

Nebraska Air National Guard  
Green Procurement Plan

155th Air Refueling Wing  
Lincoln, NE



21 December 2010

## TABLE OF CONTENTS

Section	Page
1.0	INTRODUCTION ..... 1
1.1	Green Procurement Defined ..... 1
1.2	GPP Goal ..... 2
1.3	GPP Objectives ..... 2
2.0	GREEN PROCUREMENT REQUIREMENT ..... 2
3.0	GPP ROLES AND RESPONSIBILITIES ..... 3
3.1	Wing/Vice Commander ..... 3
3.2	Purchase Request Originator ..... 3
3.3	Contracting Offices..... 5
3.4	Base Environmental Manager ..... 5
3.5	Green Procurement Program Team/Hazardous Materials Management Program Team ..... 5
4.0	GPP ELEMENTS AND PRODUCTS ..... 6
4.1	GPP Elements ..... 6
4.1.1	Recycled Content Products (Affirmative Procurement) ..... 6
4.1.2	Energy and Water Efficient Products ..... 7
4.1.3	Alternative Fuel Vehicles, Alternative Fuels, and Fuel Efficient Vehicles ..... 8
4.1.4	Biobased Products..... 8
4.1.5	Non-Ozone Depleting Substances..... 9
4.1.6	Priority Chemicals..... 9
4.2	VOLUNTARY GPP ELEMENTS ..... 10
4.2.1	Environmentally Preferable Purchasing..... 10
4.3	155TH ARW TARGET LIST OF PURCHASES ..... 11
5.0	GPP EXECUTION ..... 13
5.1	Preference..... 13
5.2	Promotion..... 13
5.3	Certification..... 14
5.4	Monitoring ..... 14
6.0	ADDITIONAL INFORMATION SOURCES ON GPP ..... 14

## Appendices

- A - Green Procurement Requirements Reference Sheet
- B - How to Register for GPP Training on the GoLearn Website
- C - Affirmative Procurement Determination
- D - ANG Green Procurement Quick Reference Guide
- E - Bio-Base Products Information

## ACRONYMS

AFCEE	Air Force Center for Environmental Excellence
AFIS	Alternative Fuels Information Station
AFV	Alternative Fuel Vehicle
ANG	Air National Guard
ANGRC	Air National Guard Readiness Center
AP	Affirmative Procurement
ATV	Advanced Technology Vehicle
CPG	Comprehensive Procurement Guideline
DESC	Defense Energy Support Center
DLA	Defense Logistics Agency
DOE	Department of Energy
ES	Environmental Scientist
EO	Executive Order
EPA	U.S. Environmental Protection Agency
EPACT	Energy Policy Act
EPP	Environmentally Preferable Product
ESOH CAMP	Environmental, Safety, and Occupational Health Compliance Assessment and Management Program
FAR	Federal Acquisition Regulation
FEMP	Federal Energy Management Program
GPC	Government Purchase Card
GPP	Green Procurement Program
GSA	General Services Administration
HVAC	Heating, Ventilation, and Air Conditioning
JWOD	Javits-Wagner-O'Day Program
LG	Logistics
ODS	Ozone Depleting Substance
PCB	Polychlorinated Biphenyl
RCRA	Resource Conservation and Recovery Act
SAO	Senior Acquisition Official
SNAP	Significant New Alternatives Program
USAF	U.S. Air Force
USDA	U.S. Department of Agriculture



## 1.0 Introduction

This Green Procurement Plan establishes the 155th Air Refueling Wing Green Procurement Program (GPP). This plan applies to and shall be followed by all organizations that reside on the physical property of the 155th Air Refueling Wing, including tenants. The plan also applies to contractors. The Green Procurement Plan will be periodically reviewed and updated, preferably on an annual basis.

### 1.1 Green Procurement Defined

Green Procurement is the purchase of environmentally preferable products and services, which are defined by Executive Order (EO) 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, as products or services having a lesser or reduced negative effect on human health and the environment when compared with competing products or services serving the same purpose. This comparison will consider variables such as raw material acquisition and consumption, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and product or service disposal.

The GPP is intended to increase green purchasing by federal agencies. Products made with recycled materials were the first to be included, and the program was known as "Affirmative Procurement" (AP). In 2004 the program was expanded to include several other procurement preference programs, also known as GPP program elements. The AP program was renamed the Green Procurement Program to reflect the broader emphasis on all types of green products and services.

#### **THE GPP INCLUDES THESE MANDATORY COMPONENTS:**

- Recycled content products, also known as Comprehensive Procurement Guideline (CPG) Items;
- Energy Star® and energy-efficient products (including energy efficient standby power devices);
- Alternative fuel vehicles/alternative fuels, and fuel efficient vehicles;
- Biobased products;
- Non-ozone depleting substances; and
- U.S. Environmental Protection Agency (EPA) Priority Chemicals (i.e., products that do not contain EPA Priority Chemicals).

