

United States
Department of the Interior
Bureau of Land Management

BLM

Green Purchasing Plan



Division of Environmental Quality and Protection (WO-280)

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Bureau of Land Management Green Purchasing Plan

Table of Contents

1.	PURPOSE	4
2.	POLICY	4
3.	SCOPE	4
4.	WHAT PREFERABLE PRODUCTS BE SPECIFIED AND/OR PURCHASED AND UNDER WHAT CONDITIONS?	5
4.1.	ENERGY-EFFICIENT PRODUCTS.....	5
4.2.	WATER-EFFICIENT PRODUCTS.....	6
4.3.	RECOVERED/RECYCLED CONTENT AND BIOBASED PROJECTS	6
4.4.	INFORMATION TECHNOLOGY PRODUCTS	6
4.5.	CLEANING PRODUCTS	7
5.	GREEN PURCHASING PLAN OBJECTIVES	8
6.	DEFINITIONS AND ACRONYMS	8
6.1.	DEFINITIONS	8
6.2.	ACRONYMS USED IN THIS DOCUMENT	10
7.	ROLES AND RESPONSIBILITIES	10
7.2.	BLM REQUISITIONERS AND CREDIT CARD HOLDERS.....	11
7.3.	GREEN PURCHASING COORDINATORS	12
7.3.1.	WASHINGTON OFFICE GREEN PURCHASING COORDINATOR.....	12
7.3.2.	STATE AND NATIONAL CENTER GREEN PURCHASING COORDINATORS	12
7.3.3.	NATIONAL OPERATIONS CENTER.....	13
7.3.4.	NATIONAL TRAINING CENTER	13
7.4.	GOVERNMENT CONTRACTOR SUPPORT PERSONNEL.....	13
7.5.	DEPUTY STATE DIRECTORS FOR SUPPORT SERVICES AND NATIONAL CENTERS BUSINESS DIVISION DIRECTORS.....	13
7.6.	STATE AND CENTER DIRECTORS.....	14
7.7.	ASSISTANT DIRECTOR FOR FISCAL AND BUSINESS RESOURCES, WO-800	14
8.	BACKGROUND	15
8.1.	HISTORY OF GREEN PURCHASING	15
8.2.	GREEN PURCHASING PROGRAM REQUIREMENTS	16
8.2.1.	OMB ENVIRONMENTAL STEWARDSHIP SCORECARD	16
8.2.2.	FEDERAL ACQUISITION REGULATIONS ON GREEN PURCHASING.....	16
9.	BLM GREEN PURCHASING PROGRAM	17
9.1.	POLICY STATEMENT	17
9.2.	PREFERENCE FOR ENVIRONMENTAL PREFERABLE PRODUCTS AND SERVICES	18
9.2.1.	SUMMARY OF ENVIRONMENTALLY PREFERABLE PRODUCTS COMMONLY PURCHASED BY THE BLM	18
9.2.2.	GREEN INFORMATION TECHNOLOGY EQUIPMENT	18
9.2.3.	GREEN JANITORIAL SERVICES AND LIGHTING MAINTENANCE	20
9.2.4.	GREEN LEASING.....	20
9.2.5.	ACQUISITION PLANNING	20
9.2.6.	LIFE CYCLE COST EVALUATION.....	21
9.3.	GREEN PURCHASING TRAINING.....	21
9.3.1.	TRAINING FOR ACQUISITION PERSONNEL	21
9.3.2.	TRAINING FOR GOVERNMENT CREDIT CARD HOLDERS WHO HAVE PURCHASE AUTHORITY AND THEIR APPROVING OFFICIALS.....	22
9.3.3.	REFRESHER TRAINING.....	22

9.3.4.	WHEN WILL REFRESHER TRAINING BE REQUIRED?	22
9.4.	REQUIRED DOCUMENTATION	22
9.4.1.	CERTIFICATION OF PRODUCT CONTENT	22
9.4.2.	PREPARATION OF A WRITTEN JUSTIFICATION FOR NOT PURCHASING AN EPA- DESIGNATED RECOVERED/RECYCLED CONTENT PRODUCT	23
9.4.2.1.	GOVERNMENT CREDIT CARD PURCHASES	23
9.4.2.2.	USE OF CONTRACT TOOLS.....	24
9.5.	ANNUAL REVIEW AND MONITORING OF REPRESENTATIVE PURCHASES.....	24
9.5.1.	ANNUAL GREEN PURCHASING REVIEW	24
9.5.2.	ACQUISITION AND ASSISTANCE MANAGEMENT REVIEW	24
9.5.3.	CASHE PROGRAM MONITORING OF PURCHASES	24
9.5.4.	CREDIT CARD STATEMENT APPROVING OFFICIALS	25
9.6.	AWARD AND RECOGNITION PROGRAMS	25
10.	AUTHORITIES FOR GREEN PURCHASING PREFERENCE	26
11.	REFERENCES.....	26
	APPENDIX 1 – MOST COMMON PRODUCTS PURCHASED BY THE BLM DESIGNATED AS ENVIRONMENTALLY PREFERABLE.....	
	APPENDIX 2 – JUSTIFICATION FOR NOT PURCHASING AN EPA-DESIGNATED RECOVERED/RECYCLED CONTENT FORM	
	APPENDIX 3 – PURCHASE CARDHOLDER GREEN PURCHASING CONSIDERATIONS AND GUIDELINES LOG	
	APPENDIX 4 – ENVIRONMENTALLY PREFERABLE JANITORIAL SERVICES AND LIGHTING MAINTENANCE SPECIFICATION.....	
	APPENDIX 5 – GREEN PURCHASING ANNUAL REVIEW AND MONITORING FORM.....	

1. PURPOSE

This policy establishes the Bureau of Land Management's (BLM) Green Purchasing Plan (GPP).

2. POLICY

Green or environmentally preferable products must be purchased to the maximum extent practicable in accordance with the Federal Acquisition Regulations (FAR) and Executive Order 13423. The FAR states the following:

- **23.202** The Government's policy is to acquire supplies and services that promote energy and water efficiency, advance the use of renewable energy products, and help foster markets for emerging technologies. This policy extends to all acquisitions, including those below the simplified acquisition threshold.
- **23.403 Policy** - Government policy on the use of recovered materials considers cost, availability of competition, and performance. The objective is to acquire competitively, in a cost-effective manner, products that meet reasonable performance requirements and that are composed of the highest percentage of recovered materials practicable. Below each bullet is a discussion of the FAR or Executive Order requirements applicable for each category

3. SCOPE

This policy applies to all BLM personnel involved in the acquisition of supplies or services. This includes, but is not limited to acquisition personnel, support services personnel, government contractor personnel, fire, engineering, and all government credit card holders.

Green purchasing applies to all purchases including, but not limited to:

- Credit card/fleet card purchases
- Micro purchases
- Simplified acquisitions (<\$100,000)
- Larger (>\$100,000) purchases of supplies
- Support services contracts (e.g., printing/copying services (Kinkos) landscaping, janitorial services)
- Construction and deferred maintenance
- Space leasing contracts (e.g., construction of the building and janitorial services)
- Detailed scope of work or performance-based contracting
- Purchases from mandatory sources
- Meeting and conference services

Scope of green or environmentally preferable products that are given preference in procurement actions are:

- Energy-efficient products
- Water-efficient products
- Recovered/recycled content products
- Biobased products
- Products with low or no toxic or hazardous constituents

In addition, there are three environmentally preferable products that are not addressed in this plan because they are centrally managed by the BLM.

- Alternative fuel vehicles/alternative fuels
- Non-ozone depleting substances
- Energy from renewable sources

4. WHAT PREFERABLE PRODUCTS SHOULD BE SPECIFIED AND/OR PURCHASED AND UNDER WHAT CONDITIONS?

There are five categories of environmentally preferable products addressed in this plan. Each section contains a discussion of the FAR or Executive Order requirements applicable for each category

4.1. ENERGY-EFFICIENT PRODUCTS

- *Energy-consuming products that are Energy Star rated (e.g., office equipment, home electronics, heating and cooling equipment, building construction products, appliances, and lighting) must be always be specified and/or purchased regardless of their cost. [FAR Section 23.203] A list of Energy Star designated products commonly purchased by the BLM is provided in Appendix 1 of this plan.*

FAR Section 23.204 – “Procurement Exemption” does provide two exemptions under which a BLM office would not have to purchase Energy Star products, but it is highly unlikely that the facility would qualify for either of them. The FAR states that the Secretary of the Interior must determine in writing that there is no Energy Star product that is reasonably available that meets the functional requirements of the agency or that no Energy Star product is cost effective over the life of the product. Therefore, this plan simply states that Energy Star products must be specified and/or purchased because it is highly unlikely that the BLM would pursue having an exemption determination made by the Secretary.

FAR Section 52.223.15 – “Energy Efficiency in Energy-Consuming Products” requires the contractor to ensure that energy consuming products specified in the contract be Energy Star rated if those products are listed in the Energy Star Program.

4.2. WATER-EFFICIENT PRODUCTS

- *Plumbing fixtures (e.g., sink faucets, toilets, urinals, shower heads) and irrigation control systems must be WaterSense rated products that comply with the EPA's standards for water-efficient products and must always be specified and purchased.*

Executive Order 13423, Section 2(d) states the head of each agency shall require that water-efficient products be specified and purchased in agency acquisitions of goods and services.

