



DEPARTMENT OF NAVY

GREEN PROCUREMENT PROGRAM IMPLEMENTATION GUIDE

February 2009

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1.0 INTRODUCTION

This Green Procurement Program Implementation Guide (Guide) is written to help Department of Navy (DON) personnel understand and execute the Department of Defense (DoD) Green Procurement Program (GPP) policy.

This Guide revises in its entirety Naval Supply Systems Command (NAVSUP) Publication 728 entitled "Affirmative Procurement Guide," National Stock Number COG 01 STOCK NO. 0530-LP-101-2482, dated September 2001.

In August 2004, DoD significantly broadened the focus of the existing preference purchasing programs by issuing new Green Procurement Program (GPP) policy, strategy, and metrics. The DoD GPP policy defines "Green Procurement" (GP) as the "purchase of environmentally preferable products and services in accordance with federally mandated 'green' procurement preference programs." These programs are the result of laws, regulations, and executive orders.

In January 2007, Executive Order (EO) 13423 "Strengthening Federal Environmental, Energy, and Transportation Management" was signed, consolidating the existing preference purchasing programs, energy-efficient and water-conserving programs, and sustainable design requirements into one program. This Guide covers the GPP elements. They are:

- Recovered Material (Affirmative Procurement)
- Energy Efficient
- Alternative fuels/alternative fueled vehicles
- Biobased Products
- Non ozone depleting substances
- Environmentally preferable products

With the exception of the USDA Biobased Product Program that is still being defined, none of the GPP elements are new initiatives. No responsibilities have changed as a result of the GPP DoD policy. The intent of this Guide is to consolidate all EO 13423 requirements that pertain to the GPP, so that purchasers may understand and execute them more efficiently.

Green Procurement applies to all DoD and operations, except military tactical vehicles and equipment. Military tactical vehicles and equipment include weapon systems used on the battle ground, portable equipment that supports logistical and combat aircraft, vehicles to transport combat and support personnel during military operations, and other military equipment weapon systems.

Additionally, this Guide shows activities/installations how to meet Federal procurement and reporting goals and document GP practices in their respective Environmental Management Systems (EMS). EMS follows a "Plan, Do, Check, Act" cycle. This Guide has been structured in the same way. Chapter 1 discusses legal and regulatory policy requirements. Chapter 2 defines the elements of GP. Chapter 3 discusses Developing

and Implementing a Plan. Chapter 4 addresses Monitoring and Measurement and Corrective and Preventive Action and Chapter 5 completes the process with Management Review.

Internet hotlinks to additional resources are included throughout the electronic version of this Guide. If you are reading a hard copy and want to view these Web resources, please go to the on-line version, found at the Joint Service Pollution Prevention and Sustainability Technical Library website. Look for the link to this *Green Procurement Program Implementation Guide* (<http://p2library.nfesc.navy.mil>) in the GP section of the web page.

For questions or feedback regarding this guide, please use the following points of contact:

- Navy: Naval Inventory Control Point, Code M0772 at (717) 605-6856.
- Marine Corps: Headquarters Marine Corps (LFL-6) at 703-695-8302.

2.0 LEGAL AND REGULATORY POLICY REQUIREMENTS

The Federal government is one of the largest purchasers in the world. Federal Procurement Data System-Next Generation (FPDS-NG) data shows that in 2007, 60 Federal agencies spent more than \$250 billion for goods and services. These Federal agencies spent an additional \$15 billion on micro-purchases using Government-wide Commercial Purchase Cards (GCPC). Over half of the purchases reported in the FPDS-NG were made by DoD agencies. With such purchasing power, DON has a tremendous opportunity - and an obligation - to be responsible environmental stewards by choosing green products. Below are highlights of key drivers.

2.1 LAWS, REGULATIONS AND EXECUTIVE ORDERS

- a. **Resource Conservation and Recovery Act (RCRA) Section 6002(i)** acknowledges the importance of recycling in managing the Nation's solid waste. Congress further recognizes that recycling does not end with the collection of materials, but also includes the manufacture of recycled content products that can be purchased and used by consumers.
 - **40 CFR Part 247 Comprehensive Procurement Guidelines (CPG) for Products Containing Recovered Materials** covers a wide range of subjects including recycling and affirmative procurement and supports compliance of Section 6002 of RCRA. The CPG addresses the recovered material (or recycled content) of Environmental Protection Agency (EPA)-designated items. Included are paper and paper products, non-paper office products, vehicular fleet maintenance products (re-refined lubricating oils and antifreeze, rebuilt automotive parts, retread tires), construction products, landscaping products, traffic control products, park and recreation products, and miscellaneous products. It lists 54 categories.
- b. **Clean Air Act (CAA) Section 612** specifies a policy to replace Class I and Class II substances by chemicals, product substitutes, or alternative manufacturing processes that reduce overall risks to human health and the environment.
 - **40 CFR Part 82** implements the Montreal Protocol on Substances that Deplete the Ozone Layer, and sections 602, 603, 604, 605, 606, 607, 614 and 616 of the CAA Amendments of 1990. The Protocol and section 604 impose limits on the production and consumption (defined as production plus imports minus exports, excluding transshipments and used controlled substances) of certain ozone-depleting substances (ODS) according to specified schedules. The Protocol also requires each nation that becomes a Party to the agreement to impose certain restrictions on trade in ODS with non-Parties.
- c. **Farm Security and Rural Investment Act of 2002 Section 9002** requires Federal agencies to show preferences for biobased products. The United States Department of Agriculture (USDA) is responsible for designating products for mandatory procurement preference and is accomplishing this through a series of rulemaking actions over several years.

d. **Energy Policy Act of 1992**, as amended by Energy Policy Act of 2005

- The goal of the Energy Policy Act of 1992 is to enhance our nation's energy security, and improve environmental quality. To meet this goal, the Act requires the acquisition and use of alternative-fueled vehicles. It mandates 75% of **light-duty vehicles** acquired in a fiscal year by Federal agencies be alternative-fueled vehicles.
- The Energy Policy Act of 2005 (EPAAct 2005) Section 701 requires Federal agencies to use alternative fuels in **dual-fueled vehicles** unless the Secretary of Energy determines an agency qualifies for a waiver.
- EPAAct 2005 Section 104 addresses Federal procurement and energy-efficient products. It requires Federal agencies to procure only energy-efficient products listed by Energy Star® or designated by the Department of Energy's Federal Energy Management Program (FEMP) when purchasing covered products, subject to certain exceptions. The Act requires that these energy-efficient products be "clearly identified and prominently displayed in any inventory or listing of products by the General Services Administration (GSA)."
- EPAAct 2005 Section 943 addresses the procurement of biobased products.

e. **FY 2003 National Defense Authorization Act Section 314** calls for the Defense Logistics Agency (DLA) to develop tracking systems and training related to the procurement of environmentally preferable product (EPPs) items.

f. **FY 2008 National Defense Authorization Act Section 888** specifies that DoD should establish a system to document and track the use of EPPs and services. The Secretary of Defense is to submit to Congress a report on a plan to increase the usage of EPPs and minimize potential impacts to human health and the environment at all DoD facilities inside and outside the United States, including through the direct purchase of products and the purchase of products by facility maintenance contractors. The report is to cover consideration of the budgetary impact of implementation of the plan.

g. **Executive Order (EO) 13423 Strengthening Federal Environmental, Energy, and Transportation Management** requires Federal agencies to set goals to improve environmental, transportation, and energy-related activities in support of their missions. These goals address:

- Improving energy efficiency and reducing greenhouse gas emissions;
- Ensuring that at least half of the energy consumed is from renewable energy sources;
- Reducing water consumption intensity;
- Purchasing bio-based, environmentally preferable, energy-efficient and water conserving, and recovered material content products;

- Ensuring the agency reduces the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed;
- Minimizing the use of petroleum based fuel in their fleets;
- Ensuring that new construction and major renovations comply with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006); and
- Whenever possible, acquiring EPEAT products, ensuring Energy Star® features on agency computers and monitors; implementing policies to extend the useful life of electronic equipment; and using environmentally sound practices with respect to the disposal of electronic equipment that has reached the end of its useful life.

EO 13423 revoked EOs 13101, 13123, 13134, 13148 and 13149. EO 13423 only provides National goals. EO 13423 Implementing Instructions include the requirements from the revoked orders.

- h. **Executive Order 13221 Energy Efficient Standby Power Devices** requires agencies to purchase devices that use no more than one watt of energy in the standby power consuming mode.
- i. **Federal Acquisition Regulation (FAR)** governs Federal agencies and DLA in the following subparts: **23.2**, Energy and Water Efficiency and Renewable Energy; **23.4**, Use of Recovered Material and Biobased Products; **23.7**, Environmentally Preferable and Energy-Efficient Products and Services; and **23.8**, Ozone Depleting Substances.

2.2 DoD POLICY

On August 27, 2004, the Under Secretary of Defense issued a policy memorandum entitled “*Establishment of the DoD Green Procurement Program (GPP)*” (Appendix B). The policy 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. As part of this policy, the DoD also developed the Green Procurement Strategy to provide guidance to the services on achieving this goal. The strategy provides DoD requirements for GP management, defines GP roles and responsibilities, and provides sources of training and DoD metrics.

DoD metrics for tracking progress toward the DoD’s GPP goal for EPA-designated items include:

- Reducing the number of “E” codes and increasing the number of “A” codes on FPDS-NG Contract Action Report. The “A” code means EPA-designated items were acquired and all contained the required minimum recovered material content. “E” code means no EPA-designated items were acquired.

- Increasing the percentage of purchases of EPA-designated indicator items based on the number of all similar purchases in each category. As an example, indicator items measured for 2007* were:
 - Sanitary tissue products
 - Toner cartridges
 - Construction products
 - Landscaping timbers
 - Park benches/picnic tables
 - Traffic barricades
 - Engine lubricating oil
 - Signage
- Increasing the percentage of contracting personnel trained in green procurement.

2.3 DON POLICY

On January 22, 2007, the Assistant Secretary of the Navy (Installations and Environment) [ASN (I&E)] and the Assistant Secretary of the Navy (Research, Development and Acquisition) [ASN (RDA)] jointly endorsed the DoD GPP Strategy. DON requires use of 'green products and services to the maximum extent practicable, consistent with the requirements of relevant Federal procurement preference programs.

The Navy "Environmental and Natural Resources Program Manual" (OPNAVINST 5090.1C, Chapters 4, 8 and 16), as well as the Marine Corps' "Environmental Compliance and Protection Manual (Marine Corps Order P5090.2A Change 1) both incorporate GP policy.

Naval Facilities Engineering Command (NAVFAC) Planning and Design Policy Statement 98-04 entitled, "Participation in the Affirmative Procurement of Environmental Protection Agency (EPA) Designated Products," and NAVFAC INST 9830.1, "Sustainable Development Policy," additionally address DON's GPP elements.

To support GPP, contracting and purchasing personnel receive GPP training on all six product areas through local sources, Navy Schools, Defense Acquisition University, DLA's Buying Green Workshop, General Services Administration (GSA) representative briefings, and online sources [e.g., the Office of Personnel Management Green Purchasing on the USA Learning web site (http://www.usalearning.gov/USALearning/about_welcome_archives_14.htm), and NAVSUP's DON Consolidated Card Program Management Division (CCPMD) website (<https://www.navsup.navy.mil/ccpmdh>)].

GPP should become a way of life. This Guide will assist field activities to develop a robust GPP. All personnel are responsible for implementing the DON GPP including requirements developers, contracting officers, and GCPC. GPP applies to construction

contracts, service contracts, commodity purchase, items purchased from activity/installation supply stores and all other micro-purchases.

Further guidance on Green Procurement can be found at <http://www.epa.gov/cpg/products.htm>.

3.0 DEFINING THE ELEMENTS OF GREEN PROCUREMENT

The following sections provide specific information on what types of products are included under each of the GP elements and what commodities may be affected. Information on where to purchase items that fall under the GP program may be found in Appendix B.

3.1 PROCURING GP ELEMENTS

DON personnel shall consider green products and/or services as the first choice in all procurement, including service contracts. They shall purchase green products when planning to purchase products and/or services in the following categories (note that this list is not all inclusive):

- Office products (including electronic equipment)
- Printing services
- Fleet maintenance products
- Building construction, renovation and maintenance (including janitorial and landscape)
- Traffic control
- Park and recreation
- Appliances
- Lighting

The use of established Federal supply sources is an advantageous method for the purchase of green products. Federal supply sources include DLA, GSA and the Defense Automated Printing Service (DAPS). Procuring items through these sources offers the advantage of competitive bidding, compliance with EPA minimum content thresholds for recovered materials, and central tracking. These sources also provide an additional service through independent estimation, certification, and verification of EPA-designated items containing recovered material, thereby reducing overhead costs for buyers to monitor vendor compliance with affirmative procurement requirements. If you elect to purchase green products outside of a Federal supply source, then additional tracking and reporting is required.

For items not available through Federal supply sources, GPP requirements must be incorporated during the acquisition planning phase. In developing plans, drawings, statements of work, specifications or other product descriptions, the following factors must be incorporated: (a) energy and water efficiency, (b) elimination of virgin material requirements, (c) use of recovered materials or biobased components, (d) reused product (e.g. bailed rags), (e) analysis of life-cycle cost, (f) use of EPPs, (g) waste prevention (including reduction or elimination of hazardous waste), and (h) ultimate disposal considerations.

For contractors, activities/installations must ensure appropriate new contracts contain GPP compliance provisions, and appropriate existing contracts are modified to include GPP compliance provisions. Related procurement policy will be provided to an activity's/installation's contractors in their contracts, which will include FAR 52.223-4, Recovered Material Certification, and FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated products and will address energy-efficient and biobased issues as appropriate. An activity's/installation's contractors who procure a majority of the products regulated by USDA and DOE should be made aware of GPP requirements.

Since contractors are purchasing goods and services on an activity's/installation's behalf, they need detailed statements of work for implementing the activities/installation's GPP procurement policies. For example, construction contracts should include the requirement to use concrete containing fly ash or ground granulated blast furnace slag as well as building insulation containing recovered material.

Once appropriate provisions or clauses are included in each contract, the contractor is required to comply with an activity's/installation's GPP as if the contractor were that entity. Hence, the contractor will be required to monitor and report on its GPP activities as well as require its applicable subcontractors to comply with the activity's/installation's GPP.

With respect to waste prevention, the statements of work should state that the contractors will use recycled-content paper according to current EPA thresholds. Contracts should specify that any documents submitted during the performance of a contract will be printed on both sides, and any copies of the documents will be copied on both sides of papers submitted during the term of the contract.

3.1.1 EXCEPTIONS AND WAIVERS

Decisions *NOT* to procure green products subject to certain Federal procurement preferences must be documented as described below:

Any decision not to procure items meeting EPA guideline standards shall be justified in writing if the purchase is greater than the micro-purchase threshold (i.e., >\$3000). A waiver is appropriate only if the items are:

- Not available competitively,
- Not available within a reasonable time frame,
- Unable to meet appropriate performance standards or functional requirements, or
- Only available at an unreasonable price (see definition of "unreasonable price")

The contracting officer must place in the contract file a written justification if an acquisition of EPA-designated products above the micro-purchase threshold does not contain recovered material. For installation acquisitions, a Request for Waiver Form should be used. An example waiver form can be found in Appendix E. For stock or

mission acquisitions, a locally developed form may also be used. In all cases, the original form/justification becomes part of the official contract file.

Exception requirements for biobased and energy efficient products are similar to those for the recycled content products and the Request for Waiver Form may be used. Key differences are that these programs generally exclude combat-related products; and for energy-efficient products, the unreasonable price determination must consider energy costs throughout the life cycle, using the life-cycle cost analysis methods prescribed by 10 CFR part 436, subpart A.

In the boxes that accompany each GP element category, please note the “symbols” associated with each of the “common products.” Please note: DoD EMALL and GSA Advantage apply different symbols to each of their environmental products.

When accessing the DoD EMALL (<https://emall6.prod.dodonline.net>) the  appears beside all GP products, along with two capital letters that designate a specific environmental attribute code (ENAC). Each of the 137 ENACs defines the category to which it applies. For example, the designation “[EB]” designates the environmental product Re-refined Lubricating Oil. For a complete list of DoD EMALL ENACS, see Appendix D.