#### **AND IT ALSO INCLUDES A VOLUNTARY COMPONENT:**

- Environmentally preferable products (EPP) (i.e., products or services that have a reduced negative effect on human health and the environment).

## 1.2 GPP Goal

The goal of the GPP is to enhance and sustain mission readiness through cost effective acquisition that achieves 100% compliance with GPP requirements (see Section 2.0 of this plan), and reduces resource consumption, solid and hazardous waste generation.

## 1.3 GPP Objectives

Green Procurement Program Objectives:

- Educate all appropriate ANG personnel on the requirements of federal Green Procurement Programs, their roles and responsibilities relevant to these programs, and the opportunities to purchase green products and services;
- Reduce the amount of solid waste generated;
- Reduce consumption of energy and natural resources; and
- Increase purchases of green products and services consistent with the demands of mission, efficiency, and cost-effectiveness, with continual improvement toward federally established procurement goals.

GPP objectives will be reviewed and updated as part of the 155th ARW's Environmental Management System (EMS).

## 2.0 Green Procurement Requirement

Laws, executive orders and regulations combine to provide the authority and requirements for the GPP. These include the Resource Conservation and Recovery Act (RCRA), the Farm Security and Rural Investment Act (the Farm Bill), Clean Air Act, the Energy Policy Act, and Executive Orders EO 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*; EO 13148, *Greening the Government Through Leadership in Environmental Management*; and EO 13149, *Greening the Government Through Federal Fleet and Transportation Efficiency*.

But Green Procurement is not just about complying with the law and "helping the environment." Green products can perform better than their conventional counterparts. The choices that you make when purchasing products and services can significantly influence the environmental performance of the base, since these decisions open the door to all of the wastes and emissions for which the base must manage, track and pay. When you buy a hazardous material, at the end of its life cycle it becomes a hazardous waste that is costly to manage through disposal. When products are bought or buildings are designed that are energy inefficient, this results in higher utility bills and air pollution that in turn can affect the base air permit program, limiting the amount of air emissions our mission essential operations are allowed to produce. Water-wasting products and systems drive up costs for water purchase and wastewater treatment, and products that are energy inefficient cost more to operate - wasting funds that could have been used for mission requirements.

## 3.0 GPP Roles and Responsibilities

Each person who specifies or purchases a product or service is responsible for understanding and following the GPP requirements.

Who: Contracting personnel, Government Purchase Card (GPC) holders, environmental management personnel, technical staff including engineers and architects, construction management and service contract quality assurance evaluators, and material control specialists. They are all instrumental in making the GPP work. GPP requirements are part of the Federal Acquisition Regulation (FAR) and are mandatory for all ANG organizations, including non-appropriated fund activities.

The GPP applies to construction contracts; service contracts; products stocked by Civil Engineering or other shops for in-house use; GPC purchases; commodity purchases; items bought from base supply; and everything else that the base buys. Green Procurement requirements apply to everything from GPC micro-purchases (i.e., ≤ \$2,500) up to major weapon system acquisition contracts.

### 3.1 Wing/Vice Commander

The 155th ARW Commander is responsible for:

- Ensuring that all organizational personnel who are responsible for procuring items or services are trained in Green Procurement and that the training is managed, and reported as necessary to ensure all personnel involved in the procurement process are aware of, competent to, and accountable for complying with Green Procurement requirements relevant to their procurement/purchasing action(s);
- Establishing and updating base-level objectives for Green Procurement; and

### 3.2 Purchase Request Originator

Purchase request originators (e.g., C.E., GPC card holders, etc) are responsible for:

- Identifying whether green products and services are available and can satisfy local requirements for price, availability, and performance;
- Ensuring that relevant Green Procurement requirements are identified, prior to submission to the contracting office or other source of supply, so that final/approved purchase requests properly address all relevant Green Procurement requirements;
- Consulting with contract and environmental specialists to improve and enhance acquisition plans and for preparing statements of work or specifications that

incorporate relevant Green Procurement requirements of federal laws, regulations and Executive Orders;

- Following AF guidance and procedures for exceptions to the Green Procurement requirements

### 3.3 Contracting Offices

Contracting officers are responsible for Implementing the GPP including:

- Providing oversight of contract execution to ensure Green Procurement requirements are addressed in accordance with the terms of the contract;
- Reviewing all purchase requests to ascertain and validate whether green products or services are involved in the procurement action;
- Providing guidance to purchase request originators and facilitating acquisition planning with respect to green products and services;
- Providing Green Procurement training for procurement personnel in consultation with appropriate DoD and Component acquisition/procurement training sources and environmental management organizations;
- Incorporating appropriate Green Procurement language and Federal Acquisition Regulation (FAR) clauses in contracts consistent with specifications provided by the customer;
- Ensuring all contract actions from development through award, execution, and close-out meet relevant FAR requirements for Green Procurement. Specifically, as required by FAR 23.405, these requirements include placing a written justification in the contract file for acquisitions above the micro-purchase threshold that conform to the definition in Far 23.401. This justification must describe why an EPA-designated product *containing recovered materials* was not acquired;
- Accurately completing the DD Form 350, Individual Contracting Action Report (DFARS Part 53) Lines B12F and B12G;
- Including environmental considerations (reuse, recycling, waste reduction, and green purchasing) as a selection criterion; and
- Complying with procedures for monitoring and annually reviewing the effectiveness of the GPP.

