

Affirmative Procurement Report

Date:	Contractor:	Contact Person:	Phone:	Email Address:

Project Description:		Purchase Order No.:	
Reporting Period:	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> End of project
<input type="checkbox"/> Did not purchase any recycled or biobased materials for this project this reporting period.			

Definitions and information for products and their qualifying biobased content are listed at: <http://www.biobased.oce.usda.gov/public/index.cfm>

Biobased Materials	Total Amount Meets Minimum Biobased Content Requirements	Purchase Amount (\$) this period (Cost to Sandia)	Cumulative total to date
Hydraulic Fluid – Mobile Equipment – 24%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Penetrating Lubricants – 71%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Urethane Roof Coatings – 62%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Water Tank Coatings – 62%	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Definitions and information for products and their qualifying recycled content are listed at: <http://www.epa.gov/cpg/products.htm>

Recycled Materials	Total Amount Meets Minimum Recycled Content Requirements	Purchase Amount (\$) this period (Cost to Sandia)	Cumulative total to date
¹ Concrete and Cement – must contain fly ash	<input type="checkbox"/> Yes <input type="checkbox"/> No		
² Flowable Fill – must contain fly ash	<input type="checkbox"/> Yes <input type="checkbox"/> No		
³ Building Insulation			
<input type="checkbox"/> Fiberglass – Glass Cullet – 20%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Rock Wool – Slag – 75%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Cellulose (loose fill or spray-on) – Paper 75%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Perlite Composite – Paper – 23%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Foam in Place-Plastic Resin – 5%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Glass Fiber Reinforced Foam – Plastic Resin – 6%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Phenolic Rigid Foam – Plastic Resin – 5%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Rigid Foam – Plastic Resin- 9%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Plastic, non-woven bat – Plastic – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
⁴ Latex Paint – (list all latex paint purchases)	Not Yet Applicable – List Total \$\$ ->		
⁵ Non-Pressure Pipe			
<input type="checkbox"/> Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> HDPE – Plastic – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> PVC – Plastic – 25%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Concrete – Must contain fly ash	<input type="checkbox"/> Yes <input type="checkbox"/> No		
⁶ Floor Tiles – Plastic or Rubber – 90%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Patio Blocks – Plastic or Rubber – 90%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
⁷ Shower and Restroom Dividers			
<input type="checkbox"/> Plastic – 20%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
⁸ Mats/Walkway Pads			
<input type="checkbox"/> Rubber – 85%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Plastic – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Rubber/Plastic – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Carpet Cushion/Backing – Synthetic Materials – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Affirmative Procurement Report

