

# **United States Department of Agriculture**

## **Sustainable Procurement Plan**

**This document describes the affirmative procurement program referred to in the Resource Conservation and Recovery Act of 1976, as amended. It provides guidance on purchasing recycled products, biobased products, computers and other electronics or appliances, energy efficient products, water efficient products, products containing refrigerants, less toxic chemicals, and other products and services that have a reduced environmental impact.**



**Updated August 2013**

**(Replaces earlier versions dated  
January 2011, April 2008, December 2007, & July 2006)**

## EXECUTIVE SUMMARY

This document provides USDA agencies with guidance for specifying, procuring, and utilizing sustainable products as required by various statutes and Executive Orders. The Sustainable Procurement Plan (SPP), formerly known as the Green Purchasing Affirmative Procurement Plan, was originally established in July 2006 under Executive Order 13101. Sustainable acquisition is defined as the purchasing and use of products, and services that contain products,:

- With recycled content and that are recyclable;
- That are energy efficient (ENERGY STAR® labeled; Federal Energy Management Program [FEMP]-designated, and low standby power)
- Containing the maximum biobased content practicable;
- That are environmentally preferable;
- That are Electronic Product Environmental Assessment Tool (EPEAT)-registered;
- That are water efficient;
- That do not deplete ozone in the atmosphere; and
- That are non-toxic or less toxic than their alternatives.

Collectively, these items are referred to as sustainable products and services. The SPP establishes department-wide guidance and implements guidelines for an effective sustainable acquisition program that encompasses the purchasing and use of these sustainable products and services that utilize these products. USDA's SPP has been developed to ensure that sustainable products will be purchased to the maximum extent practicable and to fulfill the applicable affirmative procurement requirements of the Resource Conservation and Recovery Act; Energy Policy Act; Farm Security and Rural Investment Act as amended by the Food, Conservation, and Energy Act; Clean Air Act; Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management;" EO 13221, "Energy Efficient Standby Power Devices;" and EO 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."

Annually, the USDA purchases billions of dollars of products and services. The Department's use of sustainable products holds the promise of:

- Creating new domestic demand for many agricultural commodities that can serve as feedstocks;
- Spurring the industrial base through value-added agricultural processing and manufacturing in rural communities;

- Enhancing the Nation's energy security by substituting domestically produced biobased products for those made from fossil energy-based products derived from imported oil;
- Stimulating the marketplace and creating new jobs;
- Demonstrating environmental stewardship by substituting sustainable products for less environmentally friendly products;
- Lessening or decreasing negative effects on employee health;
- Saving energy and conserving natural resources; and
- Reducing greenhouse gas emissions.

#### Future Greenhouse Gas Accounting

EO 13514 envisions that agencies will be able, at a future date, to account for the greenhouse gas emissions that are embodied in products and services. At a still later date, and subject to Federal Acquisition Regulation (FAR) revisions, USDA will give preference in proposals to those vendors who have reduced greenhouse (GHG) gases relative to an established benchmark for a product or service. A team of Federal agencies is working on a methodology for determining GHG emissions from products that may be in place as early as 2014.

This SPP is a living document and will be amended as appropriate to implement additional requirements of future laws, Executive Orders, Presidential Memoranda, the Federal Acquisition Regulation (FAR), and the Agriculture Acquisition Regulations (AGAR) on the purchasing of sustainable products. Input from individual USDA agencies was incorporated into the final form of this document.

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## ACRONYMS

AAC	Agriculture Acquisition Circular
AGAR	Agriculture Acquisition Regulation
APHIS	Animal and Plant Health Inspection Service
APP	Affirmative Procurement Program
ARS	Agricultural Research Service
ASA	Assistant Secretary for Administration
BPA	Blanket Purchase Agreement
CAA	Clean Air Act
CFR	Code of Federal Regulations
CEQ	White House Council on Environmental Quality
CPG	Comprehensive Procurement Guideline
DM	Departmental Management (a USDA organization) or Departmental Manual (a USDA official document)
DoD	Department of Defense
DOE	Department of Energy
DR	Departmental Regulation
EMS	Environmental Management Systems
EO	Executive Order
EPA	Environmental Protection Agency
EPAct	Energy Policy Act
EPEAT	Electronic Product Environmental Assessment Tool
EPP	Environmentally Preferable Products
FAR	Federal Acquisition Regulation
FedBizOpps	Federal Business Opportunities
FEE	Federal Environmental Executive
FEMP	Federal Energy Management Program
FESWG	Federal Electronics Stewardship Working Group
FPDS	Federal Procurement Data System
FSA	Farm Service Agency
FSIS	Food Safety and Inspection Service
FSRIA	Farm Security and Rural Investment Act of 2002
FS	U.S. Forest Service
GPRA	Government Performance Results Act
GEC	Green Electronics Council
GSA	General Services Administration
HCA	Heads of Contracting Activities
HCAD	Head of Contracting Activity Designee
IAS	Integrated Acquisition System
IEEE	Institute of Electrical and Electronics Engineers
IT	Information Technology
LEED	Leadership in Energy and Environmental Design
NIST	National Institute of Standards and Technology

NRCS	Natural Resources Conservation Service
MOU	Memorandum of Understanding
NIFA	National Institute of Food and Agriculture
OCIO	Office of Chief Information Officer
ODS	Ozone Depleting Substances
OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
OPPM	Office of Procurement and Property Management
OSDBU	Office of Small and Disadvantaged Business Utilization
PCMS	Purchase Card Management System
PBS	Public Building Service
RCRA	Resource Conservation and Recovery Act
RD	Rural Development
REE	Research, Education, and Economics (USDA mission area)
RMAN	Recovered Materials Advisory Notice
SNAP	Significant New Alternative Policy
SOC	Sustainable Operations Council
SPP	Sustainable Procurement Program
UNICOR	Federal Prison Industries, Inc.
USDA	United States Department of Agriculture

# 1. PURPOSE AND AUTHORITIES, APPLICABILITY, SCOPE, ROLES, AND RESPONSIBILITIES

## 1.1 Purpose and Authorities

The purpose of the United States Department of Agriculture's (USDA) Sustainable Procurement Plan (SPP), originally established as the Green Purchasing Affirmative Procurement Program in June 2006, is to provide USDA agencies guidance for specifying, procuring, and utilizing sustainable products as required by various statutes and Executive Orders. The elements of USDA's sustainable acquisition program include products, and services that contain products:

- With recycled content and that are recyclable;
- That are energy efficient (ENERGY STAR®-qualified; Federal Energy Management Program [FEMP]-designated, and low standby power)
- Containing the maximum biobased content practicable;
- That are environmentally preferable;
- That are Electronic Product Environmental Assessment Tool (EPEAT)-registered;
- That are water efficient;
- That do not deplete ozone in the atmosphere; and
- That are non-toxic or less toxic than their alternatives.

This SPP fulfills the affirmative procurement requirements of:

- **Section 6002 of the Resource Conservation and Recovery Act (RCRA) of 1976**, which acknowledges the importance of recycling in managing the Nation's solid waste. Congress further recognizes that recycling does not end with the collection of materials, but also includes the manufacture of recycled content products that consumers can purchase and use;
- **Section 104 of the Energy Policy Act of 2005 (EPAct) as amended by the Energy Investment and Security Act of 2007 (EISA)**, which requires Federal agencies to procure only energy-efficient products listed by Energy Star® or designated by the Department of Energy's Federal Energy Management Program (FEMP) when purchasing covered products, subject to certain exceptions;
- **Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA) as amended by the Food, Conservation, and Energy Act of 2008**, which requires Federal agencies to show preferences for biobased products. The United States Department of Agriculture (USDA) is responsible for designating products for mandatory procurement preference and has accomplished this through a series of ongoing rulemaking actions;



- **Section 612 of the Clean Air Act (CAA) of 1990** which specifies a policy to replace ozone-depleting substances with product substitutes, or alternative manufacturing processes that reduce overall risks to human health and the environment.
- **40 CFR Part 82** implements the Montreal Protocol on Substances that Deplete the Ozone Layer, and sections 602, 603, 604, 605, 606, 607, 614 and 616 of the CAA Amendments of 1990. The Protocol and section 604 impose limits on the production and consumption (defined as production plus imports minus exports, excluding transshipments and used controlled substances) of certain ozone depleting substances (ODS) according to specified schedules. The Protocol also requires each nation that becomes a Party to the agreement to impose certain restrictions on trade in ODS with non-Parties.;
- **EO 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,”** which requires Federal agencies to set goals to improve environmental, transportation, and energy-related activities in support of their missions. These goals address:
  - Improving energy efficiency and reducing greenhouse gas emissions;
  - Ensuring that at least half of the energy consumed is from renewable energy sources;
  - Reducing water consumption intensity;
  - Purchasing biobased, environmentally preferable, energy-efficient and water conserving, and recovered material content products;
  - Ensuring the agency reduces the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed;
  - Minimizing the use of petroleum based fuel in their fleets;
  - Ensuring that new construction and major renovations comply with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006); and
  - Acquiring EPEAT products, ensuring Energy Star® features on agency computers and monitors; implementing policies to extend the useful life of electronic equipment; and using environmentally sound practices with respect to the disposal of electronic equipment that has reached the end of its useful life.
  - EO 13423 revoked EOs 13101, 13123, 13134, 13148 and 13149. EO 13423 only provides National goals. EO 13423 Implementing Instructions include the requirements from the revoked orders.
- **Executive Order (EO) 13514, “Federal Leadership in Environmental, Energy, and Economic Performance,”** which retained the requirements of EO 13423 and further requires that agencies set goals to reduce greenhouse gas emissions caused by their operations. The Executive Order requires agencies to measure, manage, and reduce greenhouse gas emissions toward agency-defined targets. It describes a process by which agency goals will be set and reported to the President by the Chair of CEQ. The

Executive Order requires agencies to meet a number of energy, water, and waste reduction targets, including:

- 30% reduction in vehicle fleet petroleum use by 2020;
  - 26% improvement in water efficiency by 2020;
  - 50% recycling and waste diversion by 2015;
  - 95% of all applicable contracts will meet sustainability requirements;
  - Implementation of the 2030 net-zero-energy building requirement;
  - Implementation of the stormwater provisions of the Energy Independence and Security Act of 2007, section 438
- **Federal Acquisition Regulation (FAR)** which governs Federal agencies in the following subparts: **23.1**, Sustainable Acquisition; **23.4**, Use of Recovered Material and Biobased Products; **23.7**, Environmentally Preferable and Energy-Efficient Products and Services; and **23.8**, Ozone Depleting Substances.

In addition, contracting staff must insert the following clauses and provisions, as applicable, into solicitations and contracts:

- 52.223-1 Biobased Product Certification - Insert in solicitations that require the delivery, or specify the use of, USDA-designated items or include the clause at 52.223-2.
- 52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts - Insert in service or construction solicitations and contracts, unless the contract will not involve the use of USDA-designated items at <http://www.biopreferred.gov>.
- 52.223-4 Recovered Material Certification - Insert in solicitations that require or specify the use of EPA-designated items or include the clause at 52.223-17. (except commercially off-the-shelf items).
- 52.223-9 Estimate of Percentage of Recovered Material Content for EPA-Designated Items – Insert in solicitations and contracts exceeding \$150,000 that are for, or specify the use of EPA-designated items containing recovered material.
- 52.223-10 Waste Reduction Program - Insert 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.
- 52.223-15 Energy Efficiency in Energy-Consuming Products - Insert in solicitations and contracts when energy-consuming products listed in the ENERGY STAR® Program or FEMP will be (a) Delivered; (b) Acquired by the contractor for use in performing services at a Federally-controlled facility; (c) Furnished by the contractor for use by the

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

- 52.223-16 IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products - Insert in all solicitations and contracts for (i) Personal computer products; (ii) Services that require furnishing of personal computer products for use by the Government; or (iii) Contractor operation of Government-owned facilities.
- 52.223-17 Affirmative Procurement of EPA-designated Items in Service and Construction Contracts – Insert in service or construction solicitations and contracts unless the contract will not involve the use of EPA-designated items
- **Departmental Regulation (DR-) 5600-005, Environmental Management**, which codifies USDA's efforts in sustainable operations, stating that USDA will attain 95 percent compliance with sustainable acquisition language in all relevant contract actions by FY2014. Moreover, the directive addresses goals for energy intensity, reduction in greenhouse gas emissions, sustainable facilities, and waste reduction. The directive also enumerates USDA's objectives for restoration of natural resources, response to releases of hazardous substances, and minimization of environmental liability by ensuring compliance with property acquisition and disposition regulations.

The SPP is one of USDA's vital environmental programs, part of the overall USDA sustainable operations program that includes greenhouse gas reduction, energy management, sustainable and high performance buildings, waste reduction, and pollution prevention.

