

**AFFIRMATIVE PROCUREMENT, RECYCLING, AND WASTE/POLLUTION
PREVENTION PROGRAMS**

1. REASON FOR ISSUE

a. This directive is issued in accordance with the Department of Veterans Affairs (VA) Directives Management System policy that requires all directives and handbooks to be updated every three years. This is a revision of VA Directive 0052, Affirmative Procurement, Recycling, and Waste/Pollution Prevention Programs, dated September 6, 1994, which has been revised to reflect the most recent policy. The directive defines the Department of Veterans Affairs' (VA) Environmental Program policy required for implementing or supplementing all environmental executive orders (EO), laws, and regulations.

b. This directive defines VA's Affirmative Procurement Program (APP) and provides Departmentwide guidance for implementing effective affirmative procurement, recycling, and waste/pollution prevention programs. The purpose of the Federal affirmative procurement program is to stimulate and foster markets of environmentally preferable products and recovered materials by maximizing VA's purchase and use of recycled products containing recovered materials and purchase of "Energy Star" Products. The purpose of waste/pollution prevention and recycling programs is to maximize pollution prevention techniques.

2. SUMMARY OF CONTENTS/MAJOR CHANGES. This directive provides specific policy and responsibilities for implementing aspects of EO 13101, Greening The Government Through Waste Prevention, Recycling, and Federal Acquisition. It contains information on the following:

- a. Environmental Acquisition Program.
- b. Comprehensive Products Guide.
- c. Promotion Program.
- d. Annual Review and Monitoring.
- e. Pollution Prevention.
- f. Training.
- g. Mandatory Policy Applications.
- h. Designates Levels of Responsibility.
- i. Waste Reduction.
- j. Departmental Environmental Goals.

- 3. RESPONSIBLE OFFICE.** Deputy Assistant Secretary for Acquisition and Materiel Management (049).
- 4. RELATED HANDBOOK.** VA Handbook 0052, Affirmative Procurement, Recycling, and Waste/Pollution Prevention Program.
- 5. RESCISSION.** VA Directive 0052, Affirmative Procurement Program for Products Containing Recovered Materials, dated September 6, 1994.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS**

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AFFIRMATIVE PROCUREMENT, RECYCLING, AND WASTE/POLLUTION PREVENTION PROGRAMS

1. PURPOSE. To establish the Department of Veterans Affairs (VA) Affirmative Procurement, Recycling, and Waste/Pollution Prevention Programs. This directive provides mandatory policy for implementing an effective environmental program within VA. The purpose of the environmental program is to reduce waste and pollution, increase recycling, and increase purchases on energy-efficient, environmentally preferable products and services, including Environmental Protection Agency's (EPA)-designated Comprehensive Product Guideline (CPG) items containing recovered materials.

2. POLICY. This directive prescribes mandatory policy that implements the VA Affirmative Procurement Program (APP). The APP is designed to foster markets for environmentally preferable products and services, recovered materials, energy efficient products, and energy saving performance contracts (ESPCs) and to reduce the amount of waste. This will be accomplished through life-cycle analysis, ESPCs, the purchase of "Energy Star" products, the purchase and use of products containing recovered materials, waste reduction, and recycling. VA officials and contractors engaged in acquisitions, credit card purchases, and awarding of contracts will comply with this policy. Procedures for implementing the policies in this directive are reflected in VA Handbook 0052. The Veterans Health Waste Minimization Survey will be used as a reporting tool to ensure compliance with procedures outlined in the handbook.

a. Heads of VA Administrations and staff offices will ensure that local, regional, Veterans Integrated Service Network (VISN), and national contracts, statements of work and solicitations include the appropriate Federal Acquisition Regulation environmental language when appropriate.

b. Heads of VA Administrations and staff offices will develop and conduct environmental compliance audits to include, but not be limited to, the purchase of CPG items, waste and hazardous waste reduction, and pollution prevention.

c. VA will not purchase, arrange to purchase, or sell products that do not meet the required EPA CPG items (*see VA Handbook 0052 for Waivers*).