When accessing GSA Advantage (<https://www.gsaadvantage.gov>), each GP category is represented by a different symbol and does not list an ENAC. For example, recovered materials products are represented by .

3.2 RECOVERED MATERIAL (AFFIRMATIVE PROCUREMENT)

Recovered Material
RCRA, EO 13423, 40 CFR Part 247

Symbols to look for:

DoD:  + ENAC

GSA:  and 

Common products include:

- Copier and printer paper
- Recycled toner cartridges
- Plastic outdoor lumber
- Re-refined lubricating oils and antifreeze
- Compost from yard and food waste
- Rebuild automotive parts
- Retread tires
- Landscaping/playground products made from used tires

WHAT TO PURCHASE. The CPG program is authorized by Congress under Section 6002 of the Resource Conservation and Recovery Act (RCRA), Title 40 of the Code of Federal Regulations Part 247, and Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*.

EPA is required to designate items (EPA-designated items) that are or can be made with recovered material, and recommend practices for buying these products. Once items are designated, procuring agencies are required to purchase the EPA-designated items with the highest recovered material content level practicable. The requirements for purchasers of EPA CPG items apply almost exclusively to the

Contiguous United States (CONUS) installations. Installations outside the Contiguous United States (OCONUS) are encouraged, but not required, to buy recycled-content

products locally whenever these products meet technical needs, are readily available, and are cost effective. OCONUS installations are not required to have a formal GPP program. The key requirement for OCONUS installations to be aware of is that **all purchases made in the U.S. for shipment overseas must comply with EPA CPG requirements.**

The EPA-designated items covered by the CPG are listed on the CPG website (<http://www.epa.gov/cpg>) and are also itemized on the Recovered Materials Determination Form. This form can be found at Appendix E.

WHAT COMMODITIES ARE AFFECTED? Affected commodities include:

- Office supplies to include printing and copier paper;
- Building construction, renovation, and maintenance project materials;
- Materials used in base services including custodial, grounds maintenance, copier maintenance, and document printing;
- Materials used in vehicle maintenance activities;
- Traffic control devices; and
- Park and recreation products.

Recovered material requirements apply to all EPA-designated item acquisitions (including simplified acquisitions) purchased with Federal funding, no matter what purchasing or payment mechanism is used.

3.3 ENERGY EFFICIENT (FEMP, ENERGY STAR®, EPEAT)

WHAT TO PURCHASE. Energy-efficient product purchases are **mandatory** elements of the DON GPP.

WHAT COMMODITIES ARE AFFECTED? Energy-efficient requirements affect all purchases of computers, monitors, printers, scanners, fax machines, and copiers; building construction, renovation and maintenance projects; and purchases of appliances. Water-efficient requirements apply to building construction and renovation projects.

Federal agencies are required to procure energy efficient products qualified in the **Energy Star®** program or designated by Federal Energy Management Program (**FEMP**). Energy Star® is a voluntary partnership between the Department of Energy (DOE), EPA, product manufacturers, local utilities and retailers. The partnership promotes the use of energy efficient products and educates consumers about the

**Energy Efficient
EPAct 2005 & EO 13423**

Symbols to look for:

DoD:  + ENAC

GSA:  and 

Common Products include:

- Computer equipment (EPEAT)
- Refrigerators/Freezers
- Air Conditioning Units
- Fluorescent Lamps
- Low-flow shower heads
- Low-flow toilets
- Clothes Washers

benefits of energy efficiency. For details, see www.energystar.gov/. FEMP is a DOE program that works to advance energy and water efficiency in Federal agencies. Federal agencies are also required to procure devices that use no more than one watt of energy in the standby power consuming mode.

The Electronic Product Environmental Assessment Tool (**EPEAT**) is a procurement tool to help purchasers evaluate, compare, and select desktop computers, notebooks, and monitors based on their environmental attributes. EPEAT also provides a clear and consistent set of performance criteria for the design of products, and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products. It may be accessed at www.epeat.net.

3.4 ALTERNATIVE FUELS/ALTERNATIVE FUELED VEHICLES

Alternative Fuels/Alternative Fueled Vehicles EPA Act 2005 & EO 13423

Symbols to look for:

DoD:  + ENAC

Common Products include:

- Alternative Fuel Vehicles (AFVs)-dedicated, flexible fuel, or dual fuel vehicles
- Advanced Technology Vehicles (ATVs) – hybrid, electric vehicles
- Alternative fuels:
 - Biodiesel (B20)
 - Electricity
 - Ethanol (E85)
 - Ethanol (E100)
 - Natural gas
 - Propane

WHAT TO PURCHASE. Federal agencies must acquire alternative fueled vehicles (AFVs), alternative fuels for those vehicles, and fuel-efficient petroleum-powered passenger cars and light trucks. Alternative fuels defined by EPA Act 2005 and subsequent legislation, include biodiesel, electricity, ethanol, hydrogen, natural gas, and propane. The Defense Energy Support Center (DESC) provides information through the Alternative Fuels Information Station (AFIS). This site contains tutorials about EPA Act 2005 requirements, ethanol, biodiesel, and alternative fuel logistics. DESC will post other tutorials as they become available.

Additionally, DOE's Clean Cities Program coordinates efforts between government and industry to accelerate

the use of alternative fuels and expand the AFV refueling infrastructure. Their Alternative Fuels and Advanced Vehicles Data Center, which can be accessed at <http://www.afdc.energy.gov/afdc/>, is a comprehensive resource for alternative fuel and vehicle information needs. This site has more than 3,000 documents in its database, an interactive fuel station mapping system, listings of available AFVs, links to related Web sites, and much more.

Biobased fuels should be used as an alternative to petroleum fuels in non-tactical vehicles and support equipment operation at locations where fuel will be consumed within six months. Typical shops include motor pools, public works, golf courses, and auto hobby shops.

Military tactical vehicles, which are exempt from GPP requirements, are defined as operating military tactical vehicles and equipment to include weapon systems used on the battle ground, portable equipment to support logistics and combat aircraft, vehicles to transport combat and support personnel during military operations, and other military equipment weapon systems. Most of these vehicles/equipment are designed to unique military specifications, but some are commercially designed.

WHAT COMMODITIES ARE AFFECTED? This element of the GPP affects the acquisition of light, medium, and heavy-duty motor vehicles (other than military tactical, law enforcement and emergency vehicles), and the purchase of fuel that is used in AFVs. EO 13423 Implementing Instructions (March 2007) provide guidance on applicability and exemptions to the vehicle fleet management goal. It states:

A. Applicability and Exemptions

All agencies that operate 20 or more motor vehicles within the U.S. must comply with these instructions. Each such agency shall, when calculating the replacement or reduction levels required in section 2(g) of the E.O., include fuel use from all vehicles, including light-duty, medium-duty, and heavy-duty vehicles unless such vehicles meet the following exemptions or the agency applies for exemptions in accordance with Section 8 of the E.O. (DOE will determine if vehicles have been properly exempted by auditing the data agencies provide in the Federal Automotive Statistical Tool (FAST)):

- 1 Motor vehicles used for motor vehicle manufacturer product evaluations or tests.*
- 2 Law enforcement and emergency vehicles, including those vehicles that are used in an emergency capacity, by the agency, greater than 75 percent of the year. Agencies with vehicles meeting this definition (as approved by DOE) will have a baseline (and related record-keeping) adjustment to reflect this change.*
- 3 Military tactical vehicles, defined as motor vehicles (excluding general-purpose motor vehicles) designed to military specification or a commercially designed motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations and protection of nuclear weapons. These vehicles are inherently mission-critical and are used for no other purpose.*
- 4 Vehicles owned and operated by the Central Intelligence Agency.*
- 5 Vehicles that are not licensed for use on all roads and highways.*
- 6 Federally owned vehicles operated solely by Indian nations or state-run Fish and Wildlife services, as applicable.*
- 7 Vehicles operated outside of the U.S.*

3.5 BIOBASED PRODUCTS

WHAT TO PURCHASE. Biobased items include, but are not limited to, clothing, bedding, linens; office products; printing products; transportation fleet maintenance products; construction products; and janitorial and landscaping products. USDA maintains the BioPreferred Program website (<http://www.biopreferred.gov>). It is the source of information on those USDA biobased products designated for preferred procurement. Biobased products may also be found by accessing the following website (<http://www.ofee.gov/gp/bioprod.asp>).

USDA Biobased Products
FSRIA & EO 13423

Symbol to look for:

DoD:  + ENAC

GSA: 

Common Products include:

- Hydraulic fluids, lubricants, greases, and oils
- Insulating foams
- Grease and adhesive removers
- Hand cleaners
- Carpets and carpet cleaners
- Biodegradable containers and cutlery
- Sorbents
- Composite panels
- Bedding, linens, and towels

There will be some overlap between the EPA-designated items, alternative fuels, and the new USDA list for biobased items. USDA states that procurements subject to CPG requirements (EPA-designated items) do not also have to satisfy the new biobased product requirements, if the two sets of requirements are inconsistent. However, this does not mean that EPA-designated items must automatically be purchased in place of biobased purchases. Purchasers should look at the benefits and costs of products and select the one that provides the best value overall.

3.6 NON OZONE DEPLETING SUBSTANCES

WHAT TO PURCHASE. Under Section 612 of the CAA, EPA was authorized to identify and restrict the use of substitutes for Class I and Class II ODS. As a result, the EPA created the Significant New Alternatives Policy (SNAP) program. Navy-Marine Corps Procurement Offices should select alternatives that are EPA-SNAP approved after checking with the Environmental Managers for compliance with more stringent State and local regulations.

The SNAP program covers refrigeration and air conditioning; foam insulation; cleaning solvents; fire suppressants; aerosol solvents and propellants; sterilants; and adhesives, coatings and inks. The

Non-Ozone Depleting Substances
40 CFR Part 82

Symbol to look for:

DoD:  + ENAC

GSA: 

Non-ODS Replacements for:

- Refrigeration and air conditioning
- Cleaning solvents
- Aerosols
- Adhesives, coatings, and inks
- Fire suppression and explosion protection
- Sterilants
- Foam blowing agents

SNAP web site (<http://www.epa.gov/ozone/snap/lists/index.html>) identifies alternatives to ODS products and provides lists of acceptable and unacceptable substitutes. Alternatives shall meet EPA, State, and local performance requirements and be commercially available. The list of acceptable and unacceptable ODS products may be modified as required by the Installation Environmental Manager to ensure compliance with more strict air quality regulations.

Before installing ODS substitutes in air conditioning and refrigeration systems, always follow the original equipment manufacturer recommendations. Some substitutes may result in reduction in equipment capacities and changes in operating temperatures.

WHAT COMMODITIES ARE AFFECTED? Commodities affected are building construction, renovation and maintenance products; products for metals cleaning, electronics cleaning and precision cleaning; and products used in fire suppression systems may all contain ODS.

3.7 ENVIRONMENTALLY PREFERABLE

WHAT TO PURCHASE. EPPs are any products and services that are more environmentally friendly than what the activity/installation routinely purchases, but are not already covered by one of the other programs already described.

DLA leads a program to improve opportunities for Federal purchasers to buy EPPs. DLA chairs a working group that is tasked to:

- Increase the number of EPPs available through the Federal supply system;
- Define a series of Environmental Attributes (criteria) to be applied to products;
- Encourage small business and other industries to manufacture, identify, and provide products and services to DoD that have less environmental impact and lessen hazardous waste generation.

**Environmentally Preferable
40 CFR 247**

Symbol to look for: 

Not Mandatory

- Covers any environmentally friendly product not previously mentioned
- Ranges from “greening” your meetings to building design

WHAT COMMODITIES ARE AFFECTED? All organizations that acquire products or services should consider the environmental impacts that are created by those products and services, and look for ways to minimize these impacts.

EPP purchasing is required in the Federal sector and seeks products and 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.

This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service. Unlike the mandates for recycled content, biobased, and energy efficiency, there is no designated list of covered EPPs or a requirement for waiver.

4.0 DEVELOPING AND IMPLEMENTING A GREEN PROCUREMENT PLAN

To satisfy several programmatic requirements, the activity/installation shall formally establish policy indicating its **preference** for acquiring EPPs. The GP Plan spells out the actions that will be taken to **promote, execute, and measure** the GPP program.

Most, if not all, DON activities/installations already have Affirmative Procurement Plans in place and shall expand them to incorporate the GP elements outlined in the previous chapter.

An effective GP Plan need not be long, but should be action-oriented. Below is a table of GP Plan elements that should be considered and the sections of the Guide that provide more information.

Concise summary of the activity's/installation's GPP policy, goals and targets	Section 3.1
General responsibilities of individuals and organizations involved in the GPP	Section 3.2
Activity's/installation's action plan to meet its GPP targets, including the timelines for each action	Section 3.4
Procedures for training all affected personnel	Section 3.5
Internal and external communication strategies	Section 3.6
Methods to be used for distributing and filing general program information and project-specific GPP documentation	Section 3.7
Description of the GPP processes and forms to be used	Section 3.8 and Appendix D
Brief summary of data collection procedures for metrics	Section 4.1.2
Strategy for using data to assess progress toward goals	Section 4.2
Process for periodically updating the plan when requirements or operating conditions change	Section 5.1

4.1 ACTIVITY/INSTALLATION SPECIFIC GREEN PROCUREMENT POLICY

GP Policy has replaced the Affirmative Procurement Program. Previously developed policies will need to be revised to include all of the program elements covered by the DoD GPP policy and strategy. The policy memo is a statement of commitment to apply GP to all acquisitions. Consider using language such as:

“[Activity/installation name] will consider environmental factors in all purchasing decisions and will give preference to those products and services designated by or recommended in Federal green procurement preference programs.”

The activity/installation GP policy demonstrates commitment, provides direction for all personnel and fulfills an EMS requirement. It also fulfills two legal requirements found in RCRA and the Farm Bill. Each agency shall maintain waste prevention and recycling programs in all its facilities in the most cost-effective manner possible, and where appropriate, leased facilities and facilities managed by GSA.

4.2 GREEN PROCUREMENT TEAM-ROLES AND RESPONSIBILITIES

DoD's 27 Aug 2004 GPP policy assigns responsibility for GPP compliance by stating:

"Each organization initiating contracting/procurement actions or credit card purchases is responsible for complying with GPP purchasing mandates. Environmental and procurement offices across the Department will support organizations in meeting these mandates."

The GPP roles and responsibilities will be assigned at the direction of the Installation Commander in accordance with the Regional/Installation Environmental Management System (EMS) as applicable. The GPP team should identify a single point of contact responsible for coordinating GPP data that is collected and report to Marine Corps or Navy POCs. It charters a team to manage and execute the action items. The committee either establishes a new cross-functional GPP Team or assigns the GPP to an existing cross-functional team. The key members of this team may represent the Environmental Management, Contracting, Public Works/Facilities Maintenance Office, and Operations. The team may also include an activity/installation Energy

**GPP Team
DoD GPP Strategy**

- Procurement/Contracting Office
- GCPC Program Manager
- Engineering Office
- Quality Assurance Evaluators
- Environmental Management Office
- Pollution Prevention Specialist
- Energy Manager
- Transportation Office
- Tenant Organizations
- Supply Office
- Public Affairs and Legal Offices

Manager; Transportation personnel who are responsible for purchasing vehicles and fuels; and an activity/installation Pollution Prevention program manager. The Public Affairs and Legal offices provide support to the team. Although activity/installation tenants are often responsible for their own programs, they may also be invited to participate in the GPP Team to maximize coordination and information cross-feed. The GPP Team is responsible for developing a GPP plan that is used to manage the GPP program. It should be noted that for the people described below these may be additional duties. If the activity or installation does not have a full complement of these functions, the activity or installation should coordinate this effort with their senior leadership to ensure these roles and responsibilities are addressed.

Typical responsibilities for the different organizations at an activity/installation level can be as follows:

- **Contracting Officers** ensure compliance with the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and Navy

Marine Corps Acquisition Regulations Supplement (NMCARS). They shall ensure the use of the appropriate acquisition clauses, addressing energy and water efficiency, alternative fuels and fuel efficiency, biobased product acquisition, non-ODS and EPPs. Contracting officers also insert the correct FAR clauses in all contracts that use any of the designated CPG items and track and report information for the recycled-content product purchasing metrics using the FPDS-NG, Contract Action Report.