4.3. RECOVERED/RECYCLED CONTENT AND BIOBASED PROJECTS

- *EPA-designated recovered/recycled content and Department of Agriculture-designated biobased products listed in Appendix One must be purchased unless the item cannot be acquired [FAR Section 23.404(b)(1)]:*
 - Competitively within a reasonable time frame;*
 - Meeting reasonable performance standards; or*
 - At a reasonable price.*

The above criteria describing when an environmentally preferable product must be purchased is taken from the FAR Section 23.404(b). The FAR does not define what a “reasonable time frame”, “reasonable performance standard”, or “reasonable price” means.

FAR Section 23.400(a) states that EPA-designated recovered/recycled content products and Department of Agriculture-designated biobased products must be specified and/or purchased, if \$10,000 or more of the designated product is purchased by the agency (i.e., the Department of the Interior). This means that since the entire Department of the Interior's purchases exceeds the threshold, the BLM is required to purchase the EPA and the Department of Agriculture designated products.

FAR Subparts 52.223-1, 52.223-2, 52.223-4, 52.223-17 – “Contract Clauses for Biobased and CPG Products” all three of the subparts refer to contract clauses in Subpart 52.223 that are to be inserted into contracts requiring offers to certify that the biobased or recovered materials products delivered or used in the contract meet the minimum percentages set by Department of Agriculture or EPA for those products. There are also clauses directing the contractor to make maximum use of biobased and CPG recovered/recycled content products.

4.4. INFORMATION TECHNOLOGY PRODUCTS

- *Desktop computers, laptop computers, servers, monitors, and printers must meet at least 95 percent of the Electronic Product Environmental*

Assessment Tool requirements and be purchased through the Department of the Interior (DOI), Information Technology (IT) Enterprise Hardware Contracts. Use of these contracts is mandated by the Department of the Interior, Acquisition Policy Release 2006-08, <http://www.doi.gov/pam/dpr2006-8.html>.

Executive Order 13423, Section 2(h) states the head of each agency shall ensure:

- (i) When acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product;
- (ii) Enables the Energy Star feature on agency computers and monitors;
- (iii) Establishes and implements policies to extend the useful life of agency electronic equipment; and
- (iv) Uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life.

The DOI IT Enterprise Hardware Contracts require that all equipment purchased must have an Environmental Product Environmental Assessment Tool (EPEAT) rating of at least bronze, but depending on the manufacturer and model selected the equipment may have a silver or gold rating. Further information on the EPEAT rating tool may be found at, <http://www.epeat.net/criteria.aspx>

The BLM's Electronic Stewardship Implementation Plan identifies key steps for the BLM's long-term Electronic Stewardship Program and meets the requirements of EO 13423 for electronic stewardship planning. The BLM's plan was transmitted to all State and Center Directors via Instruction Memorandum 2009-095. The plan may be viewed and downloaded at http://web.blm.gov/wo-800/wo850/am/Energy_Reports/ElectronicStewardship.html

4.5. CLEANING PRODUCTS

- *Cleaning products must be Green Seal certified products that have gone through a third party certification that the product(s) complies with science based standards to ensure that the product(s) performs well and is environmentally preferable must always be specified and purchased.*

Executive Order 13423, Section 2(e) states the head of each agency shall ensure the agency reduces the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of by the agency.

5. GREEN PURCHASING PLAN OBJECTIVES

- Educate all appropriate BLM employees on the requirements of Federal “green” purchasing preference programs, their roles and responsibilities relevant to these programs and the BLM Green Purchasing Plan (GPP), and the opportunities to purchase green products and services;
- Increase purchases of green products and services consistent with the demands of mission, efficiency, and cost-effectiveness, with continual improvement toward Federally established procurement goals;
- Reduce the amount of solid waste generated;
- Reduce consumption of energy and natural resources; and
- Expand markets for green products and services.

The BLM is committed to becoming a leader in green procurement. The BLM must strive to ensure that every procurement action meets the requirements of all applicable Federal green procurement preference programs.

This policy defines the BLM’s minimum requirements for green procurement management. It shall be implemented by all organizational elements within the BLM as the management framework for Federal procurement preference programs, including those listed herein and new programs as they are established by law, regulation, or Executive Order.

The BLM GPP requires green products and services be purchased to the maximum extent practicable, consistent with the requirements of relevant Federal procurement preference programs. No part of the BLM GPP shall be interpreted to supersede any Federal green procurement requirement.

6. DEFINITIONS AND ACRONYMS

6.1. DEFINITIONS

Affirmative Procurement (or, Green Purchasing): The purchase and use of environmentally preferable products and services in accordance with all applicable laws, policies, rules, and regulations. This includes, but is not limited to products and services with recycled, recovered, remanufactured, and biobased content.

Biobased Product: A commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

Biodegradable: Capable of decomposing rapidly under natural conditions.

Comprehensive Procurement Guidelines (CPG): The Environmental Protection Agency’s (EPA) designations of recycled content products for procuring agencies to purchase.

Environmentally Preferable: Products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Examples of environmentally preferable products include, but are not limited to:

- Energy Star products that comply with Department of Energy and EPA standards for energy-efficient products.
- WaterSense products that comply with the EPA's standards for water-efficient products.
- Recycled content products that comply with EPA's Comprehensive Procurement Guidelines for post-consumer and total recycled content percentages.
- Biobased products that comply with the Department of Agriculture's BioPreferred minimum bio-based content percentages.
- EPEAT products that comply with the Institute for Electrical and Electronic Engineers (IEEE) standard 1680, Standard for Environmental Assessment of Personal Computer Products. (EPEAT means Electronic Product Environmental Assessment Tool).
- Green Seal products that have gone through a third party certification that the product complies with science based standards to ensure that the product performs well and is environmentally preferable.
- Alternative fuel vehicles.
- Non-ozone depleting substances, as identified in the EPA's Significant New Alternatives Program (SNAP).

Life Cycle Cost (or, 'Cradle to Grave' Cost): The total amortized cost associated with a product or service throughout the lifetime of that product or service, to include manufacturing, purchase price, installation cost, operating cost, maintenance cost, surveillance or monitoring cost, and disposal cost. Life cycle costs take into consideration the monetary and environmental costs of a product or service.

Post-consumer material: Material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item.

Recovered content: Waste materials and byproducts that have been recovered or diverted from solid waste, not to include materials and byproducts generated from, and commonly reused within, an original manufacturing process.

Recycled content: Waste material that is recovered for use as substitute for virgin materials in the manufacture of new products. Does not refer to recovered materials used as fuel for producing heat or power by combustion.

Virgin Material: A raw material used in manufacturing that has been mined or harvested and has not yet become a product.

6.2. ACRONYMS USED IN THIS DOCUMENT

BLM – Bureau of Land Management
CASHE – Compliance Assessment – Safety, Health, and the Environment
CPG – Comprehensive Procurement Guidelines
DOE – Department of Energy
DOI – Department of the Interior
EO – Executive Order
EPA – Environmental Protection Agency
EPEAT – Electronic Product Environmental Assessment Tool
FAR – Federal Acquisition Regulations
FBMS – Federal Budget Management System
FPDS – Federal Procurement Data System
GPP – Green Purchasing Plan
IT – Information Technology

7. ROLES AND RESPONSIBILITIES

The responsibility for implementing the BLM's GPP lies not within any single organization, but with every person involved in the acquisition process. From the requirements planner to the contracting official, as well as government credit card holders and persons requisitioning products or services through any source of supply or contract, each person has a role to play in ensuring that the BLM complies fully with all Federal procurement preference requirements. In other words, virtually every BLM employee has some level of responsibility.

7.1. BLM ACQUISITION PERSONNEL AND CONTRACTING OFFICERS

BLM personnel involved in the acquisition of goods or services must comply with all federal green procurement requirements, as well as the requirements in the BLM GPP. This includes activities performed by the BLM for other federal agencies or performed by other federal agencies on behalf of the BLM. Contracting Officer's responsibilities include, but are not limited to the following:

- Reviewing all procurement requests to ascertain and validate whether green products or services are appropriate.
- Providing guidance to procurement request originators and facilitating acquisition planning with respect to green products and services.
- Incorporating appropriate green procurement language and Federal Acquisition Regulation (FAR) clauses in contracts consistent with specifications provided by the customer.
- Ensuring all contract actions from development through award, execution, and close-out meet relevant FAR requirements for green procurement. Specifically, as required by the FAR Section 23.405(b) (2), these

requirements include placing a written justification in the contract file describing why an EPA-designated product containing recovered/recycled content materials was not acquired. The justification is to be prepared in accordance with Section 9.4.2. of the form provided in Appendix 2.

- Maintaining required documents in the contract file to include estimates, certifications, and written justifications for exceptions.
- Accurately completing the FPDS report to identify green procurement actions.
- Including environmental considerations (e.g., reuse, recycling, waste reduction, and green purchasing) as a selection criterion for contract awards, where appropriate.

