



# Defense Logistics Agency **MANUAL**

DLAM 4112  
April 2, 2014

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DS

SUBJECT: DLA Green Procurement Program

References: See Enclosure 1

1. PURPOSE. This Manual:

a. In accordance with mandated federal procurement preferences, provides guidance for implementing and maintaining effective programs for buying green (sustainable) products and services for recovered-material content, biobased, energy efficient, and water conserving products; alternative fuels and alternative fueled vehicles; renewable energy; hazardous and toxic chemical alternatives; and environmentally preferable purchasing.

b. Specifies procedures by which DLA Headquarters (HQ), DLA Primary Level Field Activities (PLFAs), and subordinate DLA Field Activities execute their sustainable purchasing program.

c. Is published under the authority of the DoD Green Procurement Program (GPP) Strategy (Reference (a)), DoD Instruction 4715.4 (Reference (b)), and DLA Instruction 4112 (Reference (c)).

d. Comply with DLAI 4112, Pollution Prevention and Green Procurement.

e. Cancels and incorporates interim guidance from the DLA Green Procurement Plan, issued December 2012 (Reference d).

2. APPLICABILITY. This Manual applies to all DLA Activities, not only for the procurement function, but also for the roles and responsibilities of each member of DLA, as well as DLA contractors as applicable through the contracting process.

3. RESPONSIBILITIES. See Enclosure 2

4. PROCEDURES. See Enclosure 3
  
5. INFORMATION COLLECTION REQUIREMENTS. This section is Not Applicable. While related program information is collected periodically, this is primarily driven by memorandum or tasker from the Department of Defense, and there is no numbered reporting form in accordance with DoDI 5025.01.
  
6. INTERNAL CONTROLS. See Enclosure 3, Appendix B: Goals and Reporting
  
7. RELEASABILITY. UNLIMITED. This Manual is approved for public release and is available on the Internet from the DLA Issuances Website.
  
8. EFFECTIVE DATE. This Manual is effective on April 2, 2014.

DAVID RODRIGUEZ  
Director  
DLA Installation Support

Enclosures

1. References
2. Responsibilities
3. Green Procurement Program Procedures

Glossary

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ENCLOSURE 1REFERENCES\*

- (a) DoD Green Procurement Program (GPP) Strategy, originally issued August 27, 2004, and updated November 2008
- (b) DoDI 4715.4, Pollution Prevention, June 18, 1996 (administrative reissuance July 6, 1998)
- (c) DLAI 4112, Pollution Prevention and Green Procurement, September 15, 2009
- (d) Defense Logistics Agency Green Procurement Plan, December 2012 (Cancelled)
- (e) Federal Acquisition Regulation (FAR), Part 23 Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety and Drug-Free Workplace, current edition
- (f) 42 U.S.C. § 6962, Federal Procurement, Oct. 21, 1976 (part of “The Solid Waste Disposal Act (42 U.S.C. 6901–6992);” also known as the Resource Conservation and Recovery Act of 1976 after the short title of the law that amended the Solid Waste Disposal Act in its entirety in 1976 (P.L. 94–580), Section 6002, Section (i))
- (g) 7 U.S.C. § 8102, Biobased Markets Program, Jun 18, 2008 (Section 9002 of Public Law 110-246, Food, Conservation and Energy Act of 2008 (Commonly known as the “Farm Bill of 2008”))
- (h) 42 U.S.C. § 13212, Minimum Federal Fleet Requirement, Oct. 24, 1992 (Public Law 102-486, Title III, Section 303); 42 U.S.C. § 8259b, Federal Procurement of Energy Efficient Products, August 8, 2005 (Public Law 109-58, Section 104) and 42 U.S.C. § 6374(a)(3)(E), “Use of Alternative Fuels by Dual Fueled Vehicles,” August 8, 2005 (Public Law 109-58, Section 701) (commonly known as EPA Acts 1992 and 2005)
- (i) DLAI 4101, Environmental Awards, September 15, 2009
- (j) DLAI 4102, Environmental Compliance, January 28, 2010
- (k) DoDI 4715.6, Environmental Compliance, April 24, 1996
- (l) Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, issued January 24, 2007
- (m) Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, issued October 5, 2009
- (n) Presidential Memorandum, Federal Fleet Performance, May 24, 2011
- (o) DoD Strategic Sustainability Performance Plan (SSPP), (updated annually); and DLA Plan for Implementing the DoD SSPP, March 31, 2011 (updated annually)
- (p) Office of the Under Secretary of Defense (Installations and Environment), the Department of Defense Executive Order 13423: Agency-Level Toxic and Hazardous Chemicals Reduction Plan, February 1, 2008

\*A summation of the key provisions of these references—less DoDIs and DLAI—as they relate to sustainable acquisition is provided in the Enclosure 1 Appendix.

APPENDIX TO ENCLOSURE 1KEY REFERENCE SUMMARIES

1. DoD GPP STRATEGY. Reference (a) mandates that all activities will update their green procurement strategies to meet the framework and content of the DoD GPP. The stated goal of green procurement is to ensure compliance with the federal green purchasing requirements and make it a daily part of the purchasing activity operation. Rather than focusing on any specific federal procurement preference program, the DoD GPP defines the management framework, which all DoD organizations will use to ensure compliance with green purchasing requirements.
  
2. RCRA. In Section 6002(i) of RCRA, Congress acknowledges the importance of recycling in managing the nation's solid waste. Congress further recognizes that recycling does not end with the collection of materials, but also includes the manufacture of recycled content products that can be purchased and used by consumers. In Section 6002, EPA is required to designate items that are or can be made with recovered materials and to recommend practices for buying these products through Comprehensive Procurement Guidelines (CPGs). Refer to Table 1 for a list of designated items. Additional information can be found at EPA's CPG website [www.epa.gov/cpg](http://www.epa.gov/cpg).
  
3. FAR. Part 23 of the FAR prescribes acquisition policy and procedures in support of the government's program for protecting and improving the quality of the environment and fostering markets for sustainable technologies, materials, products and services. Part 23 also references solicitation provisions, while FAR Part 52.223 references the contract clauses relating to sustainability. Additional acquisition guidance is provided at Defense Federal Acquisition Regulation Supplement (DFARS), Part 223, Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workforce; related clauses in DFARS 252.223; and DLA Directive (formerly DLAD 4105.1) Part 23, Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workforce.
  
4. FARM BILL. Section 9002 in the 2008 Farm Bill establishes a biobased markets program. This law requires federal agencies to purchase USDA-designated biobased products. It further requires federal agencies to develop a procurement program, develop procurement specifications, procure biobased products and give preference to those items that are composed of the highest percentage of biobased content practicable. USDA is responsible for designating product categories for mandatory procurement preference and is accomplishing this through a series of rulemaking actions. Refer to Table 2 for a list of current biobased products which meet or exceed minimum USDA-established biobased content levels under the "BioPreferred" program.

## 5. ENERGY POLICY ACTS (EPAacts)

a. EPAact 1992. The goal of the EPAact 1992 is to enhance our nation's energy security. To meet this goal, the Act requires the acquisition and use of alternative fueled vehicles. It mandates that 75 percent of light duty vehicles acquired in a fiscal year by federal agencies be alternative fueled vehicles.

### b. The EPAact 2005

(1) Section 701 requires federal agencies to use alternative fuels in dual-fuel vehicles unless the Secretary of Energy determines an agency qualifies for a waiver.

(2) Subparagraph 104(b)(1) addresses Federal Procurement of Energy Efficient Products and requires federal agencies to procure only energy-consuming products listed by ENERGY STAR or designated by the Department of Energy's (DOE's) Federal Energy Management Program (FEMP) when purchasing covered products, subject to certain exceptions (see Table 3 for the recent list of covered products).

(3) Subparagraph 104(b) requires that these conforming (energy-efficient) products be "clearly identified and prominently displayed in any inventory or listing of products by the General Services Administration (GSA) or DLA" and states "GSA or DLA shall supply only ENERGY STAR products or FEMP designated products for all product categories covered by the ENERGY STAR programs or the FEMP," subject to exceptions.

c. Pursuant to Subparagraph 104(a)(5), "Product" does not include any energy-consuming products and systems procured for combat or combat-related mission.

6. Executive Order 13423. This Executive Order (EO) revokes EOs 13101, EO 13123, EO 13134, EO 13148 and EO 13149 and incorporates guidance from them into EO 13423. The EO reiterates the long-standing RCRA requirements for agencies to purchase recovered content materials. It also directs agencies to develop and implement green procurement programs and to identify and purchase environmentally preferable products and services.

7. EO 13514. This EO expands energy reduction and environmental performance requirements of EO 13423. It establishes sustainability goals for federal agencies and focuses on improving their environmental, energy and economic performance. It requires federal agencies to ensure that 95 percent of new contract actions, including task and delivery orders, for products and services (with the exception of weapons systems acquisition) are energy-efficient, water-efficient, biobased, environmentally preferable, non-ozone depleting, contain recycled content, or are non-toxic or less-toxic alternatives, where such products and services meet agency performance requirements. The EO also requires federal agencies to set a greenhouse gas emissions target for the year 2020 ; increase energy efficiency; reduce fleet petroleum consumption; conserve water; reduce waste; support sustainable communities; and leverage federal purchasing power to promote environmentally-responsive products and technologies. It

also requires each agency to develop, implement, and annually update an integrated Strategic Sustainability Performance Plan that will prioritize Agency actions based on lifecycle return on investment.

8. PRESIDENTIAL MEMORANDUM. Presidential memorandum provides direction to reduce use of petroleum in the Federal fleet.

9. DoD SSPP AND DLA PLAN FOR IMPLEMENTING THE DoD SSPP

a. The DoD vision of sustainability is to maintain the ability of DoD to operate in the future without decline – either in the mission or the natural and manufactured systems that support it. The SSPP recognizes that smart investments can improve sustainability to include energy efficiency, management and renewal; water use efficiency, reduced use of toxic and hazardous chemicals, and solid waste management.

b. The DLA SSPP implementation includes eight sustainability goals including the Sub-Goal: “95 percent of Procurement Conducted Sustainably.”