- **Activity/installation Government Purchase Card Program Manager (GCPC PM)** ensures that all cardholders and approving officials receive training that includes GPP requirements. The GPP is discussed in all GCPC training sessions, using briefing slides provided by the Environmental Management Office. (Training for other personnel is discussed in Section 3.5.) The GCPC Program Manager and the approving officials are also responsible for annual surveillance to ensure cardholders are meeting GCPC program requirements, including GPP compliance.
- **Project Managers** are responsible for specifying green products to be included in all service contracts and construction projects whether they are in-house or contracted out. The Project Managers and **Quality Assurance Evaluator (QAE)** must understand the full spectrum of GPP requirements. Whenever a construction project or service contract requires a contractor to provide one or more of the affected items, the Project Managers must ensure that the project specifications or performance work statement include a requirement for the contractor to purchase or provide, use and report a listing of all products (FAR 23.400 and 23.700) that meet the requirements in Chapter 2 of this Guide. The QAE then ensures that the GPP requirements in the specifications or PWS are met.
- **Supply stores** are usually operated by AbilityOne according to the terms of the applicable **Support Agreement (SA)**. Each time an SA is updated, it is distributed to selected activities/installations for comment. The Environmental Management Office reviews and comments on the agreements, and ensures that GPP requirements are clearly identified for the products stocked in activity/installation supply stores.
- **Environmental Management Office** provides technical guidance, explaining the program requirements and helping buyers to identify green products. Upon request from Public Works/Facility Maintenance Officer, review of project specifications for GPP compliance is accomplished by the environmental office.
- **Energy Manager** guides the GPP team in setting and achieving energy-related targets and translating these targets into specific actions for the GPP Plan. Targets must include Energy Star ® products.
- **Transportation office** manages the AFV and alternative fuel program element of the GPP. As part of this responsibility, they will guide the GPP Team in setting and achieving appropriate targets and integrating them into the activity/installation GPP Plan.

- **Legal offices** support the GPP Team by reviewing program activities.
- **Public Affairs offices** support GPP by promoting the program to the activity/installation populace.

In the Planning phase of the EMS, the activity/installation identifies areas that significantly affect the environment. It sets goals and creates plans for managing these impacts. GP is one of the issues that the activity/installation should include in the list of significant areas – or, in EMS terminology, as one of the activity’s/installation’s “environmental aspects.” When procurement is included as a significant environmental aspect, the EMS process takes over to ensure that the GPP is carried out effectively, meets all legal requirements, and becomes a tool for improving the activity’s/installation’s overall environmental performance.

4.3 INCORPORATING PURCHASING INTO AN EMS

Purchasing decisions have an indirect impact on the environmental performance of the activity/installation. Through contracting and procurement DON personnel have the ability to manage and control the waste and emissions generated during mission activities conducted by installation personnel and their contractors. Green Procurement has a number of benefits that help the mission be accomplished more effectively. For example, at the end of its life cycle, hazardous material that is purchased becomes a hazardous waste that is costly to manage and dispose. When products, designs, or buildings that are not energy efficient are purchased, a higher utility bill is paid. Higher utility bills contribute to regional air pollution – which in turn may affect the air permit program, limiting the amount of air emissions that mission-essential operations are allowed to produce. Products and systems that are not water efficient drive up costs for water purchase and wastewater treatment. Products that are not energy efficient cost more to operate – wasting funds that could have been used for mission requirements.

The goal of the GPP is to use procurement practices to avoid these costs and impacts. Contracting actions of all types (including GCPC) may be used to obtain products and services that have less impact on the environment. To understand how broadly the GPP applies to the activity/installation, consider the following:

Green procurement requirements affect all purchases of goods and services made by DON personnel and their contractors – no matter how they are purchased, or what the dollar value of the purchase is. GP requirements apply to everything from simplified acquisition GCPC micro-purchases, up to major weapon system acquisition contracts. All personnel who purchase items, write contract specifications, or write performance work statements for service contracts must know the GPP requirements and comply with them.

4.4 OBJECTIVES AND TARGETS FOR GP PROGRAM

Now that GP has been defined as a significant environmental aspect of the activity's/installation's EMS, the next step is to set objectives and targets for accomplishment. **Objectives** are **long-term goals** that an activity/installation sets out to achieve and which reflect the principles established in its environmental policy. **Targets** are **short-term goals** that move toward achieving the environmental objectives. Targets are specific and measurable and must be assigned a specific timeframe for completion. At least one target must be established for each objective.

GPP Objectives DoD GPP Strategy

Should include (at the minimum):

- Increase in the purchase of materials with materials with recovered materials/recycled content (known as EPA-designated items) (DoD Metric 1)
- Increase in the purchase of indicator items (DoD Metric 2)
- Increase in the number of contracting personnel with GP training (DoD Metric 3)

The activity's/installation's objectives are defined in accordance with legal requirements and DoD policy. The objective of the DoD GPP Policy, described in Section 1.1, is 100% compliance with all mandatory GPP elements in all acquisition transactions – from major systems programs to individual unit supply and service requisitions. The DoD policy requires continual improvement in GPP performance, but sets no deadline for 100% compliance.

GPP Targets – Examples

- Revise the activity/installation affirmative procurement policy to include all GPP elements and rename it "GPP Policy."
- Ensure all acquisition personnel and contracting officer's representatives (CORs) for construction and service contracts have received GPP training.
- Coordinate with transportation office to validate about their ongoing alternative fuel vehicle (AFV) program activities and identify any barriers to 100% compliance with Federal AFV acquisition goals.
- Publish the GPP elements and examples of GP items under the element on the activity/installation web site.
- Post the form and supporting process explanation for buy EPA-designated item (recycled product) waivers to the activity/installation web site for downloading.
- Within 90 days of USDA publication of the biobased item lists, post the form and supporting process explanation for biobased product waivers to the activity/installation web site for downloading.
- Define and publish activity/installation procedures for ensuring GCPC purchases comply with all GPP requirements.
- Define and publish activity/installation procedures for ensuring construction and service contracts include EPA-designated items, USDA biobased, energy and water efficient, non-ODS products.
- Develop and publish a strategy for maximizing the use of environmentally preferable products and products that reduce the use of the EPA Priority Chemicals.

All GP EO 13423 objectives and targets will be incorporate into the Region/Installation EMS as applicable. DON GPP policy echoes the DoD goals and explains the training requirements for DON personnel. DON policy, like the DoD policy, does not require specific timelines for meeting the overall DoD objective. This leaves activity/installation GPP teams free to establish their own targets (short-term goals) to work toward the long-term objective of 100% compliance for all GPP elements. The targets do not have to be the same for every GPP element. For example, the buy recovered materials (EPA-designated items) program is more mature, and is a candidate for aggressive targets, while the biobased program is still in the process of being defined. 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, and conducting management review. Targets should also be assigned to members of the GPP Team, based on the nature of the target, so individuals may routinely monitor the progress. The activity/installation GPP targets might include statements such as the following (and include target dates):

In addition, a review of GPP compliance as part of the annual Environmental Quality Assessment/ Environmental Compliance Evaluation (EQA/ECE) audit should be conducted. DON checklists will be updated to include GP requirements. Any discrepancies identified should be provided to the GPP Team for their use in the annual GPP program review.

4.5 TRAINING, AWARENESS AND COMPETENCE

Training is the key to executing a successful GPP. Contracting and purchasing personnel, 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 performance standards. DoD GPP metrics track the number of contracting personnel receiving training, but it is no less important for product users and persons who specify products be trained. The initial round of training gets everyone up to speed, while follow-on training is also needed to educate new employees and to refresh the skills of current personnel. An activity/installation GPP team develops its own training strategy in accordance with DON policy and local practices.

Who Needs Green Procurement Training?

- Project managers
- Product users
- Contract and purchasing personnel
- GCPC cardholders

Web links to important resources are provided throughout this Guide. You may also visit these web sites for general information:

- Contracting resources are in the FAR 23 (<http://www.acquisition.gov/comp/far/index.html>), Environment, Energy and Water Efficiency, Renewal Energy Technologies, Occupational Safety, and Drug-Free Workplace.

- Technical resources for environmental and engineering personnel are posted on the Joint Service Pollution Prevention and Sustainability Technical Library at <http://www.p2library.nfesc.navy.mil>.

Formal GPP training is required for contracting and purchasing personnel and is part of the DoD GPP Strategy.

DAU training for GCPC cardholders may be accessed by the online Defense Acquisition University (DAU) course website at <http://www.dau.mil> under DAU Continuous Learning. The cardholder basic course is CLG001, and the refresher is CLG004. DAU training for all other personnel is CLC0046. Check the DAU website for periodic updates to stay current on your training requirements.

Buying Green: A Multiple Functional Approach to Pollution Prevention. The workshop provides an overview of Federal pollution prevention initiatives and how they relate to the acquisition process. This course teaches contracting and purchasing officials to include environmental considerations in the planning, solicitation, evaluation, and award of Government contracts. Highlights of the class include a review of pollution prevention laws and Executive Orders, Federal Acquisition Regulation (FAR) requirements, life-cycle costing, and discussions on EPP. Call 614-692-6166 or go online at <http://www.hr.dla.mil/training/coursedeliv/courses/byalph.html>.

The Gov Online Learning Center (GoLearn) offers a GPP awareness course called "What Is 'Green' Purchasing, Anyway?" Registration instructions are in Appendix D. The course is designed for contracting personnel, GCPC cardholders, PMs, and fleet managers. Course duration ranges from 1 ½ hours for GCPC cardholders to approximately 2 ½ hours for contracting officers and contracting officer representatives. Completion of the course satisfies the EO 13423 requirement that agencies provide training to contracting and program personnel. For technical questions or comments about the course or course navigation, please send an email to golearn@golearning.com. There is a minimal cost for this course.

Awareness training should be provided to everyone who purchases or specifies items for purchase. On-line courses may be used, or an activity's/installation's GPP team may provide less formal training by using previously developed briefings. Here are some additional sources for awareness training:

- OFEE offers slides for green procurement overview training to agency contracting, environmental, and facilities staff. The training primarily addresses purchasing of recovered materials, USDA biobased, and EPP and also touches on purchasing of energy efficient products. <http://ofee.gov/gp/training.asp>
- Fact sheets and briefing slides are available on the Joint Service Pollution Prevention and Sustainability Technical Library. Presentations may be found under each topic. <http://p2library.nfesc.navy.mil>

- The Energy Star[®] program offers on-line training sessions on such topics as Energy Star[®] Purchasing and Procurement; Energy Star[®] -- An Overview; New Building Design; Benchmarking Tool/Portfolio Manager; Money for Each Energy Upgrades; The Five-Stage Approach to Building Upgrades; and Monitor Power Management. To see the schedule or to register for a session, visit the Energy Star[®] Online Training and Presentations website.
http://www.energystar.gov/index.cfm?c=business.bus_internet_presentations

4.6 INTERNAL AND EXTERNAL COMMUNICATIONS

Communication is needed to launch the program, kick off the training effort, and keep awareness high as the program matures. Once the first round of training is completed, an activity/installation's GPP team must keep communication flowing to internal and external customers. Internal customers are the personnel who use, specify, or purchase products and services covered by the GPP. External customers are the contractors and vendors who provide these products and services. An activity's/installation's communication strategies will help to fulfill the RCRA and FSRIA requirements to create a Promotion Program for GP. Some recommended strategies for raising awareness of the GPP to internal customers are provided below:

Internal Communication Strategies

- Provide general program information through downloadable brochures or fact sheets.
- Distribute activity/installation GPP policies to all organizations along with the general program information.
- Use Earth Day activities or similar events as a forum for handing out educational materials.
- Use informal "refresher training" to maintain the skills of personnel involved with the GPP.
- Publish articles through the Public Affairs office in the activity/installation paper and organizational newsletters.
- Update local operating instructions to include GPP requirements.
- Publish a list of local vendors of products that comply with GPP requirements.
- Seek volunteer organizations for limited trials of new products, get feedback on the cost and performance of the products, and publicize the results activity/installation-wide.
- Consider using a facility construction or renovation project as a showcase for EPA-designated items, biobased, and energy efficient and water conservation products.
- Provide periodic updates through the e-mail system.
- Recognize outstanding efforts of activity/installation personnel toward GPP success.

In addition, some strategies for communicating with external customers may include:

External Communication Strategies

- Prepare a Fact Sheet about an activity/installation's GPP and distribute it through the contracting office.
- Participate in regional vendor shows and trade fairs, or host a GPP Product Fair and invite local vendors to display their products.
- Discuss the activity/installation GPP at bidder's conferences and pre-performance meetings for construction and service contracts.

4.7 DOCUMENT CONTROL

EMS document control procedures apply to all GPP documentation, including the activity/installation policy and execution plan; construction plans and specifications; statements of work or performance work statements (PWSs); commodity purchase orders; written determinations justifying use of non-EPA-designated items; sample GPP forms and directions for use; completed project-specific GPP forms; lists of green products recommended for purchase; training records; and documentation of GPP audits and management reviews.

The GPP Plan should summarize an activity/installation's procedures and responsibilities for creating and modifying purchasing documents and GPP process guidance, and for making them accessible to activity/installation personnel. Consider placing general EMS documentation onto the facility intranet to ensure that the most current information may be efficiently located, reviewed, and revised, as needed. Project-specific documentation may be maintained in the contracting officer's or project manager's files.

Appendix D provides examples of procedures and forms that have been successfully used at DON activities/installations to execute GPP requirements. An activity/installation GPP team may use and/or adapt them for local use as appropriate. Once forms and procedures have been selected, begin training or other promotional activities to ensure that all purchasers and other responsible personnel know where to find the information and how to use it.

Program documentation, such as policy, plans, procedures and forms should be reviewed annually as part of the GPP management review (see Chapter 5). Any changes that are needed to improve a program's effectiveness should be made. New or updated documents should be entered into the activity's/installation's document management system (e.g., facility intranet).

4.8 OPERATIONAL CONTROLS

Operational controls are procedures and specifications to ensure an activity/installation purchases mission-appropriate green products and services. The objective is to include environmental impacts along with price, performance, and availability in the criteria on which purchasing decisions are made. The plans that are posted in the “Sample Plans” on the Joint Service Pollution Prevention and Sustainability Technical Library at <http://p2library.nfesc.navy.mil> include examples of some of the implementation practices now in use at DON activities/installations.

Forms may also be developed and used to support and standardize GPP processes. There are no standard forms required by DoD or DON guidance. Some activities/installations have created their own forms to support the program. These sample forms are included in Appendix D, along with a series of typical actions that may be used to ensure GPP is successfully included in product, service, and facility acquisitions. These examples may be tailored as necessary.

- **Green Procurement Requirements Reference Sheet** includes web page links for GPP-compliant product lists, third-party EPP standards, and selected sources of supply. The reverse side of the form also lists the EPA-designated items. It may be used in conjunction with the other forms to identify the full range of GPP requirements that apply to a procurement action.
- **GPP Statement** is a form that has been developed to document that GPP was considered for commodities that do not require GPP-compliant items.
- **Recovered Material Determination Form (RMDF)** is for procurement actions that include EPA-designated items. It documents the CPG items that are required, states whether or not they meet EPA requirements, and provides the rationale for exemptions. Note that although EPA-designated items and USDA biobased items are both subject to the same exemption criteria, **a written determination to justify an exemption request is only required for the EPA-designated items.**
- **Project Manager/QAE Considerations and Guidelines** is a verification checklist for Project Managers and Quality Assurance Evaluators to document ongoing GPP compliance during project quality assurance inspections.
- **GCPC Purchasing Considerations and Guidelines Log** is intended to be used to document GCPC cardholders' purchases of items that are designated for green procurement under one of the mandatory Federal programs. The log identifies whether or not purchased products met GPP requirements and documents the reason for choosing a non-compliant product. Congressional interest in tracking micro-purchases is increasing. Activities/installations may find it useful to track these purchases.
- **Green Procurement Program Annual Review Form** may be used to evaluate the progress of the GPP.

4.9 RESOLVING CONFLICTS BETWEEN PURCHASING PROGRAMS

The challenge in buying a product or selecting a service is to achieve a balance between various factors including cost, availability, performance, resource conservation, environmental benefits and the personal level-of-effort expended to find a product that best addresses all of these factors. Occasionally, conflicts may arise between the EPA-designated item and the USDA biobased requirements of the GPP, or between the GPP and other mandatory purchasing programs.