7.2. BLM REQUISITIONERS AND CREDIT CARD HOLDERS

All personnel are required to comply with the BLM GPP and all related requirements, where applicable. This includes activities performed on behalf of the BLM by other federal agencies.

Requisitioners and credit card holders with purchase authority are responsible for:

- Identifying and documenting whether green products and services are available and can satisfy the BLM office's requirements for price, availability, and performance. Credit card holders should consider using the "Purchase Cardholder Green Procurement Considerations and Guidelines Log" provided as Appendix 3 to this plan to facilitate keeping the required documentation.
- Ensuring that this documentation, including the justification for not purchasing an environmentally preferable product form (Appendix 2), must be maintained with the contract folder. Credit card holders must keep the documentation for at least one full fiscal year after the initial purchase.
- Ensuring that relevant green purchasing requirements are identified, prior to submission to their contracting office or other source of supply, so that the final/approved purchase request properly addresses all relevant green procurement requirements.
- Consulting with acquisition personnel and environmental specialists to (1) improve and enhance purchasing plans and (2) prepare statements of work or specifications that incorporate relevant green procurement requirements.
- Following BLM procedures in Section 9.4.2 for documenting and justifying why a designated environmentally preferable product or service was not purchased, including completion of the Justification for Not Purchasing an Environmentally Preferable Product or Service form.

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- Providing oversight of contract execution to ensure green procurement requirements are addressed in accordance with the terms of the contract.

7.3. GREEN PURCHASING COORDINATORS

7.3.1. WASHINGTON OFFICE GREEN PURCHASING COORDINATOR

The BLM's Green Purchasing Coordinator works in the Business and Fiscal Resources Directorate, Division of Business Resources. This individual is responsible for maintaining and overseeing the BLM's Green Purchasing Program. Duties include, but are not limited to the following:

- Program and policy development;
- Program leadership;
- Review of States' and National Centers' implementation of this plan; and
- Coordination with other programs to educate them on their roles and responsibilities related to implementation of this plan.

7.3.2. STATE AND NATIONAL CENTER GREEN PURCHASING COORDINATORS

Each State and National Center will designate a Green Purchasing Coordinator and inform WO-850 who this individual is so they may easily be provided new information as necessary. This individual is responsible for implementation of their organization's green purchasing program. Duties include, but are not limited to the following:

- Training personnel on green purchasing requirements;
- Tracking of completed training to ensure all appropriate personnel have received training on the BLM's Green Purchasing Program and are aware of the environmentally preferable items they should be giving preference to when making purchases;
- Annual review of representative acquisition actions including, but not limited to construction, service, and credit card purchases;
- Reviewing a representative number of "Justification for Not Purchasing an Environmentally Preferable Product or Service" forms to verify whether or not the justification was appropriate; and
- Identification of non compliant purchases to the appropriate individuals, programs, and/or managers to facilitate implementation of this plan.

7.3.3. NATIONAL OPERATIONS CENTER

The National Operations Center (NOC) has the responsibility for the following green purchasing issues:

- Development of content for web-based training related to green purchasing. This includes, but is not limited to training for acquisition personnel, engineering, fire, administrative, and credit card holders.
- Maintaining standard specifications for construction, leasing, and janitorial services that incorporate green procurement requirements.
- Reviewing whether BLM offices and staff are following the requirements in this Green Purchasing Plan while performing a CASHE audit.

7.3.4. NATIONAL TRAINING CENTER

The National Training Center (NTC) has the responsibility for the following green purchasing issues:

- Develop web-based training courses, using content developed by the NOC that will track who has successfully completed the training.
- Incorporate green purchasing awareness training into appropriate modules or sections of established training programs for management and staff.

7.4. GOVERNMENT CONTRACTOR SUPPORT PERSONNEL

Contractors working on behalf of the BLM must be in full compliance with all federal green procurement requirements, as well as the BLM GPP. This includes activities performed on behalf of the BLM for other federal agencies.

7.5. DEPUTY STATE DIRECTORS FOR SUPPORT SERVICES AND NATIONAL CENTERS BUSINESS DIVISION DIRECTORS

- Promoting the BLM's GPP.
- Ensuring that all personnel are trained in green procurement and that such training is tracked, managed, and reported as necessary.
- Ensuring that all personnel involved in the procurement process are aware of, competent to, and accountable for complying with green procurement requirements relevant to their procurement/purchasing action(s).
- Establishing and updating objectives and targets for green procurement.
- Routinely evaluating the performance of their State or Center relative to their green procurement objectives and targets.

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- Recommending personnel for DOI Environmental Achievement Awards or White House Closing the Circle Awards.
 - Providing guidance to State/Center personnel on implementing the GPP.
 - Establishing procedures to collect data that meets reporting requirements.
 - Implementing and operating the GPP in a manner that meets or exceeds the requirements of all relevant laws, regulations, and Executive Orders.

7.6. STATE AND CENTER DIRECTORS

- Promoting BLM's GPP.
- Ensuring that BLM-elements within their area of responsibility have the resources to achieve established GPP goals and compliance with relevant laws, regulations, and Executive orders.

7.7. ASSISTANT DIRECTOR FOR FISCAL AND BUSINESS RESOURCES, WO-800

- Issuing procurement policies and regulations in consonance with green procurement requirements.
- Coordinating education and promotional activities.
- Sharing best practices.
- Promoting the BLM's GPP.
- Reviewing and analyzing green procurement indicators including the preparation of the annual report to the Office of the Federal Procurement Policy (OFPP) and the Office of the Federal Environmental Executive (OFEE).
- Utilizing FPDS, FBMS, and other tools to track performance.

8. BACKGROUND

8.1. HISTORY OF GREEN PURCHASING

In 1976, Congress passed the Resource Conservation and Recovery Act (RCRA) outlining clear and specific goals to manage and reduce waste, and to conserve energy and natural resources through recycling and waste minimization efforts. RCRA created the requirement for each procuring agency to establish an affirmative purchasing program that included giving preference to the purchase of environmentally preferable products and services.

Executive Order (E.O.) 13101 “Greening the Government through Waste Prevention, Recycling, and Federal Acquisition” was issued in 1998. E.O. 13101 established the Office of the Federal Environmental Executive and called for the creation of a task force to evaluate opportunities to improve federal environmental responsibility. The E.O. changed the scope of purchasing requirements to include consideration of additional criteria and changed the accepted nomenclature from affirmative to green purchasing.

In 2002, Congress passed the Farm Security and Rural Investment Act which added the requirement to incorporate biobased products into preference programs. Many other requirements for preference in procurement have been made, to include energy and water efficient products and waste minimization through reduced packaging. In accordance with these requirements, cost determination must include life cycle costs, whenever possible.

The EPA has created many programs to assist in identifying environmentally preferable items for purchase, including the voluntary labeling programs Energy Star® and WaterSense to certify energy and water efficient products. The EPA’s Comprehensive Procurement Guidelines (CPGs) identify products containing specified percentages of recycled or recovered materials for which preference must be given. The United States Department of Agriculture’s BioPreferred Program identifies products containing specific percentages of biological content for which procurement preference must be given.

On January 24, 2007, President Bush signed Executive Order 13423 “Strengthening Government Environmental, Energy, and Transportation Management” which clarifies requirements from previous statutes, five E.O.s and two memorandums of understanding. E.O. 13423 prescribes the use of tools such as the Electronic Product Environmental Assessment Tool (EPEAT) and requires that all federal agencies implement Environmental Management Systems (EMS) at all appropriate levels within their organization.

The Office of Management and Budget (OMB), with assistance from the Office of the Federal Environmental Executive, grades the environmental performance of Federal agencies. The OMB’s Environmental Stewardship scorecard is issued twice a year in January and July. Agencies’ environmental performance is rated

on a **red, yellow, green** scale based on their performance on the following issues:

- Environmental Management System implementation;
- Affirmative (green) procurement;
- Sustainable design and construction of green buildings;
- Electronic stewardship; and
- Facility compliance.

If an agency is rated red on any one issue the entire scorecard is red.

8.2. GREEN PURCHASING PROGRAM REQUIREMENTS

Green purchasing program requirements are addressed in the OMB Environmental Stewardship scorecard and in the Federal Acquisition regulations.

8.2.1. OMB ENVIRONMENTAL STEWARDSHIP SCORECARD

The green purchasing element of the OMB Environmental Stewardship scorecard requires agencies to:

- Implement a comprehensive written green purchasing program that addresses all products and services identified in Executive Order 13423;
- Demonstrate compliance in representative acquisitions;
- Monitor compliance annually (each States', Centers', and the WO's Green Purchasing Coordinator is responsible for this task see Section 7.3.1 of this document for additional details);
- Develop corrective action plans; and
- Conduct training.

8.2.2. FEDERAL ACQUISITION REGULATIONS ON GREEN PURCHASING

The Federal Acquisition Regulations (FAR) that address acquisition policy and procedures in support of the greening the Government are in Part 23, Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace. Separate sections within Part 23 address different environmentally preferable products. Part 52 has a variety of contract clauses requiring contractors to use environmentally preferable products to the maximum extent possible and certify that the environmentally preferable products they are using comply with applicable standards. A summary of the requirements in those parts is provided below.