Table 1. Federal Preference Recovered-Material Content Product Categories\*

<p style="text-align: center;"><u>Construction Products*</u></p> <p>Building insulation products            Carpet ( polyester)            Carpet cushion            Cement and concrete containing:</p> <ul style="list-style-type: none"> <li>• Coal fly ash</li> <li>• Ground granulated blast furnace slag</li> <li>• Cenospheres</li> <li>• Silica fume</li> </ul> <p>Consolidated and reprocessed latex paint            Floor tiles            Flowable fill            Laminated paperboard            Modular threshold ramps            Nonpressure pipe            Patio blocks            Railroad grade crossing surfaces            Roofing materials            Shower and restroom dividers/partitions            Structural fiberboard</p>	<p style="text-align: center;"><u>Landscaping Products</u></p> <p>Compost and fertilizer made from recovered organic materials            Garden and soaker hoses            Hydraulic mulch            Lawn and garden edging            Plastic lumber landscaping timers and posts</p> <hr/> <p style="text-align: center;"><u>Transportation Products</u></p> <p>Channelizers            Delineators            Flexible delineators            Parking stops            Traffic barricades            Traffic cones</p> <hr/> <p style="text-align: center;"><u>Paper and Paper Products</u></p> <p>Commercial/industrial sanitary tissue products            Miscellaneous papers            Newsprint            Paperboard and packaging products            Printing and writing papers</p>
<p style="text-align: center;"><u>Miscellaneous Products</u></p> <p>Awards and plaques            Bike racks            Blasting grit            Industrial drums            Manual-grade strapping            Mats            Pallets            Signage            Sorbents</p>	<p style="text-align: center;"><u>Nonpaper Office Products</u></p> <p>Binders, clipboards, file folders, clip portfolios, and presentation folders            Office furniture            Office recycling containers            Office waste receptacles            Plastic desktop accessories            Plastic envelopes            Printer ribbons            Toner cartridges</p>
<p style="text-align: center;"><u>Vehicular Products</u></p> <p>Engine coolants            Rebuilt vehicular parts            Re-refined lubricating oils            Retread tires</p>	<p style="text-align: center;"><u>Park and Recreation Products</u></p> <p>Park benches and picnic tables            Plastic fencing            Playground equipment            Playground surfaces            Running tracks</p>

\* Items listed in this table are designated. One item that is currently proposed, but not designated, is “nylon carpet and nylon carpet backing” under the “Construction Products” category.

Table 2. Federal Preference BioPreferred Product Categories



United States Department of Agriculture

## BioPreferred Program Product Categories

June 2013



[www.biopreferred.gov](http://www.biopreferred.gov)

Construction	Minimum Biosourced Content	Janitorial	Minimum Biosourced Content	Industrial Lubricants and Fluids	Minimum Biosourced Content
Blast Media	94%	Adhesive and Mastic Removers	58%	2-Cycle Engine Oils	34%
Carpets	7%	Air Fresheners and Deodorizers	97%	Asphalt and Tar Removers	80%
Composite Panels:		Aircraft and Boat Cleaners:		Asphalt Restorers	68%
Acoustical	37%	Aircraft Cleaners*	48%	Chain and Cable Lubricants	77%
Countertops*	89%	Boat Cleaners*	38%	Concrete and Asphalt Release Fluids	87%
Interior Panels	55%	Automotive Care Products*	75%	Corrosion Preventatives	53%
Plastic Lumber	23%	Bathroom and Spa Cleaners	74%	Diesel Fuel Additives	90%
Structural Interior Panels	89%	Carpet and Upholstery Cleaners:		Engine Crankcase Oil*	25%
Structural Wall Panels	94%	General Purpose	54%	Expanded Polystyrene (EPS)	
Floor Coverings (non-carpet)	91%	Spot Removers	7%	Foam Recycling Products	90%
Interior Paints and Coatings:		Dishwashing Products	58%	Firearm Lubricants	49%
Latex and Waterborne Alkyd	20%	Electronic Components Cleaners	91%	Fluid-Filled Transformers:	
Oil-based and Solvent-borne Alkyd	67%	Floor Cleaners and Protectors	77%	Synthetic Ester-Based	66%
Paint Removers*	41%	Floor Strippers	78%	Vegetable Oil-Based	95%
Penetrating Liquids	79%	Furniture Cleaners and Protectors	71%	Forming Lubricants	68%
Plastic Insulating Foam for Residential and Commercial Construction	7%	General Purpose Household Cleaners	39%	Fuel Conditioners	64%
Roof Coatings	20%	Glass Cleaners	49%	Gasoline Fuel Additives*	92%
Wastewater Systems Coatings	47%	Graffiti and Grease Removers	34%	Gear Lubricants	68%
Water Tank Coatings	59%	Industrial Cleaners	41%	Greases:	
Wood and Concrete Sealers:		Ink Removers and Cleaners	79%	Food Grade	42%
Membrane Concrete Sealers	11%	Laundry Products:		Multipurpose	72%
Wood and Concrete Stains	39%	General Purpose	34%	Other	75%
Groundskeeping	Minimum Biosourced Content	Pretreatment/Spot Removers	46%	Rail Track	30%
Agricultural Spray Adjuvants	50%	Leather, Vinyl, and Rubber Care Products	55%	Truck	71%
Animal Repellents	79%	Metal Cleaners and Corrosion Removers:		Heat Transfer Fluids	89%
Bioremediation Materials	86%	Corrosion Removers*	71%	Hydraulic Fluids:	
Compost Activators and Accelerators	95%	Stainless Steel Cleaners*	75%	Mobile Equipment	44%
Concrete and Asphalt Cleaners	70%	Other Metal Cleaners*	58%	Stationary Equipment	44%
Dethatchers	87%	Microbial Cleaning Products:		Inks:	
Dust Suppressants	85%	Drain Maintenance Products*	45%	Specialty Inks	66%
Erosion Control Materials	77%	General Cleaners*	50%	Sheetfed – Color	67%
Fertilizers	71%	Wastewater Maintenance Products*	44%	Sheetfed – Black	49%
General Purpose De-Icers	93%	Multipurpose Cleaners	56%	Printer Toner - <25 pages per minute (ppm)	34%
Mulch and Compost Materials	95%	Oven & Grill Cleaners	66%	Printer Toner - >25 ppm	20%
Sorbents	89%	Specialty Precision Cleaners and Solvents	56%	News	32%
Water Clarifying Agents	92%	Personal Care	Minimum Biosourced Content	Metalworking Fluids:	
Miscellaneous	Minimum Biosourced Content	Animal Cleaning products	57%	General Purpose Soluble, Semi-Synthetic, and Synthetic Oils	57%
Bedding, Bed Linens, and Towels	12%	Bath Products	61%	High Performance Soluble, Semi-Synthetic, and Synthetic Oils	40%
Candles and Wax Melts	88%	Cuts, Burns, and Abrasions Ointments	84%	Straight Oils	66%
Thermal Shipping Containers:		Deodorants	73%	Multipurpose Lubricants	88%
Durable	21%	Foot Care Products	83%	Parts Wash Solution	65%
Non-Durable	82%	Hair Care Products:		Penetrating Lubricants	68%
Films:		Conditioners	78%	Pneumatic Equipment Lubricants	67%
Non-Durable	85%	Shampoos	66%	Slide Way Lubricants	74%
Semi-Durable	45%	Hand Cleaners and Sanitizers:		Turbine Drip Oils	87%
Packing and Insulating Materials	74%	Hand Cleaners	64%	Water Turbine Bearing Oils*	48%
Food Service	Minimum Biosourced Content	Hand Sanitizers	73%		
Disposable Containers	72%	Lip Care Products	82%		
Disposable Cutlery	48%	Lotions and Moisturizers	59%		
Disposable Tableware	72%	Shaving products	92%		
Food Cleaners	53%	Sun Care products	53%		
		Topical Pain Relief Products	91%		

\*products indicate newly designated Round 10 categories. For definitions of these categories visit <http://www.biopreferred.gov/ProductsCategories.aspx>

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June 2013

**Table 3. Federal Preference Energy Efficient Product Categories**



Energy Efficiency & Renewable Energy

## FEDERAL ENERGY MANAGEMENT PROGRAM

### 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/4070623, 9363216, 17534402, 6935827



Energy Efficiency & Renewable Energy

For more information, visit  
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ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DLA INSTALLATION SUPPORT (DS-D). The DS-D, under the authority, direction and control of the Director, DLA, will establish a Green Procurement Program and delegate program responsibilities to the Staff Director of the Installation Support Environmental Management, who will:

a. Provide guidance and environmental assistance to DLA Activities in carrying out responsibilities in this Manual.

b. Maintain this Manual.

c. Evaluate Field Activity programs for compliance with sustainable products policy and regulations during reviews and audits (Reference (c)).

d. Organize and chair the Joint Group on Environmental Attributes (JG-EnvAtt), consisting of members of the Military Services and the General Services Administration who identify environmentally preferable attributes and codes for sustainable (green) products within DLA information systems (Reference (c)).

e. Co-chair an internal DLA support group to the JG-EnvAtt to facilitate identification of sustainable products within DLA information systems.

f. Coordinate JG-EnvAtt activities with Federal agencies of program interest (e.g., EPA, USDA).

2. DIRECTOR, DLA ACQUISITION (J7). The J7, under the authority, direction and control of the Director, DLA, will provide acquisition support to the Green Procurement Program and delegate program responsibilities to the Staff Director of the Acquisition Policy and Systems Division, who will:

a. Provide acquisition and contracting guidance to DLA Activities in carrying out responsibilities in this Manual.

b. Evaluate green procurement program acquisition to include compliance with Executive Order and FAR requirements.

c. Participate as acquisition advisor to the JG-EnvAtt and the internal DLA support group.

3. DIRECTOR, DLA LOGISTICS OPERATIONS (J3). The J3, under the authority, direction and control of the Director, DLA, will provide logistics guidance to the Green Procurement Program and delegate program responsibilities to the Staff Director of the Technical and Quality Service Division, who will:

a. Provide logistics guidance and support to DLA Supply Chains in carrying out responsibilities in this Manual.

b. Participate in the JG-EnvAtt as the DLA Voting Member.

c. Co-chair (as technical and logistics advisor) the DLA JG-EnvAtt support group.

