

2002 White House Closing the Circle  
Agency Award Nomination  
U.S. Department of the Interior  
"Practicing Stewardship in Practical Ways"

VISION

The Department of the Interior's mission is to protect and provide access to our Nation's natural

and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to Island communities. The Department will be an innovative leader in "greening" the Federal government by actively and systematically protecting the natural processes that sustain life on Earth. To fulfill this vision, Interior will, in its own operations, minimize solid waste, prevent pollution, save energy and other resources, reduce greenhouse gas emissions, and encourage public support and participation in these efforts.

*Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling and Federal Acquisition*

Award Criteria

- Core Accomplishment
- ◆ Additional Achievement
- ✓ Attachment

Planning for a Greener Future

? Use of an Agency-wide Strategic Plan for Waste Prevention, Recycling, and Federal Acquisition. Indicate the agency recycling goal as of today and describe accomplishments toward meeting goal. Describe plans for future compliance with the Federal goal of 35 percent waste diversion by 2005.

An intrabureau task group was convened in January 1999 to author a strategic plan for Interior. Environmental managers, procurement and policy program managers worked together to craft a vision statement (above), goals, strategies, and management controls. The Strategic Plan, signed in May 2000, communicates goals for Waste Diversion and Recycling and Green Procurement and Property Management. These goals are restated in Interior's Annual Performance Plan to Congress.

It is the goal of the Department to divert waste at the rate of 45% by 2005, projecting to exceed the national Federal goal due to the high volume of recyclables generated in visitor-generated waste.

It is also the goal to recycle at every facility, where cost effective, as many as 17 different commodities (see page 2 and 3 of the attached Strategic Plan). The Action Plan for Fiscal Year 2000/2001 (Strategy Plan attachment) directed a variety of implementing activities

Significant efforts to further goal attainment include the pilot testing of compostable food serviceware for use in visitor concession operations, and the commitment to recycling electronic equipment. Both efforts are described further below.

Fiscal year 2001 will be the first year data is collected and compiled against these goals. Data collection was unfortunately suspended due to Interior's loss of Internet access. A web-based data collection system (described below) will be used to Other policy implementing executive mandates relating to waste management and pollution prevention:

- ✓ *Management Excellence and Citizen-centered Service, Secretarial Memorandum, August, 2001*
- ✓ *Recycling Programs, Departmental Manual Part 515 Chapter 3, February 1998*
- ◆ Agency In-house or Interagency Efforts to Find New Ways to Streamline and Automate Reporting on Purchases of Recycled

stream-line this data collection. The reporting system has been designed to serve as a resource aid to enhance recycling managers' effectiveness.

Facility managers at the Main Interior Complex with nearly 2,400 occupants have worked very hard to increase the rate of waste diversion through recycling and source reduction. Whereas the diversion rate for FY 2000 was approximately 30%, the diversion rate for FY 2001 has now reached 51.24%. The long term goal for DOI is 50% diversion by 2010. The Main Interior Complex, as one facility, has shown that this is possible.

- ✓ *Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling and Federal Acquisition, May 2000*
- ✓ *Charter, Greening Interior Partnership, November 2000*
- ✓ *Recycling Guide, Main Interior Building*
- ✓ *Diversion Spreadsheet, Main Interior Building*
- ✓ *Environmental Auditing, Departmental Manual Part 515 Chapter 2, September 1997*
- ✓ *Compliance with Waste Management Requirements, Departmental Manual Part 518, Chapter 2, June 1994*
- ✓ *Comprehensive Waste Management, Departmental Manual Part 518, Chapter 1, March 1994*

## Content Products.

The Department's Green Procurement and Property Management goals were devised to blend the need to promote awareness and accountability through performance measurement with the need to minimize the burden and cost of tracking and reporting. During the development of the Strategic Plan, it was clear that any tracking system that required the accumulation of purchasing information over a year's time and the totaling of compliant units, dollars, or action would not be sustainable. Therefore, the Greening Interior Partnership Group honed in on a strategy that would use a small, select set of products as indicators of the program's success.

Considerations for the selection of indicator products for tracking purposes included performance, pricing and availability. In addition, products were selected because they are in use at virtually every DOI facility throughout the country. Finally, through the use of the nine indicator products included in the goal statement, Interior captures an environmental benefit that relates significantly to the conservation mission of the agency. The goals also represent products used in a variety of operating disciplines within the Department, including facility management, office management and fleet management.

A web-based reporting system has been created to allow DOI facility representatives to easily enter data that will be rolled up across a bureau and the Department.

### ◆ Agency Efforts in Determining the Environmental Preferability of Products and Services.

The implementation of pilot projects testing environmentally preferable products (EPP) and services is one of the seventeen strategies identified in the Greening Interior Strategy Plan (see #11 on page 6, with Action Items outlined on pages 22 and 23).

