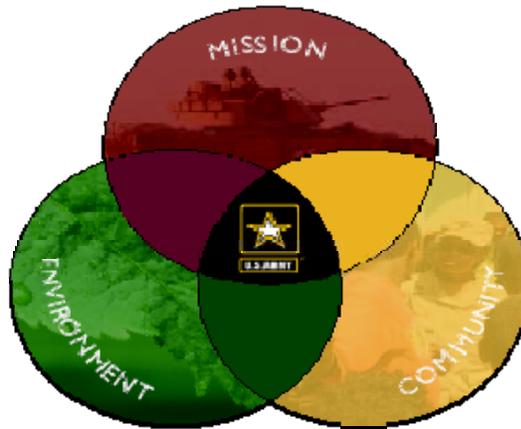


Army Installation Green Procurement Program Implementation Guide



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for the Deputy Assistant Secretary of the Army (Procurement), and the
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Army Installation Green Procurement Program Implementation Guide

- 1 INTRODUCTION.** This document provides an overview of the Federal procurement preference programs and guidance on implementing an effective Green Procurement Program (GPP) at the installation or facility level. Implementing green procurement (GP) at the Major Command, installation, and unit levels is necessary to achieve compliance with mandatory purchasing requirements. Therefore, it is vital that each Army installation develop and maintain its own GPP. The Deputy Assistant Secretary of the Army for Procurement has overall responsibility for the Army GPP. The primary point of contact email address is psstaff@conus.army.mil.
- 2 APPLICABILITY AND INTENDED USE.** This guidance is intended to facilitate compliance by installations and facilities within the continental United States with Federal laws and regulations as well as Department of Defense (DOD) and Army policies related to GP. Federal law requires compliance by all non-appropriated fund and tenant activities. Installations and facilities outside the continental United States are encouraged to follow this guidance to the extent practicable. Its primary users should be installation personnel involved in purchasing and contracting. Guidance herein that contains the words “must” or “shall” is based on statutory or regulatory requirements. Guidance that contains the words “may” or “should” is recommended practice and not required by regulation. Personnel procuring products used for weapon system maintenance and operation shall not deviate from products specified in standard system documentation without written authorization from the system management office. Where standard documents do not specify products, green products may be procured.
- 3 BENEFITS OF GREEN PROCUREMENT.** Green procurement has various benefits that facilitate sustainability and effective accomplishment of the mission. Buying “green” also improves environmental stewardship and strengthens community relationships. Purchasing decisions can significantly influence the environmental performance of the installation, since the procurement process heavily influences the wastes and emissions that must be managed and paid for. When a hazardous material is purchased, at the end of its life cycle it may become a hazardous waste that is costly to manage and dispose. Purchasing products or designing buildings that are not energy efficient results in higher utility bills and contributes to regional air pollution – which in turn can affect an installation air permit program, limiting the amount of air emissions the mission essential operations are allowed to produce. Water-wasting products and systems drive up costs for water purchase and

wastewater treatment – wasting funds that could be used for mission requirements.

The goal of the GPP is to use environmentally responsible procurement practices to avoid these impacts. Specific benefits of practicing GP include:

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

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

5 **PROCUREMENT PREFERENCE PROGRAMS.** Below are the GP preference programs and the associated laws and EOs that are the regulatory drivers. Copies of these EOs can be downloaded from the internet at <http://www.fedcenter.gov>. Appendix B provides additional resources and indicates how to obtain copies of regulations and guidance. An overview of GP requirements can be viewed at <http://www.fedcenter.gov/programs/buygreen>.

5.1 **Recovered Materials.** Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 United States Code (42 U.S.C.)) requires Federal Agencies to develop and implement affirmative procurement programs. The Comprehensive Procurement Guidelines (CPGs), Title 40, Code of Federal Regulations, Part 247 (40 CFR 247), set forth specific requirements for the

purchase of items containing recovered material. The Federal Acquisition Regulation (FAR) also requires the procurement of U.S. Environmental Protection Agency (EPA)-designated items containing recovered materials. Appendix C provides details on the “Buy Recycled” program requirements to include products, applicability, and use of exceptions.

5.2 Biobased Products. The Farm Security and Rural Investment Act (FSRIA or “Farm Bill”) of 2002, Public Law 107-171, 7 U.S.C. 7901 mandates the purchase of biobased products 1 year after the U.S. Department of Agriculture (USDA) designates items that must have biobased content. The FAR also requires the procurement of USDA-designated biobased items. Appendix C provides details on the “Biopreferred” Program requirements to include products, applicability, and use of exceptions.

5.3 Energy-Efficient Products. The Energy Independence and Security Act (Public Law 110-140) of 2007 establishes energy management goals and requirements, encourages energy reduction in Federal buildings, contains standards for high-performance buildings, facilitates energy savings performance contracts, and requires procurement of energy-efficient products. EO 12845 – Requiring Agencies to Purchase Energy Efficient Computer Equipment; EO 13221 – Energy Efficient Standby Power Devices; EO 13423 – Strengthening Federal Environmental, Energy, and Transportation Management; and EO 13514 – Federal Leadership in Environmental, Energy, and Economic Performance require the purchase of energy-efficient products. EO 13423 requires that 95% of electronics purchased be Electronic Product Environmental Assessment Tool (EPEAT) – registered. The FAR also requires the procurement of ENERGY STAR or other energy-efficient products recommended by the Federal Energy Management Program (FEMP), and stipulates requirements for procurement of energy-consuming devices having low standby power (<1 watt in standby mode). The Federal Electronics Challenge (FEC) is a voluntary partnership program that encourages Federal facilities and agencies to:

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

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

5.4 Water-Efficient Products. EO 13514 requires a 2% annual reduction in potable water consumption by 2020 relative to a fiscal year (FY) 2007 baseline. Also, required is a 2% reduction in industrial, landscaping, and agricultural water consumption by 2020 relative to an FY 2010 baseline. The specification

and purchase of water-efficient products and services are needed to meet these goals.

- 5.5 Ozone-Depleting Substances (ODS).** EO 13514 requires 95% of Federal Agency contracts to contain specifications that require the purchase and use of non-ODS products. The FAR also contains requirements for the acquisition of alternatives to ODS (see paragraph 6).
- 5.6 Alternative Fuels and Alternatively Fueled Vehicles (AFVs).** The Energy Policy Act of 1992 mandated that Federal fleet acquisitions after 1999 shall be 75% AFVs. EO 13423 calls for an annual 2% reduction of petroleum consumption (from 2005 through the end of FY 2015), an increase of nonpetroleum-based fuel consumption of 10% annually, and the use of plug-in hybrid vehicles when life-cycle cost effective. EO 13514 requires a reduction in petroleum consumption in fleet vehicles by 2% annually through FY 2020.
- 5.7 Environmentally Preferable Products.** EOs 13423 requires the acquisition of goods and services that use sustainable practices to include those that are environmentally preferable. EO 13514 requires that 95% of new contract actions for products and services specify environmentally preferable in addition to other sustainable acquisition practices. The FAR also requires the incorporation of environmentally preferable purchases and practices into contracts (see paragraph 6).
- 5.8 Toxic and Hazardous Chemicals.** Both EO 13423 and 13514 require that Federal Agencies reduce the quantity of toxic and hazardous materials acquired, used, or disposed. To meet these goals, Federal purchasers must specify products and services that are preferred alternatives (such as biobased) to products containing toxic and hazardous chemicals.
- 5.9 High Performance and Sustainable Buildings.** EO 13423 mandates that DOD implement sustainable practices for high performance construction, lease, operation, and maintenance of buildings. EO 13514 adds specific goals and objectives for Federal Agencies in this program area. Also, contracts associated with building construction, maintenance, and operation must follow the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings* (referred to hereafter as the “*Guiding Principles*”), and include specifications that will minimize the consumption of energy, water, and materials.
- 6 THE FEDERAL ACQUISITION REGULATION.** FAR Part 23 - Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace “prescribes acquisition policies and procedures supporting the Government's program for ensuring a drug-free

workplace and for protecting and improving the quality of the environment by:

- Controlling pollution;
- Managing energy and water use in Government facilities efficiently;
- Using renewable energy and renewable energy technologies;
- Acquiring energy-efficient and water-efficient products and services, environmentally preferable products, products containing recovered materials, and biobased products; and
- Requiring contractors to identify hazardous materials.”

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

- 6.1 Subpart 23.2** – “Energy and Water Efficiency and Renewable Energy” requires the acquisition of supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging technologies.
- 6.2 Subpart 23.4** – “Use of Recovered Materials and Biobased Products” requires the acquisition of recovered materials and biobased products to the maximum extent practicable without jeopardizing the intended use of the product while maintaining a satisfactory level of competition at a reasonable price.
- 6.3 Subpart 23.7** – “Contracting for Environmentally Preferable Products and Services” requires the implementation of cost-effective contracting preference programs promoting energy-efficiency, water conservation, and the acquisition of environmentally preferable products and services. This section of the FAR also addresses waste reduction, hazardous and toxic materials and waste, promotion of recovered materials and biobased products, and purchase of plastic ring carriers.
- 6.4 Subpart 23.8** – “Ozone-Depleting Substances” requires implementation of cost-effective programs to minimize the procurement of materials and substances that contribute to the depletion of stratospheric ozone; and to give preference to the procurement of alternative chemicals, products, and manufacturing processes that reduce overall risks to human health and the environment by lessening the depletion of ozone in the upper atmosphere.