4. DIRECTOR, DLA INFORMATION OPERATIONS (J6). The J6, under the authority, direction and control of the Director, DLA, will delegate to the Director of the DLA Logistics Information Service, authority to provide support in the designation of sustainable products in the Federal Logistics Information System and DoD EMALL.

5. DIRECTORS, DLA HEADQUARTERS J/D CODES AND D STAFF. The Heads of J/D Codes and D Staff (i.e., DLA Intelligence) will support environmentally responsible procurement, sustainable acquisition practices, and comply with applicable regulations, executive orders, etc. (refer to Enclosures 1 and 3) within their respective organizations. As required for Primary Level Field Activities, development of individual GPP plans (refer to Section 6 below) is also required for the following J Code field activities: DLA Document Service, DLA Logistics Information Service, and DLA Strategic Materials.

6. COMMANDERS/DIRECTORS, PRIMARY LEVEL FIELD ACTIVITIES (PLFAs) AND DLA-MANAGED SITES. The PLFA and DLA-managed site commanders and directors will:

a. Comply with environmentally responsible procurement and sustainable acquisition practices, including research of current purchases to identify whether they are environmentally responsible.

b. Designate a GPP manager.

c. Issue a policy on Green Procurement to demonstrate commitment and provide direction (see Figure 1 for a Model Green Procurement Field Activity Commitment Memo).

d. Designate an activity Green Procurement Team to include personnel representing contracting (development and administration), environmental, logistics (purchase request originators), government purchase card Level 4 organization program coordinators, and any others deemed appropriate locally, such as other acquisition personnel for commodity management activities. The Green Procurement Team will supplement the DLA GPP with a

plan that will address local objectives, responsibilities (including training and promotion, exemption processes, and procedures for maintaining continuity of the plan.

- e. Sign and support the GPP plan.
- f. Ensure appropriate personnel are accountable for the GPP through inclusion of green procurement responsibilities in job descriptions and performance standards.
- g. Establish and update installation-level objectives and targets for green procurement.
- h. Routinely evaluate performance of subordinate units relative to their green procurement objectives and targets.
- i. Implement local recognition mechanisms and recommend personnel and projects for higher approval level awards.
- j. Attend GPP training, as required.

#### 7. PROCUREMENT REQUEST ORIGINATORS AND SPECIFICATION PREPARING ACTIVITIES (SPAs)

a. DLA procurement request originators are responsible for defining product specifications using the recommended minimum content standards when procuring EPA-designated recovered content items from outside vendors not on a GSA schedule or when a GSA schedule is not used.

b. The procurement request originator must provide the contracting officer with information necessary to prepare a Recovered Materials Determination (see FAR 23.406 (Reference (e))) for each deliverable containing an EPA-designated item).

c. Procurement request originators and SPAs are responsible for reviewing and revising requirements documents, specifications, standards, and product descriptions during the acquisition planning stage to increase procurement of sustainable products, including research of current purchases to identify whether they are environmentally responsible.

d. SPAs may consider the following revisions to requirements documents to make them more environmentally responsible:

- (1) Express preference for recovered/recycled material, biobased, water-conserving, and energy efficient products, to the maximum extent practicable.
- (2) Allow for purchase of products with recovered material.
- (3) Eliminate requirements for virgin materials.

(4) Revise performance standards which exclude items with recovered material or biobased content.

(5) Revise performance standards having more stringent requirements than necessary to meet agency needs.

e. Whenever a requirements document is revised to allow for a green product, additional types, grades, or classes should be added for the green product. In addition, assignment of new National Stock Numbers to green products is required to preclude mixing green stock with the non-preferred product.

f. For many DLA purchases that are not for internal use, the Military Services usually fill the roles of procurement request originators rather than DLA. Therefore, both the Services and DLA are involved in Specification Preparing Activities. When DLA acts as a product fulfillment agency for the Military Services, only the Specification Preparing Activities can revise a specification or standard, although this may involve collaboration with or initiatives by DLA personnel aware of barriers to preferences for environmentally responsible products.

8. CONTRACTING AND PURCHASE CARD BILLING OFFICIALS. Contracting officials and purchase card billing officials are key players in the Commander's Green Procurement Team.

a. Contracting managers/supervisors are responsible for:

(1) Ensuring that procurement personnel complete prescribed initial green procurement training and periodically audit their personnel to make sure they are complying with regulations.

(2) Encouraging purchase card holders to take green procurement training, along with initial purchase card training available through DAU prior to issuing cards (see enclosure 3, section 3, Promotion and Training Program, for information regarding available green procurement training).

(3) Documenting their employees' green procurement training completion status (the DLA Learning Management System or other tools may be used).

(4) Gathering, sorting, and reporting of procurement data for the purpose of management evaluation of green procurement performance.

(5) Complying with procedures for monitoring and annually reviewing the effectiveness of the PLFA's implementation of the DLA GPP.

b. Contracting Officers and Contract Specialists are responsible for:

(1) Reviewing all procurement requests to ascertain and validate that green products and services are incorporated into the solicitations for contracts, as required and appropriate.

(2) Providing guidance to procurement request originators and facilitating acquisition planning with respect to green products and services.

(3) Incorporating appropriate green procurement language and FAR/DFARS/DLAD provisions in solicitations and clauses in contracts, consistent with the needs of the customer.

(4) Ensuring that all contract actions from development through award, execution and close-out meet FAR requirements for purchases of green products, including micro-purchases.

(5) Maintaining required documents in the contract file to include estimates, certifications, and written justifications for exceptions regarding green products.

(6) Completing the Individual Contracting Action Reports in Federal Procurement Data System (FPDS) (see FAR Part 4.6, DFARS Part 204.6, DLAD 4.6 and respective Procedures, Guidance and Information (PGI)).

(7) Reporting contract information on environmental parameters in and tracking compliance using FPDS data.

(8) Including environmental considerations (e.g., reuse, recycling, waste reduction, and green purchasing) as a selection criterion, where applicable and appropriate.

(9) Encouraging manufacturers to generate responsible stewardship programs that allow for the return of excess unused materials, used items, containers, and packaging.

c. Purchase Card Billing Officials are responsible for:

(1) Reviewing purchase requests to determine whether green products have been considered or requested.

(2) Ensuring that mandatory GPP requirements are being met.

(3) Determining whether there is appropriate justification based on price, performance, or availability for not meeting the purchasing requirements of the “Buy Recycled” or “BioPreferred” program.

(4) Attending GPP training, as required.

## 9. ENVIRONMENTAL COORDINATORS AND MANAGEMENT REPRESENTATIVES

a. Environmental Coordinators, together with the acquisition team or integrated requirements team, are responsible for implementing training and promotion programs for their activities. As part of a training and promotion program, Environmental Coordinators advise



procurement request originators and contracting officers on green procurement compliance strategies. These include:

- (1) Providing procurement request originators and contracting officers with current federal requirements and listings or categories of green products and services (see Tables 1, 2, and 3).
- (2) Providing procurement request originators with information and tools supporting non-mandatory GPP initiatives, such as the web links for EPA's Design for the Environment program, green product catalogs from both GSA and DLA.
- (3) Providing green procurement consultation support to all personnel and organizations involved in the purchasing process, including personnel and organizations that define requirements, write specifications, order, purchase, or contract for products or services.
- (4) Providing recommendations to management involved in the purchasing process on the preparation, implementation, and monitoring of the GPP.
- (5) Implementing an awareness program to promote green procurement, to include recognition or awards.
- (6) Supporting and monitoring the organization's or installation's achievement of green procurement objectives and targets within the EMS.
- (7) Attending GPP training, as required.
- (8) Monitoring and reviewing annually the activity's GPP together with the acquisition or integrated requirements team.
- (9) Participating as a key player in the activity's Green Procurement Team.

b. Environmental Management Representatives, who are the coordinators of the Environmental Management System (EMS) at DLA PLFAs, may include environmentally responsible procurement as an objective in their EMS to help meet green procurement goals. This objective would apply at those locations where DLA procures products or services which may have environmentally responsible alternatives. For additional information on EMS, refer to Reference (a), pp. 6-9, or the following websites: <http://www.denix.osd.mil/ems> and <http://www.fedcenter.gov/programs/ems/>.

10. SUPPLY CHAIN MANAGERS. When DLA manages an item, the Supply Chain Managers will assist customers in fulfilling their environmental obligations while meeting their supply needs by ensuring that:

- a. As an established federal supply source, the DLA inventory includes all green products in their commodity areas for which procurement preferences have been mandated.

- b. Appropriate information related to these products is provided for communication to customers, using systems such as the Federal Logistics Information System (FLIS) and Enterprise Business System (EBS).
- c. Opportunities to identify other environmental alternative products for addition to the inventory (beyond the mandated items) are pursued to offer customers several green product options.
- d. Supply Chain Managers will establish responsibilities and procedures for executing these functions. This could include designating an individual focal point or several coordinators, establishing a separate green product council, supplementing an existing team or some other locally appropriate mechanism. Note that collaboration with the SPAs may be required to ensure that green products are included in the inventory and to include appropriate specification preparation as described previously in this enclosure.

11. GPP MANAGERS. Installation or organization GPP Managers designated by the Commanders/Directors/Administrators are responsible to:

- a. Serve as technical point of contact for installation/organization personnel regarding green procurement requirements and implementation.
- b. Organize and participate in installation or organizational meetings/forums addressing green procurement and its implementation.
- c. Initiate and develop the PLFA GPP by identifying opportunities for the procurement of green products and services, providing information on green products to installation purchasing activities, and helping develop the PLFA green procurement policy and supplement plan.
- d. Document and promote the initiatives and accomplishments of the GPP and disseminate lessons learned to HQ DLA and other Field Activities as appropriate.
- e. Monitor the progress of meeting GPP objectives and targets with the environmental coordinator and other members of the Green Procurement Team members, as applicable.
- f. Investigate and recommend training sources and maintain records of green procurement training of requirements generators, procurement personnel, and government purchase card holders.
- g. Recommend changes in policies or procedures to improve the GPP when necessary.
- h. Periodically review written justifications for the purchase of noncompliant products to determine their installation-wide consistency and validity.
- i. Establish procedures to collect GPP data to support reporting requirements.

j. Review and update the PLFA GPP every three years or sooner if regulations or requirements change, new products are designated, or operational changes affect procurement.

k. Attend GPP training, as required.

l. Maintain cost-effective pollution prevention and recycling programs in their facilities, in collaboration with acquisition, supply and disposal specialists. This is in support of objectives in Reference (a) “to reduce the amount of solid waste generated.” (See Enclosure 3, Appendix B, for additional information regarding goals.)