### 3.4 Base Environmental Management Officer

The base Environmental Management Officer (EMO) is responsible for:

- Maintaining the GPP Plan;
- Coordinating with the Hazardous Materials Management Program team, GPC holders, and contracting/purchasing staff, as needed;
- Implementing an awareness program to promote Green Procurement;
- Ensuring that appropriate GPP training is offered/provided (see Appendix B of this plan);
- Providing purchase request originators and contracting officers with current federal listings of green products and services; and
- Providing purchase request originators with information and tools supporting non-mandatory GPP initiatives, such as the web links (see Appendix A of this plan) for EPA Green Cleaning Product recommendations, the EPA EPP database, and green product catalogs from the General Services Administration (GSA) and Defense Logistics Agency (DLA).

### 3.5 Green Procurement Program/Hazardous Materials Management Program Team

At ANG bases, the GPP team is composed of the same members as the Hazardous Materials Management Program (HMMP) team. A separate GPP team will not be formed. Members of the GPP and HMMP team are part of the Cross-Functional Environmental Team.

The GPP/HMMP is responsible for:

- Coordinating with the EMO, GPC holders, and contracting/purchasing staff, as needed;
- Aiding the 155th CES/EMO in providing Green Procurement consultation support to all 155th ARW 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;
- Assisting the 155th ARW in providing recommendations to management personnel across all organizations involved in the purchasing process on the preparation, implementation, and monitoring of the GPP;
- Assisting organizations and personnel involved in the procurement process in utilizing the DD Form 350 data and the DLA Green Procurement Reporting tool at [www.dlis.dla.mil/erlsqpr](http://www.dlis.dla.mil/erlsqpr) to track performance if required; and

- Advising the purchase request originators and contracting officers on acquisition strategies for green products and services.

## 4.0 GPP Elements and Products

Each of the GPP program elements has an associated list of products that are designated for preferred federal purchasing. Whenever any product identified on one of these lists is to be purchased, a product meeting the environmental requirements (recycled content, energy efficiency, etc.) must be purchased unless it is not cost effective or technically feasible. The **Green Procurement Requirements Reference Sheet** (see Appendix A of this plan) is a summary of web page links for GPP-compliant product lists, third-party EPP standards, and selected sources of supply.

### 4.1 GPP Elements Described Below are Mandatory

#### 4.1.1 Recycled Content Products (formerly Affirmative Procurement)

Required actions include:

Federal agencies must purchase recovered material products that satisfy EPA's regulations. The Air Force has adopted the percentages in EPA's "Recovered Materials Advisory Notices" (RMANs) as requirements. This means that when buying any of the items listed in the Consumer Procurement Guideline (CPG), Air Force purchasers must acquire a product that meets the EPA recovered material percentage requirement, unless an exemption applies. The EPA's CPG Products page located on the Internet at <http://www.epa.gov/cpg/products.htm> provides a concise summary of all of the requirements of the CPG and RMAN.

Exemptions can be granted on a case-by-case basis if a price, performance, or timeliness issue exists. [FAR 23.404](#) requires 100% of purchases of EPA-designated products to contain recovered material, unless the item cannot be acquired competitively within a reasonable time frame; meeting appropriate performance standards; or at a reasonable price. [FAR 23.405](#) requires the contracting officer to place a written justification in the contract file if an acquisition of EPA-designated products above the micro-purchase threshold does not meet applicable minimum recovered material content recommended by EPA guidelines.

According to the FAR, the contracting officer shall base the justification on the inability to acquire the product—

- Competitively within a reasonable period of time;
- At reasonable prices; or
- To reasonable performance standards in the specifications, provided a written determination by technical or requirements personnel of the performance standard's reasonableness is included with the justification. The technical and

requirements personnel must base their determination on National Institute of Standards and Technology guidelines, if available.

For ANG purposes, a product is “unreasonably priced” if it costs more than a comparable non-recycled or biobased product. This is a judgment call for which no written policy exists. If a product is more expensive, but has environmental or operational benefits, the purchaser is not required to claim the “reasonable price” exemption. EPA’s intent (as stated in a Federal Register notice, 28 Aug 01) is for purchasers to choose products having the best environmental performance. EPA noted that procuring agencies are not required to purchase a product containing recovered materials if it is only available at an unreasonable price—but the decision to pay more or less for such a product is left up to the procuring agency.

