Pollution Prevention Tracking and Reporting System

Fiscal Year 2008 Data Entry Guidance

U.S. Department of Energy

October 2008

Table of Contents

APPENDICES

1. Pollution Prevention Performance Reporting Under Executive Order 13423 and the OMB Environmental Stewardship Scorecard

This Data Entry Guidance has been developed to assist DOE elements in submitting their site, facility, or program office information to the Pollution Prevention Tracking and Reporting System (PPTRS). DOE maintains the PPTRS to collect data needed to prepare the Department's required annual progress reports under DOE Order 450.1A, *Environmental Protection Program*, and Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*. DOE also uses PPTRS data to prepare Pollution Prevention Performance Summaries for DOE Program Offices. The Department's EO reports and Environmental Stewardship Performance Summaries are available at http://www.hss.energy.gov/pp/reports.html. In addition, DOE uses the system for performance reporting under the Office of Management and Budget (OMB) Environmental Stewardship Scorecard. Information about the scorecard is available at http://www.hss.energy.gov/nuclearsafety/nsea/oepa/reports/.

Starting October 1, 2008, authorized users will be able to access the PPTRS through the DOE P2 website in order to enter site specific data for the annual reports. **Sections 2 and 3** of this document provide guidance for entering data into the Pollution Prevention Performance Database and the Environmentally Preferred Purchasing (EPP) database, respectively. These instructions also are posted on the DOE P2 website. Timelines for electronically reporting site data for inclusion in the annual reports are shown in **Table 1.**

Table 1. Pollution Prevention Tracking and Reporting System - Data Entry Timelines

Activity	Date
Website opens for data entry	October 1, 2008
Sites complete entry of Pollution Prevention Performance Database report data (Awards/Accomplishments, recycling, and waste generation)	December 1, 2008
Sites complete entry of Environmentally Preferable Purchasing data	December 1, 2008
Program Offices select Best in Class Awards	December 19, 2008

Access to the PPTRS is restricted to authorized users. If you need assistance with obtaining access to the system or recovery of lost passwords, contact the **HSS Information Management Center at p2support@hq.doe.gov or (800) 473-4375.** Please specify the users name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

All data entered into the PPTRS should receive a quality assurance check before finalized for analytical and reporting purposes. Specific details of the QA process are left to the sites and PSOs to establish. Once the data has been finalized by the site and/or PSO reviewer it will be converted into a "read only" data report which will then be open to general review without password protection.

1.1 Regulatory Drivers

Executive Order 13423: Under EO 13423, Federal agencies are still required to submit annual reports on their progress to the Office of Management and Budget (OMB), the Office of the Federal Environmental Executive (OFEE), and the Environmental Protection Agency (EPA).

OMB Scorecard: In 2006, OMB instituted a new series of scorecards to evaluate the performance of Federal agencies in the areas of Environmental Stewardship, Energy Efficiency, and Transportation. The

PPTRS supports Departmental obligations to OMB under the Environmental Stewardship Scorecard.

DOE Orders: DOE Order 450.1A, *Environmental Protection Program*, was updated June 4th, 2008 to reflect new requirements outlined in EO 13423. This Order requires DOE to prepare annual progress reports based on input from Departmental elements. DOE Manual 231.1-1A-Change 1, *Environment, Safety and Health Reporting Manual*, instructs DOE sites to annually report data on environmental stewardship activities.

Legislation: Section 6002 of the Resource Conservation and Recovery Act (RCRA) provides a mechanism to increase government purchasing of recycled products. This aspect of Environmentally Preferable Procurement (EPP, formerly referred to as Affirmative Procurement) is designed to help stimulate markets for materials recovered from solid waste by using the government's purchasing power. Similarly, section 9002 of the Farm Security and Rural Investment Act establishes requirements for Federal Agencies to purchase biobased products designated by the Department of Agriculture.

1.2 How to Enter the Pollution Prevention Tracking and Reporting System

Only authorized users are permitted to access the PPTRS. You must have a user name and password to enter or view data on the system. To obtain a new user account, or for assistance with existing accounts, contact the **HSS Information Management Center at p2support@hq.doe.gov or (800) 473-4375.** Please specify the user's name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

> *Note: Expect 1-2 business days for the creation of a new account. All new account requests must be approved by Headquarters P2 staff.*

Each user account is created with specific rights, allowing users to perform data entry tasks only for sites with which they are affiliated. After entering your username and password, the system will open up the data entry screen for your site. If you have access to multiple sites, your initial screen will list all of those sites for which you have access. Select the appropriate site by clicking on "Select" next to the site's name.