12. CONTRACTORS. DLA’s contracting process ensures that contractor responsibilities are addressed as follows:

a. DLA contractors who procure products regulated by EPA, USDA and DOE are required to be aware of and comply with the Federal Acquisition Regulation, Reference (e), and other applicable sustainability requirements contained in the solicitation and resultant contracts.

b. DLA contractors are required through statements of work to use printed or copied double-sided on paper containing at least 30 percent postconsumer fiber paper whenever practicable when not using electronic commerce methods.

c. DLA contractors who operate DLA-owned facilities or vehicles are required through statements of work in their contract to comply with the provisions of this document to the same extent as the DLA activity would be required to comply as if it operated the facilities or vehicles.

Figure 1. Model Green Procurement Field Activity Commitment Memo (Draft Template)

## MEMORANDUM FOR DLA FIELD ACTIVITY ORGANIZATION EMPLOYEES

SUBJECT: Green Procurement Program Commitment Statement

Conservation of energy and material resources are national policies embodied in Federal law. Strategies to support the conservation policy include incorporating environmental factors in purchasing decisions.

Within the Federal government, several laws and executive orders direct agencies to buy recovered-material content, energy efficient, and biobased products – a practice known as green procurement.

The Federal green procurement mandates can affect our purchasing practices at all levels, from purchase cardholders to base operating supplies to commodities and services provided for customers. DLA's policy is to consider environmental factors in all purchasing decisions, giving preference to those products and services designated by or recommended in Federal green procurement preference programs. As a practical matter, these programs generally allow exceptions for performance, price, and availability, with appropriate documentation and approval. Activity personnel will meet the requirements for procurement of:

- Recovered-material content products designated by the Environmental Protection Agency,
- Energy efficient products designated by the Department of Energy or ENERGY STAR program,
- Biobased content products (BioPreferred) designated by the United States Department of Agriculture, and
- Environmentally preferable products, to include non-toxic or less toxic materials.

I have established a Green Procurement Team that will implement and maintain planning for the green procurement program at our Activity, including training. All employees who make purchasing decisions must take appropriate actions to actively participate in the success of this program. I intend to recognize our accomplishments locally and send forward those deserving recognition at DLA and DoD levels.

Signed  
DIRECTOR/COMMANDER/  
ADMINISTRATOR

ENCLOSURE 3GREEN PROCUREMENT PROGRAM PROCEDURES1. GREEN PROCUREMENT PROGRAM ELEMENTS

a. Section 6962 of title 42, United States Code (Reference (f)), requires Federal agencies to develop affirmative procurement programs to assure that recovered content items designated by the EPA are purchased to the maximum extent practicable and consistent with applicable provisions of Federal procurement regulation (Reference (e)). Such programs must contain the following four elements:

- (1). A recovered-material content preference program.
- (2). An agency promotion program.
- (3). An annual review and monitoring program.
- (4). A vendor estimation, certification, and verification.

b. These four elements will apply not only to recovered content items, but also to biobased products (both are specifically mentioned in FAR 23.4 (Reference (e))) as well as other products and services, e.g., energy efficient, water conserving, and environmentally preferable products, unless excluded in the following paragraphs.

2. SUSTAINABLE PRODUCTS AND SERVICES PREFERENCE PROGRAM

a. The preference program is the first program element and demonstrates to our suppliers and customers that DLA is fully committed to sustainable procurement, to include recovered content, biobased, energy efficient, water conserving, less ozone depleting, and other environmentally preferable products.

b. DLA's preference program is based on mandated federal procurement preference programs, such as EPA's CPG for designated recovered-material content items. For those items included in the CPG, preference will be given to procuring and using such products containing the highest percentage of recovered materials practicable versus products made with virgin materials, when adequate competition exists, and when price, performance, and availability are equal, in accordance with FAR 23.404(b)(1) of Reference (e) and subparagraph 6962(c)(1) of Reference (f).

c. Similarly, for items included in USDA's categories of biobased products in accordance with Farm Bill 2008 (Reference (g)), preference will be given to procuring those products containing the highest percentage of biobased material practicable; or USDA's recommended minimum content standards pursuant to FAR 23.404(d)(2)(i) of Reference (e).

d. When a biobased item is used for the same purpose and to meet the same requirements as an EPA-designated recovered product, the federal agency must purchase the recovered content product.

e. When contracting for energy-consuming products or services, which are listed in the ENERGY STAR or FEMP (Reference (h)), contracting officials will give them preference over other products or services pursuant to FAR 23.203 of Reference (e), if possible.

f. A decision to purchase a nonconforming product or service designated by EPA, USDA, or DOE typically requires a written waiver exemption justification and concurrence. (See Figure 2 for written waiver exemption justification information.)

g. For recent lists of recycled, biobased, and energy efficient product categories designated for federal procurement preference, refer to Tables 1, 2, and 3. As additional product categories are identified, EPA, DOE and USDA continually update their web sites. DLA Installation Support Environmental Management (DS-E) will also include them in subsequent updates to this Manual or their GPP web site.

### 3. PROMOTION AND TRAINING PROGRAM

a. The second program element of promotion endorses DLA's preference for green procurement; increases awareness of the GPP requirements; and encourages employees, contractors, and suppliers to comply. The program should include recovered-material content, energy efficient, biobased and other environmentally preferable products that the activities acquire. Because of DLA's diverse nature, HQ and subordinate DLA Field Activities will implement procedures for green procurement training consistent with their mission and intent. The promotion program consists of internal promotion targeted towards employees and external promotion targeted towards DLA's suppliers.

b. Internal promotion should include general awareness through posting articles in agency newsletters and participating in site workshops (e.g., Earth Day). In addition, DLA Field Activities must provide internal training to educate appropriate employees about their responsibilities as follows:

(1) Include initial green (sustainable) procurement training for all personnel involved in the procurement process from requirements generation to contracting, government purchase card, or other purchase actions. For example, purchase card holders are urged to complete green procurement training (CLC046, Green Procurement, a two-hour course available online at Defense Acquisition University (DAU) or "Buying Green: A Multifunctional Approach to Pollution Prevention" a two-day course offered by DLA Human Resources Services, DLA Training) prior to a card being issued. In addition, for all acquisition professionals in DLA, the CLC046 is a requirement and is recorded at DAU.

(2) Incorporate the GPP awareness training program into established training programs for Field Activity management and staff, such as: new employee orientation; environmental awareness training; contracting officer's representative, government purchase card, and other procurement training; and office administrative staff training.

(3) Establish a process to identify training requirements for each position and document initial and follow-up training for each individual with responsibilities under the GPP. Activities that cannot supply adequate training or need additional information should contact the staff of DLA Human Resources Services, DLA Training, for assistance. (See Table 4 for information regarding available Green Procurement training, including on-line training.)

c. DLA HQ staff from DS-E, DLA Logistics Operations (J3), and DLA Acquisition (J7), as well as personnel within other organizations, as appropriate, will promote the Green Procurement Program. DLA will externally promote its desire to purchase sustainable products by leading or supporting such activities as:

(1) Identifying applicable "green" items managed by DLA.

(2) Periodically announcing or otherwise promoting the green procurement program in trade publications, recycling journals, and procurement publications.

(3) Inserting and including explicit preference standards in appropriate solicitations for bids and statements of work.

(4) Providing informational materials and training to program and procurement offices regarding the DLA green procurement program.

(5) Providing vendor and product information to program and procurement offices.

(6) Integrating green procurement information with DLA Corporate events management.

(7) Ensuring that training is offered and provided to government purchase card holders regarding the DLA green procurement program.

d. Similar to HQ DLA, support at the Field Activity level is not limited to environmental staff. Personnel involved in the acquisition process, including not only representatives of the technical, supply, and procurement communities but also the customers and the contractors, will share the responsibility for ensuring awareness and fostering compliance with green products and services acquisition. Supervisors and managers are responsible for knowing who needs green procurement training and ensuring they take it. The environmental coordinator can assist with identifying appropriate employee training and awareness opportunities. The Field Activity supplemental GPP may also require, rather than recommend or encourage, green procurement training courses for various personnel involved in the acquisition process.

e. Recognition and Awards. Employee recognition is an important component of the GPP, as it recognizes program promotion, innovation and initiative. DLA activities can compete for

environmental awards at multiple levels. The DLA Environmental Award is presented annually to an individual or team within DLA demonstrating leadership and innovation in the broad environmental arena. At the DoD level, the Office of the Deputy Under Secretary of Defense (Installations & Environment) administers an annual Secretary of Defense Environmental Awards program, which recognizes successful and innovative environmental programs throughout the Department. At the federal level is the White House GreenGov Presidential Award for individuals or teams. DLA activities should consider nominating personnel to win these awards as a means of gaining recognition for their achievements and improving their GPPs. Moreover, DLA activities are encouraged to establish their own awards programs as part of their promotion and training program. For DLA-wide awards, DS-E will disseminate information, notify winners, and nominate personnel or programs for DoD and federal awards as appropriate. (See DLA Instruction 4101 (Reference (i)) for additional information.)

