

# Army Green Procurement Guide



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# Army Green Procurement Guide

- 1 INTRODUCTION.** This document provides an overview of the Federal procurement preference programs and guidance on implementing an effective Green Procurement Program (GPP). Although DA headquarters will oversee the Army GPP, implementing green procurement at the Major Command, installation, and unit levels is necessary to achieve compliance with mandatory purchasing requirements. Therefore, it is vital that each Army installation develop and maintain its own GPP. The Deputy Assistant Secretary of the Army for Policy and Procurement has overall responsibility for the Army GPP. The Army GPP point of contact is Mr. Steven Jaren, [steven.jaren@hqda.army.mil](mailto:steven.jaren@hqda.army.mil), (703) 604-7105.
- 2 APPLICABILITY AND INTENDED USE.** This guidance is intended to facilitate compliance by installations and facilities within the continental United States with Federal laws and regulations as well as DOD and Army policies. Installations and facilities outside the continental United States are encouraged to follow this guidance to the extent practicable. Its primary users should be installation personnel involved in purchasing and contracting. Guidance herein that contains the words “must” or “shall” is based on statutory or regulatory requirements. Guidance that contains the words “may” or “should” is recommended practice and not required by regulation. Personnel procuring products used for weapon system maintenance and operation shall not deviate from products specified in standard system documentation without written authorization from the system management office. Where standard documents do not specify products, green products may be procured.
- 3 BENEFITS OF GREEN PROCUREMENT.** Green procurement has various benefits that facilitate sustainability and effective accomplishment of the mission. Buying “green” also improves our environmental stewardship, and strengthen community relationships. Purchasing decisions can significantly influence the environmental performance of the installation, since the procurement process heavily influences the wastes and emissions that must be managed and paid for. When we buy a hazardous material, at the end of its life cycle it may become a hazardous waste that is costly to manage and dispose. When we buy products or design buildings that are not energy efficient, we pay higher utility bills and contribute to regional air pollution – which in turn can affect our installation air permit program, limiting the amount of air emissions our mission essential operations are allowed to produce. Water-wasting products and systems drive up costs for water purchase and wastewater treatment – wasting funds that could be used for mission requirements. The goal of the GPP is to use environmentally responsible procurement practices to avoid these impacts. Specific benefits of practicing green procurement include:

- Strengthening recycling programs by increasing the demand for recycled products
- Complying with laws, regulations, and Executive Orders (EOs) that require Federal agencies to implement green procurement preference programs
- Saving money (may be in terms of product cost, the overall cost of manufacturing, or utility bills)
- Reducing air emissions, solid waste disposal rates, and associated health risks
- Providing jobs and economic opportunity
- Providing incentives for manufacturers to use technologies that incorporate environmentally preferable attributes and/or materials into products
- Conserving natural resources used to make new products
- Conserving energy resources and the ozone layer
- Providing new and expanded markets for agricultural feedstocks
- Reducing U.S. dependence on petroleum and other imports

**4** **DEFINITIONS.** Appendix A is a glossary of terms related to green procurement.

**5** **PROCUREMENT PREFERENCE PROGRAMS.** Below are the GPP preference programs and the associated laws, EOs that are the regulatory drivers. Copies of these EOs can be downloaded from the internet at <http://www.ofee.gov/eo/eo.htm>. Appendix B provides additional resources and indicates how to obtain copies of regulations and guidance. An overview of green procurement requirements can be viewed at [http://p2library.nfesc.navy.mil/P2\\_Opportunity\\_Handbook/16\\_1.html](http://p2library.nfesc.navy.mil/P2_Opportunity_Handbook/16_1.html).

**5.1** **Recovered Materials.** Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 United States Code) and EO 13101 – Greening the Government through Waste Prevention, Recycling, and Federal Acquisition require Federal agencies to develop and implement affirmative procurement programs. The Comprehensive Procurement Guidelines (CPGs), Title 40, Code of Federal Regulations, Part 247 (40 CFR 247), set forth specific requirements for the purchase of items containing recovered material. The Federal Acquisition Regulation (FAR) also requires the procurement of U.S.

Environmental Protection Agency (EPA)-designated items containing recovered materials (see paragraph 6).

**5.2 Biobased Products.** The Farm Security and Rural Investment Act (FSRIA or “Farm Bill”) of 2002, Public Law 107-171, 7 U.S.C. 7901 mandates the purchase of biobased products one year after the U.S. Department of Agriculture (USDA) designates items that must have biobased content. The FAR also requires the procurement of USDA-designated biobased items (see paragraph 6). There are currently six USDA-designated biobased items (mobile equipment hydraulic fluids, roof coatings; water tank coatings; penetrating lubricants; diesel fuel additives; and bedding, bed linens and towels). These were designated in 7 CFR Part 2902 – Designation of Biobased Items for Federal Procurement, effective 17 April 2006. EO 13134 – Developing and Promoting Biobased Products and Bioenergy does not include installation level requirements, but stipulates responsibilities of the U.S. Department of Energy (DOE) and the USDA for the advancement of biobased product development.

**5.3 Energy Efficient Products.** The Energy Policy Act of 1992 (Public Law 102-486, 42 U.S.C. Section 8287), EO 12845 – Requiring Agencies to Purchase Energy Efficient Computer Equipment, EO 13221 – Energy Efficient Standby Power Devices, and EO 13123 – Greening the Government through Efficient Energy Management require the purchase of energy efficient products. The FAR also requires the procurement of ENERGY STAR or other energy-efficient products recommended by the Federal Energy Management Program (FEMP), and stipulates requirements for procurement of energy-consuming devices having low standby power (see paragraph 6). EO 13123 also sets goals for reducing greenhouse gases, energy and water consumption, and petroleum use and increasing the use of renewable resources (such as solar). EO 13149 – Greening the Government through Federal Fleet and Transportation Efficiency requires the purchase of energy efficient vehicles. The Federal Electronics Challenge (FEC) is a voluntary partnership program that encourages federal facilities and agencies to:

- ***Purchase greener electronic products.***
- Reduce impacts of electronic products during use.
- Manage obsolete electronics in an environmentally safe way.

For information about participating in the FEC go to <http://www.federalelectronicschallenge.net>.

**5.4 Ozone-Depleting Substances (ODS).** EO 13148 – Greening the Government through Leadership in Environmental Management sets forth restrictions on the purchase of ODS. This EO also requires Federal agencies to reduce the use of EPA listed priority chemicals by 50% by December 31, 2006. These chemicals are listed at <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>.

The FAR also contains requirements for the acquisition of alternatives to ODS (see paragraph 6).

- 5.5 Alternative Fuels and Alternatively Fueled Vehicles (AFVs).** The Energy Policy Act of 1992 mandates that Federal fleet acquisitions after 1999 shall be 75% AFVs. EO 13149 calls for a reduction of petroleum consumption (20% from 1999 to 2005) and provides options to accomplish this goal to include several green procurement initiatives such as the purchase/use of alternative fuels, fuel-efficient vehicles, hybrid vehicles, and cars instead of light trucks.
- 5.6 Environmentally Preferable Products.** EO 13101 states: "Executive agencies shall use the principles and concepts in the EPA Guidance on Acquisition of Environmentally Preferable Products and Services (available at [www.epa.gov/opptintr/epp/guidance/guidancepage.htm](http://www.epa.gov/opptintr/epp/guidance/guidancepage.htm)), in addition to the lessons from the pilot and demonstration projects, to the maximum extent practicable, in identifying and purchasing environmentally preferable products and services and shall modify their procurement programs as appropriate." The FAR also requires the incorporation of environmentally preferable purchases and practices into contracts (see paragraph 6).
- 5.7 Priority Chemicals.** In order to reduce Federal Agencies' usage of harmful chemicals, section 503(b) of EO 13148 directed EPA to develop a list of priority chemicals "used by the Federal Government that may result in significant harm to human health or the environment and that have known, readily available, less harmful substitutes for identified applications and purposes." The EO directs Federal Agencies to develop and support goals to reduce the usage of these chemicals by 50 percent by December 31, 2006. EPA recommends that Federal Agencies begin their efforts by focusing on cadmium, lead, polychlorinated biphenyls (PCBs), mercury, and naphthalene. There are known alternatives to these five priority chemicals or products containing them. For example, electronic thermostats can be used in place of mercury-bearing switches. Solders containing copper or silver can substitute for solder-containing lead. Also, integrated pest management may be used in place of naphthalene.
- 6 THE FEDERAL ACQUISITION REGULATION (FAR).** FAR Part 23 - Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace "prescribes acquisition policies and procedures supporting the Government's program for ensuring a drug-free workplace and for protecting and improving the quality of the environment by-
- Controlling pollution;
  - Managing energy and water use in Government facilities efficiently;
  - Using renewable energy and renewable energy technologies;

- Acquiring energy- and water-efficient products and services, environmentally preferable products, and products that use recovered materials; and
- Requiring contractors to identify hazardous materials.”

Other Parts of the FAR also address green procurement including Parts 2, 4, 7, 10, 11, 12, 13, 36, and 52. The complete text of the FAR can be downloaded from <http://www.arnet.gov/far/>. FAR provisions and contract clauses (Part 52) related to green procurement are provided in Appendix C. Policies supporting the Federal procurement preference programs follow.

- 6.1 Subpart 23.2** – “Energy and Water Efficiency and Renewable Energy” requires the acquisition of supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging technologies.
- 6.2 Subpart 23.4** – “Use of Recovered Materials” sets forth requirements to acquire competitively and in a cost-effective manner products that meet reasonable performance requirements and that are composed of the highest percentage of recovered materials practicable.
- 6.3 Subpart 23.7** – “Contracting for Environmentally Preferable and Energy-Efficient Products and Services” requires the implementation of cost-effective contracting preference programs promoting energy-efficiency, water conservation, the acquisition of environmentally preferable products and services, and consideration of biobased products.
- 6.4 Subpart 23.8** – “Ozone-Depleting Substances” requires implementation of cost-effective programs to minimize the procurement of materials and substances that contribute to the depletion of stratospheric ozone; and to give preference to the procurement of alternative chemicals, products, and manufacturing processes that reduce overall risks to human health and the environment by lessening the depletion of ozone in the upper atmosphere.

## **7 THE AFFIRMATIVE PROCUREMENT (AP) PROGRAM.**

- 7.1 AP’s Niche in the GPP.** The Department of Defense (DOD) GPP Policy and Strategy (available at <http://p2library.nfesc.navy.mil/topics/green.html>) calls for a shift in focus from AP to the broader GPP. AP includes the mandatory purchasing preference programs for which item-specific requirements exist – the “buy recycled” and “buy biobased” programs. The GPP includes those programs, but also includes procurement preference for environmentally preferable products, energy efficient products, alternative fuels and AFVs, and products lacking ODS and priority chemicals. The Office of the Federal Environmental Executive (OFEE) website at <http://www.ofee.gov/gp/gp.htm>



provides information on the various programs and products involved in the DOD's GPP.

- 7.2 List of EPA-Designated Items.** The EPA-designated items (or CPG items) currently fall into eight categories (construction, transportation, park and recreation, paper and paper products, non-paper office products, vehicular, landscaping, and miscellaneous). The CPG items include many of the things purchased every day at Army installations including paper, desk accessories, file folders, envelopes, trash bags, bathroom tissue, printer ribbons, toner cartridges, and award plaques. Designated products are also used in building renovations such as carpeting, paint, ceiling tile, and insulation. Many service contracts also involve the use of designated products. Since EPA adds CPG items every few years, the list is not included in this guide but can be found at <http://www.epa.gov/cpg/>.
- 7.3 List of USDA-Designated Items.** The USDA is tasked with designating biobased products for purchase by Federal agencies. There are currently six USDA-designated biobased items (mobile equipment hydraulic fluids, roof coatings; water tank coatings; penetrating lubricants; diesel fuel additives; and bedding, bed linens and towels). These were designated in 7 CFR Part 2902 – Designation of Biobased Items for Federal Procurement, effective April 17, 2006. Federal agencies, to include Army installations, must begin showing preference for these biobased products 1 year from item designation (17 April 2007). More information about proposed and designated biobased items is available at USDA's web site <http://biobased.oce.usda.gov/public/categories.cfm>.
- 7.4 Recovered Material Advisory Notices (RMANs).** The RMANs are companion documents to the CPGs and are published concurrently. The RMANs recommend minimum recovered material content levels and provide guidance for purchasing items with recovered materials for each of the CPG items. A complete list of the RMAN standards is may be obtained online at [www.epa.gov/cpg/](http://www.epa.gov/cpg/). The RMAN levels are expressed as percentages of post-consumer content and/or total recovered content (see Appendix A for explanation of terms). However, the RMANs apply to specific compositions of the CPG items, and may vary for CPG items made of different materials. For example, the RMAN for binders lists several different recovered material levels depending on the composition of the binder (e.g., solid plastic, plastic-coated, or paper-coated).

