

Affirmative Procurement Report

Instructions for Affirmative Procurement Report

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

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

Definitions

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

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

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

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

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

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

For additional information on Affirmative Procurement and associated EPA guidelines visit:

<http://www.epa.gov/epawaste/conservation/tools/cpg/products/index.htm>

Requirements specific to each item in this Affirmative Procurement Report can be found under the 8 categories listed.

Affirmative Procurement Report



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

Project Description:		Purchase Order No.:	
Reporting Period:	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> End of project

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

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

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

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

Affirmative Procurement Report

Carpet Cushion/Backing – Synthetic Materials – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Industrial Drums			
<input type="checkbox"/> Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Plastic – 30%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Fiber – Paper – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Modular Threshold Ramps			
<input type="checkbox"/> Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Aluminum – 10%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Rubber – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Signage			
<input type="checkbox"/> Plastic – 80%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Aluminum – 25%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Plastic Sign Posts – Plastic – 80%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Steel Sign Posts – Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Strapping			
<input type="checkbox"/> Polyester – Plastic – 50%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Polypropylene – Plastic – 10%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Plastic Fencing – Plastic – 90%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Structural Fiberboard – Paper – 80%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Laminated Paperboard – Paper – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Traffic Control Devices			
<input type="checkbox"/> Plastic Channelizers – Plastic – 25%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Rubber Channelizers (Base Only) – Rubber – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Plastic and Flexible Delineators – Plastic – 25%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Rubber Delineators (Base Only) – Rubber – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Steel Delineators (Base Only) – Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Plastic Traffic Cones – Plastic – 50%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Crumb Rubber Traffic Cones – Rubber- 50%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Steel Traffic Barricades – Steel – 25 to 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Fiberglass Traffic Barricades - Plastic or Rubber -100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Plastic Traffic Barricades – Plastic – 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**For questions or additional information, contact Joshua Gallegos,
at 505-844-9028 or by email at jigall@sandia.gov**