There is no prescribed format for the written justification; however, the **Recovered Material Determination Form** may be used. It can be found on page C7 in the *Air Force Guide to Green Purchasing, January 2005*.

#### **4.1.2 Energy and Water Efficient Products**

Required actions include:

Federal agencies must reduce energy use, purchase energy-efficient products, increase the use of renewable energy, and conserve water. FEMP, the Energy Star program, and AFCESA’s Energy and Water Conservation programs guide these efforts. Federal agencies are required to buy products that comply with federal energy efficiency requirements, and to design and operate buildings to minimize energy and water consumption.

What we must buy:

- Energy- and water-conserving product purchases are mandatory elements of the Air Force GPP.
- In addition, Air Force installations are encouraged to support federal alternative energy goals by purchasing green power where it is available and cost-effective, and by including renewable energy technologies in construction projects where appropriate.

What procurement actions are affected:

Energy conservation requirements affect all purchases of computers, monitors, printers, scanners, fax machines and copiers; building construction, renovation and maintenance projects; and purchases of appliances. Water conservation requirements apply to building construction and renovation projects.

Where to find appropriate products and services:

Energy-saving products can be found in federal supply sources including the [GSA Environmental Products and Services Guide](http://www.gsa.gov/portal/content/105365) at (<http://www.gsa.gov/portal/content/105365>), [GSA Advantage!](#) (look for the Energy Star symbol and the EE symbol) They are also available from commercial sources. To choose energy efficient products, look for the Energy Star first. If an [Energy Star product](#) is not available cost effectively, choose the most efficient product possible from [FEMP's Energy-Efficient Products list](#). Both programs use the same criteria, with Energy Star rated products attaining the highest level of performance.

Water conservation products support the water conservation Best Management Practices which includes water-efficient irrigation systems, toilets and urinals, faucets and showerheads, boiler and steam systems, and cooling towers and equipment.

Energy Savings Performance Contracts (ESPC), Utility Energy Savings Contracts (UESC), and green power purchases are managed by the AFCEA Mechanical and Electrical Engineering Division.

### **4.1.3 Alternative Fuel Vehicles, Alternative Fuels, and Fuel Efficient Vehicles**

This element of the GPP affects purchases of light, medium, and heavy-duty motor vehicles (other than military tactical, law enforcement, and emergency vehicles), and the purchase of fuel that is used in alternative fuel vehicles (AFVs). Alternative fuels include biodiesel, electricity, ethanol, hydrogen, natural gas, and propane.

What we must buy:

For those vehicles purchased locally (primarily non-road vehicles such as CE's base-maintenance vehicles, golf cart's, and unit Gators) acquire alternative fuel vehicles, alternative fuels for those vehicles, and fuel-efficient petroleum-powered passenger cars and light trucks.

### **4.1.4 Biobased Products**

Biobased products are "commercial or industrial products (other than food or feed) that are composed in whole or in significant part of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials." They are made from a renewable resource and they generally do not contain synthetics, toxins or environmentally damaging substances. Biobased products provide markets for US farm products and they also reduce dependence on fossil energy (particularly imported oil), so their use contributes to our energy, economic, and environmental security.

U.S. Department of Agriculture (USDA) is the agency in charge of developing the biobased product program. They have published a rule describing how they will

designate biobased items, but it does not list specific items to be purchased. USDA will publish additional rules designating specific items and a schedule for including those products into a GPP.

What we must buy:

- After USDA publishes their list, then those products must be purchased.
- Currently, we must consider the use of biobased products. See Appendix E for information.

#### 4.1.5 Non-Ozone Depleting Substances

Required actions include:

- Purchase Significant New Alternatives Policy (SNAP) approved alternatives to ODS products.
- Fill all mission critical Class I ODS requirements from the DLA ODS Reserve.

What we must buy:

The SNAP Program covers refrigeration and air conditioning; foam insulation; cleaning solvents; fire suppressants; aerosol solvents and propellants; sterilants; and adhesives, coatings, and inks. The [SNAP Web Site](#) identifies alternatives to ODS products and provides lists of acceptable and unacceptable substitutes. Before installing ODS substitutes in air conditioning and refrigeration systems, always follow the Original Equipment Manufacturer (OEM) recommendations. Some substitutes may result in reduction in equipment capacities and changes in operating temperatures.

#### 4.1.6 Priority Chemicals

If the product to be purchased contains any of five priority chemicals, then we must look for an alternative that does not contain any of those chemicals. The priority chemicals are:

- cadmium,
- lead,
- polychlorinated biphenyls (PCBs),
- mercury, and
- naphthalene

Where to find appropriate products:

Information on alternatives to mercury-bearing products is available on the [National Institute of Health's Mercury Free NIH web site](http://www.ors.od.nih.gov/) (<http://www.ors.od.nih.gov/>). The EPA [Database of Environmental Information for Products and Services](#)

(<http://yosemite1.epa.gov/oppt/eppstand2.nsf>) includes information on products that avoid the five priority chemicals.