- Subpart 23.2 – Energy and Water Efficiency and Renewable Energy mandates purchase of Energy Star rated products unless the Secretary of Interior determines in writing that no Energy Star product is reasonably

available that will need meet the need of the agency or that no Energy Star product is cost effective over the life of the product.

- Subpart 23.4 – Use of Recovered Materials and Biobased Products requires that agencies establish affirmative or green procurement programs. The agency’s 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:
 - (i) Competitively within a reasonable time frame;
 - (ii) Meeting reasonable performance standards; or
 - (iii) At a reasonable price.
- Subpart 23.7 – Contracting for Environmentally Preferable Products and Services mandates that agencies implement cost-effective contracting preference programs promoting energy-efficiency, water conservation, and the acquisition of environmentally preferable products and services. This section also clarifies that the requirements for procurement of EPA CPG items applies to BLM leased facilities.
- Subpart 52.223-1, 52.223-2, 52.223-4, 52.223-17 – Contract Clauses for Biobased and CPG Products. All three of the above subparts refer to contract clauses in Subpart 52.223 that are to be inserted into contracts requiring offers to certify that the biobased or recovered materials products delivered or used in the contract meet the minimum percentages set by Department of Agriculture or EPA for those products. There are also clauses directing the contractor to make maximum use of biobased and CPG products.
- Subpart 52.223.15 – Energy Efficiency in Energy-Consuming Products requires the contractor to ensure that energy consuming products specified in the contract must be Energy Star rated if those products are listed in the Energy Star Program.

9. BLM GREEN PURCHASING PROGRAM

9.1. POLICY STATEMENT

It is the policy of the Bureau of Land Management that all federal and government contractor personnel comply with applicable federal regulations, rules, policies, laws, and other requirements regarding the purchasing of environmentally preferable products and services to the maximum extent practicable. This applies to all acquisition activities including those below the simplified acquisition threshold, micro-purchases, and purchases made using government issued credit cards.

9.2. PREFERENCE FOR ENVIRONMENTAL PREFERABLE PRODUCTS AND SERVICES

BLM acquisition personnel and credit card holders with purchase authority must show preference for products and services that comply with this policy, unless a proper justification is prepared and a “Justification for Not Purchasing an Environmentally Preferable Product or Service” form is completed, signed, and placed in the contract file or in the case of a credit card purchase kept with the product receipt. Preparation of a written justification is required by the FAR Section 23.405(b) (2). Instructions on how to prepare the form is provided in Section 9.4.2. of this plan. The form is provided as Appendix 2 to this plan.

9.2.1. SUMMARY OF ENVIRONMENTALLY PREFERABLE PRODUCTS COMMONLY PURCHASED BY THE BLM

A summary of the most common products purchased by the BLM (except computers and monitors) that have been designated as environmental preferable by the EPA, Department of Agriculture, and EO 13423 is provided as Appendix One of this plan. The blue font text in the summary are hyperlinks for additional information on the products and/or vendors from whom the products maybe be purchased.

When environmentally preferable products and services cannot be found using required sources in FAR 8.002 (e.g., GSA, Federal Supply Schedules), personnel are required to seek commercial sources for environmentally preferable products or services before purchasing those that do not meet or exceed the minimum requirements. In such cases where commercial products or services are purchased, personnel are required to use all applicable FAR clauses for environmentally preferred products. Those clauses are summarized in Section 7.2.2 of this plan. In cases where commercially available products have been independently certified (i.e., the product is not Energy Star labeled), include all certification documentation in the contract file.

The OFEE has developed a compilation of the products for which EPA, DOE, and USDA have provided environmental or energy attribute recommendations. The designated products have been incorporated into spreadsheets, which can be found at <http://www.fedcenter.gov/programs/buygreen/>.

9.2.2. GREEN INFORMATION TECHNOLOGY EQUIPMENT

All purchases of desktop computers, laptop computers, servers, monitors, and printers must be made through the Department of the Interior, Information Technology (IT) Enterprise Hardware Contracts. Use of these contacts is mandated by Department of the Interior, Acquisition Policy Release 2006-08, <http://www.doi.gov/pam/dpr2006-8.html>. Assistance in identifying equipment that may be purchased from these mandatory contracts is provided on the DOI IT

Enterprise Hardware Contracts web site,
<http://www.doi.gov/ocio/erm/hardware/hardware.html>.

These contracts require that all computers and monitors purchased must have an Environmental Product Environmental Assessment Tool (EPEAT) rating of at least bronze, but depending on the manufacturer and model selected, the equipment may have a silver or gold rating. Further information on the EPEAT rating tool may be found at, <http://www.epeat.net/Criteria.aspx>.

These contracts also specifically state that use of remanufactured toner cartridges will not invalidate a printer's warranty.

9.2.3. GREEN JANITORIAL SERVICES AND LIGHTING MAINTENANCE

Green or environmentally preferable janitorial services and lighting maintenance must be specified. These requirements have already been incorporated into the BLM's standard space leasing contract. A sample specification for green janitorial services and lighting maintenance is provided in this plan as Appendix Four. The specification has the following green requirements:

- Use of green cleaning products;
- Stocking and use of paper products and trash can liners that are compliant with EPA's CPG requirements for recovered/recycled content;
- Use of energy efficient low mercury fluorescent lamps and compact fluorescent bulbs; and
- Recycling of spent and broken fluorescent lamps and compact fluorescent bulbs.

The requirements in this specification are to be used by all organizational units in leased or owned space when a new contract is awarded or when an option is picked up, whichever occurs first. BLM offices are to provide the specification to the GSA if they or their State Office is working directly with GSA on a new or renewed lease. Collocated or Service First BLM offices are to work with the agency that is responsible for the lease to facilitate incorporation of the green janitorial services and lighting maintenance requirements into the leasing contract.

9.2.4. GREEN LEASING

All new space leasing contracts for 8,000 square feet or larger of rentable office space must require that the space receive at least a Silver rating using the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) criteria for New Construction or Core and Shell as appropriate for each offerer's proposal. At least 50% of the points achieved to receive the Silver rating must come from the energy and water conservation criteria. BLM State Offices and National Centers working with the GSA are to provide this requirement to GSA in their list of requirements for the leased space.

In addition, all new built to suit leases must require that Energy Star rated products must be used in the construction

9.2.5. ACQUISITION PLANNING

The acquisition of environmentally preferable products and services must be incorporated in the acquisition planning process, and where applicable, incorporated into specifications, requirements, solicitations, source-selection factors, and contracts (FAR Part 7). Specifications must not exclude the requirement for environmental factors in favor of virgin materials, unless

compelled by law or regulation, or in the event that virgin material is vital for safety and performance requirements.

Personnel must purchase EPA-designated recovered/recycled content products unless the item:

- Cannot be acquired competitively within a reasonable timeframe;
- Does not meet appropriate performance standards; and
- Is not available at a reasonable price

9.2.6. LIFE CYCLE COST EVALUATION

Life cycle costs consider the entire cost of a particular item, from resource extraction, manufacturing costs, operations and maintenance costs to disposal. For example, items such as electronics require the extraction of precious minerals and are composed of heavy metals and other materials that are considered hazardous waste. These wastes are expensive to dispose of and can cause serious environmental degradation if not handled appropriately. The most effective method of mitigating these types of waste is to incorporate the consideration of life cycle costs in the acquisition planning stage. Whenever possible, life cycle costs should be considered in the initial purchase of items as the total cost of ownership.

9.3. GREEN PURCHASING TRAINING

To promote and facilitate understanding of the BLM's Green Purchasing Program, each federal or government contractor employee involved in acquisition of goods and services on behalf of the BLM and all client agencies must complete green purchasing training within 6 months of the effective date of the transmittal Instruction Memorandum.

BLM Acquisition Services Support personnel will also be provided appropriate green purchasing awareness training in support of the Acquisition Services Directorate mission.

Training will be reported to and monitored by the Green Purchasing Coordinator.

9.3.1. TRAINING FOR ACQUISITION PERSONNEL

BLM acquisition personnel must complete green purchasing training within six months of the release of this policy. New employees will be required to complete their training within six months of employment with the BLM. The Procurement Lead for each State, Center, and the Washington Office will determine the type of training that fulfills this requirement. The BLM CASHE Program Lead is available to provide this training.

9.3.2. TRAINING FOR GOVERNMENT CREDIT CARD HOLDERS WHO HAVE PURCHASE AUTHORITY AND THEIR APPROVING OFFICIALS

BLM personnel who have a government credit card with purchase authority must complete web-based green purchasing training in addition to all other required government credit card training. BLM managers and other personnel who approve the card charge statements for staff with purchase authority must also complete web-based green purchasing training so they become familiar with the types of environmentally preferable products and services that the BLM has a mandate to purchase. The availability of this training and the requirement to take it will be announced by a future Washington Office Instruction Memorandum.

9.3.3. REFRESHER TRAINING

Refresher training will be periodically required by a Washington Office Instruction Memorandum or when one or more of the circumstances described in paragraph 10.3.4 are present.

9.3.4. WHEN WILL REFRESHER TRAINING BE REQUIRED?

If the annual review by the Green Purchasing Coordinator required by the FAR Section 23.404(a) (3) (iv), Acquisition and Assistance Management Review, or CASHE audit identifies green purchases are not being made consistently, additional training is required. The Green Purchasing Coordinator will identify the program area and/or group of individuals who need additional training. Those individuals will be required to attend additional training identified by their Green Purchasing Coordinator.

