

**U.S. DEPARTMENT OF ENERGY
AFFIRMATIVE PROCUREMENT
AND RECYCLING
FISCAL YEAR 2003 REPORT**



pursuant to:

**Resource Conservation and Recovery Act
§6002 “Federal Procurement”**

and

**Executive Order 13101 “Greening the Government through
Waste Prevention, Recycling, and Federal Acquisition”**

March 2004



Department of Energy
Washington, DC 20585
March 18, 2004

Mr. John Howard
Office of the Federal Environmental Executive
Ariel Rios Building
1200 Pennsylvania Ave. NW, MS 1600S
Washington, D.C. 20460

Dear Mr. Howard:

The Department of Energy (DOE) is pleased to transmit the enclosed report in fulfillment of the annual reporting requirements under Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*. The report was prepared in accordance with the instruction provided in your letter September 10, 2003, to Agency Environmental Executives and Agency Senior Procurement Executives, regarding Fiscal Year 2003 Reporting on Implementation of the Resource Conservation and Recovery Act Section 6002.

DOE's report contains the specific purchasing data that you requested on the eight (8) indicator items identified, and also a summary of the Department's purchases of all fifty-four (54) Environmental Protection Agency-designated products with recovered content. Additionally, the report provides DOE's performance on solid waste recycling, affirmative procurement contract compliance data from the Federal Procurement Data System, affirmative procurement program training and auditing, and other administrative details.

I have also sent a copy of this report to Ms. Angela Styles of the Office of Management and Budget under a separate cover. If you or your staff have questions or need more information, please contact Don Lentzen or Jane Powers of my staff at (202) 586-7428 and 7301, respectively.

Sincerely,

A handwritten signature in cursive script that reads "Beverly A. Cook".

Beverly A. Cook
Assistant Secretary
Environment, Safety and Health

Enclosure

cc: D. Arnold, OFEE



Department of Energy

Washington, DC 20585

March 18, 2004

Ms. Angela B. Styles
Office of Management and Budget
725 17th Street NW
Washington, D.C. 20503

Dear Ms. Styles:

The Department of Energy (DOE) is pleased to transmit the enclosed report in fulfillment of the annual reporting requirements under Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*. The report was prepared in accordance with the instruction provided in your September 10, 2003, letter to Agency Environmental Executives and Agency Senior Procurement Executives, regarding Fiscal Year 2002 Reporting on Implementation of the Resource Conservation and Recovery Act Section 6002.

DOE's report contains the specific purchasing data that you requested on the eight (8) indicator items identified, and also a summary of the Department's purchases of all fifty-four (54) Environmental Protection Agency-designated products with recovered content. Additionally, the report provides DOE's performance on solid waste recycling, affirmative procurement contract compliance data from the Federal Procurement Data System, affirmative procurement program training and auditing, and other administrative details.

I have also sent a copy of this report to Mr. John Howard of the Office of the Federal Environmental Executive under a separate cover. If you or your staff have questions or need more information, please contact Don Lentzen or Jane Powers of my staff at (202) 586-7428 and 7301, respectively.

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Beverly A. Cook
Assistant Secretary
Environment, Safety and Health

Enclosure

cc: C. Vallina, OMB

FORWARD

This report has been prepared in response to a September 10, 2003, letter from the Office of Management and Budget (OMB) and the Office of the Federal Environmental Executive (OFEE) to Federal Agency Environmental Executives and Agency Senior Procurement Officials. This letter transmitted a survey for reporting on agency purchases of recycled-content products pursuant to Resource Conservation and Recovery Act, Section 6002 and Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*.

Responsive to the OMB/OFEE letter, this report contains the following:

- an Executive Summary;
- a table summarizing the Department of Energy's (DOE) Fiscal Year 2003 purchases of Environmental Protection Agency-designated recovered content products (i.e., products containing recycled materials); and
- a completed survey on DOE purchases in Fiscal Year 2003, and access to supplemental information on environmentally preferable purchasing and solid waste recycling.