## 4.2 The GPP elements described below are voluntary

### 4.2.1 Environmentally Preferable Purchasing

EPP encourages a holistic view of the environmental attributes of a product or service, whether it is part of a mandatory GPP or not, and selection of the one with the least overall environmental impact. EO 13101 defines “environmentally preferable” as “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. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.”

EPA’s EPP web site offers training materials to explain the concept of EPP and how to apply it: <http://www.epa.gov/oppt/epp/tools/toolsuite.html> EPP encourages the purchase of products and services that are more environmentally friendly than those routinely purchased, but are not already required by one of the mandatory GPPs.

DLA is leading a program to improve opportunities for federal purchasers to buy environmentally preferable products. DLA chairs a working group that is tasked to:

- Increase the number of environmentally friendly products available through the federal supply system;
- Define a series of Environmental Attributes (criteria) to be applied to products (see <http://www.dlis.dla.mil/green/attributes/approved.asp>); and
- Encourage small business and other industry to manufacture and provide products and services to DoD that have less environmental impact and contribute to hazardous waste reduction.

Many of the Environmental Attributes reflect the mandatory purchasing programs that were already described. Other attributes such as low volatile organic compound products have not yet been adopted as mandatory purchasing requirements.

EPA’s EPP Database, found at <http://yosemite1.epa.gov/oppt/eppstand2.nsf>, is a tool to make it easier to purchase products and services with reduced environmental impacts. Environmental information on over 600 products and services is included.

This database will help you “buy greener” by linking you to:

- Contract language, specifications, and policies created and used by federal and state governments and others to buy environmentally preferable products and services;
- Environmental standards and guidelines for the product you want to buy;
- Vendor lists of product brands which meet these standards; and
- Other useful sources of information on the environmental benefit of products and services (e.g., EPP updates, guidance documents, fact sheets, EPP case studies, and miscellaneous information useful to government purchasers).

### 4.3 155th ARW Focus List of Purchases

The 155th ARW has identified the following items as opportunities for the GPP. The base will focus on items in the following list to determine if currently purchased items may be replaced with a similar, but “green” item.

#### Non-Paper Office Products

Binders, clipboards, file folders, clip portfolios, and presentation folders  
**Office furniture**  
 Office recycling containers  
**Office waste receptacles**  
**Plastic desktop accessories**  
 Plastic envelopes  
**Plastic trash bags**  
**Printer ribbons**  
**Toner cartridges**  
**Other office products**  
**Other printing products**

#### Construction Products

Building insulation products  
**Carpet (polyester)**  
**Carpet cushion**  
**Cement and concrete**  
**Consolidated and reprocessed latex paint**  
**Floor tiles**  
 Flowable fill (backfill)  
 Laminated paperboard  
 Modular threshold ramps  
 Nonpressure pipe  
**Patio blocks**  
 Railroad grade crossing surfaces  
**Roofing Materials**  
 Shower and restroom dividers/partitions  
 Green Procurement Plan

#### Paper and Paper Products

**Commercial/industrial sanitary tissue products**  
 Miscellaneous papers (tray liners)  
 Newsprint  
 Paperboard and packaging products  
**Printing and writing papers**

#### Park and Recreation Products

Park benches and picnic tables  
 Plastic fencing  
 Playground equipment  
 Playground surfaces  
 Running tracks

#### Miscellaneous Products

Awards and plaques  
 Bike racks  
 Blasting grit  
**Industrial drums**  
 Manual-grade strapping  
 Mats  
 Pallets  
**Signage**  
**Sorbents**

#### Electronics and Appliances

**Computers**

Structural fiberboard  
Other construction products

#### Landscaping Products

Compost  
Garden and soaker hoses  
Hydraulic mulch  
Lawn and garden edging  
Landscaping timbers and posts  
Other landscaping products

#### Non-Paper Office Products

Binders, clipboards, file folders, clip portfolios, and presentation folders  
Office furniture  
Office recycling containers  
Office waste receptacles  
Plastic desktop accessories  
Plastic envelopes  
Plastic trash bags  
Printer ribbons  
Toner cartridges  
Other office products  
Other printing products

#### Transportation Products

Channelizers  
Delineators and flexible delineators  
Parking stops  
Traffic barricades  
Traffic cones

Monitors  
Printers  
Scanners  
Fax machines  
Copiers  
Appliances  
Other Electronics

#### Chemical Substances

Class I or Class II ODS  
Cadmium  
Lead  
Polychlorinated biphenyls (PCBs)  
Mercury  
Naphthalene  
Cleaning products

#### Vehicular Products

Engine coolants  
Rebuilt vehicular parts  
Re-refined lubricating oils  
Retread tires  
Other transportation fleet maintenance products

## 5.0 GPP Execution

GPP procedures for 155th ARW are described below:

### 5.1 Preference

All 155th ARW organizations and personnel who specify, order, contract for, or otherwise procure goods and services that include any GPP items are tasked with ensuring that the standards associated with those items are met. This means that base buying organizations and personnel must actively seek vendors who can provide GPP items that meet the standards. In the event that the standards for a particular item cannot be met, the procuring organizations or personnel should attempt to procure the "greenest" item available within the constraints of performance, price, and availability.