7 IMPLEMENTING AN INSTALLATION GPP USING THE ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) FRAMEWORK. The framework selected for the DOD GPP is the basic framework for an EMS. The basic EMS framework consists of Policy, Planning, Implementation and Operation, Checking and Corrective Action, and Management Review. The required elements of a GPP (a preference program, a promotion program, a program for certifications and estimates, an annual review and monitoring) are easily integrated into the EMS structure.

The EMS is a series of management processes that will organize, improve, and track environmental performance. It is the part of the installation's overall management framework that addresses both the immediate and long-term environmental impacts of all of the installation's activities including procurement of goods and services. The EMS enables the installation to resolve environmental issues and reach environmental goals through systematic and consistent integration with installation operations. Similarly, it is imperative that GP practices become integrated into day-to-day operations. The following paragraphs describe how the installation-level GPP may be assimilated into the EMS framework.

7.1 Policies. Development of an installation-wide policy is the first step in the EMS process. DOD and Army policies have established a commitment to full compliance with GPP requirements. Each installation should develop its own GPP policy based on Federal laws and regulations and DOD and Army policies and guidance. Federal legislation is described in paragraph 5 of this guide. DOD, Army, and installation policies are discussed below.

7.1.1 DOD Policy. The original DOD policy was issued in 2004 and an updated policy was issued in 2008. The updated policy provides an agency-wide strategy for DOD's GPP implementation and outlines the components, framework, and associated responsibilities of the program. This policy reaffirmed a goal of 100% compliance with Federal laws and EOs that require the purchase of green products and services, assigned GP responsibilities to the person initiating the procurement action, and prescribes an EMS as the framework for implementation. A strategy document issued with the policy describes steps for meeting those requirements along with metrics for measuring progress.

7.1.2 Army Policy. The Army Green Procurement Policy Memorandum dated 22 November 2006 states that "All Army personnel will comply with green procurement requirements to facilitate attainment of the DOD goal of 100% compliance with mandatory Federal purchasing preference programs. Installations will develop and implement a Green Procurement Program." The Army Regulation (AR) 70-1 (Army Acquisition Policy) requires the Army

Acquisition Executive to “establish and maintain the Environmental Support Office within ASA (ALT) to provide direct support to the Army Acquisition Community, PEO, and PM [on] environmental and **affirmative procurement** initiatives, issues, and concerns.”

7.1.3 Installation Policy. Publishing an installation GPP policy demonstrates commitment and provides direction for all personnel. It also fulfills two legal requirements found in the RCRA and the Farm Bill. Both laws require agencies to have a “Preference Program” in order to demonstrate that procurement personnel show preference to recycled content and biobased products whenever they are cost effective and meet technical requirements. A formal installation GPP policy establishes those preference programs and satisfies both of these legal requirements. A sample policy statement follows:

“[Installation name] will consider environmental factors in all purchasing decisions and contract actions, and will give preference to those products and services designated by or recommended in Federal green purchasing preference programs. All installation personnel will meet the requirements for procurement of EPA-designated products (recycled content), USDA-designated items (biobased content), and Energy Star or FEMP-designated products.”

Other, more specific installation policies can also be formally established. Examples include policies for GPP accountability, using exceptions, approval of exceptions, monitoring, and recordkeeping. If not part of formal policy, these issues should be addressed in the Installation GP Plan.

7.2 Planning. In the planning phase of the EMS, installations identify activities that significantly affect the environment, then set goals and create plans for managing these impacts. Procurement is one of the activities that each installation may include in this list of significant activities – or, in EMS terminology, as one of the installation’s “significant environmental aspects.” When procurement is included as a significant environmental aspect, the EMS process can be used to ensure that the GPP is carried out effectively, meets all legal requirements, and becomes a tool for improving the installation’s overall environmental performance. If not identified as a significant aspect in the EMS, a GP team should be assembled to plan and implement the GPP. Installation Strategic Plans and Master Plans should also integrate the concepts of GP in support of sustainability.

7.2.1 The GP Team. As with any aspect of the EMS, timely and effective planning will initiate and facilitate implementation of the GPP. Proper planning requires a team effort. This is especially true for the GPP due to the extremely wide array of employees/job classifications that are affected by these requirements. The GP team should consist of personnel representing contract administration

(Contracting Officers, Contracting Officer's Representatives (CORs), Contracting Officer's Technical Representatives (COTRs)), contract development (requirements generators, specification writers), environmental (pollution prevention), logistics (purchase request originators), and Government purchase card (GPC) administration. The chairman of the GP team should be someone from the acquisition community and should have responsibility for GP implementation in his/her performance standards or job objectives.

Responsibility and accountability for implementation of the GPP should be formally established. Responsibilities of the GP team are provided in paragraph 8.2.5.

7.2.2 The GP Plan. The DOD GPP Strategy requires installations to “Document the objectives, targets, and actions necessary to achieve them in an installation-level plan for improving GP performance.” The GP Plan documents how the installation will achieve its goals for GP implementation. The plan identifies specific actions and their priorities, details the responsibilities of all personnel, describes the educational and promotional initiatives, and explains how the GPP can be integrated into the EMS.

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

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

- The installation's GP policy, objectives, and targets (see paragraph 7.2.3 of this guide);
- A summary of GPP requirements and policies (see paragraphs 5 and 6) ;
- Responsibilities of each employee, group of employees, or activity (see paragraph 8.2);
- Procedures for implementing the GPP (see paragraph 7.3);
- Procedures for training all affected personnel (see paragraph 7.3.5);
- Internal and external communication and promotion strategies (see paragraphs 7.3.1 and 7.3.6);
- Documentation procedures and forms to be used (see paragraph 7.3.7 and Appendices D and E);

- A brief summary of data collection procedures for meeting DOD GPP metrics (see paragraph 7.3.7);
- A strategy for annual GPP review and using data to assess progress toward goals (see paragraphs 7.4.1 and 7.5);
- Identification of resources to assist installation personnel in implementing the GPP (see paragraph 9); and
- A process for periodically updating the plan when requirements or operating conditions change (see paragraph 8.2.5).

7.2.3 Setting Objectives and Targets. As defined by the EMS, objectives are the organization’s long-term goals that reflect the principles established in the organization’s environmental policy. Targets are short-term goals that move toward achieving the environmental objectives. Targets are specific and measurable, and are assigned a specific time-frame for completion. At least one target must be established for every objective. The GP team sets objectives and targets for the GPP. An individual activity may elect to set objectives and targets for improved GP in addition to or more stringent than installation-wide GPP objectives and targets.

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

- ✓ By 1 Oct 201X, revise the installation GP Policy to include all GPP elements.
- ✓ By 31 Mar 201X, ensure all acquisition personnel and CORs for construction, renovation, maintenance, and service contracts have received GPP awareness training.
- ✓ By 1 Apr 201X, contact Transportation to learn about their ongoing AFV Program activities, and identify any barriers to 100% compliance with Federal AFV acquisition goals.
- ✓ By 1 Jul 201X, revise the existing GP Plan to include all GPP elements and publish it on the installation Web site.
- ✓ By 1 Aug 201X, post the form and supporting instruction for the Army GP Written Justification Form to the installation Web site for downloading.
- ✓ Within 90 days of EPA’s or USDA’s designation of items, post the list to the installation Web site for downloading and update the GP Plan and GP training curriculum to include the newly designated items.
- ✓ By 1 Sep 201X, define and publish installation standard operating procedures for ensuring GPC purchases comply with all GPP requirements.
- ✓ By 1 Nov 201X, define and publish installation procedures for ensuring construction, renovation, maintenance, and service contracts include

recycled-content, biobased, energy- and water-efficient, and non-ODS products.

- ✓ By 1 Jan 201X, develop and publish a strategy for maximizing the use of environmentally preferable products and products that reduce the use of the toxic and hazardous chemicals.
- ✓ Review GPP compliance as part of internal contract reviews or GPC audits. Provide the findings to the GP team for their use in the annual GPP review.
- ✓ By 1 Jan 201X, collect purchasing matrix tables from each of the major organizations and tenants on the installation.
- ✓ By 30 Sep 201X, investigate procurement of an installation-wide Energy Savings Performance Contract (ESPC).

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

7.3.1 Establishing and Maintaining a Communication Network. The GP team serves as the steering and oversight committee. There should be a mechanism for the team to obtain information and give information to installation activities, directorates, and tenants. A liaison, or Green Procurement Advocate (GPA), from each of these organizations can be that mechanism. Specific responsibilities of the GPAs are listed in paragraph 8.2.4.