EXECUTIVE SUMMARY

- This report summarizes the Department of Energy (DOE) Fiscal Year (FY) 2003 purchases of Environmental Protection Agency (EPA)-designated products that were obtained from non-Federal sources. DOE purchases from Federal sources of supply, such as the General Services Administration, Government Printing Office, and the Defense Logistics Agency are reported separately by those agencies.
- In FY 2003, DOE purchased products with recovered content (i.e., containing recycled materials) in 50 of the 54 items on the EPA-designated products list. Table 1 summarizes DOE purchases of EPA-designated products with recovered content for FY 2003. The purchase data are summarized in two ways:
 - Purchases of EPA-designated items containing recycled materials are compared to total purchases of these items. This yields percentages that reflect the overall effect of DOE purchasing on the “recovered content” marketplace.
 - A comparison of purchase data adjusted for allowable exceptions authorized by Federal Acquisition Regulation 23.405(c), where EPA-designated recovered content items could not be purchased due to cost, performance, or availability. This yields percentages that reflect the overall performance of the Department’s Affirmative Procurement Program (also referred to as Environmentally Preferable Purchasing).
- DOE’s procurement of items on EPA’s designated products list specified recycled content 79% of the time. In a number of cases, virgin-content products were purchased instead due to product availability, cost viability, and product performance considerations. As a result, 72% of all DOE purchases of EPA-designated products contained recycled material (see Table 1).
- The Department’s purchasing power continues to play an important role in DOE’s commitment to environmental sustainability and waste prevention. In FY 2003, DOE purchases exceeded \$26 million for environmentally preferable products containing recycled material. Over the same period, the Department also recycled half (50%) of the solid wastes (non-radioactive/non-hazardous) generated at its production, analytical, and research and development activities across the country.

Table 1 - FY 2003 DOE PURCHASES OF EPA-DESIGNATED PRODUCTS

Product	Total Purchases	\$ with Recovered Content	% with Recovered Content	Adjusted Total*	Adjusted Performance**
Construction Materials					
Building Insulation Products	\$ 419,916	\$ 377,889	90%	\$ 382,148	91%
Carpet	\$ 885,482	\$ 776,199	88%	\$ 778,293	88%
Carpet Cushion	\$ 11,733	\$ 11,733	100%	\$ 11,733	100%
Cement and Concrete	\$ 5,200,220	\$ 4,438,725	85%	\$ 4,523,069	87%
Consolidated and Reprocessed Latex Paint	\$ 477,200	\$ 41,912	9%	\$ 133,442	28%
Floor Tiles	\$ 148,707	\$ 128,498	86%	\$ 134,962	91%
Flowable Fill	\$ 7,953	\$ 7,292	92%	\$ 7,953	100%
Laminated Paperboard	\$ 87,636	\$ 84,000	96%	\$ 84,000	96%
Patio Blocks	\$ 0	\$ 0	-	\$ 0	-
Railroad Grade Crossing Surfaces	\$ 6,143	\$ 6,143	100%	\$ 6,143	100%
Shower and Restroom Dividers	\$ 53,709	\$ 46,559	87%	\$ 46,559	87%
Structural Fiberboard	\$ 67,855	\$ 67,855	100%	\$ 67,855	100%
TOTAL - Construction Materials	\$ 7,366,554	\$ 5,986,805	81%	\$ 6,176,157	84%
Landscape Products					
Compost	\$ 6,500	\$ 0	-	\$ 0	-
Garden and Soaker Hoses	\$ 13,379	\$ 9,082	68%	\$ 9,082	68%
Hydraulic Mulch	\$ 9,450	\$ 9,450	100%	\$ 9,450	100%
Landscaping Timbers and Posts	\$ 39,028	\$ 37,197	95%	\$ 37,197	95%
Lawn and Garden Edging	\$ 1,981	\$ 1,899	96%	\$ 1,899	96%
TOTAL - Landscape Products	\$ 70,338	\$ 57,628	82%	\$ 57,628	82%
Non-Paper Office Products					
Binders	\$ 1,183,809	\$ 533,365	45%	\$ 637,891	54%
Office Recycling Containers	\$ 21,894	\$ 20,614	94%	\$ 20,614	94%
Office Waste Receptacles	\$ 19,581	\$ 4,710	24%	\$ 13,091	67%
Plastic Clip Portfolios	\$ 846	\$ 578	68%	\$ 693	82%
Plastic Clipboards	\$ 1,605	\$ 636	40%	\$ 783	49%
Plastic Desktop Accessories	\$ 123,759	\$ 72,267	58%	\$ 87,813	71%
Plastic Envelopes	\$ 19,404	\$ 17,980	93%	\$ 18,260	94%
Plastic File Folders	\$ 34,676	\$ 26,670	77%	\$ 30,758	89%
Plastic Presentation Folders	\$ 93,268	\$ 41,588	45%	\$ 44,862	48%
Plastic Trash Bags	\$ 1,278,436	\$ 1,015,827	79%	\$ 1,021,891	80%
Printer Ribbons	\$ 32,468	\$ 7,611	23%	\$ 7,924	24%
Solid Plastic Binders	\$ 42,852	\$ 14,533	34%	\$ 32,948	77%
Toner Cartridges	\$ 7,124,487	\$ 3,865,763	54%	\$ 4,868,691	68%
TOTAL - Non Paper Office Products	\$ 9,977,085	\$ 5,622,140	56%	\$ 6,786,219	68%
Paper and Paper Products					
Bristols	\$ 1,382,490	\$ 1,049,551	76%	\$ 1,248,383	90%
Coated Printing Papers	\$ 378,480	\$ 242,066	64%	\$ 290,665	77%
Commercial Industrial Sanitary Tissue Products	\$ 5,982,740	\$ 5,336,449	89%	\$ 5,640,907	94%
Miscellaneous Paper Products	\$ 249,485	\$ 245,342	98%	\$ 245,461	98%
Newsprint	\$ 147,335	\$ 146,552	99%	\$ 147,335	100%
Paperboard & Packaging Products	\$ 389,258	\$ 320,799	82%	\$ 339,481	87%
Uncoated Printing and Writing Papers	\$ 6,823,916	\$ 5,299,144	78%	\$ 5,724,083	84%
TOTAL - Paper and Paper Products	\$ 15,353,703	\$ 12,639,902	82%	\$ 13,636,317	89%