9.4. REQUIRED DOCUMENTATION

All BLM personnel, including government contractors, must always include all proper documentation in contract files and other acquisition records.

9.4.1. CERTIFICATION OF PRODUCT CONTENT

Acquisition personnel are required to include documentation concerning the contractor's certification of biobased, recycled, recovered material, and other required product content in contract files and other acquisition records.

9.4.2. PREPARATION OF A WRITTEN JUSTIFICATION FOR NOT PURCHASING AN EPA-DESIGNATED RECOVERED/RECYCLED CONTENT PRODUCT

Section 23.405(b) (2) of the FAR requires preparation of a written justification when an EPA-designated recovered/recycled content product is not purchased. A listing of commonly purchased EPA-designated recovered/recycled content products is provided in Appendix One of this plan. Hyperlinks are provided in the appendix to facilitate purchasers finding vendors for these environmentally preferable products.

The form on which the justification is to be documented is provided in Appendix Two of this plan. [Note: Energy Star products must be purchased unless an exemption is signed by the Secretary of the Interior in accordance with Section 23.204 of the FAR.]

A copy of the completed and signed form must be forwarded by the requisitioner or acquisition staff to the Green Purchasing Coordinator for their State, Center, or Washington Office.

A listing of the EPA's-designated recovered/recycled content products is available on the web at <http://www.epa.gov/cpg/products.htm>. Specifications on the percentage of recovered and/or recycled materials that the EPA-designated products must contain are provided in the EPA's Comprehensive Procurement Guidelines (CPG).

There are eight categories of CPG products. Examples of EPA CPG products are provided in Appendix One of this plan. Hyperlinks for the product categories and fact sheets on each category that identify the required recovered/recycled content of each EPA-designated product are also provided in Appendix One.

9.4.2.1. GOVERNMENT CREDIT CARD PURCHASES

Government credit card holders with purchase authority must review the list of environmentally preferable products provided as Appendix One and complete the "Justification for Not Purchasing an EPA-Designated Recovered/Recycled Content Product" form provided as Appendix Two if an environmentally preferable product is not purchased. The completed form(s) must be submitted with their monthly statements to their approving official.

A written justification must be prepared when an EPA-designated recovered/recycled content product is not purchased as required by the FAR Section 23.405(b) (2).

Credit card holders with purchase authority are encouraged to use and complete the "Purchase Cardholder Green Procurement Considerations and Guidelines Log" which is provided as Appendix 3. The Purchase Cardholder Log is intended to remind credit cardholders with purchase authority of the requirement that they are to determine if the product they plan to purchase is a designated environmentally preferable product.

9.4.2.2. USE OF CONTRACT TOOLS

Acquisition personnel are required to complete line items or data fields "EPA-Designated Item" and "Recovered Material" in Federal Procurement Data System (FPDS) and all applicable data fields in Federal Budget Management System (FBMS).

9.5. ANNUAL REVIEW AND MONITORING OF REPRESENTATIVE PURCHASES

Acquisition activities, including purchases made using a government issued credit card, are subject to an annual review by the Washington Office and State/Center BLM Green Purchasing Coordinators and all other authorized or designated BLM personnel and contractors. This review is required by Section 23.404(a) (3) (iv) of the FAR to monitor the effectiveness of the green procurement program within their organization. BLM contract files, credit card statements, and other documentation are subject to internal and external audits.

9.5.1. ANNUAL GREEN PURCHASING REVIEW

Each State, Center, and Washington Office Green Purchasing Coordinator is responsible for conducting an annual review of their respective organization's Green Purchasing Program. The issues to be reviewed and the form on which the review is to be documented are provided as Appendix 5: "Procedures for Annual Review and Monitoring of Green Purchasing." This completed document is to be maintained for five years. This annual review is required by the FAR Section 23.404(a) (3) (iv).

9.5.2. ACQUISITION AND ASSISTANCE MANAGEMENT REVIEW

The Washington Office, Division of Business Resources, will evaluate each State's and National Center's implementation of the requirements in this GPP during its periodic reviews of procurement activities.

9.5.3. CASHE PROGRAM MONITORING OF PURCHASES

The BLM's Compliance Assessment – Safety, Health, and the Environment (CASHE) Program, during its inspection of BLM facilities will review acquisition activities, including planned construction and maintenance projects, janitorial

services, and purchases made using a government issued credit card to determine if green products are being given preference in purchasing. These reviews will be based on interviews with staff and/or observations and will not involve reviewing construction plans and specifications.

Other issues that will be reviewed include, but are not limited to the following: whether annual reviews by each State/Center's or the Washington Office's Green Purchasing Coordinator are performed and documented, if justifications are prepared when environmentally preferable products are not purchased, and if a representative sample of those justifications are reviewed to determine if they are valid. Findings of noncompliance will be documented and tracked as CASHE findings.

9.5.4. CREDIT CARD STATEMENT APPROVING OFFICIALS

Approving officials, when reviewing statements from individuals with purchase authority, are to check for the following:

- Are products being purchased that are identified as environmentally preferable?
- If products identified as environmentally preferable are purchased is the Energy Star, WaterSense, EPA CPG, Department of Agriculture BioPreferred, or Green Seal version being purchased?
- If the EPA-designated recovered/recycled content products are not being purchased, does the statement include the completed forms "Justification for Not Purchasing an EPA-Designated Recovered/Recycled Content Product" provided as Appendix Two of this plan?

If the answer to the second and third questions above is "no", the approving official is to talk with the card holder and direct him or her to comply with the requirements in this plan and consider requiring use of the "Purchase Cardholder Green Purchasing Considerations and Guidelines Log" that is provided as Appendix Four. Approval officials should talk with their organization's Green Purchasing Coordinator if they feel green purchasing training or other actions are necessary.

9.6. AWARD AND RECOGNITION PROGRAMS

BLM acquisition and support personnel are encouraged to exceed federal green purchasing requirements whenever possible. In order to recognize exceptional performance and effort in exceeding these requirements, the Department of the Interior awards the Environmental Achievement Award (EAA) annually.

The winners of the DOI EAA are submitted to the Office of the Federal Environmental Executive "Closing the Circle Awards". These awards are offered in the following categories:

-
- Waste/Pollution Prevention
 - Recycling
 - Green Purchasing
 - Environmental Management Systems
 - Sustainable Design/Green Buildings
 - Alternative Fuel and Fuel Conservation in Transportation
 - Electronics Stewardship

Nominations for these awards are accepted annually. Applications in the category of Green Purchasing must be submitted through the BLM Green Purchasing Coordinator.

10. AUTHORITIES FOR GREEN PURCHASING PREFERENCE

Executive Order 13423 “Strengthening Government Environmental, Energy, and Transportation Management” (1/24/2007)

Federal Acquisition Regulation Part 23.4 “Use of Recovered Materials”

Office of Federal Procurement Policy Letter 92-4 “Procurement of Environmentally-Sound and Energy Efficient Products and Service” (11/2/1992)

Resource Conservation and Recovery Act (Section 6002)

11. REFERENCES

EPA Comprehensive Procurement Guidelines

Energy Policy Act of 2005

Farm Security and Rural Investment Act of 2002 (Section 9002)

Federal Acquisition Regulation Parts 7, 11, 12, 13, 23, 36, 52

Instructions for Implementing Executive Order 13423 “Strengthening Government Environmental, Energy, and Transportation Management” (3/29/2007)

Memorandum for Agency Senior Procurement Executives: Greening the Government Executive Orders Implemented in the Federal Acquisition Regulation (FAR)” Office of Management and Budget (July 12, 2000)

Pollution Prevention Act of 1990

Strategic Plan for Greening the Department of the Interior through Waste Prevention, Recycling, and Federal Acquisition (February 2002)

Appendix 1



Most Common Products Purchased by the BLM Designated as Environmentally Preferable

Green or environmentally preferable products must be purchased to the maximum extent practicable. Environmentally preferable products include, but are not limited to the following:

- Energy Star products comply with Department of Energy and EPA standards for energy-efficient products. These products must be specified and/or purchased regardless of their cost.
- Recovered/recycled content products that comply with EPA's Comprehensive Procurement Guidelines (CPG) for total and post-consumer recycled content percentages. If these products are not specified and/or purchased a written justification must be prepared using the form provided in Appendix 2.
- Biobased products that comply with the Department of Agriculture's BioPreferred minimum bio-based content percentages.
- WaterSense products comply with the EPA's standards for water-efficient products

Federal Acquisition Regulations Subpart 23.2 – “Energy and Water Efficiency and Renewable Energy” mandates purchase of Energy Star rated products unless the Secretary of Interior determines in writing that no Energy Star product is reasonably available that will meet the needs of the agency or that no Energy Star product is cost effective over the life of the product.

Federal Acquisition Regulations Subpart 23.4 – “Use of Recovered Materials and Biobased Products” requires that agencies establish affirmative or green procurement programs. The agency's 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:

- (i) Competitively within a reasonable time frame;
- (ii) Meeting reasonable performance standards; or
- (iii) At a reasonable price.