4. ANNUAL REVIEW AND MONITORING PROGRAM. This third required program element of annual review and monitoring applies to the overall GPP. It includes recycled-content products, biobased products, energy and water efficient products, products using renewable energy, and alternatives to hazardous or toxic chemicals, along with alternative fuels and other environmentally preferable products. DLA Acquisition reviews are to address green purchasing. Moreover, each DLA Field Activity with a GPP supplement must review and evaluate its effectiveness annually. This review can be incorporated in the annual compliance self-assessment required by DLA Instruction 4102 (Reference (j)), and DoD Instruction 4715.6 (Reference (k)), or with comparable procurement reviews. The U.S. Air Force Guide to Green Purchasing, Jan 2005, includes green purchasing checklists; the Navy Green Procurement Implementation Guide includes Section 5.0, Measure, Adjust and Adapt, as an auditing step in its EMS approach. (See Figure 3 for links.) The U.S. Army Corps of Engineers' Environmental Assessment and Management (TEAM) guide addresses procurement in section 6, Other Environmental Issues, including checklist O.46 for Procurement under Pollution Prevention (accessible through [www.fedcenter.gov](http://www.fedcenter.gov)). The DoD GPP also includes a management assessment questionnaire (accessible through Defense Procurement and Acquisition Policy, Contract Policy, DENIX, or [www.fedcenter.gov](http://www.fedcenter.gov)). DLA Activities may adopt elements from any of these sources or develop a review of their own.

#### 5. VENDOR ESTIMATION, CERTIFICATION, AND VERIFICATION

a. The fourth program element is required only for EPA-designated recovered-material content items found in Table 1. DLA procuring activities must ensure vendors provide an estimate of the total recycled content of their products and certify that the recycled content meets minimum content standards. Federal supply sources such as GSA and the Government Printing Office (GPO) have established their own estimation, certification, and verification procedures for EPA-designated items. Therefore, program offices procuring designated items exclusively through these supply sources need not conduct independent estimation, certification, and verification reviews.



b. The following procedures for DLA activities and offices to verify estimates and certifications apply when a program office chooses to procure designated items outside of the aforementioned federal supply sources:

(1) Estimation. The procuring activity's content standards for designated items will be specified in the statement of work. A separate estimate from the vendor regarding the percentage of recovered materials in the product is required. If the product exceeds the minimum content standards specified, the percentage of recovered materials must be stated to be given consideration for providing a higher than minimum content percentage. In accordance with FAR 23.406(d) (Reference (e)), FAR Clause 52.223-9 "Estimate of Percentage of Recovered-Material Content for EPA-Designated Products" will be inserted into contracts and solicitations exceeding \$150,000 that are for, or specify the use of, EPA-designated items containing recovered materials based on the scope and specifications except for the acquisition of commercially available off-the-shelf items.

(2) Certification

(a) In accordance with the FAR (Reference (e)), vendors must comply with the clause requirements for (1) providing written certification to the contracting officer stating their products meet minimum content standards; (2) maintaining copies of certification documents; and (3) producing copies of the written certification upon request. It is noted that some certifications will be documented through submission of a signed offer to the contracting officer while others may be documented through other mechanisms. One example is web-based reporting under FAR 52.223-9 for biobased efforts.

(b) The FAR contains a "Recovered Material Certification" provision (52.223-4) that federal agency contracting officers will insert into solicitations, including specifications that require using and procuring recovered-material content products.

(c) The FAR also contains "Biobased Product Certification" provisions for pre-award certification, which federal agency contracting officers will insert into solicitations that require: the delivery or specify the use of USDA-designated items (52.223-1) or procurement of biobased products in service and construction contracts (52.223-2).

(3) Verification. Procuring activities will periodically review vendor certification documents as part of the annual review and monitoring process. Such reviews will enable DLA to verify compliance with EOs 13423 (Reference (l)) and 13514 (Reference (m)), as well as References (c) and (j), as applicable.

Figure 2. Written Waiver Exemption Justification Template

<p><b>Instructions:</b> Non-contract specialists will complete this information when preferred procurement products or services subject to DLA's Green Procurement Plan are not procured, including recovered-material content, biobased, and energy efficient products designated by EPA, USDA, and DOE, respectively. <b>NOTE:</b> Contract specialists will use the determination and finding format to document justifications for waivers, rather than this template. (See Enclosure 3, Appendix A, paragraph 5e, herein.)</p>	
<ol style="list-style-type: none"> <li>1. The procurement request originator, purchase cardholder, and contracting officer check the appropriate justification(s), provide a written explanation, and sign and date the documentation.</li> <li>2. The original completed document becomes part of the contract file.</li> <li>3. The procurement request originator submits a copy of the form to the field activity's designated Environmental Coordinator.</li> <li>4. The Environmental Coordinator attaches additional pages, if necessary.</li> </ol>	
<p>-----</p> <p style="text-align: center;">Waiver Exemption Justification</p>	
Name of Product or Service: _____	
Stock Number or Description: _____	
Purchase Request Number: _____	
Method of Purchase: _____ Date: _____	
Vendor or Source: _____	
Applicable Exception (check one):	
<input type="checkbox"/> Availability (not available within a reasonable period of time) Date needed: _____ Date available: _____	
<input type="checkbox"/> Performance (fails to meet performance standard in the specifications) Describe the standard and what is needed: _____ Describe how the guideline item fails to meet the standard: _____	
<input type="checkbox"/> Price (only available at unreasonable cost, taking life cycle energy costs into account) Preferred Product/Service Price: _____ Price of non-preferred product/service: _____	
<input type="checkbox"/> Limited sources (not available from 2 or more sources) Market research was performed by contacting _____ (insert number) vendors, but only _____ (enter name) was able to supply the product or service.	
This determination is made in accordance with FAR Part 23, as applicable.	
_____ Technical OPR -- Signature and Office Symbol Date	_____ Concurrence -- Contracting Officer Date  For covered energy-consuming products only: _____ Concurrence - Director, DLA Acquisition Date
_____ Concurrence - Environmental Coordinator Date	

Table 4. Sustainable Acquisition/Green Procurement Training Resources

	Course Title/ID/Description	Sponsor Organization	Web link
<u>COMPREHENSIVE ON-LINE TRAINING (ALL GREEN PRODUCT CATEGORIES)</u>			
1	Green Procurement Continuous Learning Module (CLC-046)	Defense Acquisition University (DAU)	<a href="http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=497">http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=497</a>
<i>Identifies objectives &amp; background of DoD's Green Procurement Program; covers general awareness of green products.</i>			
2	Green Purchasing for Civilian Acquisition (FAC-018)	Federal Acquisition Institute (sponsor) Defense Acquisition University (host)	<a href="http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1857">http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1857</a>
<i>How-to guide for incorporating green products &amp; services language into solicitations. Includes success stories &amp; contract monitoring.</i>			
3	How to Integrate Green into Acquisition	DAU	<a href="http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1967">http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1967</a>
<i>How to incorporate green into contract actions. Includes video walk-through of the Green Procurement Compilation tool.</i>			
4	SmartPay "Buy Green"	U.S. General Services Administration	<a href="https://training.smartpay.gsa.gov/training/purchase-card-cardholders/buy-green">https://training.smartpay.gsa.gov/training/purchase-card-cardholders/buy-green</a>
<i>For Purchase Card Holders--one webpage covering green product categories and alternative fuel vehicles.</i>			
5	GSA Schedules and Sustainable Acquisition (FAC-028)	U.S. GSA (sponsor) Defense Acquisition University (host)	<a href="http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1925">http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1925</a>
<i>Covers government-wide acquisition goals and ways GSA Multiple Award Schedule can help achieve these goals.</i>			
6	National Training and Education Resource	U.S. Department of Energy	<a href="https://www.nerlearning.org/home">https://www.nerlearning.org/home</a>
<i>Portal for energy-related training; features multi-media, interactive modules; anyone can register and take or upload courses for free.</i>			

Table 4. Sustainable Acquisition/Green Procurement Training Resources

	Course Title/ID/Description	Sponsor Organization	Web link
<u>FOCUSED ON-LINE TRAINING (SINGLE ATTRIBUTE)</u>			
<u>Recycled Content</u>			
1	RCRA Training at Your Desktop	U.S. Environmental Protection Agency	<a href="http://www.epa.gov/epawaste/education/train.htm">http://www.epa.gov/epawaste/education/train.htm</a>
<i>Modules and manuals for waste as well as "buy recycled"</i>			
<u>Biobased</u>			
2	BioPreferred Awareness Training	U.S. Department of Agriculture	<a href="http://www.dm.usda.gov/procurement/programs/biobased/training/aware/USDA_Biobased_Awareness.htm">http://www.dm.usda.gov/procurement/programs/biobased/training/aware/USDA_Biobased_Awareness.htm</a>
<i>Explains biobased terms and designations, benefits of buying biobased products, and where/how to purchase them.</i>			
3	BioPreferred Training Resources	U.S. Department of Agriculture	<a href="http://www.biopreferred.gov/AccessTraining_Resources.aspx">http://www.biopreferred.gov/AccessTraining_Resources.aspx</a>
<i>Includes self-paced modules as well as recorded seminars</i>			
<u>Energy Efficient</u>			
4	ENERGY STAR Training Center	U.S. Environmental Protection Agency	<a href="http://www.energystar.gov/index.cfm?c=pt_univ.pt_univ">http://www.energystar.gov/index.cfm?c=pt_univ.pt_univ</a>
<i>Resource for partners looking to improve their sales effectiveness &amp; provides product area tools &amp; information on energy &amp; money</i>			
5	FEMP Training Resources	U.S. Department of Energy	<a href="http://apps1.eere.energy.gov/femp/training/index.cfm">http://apps1.eere.energy.gov/femp/training/index.cfm</a>
<i>Searchable list of webinars and on-demand training</i>			
<u>Electronics Stewardship</u>			
5	Federal Electronics Challenge	U.S. Environmental Protection Agency	<a href="http://www.epa.gov/fec/events.html#webinars">http://www.epa.gov/fec/events.html#webinars</a>
<i>Detailed collection of upcoming and past webinars, including acquisition &amp; procurement and data centers</i>			