There are three primary pilot projects that were undertaken within the Office of the Secretary during FY2000 and FY2001. These pilots include testing the use of:

- Compostable food serviceware
- Environmentally preferable janitorial products
- High recycled content, process-chlorine-free copy paper.

Through a partnership initiated by Department of the Interior with the EarthShell Corporation, U.S. Department of Agriculture (USDA), General Services Administration (GSA), and Guest Services, Inc., biodegradable food-service products were introduced, including a new alternative to polystyrene. The products introduced included a 9" plate and 6 oz. bowl (imprinted with the DOI seal) made by EarthShell Corp. from vegetable starch (potato or corn), limestone, and fiber from recycled paper. As compared with polystyrene, the manufacture of these plates takes less energy and produces less toxic waste. Food waste, along with the segregated compostable plates, bowls, take-out trays, and napkins were collected in biodegradable bags in the cafeteria and throughout the building.

Twice a week, the bags are transported by in-house staff to the USDA's Research Service in Beltsville, Maryland, where three different types of composting methods (winrow, static pile and in-vessel) were employed. Fliers and dining table tent cards heightened the project's profile among cafeteria patrons. During the one-year composting pilot, approximately 168 bags of trash

At the end of the fiscal year, starting with FY2002, every facility will be asked to enter data on green product use, waste diversion and recycling, and sustainable practices. The system will query as to whether or not the product has been used at that facility during the last fiscal year. If the response indicates non-use of a particular commodity, the system will prompt for a reason why the product is not in use.

The use of the following nine indicator products will be tracked:

- Re-refined engine lubricating oil
  - Reclaimed engine coolant
  - Retread tires
  - Copy paper - recycled content, process-chlorine-free
  - Bathroom tissue - recycled content, process-chlorine-free
  - Paper towels - recycled content, process-chlorine-free
  - Recycled content plastic trash bags
  - Recycled content and/or refurbishable carpet
  - Biobased, biodegradable lubricating and hydraulic oils in equipment where spillage to the environment might occur (e.g., chain saws, marine outboards, lawn mowers, and snow mobiles).
- ✓ *DOI Green Facility Profile Reporting System, screen captures, January 2002*

Through the work of these pilots, there are now over 20 environmentally preferable products in daily use at DOI's Main Interior Building.

### Compostable food serviceware

(approximately 3,300 lbs.) were diverted each month from the cafeteria waste stream. Subsequent to the pilot, GSI entered into a purchase agreement with EarthShell, becoming the first institutional buyer in the country. This project is applicable to concession operations throughout our national parks, recreation areas, refuges, and other sites where the visiting public is served.

- ✓ *Federal Agency Tries Degradables, Biocycle Magazine, March 2001*

### Green cleaning

The National Business Center decided that it wanted to start using environmentally-safe and -healthful custodial products and services in the Main Interior Building. A new contract was awarded that established EPP mandatory (M) and desirable (D) criteria for chemical cleaning products used under this contract, including:

- Must not be a hazardous waste (when disposed of) (M)
- Must not be packaged in an aerosol container (M)
- Must not contain any probable or known carcinogens (M)
- Must not contain any ingredients that are designated as Toxics of Concern for the Chesapeake Bay (M)
- Minimize skin, eye, and respiratory irritation (D)
- Biodegradable (D)
- Minimize use of dyes and fragrances (D)
- Packaging contains recycled-content/minimizes non-recyclable waste (D)

*EPP Promising Practices Guide*, U.S. Environmental Protection Agency, October 2000

Environmentally preferable paper

Interior has endeavored to purchase paper made with 100% postconsumer recycled fiber (“tree-free”), made without the use of chlorine, and, if possible, converted by persons with visual disabilities. To this end, three separate paper trials were pursued. The results of these pilots are documented in a report attached to this submission. The quality of the paper was found to be adequate for the most sophisticated, high-speed copying equipment, if it has been stored properly. The Blind Work Association, Incorporated of Binghamton, New York has developed an EPP paper product on which the National Park Service is printing its FY2003 budget. At this time, the DOI printing office is looking at different ways to absorb the additional cost of this paper which is currently approximately 30% more than 30% recycled content paper.

If Interior bought 100% postconsumer recycled paper at its headquarters for one year, nearly 2,000 pulp trees would be conserved as well as over 500,000 kilowatt hours of energy.

