

**FY 2009 SUSTAINABLE ACQUISITION PRACTICES:
GREEN PURCHASING, WASTE MANAGEMENT,
AND CHEMICALS MANAGEMENT**

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Survey status.....?

A1. Did your agency institute new, substantially improved, or updated solid waste prevention practices in FY 2009??

A2a. Does your agency have sites or facilities with composting programs??

A2b. If yes, how many facilities or sites??

B1. What percentage of offices/sites operated by your agency has an active recycling program??

B2. If applicable, what percentage of residential housing operated by your agency has an active household products recycling program??

B3a. What percentage of total solid waste generated by your agency was diverted in FY 2009??

B3b. For agencies with offices in multi-tenant buildings, approximately what percentage of those buildings has a recycling program??

C1. What steps did your agency take in FY 2009, not already reported in FY 2008, to increase the life span of electronics to four years or greater and to decrease life spans shorter than 4 years??

Air Force.....	?
Army.....	?
DCMA.....	?
DFAS.....	?
DISA.....	?
DLA.....	?
DSCA.....	?
DTRA.....	?
Installations and Logistics.....	?
MDA.....	?
Navy.....	?
NGA.....	?

USMC.....?
WHS.....?

C2. Describe how your agency addressed computer equipment power management in FY 2009, including enabling the ENERGY STAR features on computers and monitors.....?

Air Force.....?
Army.....?
DCMA.....?
DFAS.....?
DISA.....?
DLA.....?
DSCA.....?
DTRA.....?
Installations and Logistics.....?
MDA.....?
Navy.....?
NGA.....?
USMC.....?
WHS.....?

C3a. Describe your agency's management of electronics equipment in an environmentally responsible manner at the end of the equipment's useful life, not previously reported on your FY 2008 report.?

Air Force.....?
Army.....?
DCMA.....?
DFAS.....?
DISA.....?
DLA.....?
DSCA.....?
DTRA.....?
Installations and Logistics.....?
MDA.....?
Navy.....?
NGA.....?
USMC.....?
WHS.....?

C3b. Describe any new steps your agency took in FY 2009 to eliminate unsound electronics disposal practices.?

Air Force.....?
Army.....?
DCMA.....?
DFAS.....?
DISA.....?
DLA.....?
DSCA.....?
DTRA.....?
Installations and Logistics.....?

MDA.....	?
Navy.....	?
NGA.....	?
USMC.....	?
WHS.....	?

PART III: TOXICS AND HAZARDOUS CHEMICALS MANAGEMENT.....?

Air Force.....	?
Army.....	?
DCMA.....	?
DFAS.....	?
DISA.....	?
DLA.....	?
DSCA.....	?
DTRA.....	?
Installations and Logistics.....	?
MDA.....	?
Navy.....	?
NGA.....	?
USMC.....	?
WHS.....	?

DOD

Select the "Edit" button under each question heading to answer that particular question. Save the answer after the data has been entered.

For answers using tables, first select the "Edit Table" button under the question header, then click into the cell to add data to that cell. Cells that say "Please Choose" utilize drop-down menus. Click into the cell to reveal the option menu.

Agency information

Responsible Official (name, title)	ODUSD(I&E) and DPAP
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A2. Has your agency reviewed the FY 2009 FPDS data for compliance assessment and/or trend analyses?

Has your agency reviewed the FY 2009 FPDS data for compliance assessment and/or trend analyses?
. [Please Choose]

A3. Please describe the findings, changes, and/or actions that were a direct result of the assessments or analyses above.

Please see the DoD Component inputs

B. Indicator Items for Environmental Protection Agency (EPA)-Designated Recycled Content Products

NOTE: Section 6002 of RCRA, E.O. 13423, and Part 23 of the Federal Acquisition Regulation (FAR) require Federal agencies to purchase EPA-designated recycled content products. The General Services Administration (GSA) Stock and Special Order programs and the Defense Logistics Agency (DLA) will provide data for agency purchases made directly from them.

B1a. Which of the products listed on the table below does your agency purchase directly or as part of a support services contract, including purchases made from GSA's Multiple Award Schedule (MAS) vendors?

Product	Product Purchased or Used in Services Contracts?	Total FY 2009 \$ Amount Spent on Product Purchases	Percentage of Facilities Purchasing the Product Containing Recovered Materials OR	Total FY 2009 \$ Amount Spent on Products Containing Recovered Materials OR	# of Janitorial Services Contracts that Require Products Containing Recovered Materials	Agency Specification Requires Use of Recovered Materials (Yes, No, N/A)
Tissue products	[Please Choose]					[Please Choose]
Toner cartridges	[Please Choose]					[Please Choose]
Landscape timbers	[Please Choose]					[Please Choose]
Park benches or picnic tables	[Please Choose]					[Please Choose]
Traffic barricades	[Please Choose]					[Please Choose]
Engine lubricating oil	[Please Choose]					[Please Choose]
Signage	[Please Choose]					[Please Choose]

B1b. For each product checked in section (1)(a) above, describe any impediments to increasing the purchase of these products containing recovered materials by your agency. Identify the item and the impediment(s) reported for that item.

Air Force:

The Air Force does not currently have systems that track this information.

Army:

Impediments to increasing purchases of green products include lack of knowledge of the requirements, lack of accountability for meeting requirements, lack of communication and enforcement of requirements through chain of command, and misconceptions about the quality of recycled content products. Another impediment is lack of visibility of green purchases and difficulty in obtaining green purchasing data that could be used to determine where to focus attention on increasing our green purchases and contracts. Lastly, GP is not fully integrated into acquisition community training and audit programs. The Army has several planned actions for FY10 to address these impediments.

DCMA:

DFAS:

N/A

DISA:

DLA:

No impediments

DSCA:

No impediments were identified.

DTRA:

Installations and Logistics:

MDA:

Toner Cartridges: Purchases that support MDA copy machines are usually an urgent requirement; recycled cartridges are not typically stocked by our vendor and aren't available within the necessary time frame. Prior experience has shown that due to machinery age, MDA copiers do not function as well with recycled cartridges. In addition to more frequent machine repairs, MDA has also observed that recycled cartridges must be replaced more often than conventional products.

Toner purchased for MDA printers support high-end photos and graphics of a quality that recycled cartridges cannot yet provide. Many toner cartridge purchases are for MDA Field Activity offices, situated in remote locations. Conventional toner cartridges are purchased for these locations to minimize both copier repairs and the frequency of cartridge purchases.

Signage: As a tenant organization, MDA must acquire signage that matches existing building owner or host installation signage criteria. For FY 09 purchases, MDA was unable to confirm with the vendors that the acquired signage contained

recycled sheet metal or other green attributes; therefore, MDA assumed the signage was conventional and contained no recycled materials.

Navy:

Toner Cartridges: Replacement cartridges for leased equipment must meet contract requirement to "use original manufacture's parts."

Engine Lubricating Oil: Availability in some areas, as well as manufacturer specifications/warranty requirements.

**NGA:
USMC:**

Commercial Sanitary Tissue - No impediments.

Toner Cartridges - No impediments.

Landscaping Timbers - No impediments.

Park Benches or Picnic Tables - No impediments.

Traffic Barricades - No impediments.

Engine Lubricating Oil - No impediments.

Signage - No impediments.

WHS:

B2. For construction products, demonstrate how your agency complies with the requirement to purchase EPA-designated construction products containing recovered materials or USDA-designated biobased construction products to the maximum extent practicable.

Air Force:

The Air Force's current Sustainable Design and Development (AF SDD) policy calls for 100 percent of all MILCON vertical construction projects with climate control to be capable of achieving LEED Silver certification. This requirement significantly increases the awareness and use of recycled content and biobased content product requirements into design specifications, and design/build contract requirements. Similarly, Section 7 of the AF SDD policy refers to the attachments which specify and provide a means to implement the recommendations of the High Performance and Sustainable Building MOU, of which recovered materials or USDA-designated biobased products is one. The Air Force does not specifically track the use of recycled content and biobased content product requirements at this time.

Army:

Many Army construction, renovation, and building maintenance contracts incorporate by reference the following Unified Facility Guide Specifications (UFGS) to ensure recycled/recovered materials and other environmentally preferable products are part of the contract requirements:

UFGS-01 62 35 (July 2006) Recycled/Recovered Materials

UFGS-01 35 43.10 20 (July 2006) Environmental Management

In addition, the Army is committed to sustainable design and development, as demonstrated by our 27 Apr 07 sustainable design policy. The policy requires all new construction (beginning with the FY08 military construction program) to achieve a minimum of LEED-Silver rating. Use of sustainable construction products (containing recovered materials or USDA-designated biobased construction products) is integral to achieving the LEED-Silver rating. In order to support this effort, the US Army Corps of Engineers has developed the USACE LEED Implementation Guidance (dated 15 Jan 08).

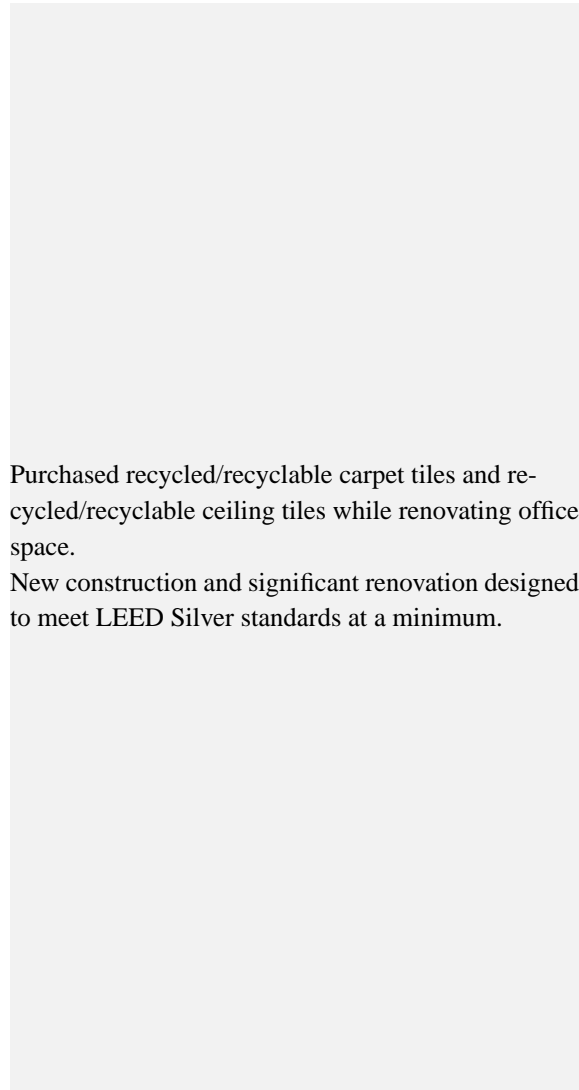
DCMA:

DFAS:

N/A. We are not chartered for acquisition of construction

DISA:

DLA:



Purchased recycled/recyclable carpet tiles and recycled/recyclable ceiling tiles while renovating office space.

New construction and significant renovation designed to meet LEED Silver standards at a minimum.

DSCA:

DSCA does not purchase any construction products.

DTRA:

Installations and Logistics:

SEE ATTACHED.

MDA:

DXI's Civil Engineering & Facility Operations Team develops MILCON Requests for Proposals (RFPs) with design & build-out provisions tailored to federal Sustainable Building criteria (e.g., Whole Building Design Guide, five Guiding Principles, and

Leadership in Energy and Environmental Designs [LEEDs] specifications). These RFPs are advertised, awarded, and executed on behalf of MDA by the U.S. Army Corps of Engineers and the Naval Facilities Engineering Command (NAVFAC).

New construction that began (or continued) in FY 09 includes MDA's Von Braun III Complex located at the U.S. Army's Redstone Arsenal in Huntsville, AL, and MDA's Headquarters Command Complex (HQCC) at Fort Belvoir, VA. Both of these projects are being executed by the Corps to meet LEED-Certified and LEED-Silver standards, respectively. MDA's Field Activity expansion facilities at Dahlgren's Naval Surface Warfare Center are being executed per LEED-Silver specifications by the Naval Facilities Engineering Command (NAVFAC).

Because requiring LEEDs-Silver buildings does not explicitly guarantee the use of recovered or biobased construction materials, MDA added specific clauses for Construction and Demolition Waste Management and Recycled / Recovered Materials specifications. An example MILCON construction clause incorporated by MDA is: *"Materials that have been designated by EPA as being products which are or can be made with recovered or recycled materials, when incorporated into the work under this Contract, shall contain at the minimum percentage of recycled materials indicated by the EPA unless adequate justification (e.g., lack of availability) for non-use is provided....."*

Additionally, MDA's construction or renovation RFPs include appendices that provide the Contractor with guidance for LEED Project Credit Guidance and Strategy Tables, EPA Act 2005, EPA Comprehensive Procurement Guidelines, and USDA Federal Biobased Products Preferred Procurement Program, among other Sustainable Building and Whole Building Design Guide references. From a facilities O&M perspective, MDA has also drafted language for insertion into host-tenant ISSAs and lease agreements that clarify the Agency's preference for administrative spaces that conform to Sustainable Building criteria, including LEED designs and materials that incorporate recovered and biobased construction materials.