Table 1 - FY 2003 DOE PURCHASES OF EPA-DESIGNATED PRODUCTS

Product	Total Purchases	\$ with Recovered Content	% with Recovered Content	Adjusted Total*	Adjusted Performance**
Park and Recreation Products					
Park Benches and Picnic Tables Containing Plastic Fencing	\$ 7,612	\$ 3,390	45%	\$ 3,390	45%
Playground Equipment Containing Recovered Playground Surfaces	\$ 23,885	\$ 8,649	36%	\$ 12,401	52%
Running Track	\$ 0	\$ 0	-	\$ 0	-
	\$ 0	\$ 0	-	\$ 0	-
	\$ 0	\$ 0	-	\$ 0	-
TOTAL - Park and Recreation Products	\$ 31,498	\$ 12,040	38%	\$ 15,792	50%
Transportation Products					
Channelizers	\$ 135	\$ 135	100%	\$ 135	100%
Delineators	\$ 2,006	\$ 222	11%	\$ 222	11%
Flexible Delineators	\$ 3,200	\$ 3,200	100%	\$ 3,200	100%
Parking Stops	\$ 16,752	\$ 14,072	84%	\$ 14,422	86%
Traffic Barriers	\$ 82,447	\$ 69,450	84%	\$ 72,121	87%
Traffic Cones	\$ 13,706	\$ 12,161	89%	\$ 12,386	90%
TOTAL - Transportation Products	\$ 118,247	\$ 99,240	84%	\$ 102,486	87%
Vehicular Products					
Re-refined Lubricating Oil	\$ 279,774	\$ 141,380	51%	\$ 202,847	73%
Reclaimed Engine Coolant	\$ 52,498	\$ 31,903	61%	\$ 36,405	69%
Retread Tires	\$ 1,211,506	\$ 121,227	10%	\$ 172,126	14%
TOTAL - Vehicular Products	\$ 1,543,778	\$ 294,510	19%	\$ 411,379	27%
Miscellaneous Products					
Awards and Plaques	\$ 37,263	\$ 15,141	41%	\$ 28,108	75%
Industrial Drums	\$ 1,525,477	\$ 1,393,737	91%	\$ 1,406,224	92%
Manual-Grade Strapping	\$ 82,776	\$ 11,420	14%	\$ 77,200	93%
Mats	\$ 75,299	\$ 26,696	35%	\$ 30,549	41%
Pallets	\$ 187,471	\$ 21,708	12%	\$ 178,681	95%
Signage	\$ 353,298	\$ 211,494	60%	\$ 289,130	82%
Sorbents	\$ 83,012	\$ 48,251	58%	\$ 56,023	67%
TOTAL - Miscellaneous Products	\$ 2,344,595	\$ 1,728,449	74%	\$ 2,065,916	88%
GRAND TOTALS	\$ 36,805,798	\$ 26,440,714	72%	\$ 29,251,893	79%