- ✓ *Buying Environmentally Preferable Paper: Workplan and Background Paper*, December 2001

There are many other notable EPP pilot projects that have been pursued successfully within Interior bureaus. Many have previously been recognized with White House Closing the Circle Awards, including:

- Use of biobased lubricants and fuels on the vessel *Pacific Ranger*, Channel Islands National Park, 2001
- Use of biobased lubricants in snowmobiles, and EPP cleaners, Yellowstone National Park, 2001
- Use of construction products made with recovered materials and rapidly renewable resource, Cusano Environmental Education Center, John Heinz National Wildlife Refuge at Tinicum, 2001
- Various products, Main Interior Building, National Business Center, 2000
- Use of recycled plastic lumber for a boardwalk, George Washington Memorial Parkway, 1999



Buying concentrated solution minimizes packaging; chemical portioner ensures accurate dilution for optimal product performance.



Ready-to-use packaging label includes color-coded labeling with safety use information.



The environmentally preferable floor finish does not contain heavy metals which are commonly used in finish formulations. This substitution prevents the release of zinc, a bioaccumulative and persistent pollutant, through the wastewater treatment system

The contract also called for consumable products that were to be purchased by the Contractor to contain specific recovered material content, consistent with or exceeding the minimum content identified for these products in the Comprehensive Procurement Guideline (40 CFR 247). As mandatory criteria, the contract specified:

- Bathroom tissue: 100% recycled, 20% postconsumer
- Paper towels: 100%/50%
- Toilet-seat covers: 100%/50%
- Industrial wipers: 100%/40%
- Plastic trash bags: 25% postconsumer content

All the paper products have the desirable characteristic of having been manufactured without the use of elemental chlorine for the deinking and bleaching. This minimizes the discharge of effluent containing highly toxic dioxins and furans from the paper mills to our Nation’s waterways. Throughout the recent tumultuous period in the American paper and fiber industry, Interior has sought to identify and use bathroom tissue and paper towels with high postconsumer recycled content. The searching has successfully yielded a brand now certified by a third-party to have 80% post consumer content and made entirely without the use of chlorine.

- ✓ *Department of Interior Focuses on Cleaning Products*,

## Documenting Successes

### ? Agency Reports (RCRA Reports, GPRA, etc.) Documenting Progress in Purchasing Recycled Content Products and Implementing Other Waste Prevention Initiatives.

Once the Greening Interior Strategic Plan was in place, the goals were placed in the Department's Annual Performance Plan to Congress. It first appeared in the FY2001 plan, projecting goals that have continued to be communicated in the successive FY2002, and FY2003 plans (copy attached). Goal reporting commences for performance in FY2001. As described above, due to loss of Internet capabilities, data collection has been temporarily suspended, although the web-based data collection instrument is ready.

The secondary means of data collection against these goals is through the environmental compliance auditing program, as discussed on page 23 of the Strategic Plan's attached Action Plan. It is through this mechanism that on-the-ground checks can be performed to determine if individual facilities are achieving the waste diversion, recycling, and EPP product use goals.

The first step in affecting the adoption of audit protocols to address these issues was to request that the changes be made to the U.S. Army Construction Engineering Research Labs' (CERL) environmental audit protocol. Many federal agencies use the Federal TEAM Guide, including Interior. It is made available to Interior bureaus through the Internet. The appropriate sections

The next step was for bureaus to adopt these modified protocols in their customized audit programs. Attached is a copy of the protocol used by the National Park Service, as one example.

- ✓ *Department of the Interior's Annual Performance Plan and Report*, two excerpts, January 2002
- ✓ *TEAM Guide for Environmental Auditing*, U.S. Army CERL, Section 6 - Other Environmental Issues, Reviewer Check Sheets, excerpt from December 2001 update
- ✓ *Green Procurement EnviroCheck Sheet*, National Park Service Environmental Compliance Audit Program, September 2001
- ✓ *Departmental Summary of the Fiscal Year 2001 Annual Report on Bureau Environmental Auditing Programs and Activities*, Memorandum, November 20, 2001
- ✓ *Calendar Year 2000 Progress Report on Agency Implementation of Executive Order 13148 - "Greening the Government Through Leadership in Environmental Management,"* Correspondence, February 26, 2000

## Promoting Sustainable Procurement

of the TEAM Guide are attached.

### ? Agency Efforts to Increase the Purchase of CPG and non-CPG Recycled Content Products.

As described above, the Department has adopted as a goal to purchase and track the use of nine green products. These products are indicators of overall program awareness and success. Eight of these nine products are Comprehensive Procurement Guideline (CPG) items. Appendix C of the Greening Strategic Plan includes a summary listing of the entire CPG.



attention to CPG compliance in the operations of its headquarters building, the Main Interior Building. This attention has led to the use of the following CPG-compliant items at this location: *paint; carpeting;*



*plastic parking bumpers; bathroom tissue; paper towels; industrial wipers; plastic trash bags; recycling containers; copy paper and other paper office supplies; toner cartridges; award plaques; pallets; and plastic lumber.*