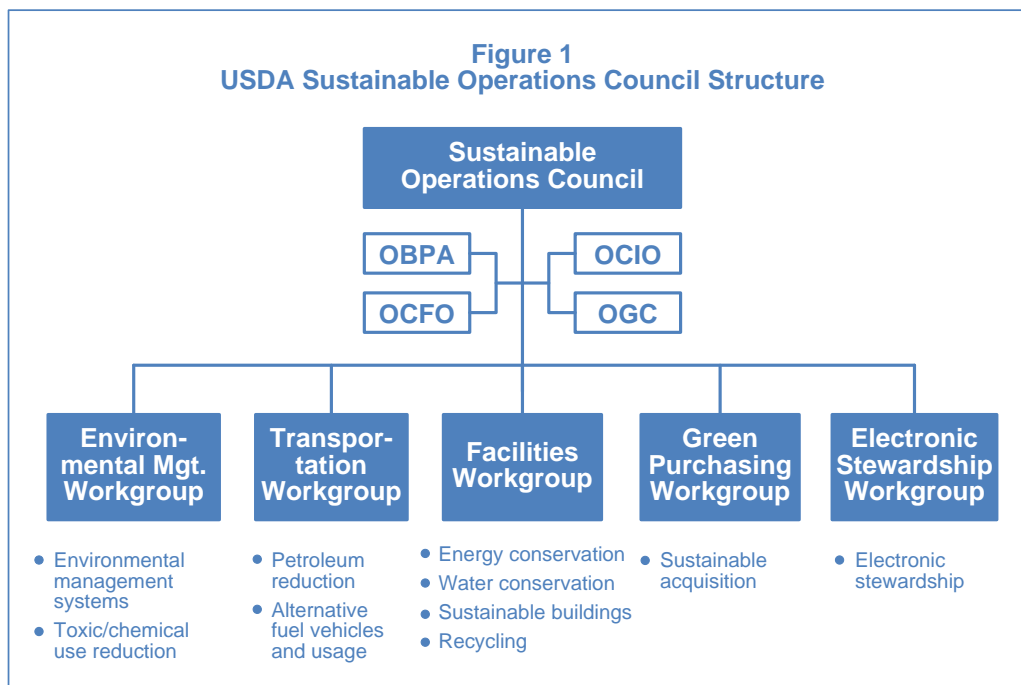
The primary responsibility for sustainable products and services procurement lies with the USDA field offices. The main objective of USDA's sustainable acquisition program is to enhance and sustain its operations by increasing purchases of sustainable products and services to the maximum extent possible. Other objectives include the education of USDA employees, the expansion of the sustainable products market, and reduction of energy usage. Additionally, the SPP outlines Department-wide guidance for an effective sustainable acquisition program. This Plan contains a preference program, a methodology to promote the preference program, and an annual review and monitoring of the effectiveness of the SPP.

## 1.2 Applicability

The policies outlined in this SPP apply to USDA as a whole and all USDA agencies, program offices, operations offices, sites, and applicable contractors. The policies apply to USDA agency purchases, including those at or below the micro-purchase threshold. The requirements apply to direct purchases through contractors, government purchase cards/fleet cards, support services contracts under which the designated products will be supplied or used, simplified acquisitions, and purchases made through Federal supply agencies. Definitions and web site links that are common to the sustainable acquisition programs are provided in Appendices B and C.

## 1.3 Program Implementation Roles and Responsibilities

In accordance with Section 1 of EO 13514, the Secretary of Agriculture designated the Deputy Assistant Secretary for Administration as USDA's Senior Sustainability Officer (SSO). USDA also established a Sustainable Operations Council (SOC), shown in Figure 1, to ensure the accountability and coordination necessary to meet the requirements of EO 13514 and EO 13423. The SSO serves as the lead for the SOC; key SOC members include representatives from each USDA mission area.



There are five workgroups under the direct leadership of the SOC. Workgroup members serve as key points of contact for day-to-day implementation of USDA sustainability initiatives, and assist in the development of recommendations in the formation of policy, direction and guidance. The workgroup representation includes staff members from the Office of

Procurement and Property Management, Office of Operations, Office of Chief Information Office, USDA agency headquarters and field offices staff.

The activities of the SOC are coordinated with the Office of Budget and Program Analysis (OBPA), the Office of Chief Information Officer (OCIO), the Office of Chief Financial Officer (OCFO), Office of General Council (OGC), the Senior Real Property Officer, the Real Property Council, and the Procurement Council.

## **USDA Strategic Sustainability Performance Plan**

In June 2013, USDA submitted to the Office of Management and Budget its third annual revision to the Strategic Sustainability Performance Plan (“Sustainability Plan”) in fulfillment of Section 2 of EO 13514. The Green Purchasing Workgroup is responsible for implementing Goal 6, Sustainable Acquisition, of the Sustainability Plan, which is one of seven goals contained in the Plan and the Executive Order (see text box at right).

### **EO 13514 and Strategic Sustainability Performance Plan Goals**

1. Greenhouse Gas Reduction and Inventory
2. High Performance Buildings and Regional & Local Planning
3. Fleet Management
4. Water Use Efficiency and Management
5. Pollution Prevention and Waste Reduction
6. Sustainable Acquisition
7. Electronic Stewardship and Data Centers

Beyond the formal structure established under EO 13514, USDA recognizes that the responsibility of implementing this SPP lies with every USDA employee. To this end, USDA is actively working to ensure that every person involved in the process—requirements planners, administrative contracting officials, government purchase card holders, and persons requisitioning products or supplies through any source or supply or contract—will be informed of their role in the success of this program. This section outlines the roles for the USDA Assistant Secretary for Administration, Senior Procurement Executive, Head of Contracting Activities (HCAs)/Head of Contracting Activity Designees (HCADs), contracting officers, program/requirements personnel, and purchase card holders.

### **1.3.1 USDA Deputy Assistant Secretary for Administration<sup>1</sup>**

- Provides overall Departmental leadership for the sustainable acquisition program;
- Serves as the USDA Senior Sustainability Official responsible for implementing EO 13514 and the authority to implement Federal environmental and energy policy in USDA’s operations;
- Manages policies and guidance on sustainable acquisition programs;
- Chairs the Sustainable Operations Council (SOC) established in June 2007 to provide executive leadership in implementing EO 13423 and EO 13514;
- Approves and submits annual reports, including updates to the Strategic Sustainability Performance Plan (SSPP) and the biannual OMB Scorecard, on USDA’s progress in

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<sup>1</sup> Departmental Management has two Deputy Assistant Secretaries. Ms. Robin E. Heard currently serves as USDA’s Senior Sustainability Official.

implementing Section 6002 of RCRA, section 104 of EPCRA, section 9002 of FSRIA, and EOs 13514 and 13221 based on input from agencies;

- Approves and submits sustainable acquisition reports to OMB's Office of Federal Procurement Policy (OFPP), Office of the Federal Environmental Executive (OFEE), and DOE; and
- Implements an awareness program to promote sustainable acquisition.

### **1.3.2 USDA Senior Procurement Executive**

- Oversees the SPP;
- Provides Program leadership and coordination for USDA's sustainable acquisition program pursuant to EO 13514;
- Manages development of regulations, policies and guidance on sustainable acquisition programs;
- Consults with HCAs (Heads of Contracting Activities) and HCADs (Heads of Contracting Activity Designees) on sustainable acquisition;
- Ensures that sustainable acquisition requirements are addressed in Agriculture Acquisition Regulations (AGARs) or other policy guidance;
- Develops model language on sustainable acquisition for inclusion in contracts;
- Prepares acquisition strategies and tools to increase agency purchases of green products;
- Coordinates the preparation, review, analysis, and submission of reports, including the SSPP and OMB Scorecard, on USDA's progress towards meeting the goals of EO 13514 to the OMB, OFEE, and DOE;
- Establishes and implements environmental and energy performance measures and data input to meet EO and OMB scorecard reporting requirements; and
- Provides oversight of SPP training for targeted acquisition audiences.

### **1.3.3 Agency Heads of Contracting Activities (HCAs) and Heads of Contracting Activity Designees (HCADs)**

- Implement provisions of AGARs 423.2, 423.4, and 423.7, and Procurement Advisory Notice No. 82;
- Implement procurement policies, regulations, and best practices in relation to sustainable acquisition requirements;
- Promote the SPP;
- Provide contracting personnel with the latest information on sustainable acquisition;
- Ensure that contracting personnel are trained in sustainable acquisition and such training is tracked (if done in AgLearn, through the course "Sustainable Acquisition Training", training is automatically tracked;)
- Support and implement the Department's sustainable acquisition goals and performance metrics as outlined in this SPP; and
- Work with OPPM points of contact to review and analyze sustainable acquisition data.

#### **1.3.4 Contracting Officers**

- Implement and monitor the SPP as required by the Federal Acquisition Regulation (FAR) Subpart 23.404;
- Comply with all applicable FAR and AGAR requirements (refer to Appendices D and E);
- Ensure that applicable FAR sustainable acquisition language and clauses on sustainable acquisition and SPP requirements are inserted appropriately in all new solicitations and contracts;
- Ensure that applicable FAR sustainable acquisition language and clauses and SPP requirements are included when modifying existing contracts that contain green products;
- Provide guidance to program/technical personnel on applicable procurement requirements and clauses relative to sustainable products and services;
- Comply with procedures for monitoring and annually reviewing the effectiveness of the SPP;
- Ensure that vendors are familiar with SPP requirements contained in their solicitations/contracts; and
- Review with appropriate vendors their role in the procurement of sustainable products and services during the initial contract kickoff and reinforce with the contractor when appropriate during contract performance.

#### **1.3.5 Program/Requirements Personnel**

- Implement and monitor the SPP as required by FAR Subpart 23.404;
- Ensure that relevant sustainable acquisition requirements are identified prior to submission to the contracting officer or other source of supply;
- Consult with contracting, environmental, and energy personnel to improve and enhance statements of work or specifications that incorporate sustainable acquisition requirements of Federal laws, regulations, and EOs;
- Eliminate from specifications any exclusion of recovered materials and any requirement that items be manufactured from virgin materials as delineated in section 6002 of RCRA;
- Ensure that specifications require the use of recovered materials to the maximum extent as delineated in section 6002 of RCRA where appropriate;
- Ensure that specifications require the use of biobased products consistent with the requirements of section 9002 of FSRIA where appropriate;
- Consider maximum practicable use of energy and water efficient products, low standby power, biobased, recycled content, environmentally preferable, and non-toxic or low toxic products and services when developing, reviewing, or revising Federal product descriptions (including commercial item descriptions) and standards and describing government requirements for products and services in accordance with FAR Subpart 11.002;
- Apply life-cycle cost concepts, as appropriate, to determine cost-effectiveness of sustainable products and services;
- Comply with procedures for reviewing the effectiveness of the SPP; and

- Use available boilerplate specifications and sample contract language for contracts.

#### **1.3.6 Purchase Card Holders**

- Purchase green products when making purchases, including those at or below the micro-purchase threshold in accordance with FAR Subpart 13.201; and
- Receive training on the requirement to purchase sustainable products and the common sources of supply.



## 2.0 Sustainable Procurement Program

### 2.1 Policy

USDA will provide a procurement preference for products that are EPA-designated recycled content, ENERGY STAR®-qualified, Federal Energy Management Program (FEMP)-designated, low standby power, USDA-designated biobased, environmentally preferable, Electronic Product Environmental Assessment Tool (EPEAT)-registered, water efficient, non-ozone depleting, and non-toxic or less toxic. This preference shall be established in all applicable USDA contracts as appropriate, including in service contracts that utilize these products. Appendix C provides a summary of the Federal Acquisition Regulation (FAR) parts that provide a preference for sustainable products. USDA has updated the Agriculture Acquisition Regulations (AGARs) to include information on sustainable acquisition and will revise AGAR further as more final FAR guidance is published. Appendix D provides information on each AGAR relevant to sustainable acquisition.

President Obama signed Executive Order (EO) 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," on 5 October 2009. [EO 13514](#) does not rescind/eliminate the requirements of [EO 13423](#), "Strengthening Federal Environmental, Energy, and Transportation Management." Instead, it expands on the energy reduction and environmental performance requirements for Federal agencies identified in EO 13423. With regards to sustainable acquisition, EO 13514 requires Federal agencies to ensure that 95 percent of new contract actions be sustainable acquisitions where such products and services meet agency performance requirements. In fulfillment of Section 2 of EO 13514, USDA formulated a Strategic Sustainability Performance Plan ("Sustainability Plan") in June 2010, which USDA has revised annually, that set milestones for achieving the 95 percent requirement. The SSPP is available at the following website: <http://www.dm.usda.gov/emd/docs/USDA%20SSPP%20Main%20Document.pdf>.

#### **EO 13514 and Strategic Sustainability Performance Plan Goals**

1. Greenhouse Gas Reduction and Inventory
2. High Performance Buildings and Regional & Local Planning
3. Fleet Management
4. Water Use Efficiency and Management
5. Pollution Prevention and Waste Reduction
6. Sustainable Acquisition
7. Electronic Stewardship and Data Centers

Though the Council on Environmental Quality/Office of Management and Budget (CEQ/OMB) Sustainability Plan Template Tool of April 2010 stipulates that agencies achieve the 95% contract action milestone by FY2011, USDA has determined that the milestone will take until FY2014 to reach.

Since a major thrust of EO 13514 is to reduce agency emissions of greenhouse gases (GHG), USDA may be required at a future date to give preference in proposals to those vendors who have reduced greenhouse gases relative to an established benchmark for a product or service. A team of Federal agencies, led by the U.S. General Services Administration (GSA), is still developing a methodology for determining GHG emissions from the "supply chain". In July 2010 GSA released a report on GHG emissions from suppliers (see, EO 113514 Section 13: *Recommendations for Vendor and Contractor Emissions*,

[http://www.fedcenter.gov/kd/Items/actions.cfm?action=Show&item\\_id=15392&destination=ShowItem](http://www.fedcenter.gov/kd/Items/actions.cfm?action=Show&item_id=15392&destination=ShowItem)). In the report, GSA estimates that the GHG supply chain methodology for products may be in place as early as 2014, at which time USDA will start to consider GHG emissions from its contractors and vendors as part of the acquisition process. GSA states that currently no known GHG methodology exists for services; therefore, at a future date, agencies will determine GHG emissions from services based on corporate GHG emissions until a GHG methodology for services is in place.