*Adjusted total equals recovered content purchases plus justified exemptions (i.e., product availability, cost, and performance)

**Adjusted performance (recovered content purchasing) equals adjusted total divided by total purchases

Date Prepared: March, 2004

**RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) §6002
&
EXECUTIVE ORDER 13101 *GREENING THE GOVERNMENT THROUGH
WASTE PREVENTION, RECYCLING, AND FEDERAL ACQUISITION***

Agency Report for Fiscal Year 2003

Agency or Department: United States Department of Energy

Agency Contacts: Donald Lentzen/Jane Powers

Contact Telephone Number: (202) 586-7428/7301

Contact E-Mail Address: donald.lentzen@eh.doe.gov/jane.powers@eh.doe.gov

1. Federal Procurement Data System (FPDS) Data

- a) How many DD 350s or SF 279s did your Agency complete in FY 2003? **1,258**
- b) In FY 2003, how many DD 350s or SF 279s had a code in line B12F (for the DD 350) or block 19A (for the SF 279), which indicate whether EPA-designated items will be acquired? **1,258**
- c) Provide the number of DD 350s or SF 279s with each code, A-E, in line B12F (for the DD 350) or block 19A (for the SF 279). These codes indicate whether the EPA-designated products must contain the required minimum recycled content, the justification for not requiring recycled content products, or that no EPA-designated products will be acquired under the contract.
Code A (all EPA-designated products must contain the required minimum recycled content) **62**; B (availability) **25**; C (price) **0**; D (performance) **0**; E (no EPA-designated products acquired) **1,171**.
- d) How many of the DD 350s or SF 279s coded A, B, C, or D in block B12F (for the DD 350) or block 19A (for the SF 279) also had a code (A or B) in line B12G (for the DD 350) or block 19B (for the SF 279)? **87**
- e) Provide the number of DD 350s or SF 279s with line B12G (for the DD 350) or block 19B (for the SF 279) coded A or B. **A = 62, B = 25, No Code = 1,171**
- f) How has the Agency reviewed the FY 2003 FPDS data for compliance assessment and/or trend analyses? DOE assessed the data quarterly to determine whether there were 1) misunderstandings regarding the data elements, 2) shortfalls in compliance with the requirements of the Executive Order, or 3) shortfalls in reporting. Generally, the data analysis indicates that DOE contracting activities and management contractors were in compliance with Environmentally Preferable Purchasing (EPP) provisions. FPDS data was reviewed by designated Green Acquisition Advocates at DOE field sites who have had to correct some erroneous data, but Contract Specialists who input the data have gained a better understanding of what was required over the year and were alert to including EPP specifications in service contracts in which the

contractor provides products with recycled content. However, as reflected in the numbers reported above, FPDS data is only collected for direct Federal purchases above \$25,000, and typically the management contractors who operate DOE sites acquire the bulk of the products designated by EPA.

- g) Please describe findings, changes, and/or actions that were a direct result of the assessments or analyses above. DOE contract specialists are alert to the program and its data elements. The Green Acquisition Advocates and Procurement Data Coordinators again provided supplemental training in 2003 regarding the program and its data requirements. In addition, the Department holds quarterly EO 13101 teleconferences for its Recycling Coordinators and Green Acquisition Advocates to discuss and share experiences EPP implementation, monitoring and reporting.