<p>⁹Roofing Materials</p> <p><input type="checkbox"/> Steel – 25 to 100%</p> <p><input type="checkbox"/> Aluminum – 20%</p> <p><input type="checkbox"/> Felt or Fiber Composite – Felt or Fiber – 50%</p> <p><input type="checkbox"/> Rubber – 100%</p> <p><input type="checkbox"/> Plastic or Rubber Composite – 100%</p> <p><input type="checkbox"/> Wood/Plastic Composite – 100%</p> <p><input type="checkbox"/> Cement – Must contain fly ash</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>¹⁰Pallets</p> <p><input type="checkbox"/> Wood – 95%</p> <p><input type="checkbox"/> Plastic Thermoformed – Plastic – 25%</p> <p><input type="checkbox"/> Plastic Lumber – Plastic – 100%</p> <p><input type="checkbox"/> Paperboard – Paper – 50%</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>¹¹Blasting Grit</p> <p><input type="checkbox"/> Steel – 25 to 100%</p> <p><input type="checkbox"/> Coal Slag – 100%</p> <p><input type="checkbox"/> Copper and Nickel Slag – 100%</p> <p><input type="checkbox"/> Bottom Ash – 100%</p> <p><input type="checkbox"/> Glass – 100%</p> <p><input type="checkbox"/> Glass/Plastic – 100%</p> <p><input type="checkbox"/> Fused Alumina Oxide – 100%</p> <p><input type="checkbox"/> Walnut Shells – 100%</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>¹²Industrial Drums</p> <p><input type="checkbox"/> Steel – 25 to 100%</p> <p><input type="checkbox"/> Plastic – 30%</p> <p><input type="checkbox"/> Fiber – Paper – 100%</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>¹³Mulch</p> <p><input type="checkbox"/> Paper-based – Paper – 100%</p> <p><input type="checkbox"/> Wood – Wood/Paper – 100%</p> <p><input type="checkbox"/> ¹⁴Compost, Yard Trimmings and Food Waste – any %</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>¹⁵Modular Threshold Ramps</p> <p><input type="checkbox"/> Steel – 25 to 100%</p> <p><input type="checkbox"/> Aluminum – 10%</p> <p><input type="checkbox"/> Rubber – 100%</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>¹⁶Bike Racks</p> <p><input type="checkbox"/> Steel – 25 to 100%</p> <p><input type="checkbox"/> HDPE – Plastic – 100%</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>¹⁷Signage</p> <p><input type="checkbox"/> Plastic – 80%</p> <p><input type="checkbox"/> Aluminum – 25%</p> <p><input type="checkbox"/> Plastic Sign Posts – Plastic – 80%</p> <p><input type="checkbox"/> Steel Sign Posts – Steel – 25 to 100%</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Affirmative Procurement Report

¹⁸ Strapping <input type="checkbox"/> Polyester – Plastic – 50% <input type="checkbox"/> Polypropylene – Plastic – 10% <input type="checkbox"/> Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
¹⁹ Office Furniture <i>(Call contact number below first)</i> <input type="checkbox"/> Steel Structure – 25% <input type="checkbox"/> Aluminum Structure – 75% <input type="checkbox"/> Particleboard/Fiberboard – Wood – 80% <input type="checkbox"/> Particleboard/Fiberboard – Agricultural Fiber – 100% <input type="checkbox"/> Fabric – PET – 100% <input type="checkbox"/> Plastic Component – HDPE – 95%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
²⁰ Park Benches or Picnic Tables <input type="checkbox"/> Plastic – 100% <input type="checkbox"/> Plastic Composite – Plastic – 100% <input type="checkbox"/> Aluminum – 25% <input type="checkbox"/> Steel – 25 to 100% see website <input type="checkbox"/> Concrete – Must contain fly ash	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
²¹ Hose <input type="checkbox"/> Garden – Rubber or Plastic – 60% <input type="checkbox"/> Soaker – Rubber or Plastic – 60%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
²² Plastic Fencing – Plastic – 90%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
²³ Structural Fiberboard – Paper – 80% Laminated Paperboard – Paper – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
²⁴ Traffic Control Devices <input type="checkbox"/> Plastic Channelizers – Plastic – 25% <input type="checkbox"/> Rubber Channelizers (Base Only) – Rubber – 100% <input type="checkbox"/> Plastic and Flexible Delineators – Plastic – 25% <input type="checkbox"/> Rubber Delineators (Base Only) – Rubber – 100% <input type="checkbox"/> Steel Delineators (Base Only) – Steel – 25 to 100% <input type="checkbox"/> Plastic Traffic Cones – Plastic – 50% <input type="checkbox"/> Crumb Rubber Traffic Cones – Rubber- 50% <input type="checkbox"/> Steel Traffic Barricades – Steel – 25 to 100% <input type="checkbox"/> Fiberglass Traffic Barricades - Plastic or Rubber -100% <input type="checkbox"/> Plastic Traffic Barricades – Plastic – 100% <input type="checkbox"/> Plastic or Rubber Parking Stops – 100% <input type="checkbox"/> Concrete Parking Stops – Must contain fly ash	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		

For questions or additional information, contact Samuel McCord at 505-845-7935 or by email at: samccor@sandia.gov