## **2.2 Sustainable Products Preference Program**

### **2.2.1 Recycled Content Products**

Recycled content products are products that are made from, or contain, recovered materials. The goal is to replace virgin materials with recycled materials, especially post-consumer materials. Through the Comprehensive Procurement Guidelines (CPG), the Environmental Protection Agency (EPA) manages the program, designating products to which Federal agencies must give preference in their procurements. There are currently more than 60 designated products in eight categories (see text box below). Examples of designated products include: structural fiberboard, plastic lumber landscaping timbers and post, printing and writing papers, playground equipment, retread tires, and sorbents. The CPG also recommends, through the Recovered Materials Advisory Notices (RMANS,) a minimum percentage of recycled content that a designated product should have. For instance, polyester carpet made from recovered plastic bottles should contain a minimum of 25 percent recovered material. The current list of designated products, EPA's guidance, and related technical information can be found on EPA's web site at [www.epa.gov/cpg](http://www.epa.gov/cpg).

#### **Eight CPG Categories**

- Paper and paper products
- Vehicular
- Construction
- Landscaping
- Park and recreation
- Transportation
- Non-paper office
- Miscellaneous products

Section 6002 of the Resource Conservation and Recovery Act of 1976 (RCRA) requires Federal agencies to procure EPA-designated recycled content items composed of the highest percentage of recovered materials practicable without jeopardizing the intended use of the product while maintaining a satisfactory level of competition at a reasonable price. EO 13423 and the EO 13514 require that each agency give preference to the purchase of recycled content products designated in EPA's CPG.

There is a certification provision and an estimation clause on recovered material in FAR Subpart 23.406, the Recovered Material Certification provision, at 52.223-4, that is inserted in solicitations that are for, or specify the use of, EPA-designated products containing recovered materials. The Estimate of Percentage of Recovered Material Content for EPA designated products clause, at 52.223-9, is inserted in solicitations and contracts exceeding \$150,000 (i.e., the Simplified Acquisition Threshold) that include the Recovered Material Certification provision at 52.223-4.

In addition, AGAR 423.403 and 423.404 direct USDA agencies to acquire and use EPA-designated recycled content products and to include in all applicable solicitations and contracts, a preference for products and services, which meet or exceed the EPA purchasing guidelines as contained in the EPA RMANS. AGAR 423.404 reiterates that the threshold for EPA designated items is \$10,000 per year at the USDA departmental, not individual agency level; and stresses that the Affirmative Procurement Program requirements, including the 100% purchase requirements, apply at the individual agency and staff office level.

### **2.2.2 Energy Efficient Products: ENERGY STAR®-Qualified, FEMP-Designated, and Low Standby Power**

ENERGY STAR® is a joint program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy (DOE). ENERGY STAR® products use less energy to perform the same operation or function than comparable equipment. Before using the ENERGY STAR® logo on a product, a manufacturer must become an ENERGY STAR® partner and obtain certification that the product meets ENERGY STAR® performance eligibility criteria. EPA provides a list of authorized third party certification bodies on the ENERGY STAR website. Prior to obtaining certification manufacturers must also have their products tested in an EPA-recognized laboratory. Examples of ENERGY STAR® products include computers, copiers, clothes washers, dishwashers, light fixtures, heat pumps, and compact fluorescent light bulbs. The technical requirements that each product must meet to become ENERGY STAR® qualified are available at [www.energystar.gov/products](http://www.energystar.gov/products).

DOE administers the Federal Energy Management Program (FEMP,) which provides energy efficiency requirements and resources to help Federal buyers comply with Federal requirements while saving energy and costs. FEMP's product efficiency requirements set minimum efficiency levels for product categories not covered by ENERGY STAR, such as boilers, chillers, and fluorescent ballasts. Unlike the ENERGY STAR Program, FEMP provides only the specifications and NOT a list of specific products and manufacturers that qualify for the specifications. For a list of FEMP-covered product categories see [http://www1.eere.energy.gov/femp/technologies/eep\\_purchasingspecs.html](http://www1.eere.energy.gov/femp/technologies/eep_purchasingspecs.html).

Section 104 of The Energy Policy Act (EPAct) of 2005 and EO 13514 require that each agency give preference to the purchase of ENERGY STAR® and FEMP-designated energy efficient products. USDA must purchase these designated products unless, (1) an ENERGY STAR® or FEMP product is not cost-effective over the life of the product taking energy cost savings into account or, (2) no ENERGY STAR® or FEMP products is reasonably available that meets the functional requirements of the agency. In addition, EO 13221 mandates that each agency, when it purchases commercially available off-the-shelf products that use external standby power devices or contain an internal standby power function, will purchase products that use no more than one watt in standby power-consuming mode.

The table below identifies product categories for which there currently are ENERGY STAR®,

FEMP, or low standby power requirements.

## Procuring Energy-Efficient Products

Federal mandates require that Federal agencies purchase energy-efficient products. To help agency buyers meet these requirements, the Federal Energy Management Program (FEMP) maintains a list of FEMP-designated and ENERGY STAR®-qualified product categories found frequently in Federal facilities. Refer to the legend to see which program covers each product category. For more information on these products and requirements, visit [www.femp.energy.gov/coveredproducts](http://www.femp.energy.gov/coveredproducts).

### Legend of Energy-Efficient Product Programs

- ENERGY STAR
- ▲ FEMP-Designated
- ◆ Low Standby Power
- Electronic Product Environmental Assessment Tool (EPEAT)



### Heating & Cooling (Space & Water)

#### Commercial Space Heating and Cooling

- Boilers ▲
- Central Air Conditioners ■
- Chillers
  - Air-Cooled Electric ▲
  - Water-Cooled Electric ▲
- Air Source Heat Pumps ■

#### Commercial Water Heating

- Gas Water Heaters ▲

#### Residential Space Heating and Cooling

- Room Air Conditioners ■
- Central Air Conditioners ■
- Boilers ■
- Fans
  - Ceiling ■
  - Ventilation ■
- Gas Furnaces ■
- Heat Pumps
  - Air Source ■
  - Ground-Source ■

#### Residential Water Heating

- Electric Resistance Storage ▲
- Heat Pump ■
- Gas Condensing ■
- Storage ■
- Whole-Home Tankless (Instantaneous) ■
- Solar ■



### IT & Electronics

#### Information Technology

- Computers
  - Desktops and Workstations ■◆●
  - Notebooks and Integrated Computers ■●
- Displays and Monitors ■●
- Enterprise Servers ■
- Imaging Equipment
  - Copiers ■
  - Digital Duplicators ■

- Fax/Printer Machines ■◆
- Mailing Machines ■
- Multifunction Devices ■
- Printers ■
- Scanners ■

#### Electronics

- Audio/Video ■
- Televisions (TVs) ■
- Battery Chargers ■
- Cordless Phones ■◆
- Set-Top and Cable Boxes ■



### Lighting

- Exterior Lighting ▲
- Fluorescent Ballasts ▲
- LED Lighting (Commercial) ■
- Light Bulbs
  - Compact Fluorescent (CFL) ■
  - Light Emitting Diodes (LED) ■
- Luminaires
  - Fluorescent ▲
  - Downlight (Commercial) ▲
  - Industrial (High-Bay) ▲
- Light Fixtures (Residential) ■
- Decorative Light Strings ■



### Commercial Food Service Equipment

- Dishwashers (Commercial) ■
- Fryers ■
- Griddles ■
- Hot Food Holding Cabinets ■
- Ice Machines
  - Air-Cooled ■
  - Water Cooled ▲
- Ovens (Commercial) ■
- Refrigerators and Freezers (Commercial) ■
- Steam Cookers ■
- Pre-Rinse Spray Valves ▲
- Beverage Vending Machines ■



### Appliances

- Clothes Washers (Commercial) ■
- Clothes Washers (Residential) ■
- Room Dehumidifiers ■
- Dishwashers (Residential) ■
- Refrigerators (Residential) ■
- Freezers (Residential) ■
- Room Air Cleaners and Purifiers ■



### Other

#### Building Envelope

- Cool Roofing Products ■
- Windows, Doors, and Skylights ■

#### WaterSense Plumbing

- Faucets, Showerheads, Toilets, and Urinals

#### Miscellaneous

- Water Coolers ■

#### Additional Guidance

- Centrifugal Pumping Systems
- Lighting Controls

#### Suspended Categories

- Electric Motors
- Distribution Transformers
- Fluorescent Tube Lamps

Illustrations from iStock/4701623, 9363216, 17534402, 6935827

FAR Part 23 guidance requires that Federal agencies purchase ENERGY STAR® qualified or FEMP designated products when acquiring energy-consuming products. It also states that for products that consume power in a standby mode and are listed on FEMP's Low Standby Power Devices product listing, agencies shall purchase items that meet FEMP's standby power wattage recommendation or document the reason for not purchasing such items; or if FEMP has listed a product without a corresponding wattage recommendation, purchase items which use no more than one watt in their standby power consuming mode.

AGAR 423.202 provides information on ENERGY STAR®, energy efficient, and low standby power products along with the appropriate web site tool but will be revised to reflect the recent FAR changes. USDA also specifies ENERGY STAR® and FEMP designated energy efficient products in information technology solicitations.

### **2.2.3 Biobased Products**

Biobased products are those determined by the Secretary of Agriculture to be commercial or industrial products, feedstocks, or intermediate materials (other than food or feed) that are composed in whole, or in significant part, of biological products such as renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials. Examples of USDA designated biobased products include mobile equipment hydraulic fluids, roof coatings, diesel fuel additives, penetrating lubricants, water tank coatings, and bedding, bed linens, and towels. USDA is responsible for designating categories of biobased products for which Federal agencies must implement procurement preference programs. Information on these designated products, USDA's guidance, and related documentation can be found at [www.biopreferred.gov/](http://www.biopreferred.gov/).

The Farm Security and Rural Investment Act of 2002 (2002 Farm Bill), section 9002, requires that Federal agencies purchase USDA designated biobased items. It also states that each Federal agency that procures any items designated in such guidelines shall, in making procurement decisions, give preference to such items composed of the highest percentage of biobased products practicable, consistent with maintaining a satisfactory level of competition. Section 9002 of Food, Conservation, and Energy Act of 2008 (2008 Farm Bill) reinforced the importance of the Federal procurement preference program for biobased products and expanded the definition of biobased products to include biobased intermediates and feedstocks. EO 13514 requires that each agency give preference to the purchase of biobased products designated by the USDA in the BioPreferred<sup>SM</sup> Program.

In February 2012 President Obama issued a Memorandum, *Driving Innovation and Creating Jobs in Rural America through Biobased and Sustainable Product Procurement*, which requires agencies to: (a) include acquisition of biobased products in their APP; (b) include biobased products as part of their procurement review and monitoring program and; (c) provide appropriate training on procurement of biobased products for all acquisition personnel including requirements and procurement staff. In addition, the Memorandum requires OMB to emphasize biobased purchasing in the 2012 and 2013 Sustainability/Energy scorecards, and

agencies to document biobased acquisition goals and milestones in their Sustainability Plans.

FAR guidance provides a certification provision in FAR Subpart 23.406, Biobased Product Certification, at 52.223-1, that will be inserted in solicitations that require the delivery or specify the use of USDA designated products. FAR Subpart 23.406 states that the Affirmative Procurement of Biobased Products Under Service and Construction Contracts clause, at 52.223-2, will be inserted in service or construction contracts unless the contract will not involve the use of USDA-designated items.

On May, 23, 2006, USDA issued Procurement Advisory No. 82, titled “Requisite Language for Federal Business Opportunities (FedBizOpps) Solicitation Descriptions When Designated Biobased Items Are Included as Part of a USDA Contract Requirement.” The Advisory standardized FedBizOpps synopsis language for USDA contract requirements that contain biobased products to improve a business’s ability to identify USDA contract requirements that contain biobased products. (For an electronic version of the Advisory see URL [http://www.dm.usda.gov/procurement/policy/advisories\\_x/agarad82.pdf](http://www.dm.usda.gov/procurement/policy/advisories_x/agarad82.pdf))

#### **2.2.4 Environmentally Preferable Products (EPP)**

Environmentally preferable products (EPP) or services have a lesser or reduced effect on human health and the environment than competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the products or services. Examples of EPP include cleaning products that are non-toxic, non-volatile, and biodegradable; paint with no or low volatile organic compounds; and 100 percent post-consumer paper that is not chemically de-inked and is process chlorine free. EPA manages this program, which maintains a database of products and specifications defined by Federal, state, and local agencies, and other nations. The database can be found at [www.epa.gov/epp](http://www.epa.gov/epp).

EO 13514 requires that each agency give preference to the purchase of environmentally preferable products. FAR Part 23 states that agencies must maximize the utilization of EPP. In addition, AGAR 423.703 provides policy on the acquisition of EPP; it directs USDA to support Federal sustainable acquisition principles in the acquisition of products and services that are environmentally preferable. AGAR 423.703 stresses that USDA activities will actively promote a preference for EPP in contracts with vendors, in written materials, and other appropriate opportunities.

