety of new and ongoing water conserving methods and practices. For instance, BARC saves water by using effluent from its wastewater treatment facility as a boiler plant feed-water alternative. In the South Atlantic Area, a facility decreased watering schedules during cold weather and turned off the irrigation system in the rainy season. In the North Atlantic Area, low flush toilets were installed within buildings and work sites.

#### **(10) USDA Green Cafeteria**

One of the ways USDA is leading by example is in removing single use petroleum –based food service products (plates, bowls, trays, cups, cutlery, etc) from the Washington DC area cafeteria and replacing these bowls with food service products made from renewable agricultural materials which can be composted and returned friendly to the earth. USDA is now engaged in replacing the majority, if not all, food service items in USDA’s Washington, DC area cafeterias on an on going basis as funding permits. The Cafeteria Green team is putting together a workable green cafeteria program that can be replicated by Federal cafeterias, including those in the U.S. Capitol complex.

In late Spring of 2007, USDA removed the Styrofoam carryout trays from its Headquarters cafeterias and replaced them with molded recycled paper trays which compost and actually function better than the Styrofoam trays.

## **APPENDIX L — GUIDANCE FOR PURCHASE CARD HOLDERS**

Both Congress and the President have directed Federal agencies to be good stewards of the environment by conserving energy and other precious natural resources. In this regard, Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management" mandates "green" purchasing, even at the micro-purchase level.

"Buying Green" is easy for USDA cardholders; most of these products are available through the USDA blanket purchase agreement (BPA) at the USDA Advantage! Website: [USDA Advantage! Login](#)

There are six components to the Federal green purchasing program:

- Recycled content products
- Energy Star® and FEMP-designated energy efficient products
- Electronic Products Environmental Assessment Tool (EPEAT)-designated products (computers and monitors)
- Biobased products
- Environmentally preferable products and services
- Non-ozone depleting substances

### **Recycled content products**

The Resource Conservation and Recovery Act requires the purchase of recycled content products designated by the Environmental Protection Agency (EPA). These products are also known as Comprehensive Procurement Guideline or CPG items, which is EPA's list of designated products. Examples of recycled content products are recycled content copier paper and other paper products, notebook binders, and remanufactured toner cartridges. Refer to <http://www.epa.gov/cpg/> for the list of products, EPA's recommendations, and suppliers.

### **Biobased products**

The Farm Security and Rural Investment Act of 2002 requires the purchase of biobased products designated by USDA. These products are typically made from feedstock derived from farm crops and farm residues, but can also contain wood byproducts. Examples of biobased products are various types of lubricants and greases, office and bathroom cleaning products, and hand soaps and other personal cleaning products. Refer to the BioPreferred<sup>SM</sup> home page <http://www.biopreferred.gov/Default.aspx> for the list of designated products and vendors.

## **Energy efficient products**

The Energy Policy Act of 2005, as well as DR 5500-001, requires agencies to purchase Energy Star® products or energy-efficient products designated by the Department of Energy's Federal Energy Management Program (FEMP), as well as products that use minimal standby power. For products that qualify see [www.energystar.gov](http://www.energystar.gov) and <http://www.eere.energy.gov/femp/procurement/>. Products that must be energy efficient include scanners, printers, and refrigerators. Additionally, EO 13423 requires USDA to purchase Electronic Products Environmental Assessment Tool (EPEAT)-registered electronics for desktop computers and laptops. Refer to <http://www.epeat.net/> for a list of EPEAT-registered products.

## **Environmentally preferable products and services**

EO 13423 emphasizes the significance of environmentally preferable purchasing (EPP). Products in this category can be viable alternatives to products that contain hazardous materials or toxic chemicals, such as green cleaning products, mercury-free thermometers, or refurbished furniture. Refer to <http://www.epa.gov/opptintr/epp/> for products and services, as well as suppliers, meeting EPP standards.

## **Non-ozone depleting substances**

Although we have been very successful in reducing releases of ozone-depleting substances (ODSs), the ozone hole over the Antarctic is still huge. EPA identifies alternatives to ODSs through its Significant New Alternatives Policy (SNAP) program and provides recommendations for specific products, such as refrigerants and fire extinguishers. Refer to <http://www.epa.gov/Ozone/snap/index.html> for the list of products and alternatives.

