



1.0 Purpose & Scope

It is a requirement at GSA to use Green Products when practical and possible. It is the Policy and objective of the Federal government to be sustainable.

The purpose of this procedure is to:

- Inform and instruct GSA personnel, contractors and potential bidders of GSA’s Green Purchasing Policy.
- Create a system requiring green product purchasing wherever possible and when this is not, a written statement requesting a waiver is required.
- Identify and track the purchase and usage of green products by GSA and their contractors in Region 8 and at the Denver Federal Center (DFC).

Business activities affected by this procedure are, but not limited to:

- Construction
- Custodial/Janitorial
- Landscaping
- Office Supplies
- Operations and Maintenance
- Pest Control
- Snow Removal

2.0 Activities & Departments Affected

This procedure affects all GSA personnel and contractors who purchase or use chemicals and or goods manufactured with an acceptable percentage of recycled materials at GSA facilities in Region 8.

3.0 Exclusions

Exclusions exist when no Green Products can be located or the added cost is too much of a burden to GSA. In the past Green chemicals were not available for cooling towers, boiler treatment, and closed loop heating and cooling systems. In time, Green Products may become available.

4.0 Forms Used & Permits Required: (include reporting requirements)

Federal and State Forms and Permits:

PERMIT / FORM / REPORT	SUBMITTED TO: FEDERAL OR STATE AGENCY	SUBMITTAL FREQUENCY
Sustainable Practices Report: Green Purchasing, Waste Management, and Chemicals Management ^(1, 2, 3)	Office of the Federal Environmental Executive (OFEE)	Region Report for Fiscal Year

(1) Reporting requirements began with fiscal year 1992, under Section 502 of the Resource Conservation and Recovery Act (RCRA), in accordance with section 6002(i) of RCRA (42 U.S.C. 6962(i)) and Section 9002 of the Farm Security and Rural Investment Act. Various Congressional Acts and Presidential Executive Orders (i.e., 13101, 13424) since the inception of the original reporting requirement have maintained this requirement; November 2, 2006, letter from the Office of Federal Procurement Policy (OFPP) and the OFEE to Federal Agency Environmental Executives and Agency Senior Procurement



Officials. The last changes occurred with Instructions for Implementing EO 13423 was presented by the Council of Environmental Quality on March 28, 2007.

(2) The title of the report form changes per the requirement of the newest regulatory requirement; for example in 2008 and 2009 the report was called “E.O.13423 Sustainable Practices: Green Purchasing, Waste Management, and Chemicals Management”. The three Parts include: Green Purchasing, Solid Waste Management (Reduction, Recycling, Electronics Management), and Toxic and Hazardous Chemicals Management.

(3) The report form is completed yearly by the Regional Solid Waste, Recycling Program Manager.

In-house GSA Region 8 and Contractor Forms:

- Green Purchasing Waiver Form
- Green Purchasing Tracking Form and Database

5.0 Acronyms, Abbreviations, and Definitions

Acronyms	Meaning
CEQ	Council of Environmental Quality
CFR	Code of Federal Regulations
CO	Contracting Officer
DFC	Denver Federal Center
COR	Contracting Officers Representative
EO	Executive Order
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
GPP	Green Purchasing Plan
GSA	General Service Administration
ISO	International Standards Organization
LEED™	Leadership in Energy & Environmental Design
MSDS	Material Safety Data Sheets
O&M	Operations and Maintenance
OFEE	Office of the Federal Environmental Executive
OGP	Office of Government Policy [of the GSA]
PBS	Public Building Services
RCRA	Resource Conservation and Recovery Act
SSPP	Strategic Sustainability Performance Plan