In addition, under the heading "we wouldn't ask you to do anything we wouldn't try ourselves," Interior has paid particular

Another very successful promotion is the establishment of a National Industries for the Blind (NIB)-affiliated office supply store in the basement of the Main Interior Building. In August 2000, the *Office Eagle Store*, operated by Blind Industries and Services of Maryland (BISM), officially opened for business. But it did not open until all the products to be stocked were reviewed by DOI environmental managers for compliance with the CPG. In fact, pursuant to the agreement between Interior and BISM, the store is set up to be a “green” office supply outlet. Prior to the store’s opening, it was noted that the plastic desktop accessories, made by a NIB affiliate, were not made with recycled content plastic. When it was pointed out that these trays were not CPG compliant, NIB worked to create the first batch made with newly procured recycled plastic material. Interior has encouraged the development and sale of products that are not only CPG compliant, but that have additional environmentally preferable attributes. BISM produced these 100% postconsumer recycled content, process-chlorine-free notepads at Interior’s request.

Another NIB affiliate teamed with a private vendor to package and sell environmentally preferable (buffered urea) ice melting chemicals. The product is sold seasonally in the Office Eagle Store and is used in the Main Interior Building.

- ✓ *Ordering Javits-Wagner O’Day Act Program Supplies With Office Eagle Store and [www.officeeagle.com](http://www.officeeagle.com), Memorandum, October 6, 2000*
- ✓ *Office Eagle: the first “green” full service office supply store, Store Opening Invitation, August 2000*

One of the more complex recycled content products to specify is carpeting. Fortunately, many carpet manufacturers have risen to the challenge to make their product lines more resource efficient, incorporating recycled content or manufacturing approaches that makes the product more recyclable. There are many, many approaches being taken, making it a challenge to understand what to write into requirements statements. The National Park Service’s Pacific West Region has attempted to shed light on the diversity of product types in their paper, “Environmentally Responsible Carpet Choices.” This document has been periodically updated to keep pace with this rapidly evolving industry. It is, to our knowledge, the only summary of its type and is distributed through the King County Recycled Content Website as well as by the EPA’s Office of Solid Waste.

- ✓ *Environmentally Responsible Carpet Choice, NPS Pacific West Region, October, 2001*

◆ Agency Efforts to Promote New and Innovative Procurement Practices to Promote the Use of Green Products.

During the development of the Greening Interior Strategic Plan, some questioned whether mandates to buy from mandatory acquisition sources and to buy green conflicted. This debate resulted in the adoption of Strategy 10 (pages 5, 21 and 22): Partnering with procurement sources to ensure products that are sold to DOI comply with RCRA and E.O. 13101, and support DOI goals. To this end, Interior pursued a Memorandum of Agreement (MOA) between the Department of the Interior (DOI), the Committee for Purchase from People Who Are Blind or Severely Disabled, the National Industries for the Blind, NISH, and the U.S. Environmental Protection Agency. The purpose of the MOA is to establish a working relationship and to define activities to further federal acquisition of environmentally preferable products from mandatory sources. These activities will serve to make products and services from mandatory sources more environmentally preferable and compliant with regulatory and executive environmental mandates.

Under the MOA, DOI agreed to promote “DOI Buys Green With JWOD.” (Javits-Wagner-O’Day Act) in a number of ways and to articulate the Department’s needs and priorities for environmentally preferable products, consistent with Interior’s resource protection and scientific missions. The parties associated with the JWOD program agreed undertake steps to evaluate and redesign products and services to enhance their environmental performance, and to promote the environmental attributes through marketing that complies with the Federal

Trade Commission’s regulations on environmental claims.

Critical guidance development and training activities were identified to support this work as it is carried out in the NIB and NISH affiliated non-profit agencies. These guidance, development and training efforts were supported financially by DOI and EPA. DOI committed an estimated \$70,000 to develop guidance and training on janitorial pollution prevention. At DOI's invitation, EPA participated in this Agreement, committing \$130,000 toward the development of guidance, training, and other technical support to assist the JWOD affiliated non-profit agencies learn how to analyze and improve the environmental performance of their products and services.

The Office Eagle Store has been able to showcase (and sell!) green products made by JWOD affiliates. Almost 50% of the products in the store have recycled content or another environmental attribute. Interior has actively promoted "Buy

- ✓ *Response to Request for Automatic Substitution of Re-refined Lubricating Oil on All Orders*, Correspondence from Defense Logistics Agency, September 2000

#### ◆ Agency Efforts to Require Contractors to Comply With Directives of E.O. 13101.

The Department's intra-bureau workgroup working to develop the strategic plan spent much time considering how to transfer effectively the Executive Order's mandates to contractors, as directed in Section 401 of the E.O. An analysis of Interior's budget for Fiscal Year 1999 revealed that as much as \$500 million was spent on the procurement of supplies, equipment, and facilities, representing (on average) 9 percent of bureaus' budgets. In addition, line item construction represented another \$500 million in expenditures. This billion dollars of spending was the defined realm that the workgroup sought to influence.