3. RESPONSIBILITIES

a. **The Assistant Secretary for Management is the VA environmental Executive (EE) and will:**

(1) Ensure that environmental programs are established within VA in accordance with this directive. The EE is responsible for developing, issuing, supporting, monitoring, and reviewing Departmentwide environmental guidance relative to acquisition, logistics, standards and specification, facilities management, waste/pollution prevention, and recycling.

(2) Participate as a VA representative in all interagency workgroups, task forces, and meetings, etc., on environmental issues relevant to the adoption of practices endorsed in this directive. The EE will develop a plan to create awareness and outreach programs for the private sector to facilitate markets for energy efficient and environmentally preferable products and services, and promote new technologies. The plan should also improve awareness of Federal efforts in this area and expedite departmental efforts to purchase EPA-designated items.

(3) Develop training programs for VA managers, acquisition staff, purchase cardholders, waste managers, etc.

(4) Establish incentives, provide guidance, and coordinate appropriate educational programs in accordance with this directive.

(5) Coordinate department-level reports relating to all VA purchases of EPA-designated items, waste minimization efforts, and recycling as required by EO 13101.

(6) Implement VA's acquisitions, waste/pollution prevention, and recycling programs to ensure compliance with public laws and EOs applicable to this directive.

(7) Designate the Senior Procurement Officer as the VA Deputy Environmental Executive (DEE) to direct the implementation of the affirmative procurement, waste/pollution prevention, and recycling requirements as set forth in this directive.

b. The DEE will:

(1) Ensure that affirmative procurement, waste/pollution prevention, recycling, and reporting requirements are carried out.

(2) Designate an Agency Environmental Analyst to coordinate and implement VA's environmental programs set forth in this directive.

(3) Establish and chair a VA Environmental Council consisting of members of VA Central Office offices.

c. The Agency Environmental Analyst will:

(1) Establish, review, disseminate, and monitor environmental requirements relating to policy, practices, and goals at the Department level in accordance with this directive.

(2) Monitor acquisitions, waste prevention, and recycling activities at the Department level.

(3) Attend interagency and departmental environmental meetings.

- (4) Ensure VA compliance with this directive.
- (5) Coordinate VA's Environmental Council meeting.
- (6) Maintain a roster of environmental advocates for VA offices.

d. **Under Secretaries, Assistant Secretaries, and Other Key Officials will:**

(1) Designate an Environmental Program Advocate. This individual will work with the Department Environmental Analyst to implement the requirements of this directive, i.e., to promote the Affirmative Procurement Program.

(2) Serve as a liaison on environmental matters and champion environmental considerations, including environmentally preferable and energy efficient products, as well as other recycling and pollution prevention initiatives, and coordinate all reports.

e. **The Head of each VA facility will:** designate a Recycling Coordinator in accordance with Section 705 of EO 13101. This individual will be responsible for planning, reporting, implementing, and coordinating all aspects of the intent of this directive and handbook, environmental Federal Acquisition Regulations (FAR), public laws, and executive orders.

f. **Environmental Program Advocates in VHA, VBA, and NCA will:** maintain a roster of Recycling Coordinators for their respective facilities.

4. REFERENCES

a. EO 13101, Greening The Government Through Waste Prevention, Recycling, and Federal Acquisition.

b. EO 13123, Greening The Government Through Efficient Energy Management.

c. EO 13148, Greening The Government Through Leadership In Environmental Management.

d. EO 13149, Greening The Government Through Federal Fleet and Transportation Efficiency.

e. EPA Recovered Materials Advisory Notice dated May 1, 1995.

f. FAR, Use of Recovered Materials.

g. FAR 23.7, Contracting for Environmentally Preferable and Energy-Efficient Products and Services.

h. Office of Federal Procurement Policy Letter 92-4.

- i. The Resource Conservation and Recovery Act, Section 6002.
- j. VA Handbook 0052, Affirmative Procurement, Recycling, and Waste/Pollution Programs.