2. Indicator Items for EPA-Designated Recycled Content Products

The General Services Administration and the Defense Logistics Agency will provide data for agency purchases directly from them. Please provide amounts for your agency's purchases from other sources, including GSA schedule contractors and your service contractors, including construction contractors, fleet maintenance contractors, and facilities maintenance contractors.

- a) **Paper: Commercial Sanitary Tissue Products**
- i) Does your Agency purchase this item (directly or through contracts)?
Yes X No ___ If no, skip to next section.
 - ii) Total dollar amount¹ of these products purchased² by your Agency from sources *other than GSA* in FY 2003 **\$5,982,740**.
 - iii) Dollar amount of these products containing recovered materials³ purchased by your Agency from sources *other than GSA* in FY 2003 **\$5,640,907**.
 - iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___
 - v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? **Yes X No ___**. If yes, please describe the impediment(s). Select DOE site statements:

¹ "Total amount" equals the amount of product without recovered materials plus the amount of product with recovered materials.

² Within this document, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

³ The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

Commercial Sanitary Tissue Products
Industrial wipes are required to be lint-free, anti-static, and non-abrasive (i.e., non-recycled material content) for cleaning optics.
In some situations, non-recycled materials are required in order to meet “clean room” requirements.
Industrial wipes were required to be lint-free for the job specified and were not available with recycled-content paper.
Special purpose (coated) sanitary tissue paper, and heavy duty (reinforced) paper tissues were unavailable with the recycled content.
Commercial sanitary tissues with recycled content were not available due to time constraints.
Not able to determine whether or not product contained recycled content. Further investigation of products needed.
Special lint-free wipes are required for scientific experiments to avoid contamination.
Most of the sanitary tissue products contain recycled content. However, some of the higher quality products are only available as virgin products.
End users were not willing to pay the increased cost of recycled tissue. Others wanted a specific type that was not available in recycled. Cost was below the competitive threshold and it was determined further search would not be cost effective.

- b) Non-Paper Office Products: Toner Cartridges**
- i) Does your Agency purchase this item (directly or through contracts)?
Yes No If no, skip to next section.
 - ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2003 **\$7,124,487**.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2003 **\$4,868,691**.
 - iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes No **Not Applicable**
 - v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? Yes No . If yes, please describe the impediment(s). Select DOE site statements:

Toner Cartridges
Toner cartridges without recycled content were purchased due to time constraints. Toner cartridges with recycled content were only available at a higher price. Toner cartridges without recycled content were purchased due to performance requirements for technical manuals.

There is a cultural resistance in using remanufactured toner cartridges. Users believe that by using remanufactured toner cartridges they will not only damage their copiers, but also are told, by the manufacturers that it could void their warranties.
Remanufactured toner is not available at this time for color copy machine.
Utilization of non-standard and state-of-the-art equipment prevents complete acquisition of recycled toner cartridges.
Current toner cartridge supplier does not have the capability to remanufacture recently released or many color toner cartridges with the necessary performance requirements at a reasonable price.
These cartridges were not available as remanufactured: Epson, 790, OCE plotter, Xerox 2135 and Xerox 1235. Xerox does not recommend use of a remanufactured cartridge for some of the specified equipment. Most recently, Xerox remanufactured 1235 and 2135 are now available to be tested.
Purchased toner cartridges for many different brands of fax machines, photocopiers, and color laser printers that require unique cartridge casings--available only from the original manufacturer.
Manufacturer requires non-recycled cartridges to maintain equipment warranty.
New printers and copiers were added to the facility during FY03 and a source of supply for remanufactured cartridges for a few printers had not been established. Most have now been established.
Recycled toner cartridges are not available for a limited number of newer black and white laser printers and were unavailable for most color printers. The depleted cartridges for all printers and reproduction machines are shipped for future refurbishment and recycling. Price, availability, and short delivery-time were advantages for purchasing items with virgin materials.
Contract set up with a small local supplier to refill all cartridges that can be refilled. Some of the printers were so new there were no empty cartridges available to refill.
For some color printers remanufactured cartridges are not available or have poor quality features.