Table 4. Sustainable Acquisition/Green Procurement Training Resources

	Course Title/ID/Description	Sponsor Organization	Web link
<u>FACE-TO-FACE TRAINING</u>			
1	Buying Green: A Multifunctional Approach to Pollution Prevention (DCPSO-00R750)	Defense Logistics Agency	<a href="http://www.hr.dla.mil/downloads/trn/courses/environmental.pdf">http://www.hr.dla.mil/downloads/trn/courses/environmental.pdf</a>
<i>A 2-day workshop covers Federal mandates for sustainable purchasing, associated FAR provisions, &amp; how to buy compliant products</i>			
2	Green Purchasing On-Site Training	U.S. Army Public Health Command	<a href="http://phc.amedd.army.mil/Pages/Training.aspx">http://phc.amedd.army.mil/Pages/Training.aspx</a>
<i>On-site training is provided to assist installations with implementation of green purchasing, with emphasis on Federal requirements</i>			
3	GreenGov Symposium	White House Council on Environmental Quality and the Association of Climate Change Officers.	<a href="http://www.greengov2012.com/">http://www.greengov2012.com/</a>
<i>Annual symposium in DC offers sessions and workshops on sustainable acquisition</i>			
4	GSA Expo	U.S General Services Administration	<a href="http://expo.gsa.gov/">http://expo.gsa.gov/</a>
<i>3-day conference offers sessions on sustainable acquisition; presentations are available afterwards on website (click "training matrix".)</i>			
5	SmartPay Conference	U.S General Services Administration	<a href="https://smartpay.gsa.gov">https://smartpay.gsa.gov</a>
<i>Annual purchase card conference with some sustainable acquisition offerings.</i>			

Training availability changes often, with new webinar offerings added frequently, so this table is likely to be quickly outdated. It is included herein to provide an idea of some potential resources, rather than an exhaustive listing or comprehensive requirement.

Figure 3. Green Procurement Program Information Resources

1. Air Force Civil Engineer Center <http://www.afcee.af.mil/>  
A suggested format for the annual green procurement review is included in the USAF Guide to Green Purchasing, <https://dap.dau.mil/policy/Documents/Policy/green.procurement.doc>
2. California Recycled-Content Product Database: <http://www.ciwmb.ca.gov/RCP>  
This site contains information on why and how to buy recycled-content products, and provides access to information manufacturers and distributors
3. Defense Environmental Network & Information Exchange (DENIX)  
<https://www.denix.osd.mil/portal/page/portal/denix>
4. Defense Procurement and Acquisition Policy, Contract Policy  
[http://www.acq.osd.mil/dpap/cpic/cp/specific\\_policy\\_areas.html#green\\_procurement](http://www.acq.osd.mil/dpap/cpic/cp/specific_policy_areas.html#green_procurement)
5. Department of Energy Federal Energy Management Program  
<http://www.eere.energy.gov/femp/>
6. Department of Energy's Alternative Fuels Data Center <http://www.afdc.energy.gov/>
7. DLA Environmental Products Catalog  
<http://www.aviation.dla.mil/userweb/dscrld/epa/epinfo.htm>
8. DoD EMALL <http://www.dlis.dla.mil/emall.asp>  
Check out this site to shop for "green" products through the DoD "Electronic Mall" (EMALL)
9. Energy Efficient and Renewable Energy  
<http://www1.eere.energy.gov/femp/procurement/index.html>
10. ENERGY STAR [http://www.energystar.gov/index.cfm?c=products.pr\\_index](http://www.energystar.gov/index.cfm?c=products.pr_index)  
Products meeting the ENERGY STAR can be found at this address
11. Environmental Protection Agency (Recovered Content) <http://www.epa.gov/cpg>  
This site provides the latest information on the Comprehensive Procurement Guidelines and RMANs, and also provides fact sheets on recycled products
12. Environmental Protection Agency (Environmentally Preferred Products)  
<http://www.epa.gov/oppt/epp/>  
Look here for summaries of the pilot projects, sample contract language, standards information, product sources, and additional information on Environmentally Preferable Purchasing
13. Environmental Protection Agency's Design for the Environment Program  
<http://www.epa.gov/dfe/>
14. Environmental Protection Agency's WaterSense Program <http://epa.gov/watersense/>

Figure 3. Green Procurement Program Information Resources

15. EPEAT website/registry <http://www.epeat.net>
16. Farm Security and Rural Investment Act of 2002 <http://www.biopreferred.gov/aboutus.aspx>
17. FedCenter <http://www.fedcenter.gov>
18. General Services Administration <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>  
The GSA homepage provides access to thousands of environmentally preferable products
19. General Services Administration Green Product Compilation  
<http://www.gsa.gov/portal/content/198257>
20. Joint Service Pollution Prevention and Sustainability Technical Library  
<http://www.p2sustainabilitylibrary.mil/ems.html>
21. Navy Green Procurement Implementation Guide  
<http://acquisition.navy.mil/rda/content/download/6029/27575/version/8/file/DoN+Green+Procurement+Program+Implementation+Guide2009.pdf>
22. Office of the Federal Environmental Executive (OFEE) Green Purchasing  
<http://www.ofee.gov/gp/gp.asp>
23. Office of Federal Procurement Policy (OFPP)  
<http://www.whitehouse.gov/omb/procurement/index.html>
24. United States Department of Agriculture, BioPreferred Program (Biobased Products)  
<http://www.biopreferred.gov/Default.aspx>

APPENDIX A TO ENCLOSURE 3FEDERAL SUPPLY SOURCES AND ACQUISITION PLANNING

1. FEDERAL SUPPLY SOURCES. Use of established federal supply sources is an advantageous method for the purchase of EPA-designated items and other green alternative products. In addition to DLA (including DoD EMALL), federal supply sources include GSA and GPO. Procuring items through these sources offers the advantage of competitive bidding, compliance with EPA minimum content thresholds for recovered materials, and central tracking for some transactions. These sources also provide an additional service to the procurement community through independent estimation, certification, and verification of EPA-designated items containing recovered materials.

2. ACQUISITION PLANNING

a. For items not available through federal supply sources, GPP requirements must be incorporated during the acquisition planning phase. In developing plans, drawings, statements of work, specifications or other product descriptions, procurement request originators will consider the following factors: energy efficiency, elimination of virgin material requirements, use of recovered materials or biobased components, reuse of product, life-cycle cost, recyclability, use of environmentally preferable products, waste prevention (including reduction or elimination of hazardous waste), and ultimate disposal.)

b. The concept of sustainable (green) procurement is predicated upon an assessment of life cycle costs. When comparing alternative products, the initial cost of the acquisition as well as lifetime maintenance costs, operational costs, etc., should be included in the analysis because a product with higher initial cost might prove to be a better value in the long run. For products in designated categories as ENERGY STAR or FEMP, the energy cost savings over the life of the products must be taken into account.

3. SUSTAINABLE PRODUCTS PROCEDURES

a. EPA-Designated CPG Product Categories

(1) All applicable statements of work, procurement requests, and grants will explicitly state a requirement for items containing recovered materials and include a minimum recovered-material content level (which meets or exceeds the EPA's CPG). Case-by-case procurements will be used when making procurement award determinations where minimum content standards cannot be met. This will emphasize that contracts awarded will provide items containing recovered material to the maximum extent practicable. (See FAR 23.4 (Reference (e)) for detailed procurement guidance.)



(2) EPA issues guidance on buying recycled content products in Recovered Materials Advisory Notices (RMANs). The RMANs recommend recycled and post-consumer content ranges for CPG items based on current information on commercially available recycled content products. RMAN levels are updated as marketplace conditions change. For more information, see: <http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm>.

(3) As recommended by regulators, DLA procuring activities will review their procurement practices and eliminate those inhibiting or precluding the use of items containing recovered content.

b. DOE-Designated Energy Efficient Products

(1) Federal agencies are required to procure energy-efficient products qualified in the ENERGY STAR program or designated by FEMP. ENERGY STAR is a voluntary partnership between DOE, EPA, product manufacturers, local utilities, and retailers. The partnership promotes the use of energy efficient products and educates consumers about the benefits of energy efficiency. For details, see: <http://www.energystar.gov/>.

(2) FEMP is a DOE program that works to advance energy efficiency and water conservation in federal agencies. For details, see: <http://www.eere.energy.gov/femp/>. Federal agencies are also required to procure devices that use no more than one watt of energy in the standby power consuming mode. For details, see: [http://www1.eere.energy.gov/femp/technologies/procuring\\_eeproducts.html](http://www1.eere.energy.gov/femp/technologies/procuring_eeproducts.html).

(3) Similar to CPG recycled products, energy efficiency criteria will be included where possible into the specifications for all product or service procurements involving energy-consuming products and systems covered by the Energy Policy Act of 2005 (Reference (h)), and into the factors for the evaluation of offers received. These criteria will be those used for rating ENERGY STAR and FEMP-designated products. Refer to the previous paragraph for additional information and links. (See FAR 23.2 (Reference (e)) for detailed procurement guidance.)

(4) Pursuant to subparagraph 104(c) of Public Law 109-58 (Reference (h)), DLA will ensure that its Federal catalogs do the following:

(a) Clearly identify and prominently display energy efficient products in an inventory or listing of products.