There are three legitimate reasons for exempting an item purchase from GPP requirements. An exemption can be claimed, and a written justification is required (for recycled content items), if the product can't be acquired:

- Competitively within a reasonable period of time;
- At reasonable prices; or
- To meet reasonable performance standards within the specifications - a written summary by technical or requirements personnel of the performance standard's reasonableness must be included with the written justification.

Purchasers must choose products having the best environmental performance. The decision to pay more or less for such a product is left up to the procuring agency. Green products may outperform their conventional counterparts. Since some GPP products are more durable or require less maintenance, the *cost of the product over its entire life cycle* should be considered. For ANG purposes, a product is "unreasonably priced" if it costs more than a comparable non-"green" product. This is a judgment call for which no written policy exists. Procuring agencies are not required to purchase a "green" product if it costs more - and likewise, they are not required to claim the cost exemption if a product performs better, but is more expensive.

Written justification is required for every non-compliant purchase of recycled content (i.e., Guideline) items over \$2,500. There is no prescribed format for the written justification. The "Recovered Material Determination" document in Appendix C of this plan may be used, unless a different form is adopted by the ANG Readiness Center (ANGRC).

## 5.2 Promotion

Training and awareness are important first steps of the GPP. At a minimum base personnel with purchasing responsibilities should be familiar with this plan and know their responsibilities with respect to the GPP.

Promotion and awareness of the GPP will be the responsibility of the EMO in coordination with the HMMP, and contracting office(s). Promotion efforts will consist of the following activities:

- GPP Fact Sheet (see AFCEE web site at <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1> );
- Posters (see AFCEE web site at <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1> );
- GPC Training (see Defense Acquisition University web site at <http://www.dau.mil/>).

## 5.3 Certification

Federal Acquisition Regulation (FAR) 23.4 directs contracting officers to insert the provision at 52.223-4, Recovered Material Certification, into solicitations that are for, or specify the use of, a Guideline Item. Through the use of this provision, vendors certify that recovered materials will be used as required in the applicable specification. This provision is required to be included in solicitations regardless of the value.

In accordance with FAR 23.406, vendor estimates and certifications of recovered material content are required only for Guideline Items in solicitations and contracts valued at over \$100,000. For such solicitations, FAR 23.4 directs contracting officers to insert the clause at 52.223-9, requiring bidders to submit estimates of the percentage of recovered material that will be in Guideline Items anticipated to be provided as part of the contract. After a contract is awarded and being performed, FAR 23.4 directs contracting officers to include (if applicable) the clause at 52.223-9, requiring contractors to provide certifications of the percentage of the recovered material content for Guideline Items that were provided under the contract. For any contracts that are anticipated to exceed \$100,000, Logistics (LG) will need to ensure that the estimates are included in bid submittals, and that the certifications are required as part of the contract specifications/statement of work.

A list of service contracts and construction contracts can be obtained by contacting the contracting office that services 155th ARW.

## 5.4 Monitoring

The status of the GPP will be monitored via internal audits conducted by 155th ARW personnel. In addition, external audits of the base's GPP will be conducted as part of the Environmental, Safety, and Occupational Health Compliance Assessment and Management Program (ESOHCAMP).

Monitoring of GPP purchases is accomplished through the GSA tracking system. Purchases will be reviewed during ESOHCAMP audits.

## 6.0 Additional Information Sources on GPP

The USAF Guide to Green Purchasing is the reference for all the details:

<http://www.afcee.brooks.af.mil/eq/ap/gg/guide.doc>

The AFCEE web page also offers a GPP brochure, fact sheets, briefing slides, the Contracting Officer's Guide to GPP, policy documents, and links to web sites for federal environmental programs and information services.

<http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1>

In addition, a “Green Procurement Quick Reference Guide” is included in Appendix D of this plan.

