



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL  
PROCUREMENT POLICY

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MEMORANDUM FOR FEDERAL AGENCY ENVIRONMENTAL EXECUTIVES  
AND AGENCY SENIOR PROCUREMENT EXECUTIVES

FROM:

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SUBJECT:

FY 2007 Reporting on Implementation of the Resource  
Conservation and Recovery Act, Section 6002, the Farm Security  
and Rural Investment Act, Section 9002, and Other Environmental  
Purchasing Requirements

The purpose of this memorandum is to request your help in completing a survey of your agency's green purchasing activities. Section 6002 of the Resource Conservation and Recovery Act (RCRA) and section 9002 of the Farm Security and Rural Investment Act (FSRIA) require the Office of Federal Procurement Policy (OFPP) to report to Congress every two years on the actions taken by Federal agencies to implement the respective statutes. Executive Order (E.O.) 13423 requires the Federal Environmental Executive to report to the President every two years on agency implementation of the E.O., including recycling and green purchasing activities. It also requires agencies to collect, analyze, and report to the President information to measure performance of the implementation of the order. The Office of Management and Budget (OMB) and the Office of the Federal Environmental Executive (OFEE) also use the annual reporting data to evaluate agency progress for the green purchasing standard for success on the OMB Scorecard on Environmental Stewardship.

OFPP and OFEE have developed the attached survey to collect information to meet the reporting requirements of RCRA and FSRIA, and several requirements of E.O. 13423. The FY 2007 survey, similar to prior surveys, requires agencies to respond to several qualitative questions about their efforts to facilitate biobased product purchasing as required by FSRIA Section 9002. These additional reporting areas will provide an indication of agencies' internal infrastructure and management controls for ensuring and monitoring compliance with FSRIA Section 9002.

All agencies are asked to complete and return the attached survey. Agencies should keep the following points in mind as they complete the survey.

**FPDS Data.** Beginning in FY 2002, all agencies were required to report through the FPDS system, information on their purchases of Environmental Protection Agency-designated products. Agencies should retrieve and review their own agency data on a quarterly or periodic basis as part of their internal monitoring required by RCRA. For purposes of the report, please submit the “Recycled Content Product Purchasing Data Report” for only your agency.

**Indicator Items.** The recycled content product indicator items selected for the FY 2007 data collection are the same as in FY 2006:

- |                               |                           |
|-------------------------------|---------------------------|
| 1. sanitary tissue products   | 6. traffic barricades     |
| 2. toner cartridges           | 7. engine lubricating oil |
| 3. construction products      | 8. signage.               |
| 4. landscaping timbers        |                           |
| 5. park benches/picnic tables |                           |

In the case of construction products, agencies are asked to make a qualitative demonstration that they are implementing the purchasing of this category of recycled content products.

Each Federal agency must report on purchases of these eight items obtained from sources other than a Federal source of supply, such as the General Services Administration (GSA) stock program and the Defense Logistics Agency (DLA). Purchases made from a Federal Supply Source will be reported separately by GSA and DLA.

**Solid Waste Prevention, Recycling and Waste Minimization.** The survey requests information on solid waste prevention practices, recycling and composting programs, and waste minimization goals and practices.

**Environmentally Preferable Product Purchasing.** The survey requests qualitative information on the purchase of environmentally preferable products and services in general and green cleaning products and services in particular.

**Management Controls.** The survey addresses green purchasing plans, training, compliance monitoring, and measurement tools. Questions request the status of agencies’ affirmative procurement programs/green purchasing plans and policies, as required by RCRA Section 6002 and FSRIA section 9002. RCRA and FSRIA require agencies to update these plans regularly, and current agency plans should include all 60+ EPA-designated recycled content products and six U.S. Department of Agriculture-designated biobased products. Affirmative procurement programs/green purchasing plans should also include Energy Star® and energy-efficient products, low standby power devices, and environmentally preferable products and services.

*Implementation.* Questions regarding implementation through specific tools and practices, such as acquisition forecasts, are again included in the survey this year. Responses to these

questions provide insight into agency practices put in place to meet the statutory requirement to promote purchasing programs for recycled content products.

*Training.* As training is key to awareness and implementation, the survey requests information on agencies' efforts to train employees – especially acquisition personnel. It also requests information on whether an agency uses internal or outside sources for training, the percentage of employees that have been trained, and how procurement requirements are incorporated into purchase and travel card training. The Office of Personnel Management (OPM) will provide OFEE with quantitative data, by agency, of training through the on-line green purchasing training course hosted on OPM's GoLearn Web site.

*Program Management Review.* Agencies are asked to provide information on their activities to monitor compliance with green purchasing requirements and to take corrective action in response to problems identified during compliance reviews. These activities were required by RCRA and FSRIA and are the part of the standards for success for the OMB Environmental Stewardship scorecard.

**Biobased Purchasing.** Agencies are asked to provide information on biobased purchasing, biobased training efforts, and language included in a green purchasing plan/affirmative procurement plan to implement a biobased procurement preference program. Related questions have been inserted throughout the survey, as appropriate

**Transmission Information.** Each agency should complete and return the survey by March 14, 2008 to OFPP, attention: Mr. Jim Daumit, [adaumit@omb.eop.gov](mailto:adaumit@omb.eop.gov); and to OFEE, attention: Ms. Dana Arnold, [arnold.dana@ofee.gov](mailto:arnold.dana@ofee.gov), with the subject line, "FY 2007 Green Purchasing Data Call Response."

Attachment

Date Due: March 14, 2008  
Date Prepared:

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

Agency Report for Fiscal Year 2007

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**c) Construction Products**

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

**d) Landscaping Products: Landscaping Timbers**

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

- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2007 \$ \_\_\_\_\_. - OR -
- Percentage of facilities using recycled content landscaping timbers (either purchased directly or supplied by services contractors). \_\_\_\_\_
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes  No   
Not applicable
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_\_

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

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

**f) Transportation Products: Traffic Barricades**

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

- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2007? Yes  No  If yes, please describe the impediment(s). \_\_\_\_\_

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

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

Percentage of facilities using re-refined oil (either purchased directly or supplied by services contractors). \_\_\_\_\_

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

**h) Miscellaneous Products: Signage**

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

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

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

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

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

### 4) Management Controls

#### a) Green Purchasing Plan

- i) Does your Agency have a formal, written, documented green purchasing plan, policy or procedure for the implementation of the statutory and executive order requirements to purchase green products? These include EPA-designated recycled content products under section 6002 of the Resource Conservation and Recovery Act, Energy Star® and FEMP-designated energy efficient products under section 104 of the

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



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

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

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

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

Low standby power devices (E.O. 13221)

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

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

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

Conducting awareness training? Yes  No

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

Establishing and measuring progress toward green purchasing objectives? Yes  No

Reporting progress? Yes  No

Management review? Yes  No

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

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

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

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

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

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

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

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

**b)Implementation**

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

**c) Training**

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

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

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

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

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

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