Materials and products purchased directly by MDA/DXI for new facilities finishing and renovations / retrofits products are compliant with MDA's Green Procurement (GP) Program. This means MDA's purchasing protocols & procedures give preference to sustainable products (or services that incorporate sustainable products); this includes paints, coatings, adhesives, sealants, carpeting, and composite wood products that exhibit low VOCs and LEED standards.

In concert with the Corps and NAVFAC regarding MDA's MILCON projects and renovations & retrofits, our Agency conducts Contractor performance oversight and reviews to ensure recovered materials and biobased construction products specified in the RFPs are implemented as instructed in all practicable scenarios.

Navy:

Subject requirements incorporated into Navy policy, contract documents, design criteria (e.g. specifications) and training.

NGA:
USMC:

Navy administers construction program for Marine Corps. Subject requirements incorporated into Navy policy, contract documents, design criteria (e.g. specifications) and training.

WHS:
C1. ENERGY STAR, Energy-Efficient, EPEAT-Registered, and Water Conserving Products

The Energy Policy Act of 2005 (EPA 2005), E.O. 13423, and Part 23 of the FAR require Federal agencies to purchase ENERGY STAR and Federal Energy Management Program (FEMP)-designated energy efficient products unless the head of the agency determines that the products are not life-cycle cost effective or reasonably available.

C1a. Describe what your agency has done in FY 2009, not already reported in your FY 2008 report, to eliminate the purchase of non-ENERGY STAR or non-FEMP-designated products in purchases of products and services.

Air Force:

Efforts are continuously ongoing across all our commodity strategies. EPEAT Silver continues to be required for desktop, laptops, and monitors. The Integrated Technology Commodity Council (ITCC) implemented the Digital, Printing and Imaging (DPI) Strategy in 2008 for network and multifunction printers. The first DPI enterprise buy was executed in 2009, with ENERGY STAR as our preferred standard. The ITCC DPI team is engaged with the EPA on the EPEAT Printing and Imaging standards that are being developed.

Army:

For IT equipment, a policy memo was published on 4 May 2009 requiring all Army purchases of prescribed equipment be made through the CHES (Computer Hardware, Enterprise Software and Solutions) contract. The terms and conditions of this contract apply to each of the 8 prime contractors and include requirements for provision of EPEAT-registered (where applicable) and Energy Star equipment. Also, the Army's 27 Apr 07 sustainable design policy requires construction project to achieve a LEED silver rating which includes a number of prerequisites relating to building energy systems and minimum energy performance that must be met. Performance LEED Criteria are directly related to EPA 2005 compliance. The policy also requires that new construction projects be designed to reduce the energy consumption by 30% compared to the baseline building performance rating (ASHRAE), and major renovation projects must be designed to reduce

energy consumption to 20% below the pre-renovation baseline. Procurement of Energy Star and FEMP-designated products is nearly essential to meet these policies and performance criteria.

DCMA:

DFAS:

DISA:

DLA:

Agency implements policies and procurement through memos and also trains the workforce. Issued DSCO Policy Memorandum 08-03, dated January 25, 2008.

DSCA:

DSCA continues to evaluate all purchases made through the contracting office or via Government Purchase Card to ensure that all products meet ENREGY STAR requirements.

DTRA:

Installations and Logistics:

n/a

MDA:

MDA/DXI continues to purchase solar powered calculators and energy efficient (e.g., fluorescent) light bulbs. All MDA procurement staff must complete annual Green Procurement Training, and are therefore aware of their responsibility to purchase Energy

Star®-certified and FEMP-designated products whenever such an item is available, cost effective from a lifecycle perspective, and meets MDA's mission needs.

When issuing Request for Quote/Bid to vendors, DXI developed new statements in FY09 that supplements contract writing software and instructs the vendor to quote on WaterSense, FEMP, EPEAT, Energy Star® or other high efficiency items. If no such Energy Star® or FEMP product exists, DXI consults with MDA's Environmental Management Team to select a product that exhibits materials or features (e.g., optical media shredders with automatic power shut offs) that can save energy or demonstrate other high efficiency / sustainable features.

DXI and DAC both administer service contracts for the acquisition and management of electronic products; MDA uses solicitations, RFPs, Statements of Work, and Performance Work Statements to inform the Contractor(s) of: (1) their responsibility to acquire Energy Star®, FEMP, or EPEAT-Silver or -Gold products on behalf of MDA whenever such a product is available, and (2) their responsibility to report product purchases (including their environmental attributes such as Energy Star) to DXI. DXI uses this data to accurately track & report Electronics Stewardship performance each fiscal year.

Navy:

A survey was conducted of energy efficient products use. Thousands of energy efficient products are being installed throughout DON. Energy star performance criteria are included in acquisition requirements for systems and appliances in privatized family housing units. Energy efficient operations are included in some Base Operating Support contracts.

NGA:

NGA developed and expanded its collaborative team that includes members from acquisition, installation operations, enterprise development, new campus facilities engineering, active information technology personnel. These members also interact with base operations service contractors, suppliers and vendors to ensure conformance. The team charter, NGA plan and contract integration activities ensure overall electronic stewardship through procurement of EPEAT, Energy Star and energy efficient data center equipment, and its appropriate disposal through the Defense Reutilization and Marketing Organization (DRMO).

USMC:

Published a Commandant of the Marine Corps signed Facilities Energy & Water Management Program Campaign Plan that included a provision to procure energy efficient equipment and products

WHS:

C1b. Describe any FY 2009 updates or revisions to your agency's plans to revise policies, procedures, specifications, contract writing systems, and education materials.

DoD updated the Green Procurement Strategy in FY2009 to reflect new federal legislation and guidance.

C2.

E.O. 13423 and the FAR require that 95 percent of purchases of products covered by an Electronic Product Environmental Assessment Tool (EPEAT) standard be EPEAT-registered products.

C2a. Which mechanisms did your agency use in FY 2009 to purchase personal computers, monitors, and laptops? Check all that apply.

Direct purchases of equipment via electronics supplies contract	Direct purchases via blanket purchase agreement	Direct purchases of equipment via purchase card	Leases or seat management contracts	Purchases from government wide acquisition contracts. Specify which one(s).	Other. Specify.
[Please Choose]	[Please Choose]	[Please Choose]	[Please Choose]	[Please Choose]	

C2b. Did your agency include requirements to supply EPEAT-registered computer products in 95 percent of FY 2009 solicitations, contracts, and leases for IT equipment?

Did your agency include requirements to supply EPEAT-registered computer products in 95 percent of FY 2009 solicitations, contracts, and leases for IT equipment?
[Please Choose]

C2c. If the answer to (b) is no, what are your agency's plans to revise existing contracts in FY 2010 to incorporate the EPEAT requirements?

Air Force:

N/A

Note to Question C2b *Compliance with the ENERGY STAR purchasing requirement of EO 13423 has actually been in place for some time. The Air Force Enterprise Configuration Management Office (AFECMO) along with the AF Integrated Technology Commodity Council (ITCC) developed and maintains a standard desktop configuration

that lowers cost, improves security, and reduces application conflicts. The ITCC charter is to achieve the best overall life-cycle value for hardware and software and designs initiatives to lower costs for commodity computers purchases in large quantities. Since 2004 ENERGY STAR qualified computers have been part of the standard desktop core configuration.

Army:
DCMA:
DFAS:
DISA:
DLA:
DSCA:

DSCA will evaluate requirements to determine required applicability.

DTRA:
Installations and Logistics:

n/a

MDA:
Navy:

The answer to (b) is data are not tracked.

NGA:
USMC:

Answer to (b) is that data are not tracked.

WHS:
C2d. What are the barriers to including EPEAT-registered computer product requirements in 95 percent of solicitations?

Air Force:

The focus is jointly on acquisitions and IT management. Acquisitions focus on meeting Environmental Protection guidelines for energy conservation, hazardous waste, landfill relief, etc. IT Management focuses on reducing power consumption and carbon footprint. We are working hard to avoid burdening Airmen by measuring and managing power events. As we implement power management, we are learning a lot about different mission sites and tempos and working to adjust as needed. Also, the world-wide interest in protecting the environment is encouraging hardware and software vendors to add/improve power management support.

Army:

None. We are able to acquire 100% EPEAT-registered computers since it is Army-wide policy to purchase computer products through the CHES (Computer Hardware, Enterprise Software and Solutions) contract which specifies EPEAT-registered and Energy Star equipment.

DCMA:

DFAS:

DISA:

DLA:

None

DSCA:

No barriers exist, however DSCA has had very little requirements for computer purchases.

DTRA:

Installations and Logistics:

n/a

MDA:

MDA has experienced no impediments to including 95% EPEAT-Silver or –Gold requirements into its solicitations for electronic products. However, MDA has encountered difficulties involving Contractor responsibilities to maintain electronics data in a manner that documents the EPEAT status of products at the time of their purchase.

Because different MDA organizations currently acquire EPEAT electronics through a variety of acquisition platforms, these items may be transferred to different offices without being deleted from previous inventories. This results in a high potential for double entries or repeat data when assessing MDA's annual EPEAT performance.

Navy:

Computers and peripherals must perform adequately and compatibly with network security requirements.

NGA:

USMC:

Computers and peripherals must perform adequately and compatibly with network security requirements.

**WHS:
C3.**

E.O. 13423 requires agencies to reduce water consumption intensity, and the E.O. Implementing Instructions recommend agencies purchase WaterSense-labeled products.

C3a. In FY 2009, did your agency purchase WaterSense-labeled water conserving products or other water efficient products?

In FY 2009, did your agency purchase WaterSense-labeled water conserving products or other water efficient products?	If yes, please specify what types of products were purchased.
. [Please Choose]	

C3b. What steps did your agency take in FY 2009, not already reported in your FY 2008 report, to ensure that WaterSense-labeled products or other water-efficient products are specified in future solicitations?

Air Force:

The Air Force continues to promote the use of water-efficient products as specified in the FY2008 report. The use of water-efficient products are currently encouraged in the following Air Force guidance documents:

- Unified Facilities Criteria 4-030-01, Sustainable Development - "Use water efficient plumbing features including dual flush toilets and waterless urinals, and integrate other water-saving features into the buildings."
- Unified Facilities Guide Specifications Division 22, Section 22 00 00, Plumbing, General Purpose, para 2.4 - "Fixtures shall be water conservation type, in accordance with ICC IPC."
- AF Sustainable Design and Development (SDD) Policy Memorandum, Attachment 1 - indicates US Green Building Council, Leadership in Energy and Environmental Design, Water Efficiency Credit 3.1, Water Use Reduction, 20% Reduction, is a requirement of the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (and therefore Executive Order 13423) and must be addressed in all new construction and major renovations.
- The current draft of the revision to AF SDD Policy Memorandum identifies and documents the preferential use of water efficient fixtures and water-sense labeled products (as required by the HPSB MOU) through a revised attachment. The revised AF SDD policy will also incorporate a revision to the existing Attachment 1 discussed above.

Army:

No additional steps have been taken during FY2009. The Army Policy on Sustainable Design and Development (April 07) requires that construction project designs "maximize points in the water consumption reduction and efficiencies."

DCMA:

DFAS:

None

DISA:

DLA:

Nothing new. Process in place.

DSCA:

DSCA operates in leased facilities. Agreements of this type would be negotiated with Washington Headquarters Service (WHS) and/or the General Services Administration (GSA).

DTRA:

Installations and Logistics:

n/a

MDA:

DXI specified the acquisition of WaterSense products in FY08 through RFPs issued for MDA's facilities currently under construction. While MDA did not make any specific WaterSense requirements in solicitations in FY09, WaterSense items were purchased rather inadvertently as MDA products were upgraded or replaced. WaterSense items were selected because they met other mandatory product requirements (e.g., Energy Star®, capacity, and size specifications).

MDA DAC and DXI will coordinate the inclusion of WaterSense requirements in all new solicitations or renegotiated contracts.

Navy:

NAVFAC established a policy through an Engineering and Construction Bulletin to ensure LEED-NC Silver certification on all new building and major renovation projects. Requirements are incorporated into contract documents, design criteria and training.

NGA:

Provided requirements for the construction of the new campus design and completion.

USMC:

NAVFAC established a policy through an Engineering and Construction Bulletin to ensure LEED-NC Silver certification on all new building and major renovation projects. Requirements are incorporated into contract documents, design criteria and training.

