

1.0 Purpose

The purpose of this procedure is to identify and track the purchase and use of green products at the Denver Federal Center (DFC). The secondary purpose is to create a system in which green products are a required purchase where possible and when it is not, a written statement requesting a waiver from the requirement.

The products covered by this procedure are:

- Office Supplies
- Custodial/Janitorial
- Construction
- Landscaping
- Snow Removal
- Pest Control

2.0 Activity/Department

- All Cleaning, Pest Control, Snow Removal, Grounds Maintenance, and Operations and Maintenance contractors facility wide.
- Project Management Teams
- Contracting (COs and CORs) / Procurement

3.0 Forms Used

- Green Purchasing Exemption Form
- Green Purchasing Tracking Form and Database

4.0 References

Council of Environmental Quality (CEQ), Code of Federal Regulations (CFR) Title 40, Parts 1500 - 1508: Regulations for Implementing the National Environmental Policy Act.

Environmental Protection Agency (EPA), 10 CFR 40, 1.23, 1-4, 1-16: Procedures for Implementing the Clean Air Act and the Federal Water Pollution Control Act.

EPA, 40 CFR 82 Subpart A Protection of Stratospheric Ozone.; Listing of Ozone-Depleting Chemicals

EPA, Database of Environmental Information for Products and Services, Green Purchasing Guide

EPA, Integrating Green Purchasing Into Your Environmental Management System (EMS). April 2005. Pollution Prevention Division



EPA, Tips For Buying Green with a Government Credit Card

EPA's Final Guidance on Environmentally Preferable Purchasing: Appendix C
 Sample EPP Policy Directive

GSA ADM 1095.1F: Environmental Considerations in Decision Making

GSA, Environmental Products and Services Guide. 2003-2004

LEED™ (Leadership in Energy & Environmental Design) Green Building
 Reference Guide, developed by the U.S. Green Building Council.

Office of Management and Budget, Circular A-94 Circular No. A-94, Revised
 (Transmittal Memo No. 64), Memorandum for Heads of Executive Departments
 and Establishments, Subject: Guidelines and Discount Rates for Benefit-Cost
 Analysis of Federal Programs, October 29, 1992

Office of the Federal Environmental Executive, Executive Order 13101: Greening
 the Government Through Waste Prevention, Recycling, and Federal Acquisition,
 William J. Clinton, The White House, September 14, 1998.

United States Office of Personnel Management, USALearning, Green Purchasing
 Training.

5.0 Acronyms, Abbreviations, and Definitions

CEQ	Council of Environmental Quality
CFR	Code of Federal Regulations
CO	Contracting Officer
DFC	Denver Federal Center
COR	Contracting Officers Representative
EO	Executive Order
EPA	Environmental Protection Agency
GSA	General Service Administration
ISO	International Standards Organization
LEED™	Leadership in Energy & Environmental Design
O&M	Operations and Maintenance
PBS	Public Building Services

Acquisition - means the acquiring of products and services by contract with appropriated funds 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, demonstrated, and evaluated. Acquisition begins at the point

when agency needs are established and includes the description of requirements to meet those needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. (EO 13101, Section 201)

Bio-based products - are defined as commercial or industrial products (other than food or feed) that utilize biological products or renewable, domestic, agricultural (e.g., plant, animal and marine), or forestry materials. (EO 13101, Section 201)

Environmentally preferable - 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. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal. (EO 13101, Section 201)

Green purchasing - includes the acquisition of recycled content products, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternate fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals.

Life cycle assessment - means 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. (EO 13101, Section 201)

The International Standards Organization, through ISO 14040, has defined life cycle assessment slightly differently as follows: Compilation and evaluation of the inputs, outputs, and the potential environmental impacts of a product system throughout its life cycle.

Life cycle cost - means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs and disposal costs discounted over the lifetime of the product, according to OMB Circular A-94 and Executive Order 13101, Section 201. However, this definition does not include external costs (i.e., those not borne directly by the entity that owns and operates a product/service, such as environmental costs to society at large). For the purposes of this guidance, EPA encourages agencies to consider all internal and external costs associated with a product, process, or activity throughout its entire life cycle—from raw materials acquisition to manufacture, recycling and final disposal.

Pollution prevention - "source reduction," as defined under the Pollution Prevention Act of 1990 (42 U.S.C. § 13102), and other practices that reduce or



eliminate the creation of pollutants through: increased efficiency in the use of raw materials, energy, water, or other resources; or protection of natural resources by conservation..

The Pollution Prevention Act defines source reduction to mean any practice that:

Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal

Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.

The term includes: equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control.

6.0 Exclusions

Cooling tower, boiler treatment chemicals, and closed loop heating and cooling systems.

7.0 Procedure

- 7.1 The custodial, pest control, snow removal, and grounds maintenance O&M contacts will require the contractor to use bio-based or environmentally preferable products. Recycled content, energy conserving, waste minimizing, and pollution prevention products will be purchased, unless they are not available competitively within a reasonable period of time, at reasonable prices, or to meet reasonable performance standards in the specifications.
- 7.2 If the contractor is unable to locate a green alternative product for a reasonable price, including with the help of the CO/COR, the purchaser contacts the Environmental Programs Group. The EPG Green Purchasing Representative provides assistance researching the required purchase.
- 7.3 If the EPG Green Purchasing Representative is unable to locate the required product, the Green Purchasing Exemption Form is completed by the Contractor for approval by EPG. Copies of these records will be maintained by the EPG Green Purchasing Representative.
- 7.4 The EPG Green Purchasing Representative requests annual chemical purchase information from Contractors and maintains a database tracking



green purchases.

8.0 Records

Green Purchasing database
Greening Purchasing Exemption records