*Note: AP requirements apply only when purchasing a CPG item made of a material specified in the RMAN. The guidelines do not preclude the purchase of an item made from materials other than those specified in the RMAN.*

**Example:** In choosing an office garbage can liner, the buyer must comply with the CPGs only when purchasing a liner made of plastic. The buyer is free to purchase a liner with other environmentally preferable characteristics such as one made of biodegradable cornstarch.

Recovered material content levels may be expressed as *discrete levels, ranges, or management practices*.

- *Discrete Levels.* RMANs may be expressed as discrete material content levels. The RMAN for printing and writing paper, for example, designates a post-consumer fiber content of 30%.
- *Ranges.* The RMAN may also specify a range of acceptable recycled material content. For example, the RMAN standard for polyester carpet is 25-100% recovered Polyethylene Terephthalate (PET).
- *Management Practices.* Some RMAN standards do not address the composition of a product, but a management practice related to its recovery, remanufacturing, or reuse. The RMANs expressed as management practices are as follows:

**Toner Cartridges:** The RMAN recommends the procurement of remanufacturing services for used cartridges, or the procurement of remanufactured toner cartridges or new toner cartridges made with recovered materials.

**Printer Ribbons:** The RMAN for printer ribbons recommends procuring ribbon reinking or reloading services in conjunction with printer service contracts. Alternatively, reinked or reloaded printer ribbons may be directly purchased.

**Engine Coolant:** The RMAN for engine coolant (antifreeze) recommends reclaiming spent engine coolants onsite for use in vehicles or establishing a service contract for reclamation of spent coolant. If coolant is purchased directly, reclaimed coolant should be specified.

**Retread Tires:** The RMAN addresses both retreading services for used tires and the direct procurement of retread tires as replacement tires. The EPA recommends that tire repair and retread services conform to

Federal Specification ZZ-T-441H, "Tire, Pneumatic: Retreaded and Repaired" (or current version). Direct procurement of tires should be through competition between vendors of new tires and those of retread tires. EPA recommends that specifications for retread tires meet the requirements of Federal Specification ZZ-T-381, "Tires, Pneumatic, Vehicular (Highway) (New and Retreaded)."

Cement and Concrete: The RMAN for cement and concrete recommends the use of coal fly ash, ground granulated blast furnace slag, cenospheres, and/or silica fume in the mixture. Construction projects using cement or concrete should incorporate the use of these materials or a combination of these materials as appropriate. EPA does not recommend specific recovered material content levels for these components of cement and concrete.

Compost: The EPA recommends the purchase or use of compost made from yard trimmings, grass clippings, leaves, and/or food wastes in landscaping applications. EPA further recommends that those facilities having large volumes of those components and sufficient space for composting implement an onsite composting system.

## 7.5 AP APPLICABILITY

**7.5.1 Who Must Meet the Requirements?** RCRA and 40 CFR 247 require "procuring agencies" to purchase CPG items composed of the highest percentage of recovered materials practicable, taking into consideration competition, price, performance, and availability. A "procuring agency" is defined as any Federal agency, or any state or local agency or contractor that uses appropriated Federal funds. 40 CFR 247 states "Federal procuring agencies should note that **the requirements of RCRA Section 6002 apply to them whether or not appropriated Federal funds are used** for procurement of designated items." Therefore, green procurement requirements apply to non-appropriated fund (NAF) activities on Army installations. The 2002 Farm Bill requires Federal agencies to give purchasing preference to items composed of the highest percentage of biobased products practicable, taking into consideration competition, price, performance, and availability. Note that unlike RCRA, the Farm Bill requirements do not apply to contractors or state or local agencies.

Note: In accordance with RCRA, the “buy recycled” and “buy biobased” requirements apply when the purchase price of an item exceeds \$10,000 or when the total cost of such items, or of functionally equivalent items, purchased by the agency during the preceding fiscal year was \$10,000 or more. The Department of Defense (DOD) meets the definition of the term “agency.” Since DOD is assumed to spend more than \$10,000 annually on most of the EPA- and USDA-designated items, the procurement requirements apply to all DOD personnel.

**7.5.2 What Types of Procurement Actions are Affected?** The requirements to “buy recycled” and “buy biobased” when purchasing an EPA- or USDA-designated item apply to all purchases regardless of the dollar amount, the purchasing mechanism, or the supply source. All contracts that involve the use or purchase of EPA- or USDA-designated items must specify that AP requirements be met and include required FAR provisions and clauses pertaining to AP. Contracts should also include specifications to show preference for the use of other environmentally friendly products and services. (See Appendix C for FAR provisions and clauses.) Personnel responsible for procuring products used for weapon system maintenance and operation shall not deviate from products specified in standard system documentation, without written authorization from the program management office. Standard system documents include technical manuals, depot maintenance work requirements, lube orders, field manuals, military specifications and standards, contract statements of work and other standardized documentation. These documents sometimes require specific materials, products, or processes to perform maintenance and operating procedures. Unauthorized substitution of green products can lead to reliability, safety, and occupational health problems. These specified requirements are not over-ridden by green procurement policy or guidance. Where system documents do not specify materials, products, or processes, alternative green products may be procured.

**7.5.3 What Are Allowable Exceptions to the Requirements, How Are They Documented, and How Can They Be Used?**

**7.5.3.1 The Exceptions.** RCRA allows exceptions to the requirements based on at least one of three conditions. Those conditions are that the recycled content or biobased product is (1) unreasonably priced compared to a comparable product made of virgin or non-biobased material, (2) will not perform adequately or meet the user’s need, or (3) is not available within a reasonable timeframe or at a sufficient level of competition (for contract actions). The exceptions are commonly referred to as price, performance, and availability and apply to both the “buy-recycled” and “buy-biobased” programs.

**7.5.3.2 Documentation Procedures.** The purchaser or requirements/specifications generator must prepare and file a record of an exception used for any procurement action above the micropurchase threshold. The documentation must specify which of the exceptions was used and provide an explanation of the basis for using the exception. For contract actions, a copy should be maintained in the official contract file. It is also recommended that documentation of exceptions be centrally maintained by the GPP manager. This will allow the GPP team to evaluate hindrances, establish blanket exceptions, and evaluate trends in GPP implementation. Installations may develop their own system of documenting AP exceptions; however, the Army recommends the use of the Army AP Written Justification Form provided as Appendix D. This will facilitate a standard procedure, enable thorough collection of information, and assist the user by providing a template for recording the necessary information.

**7.5.3.3 How to Use Exceptions.** The decision to use an exception is normally made early in the acquisition process by the purchaser or requirements generator. However, it is entirely possible that information about the price, performance, or availability of specified products may be revealed during the bidding or vendor/contractor selection process. If this happens, the contracting official should coordinate with the requirements generator to determine if the specifications need to be changed based on new information. Exceptions should be approved at the level of Contracting Officer or above. The level of approving authority should be established in the installation GPP Plan. Valid justifications for using the three exceptions are explained below. It is recommended that an exception more than two years old be reevaluated to determine if the cost has decreased, acceptable quality products are now available, or availability issues have changed (based on which exception was used). New and improved technologies continually emerge!

- **Price.** It is recommended that price be evaluated from a life-cycle cost perspective. For example, plastic lumber containing recovered material costs more than traditional lumber; however, the maintenance costs are lower and it lasts longer (more durable). Thus, the plastic lumber may be less expensive over a longer term. In addition to cost benefits, it will not splinter and maintains its aesthetic quality longer than wood. The decision to pay more for a recycled content or biobased product will normally lie with the purchaser or requirements generator and be based on life cycle cost considerations, available funds, and installation or organization policies on AP. The installation can establish a policy as part of its GPP that encourages purchasers to buy green products even if they are more expensive than a comparable virgin product. For certain products, the installation may want to conduct a best value source selection as a way to encourage the purchase of green products. For example, one Army

installation has a policy that allows expenditures of up to 15% more for products that meet AP requirements since use of such products improves the overall quality of life and the environment.

- **Performance.** The purchaser or procurement official can use an exception to AP requirements if justification is provided that the recycled or biobased product will not meet performance requirements. The decision to use the performance exception should be based on either certification or documentation by a testing, standardizing, or accrediting organization regarding overall performance or performance under certain conditions. It may also be acceptable to document performance shortfalls by in-house testing of the product in question. It is important to realize that a one-time trial of a single product is not sufficient justification for using the performance exception. An example of a performance exception would be an installation with unusually stringent fire codes requiring the use of a specific type of fire retardant carpeting. In this case, carpet with recovered material may not meet this performance standard and an exception is justified. The quality of recycled-content products has improved over time and continues to improve for many of the items. Also, some of the products will vary in quality from one manufacturer to another. If a poor quality recycled-content product is purchased, the user should attempt to find a source that provides a better quality product. This type of information may be available through networking with personnel on your installation or at other installations in your region, or by utilizing the AP list server at [join-buy-green@list.denix.osd.mil](mailto:join-buy-green@list.denix.osd.mil).
- **Availability or Sufficient Level of Competition.** The purchaser or procurement official can use an exception to AP requirements if the product cannot be procured within a timeframe that meets mission requirements. Also, an exception can be used if including AP requirements in a solicitation results in the inability to meet requirements for sufficient competition.

## **8 IMPLEMENTING AN INSTALLATION GPP USING THE EMS FRAMEWORK.**

The framework selected for the DOD GPP is the basic framework for 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 an AP Program (a preference program, a promotion program, a program for certifications and estimates, an annual review and monitoring) are easily integrated into the EMS structure.

EO 13148 requires that Federal agencies have an EMS in place at all appropriate facilities by December 31, 2005. This includes Army installations. The EMS is a series of management processes that will organize, improve, and track environmental performance. It is the part of the installation's overall management framework that addresses both the immediate and long-term

environmental impacts of all of the installation's activities. The EMS enables the installation to resolve environmental issues and reach environmental goals through systematic and consistent integration with installation operations. Similarly, it is imperative that GPP practices become integrated into day-to-day operations.

The following paragraphs describe how the installation-level GPP may be assimilated into the EMS framework. Development of an installation-wide policy is the first step in the EMS process. DOD and Army policies have established a commitment to full compliance with GPP requirements. Each installation should develop its own GPP policy based on Federal, DOD, and Army policies and guidance. Federal policies are described in paragraph 5 of this guide. DOD, Army, and installation policies are discussed below.

## **8.1 Policies.**

**8.1.1 DOD Policy.** On 27 Aug 2004, the Under Secretary of Defense (Acquisition, Logistics and Technology) issued a policy memorandum, "*Establishment of the DOD Green Procurement Program (GPP)*." It states: "The DOD goal is to achieve 100% compliance with mandatory Federal GPP programs in all acquisition transactions. This goal applies to all acquisitions from major systems programs to individual unit supply and service requisitions. The GPP Strategy provides guidance to achieve this goal." The GPP Strategy is attached to the policy memorandum. Also attached are the metrics being used to track progress toward the DOD GPP goal. These metrics are discussed in paragraph 8.3.8.

**8.1.2 Army Policy.** The Army Strategy for the Environment (see paragraph 7.1) established a policy goal to minimize impacts and total ownership costs of Army systems, material, facilities, and operations by integrating the principles of sustainability. The Army Green Procurement Policy Memorandum (see paragraph 7.1) supports the Strategy by establishing the policy that "All Army personnel will comply with green procurement requirements to facilitate attainment of the DOD goal of 100% compliance with mandatory Federal purchasing preference programs. Installations will develop and implement a Green Procurement Program." Green procurement requirements apply to all acquisitions from individual purchases to the use and purchase of regulated products in the execution of all Federally funded contracts. The Army regulation (AR) 70-1 (Army Acquisition Policy) requires the Army Acquisition Executive to "establish and maintain the Environmental Support Office (ESO) with ASA (ALT) to provide direct support to the Army Acquisition Community, PEO, and PM [on] environmental and **affirmative procurement** initiatives, issues, and concerns."

**8.1.3 Installation Policy.** Installation Strategic Plans should integrate the concepts of green procurement in support of sustainability. The installation GPP policy demonstrates commitment, provides direction for all personnel, and may fulfill an EMS requirement. It also fulfills two legal requirements found in the RCRA and the Farm Bill. Both laws require agencies to have a “Preference Program” in order to demonstrate that procurement personnel show preference to recycled content and biobased products whenever they are cost effective and meet technical requirements. A formal installation GPP policy establishes those preference programs and satisfies both of these legal requirements. A sample policy statement follows: “[Installation name] will consider environmental factors in all purchasing decisions and contract actions, and will give preference to those products and services designated by or recommended in Federal green purchasing preference programs. All installation personnel will meet the requirements for procurement of EPA-designated products (recycled content) and USDA-designated items (biobased content).” Other, more specific installation policies can also be formally established. Examples include policies for GPP accountability, using exceptions, approval of exceptions, monitoring, and recordkeeping. If not part of formal policy, these issues should be addressed in the Installation GPP Plan.