- (1) Reporting requirements began January 7, 2011 with the reissuance of the GSA Green Purchasing Program Order OGP 2851.2.
- (2) Executive Orders and Federal regulations requiring green purchasing are E.O. 13101, E.O. 13423, E.O. 13514, EPA Comprehensive Procurement Guideline, FAR Part 11 Acceptable Material, FAR Part 13 Actions at or below Micro Purchase Level, FAR Part 23 Use of Recovered Materials and General Environmental Requirements, FAR Part 36 Requirements for use of Construction Contracts, FAR Part 52 Contract Clauses, RCRA Section 7002 Authorizes Citizens Suit in District Court, 40 CFR 247 Affirmative Procurement, GPP 090701 PBS Green Purchasing Plan, SSPP 11022011 Strategic Sustainability Performance Plan,

Definitions:

Acquisition: Means the acquiring of products and services by contract with appropriated



funds 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 at the point when agency needs are established and includes the description of requirements to meet those needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. (EO 13101, Section 204)

Biobased products: A commercial or industrial products (other than food or feed) that utilize biological products or renewable, domestic, agricultural (e.g., plant, animal and marine), or forestry materials. (EO 13101, Section 213)

Environmentally preferable: products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal. (EO 13101, Section 201)

Green purchasing: Includes the acquisition of recycled content products, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternate fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals. (OFEE, Green Purchasing website)

Life cycle assessment: Means 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. (EO 13101, Section 211)

The International Standards Organization (ISO) 14040 has defined life cycle assessment as follows: Compilation and evaluation of the inputs, outputs, and the potential environmental impacts of a product system throughout its life cycle.

Life cycle cost: Means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs and disposal costs discounted over the lifetime of the product, according to OMB Circular A-94 and Executive Order 13101, Section 210. This definition does not include external costs (i.e., those not borne directly by the entity that owns and operates a product/service, such as environmental costs to society at large). For the purposes of this guidance, the Environmental Protection Agency (EPA) encourages agencies to consider all internal and external costs associated with a product, process, or activity throughout its entire life cycle—from raw materials acquisition to manufacture, recycling and final disposal.

Life cycle cost-effective: Means the life-cycle costs of a product, project, or measure are estimated to be equal to or less than the base case (i.e., current or standard practice or product). (EO 13423, Section 9)

Material Safety Data Sheet (MSDS): is a form containing data regarding the properties of



a particular substance (i.e., chemical), in accordance with paragraph (g) of 29CFR1910.1200. This document, is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, and protective equipment. (wikipedia)

Pollution prevention: There are significant opportunities for industry to reduce or prevent pollution at the source through cost-effective changes in production, operation, and raw materials use (Pollution Prevention Act, 1990, 42 U.S.C. § 13102). "Source reduction," as defined under the Pollution Prevention Act, and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water, or other resources; or (b) protection of natural resources by conservation. (EO 13101, Section 212).

The Pollution Prevention Act defines source reduction to mean any practice that:

- Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.

Source reduction includes:

- Equipment or technology modifications,
- Process or procedure modifications,
- Reformulation or redesign of products,
- Substitution of raw materials, and
- Improvements in housekeeping, maintenance, training, or inventory control.

6.0 Procedure

State Specific Procedures & Requirements [refer to individual State Legal Reviews for details on Statues, Laws, and Rules]:

Green Purchasing or Procurement regulations in Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming only pertain to State government agencies.

Standardized Procedure:

6.0 GSA Policy requires that all new contracts or renewing contract options use Green products, when practical and possible. Green products are environmentally preferable products, which may include biobased products, recycled content, energy conserving, waste minimizing or pollution preventing. These products will be purchased, unless they are not available within a reasonable period of time, not at reasonable prices or unable to meet reasonable performance standards. See



Attachment A: *Green Purchasing Assessment.*

GSA personnel, contractors and perspective bidders will search for Green Products; Attachment B: *Green Purchasing Resources.*

Contractors with existing contracts at GSA are not required to switch to Green Products. However, proposing Green Products that do not have an impact on existing contracts is considered favorable by GSA.

