



Buy Recycled:  
Train the Trainer  
Program

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Workshop Handbook



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## TABLE OF CONTENTS

<b>PHASE I</b>	<b>Where to Begin Why Buy Recycled &amp; EPP EPA List of EPP</b>	<b>3-15</b>
<b>PHASE II</b>	<b>Setting Goals Developing Your Program</b>	<b>16-24</b>
<b>PHASE III</b>	<b>Developing Your Program Roles &amp; Responsibilities Instructions Training Contract Language Clauses Final Thoughts</b>	<b>25-62</b>
<b>PHASE IV</b>	<b>Where to Buy Recycled Products Modeling Successful Programs</b>	<b>63-105</b>
<b>RESOURCES</b>		<b>106-115</b>
<b>DEFINITIONS</b>		<b>116-127</b>
<b>REFERENCES</b>		<b>128-132</b>



## INTRODUCTION

This handbook was developed to provide you with information and examples of how you can design your purchasing program and procurement processes to be more environmentally responsible. This is a tool that can be used by anyone who purchases products or services or makes specifications for such acquisitions.

Most anyone who begins a program with an environmental focus has a common question, “Where do I start?” Contained within this handbook are several sources, ideas, methods, contacts and success stories that you can borrow for your use in designing your own “green purchasing strategy”.

You have often heard the common phrase, “don’t reinvent the wheel”. If something already works, then use it to your advantage. Buying recycled and environmentally friendly products have been common practice for many Federal agencies, as well as state and local governments for quite some time. But it hasn’t always been an exclusive practice of the government. Many private and non-profit industries have developed their own approach to buying products that are more responsible to the environment; which has saved these agencies time and money by taking a different type of approach to their procurement processes.

In this guide, we will identify recycled content products (items made from post-consumer or recovered material content) and environmentally preferable products (a product that has a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose) while giving many suggestions and guidance on how to develop your program that incorporates these types of items.

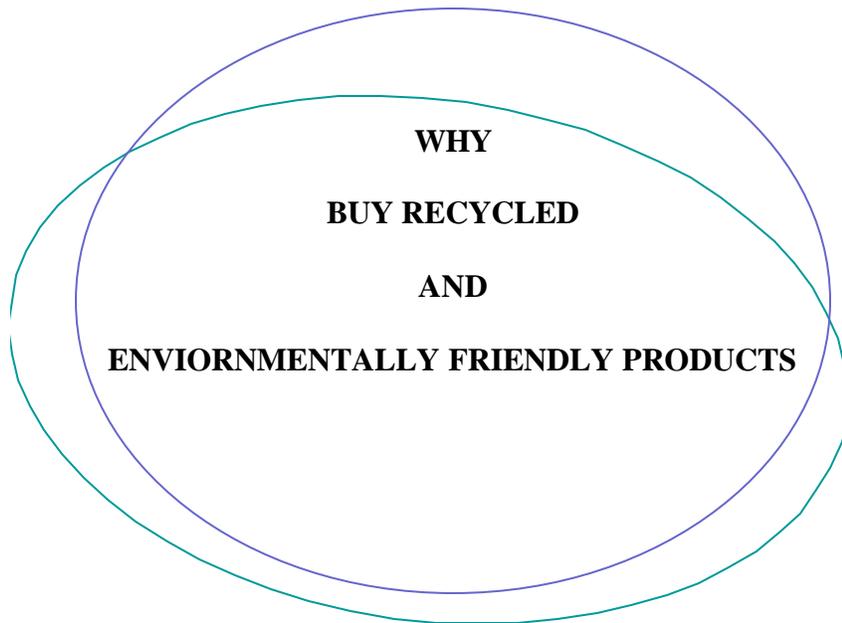
In the following chapters there are many ideas, approaches, concepts, and processes that will be discussed in order to give you the broadest range of possibilities for developing your own green procurement strategy. This handbook contains “borrowed” information from a number of sources, which can be found in the “Resources” section of this handbook. Once again don’t reinvent the wheel-borrow from others.

## **Forward**

This manual is designed to assist you in developing a “Green Products Program” for your organization. The information contained within these pages is simply for your reference. It is not a stringent set of rules; it is merely a guideline with tools and strategies that will assist in the development of your program.

You have at your fingertips one of the most comprehensive manuals available today. It takes into account several resources and guides that have been in public distribution for well over a decade. This manual has been prepared by using information from many Federal agencies, state and local governments, private industries and non-profits. All of the resources used can be found throughout the manual in addition to the “Resources” and “References” section. The information is deemed reliable, but not guaranteed. For more information on any of the “green” programs contained within this manual, please contact the organizations directly.

# Phase I Training





## WHERE TO BEGIN

Where we will begin is in the direction that the Federal government is taking with this type of approach to green procurement. The most comprehensive information can be found in the Resource Conservation and Recovery Act Section 6002 (RCRA 6002) and Executive Order 13101 (EO13101). The Resource Conservation and Recovery Act (RCRA) was enacted in 1976 to put into practice the conservation of our nation's natural resources, reducing pollution, reducing or eliminating the use of toxic substances and the practice of buying recycled content products made with recovered materials.

EO13101 is the federal government's guiding principle to buy recycled content and environmentally preferable products (EPP), as well as their direction to adhere to RCRA 6002 and to establish these guidelines into daily operations. Those guidelines reinforce the government's commitment to buy recycled and environmentally friendly products. The EO also placed a responsibility on the Environmental Protection Agency (EPA), which has been tasked with developing a list of items containing recycled content materials in addition to developing guidelines for the purchase of these products. These guidelines include recovered material content, post-consumer content, environmental attributes, and other related factors.

Affirmative Procurement (AP) was the first name given to the Federal buy-recycled purchasing program. The intent of the program is to stimulate recycling by providing a market for new products manufactured with recycled materials. Since the federal government is the country's largest purchaser of goods and services, they have the ability to help create and stabilize markets for recycled-content products.

Before EO13101 was signed on September 14, 1998, EO12873 was the order that mandated the AP program. It emphasized buying recycled-content products because those products helped reduce solid waste disposal, minimize natural resource use, and typically use less energy to manufacture than comparable "virgin" material products. These are good environmental performance characteristics, but there are other considerations that recycled-content products generally don't address: reducing toxicity, preventing air or water pollution, or reducing negative effects like global warming or ozone depletion. The new Executive Order (EO13101) addresses that those attributes should be considered in the acquisition process in addition to giving preference to another category of environmentally preferable purchasing, which are biobased products.

EO 13101 encourages federal agencies to modify their AP programs to give consideration to "biobased products", which is "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."

Biobased products can offer several distinct advantages, which include environmental, energy, and resource conservation. This expands the nation's capabilities to take advantage of new and innovative technologies. Many of these products offer performance advantages over conventional items, such as enhanced quality, durability, flexibility and strength. They can also be biodegradable. Examples of products currently available commercially include: absorbents (derived from low-value wool or cotton linters), adhesives (derived from plants), all purpose cleaners (made from plant enzymes), construction materials like wall panels (made from wheat straw or other plant fibers), vegetable-based lubricating oils (from oil seed crops), paints and coatings (with seed oil based materials), renewable fiber or "tree-free" paper, and various uses for vegetable starches. These "biobased" products often put materials to use that were once destined for the landfill. Since they are usually made of "natural" materials with limited processing, they may also be less toxic and require fewer chemicals and less energy to produce.

State and local governments, including private industries, are encouraged to model these programs that the Federal government has initiated. By following the success of the Federal government's pollution prevention initiatives, which includes buying recycled and environmentally preferable products, everyone involved benefits in many ways. EO13101 section 705(b) states "Executive agencies shall also consider cooperative ventures with State and local governments to promote recycling and waste reduction in the community". State and local governments can use this directive to their advantage in order to achieve greater success with their programs.



## WHY BUY RECYCLED & ENVIRONMENTALLY PREFERABLE PRODUCTS?

### HOW TO OVERCOME OBSTACLES

Chances are that when you begin to develop your program, you will be faced with this question, “why should I buy recycled or environmentally preferable products?”

Let’s start with the basics. Successful recycling includes the collection and separation of used but recyclable materials. Those materials are then processed and manufactured into new products, replacing the need for some virgin materials. Finally, as these products are returned to the marketplace as new consumables, they are purchased and used, thus completing the cycle. By giving recycling a purpose, the demand for products containing recovered materials increase.

The importance of increasing the amount of recovered materials stems from the fact that

- 1) Our landfills are shrinking,
- 2) Tipping fees are increasing, which makes it ever more expensive to throw away recyclables.
- 3) We are depleting the amount of our natural resources at an alarming rate. If we don’t stop the harvesting and extraction of virgin materials, what could be a convenience product of today could be a thing of the past. By harvesting virgin resources, the process destroys species of plant and animal life, which directly impacts the survival of the human race.

*If you come across someone who still doesn’t understand why they should buy recycled and environmentally friendly products try this approach on them.*

### **Tell them to buy recycled because it...**

**Conserves Resources and Energy** – Buying recycled and environmentally preferable products while reducing waste reduces our dependency on virgin materials and saves energy. In 2005, recycling is conservatively projected to saving energy equal to the yearly energy used in six million households.

**Creates Jobs & Economic Opportunities** – To maintain and expand recycling industries, end markets for recycled products need to continue to grow. Recent studies on certain states show that if that same information is averaged and applied on a national level, recycling and remanufacturing activities account for approximately one million manufacturing jobs and more than \$100 billion in revenue.

**Creates New Markets** – Buying recycled and environmentally preferable products helps create and strengthen long-term, stable markets for recyclable materials and helps improve revenues from recycling programs. The vast supply of dependable low cost materials from community collection programs has spurred many businesses to develop new and innovative technologies and products, which leads to competition and a better quality of products, while producing more jobs and opportunities.

**Reduces The Disposal of Recyclable Materials** – Recycled products create markets, further stimulating recovery of under utilized materials and decreasing the amount of material being disposed in landfills or combustion facilities. It is estimated that without recycling, we would need 92 additional landfills to handle the disposal capacity of Dallas and Detroit combined.

**Saves Money** – In the long run, buying recycled, environmentally preferable, recyclable and waste-reduced products will save you money, especially in waste management and disposal costs.

**Reduces Pollution From the Manufacturing Process** – Many pollutants are released by the extraction and processing of raw materials. Some of these pollutants are known to be carcinogenic or toxic to humans, wildlife and the environment. Recycling is a highly effective strategy for reducing risks associated with virgin material extraction and processing.

**Sets an Example for the Private Sector** – Since government spending at all levels represents 20% of the Gross National Product, government agencies are leading the way by setting an example for the private sector. Public agencies can also demonstrate product performance and exhibit leadership in developing product specifications.

**Strengthens Organizational Image** – Buying recycled products can foster goodwill among employees and citizens. Buying recycled and environmentally preferable products is a win-win situation for the government, the taxpayers, and for the nation as we conserve and use our natural resources wisely. Most recycled products meet the same technical and quality specifications as their virgin counterparts, and may provide superior characteristics and be less expensive.

**For Future Generations** – The earth's natural resources are limited and the ability to cultivate renewable resources is only available to a limited capacity. Action needs to be taken today to maximize the many economic, environmental, and societal benefits that recycling provides. If we work together now we can ensure that our children and their children will enjoy a quality of life even better than our own.

**And...Because It's The Right Thing To Do!**

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## **EPA LIST OF DESIGNATED PRODUCTS**

In an effort to comply with the affirmative procurement requirements of Section 6002 of RCRA and Executive Order 13101, the Government strongly promotes the use of the recycled and recovered materials and products identified in the Environmental Protection Agency's Comprehensive Procurement Guidelines. These materials and products must meet the requirements of the specifications, must not delay the progress of the work, and must not be cost prohibitive. EPA guideline items are seen as the minimum that should be considered when evaluating recycled/reused materials. Other materials and products not listed, but commonly used in industry outside of the government, should also be considered.

EPA issues guidance on buying recycled-content products in documents called Recovered Material Advisory Notices (RMAN) and the Comprehensive Procurement Guidelines (CPG). The RMAN determine appropriate recycled-content ranges for CPG products based on current information about commercially available recycled-content and environmentally preferable products. These ranges are updated as market conditions change. EPA's CPG web page consolidates the CPG and RMAN information. On the "Products" section of the page, users can view a series of tables listing the guideline items, which are linked to more tables describing the specific recycled-content requirements for each item. For those who need background information or more detail, the full text of each CPG and RMAN is also found on the CPG web page, which is located at [www.epa.gov/cpg](http://www.epa.gov/cpg).

The EPA List of Designated Products is a guide developed to assist the federal government and any other interested party to continue the effort to promote the use of materials recovered from solid waste. Buying recycled products ensures that the materials collected in recycling programs will be used again in the manufacture of new products. The CPG program is authorized by Congress under Section 6002 of the Resource Conservation and Recovery Act (RCRA 6002) and Executive Order 13101 (EO13101). EPA is required to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. It is an excellent guide for anyone outside the federal government to begin an environmentally sound purchasing program. It shows the types of recycled content products that can be obtained with recycled content that is readily available throughout the US. It is strictly a guide. If you cannot obtain products with these levels of recommendations, then you can still obtain products with recovered material that is close to these recommendations.

The EPA List of Designated Products is found at:

EPA/RCRA Hotline - U.S Environmental Protection Agency- 1-800-424-9346

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

[www.epa.gov/cpg](http://www.epa.gov/cpg)

<b>PAPER AND PAPER PRODUCTS</b>	<b>Recovered Material Content Recommendations</b>
<b>Uncoated Printing and Writing Papers</b>	
Reprographic Paper	30% Post-consumer fiber
Offset Paper	30% Post-consumer fiber
Tablet Paper	30% Post-consumer fiber
Forms Bond	30% Post-consumer fiber
White Wove Envelopes	30% Post-consumer fiber
White/Colored Kraft Envelopes	10% -20% Post-consumer fiber
Unbleached Kraft Envelopes	10% Post-consumer fiber
Cotton Fiber Paper	30% Post-consumer fiber
Text & Cover Paper	30% Post-consumer fiber
Supercalendered Paper	10% Post-consumer fiber
Machine Finished Groundwood	10% Post-consumer fiber
Papeteries (Invitation Paper)	30% Post-consumer fiber
Check Safety	10% Post-consumer fiber
<b>Coated Printing Writing Papers</b>	
<b>Recovered Material Content Recommendations</b>	
Coated Printing Paper	10% Post-consumer fiber
Carbonless Paper	30% Post-consumer fiber
<b>Bristols</b>	
File Folders	30% Post-consumer fiber
Dyed filing Products (hanging or file folders)	20% -50% Recovered fiber incl. 20% Post-consumer
Cards (Index, postal and other.)	50% recovered fiber, incl. 20% Post-consumer fiber
Pressboard Report Covers and Binders.	50% recovered fiber, incl. 20% Post-consumer fiber
Tags and Tickets	20% -50% Recovered fiber incl. 20% Post-consumer
<b>Newsprint</b>	20% -100% recovered fiber, incl. 20% -85% post-consumer
<b>Tissue and Towel Products</b>	
<b>Recovered Material Content Recommendations</b>	
Bathroom Tissue	20% -100% Recovered, incl. 20% -60% Post-Consumer
Paper Towels	40% -100% Recovered, incl. 40% -60% Post-Consumer
Paper Napkins	30% -100% Recovered, incl. 30% -60% Post-Consumer
Facial Tissue	10% -100% Recovered, incl. 10% -15% Post-Consumer
General Purpose Industrial Wipers	40% -100% Recovered, incl. 40% Post-consumer

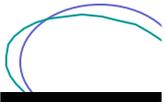
<b>Paperboard and Packaging</b>	<b>Recovered Material Content Recommendations</b>
Corrugated Containers	
<300 psi	<b>25% -50% Recovered, incl 25% -50% Post-Consumer</b>
300 psi	<b>25% -30% Recovered, incl 25% -30% Post-Consumer</b>
Solid Fiber Boxes	<b>40% Post-Consumer Fiber</b>
Folding Cartons	<b>100% Recovered Fiber, incl. 40% -80% Post-Consumer</b>
Industrial Paperboard (tubes, cores, drums, cans)	<b>100% Recovered Fiber, incl.45% -100% Post-Consumer</b>
Misc. (pad backs, book covers, mailing tubes.	<b>90% -100% Recovered, incl 75% -100% Post-Consumer</b>
Padded Mailers	<b>5% -15% Post-Consumer Fiber</b>
Carrierboard	<b>10% -100% recovered fiber, incl. 10% -15% P/C</b>
Brown Papers (i.e. wrapping paper & bags)	<b>5% -40% recovered fiber, incl. 5% -20% Post-Consumer</b>
<b>Miscellaneous Paper Product</b>	
Tray Liners	<b>100% recovered fiber, incl. 50% -75% Post-Consumer</b>
<b>VEHICULAR PRODUCTS</b>	
<b>Recovered Material Content Recommendations</b>	
Re-refined lubricating oils (engine oils, hydraulic fluids, gear oils)	<b>25% re-refined oil in the basestock</b>
Retread Tires	<b>Purchase retread tires and/or tire retreading services</b>
Engine Coolants	<b>Reclaim spent engine coolant on-site or establish a service contract for reclamation of spent coolant.</b>
<b>CONSTRUCTION PRODUCTS</b>	
<b>Recovered Material Content Recommendations</b>	
Cement & Concrete containing coal fly ash.	<b>20% -40% coal fly ash, in accordance with ASTM and AASHTO specifications.</b>
Cement & Concrete containing Ground Granulated Blast Furnace Slag (GGBF)	<b>25% -50% GGBF slag, in accordance with ASTM and AASHTO specifications, depending on usage.</b>
Structural Fiberboard	<b>80% -100% recovered materials</b>
Laminated Paperboard	<b>100% Post-Consumer Paper</b>
Polyester Carpet (face fiber)	<b>25% -100% Post-Consumer Materials</b>
Floor Tiles (heavy duty and commercial use)	<b>90% -100% Post-Consumer Rubber or Plastic.</b>
Patio Blocks	<b>90% -100% Post-Consumer Rubber or Plastic.</b>
Insulation, Cellulose	<b>75% Post-Consumer Paper</b>
Insulation, Fiberglass	<b>20% -25% Recovered Glass</b>
Insulation, Rockwool	<b>75% Recovered Slag</b>
Insulation, Perlite Composite Board	<b>23% Post-Consumer Paper</b>

Insulation, Plastic Rigid Foam (polyisocyanurate/polyurethane)	9% Recovered Materials
<b>CONSTRUCTION PRODUCTS</b>	<b>Recovered Material Content Recommendations</b>
Insulation, Plastic Foam-In-Place (polyisocyanurate/polyurethane)	5% Recovered Materials
Insulation, Plastic Rigid Foam (Glass Fiber Reinforced)	6% Recovered Materials
Insulation, Plastic Rigid Foam (Phenolic)	5% Recovered Materials
Insulation, Non-Woven Plastic Batt	100% Recovered and/or Post-Consumer Materials
Shower & Restroom Dividers, Steel	Either 25% Recovered Materials, incl. 16% Post-Consumer or 100% Recovered Materials, Incl. 67% Post-Consumer Materials
Shower & Restroom Dividers, Plastic	20% -100% Recovered Materials, incl. 20% -100% Post -Consumer Plastic
Latex Paint, Reprocessed (white, off-white and pastel colors)	20% Post-Consumer Latex Paint
Latex Paint, Reprocessed (grey, brown, earthtones, & other dark colors.)	50% -99% Post-Consumer
Latex Paint, Consolidated	100% Post-Consumer Latex Paint
Carpet Cushion, Bonded Polyurethane	15% -50% Recovered Materials, incl. 15% -50% Post-Consumer Materials
Carpet Cushion, Jute	40% Post-Consumer Materials
Carpet Cushion, Synthetic Fibers	100% Post-Consumer Materials
Carpet Cushion, Rubber	60% -90% Recovered Materials Incl. 60% -90% Post-Consumer Materials
Flowable Fill Containing Coal Fly Ash and/or Ferrous Foundry Sands	Refer to Tables C-9a, C-9b and C-9c in EPA's RMAN III and American Concrete Institute Report ACI 229R-94
Railroad Grade Crossing Surfaces, Coal Fly Ash	15% -20% Recovered Materials
Railroad Grade Crossing Surfaces, Rubber	85% -95% Recovered Materials
Railroad Grade Crossing Surfaces, Steel	Either 25% Recovered Materials, incl. 16% P/C or 100% Recovered Materials, incl. 67% Recovered Materials.
<b>TRANSPORTATION PRODUCTS</b>	<b>Recovered Material Content Recommendations</b>
Traffic Cones	50% -100% Recovered Rubber or Plastic
Traffic Barricades, Plastic	100% Recovered Rubber or Plastic, Incl. 80% -100% Post-Consumer Materials
Traffic Barricades, Steel	Either 25% Recovered Materials, Incl. 16% P/C Materials or 100% Recovered Materials, Incl. 16% Post-Consumer Materials
Traffic Barricades, Fiberglass	100% Recovered Fiberglass