c) Construction Products: Concrete and Cement

- i) Does your Agency purchase concrete and cement (directly or through contracts, e.g., construction contracts)? **Yes X No ___**
If no, skip to next section.
- ii) Total amount of concrete and cement purchased and/or used by your Agency in FY 2003 **\$5,200,220**.
- iii) Amount of concrete and cement containing coal fly ash and/or ground granulated blast furnace slag purchased and/or used by your Agency in FY 2003 **\$4,523,069**.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___

- v) Were there technical impediments to increasing the amount of concrete and cement containing coal fly ash and/or ground granulated blast furnace slag purchased by your Agency in FY 2003? **Yes X No ___** If yes, please describe the impediment(s). Select DOE site statements:

Concrete and Cement
Small jobs may involve purchase of bagged concrete (40 or 80 lb) which was not available with a fly-ash content from the local vendor or the bagged concrete that meets the CPG requirements was not immediately available.
Some concrete containing coal fly ash or blast furnace slag was not available at a reasonable price.
A small quantity of concrete was purchased with no recycled additives because locally unavailable. Slag, fly ash, did not meet the required specifications for the area in which it was installed.
Construction companies bid small construction jobs (such as pouring pads) using the best price for concrete; site specifications with EPA recycled content items apply to large projects.
Fly ash or blast furnace slag containing concrete cannot be obtained in some remote job site locations.
Engineering assessments have concluded that cement and concrete containing fly ash/blast furnace slag do not meet organization requirements due to slow setup and/or cure time during inclement weather periods (both extreme heat and cold).

d) Landscaping Products: Landscaping Timbers

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X No ___** If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2003 **\$39,028**.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003 **\$37,197**.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? **Yes X No ___** If yes, please describe the impediment(s). Select DOE site statements:

Landscaping Timbers
Landscaping timbers and posts with recovered materials are not available at a reasonable price at this location.

e) Park and Recreation Products: Park Benches and Picnic Tables

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X No ___** If no, skip to next section.

- ii) Total dollar amount of these products purchased by your Agency in FY 2003 **\$7,612.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003 **\$3,390.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___

Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? **Yes X No ___**. If yes, please describe the impediment(s). Select DOE site statements:

Park Benches and Picnic Tables
Recycle-content version was not suitable (performance/strength) for requirements and needs.
Unable to locate recycled content aluminum picnic tables.
Specific styles and finishes of benches were required to match the surrounding structures' architectural attributes.

f) Transportation Products: Traffic Barricades

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X No ___** If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2003 **\$82,447.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003 **\$72,121.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? **Yes X No ___**. If yes, please describe the impediment(s). Select DOE site statements:

Traffic Barricades
Could not locate a traffic barrier as specified in the job that was made of recycled material.
Traffic barriers were purchased without recycled content due to time constraints.

g) Vehicular Products: Re-refined Oil

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X No ___** If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2003 **\$279,774.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003 **\$202,847.**

- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? **Yes X No ___**. If yes, please describe the impediment(s). Select DOE site statements:

Re-refined Oil
When performing maintenance on equipment that is designated as critical, the original maintenance standards must be followed preventing the substitutions on virgin materials.
The item made with recovered materials is not available within the performance requirements.
No known local source for 5W20 re-refined oil. Hydraulic oil (grade 46 and viscosity of #32) was not available as re-refined that met the equipment specifications. Warranty on the Ford vehicle specifies 5W20 which is not available locally as re-refined.
Lubricating oil is purchased in bulk. Recycled or re-refined lubricating oil is not readily (locally) available in bulk quantities.
The oil purchased with required specific grades and viscosity-weight, were unavailable, or unavailable in the quantities needed, with re-refined content. In another instance, using re-refined oil would void the engine warranty on the heavy equipment.
Some re-refined lubricating oil for vehicle maintenance was only available at a higher price.
Site terrain calls for unique types of equipment which must use non-recovered oil.
Tested 10W30 re-refined oils determined that the re-refined oils break down under extreme heat conditions. The majority of the fleet vehicles are not driven under normal driving conditions. Vehicles are driven an average 2-3 miles with excessive idle speed that causes the oil to heat up and break down.
Motor oils were required for unique engine applications and these were not readily available with recycled content.
Not all types of oils/products were available in required schedules, or not available in accordance with the required specifications.