6.1 For DFC Contract Actions: when beginning a new contract or reviewing an existing one, the Environmental Programs Group (EPG) will hold a pre-proposal conference to highlight the requirements for green purchasing and other GSA environmental requirements as outlined in the GSA Office of Government Policy (OGP) 2851.2.

6.1.1 For Other GSA Contract Actions: The CO and the COR will ensure that the appropriate scope of work templates that have the updated green purchasing requirements are used for all new and renewal contract actions.

6.2 During the proposal process, the Contractor needs to obtain Material Safety Data Sheets (MSDS) for the chemical products that the contractor intends to use in their job function and product specification sheets for all non-chemical products.. The Contractor also needs to identify which chemicals are considered Green Products. The Contractor needs to group the chemicals in appropriate categories.

- Cleaners
- Construction Products
- Floor Care Products
- Hand Cleaners
- Landscaping Products
- Non-paper Office Products
- Paints & Coatings
- Paper and Paper Products
- Park and Recreation Products
- Transportation (Vehicular) Products
- Vehicle Maintenance
- Other

For new contracts or renewable options, MSDS's, Product Specification Sheets along with a list of the Green Products need to be submitted by the Contractor or perspective bidder to the GSA Contracting Officer (CO) or Contracting Officers Representative (COR) who is responsible for the contract. The CO or COR will give the submitted documents to EPG and the Regional Green Purchasing Program Manager for Green Product evaluation. This is required for safety concerns in case of a fire and this allows the EPG to confirm that the chemicals are Green Products or are in a class in which there is no affordable green product alternative. Non-chemical product information is required as a reporting tool for procurement regulation compliance.

GSA prefers that MSDS be submitted electronically or printed double-sided on



30% recycled content paper to reduce the amount of paper used.

- 6.2.1 For all new contracts the following
- All Construction contracts must reference the P100 that has green language
 - Biobased Products to replace Petroleum based products (plastics, fuels, etc.)
 - Products must have recycled content in its manufacture (e.g. carpets, paints, office paper, toner cartridges, interior finishes, furniture, etc.)
 - Office equipment must be Energy Star and or EPEAT certified
 - Any water fixtures must be water efficient
 - Contractors are encouraged to use Energy Star and EPEAT office equipment
 - Contractors are required to use recycled content paper for any reports, invoices, etc., where communication by electronic means are not feasible
 - Products that do not contain Ozone Depleting chemicals (Significant New Alternatives Policy)
 - Vehicles that use alternative fuels and lubricating products
 - Other Environmentally Preferable products or services
 - Otherwise determined to be environmentally sustainable products
- 6.3 If the Contractor is unable to locate a suitable green alternative product, the Contractor will submit a completed Green Purchasing Waiver Form to the CO or COR, for forwarding to the GSA Green Purchasing Program Manager (i.e., EPG) for review and acceptance. If the request is rejected, the Contractor is required to research the issue further and resubmit the request. The GPP Program Manager has the option to approve or reject the waiver.
- 6.4 Copies of approved Green Purchasing Waivers will be maintained by the COR.
- 6.5 Upon EPG and Regional GPP approval of all products to be used by the Contractor, the CO or COR will approve the contract and the contract will be awarded to the Contractor.
- 6.6 The GSA maintains a Green Purchasing database tracking green purchases and a document file of products that meet the green purchasing standards. The data base will be maintained by the GPP Program Manager and located on each service centers P:Drive Folder. Additional product information can be found on EPA's CPG website.
- 6.7 After the awarding of a contract, the Contractor may need to train their staff in GSA SEMS program information and environmental procedures. The EPG will be a source of information for the Contractor in this regard for the DFC. The Regional GPP will be the source of information for all other service centers.



6.8 Inspections will be conducted by the COR to ensure the proper use and storage and use of green products by O&M Contractors, Janitorial Contractors, Construction General Contractors, etc. Signing of the contractors' Receiving Reports and supplemental documentation by COR's indicates that performance standards have been met. This is to be done on a monthly basis during the performance period of the contract.