Green Cleaning: All future procurement of cleaning products and services for USDA facilities requires green cleaning products unless they do not meet mission requirements including in janitorial contracts, so that by the end of FY 2013 all cleaning products in use are green. EO 13423 and EO 13514 require the Federal government to use biobased products and to make its facilities sustainable. There is also a procurement preference for biobased products if they are comparable in price, performance, and availability. Green cleaning, also known as green janitorial or custodial service, is an approach designed to protect the occupants’ and workers’



health and reduce the impact on the environment, while delivering service comparable to, or better than, traditional cleaning methods. However, unlike a traditional cleaning program, a green janitorial program goes beyond simple appearances to focus on human health and environmental impacts. Green cleaning includes recycled content and bio-based products, and products and services that minimize the use of energy, water, and other resources.

Green cleaning products are products that perform the same functions as conventional cleaning products but are lower emitting, less toxic, biodegradable, and environmentally safer. They include all-purpose cleaners, sanitizers, deodorizers, glass cleaners, carpet cleaners, hand soap, laundry detergent, bathroom cleaners and many other commonly used janitorial products. The use of green cleaning products will improve indoor air quality and working conditions by removing a major source of potential exposure to toxic and irritating chemicals, while providing effective and cost competitive cleaning solutions. There are many manufacturers of green cleaning products and they are widely available. USDA's green cleaning product program also includes regularly vacuumed entrance mats and sidewalk cleaning to reduce introduction of dirt thus reducing the need for cleaning chemicals and isolated janitorial closets for the storage of chemicals to reduce employee exposure to fumes.

Green cleaning products include concentrated cleaning chemicals that use ecologically sound packaging; are phosphate-free, non-corrosive, non-combustible, non-poisonous, non-reactive, and non-aerosol; contain no carcinogens, mutagens, or ozone-depleting substances; and are biobased and fully biodegradable. Concentrates are preferable to ready-to-use products and should be used wherever possible. Furthermore, dilution control equipment should be employed to ensure correct dilutions of concentrates and to protect workers from exposure to concentrated chemicals. Follow manufacturers' label instructions. Language for custodial contracts can be found at

<http://www.usda.gov/procurement/programs/biobased/CustodialJanitorialFY08.pdf>.

In addition to biobased content, preference should be given to cleaning products that meet the following Green Seal Standards: GS-37 for Commercial and Institutional Cleaners for those product categories covered by this Standard and GS-34 for Degreasers.

(<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=0&sid=23> ). Many cleaning products found in the BioPreferred catalog also meet Green Seal specifications.

**Green Meetings:** Another component of EPP is Green Meetings, which pertains to office meetings as well as seminars, conferences, and training. Green meeting concepts include: reduction or elimination of handouts; use of electronic media; availability of recycling containers; use of durable food service items; and reuse of linens and towels in hotels. The Forest Service's biannual Sustainability Summit, for example, incorporates green meeting principles throughout the conference. Additional guidance from EPA can be found at website <http://www.epa.gov/oppt/greenmeetings/pubs/basic.html>.

### **2.2.5 Electronic Product Environmental Assessment Tool (EPEAT)-Registered Products**

Electronic Product Environmental Assessment Tool (EPEAT) is an application that helps purchasers acquire electronic products based on their environmental attributes. Under IEEE Standard 1680.1 (Institute of Electrical and Electronic Engineers), EPEAT registers desktop computers, monitors and notebooks, all of which must be ENERGY STAR® qualified to be registered. In October 2012, the EPEAT standards committee approved IEEE 1680.2 for Imaging Equipment (printers, copiers, multifunction devices, faxes, and scanners) and IEEE 1680.2 for Televisions. Consequently, starting in January 2013, agencies are required to purchase imaging equipment and televisions that qualify for the EPEAT registry. Imaging Equipment includes printers, copiers, facsimile machines, scanners, and multifunction devices. The EPEAT registry for imaging equipment currently lists nearly 200 printers, copiers, and multifunction devices representing 80% of the industry. The EPEAT Program is sponsored by EPA, and managed by staff contracted from the [Green Electronics Council](#). Information about EPEAT is available on the EPEAT web site at [www.epeat.net](http://www.epeat.net).

EPEAT evaluates electronic products according to three tiers of environmental performance: Bronze, Silver, and Gold.<sup>2</sup> EO 13514 requires that each agency give preference to the purchase of EPEAT-registered electronic products. Agencies are also required to strive to purchase EPEAT Silver-rated electronic products or higher, if available. A FAR case on EPEAT-registered products was published in December 2007. Appendix C contains the pertinent clause from the FAR case.

USDA issued an Electronics Stewardship Plan (ESP) in July 2007 as a collaboration between the Assistant Secretary for Administration and the Acting Chief Information Officer. The plan states that USDA will purchase 95% of electronic products as EPEAT-registered equipment, for products where EPEAT standards exist. USDA has now incorporated the ESP into the Sustainability Plan, which can be found at <http://www.dm.usda.gov/emd/sspp.htm>. USDA is specifying EPEAT-registered products in electronic product procurements, most notably in the hardware Blanket Purchase Agreement (BPA) that the Office of the Chief Information Officer (CIO) administers. The CIO encourages all USDA subagencies to use this BPA, which includes only EPEAT-registered products.

### **2.2.6 Water Efficient Products**

EO 13514 requires that each agency give preference to the purchase of water efficient products, including those meeting EPA's WaterSense standards. WaterSense is a program that identifies and promotes water efficient products that meet criteria for water efficiency and performance. Examples of products that have met the EPA WaterSense label include: high efficiency toilets, sink faucets, showerheads, urinals, and landscape irrigation systems.

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<sup>2</sup> The complete set of performance criteria includes 23 required criteria and 28 optional criteria in 8 categories. To qualify for acceptance as an EPEAT product, it must conform to all the required criteria. Manufacturers may pick and choose among the optional criteria to boost their EPEAT baseline to achieve a higher-ranking level.



Information about the WaterSense Program is available on [www.epa.gov/watersense](http://www.epa.gov/watersense).

FAR Subpart 23.202 states that it is the government's policy to acquire supplies and services that promote water efficiency. AGAR 423.202 provides information on water efficient products along with the appropriate web site tool.

### **2.2.7 Non-Ozone Depleting Products**

EO 13514 requires that each agency give preference to the purchase of non-ozone depleting substances, as identified in EPA's Significant New Alternatives Policy (SNAP) program. SNAP reviews alternatives to ozone depleting substances and approves use of alternatives which do not present a substantially greater risk to public health and the environment than the substances they replace or than other available substitutes. SNAP provides lists of acceptable and unacceptable substitutes in the following sectors: fire suppressants, aerosol solvents and propellants, refrigeration and air conditioning equipments, and adhesives and coatings. Information about the SNAP Program is available on [www.epa.gov/ozone/snap/index.html](http://www.epa.gov/ozone/snap/index.html).

FAR Subpart 23.803 states that agencies shall give preference to the procurement of alternative products that reduce overall risks to human health and the environment by lessening the depletion of ozone in the upper stratosphere. It further requires that in preparing specifications and purchase descriptions, and the acquisition of supplies and services, agencies shall comply with the requirements of the Clean Air Act and substitute safe alternatives for ozone-depleting substances. FAR Subpart 23.804 states that clause 52.223-11, Ozone-Depleting Substances, will be inserted in solicitations and clauses for ozone-depleting substances or for supplies that may contain or be manufactured with ozone-depleting substances. It also requires that clause 52.223-11, Refrigeration Equipment and Air Conditioners, will be inserted in solicitations and contracts for services when the contract includes the maintenance, repair, or disposal of any equipment or appliance using ozone-depleting substances. It should be noted that many non ozone depleting substitutes for ODSs have a high global warming potential and EO 13514 requires that their emissions must be tracked and reduced as greenhouse gases.

### **2.2.8 Non-Toxic or Less Toxic Alternatives**

EO 13514, sec 2 (e)(v), states that agencies are to promote pollution prevention by reducing and minimizing the quantity of toxic and hazardous chemicals acquired, used, and disposed of. Using non-toxic or less toxic substances is part of EPA's Pollution Prevention (P2) Program under the authority of the Pollution Prevention Act of 1990, as amended. This program also includes modifying production processes, implementing conservation techniques, and reusing materials rather than putting them into the waste stream (<http://www.epa.gov/p2/>). EPA's Design for The Environmental (DfE) Program has identified over 1,000 non-toxic or safer products in such categories as paints, inks, deodorizers, deicers, detergents, consumer cleaning products, and industrial cleaning products (see <http://www.epa.gov/dfe/index.htm>).

### **3.0 STRATEGIES AND TOOLS FOR IMPLEMENTING SUSTAINABLE ACQUISITION**

#### **3.1 Specifications and Requirements**

FAR Subpart 11.002 states that executive agencies shall consider maximum practicable use of energy and water efficient, low standby power, biobased, recycled content, and environmentally preferable and non-toxic or less toxic alternative products and services when developing, reviewing, or revising Federal and military specifications, product descriptions (including commercial item descriptions) and standards and when describing government requirements for products and services.

Agency program offices shall develop, review, and revise specifications, product descriptions, and standards during the acquisition planning stage to enhance USDA's procurement of designated recycled content, ENERGY STAR®, FEMP-designated energy efficient, low standby power, biobased, environmentally preferable, EPEAT-registered, water efficient, and non-ozone depleting products. Standards or specifications unrelated to performance or presenting barriers shall be revised or eliminated when reviewing or drafting procurement specifications.

#### **3.2 Source Selection/Evaluation**

FAR Subpart 11.002 now states that executive agencies shall consider maximum practicable use of energy and water efficient, low standby power, biobased, recycled content, and environmentally preferable products and services when developing source selection factors.

In order to lead by example, USDA will add source selection factors that can be used when evaluating all service contracts containing recycled content, ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, EPP, EPEAT-registered, water efficient, and non-ozone depleting products and alternative fuel vehicles and alternative fuels. USDA will consider a contractor's use and purchasing of the above products as a factor in evaluating the contractor's past performance. Refer to <http://www.usda.gov/procurement/programs/biobased/procurementtools.htm> for a Sample Section L, "Instructions to Offerors" and a Sample Section M, "Evaluation Factors for Award" that contain technical and cost source selection factors incorporating sustainable products.

In the future, and subject to FAR revisions, USDA will plan to use greenhouse gas emissions of products and services as a source selection factor. In response to Section 13 of EO 13514 GSA issued the report *Recommendations for Vendor and Contractor Emissions*, in which GSA estimates that the methodology for determining GHG emissions on a product level may be available as early as 2014. GSA also stated, however, that no known methodology currently exists for determining GHG emissions for services.

#### **3.3 Small Businesses That Provide Sustainable Products**

When two or more small businesses exist that can provide recycled content, ENERGY STAR®,

FEMP designated energy efficient, low standby power, biobased, environmentally preferable EPEAT-registered, water efficient, and non-ozone depleting products, as a prime contractor, the product should be set aside for small business. Furthermore, large prime contractors should consider small businesses that can provide these products as subcontractors.

### **3.4 Procurement Resources and Tools for Agency Purchasers and Contracting Officers**

#### **3.4.1 USDA Advantage**

USDA is working to ensure that USDA Advantage! provides easy access to sustainable products, including designated biobased products. Purchasers may search for sustainable products by icon or keyword. USDA Advantage! is part of USDA's Integrated Acquisition System (IAS) "e-Alliance" initiative, an effort to better leverage USDA spending power to obtain better pricing, ordering methods, and delivery terms for commonly acquired items and services. USDA will continue to work to modify electronic catalogs to accommodate sustainable product data collection and reporting requirements.

USDA Advantage! can be accessed at

[https://usdaadvantage.gsa.gov/advgsa/advantage/main/start\\_page.do?store=USDA](https://usdaadvantage.gsa.gov/advgsa/advantage/main/start_page.do?store=USDA).

#### **3.4.2 Federal Supply Sources**

USDA will continue to work with other Federal supply sources, such as the General Services Administration [GSAAdvantage!](#) and the Defense Logistics Agency's Department of Defense (DoD) [EMALL](#), to include sustainable products and make them easily identifiable. Procuring sustainable products through these sources offers procurement officials the following advantages: (1) products have been competitively bid, and (2) products should meet procurement office's specifications. GSAAdvantage has a section of its website called the "Environmental Aisle" that displays sustainable products only. Purchasers may also use the various environmental icons to search for products with specific characteristics, such as "biobased" or "recycled". The Environmental Aisle is available at

[https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?BV\\_UseBVCookie=Yes&cat=ADV.ENV](https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?BV_UseBVCookie=Yes&cat=ADV.ENV)

#### **3.4.3 Mandatory Purchasing Programs**

USDA will continue to work to combine the requirements of this SPP with other mandatory programs and certifications, such as [AbilityOne](#) (formerly, JWOD) and Federal Prison Industries, Inc. ([UNICOR](#)) programs, to increase each program's effectiveness. To this end, USDA has partnered with AbilityOne personnel to incorporate recycled content products into AbilityOne's product offerings. USDA will work with them on helping to bring to market designated ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, EPP, EPEAT-registered, water efficient, and non-ozone depleting products.

### 3.4.4 USDA's Procurement Forecast

Procurement forecasts that individual USDA agencies and staff offices prepare can be used to identify contract opportunities under which sustainable products could be supplied or used. USDA completed an update of its Procurement Forecast System. The update added two biobased elements that will be used to identify biobased product contract opportunities. The USDA Procurement Forecast has a product description that includes biobased products and whether or not they are included in contracts. The forecast can be found at [www.pforecast.net](http://www.pforecast.net).