The Greening Interior Strategic Plan addresses the need to develop and disseminate model contract language in Strategies 7 and 8 (pages 5, 20 and 21).

Again, using the Main Interior Building as a "test lab," in 1999, the reprourement of custodial services was seen as an opportunity to demonstrate how to fulfill E.O. 13101's mandate to revise contract specifications. The relevant portions of the resulting contract are attached. The pioneering aspect of this contract was the way in which environmental considerations were woven into numerous parts of the solicitation package, effectively elevating the profile of these requirements to the point that they became a determining factor in source selection.

#### ◆ Agency Efforts to Incorporate Sustainability or Green Purchasing into the Acquisition Planning Process.

The challenge of implementing the amendments to the Federal Acquisition Regulations (FAR) finalized in June 2000, led Interior to compose an innovative approach that is still in development, but that should help guide requestors to incorporate sustainability considerations in contract solicitation packages. This effort attempts to fulfill specifically the requirement of FAR 23.703 that states that "agencies must...employ acquisition strategies that affirmatively implement the following environmental objectives," whereupon the list of the "Big 7" environmental considerations appears, paraphrased here as:

- Use of environmentally preferable products
- Use of energy efficient products
- Reduce hazardous waste generation

Green with JWOD," through invitations to conferences where DOI purchasers could learn about their products.

- ✓ *Agencies Join Forces to Promote Green Government*, GovExec.Com, Daily Briefing, August 22, 2000
- ✓ *Memorandum of Agreement Between Committee For Purchase From People Who Are Blind or Severely Disabled, National Industries for the Blind, NISH, U.S. Department of the Interior, and the U.S. Environmental Protection Agency*, August 8, 2000

It also should be mentioned that Interior has put in place substitution policies to help steer all purchases of paper and lubricating oil toward compliance with the CPG.

- ✓ *Request for Continued Automatic Substitution of Recycled Content Copy Paper*, Correspondence to General Services Administration, April 1998

The standard contract was revised to make environmental preferability a basis for evaluating bids, as well as a key performance requirement in the scope of work, and as a criteria for incentive-awards. This model can be applied to many other types of service contracts. Copies of our solicitation package have been requested by and provided to other Federal agencies, including DOD Pentagon, USDA, NASA, DOC, DOJ, and GSA. Another aspect of Interior's commitment to the insertion of environmental considerations in contracts was the hosting of the EO 13101's Interagency "Workgroup on Contracts and Specs," under the sponsorship of the White House Task Force on Recycling. Interior hosted as many as eight of these meetings during 1999 and 2000, organizing an agenda to consider how to compose model contract language for service and construction contracts typically used throughout the Federal government. Particular meetings focused on different types of contracts, including construction, uniforms, vehicle maintenance, groundskeeping, operations and maintenance, concessions, and cleaning.

- ✓ *Solicitation Package 14-01-99-R-01, Custodial Services for the Main Interior Building*, excerpts, February 1999

- Use recovered materials
- Realize life-cycle cost savings
- Reduce waste generation
- Use biobased products

*Specifying for Environmental Performance* is a web-based requirements analysis tool that will be "put before" Interior requestors at the time that they are filling in the automated Advanced Acquisition Plan (AAP), as required by the Office of Small and Disadvantaged Business Utilization. Each year,

agencies are asked to forecast contracts in the upcoming fiscal year, even before budgets are finalized. At this point, requestors input a minimal set of information that companies can access to help plan their efforts to get government business. This tool will be “hot linked” into Interior’s (AAP) data entry system, allowing requestors to consider the various ways environmental considerations could be incorporated into their requirements before they may have even started to write up their contract.

The tool is to be part guidance document, providing hints as to how to modify standard contract sections to emphasize environmental considerations. The second part of the tool is an

- ◆ Agency efforts to incorporate the June FAR requirements.

In addition to the “requirements analysis tool” described above, the attached memorandum was distributed to emphasize the June 2000 amendments to the FAR.

- ◆ Agency Efforts to Implement E.O. 13148 and 13149 Provisions for Purchasing of Re-Refined Motor Oils, Retread Tires, and Biobased Motor Vehicle Products.

Environmentally preferable motor vehicle products have been the focus of a number of promotional activities. This emphasis reflects the fact that there are nearly 30,000 vehicles under the Department’s control, both leased and owned. The opportunity to capture environmental benefits through modifications to our vehicle management protocols was targeted.