WHS:

D. USDA-Designated Biobased Products

The Farm Security and Rural Investment Act (FSRIA) of 2002, E.O. 13423, and Part 23 of the FAR require Federal agencies to purchase USDA-designated biobased products, also known as BioPreferred products.

D1. Indicate which of the following products your agency purchased directly or as part of a support services contract, including purchases made from GSA MAS vendors.

Product	Purchased in FY 2009	Purchased in FY 2009 Containing Biobased Ma- terials
Mobile equip. hydraulic fluid	[Please Choose]	[Please Choose]
Stationary equip. hydraulic fluid	[Please Choose]	[Please Choose]
Diesel fuel additives	[Please Choose]	[Please Choose]
2-cycle engine oils	[Please Choose]	[Please Choose]
Penetrating lubricants	[Please Choose]	[Please Choose]
Greases	[Please Choose]	[Please Choose]
Metalworking fluids	[Please Choose]	[Please Choose]
Fire arm lubricants	[Please Choose]	[Please Choose]
Sorbents	[Please Choose]	[Please Choose]
Roof coatings	[Please Choose]	[Please Choose]
Water tank coatings	[Please Choose]	[Please Choose]
Fluid-filled transformers	[Please Choose]	[Please Choose]
Adhesive and mastic removers	[Please Choose]	[Please Choose]
Grease and graffiti removers	[Please Choose]	[Please Choose]
Carpet and upholstery cleaners	[Please Choose]	[Please Choose]
Floor strippers	[Please Choose]	[Please Choose]

Product	Purchased in FY 2009	Purchased in FY 2009 Containing Biobased Ma- terials
Bathroom and spa cleaners	[Please Choose]	[Please Choose]
Glass cleaners	[Please Choose]	[Please Choose]
Laundry products	[Please Choose]	[Please Choose]
Hand cleaners and sanitizers	[Please Choose]	[Please Choose]
Carpet	[Please Choose]	[Please Choose]
Bedding/bed linens/towels	[Please Choose]	[Please Choose]
Composite panels	[Please Choose]	[Please Choose]
Plastic insulating foam	[Please Choose]	[Please Choose]
Disposable cutlery	[Please Choose]	[Please Choose]
Disposable containers	[Please Choose]	[Please Choose]
Dust suppressants	[Please Choose]	[Please Choose]
General purpose de-icers	[Please Choose]	[Please Choose]
Concrete and asphalt release fluids	[Please Choose]	[Please Choose]
Wood and concrete sealers	[Please Choose]	[Please Choose]
Lip care products	[Please Choose]	[Please Choose]
Fertilizers	[Please Choose]	[Please Choose]
Films	[Please Choose]	[Please Choose]

D2. For each biobased product checked above, describe any impediments to increasing the purchase by your agency of these products containing biobased materials. Identify the item and the impediment(s) reported for that item.

Air Force:

The Air Force does not currently have systems that track this information.

Army:

The biobased purchasing data provided in D1 are based on limited field observations. For the products indicated as no biobased product purchased, it is unknown. There are certainly some installations purchasing biobased products, but purchasing data is not captured in a single procurement system. Government purchase card (GPC) purchases can

be made from a number of sources for which data are not linked and not all systems are set up to indicate whether or not a product purchased was biobased. Impediments are primarily the same as those described in answer B1(b) above. Army-wide data for the purchase of biobased products is not available.

DCMA:
DFAS:
DISA:
DLA:

None reported.

DSCA:

N/A

DTRA:
Installations and Logistics:

This Agency does not have any roducts containing Biobased materials: therefore, no information is available.

MDA:

Impediments for MDA's purchase of biobased products are that they are not widely available, or are frequently not identified as biobased products by the vendor from non-mandatory sources. In some instances, items available from mandatory sources (e.g., AbilityOne Base Supply Stores) were not identified with biobased designations on the shelves.

More specific impediments to purchasing biobased products includes:

- Adhesive and Mastic removers – Demand for these items is not high. Biobased items were in volumes or packaging much larger than the amount required; purchasing these low-demand items in high volume would have been wasteful and non-cost effective given limited warehouse storage space.
- Carpet and Upholstery Cleaners – Vendors used were asked to provide environmentally friendly and biobased cleaners. Vendors used “trade secret” as a reason to not provide the name of the cleaner (or cleaner ingredients) used. MDA therefore assumed that the carpet & upholstery cleaners were not biobased.
- Bathroom cleaners –For non- AbilityOne items, biobased products are sometimes not easily identifiable. Every effort will be made to identify biobased products for future purchases, and rely on efforts from DLA/EMALL to more easily identify these items based on updated environmental attribute codes and product search improvements for green products.

- Hand cleaners and sanitizers –For non- AbilityOne items, biobased products are not easily identifiable. Every effort will be made to identify Biobased products for future purchases, which will increase as more items are coded as biobased.
- Carpeting – Biobased products were not available to match the existing carpet; re-carpeting entire MDA facilities or spaces to new biobased carpeting was not a cost effective alternative. However, as MDA finalizes construction of its new facilities, MDA will require the Contractors and supply vendors to provide biobased carpeting.
- Bedding/ linens/ towels – Very limited quantities of these items are purchased, and are for base lodging in a remote location. It is more cost effective to purchase items available at remote location than to have something shipped or flown in; from a lifecycle perspective this approach avoids natural resource and petroleum consumption associated with product distribution, packaging, and transport.
- General Purpose De-icers – Items were required immediately due to impeding weather. Biobased items were not available (or not designated) at the AbilityOne supply store on post.

With regards to reporting MDA's purchase of biobased items, the impediments are not limited to one specific product or product category. Reporting biobased acquisitions are impeded by the fact that many vendors do not clearly identify a product as containing biobased materials. Another impediment is that biobased purchasing reports cannot be conducted using CAR Form data and FPDS-NG reports as no codes for biobased products currently exist. MDA plans to address these biobased reporting impediments using the new Velocity database in FY10.

Navy:

Mobile equip. hydraulic fluid: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products. In addition to non-availability in some locations, manufactures' specs for each piece of equipment determines whether biobased hydraulic fluid may be used. Significant increase in storage space would be required to keep both bio-based and non-bio-based fluids on-hand if manufacturers' specs do not allow for bio-based use in all equipment. Existing contracts would require re-write to mandate purchase of products w/ recovered materials and products must undergo Safety and Environmental evaluation and approval.

Stationary equip. hydraulic fluid: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Diesel fuel additives: Availability in some areas, as well as manufacturer specifications/warranty requirements.

2-cycle engine oils: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Penetrating lubricants: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Greases: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Metalworking fluids: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Firearm lubricants: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Sorbents: Change to existing contract to mandate purchase of bio-based, meeting environmental requirements for brand/type of product changes

Roof coatings: Coatings are purchased as part of roof system, biobased products may not meet the required performance criteria for a particular roof system

Water tank coatings: Biobased product may not meet the required performance criteria or specification

Adhesive and mastic removers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Grease and graffiti removers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Carpet and upholstery cleaners: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Floor strippers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Bathroom and spa cleaners: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Glass cleaners: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Laundry products: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Hand cleaners and sanitizers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Carpet: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Bedding/Bed linens/Towels: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Composite panels: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Plastic insulating foam: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Films: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Disposable cutlery: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Disposable containers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Dust suppressants: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

General purpose de-icers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Concrete and asphalt release fluids: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Wood and concrete sealers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Lip care products: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

Fertilizers: For non-military purchases, it is difficult to identify purchases as USDA biobased items when buying products from vendors because they lack a USDA BioPreferred Label and/or are not necessarily identified as biobased products.

NGA:

Within the context of NGA operations, there are minimal uses for many of these products, there are also potential procurements that have been made by contractors involved with new construction which are unreported.

USMC:

For all of above:

For non-military purchases, it is difficult to identify purchases as biobased when buying products from vendors because they do not necessarily identify them as biobased products. Additionally, DLA has identified environmental attribute codes (ENACs) for biobased products, however DLA's program of identifying NSNs with ENACS is in its infancy. Currently, there are only 16 ENACS (cutlery) connected to NSNs. FAR 23.404(b)(2)(ii) provides a categorical exemption (CATEX) for "military equipment, i.e., a product or system designed or procured for combat or combat-related missions."

For diesel fuel -Engine manufacturers require 20% or less biodiesel use. Fuel stability at cold temperatures and a temporary infrastructure issue limit B20 use.

For penetrating lubricants, greases, & sorbents -Based on availability, costs, and contracts.

For roof coatings -Coatings are purchased as part of roof system; biobased products may not meet the required performance criteria for a particular roof system.

For water tank coatings -Biobased product may not meet the required performance criteria of specification.

WHS:

D3.

FSRIA section 9002(d) requires procuring agencies that have responsibility for drafting or reviewing specifications ensure that such specifications require the use of biobased products consistent with the requirements of section 9002.

D3a. Does your agency have responsibility for drafting or reviewing specifications?

Does your agency have responsibility for drafting or reviewing specifications?
[Please Choose]

D3b. If yes, in FY 2009 did your agency review specifications for any of the biobased products designated by USDA?

If yes, in FY 2009 did your agency review specifications for any of the biobased products designated by USDA?
[Please Choose]

D3c. If answer to (b) is no, when does your agency plan to review specifications?

Air Force:

Army:

Review of product specifications is handled by the Defense Logistics Agency in support of the Army.

DCMA:

DFAS:

DISA:

DLA:

DSCA:

DSCA operates in leased facilities. Drafting/review of specifications would be accomplished by WHS/GSA.

DTRA:

Installations and Logistics:

MDA:

MDA plans to review specifications for biobased products once improvements have been made to biobased product identification and their acquisition can be more accurately tracked by OSD-revised CAR Forms, which would make FPDS-NG capable of reporting on USDA products. In the interim, MDA will continue to cite biobased product specifications in appropriate solicitations, and try to implement MDA's Velocity database to report on annual biobased purchases.

Navy:

The NAVFAC Criteria Office actively participates in modification and updating of UFC

NGA:

2010

USMC:

Marine Corps/DOD procurement process is moving commercial item descriptions (CID) where the item must meet a referenced commercial standard. If a biobased product meets the commercial standard, it may be purchased. In addition, FAR 23.404(b)(2)(ii) provides a CATEX for "military equipment, i.e., a product or system designed or procured for combat or combat-related missions."

WHS:

D3d. If the answer to (b) is yes:

	List products for which specification review was completed in FY 2009.	List product specifications currently under review.	Identify applicable product specifications not yet under review.
.			

D4. FY 2009, did your agency purchase or test any biobased products, other than biobased fuels or the products designated by the USDA?

FY 2009, did your agency purchase or test any biobased products, other than biobased fuels or the products designated by the USDA?	Please provide details for your response.
[Please Choose]	

E. Environmentally Preferable Products and Services

E.O. 13423 and Part 23 of the FAR require Federal agencies to purchase environmentally preferable products and services.

E1. In FY 2009, did your agency purchase any of the following environmentally preferable products and/or services, including those used at facilities managed by GSA and leased facilities?

Green janitorial products or services	Green conference or meeting services	Carpet with multiple attributes (e.g., recycled or biobased content, recyclable materials, low or no VOC-emitting adhesives, vendor take-back programs)	Low or no volatile organic compound (VOC) paints	Other, please elaborate
[Please Choose]	[Please Choose]	[Please Choose]	[Please Choose]	

E2. Are you aware of the EO 13101 and 13423 requirements for 30 percent post consumer content office paper or highest practicable post consumer content?

Are you aware of the EO 13101 and 13423 requirements for 30 percent post consumer content office paper or highest practicable post consumer content?
[Please Choose]

E2a. Describe products or types of transactions where it is difficult to meet the 30 percent post-consumer fiber content paper requirement?

Air Force:

The Air Force does not currently have systems that track this information.

Army:

30% post-consumer fiber paper is all that can be purchased through our Defense supply channels. It is not difficult to meet this mandate.

DCMA:

DFAS:

Compliant

DISA:

DLA:

None.

DSCA:

DSCA has not experienced any difficulty in procuring 30% post-consumer fiber content paper requirements.

DTRA:

Installations and Logistics:

MDA:

Impediments only exist with older MDA copiers and printers, which are not designed for 30% (or higher), recycled content paper. However, MDA is gradually replacing these older machines with newer ones that have no difficulty using 30% recycled content paper at a minimum.

Navy:

Special printing jobs may require other than 30% post-consumer paper.

NGA:

USMC:

Special printing jobs may require other than 30% post-consumer paper.

WHS:

E2b. Do your office supply contract(s) require office papers of at least 30 percent post consumer content?

Do your office supply contract(s) require office papers of at least 30 percent post consumer content?	If no, please elaborate.
. [Please Choose]	

E3. In FY 2009, did your agency initiate or participate in an agency or multi-agency pilot for purchasing any of the products or services falling within the Federal green purchasing program?