### 3.4.5 Sample Contract Language

USDA is incorporating model contract language on sustainable products and services into contracts. Here are some examples on how USDA has aggressively added sustainable products into their contracts:

**1. Biobased Contract Templates:** USDA has developed sample biobased language for Vehicle Maintenance, Cafeteria/Food Service, Janitorial, Grounds Maintenance, Minor Construction, and Operation and Maintenance contracts. Sample language is provided for Section C, "Performance Work Statement/ Descriptions/ Specifications", Section I, "Contract Clauses", a Performance Requirements Summary, and Section K, "Representations, Certification, and Other Statements of Bidders." The contract templates can be downloaded at <http://www.usda.gov/procurement/programs/biobased/procurementtools.htm>.

**2. USDA Headquarters Green Contracts:** The Performance Work Statement for the Custodial Services and Waste Removal contract at the Headquarters Complex now focuses on the use of sustainable cleaning products and processes. Green cleaning affects all aspects of cleaning to include stewardship; communication; the selection of cleaning chemicals, janitorial equipment, paper, and supplies; procedures and methods in which the cleaning is accomplished; pollution prevention strategies; and other opportunities that when used reduce the impact on the environment.. The contract requires green cleaning products and processes that include, but are not limited to, products containing recycled content, environmentally preferable products and services, biobased products, and products and services that minimize the use of energy, water, and other resources.

The Performance Work Statement for Operations and Maintenance Services at the Headquarters Complex now contains sustainable acquisition language. Section C emphasizes the procurement of recycled content and environmentally preferable products. USDA commits to: (1) purchase lubricating oils containing re-refined oils, including engine lubricating oils and hydraulic fluids; (2) possible alternative use of biobased (e.g., vegetable oils) in lieu of non-renewable resources of petroleum based products if feasible; (3) strongly encourage the use of products made of recycled paper (30 %post-consumer materials); (4) strongly encourage the procurement of goods made with recovered materials; and (5) reducing energy and water consumption at facilities through the use of energy and water saving devices. USDA also states

that the contractor shall establish a refrigerant management program on the use and removal of all refrigerants used in the complex.

The Performance Work Statement of Food Services at the USDA Headquarters Complex now contains green purchasing language. Section C emphasizes the procurement of recycled content and environmentally preferable products. USDA commits to: (1) Using biobased cafeteria-ware where feasible in lieu of petroleum based products, (2) Using unbleached paper products with 30% recycled content, (3) Purchasing locally grown produce, and (4) Utilizing biobased cleaning products

For information on these sustainable contracts, as well as other environmental initiatives at USDA Headquarters, see <http://greening.usda.gov/purchasing.htm/>

**3. Green Janitorial Contract:** USDA Forest Service Region 5 Regional Office negotiated its Statement of Work with its janitorial contractor to include language requiring the contractor to use environmentally friendly products in the building (see Appendix F). All cleaning products must be designated biobased products and meet Green Seal Product Standards. All non-chemical products must now conform to the EPA CPG for recovered content. The Agricultural Research Services (ARS) campus at Beltsville, Maryland issued a janitorial contract that requires use of EPP and green cleaning products including: recycled content bathroom tissue, biobased/biodegradable hand soaps, and surface cleaners.

### **3.4.6 FedBizOpps**

USDA uses Business Opportunities (FedBizOpps) to publicize sustainable business opportunities. Vendors seeking Federal markets for their sustainable products and services can also use FedBizOpps.

USDA requires that the contracting officer shall ensure, when biobased products have been included in a contract requirement, that the following two sentences are incorporated into the Synopsis description submitted to the FedBizOpps: “This procurement requires the use of biobased products to the extent that such products are reasonably available, meet agency or relevant industry performance standards, and are reasonably priced. Where available, these products shall first be acquired from among qualified products that fall under the umbrella of items designated through the Federal Biobased Products Preferred Procurement Program.”

### **3.4.7 Sustainable Building Design**

USDA issued a Sustainable Buildings Implementation Plan (SBIP) in August 2007, and revised it in December 2011. This plan outlines additional steps USDA intends to take to fully comply with EO 13423, including implementing sustainable practices for high performance construction, leasing, operation, and maintenance of buildings. The Implementation Plan contains the Five Guiding Principles established in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding. Sustainable acquisition and the guiding principle “reduce environmental impact of materials” are integral to each other. In

order to minimize the environmental impact of materials on the environment, the SBIP states that agencies shall consider using as many sustainable products as possible for any new construction or major renovation project. USDA agencies shall use products meeting or exceeding EPA's recycled content recommendations for EPA-designated products and USDA's biobased content recommendations for USDA-designated products. Also, the plan requires that agencies shall use materials with recycled content such that the sum of post-consumer recycled content plus one-half of the pre-consumer content constitutes at least 10 percent (based on cost) of the total value of the materials in the project and shall use biobased products made from rapidly renewable resources and certified sustainable wood products from other products. In addition, agencies shall eliminate the use of ozone depleting compounds during and after construction where alternative environmentally preferable products are available, consistent with either the Montreal Protocol or Title VI of the CAA or equivalent overall air quality benefits that take into account life cycle impacts. The Plan can be accessed at <http://www.dm.usda.gov/emd/greening/buildings/policy.htm>.

### **3.5 Written Justifications**

FAR Subpart 23.404 states that agency affirmative procurement programs must require that 100 percent of purchases of EPA or USDA-designated items contain recovered material or biobased content, respectively, unless the item cannot be acquired: (1) competitively within a reasonable time frame, (2) meeting reasonable performance standards, or (3) at a reasonable price. AGAR 423.404 reinforces this FAR clause regarding exemptions for not purchasing recycled content products. It further requires that the contracting officer shall place in the contract file a written justification when an exemption is used for an EPA designated item or the procurement of a product containing recovered material does not meet or exceed the EPA recovered material content guidelines.

In addition, FAR Subpart 23.204 states that an agency is not required to procure an ENERGY STAR® or FEMP designated product if the head of the agency determines in writing that: (1) no ENERGY STAR® or FEMP designated product is reasonably available that meets the functional requirements of the agency, or (2) no ENERGY STAR® or FEMP designated product is cost effective over the life of the product taking energy cost savings into account.

## **4.0 PROMOTION PROGRAM**

USDA will actively promote a preference for designated recycled content, ENERGY STAR®, FEMP-designated energy efficient, low standby power, biobased, EPP, EPEAT-registered, water efficient, and non-ozone depleting products, and non-toxic and less toxic alternatives and the components of this SPP. Promotion will be internal as well as external and consists of two methods: outreach and training.

### **4.1 Outreach**

#### **4.1.1 Senior Leadership**

Strong support of senior leadership is essential to the implementation of sustainable acquisition within USDA. The Assistant Secretary for Administration issued Departmental Regulation 1058-001, “USDA Sustainable Operations Council: Implementing Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management,” on 16 January 2009 that emphasized the importance of USDA actions to meet the EO 13423 goals and requirements.

USDA’s Secretary created the Sustainable Operations Council (SOC) in June 2007 to lead the way in reducing the Department’s environmental footprint by developing new policies and procedures that will ensure that USDA conducts its activities in an environmentally, fiscally sound, and sustainable manner in accordance with EO 13423. Five working groups, established under the SOC, draft policies, prepare other tools, and report to the SOC. To highlight the importance of the sustainability efforts, including sustainable acquisition, USDA created a Green Purchasing Working Group. The Green Purchasing Workgroup is responsible for developing policy proposals for increasing the Department’s purchases of all sustainable products covered by this SPP.

#### **4.1.2 USDA Green Purchasing Workgroup**

The chair and other speakers use meetings of the USDA Green Purchasing Workgroup to communicate sustainable acquisition guidance and policy to agency members who, in turn, disseminate the information throughout their organizations.

#### **4.1.3 Sustainable Operations Website**

USDA has a Sustainable Operation website at [www.greening.usda.gov](http://www.greening.usda.gov) that provides information on the SOC, working groups, sustainable operations, sustainable acquisition, electronic stewardship, environmental management systems, alternative fuels and fleets, energy efficiency, sustainable and high performance buildings, water conservation, and recycling and waste prevention.



#### **4.1.4 Success Stories and Best Practices**

Success stories and best practices are an essential part of outreach. Appendix E contains success stories and best practices from a number of USDA agencies. USDA will continue to compile success stories and best practices and share them on the [www.greening.usda.gov](http://www.greening.usda.gov) website.

#### **4.1.5 Conference, Agency, and Web Outreach**

- Provide training on biobased products procurement to reach both program management and acquisition personnel and purchase card holders at events such as GSA Expo (management and acquisition personnel and purchase card holders); Biobased Stakeholders Meeting (sustainable acquisition staff and acquisition personnel); GovEnergy (management and acquisition personnel); GreenGov Symposium; EcoBuild, United Soybean Board Stakeholders Meeting; USDA's Deputy Administration Managers (management personnel); Forest Service Sustainability Summit; and GSA SmartPay (management personnel and purchase card coordinators);
- Partner with the National Institute of Food and Agriculture (formerly, the Cooperative State Research, Education and Extension Service) to provide information to land-grant colleges and other institutions;
- Work with the Office of Small and Disadvantaged Business Utilization, to identify women-owned, small disadvantaged, HUBZone, and service disabled veteran owned small businesses that are sustainable product and services vendors, and define sustainable product and services opportunities for them;
- Develop fact sheets specifically tailored to purchase card holders on how to purchase biobased products, the benefits of biobased products, how to identify biobased products, and actions to promote biobased products;
- Develop fact sheets specifically tailored to USDA employees who review requirements, standards, and specifications on how they can be aware of biobased products and how to identify requirements and standards to include biobased products.
- The BioPreferred<sup>SM</sup> Biobased Products Catalog helps users locate manufacturers of biobased products at [www.biopreferred.gov/](http://www.biopreferred.gov/). When a user clicks on a keyword such as lubricants, product names and description, or biobased content, company names, points of contact, phone numbers, and web sites will be provided.

#### **4.2 Training**

USDA training is conducted by a variety of methods, including in-house training sessions, web casts, other Federal training sources such as GSA and commercial training.



#### 4.2.1 Acquisition Information

Contracting officers are trained to comply with the FAR, including buy-sustainable requirements. The USDA procurement policy web site [www.usda.gov/procurement/index.html](http://www.usda.gov/procurement/index.html) is a primary means of communicating information to the USDA procurement community. This web site features a “tool kit” which includes a direct link to the BioPreferred Program, “Buy Green” Purchase Card training, and Acquisition Central, [www.arnet.gov](http://www.arnet.gov).

#### 4.2.2 Online Sustainable Acquisition Training

In FY2012 USDA posted “Sustainable Acquisition Training” to [AgLearn](http://AgLearn), available free of charge to all USDA employees and eligible USDA contractors. The training covers all EO 13514-mandated categories of sustainable products and allows the program office to track course completion. In addition, those who successfully complete the course earn a continuing learning credit and have a permanent record of completion in their AgLearn file. The main purpose of Sustainable Acquisition Training is to foster awareness of green purchasing requirements among contracting and project management officials.

"Purchasing Green Products" training covers eight sustainable products and categories. It is designed for USDA employees, such as procurement professionals and purchase cardholders. It can be found on the BioPreferred website using the following link:

[http://www.biopreferred.gov/AccessTraining\\_Resources.aspx](http://www.biopreferred.gov/AccessTraining_Resources.aspx)

#### 4.2.3 Biobased Products Training

USDA has a number of training resources to assist USDA employees in understanding the BioPreferred procurement preference program. The training programs are available in a variety of formats such as web-based training, classroom training, and videos. You may view the list and descriptions of these training programs at

[http://www.biopreferred.gov/AccessTraining\\_Resources.aspx](http://www.biopreferred.gov/AccessTraining_Resources.aspx).

Some of the key training resources available include:

- **BioPreferred Federal Procurement Preference Program Training**  
Description: An introduction to your responsibilities under the BioPreferred Federal Procurement Preference Training  
Format: Web-based Training: Approximately 1 hour
- **BioPreferred Seminars**  
The BioPreferred Program has recorded live presentations on several subject areas that are accessible any time.  
Format: Video; 60 minutes each presentation
- **Buying Smart! Using a Lifecycle Checklist**  
A useful tool to help determine the total lifecycle costs of biobased products as compared to

their non-biobased counterparts.

Format: Video + Lifecycle checklist; approximately 15 minutes

- **BioPreferred Classroom Training**

Description: A resource for instructors who wish to introduce the BioPreferred Procurement Preference Training in a classroom setting

Format: Instructor guide, student guide, slides, and other resources; Approximately 2 hours

#### **4.2.4 Purchase Card Training**

Training of USDA's purchase cardholders is the responsibility of the USDA's Procurement Policy Division and the designated departmental Agency Program Coordinators and Local Agency Program Coordinators. The primary training vehicles are on-line training tools, which include the Purchase Card Management System (PCMS) Micro-Purchase Guide. See Appendix G. The PCMS Micro-Purchase Guide states the USDA policy to buy recycled products, explains why, and gives some examples. DR 5013-6, "Use of the Purchase Card and Convenience Check," goes further to state the USDA policy on buying environmentally preferable products and services and defines biobased products. In accordance with part 18 of the DR, all non-warranted personnel must complete credit card training to receive a purchase card and micro-purchase authority.

The mandatory contracting officer and purchase card training covers the vast majority of personnel across USDA involved in buying non-commodity supplies and services. USDA purchase cardholder "Buy Green Purchase Card Training" may be accessed at <https://training.smartpay.gsa.gov/training/purchase-card-cardholders/buy-green>.

