

ENVIRONMENTAL MANAGEMENT INITIATIVE

1. Initiative Name:
Green Purchasing Program

1.a. Environmental Management Program(s) Supported:
Solid Waste

2. Initiative Lead:
Bill Steinmetz / Steve Cannon

3. Document Control Code:
EMI-2007-GreenPurchasing

4. Date:
October 22, 2007

5. Initiative Description:

Green purchasing refers to federal requirements to purchase recycled content products, energy-efficient products and renewable energy technologies, alternative fuel vehicles and alternative fuels, bio-based products, environmentally preferable products and services, and non-ozone depleting substances. Green Purchasing training is required at every level of acquisition certification and for all purchase card holders and purchase card approving officials. Refresher training is then required every two years.

6. GOALS AND OBJECTIVES

2008 Objective(s):	Performance Indicator(s)	Resource requirements
<ul style="list-style-type: none"> ▪ Increase usage of environmentally friendly cleaning products 	<ul style="list-style-type: none"> ▪ Compliance with federal green purchasing requirements ▪ Baseline data is developed to determine the amount of environmentally friendly cleaning products used during 2007 	<ul style="list-style-type: none"> ▪ Current resources

7. Significant Environmental Aspect(s):
Solid Waste
Wastewater

8. Reason(s) for Significance:

- a. Potential environmental impact
- b. Legal and regulatory requirements

9. Legal and Other Requirements:

Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management
Executive Order 13221 Greening of the Government through Energy Efficient Standby Power Devices

Section 613 of the Clean Air Act
 RCRA Section 6002
 Section 9002 of the 2002 Farm Security and Rural Investment Act
 Energy Policy Act of 2005
 FAR Part 23

10. Potential Environmental Impacts:

Potential for increased solid waste and raw materials consumption if green purchasing requirements are not followed

11. ACTION PLAN:

Targets/Milestones to Meet Initiative Objective(s)	Expected Frequency / Completion Date	Responsibility
Administer green purchasing training program for all purchase card holders and approving officials	Biennial	Director, Office of Acquisitions
Promote green purchasing through email, newsletters, and training programs	Semiannual	Environmental Compliance Officer / HSB
Meet all reporting requirements associated with federal green purchasing programs	Annual	Director, Office of Acquisitions
Develop baseline data to track usage of environmentally friendly cleaning products	2 nd Quarter 2008	Environmental Compliance Officer / HSB

12. OPERATIONAL CONTROLS

Activity	Controls	Responsible Persons	Monitoring	Records	Comments
Administer green purchasing training program	Acquisition Workforce Training and Certification	Office of Acquisitions, Director	Initial training required for all purchasing agents with	Training records	

	Program Handbook		refresher required every two years		
Administer green purchasing programs	Various Executive Orders, Acts of Congress, federal purchasing regulations	Office of Acquisitions, Director	Program monitored for compliance with federal purchasing requirements	Purchasing databases and tracking systems	
Purchase of materials	NIEHS procurement guidelines	Purchase card holders Office of Acquisitions, Director	All purchases must pass through approval process	Purchasing records	

13. RELEVANT DOCUMENT(S)

Document Name	Location	Document Custodian
Acquisition Workforce Training and Certification Program Handbook	Hardcopy	Office of Acquisitions, Director
Various Executive Orders and Acts of Congress	Web-based	Federal Environmental Executive (OFEE)
Federal Acquisition Regulations	Web-based / Hardcopy	Office of Acquisitions, Director

14. EMS REVIEW

Name: William K. Steinmetz	Signature:	Date: 12/04/2007
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