<p>In FY 2009, did your agency initiate or participate in an agency or multi-agency pilot for purchasing any of the products or services falling within the Federal green purchasing program?</p>	<p>If yes, please elaborate.</p>
<p>Yes</p>	<p>OSD conducted a bio-based product dem's and Service conducted additionl pilots</p>

E4. Would your agency be willing to serve as the lead agency for a multi-agency pilot during FY 2010?

<p>Would your agency be willing to serve as the lead agency for a multi-agency pilot during FY 2010?</p>	<p>If yes, what type of pilot project are you considering?</p>
<p>[Please Choose]</p>	

F1. Green Purchasing Plans, Policies, and Procedures

All agencies must have formal, written, documented green purchasing plans, policies and/or procedures for the implementation of the statutory and executive order requirements to purchase green products and services.

F1a. Indicate which components of the Federal green purchasing requirements your plans, policies, or procedures address.

<p>Components</p>	<p>Addressed in policies?</p>
<p>EPA-designated recycled content products</p>	<p>Yes</p>
<p>ENERGY STAR and energy efficient products, and low standby devices</p>	<p>Yes</p>
<p>Biobased and USDA-designated BioPreferred products</p>	<p>Yes</p>
<p>Environmentally preferable products and services</p>	<p>Yes</p>
<p>Renewable energy</p>	<p>Yes</p>
<p>WaterSense and other water-efficient products</p>	<p>Yes</p>
<p>EPEAT-registered products</p>	<p>Yes</p>

Components	Addressed in policies?
Non-ozone depleting substances (ODSs) and/or those covered by EPA's Significant New Alternatives Policy (SNAP) program (chemicals and/or equipment)	Yes
Alternative fuel vehicles and alternative fuels	Yes

F1b. Does the agency policy or green purchasing plan define responsibility for:

Conducting awareness training?	Incorporating green purchasing requirements into specification and contracts ?	Establishing and measuring progress toward green purchasing objectives?	Reporting progress?	Management review?	Routinely updating the green purchasing plan, policies, or procedure?	If the answer to any question is no, please explain.
Yes	Yes	Yes	Yes	Yes	Yes	

F1c. What is the date of your current green purchasing plan?

November 2008

F1d. Please attach a pdf copy of your agency green purchasing plan, policies, or procedure if any of them have changed since the FY 2007 and 2008 reports.

Department of Defense Green Procurement Program Strategy



Promoting Environmental Stewardship Throughout the Department of Defense

Updated November 2008

This document is the Department of Defense (DoD) Strategy for Green Procurement. The strategy is a “living” document that will be maintained and routinely updated on the Defense Procurement and Acquisition Policy (DPAP) and DENIX web sites. This method of managing the Strategy will enable the Department to be more flexible and responsive to feedback from the field and to emerging requirements and information on the Federal Green Purchasing Programs. It also supports our intent to lead continual improvement in DoD green procurement performance.

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INTRODUCTION

This document formally established the Department of Defense's (DoD) [Green Procurement Program \(GPP\)](#) in Fiscal Year (FY) 2004 and provides an agency-wide strategy for implementing an effective program. The purpose of the DoD GPP is to enhance and sustain mission readiness through cost effective acquisition that achieves compliance and reduces resource consumption and solid and hazardous waste generation. Green procurement includes the acquisition of:

- recycled content products,
- environmentally preferable products and services,
- biobased products, energy- and water-efficient products,
- alternate fuel vehicles and alternative fuels,
- products using renewable energy, and
- alternatives to hazardous or toxic chemicals.

Green procurement practices also play a key role in enhancing transportation efficiency and sustainable buildings. The GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions.

This strategy does not directly address the compliance requirements of any specific component of the [Federal Green Purchasing Program](#); rather it defines the management framework all DoD organizations will use to ensure compliance with procurement preference requirements as a routine part of day-to-day purchasing activities. DoD's procurement of green products and services contributes to sound management of the Department's financial resources, natural resources, and energy. In its day-to-day operations, DoD has the opportunity and obligation to be environmentally and energy conscious in its selection and use of products and services. Proper attention to green procurement will enhance the Department's credibility and demonstrate DoD's commitment to environmental stewardship by becoming a model consumer of green products and services. Across the government, sound environmental management and procurement are known under a variety of other names such as [Affirmative Procurement](#) (AP) and [Environmentally Preferable Purchasing](#) (EPP), to name a few. As the titles suggest, the focus of these programs has been towards procurement organizations. DoD's GPP is focused not only on the procurement function but also on the roles and responsibilities of each member of the Department and recognizes that every person has a role to play.

Green Procurement Program Objectives:

- Educate appropriate DoD employees on the requirements of Federal "green" procurement preference programs, their roles and responsibilities relevant to the DoD GPP, and the opportunities to purchase green products and services.
- Increase purchases of green products and services consistent with the demands of mission, efficiency, and cost-effectiveness, with continual improvement toward Federally established procurement goals.
- Reduce the amount of solid waste generated.

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- Reduce consumption of petroleum and increase the use of alternative and renewable fuel sources.
 - Increase in the use of renewable energy.
 - Reduce the use of ozone depleting substances and hazardous and toxic chemicals.
 - Improve the procurement of green electronic equipment through smarter acquisition.
 - Increase the use of biobased products and reduce dependence on fossil energy-based products derived from imported oil and gas.
 - Reduce consumption of energy and natural resources.
 - Expand markets for green products and services.

The DoD is a leader in green procurement. As the single largest buyer of supplies and services throughout the government, DoD strives to ensure that every procurement meets the requirements of applicable Federal green procurement preference programs.

This strategy defines DoD's minimum requirements for green procurement management. They shall be implemented in DoD and Component organizations as the management framework for the Federal Green Purchasing Programs, including those listed herein and new programs as they are established in law, regulation, or Executive Order (E.O.).

The DoD GPP requires green products and services to be purchased to the maximum extent practicable, consistent with the requirements of relevant Federal Green Purchasing Programs. No part of the DoD GPP Strategy or DoD Component Green Procurement Programs shall be interpreted to supersede any Federal green procurement requirements.

The responsibility for implementing DoD's GPP lies not within any single organization, but with every person involved in the procurement process. This includes, but is not limited to, the technical/requirements planner, contracting specialist, contracting officer, persons requisitioning products or services through any source of supply, and governmentwide commercial purchase card (GCPC) holders. Each person has a role to play in ensuring that DoD complies fully with all Federal procurement preference requirements.

WHEN DO I NEED TO CONSIDER GREEN PROCUREMENT AND WHERE CAN I FIND GREEN PRODUCTS AND SERVICES?

Under [E.O. 13423](#), “Strengthening Federal Environmental, Energy, and Transportation Management,” federal agencies are required to use sustainable environmental practices in the acquisition of goods and services.

E.O. 13423, sec. 2(d) and (h), excerpted: In implementing the policy set forth in section 1 of this order, the head of each agency shall:

(d) require in agency acquisitions of goods and services (i) use of sustainable environmental practices, including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products, and(ii) use of paper of at least 30 percent postconsumer fiber content;

(h) ensure that the agency (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product....

Sec. 3(a), excerpted, (e), and (f): In implementing the policy set forth in section 1 of this order, the head of each agency shall:

(a) implement within the agency sustainable practices for (i) energy efficiency, greenhouse gas emissions avoidance or reduction, and petroleum products use reduction, (ii) renewable energy, including bioenergy, (iii) water conservation, (iv) acquisition, (v) pollution and waste prevention and recycling, (vi) reduction or elimination of acquisition and use of toxic or hazardous chemicals, (vii) high performance construction, lease, operation, and maintenance of buildings, (viii) vehicle fleet management, and (ix) electronic equipment management;

(e) ensure that contracts entered into after the date of this order for contractor operation of government-owned facilities or vehicles require the contractor to comply with the provisions of this order with respect to such facilities or vehicles to the same extent as the agency would be required to comply if the agency operated the facilities or vehicles;

(f) ensure that agreements, permits, leases, licenses, or other legally-binding obligations between the agency and a tenant or concessionaire entered into after the date of this order require, to the extent the head of the agency determines appropriate, that the tenant or concessionaire take actions relating to matters within the scope of the contract that facilitate the agency’s compliance with this order.

In addition to E.O. 13423, certain laws concern green procurement and mandate the specific procurement of supplies/services. For example:

- Section 6002 of the Resources Conservation and Recovery Act (RCRA) requires federal agencies to comply with the Environmental Protection Agency's (EPA's) regulations concerning procurement of items composed of recovered materials. EPA's "Buy Recycled" program requires the purchase of recycled content products for specific designated products.
- The U.S. Department of Agriculture (USDA)'s "BioPreferred" program, under Section 9002 of the Farm Security and Rural Investment Act, requires the purchase of biobased products for specific designated products.
- The Energy Policy Act of 2005 (EPA 2005) requires Federal agencies to purchase ENERGY STAR® and Federal Energy Management Program (FEMP)-designated products.

Information about the many components of the GPP can be found on the internet at the web sites provided in the "[Additional Regulatory Guidance](#)" section of this document.

The Federal green procurement program components were created as individual programs authorized by various statutes and E.O.s and administered by three agencies: EPA, the DOE, and the USDA. E.O. 13423 and the [Instructions for Implementing E.O. 13423](#) require agencies to implement these individual programs as a holistic green procurement program. Under the Instructions for Implementing Executive Order 13423 issued by the Council on Environmental Quality, each federal agency shall give preference in their procurement and acquisition programs to the purchase of:

- Recycled content products designated in EPA's Comprehensive Procurement Guidelines.
- ENERGY STAR® products identified by DOE and EPA, as well as FEMP-designated energy-efficient products.
- Water-efficient products, including those meeting EPA's WaterSense standards.
- Energy from renewable sources.
- Biobased products designated by the U.S. Department of Agriculture in the BioPreferred program.
- Environmentally preferable products and services, including EPEAT-registered electronic products.
- Alternative fuel vehicles and alternative fuels required by EPA 2005.
- Products with low or no toxic or hazardous constituents, consistent with section VIII.A of these instructions.
- Non-ozone depleting substances, as identified in EPA's Significant New Alternatives Program.

The Green Purchasing section of the Office of the Federal Environmental Executive's (OFEE) web site, www.ofee.gov/gp/gp.asp, is the portal to the Federal Green Procurement

Programs and links to each of the program components. The EPA Database of Environmental Information for Products and Services at <http://yosemite1.epa.gov/oppt/epstand2.nsf> provides a quick reference guide to the various programs and products involved in DoD's GPP. The EPA database provides links to contract language, specifications, and policies; environmental standards and guidelines; vendor lists of product brands; and other useful sources of information (e.g., fact sheets, guidance, case studies). Similar component-specific information is found in the other program component-specific web sites managed by EPA, DOE, and USDA.

There are many ways to find green products. Routinely used government supply sources have green products but these products must be sought and specifically requested. Products are available through supply catalogs published by the General Services Administration (GSA), the Defense Logistics Agency (DLA), and local contractors serving as AbilityOne Program distributors. Green products also are readily available through government supply sources on the internet. Sample green contract language also can be found on the web or through networking on electronic mail list servers. A list of useful resources and web sites is provided in the “[Additional Regulatory Guidance](#)” section.

In every procurement action involving EPA- or USDA-designated items, the procurement request originator must justify a decision not to procure products containing recovered material or biobased content. Valid justifications must be based upon the inability to acquire the product in a timely manner or at a sufficient level of competition, at a reasonable price, or to satisfy the technical/performance requirements. In addition, agencies must also justify a decision not to procure ENERGY STAR® and FEMP-designated products when procuring energy consuming products, as applicable, unless the Head of Agency makes a written finding of an exception as defined in the EPO Act 2005. Such justifications must be based on the inability to acquire the product that meets the functional requirements of the agency or is cost-effective over the life of the product, taking energy cost savings into account.

DOD's GREEN PROCUREMENT PROGRAM

The overall framework selected for the DoD GPP is the basic framework of an environmental management system (EMS). The basic EMS framework consists of: Policy, Planning, Implementation and Operation, Checking and Corrective Action, and Management Review. The required elements of E.O. 13423, RCRA of 1976 Section 6002, Section 9002 of the Farm Security and Rural Investment Act of 2002 (The Farm Bill), and EPA Act 2005 correlate well with the EMS framework, and all other components of Federal green procurement may be readily integrated into the EMS framework.

The Department's GPP is jointly managed by the Deputy Under Secretary of Defense for Installations and Environment (DUSD(I&E)) and the Director, Defense Procurement, Acquisition Policy, and Strategic Sourcing (USD(AT&L)/DPAPSS). Information regarding the DoD GPP is available on [DUSD\(I&E\)](#), Defense Environmental Network Information and Exchange ([DENIX](#)) and [DPAP](#) websites.

Every organization in DoD that defines requirements, places orders, makes purchases, or contracts for products and services shall implement the following management elements in its GPP. To the extent that any of the elements listed below are in-place and documented as integral elements of the organization's EMS, they need not be duplicated for the purposes of GPP implementation.