**8.2 Planning.** In the planning phase of the EMS, installations identify activities that significantly affect the environment, then set goals and create plans for managing these impacts. Procurement is one of the activities that each installation may include in this list of significant activities – or, in EMS terminology, as one of the installation’s “environmental aspects.” When procurement is included as a significant environmental aspect, the EMS process can be used to ensure that the GPP is carried out effectively, meets all legal requirements, and becomes a tool for improving the installation’s overall environmental performance.

**8.2.1 The GPP Team.** As with any aspect of the EMS, timely and effective planning will initiate and facilitate implementation of the GPP. Proper planning requires a team effort. This is especially true for the GPP due to the extremely wide array of employees/job classifications that are affected by these requirements. The GPP team should consist of personnel representing contract administration (Contracting Officers, Contracting Officer’s Representatives (CORs), Contracting Officer’s Technical Representatives (COTRs)), contract development (requirements generators, specification writers), environmental (pollution prevention), logistics (purchase request originators), and government purchase card (GPC) administration. The chairman of the GPP team should be someone from the procurement organization and should have responsibility for green procurement implementation in his/her performance standards. **Responsibility and accountability for implementation of the GPP should be formally established.** Responsibilities of the GPP team are provided in paragraph 9.2.5.



**8.2.2 The GPP Plan.** The DOD GPP Strategy requires installations to “Document the objectives, targets, and actions necessary to achieve them in an installation-level plan for improving green procurement performance.” The GPP Plan documents how the installation will achieve its goals for green procurement. The plan identifies specific actions and their priorities, details the responsibilities of all personnel, describes the educational and promotional initiatives, and explains how the GPP can be integrated into the EMS. Helpful information is available in the model Agency AP Plan that can be downloaded from <http://www.ofee.gov/pubs/pubs.htm>.

The Installation GPP Plan helps to satisfy several programmatic requirements. RCRA and the Farm Bill require the development a “preference program” and a “promotion program” for the recycled-content and biobased program elements. The GPP Plan formally establishes installation-specific procedures for showing **preference** for acquiring these environmentally friendly products. The GPP Plan also describes the actions the installation will take to **promote** the GPP. There is also a formal requirement under the EMS for installations to have a plan to manage each of its significant environmental aspects, and the GPP Plan satisfies this requirement for green procurement.

Many Army installations already have an AP Plan in place that addresses the “buy recycled” and “buy biobased” components of the GPP. Those installations should now update their AP Plan to incorporate the other purchasing preference programs to adhere to the DOD GPP Strategy. The plan will be most successful if it integrates the additional preference program requirements into the existing list of action items, and develops an integrated priority list and execution timetable, rather than creating separate lists with competing priorities.

An effective GPP Plan need not be long and should be action oriented. Consider including sections covering:

- The installation’s GPP policy, objectives, and targets (see paragraph 8.2.3 of this guide);
- A summary of GPP requirements and policies (see paragraphs 4 and 5) ;
- Responsibilities of each employee, group of employees, or activity (see paragraph 9.2);
- Procedures for implementing the GPP (see paragraph 8.3);
- Procedures for training all affected personnel (see paragraph 8.3.4);
- Internal and external communication and promotion strategies (see paragraphs 8.3.1 and 8.3.5);
- Documentation procedures and forms to be used (see paragraph 8.3.7 and Appendices D and E);
- A brief summary of data collection procedures for meeting DOD GPP metrics (see paragraph 8.3.7);

- A strategy for annual GPP review and using data to assess progress toward goals (see paragraphs 8.4.1 and 8.5);
- Identification of resources to assist installation personnel in implementing the GPP (see paragraph 10); and
- A process for periodically updating the plan when requirements or operating conditions change.

**8.2.3 Setting Targets and Objectives.** As defined by the EMS, objectives are the organization’s long-term goals that reflect the principles established in the organization’s environmental policy. Targets are short-term goals that move toward achieving the environmental objectives. Targets are specific and measurable, and are assigned a specific time-frame for completion. At least one target must be established for every objective.

The GPP team sets objectives and targets for the GPP. The targets do not have to be the same for every program element. For example, the buy-recycled program is more mature and is a candidate for aggressive targets, while the biobased program is newer and will likely have targets set farther into the future. An individual activity may elect to set objectives and targets for improved green procurement in addition to or more stringent than installation-wide GPP objectives and targets.

Instead of choosing generic targets such as “comply with all EPA regulations” by a certain date, consider setting a target for each of the actions that is required to implement a successful GPP – including policy, training, operational controls (forms and standard operating procedures), auditing the program, and conducting management review. The installation GPP targets might include statements such as:

- ✓ By 1 Oct 200X, revise the installation AP Policy to include all GPP elements.
- ✓ By 31 Mar 200X, ensure all acquisition personnel and CORs for construction, renovation, maintenance, and service contracts have received GPP awareness training.
- ✓ By 1 Apr 200X, contact Transportation to learn about their ongoing AFV Program activities, and identify any barriers to 100% compliance with Federal AFV acquisition goals.
- ✓ By 1 July 200X, revise the existing AP Plan to include all GPP elements and publish it on the installation web site.
- ✓ By 1 Aug 200X, post the form and supporting instruction for the Army AP Written Justification Form to the installation web site for downloading.
- ✓ Within 90 days of EPA or USDA’s designation of items, post the list to the installation web site for downloading and update the GPP Plan and AP training curriculum to include the newly designated items.
- ✓ By 1 Sep 200X, define and publish installation procedures for ensuring GPC purchases comply with all GPP requirements.

- ✓ By 1 Nov 200X, define and publish installation procedures for ensuring construction, renovation, maintenance, and service contracts include recycled-content, biobased, energy and water efficient, non-ODS products.
- ✓ By 1 Jan 200X, develop and publish a strategy for maximizing the use of environmentally preferable products and products that reduce the use of the EPA Priority Chemicals.
- ✓ Review GPP compliance as part of the Internal Environmental Performance Assessment System (EPAS) assessment. Provide the findings to the GPP team for their use in the annual GPP review.
- ✓ By 1 Jan 200X, increase the percentage of products purchased with recycled content for designated indicator items.

**8.3 Implementation and Operation.** With policy and plans in place, the next step is to execute the GPP. Key steps in this process include establishing and maintaining a communication network, identifying products purchased that have environmentally preferable alternatives, identifying procurement mechanisms, establishing operating procedures for the different types of procurement actions, providing awareness training for all affected personnel, promoting the GPP, and developing recordkeeping and reporting procedures.

**8.3.1 Establishing and Maintaining a Communication Network.** The GPP team serves as the steering and oversight committee. There should be a mechanism for the team to obtain information and give information to installation activities, directorates, and tenants. A liaison, or Green Procurement Advocate (GPA), from each of these organizations can be that mechanism. Specific responsibilities of the GPAs are listed in paragraph 9.2.4.

**8.3.2 Identifying Products Purchased That Have Environmentally Preferable Alternatives.** Each GPA will identify products their organization procures that could have green substitutes. The list will be prioritized according to amount of product purchased, annual product expenditures, and environmental/energy benefits to be derived. The prioritized lists can be developed into an installation-specific list of designated products and preferred suppliers.

**8.3.3 Identifying Procurement Mechanisms.** For the mandatory AP Program, the GPAs should develop a matrix of purchasing/contracting activities and EPA- and USDA-designated products purchased. The matrix can be used to identify the CPG or biobased product and match it with the method of purchase (see example in Table 1). GPAs can also estimate the total dollars spent per year on the item, if feasible.

**Example:** Organization “A” procures items through contracts, purchase cards, and the supply chain. The CPG items purchased are paper, toner, and trash bags. They also purchase a degreaser that has a biobased alternative. In

addition, they are renovating their offices to include carpet installation. The organization’s purchasing matrix may look like the following table.

**EXAMPLE PURCHASING MATRIX, ORGANIZATION A**

CPG/Biobased Item	Purchase Method			
	Contract	Purchase Card	Purchase Orders	Estimated annual expenditure
Paper		X	X	\$1,000
Toner			X	\$450
Trash Bags		X	X	\$230
Degreaser		x		\$500
Carpet	X			\$4,000

**8.3.4 Establishing Operating Procedures.** The following paragraphs describe the basic procedures for the integration of the GPP into daily operations. Resolving conflicts between purchasing programs and using mandatory sources are also addressed below.

**8.3.4.1 GPC Purchases.** For the AP Program, purchase card holders will refer to the CPG and biobased items lists prior to purchasing an item. If the item is a CPG item, the buyer will refer to the corresponding RMAN to identify the minimum recovered material standards for various compositions of the product. The product purchased should meet the minimum recovered material standards listed in the RMAN, unless one of the exceptions applies.

The requirement for a written justification when using an exception does not apply to purchases below the micropurchase threshold and therefore may not apply to most GPC purchases. **However, this does not relieve the card buyer from the requirement to purchase EPA- and USDA-designated products according to the guidelines, to consider recovered material and biobased content in every purchase, and to use appropriate exceptions of price, performance, and availability.** An optional form to log purchases of CPG and biobased items is provided as Appendix E.

When purchasing energy-consuming products, GPC holders are required to select ENERGY STAR and other energy efficient products. For product groups that do not have ENERGY STAR labeling, products that are in the upper 25% of energy efficiency as designated by FEMP should be selected. Products shall

also use no more than 1 watt in their standby power consuming mode or the lowest standby power wattage available.

GPC holders should also give consideration to other environmentally preferable attributes such as reduced packaging, low volatile organic compound (VOC) content, recyclability, reparability, durability, and reduced toxicity as applicable to a given product.

**8.3.4.2 Purchase Orders.** Purchase orders are processed either electronically or using DA Form 3953 (Purchase Request and Commitment). The purchase is made by a purchasing agent, not directly by the end user. The end user can specify recycled content or other environmentally friendly attributes, but the purchasing agent shall ensure that, at a minimum, the requirements are met for recycled content, biobased, and energy efficient items. If a purchase above the micropurchase threshold of noncompliant products is made, the purchasing agent must provide written justification to their organization's GPA. A sample Army Written Justification Form is provided as Appendix D.

**8.3.4.3 Contracting.** Many contracts involve the purchase or use of EPA- or USDA-designated or energy-consuming products. These contracts must contain language that specifies the use of compliant products, in addition to the required FAR clauses. Contracts which contain options for performance in follow-on years beyond the base year should be written to ensure they stay current with changes to the designated product lists. Some examples of these types of contracts are office supply stores, vehicle maintenance, grounds maintenance, janitorial, and reproduction services. There are many ways to "green" contracts in addition to ensuring the purchase and use of designated products. See Appendix B for resources that provide example contract language and success stories.

- **Specification Writers/Requirements Generators.** Green procurement compliance in contracting begins with the development of plans, item descriptions, scopes of work, standards, requirements, and specifications. Those who develop these are primarily responsible for ensuring that CPG and biobased items to be used in the execution of the contract are identified and that EPA- or USDA-recommended standards are referenced or inserted. They are also responsible for incorporating energy efficient criteria into contract specifications when applicable. These criteria include requiring products to have the ENERGY STAR label or other FEMP-recommended energy efficiency levels, and to use no more than 1 watt in their standby power consuming mode or the lowest standby power wattage available. In addition, they should determine whether products meeting any of the other GPP element requirements are part of the contract and incorporate preference for green alternative products and services in the contract documents.

- **CORs/COTRs.** CORs and COTRs should identify any use of CPG, biobased, or energy-consuming items in the contract. Where such items are identified but not addressed in the contract, they should coordinate with the specification writer/requirements generator to add specifications and applicable standards, or prepare a written justification documenting the use of a valid exception. As part of the contract quality control, CORs/COTRs should conduct periodic inspections to ensure that appropriate products are being utilized in the execution of the contract.
- **Contracting Officers.** Contracting Officers must ensure that the applicable FAR provisions and clause(s) are inserted if the contract includes the purchase or use of CPG or biobased items. Appendix C contains the FAR provisions and clauses associated with the GPP. Where appropriate, contracting officers should also consider the inclusion of demonstrated environmental performance as a selection criterion when selecting a contractor.