> *Note: If you are responsible for only one site, a list of sites will not be seen.*

The PPTRS requires completion of a "Site Profile" before any other data may be entered into the system. When logging into a site for the first time, the PPTRS will require you to complete the Site Profile section before accessing other functions of the database (see Section 2.2 and Appendix A for more information on the Site Profile). Once the Site Profile has been completed for that site, you will see the "Data Collection Menu" after logging into the PPTRS. Figure 1.2 shows the overall structure of the PPTRS.

Figure 1.2: PPTRS Schematic
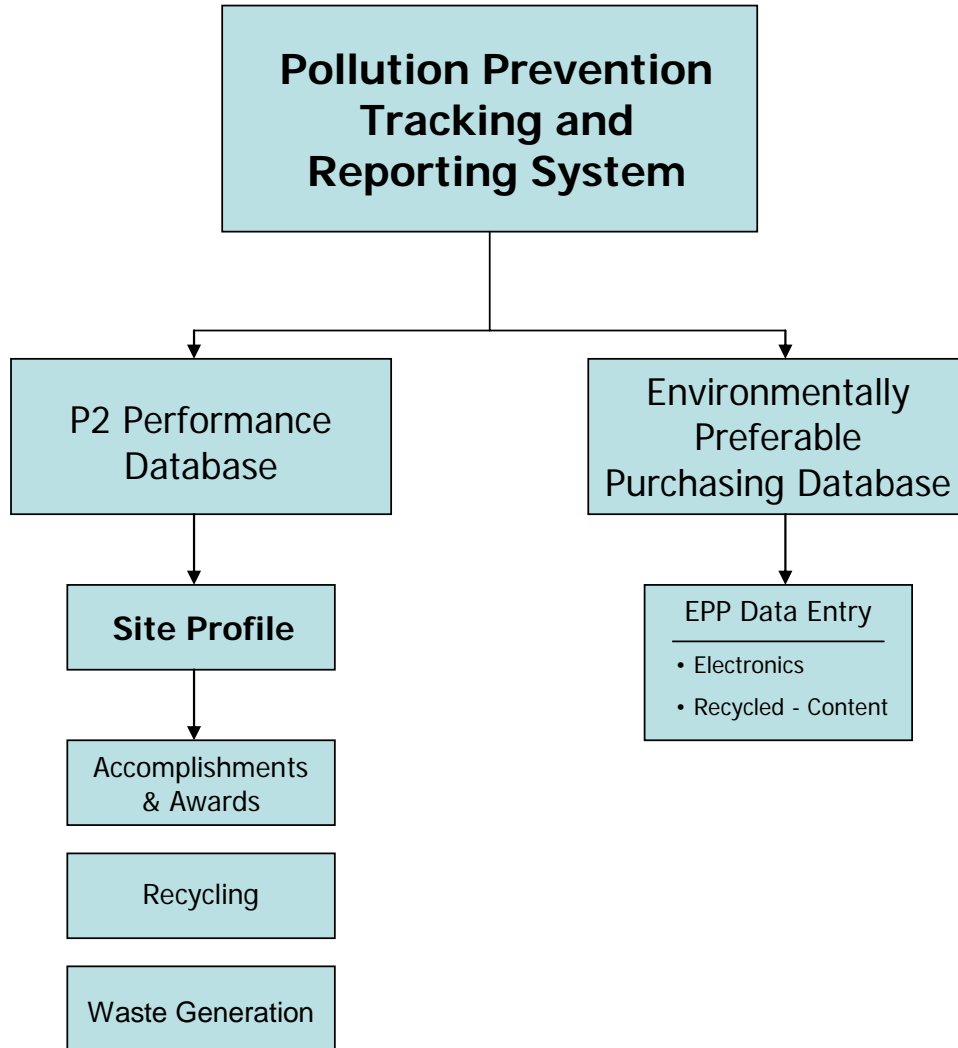
1.3 Changes to the Pollution Prevention Tracking and Reporting System

Only minor updates have been performed for Fiscal Year (FY) 2008 reporting. The majority of changes to the database focus on the Site Profile. These revisions are as follows:

1. The Site Profile for the EPP database has been merged into the Site Profile of the P2 Performance Database.

2. Biobased purchasing is reported now only in the Site Profile. Sites are no longer required to report the quantity of biobased purchasing.

3. Additional elements were added to reflect changes in reporting requirements under DOE Order 450.1A.

   • Reporting elements for toxic chemical reduction requirements of DOE Order 450.1A have been incorporated into the Site Profile. These include a description of your site's progress in achieving the site's toxic chemical reduction goals, the chemicals your site is targeting,

the site's reduction goals, and efforts completed to date.

- Ozone depleting substances reporting requirements have been updated in the Site Profile.
- Electronic stewardship reporting requirements have been updated in the Site Profile to align with DOE Order 450.1A.