Purchasers are to evaluate product characteristics, price, and performance, and select the product that is best suited to the requirement. If an activity/installation buys a product that is included on both the EPA-designated items list and the USDA biobased items list, there is a choice to be made. Buyers are not legally required to choose EPA-designated items first.

The scenarios in Table 1 provide some guidelines for resolving this and other conflicts. You may encounter other scenarios where the programs conflict. In these situations, contact the GPP Team for additional guidance.

Table 1: Resolving Conflicts Between Green Procurement and Other Mandatory Purchasing Programs

Conflict	Example	Solution
Two products meet the requirements of GPP.	The purchaser must make a product choice between a vegetable-based lubricant (biobased product) and re-refined oil (EPA-designated items).	Make the best overall choice in order to meet project requirements/goals/ technical orders and document the decision in the technical files.
Non-compliant materials offered by the mandatory purchasing programs.	The purchaser found a suitable product on the AbilityOne or UNICOR product list. There is inadequate information to determine if the product meets GPP requirements.	AbilityOne (formerly JWOD) and UNICOR are making every effort to comply with the EPA designated item requirements; therefore, EPA-designated listed items purchased from these sources, either directly or through GSA, should be compliant. However, unless a product is specifically identified as compliant, purchasers should review the materials used for the manufacture of the product to ensure compliance with the EPA-designated items and purchase products accordingly. If a discrepancy is discovered, purchase the suitable AbilityOne or UNICOR item over the EPA-designated item. Subsequently, document in the technical file the reason why a non-compliant product was purchased and notify the GPP Team leaders of the discrepancy.
Non-compliant materials offered by DRMO.	The purchaser found a suitable product at DRMO and realized that it does not meet EPA-designated item or Energy Star [®] requirements.	Reuse is preferable from an EPP standpoint. There are exceptions to this approach, however. For example, items that are for long-term use and are not energy-efficient, or create greater volumes of waste over time than the new product, may not be preferable. After weighing these factors, if the suitable item at DRMO is ultimately selected, document an EPA-designated item exemption on the basis of availability, cost, or timeliness if the item is over the micro-purchase threshold.

Table 1: Resolving Conflicts Between Green Procurement and Other Mandatory Purchasing Programs

Conflict	Example	Solution
Product meets the requirements of GPP but may not meet the activity's/installation's product performance standards.	The purchaser found recycled-content latex paint that meets the EPA-designated items requirement. The purchaser realizes after reviewing the MSDS that while the paint met the EPA-designated item requirement, the VOC content was higher than the activity's/installation's performance standard.	GP legal requirements and contracting requirements with UNICOR, AbilityOne, and other mandatory purchasing programs must be considered when purchasing products. Further EPP evaluation is encouraged for GP products, and there may be instances where for operational reasons purchasers should further evaluate the product and consider EPP factors. Using the example at left, assuming that a low VOC-content paint meeting EPA-designated item requirements was not available, the purchaser instead may choose to purchase a low VOC-content paint (no recovered material content) that would reduce air emissions and improve indoor air quality. The reason for choosing the low VOC-content paint and not the EPA-designated item paint may be attributed to failing to meet the DON the activity's/installation's performance standard for air emissions. Document the decision for the record and file in the technical or contract files.

Table 1 Acronyms:

AbilityOne = Replaced JWOD (Javits-Wagner-O'Day) acronym
DRMO = Defense Reutilization and Marketing Office
EPA-designated items = Procurement Guidelines items
EPP = Environmentally Preferable Purchasing
GPP = Green Procurement Program
GSA = General Services Administration
MSDS = Material Safety Data Sheet
UNICOR = Federal Prison Industries, Inc.
VOC = Volatile Organic Compound

5.0 MEASURE, ADJUST, AND ADAPT

The next step in the EMS “Plan, Do, Check, Act” cycle 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 local level. It measures progress toward the activity’s/installation’s GPP targets established in Planning phase (see Section 3.4).

Metrics and reporting are an important part of the Checking phase but are not the whole story. Metrics are used by higher headquarters as indicators of overall progress. Metrics alone will not provide all of the detail needed to ensure the activity/installation GPP is performing as it should. Annual monitoring by an activity/installation-level team will evaluate local program progress and discover ways to improve execution; see Section 4.1.

Management Review is a related issue that is covered in Chapter 5 of this Guide. It is different from Checking and Corrective Action. The 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 is not working well because of a deeper flaw in the program set-up, this is dealt with during the management review phase.

5.1 MONITORING AND MEASUREMENT

The Office of Federal Procurement Policy (OFPP) is required to report to Congress every two years on the actions taken by Federal agencies to implement the GPP. EO 13423 requires agencies to track and report to the Office of the Federal Environmental Executive (OFEE) their purchases of EPA-designated items and implementation of GPP programs.

The “RCRA 6002 Report”, collected as part of DON’s Solid Waste Pollution Prevention Annual Data Summary (SW EDMWEB), satisfies both of these needs. The report format was developed by an interagency working group led by OFPP and OFEE. Biobased product purchasing questions are included in the report. This part of the report will continue to develop as the program is formalized by USDA. Although the report to Congress is biennial, OFEE requires Federal agencies to submit data annually. The DoD metrics (see Section 4.1.2) have been designed with the RCRA Report in mind, to minimize data gathering and allow us to focus our energy on program execution instead.

5.1.1 EO 13423: GREEN PURCHASES

As part of the annual reporting for the EO 13423 Sustainable Practices data call, DoD Agencies are responsible for reporting information on green procurement topics. Therefore, Navy or USMC may contact the individual activities/installations for specific input related to the purchase of green products.

5.1.2 USING DoD METRICS TO MONITOR/MEASURE GPP PERFORMANCE

There are five top-level metrics for the GPP program:

1. **Number of contracts that successfully acquire EPA-designated items.** Data is taken from the FPDS-NG and depends on careful data entry on the Contract Action Report. The “A” code on Line 19A means EPA-designated items were acquired and all contained the required minimum recovered material content. “E” code means no EPA-designated items were acquired. The “B”, “C”, and “D” codes are used to identify any exemptions that were invoked for this particular contract (for timeliness, price or performance respectively). The “A” code should be used whenever a contract, including service or construction contracts, requires the use of an EPA-designated item and the product that is provided meets EPA standards. Finally, DON tracks the Contract Action Report, which identifies whether or not the appropriate FAR clauses for recovered material-content (EPA-designated item) purchasing were included in the contract.

For service contracts, green commodities are acquired and then coded appropriately.

2. **Purchase of “indicator items”.** Indicator items were chosen by a Federal interagency working group from the EPA-designated item list, so that data would not need to be collected for each and every one of the EPA-designated items. Data will be obtained from DLA’s Environmental Reporting Logistics System (ERLS) and not from local purchase records. The indicator items for FY 2005 were:

- Sanitary tissue products
- Toner cartridges
- Construction products
- Landscaping timbers
- Park benches/picnic tables
- Traffic barricades
- Engine lubricating oil
- Signage

Recovered material content for EPA-designated item information is provided by contractors whenever FAR Clause 52.223-9 is used in contracts over \$100,000. No requirement exists for activities/installations to roll up this information and report it to anyone, but it should be used internally to see how well your contractors are following EO 13423 requirements.

3. **Number of contracting personnel trained in GP.** This applies to training for personnel in career fields 1102 and 1105. See Section 3.5.1 for more detail on training requirements. Depending on the training source, records may be kept by the training provider or locally at the installation/activity. To make sure the data

is reported accurately, it is critical for everyone who takes the training to fill out their registration correctly. Please see Appendix D for instructions.

4. **Number of organizations or installations participating in the Federal Electronics Challenge (FEC) program.** The FEC is a partnership program that assists organizations or installations with becoming better electronic stewards. There are three main goals of the FEC:
 - Purchase greener electronic products.
 - Reduce impacts of electronic products during use.
 - Manage obsolete electronics in an environmentally safe way.
5. **Number of contract audit findings.** This metric is tracked in order to ensure that there is a decrease in audit findings as an indication of organization or installation compliance with GPP requirements.

DON began collecting fiscal year data for all five of the DoD metrics beginning in 2004 and review metric data annually to ensure upward trends are achieved. Even though the data for the metrics are gathered and reported by DON, an activity's/installation's GPP team can also use the data from the FPDS-NG and the DLA ERLS system each year to track their progress in meeting the DoD metrics and take action to improve performance.

5.1.3 MONITORING ACTIVITY/ INSTALLATION-SPECIFIC TARGETS

In addition, as part of the routine EMS procedures, the GPP Team should review the status of the established targets to monitor the progress of GPP implementation. The GPP Team should document this review and status, along with any issues or lessons learned associated with the implementation of these targets. The review should also assess any impediments or conflicts that currently (or in the future) affect the implementation of the GPP.

5.1.4 OTHER MEASURING/MONITORING OF GPP PERFORMANCE

An activity/installation GPP team may also create local indicators to further measure and improve GPP performance. Consider (1) tracking state and local requirements; (2) tracking the number of GCPC cardholders and/or project managers that have been trained; (3) the percentages of active service or construction contracts that address GPP requirements; (4) increases in the types of GPP products the activity/installation acquires; (5) reductions in waste generation or resource use that may be attributed to the GPP; or (6) any other information that would be easy to collect and is useful for driving the local program forward. The program may become more meaningful to activity/installation personnel if its GPP actions may be translated into actual, tangible benefits.

5.2 CORRECTIVE AND PREVENTIVE ACTION

Performance information comes from many sources such as metrics, audits, inspections, and contract performance data. All of this collected information may be used in two ways: to review current program performance and to make program improvements (see Section 5.1).

5.2.1 INTERNAL AUDITS AND CONTRACT PERFORMANCE INFORMATION

Environmental Quality Assessment/Environmental Compliance Evaluation (EQA/ECE) audits measure an activity's/installation's compliance with environmental laws, regulations and policy. The audit team checks to see that:

- An activity/installation has a GPP Team that consists of representatives designated by the activity/installation commander to execute the program.
- The GPP plan has been developed, implemented, and maintained.
- Public Works/Facility Maintenance Office provides education and training, in conjunction with Contracting.
- GPP is included in all Public Works/Facility Maintenance Officer specifications for construction and service contracts that call for the purchase of GPP elements.
- **Contract performance information** comes from inspection checklists, and from contractor-provided estimates and certifications for GPP purchases.

5.2.2 REGULATORY INSPECTIONS AND DON COMPLIANCE GUIDANCE (HOW TO HANDLE INSPECTIONS)

EPA may conduct compliance audits for GPP elements purchasing in accordance with RCRA and EO 13423. EPA's "Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act" (May 12, 1999) was written to show authorized states how to evaluate GPP elements purchasing compliance as part of their RCRA inspections. (Please note that this applies to RCRA compliance, and at present, there is no similar guidance for determining compliance with the Farm Bill.)

According to the Compliance Guidance, EPA has elected to focus initially on field level awareness of the RCRA 6002 requirements. Affirmative procurement (AP) compliance may be reviewed by EPA or authorized State inspectors as part of RCRA, The Federal Facility Compliance Act, or "multi-media" inspections. Two actions for inspectors are included in the EPA guidance:

- Distribution of a questionnaire to the activity/installation commanding officer, and
- Inspection of the facility motor vehicle maintenance activities (where they exist).

Motor vehicle maintenance activities were selected due to their common presence at a broad range of Federal facilities; significant awareness and availability of products and services that meet the EPA Guidelines for vehicular products; and likelihood that RCRA

inspections would normally be conducted at these locations. The motor vehicle maintenance audit protocol and the questionnaire are included in the EPA guidance document.

While all DON activities/installations must comply with the purchase of EPA-designated items, DON personnel should also understand that any enforcement of RCRA 6002 requirements by regulators is beyond the scope of their authority. A Notice of Violation (NOV) may be issued for EPA-designated item procurement violations, but inclusion of RCRA 6002 requirements in a subsequent Administrative Order would be an overreach of the regulator's enforcement authority.

If an activity/installation receives an NOV that includes alleged affirmative procurement violations, they should refer to OPNAVIST 5090.1 (latest version) or to MCO P5090.2 (latest version) for guidance on receiving notices of non-compliance.

5.3 RECORDKEEPING FOR TRACKING PERFORMANCE OF GP PROGRAM

Documentation needs to be kept to record the progress of the program, and also to support an activity's/installation's EMS. As a minimum, keep the following records and forms, and know where they are filed in case an auditor or inspector asks to see them:

- **Training Records.** Training records for acquisition personnel and GCPC cardholders must be kept to verify progress toward the DoD metrics, in accordance with the Structure and Responsibilities section of the installation EMS, a POC should be identified as being responsible for maintaining training records. You should also consider keeping training records for project managers and other Public Works/Facility Maintenance personnel, and documenting any awareness training provided to the general activity/installation population. Depending on the training source, records may be kept by the training provider or may be local records (such as for your activity's/installation's local GCPC training).
- **Forms for construction projects and service contracts.** This applies to GPP Statements or Recovered Material Determination Forms for individual construction projects and service contracts (see Appendix D). These forms document how a procurement action has been reviewed for GPP applicability. If the Recovered Materials Determination Form II is not used, be sure to keep and file all written determinations for exemptions from GPP element requirements.
- **GCPC cardholder logs.** GCPC cardholder logs, if used at your activity/installation (see Appendix D).
- **FPDS-NG (Contracting Action Report).** This report documents GPP elements (as coding is available) of compliance in contracting actions.
- **Contractor provided estimates and certifications.** Contractor-provided estimates and certifications of EPA-designated item not only document the specific products that were used in a contract, but also satisfy a programmatic requirement in RCRA for "Vendor Estimates, Certification and Verification."

- **Project Manager documentation of GP compliance.** Project Manager checklists documenting GPP compliance are in Appendix D.
- **Activity-/Installation-specific documentation.** Your activity's/installation's GPP policy, plans, operational procedures, and audit results/reports.

6.0 MANAGEMENT REVIEW

Management review is different from Checking and Corrective Action, as the management review takes a step back and looks at the program itself, to see if improvements are needed to make it more effective.

6.1 USE GPP MONITORING DATA TO DRIVE PROGRAM IMPROVEMENT

The RCRA and FSRIA program requirements for annual monitoring and review are satisfied by the actions in Chapters 4 and 5 of this Guide. An activity/installation needs to review and evaluate the effectiveness of its GPP every year. This action is separate and distinct from the requirement to collect and report agency-wide data about GPP implementation to Congress and the routine review of targets. Please see Section 4.1 for more information on data collection and reporting.

As part of a continual improvement process, the GPP (as part of the EMS) requires an organization's top management (Environmental Management Review Board, or similar group) to review the GPP, at least annually, to ensure that the GPP is working. These GPP management reviews may be a part of the activity's/installation's annual EMS review, or may be done separately. Management review serves several functions:

- Providing general information about the GPP to top management;
- Discussing the relevancy of the activity's/installation's GP policy, objectives, and targets in light of changing situations, and making appropriate revisions;
- Discussing GPP audit results, and approving related plans and resources required to improve the GPP;
- Reviewing progress toward objectives and targets and approving new or revised objectives and targets.

The management review should be comprehensive, although not all elements of the GPP need to be reviewed at once. The review of the policy, objectives, and procedures should be carried out by the level of management that defined them. Reviews should include:

- Minutes from previous management reviews,
- Results from audits,
- The extent to which objectives and targets have been met, and
- The continuing suitability of the GPP in relation to changing conditions and information, concerns among relevant interested parties (internal suggestions and external communications).

The management review should evaluate the need to change the GP policy, objectives, targets, and other elements due to the following factors:

- Changing mission,
- Addition of new activities or tenants,

- Changing regulations, DoD policy, or requirements,
- Changes in the products or activities of the activity/installation,
- Lessons learned from internal or external source, and
- Reporting and communication.

Management reviews should assess both positive and negative findings and not only focus on the negative. The purpose of the management review should be continual improvement of the GPP. The continual improvement process should:

- Identify areas of opportunity for improvement of the GPP,
- Determine the cause or causes of negative audit findings or deficiencies,
- Develop and implement plans of corrective and preventive action to address root causes,
- Verify the effectiveness of the corrective and preventive actions,
- Document changes in procedures resulting from process improvement, and
- Make comparisons with objectives and targets.

The minutes of the management review should be recorded and the resulting observations, conclusions, and recommendations should be documented to prepare for necessary actions. In addition, if any corrective action must be taken, top management should follow up to ensure that the action was effectively implemented. All management review documentation should be done in accordance with the activity's/installation's document control procedures.