**8.3.4.4 Overlap of Purchasing Programs.** The challenge in buying a product or selecting a service is to achieve a balance between various factors including cost, availability, resource conservation, environmental benefits, and the personal level of effort expended to find a product that best addresses all of these factors. Mandates should be met first (see paragraph 5), and then other environmental attributes should be considered to the maximum extent practical. Some types of products appear on both the EPA- and USDA-designated products list. With regard to choosing between a biobased product and a recycled-content product the Farm Bill states, “any procurement, by any Federal agency, which is subject to the regulations of the Administrator under Section 6002 of the Solid Waste Disposal Act (42 U.S.C. 6962), shall not be subject to the requirements of this section to the extent that such requirements are inconsistent with such regulations.” But remember that the CPGs and associated RMANs apply to products made of specific materials. Purchasers are not prohibited from buying CPG-listed products made from other materials such as biobased. Therefore, in most cases, buying a biobased product (even if it’s a CPG item) would not conflict with the “buy recycled” requirements.

**8.3.4.5 Using Mandatory Sources.** Most purchases must be made through a hierarchy of mandatory supply sources. These can include Javits-Wagner-O’Day (JWOD), UNICOR, small businesses, minority-owned businesses, and Federal Supply Sources. Most of the CPG items are available through these sources. If a mandatory source supplies a product or service at a reasonable price and meets the performance requirements, including the environmental performance requirements, purchase it from the mandatory source. Otherwise, look elsewhere to obtain compliant products. The purchaser should make the

GPP requirements clear to the mandatory source vendor so that future requests for the green product can be satisfied.

**8.3.5 Providing Awareness Training. Training is the key to executing a successful GPP.** Procurement staff, project managers, and product users need training to ensure they know how to request and purchase goods and services that reduce environmental impacts and meet regulatory requirements. The DOD GPP Strategy includes specific guidelines for green procurement training as follows:

- 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.
- Incorporate the GPP awareness training program into established training programs for installation management and staff such as new employee orientation, environmental awareness training, COR and other procurement training, and office 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.

The DOD GPP metrics track the number of contracting personnel receiving training, but it is no less important for product users and specification writers to be trained. The initial round of training should be provided to all employees having a role in the GPP. Follow-on training is also needed to educate new employees, to refresh the skills of current personnel, and to disseminate updates (such as newly designated products). The installation GPP team should develop a training strategy to ensure that employees receive appropriate level training to fulfill their responsibilities in the GPP. Don't overlook the engineers/specification writers!

Green procurement training is available from the following sources:

#### GENERAL

The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) offers seminars for various audiences ranging in duration from 1 hour to a full day. For information visit <http://chppm-www.apgea.army.mil/gswsp/SolidWaste/affirmpro.htm>. A PowerPoint presentation for GPC holder training and an MS Word file with instruction on green procurement for GPC holders is also available at this web site and can be downloaded for use in GPC training classes and manuals, respectively.

The U.S. Army Corps of Engineers (USACE) Construction Engineering Research Laboratory lists training sources on their Sustainable Design and Development web site at <http://www.cecer.army.mil/SustDesign/Training.cfm>. The site also links to USACE's Engineering Knowledge Online (EKO) web site, which contains listings of green procurement training and links to the Army DPW Worldwide Training workshop. The EKO web site address is <https://eko.usace.army.mil/training/>.

The USACE Professional Development Support Center in Huntsville, Alabama offers a 1-day course called "Purchasing Green." The class provides engineers, specification writers, contract administrators, and environmental personnel with instruction on incorporating green purchasing into government contracting and meeting the requirements of mandatory Federal procurement preference programs. A schedule of upcoming classes may be found by visiting their web site at <http://pdsc.hnd.usace.army.mil>. Select the letter "P" in the Installation Training Support Division's alphabetical course listing, or view the entire course catalog ("purple book") by selecting that option in the navigation pane.

The Defense Logistics Agency (DLA) offers a 2-day workshop titled "Buying Green – A Multifunctional Approach to Pollution Prevention." For information visit their web site at [www.hr.dla.mil](http://www.hr.dla.mil).

The OFEE offers an on-line green purchasing training course which is available on the Office of Personnel Management's GoLearn web site. It can be accessed in the Free Catalogue section under Legislatively Mandated & Agency Required Topics. Titled "What is Green Purchasing, Anyway?", the course provides an introduction to the Federal "green" purchasing program with an intended audience of contracting personnel, purchase card holders, facilities managers, and fleet managers. For information and access visit <http://www.ofee.gov/gp/training.html>.

#### CONTRACTING OFFICER TRAINING

Training of contracting personnel is a key element of a GPP. The Defense Acquisition University (DAU) has integrated green procurement into its Basic Contracting Officer Course. Additional training may be obtained from the DAU Affirmative Procurement Continuous Learning Module at <http://clc.dau.mil>.

#### PURCHASE CARD TRAINING

Training of GPC buyers is integral to the implementation of an installation GPP. Training should be conducted when cards are issued and on a recurring basis to provide updates and remind buyers of responsibilities and procedures.

The GPC program manager should ensure that initial card training includes a module on green procurement, particularly the mandatory AP Program



requirements. Refresher training should be given every 2 years, or as soon as practical following EPA's addition to the CPG list, USDA's designation of biobased products, or other major program changes.

The DAU also provides purchase card training in the DAU Purchase Card Continuous Learning Module at <http://clc.dau.mil>.

A purchase card buyer slide presentation and text for training manuals are available from USACHPPM at <http://chppm-www.apgea.army.mil/gwswp/SolidWaste/affirmpro.htm>.

**8.3.6 Promoting the GPP.** Promotional efforts will accelerate and enhance the implementation of the GPP. The following are some common promotional tools that can be used on an Army installation to promote green procurement:

- **Electronic Bulletins.** The GPP team can prepare a short email bulletin outlining the policies and procedures for implementing the GPP. This can be distributed to all installation personnel.
- **Web Site.** With input from the GPP team, the supporting information management office or web site administrator can update the installation web site(s) to highlight success stories and publicize the installation's GPP policy. Intranet web sites may also be constructed that provide information to employees on buying green. Links to other information sites can also be provided.
- **Installation Newspaper.** The GPP team can prepare a series of short articles for the installation newspaper. The articles should address the benefits of buying green, contain information on complying with green procurement requirements and policies, and provide information on finding green products.
- **Promotional Materials.** With assistance from the Public Affairs Office, the GPP team can prepare promotional materials, such as flyers, fact sheets, and success stories, on buying green for posting on bulletin boards or electronic dissemination.
- **Incentive Programs.** As an incentive for participation in the GPP, activities and individuals can be considered for awards under the command's environmental award program. Awards can be given to the tenant activity or directorate that demonstrates commitment to buying green and effectively increases its purchases of green products. Individuals and activities can also be nominated for Army-, DOD-, and White House-level awards for achievement in green procurement. Visit the following web site for more

information on these awards

<http://aec.army.mil/usaec/publicaffairs/awards00.html>.

- **Showcase or Pilot Projects.** Use a construction or renovation project to showcase the use of green building materials and green design features. Other projects could also showcase the GPP such as a landscaping project or pilot program for using alternative fuels.
- **Outreach Programs.** As the installation GPP matures, consider outreach programs to enhance community awareness of buying green and publicize installation commitment in this area. The long term goal is for everyone to be a green purchaser, not just Federal employees. Some suggested ways to interact with the community include:
  - *Community Events.* Support and attend community-sponsored events such as Earth Day celebrations, Armed Forces Day, and Safety Awareness Day. These events are ideal for showcasing the GPP.
  - *Media Releases.* Provide news releases to local newspapers or television stations as appropriate.
  - *School Programs.* Some ideas for interacting with schools include participating in existing cooperative programs between schools and local businesses, sponsoring a poster contest with a green procurement theme, and giving presentations.

### 8.3.7 Developing Recordkeeping Procedures.

- The GPP team is responsible for documentation of the overall program, which should be integrated into the installation EMS documentation. This includes records of training, briefings, and meetings relating to the GPP; standing operating procedures (SOPs) developed for purchasing activities; exception documentation; and annual progress reports.
- The GPC program manager will keep records of training information including dates, subject matter, and attendees. The program manager will notify card buyers of the need for refresher training, or training in response to newly issued CPG or biobased items.
- GPC holders may maintain a log of CPG and biobased item purchases (or all purchases), although written documentation is not required by law. A sample form is provided as Appendix E. The log identifies whether the purchase was compliant or, if not, the reason for choosing a noncompliant product. Another option would be to maintain logs of purchases of only the designated

indicator items. These logs can be used for monitoring the progress of the GPP and may also be useful for auditing.

- Contracting offices (and designees from tenant contracting activities) will document AP in contract actions using DD Form 350 (Individual Contracting Action Report) and the Federal Procurement Data System (FPDS). The form identifies specifications of EPA-designated products and documents the presence of applicable AP clauses. Data from the DD 350s are compiled in the FPDS and used to determine attainment of the DOD Green Procurement Metrics (Appendix F).
- Documentation to justify purchase of a noncompliant EPA-designated product (CPG item) will be maintained in the official contract file. Written justifications should also be submitted to the organization's GPA. The GPP team may wish to maintain an installation-wide repository of written justifications or they may elect to periodically review selected written justifications. A sample Army AP Written Justification Form is provided as Appendix D.
- Each organization's GPA will develop and maintain the purchasing matrix that identifies EPA- and USDA-designated products purchased and the method of purchase (see paragraph 8.3.3).

**8.3.8 Reporting and Metrics.** Reporting requirements and metrics are currently implemented at the "Agency" level. DOD reporting initiatives, mechanisms, and metrics are described below. Automated databases are being used as sources for reporting and metrics to eliminate the need for additional data calls and to shield installation-level personnel from burdensome reporting requirements.

- **AP Reporting.** EO 13101 requires Federal agencies to report purchases of EPA-designated products (AP Program) through the RCRA Section 6002 annual data call. Agency Environmental Executives (AEE) are required to report to the Office of Federal Procurement Policy (OFPP) and OFEE. The DOD AEE (who is the DUSD-I&E) compiles data from several sources, including the FPDS data (from completion of DD 350's). The RCRA Section 6002 report also gathers related information such as training programs, solid waste reduction measures, and purchasing of CPG indicator items. Currently, the eight indicator items include sanitary tissues, toner cartridges, concrete, landscaping timbers, traffic barricades, signage, re-refined oil, and park benches/picnic tables. In the future, facilities may be allowed to use alternate indicator items more appropriate to their procurement activities.
- **Green Procurement Reporting.** Data also are being collected that measure procurement of other types of green products and services. The DLA's Environmental Reporting Logistics System (ERLS) produces the Green

Procurement Report (GPR), which provides web-based tracking and reporting on Federal agency purchases of recycled-content, biobased, environmentally preferable, and energy-efficient products. The report automatically compiles purchasing data directly from orders placed by DOD activities. Data from the GPR are used to support the DOD GPP metrics (Appendix F).

- **Direct Reporting.** Purchases made through certain government supply sources are reported directly to the OFEE/OFPP, thus relieving the purchasing activity of the reporting requirement. These agencies are the General Services Administration (GSA; including Federal Supply Service), DLA, Government Printing Office, and U.S. Army Tank-Automotive and Armaments Command.
- **Contract Reporting.** The contract reporting system, the FPDS, uses the existing DD Form 350, Individual Contracting Action Report to track contracts containing AP specifications and clauses. Note that if a new contract reporting system is implemented, GPP tracking will be incorporated.
- **GPC Reporting.** Currently, there is no requirement for individual card holders to track or report purchases of CPG or other green products. Installations may develop in-house tracking mechanisms in order to measure progress, demonstrate compliance, or indicate achievement in meeting objectives and targets.
- **Electronic Catalogs.** Proposed reporting mechanisms include the use of Federal supply source electronic catalogs to collect and provide data on CPG purchases and report to OFPP and OFEE. Examples are the GSA Advantage on-line catalog, DLA electronic commerce mall or DOD email, UNICOR on-line catalog, and JWOD electronic catalog. The web addresses for each, respectively, are [www.gsaadvantage.gov](http://www.gsaadvantage.gov), <https://emall.prod.dodonline.net/scripts/emlogon.asp>, [www.unicor.gov/online\\_store/index.htm](http://www.unicor.gov/online_store/index.htm), and [www.jwod.com](http://www.jwod.com).
- **DOD Metrics.** The DOD GPP Policy included metrics that DOD uses for tracking progress toward the DOD GPP goal. The three metrics are:

**Metric #1 tracks the number of contracts that successfully acquire EPA-designated products.** Data will be taken from the FPDS and depends on careful data entry on the DD Form 350. An “A” code on Line B12F of the DD 350 means EPA-designated recycled-content products were acquired and all contained the required minimum recovered material content. The “B,” “C,” and “D” codes are used to identify any exceptions that were invoked for this particular contract (for availability, price, or performance, respectively). An “E” code means no EPA-designated products were acquired. Finally, Line B12G

tracks whether or not the appropriate FAR provisions and clauses for recycled-content purchasing were included in the contract.

**Clarification:** The “A” code should be used when a contract will involve the purchase or use of an EPA-designated item and it is specified that those items contain recovered materials. The “B,” “C,” or “D” code should be used when a contract will involve the purchase or use of an EPA-designated item and an allowable exception is being invoked. The “E” code should be used when a contract does not involve the purchase or use of any of the EPA-designated items.