2. FY 2008 Pollution Prevention Performance Database

2.1 Introduction

The P2 Performance Database contains 4 sections:

- Site Profile

- Accomplishments/Awards

- Recycling and Sanitary Waste Data

- Waste Generation Data (as required by PSO)

To enter data, you must log on to the PPTRS. After you have logged on (and selected a site, if you are responsible for multiple sites), you may choose to enter the P2 Performance Database or the EPP Database.

Figure 2.1: Data Collection Menu

As shown in Figure 2.1, a navigation bar is present throughout the P2 Performance database to allow for easy transition between sections of the database. The navigation bar is "activated" upon completion of the Site Profile portion of the Database, and includes a "Help" feature that provides links to section-specific support, the data entry guidance document, and contact information for additional support.

2.2 Site Profile

The Site Profile serves as the main capture location for the P2 performance measures (see Figure 2.2). To enter your site's P2 Profile, select "Site Profile" from the Data Collection menu. **The Site Profile portion must be completed before data may be submitted in any other portion of the PPTRS.** The site profile can be saved and edited at a later date. The database performs real-time validation of the data. The system will not let you submit the Site Profile until all the required fields are completed.

The site and point-of-contact information from FY 2007 has been pre-populated in the FY 2008 Site Profile form (note that site names have been updated for FY 2008). Please make changes to this information as appropriate. Users will need to re-enter all of the Performance Measures data for FY 2008; this data has not been brought forward from FY 2007. For your convenience, a blank Site Profile is included as Appendix A of this document.

Figure 2.2: Site Profile

2.3 Site Wide Recycling or Reuse Activities and Sanitary Waste Generation Reporting

The data entry tasks associated with recycling are unchanged from FY 2007. To enter recycling and sanitary waste quantities, select "Recycling Data" from the left side of the main Annual Report Data page. Table 2 provides the reporting categories for waste recycling and/or reuse, which are to be reported in metric tons.

Table 2.3: Reuse and Recycling Reporting Categories

Paper Products:
- Office and Mixed Paper
- Corrugated Cardboard
- Phone Books
- Newspapers/Magazines

Scrap Metals:
- Stainless Steel
- Copper
- Iron/Steel
- Aluminum
- Aluminum Cans
- Lead
- Zinc
- Other Scrap Metals (such as mercury)

Precious Metals:
- Silver
- Gold
- Platinum
- Other Precious Metals

Other Items:
- Antifreeze
- Engine Oils
- Toner Cartridges
- Batteries
- Tires
- Food Waste
- Concrete/Asphalt
- Glass
- Fluorescent Bulbs
- Ballasts
- Plastic
- Styrofoam
- Transformers
- Wood (Chips, Compost, Lumber)
- Other recycled materials (such as paint, furniture, appliances, pallets, equipment, fill material)

2.3.1 Electronics Recycling

The P2 Performance Database tracks computer and electronics recycling, corresponding with the requirements of EO 13423 and DOE Order 450.1A. The intent of DOE Headquarters is to utilize the information entered into the PPTRS as the submittal for reporting requirements to the FEC.

As shown in Figure 2.3.1, each site is asked to report the amount of units recycled/reused, donated, or disposed for CRT and LCD monitors, desktop units, laptops, and printers. Please note that the FEC reporting quantities are "units" and not "weight," and this is also the required reporting methodology used by DOE. Corresponding "weight to unit" conversion factors by category are provided on the data entry screen.

Sites may still report bulk electronics recycling by "weight" in the appropriate column (see Figure 2.3). This may be necessary if the site does not track the recycling of electronics by category type, or if the site is recycling additional electronics not covered by the FEC.

Figure 2.3.1 Electronics Recycling

Electronics Recycling:

Conversion factors: Use the average measures below to convert gross weights into number of units for P2 reporting. These values are used by the Federal Electronics Challenge and authorized by the EPA.
CPU - 27 lbs
CRT Monitor - 14" - 15 lbs, 15" - 17 lbs, 17" - 25 lbs, 20" - 70 lbs
LCD Monitor - 25 lbs
Laptop - 7 lbs

Did your site disposition any mixed electronics (not segregated by type)? -- Select -- ▼

How did your site manage computer equipment taken out of service in fiscal year 2007?

	Desktop Computers # of units	CRT Monitors # of units	LCD Monitors # of units	Laptop Computers # of units
Transfer or Donate for Reuse:	0	0	0	0
Sent for Recycling:	0	0	0	0
Sent for Disposal (e.g., Waste-to-Energy, Landfill Facilities):	0	0	0	0

If your site did not segregate electronics by product type prior to disposition, please indicate the gross weight sent to each of the following:

Transfer or Donate for Reuse:	0	mt ▼
Sent for Recycling:	0	mt ▼
Sent for Disposal:	0	mt ▼

DO NOT include items segregated by product type. These should be reported in the previous section.