Channelizers	<b>25% -95% Post-Consumer Plastic or 100% Rubber (base only)</b>
<b>TRANSPORTATION PRODUCTS</b>	
	<b>Recovered Material Content Recommendations</b>
Delineators	<b>25% -90% Post-Consumer Plastic or 100% Rubber (base only) or, for the Steel Base, either 25% Recovered Materials Incl. 16% P/C or 100% Recovered Materials Incl. 67% P/C Materials</b>
Flexible Delineators	<b>25% -85% Post-Consumer Plastic</b>
<b>PARK &amp; RECREATION PRODUCTS</b>	
	<b>Recovered Material Content Recommendations</b>
Playground Surfaces	<b>90% -100% Post-Consumer Rubber or Plastic</b>
Running Tracks	<b>90% -100% Post-Consumer Rubber or Plastic</b>
Plastic Fencing	<b>90% -100% Recovered Materials Incl. 60% -100% Post-Consumer Plastic</b>
Park Benches & Picnic Tables, Plastic	<b>100% Recovered Materials Incl. 90% -100% Post-Consumer</b>
Park Benches & Picnic Tables, Plastic Composite	<b>100% Recovered Materials Incl. 50% -100% Post-Consumer</b>
Park Benches & Picnic Tables, Aluminum	<b>25% Post-Consumer Materials</b>
Park Benches & Picnic Tables, Concrete	<b>15% -40% Recovered Materials</b>
Park Benches & Picnic Tables, Steel	<b>Either 25% Recovered Materials, Incl. 16% P/C Materials or 100% Recovered Materials, Incl. 67% P/C Materials</b>
Playground Equipment, Plastic	<b>100% Recovered Materials, Incl. 90% -100% Post-Consumer Materials</b>
Playground Equipment, Plastic Composites	<b>95% -100% Recovered Materials, Incl. 50% -75% Post-Consumer Materials</b>
Playground Equipment, Steel	<b>Either 25% Recovered Materials, Incl. 16% P/C or 100% Recovered Materials Incl. 67% Post-Consumer</b>
Playground Equipment, Aluminum	<b>25% Post-Consumer Materials</b>
<b>LANDSCAPING PRODUCTS</b>	
	<b>Recovered Material Content Recommendations</b>
Hydraulic Mulch	<b>100% Post-Consumer Paper or Blend of 100% Recovered Wood and/or Paper</b>
Compost Made From Yard Trimmings and/or Food Waste	<b>(1) Purchase compost made from yard trimmings and/or food waste (2) Establish a composting system/program.</b>
Garden Hoses	<b>60% -65% Post-Consumer Rubber and/or Plastic</b>
Soaker Hoses	<b>60% -70% Post-Consumer Rubber and/or Plastic</b>
Lawn and Garden Edging	<b>30% -100% Recovered Materials Incl. 30% -100% Post-Consumer Plastic and/or Rubber</b>
Plastic Lumber Landscaping Timbers & Posts, HDPE	<b>75% -100% Recovered Materials Incl. 25% -100% Post-Consumer Plastic and/or Rubber</b>
Plastic Lumber Landscaping Timbers & Posts, Mixed Plastics/Sawdust	<b>100% Recovered Materials Incl. 50% Post-Consumer Materials</b>
Plastic Lumber Landscaping Timbers & Posts, HDPE/Fiberglass	<b>95% Recovered Materials Including 75% Post-Consumer Materials</b>

HDPE/Fiberglass	
Plastic Lumber Landscaping Timbers & Posts, Other Mixed Resins	<b>95% -100% Recovered Materials Incl. 50% -100% Post-Consumer Plastic and/or Rubber</b>
<b>NON-PAPER OFFICE PRODUCTS</b>	
	<b>Recovered Material Content Recommendations</b>
Office Recycling Containers & Office Waste Receptacles, Plastic	<b>20% -100% Post-Consumer Plastic</b>
Office Recycling Containers & Office Waste Receptacles, Steel	<b>25% Recovered Materials, Incl. 16% Post-Consumer Materials</b>
Office Recycling Containers & Office Waste Receptacles, Paper	<b>Use the content levels recommended for paper products (i.e. corrugated or paperboard)</b>
Plastic Desktop Accessories	<b>25% -80% Post-Consumer Polystyrene.</b>
Toner Cartridges	<b>Purchase remanufactured toner cartridges or establish a cartridge remanufacturing services or purchase new cartridges containing recovered materials.</b>
Binders, Plastic Covered	<b>25% -50% Recovered Plastic in the Plastic Cover</b>
Binders, Chipboard, Paper Board , Pressboard	<b>Use the content levels recommended for paper products (i.e. misc. paperboard products, pressboard, etc.)</b>
Solid Plastic Binders, HDPE	<b>90% Post-Consumer Materials</b>
Solid Plastic Binders, PE	<b>30% -50% Recovered Materials Incl. 30% -50% P/C</b>
Solid Plastic Binders, PET	<b>100% Post-Consumer Materials</b>
Solid Plastic Binders, Misc. Plastics	<b>80% Post-Consumer Materials</b>
Plastic Trash Bags	<b>10% -100% Post-Consumer Plastic</b>
Printer Ribbons	<b>Purchase printer ribbon reinking or reloading services or purchase reinked or reloaded printer ribbons.</b>
Plastic Envelopes	<b>25% -35% Recovered Plastic Incl. 25% P/C Plastic</b>
Plastic Clipboards, HDPE	<b>90% Post-Consumer Materials</b>
Plastic Clipboards, PS	<b>50% Post-Consumer Materials</b>
Plastic Clipboards, Miscellaneous Plastics	<b>15% -80% Recovered Materials, Incl. 15% P/C Materials</b>
Plastic File Folders, HDPE	<b>90% Post-Consumer Materials</b>
Plastic Clip Portfolios, HDPE	<b>90% Post-Consumer Materials</b>
Plastic Presentation Folders, HDPE	<b>90% Post-Consumer Materials</b>

<b>MISCELLANEOUS PRODUCTS</b>	<b>Recovered Material Content Recommendations</b>
Pallets, Wooden	<b>95% -100% Post-Consumer Wood</b>
Pallets, Plastic Lumber	<b>100% Post-Consumer Plastic</b>
Pallets, Thermoformed Plastic	<b>25% -50% Post-Consumer Plastic</b>
Pallets, Paperboard	<b>50% Post-Consumer Paper</b>
Sorbents, Paper	<b>100% Recovered Materials, Incl. 90% -100% P/C Mat's</b>
Sorbents, Textiles	<b>95% -100% Recovered Materials, Incl. 95% -100% P/C</b>
Sorbents, Plastics	<b>25% -100% Recovered Materials</b>
Sorbents, Wood	<b>100% Recovered Materials</b>
Sorbents, Other Organics/Multi-Materials	<b>100% Recovered Materials</b>
Industrial Drums, Steel	<b>25% Recovered Materials, Incl. 16% P/C Materials</b>
Industrial Drums, Plastic HDPE	<b>30% -100% Recovered Materials, Incl. 30% -100% P/C</b>
Industrial Drums, Fiber	<b>100% Post-Consumer Materials</b>
Awards & Plaques, Glass	<b>100% Recovered Materials, Incl. 75% -100% P/C Matl's</b>
Awards & Plaques, Wood	<b>100% Recovered Materials</b>
Awards & Plaques, Paper	<b>40% -100% Recovered Materials, Incl. 40% -100% P/C Materials</b>
Awards & Plaques, Plastic & Plastic Wood Composites	<b>95% -100% Recovered Materials, Incl. 50% -100% Post-Consumer Materials</b>
Mats, Rubber	<b>85% -100% Recovered Materials, Incl. 75% -100% Post-Consumer Materials</b>
Mats, Plastic	<b>100% Recovered Materials, Incl. 10% -100% P/C Materials</b>
Mats, Rubber/Plastic Composites	<b>100% Post-Consumer Materials</b>
Signs, Plastic	<b>80% -100% Recovered Materials, Incl. 80% -100% P/C</b>
Signs, Aluminum	<b>25% Post-Consumer Materials</b>
Signs Supports & Posts, Plastic	<b>80% -100% Recovered Materials, Incl. 80% -100% Post-Consumer</b>
Signs Supports & Posts, Steel	<b>Either 25% recovered materials, Incl. 16% Post-Consumer Materials, or 100% Recovered Materials, Incl. 67% Post-Consumer Materials</b>
Manual Grade Strapping, Polyester	<b>50% -85% Recovered Materials, Incl. 50% -85% Post-Consumer Materials</b>
Manual Grade Strapping, Polypropylene	<b>10% -40% Recovered Materials</b>
Manual Grade Strapping, Steel	<b>Either 24% Recovered Materials, including 16% Post-Consumer Materials or 100% Recovered Materials, Including 67% Post-Consumer Materials</b>



## ENVIRONMENTALLY PREFERABLE PURCHASING

**Environmentally Sound or Preferable** – A product or service that minimizes damage to the environment and is less harmful to the environment to use, maintain, and dispose of in comparison to a competing product or service. Also defines products or services that have a lesser or reduced effect on human health and the environment when compared to similar 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 product or service.

**Environmentally Preferable Purchasing:** Considering attributes such as recycled content, toxicity, reusability, durability, and repair-ability before you buy a product.

To paraphrase, environmentally preferable purchasing is to buy products that are made with recycled content, have less packaging, and are energy efficient, don't create hazardous waste, and incorporate other environmentally preferable attributes.

A few examples are:

- Citrus Based Cleaners
- Biobased Paints
- Soy Based Solvents
- Grey water irrigation systems
- Green Lights programs
- Alternative Fueled Vehicles that run off of natural gas or a hybrid electric/gas vehicle.
- Energy Star Products that reduce energy consumption or have a “power save” mode, such as printers, computers and copiers.
- Closed loop contracts requires to pick up spent cores, tires or other products for recycling or remanufacturing; thus removing the liability of recycling or disposal from the contracting agency.

### **Environmentally Preferable Purchasing Can Also Include:**

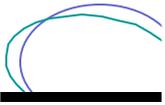
- Any type of equipment or product that has the ability to be remanufactured, repaired, reused or rebuilt.
- Renting or leasing equipment.
- Products that are recyclable after its intended use has been completed
- Reducing the amount of a product used, such as double-sided copying.
- Products that have a long life cycle.
- Purchasing products that are more durable than their counterparts.
- Purchasing products containing non-toxic and non-hazardous materials.
- Purchasing products that have less packaging or reuse old packaging (closed loop system).
- Purchasing products that are reusable, refillable or returnable.
- Purchasing products in bulk.
- Reduced packaging in products.
- Share or reuse resources within your organization

Final thoughts:

- As organizations purchase and use a broader range of environmentally preferable products, more benefits will be discovered. Such as durability, reduced toxicity, the cost of hauling and disposing waste, the purchase price of new materials and the elimination of waste streams are likely to be among the common advantages. These actions save time, money and other resources that cannot be regained.
- One way to spread the word is outreach to buyers and other participants by using venues such as America Recycles Day and the National Recycling Coalition.
- Don't reinvent the wheel, borrow from others.

# Phase II Training





## SETTING GOALS

*The following excerpts on goal setting are borrowed from "Cornerstones of Managing for High Performance", Copyright Career Success Seminars.*

"When we have no personal goal which we are interested in, and which means something to us, we are apt to go round in circles." - Maxwell Maltz

"Start by doing what is necessary; then do what's possible; and suddenly you are doing the impossible." – St. Francis of Assisi

"Imagination is more powerful than knowledge. If one advances confidently in the direction of his dreams and endeavors to live the life which he has imagined, he will meet with a success unexpected." - Albert Einstein

"The difference between a goal and a dream is the written word." -Gene Donohue

"Learn how to set your goals-

- a. Write down your goals
- b. Give yourself a deadline
- c. Set your standards high."

- Napoleon Hill

- W. Clement Stone

"Obstacles are those frightful things you see when you take your eyes off your goals." – Unknown

## UNDERSTANDING GOAL SETTING VS. PROBLEM SOLVING

There is a difference between goal setting and problem solving. For the majority of people, they would rather solve problems than set goals. It is easier for most to work on a project, than to develop a project, deal with decisions and follow through vs. big picture brainstorming. For problem solving people, making them set goals is about as easy as switching careers or taking a vacation to the moon. The reality is that some people are visionary, those who can set goals and achieve them with great success. There are others who are problem solvers and always look for new and innovative ways to finding a solution within an existing problem.

Goal setting is adding totally new dimensions to the already existing system, program, idea or project. Problem solving is solving problems within the existing system, program, idea or project. One of your goals is to understand your Green Team's preference and build an environment to maximize their strengths and implement the goal setting process in a way that all can be comfortable and respond positively.

It is ok to mix and match your approach to a situation as long as the group understands their own internal dynamics. For example, you may have a group of ten, which nine could be problem solvers and one could be a goal setter. While the majority of the work for goal setting in this example would fall on the one individual, the remainder of the group can assist with some brainstorming and approaches to setting the goal. Once everyone agrees on the goal(s) to be accomplished, then the nine problem solvers can set out to make that goal happen with their approach on certain solutions and ideas.

Remember, there is a big difference between goals and problems: goals require adding to an existing situation, while problems require fixing the existing situation. Goal setters instinctively think offense. Problem solvers think defense. Good teams need both to win a championship.

## GOAL SETTING

The purpose of goal setting is to transform ideas into a clear plan and objective to achieve them. Goals are dreams with deadlines. Once a goal is set and has a focus, it is easier to achieve. Goals are useful for:

1. Defining a purpose.
2. Helping to make difficult decisions.
3. Giving direction to your project and keeping you on track.
4. Resolving conflict.
5. Building confidence.
6. Adding respect or sense of value to the objective.

A good place to start is to get to know your organization. Who are the goal setters? Who are the problem solvers? Then you must establish trust. Without trust, the goal setting process is perceived as self-serving to the organization and worthless to the individual. (Worksheet goes along with this).

A clear focus is magic. It is the object or aim of a person's actions. On the job a clear focus is what an employee is trying to accomplish. The following is a list of familiar concepts that are most closely related to this:

**Task** – A piece of work to be accomplished.

**Performance Standard** – A measuring rod for evaluating performance that usually specifies a minimum acceptable amount of quality.

**Quota** – An assigned amount of work or production.

**Work Norm** – A standard of acceptable conduct as defined by a work group.

**Objective** – The ultimate aim of the action.

**Deadline** – The time limit for accomplishing a task.

**Budget** – A spending limit for an individual, project, department or organization.

**Problem Solving** – Fixing existing problems and preventative maintenance/retention objectives.

**Trap** – A mechanization that forces us to achieve objectives.

## FOCUS PRINCIPLES

1. Difficult objectives lead to higher performance than easy ones.
2. Specific, difficult objectives lead to higher performance than “do your best” or having no objectives.
3. Having a specific focus results in more precise regulation of performance.
4. Have a “trap” in place to remind us and to put positive pressure on us to get results.

Objectives are not a commandment. Until your team chooses to accept a direction as their objective for themselves and expand the time and effort to accomplish it, it stays a commandment. And as Moses could have told you, it's hard to get people to keep commandments.

Use incentives to get people involved and keep commitments. This doesn't mean spending lots of money on fun desk toys and dust collectors. But in order to instill motivation into your team, there needs to be some type of incentive. Press your team as to what the incentive is for them. It could be awards and recognition or something else you never thought of.

Another method to use is appraisals. Appraisals have only one useful meaning: to update on progress towards accomplishing an objective based on some benchmark. Appraisals are of no value unless there is both an objective and a benchmark to measure the goal.

If you want to examine current performance and lay the groundwork to improve it, you need to know how your team members answer the question: "What indicators tell me I have been successful?"

## **VISION AND DIRECTION**

Define a clear vision and direction. Make sure each person has a crystal clear answer to the question: "What are three measurable ways to increase compliance and decrease the amount of virgin products purchased that will make a major difference in the next ninety days to twelve months?"

The Green Team Leader, Organization's Point of Contact or Management needs to ask each person within their team once a month:

- What problems do you need my help to solve?
- What decisions do you need from me?
- What plans are you making that we have not reviewed?
- What is the status report on all existing projects/goals?
- How are you doing?

By reviewing those five questions, you will keep the lines of communication open, you will minimize the number of "surprises" you will get and you will reach your goals faster.

When developing goals, make sure they are S.M.A.R.T.

**Specific** – States exactly what will be accomplished. Objectives need to be specific. This applies to both personal, group or departmental. A specific focus creates positive pressure and there is no mystery as to what is expected.

**Measurable** – Milestone event and date given. One way to measure your progress is by writing objectives down, which helps to clarify them for all involved. It keeps you on track and is tangible evidence of a commitment. Objectives must be visible in front of you and your team. They must be reviewed, adjusted and monitored. "If you don't track it, you won't do it!"

**Attainable** – Is it doable? Objectives need to be attainable. This means, is the objective capable of being accomplished? We must develop a track record of achieving the objectives more often than missing them. Once we are consistent in achieving, we can raise the bar and go to the next level.

**Realistic** – Can the goal be achieved within organizational and other constraints? Considering all factors of people, history, resources available, current market conditions, etc., is the objective realistic? Are you and your team realistically able to pay the price that is required to get results? There is nothing that will destroy the morale of your team more than unrealistic expectations.

**Timetable** – The time allowed is reasonable, but not too long. Setting a specific time limit prevents procrastination and helps focus attention on the job to be accomplished. Hold yourself hostage to a deadline and watch how you achieve more than you believed you could. It's persistence that pays off when it comes to getting results.

**Once you have your S.M.A.R.T. approach down, then evaluate your goals and make sure:**

1. The goal you are working for is something you really want, not just something that sounds good.
2. That the goal does not contradict any of your other goals.
3. If you need help from someone in achieving your goal, will you have their cooperation?
4. Write your goal in the positive instead of the negative.
5. Write your goal out in complete detail.
6. Your goal is high enough. Shoot for the sun, and if you miss you'll still land on a star.
7. You write your goal as though it is already accomplished.

Set goals, not quotas. Quotas set by supervisors are not nearly as motivating as objectives set by individuals. With the right leadership, in most cases these objectives that are personally set will grow to be even more challenging. Goals are the first step in a positive plan of action. And every journey starts with a small first step.

Make sure there are separate goals for each of the following:

- Agency or Company Goals
- Organizational Goals
- Personal Goals
- Price Preferences
- Set-Asides
- Amount of recycled content products purchased
- Amount of environmentally preferable products purchased
- Amount of biobased products purchased.

Final Thoughts on Goal Setting:

“You miss 100% of the shots you never take.” – Wayne Gretzky



## **DEVELOPING YOUR PROGRAM**

### **THE IMPORTANCE OF A GREEN TEAM**

A well-developed team consists of a “green” coordinator who is assigned to lead the organization towards environmental stewardship. In addition to a mix of other people who have an interest in seeing a “green procurement program” succeed, or who has a direct impact on the success of the program because of their position. The formation of a Green Team is vital to the success of this type of program. Without the help, direction and support of a variety of people; the program is left to chance and may not succeed the way originally intended. It is important to have the proper balance of team members from all types of organizations such as environmental, contracts and procurement, facilities management, fleet operations, printing, mail distribution, collections pick-up, janitorial staff, upper management, purchasing managers, purchasing agents, credit card managers, credit card holders, requisitioners, end-users, and vendors are good places to start in order to have a successful team. There are important factors in choosing your team members. The characteristics to look for are: enthusiasm, commitment, industry knowledge, resourcefulness, connections with upper level management or any policy makers/advisors and the strengths they bring to the team because of their position within their organization.

Once the Green Team is developed, roles and responsibilities should be assigned in order to delegate the appropriate amount of work to the right team members and organizations. The Green Team typically has the responsibility for determining who should review policies and procedures as well as current recycling programs. Additional responsibilities can also include reviewing operations, assigning actions/functions for applicable departments or organizations, promoting "closed loop" contracts and another number of roles that are necessary for program success.

One assignment the Green Team can do in order to "jump start" the program is to prepare and update a list of environmentally preferable products and those suppliers. One way to begin this process is to host an Environmentally Preferable Products Fair and invite local vendors and manufacturers to display their products that meet your requirements and specifications. After the fair, the Green Team Leader or Contracting and Procurement office can maintain the "green" list based on feedback about products from the buyers and end-users during the Green Team meetings. Make the list available to all purchasers, especially cardholders, via the Internet, newsletters, flyers, and procedure manual or by e-mail updates.

But before you even get into that side of the equation, you must first develop a sound, proactive program that incorporates the necessary elements for success, and that would allow you to use the program as a "springboard" for any outreach event. Below are great components to be used when developing your "Green Products Program". Once you have the following elements in place, you can start your outreach program to included venues like the one discussed. You will find that once you work with these elements in designing your program, new approaches and innovative ideas will come into play, especially after completing the "Goal" section of the workbook with your team members. Work with your existing resources, and then expand on those resources to create the best program that you are capable of doing. The following list is not all-inclusive and is meant to assist you in developing your program's direction in order to achieve the best results.

## Components of a great EPP Program

1. Prepare for the initial planning stage  
Pull together all your resources and categorize for easy reference.
2. Make a strong commitment to buy recycled.  
Draft your commitment, include in your mission statement.
3. Obtain upper management support  
Get written support and their level of commitment and resources they are willing to provide you.
4. Form a “Green Team”.  
Obtain your organizational chart and canvass your complex. Use email, flyers, postings, PR, announcements.
5. Find out what you buy, how you buy and how often.  
Go to the CC Manager, the CC Holders, Contracts and Procurement and any other purchasing group for detailed information.
6. Review purchasing requirements and/or specifications  
Make sure that you eliminate virgin material requirements and add recycled content and environmentally preferable attributes.
7. Become educated about recycled and EPP products, the options and the availability.  
Read all that you can, especially EPA documentation, Greening the Government and the Federal Strategic Plan found at the OFEE website at [www.ofee.gov](http://www.ofee.gov).
8. Determine if there are any laws or policies that will affect your purchases (or lack of).  
Contracts, procurement and legal are a great place to start.
9. Phase in program.  
With every step, evaluate effectiveness and solicit feedback. Take careful note of people’s response. Make note of hesitation, resistance or lack of participation. Once your list is complete of these people, strategize a way that would make them want to participate and clear up any issues they may have. Requires discussion one on one and then group.
10. Use existing definitions and specifications.  
Make your own if you can or borrow from another agency. The “cut and paste” approach works great for this. If you are given the flexibility to alter or create new specs, then make sure it gets written into your job description. CYA!
11. Do product testing and sampling.  
Usually vendors will provide products for testing and sampling for free (generally) depending upon the product and quantity requested. Make sure that there is something in it for them also (i.e. an opportunity to bid, part of the vendor “approved green list” an order, etc.). Be reasonable about your requests of products to test and sample. Return anything unused, unopened or as requested by the provider of the sample products. Make sure the vendors make it easy for you to return those items.
12. Review purchasing policies and how to make them more “green”.  
Borrow from others – Use your resources!
13. Revise boilerplate language to incorporate the necessary information.  
Make sure you update the language as the products and processes change. All RFO’s, RFQ’s and RFP’s should have standard environmentally preferable language inserted.
14. Go through bid specification development process.  
Develop your team. Set the agenda, timeline, content, results and expectations of this process.
15. Pre-bid vendor conferences.  
Perfect opportunity to tell your vendors your “wish list”. If you can, score or rate the criteria for award based on EPP and recycled content products, new innovations and ways that will make your life easy (i.e. reporting done for you, etc.)