7.0 Records Management

Green Purchasing database
Greening Purchasing Waiver record
Receiving Reports
Product Specification Sheets

8.0 References

Council of Environmental Quality, Instructions for Implementing Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management", March 28, 2007

Paul A. Denett, Administrator, Office of Federal Procurement Policy, and Edwin Piñero, Federal Environmental Executive, Office of the Federal Environmental Executive, Letter: FY 2006 Reporting on Implementation of the Resource Conservation and Recovery Act, Section 6002, the Farm Security and Rural Investment Act, Section 9002, and Other Environmental Purchasing Requirements, November 2, 2006

Executive Order 13101 (Federal Register, Vol. 63, No. 179): "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition", signed by President William J. Clinton on 14 September 1998 [revoked by EO 13423]

Executive Order 13423 (Federal Register, Vol. 72, No. 17): "Strengthening Federal Environmental, Energy, and Transportation Management", signed by President George W. Bush on 24 January 2007

Executive Order 13514 (Federal Register, Vol. 74, No. 194): "Federal Leadership in Environmental, Energy, and Economic Performance", signed by President Barack Obama on 5 October 2009

Federal Register, Vol. 72, No. 248, Notices, Office of Management and Budget Office of Federal Procurement Policy; [*Proposed policy letter on the*] Acquisition of Green Products and Services, Page 73904-73909, December 28, 2007 [*Comments must be received in writing on or before February 26, 2008 to be considered in the formulation of the final policy letter*]

General Services Administration (GSA), ADM 1095.1F: Environmental Considerations in Decision Making, signed by David J. Barram, Administrator on October 19, 1999

GSA, Federal Acquisition Service (FAS) [*formerly consisted of the Federal Supply*



Schedule], GSA Advantage Program: Environmental Products and Services
[http://insite.gsa.gov/wps/portal/gsa_insite/about_gsa_go_green]

GSA Office of Government Policy 2851.2, GSA Green Procurement Program

LEED™ (Leadership in Energy & Environmental Design) Green Building Reference Guide, developed by the U.S. Green Building Council.

Office of the Federal Environmental Executive, the Federal Green Purchasing Program,
[<http://www.ofee.gov/gp/gp.asp>]

Office of Management and Budget, Circular A-94 Circular No. A-94, Revised (Transmittal Memo No. 64), Memorandum for Heads of Executive Departments and Establishments, Subject: Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs, October 29, 1992

Pollution Prevention Act of 1990, Title 42, United States Code §13101 *et seq.*, Nov. 5, 1990

Title 48 of the United States Code of Federal Regulations (CFR): Federal Acquisition Regulation (FAR):

- Part 23 “Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace”;
- Part 36 “Solicitation of Firms for Architect-Engineer Contracts”;
- Part 52 “Solicitation Provisions and Contract Clause”

U.S. Environmental Protection Agency (EPA) [Administering Agency], Resource Conservation and Recovery Act (RCRA) of 1976; 42 U.S.C. § 6901 *et seq.*, as amended by the Federal Facility Compliance Act. [Statute]; 40 CFR 148, 239- 282 {283-299 revised} [Regulation]; Section 6002 of RCRA (42 USC 6962)

EPA, Pollution Prevention Division, “Integrating Green Purchasing into Your Environmental Management System (EMS)” [<http://www.epa.gov/epp/pubs/grn-pur/green-pur-ems1.htm>], April 2005

EPA, Pollution Prevention Division, Environmentally Preferable Purchasing Program

EPA, Waste Division, Comprehensive Procurement Guidelines Program

9.0 Appendices

Attachment A: *Green Purchasing Assessment*

Attachment B: *Green Purchasing Resources*

Attachment C: *Green Purchasing Exemption Form*



GREENING BUILDING MAINTENANCE - GREEN PURCHASING
Region 8 Sustainability & Environmental Management System