2.3.2 Sanitary Waste

Sanitary waste quantities are reported beneath the recycling categories. Sanitary waste, as defined by EPA, consists of unwanted materials, such as trash, that are generated by normal housekeeping activities and are not considered hazardous, radioactive or covered under the Toxic Substance Control Act (TSCA). Sanitary wastes are regulated under the Resource Conservation and Recovery Act (RCRA) Subtitle D. For purposes of certain DOE reporting, sanitary waste reporting will also include discarded non-hazardous construction materials and demolition debris such as scrap metal, asphalt and concrete. Sanitary waste must be reported as "Routine" or "Non Routine." See Section 2.5 for definitions of routine and non-routine.

2.4 Environmental Stewardship Program Accomplishment and Award Reporting

DOE operates over 40 sites with a wide variety of missions and characteristics. Despite the diversity of DOE sites, many activities or functions are similar throughout the DOE Complex. DOE therefore seeks to identify those environmental stewardship practices or processes that can be implemented at other sites. A central feature of DOE site environmental management systems (EMS), as described in DOE Order 450.1A, is continuous improvement based on lessons learned from past experience. In order to disseminate effective methods on how to reduce waste, DOE Headquarters manages agency-wide awards programs and produces annual reports and best practices summaries to share both within and outside the Department.

Accomplishments and Awards are reported using the categories and criteria established by the White House Closing the Circle (CTC) Awards, which are as follows:

- Green Purchasing - the purchase and use of recycled content, environmentally preferable, or biobased products.

- Waste/Pollution Prevention - source reduction practices related to the generation of

8

nonhazardous solid wastes or hazardous wastes or pollution

- Recycling - collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion)

- Environmental Management Systems - effective and innovative programs to implement environmental management systems

- Sustainable Design/Green Buildings - innovative Federal government sustainable design and green building projects.

- Alternative Fuels and Fuel Conservation - programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use.

- Electronics Stewardship – effective and innovative programs that promote the purchase of green computer products, the reduction of impacts of computers during use, and the management of obsolete electronics in an environmentally safe manner.

More detailed descriptions of the CTC nomination categories and criteria are provided in Appendix B of this document.

All project descriptions submitted will be labeled as Accomplishments. Each site can submit as many Accomplishments as desired, if they meet the following criteria:

- Contribute to achieving the DOE P2 goals; and

- Reduce life cycle cost and/or the liability of mission related activities

If an Accomplishment is deemed outstanding by the site, it can be extended into an Award nomination for consideration for CTC and Environmental Sustainability Star (E-Star) Awards (formerly the Pollution Prevention Star Award). The Best in Class Award selections are the source for DOE submissions to the White House Closing the Circle Awards and the DOE E-Star Awards.

- The Closing the Circle Awards recognize Federal facilities and employees for innovative practices and programs that have improved environmental performance and conditions at Federal facilities.

- The DOE E-Star Awards recognize innovation and/or excellence in pollution prevention and environmental sustainability stewardship efforts within the Department and are selected by an independent panel.

For both Awards, work done in FY 2008 will not be evaluated until 2009; thus, they will be termed 2009 Awards.

2.4.1 Environmental Stewardship Awards Criteria

The DOE Environmental Stewardship Awards are open to all environmental projects and practices performed by DOE employees, sites, facilities, programs, and contractors. Self nominations are accepted. The activity nominated for an Environmental Stewardship Award must:

1. Have been completed or performed in FY 2008, and

2. Have been funded:
   a) by DOE; or
   b) under a contract or subcontract ultimately funded in large part by DOE; or

    c) under contract with or directly by another U.S. Government agency and have significant positive effects benefiting DOE.

2.4.2 Accomplishments/Awards Data Entry

Follow these steps to enter an Accomplishment/Award:

1. Enter the Accomplishment: The nominator logs onto the Accomplishments and Awards website and fills in the required Accomplishment data (see Figure 2.4.2), including the project's name, the project's category, a brief description of the project, and relevant contact information. Information can be saved in draft form, allowing nominators to log out of the system without losing the entry.

2. Award Nominations: To nominate the accomplishment for environmental stewardship award consideration, select "yes" from the drop-down menu at the bottom of the accomplishments page. Awards require more contact information, and you will be asked for information about the nominator, federal point of contact, and nominated individual or group. Award nominations also typically contain more extensive descriptions and supporting documentation. This supporting information may be typed or pasted directly into the database using the text editor tool, or may be attached to the nomination form in one or more separate files. (The system will support up to five attached files per award nomination.) The additional files may contain multiple supporting images, graphics, or data, as well as text. The website provides instructions for attaching a file.