16. Solicit information from vendors about their current product line and what their plans are for the future to incorporate more options to buy-recycled.
  - Have them update you with information on new or improved products made with recycled materials, energy efficient, water conserving, reduced packaging, closed loop systems, etc.
  - Have the vendors submit this report with their other monthly reports or as part of their commitment to you to be an “approved vendor”.
17. Discuss options with end users, get their feedback.
  - Develop a questionnaire form to solicit information from end users.
18. Have a preference to make awards with companies who have the most to offer.
  - Closed loop systems, minimal packaging, new EPP product lines.
19. Provide a “quick reference” for your buyers.
  - Make it easy for buyers to go to companies who offer recycled content and environmentally friendly products and that meet your specifications.
  - If you make it easy, they will buy it. If you don’t – they won’t!
20. Set Goals and timelines for all processes.
  - You must have a way to measure your success. It is very important that you and your organization understand the direction of the program.
21. Promote and encourage buying recycled.
  - America Recycles Day, Earth Day, vendor fairs and other events and promotions are great ways to educate people. The more you get the word out, the better the results.
22. Monitor progress and measure results.
  - The best way to keep all those involved motivated is to reward and recognize them.
23. Develop an Awards and Recognition program to reward success stories
  - This encourages participation and spurs the development of new processes. It also keeps participants motivated and wanting to be involved as much as possible.

**Green Products Program Tips:**

- Consider cooperative purchasing for better prices (i.e. combine purchases with other installation offices and purchase in quantity).
- Set up blanket purchase agreements with vendors who offer qualifying products.
- Look for conferences and events providing this type of information. The annual National Recycling Coalition (NRC) offers excellent opportunities for learning and networking as well as America Recycles Day every November 15.
- Use your Green Program as part of your public relations campaign.

**Final Thoughts:**

Involve the right players, plan and set reasonable milestones and time lines to make the program a success.

EO13101 implements RCRA’s Affirmative Procurement Program by requiring agencies to consider these factors in acquisition planning:

- Elimination of virgin material requirements
- Use of biobased products
- Use of recovered materials
- Product reuse and life cycle cost
- Recyclability
- Use of environmentally preferable products
- Waste prevention including toxicity reduction/elimination and
- Ultimate disposal

# Phase III Training



**DEVELOPING YOUR PROGRAM  
ROLES & RESPONSIBILITIES,  
INSTRUCTIONS, TRAINING,  
CONTRACT LANGUAGE, CLAUSES  
FINAL THOUGHTS**



## DEVELOPING YOUR PROGRAM

In previous sections, we discussed why you should buy recycled and environmentally friendly products, goal setting and the components of an environmentally preferable program. Now, we will get into how to develop your Green Purchasing Program that includes roles and responsibilities, procedures, instructions, training, clauses and sample contract language.

Designing a proactive and effective Green Products Program can be challenging, but certainly worth the effort. A good approach to make sure that the program is heading for success is to:

- 1) Follow by example. Plenty of organizations have developed programs that are not only successful, but have become industry leaders because of their accomplishments.
- 2) Use existing resources. There is an amazing amount of information available to aid in the development of your program. Go to the “References” section of this manual for additional information.
- 3) If something doesn’t work, try a different approach. If it still doesn’t work, try something else. The key is to never quit. The only time you fail is when you stop trying.

Sometimes you may have to take an approach that is non-traditional. Do whatever you must in order to make your Green Products Program work. One idea is to get creative and innovative with contracting techniques. Innovative contracting techniques can include traditional price and performance requirements as well as incentives to use products with multiple environmental attributes. An example is to create “closed-loop” contracts that require the vendor/contractor to take back a core, shell or spent materials for remanufacturing or recycling, which saves the facility disposal costs and additional personnel labor. Examples of a closed loop contract would be re-refined oil, recycled antifreeze, carpet, pallets, toner cartridges, ink jet cartridges and ribbons for printers.

Once you get the idea on how you can use “innovative contracting techniques”, you can apply the same concept across the board. You can put into place contracts that are IDIQ (Indefinite Delivery Indefinite Quantity), desktop delivery, customer rebates (when you get a check for buying certain types of products), automatic substitution policy (i.e. OEM HP cartridges can be substituted for remanufactured), and a variety of other options. The only thing that may restrict your “creativity” is Federal and state laws or regulations, internal policies and related types of documents that have those types of checks and balances in place.

Aside from rules and regulations, you still have the creative ability to set forth certain requirements and recommendations from vendors. For example, you can request information from the vendor or manufacturer that would cover environmental performance on equipment or a process, MSDS reports, product labeling & formulation information, certified statements, third party certifications, independent laboratory tests, purchasing reports, cores collected, items recycled, new products available, specials on those products, etc.

It is wise to develop criteria and set it in place for contract performance and evaluation. The ideas that were given to you previously are a perfect starting point for developing evaluation criteria. Some questions to use in your criteria:

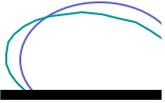
- How did the vendor measure up to your standards?
- Did they provide you with any additional information?
- How important were they in your quest for compliance and/or goal achievement?
- Did you receive all reports on time?

- How were they evaluated for accuracy?
- How cooperative are the vendors?
- How many new products have they made available to your organization?
- Did the person requesting the products receive the order accurately?
- If not, what was done to remedy the situation?

You can use these questions and many more that you can develop in order to gain a clear understanding of how your requests and requirements are measuring up to your Green Program's expectations.

**Hints for Dealing with Vendors:**

- When you talk with vendors, compare prices and share ideas on cost competitiveness and product availability, the development of new products that meet your requirements, and have the end-users provide feedback on those products.
- Look for opportunities to implement closed-loop recycling (re-refined oil, re-refined antifreeze, toner cartridges, printer ribbons, ink jet cartridges, pallets and partitions are just a few examples).
- Ask the vendors and manufacturers for life-cycle costing information and copies of manufacturer's environmental product certifications.
- Get a commitment from the vendors that they will assist you in any way possible (within reason) to help you achieve success with your Green Products Program.
- If you don't get the answer or cooperation that you are looking for, go somewhere else. There are plenty of vendors who will do almost anything to get your business.



## **ROLES, RESPONSIBILITIES, PROCEDURES, INSTRUCTIONS AND TRAINING**

### **OVERVIEW**

The purpose of the Green Products Program is to support purchasing, cardholders, contracts, procurement, (sub)contractors and personnel to become more environmentally responsible with the products they use and purchase. Using an established set of procedures maintains program integrity, consistency in product purchases, reporting of purchasing data, goal achievement, and monitoring the success of the program.

When developing procedures, it is helpful to provide as much information as possible for all organizations and personnel to reference. Procedures should be simple and instructions understandable in order to assist all parties in identifying their roles and responsibilities, reporting requirements, and participation in your Green Purchasing Program.

Procedures and instructions should demonstrate and reflect your organization's commitment to secure the functions and principals of your Green Products Program and provide an avenue for information exchange.

It is advisable for applicable parties to implement new and revised Green contract language into all applicable solicitations, (sub)contracts, RFO's, RFP's, RFQ's and agreements. Anything that you would like to see happen for program success typically needs the assistance of written procedures in order for it to be followed. Make sure that you check with your internal policies and procedures to make sure that what you are writing into the organization's guidelines is consistent with procurement policy and existing laws.

In the following sections, there are some examples of procedures, roles, responsibilities, instructions, training, contract language and clauses. It is not necessary to use *all* of these examples, but it does give you a good direction on where to begin this process. The following is for your reference and to use in any way that you see fit in creating and establishing your own set of procedures.

Note: "The organization" refers to any agency, facility, group or team. This is where you can insert your information and customize it to suit your needs. There are mentions of the "AP", "Affirmative Procurement Program", or "Green Products Program". This is where you can insert the name of your program and still maintain the original intention of the example. Also, there are references here to the Federal government. If you do not fall under this category, then the information is still useful for you. It may not have the binding effect that the FAR (Federal Acquisition Regulations) does, but it still provides excellent information and sentence structuring in order for you to achieve the same objective or similar results.

### **GREEN TEAM LEADER**

#### **OVERVIEW**

The Green Team Leader is one that takes actions necessary to ensure all parties that purchase products do so in an environmentally responsible manner and, one that is consistent with their own internal policies. They collect and distribute relevant information to all appropriate organizations. The Green Team Leader is a single point of contact in which information can be distributed to and from purchasing agents, credit card holders, requisitioners or anyone else who "purchases" a commodity.

It is wise for the Green Team Leader to maintain a close and continuous relationship with any organizational point of contact (POC), such as the Pollution Prevention (P2) Coordinator, Credit Card

Administrator (CCA) and all purchasing and procurement personnel. This will ensure that all applicable parties are informed in a timely manner of the any policies, procedures, direction and any changes contained within the Green Procurement Program.

A guideline for roles and responsibilities is as follows:

### ROLES AND RESPONSIBILITIES

1. Take actions necessary to ensure all parties that purchase any products that fall under recycled content or environmentally preferable should comply with the requirements set forth by the organization.
2. Collect and distribute relevant information pertaining to buying recycled and environmentally friendly products to all applicable personnel.
3. Collect, compile and submit a consolidated report on recycled content and environmentally friendly product purchases.
4. Provide guidance and assistance to the buyers for purchasing and reporting recycled content and environmentally preferable products.
5. Coordinate appropriate training programs for purchasing personnel and other involved parties.
6. Promote new technologies (electronic acquisition, reporting and information exchange) and improve awareness to purchasing agents about goals and initiatives.
7. The Green Team Leader assists in establishing incentives for this program, provides guidance on buying recycled and environmentally friendly products and coordinates the appropriate educational programs for purchasing agents.
8. Green Team Leaders should forward regulations, procedures and goals to Contracts, Procurement and credit card holders.
9. Green Team Leaders should work with the Contracts & Procurement department to ensure all reports have been completed and forwarded in a timely manner.
10. Green Team Leaders should fill in the gaps where other organizations and personnel cannot fulfill the needs or requirements.

Note: What else should be the responsibility of the Green Team Leader?

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### TRAINING

The Green Team Leader or Coordinator and any other appropriate personnel should provide training to all personnel of the Green Products Program and specifically to contracts, procurement and purchasing.

*Training should include coverage of the Green Products Program recommendations and requirements that references information contained within any written procedure. The course content and materials should cover all aspects of buying recycled and environmentally friendly products.*

The Green Team Leader should use a combination of any of the following suggestions on a monthly basis that will provide training and assistance to their organization.

- E-mail updates
- Meetings
- Phone Calls
- Web-site announcements
- Distributing buy recycled and environmentally friendly policies and procedures through in-house publications and electronic mail.
- Publishing articles in agency newsletters and on the web site.
- Conducting workshops and training sessions to educate personnel about their responsibilities under agency the Green program.

**REPORTING INSTRUCTIONS AND PROCEDURES**

1. Verify that all Buyer Monthly Reports have been received from all purchasing agents and MR buyers. This will include the Credit Card Administrator’s Green Products Program Monthly Summary Report. (Reference: Credit Card Administrator Procedure for details.)
2. Follow the “Green Products Program Monthly Summary Report” Instructions
3. Complete the “Green Products Program Monthly Summary Report” itself.
4. Review and analyze the reports to see if there are dollar figures in the “NO” column. If there are:
  - A.) Contact the purchasing agent.
  - B.) Find out what the nature of the purchase was.
  - C.) Find out why the product wasn’t purchased recycled.
5. If the product purchased falls under Exemption guidelines, then have purchasing agent fill out an “Exemption Form”. (Chapter 8. Tolerances.) Have the purchasing agent retain one copy in their file and send you a copy of the completed Exemption Form.
  - A. Change dollar figure from “NO” column to the “Exempt” column if the above applies.
  - B. Remind the purchaser of the buy-recycled preference program that is in place and the requirements under the organization’s Green Products Program, EO13101 and RCRA 6002.
6. Review and analyze reports to see if there are dollar figures in the “EXEMPT” column. If there are:
 

Make sure you have a copy of the “Exemption Form” for each exempt product purchased.
7. First Thursday of each month the AP Coordinators will consolidate all submitted AP Buyer’s Monthly Reports and the Credit Card Administrator’s into a single Green Products Program Monthly Summary Report.
8. Follow instructions for the Green Products Program Monthly Summary.
9. Complete the Green Products Program Monthly Report.
10. Submit the AP Monthly Report and any other pertinent data to the organization’s Green Team Leader or the organization’s Point of Contact (POC) by the following Monday.

The Green Team Leader should seek additional guidance from upper management in order for this message to reach the appropriate procurement officials, supply and requirements personnel and individual users who buy materials or products with a government credit card and/or that receive a copy written procedures or instructions to buy recycled and environmentally friendly products.

Note: What other training method or approach should the Green Team Leader use?

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## **CONTRACTS AND PROCUREMENT (C&P)**

**(This can include: Subcontract Administrators, Credit Card Managers, Credit Card Buyers, Requisitioners and Contracting Officers)**

### **OVERVIEW**

This section provides a comprehensive framework that provides procedures for achieving the efficient, economical and timely acquisition of supplies and services. This section was written with these purposes in mind:

- 1) To clarify the procurement function as it relates to buying recycled and environmentally friendly products.
- 2) To provide an overview of policies, procedures, requirements and recommendations for the procurement of environmentally preferable and recycled content products.
- 3) To furnish all persons, (sub)contractors and personnel with a comprehensive understanding of the relationship established, known as the Green Team.

C&P are responsible for handling transactions and ordering from established sources. Specifically, they are responsible for:

1. Determining the appropriate source of supply (i.e. approved vendor list, product sources, etc.).
2. Obtaining reasonable competition and satisfy socioeconomic and other requirements.
3. Advising potential sources of the organization's requirements.
4. Evaluating quotations and conducting negotiations to obtain reasonable prices.
5. Preparing appropriate contracting and ordering documents
6. Following through to see that end users receive what is needed, when and where it is needed.

### **ROLES AND RESPONSIBILITIES**

1. C&P may establish a price preference for recycled content products.
2. C&P may provide recommendations for improvements in procurement policy.
3. C&P should adjust the solicitation and subcontract packages to include environmentally preferable contract language.
4. C&P should allow for new product designation and integration by yearly review of the Green Products Program and the EPA list of designated items.
5. C&P should assemble approved vendors that are cognizant of EO13101 and RCRA 6002; that are willing to assist the agency in compliance without a contract.
6. C&P should assist in developing product specifications for solicitations and contracts through the review of procurement opportunities and policy requirements. C&P should also monitor the status of implementing these efforts. C&P should coordinate with technical to assist in this process if applicable.
7. C&P should be responsible for Monitoring and Annual Review of the Green Products Program and should assist the Green Team Leader in this process.
8. C&P should be responsible for reviewing the "Specification Quick Reference and Product Scope" and following those guidelines to assist in developing product (sub)contracts, solicitations, RFP's, RFQ's and RFO's.
9. C&P should be responsible for reviewing the Green Products Program in its entirety. (It is advised to clearly mark sections that are directly applicable to C&P for easy reference.)
10. C&P should be responsible for reviewing the section on Sample Contract Language and implementing that language into all (sub)contracts, solicitations, RFP's, RFQ's and RFO's.
11. C&P should collect feedback from evaluations and use as a basis for future solicitations and credit card purchases.
12. C&P should collect the Green Products purchase reports from vendors under contract that reports for the agency on recycled content and environmentally preferable items.

13. C&P should communicate with the Green Team Leader prior to acquisition planning.
14. C&P should consider when issuing solicitations, RFP's, RFO's, RFQ's, to specify contract language that are environmentally responsible and to practice the following:
15. C&P should coordinate product evaluations and incorporate that information in future solicitations and subcontracts.
16. C&P should coordinate the development and implementation of procurement guidelines, standards, procedures, preferential procurement procedures, minimum-content standards and recommend revisions of the solicitations and subcontracts to reflect findings.
17. C&P should coordinate with the Green Team Leader to develop and maintain information and specifications about environmentally preferable products and recycled products containing the maximum practicable amount of recovered/recycled materials.
18. C&P should disseminate information on recycled and environmentally preferable products, future opportunities, specifications and performance to all personnel and (sub)contractors under their purview.
19. C&P should disseminate results to the appropriate persons and assist in the coordination of team members to develop specifications based on product evaluations for solicitations and contracts.
20. C&P should ensure that recycled content and environmentally preferable products are procured whenever possible.
21. C&P should ensure that the procurement process is consistent with the requirements of the organization and the Green Products Program.
22. C&P should establish and maintain performance specifications for recycled content products.
23. C&P should examine the current packaging process to see if fewer layers can be used or if returnable or reusable containers could be substituted.
24. C&P should facilitate the collection of information regarding recycled content and environmentally preferable purchasing and provide guidance in the purchasing of those commodities.
25. C&P should forward monthly vendor reports to the Green Team Leader.
26. C&P should have a method of verifying certifications and estimations from manufacturers, suppliers and vendors that is reviewed yearly.
27. C&P should include a provision where by the vendor under a subcontract must report on the dollars spent by that agency on the Green Product items.
28. C&P should inform all persons, (sub)contractors and personnel under their purview of their responsibilities under this policy and provide implementation assistance.
29. C&P should initiate an evaluation of what specific products are being purchased.
30. C&P should insert the Green Products Program contract language into all-applicable solicitations, bids, RFO's, RFQ's, RFP's, contracts and agreements.
31. C&P should issue contracts and subcontracts that incorporate the EPA list of designated items that will assist in complying with the established the Green Products Program.
32. C&P should maintain a list of personnel and (sub)contractors that are under that the Green Products Program. This list should include phone numbers and email addresses in addition to mailing addresses.
33. C&P should maintain a list of recycled content products and provide related information to the purchasing agents and end-users. This includes information about the performance, availability and cost of a recycled content and/or environmentally preferable product.
34. C&P should maintain adequate records on the procurement of products containing recovered materials. Contracts and procurement may choose to collect data on the following:
35. C&P should maintain minimum content standards for the purchase of designated products.
36. C&P should provide reports and information to the Green Team Leader.
37. C&P should purchase, to the maximum extent practicable, items composed of recovered material consistent with the specifications for EPA designated items as identified in the Recovered Material Advisory Notice.

38. C&P should remove any (sub)contract language that has virgin material requirements within the document composition.
39. C&P should request from vendors of products or services to provide appropriate data that can be used to report on environmentally preferable or recycled content products.
40. C&P should require vendors to provide certification from the manufacturer of the product on the recycled/recovered content that is contained within the product.
41. C&P should require vendors to provide estimations of recycled material used within a (sub)contract if the dollar amount exceeds \$100,000.
42. C&P should review and revise internal manuals and documents to include policies and provisions that would maximize the Green Purchasing Program.
43. C&P should revise minimum content standards as necessary to ensure that designated products contain the maximum amount practicable of recovered material and are consistent with guidelines and recommendations of the Green Products Program. C&P will communicate with the Green Team Leader regarding established standards.
44. C&P should set goals to increase the procurement of environmentally preferable and recycled content products in addition to what EPA has set forth in their list of designated items.
45. C&P should track and record the number of documents that are reviewed to eliminate virgin material requirements, and add preference language for recovered materials. Establish a procedure to do a yearly review of related documents and implement measures to ensure compliance.
46. C&P should use product descriptions and prepare contract specifications reflecting cost-effective procurement and use of designated recycled products while encouraging bidders to supply products containing recycled materials.
47. C&P should work closely with the Green Team Coordinator to be sure that products purchased could be recycled in existing internal or external recycling programs.
48. Choose products with reusable packaging or those offered in bulk quantities
49. Comparative price information on competitive procurements.
50. Minimize packaging of the products
51. Once information has been collected, then forward information to the Green Team Leader.
52. Performance information related to recovered materials content of an item.
53. Seek new suppliers offering reduced or minimized packaging or in a concentrated form
54. The availability of each item with recovered materials content.
55. The minimum percentages of recovered materials content in the items procured or offered.
56. When life-cycle cost analysis becomes available and cost effective, ensure that information is reflected in decision making.
57. Work with suppliers to arrange for the return of shipping materials and/or spent cores.

*C&P should consider and implement the following factors when developing plans, drawings, work statements, specifications, or other product descriptions and the award of contracts.*

- Elimination of virgin material requirements
- Use of recovered materials within the product
- Re-usability of a product
- Life-cycle cost of a product
- Recyclability
- Use of environmentally preferable products
- Waste prevention (including toxicity reduction or elimination), and ultimate disposal, as appropriate.

These factors should be used in acquisition planning for all procurements and in the evaluation and award of contracts (i.e., the bidder most able to cost-effectively satisfy the recovered material content

specifications as well as the performance/design specifications outlined in the solicitation document). Procurement originators are encouraged to request, award, procure, and use other products containing recovered materials in addition to those specified. C&P should consult with the Green Team Leader to assist with this process.

## **TRAINING**

Training should include coverage of recommendations and requirements that references information contained within the Green Products Program. Training for vendors, suppliers and manufacturers should be accomplished and recorded on a monthly or quarterly basis. Document what training method was used as well as who the target audience was and forward this information to the Green Team Coordinator. C&P should use a combination any of the following suggestions on a monthly basis that will provide training and assistance to their organization.

- Information sharing at conferences
- Publications
- Notices
- Phone Calls
- Web site announcements
- Contract Modifications

## **TRACKING, MONITORING AND REVIEW**

It is recommended that you monitor the Green Products program for compliance, goal accomplishment and success (or lack of) to ensure the program is running on course. This will ensure that those involved are fulfilling their requirement to purchase items that are environmentally preferable and/or composed of recovered materials to the maximum extent practicable. This will provide historical data that can be measured in which to base goals and future solicitations from. This assessment allows for monitoring and the progress of the Green Products Program. To evaluate the procurements of products containing recovered materials, contracts and procurement should collect data on the following (if available):

- The percentages of recovered materials content in the items procured.
- Comparative price information on competitive procurements.
- The quantity of each item procured over the fiscal year.
- The availability of each item with recovered materials content.
- Performance information related to the recovered materials content of an item.