Document Control Information:	Approved & Dated:
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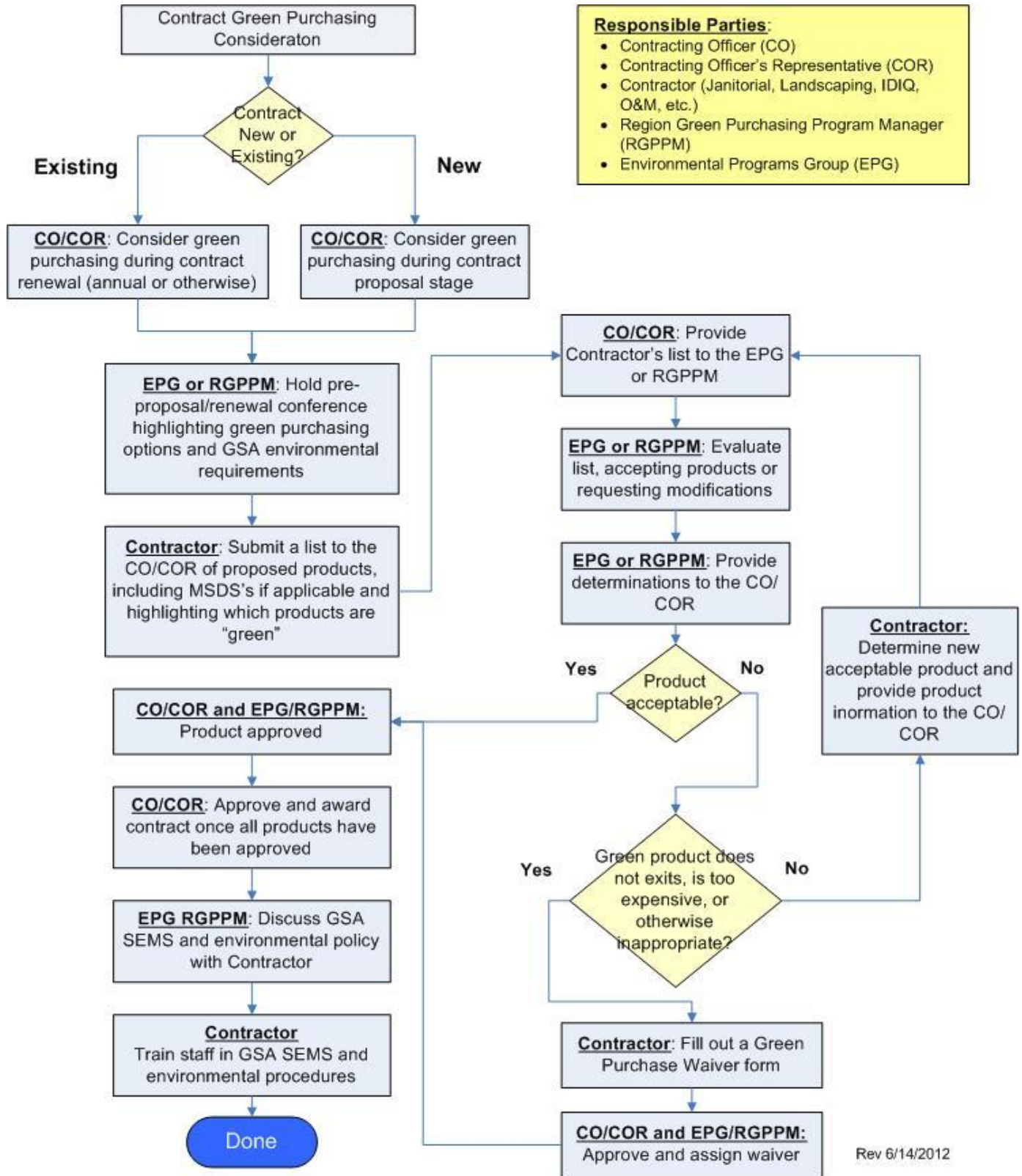
Document Revision and Update:		
Revision Date	Nature of Revision	Revision made by:
12/13/2005	Working Draft	Elizabeth Roberts, Charlie Rienhardt
03/17/2006	Original Release	Elizabeth Roberts, Charlie Rienhardt
01/25/2008	Revise with input from Contracting, add ISO 14001 Document Controls and flowchart	Robert Melvin, Sue Grant, input from Kathy Kirwin and Diane Byers (COs)
03/04/2009	Waiver revised	Robert Melvin, John Kleinschmidt
01/29/2010	Add State regulations statement	Robert Melvin
03/24/2010	Add Federal reporting requirements	Robert Melvin, Marion Buntyn
06/22/2010	Changed EPG maintaining database to GSA	Robert Melvin
07/06/2012	Emphasize Roles and Responsibilities in section 6, update flowchart and acronym list	Marion Buntyn, Nick Gutschow, Robert Melvin