## 5.0 REVIEWING AND MONITORING THE SPP

### 5.1 Annual Monitoring and Review – Strategic Sustainability Performance Plan

USDA tracks its accomplishments in the Sustainable Acquisition Program through the annual Strategic Sustainability Performance Plan (SSPP) update. The SSPP states that USDA plans to achieve the EO 13514 goal of having 95 percent of contracts sustainable by FY2014, even though EO 13514 requires immediate compliance. Monitoring and compliance review for the eight sustainable products categories entails the evaluation of a sampling of applicable contract actions from major USDA agencies. OMB mandates that a minimum of 5 percent of applicable contract actions be reviewed quarterly. OMB guidance lists the following types of contracts as most appropriate for review: building construction, renovation, or repair; building operations and maintenance; landscaping services; pest management; electronic equipment, including leasing; fleet maintenance; janitorial services; office supplies; and architectural/engineering services. USDA uses [FedBizOpps](http://www.fedbizopps.gov), the Federal Procurement Data System, and GSAAAdvantage to select applicable solicitations. The table below shows the results, based on the monitoring of applicable solicitations, toward accomplishing the 95% acquisition goal. The SSPP is available at <http://www.dm.usda.gov/emd/sspp.htm>

<b>Sustainable Acquisition New Contract Action Review</b>	<b>3rd QTR FY 11</b>	<b>4th QTR FY 11</b>	<b>1st QTR FY 12</b>	<b>2nd QTR FY 12</b>	<b>3rd QTR FY 12</b>	<b>4th QTR FY 12</b>
Total # New agency contract actions	708	677	500	908	947	1671
<b>Comment:</b>						
Total # new contract actions eligible for review	81	88	81	88	80	90
<b>Comment:</b>						
Total # eligible contract actions reviewed (at least 5% of eligible contracts)	35	39	40	48	43	53
<b>Comment:</b>						
# of contract actions including sustainability requirements	27	33	27	40	30	44
<b>Comment:</b>						
% of reviewed contract actions that include sustainability requirements	77	85	68	83	70	83
<b>Comment:</b>						

USDA has devised its own spreadsheet for documenting the contract review. This spreadsheet has a grading system of zero to five, with zero being no sustainable acquisition language and

five being all sustainable language present in the solicitation, including in the specifications and clauses. The Chair of the USDA Green Purchasing Workgroup sends the spreadsheet to all workgroup members, who in turn disseminate the spreadsheet to the pertinent contracting officers (CO). For those solicitations that receive less than a “5,” the spreadsheet lists corrective actions that the CO should take to either amend the existing solicitation or apply to future solicitations, or both. See Appendix H for a sample of the spreadsheet.

## **5.2 Office of Management and Budget Sustainability/Energy Scorecard**

Every six months, in January and July, OMB issues a Sustainability/Energy Scorecard to major Federal Agencies (smaller independent agencies, such as the Federal Trade Commission, do not receive scorecards.) In January 2011, the single scorecard replaced the three scorecards that had been in effect since 2007: Energy, Transportation, and Environmental Stewardship. In the January scorecard, OMB grades the agencies’ status in accomplishing the previous fiscal year’s sustainability goals. In both January and July, OMB rates the progress each agency is making toward achieving sustainability goals. The “status” column includes greenhouse gas reduction, energy and water intensity, fleet efficiency, renewable energy usage, and sustainable buildings. Sustainable Acquisition, along with Electronics Stewardship, falls under the “progress” column in the scorecard. OMB makes the “status” portion of January scorecards available publicly, but not the “progress” portion; therefore, Sustainable Acquisition scores are not made public.

OMB uses a color-coded grading system in which “green” signifies meeting the benchmark, “yellow” means meeting half or a pre-determined percentage of the milestone, and “red” means falling below the threshold. Since the single scorecard’s inception, OMB has rated USDA “yellow” in Sustainable Acquisition for not having achieved the 95 percent compliance rate with sustainable language in applicable contracts. Actions USDA has taken to improve its score include disseminating the contract review spreadsheets to all USDA agencies on the Green Purchasing Workgroup and requesting that all contracting series (1102, 1105, and 1106) employees take the Sustainable Acquisition Training course on AgLearn. Future actions USDA plans to take include developing and issuing sustainability scorecards for the six USDA agencies with the largest impact on USDA operations; updating all contract templates on the BioPreferred website; and implementing a newly established awards program for BioPreferred champions under section 9002 (c) of the 2008 Farm Bill. The USDA Sustainability/Energy Scorecard is available at <http://www.dm.usda.gov/emd/docs/USDA.pdf>

**APPENDIX A — SPP SUMMARY TABLE**

<b>Sustainable Product Categories</b>	<b>Federal Manager</b>	<b>Federal Acquisition Regulation (FAR Clauses)</b>	<b>Agriculture Acquisition Regulation (AGAR)</b>	<b>Federal Policy</b> EO 13514* EO 13423*	<b>USDA Policy</b> <a href="#">DR-1058-001</a> (Sustainable Operations Council)* <a href="#">DR-5600-005</a> (Environmental Management)*
<b>Recycled Content</b>	EPA	52.223-4 52.223-9 52.223-17	Part 423	-Resource Conservation and Recovery Act of 1976 (RCRA): 42 USC §6962	- <a href="#">Sustainable Buildings Implementation Plan</a> (SBIP)
<b>Energy Efficient</b> (Energy Star, FEMP, & low standby power)	DOE EPA	52.223-15	Part 423	- Energy Policy Act of 2005 (EPA): 42 USC §6361 - Energy Independence and Security Act of 2007 (EISA): 42 USC §17001 - EO 13221	- SBIP
<b>Biobased</b>	USDA	52.223-1 52.223-2	-Part 423 -Part 410 -Advisory #82	- Farm Security and Rural Investment Act of 2002 (FSRIA): 7 USC §8102 - Food, Conservation, & Energy Act of 2008: 7 USC §8102	- SBIP
<b>Environmentally Preferable</b>	EPA		Part 423		- SBIP
<b>EPEAT</b> (Electronic Product Environmental Assessment Tool)	EPA	52.223-16			- <a href="#">DR-3170-001</a> - <a href="#">Electronics Stewardship Plan</a>
<b>Water Efficient</b>	EPA		Part 423		- SBIP
<b>Non-Ozone Depleting Substances</b>	EPA			- Clean Air Act of 1970 (CAA): 42 USC §17401	- <a href="#">DM-5600-001</a> - SBIP
<b>Non-Toxic or Less Toxic Alternatives</b>	EPA			- Pollution Prevention Act of 1990: 42 U.S.C. §13101	-DM-5600-001

\*Pertains to all covered products

## APPENDIX B — DEFINITIONS

**Acquisition** – procuring by contract, as defined in Part 2 of the Federal Acquisition Regulation, using appropriated funds for supplies or services (including construction) by and for the use of the Federal government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, contract award and financing details, contract performance and administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

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

**Contract Action** - any oral or written action that results in the purchase, rent, or lease of supplies or equipment, services, or construction using appropriated dollars, including purchases below the micro-purchase threshold. Contract action does not include grants, cooperative agreements, other transactions, real property leases, requisitions from Federal stock, training authorizations, or other non-FAR based transactions.

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

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

**Environmentally Preferable** – products or services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, product, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of a product or service. Rapidly renewable and sustainably harvested products are examples of environmentally preferable products.

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

## Appendix B

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

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

**Ozone-Depleting Substances** – any substance designated as a class I or Class II substance by the EPA in 40 CFR Part 82.

**Procuring Agency** – any Federal or State agency, or agency of a state's political subdivision using appropriated Federal funds for such procurement, or any person contracting with any such agency with respect to work performed under such contract.

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

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

**Sustainable** - to create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations. Sustainable with regard to buildings also means incorporating the Five Guiding Principles of Sustainable High Performance Buildings. The Five Guiding Principles for new buildings are:

1. Use integrated design and commissioning
2. Optimize energy efficiency using measurement and verification
3. Protect and conserve water
4. Enhance indoor environmental quality
5. Reduce the environmental impact of materials in Federal buildings.

For more information on the Five Guiding Principles see the High Performance and Sustainable Buildings Guidance at [http://www.wbdg.org/pdfs/hpsb\\_guidance.pdf](http://www.wbdg.org/pdfs/hpsb_guidance.pdf)

## APPENDIX C — FEDERAL ACQUISITION REGULATION (FAR) SUSTAINABLE ACQUISITION REQUIREMENTS

Federal Acquisition Regulation (FAR)	Summary
<b>Part 2</b>	Contains definitions for biobased, energy-efficient, energy efficient standby power device, environmentally preferable, ozone-depleting substances, and recovered material.
<b>Part 7</b>	Requires agency planners to consider energy efficient products and services, products containing energy efficient standby power devices, products containing recovered materials, biobased products, and environmentally preferable products and services.
<b>Part 11</b>	<p>Requires agencies to follow statutes and executive orders regarding sustainable acquisition for the purchase of energy and water efficient services and products; products containing recovered materials; biobased products; environmentally preferable products and services, including EPEAT-registered electronic products and non-toxic or low-toxic alternatives; and non-ozone depleting substances.</p> <p>Unless an exception applies and is documented by the requiring activity, agencies shall require the use of sustainable products and services when, (1) developing, reviewing, or revising Federal specifications, product descriptions, and standards; (2) describing Government requirements for products and services; and (3) developing source-selection factors.</p> <p>Agencies must not require virgin material or supplies composed of or manufactured using virgin material unless compelled by law or regulation or unless virgin material is vital for safety or meeting performance requirements of the contract.</p> <p>When acquiring other than commercial items, agencies must require offerors to identify used, reconditioned, or remanufactured supplies; or unused former Government surplus property proposed for use under the contract. These supplies or property may not be used in contract performance unless authorized by the contracting officer.</p> <p>When the contracting officer needs additional information to determine whether supplies meet minimum recovered material or biobased standards stated in the solicitation, the contracting officer may require</p>



	offerors to submit additional information on the recycled or biobased content or related standards. The request for the information must be included in the solicitation. When acquiring commercial items, limit the information to the maximum extent practicable to that available under normal commercial practices.
<b>Part 12</b>	May use provisions and clauses contained in Part 23 regarding the use of recovered material and biobased products when appropriate for the commercial item being acquired.
<b>Part 13</b>	Apply procurement requirements in Subparts 23.2, 23.4, and 23.7 to purchases at or below the micro-purchase threshold.
<b>Federal Acquisition Regulation (FAR)</b>	<b>Summary</b>
<b>Part 23</b>	<p>States that Federal agencies shall advance sustainable acquisition by ensuring that 95 percent of new contract actions for the supply of products and for the acquisition of services (including construction) require that the products are, (1) Energy-efficient (ENERGY STAR® or Federal Energy Management Program (FEMP)-designated); (2) Water-efficient; (3) Biobased; (4) Environmentally preferable (<i>e.g.</i>, EPEAT-registered, or non-toxic or less toxic alternatives); (5) Non-ozone depleting; or (6) Made with recovered materials. “Contract action” means any oral or written action that results in the purchase, rent, or lease of supplies or equipment, services, or construction using appropriated dollars, including purchases below the micro-purchase threshold. The required products in the contract actions must meet agency performance requirements.</p> <p>It is policy that Agencies must (a) Implement cost-effective contracting preference programs promoting energy-efficiency, water conservation, and the acquisition of environmentally preferable products and services; and (b) Employ acquisition strategies that affirmatively implement the following environmental objectives:</p> <ul style="list-style-type: none"> <li>(1) Maximize the utilization of environmentally preferable products and services (based on EPA-issued guidance).</li> <li>(2) Promote energy-efficiency and water conservation.</li> <li>(3) Eliminate or reduce the generation of hazardous waste and the need for special material processing (including special handling, storage, treatment, and disposal).</li> <li>(4) Promote the use of nonhazardous and recovered materials.</li> <li>(5) Realize life-cycle cost savings.</li> <li>(6) Promote cost-effective waste reduction when creating plans, drawings, specifications, standards, and other product descriptions authorizing material substitutions, extensions of shelf-life, and process</li> </ul>

	<p>improvements, and</p> <p>(7) Promote the use of biobased products.</p>
<b>Part 36</b>	<p>Ensure that all new construction, major renovation, or repair and alteration of Federal buildings complies with the Guiding Principles for Federal Leadership in High-Performance and Sustainable Buildings (available at <a href="http://www.wbdg.org/pdfs/hpsb_guidance.pdf">http://www.wbdg.org/pdfs/hpsb_guidance.pdf</a>); Ensure pollution prevention and eliminate waste by diverting at least 50 percent of construction and demolition materials and debris by the end of Fiscal Year 2015.</p> <hr/>
<b>Part 42</b>	<p>Requires the government to monitor contractor compliance with specifications or other contractual requirements requiring the delivery or use of environmentally preferable products, energy-efficient products, products containing recovered materials, and biobased products.</p>
<b>FAR Clauses Include:</b>	<p><b>Affirmative Procurement:</b></p> <p><b>52.223-1</b> Biobased Product Certification (May 2012)</p> <p><b>52.223-2</b> Affirmative Procurement of Biobased Products Under Service and Construction Contracts (July 2012)</p> <p><b>52.223-4</b> Recovered Materials Certification (May 2008)</p> <p><b>52.223-9</b> Estimate of Percentage of Recovered Material Content For EPA Designated Products (Use only on contracts exceeding \$100,000) (May 2008)</p> <p><b>52.223-15</b> Energy Efficiency in Energy-Consuming Products (Dec 2007)</p> <p><b>52.223-16</b> IEEE Standard 1680 for the Environmental Assessment of Personal Computer Products (EPEAT Registration) (Dec 2007)</p> <p><b>52.223-17</b> Affirmative Procurement of EPA-designated Items in Service and Construction Contracts (May 2008)</p> <p><b>Recycled Content Paper:</b></p> <p><b>52.204-4</b> Printed or Copied Double-Sided on Recycled Paper (May 2011)</p> <p><b>Support Services and Operations and Maintenance Contractors:</b></p> <p><b>52.223-10</b> Waste Reduction Program (May 2011)</p>

## APPENDIX D — AGRICULTURE ACQUISITION REGULATION (AGAR) SUSTAINABLE ACQUISITION REQUIREMENTS

AGAR	Summary
423.202	Provides information on ENERGY STAR®, energy efficient products, and low standby products and the applicable web site.
423.403	States the policy of USDA to acquire and use EPA-designated recycled content products.
423.404	Mandates the Affirmative Procurement Program applicability to USDA agencies and staff offices.
423.404a	Requires that USDA agencies will include in all applicable solicitations and contracts, a preference for products and services which meet or exceed the EPA purchasing guidelines as contained in the EPA product RMANs. Provides that agencies may choose an evaluation factor preference in accord with their agency needs. States that agencies will eliminate virgin material requirements in contract specifications and replace them with a statement of preference for recycled materials.
423.404b	Requires that USDA agencies will actively promote a preference for recovered materials, environmentally preferable products, and biobased products in contracts with vendors, in written materials, and other opportunities.
423.404c	States that agencies will provide in writing reasonable estimates, certification, and verification of recovered material used in the performance of contracts.
423.404d	States that agencies will provide an annual assessment of the effectiveness of their APP actions in increasing the purchase and use of EPA designated products.
423.404e	States waiver provisions for not purchasing EPA designated products.
423.404f	States that purchasing of EPA designated products applies to all purchases, including those at or below the micro-purchase threshold.
423.405	Provides guidance that the APP requirements apply at the individual USDA agency and staff office level.
423.703	States that USDA will support Federal sustainable acquisition principles in the acquisition of products and services that are environmentally preferable or that are biobased content products and services. Establishes that USDA agencies will actively promote the preference for environmentally preferable and biobased products in contracts with vendors, in written materials, and other opportunities.