Information Sources for Management Review

- Results from Audits
- Progress on objectives and targets
- FPDS-NG I Contract Action Report
- DLA-provided GP data
- Training Data

Many sources of information are available to help an activity/installation conduct its management review:

- The information that is routinely collected during GPP execution may help to identify parts of the program that may need to be changed. For example, if the written determinations for the appropriate GPP elements purchasing exemptions are reviewed as a group, this may show a tendency for a certain type of exemption to be claimed again and again. That may indicate a root cause such as lack of awareness of sources of alternative products. This, in turn, could indicate a need for a new activity/installation-wide information campaign or for enhancing the training plan.
- DoD's GPP Strategy contains the "**GPP Facility Questionnaire**" which may be used to assess the GPP. It includes questions for Policy, Planning, Implementation and Operation, Reporting and Corrective Action, and Management Review.
- The **Green Procurement Program Annual Review Form** may also be used to evaluate the progress of the GPP. See Appendix D.

- Finally, do not forget to update the activity's/installation's policy and plan as required to respond to changes in the mission or in the GPP program requirements.

6.2 REWARD EXCELLENCE

Consider including GPP performance awards in the activity's/installation's local awards program. Recognize organizations and individuals who make outstanding contributions to GPP execution. Do not forget that awards and plaques are an EPA-designated item and should be purchased with recovered materials!

There are also several Federal, EPC, ESOHC EPC, ESOHC DoD and DON awards that consider GPP performance, including:

- Federal Energy Management Program Awards for Energy Efficiency and Water Conservation
 - Energy Saver Showcase Awards,
 - Federal Energy and Waste Management Awards,
 - Louis R. Harris, Jr. Awards, and
 - Presidential Award for Leadership in Federal Energy Management - Contributions are in the areas of energy efficiency, water conservation, and the use of advanced and renewable energy technologies.
- Closing the Circle (CTC) Awards: Beginning in 2005, CTC awards were made for the following categories: Waste/Pollution Prevention, Recycling, Green Procurement, Environmental Management Systems, Sustainable Design/Green Buildings, and Minimizing Petroleum Usage in Transportation
- Secretary of Defense Environmental Awards for the following categories: natural resources conservation, cultural resources management, environmental quality, pollution prevention, environmental restoration, environmental excellence in weapon system acquisition.
- Secretary of the Navy Environmental Awards, sponsored by the CNO Environmental Readiness Division, recognizes Navy people, ships and installations for their exceptional environment stewardship.

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**APPENDIX A:
LIST OF ACRONYMS**

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A-E	Architectural-Engineer
AFV	Alternative Fuel Vehicles
AP	Affirmative Procurement
APP	Affirmative Procurement Program
ATV	Advanced Technology Vehicles
BEES	Building for Environmental and Economic Sustainability
BOM	Bill of Material
CAA	Clean Air Act
CCR	Central Contractor Registration
CFC	Chlorofluorocarbons
CFR	Code of Federal Regulations
CL	Continuous Learning
CMC	Commandant of the Marine Corps
CNG	Compressed Natural Gas
CPG	Comprehensive Procurement Guidelines
COM	Commander
CONUS	Contiguous United States
COR	Contracting Officer's Representative
CPG	Comprehensive Procurement Guidelines
CTC	Closing the Circle
DAPS	Document Automation and Production Service
DAU	Defense Acquisition University
DENIX	Defense Environmental Network and Information eXchange
DESC	Defense Energy Support Center
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DOD	Department of Defense
DOE	Department of Energy
DON	Department of Navy
DRMO	Defense Reutilization and Marketing Office
DSCR	Defense Supply Center Richmond
ECE	Environmental Compliance Evaluation
EMALL	DoD Electronic Mall
EMO	Environmental Management Office
EMS	Environmental Management System
EO	Executive Order
EPA	U.S. Environmental Protection Agency
EPACT	Energy Policy Act
EPC	Environmental Protection Committee
EPCRA	Emergency Planning and Community Right to Know Act
EPEAT	Electronic Product Environmental Assessment Tool
EPP	Environmentally Preferable Products
EQA	Environmental Quality Assessment
ERLS	Environmental Reporting Logistics System
ESOHC	Environment, Safety, and Occupational Health Committee
FAR	Federal Acquisition Regulation
FEMP	Federal Energy Management Program
FPDS	Federal Procurement Data System

FPDS-NG	Federal Procurement Data System- Next Generation
FSRIA	Farm Security and Rural Investment Act of 2002 (Farm Bill)
GoLearn	Government Online Learning Center
GP	Green Procurement
GPC PM	Government Procurement Card Program Manager
GPC	Government Procurement Card
GPP	Green Procurement Program
GSA	General Services Administration
HQMC	Headquarters Marine Corps
IT	Information Technology
JWOD	Javits-Wagner-O'Day Program
LEED	Leadership in Energy and Environmental Design
MCCS	Marine Corps Community Services
MCO	Marine Corps Order
MILCON	Military Construction
MSDS	Materials Safety Data Sheet
NAVFAC	Naval Facilities Engineering Command
NAVSUP	Naval Supply Systems Command
NFESC	Naval Facilities Engineering Service Center
NIB	National Institute for the Blind
NISH	National Institute for the Severely Handicapped
NIST	National Institute of Standards and Technology
NMCAG	Navy Marine Corps Acquisition Guide
NMCAR	Navy Marine Corps Acquisition Regulation
NOV	Notice of Violation
OCONUS	Outside of the Contiguous United States
ODS	Ozone Depleting Substances
OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy
P2	Pollution Prevention
PCB	Polychlorinated Biphenyls
PM	Project Manager
PNS	Portsmouth Naval Shipyard
PWO	Public Works Officer
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
RCRA	Resource Conservation Recovery Act
RMAN	Recovered Materials Advisory Notice
RMDF	Recovered Material Determination Form
SNAP	Significant New Alternatives Policy
SOW	Statement of Work
SW EDMWEB	Solid Waste Pollution Prevention Annual Data Summary
UNICOR	Federal Prison Industries, Incorporated
US	United States
USDA	United States Department of Agriculture
VOC	Volatile Organic Compound

**APPENDIX B:
DEFINITIONS**

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

Activity/Installation - any Federal facility or organization that is formally accountable for compliance under environmental regulation or conducts activities that can have a significant impact on the environment, either directly or indirectly, individually or cumulatively, due to the operations of that facility's or organization's mission, processes or functions.

Affirmative Procurement - assuring CPG items composed of recovered materials (EPA-designated items) will be purchased to the maximum extent practicable, consistent with Federal law and procurement regulations.

Agency or Executive Agency - as defined in section 105 of title 5, United States Code (U.S.C.), excluding the Government Accountability Office. Military departments, as defined in section 102 of title 5, U.S.C. 102, are covered under the auspices of the DoD.

Biobased Product – a commercial or industrial product (other than food or feed) that uses biological products, or renewable domestic agricultural (plant, animal, and marine) or forestry materials. FSRIA mandated that USDA biobased products also be included in Federal Environmentally Preferable Products.

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

Components of the Federal Green Procurement Program -

- Recovered materials (Affirmative Procurement),
- Energy efficient (FEMP, Energy Star®, EPEAT),
- Alternative fuels/AFVs,
- Biobased Products,
- Non-Ozone Depleting Substances, and
- Environmentally Preferable Products.

Comprehensive Procurement Guidelines - regulations issued by EPA pursuant to section 6002 of RCRA: (1) identifying items produced (or can be produced) with

recovered materials and where procurement of such items will advance the objectives of RCRA; and (2) providing recommended practices for the procurement of such items.

Energy Efficient- measures, practices, or programs that reduce the energy used by specific devices and systems, typically without affecting the services provided. Such savings are generally achieved by substituting technically more advanced equipment or operating procedures to produce the same level of end-use services (e.g., lighting, heating, motor drive) with less energy input.

Environmental Management System - a set of processes and practices that enable an organization to increase its operating efficiency, continually improve overall environmental performance and better manage and reduce its environmental impacts, including those environmental aspects related to energy and transportation functions. EMS implementation reflects accepted quality management principles based on the "Plan, Do, Check, Act," model found in the ISO 14001:2004(E) International Standard and using a standard process to identify and prioritize current activities, establish goals, implement plans to meet the goals, evaluate progress, and make improvements to ensure continual improvement.

Environmentally Preferable - 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. This comparison may consider raw materials acquisition, product, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

EPA-Designated Item - an item designated by the EPA in a Comprehensive Procurement Guideline and for which EPA recommended procurement practices, including recovered materials content levels, in a Recovered Materials Advisory Notice.

Green Procurement – 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. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service. Green Procurement is also known as Affirmative Procurement or Environmentally Preferable Procurement.

Green Products/Services - products and services meeting the requirements of one or more of the components of Federal green procurement preference programs: RCRA Section 6002; EO 13423, (including traditional Affirmative Procurement and Environmentally Preferable Products); Electronic Stewardship requirements; the Buy-Bio requirements of the 2002 Farm Bill (Public Law 107-171); and any Federal procurement preference programs implemented after the date of this document.

Life-Cycle Cost – in accordance with E.O. 13423, "life-cycle costs" means the sum of the present values of investment costs, capital costs, installation costs, energy costs, operating costs, maintenance.

Ozone-Depleting Substances – any chemical listed as a Class I or Class II substance as defined by the CAA and 40 CFR 82. Class I ODSs most prevalent in Navy applications include CFC-11, CFC-12, CFC-113, CFC-114, Halon 1211, Halon 1301, methylchloroform (1,1,1, trichloroethane) and carbon tetrachloride. Class II ODS most prevalent in Navy applications include HCFC-22, HCFC-123, and HCFC-14b. CFCs and HCFCs are commonly referred to as Freons. While production of Class I ODS has ceased, production phase-outs of Class II ODS will begin over the next several years.

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) the protection of natural resources by conservation.

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

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

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

Recycled Material – Previously used materials, substitutable for a raw or source material in the manufacturing process. If not so used, this material would become waste.

Recycling – Using, reusing, or reclaiming materials, including processes that regenerate a material or recover a useable product from it.

Renewable Energy - energy produced by solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project.

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

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

Sustainable – of or pertaining to creating and maintaining conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations of Americans.

Unreasonable Price - The price of a recycled-content product is considered unreasonable if it significantly exceeds the cost of a comparable non-recycled item. (See life cycle cost definition above)

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

Waste Prevention - 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 – prevention or decreasing the amount of waste being generated through waste prevention, recycling or purchasing recycled and environmental preferable products.

**APPENDIX C:
DEPARTMENT OF DEFENSE/
DEPARTMENT OF THE NAVY GPP POLICY**

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**APPENDIX D:
GPP ELEMENT RESOURCES**

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EPA-DESIGNATED ITEMS

WHERE TO FIND APPROPRIATE PRODUCTS. Recovered material products are available from many government and commercial sources.

- [General Services Administration \(GSA\) Advantage!](#) highlights these products. Look for the CPG symbol  and the recycled content symbol . The [GSA Environmental Products and Services Guide](#) is another way to locate CPG and other recycled products.
- [DLA's Defense Supply Center Richmond \(DSCR\)](#) offers re-refined oil and other environmentally friendly products. You will need a .mil PKI certificate to go past the firewall to access this site.
- [DoD EMALL](#) identifies environmentally preferable items with a green tree icon . Accessing the EMALL through a [special web link](#) also turns on a “green filter” so that only the environmentally preferable items are displayed.
- Per FAR 8.002, the National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH) are a mandatory source for all supplies and services which are on the [Procurement List](#).
- In the AbilityOne catalog, products containing recycled content are indicated by the recycling symbol , and the  logo indicates products that are environmentally friendly.
- UNICOR is another mandatory source of supply. UNICOR's product categories include: Clothing & Textiles, Graphics, Office Furniture, Fleet Management and Vehicular Components, Electronics, Industrial Products, Recycling Activities, and Services.
- [DLA's Document Automation & Production Service \(DAPS\)](#) can now supply your needs for 20# white bond paper that complies with CPG requirements at a competitive price. You will need to be behind a .mil firewall to access this site.
- Central Contractor Registration (CCR): A database at <http://www.ccr.gov> can be used to locate small businesses that provide green products.
- Increasing numbers of regional governments and private organizations are sponsoring web sites to help consumers locate products made with recycled/EPA-designated items, and other EPP products. Sites that provide information free of charge include:
 - [California Integrated Waste Management Board](#)
 - [New Jersey Department of Environmental Protection](#)
 - [Minnesota Recycled Products Guide](#)
 - [Nevada Division of Environmental Protection](#)

- [Solid Waste Agency of Lake County, IL](#)
- [Ohio Department of Natural Resources](#)
- [City and County of Honolulu, HI](#)
- [Texas Commission on Environmental Quality](#)
- [Michigan Department of Environmental Quality](#)
- [Missouri Recycled Products Directory](#)
- [OIKOS Green Building Source](#)
- [Conservatree - Paper for the Environment](#)
- [Recycled Plastic Products Directory](#)
- [Guide to Resource Efficient Building Elements](#)
- [NRC Buy Recycled Business Alliance](#) – Construction Products List

FOR MORE INFORMATION. Please visit the [Joint Services P2 Technical Library](#).

ENERGY AND WATER EFFICIENT PRODUCTS (FEMP AND ENERGY STAR)

WHERE TO FIND APPROPRIATE PRODUCTS AND SERVICES. Energy-saving products can be found in federal supply sources including the [GSA Environmental Products and Services Guide](#), [GSA Advantage!](#) (look for the Energy Star symbol  and the EE symbol ) and the [DoD EMALL](#). They are also available from commercial sources. To choose energy efficient products, look for the EnergyStar first. If an [Energy Star® product](#) is not available cost effectively, choose the most efficient product possible from [FEMP's Energy-Efficient Products list](#). Both programs use the same criteria, with EnergyStar rated products attaining the highest level of performance. To identify products that meet the federal low standby power requirements, consult FEMP's [online database of electronic products](#).

Products that support the water conservation Best Management Practices include water-efficient irrigation systems, toilets and urinals, faucets and showerheads, boiler and steam systems, and cooling towers and equipment. Water efficiency recommendations for some of these products are included on the [FEMP technologies web site](#).

FOR MORE INFORMATION. The Whole Building Design Guide offers technical resource pages for [facility energy conservation and renewable energy](#) and [water conservation](#). To find a comparison of energy goals, go to <https://energy.navy.mil>.

ALTERNATIVE FUELS AND FUEL EFFICIENCY

WHERE TO FIND APPROPRIATE PRODUCTS. These web sites will assist customers in finding AFVs, alternative fuels, and fuel efficient vehicles:

- [GSA's Vehicle Leasing Program](#) offers AFVs as part of their service.

- DOE's Clean Cities Program web site has an [Alternative Fueling Station Locator](#).
- The Defense Energy Support Center (DESC) supplies federal agencies with alternative fuels, including biodiesel (B20) and ethanol (E85). Their [Logistics Tutorial](#) explains the acquisition process.
- The Fuel Economy Guide and other tools for finding fuel-efficient, environmentally preferable vehicles are available on the [EPA/DOE Fuel Economy web site](#). Users can find and compare cars by gas mileage, greenhouse gas emissions, air pollution ratings, and safety information.
- [EPA's Green Vehicle Guide](#) provides information about the environmental performance of vehicles based on emissions levels, air pollution, fuel economy values and global warming impacts.

FOR MORE INFORMATION. Visit any of the Web sites listed above.

USDA BIOBASED PRODUCTS

WHERE TO FIND APPROPRIATE PRODUCTS. Until USDA designates biobased items and establishes the voluntary labeling program, you can find USDA biobased products by visiting the following sites:

- On the [Biobased Manufacturers Association](#) web site, look for the "Biobased Supercenter" information.
- The [DOE Biomass Program](#) develops technology for conversion of biomass (plant-derived material) to fuels, chemicals, materials and power, so as to reduce dependence on foreign oil and foster growth of biorefineries. Today's [biomass uses](#) include E85, B20, biomass power, and industrial process energy.
- The United Soybean Board web site offers a [Products Guide](#) that lists consumer and industrial products.
- The National Corn Growers Association web site has a [database of information on availability of corn-based products](#) for industrial and consumer use.
- The [GSA Environmental Products and Services Guide](#) includes USDA biobased products, so look for those items marked with .
- NISH is actively working to become a leader in green cleaning practices, including biobased product use.

