



GSA Acquisition Letter V-08-03

14 APR 2008

MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

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ACTING, CHIEF ACQUISITION OFFICER (V)

SUBJECT: GSA's Green Procurement Program

1. Purpose. This Acquisition Letter establishes GSA's Green Procurement Program (GPP) to promote the purchase and use of recovered material content products, environmentally preferable products and services, biobased products, energy- and water- efficient products, alternatively fueled and fuel efficient vehicles, non-ozone depleting substances, and alternatives to hazardous or toxic chemicals.

2. Background. GSA is required by the Resource Conservation and Recovery Act (RCRA), Section 6002, and Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management", to procure and use products containing recovered materials, and environmentally preferable and biobased products. EO 13423 requires Federal agencies to consider the following in acquisition planning for all procurement and in the evaluation and award of contracts: elimination of virgin material; use of biobased products; use of recovered materials; reuse of product; life cycle cost; recyclability; use of environmentally preferable products; waste prevention (including toxicity reduction or elimination); and ultimate disposal. The Energy Policy Act (EPA) requires federal agencies to purchase products that are Energy Star-qualified and designated by the Federal Energy Management Program (FEMP).

3. Effective Date. Upon signature

4. Termination Date. This Acquisition Letter will expire one (1) year from issuance unless cancelled or extended, or upon incorporation into the General Services Administration Acquisition Manual, whichever occurs first.

5. Applicability. This Acquisition Letter applies to all GSA Contracting Activities.

6. References.

- a. Resource Conservation and Recovery Act (RCRA), Section 6002
- b. Pollution Prevention Act
- c. Energy Policy Act (EPAAct)
- d. Farm Security and Rural Investment Act (FSRIA), Section 9002
- e. E.O. 13423, "Strengthening Federal Environmental, Energy, and Transportation Management"
- f. Federal Acquisition Regulation (FAR), Part 23 and Parts 2, 7, 11, 12, 13, 36, 37, 42, and 52.
- g. General Services Administration Acquisition Manual (GSAM)
- h. Office of Federal Procurement Policy, Policy Letter 92-4

7. Policy. All GSA contracting activities will acquire products containing recovered materials, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternatively fueled and fuel efficient vehicles, non-ozone depleting substances, and alternatives to hazardous or toxic chemicals, to the maximum extent feasible. Acquisition planning must address environmental and energy conservation objectives as required by FAR 7.105 (b)(16). Additional guidance and details will be incorporated in the GSAM.

GSA will acquire products to the extent feasible that are:

- a. Designated by the U.S. Environmental Protection Agency (EPA) as Comprehensive Procurement Guideline (CPG) items and their associated Recovered Materials Advisory Notices (RMANS). The list of CPG items is available at <http://www.epa.gov/cpg>.
- b. Designated by the United States Department of Agriculture (USDA) as a biobased product under the Federal Biobased Products Preferred Procurement Program (FB4P). The Biobased Products List is available at www.biobased.oce.usda.gov.
- c. Designated as energy efficient by the U.S. Department of Energy's (DOE) Federal Energy Management Program (FEMP) and Energy Star-qualified. A list of the Energy Star-qualified and FEMP-designated products is available at www.eere.energy.gov/femp/procurement.
- d. Qualified through the Electronic Product Environmental Assessment Tool (EPEAT). EPEAT registered products are available at www.epeat.net.

e. Defined by the EPA as alternative fuels and alternative fuel vehicles (AFVs). The DOE's Alternative Fuels Data Center at www.eere.energy.gov/afdc provides a list of AFV models and federal fleet requirements.

f. Designated as environmentally preferable in accordance with EPA guidance on Environmentally Preferable Purchasing (EPP). The EPA's EPP website at www.epa.gov/epp provides a database of environmental information for products and services.

g. Identified by the EPA's Significant New Alternative Policy (SNAP) Program as an acceptable substitute to ozone depleting substances (ODS). A list of substitutes for class I and II ODSs is available at www.epa.gov/ozone/snap.

h. Identified as containing acceptable alternatives to mercury, cadmium, lead, naphthalene, and polychlorinated biphenyls (PCBs). The procurement and use of Priority Chemicals identified by the EPA shall be minimized or eliminated. Information on Priority Chemicals and alternatives is located at the website of the Office of the Federal Environmental Executive, www.ofee.gov/gp/pchemical.html.

h. Designated as a "green" item in the GSA Global Supply Schedule, GSA Advantage, and other GSA Schedules, and compliant with this order.

Questions about this Acquisition Letter should be directed to Mr. William Clark at (202) 219-1813.