3. Save Options: You can either save a nomination as Draft (allowing you to continue to work on it again in the future) or you can save it as Final (locking it from future edits). Only nominations saved as Final will be considered for environmental stewardship awards.

    a. To save the nomination as a draft, click "Save" without clicking on the checkbox indicating that the nomination is final. To edit your draft, select "Edit/View Nominations" from the environmental stewardship awards page.

    b. To submit the nomination as Final, check the box indicating that the document has been finalized at the bottom of the nominations page, then click on "Save." Once a nomination has been saved as final, no further edits may be made. Please make sure that the nominations have undergone the appropriate level of review prior to finalizing them.

Figure 2.4.2: Accomplishments/Awards Data Entry

4. The site Environmental Stewardship Coordinator screens all nominations for eligibility, verifies the nomination authenticity (i.e., is the nominated project/practice description accurate and completed or performed during the prior year, etc.), and secures site management endorsement of the nominations. The site Coordinators must verify the eligibility of all entries received, secure site management endorsement, post all eligible/endorsed nominations as Final on the DOE P2 website, and notify their Program Office/Administrator by **December 1, 2008**.

5. The Program Offices/Administrators use the criteria outlined in this document to select their respective Best in Class Award recipients from the site nominations by **December 19, 2008**. The DOE P2 web site will list the Best in Class Award recipients.

6. Headquarters will prepare and submit the Best in Class Award recipients as DOE's nominations to the White House Closing the Circle Award competition by **January 31, 2008** (date not yet officially announced by OFEE).

7. Headquarters will also submit, by **January 31, 2008**, the Best in Class Award recipients to an independent review panel that will select the DOE E-Star Awards.

Security procedures: Nominators must follow site specific protocols for participation in the awards program, for security review, and/or coordination of information being posted on the DOE P2 web site. Check with the site environmental stewardship Coordinator to determine site specific requirements and timelines before attempting to submit a nomination.

2.5 Waste Generation (As required by PSO)

When entering waste generation data it is important to note that there are two separate categories of waste reporting: routine waste and nonroutine waste. Nonroutine wastes are those associated with cleanup and stabilization of legacy waste. Routine operations wastes are those associated with all other site activities (e.g., waste from national security operations, scientific research, program administration, site infrastructure, and maintenance and refurbishing of facilities in standby status (Source: Department of Energy *Executive Order 13148 Annual Progress Report for FY 2003*). These waste categories need to be kept distinct for comparison to past reported quantities.

To enter waste quantities, select "Waste Generation Data" from the left side of the main Annual Report Data page. Separate entries are required for each PSO that generated wastes at the site. The system may prompt you to provide an explanation/discussion for generation amounts reported for FY 2008 which differ by greater than plus or minus 20% from the site's FY 2007 reported amounts. Please note that the PPTRS will automaticaly convert all into either cubic meters or metric tons, as appropriate, regardless of the unit selected during data entry. The database performs this conversion as it saves the data.

The following waste types should be reported as "Routine" or "Non Routine" in liquid or solid forms by each program office on site. These categories will subsequently be combined with other sites into program office totals:

- High Level
- Transuranic
- Mixed Transuranic
- Low Level Radioactive
- Low Level Mixed (Radioactive and Hazardous)

The following waste types should be reported as Hazardous Waste from "Routine" or "Non Routine" operations:

- RCRA Regulated
- State Regulated (industrial waste)
- TSCA Regulated
- Mixed TSCA

3. Environmentally Preferable Purchasing Data Entry Guidance

3.1 Introduction: Covered Products

Section 6002 of RCRA provides a mechanism to increase government purchasing of designated products with recycled content. This aspect of Environmentally Preferable Purchasing is designed to help stimulate markets for materials recovered from solid waste by using the government's purchasing power. The Federal Government is the nation's largest single consumer and is one of the nation's largest generators of solid waste. Your responses help DOE track its purchases of environmentally preferable products, evaluate the overall effectiveness of DOE's Environmentally Preferable Purchasing program, and fulfill RCRA reporting requirements. The data collected by this reporting system is used to prepare an annual Agency Summary Report, the U.S. Department of Energy Environmentally Preferable Purchasing and

Recycling Report, which is submitted to the Office of Federal Procurement Policy within the Office of Management and Budget, and also to the Office of the Federal Environmental Executive. EPP is also a reporting category in the OMB Environmental Management Scorecard.

The EPP section of the data system also contains reporting on Agency performance in purchasing environmentally preferable electronics, specifically those in the Electronic Product Environmental Assessment Tool (EPEAT) Registry. EPEAT reporting is further discussed in Section 3.3.