- h) Miscellaneous Products: Signage**
 - i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X No ___** If no, skip to next section.
 - ii) Total dollar amount of these products purchased by your Agency in FY 2003 **\$353,298**.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003 **\$289,130**.
 - iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___

- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? **Yes X No**. If yes, please describe the impediment(s). Select DOE site statements:

Signage
Specified sign with royal blue tint was not available with recycled materials. Aerial marking signs which could be viewed at the specified distance were not available with recycle-content.
The signs purchased were special ordered to meet specific site requirements. The manufacturer would not guarantee the printed end product if the signs were constructed with recycled content plastic material.
Specific items were not available as recycled content products and price considerations were also included as exceptions to purchasing recycled content products.
Signage required specialty materials made out of components other than those listed in EPA's CPGs.
Special signs are required for general safety, laboratory doors, street safety, and dangerous situations--often with reflective, self-adhesive materials that were not readily available with recycled content.
Sheet metal used for signage is not tracked as separate entity as they are fabricated on-site out of bulk material.
Site supplier for name plates and badges does not carry recycled plastic. Costs are below competitive threshold and it was determined a search for a new supplier would not be cost effective.

3. Solid Waste Prevention, Recycling, and Waste Minimization

- a) Did you institute new, substantially improved, or updated solid waste prevention practices in FY 2003?
Yes X No. Please provide an explanation of your response. In FY 2003, DOE convened a waste reduction revitalization workgroup, comprised of representative from headquarters and field offices to compile lessons-learned from successful pollution prevention projects and past practices conducted at the Department. The workgroup has developed a report *Waste Reduction Accomplishments Revitalization Initiative*, highlighting thirty-five successful, site-specific projects and practices that can be implemented at other DOE sites in a timeframe that supports DOE meeting the 2005 pollution prevention goals. See www.eh.doe.gov/oepa/guidance/p2/p2bestpractices.pdf
- b) Does your Agency have sites or facilities with composting programs?
Yes X No. If yes, how many facilities or sites? 19 DOE sites reported composting or chipping wood. Estimate the total weight of materials diverted to composting: 72.8 metric tons
- c) What percentage of offices/sites operated by your Agency have an active office products recycling program? 39 of 45 sites, which is 87 percent of sites.

- d) What percentage of residential housing operated by your Agency have an active household products recycling program? 425 of 425 houses, which is 100 percent of housing, based on 2002 data.
- e) What percentage of demolition projects managed by and/or contracted by your Agency include the recovery of construction materials? >20 percent.
- f) What percentage of the total solid waste⁴ generated by your Agency was diverted to recycling? 157,385 of 315,936 metric tons, which is 50 percent. For purposes of DOE reporting, solid waste includes sanitary waste and construction and demolition debris.
- g) Does your Agency have an internal awards program in accordance with Executive Order 13101, Section 802? **Yes X No ___**. Please provide details for your response, or if the response is no, please explain why not. The Department of Energy Pollution Prevention Awards Program is timed to precede the White House Closing the Circle Awards Program. Details of the DOE Pollution Prevention competition for the 2003 reporting period are addressed in the Department's annual EO 13148 Progress Report. Also, see <http://www.eh.doe.gov/p2/p2awards/>
- h) In FY 2003, did your Agency participate in a pilot project to purchase environmentally preferable products or services per the requirements of E.O. 13101, sections 503(b) and 601(c)? **Yes X No ___**. Please provide details for your response. Pursuant to the anticipated regulatory promulgation of the Federal purchasing requirement of the Farm Security and Rural Investment Act of 2002, the Department is planning to initiated a pilot BuyBio component in its EPP program (DOE expects to begin reporting available BuyBio data in the 2004 EO 13101 progress reporting).