FOR MORE INFORMATION. The [Office of the Federal Environmental Executive \(OFEE\) Green procurement web site](#) tracks the status of the development of the USDA biobased products program. EPA's EPP program offers [web based training on Buying USDA biobased products](#). An inter-agency Buy Bio Workgroup is developing tools and resources to assist Federal agencies and product manufacturers.

USDA maintains the [Federal USDA biobased products Preferred Procurement Program \(FB4P\) website](#). Although it is still under construction, this website is intended to provide federal agencies with information that will help them meet requirements to purchase USDA biobased products; increase awareness of USDA biobased products among manufacturers/vendors, federal agencies, and public consumers; and be a source of information on those USDA biobased products designated for preferred procurement.

The [New Uses Council \(NUC\)](#) is a non-profit membership organization dedicated to the development and commercialization of USDA biobased products. NUC is partnering with the [Biobased Information System®](#) to provide daily business news links to other global initiatives and to network with other organizations.

NON-OZONE DEPLETING SUBSTANCES

WHERE TO FIND APPROPRIATE PRODUCTS. Non-ODS products are available through [GSA Advantage!](#) (look for the SNAP symbol ); the [DoD EMALL](#); and commercial sources. The EPA [Database of Environmental Information for Products and Services](#) includes information on products that have reduced ozone depleting potential.

FOR MORE INFORMATION. The EPA SNAP Program web (<http://www.epa.gov/ozone/snap/>) site provides additional web links for scientific and technical resources.

ENVIRONMENTALLY PREFERABLE PRODUCTS (EPP)

WHERE TO FIND APPROPRIATE PRODUCTS. These web sites will help consumers find environmentally preferable products:

- [Database of Environmental Information for Products and Services](#): EPA offers an extensive, searchable database of product-specific information (e.g., environmental standards and guidelines or contract language) developed by government programs, both domestic and international, as well as third parties.
- [GSA Advantage!](#) (look for the trees symbol )
- [GSA Environmental Products and Services Guide](#)
- [DLA Environmental Catalogs](#)
- [OIKOS Green Building Source](#)
- [Guide to Resource Efficient Building Elements](#)

FOR MORE INFORMATION. EPA and other government agencies have created several resources to assist with EPP purchasing, including:

- [Promising Practices Guide for "Greening" Contracts](#): A series of short case studies highlighting successful strategies for incorporating environmental factors into a variety of product and service contracts. Several DoD facilities, including the Pentagon, are highlighted.
- [Cleaning Product Attributes Ranking Tool](#): An interactive tool which helps the user choose a greener cleaning product by prioritizing environmental attributes (e.g., skin irritation potential, Volatile Organic Compounds (VOCs), recycled packaging).
- [Tips on "Greening" Conferences](#): A one-stop shop for Green Conference information.
- [Tips for Buying "Green" with the Government Credit Card](#): Tips to help government credit card holders make "greener" choices when buying products, such as office supplies.
- [Tool for Greening Your Meetings](#): This free, interactive tool assists meeting planners, hosts and suppliers in making their events environmentally responsible.
- [Federal Trade Commission's Green Guides](#): Guidelines for advertisers to ensure that their environmental advertising and labeling claims (such as "environmentally preferable") comply with the law and do not mislead the consumer.
- [Building for Environmental and Economic Sustainability \(BEES\)](#): BEES 3.0 is a tool that helps in the selection of building materials which take into account environmental and economic considerations.
- [Whole Building Design Guide](#): A comprehensive, internet-based portal to a wide range of federal and private sector, building-related guidance, criteria and technology, including guidance and resources on sustainable design.

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APPENDIX E:
HOW TO REGISTER FOR GPP TRAINING ON THE GOLEARN WEBSITE

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The Gov Online Learning Center is located at www.golearn.gov.
REGISTERING IN THE GOV ONLINE LEARNING CENTER

If this is the first time taking a course at the Gov Online Learning Center, you must first register in the system. When you register, select “Defense” for Organization and “Department of the Navy” for Agency. For the Division field type in your functional role, (i.e. Contracting, Civil Engineering). Registering in this manner will enable OPM to send functional specific training data to the DON to comply with DoD training metrics.

To receive an approved account, a user must submit a [GoLearn purchase form](#). In addition, users must locate the online “account request” link located on the www.GoLearn.gov homepage in order to submit their account information.

PLEASE NOTE: As of 7/1/2006, the GoLearn.gov site became 100% fee for service. No users (federal employees included) will be awarded an approved account without following the instructions above.

FOR TECHNICAL ASSISTANCE PLEASE CONTACT THE GOLEARN HELPDESK 1-888-661-2252 or golearn@geolearning.com .

REGISTERING FOR THE GREEN PROCUREMENT COURSE

To register for the Green procurement course, you should first log on with your email and password (located at the top banner of the GoLearn site). Next, click on the *Full Catalog* button on the top navigation bar, you will see the first page of the Catalog. Click on the *Free Catalog* category and select the *Legislatively Mandated and Agency Required Topics* category. Then choose the following by clicking on its title:

[What is “Green” Purchasing, Anyway?](#) (Course ID OPM008)

After you have clicked on the course title, hit the register button. You will then see 2 multiple choice questions on the purpose and type of training. For the 1st question, you should select ‘**Legislatively Mandated or Agency Required**’ and hit the continue button. Answer the 2nd question as appropriate and hit the submit button. You are on your way to a great learning experience with the Gov Online Learning Center.

To Begin the Course

After you have registered for the course, click on the My Courses button on the top navigation bar. Courses you registered for are displayed. Select the **What is Green Procurement, Anyway?** course and begin the course.

Course Completion

Once you have successfully completed the course, you will be able to print a completion certificate. To get your certificate, click on the *My Courses* button again. Each course will have a status (complete, incomplete or not attempted). When you have completed a course, there will be a green link that will take you to a certificate.

Continuous Learning Credit

Acquisition personnel receive 3 Continuous Learning (CL) credit points for completing this course. Personnel may use the web-based Acq Now CL tracker to document course completion and receive credit, <https://www.atrrs.army.mil/channels/acqnowcl/>.

**APPENDIX F:
GREEN PROCUREMENT HANDOUTS**

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GREEN PROCUREMENT REQUIREMENTS REFERENCE SHEET – PAGE 1

Select Sources of Supply for Environmentally Preferable Products and Services

- GSA: <http://www.gsa.gov/environ>
- DLA: <http://www.dscr.dla.mil/catalogs/catalog.htm>
- Energy Star®: <http://www.energystar.gov/> (note: Energy Star® does not sell products, but provides a list of manufacturers and their certified products)
- AbilityOne: <http://www.jwodcatalog.com/index.aspx>
- UNICOR: <http://www.unicor.gov/404error.cfm>
- FEMP: http://oahu.lbl.gov/cqi-bin/search_data.pl

Determining EPP Attributes for Specific Purchase Types

- For paints, carpet, office supplies, cleaners and particle board purchases:
<http://www.epa.gov/opptintr/epp/index.htm>
- For construction projects:
<http://www.epa.gov/opptintr/epp/pubs/products/construction.htm>

GPP Compliant Product Listings

- CPG: <http://www.epa.gov/cpg/products.htm> (the next page for the 2004 list of recycled-content products)
- Biobased:
<http://www.biopREFERRED.gov/Default.aspx?SMSESSION=NO>
- FEMP: <http://oahu.lbl.gov>
- Energy Star:
http://www.energystar.gov/index.cfm?fuseaction=find_a_product.
- Alternatives to ODS:
<http://www.epa.gov/ozone/snap/lists/index.html>

Resources for EPP Product Selection

EPA Database of Environmentally Preferable Products and Services: <http://yosemite1.epa.gov/oppt/eppstand2.nsf>

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GREEN PROCUREMENT REQUIREMENTS REFERENCE SHEET – PAGE 2

The list below is provided as a quick reference for the U.S. EPA-designated CPG items as of 2004. Green procurement requirements mandate that GPC holders purchase products that meet EPA recycled-content requirements for all purchases of the items listed. GPC holders record these purchases on the “GPC Purchasing Considerations and Guidelines Log.”

For questions regarding whether products count as “U.S. EPA-designated” or what the required recycled content for the item is, refer to the product descriptions on U.S. EPA’s Web site at www.epa.gov/cpg/products.htm. The EPA web site also lists any products that have been added to the CPG program after 2004.

CONSTRUCTION PRODUCTS

Building insulation products
Carpet and carpet cushion
Cement and concrete containing coal fly ash, ground granulated blast furnace slag, cenospheres, or silica flume
Consolidated and reprocessed latex paint
Floor tiles
Flowable fill (backfill)
Laminated paperboard
Modular threshold ramps
Nonpressure pipe
Patio blocks
Railroad grade crossing surfaces
Shower and restroom dividers/partitions
Structural fiberboard

LANDSCAPING PRODUCTS

Compost made from yard trimmings or food waste
Garden and soaker hoses
Hydraulic mulch
Lawn and garden edging
Plastic lumber landscaping timbers and posts

NON-PAPER OFFICE PRODUCTS

Binders, clipboards, file folders, clip portfolios, and presentation folders
Office furniture
Office recycling containers
Office waste receptacles
Plastic desktop accessories
Plastic envelopes
Plastic trash bags
Printer ribbons
Toner cartridges

PAPER AND PAPER PRODUCTS

Commercial/industrial sanitary tissue products
Miscellaneous papers (tray liners)
Newsprint
Paperboard and packaging products
Printing and writing papers

PARK AND RECREATION PRODUCTS

Park benches and picnic tables
Plastic fencing

PLAYGROUND EQUIPMENT

Playground surfaces
Running tracks

TRANSPORTATION PRODUCTS

Channelizers
Delineators and flexible delineators
Parking stops
Traffic barricades
Traffic cones

VEHICULAR PRODUCTS

Engine coolants
Rebuilt vehicular parts
Re-refined lubricating oils
Retread tires

MISCELLANEOUS PRODUCTS

Awards and plaques
Bike racks
Blasting grit
Industrial drums
Manual-grade strapping
Mats
Pallets
Signage
Sorbents

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TABLE 194
DEFENSE LOGISTICS AGENCY
DoD EMALL
ENVIRONMENTAL ATTRIBUTE CODES (ENAC)
DoD 4100-39M
VOLUME 10

RECYCLED CONTENT PRODUCTS

Definition: Products that have recycled content and meet or exceed the specific product CPG: Comprehensive Procurement Guidelines – Recovered Materials Advisory Notices (RMAN) as outlined on the EPA website.

CONSTRUCTION PRODUCTS

EF	BUILDING INSULATION PRODUCTS
EH	CEMENT AND CONCRETE CONTAINING COAL FLY ASH
EJ	CEMENT AND CONCRETE CONTAINING GROUND GRANULATED BLAST-FURNACE SLAG (GGBF)
EK	STRUCTURAL FIBERBOARD
EL	LAMINATED PAPERBOARD
EM	CARPET
EN	FLOOR TILES
EP	PATIO BLOCKS
EQ	LATEX PAINT, CONSOLIDATED AND REPROCESSED
FD	SHOWER AND RESTROOM DIVERS/PARTITIONS
GT	CARPET CUSHION
G1	CEMENT AND CONCRETE CONTAINING CENOSPHERES
G2	CEMENT AND CONCRETE CONTAINING SILICA FUME

LANDSCAPING PRODUCTS

FA	GARDEN AND SOAKER HOSES
FB	LAWN AND GARDEN EDGING
GU	PLASTIC LUMBER LANDSCAPING TIMBER AND POSTS

MISCELLANEOUS PRODUCTS

GW	AWARDS AND PLAQUES
GX	INDUSTRIAL DRUMS
GY	MATS
GZ	SIGNAGE
HA	SORBENTS
HB	MANUAL-GRADE STRAPPING
E9	PALLETS

NON-PAPER OFFICE PRODUCTS

- E1 OFFICE RECYCLING CONTAINERS
- E2 OFFICE WASTE RECEPTACLES
- E3 PLASTIC DESKTOP ACCESSORIES
- E4 TONER CARTRIDGES
- E5 BINDERS, CLIPBOARDS, FILE FOLDERS, CLIP PORTFOLIOS AND PRESENTATION FOLDERS
- E6 PRINTER RIBBONS
- E7 PLASTIC TRASH BAGS
- E8 PLASTIC ENVELOPES

PAPER AND PAPER PRODUCTS

- JF COMMERCIAL/INDUSTRIAL SANITARY TISSUE PRODUCTS
- JH MISCELLANEOUS PAPERS
- JJ NEWSPRINT
- JK PAPERBOARD AND PACKAGING PRODUCTS
- JL PRINTING AND WRITING PAPERS

PARK AND RECREATION PRODUCTS

- EX PLAYGROUND SURFACES
- EY RUNNING TRACKS
- EZ PLASTIC FENCING
- GV PARK BENCHES AND PICNIC TABLES
- HC PLAYGROUND EQUIPMENT

TRANSPORTATION PRODUCTS

- ER TRAFFIC BARRICADES
- ES TRAFFIC CONES
- ET PARKING STOPS
- EU CHANNELIZERS
- EV DELINEATORS
- EW FLEXIBLE DELINEATORS

VEHICULAR PRODUCTS

- EB RE-REFINED LUBRICATING OIL
- ED RETREAD TIRES
- EE ENGINE COOLANTS
- G4 REBUILT VEHICULAR PARTS

ENERGY EFFICIENT

Definition: Products that meet DOE/FEMP specified Energy Efficient product standards or are DOE/FEMP Energy Star label listed.

COMMERCIAL APPLIANCES

GC ICE MACHINES
HN FAMILY SIZED CLOTHES WASHERS
JM GAS GRIDDLES
JN GAS FRYERS
JP HOT FOOD HOLDING CABINETS
JQ REFRIGERATORS AND FREEZERS

COMMERCIAL HVAC EQUIPMENT

GL COMMERCIAL UNITARY AIR CONDITIONERS
GM COMMERCIAL HEAT PUMPS
HF BOILERS
JS AIR-COOLED CHILLERS
JT GROUND SOURCE HEAT PUMPS
JU WATER-COOLED CHILLERS

INDUSTRIAL TECHNOLOGIES

GH ELECTRIC MOTORS
GJ DISTRIBUTION TRANSFORMERS (MEDIUM)
HH CENTRIFUGAL PUMPING SYSTEMS

CONSTRUCTION PRODUCTS

GG WINDOWS, RESIDENTIAL
GP ROOF PRODUCTS

LIGHTING TECHNOLOGIES

GD EXIT SIGNS
GE FLUORESCENT TUBE LAMPS
GF FLUORESCENT BALLASTS
GN FLUORESCENT LUMINARIES
HJ INDUSTRIAL HIGH INTENSITY DISCHARGE LUMINARIES
HK DOWNLIGHT LUMINARIES
HL COMPACT FLUORESCENT LAMPS
HM LIGHTING CONTROLS

OFFICE TECHNOLOGIES

FW COMPUTERS
FX MONITORS
FY PRINTERS
FZ COPIERS
GA FACSIMILE MACHINES

RESIDENTIAL APPLIANCES

FG ROOM AIR CONDITIONERS
FH DISHWASHERS
FJ REFRIGERATORS
GK CLOTHES WASHERS
G6 FREEZERS

RESIDENTIAL HVAC EQUIPMENT

FK CENTRAL AIR CONDITIONERS
FM ELECTRIC WATER HEATERS
FN GAS WATER HEATERS
FP AIR SOURCE HEAT PUMPS
HG GAS FURNACES
JV GROUND SOURCE HEAT PUMPS

WATER CONSERVING

Definition: DOE Water Conserving Products, Plumbing fixtures that meet or exceed the DOE/FEMP's recommended performance standards for flow rates and are in the upper 25% of energy efficiency of that product group.

WATER SAVING TECHNOLOGIES

FR FAUCETS
FS SHOWERHEADS
FV URINALS

LOW STANDBY POWER

Definition: Products that meet DOE/FEMP specified Low Standby Power product standards, or are DOE/FEMP Energy Star listed.