DoD Requirements for Green Procurement Management:

The following sections describe the process that installations/organizations should use to develop an effective GPP.

a. Policy

- Establish policy for a GPP that meets the requirements of this guidance document and is appropriate for the nature of the organization's purchasing activities.

b. Planning – Preference Program and Procedures

- Establish and document a process to identify opportunities to procure green products and services in the normal course of business, maintain a list of such opportunities, and update the list regularly to reflect changes in the mission and availability of green products and services relevant to the mission. The list of green procurement opportunities should be developed and maintained at a level within the organization where initial purchasing requirements are defined.
- Establish and document a process for setting, maintaining, and annually reviewing and updating objectives and targets for GPP performance that are appropriate for the nature and quantity of purchases made by the organization. Objectives and targets must be established

for significant opportunities to purchase green products and services. Objectives and targets should be based on the organization's purchasing activities and applied at a level of the organization where initial purchasing requirements are defined.

- Implement and operate the GPP in a manner that meets or exceeds the requirements of all relevant laws, regulations, and E.O.s.
- Document the objectives, targets, and actions necessary to achieve them in an installation-level plan for improving green procurement performance. Existing AP or GPP Plans may meet many of the basic requirements; however, they should be expanded during future reviews to include the DoD GPP management system structure and to address changes in requirements, goals, and policies relative to all applicable Federal green purchasing programs.

c. Implementation and Operation

- Define and document roles and responsibilities and establish accountability for GPP implementation and operation.
 - Ensure each individual is aware of his/her responsibilities under the GPP.
 - Ensure each individual has received training to fulfill such responsibilities competently.
 - Ensure accountability for implementation by including green procurement responsibilities in job descriptions and performance standards of key personnel (e.g., facility managers, information technology (IT) managers, environmental and energy program managers, vehicle fleet managers, contracting officials, GCPC program managers, and others as appropriate).
 - If appropriate, create a green procurement team or assign a manager(s) to review proposed procurements and acquisitions for inclusion of green procurement requirements.
- Implement training.
 - Tailor the GPP awareness training program to the nature and quantity of purchases made by the organization.
 - Include initial and refresher training for all personnel involved in the procurement process from requirements generation to contracting, credit card, or other purchase actions. Green training was added to the mandatory course material for purchase cards. Card holders must take the initial purchase card training (available online at [Defense Acquisition University \(DAU\)](#)) prior to a card being issued. It is DoD policy that all cardholders, approving officials, certifying officials and Agency/Organization Program Coordinator must take refresher purchase card training every two years after completing basic card training.
 - Incorporate the GPP awareness training program into established training programs for installation management and staff, such as: new employee orientation; environmental awareness training; Contracting Officer's Representative, governmentwide commercial purchase card, and other procurement training; and office administrative staff training.
 - Establish a process to identify training requirements for each position, and document initial and follow-up training for each individual with responsibilities under the GPP.

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- Implement internal and external communication programs.
 - Educate government personnel and contractors about complying with the requirements of Federal green purchasing programs.
 - Use the following tools, and others, as appropriate:
 - Electronic broadcast messages
 - Articles in agency/site newsletters and newspapers
 - Web sites to provide information and notices on green procurement of products and services, waste prevention, and recycling
 - Publications, speeches, commitments, and presentations in association with DoD-sponsored and national events such as Earth Day, America Recycles Day, DoD Procurement Conference, and Environment, Energy, & Sustainability Symposium & Exposition (E²S²)
 - Bulletin boards, marquee, or other means of posting information
 - Acquisition forecasts

 - Define GPP documentation requirements. For example, document the following:
 - Consideration of environmental and energy aspects of a planned acquisition or procurement (e.g., products that will be supplied or used in the performance of the work, such as janitorial products and restroom paper products)
 - Initial and follow-up training for each individual with responsibilities under the GPP
 - Justification for not purchasing green products and services (e.g., price, performance, or availability)
 - Certifications, estimations, and verifications
 - Performance data and metrics
 - Required reports and records
 - Other records needed for a successful program

 - Implement operational controls.
 - Establish procedures to ensure GPP requirements are addressed in all procurement actions and at each appropriate stage of the procurement process.
 - Establish procedures and approval authorities for justifications not to purchase green products.
 - Establish automatic substitution procedures where appropriate and feasible.

d. Checking and Corrective Action

- Establish a process for evaluation and reporting of GPP performance, if a corrective action program does not already exist through the installation EMS, or other management system.

- Measure performance based on:
 - Installation-level objectives and targets established at the organization level where initial purchasing requirements are defined
 - DoD Component-level objectives and targets

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- Use established DoD data tracking and audit systems to measure performance consistent with DoD and Federal metrics and reporting requirements.
 - Federal Procurement Data System-Next Generation (FPDS-NG) data at <https://www.fpds.gov/>
 - Defense Logistics Agency's web-based Green Procurement Reporting (GPR) at www.dlis.dla.mil/erlsgpr
 - GPP training data from DAU (click on CLC tab then CLC046): [DAU Continuous Learning Module CLC046 - Green Purchasing](#)
 - List of partners in the Federal Electronics Challenge (FEC) found at <https://db2.erg.com/fec/curpart.asp>
 - Contract management reviews, environmental compliance audits, GCPC audits
 - Develop other measurement tools as necessary to meet local mission and management goals.
 - Annually report up the chain of command as necessary to meet the Federal, DoD, and Component reporting requirements.
 - DoD will collect data annually to comply with the statutory and E.O. reporting requirements. Reporting guidance will be issued annually by Office Under the Secretary of Defense, OUSD (AT&L)/I&E and DPAP.
 - All DoD organizations' respective evaluation and reporting processes shall be conducted in a manner that supports the content and timing of DoD's reporting requirements.
 - Currently, DoD's Federal agency-level reporting requirements are limited to the E.O. 13423 Sustainable Practices, Farm Security and Rural Investment Act of 2002 (FSRIA) 9002 Annual Report, and the Annual Report to Congress for the GPP.
 - Incorporate GPP requirements into self assessments, compliance inspection protocols, management system audit protocols, contract audit protocols, and GCPC audit protocols. Note: See [DoD GPP Management Assessment](#).
 - Develop corrective action procedures to address deficiencies identified in assessments, inspections, and audits.
 - Conduct routine self assessments of the effectiveness of GPP awareness training, the completeness and integrity of GPP performance data, and the overall GPP.
 - Evaluate the effectiveness of audit procedures, including implementation of corrective actions.

e. Management Review

- Establish procedures for routine (at least annual) senior management review of the effectiveness of the GPP in each relevant organization and at each level of the Department. The organization's management should review the GPP comprehensively to ensure its continued suitability and effectiveness in meeting green procurement requirements, and to ensure continual improvement in green procurement performance.

- Include, at a minimum, results from audits; progress on objectives and targets; FPDS-NG data; DLA-provided green procurement data; training data; and the effectiveness of the GPP in meeting local, Component, and DoD GPP requirements. The management review process should result in documented conclusions and recommendations for which follow-on actions are required and tracked through the appropriate installation corrective action program.

ROLES AND RESPONSIBILITIES

I. Procurement Request Originator and Acquisition Program Managers

Procurement request originators may include GCPC holders, technical requirements generators/specification writers, facilities managers, construction managers, fleet managers, and IT managers. Procurement request originators and acquisition program managers are responsible for:

- Identifying and documenting whether recycled content, biobased content, and energy- and water-efficient products, alternative fuel vehicles, and products containing non-ozone depleting substances are required.
- Determining if recycled content and biobased products satisfy local requirements for price, availability, and performance and if FEMP-designated or ENERGY STAR® products are life-cycle cost effective and reasonably available.
- Identifying opportunities for specifying environmentally preferable products and services, including:
 - Cleaning products and services
 - Materials used in construction, renovation, and landscaping
 - EPEAT-registered products
 - Low or non-toxic and hazardous chemicals or products with low or non-toxic constituents
 - Conference and meeting services
 - Renewable energy sources
- Identifying and developing specifications that are based on consideration of all of the green attributes identified in the section of this document titled “When Do I Need to Consider Green Procurement...”
- Ensuring that relevant green procurement requirements are identified prior to submission to the contracting office, the approving official or source of supply, so that final/approved purchase requests properly address all relevant green procurement requirements.
- Consulting with contract and environmental specialists to improve procurement plans and prepare purchase requests, statements of work or specifications that incorporate relevant green procurement concepts and requirements of Federal laws, regulations and E.O.s.
- Following DoD Component or locally established procedures for documenting exceptions to green procurement requirements.
- Applying life-cycle cost concepts to determine cost effectiveness of green alternatives for use in acquisition and procurement decisions.
- Providing oversight of contract execution to ensure green procurement requirements are addressed in accordance with the terms of the contract.
- Attend GPP training, as required.

II. Governmentwide Commercial Purchase Card Approving Officials

Governmentwide Commercial Purchase Card (GCPC) Approving officials are responsible for:

- Reviewing purchase requests to determine whether green products have been considered or requested.
- Ensuring that mandatory GPP requirements are being met.
- Determining if there is appropriate justification based on price, performance, or availability for not meeting the purchasing requirements of the “Buy Recycled” or “BioPreferred” program.
- Attend GPP training, as required.

III. Installation Procurement Offices

Contracting officials are responsible for:

- Reviewing all procurement requests to ascertain and validate whether green products or services are involved in the procurement action.
- Providing guidance to procurement request originators and facilitating acquisition planning with respect to green products and services.
- Providing and documenting green procurement training for procurement personnel in consultation with appropriate DoD and Component acquisition/procurement training sources and environmental management organizations.
- Incorporating appropriate green procurement language and Federal Acquisition Regulation (FAR) provisions and clauses in solicitations and contracts, respectively, consistent with specifications provided by the customer.
- Ensuring all contract actions from development through award, execution, and close-out meet relevant FAR requirements for green procurement. Specifically, as required by FAR 23.405, these requirements include placing a written justification in the contract file for acquisitions above the micro-purchase threshold that describes why an EPA-designated product *containing recovered materials* or USDA-designated item containing biobased content was not acquired.
- Maintaining required documents in the contract file to include estimates, certifications, and written justifications for exceptions when required.
- Accurately completing the Contract Action Report (CAR) for data input to FPDS-NG.
- Including environmental considerations (reuse, recycling, waste reduction, and green procurement) as a selection criterion.
- Assisting organizations and personnel involved in the procurement process in utilizing the FPDS-NG and the DLA GPR tool at www.dlis.dla.mil/erlsgpr to track performance.
- Complying with procedures for monitoring and annually reviewing the effectiveness of the GPP.

IV. Installation Environmental Managers

Installation environmental managers are responsible for:

- Implementing an awareness program to promote green procurement that covers the program components appropriate for products and services purchased at the installation along with implementation of Federal Acquisition Regulation requirements at the installation.
- Advising the procurement request originators and contracting officers on best practices for acquisition strategies with green products and services.
- Providing procurement request originators and contracting officers with current Federal requirements and listings of green products and services.
- Providing procurement request originators with information and tools supporting non-mandatory GPP initiatives, such as the web links for EPA Green Cleaning Product recommendations, the EPA EPP database, and green product catalogs or listings from the GSA and DLA.
- Providing green procurement consultation support to all personnel and organizations involved in the purchasing process, including personnel and organizations that define requirements, write specifications, order, purchase, or contract for products or services.
- Providing recommendations to management personnel across all organizations involved in the purchasing process on the preparation, implementation, and monitoring of the GPP.
- Supporting and monitoring the organization's or installation's achievement of green procurement objectives and targets within the EMS.
- Attend GPP training, as required.

V. Installation and Operational Commanders

Installation and operational commanders are responsible for:

- Designating the installation GPP manager(s).
- Signing and supporting the organization or installation GPP policy and plan.
- Ensuring that all organizational personnel are trained in green procurement and such training is tracked, managed, and reported as necessary to ensure all personnel involved in the procurement process are knowledgeable and competent to comply with green procurement requirements relevant to their procurement/purchasing action(s).
- Ensuring appropriate personnel are accountable for the GPP through inclusion of green procurement responsibilities in job descriptions and performance standards.
- Establishing and updating installation-level objectives and targets for green procurement.
- Routinely evaluating the performance of subordinate units relative to their green procurement objectives and targets.
- Recommending personnel and projects for nomination for White House Closing the Circle Awards.
- Attend GPP training, as required.