If an EPA designated product is not purchased, the “Justification for Not Purchasing an EPA-Designated Recovered/Recycled Content Product” form must be completed, signed, and placed in the contract file or in the case of a credit card purchase with the receipt. This form is provided as Appendix 2 to this plan. Section 23.405(b) (2) of the FAR requires preparation of a written justification an EPA-designated recovered/recycled content product is not purchased.

For products purchased above the credit card purchase threshold a copy of the completed and signed form must be completed by the requisitioner or Contracting Office, placed in the contract folder and a copy forwarded to their Green Purchasing Coordinator. See Section 9.4.2 of this plan for additional details on completion of “Justification for Not Purchasing an EPA-Designated Recovered/Recycled Content Product” form.

Government credit card holders with purchase authority that do not purchase EPA-designated recovered/recycled content products must complete the form(s) and include it with their monthly statement for review by their approving official. See Section 9.4.2.1 of this plan for additional details on completion of “Justification for Not Purchasing an EPA-Designated Recovered/Recycled Content Product” form.

Examples of most common products purchased by the BLM that are environmentally preferable (other than computer, monitors, and printers because the DOI IT contract already mandates purchase of green IT equipment) are described below. The [blue font text](#) is a hyperlink to a web site that provides additional information on the green product (e.g., water saving devices), green product category (e.g., construction), or green feature (e.g., energy-efficient). These web sites also have links to assist you in finding a product or manufacturer of a product that is green or has the green feature.

Recovered/Recycled Content Products – These products are identified in the Environmental Protection Agency’s (EPA) [Comprehensive Procurement Guidelines](#) (CPG). The blue font text is a web link to the EPA’s CPG web site and a fact sheet for each category of recycled content products. The fact sheet specifies the recycled content and post-consumer recycled content each product must have to be considered a compliant green product. The EPA CPG web site, as well as the [environmental section of the GSA Advantage](#) web site, each identifies vendors from whom these products may be purchased. When using the GSA Advantage web you can search for a recycled content product that is CPG compliant by typing in the product name and checking the “CPG Item” box near the bottom of the screen.


Environmental Aisle - Microsoft Internet Explorer

Address: https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?BV_SessionID=@@@@1991857884.1219094295@@@&BV_EngineID=cchadeelkjhflcfcemdmghdfgk.0&cat=

GSA Advantage! Tutorial | Customer Assistance | What's New | Register | LOGIN Shopping Cart 0 items: \$0.00

New search: in Environmental

Go Environmental with GSA Advantage!



GSA Advantage has thousands of products and services available to assist federal agencies meet their environmental purchasing goals. The environmental aisle is designed to allow direct access to the variety of environmental products and services that GSA offers. Customers are encouraged to purchase products designated as biobased and recycled content, ENERGY STAR and FEMP qualified, water efficient, and non-ozone depleting materials.

Note: For some products, vendors denote whether the product meets the specifications and determine which symbols to display. If there is a question about this specification, customers should contact schedule vendors for confirmation prior to placing an order.

Use the categories and filters below to find your products.

Shop For Environmental Items

Enter a search term and select one or more environmental indicators to limit your search to specific environmental products. If you do not select any environmental indicators, the search will return all items matching at least one of the environmental indicators.

Look for: in

Matching the following criteria:

<input type="checkbox"/> Bio-Based	<input type="checkbox"/> EPEAT EPEAT	<input type="checkbox"/> Non-Toxic Items
<input type="checkbox"/> CA Air Quality Compliant	<input type="checkbox"/> ETV ETV	<input type="checkbox"/> PRIME PRIME Item
<input checked="" type="checkbox"/> CPG CPG Item	<input type="checkbox"/> FEMP FEMP Energy Efficient item	<input type="checkbox"/> Recycled Content
<input type="checkbox"/> Energy Star Compliant	<input type="checkbox"/> Green Seal of Approval	<input type="checkbox"/> S.N.A.P. Approved
<input type="checkbox"/> Environmentally Friendly	<input type="checkbox"/> NESHAP NESHAP Compliant	

Why Environmental?

Whether fulfilling a requirement or concerned about the environment, there are lots of reasons to choose environmentally sound products.

For some good reasons to buy environmental, take a look at the following links...

- Energy Efficient (FAR Subpart 23.2)
- Recycled Products (FAR Subpart 23.4)
- Environmentally Friendly (FAR Subpart 23.7)
- Ozone Depleting Substances (FAR Subpart 23.8)
- Pollution Prevention (FAR Subpart 23.10)
- Major Environmental Laws
- Executive Order 13423 (Strengthening Federal Environmental, Energy, and Transportation Management)
- Other Environmental Executive Orders

Links

- Visit GSA's Environmental Products
- Go Green Initiatives Multiple Award

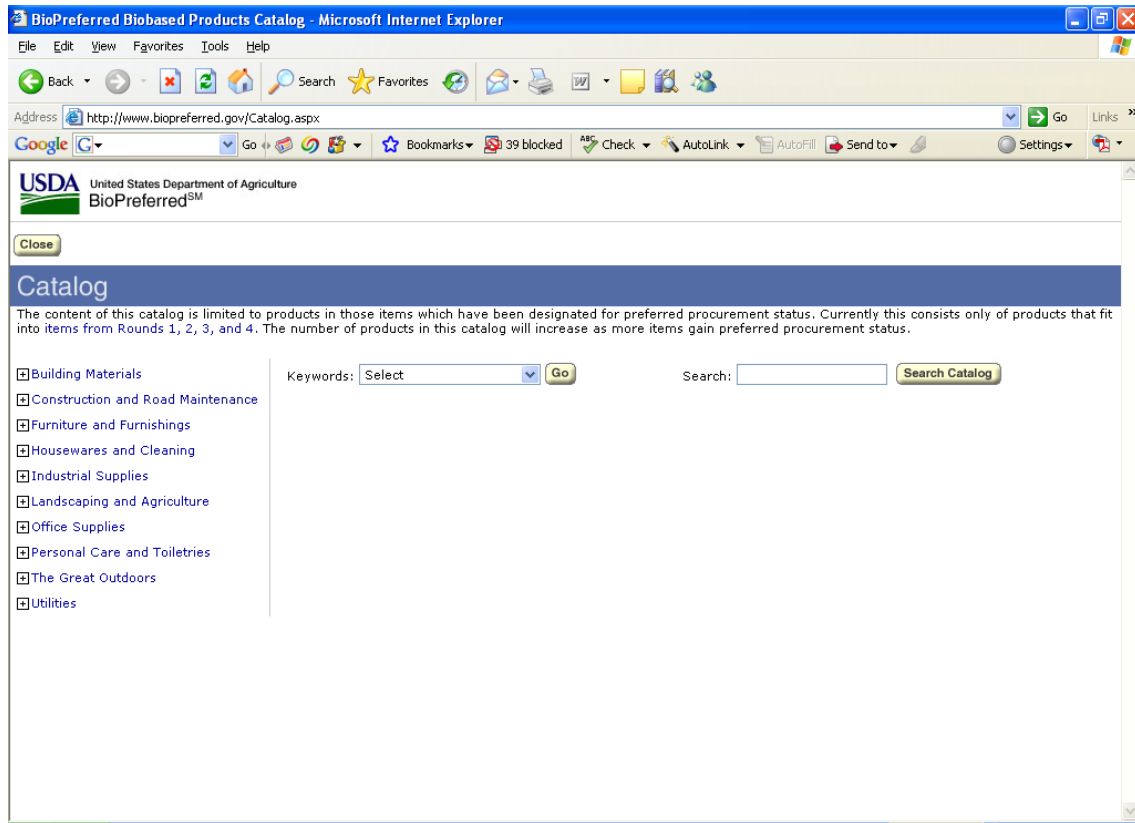
The EPA has eight general CPG product categories. Those categories and a summary of the products under each that are most relevant to the BLM are shown below. The text in blue font is a hyperlink to the CPG Fact Sheet for that product category.

- [Construction Products](#)
 - Fiberglass insulation
 - Polyester carpeting
 - Carpet padding/cushion
 - Floor tiles
 - Latex paint
 - Shower and restroom dividers/partitions
 - PVC piping – non pressure (e.g., drain, waste, and vent used for sewer piping)
 - HDPE piping – non pressure (e.g., drainage pipe)
 - Steel piping – non pressure (e.g., corrugated metal pipe used for culverts)
 - Roof materials (e.g., aluminum, steel, felt, plastic, rubber)

-
- [Landscaping Products](#)
 - Garden and Soaker Hose
 - Landscape edging
 - Landscaping edging and posts
 - [Nonpaper Office Products](#)
 - Toner cartridges
 - Office furniture
 - Trash cans and recycling collection containers
 - Desktop accessories (e.g., desk organizers, sorters, trays, memo holders)
 - Binders
 - Trash bags
 - [Paper and Paper Products](#)
 - Copier, fax, and printer paper
 - Tablet paper
 - Envelopes
 - File folders
 - Hanging folders
 - Toilet paper
 - Paper towels
 - Facial tissue
 - General purpose wipes
 - Cardboard boxes
 - Padded mailers
 - [Park and Recreation Products](#)
 - Park benches
 - Picnic tables
 - Playground equipment
 - Plastic fencing (e.g., orange warning/safety fencing)
 - [Transportation Products](#)
 - Traffic cones
 - Parking stops made of plastic, rubber, or concrete
 - Traffic control channelizers and delineators
 - [Vehicular Products](#)
 - Re-refined oil
 - Engine coolant (e.g., anti-freeze)
 - [Miscellaneous Products](#)
 - Awards/plaques
 - Drums steel, plastic, or fiber
 - Sorbents
 - Plastic signs
 - Plastic trail/road delineators
 - Aluminum signs
 - Plastic sign posts/supports
 - Steel sign posts/supports

[CPG Fact Sheets](#) are available for each of the product categories listed above.