AUDIO PRODUCTS

H1 AUDIO PRODUCTS
F1 DVD PLAYERS
HX TELEVISION
HY VIDEO CASSETTE RECORDERS

HZ TV/VCR/DVD COMBINATIONS

COMPUTER AND OFFICE DEVICES

G3 INTEGRATED COMPUTERS
HR DESKTOP COMPUTERS
HS LAPTOP COMPUTERS
HT COMPUTER MONITORS
HU PRINTERS
HV FACSIMILE MACHINES
HW COPIERS
JW COMPUTER WORKSTATIONS
JX DOCKING STATIONS
JY MULTIFUNCTION DEVICES
JZ SCANNERS
F9 MICROWAVE OVENS

BIOBASED PRODUCTS

Definition: Biobased products are products determined by the United States Secretary of Agriculture to be commercial or industrial goods (other than food or feed) composed in whole or in significant part of biological products, forestry materials, or renewal domestic agricultural materials, including plant, animal, or marine materials.

KQ MOBILE EQUIPMENT HYDRAULIC FLUIDS
KR PENETRATING LUBRICANTS
KS DIESEL FUEL ADDITIVES
KT ROOF COATINGS
KU BEDDING, BED LINENS, AND TOWELS
KV WATER TANK COATINGS
LC CUTLERY

MULTIPLE ENTRY

ZZ WILL BE MACHINE GENERATED OUTPUT ON THE TRANSACTION WHEN THE NSN CONTAINS MORE THAN THREE (3) ENACS. ALL ENACS WILL BE LISTED IN SEGMENT A. REVIEW CHARACTERISTICS DATA FOR MORE INFORMATION.

XX REVIEWED – DOES NOT MEET SOME ENAC CRITERIA

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**APPENDIX G:
OPERATIONAL CONTROL AND DOCUMENTATION
Example GPP Waiver Form**

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Below is a series of actions that can be used to include GPP in product, service and facility acquisitions. These are provided as examples for an activity/installation and may be tailored as necessary.

Purchase Orders. GPP requirements apply to all commodity purchases, including those made by purchase order. Useful forms for completing a purchase order include the **Green Procurement Requirements Reference Sheet** and the **Recovered Material Determination Form (RMDF)**.

- The end user of the product will determine whether or not GPP applies to the purchase. The **GREEN PROCUREMENT REQUIREMENTS REFERENCE SHEET** aids in this process.
- The user provides Contracting with the **GPP STATEMENT** or a similar memo or e-mail statement if no GPP items are being acquired. The user should complete the **RMDF** if recycled-content CPG items on the EPA list are to be purchased. Other documentation (a memo or e-mail) should be provided to Contracting if USDA-designated biobased items, FEMP or Energy Star® energy-efficient items or FEMP Low Standby Power items are being purchased. Contracting should not establish the requirements documents for purchase orders without adequate GPP documentation.
- An activity/installation may conduct market research and discover that certain recycled-content CPG items are continually being exempted due to ongoing price, supply, or technical issues. “Blanket exemptions” can be established for specific products that are unable to meet EPA requirements as long as an activity/installation does not prohibit them, and the blanket exemptions are reviewed on an annual basis so as not to become outdated.

Government Purchase Cards (GPC). GPP requirements **do apply to GPC purchases** even though they are usually below the micro-purchase limit (less than \$2,500). The **Green Procurement Requirements Reference Sheet** is a useful tool when purchasing items with a GPC. This document, along with the optional **GPC Purchasing Considerations and Guidelines Log**, is included in Appendix G.

- The end user of the product will work with the credit card holder to determine whether or not GPP applies to the purchase and identify products that meet GPP requirements. The **GREEN PROCUREMENT REQUIREMENTS REFERENCE SHEET** aids in this process.
- Note that, although the GPP requirements apply equally to micro-purchases and larger purchases, written determinations to justify a CPG exemption request are not required for micro-purchases, per Executive Order 13101.
- The **GPC PURCHASING CONSIDERATIONS AND GUIDELINES LOG** is an **optional** form that can be used to document how GPP was considered by the purchaser. It

documents whether or not the GPC purchase met applicable green procurement requirements and the rationale for choosing a non-compliant product.

For construction and services contracts, the following steps must be taken to ensure that GPP is successfully included in contracts for construction and services:

Step 1 – Determining if GPP Elements Are Applicable

First, all contracted projects are evaluated by the requiring organization to determine if any of the GPP program elements apply. The **GREEN PROCUREMENT REQUIREMENTS REFERENCE SHEET** can assist with this evaluation.

- If the project or service contract has no GPP requirements, the requiring organization can document this using the **GPP STATEMENT** or a similar memo. This shows that GPP has been considered and no further action is needed. The form should be included in the official contract file.
- If the project or service contract includes requirements for one or more of the recycled-content products on the CPG list, the **RMDF** can be used. It documents the CPG items that are required, states whether or not they meet EPA requirements and provides the justification for any exemptions that are being invoked.
- Additional documentation (a memo or e-mail) should be provided to Contracting if USDA-designated biobased items, FEMP or Energy Star[®] energy-efficient items or FEMP Low Standby Power items are required. Contracting should require adequate GPP documentation for all contracted actions.
- Military Construction Program (MILCON) projects are executed by a Design Agent, which is usually the Naval Facilities Engineering Command (NAVFAC). The **GPP STATEMENT**, **RMDF** or equivalent forms supplied by the design agent will be used to identify GPP requirements that apply to the project. GPP and other Sustainable Development goals are included in the project's Construction Criteria Document or Requirements and Management Plan, along with the rest of the activity's/installation's technical requirements.

Step 2 – Development of the Performance Work Statement

Next, the requiring organization writes the specifications or Performance Work Statement (PWS) that will define the contractor's performance requirements.

- If an A-E design contractor is to be used to develop construction project specifications, ensure that the selection criteria included in FAR 36.602-1 have been considered. Design Agents are responsible for including these criteria when choosing A-E firms to design MILCON projects.

- The project manager also includes GPP in the A-E firm’s Statement of Work (SOW). Design Agent project managers must ensure this is done for MILCON projects. Per FAR 36.601-3: “For facility design contracts, the SOW shall require that the architect-engineer specify, in the construction design specifications, use of the maximum practicable amount of EPA-designated items consistent with the performance requirements, availability, price reasonableness, and cost-effectiveness. Where appropriate, the SOW shall require also the architect-engineer to consider energy conservation, P2 and waste reduction to the maximum extent practicable in developing the construction design specifications.”
- When buying green, either write detailed specifications and scopes of work or use performance-based contracting. The Pentagon renovation success story is a striking example of how a team learned to use performance-based contracting to promote sustainable design and green procurement in a high-visibility construction project, while improving project performance. This and other success stories are listed in Appendix H as excellent examples on the beneficial effects of the Green Procurement plan.

Step 3 – Specifications/PWS Review

The requiring organization puts the draft construction specifications or service contract PWS out for review and comment. The Environmental Management Office (EMO) is included in the review process.

- If GPP specifications are required but have not been included, the EMO will identify the deficient sections and return the package for action. Green contract language for more than 600 products and services is included in EPA’s EPP Database and can be added to specifications and PWS.
- Design Agents are responsible for including appropriate GPP requirements in MILCON specifications. Civil Engineering and the EMO must review the specifications with this in mind and identify any discrepancies to the Design Agent’s project manager. DoD Guide specifications are available from the Construction Criteria Base on the WBDG web site; these Guide specs have been updated to include EPA recycled-content requirements, but may not yet contain all required language for other GPP program elements.

Tips for Creating “Green” Contracts

- Clearly identify all GPP products to be used
- Use appropriate documentation (i.e. GPP Statement or RMDF)
- When buying green, either write detailed specifications and scopes of work or use performance-based contracting
- Write specific requirements for recycled content, biobased content, energy and water efficiency, etc. into all applicable sections of the service contract PWS or the construction specifications

When detailed specifications are prepared instead of performance specifications, a general statement will be added to the contract stating that they will comply with meeting the GPP goals (or comply with purchasing green products). Success at meeting GPP requirements is much more likely if a little more effort is made. Review the service contract or project design in detail, identify all of the GPP products to be used, and write specific requirements for recycled content, biobased content, energy and water efficiency, low-VOC, non-ODS, P2 and EPP into all applicable sections of the service contract PWS or the construction specifications. For example, if the project requires concrete, insulation, and latex paint, be sure that each of the specification sections for these products describes the recycled-content requirements. Here is an example of language that might appear in the section for building insulation:

Provide fiberglass insulation with recovered material content, minimum 20 to 25% percent by weight, of glass cullet. Provide foam sealant with recovered material content, minimum 5% by weight.

- Alternatively, products that comply with EPA minimum content requirements could be specified by “brand name or equal”. This means the contractor can supply the product by brand name as stated in the specifications, or provide an equivalent product. This approach is more difficult to manage because:
 - it does not clearly state the requirement for a recycled-content product in every specification section that includes the use of a Guideline item;
 - the construction contractor is not likely to be aware of the requirement, nor consider it when proposing an “equivalent” product; and
 - it requires the project engineer to remember that a Guideline item is involved, and review all submittals for equivalent products to ensure they have the required recycled content.

Step 4 – Solicitation Package and FAR Requirements

The final solicitation package is submitted to Contracting to become part of the contract. Contracting reviews the package, resolves any issues with the requiring organization, adds the required contract clauses and provisions, and awards the contract. For MILCON projects, the Design Agent provides the contracting officer:

- FAR provision 52.223-4, *Recovered Material Certification*, is inserted in all contracts (regardless of the contract value) that are for, or specify the use of, EPA-designated items. It is used regardless of the contract value and states that the vendor certifies, by signing their bid document, that the percentage of EPA-designated items to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.
- FAR clause 52.223-10, *Waste Reduction Program*, is added to contracts to promote cost-effective recycling, waste prevention and waste reduction. “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.

- If the project exceeds \$100,000 in value and EPA-designated CPG items are included in the contract, Contracting inserts FAR clause 52.223-9, Estimate of Percentage of Recovered Material Content for EPA Designated Products, which requires the contractor to **estimate** the percentage of recovered material content that will be used in a particular product. specifically identifying the percentage of post-consumer waste and other EPA-designated items that are in the product. *Alternate 1* of this clause requires the contractor to **certify** that the percentage of recovered content used in the performance of the contract will be at least the amount required by the solicitation or invitation for bid. The Alternate to the clause is only used when the CE project manager is technically able to **verify** the contractor’s submittal.
- Federal supply sources such as GSA, the Government Printing Office, and DLA have established their own estimation, certification, and verification procedures for CPG items. Agencies buying designated items through GSA, the Government Printing Office, and DLA, are not required to conduct independent estimation, certification, and verification procedures, as they have established their own procedures for CPG items.

Step 5 – Contract Performance and Reporting

The last stage is contract performance. Quality assurance is used to ensure that the GPP requirements in the contract are being acted upon. If the contract includes the clause requiring contractors to **estimate** or **certify** their recycled-content purchases, the project manager **verifies** the contractor’s claims.

- Engineering provides supervisory Quality Assurance Evaluator (QAE) support for MILCON projects, and includes GPP compliance in their inspections. Any deficiencies are identified to the Design Agent’s project manager for correction.
- Contract changes made during project execution shall not be allowed to circumvent mandatory GPP requirements. The project manager must review and approve all product substitutions for GPP compliance prior to use. Any additional exemptions that are required during execution of the project will be submitted to Contracting using an amended RMDF by the activity/installation requesting the change. For example, if CE were to determine that different products are required or an unforeseen exemption is going to be needed, then it would be responsible for amending the RMDF and submitting it to Contracting. If the contractor were to initiate the change, the responsibility would be theirs and Contracting would forward the amended RMDF to the responsible CE organization for approval. For MILCON projects, any additional exemptions that

are required during execution of the project should be documented by the Design Agent's project manager in an amended RMDF (or equivalent form) and submitted to the Design Agent's contracting officer, who will forward the amended form to Civil Engineering for approval.

- If the project exceeds \$100,000 in value and FAR 52.223-9 is included, the contractor must **estimate** the amount of recycled material that was used in the project and provide the estimate as an official submittal to Contracting. When the clause's *Alternate I* is included, the contractor must also provide **certification** in the form of a label on the product or a statement verified by the vendor and attached to the bid documents. Measurement of recovered material content should be made in accordance with standard industry practice. The certification on multi-component or multi-material products must verify the percentage of post-consumer waste and recycled material contained in the major constituents of the product. Contracting forwards all certification submittals to the responsible project manager for verification.
- The contractor's recycled material estimates and certifications are **verified** by the CE project manager or QAE. For construction contracts, the CE project manager will verify the accuracy of the contractor's submittal. For service contracts, the QAE will verify compliance during the quality reviews.
- There is currently no DON requirement to "roll up" the data from these contractor submittals for reporting to higher headquarters. However, the data is useful to an activity/installation GPP team as an indicator of success or opportunities for improvement.
- All MILCON projects exceed \$100,000 in value. Accordingly, the Design Agent must require the construction contractor to estimate the amount of recycled material in use on the project and provide the estimate as an official submittal to its contracting office, who will then forward the estimate to Civil Engineering for verification.

Some projects are submitted to the activity/installation contracting office by organizations other than Civil Engineering. A similar process should be used to include GPP requirements in these contracts.

- The **GPP STATEMENT** or **RMDF** can be used to initiate the GPP process. Contracting will check to make sure appropriate documentation is provided for all non-CE contracted projects. Completed forms must be provided to Contracting prior to contract award.
- Each activity/installation has designated QAEs to perform the associated contract quality assurance function. The designated QAEs will ensure proper completion of the appropriate forms and that the specified materials have been used on the project.

- At other times, an activity/installation may elect to use a non-activity/installation-level contracting office (e.g., GSA or NAVFAC) to award and administer a contract.
- In such cases, the **GPP STATEMENT** or **RMDF** can be used to initiate the GPP process. The requiring activity/installation is responsible for completing the form. Completed forms should be incorporated by the selected contracting office into the contract language and maintained in the contract files.
- Follow normal protocols for specification development and for contract management and inspections. Be sure to include GPP requirements at every step. Any CPG exemptions that are required during execution of the project will be documented by the initiator of the change (the requiring activity/installation or contractor) in an amended **RMDF** and submitted to the selected contracting office.

GPP also applies to all projects that are accomplished in-house by Civil Engineering Operations or other activity/installation organizations. The **RMDF** or **GPP STATEMENT** forms can be used to include green procurement in projects that will not be contracted.

- All work orders greater than \$3000 must go through the DON review and approval process. The environmental representative will ensure the requesting organization provides an appropriate GPP form for all work orders to be completed in-house. Once the in-house work order is finalized, it is forwarded to the applicable shop for project completion. The GPP form is maintained in the work order file once the in-house work order is finalized and the project completed.
- The GPP form will also be forwarded along with the work order Bill of Material (BOM) to CE Materiel Control, who procures supplies for the work order. No supplies should be procured if a GPP form is not included with the BOM. Materiel Control reviews the GPP form and provides appropriate products. If the need for additional exemptions is identified at this time, Materiel Control will amend the RMDF and place it in the work order file.
- CE Operations will review work order files to ensure proper completion of the appropriate form and that the specified materials have been used on the project.
- For Work Orders, Job Orders, and Preventative Maintenance under \$2,500, the individual shop tasked with completing the project will complete the **RMDF** or **GPP STATEMENT**. CE Operations will provide engineering assistance, if necessary. The completed form will be forwarded along with the BOM to Materiel Control and when complete, will be maintained in the project file. Work order supplies should not be procured unless one of the two completed forms is included with the BOM. If any exemptions are required during procurement of project supplies, shop personnel will amend the RMDF and place it in the project

file. QAEs will review project files to ensure proper completion of the appropriate form and that the specified materials have been used on the project.

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Recovered Materials Determination Form

Instructions

The procurement request originator completes this form when EPA-designated recovered content items are procured from vendors not on a GSA schedule or when a GSA schedule is not used. This form is not required for items requisitioned from established Federal supply sources.

1. The procurement request originator or purchase cardholder identifies the item(s) being purchased, signs and date the bottom of the form.
2. The completed form becomes part of the official contract file.