If you have reporting content questions, please contact **Don Lentzen at 202 586-7428 or** donald.lentzen@hq.doe.gov . If you have reporting website questions contact the **HSS Information Management Center at p2support@hq.doe.gov or (800) 473-4375.**

3.2 Log In Process for the Database

Please use the following steps to log in to the reporting software:

- Enter your user name and password. Please contact **HSS Information Management Center at** **p2support@hq.doe.gov or (800) 473-4375** if you need a user name and password.
- Choose your **site name** from the drop down list on the **Log in Page** of the reporting site.
- Select **Access Report**

Once logged into the system, the user will be presented with the Main Menu, as shown in Figure 3.2.

Figure 3.2: EPP Main Page

3.3 Data Entry

3.3.1 EPEAT Registered Product Purchases

The EPP database tracks EPEAT-registered product purchases made in FY 2008 (see Figure 3.3.1). The input screen allows the user to enter data pertaining to the purchase of desktops, monitors, and laptops. For FY 2008, the database tracks whether a purchased computer or monitor is registered EPEAT bronze, silver, or gold. For each category, please provide the number of units purchased. Please note this reporting is simpler than the required recycled content purchasing.

More information about EPEAT, along with access to the EPEAT Registry of environmentally preferably electronics, is available at http://www.epeat.net/.

Figure 3.3.1: New Electronic Equipment Purchasing Category

3.3.2 Designated Recycled Content Products – RCRA 6002/EO13423

DOE is required to report on our FY 2008 purchases of the items currently on the Comprehensive Procurement Guidelines (CPG) listing on EPA's website at http://www.epa.gov/cpg/products.htm (Summary tables of designated recycled products available at http://www.hss.doe.gov/pp/epp/library/EPP-SPECS-Recy-Vendor-rev.pdf). Reporting of recycled content products is largely unchanged from previous years.

Each CPG-listed item links to a page where you will answer Office of Management and Budget (OMB) report questions and report on FY 2008 purchases for the designated item. To enter data for an item, click on one of the items listed on this page. Each page contains a link to a "Help" page that provides instructional guidance for the individual item.

The Total Dollar Amount of an Item is defined as the amount of money your site spent on a particular item. This includes all money spent on items that contain recovered materials, as well as the total amount of the items purchased that are made from virgin materials.

The Total Dollar Amount of an item containing recovered materials is defined as the amount your site spent on a particular item containing recovered materials.

Note: The total amount of an item containing recycled content cannot be greater than the Total

Dollar Amount spent on that item. The two numbers can be equal.

In addition to data on total purchases and recycled content purchases of designated items, sites must provide justification for purchases of designated items that lack the requisite recycled content. EO 13423 requires that agencies ensure that 100 percent of their purchases of designated products meet or exceed the EPA designated guidelines, unless written justification is provided that a product is not available within a reasonable time frame, does not meet appropriate performance standards, or is only available at an unreasonable price. If your site has purchased less than 100 percent recycled content products for a designated item, you must select the justifications that apply to your situation. If none of the three provided justifications apply to your situation, select "None of the Above." Also specify the total dollar amount of purchases of designated items made from virgin materials for which there was no justification (unjustified purchases.) The Federal Environmental Executive is interested in the technical impediments to purchasing/using the recycled content item. Accordingly, a text box is provided for a summary of the circumstances preventing the site's purchase of the designated item 100% percent of the time.

After entering all information for an individual item, you must select the Submit button at the bottom of the Web page to save your information. A series of checks is then made by the reporting software to ensure that the data you entered follows certain rules. If the data does not pass a particular check, a data entry error message will be displayed to explain the problem. You will then be instructed to use the Back button on your Internet browser to correct your data entry problem. For example, an error message would be triggered for any item in which the recycled content purchase amount exceeded the total amount of the item purchased.

After successfully entering an item, the following message is displayed: "The Database has been updated." You may then select the Return to Items Page button, which will display the Input Data - Designated Items to Report page, or the Print Out Report button, which will send you to the report that displays the data for the item you have entered.

Appendix A:

Blank Site Profile

Pollution Prevention Tracking and Reporting System

Site Profile | **Recycling** | **Accomplishments and Awards** | **Waste Generation** |

Select Site | **Data Collection** | **Reports** | **Help** | **Log Out** |

Demonstration Site

Site Information:

Site Name: Demonstration Site

Lead PSO: --Select--

Other PSOs with reportable activities at this site:

EE
EM
FE
LM
NE
NA
PM
RW
SC
MA

Note: Please keep holding the CTRL key to make a multiple selection.