**Metric #2 tracks the purchase of “green” products that are annotated with an environmental attribute code** in the DLA’s Green Procurement Reporting/ERLS. The ERLS database captures purchases made through DLA, GSA, and other Federal supply systems. Examples of attributes that are tracked include recycled content, energy efficient, low VOC content, and low standby power.

**Metric #3 tracks the number of contracting personnel trained in green procurement.** Training for personnel in career fields 1102, 1105 and 1106 will be tracked electronically using rosters from the DAU’s training information database.

**8.4 Checking and Corrective Action.** The next step in the “Plan, Do, Check, Act” cycle of an EMS is to evaluate the program’s success and identify opportunities to improve performance. This is done by auditing how well the program requirements have been executed. This audit process is a look at how well the GPP is working at the activity/directorate level. It measures progress toward the GPP targets that the installation established during the planning phase (see paragraph 8.2.3).

**8.4.1 Metrics.** Metrics are an important part of the checking phase and are used by higher headquarters as indicators of overall progress. But metrics alone won’t provide all of the detail needed to ensure the installation GPP is performing as it should. Annual monitoring by the GPP team is needed to evaluate the installation’s program progress and indicate ways to improve execution (see paragraph 8.4.3).

**8.4.2 Management Review.** Management review is a related issue that is covered in paragraph 8.5 of this guide. It is different from checking and corrective action because management review looks at ways to improve the program **structure**, not just its **execution**. Performance may suffer for two reasons: first, the

program is sound but the execution is sloppy; or second, there is a problem with the process itself. If the checking (audit) process determines that GPP execution isn't working well because of a deeper flaw in the way the program is set up, this is dealt with during the management review phase.

**8.4.3 Monitoring the Installation GPP.** Through the EMS, installations should establish annual review procedures to monitor the progress of the GPP. It is recommended that the GPP team develop an annual progress report. Potential sources of information for that report are described below. A sample annual report form is provided as Appendix G.

Some of the following types of auditing programs are already in place and should include a review of green procurement compliance. The GPP team should compile the results of the green procurement portion of these audits as part of the overall annual review.

- Annual Procurement Management Reviews
- GPC Audits
- EPAS Assessments
- EMS Audits
- EPA Inspections

The installation GPP team can also pull data from the FPDS and the DLA ERLS database each year to track their progress and take action to improve performance.

The GPP team may also create local indicators to further measure and improve performance. Consider tracking the number of GPC holders and/or project managers that have been trained; the percentages of active service or construction contracts that include green procurement requirements, increases in the types of green products the installation acquires, reductions in waste generation or energy use that can be attributed to the GPP, or any other information that would be easy to collect and is useful for measuring GPP performance. The program may become more meaningful to installation personnel if their GPP actions can be translated into actual, tangible benefits. Here are two resources:

- ★ The "[Paper Calculator](#)" calculates the U.S. average energy and wood consumption and environmental releases summed across the full "life cycle" of each of five major grades of paper and paperboard. For a given grade, it allows the user to compare the environmental impacts of papers made with different levels of post-consumer recycled content ranging from 0% (i.e., virgin paper) to 100%.

- ★ The ENERGY STAR web site offers a [“Financial Value Calculator”](#) spreadsheet to present a compelling business case for energy investments to senior management.

Recycled-content product information is provided by contractors whenever FAR Clause 52.223-9 is used on contracts over \$100,000. The GPP team can review this information annually to see how well contractors are following AP requirements.

**8.5 Management Review.** The final step in the EMS process is management review and is the key to continual improvement. Management review is the feedback loop that initiates these improvements. It is different from Checking and Corrective Action, which is the process for reviewing how successfully the installation is implementing its GPP as defined in the GPP Plan, and making operational changes to improve performance. Management review takes a step back and looks at the overall program to see if changes are needed to make it more effective and ensure it is up-to-date. Some specific procedures could include:

- Evaluate the GPP team to determine if membership, meeting frequency, and meeting agendas are appropriate.
- Review the GPP Plan to ensure it includes new requirements, mission changes, directorate/activity changes, and changes in GPP responsibilities.
- Review the GPP policy to ensure basic requirements and goals are captured.
- Review the status of EMS targets and objectives related to the GPP.
- Review the GPP team’s Annual GPP Progress Report to determine if there are installation-wide or systemic problems, hindrances, or training gaps.

## **9 SUGGESTED ALLOCATION OF RESPONSIBILITIES**

**9.1 DA-Level Responsibilities.** The DOD GPP Strategy states “Military departments and the directors of defense agencies are responsible for:

- Promoting DOD’s GPP.
- Providing 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 meet reporting requirements.
- Utilizing DD Form 350 data and the DLA Green Procurement Reporting tool at [www.dlis.dla.mil/erlsgpr](http://www.dlis.dla.mil/erlsgpr) to track performance.
- Implementing and operating the GPP in a manner that meets or exceeds the requirements of all relevant laws, regulations, and EOs.”

**9.2 Installation-Level Responsibilities.** Below is an example of GPP responsibilities for various positions, offices, and groups of personnel. Installations can use this list as a basis for developing their own responsibilities assignments. The responsibilities should be tailored to the installations organizational structure and mission and can include more detailed responsibilities in accordance with installation procedures. The responsibilities should be documented in the GPP Plan.

**9.2.1 Installation Commander.**

- Formally establish the installation GPP by approving and signing the Installation Green Procurement Policy and associated plans and initiatives.
- Provide command emphasis on green procurement as part of the installation Strategic Plan, and the installation EMS in accordance with the DOD Green Procurement Policy.

**9.2.2 Garrison Commander.**

- Designate an installation GPP manager.
- Designate the members of the installation GPP team. Team members should include representatives from Contracting, Public Works, Logistics, Business Activities, Community Activities, Environmental, Public Affairs, Information Management, and tenant activities.
- Ensure sufficient funding levels to maintain compliance with GPP regulatory and reporting requirements.
- Chair the installation Environmental Quality Control Committee(s) (EQCC) or similar forum and include GPP discussion on the agenda.
- Support installation-level objectives and targets for green procurement.
- Ensure installation personnel are trained in green procurement and that such training is tracked, managed, and reported as necessary to ensure all procurement personnel are aware of, competent to, and accountable for complying with green procurement requirements relevant to their procurement/purchasing action(s).
- Participate in the annual management review of the GPP.



### **9.2.3 Directors and Unit/Tenant Commanders.**

- Designate an individual to serve as the GPA for the directorate or tenant activity.
- Endorse, disseminate, and promote installation policies on green procurement within the directorate or tenant activity.
- Advise directorate/tenant purchasing activities on the requirements and responsibilities of the GPP.
- Ensure directorate/tenant purchase card holders, requirements generators, and contracting personnel receive green procurement training appropriate to their purchasing/contracting responsibilities.
- Support installation-level GPP objectives and targets and evaluate the performance of subordinate units on achieving them.
- Oversee the development of a purchasing matrix for the directorate/tenant activity that identifies the CPG products purchased and the method of purchase (see Table in paragraph 8.3.3 for an example).
- Support and implement the installation GPP following the procedures detailed in the GPP Plan.
- Participate in installation meetings/forums addressing the GPP and its implementation.
- Monitor compliance with green procurement requirements and require progress reports from the designated GPA.
- Establish procedures to collect GPP data to support monitoring and reporting requirements.
- Serve as approval authority for written justifications of allowable exceptions to CPG purchasing requirements, and/or provide an alternate designee.
- Recommend deserving personnel for White House Closing the Circle awards.

**9.2.4 Green Procurement Advocates.** GPAs are the functional green procurement representatives for each directorate, tenant, and activity on the installation. Similar to Environmental Compliance Officers, GPAs serve as liaisons between the GPP team and the purchasing and procurement activities within their organization.

- Support and implement the installation GPP in accordance with the installation GPP Plan.
- Disseminate green procurement information, including training opportunities, to all purchasing activities within the organization.
- Develop and maintain a purchasing matrix for the organization that identifies the EPA-designated products purchased and the method of purchase (see Table 1 in paragraph 8.3.3 for an example).
- Coordinate with the organization's requirements generators and contracting personnel to identify opportunities for the procurement of green products and services. Provide follow-up to confirm that such opportunities are fully evaluated and pursued.
- Support and monitor the organization's achievement of installation-level GPP objectives and targets.
- Participate in installation or organizational meetings/forums addressing the GPP and its implementation.
- Monitor compliance with GPP requirements and report progress to the GPP team, director, or commander as necessary.
- Maintain a repository of the organization's written justifications for exceptions.
- Respond to requests for data relating to the organization's purchases of green products.
- Recommend deserving personnel for White House Closing the Circle awards.

#### **9.2.5 GPP Team.**

- 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 promoting installation-wide green procurement policies.
- Develop and track GPP objectives and targets within the EMS.

- Investigate and recommend training sources and maintain records of green procurement training of installation requirements generators, procurement personnel, and government purchase card holders.
- Maintain communication with installation GPAs regarding implementation, tracking, and monitoring of the GPP.
- Provide information and promotional materials to facilitate GPP implementation by purchasers, requirements generators, product users, and specification writers.
- Document and publicize the initiatives and accomplishments of the GPP.
- Monitor the progress of the GPP and report to the EQCC or Commander as appropriate.
- Recommend changes in policies or procedures to improve the GPP when necessary.
- Organize and participate in installation or organizational meetings/forums addressing the GPP and its implementation.
- Periodically review written justifications for exceptions for the purchase of noncompliant products to determine their installation-wide consistency and validity.
- Disseminate lessons learned to the GPAs and EQCC.
- Review purchasing matrices developed by GPAs for practicality, consistency, and installation-wide applicability.
- Establish procedures to collect GPP data to support monitoring and annual management review requirements.
- Provide data in response to inquiries from the EPA higher headquarters regarding the GPP.
- Review and update the installation green procurement plan every 3 years or sooner if regulations or requirements change, new products are designated, or operational changes affect procurement.

#### **9.2.6 GPP Manager.**

- Chair the GPP team, and therefore have the lead for the responsibilities listed above for the GPP team.

- Serve as technical point of contact for installation personnel regarding GPP requirements and implementation.

**9.2.7 Director of Community Activities (DCA).** In addition to items listed in paragraph 9.2.3, the following responsibilities are applicable to the DCA:

- Provide a DCA member to the installation GPP team.
- Review DCA contracts for opportunities to procure green products and services. (Example contracts are food service, vending, housing/billeting, construction, renovation, parks/recreation facilities, and janitorial). Verify that such opportunities are fully evaluated and pursued.
- Review and amend standard statements of work to include consideration of green products and services, particularly for the use of designated products containing recovered or biobased materials.
- Inform prime vendors of mandatory AP requirements, the DOD Green Procurement Policy, and the preference for obtaining green products and services.

**9.2.8 Director of Public Works (DPW).** In addition to items listed in paragraph 9.2.3, the following responsibilities are applicable to the DPW, particularly the Planning and Engineering Departments:

- Provide DPW members to the installation GPP team. Ideally, membership should come from the Planning and Engineering Department.
- Review DPW contracts for opportunities to procure green products and services. (Example contracts are facility operations and maintenance, utilities, landscaping, construction, demolition, renovation, and janitorial). Verify that such opportunities are fully evaluated and pursued.
- Review and amend standard statements of work to include consideration of green products and services, particularly for the use of designated products containing recovered or biobased materials.
- Ensure thorough consideration is given to the incorporation of sustainable construction practices to the maximum extent possible. Examples include the use of energy- and water-efficient equipment and fixtures, and landscaping and pest management practices that minimize chemical usage and depletion of natural resources.

**9.2.9 Director of Logistics (DOL).** In addition to items listed in paragraph 9.2.3, the following responsibilities are applicable to the DOL:

- Provide a DOL member to the installation GPP team.
- Review DOL contracts for opportunities to procure green products and services. (Example DOL contracts are supply, vehicle and equipment maintenance, transportation, food service, construction, renovation, and janitorial). Verify that such opportunities are fully evaluated and pursued.
- Review DOL supply/purchase requests to determine whether products with green alternatives or designated items are included in the request. Contact the requester if the request does not specify a preference for green products.
- If used as part of the installation Hazardous Substance Management System (HSMS), modify the Authorized Use List (AUL) to include identification of green alternatives.