Procurement Request No. _____

Purchase Card Action Date _____ Vendor _____

The statement of work and specifications covering this procurement request are subject to the Defense Logistics Agency's Affirmative Procurement Program. The items being procured are: (Check category and circle appropriate item)

_____ Paper and Paper Products (commercial/industrial sanitary tissue products, miscellaneous papers, newsprint, paperboard and packaging products, printing and writing papers)

_____ Vehicular Products (coolants, re-refined lubricating oils, retread tires, rebuilt vehicle parts)

_____ Construction Products (Building insulation, Carpet, Carpet cushion, Cement/Concrete containing granulated blast furnace slag/fly ash, Reprocessed latex paint, Floor tiles, Flowable fill, Laminated paperboard, Modular threshold ramps, Non-pressure pipe, Patio blocks, Railroad grade crossing surfaces, Shower and restroom dividers/partitions, Structural fiberboard)

_____ Transportation Products (Channelizers, Delineators, Flexible delineators, Parking stops, Traffic barricades, Traffic cones)

_____ Park and Recreation Products (Park benches and picnic tables, Playground surfaces and equipment, Running tracks, Plastic fencing)

_____ Landscaping Products (Garden and soaker hoses, Hydraulic mulch, Plastic lumber landscaping timbers and posts, Lawn and garden edging, Compost from yard trimmings)

_____ Non Paper Office Products (Binders, clipboards, file folders, clip portfolios and presentation folders, Office furniture, Office recycling containers, Waste receptacles, Plastic desktop accessories, Plastic envelopes, Plastic trash bags,

Printer ribbons, Remanufactured toner cartridges)

_____ Miscellaneous Products (Awards and plaques, Bike racks, Blasting grit, Industrial drums, Mats, Pallets, Signage, Sorbents, Manual-grade strapping)

I hereby certify the Statement of Work/Specifications for the requisition of materials/services listed above complies with EPA Comprehensive Procurement Guidelines for minimum recovered/recycled material content levels.

Procurement Request Originator's Signature
Date

Purchase Cardholder' Signature

Date

Request for Waiver or Exception

Instructions

Complete this form when preferred procurement products or services ***are not*** procured. (These include EPA designated recovered-content, biobased, or energy efficient products).

1. The procurement request originator/purchase cardholder or contracting officer checks the appropriate justification(s), provides a written explanation, and signs and dates the form.
2. The original completed form becomes part of the contract file.
3. The procurement request originator submits a copy of the form to the field activity's designated Environmental Coordinator.
4. The Supply Division Supervisor forwards a copy of each Request for Waiver form to DES-E within 30 days.
5. Attach additional pages, if necessary

Name of Product or Service:

Stock Number or Description:

Purchase Request Number: _____

Method of Purchase: _____ Date: _____

Vendor or Source: _____

Applicable Exception (check one):

____ Availability (not available within a reasonable period of time)

Date needed: _____ Date available: _____

____ Performance (fails to meet performance standard in the specifications)

Describe the standard and what is needed:

Describe how the guideline item fails to meet the standard:

_____ Price (only available at unreasonable cost, taking life cycle energy costs into account)

Price of preferred product/service: _____

Price of non-preferred product/service: _____

_____ Limited **sources** (not available from 2 or more sources)

Market research was performed by contacting _____ (insert number) vendors, but only

_____ (enter name) was able to supply the product or service.

This determination is made in accordance with FAR 23.203(A), 23.405(c).and/or 23.703 as applicable.

Technical OPR -- Signature and Office Symbol

Date

Concurrence – Contracting Officer

Date

Concurrence – Director
(For covered energy consuming products only)

Date

**APPENDIX H:
GPP SUCCESS STORIES**

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NAVAL BASE KITSAP – ENERGY EFFICIENT MANAGEMENT, FEDERAL FLEET AND TRANSPORTATION EFFICIENCY AND GREEN PROCUREMENT

Efficient Energy Management

Nominated for the 2007 Secretary of Defense Environmental Awards for pollution prevention, the Naval Base Kitsap P2 team implements renewable energy whenever it is viable. Progressive energy conservation measures at Naval Base Kitsap include the following:

- Replacing steam traps with steam monitoring systems.
- Upgrading 17 buildings with new lighting systems (This project has saved a total of 3,700 MBTU).
- Introducing a heat pump that uses sea water to provide cooling for a ventilation system.
- Designing and implementing a water source heat pump system that is partially in use, and will be fully implemented by June, 2008.

Currently, Naval Base Kitsap is working with Naval Facilities Engineering Service Center to implement “combustion control technology.” The process is designed to improve the air-to-fuel ratio control in combustion processes, which reduces the amount of excess air in a boiler, improves combustion efficiency, and is a relatively inexpensive technology to implement. The system was installed on one of Sub base Bangor’s, which is a part of Naval Base Kitsap, four main boilers in FY07 and performance testing is underway. Results to date are very promising. Once fully operational, this process will reduce costs significantly. The potential energy savings are estimated at \$15,000 per boiler per year.

These and other P2 projects (e.g., energy star and energy efficient stand-by power devices, bio-based products, alternative fuels and fuel efficiency measures, use of non-ODS, and B20 bio-fuel availability) keep Naval Base Kitsap on track for EO 13123 compliance. By implementing these projects, under the supervision of an energy manager, Naval Base Kitsap averaged over 200,000 kWh per year in energy conservation.

Federal Fleet and Transportation Efficiency

The Naval Base Kitsap tactic on petroleum conservation utilizes a multi-layered approach. Positive impacts have been achieved through the regional government and include interagency interactions (Department of Energy, Department of Transportation, National Park Service, and the Environmental Protection Agency).

- Fuel purchase through the Defense Energy Supply Center was modified to allow the purchase of bio-fuel. This modification reduced our fuel consumption costs and allowed for widespread use.

- Working with manufacturers to assure a local bio-fuel supply.
- Standardizing fuel prices and technical practices through Interagency support.
- Implementing regional bio-fuel use, educating government and general public.
- Solving/eliminating technical problems and standardizing fuel blends.
- Working with local county governments has provided consistent fuel quality.
- Creating the initial design for portable, above ground storage tanks has created bio-fuel availability for Fleet use on piers and other locations where vehicles exist that cannot leave base.

Green Procurement

Naval Base Kitsap has developed instructions that provide guidance and training on several green procurement areas: Command Commute Trip Reduction Program, Command Energy and Water Conservation Program, and Screening Hazardous Materials for ODS (to eliminate or minimize ODS purchases). Additionally, the Environmental Division is providing technical support to the base commands for the purchase recycled materials, such as paper, binders, and general office supplies. Other green efforts at Naval Base Kitsap include making B20 bio-fuel available, eliminating or minimizing harmful herbicides, purchasing recycled paper (30%) and recycled printer cartridges; recycling drink containers, paper and cardboard; and using low-energy light systems and lights.

Source: <https://www.denix.osd.mil/portal/denix/environment/awards/2007SecDec>

NAVAL BASE CORONADO - ENERGY EFFICIENCY/ENERGY PROGRAM MANAGEMENT

Recipient of the 2007 Federal Energy and Management Award for Energy Efficiency/Energy Program Management Awards, in FY 2006, Naval Base Coronado implemented \$980,000 in projects and 17 activity-funded initiatives that together saved more than \$521,000 in energy costs. An innovative building tune-up program optimized systems in three facilities, programmed chiller setbacks in six buildings, installed six Plug Misers on video game machines, and checked 21 heating, ventilation, and air conditioning units. A \$1.5 million xeriscape project will landscape 68,000 square feet with water-efficient plants and bring additional housing areas under central irrigation control. The base had 100 ultra low flow showerheads installed for free that will save more than \$85,000 annually in water and wastewater costs. Coronado also executed several projects using renewable and new energy technologies including a 58 kilowatt photovoltaic carport, digital photocell controls with setback timers, solar-powered light-emitting diode (LED) message boards, and LED pier walkway ramp lights. The projects in total resulted in a 5.4 percent reduction in energy consumption from the FY 2003 baseline.

Source: http://www1.eere.energy.gov/femp/services/awards_fewm2007.html

NAVAL UNDERSEA WARFARE CENTER, DIVISION KEYPORT – ENERGY EFFICIENCY AND WATER CONSERVATION

Recipient of the 2006 President Energy Management Award, the Naval Undersea Warfare Center, and Division Keyport institutionalized energy efficiency and water conservation by building these principles into its standard practices and procedures. From those practices, overall energy intensity dropped 7.4 percent from the previous year — nearly 18.4 billion Btu, enough for 263 area households annually — and almost 33 percent from the 1985 baseline. Facility projects and designs are reviewed and tracked to maximize energy efficiency and water conservation throughout Keyport and at all detachments, laboratories, underwater ranges, and operations sites in Washington, Hawaii, California, and Nevada. Keyport is also making progress toward its energy efficiency goals by incorporating LEED criteria into construction of new buildings, replacing failing boilers, installing new climate control equipment, and retrofitting base-wide lighting systems. Keyport awarded a utility energy service contract to construct a sub-metering network to better track energy consumption and reduced its petroleum consumption by transitioning to more fuel-efficient vehicle models. Keyport has also enabled the ENERGY STAR® energy-saving features on 98 percent of its personal computers. Keyport trains and uses personnel assigned as building energy monitors to promote energy awareness and make energy conservation and efficiency part of the routine business of all its employees.

Source: http://www1.eere.energy.gov/femp/services/awards_presential2006.html

MARINE CORPS AIR STATION YUMA – ENERGY EFFICIENCY

As recipient of the 2006 President Energy Management Award, in 2005, Marine Corps Air Station (MCAS) Yuma reduced its energy use per square foot by 3.5 percent compared to 2004 and 40 percent compared to a 1985 baseline. This is a savings of 8.1 billion Btu from the previous year, enough energy for 116 typical area homes for a year. MCAS Yuma worked with its local utility and implemented most of its energy efficiency projects through a utility energy service contract (UESC), which will produce energy savings at no net cost to the taxpayers. UESC projects included use of highly efficient LED technologies in airfield aviation and safety applications, retrofitting low pressure sodium lighting with T-5 high output fluorescent fixtures, and water conservation projects such as desert landscaping, which introduces drought resistant vegetation to reduce water demand. MCAS Yuma highlights all new energy projects on its website and in the local newspaper. Energy conservation tips are distributed bi-weekly via email and reach about 15,000 personnel. It continues to expand outreach programs beyond the base and has become a role model for the military and the neighboring community.

Source: http://www1.eere.energy.gov/femp/services/awards_presidential2006.html

NAVFAC NAVAL STATION GREAT LAKES – ALTERNATIVE FUEL PROGRAMS AND FUEL CONSERVATION

As a recipient of a 2006 White House Closing the Circle Awards, Naval Station (NAVSTA) Great Lakes went above and beyond with their achievements in alternative fuel programs and their overall promotion of fuel conservation. NAVSTA Great Lakes hosts the Navy's only boot camp, Recruit Training Command, which annually trains and equips up to 50,000 new sailors. It also provides more advanced training to an average of 15,000 students annually. Since the Naval Station is in a non-attainment area for ozone, the installation began looking for alternatives to fossil fuels for their fleet of more than 650 passenger cars, light trucks, and construction equipment.

Promoting partnership, NAVSTA Great Lakes teamed with the NAVFAC Midwest, a local natural gas supplier, and a compressed natural gas (CNG) fueling vendor, to construct a modern dual pressure CNG fueling station in 2005. This facility supports the 67 current CNG vehicles and is sized to support the facility's planned expansion to 200 vehicles. The system has a higher pressure capability, which improves vehicle range per fueling, and NAVSTA has reported improved user satisfaction resulting from this system's installation.

NAVSTA Great Lakes also operates an E85 fueling station. Despite budget restrictions, the facility dedicated funding to acquiring 30 additional E85 vehicles, increasing the fleet total to 162 E85-capable vehicles.

When combined, the total NAVSTA Great Lakes AFV fleet (CNG and E85) now totals 229 vehicles and equates to 42 percent of the total light vehicle fleet. NAVSTA Great Lakes' goal is to recapitalize its entire vehicle fleet by replacing traditional fueled vehicles with AFVs at a rate of at least 15 percent per year. In addition to purchasing new AFVs, NAVSTA Great Lakes acquires excess AFV vehicles disposed by other Federal agencies, enabling the facility to expand its fleet at no additional investment cost.

NAVSTA Great Lakes plans to convert not only light and medium, but also heavy construction equipment to B20 fuel use. NAVSTA has completed the necessary business analysis and equipment evaluation for the B20 fueling facility, which was implemented in 2006. With this upcoming switch, 152 current diesel vehicles will be converted to B20 fuel. As a significant result, 70 percent of the total fleet will meet AFV standards. Only emergency medical service and certain tactical equipment will continue to use traditional diesel fuel.

NAVSTA Great Lakes also is reducing petroleum consumption through fuel conservation programs such as a base shuttle system, a vehicle usage and efficiency program, ridesharing, and vehicle maintenance and emissions testing programs.

All told, these conservation programs resulted in a reduction of more than 31,000 gallons of fuel consumed compared to 2004 consumption.

Source: <http://www.ofee.gov/ctc/ctcsum06.pdf>

MARINE CORPS BASE CAMP PENDLETON – ENERGY EFFICIENCY

As a recipient of the 2005 Presidential Energy Management Award, Marine Corps Base Camp Pendleton surpassed the Federal Government's mandated energy reduction goal of 35 percent by 2010 six years early by achieving a 44 percent reduction in 2004 compared to 1985 levels and a 16 percent reduction from 2003 levels. Projects focused on replacing inefficient heating and air conditioning units, replacing industrial lighting with high-efficiency lighting, and outfitting warehouses with natural day-lighting systems. The biggest accomplishment was the final decommissioning of a large central steam plant, which alone reduced energy consumption by 93 billion Btu, contributing to the total of almost 280 billion Btu of energy saved and \$1.9 million in net energy costs saved in 2004. These savings occurred despite an increase in facility space by 2 million square feet in only a few years. As a result of these energy savings, the environment benefited from reduced emissions of almost 38 million pounds per year of greenhouse gases. This is equivalent to the annual emissions of more than 6,000 typical households. Camp Pendleton also incorporated U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED™) standards into construction projects – in fact, all Camp Pendleton Military Construction projects require maximum effort in meeting the LEED™ program guidelines. Camp Pendleton shares its success in energy management through recognition programs, conference presentations, and Earth Day and Energy Awareness Day events.

Source: http://www1.eere.energy.gov/femp/services/awards_presidential2005.html

NAVAL BASE SAN DIEGO – ENERGY SAVER SHOWCASE

Recipient of the 2004 Federal Energy Saver Showcase Award, at Naval Base San Diego, the Admiral Prout Field House and Pool showcase solar technologies to 200,000 personnel who use the facility each year. On the rooftop of the gymnasium, a 10,000-square foot solar energy system comprised of 200 thermal solar collectors provides more than 60 percent of the energy needed to heat the facility's large swimming pool. A control system collects data on the pool temperature, solar water temperature and ambient sunlight, allowing the system to use either the solar panels or boiler to adjust the pool's water temperature. High output, high efficiency lighting fixtures are controlled by photocells, which turn on and off depending on the amount of ambient light entering through skylights, which allow for the lights to be turned off for much of the daylight period. Two levels of zoned lighting allows for even greater control when less lighting is needed. Additionally, a thermal solar heating project was installed using a utility energy services contract. Together, these measures reduced energy consumption by 48 percent in FY 2003.

Source: http://www1.eere.energy.gov/femp/services/awards_fedshowcase2004.html

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THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
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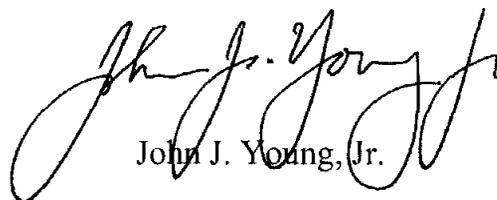
SUBJECT: Updated Green Procurement Program (GPP) Strategy

Green Procurement is the purchase of environmentally preferable products and services in accordance with federally-mandated "green" procurement preference programs identified in the attached revised GPP Strategy. This plan will help the Department meet its goal of achieving 100 percent compliance with mandatory Federal GPP programs in all acquisition transactions. This objective applies to all acquisitions from major systems programs to individual unit supply and service requisitions.

Each organization initiating contracting/procurement actions or credit card purchases is responsible for complying with GPP purchasing mandates. Environmental and procurement offices across the Department will support organizations in meeting these mandates.

The DoD Environmental Management System policy defines the management framework for the GPP. Component Headquarters and the Office of the Secretary of Defense will annually review and monitor progress toward the DoD goal.

Thank you in advance for supporting this strategy. My points of contact are Ms. Sandra Ross, DPAP/CPIC, at 703-695-9774, and Mr. David Asiello, ODUSD(I&E), 703-571-9068.



John J. Young, Jr.

Attachment:
As stated



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