7.3.2 Identifying Products Purchased That Have Environmentally Preferable Alternatives or Specific Mandates. Each GPA will identify products their organization procures that have specific requirements for either recovered material, biobased content, or energy-efficiency, or those that could have a greener alternative. The list will be prioritized according to amount of product purchased, annual product expenditures, and environmental/energy benefits to be derived. The prioritized lists can be developed into an installation-specific list of designated products and preferred suppliers.

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

Example: Organization “A” procures items through contracts, purchase cards, and the supply chain. The CPG items purchased are paper, toner, and trash bags. They also purchase a degreaser that has a biobased alternative. In addition, they are renovating their offices to include carpet installation. The table below shows what an organization’s purchasing matrix may look like.

EXAMPLE PURCHASING MATRIX, ORGANIZATION A

CPG/Biobased Item	Purchase Method			
	Contract	Purchase Card	Purchase Orders	Estimated annual expenditure
Paper		X	X	\$2,800
Toner			X	\$5,000
Trash Bags		X	X	\$2,600
Degreaser		x		\$1,700
Carpet	X			\$8,000

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

7.3.4.1 GPC Purchases. For the “Buy Recycled” and “Biopreferred” programs, purchase card holders will refer to the CPG and biobased items lists prior to purchasing an item. If the item is a CPG item, the buyer will refer to the corresponding RMAN to identify the minimum recovered material standards for various compositions of the product. The product purchased should meet the minimum recovered material standards listed in the Recovered Materials Advisory Notice (RMAN), unless one of the exceptions applies.

The requirement for a written justification when using an exception does not apply to purchases below the micropurchase threshold and therefore may not apply to most GPC purchases. **However, this does not relieve the card buyer from the requirement to purchase EPA- and USDA-designated products according to the guidelines, to consider recovered material and biobased content in every purchase, and to use appropriate exceptions of**

price, performance, and availability. An optional form to log purchases of CPG and biobased items is provided as Appendix E.

When purchasing energy-consuming products, GPC holders are required to select ENERGY STAR and other energy-efficient products. For product groups that do not have ENERGY STAR labeling, products that are in the upper 25% of energy efficiency as designated by FEMP should be selected. Products shall also use no more than 1 watt in their standby power consuming mode or the lowest standby power wattage available.

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

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

7.3.4.3 Contracting – General. Many contracts involve the purchase or use of EPA- or USDA-designated or energy-consuming products. These contracts must contain language that specifies the use of compliant products in addition to the required FAR clauses (see Appendix D). Contracts which contain options for performance in follow-on years beyond the base year should be written to ensure they stay current with changes to the designated product lists. Some examples of these types of contracts are office supply stores, vehicle maintenance, grounds maintenance, janitorial, office renovation, and reproduction services. There are many ways to “green” contracts in addition to ensuring the purchase and use of designated products. See Appendix B for resources that provide example contract language and success stories. The following procedures are for the key players involved in contract development and administration.

- **Specification Writers/Requirements Generators.** Green procurement compliance in contracting can begin with the development of plans, item descriptions, scopes of work, requests for proposal, standards, requirements, and specifications. Those who develop these are primarily responsible for ensuring that CPG and biobased items to be used in the execution of the

contract are identified and that EPA- or USDA-recommended standards are referenced or inserted. They are also responsible for incorporating energy-efficient criteria into contract specifications when applicable. These criteria include requiring products to have the ENERGY STAR label or other FEMP-recommended energy efficiency levels, and to use no more than 1 watt in their standby power consuming mode or the lowest standby power wattage available. In addition, they should determine whether products meeting any of the other GPP element requirements are part of the contract and incorporate preference for green alternative products and services in the contract documents.

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

7.3.4.4 Contracting for Energy Savings and Sustainable Buildings. Energy savings and the construction, operation, and maintenance of sustainable buildings are dictated by the specifications of related contracts. Some specific guidance follows.

- **Energy Savings Performance Contracts.** Installation Energy Managers or Public Works personnel should consider using ESPCs. Congress authorized ESPCs to encourage Federal Agencies to become more energy efficient and to reduce their energy costs. An ESPC is an agreement between a Federal facility and an Energy Services Company (ESCO). The ESCO designs a project to increase the energy efficiency at a facility. The ESCO then purchases and installs the necessary equipment, such as new energy-efficient windows, automated controls, and updated heating, ventilation, and air conditioning equipment. In exchange for not having to pay for the equipment, the Federal Agency promises to pay the company a share of the

savings resulting from the energy efficiency improvements. The ESCO is responsible for maintaining the equipment, as well as measuring the energy consumption and savings. For more information visit <http://www.epa.gov/oaintrnt/energy/espcc.htm>.

- **Utility Energy Savings Contracts.** Utility energy service contracts (UESCs) offer Federal agencies an effective means to implement energy efficiency, renewable energy, and water efficiency projects. In a UESC, a utility arranges financing to cover the capital costs of the project, which are repaid over the contract term from cost savings generated by the energy efficiency measures. With this arrangement, agencies can implement energy improvements with no initial capital investment. The net cost to the Federal agency is minimal, and the agency saves time and resources by using the one-stop shopping provided by the utility. For more information visit <http://www1.eere.energy.gov/femp/financing/uescs.html>.
- **High Performance and Sustainable Buildings.** Contracts related to building construction, renovation, operation, and maintenance must meet mandatory GP requirements for recovered material, biobased, and energy-efficient products. In addition, contracts should comply with the *Guiding Principles*. Information about high performance and sustainable building design can be found at <http://www.wbdg.org/index.php>. The Army has chosen Leadership in Energy and Environmental Design (LEED) as the standard rating tool for sustainable construction. LEED, administered by the U.S. Green Building Council, is a nationally accepted benchmark for the design, construction, and operation of high performance green buildings. To earn certification, a building project must meet certain prerequisites and performance benchmarks or credits within defined categories. Projects are awarded a Certified, Silver, Gold, or Platinum certification based on the number of credits they achieve. Army policy states that new construction projects beginning in FY 2008 achieve a LEED Silver rating; therefore, construction contracts must specify this required rating. Note that achievement of LEED Silver does not ensure compliance with mandatory GP requirements.

7.3.4.5 Overlap of Purchasing Programs. The challenge in buying a product or selecting a service is to achieve a balance between various factors including cost, availability, resource conservation, environmental benefits, and the personal level of effort expended to find a product that best addresses all of these factors. Mandates should be met first, and then other environmental attributes should be considered to the maximum extent practical. Some types of products appear on both the EPA- and USDA-designated products lists. With regard to choosing between a biobased product and a recycled-content product the Farm Bill states, “any procurement, by any Federal agency, which is

subject to the regulations of the Administrator under Section 6002 of the Solid Waste Disposal Act (42 U.S.C. 6962), shall not be subject to the requirements of this section to the extent that such requirements are inconsistent with such regulations.” But remember that the CPGs and associated RMANs apply to products made of specific materials. Purchasers are not prohibited from buying CPG-listed products made from other materials such as biobased. Therefore, in most cases, buying a biobased product (even if it is a CPG item) would not conflict with the “buy recycled” requirements.

7.3.4.6 Using Mandatory Sources. Most purchases must be made through a hierarchy of mandatory supply sources. These can include AbilityOne, UNICOR, small businesses, minority-owned businesses, and Federal Supply Sources. Most of the CPG items are available through these sources. If a mandatory source supplies a product or service at a reasonable price and meets the performance requirements, including the environmental performance requirements, buyers must purchase it from the mandatory source. Otherwise, buyers should look elsewhere to obtain compliant products. The purchaser should make the GPP requirements clear to the mandatory source vendor so that future requests for the green product can be satisfied.

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

- Tailor the GPP awareness training program to the nature and quantity of purchases made by the organization.
- Include initial and refresher training for all personnel involved in the procurement process from requirements generation to contracting, credit card, or other purchase actions.
- Incorporate the GPP awareness training program into established training programs for installation management and staff such as new employee orientation, environmental awareness training, COR and other procurement training, and office staff training.
- Establish a process to identify training requirements for each position, and document initial and follow-up training for each individual with responsibilities under the GPP.

The DOD GPP metrics track the number of contracting personnel receiving training, but it is no less important for product users and specification writers to be trained. The initial round of training should be provided to all employees having a role in the GPP. Follow-on training is also needed to educate new employees, to refresh the skills of current personnel, and to disseminate

updates (such as newly designated products). The installation GP team should develop a training strategy to ensure that employees receive appropriate level training to fulfill their responsibilities in the GPP. Do not overlook the engineers/specification writers!

Green procurement training is available from the following sources:

The U.S. Army Public Health Command (Provisional) (USAPHC (Provisional)) offers training for various audiences with classes ranging in duration from 1 hour to a full day. The course covers GP requirements and implementation procedures and is tailored to the installation. It includes several practical exercises. For information visit <http://phc.amedd.army.mil/topics/envirohealth/gswsw/pages/greenprocurement.aspx>.

The Defense Logistics Agency (DLA) offers a 2-day workshop titled “Buying Green – A Multifunctional Approach to Pollution Prevention.” This is a comprehensive course in GP. For information visit their Web site at <http://www.hr.dla.mil/dtc/courses.html>.