**9.2.10 Director of Contracting (DOC).** In addition to items listed in paragraph 9.2.3, the following responsibilities are applicable to the DOC:

- If designated by the Garrison Commander to serve as the installation GPP manager, perform that duty or designate a responsible individual. Chair or co-chair the GPP team as a function of that responsibility.
- Maintain training records of contracting personnel to support achievement of DOD Green Procurement Metrics (Appendix F).
- Identify the approval authority within the contracting office for written justifications of allowable exceptions to CPG purchasing requirements.
- Advise Contracting Officers, CORs, and other contract specialists of AP responsibilities and provide the list of CPG products, minimum recovered material standards, and biobased products.
- Ensure all contracts for the procurement of goods and services meet FAR requirements for AP, energy efficiency, environmentally preferable products, and ODS (FAR Part 23).
- Include green purchasing considerations in internal contract checklists.
- Advise procuring activities and requirements generators of GPP requirements and the availability of green products and services.

- Assist in determining the availability, cost, and suitability of recycled-content and biobased products to meet requester needs.
- Assist requesters in preparing written justifications for the purchase of noncompliant products above the micropurchase threshold. The justification must include price, performance, or availability considerations.
- Ensure the written justifications are based on price, performance, or availability and are placed in the appropriate contract file.
- Maintain necessary records and respond to requests for procurement data from headquarters to support RCRA Section 6002 reporting requirements. Align recordkeeping formats and timing with RCRA Section 6002 reporting as required by DOD GPP policy.
- Provide GPP data in response to inquiries from the EPA or higher headquarters.

#### **9.2.11 Requirements Generators, Specification Writers, and Reviewers.**

- Evaluate specifications, scopes of work, and product descriptions for applicability of any of the GPP elements, including mandatory requirements for recycled and biobased materials, environmentally preferable products, energy efficient products, efficient and alternative fuels and vehicles, and ODS alternatives.
- Refer to the CPG and biobased lists to determine whether AP requirements apply to the procurement action or contract. The requirements apply when the contract is for the procurement of CPG/biobased items or for services that may include CPG/biobased items. Examples of such contracts and associated products are janitorial (paper products, waste containers, solvents and cleaners), grounds keeping (landscaping products), construction (cement, concrete, adhesives), renovation (insulation, tiles, carpet, and paint), vehicle maintenance (retread tires, engine coolant, lubricating oil, fuel additives, sorbents), food service (paper products, tray liners, waste receptacles), printer/copier services (toner cartridges, printer ribbons, and paper) and printing (newsprint, ink, writing paper).
- When the contract includes CPG items, refer to the corresponding RMAN to determine the minimum recovered material standard, range, or management practice that applies. Ensure that the contract specifications incorporate the standards for each CPG item.
- Prepare a written justification for the purchase of noncompliant CPG items based on factors of price, performance, or availability. The written

justification must be reviewed by the appropriate approval authority and be placed in the contract file.

- Review contract specifications for requirements that exclude the use of recovered materials and determine the need or validity of such requirements. Remove requirements if not justified, consulting with technical personnel if necessary.
- Review contract specifications for references to virgin materials and determine the need or validity of such requirements. Remove requirements if not justified, consulting with technical personnel if necessary.
- Review and amend standard statements of work to include consideration of green products and services, particularly for the use of designated products containing recovered or biobased materials.

#### **9.2.12 Contracting Officer's Representatives/Contracting Officer's Technical Representatives.**

- Assist requirements generators and specification writers with the responsibilities listed above. (Note that CORs/COTRs are sometimes the requirements generators or specification writers.)
- Monitor contractor's adherence to contract specifications regarding the purchase and use of green products by inspecting product deliverables and reviewing contractor purchases.
- Ensure that contractors meet AP requirements for paper documents (FAR Part 4).

#### **9.2.13 Contracting Officers and Contract Specialists.**

- Ensure all contracts for the procurement of goods and services meet FAR Subpart 23.4 requirements for use of recovered materials and other FAR requirements relating to energy efficiency, ODS, and environmentally preferable products.
- Assist requirements generators and procurement request originators in preparing written justification for the use of noncompliant CPG or biobased items in contracts.
- Maintain copies of written justifications for exceptions in the official contract file.

- Document compliance with AP contract requirements using DD Form 350 and/or data entry into the FPDS.

#### **9.2.14 Government Purchase Card Program Manager.**

- Provide initial training to GPC buyers on the policies and requirements applicable to card purchases, to include requirements for purchasing EPA-designated items made of recovered materials and USDA-designated items made of biobased materials.
- Provide AP refresher training to purchase card buyers every 2 years, or more frequently if EPA publishes new CPG items or USDA publishes new biobased products.
- Participate in the GPP team.
- Integrate AP and other GPP requirements into manuals, SOPs, and internal checklists used by installation GPC holders.
- Conduct periodic inspections of card purchasing records to assess GPP progress and compliance with purchase of CPG items containing recovered materials and USDA-designated items containing biobased materials.
- Report to the GPP team on progress toward meeting GPP objectives and targets established through the installation EMS.
- Provide GPP data in response to inquiries from the EPA or higher headquarters.

#### **9.2.15 Environmental Chief and/or Environmental Staff.**

- Designate an individual to participate on the GPP team.
- Promote the GPP throughout the installation.
- Integrate the GPP into the installation EMS.
- Support and monitor the installation's achievement of GPP objectives and targets within the EMS.
- Serve as technical point of contact for information regarding GPP requirements.



- Investigate and recommend sources of green procurement training for installation requirements generators, procurement personnel, and GPC holders. Alternatively, assist in the development of internal training courses.

#### **9.2.16 GPC Holders.**

- Attend initial and refresher GPC training as required.
- Maintain updated information on green products, particularly EPA- and USDA-designated items.
- Consult the GPP team or environmental office for information on GPP requirements and the availability, cost, and performance of green products.
- Review purchase requests to determine whether products with green alternatives or designated items are included in the request. Contact the requester if the request does not specify a preference for green products, particularly for CPG items.
- Refer to the CPG list and RMAN guidance to ensure compliance with AP requirements. Purchase compliant items to the maximum extent possible within the constraints of price, performance, and product availability.
- Advise product users of the requirements to purchase CPG items made with recovered materials and other aspects of the GPP.
- Comply with all other purchasing restrictions governing the preferred and mandatory sources of supply such as the JWOD Program and UNICOR (prison industries). If the supplier does not carry the recycled-content CPG product or other green product, inform them of the item requirements and investigate alternate supply sources.

#### **9.2.17 Master Planner.**

- Coordinate with the GPP team and/or environmental office regarding master planning and major construction programming to ensure that planned construction meets the requirements of the AP Program (the required purchase of designated products made with recycled or biobased materials), and other aspects of the GPP.
- Ensure thorough consideration is given to the incorporation of sustainable construction practices to the maximum extent possible. Examples include the use of energy- and water-efficient equipment and fixtures, and landscaping and pest management practices that minimize chemical usage and depletion of natural resources.

### 9.2.18 Public Affairs Office.

- Participate in the GPP team.
- Assist the GPP team in publicizing and promoting GPP initiatives.

**9.2.19 All Installation Personnel.** GPP responsibilities extend to all installation personnel. The DOD GPP strategy states that: “The responsibility for implementing DOD’s GPP lies not within any single organization, but with every person involved in the procurement process. From the requirements planner to the administrative contracting official, as well as government purchase card holders and persons requisitioning products or services through any source of supply or contract, each person has a role to play in ensuring that DOD complies fully with all Federal procurement preference requirements. In other words, virtually every DOD employee has some level of responsibility.”

**10 FINDING GREEN PRODUCTS AND EXAMPLE CONTRACT STATEMENT OF WORK LANGUAGE.** This paragraph focuses primarily on finding recycled content and energy-efficient products. Additional resources for finding biobased products, alternative fuels, AFVs, non-ODS, green cleaning products, and green construction materials are provided in Appendix B and can be accessed via links provided at [http://p2library.nfesc.navy.mil/P2\\_Opportunity\\_Handbook/16\\_1.html](http://p2library.nfesc.navy.mil/P2_Opportunity_Handbook/16_1.html).

### 10.1 Supply Catalogs.

**10.1.1** The GSA Environmental Products Guide lists over 2,500 products and services, 800 of which are recycled-content paper items. In addition to recycled-content items, GSA provides energy and/or water conserving items (look for the ENERGY STAR or FEMP certification), as well as paints, cleaners, and other chemical items that have reduced pollutants. The products are available from GSA's Stock, Special Order, Schedule, and Customer Supply Center Programs. The address to request a copy of the Environmental Products Guide is GSA Centralized Mailing List Service (7CAFL), P.O. Box 6477, Fort Worth, TX 76115.

**10.1.2** DLA’s Environmental Products are managed by Defense Supply Center Richmond (DSCR). The catalog contains hundreds of environmentally preferable products, including: cleaners/degreasers; spill control products; remanufactured/recycled toner cartridges; petroleum, oil, and lubricants; pest management products; recycled plastic lumber; reusable batteries; and alternative refrigerants. To order the environmental products catalog, call 1-800-345-6333.

- 10.1.3** Supply catalogs published by local contractors serving as JWOD office supply distributors clearly indicate items containing recovered material with the indicative symbol (white chasing arrows on a dark background). The percentage of recycled material and/or post-consumer waste material is provided. In addition, items can be found by looking under “recycled” in the general index.
- 10.2 Online Purchasing.**
- 10.2.1** GSA Advantage!<sup>TM</sup> is an on-line shopping service available to all Federal purchasers at [www.gsa.gov](http://www.gsa.gov). The GSA environmental products can be accessed through Commercial Services and Production Cost Schedules, then Environmental Services and Products. It provides a list of environmentally preferable products and services available to Federal agencies through GSA’s Federal Supply Service. Environmental attributes and recovered content levels are noted where applicable.
- 10.2.2** DLA’s web site provides access to the environmental products catalog at [www.dscr.dla.mil](http://www.dscr.dla.mil). The catalog contains information on recycled and environmental products and enables on-line ordering.
- 10.2.3** The DOD Email provides DOD customers online shopping from commercial vendors and government sources at <https://email.prod.dodonline.net/scripts/emLogon.asp>
- 10.2.4** The JWOD Program was named for the legislation enacted to generate jobs and training opportunities for people who are blind or who have other severe disabilities. The JWOD Program is administered by the Committee for Purchase from People Who Are Blind or Severely Disabled, and is a mandatory source of supply for Federal purchasers. Two national organizations, National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH), assist in participation in the JWOD Program. JWOD suppliers provide many products that meet CPG requirements or have other green characteristics, and catalog listings are coded to alert purchasers of beneficial attributes. JWOD’s web site can be found at [www.jwod.gov](http://www.jwod.gov).
- 10.2.5** UNICOR is a trade name for Federal Prison Industries, Inc. It is a source of supply for Federal purchasers for office supplies, furniture, industrial equipment, and other products and services that provides employment to inmates. UNICOR is on the web at [www.unicor.gov](http://www.unicor.gov).
- 10.3 Sample Contract Statement of Work Language.** Sample contract statement of work language can be found in EPA’s EPP Database at <http://www.epa.gov/opptintr/epp>. Another source of assistance in developing language is to use the Defense Environmental Network and Information

Exchange (DENIX) “Buy-Green” e-mail list server to ask questions or request example contracts. The list members include personnel from several career fields at all levels of command across the DOD components. To join the list server, send a blank e-mail to: [join-buy-green@list.denix.osd.mil](mailto:join-buy-green@list.denix.osd.mil).

- 10.4 Product Certification and Qualification Programs.** Several organizations offer certification or qualification programs for environmentally preferable products. Some of the widely used certification programs are described in the “USAF Guide to Green Purchasing” available at <http://www.afcee.brooks.af.mil/eq/ap/gg/guide.doc>. You may also wish to consult the Federal Trade Commission (FTC) “Guides for the Use of Environmental Marketing Claims (Green Guides)” for answers to questions about acceptable practices for labeling and marketing of green products. A summary of the FTC green guidelines can be viewed at [www.ecomall.com/greenshopping/ftc.htm](http://www.ecomall.com/greenshopping/ftc.htm).
- 11 COMPLIANCE INSPECTIONS.** EO 13101 directed EPA to include evaluation of AP programs in RCRA compliance inspections. EPA or the implementing state agency may send a questionnaire to the installation prior to the inspection. Installations can view the EPA’s “Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act” (May 12, 1999) and the questionnaire at <http://www.epa.gov/compliance/resources/policies/civil/federal/rcra6002.pdf>. The questionnaire addresses program awareness, facility procurement policies, responsibility for the program, vendor notification, acquisition planning process, and credit card purchases. Note that EPA’s initial focus of inspections was on vehicular products listed in the CPGs; however, as the GPP matures, inspections will cover a much broader range of products and services, and will evaluate the overall program effectiveness. Inspectors will review contract files and request information on specific purchases. EPA can issue a Notice of Violation for compliance deficiencies in the AP Program, but fines (also called administrative penalties) cannot be levied.
- 12 RESOURCES AND SUCCESS STORIES.** Appendix B provides additional resources including documents and web sites. Green procurement success stories can be shared at [www.ofee.gov/gp/best\\_practice.html](http://www.ofee.gov/gp/best_practice.html), <http://www.epa.gov/oppt/epp/tools/share/sharesuccess.htm>, <http://p2library.nfesc.navy.mil>, and the “Buy-Green” e-mail list server. Installations are encouraged to submit successes to these sources.
- 13 SUGGESTED IMPROVEMENTS.** Users are invited to submit comments and suggested improvements on DA Form 2028 directly to DASA (P&P), 2511 S. Jefferson Davis Hwy, ATTN: SAAL-PP, Suite 10133, Arlington, VA 22202. This guide will be updated and expanded to address comments and changes in the Army GPP as appropriate.