Estimates will be sufficient in order to reduce man-hours spent on accurately tracking and monitoring of the products purchased.

## **CARD HOLDERS**

### **OVERVIEW**

Cardholders are identified as the individual employee to whom a written delegation of authority has been given the task of granting the use of a purchasing credit card. Cardholders should review all potential acquisitions and transactions to determine whether the procurement can be accomplished through the use of the Credit Card Program. Determine if product can be purchased with recovered material or that is environmentally preferable.

### **ROLES AND RESPONSIBILITIES**

- Cardholders should follow the Green Products Procurement Program.
- Cardholders should give preference to purchasing products made from recycled materials and/or environmentally preferable.
- Cardholders should report monthly on these related purchases.
- Cardholders should be responsible for reviewing all information that relates to the Green Purchasing Program.
- Cardholders should complete training as set forth by the Green Team Leader.

### **INSTRUCTIONS AND PROCEDURES FOR PURCHASING AND REPORTING**

#### **ENVIRONMENTALLY PREFERABLE PRODUCTS: (To be used with the reporting format)**

1. Follow Credit Card Procedure Manual
2. Determine if purchase will fall under the EPA list of designated items or can be procured with environmentally preferable attributes.
3. If the purchase is on the EPA list, then refer to the Recovered Material Advisory Notice to determine the post-consumer or recovered content amount that product should have.
4. Notify vendors of this requirement and procure the item in accordance with recommendations set forth by EPA.
5. If the recycled content or environmentally preferable product meets specifications, price and availability; then arrange the purchase of the product.
6. Follow the Green Products Program Buyer's Report Instructions
7. Complete the Green Products Program Buyer's Report
8. Record the dollar amount in the "YES" column in the Report if the product was made in accordance with the Green Products Program.
9. If the product is unavailable with the minimum content standards found in the RMAN, then procure the product with the highest amount of post-consumer or recovered content available. Record this amount in the "YES" column.
10. If the item has a possibility of being considered "EXEMPT" (according to existing procurement guidelines) then the product must meet one of the following criteria:
  - Fails to meet specifications or performance standards
  - Not price competitive
  - Not available
11. Procure the item in accordance with your procurement standards.
12. If an exempt purchase applies and the dollar amount is over the micro purchase threshold (\$2500.00) then complete an Exemption Form and retain one copy on file.
13. Place the dollar figure of the exempt purchase into the "EXEMPT" column contained within the Green Products Program Monthly Report.
14. Forward a copy of the Exemption Form along with the Green Products Program Monthly Report to the Credit Card Administrator.

15. There should not be any items purchased that are OEM or “virgin” that are on the list of EPA designated items. If you complete a “Buyer’s Monthly Report” that has a dollar figure in the “NO” column, please refer to the “Exemption Form” to see if the purchase is applicable for an “EXEMPTION”. (Note: NO’s count against the goal of 100% compliance, “EXEMPTIONS” do not.) If the purchased product is not an exemption, please contact your Green Team Leader for further instructions.
16. At the end of each reporting month, complete the Green Products Program Monthly Report and any Exemption Forms and forward to Credit Card Administrator or Green Team Leader.

### **CREDIT CARD ADMINISTRATOR (CCA)**

Typically the Credit Card Administrator (CCA) is the most qualified person to assume to role of the Green Team Leader for the credit card holders. As the CCA, that role requires the reconciliation of bank statements and monitoring purchases made with a purchase credit card. Because the CCA oversees the credit card holders, they essentially have the control of the largest purchasing entity, thus can require the majority of purchasers to report on recycled content and environmentally preferable products purchased in addition to providing performance related information. If for any reason the CCA is unable to fulfill the responsibility as the Green Team Leader, then the CCA must find a replacement (that management concurs with) to assume the role of the Green Team Leader within thirty days of notification of GREEN TEAM LEADER duty. The Green Team Leader and CCA work closely and communicate frequently to complete their roles as identified within the Green Products Program.

### **ROLES AND RESPONSIBILITIES**

1. *CCA should assist cardholders in complying with the Green Products Program.*
2. *CCA should inform all personnel under their purview, of their responsibilities under this policy and provide implementation assistance.*
3. Should ensure that the procurement process is consistent with the requirements of the Credit Card Procedure Manual, the established Procurement System.
4. CCA should be the Green Team Leader unless the Credit Card Administrator finds a more suitable replacement. (The replacement should be a person that the Credit Card Administrator works well with because of the level of information exchange that takes place.)
5. CCA should update the Credit Card Procedure Manual to reflect changes and revisions in the Green Products Program. This should be done once every fiscal year.
6. CCA should implement and forward requirements, policies, procedures, goals and information under the Green Products Program to all cardholders.
7. CCA should monthly verify that the Buyers Report and Exemption Forms has been received from all cardholders.
8. CCA should follow the “Green Products Program Summary Report Instructions” and consolidate monthly all the cardholders Buyer’s Reports into a single “Monthly Summary Report”.
9. CCA should forward the Green Products Monthly Report to the Green Team Leader by the last day of each month. This includes any individual reports that have a dollar figure in the “NO” or “EXEMPT” column.
10. CCA should complete required training as set forth by the Green Products Program.

### **TRAINING**

Training should include recommendations and requirements contained within the Green Products Program. Training conducted should use any of the following on a monthly basis that will provide training to cardholders and assist in information exchange. The CCA should train all cardholders in

addition to providing a revised copy of the Credit Card Manual that reflects the Green Products Program. The CCA or Green Team Leader should use a combination any of the following suggestions on a monthly basis that will provide training and assistance to their organization.

- Emails
- Meetings
- Phone Calls
- Newspaper publications
- Web-site announcements
- Conducting workshops and training sessions to educate personnel about their responsibilities under agency The Green Products Programs.

## **THE ORGANIZATION**

### **ROLES AND RESPONSIBILITIES**

1. Green Team Leader (GTL), Pollution Prevention Coordinator (P2) or Agency Point of Contact (POC) should communicate with the Contracting Officers (CO) and Subcontract Administrators (SA) to ensure compliance of the Green Products Program to all applicable (sub)contractors and personnel.
2. The organization should assist in acquisition planning when necessary.
3. The organization should assist in developing ways to increase the use of recycled and other environmentally preferable products.
4. The organization should collect and distribute information on recycled content and environmentally preferable products, specifications, historical data and related information to the appropriate personnel. This is to assist with future bids, current contracts, manufacturers and supporting agencies.
5. The organization should communicate with (sub)contractors and procurement to review policy requirements and procurement opportunities.
6. The organization should conduct an assessment of program effectiveness. Including an evaluation the Green Products Program goals and projections to include future procurement opportunities.
7. The organization should conduct an evaluation of purchases made by (sub)contractors by auditing the (sub)contracts, contract language, monthly reports, vendors, estimations, certifications and verifications.
8. The organization should develop and maintain information and specifications about recycled and environmentally preferable products that contain the maximum practicable amount of recovered materials and update the Green Products Program to reflect findings.
9. The organization should develop and maintain specifications within all contracts to include environmentally preferable and recycled content purchasing.
10. The organization should disseminate information on recycled and environmentally preferable products, specifications, performance and future opportunities.
11. The organization should encourage documents to be electronically transferred and all internal documents printed double-sided on paper meeting or exceeding EPA guidelines.
12. The organization should ensure that contracting procedures do not discriminate against recycled products.
13. The organization should ensure that the Green Team Leader is present in all appropriate areas.
14. The organization should establish the Green Products Program that will incorporate all EPA designated items. For newly designated items EPA issues, the organization should revise internal programs within one year from the date of release on the new item.
15. The organization should evaluate procurement opportunities and revise procedures when necessary.
16. The organization should implement the Green Products Program at all applicable levels.

17. The organization should inform (sub)contractors and personnel of their responsibilities under this policy and provide implementation assistance.
18. The organization should inform all contractors, subcontractors and lower-tier subcontractors of their responsibility for compliance with the Green Products Program EO13101, RCRA 6002 and supporting documents.
19. The organization should initiate the assignment of preparation, implementation and monitoring of the Green Products Program and will share it between (sub)contractors, program personnel and procurement personnel equally and responsibly.
20. The organization should issue a revision to all applicable documents to reflect the Green Products Program.
21. The organization should issue requirements to (sub)contractors that certification and estimations are required for any commodity that falls under the EPA list of designated items that exceeds the simplified acquisition threshold.
22. The organization should issue, and direct (sub)contractors to issue, copier equipment contracts that require that the copier can perform satisfactorily with copier paper containing 30% post-consumer paper as part of the specifications in addition to having a duplexing function.
23. The organization should issue, and direct (sub)contractors to issue, printer equipment contracts (i.e. Hewlett Packard laser printers) that require that the printer can perform satisfactorily with copier paper containing 30% post-consumer paper as part of the specifications in addition to having a duplexing function.
24. The organization should monitor the status of policy implementation in a yearly review and publicize the progress of policy implementation.
25. The organization should notify the Green Team Leaders of any change.
26. The organization should provide assistance to organizations, (sub)contractors and personnel to implement these policies and strategies that will ensure continued support for the Green Products Program. The organization will outline the applicable responsibilities as necessary.
27. The organization should provide information to facilitate the purchasing and evaluation of designated products and inform all parties of their responsibilities under the Green Products Program.
28. The organization should provide recommendations for improvement in procurement policy.
29. The organization should request all solicitations, contracts, RFP's, RFQ's, RFO's and agreements issued are to include provisions that require documents be printed double-sided on recycled content paper meeting or exceeding EPA guidelines.
30. The organization should require that 100% of the purchases made that fall under RCRA 6002 and EO13101 requirements will meet or exceed the EPA recommendations unless written justification is provided in the form of an exemption.
31. The organization should revise contracting procedures as necessary to procure designated products whenever practicable.
32. The organization should revise contracting procedures to maximize the specification of designated products.
33. The organization should update the Green Products Program.
34. The organization will provide online training and reporting and issue notification to personnel and organizations when available.
35. The organization will yearly review and revise (if necessary) the Green Products Program.

## **TRAINING**

Training should include coverage of the Green Products Program recommendations and requirements that references information contained within the Green Products Program. The course content and materials should be extracted from the Green Products Program and should cover all aspects of the Green Products Program within one year of program implementation. Training conduct should use any of the following on a monthly basis that will provide training to (sub)contractors and/or their Green Team Leader and

assist in information exchange. The organization should use any of the following on a monthly basis that will provide training to (sub)contractors and/or their Green Team Leader and assist in information exchange.

- Emails
- Meetings
- Phone Calls
- Newspaper publications
- Web-site announcements
- Conducting workshops and training sessions to educate personnel about their responsibilities under agency The Green Products Programs.

The Green Team Leader should seek additional guidance from the organization's Waste Minimization Coordinator or point of contact in order for this message to reach the appropriate procurement officials, supply and requirements personnel and individual users who buy materials or products with a government credit card and/or that receive a copy of Green Products Program. This information is also to be distributed to (sub)contractors, buyers, requisitioners and anyone else who is directly involved with the Green Products Program.

## **THE ORGANIZATION POINT OF CONTACT (THE ORGANIZATION POC) / THE ORGANIZATION POLLUTION PREVENTION (P2)COORDINATOR**

### **OVERVIEW**

The organization POC or P2 is a person designated by the organization management to oversee the compliance of the Green Products Program in all aspects. They are the final focal point in which all information from the Green Team Leader forwards to. The POC or P2 will also disseminate information from management down the appropriate personnel.

The organization's point of contact or will be appointed at all times and should ensure that the Green Products Program is fully implemented at all levels. They will also provide management with detailed information on the effectiveness of the Green Products Program. The organization's POC/P2 is the person designated by management to receive all documents for review. This person may have signature authority for concurrence on documents affecting the reviewing organization.

If the POC upper management does not have the expertise to review the document, (s)he distributes the document to the appropriate person within the organization for review. When the POC obtains additional reviews within their organization, all the reviews will be tracked, conflicting comments resolved and one set of comments submitted to the writer.

The organization's POC/P2 will have additional responsibilities as management deems necessary and may fill in the roles of missing persons whose positions are vacant until a replacement has been found. Appropriating people into certain positions will be done between the organization's POC/P2 and the organization's management only if the 30 grace period has lapsed and a replacement has not been found. The organization's POC/P2 oversees the Green Products Program if no other person has been designated. The organization's POC/P2 should be the designated contact to initiate and fulfill the roles and responsibilities as associated with the organization's Green Products Program. The organization's POC/P2 updates the manual and procedures as necessary.

The organization's POC/P2 should facilitate a program based on the Green Products Program that is applicable for a Pollution Prevention Award or a related award. This includes establishing a model demonstration program incorporating some or all of the following elements as appropriate:

- Demonstrate and test new and innovative approaches such as incorporating environmentally preferable and bio-based products,
- Increasing the quantity and types of products containing recovered materials.
- Expanding collection programs.
- Implementing source reduction programs.
- Composting organic materials when feasible.
- Exploring public/private partnerships to develop markets for recovered materials.

### **ROLES AND RESPONSIBILITIES**

- The organization's POC/P2 should provide over-site for the organization Green Products Program.
- The organization's POC/P2 should communicate with upper management to receive new direction for the Green Products Program.
- The organization's POC/P2 should forward upper management the appropriate information to Green Team Leaders, CCA's and Manager's.

### **TRAINING**

Training should include coverage of the Green Products Program recommendations and requirements that references information contained within the organization. The course content and materials should be extracted from the Green Products Program and should cover all aspects of the Green Products Program within one year of program implementation. The organization's POC and the organization's P2 are considered Subject Matter Experts (SME) and should assist Green Team Leader, CCA, Contracts and Procurement with training when requested. Within reason, Green Products Program POC/P2 (SME) should:

- 1) Provide technical support as requested by course developer.
- 2) Review course materials and examinations for technical content accuracy.
- 3) Ensure that examinations are not compromised while in their possession.

The SME will conduct a training evaluation using different techniques when the training becomes established with a formal process and documentation. The organization's POC, P2 (SME) will consider certification of the Green Products Program Training Course once it becomes available. The organization's SME should provide course materials if a Green Team Leader, CCA or Contracts and Procurement have made the request. Scheduling of training should not conflict or compromise daily operations or projects. The organization's POC/P2 (SME) should consult the Training Users Manual for explicit instructions on the conduct of training.

The organization's POC/P2 should use any or a combination of the following suggestions on a monthly or quarterly basis that will provide training and assistance to their organization.

- Email updates
- Meetings
- Phone Calls
- Training Sessions
- Web-site announcements
- Preparing and distributing Green Products Program policies through in-house publications and electronic mail.

- Publishing articles in agency newsletters and on the agency's web site.
- Conducting workshops and training sessions to educate personnel about their responsibilities under agency The Green Products Programs.

## **MANAGEMENT**

### **OVERVIEW**

Management plays a key role in supporting their personnel with requirements and recommendations that will assist in the compliance with the affirmative procurement program. Any manager directly responsible for the oversight of any purchasing or requisitioning function needs to play an active role as a guide for the appointed personnel to receive instructions from. If there is any question as to which manager is responsible for this element of the affirmative procurement program should contact the organization Point of Contact or Pollution Prevention Organization to receive additional information.

### **ROLES AND RESPONSIBILITIES**

- Management should implement and forward requirements, procedures and goals contained within the Green Products Program to appropriate personnel.
- Management should designate Green Team Leaders within their organization and purview (if applicable).
- Management should support staff with reasonable means.

## **PRINT SHOP (Federal Facilities)**

### **OVERVIEW**

Under EO 13101, Federal executive agencies are required to purchase specified printing and writing papers containing 30% post-consumer fiber beginning on December 31, 1998. EPA recommends that purchasers establish their minimum content standards at the highest percentages available to achieve price and performance objectives, even if these standards are higher or lower than EPA's recommendations. If a product is not available at a competitive price containing 30% post-consumer fiber, purchasers should set their standards at the highest levels available to them that meet their price and performance objectives. EPA cautions persons using EPA's recommendations to use them only for the specific items for which they were intended. It is not appropriate to analogize from one type of printing and writing paper to another without first researching the use of post-consumer fiber in the other item. The two items could have different performance requirements necessitating different levels of post-consumer fiber. **VIRGIN PAPER SHOULD NOT BE PROCURED.**

If there are any questions regarding the specifications of paper; please contact the Government Printing Office (GPO) or refer to the "Government Paper Specification Standards" published by the Joint Committee on Printing, Congress of the United States, July 1994, No. 10.

### **ROLES AND RESPONSIBILITIES**

- Will submit a monthly report that track requests for monitoring purposes.
- The print shop is to order JCP (Joint Committee on Printing) stock only.
- If there is a virgin paper request, it must be approved by the organization in writing by the organization's Green Team Leader or POC/P2.

## **GARAGE MANAGERS AND FLEET MANAGERS**

Garage managers are primarily responsible for the efficient and cost-effective operation of the facility that maintains fleet vehicles. If the garage is located at a Federal facility, it is subjected to the affirmative procurement program in addition to EPA site inspections focused on this area. To support the affirmative procurement program, certain responsibilities befalls on the garage managers, as outlined below. If there are any questions about specific roles and responsibilities as they exist in daily operations, please contact the organization's POC/P2 for additional information.

### **ROLES AND RESPONSIBILITIES**

1. Should complete a Monthly Buyers Report.
2. Should forward Monthly Buyers Report to their organization's Green Team Leader.
3. Should maintain performance and specification standards on re-refined oil, recycled antifreeze and retread tires.
4. Should notify the organization's Green Team Leader or POC/P2 of any issue surrounding the garage as it pertains to the Green Products Program.
5. Should procure re-refined oil, recycled antifreeze and retread tires to the maximum extent practicable.

## **END USERS OF RECYCLED PRODUCTS**

### **OVERVIEW**

Since the end users of a product are primarily the source for information when it comes to a products' true performance, the end users of any (sub)contract that is subject to the Green Products Program have a few responsibilities to assist with the compliance of this program.

### **ROLES AND RESPONSIBILITIES**

- End-users should notify purchasing agents about product performance if the product is not performing satisfactorily.
- End-users should notify purchasing agents about new and innovative products that contain recycled content or that is environmentally friendly so that procurement may consider them in the next product acquisition.
- End-users should notify purchasing agents of any other issue surrounding the affirmative procurement program that they find relevant and useful.

### **ADDITIONAL GUIDING PRINCIPLES**

The EPA has proposed EPP guiding principles for federal agencies to follow when procuring goods and services.

1. **Pollution Prevention:** Consideration of environmental preferability should begin early in the acquisition process and be rooted in the ethic of pollution prevention that strives to eliminate or reduce potential risks to human health and the environment.
2. **Multiple Attributes:** A product or service's environmental preferability is a function of multiple environmental attributes.
3. **Life-Cycle Perspective:** Environmental preferability is a function of multiple environmental attributes.
4. **Magnitude of Impact:** Environmental preferability should consider the scale (global vs. local) and temporal aspects (reversibility) of the impacts.
5. **Local Conditions:** Environmental preferability should be tailored to local conditions where appropriate.

6. **Competition:** Environmental attributes of products or services should be an important factor or “sub-factor” in competition among vendors, where appropriate.
7. **Product Attribute Claims :** Agencies need to examine product attribute claims carefully.

## CHAPTER OVERVIEW

- Have a policy in place for buying recycled or environmentally friendly products.
- Form a “green team”.
- Educate personnel and allow for input.
- Review purchasing/procurement policies
- Assess Life-Cycle Costs
- Review standard or existing specifications
- Review boiler plate language
- Share your resources with others.
- Solicit information from vendors and manufacturers
- Discuss source reduction opportunities with vendors (closed loop processes, minimal packaging)
- Set goals and time lines
- Measure results (money saved, waste prevented, amount of products purchased)

## SPECIFICATIONS, RECOMMENDATIONS AND STANDARDS

EO 13101 Sec. 501. Specifications, Product Descriptions and Standards. When developing, reviewing, or revising Federal and military specifications, product, descriptions (including commercial item descriptions), and standards, executive agencies should consider recovered materials and any environmentally preferable purchasing criteria developed by the EPA, and ensure the criteria are compiled with in developing or revising standards.

When implementing an agency’s Green Products Program, RCRA and EP 13101 require contracts and specifications appearing in the m be modified to focus on the use of recovered materials as much as possible. Agencies must examine specifications, policies, procedures, and solicitation language to ensure that they purchase products containing the highest levels of recovered materials practicable.

### Where to start:

Start with existing standards, definitions and percentages whenever possible. Use the EPA’s recommended minimum content levels as a standard to begin with. Use any guiding principles developed by EPA. Use information provided by the USDA for biobased products. Discuss with users and vendors to develop aggressive but realistic standards for environmentally preferable attributes. Emphasize performance specifications over aesthetic specifications. Focus on post-consumer content, amount of pollution prevented, resource conserving technologies or performance-based measures as significant factors in making contract award decisions. Amend current bid specifications to remove language that is not environmentally sound.

### How to start:

- Be aware of requirements and policies. Educate procurement personnel, credit card holders and personnel that specify products.
- Provide leadership and have a clear focus to implement a proactive Green Products Program.
- Seek out information and learn about Federal requirements and what other agencies are doing and national standards.

- Review your purchase requests, performance work statements for services, and contract specifications – and revise them as necessary.
- Participate in buy recycled and environmentally preferable purchasing functions that further your agency’s environmental mission.
- Promote environmentally preferable products. Seek organizations willing to do test certain products for future use and contract specification.
- Get all facilities involved, its not just office supplies anymore.
- Prepare and update the products list for new availability of recycled content, environmentally preferable and biobased products.

Found in the Recovered Material Advisory Notices and Comprehensive Procurement Guidelines.