DOE Point of Contact Information:

DOE Point of Contact:

DOE Phone #: (nnn) nnn-nnnn or nnn-nnn-nnnn

DOE Email Address:

DOE Fax #:

DOE Employee Address:

Contractor Point of Contact Information:

Company Name:

Contractor Point of Contact:

Contractor Phone #: (nnn) nnn-nnnn or nnn-nnn-nnnn

Contractor Email Address:

Contractor Fax #:

Contractor Address:

2008 POLLUTION PREVENTION PERFORMANCE MEASURES

1. Have objectives and targets for achieving DOE's pollution prevention and sustainable environmental stewardship goals (O 450.1A) been established in the site EMS?

- Waste Prevention　　　　　　　　　　　　　　　　-- Select --
- Toxic Chemical Use and Release Reduction　　　　　-- Select --

- Environmentally Preferable Purchasing   `-- Select --`
- Electronics Stewardship   `-- Select --`
- Post-Consumer Material Recycling   `-- Select --`

Comment:

2. Have the resources needed to implement site EMS objectives and targets for achieving DOE's pollution prevention and sustainable environmental stewardship goals been included in the site budgetary process that are not alternatively funded through Energy Savings Performance Contracts?

`Yes`

Comment:

3. Indicate the any P2-related voluntary programs for which the site was officially recognized as a participant during the reporting period, including (but not limited to):

- Federal Electronics Challenge Partner   `-- Select --`
- National Environmental Performance Track   `-- Select --`
- National Partnership for Environmental Performance   `-- Select --`
- WasteWise   `-- Select --`
- Climate Leaders   `-- Select --`
- Adopt Your Watershed   `-- Select --`
- Green Engineering   `-- Select --`
- Other (If yes,please identify in the comment box)   `-- Select --`

Comment:

4. Indicate local, state, regional, and/or national awards (not including DOE/NNSA or Closing the Circle recognition) received during the reporting period for waste prevention, toxic chemical use and release reduction, environmentally preferable purchasing, electronics stewardship, post-consumer material recycling, and/or environmental management systems.

Comment:

Note: Describe any notable waste prevention and environmental release reduction actions and/or pollution prevention operational assessments during the reporting period in the "Accomplishments/Awards" section of the database.

5. a) How does your site address the toxic chemical reduction requirements of EO 13423 and DOE Order 450.1A? Specifically:

• Has the site identified its list of toxic chemicals and materials for which reduction goals will apply? | Yes |

• Has the site identified the actions it plans to take to meet its toxic chemical reduction goals? | Yes |

• Please describe your sites progress in achieving the site's toxic chemical reduction goals. Include description of the chemicals being targeted, the reduction goals, efforts completed to date, and next steps, if any.

Comment:

5. b) Has your site implemented a chemical inventory tracking system that integrates information throughout the entire chemical lifecycle covering procurement, storage, use, transfer/movement, and final disposition?

| No |

Comment:

5. c) Does your site use tools such as the Green Chemical Alternatives Purchasing Wizard to identify more environmentally benign alternatives and substitutes for laboratory-related chemicals or processes?

| -- Select -- |

5. d) Does the EMS include practices to maximize the use of safe alternatives to ODS? Specifically:

• the use of ODS in new equipment is eliminated | -- Select -- |

• the use of ODS in existing equipment is phased out as the existing equipment reaches its expected service life, and the maintenance of equipment is conducted to prevent or fix leaks | -- Select -- |

• the replacement of leaking equipment is carried out when leak repairs is no longer cost-effective, or where it is life-cycle cost-effective, to replace the equipment | -- Select -- |

• coordinated with DoD for possible transfer of ODS to DoD | -- Select -- |

Comment:

6. a) Are ENERGY STAR® features enabled on computers and monitors at your site?

| Yes |

If No, please identify impediments to enabling these features in the comment box below.

If Yes, please identify the mechanisms through which these features are enabled (i.e., through a sitewide LAN, or through desktop configurations.)

Comment:

6. b) Are end-of-life computers and monitors generated at the site recycled? Specifically:

-->

• Returned to vendor for de-manufacturing   -- Select --

• Use of EPA's Recycling Electronics and Asset Disposition (READ)   -- Select --
Services Government Wide Acquisition Contact

• Use of Department of Justice UNICOR Electronics Recycling   -- Select --
Program

• Use of General Services Administration Federal Supply Service
Multiple Award Schedule 899, Environmental Services for Recycling   -- Select --
of Electronic Equipment

• Use of recyclers that are members, in good standing, of one or more
professional recycling associations such as the International
Association of Electronic Recyclers, Institute of Scrap Recycling   -- Select --
Industries, and National Recycling Coalition

• Utilize GSA's Computer for Learning Program (GSAXcess) for
transferring surplus computer systems and other surplus electronics to   -- Select --
eligible schools (gsaxcess.gov)

• Specify in IT contracts for leased electronic equipment "take-back"
provisions where, at the end of the lease period, the equipment is
reused, refurbished, donated, or recycled using environmentally sound   -- Select --
management practices

6. c) Has the lifespan of computers and other electronic products been extended
through software upgrades and/or the use of EPA's Guidance to Improve the
Operation of Electronic Products?