VI. Installation or Organization GPP Manager(s)

Installation or organization GPP Managers are responsible for:

- Serve as technical point of contact for installation/organization personnel regarding green procurement requirements and implementation.
- Organize and participate in installation or organizational meetings/forums addressing green procurement and its implementation.
- Initiate and develop the installation GPP by identifying opportunities for the procurement of green products and services, providing information on green products to installation purchasing activities, and publishing a green procurement policy and plan.
- Document and promote the initiatives and accomplishments of the GPP and disseminate lessons learned.
- Monitor the progress of the GPP objectives and targets within the EMS.
- Investigate and recommend training sources and maintain records of green procurement training of requirements generators, procurement personnel, and GCPC holders.
- Recommend changes in policies or procedures to improve the GPP when necessary.
- Periodically review written justifications for the purchase of noncompliant products to determine their installation-wide consistency and validity.
- Establish procedures to collect GPP data to support reporting requirements.
- Review and update the installation GPP every three years or sooner if regulations or requirements change, new products are designated, or operational changes affect procurement.
- Attend GPP training, as required.

VII. Military Department and Agency Heads

Military departments and the directors of defense agencies are responsible for:

- Promoting DoD's GPP.
- Providing policy and guidance to component/agency personnel on implementing the GPP.
- Ensuring that each installation has an effective GPP that is appropriate for the nature of its purchasing and contracting activities.
- Establishing procedures to collect data that meets reporting requirements.
- Utilize and analyze procurement data for the purpose of management evaluation of green procurement performance, when such data is maintained in the FPDS-NG, DLA GPR tool at [Defense Logistics Information Service \(DLIS\)](#), or other databases operated by procurement organizations.
- Implement and operate the GPP in a manner that meets or exceeds the requirements of all relevant laws, regulations, and E.O.s.
- Define Senior Management at Agency-level to facilitate senior management reviews.

VIII. Agency Procurement Executive - Director, Defense Procurement Acquisition Policy, and Strategic Sourcing

The Director, DPAPSS and associated staff are responsible for:

- Ensuring that all appropriate acquisition courses offered through the Defense Acquisition University incorporate green procurement training to ensure a sufficient level of proficiency.
- Issuing procurement policies and regulations in consonance with green procurement requirements.
- Issuing contract language supporting sustainable/green procurement or operations.
- Sharing best practices in DENIX; [Green Procurement/Biobased Best Practices](#).
- Promoting the Department's GPP.
- Working in consonance with the Agency E.O. 13423 Senior Officials to review and analyze green procurement indicators, including the preparation of the annual report to the Office of the Federal Procurement Policy (OFPP) and the OFEE.
- Utilizing FPDS-NG data, DLA Environmental Reporting Logistics System (ERLS) GPR tool at www.dlis.dla.mil/erlsgpr, and contract management review data to track performance.
- Serves on Defense Acquisition Regulation System Environmental Committee.

IX. Agency E.O. 13423 Senior Official - Deputy Under Secretary of Defense (Installations and Environment)

The DUSD(I&E) and associated staff are responsible for:

- Promulgating the Department's policies and regulations in conjunction with the Director of Defense Procurement and Acquisition Policy.
- Sharing best practices.
- Coordinating education and promotional activities.
- Working in consonance with the Senior Acquisition Executive to review and analyze green procurement indicators, including the preparation of the annual report to the OFPP and OFEE.
- Utilizing FPDS-NG data, the DLA GPR tool at www.dlis.dla.mil/erlsgpr, and environmental audit data to track performance.

WHERE CAN I GET TRAINING ON GREEN PROCUREMENT?

Green Procurement:

- **Buying Green: A Multi-Functional Approach to Pollution Prevention.** To order the manual or obtain more information on training offered by the DLA Training Center call (614) 692-5969, 1-800-458-7903, (269) 961-7046, or fax (269) 961-7055.
- **Green Procurement Training.** The U.S. Army Center for Health Promotion and Preventive Medicine offers onsite Green Procurement training at DoD facilities to credit card buyers, procurement request originators, and contracting personnel. Call (410) 436-5202 or visit <http://chppm-www.apgea.army.mil/gwswp/greenpro.aspx>.
- **DAU Contracting Courses:** <http://www.dau.mil>. **Online course available from DAU:** DAU Purchase Card Continuous Learning Module (click on CLG tab then CLG001): [DAU Continuous Learning Module CLG001-DoD Government Purchase Card](#)
- **DAU Green Purchasing Continuous Learning Module:** (click on CLC tab then CLC046) [DAU Continuous Learning Module CLC046-Green Procurement](#)
- **Air Force Environmental Safety and Occupational Health (ESOH) Training Network Computer-based Training Course:** <http://esohtn.com/>
- **OFEE GPP Training:** <http://ofee.gov/gp/training.asp>

Federal Energy Management Program (FEMP):

- **FEMP Lights On-Line Training Course:** <http://www.femplights.com/>

Related Training:

- **Buy Recycled Training Manual 5th Edition:** Contact Maryland Environmental Services, 2011 Commerce Park Drive, Annapolis, MD 21401 (410-974-7252)
- **Department of Energy Environmental Pollution Prevention Information Clearinghouse:** <http://www.hss.energy.gov/pp/archives/otherinfo.htm>

ADDITIONAL REGULATORY AND PROGRAM GUIDANCE

Below is a list of additional regulatory and program guidance related to GPP. This list is not all inclusive.

<u>Public Law 107-171</u>	Known as the "Farm Bill," this law establishes the USDA biobased product program. USDA designates biobased items for Federal agencies to purchase and provides recommendations for agencies purchasing these items with biobased content.
<u>Section 6002 of the RCRA</u>	RCRA Section 6002 requires the EPA to issue Comprehensive Procurement Guidelines (CPGs) that list designated items that are or can be made with recovered materials. It also established some of the fundamental requirements for recovered material procurement including applicability, acceptable exceptions, certifications and estimations, and exclusion of specifications for virgin materials.
<u>Energy Policy Act (EPA) of 2005</u>	The EPA Act is a comprehensive piece of legislation that covers numerous topics in the areas of energy and water conservation, alternative energy sources, reduction in fossil fuel use, and sustainable building design. It includes specific procurement requirements for energy efficient products and the increased use of cement/concrete with recovered mineral content.
<u>Federal Acquisition Regulation (FAR) Subpart FAR 23.2</u>	This subpart prescribes policies and procedures for acquiring energy- and water-efficient products and services, and products that use renewable energy technology.
<u>FAR Subpart 23.4</u>	This subpart prescribes policies and procedures for acquiring Environmental Protection Agency (EPA)-designated products or U.S. Department of Agriculture (USDA)-designated items through AP programs required by the RCRA of 1976 and E.O. 13423.
<u>FAR Subpart 23.7</u>	This subpart prescribes policies and procedures for acquiring energy-efficient, water conserving, and environmentally preferable products and services.
<u>40 CFR Part 247</u>	The CPGs are published in 40 CFR Part 247 of the Federal Register. This part contains some general affirmative procurement requirements and the specific recycled content item designations.
<u>Executive Order 13423</u>	Consolidated and strengthened several "Greening the Government" E.O.s. This E.O. addresses vehicles, petroleum conservation, alternative fuels, energy efficiency, renewable power, sustainable building, water conservation, procurement, toxic chemicals, and electronics management. Procurement practices have a role in each of these areas. The implementing instructions also require increased solid waste diversion and maintenance of cost-effective waste prevention and recycling programs in all facilities.
<u>Executive Order 13221</u>	"Energy Efficient Standby Power Devices" – Requires Federal agencies to purchase products that use no more than one watt in their standby power consuming mode. DOE's FEMP program develops lists of recommended products that meet this requirement.
<u>Executive Order 13150</u>	"Federal Workforce Transportation" – Establishes programs providing incentives for Federal employees to use mass transportation and vanpools.
<u>Section 314, 2003 National Defense Authorization Act</u>	Tracking systems and training related to the procurement of environmentally preferable procurement items.

<p align="center"><u>CPG Items</u></p>	<p>The EPA CPGs list 61 items which can be purchased with recycled content, such as paper and paper products, construction products, rerefined oil, etc. The Agency must require that 100 percent of purchases meet or exceed EPA's recycled content recommendations. A written justification/waiver is required for non-compliance.</p>
<p align="center"><u>Recovered Materials Advisory Notices (RMAN)</u></p>	<p>EPA issued RMANs provide purchasing guidance and recommend recovered and postconsumer material content levels for designated items. RMAN recommendations are guidance and therefore are not codified in the CFR. The RMANs recommend recycled-content ranges for CPG products based on current information on commercially available recycled-content products. RMAN levels are updated as marketplace conditions change.</p>
<p align="center"><u>Federal Green Construction Guide for Specifiers</u></p>	<p>The Federal Green Construction Guide for Specifiers was developed by EPA, the Federal Environmental Executive, and the Whole Building Design Guide, to help Federal building project managers meet mandates established by statute and E.O.s, as well as EPA and DOE program recommendations. The specifications reference several North American forest certification standards and other information pertinent to green construction.</p>
<p align="center"><u>GSA Products</u></p>	<p>GSA is one of the three central management agencies in the Federal Government. The goals are to avoid "senseless duplication, excess cost, and confusion in handling supplies," as well as to provide space for the Government to do its work. GSA provides a wealth of green supplies and services. Details may be found at GSA's environmental website.</p>
<p align="center"><u>Defense Logistics Agency</u></p>	<p>The DLA procures common usage items for all military departments and DoD agencies. Their automated procurement system DoD Electronic MALL (DoD EMALL, https://www.emall.dla.mil) provides for a simple method by which green products may be acquired. DLA also operates a web based GPR tool (http://www.dlis.dla.mil/erlsgpr/).</p>
<p align="center"><u>USDA BioPreferred Program</u></p>	<p>The USDA BioPreferred program is a resource for producers of biobased products, military departments and DoD agencies required to purchase them, and others interested in renewable products. The program includes information on submitting products for designation, instructions on meeting requirements to purchase biobased materials, and many other useful topics.</p>
<p align="center"><u>ENERGY STAR®</u></p>	<p>ENERGY STAR® is a joint program of the EPA and the DOE helping to save money and protect the environment through energy efficient products and practices.</p>
<p align="center"><u>Federal Energy Management Program (FEMP)</u></p>	<p>The DOE's FEMP works to reduce the cost and environment impact of the Federal government by advancing energy efficiency and water conservation, promoting the use of distributed and renewable energy, and improving utility management decisions at Federal sites. Additionally, the FEMP provides information on how to buy products with low standby power.</p>
<p align="center"><u>Electronic Product Environmental Assessment Tool (EPEAT)</u></p>	<p>EPEAT is a system to help purchasers evaluate, compare and select desktop computers, notebooks, and monitors based on their environmental attributes. EPEAT also provides a clear and consistent set of performance criteria for the design of products, and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products.</p>

ANNUAL E.O. 13423 SUSTAINABLE PRACTICES/FSRIA REPORTING REQUIREMENTS FOR SERVICES/AGENCIES

The annual reporting requirements can be obtained by clicking on the following hyperlink and opening the appropriate file.

[E.O. 13423 Sustainable Practices Annual Data Call Format and Requirements](#)

DoD GPP MANAGEMENT ASSESSMENT

Assessing your GPP

Organizational managers may wish to utilize the questionnaire below to assess their GPP.

Policy:

- Does the organization have policy specifically requiring a Green Procurement Program (GPP), and compliance with all the requirements of all components of the Federal green procurement preference program?

Planning:

- Has the organization established objectives/targets for GPP performance (purchases of green products and services) that are consistent with the nature and quantity of purchasing activities?
- Does the organization have written procedures for setting, tracking, and updating objectives and targets?
- Are documented procedures in-place to achieve these objectives and targets?
- Have responsibilities been determined and documented?
- Has accountability been established through inclusion of GPP responsibilities in job descriptions and performance standards of key players?

Implementation and Operation:

- Is the organization's GPP awareness training program tailored specifically to the nature and quantity of purchases typically made by the organization?
- Does the organizations's GPP assign responsibility for implementation of the GPP awareness training program to a specific person/office?
- Does the GPP awareness training program provide initial and refresher training to all personnel involved with preparation of specifications/statements of work, purchases with government credit cards, contracting/ procurement?
- Does the organization have a documented process for tracking initial and refresher training for all personnel involved in the procurement process?
- Does the organization have documented procedures to ensure green procurement opportunities are identified for each purchasing action?
- Does the organization have documented procedures to ensure green products or services are purchased preferentially in each purchasing action?
- Does the organization have documented procedures to ensure that the relevant green procurement contract language and FAR clauses are incorporated in all contracts?
- Does the organization have documented procedures to ensure that the green procurement requirements are executed in accordance with contract requirements and that such execution is verified?

-
- Does the organization have documented procedures for justifying and granting approval for decisions not to purchase EPA- and USDA-designated items with recovered material or biobased content and energy efficient products designated by ENERGY STAR®/DOE?