Affirmative Procurement Report

Instructions for Affirmative Procurement Report

1. Determine if you purchased any of the materials in column 1 this reporting period. You must report any purchases of this material, whether or not the material contains recycled content
2. Determine if the material contains the minimum recycled content. Follow the link to the EPA website with more information about that material.
3. Point at desired box with cursor and click to fill in box.
4. Enter the total purchase amount for the material (cost to Sandia).
5. Enter the cumulative total for this material for this project.
6. If you buy two or more lots of the same material and one contains recycled content and one does not, please go to the Alternate Reporting Section at the bottom of the page.

This report must be filled out prior to submitting invoices for payment. If it is not included with invoice, payment may be delayed.

Definitions

Project Description: The name of the project and/or the building # if applicable

Project Start and End Date: This is the start date and projected end date for your company’s work on this PO of this project.

Reporting Period: Please read your contract to determine your reporting interval. Contact your Sandia Contract Representative if you have any questions.

Minimum Recycled Content: The minimum amount of a recycled material that must be included in the item purchased. This can be determined from manufacturer’s information on spec sheets or web sites.

Steel: The Environmental Protection Agency assumes that all steel contains a minimum amount of 25% total recovered material due to market conditions. As this is accomplished at the smelter, product manufacturers may be unaware. Only be concerned if the manufacturer makes a point of stating that their product contains 100% virgin materials.

Cumulative Total to Date: The cumulative total should reflect the total purchases for the project, whether or not they have recycled content.

Alternate Reporting Section

If some but not all of a material meets recycled content requirements, list the amount that met the requirements on the front pages and list non-recycled content items here. For example, if you bought \$20,000 of insulation, but only \$10,000 contained the minimum recycled content, you would enter \$10,000 on Page One and \$10,000 here. This ONLY applies if some of the purchased material contains recycled content and some does not.

Material Not Meeting Requirements	Purchase Amount (\$) this Period (Cost to Sandia)	Reason Material was Not Purchased with Recycled Content.

Other Material: If you purchase recycled content material that is not included in the table, well done! Please report it here.

Material	Recycled Content	Total Dollar Value

Affirmative Procurement Report

¹ <http://www.epa.gov/cpg/products/cement.htm>

² <http://www.epa.gov/cpg/products/flow-fil.htm>

³ <http://www.epa.gov/cpg/products/building.htm>

⁴ <http://www.epa.gov/cpg/products/paint.htm>

⁵ <http://www.epa.gov/cpg/products/pipe.htm>

⁶ <http://www.epa.gov/cpg/products/floor.htm>

⁷ <http://www.epa.gov/cpg/products/shower.htm>

⁸ <http://www.epa.gov/cpg/products/mats.htm>

⁹ <http://www.epa.gov/cpg/products/roof.htm>

¹⁰ <http://www.epa.gov/cpg/products/pallets.htm>

¹¹ <http://www.epa.gov/cpg/products/grit.htm>

¹² <http://www.epa.gov/cpg/products/drums.htm>

¹³ <http://www.epa.gov/cpg/products/mulch.htm>

¹⁴ <http://www.epa.gov/cpg/products/compost.htm>

¹⁵ <http://www.epa.gov/cpg/products/ramps.htm>

¹⁶ <http://www.epa.gov/cpg/products/bikes.htm>

¹⁷ <http://www.epa.gov/cpg/products/signage.htm>

¹⁸ <http://www.epa.gov/cpg/products/strappin.htm>

¹⁹ <http://www.epa.gov/cpg/products/furniture.htm>

²⁰ <http://www.epa.gov/cpg/products/pk-bench.htm>

²¹ <http://www.epa.gov/cpg/products/garden.htm>

²² <http://www.epa.gov/cpg/products/fencing.htm>

²³ <http://www.epa.gov/cpg/products/fiberbrd.htm>

²⁴ <http://www.epa.gov/cpg/products/channel.htm>