The Defense Acquisition University (DAU) offers online GP training. The course number is CLC 046 and can be accessed at <https://learn.dau.mil/html/clc/Clc1.jsp?cl>. The overall objective of the course is to identify the objectives and background of DOD's GPP. This module takes approximately 2 hours to complete. It contains an end of module test that must be passed with a 100% score.

There are links to other GP training sources at the Fedcenter Web site including training on procurement of biobased products, green electronics, and energy-efficient products. For information and Web site access visit <http://www.fedcenter.gov/training/>.

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

- **Electronic Bulletins.** The GP team can prepare a short email bulletin outlining the policies and procedures for implementing the GPP. This can be distributed to all installation personnel.
- **Web Sites.** With input from the GP team, the supporting information management office or Web site administrator can update the installation Web site(s) to highlight success stories and publicize the installation's GPP policy. Intranet Web sites may also be constructed that provide information to

employees on buying green. Links to other information sites can also be provided.

- **Installation Newspaper.** The GP team can prepare a series of short articles for the installation newspaper. The articles should address the benefits of buying green, contain information on complying with GP requirements and policies, and provide information on finding green products.
- **Promotional Materials.** With assistance from the Public Affairs Office, the GP team can prepare promotional materials, such as flyers, fact sheets, and success stories, on buying green for posting on bulletin boards or electronic dissemination.
- **Incentive Programs.** As an incentive for participation in the GPP, activities and individuals can be considered for awards under the command's environmental award program. Awards can be given to the tenant activity or directorate that demonstrates commitment to buying green and effectively increases its purchases of green products. Individuals and activities can also be nominated for Army-, DOD-, and Federal-level awards for achievement in GP. Visit the following Web site for more information on Army and DOD awards: <http://aec.army.mil/usaec/newsroom/awards00.html>. Information on the Greengov Presidential Awards is available at <http://www.fedcenter.gov/opportunities/awards/greengovpresidentialawards/>.
- **Showcase or Pilot Projects.** Use a construction or renovation project to showcase the use of green building materials and green design features. Other projects could also showcase the GPP such as a landscaping project or pilot program for using alternative fuels.
- **Outreach Programs.** As the installation GPP matures, consider outreach programs to enhance community awareness of buying green and publicize installation commitment in this area. The long-term goal is for everyone to be a green purchaser, not just Federal employees. Some suggested ways to interact with the community include:
 - *Community Events.* Support and attend community-sponsored events such as Earth Day celebrations, Armed Forces Day, and Health Fairs. These events are ideal for showcasing the GPP.
 - *Media Releases.* Provide news releases to local newspapers or television stations as appropriate.
 - *School Programs.* Some ideas for interacting with schools include participating in existing cooperative programs between schools and local

businesses, sponsoring a poster contest with a GP theme, and giving presentations.

7.3.7 Developing Recordkeeping Procedures. Suggested and mandatory recordkeeping procedures organized by responsible party follow.

7.3.7.1 The GP Team. The GP team is responsible for documentation of the overall program, which should be integrated into the installation's EMS documentation. This includes: records of training, briefings, and meetings relating to the GPP; standing operating procedures (SOPs) developed for purchasing activities; exception documentation; and annual progress reports.

7.3.7.2 The GPC Program Manager. The GPC program manager will keep records of GP training information including dates, subject matter, and attendees. The program manager will notify card buyers of the need for refresher training, or training in response to newly issued CPG or biobased items.

7.3.7.3 GPC Holders. GPC holders may maintain a log of CPG and biobased item purchases (or all purchases), although written documentation is not required by law. A sample form is provided as Appendix E. The log identifies whether the purchase was compliant or, if not, the reason for choosing a noncompliant product. Another option would be to maintain logs of purchases of only the designated indicator items. These logs can be used for monitoring the progress of the GPP and may also be useful for auditing.

7.3.7.4 Contracting Personnel. Contracting administrators (and designees from tenant contracting activities) document the inclusion of FAR clauses for the use of recovered materials and the use of EPA-designated products in the Contract Action Report (CAR). The CAR is filled out online in the Federal Procurement Data System (FPDS). Data from the CAR are compiled in the FPDS and used to determine attainment of the DOD Green Procurement metrics; therefore, it is important for procurement administrators to accurately enter data in the CAR.

There are two GP-related fields in the CAR. One field reads "Use of Recovered Materials" and has a drop down arrow with the following three choices:

FAR 52.223-4 Included
FAR 52.223-4 and FAR 52.223-9 Included
No Clauses Included

The second field reads "Use of EPA-Designated Products" and has a drop down arrow with the following five choices:

Meets Requirements

Does Not Meet – Justification: Performance

Does Not Meet – Justification: Price

Does Not Meet – Justification: Time

Not Required

Clarification: “Meets Requirements” should be used when a contract will involve the purchase or use of an EPA-designated item and it is specified that those items contain recovered materials. The “Does Not Meet” options should be used when a contract will involve the purchase or use of an EPA-designated item and an allowable exception is being invoked. “Not Required” should be used when a contract does not involve the purchase or use of any of the EPA-designated items.

Documentation to justify purchase of a noncompliant EPA-designated product (CPG item) shall be maintained in the official contract file. Written justifications should also be submitted to the organization’s GPA. The GP team may wish to maintain an installation-wide repository of written justifications or they may elect to periodically review selected written justifications. A sample Army GP Written Justification Form is provided as Appendix F.

7.3.7.5 GPAs. Each organization’s GPA should develop and maintain the purchasing matrix that identifies EPA- and USDA-designated products purchased and the method of purchase (see paragraph 7.3.3).

7.3.8 Reporting and Metrics. Reporting requirements and metrics are currently implemented at the “Agency” level. Automated databases are being used as sources for reporting and metrics to eliminate the need for additional data calls and to shield installation-level personnel from burdensome reporting requirements.

7.4 Checking and Corrective Action. The next step in the cycle of an EMS is to evaluate the program’s success and identify opportunities to improve performance. This is done by auditing how well the program requirements have been executed. This audit process is a look at how well the GPP is working at the activity/directorate level. It measures progress toward the GPP objectives and targets that the installation established during the planning phase (see paragraph 7.2.3).

7.4.1 Metrics. Metrics are an important part of the checking phase and are used by higher headquarters as indicators of overall progress. But metrics alone will not provide all of the detail needed to ensure the installation GPP is performing as it should. Annual monitoring by the GP team is needed to evaluate the

installation's program progress and indicate ways to improve execution (see paragraph 7.4.3).

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

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

- Annual Procurement Management Reviews
- GPC Audits
- Environmental Performance Assessment System (EPAS) Assessments
- EMS Audits
- EPA Inspections

The installation GP team can also pull data from the FPDS and the DLA Environmental Reporting Logistics System (ERLS) database each year to track their progress and take action to improve performance.

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

- ★ The "[Paper Calculator](#)" calculates the U.S. average energy and wood consumption and environmental releases summed across the full "life cycle" of each of five major grades of paper and paperboard. For a given grade, it allows the user to compare the environmental impacts of papers made with different levels of post-consumer recycled content ranging from 0% (i.e., virgin paper) to 100%.
- ★ The ENERGY STAR Web site offers a "[Financial Value Calculator](#)" spreadsheet to present a compelling business case for energy investments to senior management.

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

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

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

8 SUGGESTED ALLOCATION OF RESPONSIBILITIES

8.1 Department of the Army-Level Responsibilities. The DOD GPP Strategy states "Military departments and the directors of defense agencies are responsible for:

- Promoting DOD's GPP.
- Providing guidance to component/agency personnel on implementing the GPP.
- Ensuring that each installation has an effective GPP that is appropriate for the nature of its purchasing and contracting activities.
- Establishing procedures to collect data that meet reporting requirements.
- Utilizing FPDS data and the DLA Green Procurement Reporting tool at www.dlis.dla.mil/erlsgpr to track performance.
- Implementing and operating the GPP in a manner that meets or exceeds the requirements of all relevant laws, regulations, and EOs."

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

8.2.1 Installation Commander.

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

8.2.2 Garrison Commander.

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

8.2.3 Directors and Unit/Tenant Commanders.

- Designate an individual to serve as the GPA for the directorate or tenant activity.
- Endorse, disseminate, and promote installation policies on GP within the directorate or tenant activity.
- Advise directorate/tenant purchasing activities on the requirements and responsibilities of the GPP.
- Ensure directorate/tenant purchase card holders, requirements generators, and contracting personnel receive GP training appropriate to their purchasing/contracting responsibilities.
- Support installation-level GPP objectives and targets and evaluate the performance of subordinate units on achieving them.
- Oversee the development of a purchasing matrix for the directorate/tenant activity that identifies the EPA- and USDA-designated products purchased and the method of purchase (see the table in paragraph 7.3.3 for an example).
- Support and implement the installation GPP following the procedures detailed in the GP Plan.
- Participate in installation meetings/forums addressing the GPP and its implementation.
- Monitor compliance with GP requirements and require progress reports from the designated GPA.
- Establish procedures to collect GPP data to support monitoring and reporting requirements.
- Serve as approval authority for written justifications of allowable exceptions to CPG purchasing requirements and/or provide an alternate designee.
- Recommend deserving personnel for Greengov Presidential Awards or DOD or Army Environmental Award programs.