Go to: <http://www.epa.gov/epaoswer/non-hw/procure/index.htm>

Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act: <http://www.ofee.gov/html/rcra2.htm>

### **RCRA 6002 Requirements Overview**

**Preference Program** – Involves implementing practices and procedures favoring the specification and procurement of recycled content and environmentally preferable products. An effective preference program will examine specifications, policies, procedures, and solicitation language to allow products to contain the highest amount of recovered material. A good place to start is by specifying the use of minimum content standards, case-by-case procurement or equivalent approach.

RCRA section 6002 requires that EPA develop guidelines to assist Federal agencies with procuring products containing recovered or recycled materials. EPA responded to this requirement by publishing a Comprehensive Procurement Guideline (CPG) that designates items that are made with recovered/recycled materials. EPA encourages agencies to implement preference programs for the purchase of products made from recycled or recovered materials, which are not designated, in the EPA’s Comprehensive Procurement Guideline.

A second approach that RCRA 6002 requires procuring agencies to consider is case-by-case policy development. RCRA 6002 describes case-by-case policy development as “a policy of awarding contracts to the vendor offering an item composed of the highest percentage of recovered materials practicable,” subject to the limitations of RCRA (competition, price, availability, performance). The case-by-case approach is appropriate where a procuring agency determines that the minimum content standard it has established for a particular designated item is not appropriate for a specific procurement action. The case-by-case approach allows a procuring agency to specify different (usually lower) minimum content standards for specific procurement actions, while still ensuring that the agency fulfills its responsibility to procure the designated item containing the highest amount of recovered materials practicable. This approach is not intended to obviate the need for an agency minimum recovered materials content standard. It should be applied to singular procurement actions only where the agency’s minimum content standard is unattainable. If a procuring agency determines that it is consistently unable to procure an EPA designated item using the minimum content levels it establishes, then the agency should evaluate its needs and adjust its content standard accordingly.

The organization and their (sub)contractors may specify recycled content at levels higher than the minimum content standard. The organization, all persons, (sub)contractors and personnel are encouraged to procure an item made from recovered/recycled content materials within existing procurement guidelines.

**Promotion Program**– A promotion program actively promotes recycled content and environmentally preferable attributes in their product acquisition programs. Internal promotion should consist activities such as a wide distribution of copies of your buy recycled and environmentally preferable purchasing policy, articles in agency newsletters, and workshops to educate employees. Make sure that the message reaches all levels that this affects, such as operations, procurement, contracting, credit card holders and anyone else who would make a request or purchase that would fall into this realm.

RCRA 6002 requires each procuring agency to adopt a program to promote its preference to buy EPA designated items with recovered materials content. The promotion component of the APP educates staff and notifies an agency’s current and potential vendors, suppliers and (sub)contractors of the agency’s intention to buy recycled products.

Under guidance from the CPG, if a procuring agency does not purchase a specific designated item, it should simply include a statement in its preference program to that effect.

In the previous guidelines, EPA targeted its recommendations for promoting the affirmative procurement program at the agency’s vendors and contractors. EPA has determined that the education of an agency’s program for the agency’s personnel is also an important part of the promotion program. Therefore, EPA believes that an agency’s promotion program should consist of two components: an internal promotion program and an external promotion program.

#### **A. Internal Promotion**

There are several methods that Contracts and Procurement can use to educate their personnel about the Green Products Program. These methods include preparing and distributing procurement policies, publishing articles in agency newsletters and publications, including discussions of Green Purchasing in staff and technical manuals, conducting workshops and training sessions to educate personnel about their responsibilities under the Green Products Program. This is the responsibility of the organization, the Green Team, Pollution Prevention, Management (in some cases), and Contracts and Procurement.

#### **B. External Promotion**

Methods for educating existing (sub)contractors and potential bidders of Green Products Program and their preference to purchase products containing recovered materials will include: publishing articles in appropriate trade publications, participating in vendor shows and trade fairs, placing statements in solicitations and discussing the Green Products Program at bidders’ conferences. This is the responsibility of the organization, Point of Contact, P2 and Contracts and Procurement.

#### **Estimation, Certification, and Verification**

RCRA section 6002 requires procuring agencies to obtain estimates and certifications of the recycled content in the products to be supplied under a contract and to verify those estimates and certifications. The estimation requirement applies only to purchases above the simplified acquisition threshold, which is currently \$100,000.

RCRA 6002 requires the Affirmative Procurement program to include procedures for estimating, certifying, and where appropriate, reasonably verifying the amount of recovered materials content utilized in the performance of a contract. RCRA 6002 further provides “the contracting officer shall require that vendors:

(A) Certify that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by applicable specifications or other contractual requirements and

(B) Estimate the percentage of the total material utilized for the performance of the contract which is recovered materials.”

(Sub)contractors can require certifications of recycled content items to be submitted with offers. EPA recommends that when an estimate has been provided in a bid, the certification of what materials were actually used in the performance of the contract should be submitted with the last invoice.

### **Estimation**

Estimation is written documentation of the best quantitative determination done by manufacturers of the total percentage of recovered material contained in products to be requisitioned. 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’s guidelines recommend that procuring agencies maintain records of these estimates for three years by product type, quantity purchased and price paid.

The minimum content standards for EPA designated items shall be specified in the statement of work. Vendors responding to solicitations for EPA designated items must meet or exceed the minimum content standards and submit certifications completed by the manufacture of the product. Therefore, a separate estimate from the vendor regarding the percentage of recovered materials in the product is not required unless the product exceeds the recovered materials content levels specified. This applies to any (sub)contract that exceeds the simplified acquisition threshold of \$100,000. Estimations may be obtained if the (sub)contract does not meet the simplified acquisition threshold.

### **Certification**

Certification is the act of determining, verifying and attesting in writing to the qualifications of recovered/recycled content within a product that is in accordance with specified requirements. It is also a manufacturer’s documentation regarding the post-consumer/recycled-content percentages contained in their product. Such certifications follow federal guidelines. Certifications need to be requested by the Buyer (or at the time of contract solicitation) at the time of quote request and kept on file for auditing purposes.

Vendors are responsible for:

- (1) Providing written certification to the contracting officer that their products meet minimum content standards.
- (2) Maintaining copies of certification documents.
- (3) Producing copies of the written certification upon request by the organization. (See FAR 23.405 for solicitation provisions and contract clauses.) This applies to any (sub)contract that exceeds the simplified acquisition threshold of \$100,000. Certifications should be obtained if the (sub)contract does not meet the simplified acquisition threshold.

### **Verification**

Verification is the procedures used by procuring agencies to confirm both vendor estimates and certifications of the percentages of recovered material contained in the products supplied to them or to be used in the performance of a contract. (EPA Guidelines). It is also the confirmation by examination and provision of objective evidence that specified requirements have been fulfilled.

Procurement officials shall periodically review vendor certification documents as part of their review and monitoring processes. Such review shall enable the Green Team Leader to verify compliance with RCRA 6002 and supporting documents.

The organization or Green Team Leader shall periodically review vendor certification documents as part of the annual review and monitoring process.

### **Exclusions**

Federal supply sources such as GSA, DLA, GPO, and DGSC have established their own estimation, certification, and verification procedures for EPA-designated items. Therefore, there is no requirement to conduct independent estimation, certification, and certification procedures.

**Annual Review and Monitoring** – agencies must ensure that they are using the highest possible percentage of recovered materials available and be aware of the prevailing technological capabilities. By periodically reviewing the content levels in recycled content products and any revisions to EPA’s content level recommendations agencies can determine whether to revise their content standards.

The organization recommends as part of the Green Products Program to institute the practice of monitoring recycled products purchased and placed under a (sub)contract by requiring contracts and procurement to record their decisions on purchasing recycled content products. These records should identify the type and quantity of the products purchased and the reasoning behind the decision. This includes, but is not limited to:

- Estimating the number of a recycled content product purchased.
- Assess the effectiveness of the Green Products Program.
- Assess any remaining barriers to procurement of recycled products, whether internal or external barriers.
- Comparative price information on competitive procurements.
- Quantity of each item procured over a fiscal year.
- The availability of a product.
- Type of performance tests conducted.
- Experience with a particular product.
- Documentation of specification revision throughout the year.
- Documentation of contract language that has been modified to include environmentally preferable provisions.

Estimates will be sufficient in order to reduce man-hours spent on accurately tracking and monitoring of the EPA designated items.

EPA anticipates the Federal Environmental Executive and Office of Federal Procurement Policy will request information from Federal agencies on their affirmative procurement practices. Therefore, EPA recommends establishing a sound-monitoring program to ensure you are fulfilling the intent of affirmative procurement to the maximum extent practicable. Monitoring should be a measured process to ensure compliance and for satisfying reporting requirements on compliance progress.

This information shall be forwarded to the Green Team Leader, the P2 Coordinator or Point of Contact by the end of the fiscal year by (sub)contractors and Contracts and Procurement.

### **SPECIFICATIONS AND STANDARDS**

ASTM Standards: <http://www.astm.org>

The Comprehensive Procurement Guideline (CPG) is codified in **40CFR247**. When EPA designates products, it also recommends the level(s) of recycled content that agencies should specify and identifies agency, ASTM or other specifications that can be used when buying the recycled content products.

EPA references ASTM standards as appropriate in its recycled content product purchasing guidelines.

Other specifications related to purchasing EPA designated recycled content products have been developed by the American Concrete Institute and the American Association of State Highway and Transportation Officials.

**The American Institute of Architects' Environmental Resource Guide**, proposes standards for energy efficiency, reduction of indoor air pollution and recycled content in building materials, and recommends design systems that allow for future recyclability. To obtain a copy, contact AIA's bookstore at **202-626-7475**.

#### **OTHER STANDARDS AND GUIDELINES (WHERE DO YOU FIND?)**

Green Seal

Scientific Certification Systems

Forest Stewardship Council

Chlorine Free Products Association

OFEE, EPA, DOD, DLA, DOE

The best way to control costs is to use performance specifications, comparison shopping, bulk purchases, competitive bidding and life cycle costing.

#### **MINIMUM CONTENT STANDARDS / SPECIFICATIONS**

One approach that RCRA 6002 requires purchasing agencies to consider is the establishment of minimum content standards. When establishing a minimum recovered materials content standard for an item designated by EPA; RCRA 6002 requires the procuring agency to assure that its standard requires the maximum amount of recovered materials content available for that item, without jeopardizing the intended end use of the item.

To assist procuring agencies with establishing their minimum content standards, EPA recommends recovered materials content levels, where appropriate, for most of the items it designates. EPA notes recovered materials content levels, where appropriate, for most of the items it designates. EPA notes that under RCRA 6002 it is the procuring agency's responsibility to establish minimum content standards, while EPA provides recommendations regarding the levels of recovered materials in the designated items.

For items designated in previous guidelines, with the exception of retread tires, EPA recommended single number recovered materials content levels that represented the national minimum levels for procuring agencies to use when requesting designated items. Henceforth, EPA is recommending recovered materials content ranges within which the items are available. EPA recommends that procuring agencies use these ranges, in conjunction with their own research into the recovered materials content of items available to them, to establish their minimum content standards. In some instances, EPA will recommend one level (e.g., 100% recovered materials) rather than a range, because the item is universally available at the recommended level. The Recovered Materials Advisory Notice (RMAN) contains information on the recommended recovered material content for the EPA designated items. The first was published in Volume 60 FR 21386, 1 May 1995. The intent is not to preclude Federal agencies from procuring other types or grades of guideline items or from using items containing recovered materials for other applications. On the contrary, if a new type or grade of material becomes available containing recovered materials or if a Federal agency discovers a new application for which recovered materials content is appropriate, EPA encourages the procuring agency to revise (or develop new) specifications to allow its use. The RMAN can be used to

develop and establish minimum content standards based on EPA's recommended recovered materials content levels along with your own research.

The EPA minimum content standards for each guideline items are very detailed. Please refer to the Recovered Materials Advisory Notice for specific information on the minimum percentage of recovered and post-consumer materials for a given guideline item. Nothing contained in this policy shall preclude user agencies from requiring recycled content as a bid specification.

## **IMPLEMENTATION**

These procedures may be used immediately, but shall be fully implemented no later than \_\_\_\_\_. The Green Products Program and applicable procedures (i.e. Credit Card Procedures) will be modified, as necessary, to incorporate future EPA designated items and minimum content standards.

The Green Products Program requires all contracting entities under their direction to implement environmentally preferable language into their solicitations and (sub)contracts. The organization also requires those contracting entities to revise their procurement procedures and specifications according to what is set forth in Executive Order 13101, RCRA 6002 and EPA supporting documents such as the Comprehensive Procurement Guidelines, Recovered Material Advisory Notices and supporting FAR clauses.

The organization requires procurement officials to implement environmentally preferable purchasing in their solicitations/contracts and to notify all personnel of the requirements of this program and recommendations for buying recycled and other environmentally preferable products. This includes:

- 1.) To communicate and implement this program into the lower-tier subcontractors and ensure the compliance of their subcontractors.
- 2.) Issuing contracts with the appropriate language for compliance to buy recycled and environmentally preferable products.
- 3.) Including provisions within contracts and subcontracts that the supplier/vendor of these products to "Certify" the recycled content and any other applicable standard that advocates "environmentally preferable" within the product.
- 4.) Including provisions within contracts and subcontracts that the supplier/vendor of these products will report on the type of recycled content purchases as well as the total dollar amount of these purchases to the designated Green Team Leader.
- 5.) The evaluation of recycled and environmentally preferable products that can be effectively used and implemented into daily operations.
- 6.) Purchase recycled content products and other environmentally preferable products to the maximum extent practical.
- 7.) Evaluate the effectiveness of this program through contracts and procurement.
- 8.) Report progress, challenges, opportunities and the results of these solicitations, contracts and subcontracts to all parties directly involved with Green Products Program for evaluation and possible alteration to ensure compliance.

## **SPECIFICATION QUICK REFERENCE / PRODUCT SCOPE**

### **Specifications**

RCRA section 6002 required Federal agencies that have the responsibility for drafting or reviewing specifications for procurement items procured by Federal agencies to revise their specifications by May 8, 1986, to eliminate any exclusion of recovered materials and any requirement that items be made from virgin materials. RCRA section 6002 requires that within one year after the specifications for these items require the use of recovered materials to the maximum extent possible without jeopardizing the intended end use of these items.

### **Effective Date**

Within one year after the date of publication of any item designation, procuring agencies which purchase that designated item must comply with the following requirements of RCRA 6002: Affirmative Procurement of the designated item, specifications revision, vendor certification and estimation of recovered materials content of the item, and verification of vendor estimates and certifications.

### **Comprehensive Procurement Guideline, April 20, 1994 contains specifications and detailed information regarding the following products:**

Paper and Paper Products, Re-Refined Lubricating Oil and Retread Tires, Engine Coolants, Building Insulation Products, Structural Fiberboard and Laminated Paperboard, Cement and Concrete, Carpet, Floor Tiles and Patio Blocks, Temporary Traffic Control Devices, Playground Surfaces and Running Tracks, Hydraulic Mulch, Compost, Office Recycling Containers and Office Waste Receptacles, Plastic Desktop Accessories, Remanufactured Toner Cartridges, Binders, Plastic Trash Bags.

### **Recovered Material Advisory Notice, May 1, 1995 contains specifications and detailed information regarding the following products:**

Lubricating Oil, Retread Tires, Engine Coolants, Building Insulation, Structural Fiberboard and Laminated Paperboard, Cement and Concrete, Carpet, Floor Tiles and Patio Blocks, Temporary Traffic Control Devices, Playground Surfaces and Running Tracks, Hydraulic Mulch, Yard Trimmings Compost, Office Recycling Containers and Office Waste Receptacles, Plastic Desktop Accessories, Toner Cartridges, Binders, Plastic Trash bags.

### **Paper Products Recovered Material Advisory Notice, May 29, 1996 (Vol. 61, No. 104) contains specifications and detailed information regarding the following products:**

Newsprint, Corrugated Containers, Carrierboard, Commercial/Industrial Tissue Products

### **Comprehensive Procurement Guideline, November 13, 1997 (Vol. 62, No. 219) contains specifications and detailed information regarding the following products:**

Shower and Restroom Dividers/Partitions, Consolidated and Reprocessed Latex Paint, Parking Stops, Channelizers, Delineators, Flexible Delineators, Plastic Fencing, Garden and Soaker Hoses, Lawn and Garden Edging, Printer Ribbons, Plastic Envelopes, Pallets.

### **Recovered Material Advisory Notice II, November 13, 1997 (Vol. 62, No. 219) contains specifications and detailed information regarding the following products:**

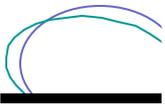
Floor Tiles and Patio Blocks, Shower and Restroom Dividers/Partitions, Consolidated and Reprocessed Latex Paint, Parking Stops, Channelizers, Delineators, Flexible Delineators, Plastic Fencing, Garden and Soaker Hoses, Lawn and Garden Edging, Printer Ribbons, Plastic Envelopes, Pallets.

## **Re-Refined Lubricating Oil**

Re-refined oils are used lubricating oils that have been cleaned through a refining process. Like virgin oils, they are mixed with the appropriate additives to produce a desired performance. You should not require lubricating oils containing re-refined oil to meet any performance standard higher than that required of virgin lubricating oils.

## **Retread Tires**

The Federal retread tires guideline applies to purchases of replacement tires for automobiles, light and heavy trucks and trailers, buses, off-road and security vehicles. If retreading services are not practicable, then a retread tire must be ordered in lieu of a new tire whenever a retread is available in the size, load range, and tread designation desired. All applicable statements of work, procurement requests, and grants involving replacement tires for automobiles, light and heavy trucks and trailers, off-road and security vehicle tires, shall specify a retread tire or retreading services over purchasing a new tire.



## **SAMPLE CONTRACT LANGUAGE**

### **Contract Language and Boilerplate Language**

The importance of environmentally preferable contract and boilerplate language cannot be stressed enough. If you are able to convince your organization to add in the appropriate language in all their RFO's, RFQ's and RFP's, then you have a big part of your battle won. The language binds the contractor to adhere to your specifications and requirements, while providing you with the necessary data. Examples are as follows:

Locate products that meet your criteria and specs.

Specify environmental attributes.

Include special bid evaluation language requirements on raising the bar on expectations and results as part of buying EPP.

The Federal government is also encouraged to incorporate environmentally sound principles, such as "life cycle cost analysis" and "total cost accounting" into the planning stages for projects designed to meet the goals and policies delineated in various environmental executive orders and national policy. The National Institute of Standards and Technology (NIST) has developed new decision support software to conduct such analysis called "Building for Environmental and Economic Sustainability" (BEES). This information is found in the "Resources" section of this guide.

The FAR 23.704 requirement is to obtain products and services considered to be environmentally preferable (based on EPA-issued guidance), and to promote cost-effective waste reduction when creating plans, drawings, specifications, standards, and other product descriptions.

Whenever possible, cost should be calculated over the life of the item, not just for initial costs. When comparing alternative products, the initial cost of the acquisition, as well as the lifetime maintenance costs, resale value, disposal costs, replacement costs, operational and other factors must be considered in the analysis. A product having a higher initial cost may have lower operational cost or a higher resale value and could prove to be a better value and more cost effective compared to the alternatives. This difference may only become apparent after a complete life cycle cost analysis has been performed.

The following should be inserted where applicable in contracts, solicitations, agreements, RFO, RFP, and RFQ's.

**The Organization's General Policy**

It is the policy of the organization and their (sub)contractors to use recycled materials whenever practicable. Bidders able to supply products containing recycled materials (especially post-consumer recycled materials) which meet performance requirements are encouraged to offer them in bids and proposals.

Establishes vendor reporting procedure on recycled and non-recycled purchases.

The supplier shall report the total dollar and unit volume of recycled and non-recycled product supplied to each procuring department each month.

**A. Certification of Minimum Content Actually Utilized in the Performance of the Contract**

(a) As required under Section 6002 of the Resource Conservation and Recovery Act, an officer or employee of the (sub)contractor shall execute the following certification: I, (insert name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify the following minimum recovered material content was actually utilized in the performance of this contract:

PRODUCT PERCENT OF MINIMUM RECOVERED MATERIAL ACTUALLY UTILIZED \_\_\_\_\_

(a) The (sub)contractor shall submit this certification by January 31 in each year during the period of performance of this contract. The period of the certification shall cover the preceding calendar year.

Signature of the officer or employee: \_\_\_\_\_

Typed name of officer or employee \_\_\_\_\_

Title \_\_\_\_\_

Name of company, firm, or organization \_\_\_\_\_

Date \_\_\_\_\_ (*End of clause*)

**B. Use of Double-Sided Copying in the Submissions of Bids or Proposals**

For the purposes of this provision, "double-sided copying" means copying two one-sided originals on to the front and backside of one sheet of paper. (b) Unless otherwise stated in the solicitation, offerors shall use double-sided copying to reproduce all bids or proposals in response to this solicitation.

(*End of provision*)

**C. Use of Double-Sided Copying in the Submission of Reports**

For the purposes of this clause, "double-sided copying" means copying two one-sided originals on to the front and backside of one sheet of paper. (b) Unless otherwise stated in this contract or otherwise directed by the contracting officer, the (sub)contractor shall use double-sided copying to reproduce any progress report, draft report, or final report produced under this contract.

(*End of clause*)

#### **D. Use of Fly Ash as a Partial Replacement for Cement and Concrete**

The Architect/Engineer shall specify the performance requirements of the cement and concrete products required under the contract using standard specifications when available. Consistent with such performance specifications, the Architect/Engineer shall specify the use of fly ash, a finely divided residue resulting from the combustion of coal, as a partial replacement for cement and concrete to the maximum extent practicable in accordance with ANSI/ASTM Standards and all applicable codes.

*(End of clause)*

#### **E. Use of Recovered Materials in Building Insulation Products**

This clause applies to building insulation products used in the construction of ceilings, floors, foundations, and walls, and includes blanket, board, spray-in place and loose-fill insulation. (b) The minimum content recommendation for recovered material in building insulation products is set forth in the Recovered Materials Advisory Notice.