(b) Supply only energy efficient products for all product categories covered by the Energy Star and FEMP programs, except in cases where the agency ordering a product specifies in writing one of the following:

1. No energy efficient product is available to meet the buyer's functional requirement.

2. No energy efficient product is cost-effective for the intended application over the life of the product, taking energy cost savings into account.

c. USDA-Designated Biobased (BioPreferred) Products. USDA has the responsibility for creating a biobased product list for Federal use in its BioPreferred program ([www.biopreferred.gov](http://www.biopreferred.gov)) (Reference (g)). USDA-designated biobased products will be purchased or required in the acquisition of services, delivery, or use, consistent with FAR 23.403, Reference (e). Similar to recovered content items, DLA procuring activities will review their procurement practices and eliminate those inhibiting or precluding the use of items containing biobased materials. (See FAR 23.4 (Reference (e)) for procurement guidance.)

d. Other Environmentally Preferable Purchasing Considerations. Environmentally preferable purchasing is required pursuant to Section 1 of Reference (m). The intent is to acquire products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service. Unlike the mandates for recycled content, biobased, and energy efficiency, EPA's environmentally preferable purchasing program includes no comprehensive designated list of other covered product categories nor any waiver or exception requirements. However, like the ENERGY STAR program, some other specific programs considered part of environmentally preferable purchasing encompass compliance criteria as well as conforming product listings. These include the Electronic Product Environmental Assessment Tool (EPEAT) and EPA's Design for the Environment and WaterSense programs. In addition, DoD has addressed reduced toxicity and lifecycle management of chemicals in its plan required by Reference (l) (see Section 1(3) of Appendix B to Enclosure 3). For more details, see the EPA website for the environmentally preferable purchasing program: <http://www.epa.gov/epp/>. See FAR Subpart 23.1 (Reference (e)) for detailed procurement guidance.

e. Alternative Fueled Vehicle Program and Alternative Fuels

(1) Alternative Fueled Vehicles (AFV). The Energy Policy Act of 1992 (Reference (h)) mandates that 75 percent of light duty vehicles acquired (in a Metropolitan Statistical Area) within a fiscal year by federal departments be AFVs. Reference (k) expanded on these provisions, and DLA policy complies with AFV requirements. The DLA goal plans for 100 percent AFV acquisitions (when practical). DLA leases vehicles from the GSA Fleet rather than purchasing them. DLA Fleet/Equipment Managers work with their GSA Fleet Representative to obtain AFVs each year. For additional guidance, contact DLA Installation Management, DS-I.

(2) Alternative Fuels. The Energy Policy Act of 2005 (Reference (h)) mandates that AFVs operate on alternative fuel. DOE provides guidance on waivers and implementing procedures, which DS-I provides within DLA. DLA intends to meet this requirement when alternative fuel is reasonably available.

(3) Petroleum Use Reduction. Presidential memorandum (Reference (n)) provides specific tasks and timeframes to reduce the use of petroleum in the Federal fleet. <http://www.whitehouse.gov/the-press-office/2011/05/24/presidential-memorandum-federal-fleet-performance>.

f. Other Green Products and Services. EPA, DOE, or USDA guidance regarding designated product categories may not always reflect products or services commonly used by DLA. Procurement request originators are encouraged to request, procure, and use other green products and services not specified in this GPP. In many cases, federal supply sources and outside vendors may provide opportunities to buy environmentally responsible products beyond those mandated, since opportunities to procure such products and services are increasing annually. EPA has established five guiding principles for environmentally preferable purchasing (EPP) of products and services (Refer to [www.epa.gov/epp](http://www.epa.gov/epp)):

- (1) Environment + Price + Performance = EPP. Include environmental considerations as part of the normal purchasing process.
- (2) Pollution Prevention. Emphasize pollution prevention as part of the purchasing process.
- (3) Life Cycle Perspective/Multiple Attributes. Examine multiple environmental attributes throughout the product and service's life cycle.
- (4) Comparison of Environmental Impacts. Compare environmental impacts when selecting products and services.
- (5) Environmental Performance Information. Collect accurate and meaningful environmental information about environmental performance of products and services.

4. OTHER THAN FEDERAL SUPPLY SOURCE PROCUREMENT. The easiest way for procurement request originators (including government purchase card holders) to meet the GPP requirements is to use DLA (including DoD EMALL), GSA, GPO or other pre-existing contractual vehicles for purchases of environmentally responsible products and services. Purchasing through these sources provides a number of benefits, such as regular on-line reports of green purchases through DoD EMALL. Also, if one elects to purchase CPG items outside of a federal supply source, then additional tracking and reporting is required as described in Procedures in Enclosure 3, Section 5, Vendor Estimation, Certification, and Verification.

5. EXEMPTIONS, EXCLUSIONS, EXCEPTIONS AND WAIVERS. Products or systems designed or procured for combat, combat-related items, or weapons systems are exempted, excluded, or excepted from some, but not all, green procurement mandates or directives, as follows:

- a. Recovered content materials exemptions. EPA has no categorical exemptions for items they designate and list in a procurement guideline (40 CFR Part 247) or in a Recovered Materials Advisory Notice (RMAN). Purchasers are allowed exceptions when conforming products are not reasonably available within a reasonable period of time at a reasonable price, or fail to meet performance standards (see following paragraph 5e).

b. Energy efficient products exclusion. By definition, an energy efficient “product” excludes any energy-consuming product or system designed or procured for combat or combat-related missions (42 U.S.C. 8259b; EPC Act 2005, Reference (h), Section 553; FAR 52.223-15).

c. Biobased products exemption. USDA has exempted from its preferred procurement requirement those “products or systems designed or procured for combat or combat-related missions” (Title 7, Agriculture, Part 3201.3 (d) Applicability to Federal Procurement).

d. Sustainable acquisition exception. Reference (m), Section 2h, requires 95 percent of new contract actions, including task and delivery orders, for products and services to be sustainable. (Refer to the Enclosure 1 Appendix for more detailed information regarding this EO). This metric and its associated reporting requirement do not apply to weapons system acquisition. This exception is for calculating the metric and does not automatically preclude the purchase of such products and services.

e. Waivers. Waivers to document justification of decisions not to procure green products when the various green purchasing mandates would otherwise apply are as follows:

(1) EPA Recovered-Material Content Items.

(a) Any decision not to procure items meeting EPA recovered-material content guideline standards will be justified in writing. A waiver is appropriate only when the items are:

1. Not available competitively.
2. Not available within a reasonable time frame.
3. Unable to meet appropriate performance standards or functional requirements.
4. Only available at an unreasonable price. (For energy consuming products this will mean that the product is not cost-effective over the life cycle of the product, taking energy cost savings into account.) (See definition of "unreasonable price" in the Definitions.)

(b) The contracting officer must place in the contract file a written justification if an acquisition of EPA-designated products above the micro-purchase threshold does not contain recovered material (see FAR 23.405(b)(2) of (Reference (e))). For stock, mission or installation acquisitions, the written justification will be prepared using the Written Waiver Exemption Justification Template at Figure 2 or the determination and finding format (used by contracting personnel). In all cases, the original justification becomes part of the official contract file.

(2) Biobased Products. Written waiver exemption justification for biobased products is similar to that used for recycled content products (refer to Figure 2).

(3) Energy Efficient Products

(a) Waiver documentation requirements for energy efficient products require that 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. (FAR 23.204 (Reference (e))).

(b) The Director, DLA Acquisition, is the waiver authority for these requirements unless waiver authority is further delegated in writing to a lower level. Use the life-cycle cost analysis methods prescribed by 10 CFR Part 436, Subpart A in determining whether the life cycle cost basis for waiver can be used.

APPENDIX B TO ENCLOSURE 3GOALS AND REPORTING1. GOALS AND PROGRESS INDICATORS

a. Whenever possible, DLA activities should strive to meet and monitor progress towards local, DLA, DoD, and Federal goals in their GPP. The following are examples of goals and progress indicators that could be included in the GPP. Any other mandates not specifically mentioned below, plus any organizationally-specific goals and progress reports, should also be included.

(1) Green Procurement

(a) Goal. The DoD goal is to achieve 100 percent compliance with mandatory Green Procurement Programs in all acquisition transactions, consistent with Reference (a), with each organization responsible for compliance with purchasing mandates. This goal is required for each field activity's GPP.

(b) Progress Indicator. The number of new contract actions, including tasks and delivery orders, for applicable products and services that contain recycled material content or are energy-efficient, water-efficient, biobased, non-ozone depleting, etc., will be compared to the overall number of new contract actions per quarter (weapons systems acquisition excluded). Reference (o) sets an overall federal metric for this goal at 95 percent.

(2) Green Procurement Training

(a) Goal. DLA's goal is to ensure appropriate contracting professionals are knowledgeable of the green procurement program requirements.

(b) Progress Indicator. The number of contracting professionals who have completed sustainable/green procurement training will be compared to the overall number of contracting professionals.

(3) Toxic and Hazardous Chemical Procurement. DoD addressed chemical procurement required by Executive Order 13423 Reference (l) in its Agency Level Toxic and Hazardous Chemicals Reduction Plan, which can be viewed at [www.denix.osd.mil](http://www.denix.osd.mil) (Reference (p)).

(a) Goal. DoD's Toxic and Hazardous Chemical Reduction Plan Reference (p) depicts programs, initiatives, and actions necessary to reduce procurement, use, release and disposal of toxic and hazardous chemicals pursuant to Reference (l).

(b) Progress Indicator. DLA goal is to employ the environmental management framework to identify opportunities to reduce chemical use by addressing policy requirements, planning, and evaluating operations.

#### (4) Vehicle Acquisitions

(a) Goal. DoD's goal is to acquire alternative fueled vehicles Reference (h).

(b) Progress Indicator. The DoD goal is for 75 percent of all light duty vehicle acquisitions to be alternative fueled vehicles pursuant to Reference (h). (DLA's goal is to plan for 100 percent.)

b. DLA goals to minimize waste and pollution prevention are found in Objective 3 of Reference (o), including diversion of non-hazardous solid waste and construction and demolition debris from the waste stream, as well as reduction in use of printing paper. To further promote waste prevention, DLA activities may employ such techniques as reverse distribution (e.g., return of expired, short-date pharmaceuticals to manufacturers and pickup of spent batteries for recycling); maximum reutilization of excess property through the DLA Disposition Services; and reclamation of critical assets through the DLA-managed Ozone Depleting Substances Strategic Reserve.

## 2. REPORTING AND ANALYSIS

a. The GPP program includes external reporting procedures, which continue to evolve. DS-E is often required to collect and consolidate information from activities for the Office of the Deputy Under Secretary of Defense, Installations and Environment, DUSD (I&E). In turn, DUSD (I&E) assesses and furnishes DoD-wide information to external entities such as the Office of Management and Budget, whose staff prepares and publishes a scorecard providing periodic agency performance in meeting the goals of Reference (o). In addition, DLA Acquisition currently collects information on contract performance to be consolidated for Defense Procurement & Acquisition Policy (DPAP), to support the program metrics in the DoD SSPP (Reference (o)). This currently specifies the Reference (l) metric to ensure that 95 percent of new contract actions, including task and delivery orders, for applicable products and services (with the exception of weapons systems acquisition) specify energy-efficient, water-efficient, biobased, recycled material content, non-ozone depleting, etc. DLA Acquisition provides the instructions and format for its reporting based on the most recent guidance and information provided by DoD and DPAP.

b. In addition to fulfilling federal reporting requirements, DLA staff (J7 during Procurement Management Reviews; DS-E during Environmental Management and Compliance Reviews; J3; and others, as required) will analyze internal activity review and monitoring assessments to identify strengths and weaknesses of the overall GPP and provide feedback to program and procurement offices. DLA activities are encouraged to incorporate data analysis into their annual review and monitoring procedures using tools such as the FPDS.