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

- Support and implement the installation GPP in accordance with the installation GP Plan.
- Disseminate GP information, including training opportunities, to all purchasing activities within the organization.
- Develop and maintain a purchasing matrix for the organization that identifies the EPA-designated products purchased and the method of purchase (see the table in paragraph 7.3.3 for an example).
- Coordinate with the organization's requirements generators and contracting personnel to identify opportunities for the procurement of green products and services. Provide follow-up to confirm that such opportunities are fully evaluated and pursued.
- Support and monitor the organization's achievement of installation-level GPP objectives and targets.
- Participate in installation or organizational meetings/forums addressing the GPP and its implementation.
- Monitor compliance with GPP requirements and report progress to the GP team, director, or commander as necessary.
- Maintain a repository of the organization's written justifications for exceptions.
- Respond to requests for data relating to the organization's purchases of green products.
- Recommend deserving personnel for Greengov Presidential Awards or DOD or Army Environmental Award programs.

8.2.5 GP Team.

- Initiate and develop the installation GPP by identifying opportunities for the procurement of green products and services, providing information on green products to installation purchasing activities, and promoting installation-wide GP policies.

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

8.2.6 GPP Manager.

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

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

8.2.7 Director of Community Activities (DCA) or Equivalent Organization. In addition to items listed in paragraph 8.2.3, the following responsibilities are applicable to the DCA:

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

8.2.8 Director of Public Works (DPW) or Equivalent Organization. In addition to items listed in paragraph 8.2.3, the following responsibilities are applicable to the DPW, particularly the Planning and Engineering Departments:

- Provide DPW members to the installation GP team. Ideally, membership should come from the Planning and Engineering Department.
- Review DPW contracts for opportunities to procure green products and services. (Example contracts are facility operations and maintenance, utilities, landscaping, construction, demolition, renovation, and janitorial.) Verify that such opportunities are fully evaluated and pursued.
- Consider the use of ESPCs.
- Review and amend standard statements of work to include consideration of green products and services, particularly for the use of designated products containing recovered or biobased materials or energy-efficient products.
- Ensure thorough consideration is given to the incorporation of sustainable construction, renovation, and maintenance services and products as specified in EO 13514.

8.2.9 Director of Logistics (DOL) or Equivalent Organization. In addition to items listed in paragraph 8.2.3, the following responsibilities are applicable to the DOL:

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

8.2.10 Director of Contracting (DOC) or Equivalent Organization. In addition to items listed in paragraph 8.2.3, the following responsibilities are applicable to the DOC:

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

- Ensure that appropriate provisions and clauses of FAR Part 52 (see Appendix D) are included in contracts that have GP applicability.
- Include green purchasing considerations in internal contract checklists.
- Advise procuring activities and requirements generators of GPP requirements and the availability of green products and services.
- Assist in determining the availability, cost, and suitability of recycled-content and biobased products to meet requester needs.
- Assist requesters in preparing written justifications for the purchase of noncompliant products above the micropurchase threshold. The justification must include price, performance, or availability considerations.
- Ensure the written justifications are based on price, performance, or availability and are placed in the appropriate contract file.
- Maintain necessary records and respond to requests for procurement data from the Installation GP team.

8.2.11 Requirements Generators, Specification Writers, and Reviewers.

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

- Prepare a written justification for the purchase of noncompliant CPG items based on factors of price, performance, or availability. The written justification must be reviewed by the appropriate approval authority and be placed in the contract file.
- Review contract specifications for requirements that exclude the use of recovered materials and determine the need or validity of such requirements. Remove requirements if not justified, consulting with technical personnel if necessary.
- Review contract specifications for references to virgin materials and determine the need or validity of such requirements. Remove requirements if not justified, consulting with technical personnel if necessary.
- Review and amend standard statements of work to include consideration of green products and services, particularly for the use of designated products containing recovered or biobased materials and energy-efficient products.
- Ensure appropriate utility contracts support installation energy-savings goals.
- Ensure construction, renovation, and building maintenance contracts comply with GP requirements and with the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings*.

8.2.12 Contracting Officer's Representatives/Contracting Officer's Technical Representatives.

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

8.2.13 Contracting Officers and Contract Specialists.

- Ensure all contracts for the procurement of goods and services meet FAR Part 23 requirements and include appropriate provisions and clauses in FAR Part 52 related to GP.

- Assist requirements generators and procurement request originators in preparing written justification for the use of noncompliant CPG or biobased items in contracts.
- Maintain copies of written justifications for exceptions in the official contract file.
- Document compliance with GP contract requirements using the CAR for entry into the FPDS.

8.2.14 GPC Program Manager.

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

8.2.15 Environmental Chief and/or Environmental Staff.

- Designate an individual to participate on the GP team.
- Promote the GPP throughout the installation.
- Integrate the GPP into the installation EMS.
- Support and monitor the installation's achievement of GPP objectives and targets within the EMS.

- Serve as technical point of contact for information regarding GPP requirements.
- Investigate and recommend sources of GP training for installation requirements generators, procurement personnel, and GPC holders. Alternatively, assist in the development of internal training courses.

8.2.16 GPC Holders.

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

8.2.17 Master Planner.

- Coordinate with the GP team and/or environmental office regarding master planning and major construction programming to ensure that planned construction meets the requirements of the GPP (the required purchase of designated products made with recycled or biobased materials) and other aspects of the GPP.

- Ensure thorough consideration is given to the incorporation of sustainable construction practices to the maximum extent possible. The *Guiding Principles* state that planners and designers use a collaborative, integrated planning and design process that (1) initiates and maintains an integrated project team in all stages of a project's planning and delivery, (2) establishes performance goals for siting, energy, water, materials, and indoor environmental quality along with other comprehensive design goals, (3) ensures incorporation of these goals throughout the design and life cycle of the building, and (4) considers all stages of the building's life cycle, including deconstruction.

8.2.18 Public Affairs Office.

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

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

9 FINDING GREEN PRODUCTS AND EXAMPLE CONTRACT STATEMENT OF WORK LANGUAGE. This paragraph focuses primarily on finding recycled content, biobased, and energy-efficient products. Additional resources for finding other green products, services, and example contracts are provided in Appendix B.

9.1 Supply Catalogs.

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

- 9.1.2** DLA's Environmental Products are managed by Defense Supply Center Richmond (DSCR). The catalog contains hundreds of environmentally preferable products, including: cleaners/degreasers; spill control products; remanufactured/recycled toner cartridges; petroleum, oil, and lubricants; pest management products; recycled plastic lumber; reusable batteries; and alternative refrigerants. To order the environmental products catalog, call 1-800-345-6333.
- 9.1.3** Supply catalogs published by local contractors serving as AbilityOne office supply distributors clearly indicate items containing recovered material with the indicative symbol (white chasing arrows on a dark background). The percentage of recycled material and/or post-consumer waste material is provided. In addition, items can be found by looking under "recycled" in the general index.
- 9.2 Online Purchasing.**
- 9.2.1** GSA Advantage!TM is an online shopping service available to all Federal purchasers at www.gsa.gov. Select the category of Environmental using the search tool to access environmentally preferable products and services available to Federal Agencies through GSA's Federal Supply Service. The search can be further refined for specific environmental attributes such as CPG or ENERGY STAR.
- 9.2.2** DLA's Web site provides access to the environmental products catalog at <http://www.dscr.dla.mil/userweb/dscrlid/epa/epinfo.htm>. The catalog contains information on recycled and environmental products and enables online ordering.
- 9.2.3** The DOD Email provides DOD customers online shopping from commercial vendors and Government sources at <https://dod-email.dla.mil/acct/>. Users must register, but once registered can select the green tree icon under general attributes to shop for green products.
- 9.2.4** The AbilityOne Program was enacted to generate jobs and training opportunities for people who are blind or who have other severe disabilities. The AbilityOne Program is administered by the Committee for Purchase from People Who Are Blind or Severely Disabled, and is a mandatory source of supply for Federal purchasers. Two national organizations, National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH), assist in participation in the AbilityOne Program. AbilityOne suppliers provide many products that meet CPG and biobased requirements or have other green characteristics, and catalog listings are coded to alert purchasers of beneficial attributes. The Go Green! Icon takes users to listings of products

with green attributes. AbilityOne's Web site can be found at <http://abilityone.org/products.html>.