## APPENDIX M — GREEN PURCHASING WEBSITES

Topic	Description	Website
<b>PRODUCTS</b>		
Recycled Content	Comprehensive Procurement Guidelines (CPG) Recycled Products	<a href="http://www.epa.gov/cpg/">http://www.epa.gov/cpg/</a> <a href="http://cpg.epa.tms.icfi.com/user/cpg_search.cfm">http://cpg.epa.tms.icfi.com/user/cpg_search.cfm</a>
Biobased	USDA BioPreferred <sup>SM</sup> Home Page Biobased Products	<a href="http://www.biopreferred.gov/Default.aspx">http://www.biopreferred.gov/Default.aspx</a> <a href="http://www.usda.gov/procurement/programs/biobased/biobaseditems.htm">http://www.usda.gov/procurement/programs/biobased/biobaseditems.htm</a>
Energy Efficient	Energy Star Products FEMP (Federal Energy Management Program) Low Standby Power Products	<a href="http://www.energystar.gov/index.cfm?fuseaction=find_a_product">http://www.energystar.gov/index.cfm?fuseaction=find_a_product</a> <a href="http://www1.eere.energy.gov/femp/procurement/index.html">http://www1.eere.energy.gov/femp/procurement/index.html</a> <a href="http://www1.eere.energy.gov/femp/procurement/eep_standby_power.html">http://www1.eere.energy.gov/femp/procurement/eep_standby_power.html</a>
Environmentally Preferable	Environmentally Preferable Purchasing (EPP) EPP Products	<a href="http://www.epa.gov/opptintr/epp/">http://www.epa.gov/opptintr/epp/</a> <a href="http://yosemite1.epa.gov/oppt/eppstand2.nsf">http://yosemite1.epa.gov/oppt/eppstand2.nsf</a>
EPEAT	Electronic Product Environmental Assessment Tool	<a href="http://www.epeat.net/">http://www.epeat.net/</a>
Water Efficient	Water Sense Water Efficiency	<a href="http://www.epa.gov/watersense/">http://www.epa.gov/watersense/</a> <a href="http://www1.eere.energy.gov/femp/water/water_fedrequire.html">http://www1.eere.energy.gov/femp/water/water_fedrequire.html</a>
Non-Ozone Depleting	SNAP (Significant New Alternatives Program)	<a href="http://www.epa.gov/ozone/snap/">http://www.epa.gov/ozone/snap/</a>
Alternative Fuel / Alternative Fuel Vehicles (AFV)	Alternative Fuels and Advanced Vehicles Data Center AFV Federal Fleets	<a href="http://www.eere.energy.gov/afdc/fuels/stations_locator.html">http://www.eere.energy.gov/afdc/fuels/stations_locator.html</a> <a href="http://www.eere.energy.gov/afdc/data/fleets.html">http://www.eere.energy.gov/afdc/data/fleets.html</a>
<b>GUIDANCE &amp; RESOURCES</b>		
Procurement	USDA Advantage GSA Advantage AbilityOne (formerly, JWOD) UNICOR Defense Logistics Agency Agriculture Acquisition Regulation (AGAR) Federal Acquisition Regulation (FAR)	<a href="https://www.usdaadvantage.gsa.gov/">https://www.usdaadvantage.gsa.gov/</a> <a href="https://www.gsaadvantage.gov/">https://www.gsaadvantage.gov/</a> <a href="http://www.jwod.org/">http://www.jwod.org/</a> <a href="http://www.unicor.gov/">http://www.unicor.gov/</a> <a href="http://www.dscr.dla.mil/userweb/dscrlid/epa/EPSearch.asp">http://www.dscr.dla.mil/userweb/dscrlid/epa/EPSearch.asp</a> <a href="http://www.usda.gov/procurement/policy/agar.html">http://www.usda.gov/procurement/policy/agar.html</a> <a href="http://www.arnet.gov/far/">http://www.arnet.gov/far/</a>
Policy	USDA Sustainable Operations OFEE Green Purchasing USDA Procurement Policy FedCenter	<a href="http://greening.usda.gov/">http://greening.usda.gov/</a> <a href="http://www.ofee.gov/gp/gp.asp">http://www.ofee.gov/gp/gp.asp</a> <a href="http://www.usda.gov/procurement/policy/index.html">http://www.usda.gov/procurement/policy/index.html</a> <a href="http://www.fedcenter.gov/programs/buygreen/">http://www.fedcenter.gov/programs/buygreen/</a>
Standards	Green Seal National Institute of Standards and Technology LEED (US Green Building Council) Whole Building Design Guide	<a href="http://www.greenseal.org/programs/government.cfm">http://www.greenseal.org/programs/government.cfm</a> <a href="http://www.nist.gov/">http://www.nist.gov/</a> <a href="http://www.usgbc.org/displaypage.aspx?CategoryID=19">http://www.usgbc.org/displaypage.aspx?CategoryID=19</a> <a href="http://www.wbdg.org/design/greenspec.php">http://www.wbdg.org/design/greenspec.php</a>
Training	Aglearn Defense Acquisition University Federal Acquisition Institute	<a href="http://www.aglearn.usda.gov/">http://www.aglearn.usda.gov/</a> <a href="http://training.dau.mil/">http://training.dau.mil/</a> <a href="http://www.fai.gov/">http://www.fai.gov/</a>