Checking and Corrective Action:

- Does the organization's GPP have procedures and assign responsibility for routine measurement, evaluation, and reporting of GPP performance data?
- Does the organization's GPP require routine self-assessments of the effectiveness of awareness training and the completeness and integrity of GPP performance data?
- Has the organization incorporated GPP requirements into self-assessments, compliance inspection protocols, and management system audit protocols?
- Do the organization's inspection protocols include evaluations of GPP awareness training, performance measurement, and responsibility/accountability?
- Do the organization's self-assessment, compliance inspections, and management system audit procedures include requirements for follow-up action and documented closure of deficiencies in GPP?

Management Review:

- Does the organization's GPP include a management review process?
- Does the management review process provide facility senior leadership with accurate and timely data regarding the organization's GPP performance?
- Does the management review process include provisions for feedback and policy changes to ensure continuous improvement in GPP performance?
- Does the management review process require documentation, tracking, and closure of actions resulting from the review process?

DoD GREEN PROCUREMENT METRICS

The OSD, DoD Components, and individual procuring organizations will guide and measure progress toward the DoD goal of 100 percent Compliance with Federal green procurement mandates with the following tools and criteria:

1. The Codes in the CAR (or successor data capture report), using data from the Federal Procurement Data System-Next Generation (or successor system).
2. Purchases of Federally-defined indicator items as determined using data from Defense Logistics Agency's GPR/ERLS at [Defense Logistics Information Service \(DLIS\)](#).
3. Personnel trained in green procurement using data from the Defense Acquisition University's training information database.
4. Organizations participating in the FEC.
5. Number of negative contract audit findings that indicate lack of compliance with GPP requirements.

OSD and the DoD Components will review and monitor green procurement performance trends using the following metrics:

1. Percent reduction in the number of "Not Required" codes in Use of EPA-Designated Products field in CAR (or corresponding fields in successor data capture system), and percent increase in the number of "Meets Requirements" codes in Use of EPA-Designated Products field in CAR (or corresponding fields in successor data capture system).
2. Increase in the purchases of Federally-defined indicator items.
3. Increase in the percentage of personnel trained in green procurement.
4. Increase in organizations or installations participating in the FEC.
5. Decrease in contract audit findings indicating lack of compliance with GPP requirements.

ACRONYMS

AP	Affirmative Procurement
CAR	Contract Action Report
CPG	Comprehensive Procurement Guidelines
DAU	Defense Acquisition University
DLA	Defense Logistics Agency
DoD	Department of Defense
DOE	Department of Energy
DPAP	Defense Procurement and Acquisition Policy
DUSD(I&E)	Deputy Under Secretary of Defense for Installations and Environment
E ² S ²	Environment, Energy, & Sustainability Symposium & Exposition
EMALL	DoD Electronic MALL
EMS	Environmental Management System
E.O.	Executive Order
EPA	U.S. Environmental Protection Agency
EPAct	Energy Policy Act of 2005
EPEAT	Electronic Product Environmental Assessment Tool
EPP	Environmentally Preferable Purchasing
ERLS	Environmental Reporting Logistics System
ESOH	Environmental Safety and Occupational Health
FAR	Federal Acquisition Regulation
FEC	Federal Electronics Challenge
FEMP	Federal Energy Management Program
FPDS-NG	Federal Procurement Data System-Next Generation
FSRIA	Farm Security and Rural Investment Act of 2002
FY	Fiscal Year
GCPC	Governmentwide Commercial Purchase Card
GPP	Green Procurement Program
GPR	Green Procurement Reporting
GSA	General Services Administration
IT	Information Technology
OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy
OSD	Office of the Secretary of Defense
OUSD	Office Under the Secretary of Defense
RCRA	Resource Conservation and Recovery Act of 1976
RMAN	Recovered Materials Advisory Notice
USDA	U.S. Department of Agriculture
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics

TERMINOLOGY

Acquisition – acquiring by contract using appropriated funds for supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, contract award and financing details, contract performance and administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Affirmative Procurement Program (APP) – a program assuring CPG items composed of recovered materials and USDA-designated biobased items will be purchased to the maximum extent practicable, consistent with Federal law and procurement regulations.

Agency – means an executive agency as defined in section 105 of title 5, United States Code, excluding the Government Accountability Office. For the purpose of the E.O., military departments, as defined in 5 U.S.C. 102, are covered under the auspices of DoD.

Biobased Product – a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Certification – provided by offerors/bidders/vendors, it is written documentation certifying the percentage of recovered materials contained in products or to be used in the performance of the contract is at least the amount required by applicable specifications or other contractual requirements. Certification on multi-component or multi-material products should verify the percentage of postconsumer waste and recycled material contained in the major constituents of the product.

Component – one of the subordinate organizations that constitute a joint force. Normally a joint force is organized with a combination of Service and functional components.

Components of the Federal Green Procurement Preference Program:

- EPA-designated recycled content products
- EPEAT-registered electronic equipment
- Environmentally preferable products and services
- ENERGY STAR® and FEMP-designated energy-efficient products
- Water-efficient products
- USDA-designated biobased products
- Alternative fuel vehicles and alternative fuels
- Non-ozone depleting substances
- Low or non-toxic and hazardous substances or products containing low or non-toxic constituents
- Renewable energy sources and sustainable building materials

Comprehensive Procurement Guideline (CPG) Program – a procurement program through EPA, authorized by Congress under Section 6002 of the RCRA and EO 13101, which requires EPA to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. Once a product is designated, procuring agencies are required to purchase it with the highest recovered material content level practicable.

Cost-Effective Procurement Preference Program – a procurement program favoring more environmentally-sound or energy-efficient products and services than other competing products and services, where price and other factors are equal.

Designated Item – an available EPA CPG item or category of items, made with recovered material, advancing the purpose of RCRA when purchased; or a USDA-designated biobased item made with biobased content, advancing the purpose of the FSRIA (“Farm Bill”) when purchased.

Energy-efficient Product – a product in the upper 25 percent of efficiency for all similar products or, if there are applicable Federal appliance or equipment efficiency standards, a product that is at least 10 percent more efficient than the minimum Federal standard.

Environmentally Preferable – products or services having a lesser or reduced effect on human health and the environment when compared with competing products or services serving the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or product or service disposal.

Estimation – quantitative determination made by vendors of the total percentage of recovered material contained in offered products. Estimations should be based on historical or actual percentages of recovered materials in products sold in substantial quantities to the general public or on other factual basis. EPA recommends procuring agencies maintain records of these documents for three years by product type, quantity purchased, and price paid.

Green Products/Services – for the purposes of this document, Green Products and Services are defined as products and services meeting the requirements of one or more of the components of Federal green procurement preference programs as defined in RCRA Section 6002; FSRIA (“Farm Bill”) section 9002; the Energy Policy Act of 2005 (EPAAct 2005); E.O.s 13423, 13221, and 13150; Electronic Stewardship requirements; and any Federal Green procurement Program implemented after the date of this document.

Installation – a grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base.

Life Cycle Cost – the sum of the present value of capital costs, installation costs, operating costs, maintenance costs, and disposal costs over the lifetime of the project, product, or measure.

Life Cycle Assessment – the comprehensive examination of a product’s environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal.

Micro-purchase – an acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.

Micro-purchase Threshold – \$3,000; (1) for acquisitions of construction subject to the Davis-Bacon Act, \$2,000; (2) For acquisitions of services subject to the Service Contract Act, \$2,500; and (3) For acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a contingency operation or to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack, as described in 13.201(g)(1), except for construction subject to the Davis-Bacon Act (41 U.S.C. 428a) – (i) \$15,000 in the case of any contract to be awarded and performed, or purchase to be made, inside the United States; and (ii) \$25,000 in the case of any contract to be awarded and performed, or purchase to be made, outside the United States.

Minimum Content Standard – the minimum recycled content or biobased content set in specifications, standards, contract scopes of work or other documents specifying the government’s minimum needs. They are based on the recycled content levels recommended by EPA or the minimum biobased content levels recommended by USDA and are set to assure the recycled content or biobased content required is the maximum available without jeopardizing the intended item use or violating the limitations of the minimum content standards set forth by EPA’s and USDA’s guidelines.

Objective – an overall environmental goal arising from the environmental policy that an organization sets to achieve and which is quantified where practicable.

Pollution Prevention – "source reduction" as defined in the Pollution Prevention Act of 1990, 42 U.S.C. 13102, and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water, or other resources; or (b) protection of natural resources by conservation.

Postconsumer Material – a material or finished product whose life as a consumer item has concluded, after having served its intended use and being discarded for disposal or recovery. "Postconsumer material" is a part of the broader category of "recovered materials." It is also referred to as "postconsumer waste."

Practicable – capable of performing in accordance with applicable specifications, available at a reasonable price and within a reasonable period of time, while maintaining a satisfactory level of competition with other products is being maintained.

Preference – when two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will favor the more environmentally-sound or energy-efficient product.

Preference Standard – the highest practicable minimum content standard for products. When minimum content is impractical to calculate, preference is for the presence of a recovered material or an environmentally-preferable trait (i.e., retread tires).

Procurement Guidelines – regulations issued by EPA pursuant to Section 6002 of RCRA and by USDA pursuant to Section 9002 of FSRIA: (1) identifying items produced (or can be produced) with recovered materials or biobased materials, respectively, and where procurement of such items will advance the objectives of RCRA or FSRIA; and (2) providing recommended practices for the procurement of such items.

Procurement Request Originators – the individual or organization responsible for defining the requirements for a purchase or acquisition program. This term includes, but is not limited to, engineers, acquisition program managers, and all contract specification writers/reviewers.

Recovered Material – waste materials and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within an original manufacturing process.

Recycled Material – a material utilized in place of raw or virgin material in product manufacturing consisting of materials derived from postconsumer waste, industrial scrap, material derived from agricultural wastes, and other items, all of which can be used in new product manufacture.

Recycling – the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

Solid Waste – garbage, refuse, sludge, and other discarded solid materials, including those from industrial, commercial, and agricultural operations, and from community activities. This *excludes* solids or dissolved materials in domestic sewage or other significant pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents, dissolved materials in irrigation return flow, etc.

Specification – a clear and accurate description of the technical requirements for materials, products, or services including the minimum requirement for materials' quality and construction and any equipment necessary for an acceptable product. In general, specifications are in the form of written descriptions, drawings, prints, commercial designations, industry standards, and other descriptive references.

Target – detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives that needs to be set and met in order to achieve those objectives.

Unreasonable Price – when recycled product cost is greater compared to virgin material cost. (Unreasonable price is not a factor when minimum content standards are specified in the

statement of work/procurement request, because price estimates will only be obtained from vendors who can supply products meeting recovered material content requirements.)

Verification – procedures used by procuring agencies to confirm both vendor estimates and certifications of the percentages of recovered material contained in the products supplied to them or to be used in the performance of a contract.

Virgin Material – previously unused raw material, including previously unused copper, aluminum, lead, zinc, iron, other metal or metal ore; or any undeveloped resource that is, or with new technology will become, a source of raw materials.

F1e. Did your agency use acquisition forecasts in FY 2009 to promote its preference for green products?

Did your agency use acquisition forecasts in FY 2009 to promote its preference for green products?	If No or N/A, please explain
. [Please Choose]	

F1f. Is your agency using, or planning to use model solicitation and/or contract language to promote its preference for green products?

Is your agency using, or planning to use model solicitation and/or contract language to promote its preference for green products?	If No or N/A, please explain
. [Please Choose]	

F1g. If applicable, what other policies, procedures, or tools is your agency using or planning to use to promote the federal preference for green products?

Air Force:

N/A

Army:

Planned actions include:

- update Army GP policy
- update Army GP guide to serve as an installation-level guide
- develop overall Army GP strategy
- develop GP program support review protocol
- conduct GP program support reviews at a few installations
- review and update training and audit programs for GP currency and completeness
- develop a train-the-trainer class for Army procurement instructors

DCMA:

DFAS:

DISA:

DLA:

Varies by DLA location, methods include provisions and clauses for green procurement initiatives in locations Provision Clause Guide, brochure, policy statement, and contractor fact sheet.

DSCA:

No other policies are in use.

DTRA:

Installations and Logistics:

MDA:

MDA/DXIP developed a series of sustainability editorials in FY09, which were issued through internal Agency media outlets; these awareness tools include ongoing publications in the MDA Shield and the Communications Roundtable based on environmental regulations and Executive Orders (EOs) 13423 and 13514. Among articles on resource conservation and P2, DXIP also published educational and outreach articles targeted to ALL employees to familiarize them with federal green purchasing requirements and

identify MDA's GP resources (e.g., GP Plan, GP policies, procedures, and points of contact).

These GP articles also sought to establish the importance of green purchasing at the personal employee level. The editorials explained the beneficial impacts of giving preference to green products and services (e.g., solid waste diversion and reduced waste toxicity, reducing natural resource consumption and fewer raw materials, etc.), and reminded each employee that through their acquisition of green office supplies they can help MDA significantly improve its annual green purchasing performance due to collective employee participation across the Agency.