- 9.2.5** UNICOR is a trade name for Federal Prison Industries, Inc. It is a source of supply for Federal purchasers for office supplies, furniture, industrial equipment, and other products and services that provides employment to inmates. UNICOR's Web site can be found at www.unicor.gov.
- 9.3** **Sample Contract Statement of Work Language.** Sample contract statement of work language can be found in EPA's EPP Database at <http://www.epa.gov/opptintr/epp>. Another source of assistance in developing language is to use the FedCenter email list server to request examples from participants – send an email to join-greengov-leader@fedcenter.gov. The list's members include personnel from several career fields at all levels of command across the DOD components. For sample contract specifications for construction projects visit <http://www.wbdg.org/tools/tools.php>.
- 9.4** **Product Certification and Qualification Programs.** Several organizations offer certification or qualification programs for environmentally preferable products. Environmental certification programs can be found on the internet and are not listed here to avoid showing endorsement of certain programs over others. You may also wish to consult the Federal Trade Commission (FTC) "Guides for the Use of Environmental Marketing Claims (Green Guides)" for answers to questions about acceptable practices for labeling and marketing of green products. A summary of the FTC green guidelines can be viewed at www.ecomall.com/greeshopping/ftc.htm.
- 10** **COMPLIANCE INSPECTIONS.** EPA includes evaluation of GPPs in RCRA compliance inspections. EPA or the implementing state agency may send a questionnaire to the installation prior to the inspection. Installations can view the EPA's "Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act" (May 12, 1999) and the questionnaire at <http://www.epa.gov/compliance/resources/policies/civil/federal/rcra6002.pdf>. The questionnaire addresses program awareness, facility procurement policies, responsibility for the program, vendor notification, acquisition planning process, and credit card purchases. Note that EPA's initial focus of inspections was on vehicular products listed in the CPGs; however, as the GPP has matured, inspections now cover a much broader range of products and services, and evaluate the overall program effectiveness. Inspectors will review contract files and request information on specific purchases. EPA can issue a Notice of Violation for compliance deficiencies in the GPP, but fines (also called administrative penalties) cannot be levied.

- 11 RESOURCES AND SUCCESS STORIES.** Appendix B provides additional resources including links to documents and Web sites. Green procurement success stories and sample contracts can be shared at <http://yosemite1.epa.gov/oppt/eppstand2.nsf> and through the FedCenter's "GreenGov" email list server; to subscribe send an email to join-greengov-leader@fedcenter.gov. Installations are encouraged to submit successes to these sources.
- 12 SUGGESTED IMPROVEMENTS.** Users are invited to submit comments and suggested improvements on DA Form 2028 directly to DASA (P), ATTN: SAAL-PP (RM 2E521), 103 Army Pentagon, Washington, DC 20310-0103. This guide will be updated and expanded to address comments and changes in the Army GPP as appropriate.

APPENDIX A

GLOSSARY OF TERMS

Biobased Products

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

Compliant Product

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

Comprehensive Procurement Guidelines (CPGs)

The CPGs are EPA's list of designated items that must contain recovered materials when purchased by Federal, state, and local agencies, or by Government contractors using appropriated Federal funds.

Designated Item

A designated item is an item or category of items designated by EPA in the CPGs that is or can be made with recovered material; or an item or category of items designated by the USDA that is or can be made with biobased materials.

Energy-Efficient Product

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

Energy-Savings Performance Contracts (ESPCs)

An ESPC is an agreement between a Federal facility and an Energy Services Company (ESCO). The ESCO designs a project to increase the energy efficiency at a facility. The ESCO then purchases and installs the necessary equipment, such as new energy-efficient windows, automated controls, and updated heating, ventilation, and air conditioning equipment. In exchange for not having to pay for the equipment, the Federal Agency promises to pay the company a share of the savings resulting from the energy-efficiency improvements. The ESCO is responsible for maintaining the equipment, as well as measuring the energy consumption and savings.

Environmentally Preferable Purchasing (EPP)

EPP is defined as any purchasing decision that gives preference to products with environmentally beneficial attributes. As defined by EPA, it is the purchase of “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose...”

Environmentally preferable products may have one or more desirable characteristics, (for example: reduced toxicity, made from biobased materials, recyclability, durability, reparability, manufacturer take-back, energy efficiency, non-ozone depleting, or having health and safety benefits).

Green Product or Service

For the purposes of this guide, Green Products and Services are defined as products and services meeting the requirements of one or more of the components of Federal GP preference programs described in paragraph 5, and any Federal procurement preference program implemented after the date of this document.

Noncompliant Product

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

Pollution Prevention

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

Postconsumer Materials

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

Procuring Agency [as defined by RCRA Section 6002]

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

Recovered Materials

Recovered materials are a subset of recycled materials and are wastes and byproducts that have been recovered or diverted from solid waste. Recovered materials **do not include** materials and byproducts generated from, and commonly reused within, an

original manufacturing process. For example, paper and paperboard waste from a paper mill that is discarded (not used within the original manufacturing process) and recycled offsite is a type of recovered material. Thus, recovered materials include the categories of manufacturing wastes (previous example) and postconsumer wastes (see definition).

Recovered Materials Advisory Notices (RMANs)

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

Specification

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

Sustainable Construction

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

Written Determination

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

Written Justification

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

APPENDIX B

GREEN PROCUREMENT RESOURCES Web Sites Verified October 2010

GENERAL INFORMATION

Defense Environmental Network Information Exchange (DENIX) – the Department of Defense’s comprehensive environmental network provides information about the DOD GPP. <https://www.denix.osd.mil/portal/page/portal/GPP>

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

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

FedCenter – the Federal Facilities Environmental Stewardship and Compliance Assistance Center provides comprehensive tools and information about the Federal GPP. <http://www.fedcenter.gov/>

FedCenter’s GreenGov list server – provides an information sharing platform for GP questions, tools, and ideas. To join, send a blank message to: join-greengov-leader@fedcenter.gov.

Federal Acquisitions Regulation (FAR) – access to the FAR for GP requirements. Basic requirements are in FAR Part 23. Provisions and clauses are in FAR Part 52. <https://www.acquisition.gov/Far/>

U.S. Army Public Health Command (Provisional) (USAPHC (Provisional)) – The Groundwater and Solid Waste Program provides GP training, GP plan development, and GPP reviews for DOD installations. <http://phc.amedd.army.mil/topics/envirohealth/gsw/pages/greenprocurement.aspx>

PREFERENCE PROGRAMS

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

EPA Comprehensive Procurement Guidelines (CPGs) – information on designated items made with recovered materials and Recovered Material Advisory Notices (RMANs). www.epa.gov/cpg/

EPA Green Vehicle Guide – provides information about the environmental performance of vehicles and provides the user with side-by-side comparisons for up to three vehicles. <http://www.epa.gov/greenvehicles/Index.do>

EPA Pollution Prevention and Toxics – provides information on toxic chemicals and ways to reduce toxic chemical use. <http://www.epa.gov/oppt/>

EPA WaterSense – an EPA-sponsored partnership program that seeks to protect the future of our nation's water supply by promoting water efficiency and enhancing the market for water-efficient products, programs, and practices. <http://www.epa.gov/watersense/>

Federal Electronics Challenge (FEC) – a voluntary partnership program that encourages Federal facilities and agencies to purchase greener electronic products, reduce impacts of electronic products during use, and manage obsolete electronics in an environmentally safe way. <http://www.federalelectronicchallenge.net>

U.S. Department of Agricultural (USDA) Biopreferred Program – provides information on the Biopreferred Program, and facilitates and promotes new technology, commercialization, and expansion of markets for biobased products. Agricultural and forestry resources provide renewable raw materials for a broad range of nonfood and nonfeed products such as chemicals, fibers, construction materials lubricants, and fuels. <http://www.biopreferred.gov/>

PRODUCTS AND SERVICES

AbilityOne Program – generates jobs and training opportunities for people who are blind or who have other severe disabilities through the Federal procurement process. AbilityOne and affiliated organizations are a mandatory source of supply for Federal purchasers. <http://abilityone.org/>

Defense Logistics Agency (DLA) – DLA's Web site provides access to the Environmental Products catalog. <http://www.dscr.dla.mil/userweb/dscrlid/epa/epinfo.htm>. DLA also hosts the DOD Email which provides green products for Federal purchasers (requires registration). <https://dod-email.dla.mil/acct/>

DLA Environmental Reporting Logistics System (ERLS) – Green Procurement Report (GPR) contains database of “green” products purchased by Federal Agencies through DLA and GSA. Database is searchable by installation and DOD Acquisition Activity Code (DODAAC). www.dlis.dla.mil/erlsgr/

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

UNICOR – Federal Prison Industries, Inc. – source of supply for Federal purchasers of office supplies and furniture, industrial equipment, and other products and services. UNICOR provides employment to inmates. www.unicor.gov

REGULATIONS

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

Executive Orders (EOs) 13423 and 13514 –Full texts of the EOs are available through the FedCenter Web site. <http://www.fedcenter.gov/programs/buygreen/>

Federal Acquisition Regulation – provide acquisition requirements for GP with emphasis on recovered materials, biobased products, energy efficiency, and toxic chemical reduction. <https://www.acquisition.gov/Far/>

SUSTAINABLE BUILDINGS

Building for Environmental and Economic Sustainability (BEES) – a software tool that purchasers can use in making environmentally responsible decisions. The Web site provides a free download of software. www.bfrel.nist.gov/dae/software/bees.html

Energy Savings Performance Contracts – EPA provides information about using ESPCs. <http://www.epa.gov/oaintrnt/energy/esp.htm>

Unified Facilities Guide Specification (UFGS) for use with SPECSINTACT software. The guide specs are used to formulate contracts for construction. Specification 016235 is available to stipulate construction using recycled and recovered materials (CPG products). It also applies to other contracted operations that may use products made with recovered materials. http://www.wbdg.org/ccb/browse_org.php?o=70 then scroll to spec number 016235, Recycled/Recovered Materials.