## APPENDIX A

### GLOSSARY

#### **Affirmative Procurement (AP) Program**

RCRA Section 6002 requires each procuring agency to establish an AP Program for maximizing its purchases of EPA-designated items. The program should be developed in a manner that ensures that items composed of recovered materials are purchased to the maximum extent practicable consistent with Federal procurement law. The 2002 Farm Bill made biobased products a mandatory addition to Federal agency AP programs. As used in this guide, AP refers to the “buy recycled” and “buy biobased” components of the GPP.

#### **Biobased Products**

Biobased products are commercial or industrial products (other than food or feed) that utilize biological products or renewable domestic agricultural (plant, animal and marine) or forestry materials. Examples are soy-based inks and cleaners, ethanol cleaners made from corn, vegetable or seed-based lubrication oils, particleboard made from kenaf, rice straw, or wheat straw.

#### **Compliant Product**

As used in this guide, a compliant product is: (1) an EPA-designated item purchased by a procuring agency that conforms to the RMAN standards for recovered material content or management practice; or (2) a USDA-designated item purchased by a procuring agency that conforms to recommended biobased content levels.

#### **Comprehensive Procurement Guidelines (CPGs)**

Through the CPGs, EPA designates items that must contain recovered materials when purchased by Federal, state, and local agencies, or by government contractors using appropriated Federal funds. EO 13101 requires EPA to update the CPGs every 2 years.

#### **Designated Item**

An item or category of items designated by EPA in the CPGs, that is or can be made with recovered material, that when purchased advances the purpose of RCRA. Also an item or category of items designated by the USDA that is or can be made with biobased materials.

#### **DOD Green Procurement Program (GPP)**

The DOD GPP was formalized in a policy letter on 27 August 04 from the Office of the Secretary of Defense. The purpose of the 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 is the purchase of environmentally preferable products and services in accordance with

one or more of the established Federal “green” procurement preference programs. The GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions. Components of the DOD GPP include:

- Recovered material
- Environmentally preferable
- Energy efficient (ENERGY STAR and Energy Efficient Stand-by Power Devices)
- Biobased products
- Alternative fuels and fuel efficiency
- Non-ozone depleting substances

### **Energy-Efficient Product**

An ENERGY STAR product; a product in the upper 25% of efficiency for all similar products; or, if there are applicable Federal appliance or equipment efficiency standards, a product that is at least 10% more efficient than the minimum Federal standard.

### **Environmentally Preferable Purchasing (EPP)**

EPP is defined as any purchasing decision that gives preference to products with environmentally beneficial attributes. As defined by EPA, it is the purchase of “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose...” Environmentally preferable products may have one or more desirable characteristics, for example: reduced toxicity, made from biobased materials, recyclability, durability, reparability, manufacturer take-back, energy efficiency, non-ozone depleting, or having health and safety benefits.

### **Green Product or Service**

For the purposes of this guide, 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: the RCRA Section 6002; EOs 13101 (including traditional AP and Environmentally Preferable Products), 13134, 13221, 13123, 13148, 13149 and 13150; Electronic Stewardship requirements; the Buy-Bio requirements of the 2002 Farm Bill (Public Law 107-171); and any Federal procurement preference program implemented after the date of this document.

### **Noncompliant Product**

As defined in this guide, a noncompliant product is an EPA-designated product that does not meet the minimum standards for recovered material content or management practice (as defined in the associated RMAN), or a USDA-designated product that does not meet recommended biobased content levels.

### **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 Materials**

A material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. For example, newspapers, office paper, and cardboard boxes are postconsumer materials that are generated in homes and businesses and that can be collected and recycled. Postconsumer materials are part of the broader category of recovered materials.

### **Procuring Agency [as defined by RCRA 6002]**

Any Federal agency, or any state agency or agency of a political subdivision of a state that is using appropriated Federal funds for procurement. DOD is considered a procuring agency.

### **Recovered Materials**

A subset of recycled materials; recovered materials are wastes and byproducts that have been recovered or diverted from solid waste. Recovered materials **do not include** materials and byproducts generated from, and commonly reused within, an original manufacturing process. For example, paper and paperboard waste from a paper mill that is discarded (not used within the original manufacturing process) and recycled off-site is a type of recovered material. Thus, recovered materials include the categories of manufacturing wastes (previous example) and postconsumer wastes (see definition).

### **Recovered Materials Advisory Notices (RMANs)**

The RMANs provide purchasing guidance and recommend recovered and postconsumer material content levels for designated items. RMANs may be in the form of discrete content levels, recycled content ranges, or management practices which recover wastes and put them back in the marketplace. EPA's RMAN recommendations are guidance and therefore are not codified in the Code of Federal Regulations.

### **Specification**

A 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.

**Sustainable Construction**

The construction of buildings or structures that incorporates, coexists with, and has a minimal impact on the environmental surroundings. Examples are the use of solar energy, water-saving and energy-saving devices, native plant and building materials, biobased and recycled-content construction materials, and integrated pest management.

**Written Determination**

The explanation provided by technical or requirements personnel as to why a noncompliant product was used based on performance. The technical and requirements personnel must base their determination on National Institute of Standards and Technology guidelines, if available. The written determination is included as part of the written justification.

**Written Justification**

The documentation required when using an exception to purchasing a CPG compliant product based on price, performance, or availability. Written documentation of the exception is required for all Federal purchases exceeding the micropurchase threshold. A sample Army AP Written Justification Form is provided as Appendix D.



## APPENDIX B

### GREEN PURCHASING RESOURCES

Web Sites Verified December 2005

U.S. Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG) – information on designated items made with recovered materials and Recovered Material Advisory Notices (RMANs). [www.epa.gov/cpg/](http://www.epa.gov/cpg/)

EPA Environmentally Preferable Purchasing (EPP) – the Office of Pollution Prevention and Toxics guidance on green purchasing. [www.epa.gov/opptintr/epp/](http://www.epa.gov/opptintr/epp/)

EPA Environmentally Preferable Purchasing Product Database – allows searches for products with desired attributes (including recycled content).  
<http://www.epa.gov/opptintr/epp/tools/toolsuite.htm>

EPA Guidance on Credit Card Purchasing – guidance on purchasing recycled content products and other environmentally preferable products for the credit card user.  
<http://www.epa.gov/opptintr/epp/tools/creditcard.htm>

EPA Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act.  
<http://www.ofee.gov/eo/rcra2.htm>

Office of the Federal Environmental Executive (OFEE) – provides direction and policies for the national challenges of source reduction and recycling. Also includes the first biennial report on greening the government, which incorporates EO 13101 reporting for Federal agencies. <http://www.ofee.gov/>

Defense Environmental Network Information Exchange (DENIX) – the Department of Defense's comprehensive environmental network provides access to legislative, compliance, restoration, cleanup, and DOD guidance and information.  
<http://www.denix.osd.mil/>

DOD's Green Procurement Program policy and strategy, August 04, available on DENIX at: <https://www.denix.osd.mil/denix/Public/ES-Programs/Pollution/Procurement/GPP/gpp-intro.html>

Defense Logistics Agency (DLA) – DLA's web site provides access to the Environmental Products catalog. [www.dscr.dla.mil](http://www.dscr.dla.mil)

DLA Environmental Reporting Logistics System (ERLS) – Green Procurement Report (GPR) contains database of "green" products purchased by Federal agencies through DLA and GSA. Database is searchable by installation and DOD Acquisition Activity Code (DODAAC). [www.dlis.dla.mil/erlsqpr/](http://www.dlis.dla.mil/erlsqpr/)

General Services Administration (GSA) Environmental Products and Services Guide – list of environmentally preferable products and services available to Federal agencies through GSA’s Federal Supply Service. Environmental attributes and recovered content levels are noted where applicable. [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

Javits-Wagner-O’Day (JWOD) Program – generates jobs and training opportunities for people who are blind or who have other severe disabilities through the Federal procurement process. JWOD and affiliated organizations are a mandatory source of supply for Federal purchasers. [www.jwod.gov](http://www.jwod.gov)

UNICOR – Federal Prison Industries, Inc. Source of supply for Federal purchasers of office supplies and furniture, industrial equipment, and other products and services. UNICOR provides employment to inmates. [www.unicor.gov](http://www.unicor.gov)

U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) – The Ground Water and Solid Waste Program page provides information and a list of services provided in the areas of integrated solid waste management, recycling, and green procurement, including on-site green procurement seminars. The site also offers a free training presentation aimed at government credit card buyers, as well as a text insert to credit card training manuals. <http://chppm-www.apgea.army.mil/gwswp/SolidWaste/index.htm>

Air Force Center for Environmental Excellence (AFCEE) – from the Environmental Quality Directorate, includes a downloadable version of the Air Force Procurement Guide, plus many other green procurement resources. <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1>

Code of Federal Regulations (CFR) – online access and search of the CFR to provide the public with enhanced access to codified regulations. <http://www.access.gpo.gov/nara/cfr/index.html>

Federal Register – online search for Federal register notices by date and subject. <http://fr.cos.com/cgi-bin/search>

Executive Order (EO) 13101 – Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, signed September 1998. Full text of the EO is available through the OFEE web site. <http://www.ofee.gov/>

ENERGY STAR – a government-backed program helping businesses and individuals protect the environment through superior energy efficiency. EPA’s ENERGY STAR label identifies products that have energy saving qualities. <http://www.energystar.gov/>

Buy Green List Serve - shares information about affirmative procurement and buying green. Send a blank message to: [join-buy-green@list.denix.osd.mil](mailto:join-buy-green@list.denix.osd.mil)

Environmentally Preferable Products Procurement List Serve (EPPNET) – sponsored by the Northeast Recycling Council, provides links to Federal, state, local, and private entities purchasing environmental products. Visit the following site to subscribe:

<http://www.nerc.org/eppnet.html>

U.S. Department of Agricultural (USDA) Biobased Products and Bioenergy Coordination Council – facilitates and promotes new technology, commercialization, and expansion of markets for biobased products. Agricultural and forestry resources provide renewable raw materials for a broad range of nonfood and nonfeed products such as chemicals, fibers, construction materials lubricants, and fuels. <http://www.ars.usda.gov/bbcc/>

Building for Environmental and Economic Sustainability (BEES) – a software tool that purchasers can use in making environmentally responsible decisions. The web site provides a free download of software. [www.bfrl.nist.gov/oae/software/bees.html](http://www.bfrl.nist.gov/oae/software/bees.html)

U.S. Army Assistant Chief of Staff for Installation Management (ACSIM), Facilities and Housing Directorate – information on sustainable design and development (SDD). Contains guidance, references, success stories, and tools for sustainable building and design practices. <http://www.hqda.army.mil/acsimweb/fd/linksSDD.htm>

U.S. Army Construction, Engineering and Research Laboratory (CERL) – provides guidance, tools, and resources in support of sustainable design and construction. Web site contains information on Sustainable Project Rating Tool (SPiRiT), a rating and certification system for sustainable design initiatives. [www.cecer.army.mil/](http://www.cecer.army.mil/)

U.S. Army Corps of Engineers Guide Specifications (CEGS) for Construction – contains Unified Facilities Guide Specification (UFGS) for use with SPECSINTACT software. The guide specs are used to formulate contracts for construction. Specification 01670 is available to stipulate construction using recycled and recovered materials (CPG products). Also applies to other contracted operations that may use products made with recovered materials. <http://www.hnd.usace.army.mil/techinfo/gspec.htm>, then select “UFGS” and scroll to spec number 01670, Recycled/Recovered Materials.

U.S. Army Corps of Engineers Engineering Technical Letter No. 1110-3-491, Sustainable Design for Military Facilities – Provides basic criteria and information pertaining to the incorporation of sustainable design concepts in the design and construction of Military facilities. <http://www.usace.army.mil/>. Then select “search and reference,” “Search official publications,” “publications library” and look for “Engineer Technical letters.”