4. Management Controls

- a) **Affirmative Procurement Policy**
 - i) Does your Agency have a documented policy or procedure for the implementation of the affirmative procurement program (APP) required by section 6002 of RCRA? **Yes X No ___**
 - ii) Does the Agency policy define responsibility for:
 - (1) Conducting awareness training? **Yes X No ___**
 - (2) Incorporating APP requirements into specifications and contracts? **Yes X No ___**
 - (3) Establishing and measuring progress toward APP objectives? **Yes X No ___**
 - (4) Reporting progress? **Yes X No ___**
 - (5) Management review? **Yes X No ___**
 - iii) Does your Agency have a requirement to routinely update the affirmative procurement policy? **Yes X No ___** If so, is the APP policy reviewed/updated in accordance with this plan? **Yes X No ___**

⁴ "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Agency is including other materials, such as construction and demolition debris.

- iv) Has the Agency affirmative procurement policy been updated within the past three years? **Yes X No ___**
- v) Please attach a copy of or provide the URL for the website for your Agency APP policy. See <http://tis.eh.doe.gov/p2/ap/default.htm>.

b) Training

- i) Who is responsible for conducting training of agency personnel with respect to the buy-recycled requirements? Pursuant to DOE Order 450.1 “Environmental Protection Program,” the Office of Management, Budget and Evaluation, in coordination with other DOE elements (including the Office of Environment, Safety and Health), is responsible for including training on environmental requirements and environmental management system (EMS) in training programs for program managers, contracting personnel, procurement and acquisition personnel and facility managers, and for ensuring procurement policies and procedures encourage the Department’s acquisition of recycled-content materials.
- ii) How many acquisition personnel have documented APP training within the past three years? Green Acquisition Training has been presented at all DOE contracting activities and at all management contractor sites. The presentations have been to environmental (pollution prevention), procurement, logistics, and engineering staff members.
- iii) Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University’s contracting officer training courses), or both? Both. Federal personnel have presented Green Acquisition training at both Federal and contractor-operated facilities. In addition, Acquisition Career Development Certifications requirements for DOE’s contracting employees include a module on Green Purchasing.
- iv) What percentage of purchase card holders have documented APP training within the past three years, as required by Executive Order 13101? All purchase cardholders and approving officials are required to take refresher training every 2 years. This includes a Green Purchasing module available at <http://tis.eh.doe.gov/p2/ap/default.htm>
- v) Who provides the training to purchase card holders? The environmental (pollution prevention), procurement and training staffs jointly developed the materials.
- vi) How is training of purchase card users documented? A Certificate of Completion is provided to cardholders and approving officials and then furnished to the local purchase card coordinator.

c) Auditing

- i) What percentage of Agency facilities conducted and documented contracting and/or environmental audits for APP compliance during this reporting period? Each DOE contracting activity is required to complete a procurement self-assessment which includes Affirmative Procurement Program measures every three years
- ii) Does the Agency conduct trend analysis of audit, training, and FPDS data to assess APP program effectiveness? **Yes X No ___**

- iii) What types of trends are realized as a result of findings from these audits? While the FDPS reporting component of the APP is too new to trend, DOE has tracked trends in environmentally preferable purchasing through its annual reports for several years. The trends vary by contracting activity but generally reveal greater success in areas such as paper products. The trend analysis allows the DOE Green Acquisition Advocates to focus on areas that are not as successful.
- iv) Are audit findings reported to senior facility management? **Yes X No**
- v) Are corrective actions from these audit findings tracked by senior facility management? **Yes X No**
- vi) Provide a copy of or the URL for the website for your Agency APP audit protocol, procedure, or other similar program document. See <http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Business/Balanced+Scorecard?OpenDocument>

d) Agency Goals

- i) As required by E.O. 13101, what is your agency's goal for solid waste diversion by 2005? 45% By 2010? 50%
- ii) What is your agency's current recycling or diversion rate? 50%
- iii) As required by EO 13101, does your agency have a goal for increasing the use of environmentally preferable products? **Y X N** If yes, what is the goal? 100% procurement of EPA-designated recycled content products. How are you measuring progress toward the goal? Total purchases with recovered content plus justified exceptions divided by total purchases = adjusted accomplishment. The adjusted accomplishment for FY 2003 is 79%.