APPENDIX C

THE “BUY RECYCLED” AND “BIOPREFERRED” PROGRAMS REQUIREMENTS

C.1 “BUY RECYCLED” PROGRAM.

C.1.1 List of EPA-Designated Items. The EPA designates items that when purchased or used in contracts must contain recovered material. The designated items (or CPG items) currently fall into eight categories (construction, transportation, park and recreation, paper and paper products, non-paper office products, vehicular, landscaping, and miscellaneous). The CPG items include many of the things purchased every day at Army installations including paper, desk accessories, file folders, envelopes, trash bags, bathroom tissue, printer ribbons, toner cartridges, and award plaques. Designated products such as carpeting, paint, ceiling tile, and insulation are used in construction and building renovations. Many service contracts also involve the use of designated products. Since EPA adds CPG items every few years, the list is not included in this guide but can be found at <http://www.epa.gov/cpg/>.

C.1.2 Recovered Material Advisory Notices (RMANs). The RMANs are companion documents to the CPGs and are published concurrently. The RMANs recommend minimum recovered material content levels and provide guidance for purchasing items with recovered materials for each of the CPG items. A complete list of the RMAN standards may be obtained online at www.epa.gov/cpg/. The RMAN levels are expressed as percentages of post-consumer content and/or total recovered content (see Appendix A for explanation of terms). However, the RMANs apply to specific compositions of the CPG items, and may vary for CPG items made of different materials. For example, the RMAN for binders lists several different recovered material levels depending on the composition of the binder (for example, solid plastic, plastic-coated, or paper-coated).

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

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

C.2 “BIOPREFERRED” PROGRAM. The USDA is tasked with designating biobased products for purchase by Federal Agencies. There are numerous USDA-

designated biobased items including products in the categories of construction and industrial, food service, facility operations and maintenance, janitorial, and miscellaneous. Federal Agencies, to include Army installations, must begin showing preference for biobased products 1 year from item designation. More information about proposed and designated biobased items is available at USDA's Web site <http://biobased.oce.usda.gov/public/categories.cfm>.

C.3 APPLICABILITY. RCRA and 40 CFR 247 require "procuring agencies" to purchase CPG items composed of the highest percentage of recovered materials practicable, taking into consideration competition, price, performance, and availability. A "procuring agency" is defined as any Federal Agency, or any state or local agency or contractor that uses appropriated Federal funds. 40 CFR 247 states "Federal procuring agencies should note that **the requirements of RCRA Section 6002 apply to them whether or not appropriated Federal funds are used** for procurement of designated items." Tenant activities must also comply with Federal GP requirements. Therefore, GP requirements apply to non-appropriated fund (NAF) activities on Army installations. The 2002 Farm Bill requires Federal Agencies to give purchasing preference to items composed of the highest percentage of biobased products practicable, taking into consideration competition, price, performance, and availability. Note that unlike RCRA, the Farm Bill requirements do not apply to contractors or state or local agencies.

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

C.4 AFFECTED PROCUREMENT ACTIONS. The requirements to buy recycled content and biopreferred products when purchasing an EPA- or USDA-designated item apply to all purchases regardless of the dollar amount, the purchasing mechanism, or the supply source. All contracts that involve the use or purchase of EPA- or USDA-designated items must specify that GP requirements be met and include required FAR provisions and clauses pertaining to GP (See Appendix D for FAR provisions and clauses). Contracts should also include specifications to show preference for the use of other environmentally friendly products and services. Personnel responsible for procuring products used for weapon system maintenance and operation shall not deviate from products specified in standard system documentation without written authorization from the program management office. Standard system documents include technical manuals, depot maintenance work requirements, lube orders, field manuals, military specifications and standards, contract statements of work, and other standardized documentation. These documents sometimes require specific materials,

products, or processes to perform maintenance and operating procedures. Unauthorized substitution of green products can lead to reliability, safety, and occupational health problems. These specified requirements are not over-riden by GP policy or guidance. Where system documents do not specify materials, products, or processes, alternative green products may be procured.

C.5 EXCEPTIONS. RCRA and the Farm Bill allow exceptions to the requirements based on at least one of three conditions. Those conditions are that the recycled content or biobased product is (1) unreasonably priced compared to a comparable product made of virgin or nonbiobased material, (2) will not perform adequately or meet the user's need, or (3) is not available within a reasonable timeframe or at a sufficient level of competition (for contract actions). The exceptions are commonly referred to as price, performance, and availability and apply to both the "Buy Recycled" and "Biopreferred" programs.

C.5.1 Documenting Exceptions. The purchaser or requirements/specifications generator must prepare and file a record of an exception used for any procurement action above the micropurchase threshold. The documentation must specify which of the exceptions was used and provide an explanation of the basis for using the exception. For contract actions, a copy should be maintained in the official contract file. It is also recommended that documentation of exceptions be centrally maintained by the installation GPP manager. This will allow the GP team to evaluate hindrances, establish blanket exceptions, and evaluate trends in GPP implementation. Installations may develop their own system of documenting exceptions; however, the Army recommends the use of the Army GP Written Justification Form provided as Appendix F. This will facilitate a standard procedure, enable thorough collection of information, and assist the user by providing a template for recording the necessary information.

C.5.2 Using Exceptions. The decision to use an exception is normally made early in the acquisition process by the purchaser or requirements generator. However, it is entirely possible that information about the price, performance, or availability of specified products may be revealed during the bidding or vendor/contractor selection process. If this happens, the contracting official should coordinate with the requirements generator to determine if the specifications need to be changed based on new information. Exceptions should be approved at the level of Contracting Officer or above. The level of approving authority should be established in the Installation GP Plan. Valid justifications for using the three exceptions are explained below. It is recommended that an exception more than 2 years old be reevaluated to determine if the cost has decreased, acceptable quality products are now available, or availability issues have changed (based on which exception was used). New and improved technologies continually emerge!

C.5.2.1 Price. It is recommended that price be evaluated from a life-cycle cost perspective. For example, plastic lumber containing recovered material costs more than traditional lumber; however, the maintenance costs are lower and it lasts longer (more durable). Thus, the plastic lumber may be less expensive over a longer term. In

addition to cost benefits, it will not splinter and maintains its aesthetic quality longer than wood. The decision to pay more for a recycled content or biobased product will normally lie with the purchaser or requirements generator and be based on life-cycle cost considerations, available funds, and installation or organization policies on GP. The installation can establish a policy as part of its GPP that encourages purchasers to buy green products even if they are more expensive than a comparable virgin product. For certain products, the installation may want to conduct a best value source selection as a way to encourage the purchase of green products. For example, one Army installation has a policy that allows expenditures of up to 15% more for products that meet GP requirements since use of such products improves the overall quality of life and the environment.

C.5.2.2 Performance. The purchaser or procurement official can use an exception to GP requirements if justification is provided that the recycled or biobased product will not meet performance requirements. The decision to use the performance exception should be based on either certification or documentation by a testing, standardizing, or accrediting organization regarding overall performance or performance under certain conditions. It may also be acceptable to document performance shortfalls by in-house testing of the product in question. It is important to realize that a one-time trial of a single product is not sufficient justification for using the performance exception. An example of a performance exception would be an installation with unusually stringent fire codes requiring the use of a specific type of fire retardant carpeting. In this case, carpet with recovered material may not meet this performance standard and an exception is justified. The quality of recycled-content products has improved over time and continues to improve for many of the items. Also, some of the products will vary in quality from one manufacturer to another. If a poor quality recycled-content product is purchased, the user should attempt to find a source that provides a better quality product. This type of information may be available through networking with personnel on your installation or at other installations in your region, or by utilizing the GP list server at join-greengov-leader@fedcenter.gov.

C.5.2.3 Availability or Sufficient Level of Competition. The purchaser or procurement official can use an exception to Affirmative Procurement requirements if the product cannot be procured within a timeframe that meets mission requirements. Also, an exception can be used if including GP requirements in a solicitation results in the inability to meet requirements for sufficient competition.

APPENDIX D

FEDERAL ACQUISITION REGULATION PROVISIONS AND CONTRACT CLAUSES (as of December 2010)

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

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

As prescribed in 4.303, insert the following clause:

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

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

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

(1) Paper, paperboard, and fibrous materials from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item, including: used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards; and used cordage; or

(2) All paper, paperboard, and fibrous materials that enter and are collected from municipal solid waste; but not

(3) Fiber derived from printers' over-runs, converters' scrap, and over-issue publications.

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

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

(1) Postconsumer fiber; and

(2) Manufacturing wastes such as-

(i) Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets) including: envelope cuttings, bindery trimmings, and other paper and paperboard waste resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and

(ii) Repulped finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others.