Additionally, MDA 2-Letter offices must identify all personnel (military, civilian, and contractor) within their organization that procure goods & services on behalf of MDA through direct purchases, purchase orders, government credit cards, and contract acquisitions. While classroom Green Procurement Training was presented by OFEE in live sessions early in FY09, DXI made annual GP Training mandatory later in FY09. Those that did not attend the OFEE live sessions were required to complete the online GP Training module offered through the Defense Acquisition University (DAU). DXIP and MDA's Human Resources Department (DXH) monitor GP coursework certificates and report training performance to MDA leadership each year.

Navy:

N/A

NGA:

Education and awareness briefings, training

USMC:

Policies limit certain types of purchases to DOD EMall or GSA Advantage websites, where in some cases green products are the only products available for purchase. Additionally, FAR 23.404 was revised to incorporate mandatory purchase of biobased products with a categorical exemption for military use. All other Navy processes are required to purchase biobased products that meet requirements of (performance, availability, price). The mandatory use of biobased and environmentally preferred product FAR clauses will assist in future acquisitions with specifying biobased products, products containing recovered materials, and environmentally preferable and energy efficient products and services.

WHS:

F2ai. Is your agency using its formal facility or organizational environmental management systems (EMS) to meet the statutory and executive order requirements to purchase green products and services?

<p>Is your agency using its formal facility or organizational environmental management systems (EMS) to meet the statutory and executive order requirements to purchase green products and services?</p>	<p>If yes, please elaborate and provide at least one example, if not previously reported in the FY 2008 report</p>
<p>. [Please Choose]</p>	

F2aii. Does your agency formally promote incorporating green purchasing into EMSs?

<p>Does your agency formally promote incorporating green purchasing into EMSs?</p>	<p>If yes, how is this accomplished, if not previously described in the FY 2008 report?</p>
<p>. Yes</p>	<p>DoD's Compliance Management Plan outlines requirements to use EMS in mission planning and execution across all military operations and activities, including acquisition, procurement, logistics, and facility management. The DoD GPP Strategy also establishes EMS as the overall framework for DoD's GPP.</p>

F2b. Does your agency have an on-line or manual system for tracking purchases of green products and services?

<p>Does your agency have an on-line or manual system for tracking purchases of green products and services?</p>
<p>. Yes</p>

F2c. Was your agency contract writing system or enterprise asset management system revised in FY 2009 to incorporate the requirements to supply and use green products?

<p>Was your agency contract writing system or enterprise asset management system revised in FY 2009 to incorporate the requirements to supply and use green products?</p>
<p>. [Please Choose]</p>

F2d. In addition to including required clauses from FAR Part 23 in solicitations, does your agency require the description in FedBizOpps, at FAR Subpart 5.207(a)(16)

<p>In addition to required clauses from FAR Part 23, does your agency require the description in FedBizOpps, at FAR Subpart 5.207(a)(16), to highlight potential offerors or bidders that the acquisition includes a requirement for green products or services?</p>
<p>[Please Choose]</p>

3. Leadership and Recognition

EO 13423 and the Instructions for Implementing EO 13423 require agencies to establish programs for leadership awards to recognize outstanding environmental, energy, or transportation management.

The Instructions for Implementing EO13423 require each agency to include successful implementation of EO 13423 requirements in performance standards and performance evaluations of senior agency officials, facility managers, environmental and energy managers, vehicle fleet managers, contracting officials, and others as appropriate.

3a. Are there awards available for implementing or increasing green or sustainable purchasing?

<p>Are there awards available for implementing or increasing green or sustainable purchasing?</p>	<p>If yes, please briefly describe</p>	<p>Do you recommend this program for other agencies to adopt to their increase green or sustainable purchasing?</p>
<p>Yes</p>	<p>Secretary of Defense Environmental Awards and Commander in Chief's Installation Excellence Award</p>	<p>Yes</p>

3b. Do agency officials have green or sustainable purchasing standards in their performance standards?

Official	Do agency officials have green or sustainable purchasing standards in their performance standards?
Senior agency officials	[Please Choose]
Facility managers	[Please Choose]
Environmental and Energy Managers	[Please Choose]
Vehicle Fleet Managers	[Please Choose]
Contracting Officials	[Please Choose]
Others as appropriate	[Please Choose]

4a. Who is responsible for conducting training of agency acquisition personnel with respect to green purchasing requirements?

Topic	Person Responsible
Simplified acquisitions	
Major contracts	
Construction contracts	
Third-party finance contracts	

4b. Has green purchasing training been added to all appropriate training, including training provided by contractors?

Has green purchasing training been added to all appropriate training, including training provided by contractors?
[Please Choose]

4c. What percentage of acquisition personnel received documented green purchasing training (new or refresher) within the past fiscal year?

# Acquisition personnel trained	Total acquisition personnel	Percentage

4d. Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University's contracting officer training courses, GSA SmartPay, OFEE), or both?

Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University's contracting officer training courses, GSA SmartPay, OFEE), or both?
Both

4e. What percentage of purchase cardholders received documented green purchasing training (new or refresher) within the past fiscal year?

# Trained	Total # purchase cardholders	Percentage

4f. Who provides the training to purchase cardholders?

Air Force:

The Agency/Organization Program Coordinator (A/OPC) provides training to purchase cardholders. This continuing education requirement can be satisfied by holding a classroom session, providing periodic newsletters, accessing web-based training or other suitable vehicles.

Army:

Defense Acquisition University provides online initial and refresher training. US Army Public Health Command (provisional) (formerly CHPPM) also provides training to cardholders at installations on an as requested basis. The Defense Logistics Agency also provides training to installation personnel upon request.

DCMA:

DFAS:

Agency Program Coordinator (APC)

DISA:

DLA:

Defense Acquisition University CLG001
DLA Training Center

DSCA:

Training is accomplished via courses provided by DAU, GSA, PCOLS, USBank and the AOPC.

DTRA:

Installations and Logistics:

DAU

MDA:

OFEE provided in-house classroom GPC training at the beginning of FY09; MDA now requires DAU's Green Procurement and GPC training modules for new cardholders and to serve as annual refresher training for existing cardholders.

Navy:

Installations, Navy Schools, DAU, Web

NGA:

Contractors responsible for EMS

USMC:

Installation, Navy Schools, DAU, Web

WHS:

4g. How is training of purchase cardholders documented?

Air Force:

The A/OPC maintains GPC training records for all cardholders and approving officials.

Army:

For DAU online training - course completion data. For onsite, face-to-face training courses (CHPPM and DLA), students receive certificates and the GPP manager maintains an attendance record.

DCMA:

DFAS:

Certificates are issued. Contract Office maintains a database of records of trained personnel.

DISA:

DLA:

Defense Acquisition University Certificate, which is provided to DLA's Agency Program Coordinator

DSCA:

Certificate of Training completion are provided to the AOPC.

DTRA:

Installations and Logistics:

Completion from DAU.

MDA:

MDA/DAC provides DXI with updated lists of MDA Government Purchase Cardholders. DXI requires these staff to receive GPC and GP Training through online courses. DXI and DXH monitor and document coursework certifications. Cardholders not completing their fiscal year GPC and GP Training will have their cards suspended until they complete the training.

MDA also uses the Contracting Center of Excellence (CCE) as the regulating body for GPCs. The CCE does not provide training but does provide references in the following categories for cardholders: EPA-designated recycled content products; ENERGY STAR, energy-efficient products, and low standby power products; Biobased and USDA-designated BioPreferred products; and EPP products and services.

Navy:

APC program coordinators files, official personnel/training records, Individual/Department, other

NGA:

By record of Attendance within purchase card training data base.

USMC:

CETEP training coordinator files, personnel training records, training jackets.

WHS:

4h. Indicate whether the green purchasing program components listed in the table below are covered in training for acquisition personnel and purchase cardholders, respectively

Component	Acquisition Training	Purchase Card Holders
EPA-designated recycled content products	Yes	Yes
ENERGY STAR, energy efficient products, and low standby power products	Yes	Yes
Biobased and USDA-designated BioPreferred products	Yes	Yes
Environmentally preferable products and services	Yes	Yes
Renewable energy	Yes	Yes
WaterSense and other water-efficient products	Yes	Yes
EPEAT-registered products	Yes	Yes
Non-ODSs and/or those covered by EPAs SNAP program (chemicals and/or equipment)	Yes	Yes
Alternative fuel vehicles/alternative fuels	Yes	Yes

5. Program Management Review

Agencies may also refer to these activities as compliance monitoring, auditing, and compliance assessments.

5a. What approach does your agency use for reviewing facility and agency-wide compliance with the green purchasing requirements?

Part of the DOD Environmental Management Review. Will be part of the Strategic Sustainability Performance Plan

5b. What percentage of agency facilities conducted and documented contracting and/or environmental reviews for green purchasing compliance during this reporting period?

	Percentage
.	

5c. Are findings reported to senior facility or agency management, as appropriate?

	Are findings reported to senior facility or agency management, as appropriate?	If yes, to whom?
.	[Please Choose]	

5d. Does your agency conduct trend analysis of program management reviews, training, and FPDS data to assess green purchasing program effectiveness?

.
[Please Choose]

5e. What types of trends are realized as a result of findings from these audits?

Air Force:

GPP trends have not been collected and consolidated across the Air Force.

Army:

EPAS findings indicate that awareness is increasing and formal GP Programs are emerging, particularly at larger installations. Installations with a formal program (including a GP policy and plan) and a GP manager or champion working the program are more likely to be making procedural changes and procurement decisions that include GP compliance and overall preference for green products.

DCMA:

DFAS:

N/A

DISA:

DLA:

Overall conformance with regards to green purchasing requirements, including training effectiveness, reliance on customer to identify green requirements, and FAR clause use

DSCA:

None to date.

DTRA:

Installations and Logistics:

MDA:

Audit trends revealed that MDA is performing extraordinarily well on electronics purchasing. However, other audits revealed inconsistent product and attribute tracking (e.g., CPG, biobased, etc.) due to internal and external factors that include the use of paper/manual tracking and the lack of forms or FPDS codes that can track products other than EPA recycled or remanufactured items. These trends resulted in DXI's recommendation that all green product purchases be tracked electronically in an internal MDA database.

DXI is building these improvements into its new Velocity database to eliminate paper/manual procurement data and streamline MDA's GP reporting responsibilities. Velocity provides an alternate means of addressing current purchase data gaps, such as the current inability for MDA to identify and effectively track USDA-biobased products or those with other green attributes.

DXI also identified the trend for a paucity of "green contracting" data. DXI's previous approach of randomly sampling small numbers of contracts has not proven effective because most contract documents are considered "information sensitive" during contract development. Additionally, green contract reviews can be extraneous because complete contract document packages can consist of hundreds to even thousands of pages, depending on the nature and scope of an acquisition.

Therefore, DXI is revising its EMS to include new procedures for auditing MDA contract documents for green purchasing and sustainability specifications to verify compliance with the 95% green contracting target. Specifically, new contract auditing procedures are based on MDA's Procurement Initiation Document (PID) system. DXI sought this approach to improving contracting trends because PIDs must be developed for all contract

requisitions for goods and services; PIDs are also the initial step in MDA's contract planning, development, scoping, and budgeting process.

While MDA/DAC's contract writing software automatically includes the most current green purchasing regulatory requirements (e.g., FAR), DXI developed supplemental procurement and sustainability statements in FY09 for insertion into all applicable PIDs. This new PID approach improves MDA's green contracting trends by ensuring green good and service specifications are included from a contract's inception. All resulting contract documents tiered from the PIDs (e.g., RFPs, PWSs, solicitations, etc.) cannot be approved unless they conform to the green purchasing and sustainability requirements specified within the PID.

While DXI will continue to conduct random samples of entire MDA contract packages, these new audit procedures allow DXI to review 100% of MDA's PIDs to ensure green purchasing and sustainability requirements are appropriately captured in all subsequent contract documents.

Navy:

Data are tracked from all groups with purchasing authority such as credit card holders, procurement, IT, Facilities, housekeeping, NAVFAC, and Food Services. We identify successes, areas of improvement, and identify how to change contracts and eliminate non-green alternatives. For example, NNMC BETHESDA chow hall is the first certified "green restaurant" in the DoD. We also continue to conduct regular training.

NGA:

Increased procurements of the CPG products and expanded awareness.

USMC:

HQMC is in the process of establishing a viable GP audit program that evaluates program effectiveness in environmental program management, garrison supply chain, and contract management.

WHS:

5f. Are trends analyses reported to senior facility or agency management, as appropriate?

	Are trends analyses reported to senior facility or agency management, as appropriate?	If yes, to whom?
.	[Please Choose]	

5g. Does senior facility or agency management track corrective actions from these findings?

	Does senior facility or agency management track corrective actions from these findings?
.	[Please Choose]

Survey status

Status
Complete