## APPENDIX A

### Green Procurement Requirements Reference Sheet – Page 1

#### **Select Sources of Supply for Green Procurement Products and Services**

- GSA: <http://www.gsa.gov/environ>
- Energy Star®: <http://www.energystar.gov/> (note: Energy Star® does not sell products, but provides a list of manufacturers and their certified products)
- JWOD: <http://www.jwod.com/>
- UNICOR: [www.unicor.gov/](http://www.unicor.gov/)

#### **Determining Environmentally Preferable Product Attributes for Specific Purchase Types**

- For paints, carpet, office supplies, cleaners and particle board purchases:  
<http://www.greenseal.org/recommendations.htm>
- For construction projects:  
<http://www.epa.gov/opptintr/epp/tools/bees.htm>

#### **GPP Item Listings**

- CPG: <http://www.epa.gov/cpg/products.htm> (see reverse side of this page for the 2004 list of recycled-content products)
- Energy Star: <http://www.energystar.gov/>
- Alternatives to Ozone-Depleting Substances:  
<http://www.epa.gov/ozone/snap/lists/index.html>

#### **Resources for Environmentally Preferable Product Selection**

EPA Database of Environmentally Preferable Products and Services: <http://yosemite1.epa.gov/oppt/eppstand2.nsf>

## **Green Procurement Requirements Reference Sheet – Page 2**

The list below is provided as a quick reference for the U.S. EPA-designated CPG items as of January 2007. Green procurement requirements mandate that GPC holders purchase products that meet EPA recycled-content requirements for all purchases of the items listed. GPC holders record these purchases on the “GPC Purchasing Considerations and Guidelines Log.”

For questions regarding whether products count as “U.S. EPA-designated” or what the required recycled content for the item is, refer to the product descriptions on U.S. EPA’s Web site at [www.epa.gov/cpg/products.htm](http://www.epa.gov/cpg/products.htm). The EPA web site also lists any products that have been recently added to the CPG program.

### **Construction Products**

Building insulation products  
Carpet (polyester)  
Carpet cushion  
Cement and concrete containing coal fly ash, ground granulated blast furnace slag, cenospheres, or silica flume  
Consolidated and reprocessed latex paint  
Floor tiles  
Flowable fill (backfill)  
Laminated paperboard  
Modular threshold ramps  
Nonpressure pipe  
Patio blocks  
Railroad grade crossing surfaces  
Roofing Materials  
Shower and restroom dividers/partitions  
Structural fiberboard

### **Landscaping Products**

Compost made from yard trimmings or food waste  
Garden and soaker hoses  
Hydraulic mulch  
Lawn and garden edging  
Plastic lumber landscaping timbers and posts

### **Non-Paper Office Products**

Binders, clipboards, file folders, clip portfolios, and presentation folders  
Office furniture  
Office recycling containers  
Office waste receptacles  
Plastic desktop accessories  
Plastic envelopes  
Plastic trash bags  
Printer ribbons  
Toner cartridges

### **Paper and Paper Products**

Commercial/industrial sanitary tissue products  
Miscellaneous papers (tray liners)  
Newsprint  
Paperboard and packaging products  
Printing and writing papers

### **Park and Recreation Products**

Park benches and picnic tables  
Plastic fencing  
Playground equipment  
Playground surfaces  
Running tracks

### **Transportation Products**

Channelizers  
Delineators and flexible delineators  
Parking stops  
Traffic barricades  
Traffic cones

### **Vehicular Products**

Engine coolants  
Rebuilt vehicular parts  
Re-refined lubricating oils  
Retread tires

### **Miscellaneous Products**

Awards and plaques  
Bike racks  
Blasting grit  
Industrial drums  
Manual-grade strapping  
Mats  
Pallets  
Signage  
Sorbents

## APPENDIX B

### How to Register for GPP Training on the GoLearn Website



*Welcome.* The Gov Online Learning Center is located at [www.golearn.gov](http://www.golearn.gov).

#### Registering in the Gov Online Learning Center

If this is the first time taking a course at the Gov Online Learning Center you must first register in the system. **When you register select “Defense” for Organization and “Air Force” for Agency. For the Division field type in the functional role, (i.e. Contracting, Civil Engineering).** Registering in this manner will enable OPM to send functional specific training data to the Air Force to comply with DoD training metrics.

#### Registering for the Green Purchasing Course

To register for the Green purchasing course, you should first log on with the email and password (located at the top banner of the GoLearn site). Next, click on the *Full Catalog* button on the top navigation bar, you will see the first page of the Catalog. Click on the *Free Catalog* category and select the *Legislatively Mandated and Agency Required Topics* category. Then choose the following by clicking on its title: Course ID OPM008).

After you have clicked on the course title, hit the register button. You will see 2 multiple choice questions on the purpose and type of training. For the 1<sup>st</sup> question, you should select the last choice on the bottom of the page ‘Legislatively Mandated or Agency Required’ and hit the continue button. Answer the 2<sup>nd</sup> question as appropriate and hit the submit button. You are on the way to a great learning experience with the Gov Online Learning Center.

#### To Begin the Course

After you have registered for the course, click on the *My Courses* button on the top navigation bar. Courses you registered for are displayed. Select the *What is Green Purchasing, Anyway?* course and begin the course.

#### Course Completion

Once you have successfully completed the course, you will be able to print a completion certificate. To get the certificate, click on the *My Courses* button again. Each course will have a status (complete, incomplete or not attempted). When you have completed a course, there will be a green link that will take you to a certificate.