Biobased Products – A web-based catalog of the Department of Agriculture’s [BioPreferred](http://www.biopreferred.gov) bio-based products that identifies companies selling those products may be viewed at: <http://www.biopreferred.gov/Catalog.aspx>. A screen shot of the home page for the catalog is shown below. The [environmental section of the GSA Advantage](#) web site allows purchasers to search vendors who sell bio-based products. When using the GSA Advantage web you can search for a bio-based product by typing in the product name and checking the Bio-Based box near the bottom of the screen.



A summary of the designated products for which the Department of Agriculture has specified minimum bio-based contents may be viewed at: <http://www.biopreferred.gov/ProposedAndFinalItemDesignations.aspx>. Click on the product name and the minimum bio-based content is shown.

The Department of Agriculture has [10 general BioPreferred product categories](#). They are shown in the screen shot shown above. Those categories and a summary of the products under each that are most relevant to the BLM are shown below.

- Building Materials
 - Acoustical ceiling tiles
 - Plastic lumber/decking
 - Insulating foam
 - Urethane roof waterproofing coating

-
- Construction and Road Maintenance
 - Concrete form release agent
 - Asphalt release agent
 - De-icer
 - Dust suppressant
 - Wood and concrete sealants
 - Furniture and Furnishings
 - Blankets
 - Pillows
 - Houseware and Cleaning
 - Cleaning supplies
 - Floor care
 - Kitchen and break room supplies
 - Soaps and laundry
 - Industrial Supplies
 - Fuels
 - Lubricants
 - Sealants and Coating
 - Sorbents
 - Office Supplies
 - Shipping and packaging
 - Personal care and Toiletries
 - Hand cleaners and sanitizers
 - Lip balm

Energy-efficient Products – Energy-efficient products are identified in the Department of Energy’s and EPA’s [Energy Star](#) program. The EPA’s [EPEAT](#) Program incorporates Energy Star requirements for IT equipment and therefore, those products are not listed below because the DOI IT mandates purchase of EPEAT products.

The [Energy Star](#) web site as well as the [environmental section of the GSA Advantage](#) web site each identifies vendors from whom these products may be purchased. When using the GSA Advantage web you can search for an energy-efficient product that is Energy Star compliant by typing in the product name and checking the “Energy Star Compliant” box near the bottom of the screen.

- [Office Equipment](#) (except computers and monitors which must be EPEAT products)
 - [Copiers](#)
 - [Scanners](#)
 - [Fax machines](#)
 - [All in one copier, printer, scanner](#)
- [Home Electronic Products](#) – training rooms, fire stations
 - [Televisions including flat screens and high definition](#)
 - [DVD players](#)
 - [Cordless phones](#)

-
- [Battery chargers](#)
 - **Building Construction Products**
 - [Reflective roofing](#)
 - [Windows](#)
 - [Doors](#)
 - [Skylights](#)
 - [Water heaters \(residential gas fired only\)](#)
 - **[Heating and Cooling Products](#)**
 - [Air conditioning, room](#)
 - [Air conditioning, central](#)
 - [Boilers](#)
 - [Furnaces](#)
 - [Ceiling fans](#)
 - [Heat pumps, air source](#)
 - [Heat pumps, geothermal](#)
 - [Programmable thermostats](#)
 - **[Lighting](#)**
 - [Compact fluorescent lamps](#)
 - [Light fixtures](#)
 - [Ceiling fans with light fixtures](#)

Water-efficient Products – Water-efficient products are identified in the EPA’s [WaterSense](#) program.

- **[Water Saving Devices](#)**
 - [Waterless urinals](#)
 - [High efficiency urinals \(0.5 gallon per flush or lower\)](#)
 - [High efficiency toilets \(at least 20% more efficient than a 1.6 gallon per flush toilet\)](#)
 - [Showerheads](#)
 - [Bathroom sink faucets](#)
 - [Aerators](#)

Bio-content and Recovered/Recycled Content for Common Products

Sample specifications for the bio-content or post-consumer/total recovered content for several of the more common BioPreferred and EPA CPG products are provided below

Re-refined motor oil

- 25% or more content re-refined motor oil
- Applicable in purchases and service / maintenance agreements or contracts

Bio-based, biodegradable lubricating oils and hydraulic oils

- 100% biobased or biodegradable lubricating or hydraulic oil
- When biobased, biodegradable lubricating or hydraulic oil not available, 25% or more content re-refined products (Exception: marine and aviation oils)

-
- Applicable in purchases and service / maintenance agreements or contracts

Reclaimed engine coolant

- 100% content reclaimed engine coolant / antifreeze
- Applicable in purchases and service / maintenance agreements or contracts

Bathroom tissue

- Minimum 20% post-consumer recovered material content
- Manufactured without use of chlorine in de-inking and bleaching
- Maximum biodegradable percentage possible
- Applicable in purchases and service / maintenance agreements or contracts

Paper towels and General Purpose Industrial Wipers

- Minimum 40% post-consumer recovered material content
- Manufactured without use of chlorine in de-inking and bleaching
- Maximum biodegradable percentage possible
- Applicable in purchases and service / maintenance agreements or contracts

Copy paper

- Minimum 30% post-consumer recovered material content
- Manufactured without use of chlorine in de-inking and bleaching
- Applicable in purchases and service / maintenance agreements or contracts

Plastic trash bags

- 10-100% post-consumer recycled content
- If available, high degradable or biobased content
- Applicable in purchases and service / maintenance agreements or contracts

Carpet (polyester)

- Minimum 25% recovered material content
- Requirement must be incorporated in all facility and leasing agreements or contracts
- Recycling of removed carpet also to be a requirement and incorporated in all facility and leasing agreements or contracts

Carpet cushion

- Recycled material content varies based on the type of carpet cushion/padding. Product must meet applicable minimum recovered material content, as determined by the [Environmental Protection Agency's Comprehensive Procurement Guidelines](#)
- Requirement must be incorporated in all facility and leasing agreements or contracts

Office Furniture

- All office furniture contracts must incorporate the minimum recommended recovered materials content ranges determined by the [Environmental Protection Agency Comprehensive Procurement Guidelines](#) for structures, loose fill and spray on, particle and fiber board, fabric, plastic components, and remanufactured or refurbished furniture

Toner cartridges

- Priority should be given to remanufactured toner cartridges
- When remanufactured cartridges are not available or do not perform satisfactorily, toner cartridges made with recovered materials
- All toner cartridges purchased must be recyclable or able to be remanufactured
- All spent toner cartridges are to be sent back to the manufacturer or supplier for recycling or to be remanufactured
- If the vendor for a new or remanufactured cartridge does not have a free recycling program, do not throw it in the trash. Collect those cartridges and turn them into an office supply store that accepts them. At the current time, Office Max, Office Depot, and Staples accept toner cartridges for recycling free of charge. [EARTH911](#) web site (earth911.org) maintains lists of recycling centers in your area.
- If a local recycling center is not available, several companies provide free mail-in toner and cell phone recycling services to individuals and business consumers. Recycle for Breast Cancer (www.recycleforbreastcancer.org) and Smart Recycle (www.smartrecycle.com) provide free mail-in toner and cell phone recycling services. A minimum of six toner cartridges must be sent to receive the free shipping from Recycle for Breast Cancer. Smart Recycle requires a minimum of 20 toner cartridges and/or phones to qualify for the free postage-paid recycling. Organizations can designate the proceeds collected from toner cartridges they mail in to Smart Recycle to be donated to various non-profit organizations.
- Offices are encouraged to seek manufacturers and vendors who accept their toner cartridges back for recycling at no cost to the BLM. If there is a cost to recycle a toner cartridge that cost should be included when performing the life cycle cost analysis required in Section 9.2.6 of this document.

Appendix 2



Justification for Not Purchasing an EPA-Designated Recovered/Recycled Content Product Form

Requisition/ Purchase Order Number			
Item Name/ Description			
Stock Number		Quantity	
Vendor			

An EPA-designated product has not been purchased based on the following:

(Complete all applicable information.)

Item is not available within a reasonable period of time.

Date needed	Date available

Item is not available at a reasonable price.

Price of designated environmental preferable item	Price of item purchased

Item is not available from 2 or more sources.

Number of vendors contacted/ researched	Sources available

Item fails to meet a performance standard in the specifications.

Specified performance standard	Description of failure to meet standard

This determination is made in accordance with FAR 23.405(b) (2).

Preparer's Name	
Preparer's Signature	

- Additional supporting documentation attached. (Check box, if appropriate.)
- Life cycle cost was considered in total cost of item or service.