The minimum content standards are based on the weight of the material (not volume) in the insulating core only. (c) The Architect/Engineer shall include as a design consideration the preference for the use of building insulation produced with recovered materials. The Architect/Engineer shall specify the type of building insulation products to be supplied, and shall justify in writing the basis of the selected product type if it is not listed above, or if any product listed above has a higher minimum content standard than the selected product.

*(End of clause)*

#### **F. Use of Lubricating Oils Containing Re-Refined Oils**

If the (sub)contractor is required to supply lubricating oils, hydraulic fluids, or gear oils under this contract, the (sub)contractor shall supply products conforming to the listed military specifications as set forth below unless the contracting officer determines that the listed products will not satisfy the Department's needs.

#### **G. Lubricating Oils Containing Re-Refined Oil**

- (1) ENGINE LUBRICATING OILS(i) MIL-L-46152 (or current version) - Lubricating Oil Internal Combustion Engine, Administrative Service(ii) API Engine Service Category SF-1980 Gasoline Engine Warranty Maintenance Service(iii) API Engine Service Category CC-Diesel Engine Service(iv) MIL-L-2104D (or current version) - Lubricating Oil Internal Combustion Engine, Tactical Service(v) API Engine Service Category CD-Diesel Engine Service(vi) MIL-L-21260D (or current version) - Lubricating Oil Internal Combustion Engine, Preservative and break-in (vii) MIL-L-46167 (or current version) - Lubricating Oil, Internal Combustion Engine, Arctic.
- (2) HYDRAULIC FLUIDS(i) MIL-H-5606 (or current version) - Hydraulic Fluid, Petroleum Base: Aircraft, Missile, and Ordnance (ii) MIL-H-6083 (or current version) - Hydraulic Fluid, Petroleum Base: Preservation and Operation.
- (3) GEAR OILS (i) MIL-L-2105d (or current version) - Lubricating Oil, Gear, Multipurpose (b) Copies of the above specifications may be obtained from: Standardization Document Order Desk, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (c) Any lubricating oils, hydraulic fluids, or gear oils delivered under this contract that conform to the above listed military specifications shall contain a minimum of 25% re-refined oils.

*(End of clause)*

## **H. Use of Retread Tires**

*Insert the following clause:*

Use of Retread Tires (Dec 1994) (a) If the (sub)contractor is required to maintain or replace Government tires under this contract, the (sub)contractor shall to the maximum extent practicable obtain retreading services for existing tires. (b) If such retreading services are not practicable, replacement retread tires shall be procured in accordance with military specifications for replacement tires. Tire means the following types of tires: Passenger car tires, light- and heavy-duty truck tires, high-speed industrial tires, bus tires, and special service tires (including military, agricultural, off-the-road, security and slow- speed industrial).

*(End of clause)*

## **I. Use of Recovered Materials in Paper and Paper Products.**

Use of Recovered Materials in Paper and Paper Products (Dec 1994) (a) If the (sub)contractor is required under this contract to deliver any of the paper and paper products listed below, all such items delivered shall meet the minimum content standards for recovered materials, post-consumer recovered materials, or waste paper set forth in paragraph (b).

(1) Recovered materials are defined as waste material and by-products that have been recovered or diverted from solid waste, not including those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(2) Post-consumer recovered materials are defined as waste materials recovered from retail stores, office buildings, homes and so forth after they passed through their end usage as a consumer item.

(3) Waste paper is defined as all items from the first two categories above in addition to forest residues, and manufacturing and other wastes. Unless otherwise stated in this contract or otherwise directed by the contracting officer, the (sub)contractor shall use "High Grade Bleached Printing and Writing Papers" as defined in this clause to produce all progress reports, final reports, and any other products required to be delivered to the Government under this contract.

## **J. Recycled Products for Trial Uses**

It is the policy of the organization and its (sub)contractors to increase the use of products manufactured with recovered material, whenever practicable. The purpose of this bid is to establish *(a contract/multiple contracts)* to furnish the (sub)contractor with a recycled *\_\_(recycled product)\_\_* for testing and evaluation.

For each *\_\_(recycled product)\_\_* offered, bidder shall furnish descriptive information, performance data, recommended applications, or other material that will help the potential user to identify opportunities for the use of the product. All such information will be forwarded to potential users for evaluation. The actual quantities that will be purchased by the organization and their (sub)contractors are not known. Purchases are more likely where the information supplied with the bid clearly indicates that its use will reasonably meet the needs of contracts and procurement.

Bidder shall indicate the source of feed stocks used for the manufacture of the product. (For example, 100% Post-Consumer PET from recycled soda bottles). Bidder shall furnish pricing at price-break quantities.

### **K. Recycled Product Award Criteria for Construction Contracts**

It is the policy of the Green Products Program to use recycled materials whenever practicable. Bidders are encouraged to use recycled products and materials whenever they will meet functional requirements and to propose demonstration and trial uses that will further promote and develop their use. In evaluation of bids for this contract, the organization shall consider the extent to which the (sub)contractor proposes to use recycled products and materials.

### **L. Recycled/Non-Recycled Reporting in Construction**

Reporting for construction projects in which recycled material is utilized is required.

The (sub)contractor shall report the total dollar and unit volume of recycled material supplied during the execution of this contract to the contract administrator during the calendar month following the completion of the contract.

### **M. Maintenance of Records on Recovered Materials in Paper Products**

The (sub)contractor shall maintain records, for purposes of Government audit, that will verify (1) the (sub)contractors certification of the minimum recovered content, as applicable, used in performance of this contract, (2) that the products are in compliance with the specification requirements and (3) the product is manufactured in accordance with the EPA guidelines for Federal Procurement, 40CFR247, whether the product is manufactured by a supplier or another source. The (sub)contractor, if not the manufacturer, shall obtain this information from the mill or the manufacturer. The (sub)contractor shall maintain, and make available to the Government, agencies and its (sub)contractor information from the manufacturer. The (sub)contractor shall maintain, and make available, these documents for review one year after the expiration of the contract.



FAR CLAUSES

### **23.400 -- Scope of Subpart**

This subpart prescribes policies and procedures for acquisition of --

- (a) Environmental Protection Agency (EPA) designated items for which agencies must develop and implement affirmative procurement programs pursuant to 42 U.S.C.6901, et seq., and Executive Order 13101; and
- (b) Other products when preference is given to offers of products containing recovered material.

### **23.401 -- Authorities.**

- (a) The statutory basis for this program is the Resource Conservation and Recovery Act of 1976 (RCRA), as amended (Solid Waste Disposal Act, 42 U.S.C.6901, et seq.). With limited exceptions, the statute requires agencies responsible for drafting or reviewing specifications to ensure that they

- (1) do not exclude the use of recovered materials,

- (2) do not require the items to be manufactured from virgin materials, and
- (3) do require, for EPA designated items. the use of recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The statute further requires agencies to develop and implement affirmative procurement programs for EPA designated items within one year after EPA's designation.
- (b) The statute also requires the EPA to prepare guidelines on the availability, sources, and potential uses of recovered materials and associated items, including solid waste management services.
- (c) Executive Order 13101, dated October 20, 1993 as amended, requires that the Federal Government assume leadership in making more efficient use of natural resources through the acquisition of items made with recovered materials and work to increase and expand markets for recovered materials through greater Federal Government preference and demand for such items. Executive Order 13101 also provides direction for agency development and implementation of affirmative procurement programs.

### **23.402 -- Definitions.**

As used in this subpart --

“EPA designated item” means an item --

- (1) That is or can be made with recovered material;
- (2) That is listed by EPA in a procurement guideline (40 CFR part 247); and
- (3) For which EPA has provided purchasing recommendations in a related Recovered Materials Advisory Notice (RMAN). Post-consumer material means a material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Postconsumer material is a part of the broader category of “recovered material.”

“Postconsumer material” means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of “recovered material.”

“Recovered material” means waste materials and by-products which have been recovered or diverted from solid waste including postconsumer material, but such term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

### **23.403 -- Policy.**

The Government's policy is to acquire, in a cost-effective manner, items composed of the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition without adversely affecting performance requirements or exposing suppliers' employees to undue hazards from the recovered materials.

### **23.404 -- Procedures.**

- (a) Applicability. These procedures apply to all agency acquisitions of EPA designated items when --
  - (1) The price of the item exceeds \$10,000; or
  - (2) The aggregate amount paid for items, or for functionally equivalent items, in the preceding fiscal year was \$10,000 or more.

(b) EPA designated items.

(1) EPA designates items that are or can be made with recovered materials in 40 CFR part 247 and accompanying RMAN's. The RMAN cites the applications for which the EPA items have been designated and the percentages of recovered material content.

(2) For EPA designated items agencies shall establish an affirmative procurement program. The responsibilities for preparation, implementation, and monitoring of affirmative procurement programs shall be shared between technical or requirements personnel and procurement personnel. As a minimum, such programs shall include --

- (i) A recovered materials preference program;
- (ii) An agency promotion program;
- (iii) A program for requiring reasonable estimates, certification, and verification of recovered material used in the performance of contracts; and
- (iv) Annual review and monitoring of the effectiveness of the program.

(3) Acquisition of EPA designated items that do not meet the EPA minimum recovered material standards shall be approved by an official designated by the agency head based on a written determination that the items --

- (i) Are not available within a reasonable period of time;
- (i) Are available only at unreasonable prices;
- (ii) Are not available from a sufficient number of sources to maintain a satisfactory level of competition; or
- (iii) Based on technical verification, fail to meet performance standards in the specifications.

Technical or requirements personnel shall provide a written statement when this determination is used partially or totally as a basis for an exemption. This determination shall be made on the basis of National Institute of Standards and Technology guidelines in any case in which the material is covered by these guidelines.

(4) Contractor certifications required by the clause at 52.223-9 shall be consolidated and reported in accordance with agency procedures.

**23.405 -- Solicitation Provision and Contract Clause.**

(a) The contracting officer shall insert the provision at 52.223-4, Recovered Material Certification, in solicitations that are for, or specify the use of, recovered materials.

(b) The contracting officer shall insert the clause at 52.223-9, Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items, in contracts exceeding the simplified acquisition threshold that are for, or specify the use of, an EPA designated item.

**23.701 -- Applicability**

This subpart prescribes policies for obtaining environmentally preferable and energy-efficient products and services.

### **23.702 -- Authorities**

- (a) Resource Conservation and Recovery Act (RCRA) (42 U.S.C.6901, et seq.).
  - (b) National Energy Conservation Policy Act (42 U.S.C.8262g).
  - (c) Pollution Prevention Act of 1990 (42 U.S.C.13101, et seq.).
  - (d) Executive Order 13101, October 20, 1993.
  - (e) Executive Order 12856, August 3, 1993.
  - (f) Executive Order 12902, March 8, 1994.
- Executive Order 13101, September 14, 1998

### **23.703 -- Definitions**

As used in this subpart --

“Environmentally preferable” means products or services that have a lesser negative effect on human health or the environment when compared with competing products or services that serve the same purpose. This comparison should use principles recommended in guidance issued by EPA (see Executive Order 13101, Section 503), and may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

“**Pollution prevention**” means any practice that --

- (1) 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, and reduces the hazards to public health and the environment associated with the release of such substances, pollutants, and contaminants; or
- (2) Reduces or eliminates the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources.

“**Recycling**” means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of products other than fuel for producing heat or power by combustion.

“**Waste prevention**” means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they become municipal solid waste. Waste prevention also refers to the reuse of products or materials.

### **23.704 -- Policy**

- (a) Agencies shall implement cost-effective contracting preference programs favoring the acquisition of environmentally preferable and energy-efficient products and services, and shall employ acquisition strategies that affirmatively implement the objectives in paragraph (b) of this section.
- (b) The following environmental objectives shall be addressed throughout the acquisition process:
  - (1) Obtaining products and services considered to be environmentally preferable (based on EPA-issued guidance).

- (2) Obtaining products considered to be energy-efficient; i.e., products that are in the upper 25 percent of energy-efficiency for all similar products, or products that are at least 10 percent more efficient than the minimum level that meets Federal standards (see Executive Order 12902, Section 507).
- (3) Eliminating or reducing the generation of hazardous waste and the need for special material processing (including special handling, storage, treatment, and disposal).
- (4) Promoting the use of non-hazardous and recovered materials.
- (5) Realizing life-cycle cost savings.
- (6) Promoting cost-effective waste reduction when creating plans, drawings, specifications, standards, and other product descriptions authorizing material substitutions, extensions of shelf-life, and process improvements.

### **23.705 -- Application to Government-Owned or Leased Facilities**

Pursuant to Executive Order 13101, Section 701, every new contract for contractor operation of a Government-owned or leased facility shall require contractor programs to promote and implement cost-effective waste reduction in performing the contract. In addition, where economically feasible, existing contracts for contractor operation of Government-owned or leased facilities should be modified to provide for cost-effective waste reduction in contract performance.

### **23.706 -- Contract Clause**

The contracting officer shall insert the clause at 52.223-10, Waste Reduction Program, in all solicitations and contracts for contractor operation of Government-owned or leased facilities.

### **52.223-4 -- Recovered Material Certification**

As prescribed in 23.405(a), insert the following provision:

Recovered Material Certification (Oct 1997)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C.6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.  
*(End of Provision)*

### **52.223-9 -- Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items.**

As prescribed in 23.405(b), insert the following clause:

Certification and Estimate of Percentage of Recovered Material Content For EPA Designated Items (Oct 1997)

(a) As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C.6962(j)(2)(C)), the Contractor shall execute the following certification:

Certification

I, \_\_\_\_\_ (name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify that the percentage of recovered material content for EPA Designated Items was at least the amount required by the applicable contract specifications.

\_\_\_\_\_  
[Signature of the Officer or Employee]

\_\_\_\_\_  
[Typed Name of the Officer or Employee]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Name of Company, Firm, or Organization]

\_\_\_\_\_  
[Date]

*(End of certification)*

(b) The Contractor also shall estimate the percentage of recovered materials actually used in the performance of this contract. The estimate is in addition to the certification in paragraph (a) of this clause.

Estimate

EPA Designated Total Dollar Value Percentage of Recovered  
Item of EPA Designated Item Material Content \*

\_\_\_\_\_  
\_\_\_\_\_

\* Where applicable, also include the percent-age of postconsumer material content.

(c) The Contractor shall submit this certification and estimate upon completion of the contract to

\_\_\_\_\_

\* To be completed in accordance with agency procedures.

*(End of Clause)*

**52.223-10 -- Waste Reduction Program.**

As prescribed in 23.706, insert the following clause:

Waste Reduction Program (Oct 1997)

- (a) Definition. "Waste reduction," as used in this clause, means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products.
- (b) Consistent with the requirements of Section 701 of Executive Order 13101, the Contractor shall establish a program to promote cost-effective waste reduction in all operations and facilities covered

by this contract. Any such program shall comply with applicable Federal, State, and local requirements, specifically including Section 6002 of the Resource Conservation and Recovery Act (42 U.S.C.6901, et seq.) and implementing regulations.

*(End of Clause)*



## **FINAL THOUGHTS**

- Material and product submittals for all recycled-content items should list the recycled and recovered materials used and the percentage content. This is especially important for tracking, monitoring and goal assessment purposes.
- As procurement becomes more decentralized, the use of a “substitution policy” is one technique for increasing purchases of recycled content products without centralized purchasing.
- Purchasing officials should work closely with recycling program coordinators to be sure products purchased can be recycled in existing internal or external recycling programs and life cycle costs are continuously reflected in decision making.
- Cooperative purchasing can be made cost effective by teaming with schools, colleges, libraries, and other public institutions that may purchase the same products as you. Cooperative purchasing lowers the unit costs, lowers the administrative costs, increases the volume of recycled purchases, encourages more organizations to participate in the buy recycled effort, and establishes standards, definitions, percentages and contract language.
- It will be much easier to review the contractor's material submittals for Green Products Program compliance if the recycled material content requirements are clearly stated in each specification section that calls for the use of a guideline item.
- The value in piggybacking on State contracts can lead to a reduction in procurement costs and increases availability of products that can be procured at State pricing.
- Buy EPP and Recycled 1<sup>st</sup>!
- Count all your EPP/recycled purchases.
- Take credit for what you are doing even if its small.
- Fine-tune your approach and tighten up loopholes by next FY. (i.e. increasing percentage of recycled or recovered material, boilerplate language, updating contracts, etc.) If you don't do your yearly fine tuning of this program its like getting dressed and going to work without your shoes. It can be done, but it won't be the most effective.

### **Final Thoughts on Guiding Principles for Purchasing Environmentally Friendly Products.**

- 1.) Environment + Price + Performance = Environmentally Preferable Purchasing.
- 2.) Consider pollution prevention within the manufacturing / distribution process.
- 3.) Consider Life Cycle Assessment. Multiple attributes contribute to environmentally sound purchasing decisions.
- 4.) Consider the magnitude of impact which can include the reversibility and geographic scale of environmental impacts, the degree of difference among competing products or services and the overriding importance of protecting human health.

## Acronyms

<b>ACAA</b> – American Coal Ash Association	<b>PVC</b> – Polyvinyl Chloride
<b>AIA</b> – American Institute of Architects	<b>QAFIP</b> – Quality Assurance Facility Inspection Program
<b>ANSI</b> – American National Standards Institute	<b>QPL</b> – Qualified Products List
<b>AP</b> – Affirmative Procurement Program	<b>RCRA</b> - Resource Conservation and Recovery Act
<b>APC</b> – American Plastics Council	<b>RFO</b> – Request For Offer
<b>APP</b> - Affirmative Procurement Program	<b>RFP</b> – Request For Proposal
<b>ASTM</b> – American Society for Testing and Materials	<b>RFQ</b> – Request For Quotation
<b>CBD</b> – Commerce Business Daily	<b>RMAN</b> - Recovered Materials Advisory Notice
<b>CID</b> – Commercial Item Description	<b>SA</b> – Subcontract Administrator
<b>CFR</b> - Code of Federal Regulations	<b>SFO</b> – Solicitation for Offers
<b>CO</b> – Contracting Officer	<b>U.S.C</b> – United States Code
<b>CPG</b> - Comprehensive Procurement Guideline	<b>VMF</b> – Vehicle Maintenance Facility
<b>DLA</b> – Defense Logistics Agency	
<b>DEAR</b> – Department of Energy Acquisition Regulation	
<b>DGSC</b> – Defense General Supply Center	
<b>DOE</b> - Department of Energy	
<b>EO</b> - Executive Order	
<b>EPA</b> - Environmental Protection Agency	
<b>FAR</b> - Federal Acquisition Regulation	
<b>FEE</b> – Federal Environmental Executive	
<b>FR</b> - Federal Register	
<b>FSS</b> - Federal Supply Service	
<b>FY</b> - Fiscal Year (October 1 through September 30)	
<b>GGBF</b> – Ground Granulated Blast Furnace Slag	
<b>GPO</b> - Government Printing Office	
<b>GSA</b> - General Services Administration	
<b>HDPE</b> – High-Density Polyethylene	
<b>JCP</b> - Joint Committee on Printing	
<b>LDPE</b> – Low-Density Polyethylene	
<b>LLDPE</b> – Linear Low-Density Polyethylene	
<b>MSW</b> – Municipal Solid Waste	
<b>NIST</b> – National Institute of Standards and Technology	
<b>OEM</b> – Original Equipment Manufacturer	
<b>OFEE</b> – Office of the Federal Environmental Executive	
<b>OFPP</b> - Office of Federal Procurement Policy	
<b>OMB</b> - Office of Management and Budget	
<b>P2</b> – Pollution Prevention	
<b>PE</b> – Polyethylene	
<b>PET</b> – Polyethylene Terephthalate	
<b>PP</b> – Polypropylene	
<b>PSI</b> – Pounds per Square Inch	
<b>PRA</b> – Paper Reduction Act of 1995	
<b>PS</b> – Polystyrene	

# Phase IV Training



**WHERE TO BUY RECYCLED PRODUCTS**  
**MODELING SUCCESSFUL PROGRAMS**



## Where To Buy Recycled Products

Now that you have learned why you should buy recycled and how to put together your Green Products Program, there is one thing left. Where to buy recycled and environmentally friendly products. The following information covers different industries, source books, catalogs, directories, resources, councils, emails, guides, databases and companies that offer an array of products that will help with your Green Products Program. Most of the listings have a brief overview of what they are. Others have titles that speak for themselves. These resources are readily available on the Internet and the information is deemed reliable, but is not guaranteed. Some of the resources are free, others charge a small fee up to \$315 for the information. It is wise to check with the source on price and availability before ordering. While some recycled content products and environmentally preferable products are available throughout the country, others are available only in certain regions.

### **American Plastics Council**

Recycled Plastic Products Source Book  
1275 K Street, NW, Suite 400  
Washington, DC 20005 (800)2-HELP-90

Contains more than 1200 recycled plastic products made by several hundred manufacturers, in more than 30 product categories. Customized listings can be generated from their database as requested. Price: single copies free.

### **Future Solutions, Inc.**

[www.futuresolutionsinc.com](http://www.futuresolutionsinc.com)

Future Solutions, Inc. a company that's committed to helping you save money while protecting our precious environment.

FSI offers our customers a wide selection of office supplies, awards, promotionals and gifts, and many other items made with recycled materials. We are a different kind of company, one that prides themselves on absolutely outstanding customer service. We go out of our way to ensure that you have a positive experience when working with us.

Our new web site was created to improve our service. Now all the items you ordered before over the phone or the fax are available through our Online store open 24 hours a day.

We offer products that are made of:

Old Bicycles	Old Lunch Trays	Recycled Paper
Old Blue Prints	Old Maps	Recycled Plastic
Old Books	Old Music Albums	Recycled Pop-Bottles
Old CD's	Old Sheet Music	Recycled Steel
Old Circuit Boards	Old Watches	Recycled Vinyl
Old Computer Parts	Old Wine Bottles	Scrap Agri-Products
Old Crayons	Recycled Aluminum	Scrap Construction Materials
Old Floppy Disks	Recycled Blue Jeans	Scrap Fabric/Textiles
Old Garden Tools	Recycled Glass	Scrap Rubber
Old Jewelry	Recycled Money	Scrap Tires
Old License Plates	Recycled Newspaper	Scrap Wood

### **Council for Textile Recycling**

1995 Council for Textile Recycling Buyers Guide and Directory  
7910 Woodmont Ave., Suite 1212  
Bethesda, MD 20814 (301) 718-0671

Contains contact information for more than 130 companies recycling textiles. Price: \$50 (plus \$3.30 postage and handling).