To help answer the lingering and latent concerns about the use of re-refined lubricating oils, the Office of Environmental Policy and Compliance (OEPC) composed a twelve page “frequently asked questions” addressing use, performance and availability of re-refined oil. This was developed through close interaction with a number of fleet managers and with the Defense Logistics Agency - Richmond, and their contractors. After the release of this document and additional promotional exhibits by DLA at Interior environmental conferences, the level of purchasing of re-refined oil is up! In FY2001, Interior purchased \$60,000 worth of this product through DLA alone.

interactive “decision tree” that will ask requestors to respond to a series of questions about the nature of the services to be acquired. Based on the responses, the requestor will be provided a series of web-links that can be researched, including environmental standards and other references that can be used to define environmental products and practices to be specified in the contract. Attached is the outline for this tool. The draft “tool” will be distributed for review within Interior in Spring 2002, with web-programming to follow subsequently.

- ✓ *Specifying for Environmental Performance*, outline for web-based requirements analysis tool, January 2002

- ✓ *Greening the Government Executive Orders Implemented in the Federal Acquisition Regulations*, Memorandum, September 6, 2000

- ✓ *Use of Re-refined Oil in Fleet Motor Vehicles*, Memorandum, April 2000

To communicate the benefits of using retread tires as well as important safety and use advisories, the OEPC contracted for the development of guidance. Based on comments received from a few fleet managers, the attached draft needs some additional information on the safety and track record of retreads, and specific guidance as to the types of vehicle applications where retreads are *not* appropriate.

- ✓ *Driving Lightly on the Land: A Primer for the Use of Retreads in DOI*, draft guidance, August 2001

Biobased products were recently promoted in the attached memorandum.

- ✓ *Use of Biobased Products by Department of the Interior Facilities*, Memorandum, February 1, 2002

## Raising “Green” Awareness

? Trainings Held on Green Purchasing and E.O. 13101 Requirements for Agency Procurement Personnel, Engineers, and Program Personnel.

Strategy 9 of the Greening Strategic Plan calls for the Department to “develop and disseminate green procurement training materials” (pages 5 and 21). To this end, a number of trainings have been developed and deployed to raise awareness of E.O. mandates, Strategic Plan goals, and practical implementation approaches.

The Department of the Interior sponsors an Acquisition Intern Program, through the DOI University. Each year, the program intakes twelve - fourteen interns, grades 5/7/9/11, who participate in two years worth of training and rotational assignments. This program is a Federal government-wide program. Green products and acquisition mandates have been the topic of one of the initial orientation sessions for each of the past three years.

Interns have responded favorably to this session; many have chosen to focus on green procurement activities in their subsequent assignments.

For senior procurement officials, workshops on green procurement have been presented at annual bureau procurement conferences. Bureau of Reclamation, Bureau of Land Management, and Bureau of Indian Affairs conferences have recently focused on this topic. The Department also hosts biannual procurement and property management conferences; in 2000, the theme of the conference centered on “sustainability.”

The Office of Environmental Policy and Compliance has been asked on numerous occasions to present on its “model” green

cleaning contract, as an example of how a standard service contract can be modified to specify environmentally preferable products and practices. This presentation has been made before the Defense Acquisition University and before procurement groups within the There is currently underway an effort within the National Park Service to give Contracting Officers a three-day intensive review of environmental contracting topics. On day one, project managers/requestors are invited to train side-by-side. Class outline attached. Realizing it is just as important to provide training to those who provide services to the Federal government, Interior teamed with NISH, an employer of people with mental disabilities, to provide training to NISH-affiliated non-profit agencies. The two-day class focuses on how to provide green janitorial services. It was presented three times in 2001; in Albuquerque, San Francisco and Washington DC. The class teaches how to use the Green Seal standard for industrial cleaners as a tool for screening commercial cleaning products for environmental preferability. Using “hands-on” exercises,

◆ Conferences, Workshops, Summits, etc., Addressing Issues or Future Challenges in Recycling, Buy Recycled, and Environmentally Preferable Products and Services.

Since 1993, there have been six DOI Conferences on the Environment. The last held in March 2001 in Albuquerque, NM, featured opening remarks by Secretary Gale Norton, and keynoter Theo Colborn, author of the book, “Our Stolen Future.” Both this conference and the one prior dedicated an entire track of session speakers to “Greening.” Environmental management systems was a topic covered in training. The hosting of the conference was done with an eye to environmental preferability. “Give aways” included recycled content ID lanyards, tote bags, mugs and pads of paper. Participants were ferried to field trips on alternatively fueled buses.

◆ Newsletters, Guides, Pamphlets, etc. Published to Disseminate Information and Raise Agency Awareness on Recycling, Waste Prevention, and Federal Acquisition of Green Products and Services.