By signing this document, I certify that the information stated above is accurate and all determinations have been made in accordance with the BLM's Green Purchasing Plan, Section 9.4.2.

Appendix 3



Purchase Cardholder Green Purchasing Consideration and Guidelines Log

Purchase Cardholder Name: _____ Office: _____ Telephone Number: _____

If the purchased item is an EPA-designated recovered/recycled content product and the EPP version is not purchased a written justification using the form provided in Appendix 2 of the GPP must be prepared explaining why it was not purchased. See Section 10.4.2 of the GPP for additional information.

Date	Product Purchased for: Name of Project or Person	Name of Item Purchased	Is Item an EPP? (Yes or No)	Is Item Purchased GPP Compliant? (Yes or No)	If not a GPP-compliant purchase, circle the appropriate exemption or reason for non-compliance					
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T
					A/U/G	N/A	C	P	S	T

Legend

EPP = EPP = Environmentally Preferable Product
 GPP = Green Purchasing Plan
 A/U/G = item was purchased under a mandatory purchase program (Ability One, UNICOR, GSA)
 N/A = Item is not on EPA-designated recovered/recycled content product list

C = Item was not competitively available
 P = Item was not available at a reasonable price
 S = Item did not meet BLM technical specifications
 T = Item was not available in a reasonable time

Appendix 4



Environmentally Preferable Janitorial Services and Lighting Maintenance Specification

Green or environmentally preferable janitorial services must be purchased to the maximum extent practicable. These requirements have already been incorporated into the BLM's standard space leasing contract.

The requirements in this appendix are to be used by all organizational units in leased or owned space when a new contract is awarded or when an option is picked up whichever occurs first.

A justification must be provided when green janitorial services provisions are not used.

Please note: The janitorial service clauses in the typical GSA leasing contract are similar, but they refer to a web site for green cleaning products that does not work and they do not require use for recycled content trash bags. In addition, the GSA leasing contract does not address recycling of fluorescent lamps and other mercury containing bulbs and their proper storage. The specification provided in this Appendix has hyperlinks to web sites that identify sources for green cleaning products, paper products, and trash can liners that must be used and provided by the janitorial service contractor.

JANITORIAL SERVICES AND LIGHTING MAINTENANCE (FEBRUARY 2009)

(a) The Lessor/Janitorial Service Contractor shall provide janitorial services and replacement of supplies for the leased space, public areas, entrances, and all other common areas in accordance with the Janitorial Requirements/Performance Specification, shown as Table 1 **[Note: Table 1 is site specific and must be prepared by the local office.]**

(b) Selection of Cleaning Products: The janitorial contractor shall make careful selection of janitorial cleaning products and equipment to comply with the following:

1. Purchase and use green cleaning products and hand soaps that have the following environmentally responsible features:
 - Non-toxic
 - Contain no phosphates
 - Non-corrosive
 - Contain no ozone depleting compounds
 - Contain no known carcinogens
 - Contain no chlorine bleach
 - Contain no butoxyethanol
 - Contain no petroleum distillates

- Non-flammable
 - Concentrated for use in cold water
 - Safe volatile organic compound levels when diluted; and
 - Packaged ecologically in recycled content cardboard boxes and plastic containers to the maximum extent practical
2. Eliminate use of harsh chemicals and the release of irritating fumes.
 3. All cleaning products must be Green Seal certified. (www.greenseal.org)

(c) Section of Paper Products and Trash Can Liners: The Lessor/Janitorial Service Contractor shall select and purchase consumable products supplied in the leased space that are fully compliant with the Environmental Protection Agency's Comprehensive Procurement Guidelines (CPG). Those products include, but are not limited to the following:

- Toilet paper
- Paper towels
- Facial tissue
- Trash can liners

1. A fact sheet that defines the post-consumer recovered content and the total recovered fiber content the paper products must have to be CPG compliant can be viewed at <http://www.epa.gov/osw/conservation/tools/cpg/pdf/paper.pdf>.
2. A fact sheet that defines the post-consumer recovered content the can liners must have can be viewed at <http://www.epa.gov/osw/conservation/tools/cpg/pdf/nonpaper.pdf>
3. Prior to the initial stocking of the bathroom with toilet paper, the Lessor/Janitorial Service Contractor will submit samples of at least four different manufacturers' CPG-compliant toilet paper for approval by the Contracting Officer. The Contracting Officer and Contracting Officer's Representative for the janitorial services contract will select the brand that best meets the location's need for quality and cost.

(d) Lighting and recycling of fluorescent lamp tubes and compact fluorescent bulbs: All fluorescent lamp tubes used in the leased space must be T8 low mercury "green" tubes that will pass the Environmental Protection Agency's Toxicity Characterization Leachate Procedure (TCLP) test for mercury. Fixtures that require screw in bulbs are to use compact fluorescent bulbs unless the fixture specification recommends use of incandescent bulbs.

1. All spent fluorescent lamps including lamp tubes and compact fluorescent bulbs must be recycled regardless of whether or not the local landfill will accept them for disposal and regardless of whether or not they are classified as low mercury "green" lamps. Broken mercury lamps must also be recycled. The Lessor/Janitorial Service Contractor will also accept for recycling spent and broken fluorescent lamps from task lighting used in government work spaces (e.g., cubicals). The Lessor/Janitorial Service Contractor is not expected to replace or stock lamps for government owned tasked lighting. A listing of

facilities claiming to recycle mercury lamps may be found at the following web site: <http://www.lamprecycle.org>.

2. The transporter of the mercury lamps and the destination facility that recycles them must comply with all applicable state and Federal regulations. The destination facility that will recycle the mercury lamps must be permitted as a Treatment, Storage, and Disposal facility and have an Environmental Protection Agency (EPA) identification number. The offerer's submission must address the following in regards to recycling of the mercury lamps:

- a. Name address and telephone number of the company who will transport the spent lamps for recycling.
- b. Name address, and telephone number of the company who actually processes the lamps for recycling.
- c. EPA identification number of the destination facility that will recycle the lamps.
- d. Documentation from the destination facility proving that they are permitted for the treatment and recycling of mercury lamps by the state in which they are located.

3. The Lessor/Janitorial Service Contractor must provide a bill of lading from the transporter and the designated facility upon request from the COTR showing where the spent mercury lamps from the space are being sent for recycling of the glass, aluminum tips, and mercury.

4. New and spent tubes must be stored in the manufacturer's original packaging that is structurally sound or in appropriate DOT specification packaging to protect them from damage. Broken tubes pose a hazard to anyone cleaning them up because of the released mercury vapor. The packaging must be the same or longer in length than the tubes it is protecting.

5. The packaging in which spent fluorescent lamps are stored awaiting recycling must be labeled "USED LAMPS" and dated showing the date the first spent tube was placed in it.

6. Spent tubes may not be accumulated or stored on site for more than one year.

7. In addition to replacing burnt out lamps or bulbs as they occur, the Lessor/Janitorial Service Contractor is required to relamp all fluorescent fixtures at least once every seven (7) years in order to minimize light degradation over time and optimize efficiency of maintenance activities. [Note: This is not necessary in a small office (e.g., less than 10,000 square feet), fire station, and similar work environments.]

Appendix 5



Green Purchasing Annual Review and Monitoring Form

The Green Purchasing Program Coordinator will conduct an annual review of to ensure full compliance with the BLM Green Purchasing Plan requirements. The review will cover the program components below. Yes/No responses to be provided in the “Date Reviewed” column along with the date the review was completed. If the response to a question warrants a further action provided a brief description in the “Corrective Action” column.

Program Component	Date Reviewed	Corrective Action
<i>Promotion program</i>		
Are all employees aware of green purchasing requirements?		
Are contracting officers trained on green purchasing requirements?		
Are all credit card holders trained on green purchasing requirements?		
Are credit card approving officials trained on green purchasing requirements?		
Have employees been briefed on all changes to green procurement requirements and policy?		
Employee intake – Are all new employees trained or made aware of federal green requirements?		
Is the training adequate or does it need improvement?		
<i>Verification of Green Purchases</i>		
Do contract files have correct documentation? (clauses, justification for not purchasing EPA-designated products, etc.)		
Are credit card approving officials reviewing statements to determine if environmentally preferable products are purchased?		
Are environmentally preferable products specified in construction and other contracts?		

Program Component	Date Reviewed	Corrective Action
<i>Procedures for Annual Review and Monitoring</i>		
Have micro-purchases and government credit card purchases been reviewed?		
Are justifications prepared when EPA-designated recovered/recycled content products are not purchased?		
Have a sampling of justifications been reviewed to determine if they are valid?		
<i>Preference Program [this section for WO and NOC only]</i>		
Does the BLM website need to be updated?		
New products or requirements for US EPA CPG/ EPP?		
New requirements or products for US EPA Energy Star [®] , WaterSense, or other related programs		
New requirements or products for USDA Biobased program?		
New Executive Orders, regulations, laws or other related requirements?		
Does the BLM GPP policy document need to be updated?		
Have there been new FAR clauses or other required supplemental documents developed?		
Have all relevant FAR clauses and other required supplemental documents been incorporated into policy, program handbook, and contracts?		