#### Continuous Learning Credit

Acquisition personnel receive 3 Continuous Learning (CL) credit points for completing this course. Personnel may use the web-based Acq Now CL tracker to document course completion and receive credit, <https://www.atrrs.army.mil/channels/acqnowcl/>.

## APPENDIX C

### Affirmative Procurement Determination

The following EPA designated guideline item is included in the specifications for project number \_\_\_\_\_ however compliance with the EPA standards is not achievable.

Item: \_\_\_\_\_

I have determined that the EPA guidelines were considered and determined inapplicable, based on the following:

\_\_\_\_\_ Item is not available within a reasonable period of time.  
(Need date: \_\_\_\_\_ Date available: \_\_\_\_\_)

\_\_\_\_\_ Item fails to meet a performance standard in the specifications.  
Specifically, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Item is not available from 2 or more sources.  
Market research was performed by calling \_\_\_\_\_(insert number)  
vendors, but only \_\_\_\_\_(enter name)  
was able to supply the item.

\_\_\_\_\_ Item was only available at an unreasonable price (i.e., recycled item  
cost more than non-recycled item).

Price of recycled item: \_\_\_\_\_

Price of non-recycled item: \_\_\_\_\_

This determination is made in accordance with FAR 23.404(b).

\_\_\_\_\_  
Billing Official / Contracting Official/  
(and Engineering if technical issue)

\_\_\_\_\_  
Date

## APPENDIX D

# ANG Green Procurement Quick Reference Guide

GPP Program Element	Recycled Content Products	Energy and Water Efficient Products	Alternative Fuel Vehicles, Alternative Fuels, and Fuel Efficient Vehicles	Biobased Products	Non-Ozone Depleting Substances	EPA Priority Chemicals	Environmentally Preferable Products
Mandatory?	YES	YES	YES	YES	YES	YES	VOLUNTARY
Products to Purchase	<p>Paper and paper products. </p> <p>Non-paper office products.</p> <p>Vehicular fleet maintenance products.</p> <p>Construction products.</p> <p>Landscaping products.</p> <p>Traffic control products.</p> <p>Park and recreation products.</p> <p>Other miscellaneous products.</p>	<p>The Department of Energy's Federal Energy Management Program (FEMP) and the Energy Star® program create the product lists.</p> 	<p>Light, medium, and heavy-duty motor vehicles (other than military tactical, law enforcement, and emergency vehicles) that use alternative fuels such as biodiesel, electricity, ethanol, hydrogen, natural gas, or propane.</p> <p>Vehicles that use advanced technologies such as fuel cells or hybrid drive trains.</p> 	<p>Office products.</p> <p>Printing products.</p> <p>Transportation fleet maintenance products.</p> <p>Construction products.</p> <p>Cleaning and landscaping products.</p>  	<p>Alternatives to Class I and Class II ODS.</p> 	<p>Known, readily available, less harmful substitutes for EPA-defined priority chemicals including cadmium, lead, polychlorinated biphenyls (PCBs), mercury, and naphthalene.</p> 	<p>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. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.</p>
Information Sources	<a href="http://www.epa.gov/cpg/products.htm">www.epa.gov/cpg/products.htm</a>	<a href="http://www.energy.gov/products">www.energy.gov/products</a>	<a href="http://www.eere.energy.gov/afdc">www.eere.energy.gov/afdc</a>	<a href="http://www.biobased.oce.usda.gov/public/index.cfm">http://www.biobased.oce.usda.gov/public/index.cfm</a>	<a href="http://www.epa.gov/ozone/snap/lists/index.html">www.epa.gov/ozone/snap/lists/index.html</a>	<a href="http://www.afcee.brooks.af.mil/proc/PRO-ACHome.asp">www.afcee.brooks.af.mil/proc/PRO-ACHome.asp</a>	<a href="http://yosemite1.epa.gov/oppt/epstand2.nsf">http://yosemite1.epa.gov/oppt/epstand2.nsf</a>

## APPENDIX E

### Bio-Based Products Information

Until USDA designates biobased items and establishes the voluntary labeling program, you can find biobased products by visiting the following sites:

- On the [Biobased Manufacturers Association](#) web site, look for the “Biobased Supercenter” information.
- The [DOE Biomass Program](#) develops technology for conversion of biomass (plant-derived material) to fuels, chemicals, materials and power, so as to reduce dependence on foreign oil and foster growth of biorefineries. Today's biomass fuels include ethanol, biodiesel, biomass power, and industrial process energy.
- The United Soybean Board web site offers a products guide that lists consumer and industrial products.
- The National Corn Growers Association web site has a [database of information on availability of corn-based products](#) for industrial and consumer use.
- The GSA Environmentally Preferred Products guide will include a biobased product category when more products become available. ( <http://www.gsa.gov/portal/content/105365>)
- NISH (the National Industries for the Severely Handicapped) is a source for janitorial services and is actively working to become a leader in green cleaning practices, including biobased product use.