One of the best ways to communicate with all 65,000 Department employees is through the Department’s official and only newspaper - *People, Land and Water*. It is published every other month. In June 2000, it carried an unprecedented four page spread, dedicated to “Greening Interior” issues. In September 2001, another four pages covered the accomplishments of Interior’s Environmental Achievement Award winners. In addition to these, articles have appeared that described Earth Day events and DOI’s Conference on the Environment.

◆ Agency Participation in EPA’s Wastes Program, or a Similar Partnership, Designed to Help Increase Waste Prevention and Recycling Activities in the Organization.

Electronics recycling has been made possible by a partnership with

Environmental Protection Agency, the Department of Justice, and the General Services Administration.

participants are given the opportunity to test out environmentally preferable cleaning products. Use of Comprehensive Procurement Guideline items in janitorial services (bathroom tissue, paper towels, trash bags, industrial wipers) is also emphasized. The associated guidance document includes a list of products and vendor that have been compiled from four sources.

✓ *Training Outline for Environmental Contracting Class*, NPS Pacific West Region, Oct. 2001

✓ *Greening the Janitorial Business*, guidance, June 2001

✓ *2003 DOI Conference on the Environment*, Memorandum, January 23, 2002

✓ *Opening Remarks*, Secretary Gale Norton, March 8, 2001

✓ *2001 DOI Conference on the Environment*, program brochure, March 13-15, 2001

✓ *1999 DOI Conference on the Environment*, program brochure, April 6-8, 1999

The Office of Environmental Policy and Compliance hosted monthly brown bag seminars for DOI personnel during 2000. Some of the topics included, among many others:

- Biodiesel and Biolubricants
- Green Products Database Tools
- The Greening of JWOD and Unicorn
- Sustainability Programs in the State of New Jersey

✓ “Celebrating Innovation: The 2001 Environmental Achievement Awards,” *People, Land and Water*, September/October 2001

✓ “The Greening of Interior: Renewing the Covenant,” *People, Land and Water*, June 2001

✓ *Environmental Compliance Primer for Senior Federal Managers*, James Ortiz, December 2001

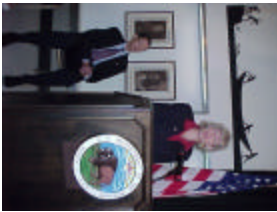
✓ *General Guidance on Pollution Prevention and Right-to-know, Recycling and Green Acquisition*, Office of Environmental Policy and Compliance, Sept. 1995

✓ *Memorandum of Agreement For Electronics Recycling Between DOI and Federal Prison Industries*, Jan. 2002



? Agency National Recognitions or Awards Received for Accomplishments on Recycling, Waste Prevention, and Purchasing of Recycled-Content and EPP Products and Services.

The 2001 Department of the Interior Environmental Achievement Awards ceremony continued a tradition begun in 1995, recognizing the accomplishments of thirteen award recipients on September 20, 2001. Subject areas for award recognition include: waste prevention and recycling, energy conservation, environmentally preferable purchasing and affirmative procurement, facility environmental excellence, environmental management systems, environmental stewardship, outreach, and toxics reduction.



Secretary Norton opened the ceremony with remarks. Assistant Secretary Scarlett spoke about environmental entrepreneurship. The transcript of her remarks is reprinted in the September/October 2001

The day began with Environmental Achievement Showcase presentations from a sampling of the recipients. Cumulatively, Interior has bestowed this honor to 34 Environmental Achievement Award recipients.

- ✓ *Request for Nominations for the 2002 Environmental Achievement Award*, Memorandum, February 7, 2002
- ✓ *Announcement of Recipients of the DOI Environmental Achievement Award*, Memorandum, August, 2001
- ✓ 2001 Environmental Achievement Award Ceremony Invitation



Outreach Beyond the Federal Community

*People Land and Water* (enclosed).

? Agency Involvement in National Celebrations Such As Earth Day, America Recycles Day, Clean Your Files Day, With the Shared Objective of Increasing Recycling and the Purchase of Recycled Content Products.

The Department of the Interior has been pleased to have had the opportunity to participate in national waste awareness programs. Supporting these efforts builds momentum for these well-designed public advisory campaigns. Historically, Interior has sponsored or participated in many events around the themes of Earth Day, America Recycles Day, and Clean-Your-Files Day.

Earth Day Celebrations: Earth Day 2000's theme was "Clean Energy Now." Consistent with this theme, Interior's message communicated our use of renewable energy in our facilities.