### **Global Sources**

<http://www.globalsources.com/>

Auto Parts & Accessories  
Bags & Footwear  
Computer Products  
Electronic Components  
Electronics  
Fashion Accessories  
Gifts & Home Products  
• Ceramics & Porcelain  
• Food & Beverage  
Gifts & Premiums

Industrial Machines & Supplies  
Lighting & Electricals New!  
Security & Safety  
Sporting Goods & Outdoor Equipment  
Stationery & Office Equipment  
Telecom Products  
Timepieces  
Toys, Games & Hobbies  
Trimmings & Fabrics  
Buyer Resources Highlights!

### **Eco Living Sourcebook**

Eco Living International  
110 Linden Street  
Oakland, CA 94607 (510) 452-0500

On diskette, this database contains listings for more than 500 recycled content building and construction and products from 80 U.S companies. Includes descriptions, content percentages, standards, and test results, specifications, distributors and pictures. Price: \$39.95.

### **Harris Directory**

Stafford-Harris Inc.  
1916 Pike Place, #705  
Seattle, WA 98101-1056 (206) 682-4042

Updated version available in September. Contains more than 2000 recycled construction products made by more than 850 manufacturers, sorted by CSI division. Available on disk in several different formats. Price: \$69/yearly subscription (includes updated after 6 months), \$45 renewal.

### **Plastics Resource**

<http://sourcebook.plasticsresource.com/>

Everything you wanted made from recycled plastic.

## **Eco-Mall**

<http://www.ecomall.com/biz/recycle1.htm>

A HAPPY PLANET Planners, Wallets, Coasters, Bulletin Boards and More!

BADGER PAPER Up to 100% Post-Consumer Recycled Paper Made from Chlorine-Free Pulp

BONDED LOGIC Manufacturer of Environmentally / User-Friendly Acoustical and Thermal Products

CELLULOSE INSULATION MANUFACTURERS ASSOCIATION (CIMA) Promotes Eco-Safe Cellulose Insulation for Homes and Businesses

FASHION COUNTS BY VICTORIA Eco-Accessories - Unique Jewelry from Recycled Pop Bottles and Cans

FOREVERGREEN: GIFTS FOR THE FUTURE All Metal Ornaments are Made of 100% Recycled Metals

GLOBAL ENVIRONMENTAL TECHNOLOGIES TerraFlo Recyclable Water Filtration Systems

GREEN FIELD PAPER COMPANY Recycled Hemp, Organic Cotton, Java, Seed Paper and More

HAMPTON TONER AND INK Remanufactured and Compatible Supplies for Printers, Copiers, and Fax Machines

KASPER ORGANICS Pencils, Paper, Cards and Beautiful Silk Bags Made from Scraps

LASER MANUFACTURING Ink Jet Cartridges: 1/2 Price. 100% Replacement Guaranteed.

LATEST INCARNATION Blankets, Glassware, Mirrors, Candle Bases, and Other Home Items

MAT MAN Quality, Handmade Recycled Tire Mats

NATIONAL DIRECTORY OF COMPUTER RECYCLING PROGRAMS Donations of Used Computer Hardware for Schools and Community Groups

PAPER

RECYCLED OFFICE PRODUCTS Traditional Products with Recycled Contents

RECYCLED TRASH COMPANY Environmental T-Shirts and Clothing

RECYCLINE, INC. Introducing the Preserve®, a Dentist-Engineered, Environment-Friendly Toothbrush

THE RIBBON FACTORY Computer Printer Ribbons, Laser Cartridges, Ink Jet Cartridges

TIRECRAFTING Easily Cut, Turn and Make Over 50 Useful Tire Projects

TWISTED LIMB PAPERWORKS Handmade Recycled Paper Stitched Into Unique Invitations, Stationery and Books

VIDEO PROJECT Stimulating and Empowering Programs on Recycling, Reusing, Reducing

## **Buy Recycled Listings of Recycled Products Directories**

<http://www.prc.org/rpdirect.htm>

National Directories

Association Directories

Building/Construction Directories

Green Products Directories

State Regional Directories

## **Recycled Rubber Products Catalog**

Scrap Tire Management Council

1400 K Street, NW, Suite 900

Washington, DC 20005 (800) 682-4880

Contains listings of companies making products from scrap tires (about 100 listings). Price: single copies free.

## **The Sourcebook for Sustainable Design**

Andrew St. John

Boston Society of Architects

52 Broad Street

Boston, MA 02109-4301 (617) 951-1433

Contains listings of over 100 recycled products used in construction applications. Sorted by CSI divisions. Price: \$25.

### **Guide to Resource Efficient Building Elements**

Center for Resourceful Building Technology

PO Box 100

Missoula, MT 59806 (406) 549-7678

Contains listings of resource efficient building materials (including recycled products) made by 418 manufacturers. Price: \$25. (plus \$3. shipping/handling.)

### **The Green Pages: The Contract Interior Designers' Guide to Environmentally Responsible Products and Materials**

Andrew Fuston

42 East 25th Street, 20th Floor

New York, NY 10010 (212) 779-2265

An older version contains product listings from 536 manufacturers of environmentally responsible building materials, including recycled products. Price: \$79.50 includes automatic update, \$49.50 for single issue.

### **National Park Service – <http://www.nps.gov>**

#### **National Park Service's Sustainable Design and Construction Database**

National Park Service

Attn: Sally Small

PO Box 25287

Denver, CO 80225 (303) 969-2466

On diskette, product-listing portion of database contains information on an estimated 1000 products. Can be searched by manufacturing plant location, CSI division, or product type. Products rated in 14 environmental factors. Also includes information about construction site recycling. Price: \$7.

### **Resources for Environmental Design Index (REDI) Guide**

Iris Communications, Inc.

258 East 10th Avenue, Suite E

Eugene, OR 97401-3284 (800) 346-0104, (503) 484-9353

On diskette, contains listings for more than 1200 environmentally conscious building materials. The database can be searched by manufacturer, brand name, CSI division, geographical region of distribution, or product category. Price: \$49.

### **Sustainable Building Resource Center Database**

Environmental Works

402 15th Ave. E.

Seattle, WA 98112 (206) 329-3834

Database contains information about more than 2000 green building materials, product information, test reports, recycled content, and more Product recommendations are also available. Information dispensed by custom request. Price: free.

### **The Metropolitan Washington Recycled Products Directory**

Metropolitan Washington Council of Governments

777 North Capitol St., NE, Suite 300

Washington, DC 20002-4226 (202) 962-3256.

This 78-page directory contains listings of more than 250 products manufactured and distributed in DC, MD and VA. Divided into nine general categories. Price: \$15.

### **Guide to Recycled Content Products**

Center for Development of Recycling

San Jose State University

One Washington Square

San Jose, CA 95192-0204 (408) 924-5453

Updated version available in September. Contains around 150 product listings from about 125 manufacturers.

Price: unknown

### **The Eco Networker Directory**

Global Gig Music for the Planet Radio Show

800 Grand Ave., Suite AG8135

Carlsbad, CA 92008 (619) 729-5945, ext. 42

Published in 1993. Contains listings of products and services from more than 1000 companies and organizations "striving for a healthier, safer, and happier planet," in over 45 categories, available on line via America Outline.

Price: \$10.95, includes shipping.

### **The Resource Guide to Sustainable Landscapes and Gardens**

Environmental Resources, Inc.

2041 East Hollywood Ave.

Salt Lake City, UT 84108-3148 (801) 485-0280

This 368-page soft-cover book lists more than 1100 environmentally responsible landscaping materials, products, and information sources. 1995. Sorted by CSI division. Price: \$37.50.

### **Vinyl Environmental Resource Center**

Directory of Companies Manufacturing Products from Recycled Vinyl.

One Cascade Plaza, 19th Floor

Akron, Ohio 44308 (800) 969-8469

Contains listings for about 75 companies manufacturing products from recycled vinyl.

Price: single copies free.

### **RecycleStore.**

<http://www.recyclestore.com>

An online catalog of recycled-content products

### **Pennsylvania Resources Council**

<http://www.prc.org/guide/prodindx.htm>

Their Buyer's Guide to Recycled Products may help you in your recycled-content product search.

### **Recycled Products Guide:**

<http://www.recyclingdata.com>

A large collection of information on recycled content products maintained by the Recycling Data Management Corporation.

## **NRC's Buy-Recycled Business Alliance**

<http://brba.nrc-recycle.org/Buyers.htm>

This site provides information and success stories to assist businesses in selecting and buying recycled. No cost membership entitles businesses to a 30-page guide on implementing a buy-recycled program, quarterly newsletters, and industry-specific guides and briefs.

A sample of what can be found on the BRBA web page:

### **Recycled Content Commercial Construction Products List**

Disclaimer: The Buy Recycled Business Alliance is proud to present this list to help private and public sector buyers identify products made with recycled materials. The information provided here is accurate to the best of our knowledge. The BRBA has made no effort to investigate the performance of products listed, or of the financial status of their manufacturers.

#### **Finishes:**

Carpet and carpet insulation

Belting Associates, Inc.  
148 Lauman Lane  
Hicksville, NY 11801  
Phone: (516) 433-2828/(800)  
433-2828  
Fax: (516) 433-2030

Collins & Aikman  
Floorcoverings  
311 Smith Industrial Boulevard  
P.O. Box 1447  
Dalton, GA 30722-1447  
Contact: Dobbins Callahan  
Phone: (706) 259-2039  
Fax: (706) 259-2192

Crain Ind. Carpet Cushion  
Division  
4401 S. Savannah  
Ft. Smith, AR 72903  
Contact: Dipak Shah  
Phone: (501) 646-6602  
Fax: (501) 646-3124

Dura Undercushions, Ltd.  
8525 Chemin Delmeade Rd.  
Montreal, Quebec H4T 1M1  
Canada  
Contact: Michael N. Wilson  
Phone: (514) 737-6561  
Fax: (514) 342-7940

Forum Contract Carpet  
3358 Carpet Capital Drive  
Dalton, GA 30720  
Contact: Brenda Smith  
Contact: Glenn Cheek  
Phone: (706) 277-3066  
Fax: (706) 277-3355

Image Industries  
P.O. Box 5555  
Armuchee, GA 30105  
Contact: Dewey French  
Phone: (800) 722-2504  
Fax: (706) 232-7009

Marglen Industries, Inc.  
735 Broad Street, Suite 210  
Chattanooga, TN 37402  
Contact: John Griffin  
Phone: (423) 265-5050  
Fax: (423) 266-1249

Talisman Mills, Inc.  
6000 W. Executive Drive  
Unit H  
Mequon, WI 53092  
Contact: Dennis Daniels  
Phone: (800) 482-5466  
Fax: (414) 242-6751

#### **Decorative molding**

Amazing Recycled Products  
P.O. Box 312  
Denver, CO 80201  
Contact: Mary Jarrett  
Phone: (800)241-2174/(303)  
699-7693  
Fax: (303) 699-2102

DuraTech Industries, Inc.  
P.O. Box 536  
1138 4th Ave.  
Lake Odessa, MI 48849  
Contact: Michael Enden  
Phone: (616) 374-0240  
Fax: (616) 374-0907

Eaglebrook Products  
2600 W. Roosevelt Road  
Chicago, IL 60608  
Contact: Mark Billian  
Phone: (312) 491-2500  
Fax: (312) 491-2501

Easton Molding Corporation  
P.O. Box 969  
Martinsburg, WV 25401  
Contact: W. Davis  
Phone: (304) 229-9300  
Fax: (304) 229-9864

Jefferson Recycled Woodworks  
1104 Firenze Street  
McCloud, CA 96057  
Contact: Richard McFarland  
Phone: (916) 964-2740  
Fax: (916) 964-2745

Martin Plastic Converters, Inc.  
1366 W. Oxford Ave.  
Englewood, CO 80110  
Contact: C.A. Smith  
Phone: (303) 761-0390  
Fax: (303) 761-0392

Medite  
P.O. Box 4040  
Medford, OR 97501  
Phone: (541) 773-2522/(800)  
676-3339  
Fax: (541) 779-9921

Sportsmen's Plastics, Inc.  
21 Central Ct.  
Leominster, MA 01453  
Contact: Hank Lisciottie  
Phone: (978) 534-9170  
Fax: (978) 534-0790

Utility Plastic Recycling, Inc.  
72 Scott St.  
Brooklyn, NY 11237  
Contact: Jeff Randazzo  
Phone: (718) 497-4000  
Fax: (718) 497-5379

Woodhouse  
P.O. Box 7336  
Rocky Mount, NC 27804  
Contact: Al Hull  
Phone: (919) 977-7336

### **Floor systems**

Belting Associates, Inc.  
148 Lauman Lane  
Hicksville, NY 11801  
Phone: (516) 433-2828/(800)  
223-6287  
Fax: (516) 433-2030

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-7885/(301)  
952-9137  
Fax: (301) 952-1781

Dodge-Regupol, Inc.  
P.O. Box 989  
Lancaster, PA 17608-0989  
Phone: (717) 295-3400/(800)  
322-1923  
Fax: (717) 295-3414

Ecodesign by Exerflex  
6801 Lake Plaza  
Suite A-105  
Indianapolis, IN 46220  
Contact: Mark Center  
Phone: (800) 428-5306  
Fax: (317) 842-5384

Enviroform Recycled Products,  
Inc.  
287 Gambee Road  
Geneva, NY 14456  
Phone: (315) 789-1819/(800)  
789-0384  
Fax: (315) 789-0385

Flexco Company  
P.O. Box 553  
Tuscumbia, AL 35674  
Phone: (205) 383-7474/(800)  
633-3151  
Fax: (205) 381-0322/(800) 346-  
9075

Forbo Industries, Inc.  
Humboldt Industrial Park  
Maplewood Drive  
P.O. Box 667  
Hazleton, PA 18201  
Contact: Donna Chiacchio  
Phone: (717) 459-0771/(800)  
342-0604  
Fax: (717) 450-0258

Humane Manufacturing, LLC  
805 Moore St.  
Baraboo, WI 53913-2796  
Contact: Kelly TenHaken  
Phone: (608) 356-8336  
Fax: (608) 356-8338

MATS, Inc.  
37 Shuman Ave.  
P.O. Box 839  
Stoughton, MA 02072  
Phone: (617) 344-1536  
Fax: (617) 344-1537

Northern Industries, Inc.  
429 Tiogue Ave.  
Coventry, RI 02816  
Contact: Richard A. Bernard  
Phone: (401) 821-2121  
Fax: (401) 821-9335

### **Floor tiles**

American Rubbertech  
112-01 75th Avenue  
Forest Hills, NY 11375  
Phone: (718) 520-0401  
Fax: (718) 520-6605

Bedrock Industries  
1401 West Garfield  
Seattle, WA 98119  
Contact: Loretta Williams  
Phone: (206) 283-7625  
Fax: (206) 283-0497

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Ecodesign by Exerflex  
6801 Lake Plaza, Suite A-105  
Indianapolis, IN 46220  
Contact: Mark Center  
Phone: (800) 428-5306  
Fax: (317) 842-5384

Enviroform Recycled Products,  
Inc.

287 Gambee Road  
Geneva, NY 14456  
Phone: (315) 789-1819/(800)  
789-0384  
Fax: (315) 789-0385

Futuristic Tile LLC

P.O. Box 388  
Allenton, WI 53002  
Contact: Tom Byrnes/Jim  
Walters  
Phone: (800) 558-7800/(414)  
629-9806, x2  
Fax: (414) 629-5233

MATS, Inc.

37 Shuman Ave.  
P.O. Box 839  
Stoughton, MA 02072  
Phone: (617) 344-1536  
Fax: (617) 344-1537

Oscoda Plastics, Inc.

5585 N. Huron Ave.  
Oscoda, MI 48750  
Contact: Ken Szabo  
Phone: (517) 739-6900/(800)  
544-9538  
Fax: (517) 739-1494

Terra Green Ceramics, Inc.

1650 Progress Dr.  
Richmond, IN 47374  
Contact: Customer Service  
Phone: (765) 935-4760  
Fax: (765) 935-3971

Turtle Plastics

7450 A Industrial Park  
Lorain, OH 44053  
Contact: Anthony Petti  
Phone: (216) 282-8008, ext. 215  
Fax: (216) 282-8822

Yemm & Hart, Ltd.

1417 Madison 308  
Marquand, MO 63655-9153  
Contact: Stephen Yemm  
Phone: (573) 783-5434

Fax: (573) 783-7544

Industrial Flooring

Caswell & Company, Inc.  
58 Pearl St.  
Framingham, MA 01702  
Contact: Norman Caswell  
Phone: (508) 879-1120  
Fax: (508) 820-0841

Collins & Aikman

Floorcoverings  
311 Smith Industrial Boulevard  
P.O. Box 1447  
Dalton, GA 30722-1447  
Contact (ER3 Recycled Carpet):  
Jennifer Young

Phone: (706)259-  
9711/(800)248-2878

Fax: (706)259-2179

Contact (PowerBloc Industrial  
Floor):

Larry Umstadter  
Phone: (407)345-  
1534/(800)241-4902 x2161  
Fax: (407)345-0541

Design Recycle, Inc.

11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Dodge-Regupol, Inc.

P.O. Box 989  
Lancaster, PA 17608-0989  
Phone: (717) 295-3400, (800)  
322-1923  
Fax: (717) 295-3414

Turtle Plastics

7450 A Industrial Park  
Lorain, OH 44053  
Contact: Anthony Petti  
Phone: (216) 282-8008, ext. 215  
Fax: (216) 282-8822

## Paint

Angels Touch Recycled Paint

PO Box 4281  
Allentown, PA 18106  
Contact: Rosemary Roque  
Phone: (610) 432-9477  
Fax: (610) 432-0478

E COAT Recycled Paint  
Products

5101 Raley Blvd.  
Sacramento, CA 95838  
Contact: Ray Julian  
Phone: (916) 921-0165  
Fax: (916) 921-0184

EcoPaint

Atlantic County Utilities  
Authority  
6700 Delilah Rd.  
Egg Harbor Township, NJ  
08234-5623  
Contact: Rober Williams  
Phone: (609) 272-6920  
Fax: (609) 272-6941

Paint Solutions, Inc.

P.O. Box 2707  
St. Louis, MO 63116  
Contact: Virginia Flier  
Phone: (314) 776-0071  
Fax: (314) 776-0866

Rasmussen Paints

12655 S.W. Beaver Dam Rd.  
Beaverton, OR 97035  
Contact: Angela Patterson  
Phone: (800) 992-6692  
Fax: (503) 644-9139

## Painting Equipment

Rapid Plastics

13 Linden Ave., E.  
Jersey City, NJ 07305  
Contact: Alex Sirotkin  
Phone: (201) 433-5500  
Fax: (201) 433-4941  
Product: Paint tray liners

Sugrue Products, Inc.  
4401 N. Ravenswood  
Chicago, IL 60640  
Contact: John Sugrue  
Phone: (312) 334-7900  
Fax: (312) 334-7953  
Product: Paint can inserts

### **Wall coverings**

Crown Corporation, NA  
3012 Huron Street  
Suite 101  
Denver, CO 80202  
Contact: Darlene Vosika  
Phone: (303) 292-1313/(800)  
422-2099  
Fax: (303) 292-1933

DesignTex, Inc.  
200 Varick St.  
8th Floor  
New York, NY 10014  
Contact: Michelle Cardello  
Phone: (212) 886-8100  
Fax: (212) 886-8111

New City  
525 Venezia Ave.  
Venice, CA 90291  
Contact: Joel Stearns  
Phone: (310) 822-0818  
Fax: (310) 822-0971

### **Wood Flooring**

Big City Forest  
1809 Carter Ave.  
Bronx, NY 10457  
Contact: Lewis Korn  
Phone: (718) 731-3931  
Fax: (718) 583-2047

Conklin's Authentic Antique  
Barnwood and Hand  
Hewn Beams  
R.D. #1, Box 70  
Susquehanna, PA 18847  
Contacts: Leo and Sandy  
Conklin  
Phone: (717) 465-3832  
Fax: (717) 465-3832

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

International Wood Products  
32203 Park Ave.  
P.O. Box 128  
Queen Anne, MD 21657  
Phone: (410) 364-5031  
Fax: (410) 364-5905

Jefferson Recycled Woodworks  
1104 Firenze Street  
McCloud, CA 96057  
Contact: Richard McFarland  
Phone: (916) 964-2740  
Fax: (916) 964-2745

Maxwell Pacific  
P.O. Box 4127  
Malibu, CA 90264  
Phone: (310) 457-4533

Rodman Industries  
P.O. Box 88  
Marinette, WI 54143  
Contact: Sharon Brigham  
Phone: (715) 735-9500  
Fax: (715) 735-6148

Woodhouse, Inc.  
P.O. Box 7336  
Rocky Mount, NC 27804  
Contact: Al Hull  
Phone: (919) 977-7336

### **Furnishings**

All Paper Recycling, Inc.  
101 W. Pine St.  
St. Peter, MN 56082  
Contact: Kiersten Dahl-Shetka  
Phone: (507) 931-9615  
Fax: (507) 931-9734  
Products: ShetkaBoard and  
ShetkaStone can be custom-  
made to any form

Big City Forest  
1809 Carter Ave.  
Bronx, NY 10457  
Contact: Lewis Korn  
Phone: (718) 731-3931  
Fax: (718) 583-2047

Buddy Products  
1350 South Leavitt Street  
Chicago, IL 60608  
Phone: (312) 733-6400/(800)  
886-8688  
Fax: (312) 733-8356  
Products: Recycled steel filing  
cabinets and office machine  
stands