## APPENDIX C

### FEDERAL ACQUISITION REGULATION PROVISIONS AND CONTRACT CLAUSES (as of August 2006)

#### 52.204-4 Printed or Copied Double-Sided on Recycled Paper.

*(Insert the clause at 52.204-4, Printed or Copied Double-Sided on Recycled Paper, in solicitations and contracts that exceed the simplified acquisition threshold.)*

As prescribed in 4.303, insert the following clause:

Printed or Copied Double-Sided on Recycled Paper (Aug 2000)

(a) *Definitions.* As used in this clause-

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material." For paper and paper products, postconsumer material means "postconsumer fiber" defined by the U.S. Environmental Protection Agency (EPA) as-

- (1) Paper, paperboard, and fibrous materials from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item, including: used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards; and used cordage; or
- (2) All paper, paperboard, and fibrous materials that enter and are collected from municipal solid waste; but not
- (3) Fiber derived from printers' over-runs, converters' scrap, and over-issue publications.

"Printed or copied double-sided" means printing or reproducing a document so that information is on both sides of a sheet of paper.

"Recovered material," for paper and paper products, is defined by EPA in its Comprehensive Procurement Guideline as "recovered fiber" and means the following materials:

- (1) Postconsumer fiber; and
- (2) Manufacturing wastes such as-
  - (i) Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets) including: envelope cuttings, bindery trimmings, and other paper and paperboard waste resulting

from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and (ii) Repulped finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others.

(b) In accordance with Section 101 of Executive Order 13101 of September 14, 1998, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, the Contractor is encouraged to submit paper documents, such as offers, letters, or reports, that are printed or copied double-sided on recycled paper that meet minimum content standards specified in Section 505 of Executive Order 13101, when not using electronic commerce methods to submit information or data to the Government.

(c) If the Contractor cannot purchase high-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white wove envelopes, writing and office paper, book paper, cotton fiber paper, and cover stock meeting the 30 percent postconsumer material standard for use in submitting paper documents to the Government, it should use paper containing no less than 20 percent postconsumer material. This lesser standard should be used only when paper meeting the 30 percent postconsumer material standard is not obtainable at a reasonable price or does not meet reasonable performance standards.

(End of clause)

#### **52.223-4 Recovered Material Certification.**

*(The following FAR provision, "Recovered Material Certification" (52.223-4), shall be inserted into solicitations having specifications requiring the use and/or procurement of recovered materials.)*

As prescribed in 23.406(a), insert the following provision:

Recovered Material Certification (Oct 1997)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

(End of provision)

#### **52.223-9 Estimate of Percentage of Recovered Material Content for EPA-Designated Products.**

*(The following FAR provision "Estimate of Percentage of Recovered Material Content for EPA Designated Products" (52.223-9) shall be inserted solicitations and contracts*

exceeding \$100,000 that include the provision at 52.223-4. If it is practical to verify the estimate, use the clause with is Alternate I.)

As prescribed in 23.406(b), insert the following clause:

Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Aug 2000)

(a) *Definitions.* As used in this clause-

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material."

"Recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor, on completion of this contract, shall-

(1) Estimate the percentage of the total recovered material used in contract performance, including, if applicable, the percentage of postconsumer material content; and

(2) Submit this estimate to \_\_\_\_\_ [*Contracting Officer complete in accordance with agency procedures*].

(End of clause)

*Alternate I (Aug 2000).* As prescribed in 23.406(b), redesignate paragraph (b) of the basic clause as paragraph (c) and add the following paragraph (b) to the basic clause:

(b) The Contractor shall execute the following certification required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(i)(2)(C)):

Certification

I, \_\_\_\_\_ (name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify that the percentage of recovered material content for EPA-designated products met the applicable contract specifications.

\_\_\_\_\_  
[Signature of the Officer or Employee]

\_\_\_\_\_  
[Typed Name of the Officer or Employee]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Name of Company, Firm, or Organization]

\_\_\_\_\_  
[Date]

(End of certification)

**52.223-10 Waste Reduction Program.**

*(Insert the clause at 52.223-10, Waste Reduction Program, in all solicitations and contracts for contractor operation of Government-owned or -leased facilities and all solicitations and contracts for support services at Government-owned or -operated facilities.)*

As prescribed in 23.705, insert the following clause:

Waste Reduction Program (Aug 2000)

(a) *Definitions.* As used in this clause-

"Recycling" means 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 products other than fuel for producing heat or power by combustion.

"Waste prevention" means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

"Waste reduction" means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products.

(b) Consistent with the requirements of Section 701 of Executive Order 13101, the Contractor shall establish a program to promote cost-effective waste reduction in all operations and facilities covered by this contract. The Contractor's programs shall comply with applicable Federal, State, and local requirements, specifically including Section 6002 of the Resource Conservation and Recovery Act (42 U.S.C. 6962, *et seq.*) and implementing regulations (40 CFR Part 247).

(End of clause)

**52.223-11 Ozone-Depleting Substances.**

*(Except for contracts that will be performed outside the United States and its outlying areas, insert the clause at: 52.223-11, Ozone-Depleting Substances, in solicitations and contracts for ozone-depleting substances or for supplies that may contain or be manufactured with ozone-depleting substances.)*

As prescribed in 23.804(a), insert the following clause:

Ozone-Depleting Substances (May 2001)

(a) *Definition.* "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as-

(1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or

(2) Class II, including, but not limited to, hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b),

(c), and (d) and 40 CFR part 82, Subpart E, as follows:

Warning

Contains (or manufactured with, if applicable) \*\_\_\_\_\_, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

\* The Contractor shall insert the name of the substance(s).

(End of clause)



**APPENDIX D**  
**ARMY AP WRITTEN JUSTIFICATION FORM**

*For Documenting Exceptions to the Purchase of EPA-Designated Products  
Made With Recovered Materials or USDA-Designated Biobased Products*

Organization Name: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Date Prepared: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Name of Product or Service: \_\_\_\_\_

Stock Number or Description: \_\_\_\_\_

Cost: \_\_\_\_\_

Name of Vendor or Source: \_\_\_\_\_

Method of Purchase: \_\_\_\_\_

Function of Product or Service: \_\_\_\_\_

- Applicable Exception (check one)
- Price
  - Performance
  - Availability

Data supporting the use of the exception (attach additional pages, if necessary):  
Supporting data may include cost comparison of several products/services, time frame required by the user and expected delivery date, number of competitive sources for the product/service, and/or documentation of product/service performance

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This written determination is approved.

\_\_\_\_\_  
*Signature of Approving Authority*

*d*

## APPENDIX E

### GOVERNMENT PURCHASE CARD HOLDER GREEN PROCUREMENT LOG

**Purchase Requester Name, Office Symbol, Phone:** \_\_\_\_\_

\* INSTRUCTIONS: Purchaser/Requester completes this form for all purchases prior to making the purchase and retains a copy in office purchasing records. Copy and attach additional sheets, as needed. Consult the Installation Green Procurement Plan or contact your Green Procurement Advocate or a member of the GPP Team for additional guidance.

DATE	PROJECT NAME	ITEM PURCHASED	ENVIRONMENTAL ATTRIBUTES CONSIDERED? (Y/N)	ITEM PURCHASED CPG/BIOBASED COMPLIANT? (Y/N/NA)	If not a compliant purchase, mark "x" the appropriate exception
					_Price _Performance _Availability
					_Price _Performance _Availability
					_Price _Performance _Availability
					_Price _Performance _Availability
					_Price _Performance _Availability
					_Price _Performance _Availability
					_Price _Performance _Availability
					_Price _Performance _Availability
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					_Price _Performance _Availability

## APPENDIX F

### **DOD GREEN PROCUREMENT METRICS** *(from the DOD Green Procurement Strategy)*

The Office of the Secretary of Defense, DOD Components, and individual procuring organizations will guide and measure progress toward the DOD goal of 100% compliance with Federal green procurement mandates with the following tools and criteria:

1. [The Codes in DD Form 350, Individual Contracting Action Report, Line B12F](#) (or successor data capture report), using data from the Federal Procurement Data System (or successor system).
2. Purchases of Federally-defined indicator items as determined using data from Defense Logistics Agency's Green Procurement Reporting/Environmental Logistics Reporting System at [www.dlis.dla.mil/erlsgrpr](http://www.dlis.dla.mil/erlsgrpr).
3. Contracting personnel trained in green procurement using data from the Defense Acquisition University's training information database.

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

1. Percent reduction in the number of "E" codes in DD Form 350 (or successor data capture system), Line B12F, and percent increase in the number of "A" codes in DD Form 350 (or successor data capture system), Line B12F.
2. Increase in the percentage of purchases of Federally-defined indicator items relative to the number of all similar purchases in each category.
3. Increase in the percentage of contracting personnel trained in green procurement.

DOD Affirmative Procurement reports for FY 2003 and prior years can be found at: <https://www.denix.osd.mil/denix/Public/News/news.html#osd>

## APPENDIX G

### GREEN PROCUREMENT PROGRAM ANNUAL REVIEW FORM

DATE OF REVIEW: \_\_\_\_\_

GPP TEAM LEADERS: \_\_\_\_\_

GPP TEAM LEADER'S PHONE, FAX, AND EMAIL:

\_\_\_\_\_  
 \_\_\_\_\_

INSTRUCTIONS: GPP Team Leaders can use the following form to review GPP success as required by the Installation EMS. The GPP Team should use these findings to implement corrective actions and set new objectives and targets. File this form with other GPP and EMS documentation.

Task/Question Number	Annual Review Procedures
1	Evaluate the status of meeting GPP objectives and targets.
2	Assess how well installation organizations are participating in implementing the GPP Plan. (Each organization/unit should be evaluated separately to identify where training and promotion is most needed. The GPP Team can develop evaluation procedures with input from the GPAs.)
3	How many meetings has the GPP Team had in the past year?
4	Evaluate the effectiveness of the GPP Team meetings. a) Were assigned tasks completed? b) Is the meeting frequency appropriate? c) Are sufficient and appropriate representatives in attendance?
5	When was the Installation GPP Plan last reviewed? Is an update warranted based on new requirements, changes in mission or organization, policy changes, GPP progress/development of new initiatives?
6	Date of last review of the EPA and USDA web sites for new requirements. Have any new CPG products or biobased items been designated, or new EPP guidance been issued? If yes, see next question.
7	If new CPG products, biobased items, or EPP guidance have been issued, was this information incorporated into the GPP Plan? Was this information disseminated to installation personnel?
8	Review training records. a) What percentage of GPC holders, specification writers/requirements generators, and contract administrators have had adequate GPP training? b) What are the future training needs (initial, new employee, and refresher)?

9	<p>Review a sampling of contracting files.</p> <ul style="list-style-type: none"> <li>a) Are specifications for meeting AP requirements and appropriate FAR clauses included?</li> <li>b) Have vendor certifications and estimates for contracts valued at or above \$100,000 been submitted?</li> <li>c) Are written justifications for exceptions retained in the contract file?</li> <li>d) What does block 12F of the DD350 show regarding AP compliance?</li> <li>e) Does the written justification correspond to block 12F of the DD350?</li> <li>f) Are documents printed double sided on 30% post consumer recycled paper for contracts above the simplified acquisition threshold (FAR Part 4)?</li> <li>g) Tally the number of contracts with "A" codes in block 12F and the number that have an "E" code; compare the ratio of those numbers to previous years' ratios.</li> </ul>
10	<p>Review written justifications and evaluate trends in the use of exceptions.</p> <ul style="list-style-type: none"> <li>a) Which noncompliant EPA- or USDA-designated items are routinely purchased and why?</li> <li>b) Should a blanket exception be issued for any of those items?</li> <li>c) Can guidance be provided to reduce the number of exceptions used (such as alternate products or vendors)?</li> </ul>
11	Are CORs/COTRs ensuring that GPP requirements specified in the contract are being implemented during project execution?
12	Review a sampling of GPC Holder Green Procurement Logs for GPP compliance. If non-compliant products were purchased, identify why (lack of awareness, exception was used).
13	Use DLA's Green Procurement Tool at <a href="http://www.dlis.dla.mil/erlsgpr">www.dlis.dla.mil/erlsgpr</a> to determine the percentage of compliant products purchased for the eight indicator items. This tool can be used to compare purchases at the installation or unit level (DODAAC). Compare percentages to previous year percentages.
14	<p>Is the Promotion Program effective?</p> <ul style="list-style-type: none"> <li>a) What types of promotional activities and/or items have been completed within the last year?</li> <li>b) Is the material current and effective?</li> <li>c) Are we reaching all appropriate personnel?</li> <li>d) Has there been feedback on the promotion program efforts? Which elements of the program were most successful?</li> </ul>
15	Has a Contract Management Review been conducted? Was GPP implementation included in that review? If yes, what were the findings?
16	Have there been any internal or external EPAS findings related to the GPP Program? If yes, describe the findings and status of corrective action(s).
17	Did the installation's overall GPP performance improve compared to last year?
18	Develop corrective actions and new objectives and targets based on this annual review.
ADDITIONAL INFORMATION AND REMARKS	