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

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

(End of clause)

52.223-1 Biobased Product Certification.

As prescribed in [23.406\(a\)](#), insert the following provision:

BIOBASED PRODUCT CERTIFICATION (DEC 2007)

As required by the Farm Security and Rural Investment Act of 2002 and the Energy Policy Act of 2005 ([7 U.S.C. 8102\(c\)\(3\)](#)), the offeror certifies, by signing this offer, that biobased products (within categories of products listed by the United States Department of Agriculture in 7 CFR part 2902, subpart B) to be used or delivered in the performance of the contract, other than biobased products that are not purchased by the offeror as a direct result of this contract, will comply with the applicable specifications or other contractual requirements.

(End of provision)

52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

As prescribed in [23.406\(b\)](#), insert the following clause:

AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION
CONTRACTS
(DEC 2007)

(a) In the performance of this contract, the contractor shall make maximum use of biobased products that are United States Department of Agriculture (USDA)-designated items unless—

(1) The product cannot be acquired—

(i) Competitively within a time frame providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) The product is to be used in an application covered by a USDA categorical exemption (see 7 CFR 2902.10 *et seq.*). For example, some USDA-designated items such as mobile equipment hydraulic fluids, diesel fuel additives, and penetrating lubricants are excluded from the preferred procurement requirement for the application of the USDA-designated item to one or both of the following:

(i) Spacecraft system and launch support equipment.

(ii) Military equipment, *i.e.*, a product or system designed or procured for combat or combat-related missions.

(b) Information about this requirement and these products is available at <http://www.usda.gov/biopreferred>.

(End of clause)

52.223-4 Recovered Material Certification.

(The following FAR provision, "Recovered Material Certification" (52.223-4), shall be inserted into solicitations having specifications requiring the use and/or procurement of recovered materials, except for the acquisition of commercially available off-the-shelf items.)

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

RECOVERED MATERIAL CERTIFICATION (MAY 2008)

As required by the Resource Conservation and Recovery Act of 1976 ([42 U.S.C. 6962\(c\)\(3\)\(A\)\(i\)](#)), the offeror certifies, by signing this offer, that the percentage of recovered materials content for EPA-designated items to be delivered or used in the performance of the contract will be at least the amount required by the applicable contract specifications or other contractual requirements.

(End of provision)

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

(The following FAR provision "Estimate of Percentage of Recovered Material Content for EPA Designated Products" (52.223-9) shall be inserted solicitations and contracts exceeding \$150,000 that include the provision at 52.223-4, except for the acquisition of commercially available off-the-shelf items. If it is practical to verify the estimate, use the clause with is Alternate I.)

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

ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED ITEMS
(MAY 2008)

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

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

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

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

(1) Estimate the percentage of the total recovered material content for EPA-designated item(s) delivered and/or used in contract performance, including, if applicable, the percentage of post-consumer material content; and

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

(End of clause)

Alternate I (May 2008). As prescribed in [23.406\(d\)](#), redesignate paragraph (b) of the basic clause as paragraph (c) and add the following paragraph (b) to the basic clause:

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

CERTIFICATION

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

[*Signature of the Officer or Employee*]

[*Typed Name of the Officer or Employee*]

[*Title*]

[*Name of Company, Firm, or Organization*]

[*Date*]

(End of certification)

52.223-10 Waste Reduction Program.

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

As prescribed in 23.705, insert the following clause:

Waste Reduction Program (Aug 2000)

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

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

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

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

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

(End of clause)

52.223-11 Ozone-Depleting Substances.

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

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

Ozone-Depleting Substances (May 2001)

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

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

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

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

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

Warning

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

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

(End of clause)

52.223-15 Energy Efficiency in Energy-Consuming Products.

As prescribed in [23.206](#), insert the following clause:

ENERGY EFFICIENCY IN ENERGY-CONSUMING PRODUCTS (DEC 2007)

(a) *Definition.* As used in this clause—

“Energy-efficient product”—

(1) Means a product that—

(i) Meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star trademark label; or

(ii) Is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy’s Federal Energy Management Program.

(2) The term “product” does not include any energy-consuming product or system designed or procured for combat or combat-related missions ([42 U.S.C. 8259b](#)).

(b) The Contractor shall ensure that energy-consuming products are energy efficient products (*i.e.*, ENERGY STAR® products or FEMP-designated products) at the time of contract award, for products that are—

(1) Delivered;

(2) Acquired by the Contractor for use in performing services at a Federally-controlled facility;

(3) Furnished by the Contractor for use by the Government; or

(4) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.

(c) The requirements of paragraph (b) apply to the Contractor (including any subcontractor) unless—

(1) The energy-consuming product is not listed in the ENERGY STAR® Program or FEMP; or

(2) Otherwise approved in writing by the Contracting Officer.

(d) Information about these products is available for—

(1) ENERGY STAR® at <http://www.energystar.gov/products>; and

(2) FEMP at

http://www1.eere.energy.gov/femp/procurement/eep_requirements.html.

(End of clause)

52.223-16 IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

As prescribed in [23.706\(b\)\(1\)](#), insert the following clause:

IEEE 1680 STANDARD FOR THE ENVIRONMENTAL ASSESSMENT OF PERSONAL COMPUTER PRODUCTS (DEC 2007)

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

“Computer monitor” means a video display unit used with a computer.

“Desktop computer” means a computer designed for use on a desk or table.

“Notebook computer” means a portable-style or laptop-style computer system.

“Personal computer product” means a notebook computer, a desktop computer, or a computer monitor, and any peripheral equipment that is integral to the operation of such items. For example, the desktop computer together with the keyboard, the mouse, and the power cord would be a personal computer product. Printers, copiers, and fax machines are not included in peripheral equipment, as used in this definition.

(b) Under this contract, the Contractor shall deliver, furnish for Government use, or furnish for contractor use at a Government-owned facility, only personal computer products that at the time of submission of proposals were EPEAT Bronze registered or higher. Bronze is the first level discussed in clause 1.4 of the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

(c) For information about the standard, see www.epeat.net.

(End of clause)

Alternate I (Dec 2007). As prescribed in [23.706\(b\)\(2\)](#), substitute the following paragraph (b) for paragraph (b) of the basic clause:

(b) Under this contract, the Contractor shall deliver, furnish for Government use, or furnish for contractor use at a Government-owned facility, only personal computer products that at the time of submission of proposals were EPEAT Silver registered or higher. Silver is the second level discussed in clause 1.4 of the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

52.223-17 Affirmative Procurement of EPA-designated Items in Service and Construction Contracts.

As prescribed in [23.406\(e\)](#), insert the following clause:

AFFIRMATIVE PROCUREMENT OF EPA-DESIGNATED ITEMS IN SERVICE AND CONSTRUCTION
CONTRACTS (MAY 2008)

(a) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

(1) Competitively within a timeframe providing for compliance with the contract performance schedule;

(2) Meeting contract performance requirements; or

(3) At a reasonable price.

(b) Information about this requirement is available at EPA's Comprehensive Procurement Guidelines Web site, <http://www.epa.gov/cpg/>. The list of EPA-designated items is available at <http://www.epa.gov/cpg/products.htm>.

(End of clause)

APPENDIX E

GOVERNMENT PURCHASE CARD HOLDER GREEN PROCUREMENT LOG

Purchase Requester Name, Office Symbol, Phone: _____

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

DATE	PROJECT NAME	ITEM PURCHASED	ENVIRONMENTAL ATTRIBUTES CONSIDERED? (Y/N)	ITEM PURCHASED CPG/BIOBASED COMPLIANT? (Y/N/NA)	If not a compliant purchase, mark "x" the appropriate exception
					<u>Price</u> <u>Performance</u> <u>Availability</u>
					<u>Price</u> <u>Performance</u> <u>Availability</u>
					<u>Price</u> <u>Performance</u> <u>Availability</u>
					<u>Price</u> <u>Performance</u> <u>Availability</u>
					<u>Price</u> <u>Performance</u> <u>Availability</u>
					<u>Price</u> <u>Performance</u> <u>Availability</u>
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					<u>Price</u> <u>Performance</u> <u>Availability</u>
					<u>Price</u> <u>Performance</u> <u>Availability</u>
					<u>Price</u> <u>Performance</u> <u>Availability</u>

APPENDIX F

ARMY GREEN PROCUREMENT WRITTEN JUSTIFICATION FORM

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

Organization Name: _____ Date Prepared: _____
Point of Contact: _____ Phone Number: _____
Email Address: _____

Name of Product or Service: _____
Stock Number or Description: _____
Cost: _____
Name of Vendor or Source: _____
Method of Purchase: _____
Function of Product or Service: _____

Applicable Exception (check one) Price
 Performance
 Availability

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

This written justification is approved.

Signature of Approving Authority

APPENDIX G

GREEN PROCUREMENT PROGRAM ANNUAL REVIEW FORM

GP TEAM LEADER: _____

DATE OF REVIEW: _____

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

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

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

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