GREENING BUILDING MAINTENANCE - GREEN PURCHASING

Region 8 Sustainability & Environmental Management System

ATTACHMENT A: Green Purchasing Assessment



Rev 6/14/2012



ATTACHMENT B: *Green Purchasing Resources*

Options to be considered:

- EPA-designated recycled content products
- ENERGY STAR and energy efficient products, and low standby devices
- Biobased and USDA-designated BioPreferred products
- Environmentally preferable products (e.g., low volatile organic compound content) and services
- Renewable energy
- WaterSense and other water-efficient products
- Electronic Product Environmental Assessment Tool (EPEAT)-registered products
- Non-ozone depleting substances (ODSs) and/or those covered by EPA's Significant New Alternative Policy (SNAP) program (chemicals and/or equipment)
- Alternative fuel vehicles and alternative fuels

Options for searching for Green Products include, but are not limited to:

- GSA Advantage: <https://www.gsaadvantage.gov/>; click on the link to 'Environmental' under Specialty Categories.

GSA Advantage is a reference tool 'ONLY' for searching for Green Products. Contractual agreements between GSA and vendors cannot be applied to other contracts except through written permission by a GSA CO into a National Institute of the Severely Handicapped (NISH) or Cost Reimbursement Contract.

- EPA's Comprehensive Procurement Guidelines (CPG): <http://www.epa.gov/cpg/>; click on the link to 'Products'.
 - EPA's Environmentally Preferable Purchasing (EPP): <http://www.epa.gov/epp/index.htm>; click on the link to 'Finding and Evaluating Green Products and Services'.
- Forest Stewardship Council (FSC) is a non-profit organization devoted to encouraging the responsible management of the world's forests: <http://www.fscus.org/>
- Grainger: <http://www.grainger.com/>; identifies "Green Resources" and whether products are prohibited in various states.
- Green Seal: <http://www.greenseal.org/>; click on the link to 'Find a Certified Product'.



ATTACHMENT C: Green Purchasing Exemption Form



GREEN PURCHASING WAIVER FORM
Region 8 Sustainability & Environmental Management System

Project / Contract Title:		Date:	
Contracting Officer (CO):			
Contracting Officers Representative (COR):			
Contractor/Company (Project Manager) :			
Product Function [Activity Required]:			
Class of product category:	<input type="checkbox"/> Construction <input type="checkbox"/> Custodial/Janitorial <input type="checkbox"/> Landscaping <input type="checkbox"/> Office Supplies	<input type="checkbox"/> Operations & Maintenance <input type="checkbox"/> Pest Control <input type="checkbox"/> Snow Removal <input type="checkbox"/> Other _____	
Price/Cost:			

Document activities that demonstrate Justification for not purchasing green product¹:

Material Safety Data Sheets (MSDS) Checked

¹ The Contractor is responsible to demonstrate that an effort was made to locate green products, (e.g., provide list of web sites searched, documents reviewed, etc.). Simply saying that, "no green products were found" is not considered justifiable.

ACCEPTANCE

EPG Rep:		Date:	
COR:		Date:	
CO:		Date:	