## **APPENDIX E — SUCCESS STORIES AND BEST PRACTICES**

### **USDA Sustainable Acquisition Success Stories and Best Practices**

1. ARS - Cooler Buildings with Biobased Roof Coating (Temple, TX): The Grassland Soil and Water Research Laboratory in Temple, Texas installed Metal 1-kote biobased roof coating on a metal shop building. The outside temperature was 98 degrees. The unconditioned building without the Metal 1-kote was 111 degrees. The building with Metal 1-kote was 94 degrees. In the picture below, the right side is coated and the left side is not. When finally done they will coat 8 buildings, approximately 50,000 SF.



2. ARS -Biobased Water Tank Coating (Kearneysville, WV): Michael Lynch, NAA Area Engineer, and Joe Howell, AFRS Facility Manager, installed biobased water tank coating manufactured by Utilithane to repair a 100,000 gallon water tank at the Appalachian Fruit Research Station in Kearneysville, WV. Utilithane 1600 Polyurethane Coating was applied 50 mils thick with 70 mils at welds.



3. Forest Service PV Solar Project (San Dimas, CA): The San Dimas Technology & Development Center recently dedicated their new photovoltaic system composed of 1,288 ground-mounted solar panels installed on 1.5 acres. San Dimas is the first “net-zero” facility within USDA, which means the site will produce and export as much energy every year as it consumes. The project was funded in part through the Recovery Act.

Enclosed is the picture taken last on 11 December 2012 at the San Dimas Technology and Development Center’s Solar Photovoltaic System Ribbon Cutting Ceremony.



4. ARS -Biobased Spray Foam Insulation for Seed Storage Room Temperature and Humidity (Aberdeen ID): The Small Grains and Potato Germplasm Research unit in Aberdeen, ID worked with Bonneville Power Administration to apply Demilec Heatloc biobased spray foam insulation in three seed storage rooms and solved temperature and humidity issues that threatened the valuable collections. A fourth seed storage room was insulated by injecting InsulSmart MH foam in a wall cavity and spraying Demilec Heatloc Soy insulation on the underside of the roof.



5. Forest Service Walker District Office (Walker, MN): The Walker District Office will be constructed as a LEED Silver rated building. The project includes the new construction of a 9,300 square foot two-story District office with an attached 3,735 square foot heated warehouse. The contract requires the replacement of as much Portland cement with coal fly ash, ground granulated blast furnace slag, silica fume, or rice hull ash as well as the use of low emitting paints, coatings, adhesives, carpeting and resilient flooring. Additional features include biomass boilers, a storm water bio-filter and the procurement of regional materials.
6. APHIS Administrative Building (Rock Tavern, NY): APHIS awarded the design and construction of a new 9,600 square foot administrative building at the New York Animal Import Center. The design criteria include the use of Bio-based products, advanced electric meters, recycled construction materials and LEED certification among others. Reference is also made to USDA's Sustainable Buildings Implementation Plan.
7. Forest Service HVAC Renovation (Aiken, SC): The project consists of renovating the heating and cooling systems that serve 2 buildings. The innovative variable-refrigerant-volume heat pumps with attached energy recovery system allows for energy efficiency and simultaneous heating/cooling, while also reducing humidity.
8. APHIS Facility Condition Assessment (throughout the US): APHIS seeks Architectural and Engineering Services to perform Facility Condition Assessment/Re-Assessments to identify deficiencies and repairs needed throughout APHIS facilities. An integral part of the assessment is to identify the existing state of sustainability and finding greener alternatives as well as their respective costs.
9. Forest Service Janitorial Services (Houghton, MI): This Forest Service janitorial contract stipulates the use of Bio-based products as well as GS-37 certification or equivalent for the cleaning products used in this site.
10. APHIS, Departmental Management and the Forest Service (throughout the U.S.): These agencies used the Department-wide Blanket Purchase Agreement to procure EPEAT-registered equipment including desktops, laptops, and monitors.
11. Forest Service Visitor Center Remodel and Addition (West Yellowstone, MT): The FS Visitor Center remodel and addition includes the installation of a photovoltaic power system, LED lighting, and an Energy-Star-qualified heat pump. Other sustainability features include the use of recycled cement, steel, and asphalt.
12. Forest Service Rehabilitation Construction Project (Yreka, CA): This rehabilitation project includes an energy efficient lighting retrofit and the use of composite lumber to construct a new upper landing of the Lookout Tower.

13. ARS Boiler Module Installation (Logan, UT): ARS will be installing highly energy-efficient boilers that meet the specifications designated by the Department of Energy's Federal Energy Management Program (FEMP).
14. ARS Insulation Installment (Aberdeen, ID): The Aberdeen ARS office is seeking insulation services that include the use of biobased materials.
15. Forest Service Landscape Architect Service (Rutland, VT): The Landscape and Architect services and designs of forest sites and recreation amenities in Rutland have incorporated LEED principles, the use of sustainable materials, and green suppliers.
16. Forest Service Janitorial (Hebo, OR): The Forest Service's Hebo Office is requiring the maximum use of Bio-based products in its janitorial service contract. The FS also has the use of Bio-based products as a factor to evaluate its offers.
17. APHIS Janitorial (Frankfort, KY): Under this janitorial service, the contractor is required to use paper products and trash bags that have 30 percent recycled content. Cleaning products must also meet the Green Seal GS-37 Standard and shall be Biobased.
18. Forest Service Roof Replacement (Quemado, NM): The Forest Service is seeking services for the installation of three white metal cool roofs in three of their buildings at the Quemado Administrative Area. White metal roofs reflect much of the solar radiation, thus improving energy efficiency, while the steel used to construct the roof also have a percentage of recycled content.
19. ARS Building Repairs (Mud Lake, ID): As part of the building renovation in Mud Lake, ARS will be replacing its windows, doors, and lighting fixtures with energy efficient ones. Materials used in the repairs such as aluminum will be required to have a percentage of recycled content. The overall project will need to comply with ARS Energy Management Plan, which includes compliance with sustainable products purchasing.
20. Forest Service Columbia River Gorge National Scenic Area (Hood River, OR): The National Scenic Area offices are using 100% post-consumer recycled paper and all acquisition management employees have completed green purchasing training.
21. Forest Service Region 1 Administrative Center for Excellence (Missoula, MT): The Administrative Center for Excellence (ACE) has made green purchasing a priority. ACE purchasers receive training through AgLearn in addition to intensive green purchasing training made available through ACE. ACE produces an Excel spreadsheet that tracks green purchasing per Unit.

## APPENDIX F — MODEL GREEN LANGUAGE IN A JANITORIAL CONTRACT U.S. FOREST SERVICE—REGION 5

### IV. CLEANING PRODUCTS AND CONTRACTOR SUPPLIED MATERIALS

#### A. CHEMICAL PRODUCTS

The Contractor must comply with Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA); Food, Conservation, and Energy Act of 2008; Executive Order (EO) 13423, “*Strengthening Federal Environmental, Energy, and Transportation Management*,” EO 13514, “*Federal Leadership in Environmental, Energy, and Economic Performance*,” and the Federal Acquisition Regulation to provide biobased products. All custodial cleaning products required in the performance of this SOW shall be biobased and meet as a minimum, Green Seal Product Standards (<http://www.greenseal.org/>). Biobased products that are designated for preferred procurement under USDA’s BioPreferred program must meet the required minimum biobased content standards as listed below:

Adhesive and Mastic Removers (BP)	58% - Minimum Biobased Content
Graffiti and Grease Removers (BP)	34% - Minimum Biobased Content
Hand Cleaners and Sanitizers- Hand Cleaners (BP)	64% - Minimum Biobased Content
Hand Cleaners and Sanitizers- Hand Sanitizers (BP)	73% - Minimum Biobased Content
Sorbents (BP)	89% - Minimum Biobased Content
Carpet and Upholstery Cleaners - General Purpose (BP)	54% - Minimum Biobased Content
Carpet and Upholstery Cleaners - Spot Removers (BP)	7% - Minimum Biobased Content
Glass Cleaners (BP)	49% - Minimum Biobased Content
Bathroom Cleaners (BP)	74% - Minimum Biobased Content
Floor Strippers (BP)	78% - Minimum Biobased Content
Dust Suppressants (BP)	85% - Minimum Biobased Content



The Contractor shall provide a list of all chemical products proposed for use under this contract to the COR for review and approval. If it is determined that a product does not meet Government performance requirements, the Contractor shall submit a proposed alternative that would meet the performance requirements with the lowest environmental impact for evaluation and acceptance. Any products currently in use that do not meet minimum biobased standards shall be replaced once the current supply is exhausted. The Contractor shall not use any materials, chemicals, or compounds which the COR determines would be unsuitable for the intended purpose or harmful to the surfaces to which applied or, as might be the case for such items as paper or soap products, unsatisfactory for use by occupants.

The Contractor shall maintain the smallest possible inventory of chemical products as necessary to meet immediate needs. All chemical containers will have the appropriate label, tag or marking prominently displayed that indicates the identity, safety and health hazards. The label used to identify the product must be identical to the product name on the material safety data sheets (MSDS).

Portable containers which contain a small amount of chemical need not be labeled if they are used immediately during that shift, but must be under the strict control of the contractor employee using the product.

At the start of the contract, the Contractor shall provide the COR of an inventory of all cleaning products and chemicals to be used and stored on the premises. The inventory shall include the following information:

- Name of the manufacturer
- Brand name
- Intended use
- Chemical Trade Name
- Quantities stored on-site and location of storage area
- Copies of the product MSDS.

The inventory shall be updated when ever products are added or removed from use.

## **B. NON-CHEMICAL PRODUCTS**

All non-chemical products proposed for use under this contract must conform to the Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG) (<http://www.epa.gov/cpg>) for recovered (recycled) content, if the products are CPG-designated items. Requirements for bathroom tissue, paper towels, industrial wipes, and trash bags are explicitly stated below:

1. Bathroom tissue -The bathroom tissue must contain at least 20-100% recovered fiber, including at least 20-60% post-consumer fiber.
2. Paper Towels -The paper towels must contain at least 40-100% recovered fiber, including at least 40-60% post-consumer fiber.
3. General Purpose Industrial Wipes -The general purpose industrial wipes must contain at least 40-100% recovered fiber, including at least 40% post-consumer fiber.
4. Plastic trash bags -The plastic trash bags must contain at least 10-100% post-consumer content.

For non-chemical products that are not CPG-designated, it is desirable for those products to meet the desired objective (e.g., ability to clean effectively) *and* contain the highest-possible amounts (by percentage) of recovered material(s) and post-consumer content, unless specific content requirements are set by the Forest Service. Additional information on recycled content products is available at the California Integrated Waste Management Board's Recycled-Content Product Directory webpage (<http://www.ciwmb.ca.gov/rcp/>).

#### **C. BIOBASED PRODUCT CERTIFICATION**

The Contractor shall execute the following certification required by the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 8102(c) (3) :

I, \_\_\_\_\_(name of certifier), am an officer or employee responsible for the performance of this contract and I hereby certify 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 officer as a direct result of this contract, will comply with the applicable specifications of other contractual requirements.

\_\_\_\_\_  
{Signature of the Officer or Employee}

\_\_\_\_\_  
{Typed Name of the Officer or Employee}

\_\_\_\_\_  
{Title}

\_\_\_\_\_  
{Name of Company, Firm, or Organization}

\_\_\_\_\_  
{Date}

#### **D. EQUIPMENT**

The Contractor shall furnish all necessary cleaning equipment including: power-driven floor-scrubbing machines, waxing and polishing machines, and vacuum

cleaners. If available, equipment utilized under this contract shall be Energy Star qualified or meet the Department of Energy's Federal Energy Management Program (FEMP) Energy-Efficient product requirements.