-- Select --

Comment:

7. b) Does your site use tools such as the Green Chemical Alternatives Purchasing
Wizard to identify more environmentally benign alternatives and substitutes for
laboratory-related chemicals or processes?

7. b) Has your site integrated EPP into new construction and major renovation
projects?

-- Select --

7. c) Does your site utilize API-rated re-refined oil, retread truck tires,
antifreeze/engine coolant recyclers, water recycling/reclamation vehicle wash facilites,
and biobased lubricants, fuels and degreasers/cleaners?

-- Select --

7. d) In the last fiscal year, did your site purchase biobased products as designated by USDA (http://www.biopreferred.gov/)? If yes, please indicate the products purchased below:

-- Select --

Adhesives	☐
Construction Materials	☐
Bedding, Bed Linens, and Towels	☐
Diesel Fuel	☐
Additives Inks	☐
Landscaping materials, compost, and fertilizers	☐
Hydraulic fluids	☐
Penetrating lubricants	☐
Roof coatings	☐
Water tank coatings	☐
Plastics	☐
Solvents and Cleaners	☐
Sorbents	☐
Other [please specify]:	☐

7. e) Describe any technical impediments to increasing the purchase of products containing biobased materials by your site. Identify the item(s) and impediment(s) below.

Check Validation   Submit

Last updated September 12, 2008
Return to Home Page

Technical questions? E-mail us at: P2support@hq.doe.gov
or call HSS InfoCenter at 800-473-4375

Appendix B:

Closing the Circle Category Descriptions and Criteria

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
1. Green Purchasing	This category typically recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. **However**, the Office of the Federal Environmental Executive (OFEE) has recommended that the Green Purchasing category in this year's Closing the Circle Awards focus only on **biobased product purchasing**. Nominees should demonstrate how they initiated purchases of biobased products through pilot projects, product testing, education and outreach to facility staff, development of solicitation or contract language, etc. Although the award this year will not require that an agency have an affirmative procurement plan for biobased products, there will be a preference for agencies or facilities that have such plans in place. Facilities that have already won CTC awards for their biobased efforts will not be eligible for this year's awards. This category will not include biobased fuels; projects involving biobased fuels should be nominated under the "Fuel Efficiency in Transportation" category. *(Awaiting OFEE's official announcement)*	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of toxic material or hazardous waste reduced, the increase in quantity and value of bio based products purchased by the facility).

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
2. Waste/Pollution Prevention	This category recognizes source reduction practices related to the generation of nonhazardous solid wastes or hazardous wastes or pollution from a Federal facility through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13423	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste generation reduced through the change).
3. Recycling	This category recognizes outstanding activities including collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste reduced through recycling).

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
4. Environmental Management System (EO 13148)	This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting of raw materials, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment (LCA) in multiple types of decision making.	Full integration of the EMS into the infrastructure and culture of the site/facility, including management performance, decision making processes, and community involvement and outreach. Consideration should be given to looking for nominations that emphasize measured results, not simply effort, and represent clear examples of ongoing excellence in an active, implemented LCA system, or an outstanding project planned and implemented using LCA principles.

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
5. Sustainable Design/Green Buildings	This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects that have been completed, are under construction, or have completed the planning process and have been awarded to a successful offeror. Nominations should address all facets of a structure or project life cycle (i.e., encompass project design, energy efficiency, materials usage, building operations.) Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, level of increase in energy efficiency, reduction in building operation costs, and/or use of environmentally preferable building materials).
6. Alternative Fuels and Fuel Conservation	This category recognizes programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle acquisition and use; or any other methods your fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.	Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
7. Electronics Stewardship	This category recognizes effective and innovative programs that promote the purchase of green computer products, the reduction of impacts of computers during use, and the management of obsolete electronics in an environmentally friendly way.	This category recognizes federal facilities which promote sustainable environmental stewardship of their Federal electronic assets <u>in all three lifecycle phases:</u> acquisition and procurement, operation and maintenance, and end-of-life management practices in accordance with the Federal Electronics Challenge (FEC) guidance for Gold Level partners (please see <u>www.federalelectronicschallenge.net/forms/gold07.pdf</u>.) or an equivalent program. .