In 1999, the Department of the Interior worked with General Services Administration (GSA), and the Office of Personnel Management (OPM) to product an event in Rawlins Park (across from the Main Interior Building). Federal employees as well as children from nearby Ross and Stevens Elementary Schools were treated to food, entertainment and educational displays, including alternatively fueled vehicles. An agreement between DOI, GSA, Guest Services, Inc. and the EarthShell Corporation to demonstration biodegradable and environmentally-friendly food

America Recycles Day: At the Main Interior Building, America Recycles Day traditionally has been used as an opportunity to revisit the recycling program objectives and methods. Each year, the National Business Center has set up a contact station outside the cafeteria entrance. "Give aways" were provided to thank

service products was signed.



Earth Day 1998: A satellite downlink of the Renew America National Town Meeting on *Global Warming: Local Solutions* was hosted. Posters depicting "The Illustrated History of Recycling" were given away. An entryway display featured environmentally preferable products.

Department of the Interior Deputy Secretary joined the GSA Administrator and an OPM representative in 1997 for a noon-time Earth Day gathering in Rawlins Park. Thirteen DOI exhibits highlighted environmental themes. Th agency employee associations provided refreshments and the GSA employee band and vocal group provided entertainment

building tenants for their support of the building's recycling program. Recycling "how-to" guides were provided as reminders. The display has featured products made with recycled content as well.

As part of the 1999 celebration of America Recycles Day, Interior hosted satellite downlinks to the Buy Recycled Business Alliance Program focusing on recycled content products. Employees were able to view this program from either the Main Interior Building in Washington, DC and at the Bureau of Reclamation Office in Denver. The following year, children of Department employees enthusiastically participated in the America Recycles Day Poster Contest. In response to the Office of the Federal Environmental Executive's call for posters, DOI's Office of Environmental Policy and Compliance advertised the contest, open only to children of Federal employees, throughout the bureaus. The response was tremendous. The artwork of three children of Interior employees was selected for inclusion in the 2001 America Recycles Day Calendar. Two Interior children were recognized in the 2002 calendar.

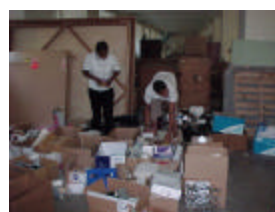
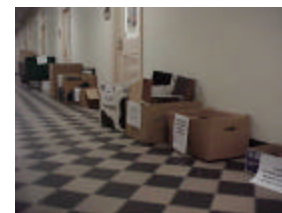
- ✓ *Department of the Interior America Recycles Day Poster Contest, Promotional Flyer, January 2001*



Clean-Out-Your Office Day:  
Along with the annual Earth Day celebration, the Division of Facilities Management Services has always staged a "clean-out-your-office" event, consistent with the campaign sponsored by the U.S. Congress of Mayors.

An expanded, "rolling" event was planned for 2001, coordinated with the planned relocation of over 800 offices within Main Interior in preparation for the building's modernization.

The campaign, named "Office Spruce Up!" was advertised using custom posters. As tenants were packing up, extra bins for recycling white and mixed paper were provided. Knowledgeable "recyclers" provide additional hands-on assistance with sorting and separating materials for recovery, helping tenants to avoid contamination of the bins with incompatible items. This one-on-one educational opportunity helped tenants understand better the methods and rationale for recycling



Tenants were encouraged to set out excess office supplies for donation to District of Columbia Public Schools (DCPS). Almost 150 boxes worth of binders, paper, staplers, rulers and other items were sorted with the help of DCPS high school interns and delivered

to 10 schools with an estimated value of \$11,000.

A Memorandum of Agreement was signed with DCPS to provide the District surplus computers and furnishings, materials that will be excessed in volume due to Modernization relocations. Through this Agreement, Interior agrees to recycle DCPS electronic equipment through DOI contract vehicles so as to help DCPS appropriately manage this waste stream.

- ✓ *Partnership in Education, Memorandum of Agreement between District of Columbia Public Schools and the Department of the Interior, Nov. 2001*
- ✓ *Office Spruce Up!, Poster facsimile, July 2001*

## Additional Green Accomplishments

### ◆ Particular, Innovative or Peculiar Efforts Directed to the "Greening of the Agency" to Cut Waste and to Increase Recycling and the Use of Recycled Content Products.

Greening the Interior Building Modernization is a substantial project that DOI has initiated in partnership with GSA. In conjunction with a necessary update of the specifications for this estimated \$172 million project, Interior funded a review of the plan by a "green" architect who advised on opportunities to incorporate recycled content products, and other environmentally preferable products and practices. The goal is to get a "Silver" certification on the project from the U.S. Green Building Council.

Also initiated with help from DOE FEMP, a design for the installation of a planted, "green" roof to improve the energy efficiency of the building, and ease water disposal problems in the Washington, D.C. area.

- ✓ *Potential LEEDs Credits for DOI Modernization Project, analysis, July 2000*
- ✓ *Feasibility Study for a Green Roof, Photovoltaic and Water Management System, National Renewable Energy Laboratory, December 2001*