All equipment shall be of the size, type, and condition customarily used in this work, shall conform to all applicable safety codes, and shall meet the approval of the COR. All vacuum cleaners shall be equipped with High Efficiency Particulate Air (HEPA) filters able to trap at least 99.97 percent of all particles 0.3 microns in size and larger that are collected by the vacuum cleaner. All vacuum cleaners used during normal office hours (7 a.m. to 6 p.m.) shall be rated to produce noise levels no greater than 65 dB(average) at a distance of 6' 6" from the unit.

The Contractor is responsible for maintaining all equipment in good working order, in accordance with manufacturer recommendations. HEPA filters in vacuum cleaners will be changed on a regular basis in accordance manufacturer specifications so as to maintain optimal performance.

Any defective equipment shall be brought to the attention of the COR within two hours of knowledge by the Contractor, and repaired or replaced at the Contractor's expense within 72 hours.

## **APPENDIX G — GUIDANCE FOR PURCHASE CARD HOLDERS**

Both Congress and the President have directed Federal agencies to be good stewards of the environment by conserving energy and other precious natural resources. In this regard, Executive Order 13514, "Federal Leader" mandates "green" purchasing, even at the micro-purchase level.

"Buying Green" is easy for USDA cardholders; most of these products are available through the Federal Strategic Sourcing Initiative contracts at the USDA Advantage! Website: [USDA Advantage! Login](#)

There are six components to the Federal sustainable acquisition program:

- Recycled content products
- Energy Star® and FEMP-designated energy efficient products
- Electronic Products Environmental Assessment Tool (EPEAT)-designated products (computers and monitors)
- Biobased products
- Environmentally preferable products and services
- Non-ozone depleting substances

### **Recycled content products**

The Resource Conservation and Recovery Act requires the purchase of recycled content products designated by the Environmental Protection Agency (EPA). These products are also known as Comprehensive Procurement Guideline or CPG items, which is EPA's list of designated products. Examples of recycled content products are recycled content copier paper and other paper products, notebook binders, and remanufactured toner cartridges. Refer to <http://www.epa.gov/cpg/> for the list of products, EPA's recommendations, and suppliers.

### **Energy efficient products**

The Energy Policy Act of 2005, as well as DR 5500-001, requires agencies to purchase Energy Star® products or energy-efficient products designated by the Department of Energy's Federal Energy Management Program (FEMP), as well as products that use minimal standby power. For products that qualify see [www.energystar.gov](http://www.energystar.gov) and <http://www.eere.energy.gov/femp/procurement/>. Products that must be energy efficient include scanners, printers, and refrigerators. Additionally, EO 13423 requires USDA to purchase

Electronic Products Environmental Assessment Tool (EPEAT)-registered electronics for desktop computers and laptops. Refer to <http://www.epeat.net/> for a list of EPEAT-registered products.

### **Biobased products**

BioPreferred was created by the Farm Security and Rural Investment Act of 2002 (2002 Farm Bill), and expanded by the Food, Conservation, and Energy Act of 2008 (2008 Farm Bill) to increase the purchase and use of biobased products. The United States Department of Agriculture manages the program. Under the preferred procurement program, BioPreferred designates items, or generic groupings of biobased products, that are required for purchase by Federal agencies and their contractors. As a part of this process, the minimum biobased content is specified and information on the technical, health, and environmental characteristics of these products are made available on the BioPreferred Web site. Beginning in 2009, biobased intermediate ingredients and feedstocks were included in the designation process. These intermediates are used to make finished consumer products. [Click here](#) for the list of designated products, USDA's recommendations, and additional information.

### **Environmentally preferable products and services**

EO 13423 emphasizes the significance of environmentally preferable purchasing (EPP). Products in this category can be viable alternatives to products that contain hazardous materials or toxic chemicals, such as green cleaning products, mercury-free thermometers, or refurbished furniture. Refer to <http://www.epa.gov/opptintr/epp/> for products and services, as well as suppliers, meeting EPP standards.

### **Non-ozone depleting substances**

Although we have been very successful in reducing releases of ozone-depleting substances (ODSs), the ozone hole over the Antarctic is still huge. EPA identifies alternatives to ODSs through its Significant New Alternatives Policy (SNAP) program and provides recommendations for specific products, such as refrigerants and fire extinguishers. Refer to <http://www.epa.gov/Ozone/snap/index.html> for the list of products and alternatives.

## APPENDIX H -- SAMPLE of USDA QUARTERLY CONTRACT REVIEW FOR COMPLIANCE WITH EO 13514 SUSTAINABLE LANGUAGE

A	B	C	D	E	F	G	H
Contract Type	<ul style="list-style-type: none"> <li>Contract Name</li> <li>Location</li> <li>Agency</li> </ul>	<ul style="list-style-type: none"> <li>PIID</li> <li>Date</li> <li>Value</li> </ul>	Sustainable Products	Agency POC	Vendor	* Sustainability Rating (0-5)	Corrective Action
Renovation, Repair, Small Projects	1.  <ul style="list-style-type: none"> <li>Bldg 38 Alterations</li> <li>Southern Plains Area Office</li> <li>Lubbock, TX</li> <li>Agricultural Research Service (ARS)</li> </ul>	<ul style="list-style-type: none"> <li>AG7MN1S11AA13</li> <li>Oct 2011</li> <li>\$69,600</li> </ul>	Ceiling, wall panels, and insulation have rec'd content. BB and CPG clauses.	Michael Douglas 979-260-9480 Michael.douglas@ars.usda.gov	Lubbock Builders Lubbock, TX	5	N/A
	2.  <ul style="list-style-type: none"> <li>HVAC</li> <li>Job Corps Center</li> <li>Curlew, WA</li> <li>Forest Service (R6)</li> </ul>	<ul style="list-style-type: none"> <li>AG82A7S110079</li> <li>Nov 2011</li> <li>Solicitation</li> </ul>	Must meet or exceed ES spec in Sec C; ES clause in Sec I	Kelley J Fortney 919-549-4001 kjfortney@fs.fed.us	Solicitation	5	N/A
	3.  <ul style="list-style-type: none"> <li>Roof Replacement</li> <li>Batterson Barracks</li> <li>Oakhurst, CA</li> <li>Forest Service (R9)</li> </ul>	<ul style="list-style-type: none"> <li>AG9A40S120002</li> <li>Dec 2011</li> <li>Solicitation</li> </ul>	Replace asphalt shingles w/ galvanized steel. BB & CPG in Sec C & I.	Shirley Collier Crisp scolliercrisp@fs.fed.us	Solicitation	5	N/A
	4.  <ul style="list-style-type: none"> <li>Workcenter Conversion</li> <li>Murphy, NC</li> <li>Forest Service (R8)</li> </ul>	<ul style="list-style-type: none"> <li>AG4568S110014</li> <li>Oct 2011</li> <li>Solicitation</li> </ul>	High-efficiency heat pump (16 SEER) and furnace (92% efficiency) req'd. R-30 ceiling insulation. Most lights are energy efficient. EE clause in Sec I.	Dan Bailey 828-257-4205 dbailey@fs.fed.us	Solicitation (small business set-aside)	4.5	Need to include BB and CPG clauses in Sec C and I.

<b>*Sustainability Rating:</b>						
"0" is no sustainable language at all.						
"1" is the presence of one sustainable product in either the clauses (Section I) or specification (Section C) sections of the contract.						
Multiple products that should be in the solicitation are lacking.						
"2" is the use of a single sustainable product in both the specifications and clauses sections. Some products that should be in the solicitation are lacking.						
"3" is the use of multiple sustainable products in either clauses or specifications with at least one product in both. Some products that should be in the solicitation are lacking.						
"4" is the use of multiple sustainable product language in both the specifications and clauses sections. All products that should be in the solicitation are included.						
"5" is the use of all applicable sustainable products in both the specifications and clauses sections with a statement of requirement to use sustainable products in the specifications section. If appropriate, sustainable language is included in Section M, Evaluation Factors.						

## APPENDIX I — SUSTAINABLE ACQUISITION WEBSITES

Topic	Description	Website
<b>PRODUCTS</b>		
Sustainable Products	Searchable online database that organizes sustainable products by their use in contracts	<a href="http://www.sftool.gov/GreenProcurement/">http://www.sftool.gov/GreenProcurement/</a>
Recycled Content	Comprehensive Procurement Guidelines (CPG) Recycled Products	<a href="http://www.epa.gov/cpg/">http://www.epa.gov/cpg/</a> <a href="http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm">http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm</a>
Biobased	USDA BioPreferred <sup>SM</sup> Home Page Biobased Catalog	<a href="http://www.biopreferred.gov/">http://www.biopreferred.gov/</a> <a href="http://www.biopreferred.gov/bioPreferredCatalog/faces/jsp/catalogLanding.jsp">http://www.biopreferred.gov/bioPreferredCatalog/faces/jsp/catalogLanding.jsp</a>
Energy Efficient	Energy Star Products FEMP (Federal Energy Management Program) Low Standby Power Products	<a href="http://www.energystar.gov/products">http://www.energystar.gov/products</a> <a href="http://www1.eere.energy.gov/femp/procurement/index.html">http://www1.eere.energy.gov/femp/procurement/index.html</a> <a href="http://www1.eere.energy.gov/femp/technologies/standby_power.aspx">http://www1.eere.energy.gov/femp/technologies/standby_power.aspx</a>
Environmentally Preferable	Environmentally Preferable Purchasing (EPP) EPP Products	<a href="http://www.epa.gov/opptintr/epp/">http://www.epa.gov/opptintr/epp/</a> <a href="http://yosemite1.epa.gov/oppt/eppstand2.nsf">http://yosemite1.epa.gov/oppt/eppstand2.nsf</a>
EPEAT	Electronic Product Environmental Assessment Tool	<a href="http://www.epeat.net/">http://www.epeat.net/</a>
Water Efficient	Water Sense Water Efficiency	<a href="http://www.epa.gov/watersense/">http://www.epa.gov/watersense/</a> <a href="http://www1.eere.energy.gov/femp/program/waterefficiency.html">http://www1.eere.energy.gov/femp/program/waterefficiency.html</a>
Non-Ozone Depleting	SNAP (Significant New Alternatives Program)	<a href="http://www.epa.gov/ozone/snap/">http://www.epa.gov/ozone/snap/</a>
Non-Toxic and Less Toxic Alternatives	EPA Pollution Prevention EPA Design for the Environment	<a href="http://www.epa.gov/p2/">http://www.epa.gov/p2/</a> <a href="http://www.epa.gov/oppt/dfe/">http://www.epa.gov/oppt/dfe/</a>
<b>GUIDANCE &amp; RESOURCES</b>		
Procurement	USDA Advantage GSA Advantage AbilityOne UNICOR Defense Logistics Agency Agriculture Acquisition Regulation (AGAR) Federal Acquisition Regulation (FAR) Federal Procurement Data System Federal Business Opportunities (FedBizOpps) SAM (System for Award Management)	<a href="https://www.usdaadvantage.gsa.gov/">https://www.usdaadvantage.gsa.gov/</a> <a href="https://www.gsaadvantage.gov/">https://www.gsaadvantage.gov/</a> <a href="http://www.abilityone.org/">http://www.abilityone.org/</a> <a href="http://www.unicor.gov/">http://www.unicor.gov/</a> <a href="http://www.aviation.dla.mil/userweb/dscrlD/epa/epinfo.htm">http://www.aviation.dla.mil/userweb/dscrlD/epa/epinfo.htm</a> <a href="http://www.dm.usda.gov/procurement/policy/agar.htm">http://www.dm.usda.gov/procurement/policy/agar.htm</a> <a href="http://acquisition.gov/far/index.html">http://acquisition.gov/far/index.html</a> <a href="https://www.fpds.gov/fpdsng_cms/">https://www.fpds.gov/fpdsng_cms/</a> <a href="https://www.fbo.gov/">https://www.fbo.gov/</a> <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a>
Policy	USDA Sustainable Operations USDA Procurement Policy FedCenter	<a href="http://greening.usda.gov/">http://greening.usda.gov/</a> <a href="http://www.dm.usda.gov/procurement/policy/index.htm">http://www.dm.usda.gov/procurement/policy/index.htm</a> <a href="http://www.fedcenter.gov/programs/buygreen/">http://www.fedcenter.gov/programs/buygreen/</a>
Standards	Green Seal LEED (US Green Building Council) Whole Building Design Guide	<a href="http://www.greenseal.org/GreenGovernmentsAndNonProfits.aspx">http://www.greenseal.org/GreenGovernmentsAndNonProfits.aspx</a> <a href="https://new.usgbc.org/leed">https://new.usgbc.org/leed</a> <a href="http://www.wbdg.org/design/greenspec.php">http://www.wbdg.org/design/greenspec.php</a>
Training	USDA Sustainable Acquisition Training on AgLearn BioPreferred Training Resources Defense Acquisition University Federal Acquisition Institute	<a href="http://www.aglearn.usda.gov/">http://www.aglearn.usda.gov/</a> (search “Sustainable Acquisition Training”) <a href="http://www.biopreferred.gov/AccessTraining_Resources.aspx">http://www.biopreferred.gov/AccessTraining_Resources.aspx</a> <a href="http://www.dau.mil/Training/default.aspx">http://www.dau.mil/Training/default.aspx</a> <a href="http://www.fai.gov/">http://www.fai.gov/</a>