APPENDIX C TO ENCLOSURE 3IDENTIFICATION OF SUSTAINABLE (GREEN) PRODUCTS1. PROCESS TO APPROVE ENVIRONMENTAL ATTRIBUTES

a. The Joint Group on Environmental Attributes (JG-EnvAtt) meets to discuss and approve potential environmental attributes. JG-EnvAtt voting members are the representatives of the Military Services, DLA, and GSA. Advisory members may include representatives from agencies such as EPA and USDA. An internal DLA workgroup supports the JG-EnvAtt, which includes DLA headquarters and field activity staff with responsibility for the functions involved in green product identification (Reference (c)).

b. To be approved by the JG-EnvAtt, environmental attributes must meet three criteria:

(1) Reflect government/DoD policy priority.

(2) Be clearly defined.

(3) Demonstrate potential life-cycle cost savings for the DoD, direct or indirect.

c. If the voting members of the JG-EnvAtt (DLA, GSA and the military services) unanimously concur with adopting the new attribute, it is approved and the process of implementation begins. The ultimate goal is to identify conforming products in the Federal Logistics Information System or the DoD EMALL so that the positive environmental characteristics are apparent to customers who are shopping and to facilitate tracking or reporting.

2. PROCESS TO ESTABLISH AN ENVIRONMENTAL ATTRIBUTE CONDE (ENAC) AND SUPPORTING STRUCTURES

a. After the JG-EnvAtt establishes an attribute, DLA Logistics Information Service establishes corresponding Environmental Attribute Codes (ENACs) for the categories of items within the attribute definition. For some attributes, there may be a single ENAC. In other cases, there may be a family of ENACs assigned under one attribute, generally reflecting a scheme in place by a regulatory or other advisory body. DLA Logistics Information Service applies the ENACs in the FCS/FLIS, and also for the DoD EMALL, the DoD's electronic shopping tool.

b. In collaboration with affected Supply Chains, DLA Logistics Information Service updates and creates new Item Identification Guides (IIGs) and National Stock Numbers (NSNs), and implements FLIS changes according to the requirements of the DoD 4100.39-M, FLIS Procedures Manual. Volume 10, Table 194, contains a current listing of available ENACs.

c. DoD EMALL establishes green item visibility in its system as described below.



3. IDENTIFICATION OF GREEN PRODUCTS IN FLIS OR DoD EMALL. Green products are identified with a two position ENAC in FLIS. DoD EMALL displays green products with a 'green-tree' icon as well as the ENAC.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

AFV	Alternative Fueled Vehicles
ANSI	American National Standards Institute
APP	Affirmative Procurement Program
ASTM	American Society for Testing and Materials
CFR	Code of Federal Regulations
CID	Commercial Item Description
CMLS	Centralized Mailing List Service
CPG	Comprehensive Procurement Guideline
DLA	Defense Logistics Agency
DOE	Department of Energy
DoDI	DoD Instruction
ENAC	Environmental Attribute Code
EPA	Environmental Protection Agency
EPP	Environmentally Preferable Purchasing
FA	Field Activity
FAR	Federal Acquisition Regulation
FEMP	Federal Energy Management Program
FPDS	Federal Procurement Data System
FR	Federal Register
FSS	Federal Supply Service
GPO	Government Printing Office
GPP	Green Procurement Program (formerly Green Procurement Plan)
GSA	General Services Administration
ODS	Ozone Depleting Substances
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
RCRA	Resource Conservation and Recovery Act
RMAN	Recovered Materials Advisory Notice
USDA	United States Department of Agriculture

## PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Manual.

Acquisition. Acquiring by contract, 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, demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation selection of sources, award of contract, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. [Executive Order 13423]

Acquisition Management. Management of all or any of the activities within the broad spectrum of acquisition, as defined above. Also includes training of the defense acquisition workforce and activities in support of the Planning, Programming, Budgeting, and Execution (PPBE) Process for defense acquisition systems/programs. For acquisition programs this term is synonymous with program management.

Affirmative Procurement Program (APP). Strategy assuring guideline items composed of recovered materials will be purchased to the maximum extent practicable, consistent with Federal law and procurement regulations. [RCRA Section 6002]

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. [Executive Order 13423]

Case-by-Case Procurement. Specification of different (usually lower) minimum content standards for specific singular procurement actions when a procuring agency is unable to acquire an item which complies with RCRA or DoD federal procurement requirements. Content standards may be changed if the agency determines it consistently cannot procure the designated item using the standards previously established.

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

Comprehensive Procurement Guidelines (CPG). Regulations issued by EPA pursuant to Section 6002 of RCRA: (1) identifying items produced (or can be produced) with recovered materials and where procurement of such items will advance the objectives of RCRA; and (2) providing recommended practices for the procurement of such items. [RCRA Section 6002]

Cost-Effective Procurement Preference Program. A procurement program favoring more environmentally sound or energy-efficient products and services than other competing products and services, where price and other factors are equal. [OFPP Policy Letter 92-4]

Environmental Management System (EMS). A framework of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. [EPA website]

Environmentally Preferable. Products or services having a lesser or reduced detrimental effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or product or service disposal. [Executive Order 13423]

(Note: This term is often interchangeable with “environmentally responsible” or “green”.)

Estimation. Quantitative determination made by vendors of the total percentage of recovered material contained in offered products. Estimations should be based on historical or actual percentages of recovered materials in products sold in substantial quantities to the general public or on other factual basis. EPA recommends DLA procuring activities maintain records of these documents for three years by product type, quantity purchased, and price paid. [EPA Guidelines]

Executive Agency or Agency. An Executive agency as defined in 5 U.S.C 105. For the purpose of this plan, military departments, as defined in 5 U.S.C. 102, are covered under the auspices of the Department of Defense. [Executive Order 13423]

Federal Supply Source. Any supply source managed by a Federal agency such as the General Services Administration, Government Printing Office, or DLA Aviation.

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, and disposal. [Executive Order 13423]

Life-Cycle Cost. The amortized annual cost of a product, including costs associated with capital, installation, operation, maintenance, and disposal, discounted over the lifetime of the product. [Executive Order 13423]

Micro purchase. Micro-purchase means an acquisition of supplies or services for an amount of \$3,000 or less, except for acquisitions of construction subject to the Davis-Bacon Act, \$2,000; for acquisitions of services subject to the Service Contract Act, \$2,500; and for acquisitions of supplies or services, as determined by the head of the agency, are to be used to support a contingency operation or to facilitate defense against or recovery from nuclear, biological, chemical or radiological attack as described in FAR 13.201(g) (1), except for construction subject to the Davis-Bacon Act (41 U.S.C. 428a)-- \$15,000 in the case of any contract to be awarded and performed, or purchase to be made, inside the United States; and \$30,000 in the

case of any contract to be awarded and performed, or purchase to be made outside the United States. [FAR 2.1 Definitions]

Minimum Content Standard. The minimum recovered-material content specifications set to assure the recovered-material content required is the maximum available without jeopardizing the intended item end use or violating the limitations of the minimum content standards set forth by EPA's guidelines. [RCRA Section 6002]

Performance Specification. A specification stating the desired product operation or function, but not specifying its construction materials. [EPA Guidelines]

Postconsumer Material. a material or finished product whose life as a consumer item has concluded, after having served its intended use and being discarded for disposal or recovery. "Postconsumer material" is a part of the broader category of "recovered materials." [Executive Order 13423]

Practicable. Capable of performing in accordance with applicable specifications, available at a reasonable price and within a reasonable period of time, and while a satisfactory level of competition with other products is being maintained. [EPA Guidelines]

Preference. When two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will favor the more environmentally sound or energy-efficient product. [OFPP Policy Letter 92-4]

Preference Standard. The highest practicable minimum content standards for products. When minimum content is impractical to calculate, preference is for the presence of a recovered material or an environmentally preferable trait (i.e., retread tires). [DLA Guidance]

Procurement Request Originators. The individual or organization responsible for defining the requirements for a purchase or acquisition program. This term includes, but is not limited to, engineers, acquisition program managers, and all contract specification writers/reviewers.

Procuring Agency. Any Federal (including any DLA procuring activity – ICP or Facility level operation and maintenance activity) 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. [EPA Guidelines]

Recycled Material. A material utilized in place of raw or virgin material in product manufacturing consisting of materials derived from postconsumer waste, industrial scrap, agricultural wastes, and other items, all of which can be used in new product manufacture. [EPA Guidelines and OFPP Policy Letter 92-4]

Recyclability. The degree to which a product or material may be recovered or otherwise diverted from the solid waste stream for the purpose of recycling. [Executive Order 13423]

Recycling. The series of activities, including collection, separation, and processing, by which materials are recovered from the solid waste stream for use as raw materials in the manufacture of new products (other than fuel for producing heat or power by combustion). [Executive Order 13423]

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. [EPA Guidelines]

Sustainability. Creating and maintaining the conditions under which humans and nature can exist in productive harmony and that permit fulfilling social, economic, and other requirements of present and future generations. [Executive Orders 13423 & 13514]

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

Verification. Procedures used by DLA procuring activities to confirm both vendor estimates and certifications of the percentages of recovered material contained in the products supplied to them or used in the performance of a contract. [EPA Guidelines]

Waste Prevention. Any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention is also known as “source reduction” and also refers to the reuse of products or materials. [Executive Order 13423]

Waste Reduction. Preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. [Executive Order 13423]

Weapons System. Items that can be used directly by the Armed Forces to carry out combat missions. (Defense Acquisition University definition)