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

ECOLOGIC, Inc.  
1140 Elizabeth Avenue  
Waukegan, IL 60085  
Phone: (800) 899-8004

EcoWork  
CF Rutherford and Associates  
55 John Street; 12th Floor  
New York, NY 10038  
Phone: (800) 800-2785

Herman Miller, Inc.  
855 East Main Avenue  
Zeeland, MI 49464  
Contact: Patrick Laurie  
Phone: (616) 654-5069  
Fax: (616) 654-5117

Jefferson Recycled Woodworks  
1104 Firenze Street  
McCloud, CA 96057  
Contact: Richard McFarland  
Phone: (916) 964-2740  
Fax: (916) 964-2745

Maxwell Pacific  
P.O. Box 4127  
Malibu, CA 90264  
Phone: (310) 457-4533

Meadowood Industries, Inc.  
33242 Red Bridge Road  
Albany, OR 97321  
Contact: Leonard Opel  
Phone: (541) 259-1303  
Fax: (541) 259-1355

Metro Systems  
6775 Shady Oak Road  
Minneapolis, MN 55344-3433  
Phone: (612) 933-5050  
Fax: (612) 944-1444

New City  
525 Venezia Ave.  
Venice, CA 90291  
Contact: Joel Stearns  
Phone: (310) 822-0818  
Fax: (310) 822-0971

Office Plan, Inc.  
1245 Trapp Road  
St. Paul, MN 55121  
651-686-8610

Open Plan Systems, Inc.  
4299 Carolina Avenue  
Richmond, VA 23222  
Phone: (800) 728-0781  
Fax: (804) 228-5656

Revest  
660 Campbell Court  
Lithia Springs, GA 30057  
Contact: Diane Saas  
Phone: (770) 745-6500  
Fax: (770) 745-6262

R.J. Contracting Service, Inc.  
28618 N. Ballard Dr.  
Lake Forest, IL 60045  
Phone: (708) 680-5100  
Fax: (708) 680-5174

Signature Woodworking, Inc.  
787 South East Boulevard  
Vineland, NJ 08360  
Phone: (609) 794-8856  
Fax: (609) 794-8811

Yemm & Hart, Ltd.  
1417 Madison 308  
Marquand, MO 63655-9153  
Contact: Stephen Yemm  
Phone: (573) 783-5434  
Fax: (573) 783-7544

### **Interior Design Features**

Homasote Company  
P.O. Box 7240  
West Trenton, NJ 08628-0240  
Phone: (609) 883-3300  
Fax: (609) 530-1584

Meadowood Industries, Inc.  
33242 Red Bridge Road  
Albany, OR 97321  
Contact: Leonard Opel  
Phone: (541) 259-1303  
Fax: (541) 259-1355

### **Countertops**

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Futuristic Tile LLC  
P.O. Box 388  
Allenton, WI 53002  
Contact: Tom Byrnes/Jim  
Walters  
Phone: (800) 558-7800/(414)  
629-9806, x2  
Fax: (414) 629-5233

Medite  
P.O. Box 4040  
Medford, OR 97501  
Phone: (541) 773-2522/(800)  
676-3339

Fax: (541) 779-9921

Phenix Biocomposites, Inc.  
1511 North Gault St.  
St. Peter, MN 56082  
Phone: (507) 931-9787  
Fax: (507) 931-5573

Syndesis, Inc.  
2908 Colorado Avenue  
Santa Monica, CA 90404  
Contact: David Hertz  
Phone: (310) 829-9932  
Fax: (310) 829-5641

Yemm & Hart, Ltd.  
1417 Madison 308  
Marquand, MO 63655-9153  
Contact: Stephen Yemm  
Phone: (573) 783-5434  
Fax: (573) 783-7544

### **Doors**

Amesbury Group, Inc.  
105 Washington St., SW  
Cannon Falls, MN 55009  
Contact: Patrick Junker  
Phone: (507) 263-3983  
Fax: (507) 263-3399

Jefferson Recycled Woodworks  
1104 Firenze Street  
McCloud, CA 96057  
Contact: Richard McFarland  
Phone: (916) 964-2740  
Fax: (916) 964-2745

### **Partitions**

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Maxwell Pacific  
P.O. Box 4127  
Malibu, CA 90264  
Phone: (310) 457-4533

Meadowood Industries, Inc.  
33242 Red Bridge Road  
Albany, OR 97321  
Contact: Leonard Opel  
Phone: (541) 259-1303  
Fax: (541) 259-1355

Polycycle, Inc.  
P.O. Box 2021  
1300 Meylert Ave.  
Scranton, PA 18501  
Contact: Robert Dougher  
Phone: (717) 348-2956  
Fax: (717) 348-2963

R.J. Contracting Service, Inc.  
28618 N. Ballard Dr.  
Lake Forest, IL 60045  
Phone: (708) 680-5100  
Fax: (708) 680-5174

### **Retail Fixtures**

Medite  
P.O. Box 4040  
Medford, OR 97501  
Phone: (541) 773-2522/(800)  
676-3339  
Fax: (541) 779-9921

Jefferson Recycled Woodworks  
1104 Firenze Street  
McCloud, CA 96057  
Contact: Richard McFarland  
Phone: (916) 964-2740  
Fax: (916) 964-2745

Meadowood Industries, Inc.  
33242 Red Bridge Road  
Albany, OR 97321  
Contact: Leonard Opel  
Phone: (541) 259-1303  
Fax: (541) 259-1355

### **Stair Treads**

Woodhouse  
P.O. Box 7336  
Rocky Mount, NC 27804  
Contact: Al Hull  
Phone: (919) 977-7336

### **Lighting**

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Yemm & Hart, Ltd.  
1417 Madison 308  
Marquand, MO 63655-9153  
Contact: Stephen Yemm  
Phone: (573) 783-5434  
Fax: (573) 783-7544

### **Miscellaneous Ambient Feature**

#### **Bathroom Features**

Comtec Industries  
801 Corey St.  
Moosic, PA 18507  
Contact: Jeff Palfey  
Phone: (717) 348-0997  
Fax: (717) 346-6047

EcoTec Toilet Partitions  
1060 West Mason Street  
Green Bay, WI 54303  
Phone: (414) 497-7100  
Fax: (414) 499-9161

Santana Products, Inc.  
P.O. Box 2021  
Scranton, PA 18501  
Contact: Customer Service  
Phone: (800) 368-5002  
Fax: (717) 348-2959

Syndesis, Inc.  
2908 Colorado Ave.  
Santa Monica, CA 90404  
Contact: David Hertz  
Phone: (310) 829-9932  
Fax: (310) 829-5641

Yemm & Hart, Ltd.  
1417 Madison 308  
Marquand, MO 63655-9153

Contact: Stephen Yemm  
Phone: (573) 783-5434  
Fax: (573) 783-7544

### **Sound Barriers**

International Cellulose Corp.  
P.O. Box 450006  
Houston, TX 77245-0006  
Contact: J.M. Smith  
Phone: (713) 433-6701  
Fax: (713) 433-2029

Johns Manville Corporation  
P.O. Box 5108  
Denver, CO 80217-5108  
Phone: (800) 654-3102

Phoenix Recycled Plastics  
225 Washington St.  
Conshohocken, PA 19428  
Contact: Mark Siemon  
Phone: (610) 940-1590  
Fax: (610) 940-1593

### **Vents**

Pacemaker Plastics Company,  
Inc.  
P.O. Box 279  
126 New Pace Rd.  
Newcomerstown, OH 43832  
Contact: Mike Bennett  
Phone: (614) 498-4181  
Fax: (614) 498-4184

### **Window and Door Seals**

Schlegel Corporation  
1555 Jefferson Rd.  
Rochester, NY 14623  
Contact: Steve Hakes  
Phone: (716) 427-7200, x5150  
Fax: (716) 427-7216

### **Miscellaneous**

Buddy Products  
1350 South Leavitt Street  
Chicago, IL 60608

Phone: (312) 733-6400/(800)  
886-8688  
Fax: (312) 733-8356  
Products: Magazine racks, time  
sheet racks, mobile files

## **Structural Materials**

### **Aggregate Ceiling tiles**

Armstrong World Industries,  
Inc.  
P.O. Box 3001  
Lancaster, PA 17604  
Contact: Customer Service  
Phone: (717) 397-0611  
Fax: (717) 396-4270

### **Decking**

Aeolian Enterprises, Inc.  
P.O. Box 888  
Latrobe, PA 15650  
Contact: Bill McClintic  
Phone: (412) 539-9460  
Fax: (412) 539-0572

Aloha Plastic Manufacturing,  
Inc.  
P.O. Box 1429  
Puunene, HI 96784  
Contact: Richard Doran  
Phone: (808) 877-0822  
Fax: (808) 877-2503

Amazing Recycled Products  
P.O. Box 312  
Denver, CO 80201  
Contact: Mary Jarrett  
Phone: (800) 241-2174/(303)  
699-7693  
Fax: (303) 699-2102

American Earth Friendly, Inc.  
542 Southeast Fifth Avenue  
Delray Beach, FL 33483  
Contact: Michael Hazlett  
Phone: (561) 276-4152  
Fax: (561) 276-3965

American Ecoboard, Inc.  
200 Finn Ct.  
Farmingdale, NY 11735  
Contact: Ron Kwiatkowski  
Phone: (516) 753-5151  
Fax: (516) 753-5165

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Earth Care Products  
765 Skippack Pike  
Suite 200  
Blue Bell, PA 19422  
Contact: John M. Gebert  
Phone: (215) 283-9600  
Fax: (215) 283-9970

Marva Resources, Inc.  
131 East Broad St., Suite 201  
Falls Church, VA 22046  
Contact: Neville Martin  
Phone: (703) 532-0867  
Fax: (703) 237-3609

Phoenix Recycled Plastics  
225 Washington St.  
Conshohocken, PA 19428  
Contact: Cynthia Kravitz  
Phone: (610) 940-1590  
Fax: (610) 940-1593

### **Fiberboard**

Agriboard Industries  
P.O. Box 645  
Fairfield, IA 52556  
Phone: (800) 696-2523/(515)  
472-0363  
Fax: (515) 472-0018

All Fiberglass Products, Inc.  
P.O. Box 2278  
Joliet, IL 60434  
Phone: (815) 729-  
3326/(800)438-7395  
Fax: (815) 741-0058

Celotex Corporation  
P.O. Box 31602  
Tampa, FL 33631  
Phone: (800) 622-6061

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

G-P Gypsum Corporation  
122 Old Dover Rd.  
Newington, NH 03801-2822  
Contact: Leo Bissonnette  
Phone: (603) 433-8000  
Fax: (603) 430-9275

Hettinga Technologies, Inc.  
2123 N.W. 111th St.  
Des Moines, IA 50325  
Contact: Jeanine S. Hettinga  
Phone: (515) 270-6900  
Fax: (515) 270-1333

Homasote Company  
P.O. Box 7240  
West Trenton, NJ  
Phone: (609) 883-3300  
Fax: (609) 530-1584

Meadowood Industries, Inc.  
33242 Red Bridge Road  
Albany, OR 97321  
Contact: Leonard Opel  
Phone: (541) 259-1303  
Fax: (541) 259-1355

Medite  
P.O. Box 4040  
Medford, OR 97501  
Phone: (541) 773-2522/(800)  
676-3339  
Fax: (541) 779-9921  
Niagara Fiberboard, Inc.  
P.O. Box 520  
140 Van Buren St.  
Lockport, NY 14095-0520  
Phone: (716) 434-8881  
Fax: (716) 434-8884

Pierce International, Inc.  
P.O. Box 4871  
Englewood, CO 80155  
Phone: (303) 792-0719  
Fax: (303) 799-6469

PrimeBoard, Inc.  
2111 3M Dr.  
Wahpeton, ND 58075  
Contact: Kevin Smith  
Phone: (701) 642-9700  
Fax: (701) 642-1154

Rodman Industries  
P.O. Box 76  
Marinette, WI 54143  
Phone: (715) 735-9509  
Fax: (715) 735-6148

Simplex Products  
P.O. Box 10  
Adrian, MI 49221  
Phone: (800) 377-6970  
Fax: (517) 265-3752  
Product: Studio Board, a wood-  
like panel designed for studio  
and stage sets

## **Insulation**

Amoco Foam Products  
Company  
2907 Log Cabin Drive  
Smyrna, GA 30080-7013  
Contact: Angie Palmer  
Phone: (404) 350-1323  
Fax: (404) 350-1489

Anco Products, Inc.  
2500 South 17th  
Elkhart, IN 46517  
Contact: Patricia Betzer  
Phone: (219) 293-5574  
Fax: (219) 295-6235

Applegate  
762 Stonecypther St.  
Cornelia, GA 30531  
Contact: Don Coleman  
Phone: (706) 778-2919  
Fax: (706) 778-7940

Benchmark Foam, Inc.  
3200 9th Ave., SE  
Watertown, SD 57201-9102  
Contact: Brenda Hansen  
Phone: (605) 886-8084  
Fax: (605) 886-8099

Bonded Insulation, Inc.  
78 N. Pawling St.  
Hagaman, NY 12086  
Contact: Curt Chittenden  
Phone: (518) 842-1470  
Fax: (518) 842-2064

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Enercept, Inc.  
3100 9th Ave., SE  
Watertown, SD 57201-9102  
Contact: Neal Mack  
Phone: (605) 882-2222  
Fax: (605) 882-2753

Greenstone  
6500 Rock Spring Dr.  
Suite 400  
Bethesda, MD 20817  
Contact: Natasha Jarrah  
Phone: (301) 564-5900  
Fax: (301) 564-0004  
Greenwood Cotton Insulation  
Products, Inc.  
555 Sun Valley Dr.  
Suite J-4  
Roswell, GA 30076  
Contact: Kirk R. Villar  
Phone: (404) 998-6888  
Fax: (404) 993-3175

Huebert Fiberboard, Inc.  
1545 East Morgan St.  
Boonville, MO 65233  
Contact: Gerald Huebert

Phone: (816) 882-2704/(800)  
748-7147

Insul-tray, Inc.  
E. 1881 Crestview Drive  
Shelton, WA 98584  
Contact: E.R. Story  
Phone: (206) 427-5930  
Fax: (206) 427-5930

International Cellulose Corp.  
P.O. Box 450006  
Houston, TX 77245-0006  
Contact: J.M. Smith  
Phone: (713) 433-6701  
Fax: (713) 433-2029

Johns Manville Corp.  
P.O. Box 5108  
Denver, CO 80217-5108  
Contact: Reed Larson  
Phone: (800) 654-3103  
Fax: (303) 978-3661

Nu-Wool Company, Inc.  
2472 Port Sheldon  
Jenison, MI 49428  
Phone: (616) 669-0100/(800)  
748-0128

Owens Corning  
One Owens Corning Parkway -  
1G  
Toledo, OH 43659  
Contact: Scott Berger  
Phone: (419) 248-8879  
Fax: (419) 325-4879  
E-mail:  
scott.berger@owenscorning.  
com  
Products: Glass fiber contains at  
least 30% recycled glass and  
foam products contain at least  
20% post-industrial recycled  
polystyrene.

Pacemaker Plastics Company,  
Inc.  
P.O. Box 279  
126 New Pace Rd.  
Newcomerstown, OH 43832

Contact: Mike Bennett  
Phone: (614) 498-4181  
Fax: (614) 498-4184

Pacific Allied Products, Ltd.  
91-110 Kaomi Loop  
Kapole, HI 96707  
Contact: Linda Smith  
Phone: (808) 682-2038  
Fax: (808) 682-4759

Pinnacle Industries, Inc.  
160 Wilbur Place  
Bohemia, NY 11716  
Phone: (800) 258-4633  
Fax: (516) 589-4137

Thermal Foams, Inc.  
2101 Kenmore Ave.  
Buffalo, NY 14207  
Contact: Dave Wopperer  
Phone: (716) 874-6474  
Fax: (716) 874-8180

### **Plastic Lumber**

Aeolian Enterprises, Inc.  
P.O. Box 888  
Latrobe, PA 15650  
Contact: Bill McClintic  
Phone: (412) 539-9460  
Fax: (412) 539-0572

ABC Plastics  
2148 Highway 22 W.  
Kalona, IA 52247  
Contact: Mike Strube  
Phone: (319) 656-2112  
Fax: (319) 656-2007

Aloha Plastic Manufacturing,  
Inc.  
P.O. Box 1429  
Puunene, HI 96784  
Contact: Richard Doran  
Phone: (808) 877-0822  
Fax: (808) 877-2503

Amazing Recycled Products  
P.O. Box 312  
Denver, CO 80201

Contact: Mary Jarrett  
Phone: (800) 241-2174/(303)  
699-7693  
Fax: (303) 699-2102

American Earth Friendly, Inc.  
542 Southeast Fifth Avenue  
Delray Beach, FL 33483  
Contact: Michael Hazlett  
Phone: (561) 276-4152  
Fax: (561) 276-3965

American Ecoboard, Inc.  
200 Finn Ct.  
Farmingdale, NY 11735  
Contact: Ron Kwiatkowski  
Phone: (516) 753-5151  
Fax: (516) 753-5165

Black Rhino Recycling  
4503 Lebanon Church Rd.  
W. Mifflin, PA 15122  
Contact: Keith Brody  
Phone: (412) 460-0160  
Fax: (412) 460-0166

B.T.W. Industries, Inc.  
3939 Hollywood Blvd.  
Suite 3B  
Hollywood, FL 33021  
Contact: G. Gunzburger  
Phone: (954) 962-2100  
Fax: (954) 963-4778

Cascades Re-Plast, Inc.  
170 Sherbrooke St. West  
Suite 580  
Montreal, Quebec H3A 1G1  
Contact: Fred MacLean  
Phone: (514) 284-9850  
Fax: (514) 284-9866

Clearvue Polymers, Inc.  
Edson St. Ind. Park  
Amsterdam, NY 12010  
Contact: Doug Wadsworth  
Phone: (518) 842-7134  
Fax: (518) 842-7179

Cycle Masters, Inc.  
P.O. Box 467

509 Pennsylvania Ave.  
Sweetser, IN 46987  
Contact: Scott House  
Phone: (765) 384-4336  
Fax: (765) 384-4346

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Eaglebrook Products  
2600 W. Roosevelt Rd.  
Chicago, IL 60608  
Contact: Guy Defeo  
Phone: (312) 491-2500  
Fax: (312) 491-2501

Earth Care Products  
765 Skippack Pike  
Suite 200  
Blue Bell, PA 19422  
Contact: John M. Gebert  
Phone: (215) 283-9600  
Fax: (215) 283-9970

Eco-Focus, Inc.  
P.O. Box 90277  
Portland, OR 97290  
Contact: Victor Bitar  
Phone: (503) 760-1777  
Fax: (503) 286-5027

Eco-Tech, L.P.  
4004 Dayton St.  
McHenry, IL 60050  
Contact: Joe Sadlier  
Phone: (815) 363-8570  
Fax: (815) 363-8594

Environmental Building  
Products  
P.O. Box 261310  
Highland Ranch, CO 80163  
Contact: James Murphy  
Phone: (303) 470-7555  
Fax: (303) 470-7390

Environmental Recycling, Inc.  
8000 Hall St.  
St. Louis, MO 63147  
Contact: Stan Cope  
Phone: (314) 382-7766  
Fax: (314) 382-7711

Environmental Specialty  
Products  
P.O. Box 1114  
2825 Old Brookside Rd.  
Guasti, CA 91743-1114  
Contact: Liz Head  
Phone: (800) 7-PLASTIC/(909)  
390-8800  
Fax: (909) 390-8700

Envirowood Products, Inc.  
P.O. Box 129  
Auburn, AL 36831-0129  
Contact: Rick Stucker  
Phone: (888) 357-8392  
Fax: (702) 841-5283

Global Plastics  
109 Stewart Pkwy.  
Greensboro, GA 30642  
Contact: Brian Doty  
Phone: (706) 453-7552  
Fax: (706) 453-7582

Innovative Recycling  
Corporation  
2618 Coors Blvd., SW  
Albuquerque, NM 87121  
Contact: Gary Estep  
Phone: (505) 873-9710  
Fax: (505) 873-6180

Marva Resources, Inc.  
131 East Broad St., Suite 201  
Falls Church, VA 22046  
Contact: Neville Martin  
Phone: (703) 532-0867  
Fax: (703) 237-3609

Outwater Plastics  
4 Passaic St.  
Wood Ridge, NJ 07075  
Contact: Sally Gallopo  
Phone: (201) 340-1040  
Fax: (800) 888-3315/(201) 916-  
1640

Perma-Wood, Inc.  
213 Ardmore Road  
Linthicum, MD 21090  
Contact: Frank Vavra  
Phone: (410) 859-3232  
Fax: (410) 329-3189

Phoenix Recycled Plastics  
225 Washington St.  
Conshohocken, PA 19428  
Contact: Cynthia Kravitz  
Phone: (610) 940-1590  
Fax: (610) 940-1593

P.J.'s Funcrafters  
3023 North West Grand Ave.  
Phoenix, AZ 85017-4911  
Contact: Doug Johnston  
Phone: (602) 233-1441  
Fax: (602) 233-2449

Plastic Lumber Company, Inc.  
540 S. Main St.  
Building #7  
Akron, OH 44311-1010  
Contact: Alan E. Robbins  
Phone: (800) 886-8990/(330)  
762-8989  
Fax: (330) 762-1613

Plastic Pilings, Inc.  
1485 S. Willow Ave.  
Rialto, CA 92376  
Phone: (909) 874-4080  
Fax: (909) 874-4860

Plastic Recycling, Inc.  
10252 Hwy. 65  
Iowa Falls, IA 50126-8823  
Contact: Susan Waters  
Phone: (800) 338-1438/(515)  
648-5073  
Fax: (515) 648-5074

Plasti-Ro International, Inc.  
1311 Marie Victorin  
St. Bruno, Quebec J3V 6B7  
Contact: Guy Chadillon  
Phone: (514) 441-5833  
Fax: (514) 441-0475

Recycled Plastic Industries  
1011 McDonald St.  
Green Bay, WI 54303  
Contact: Mr. Lee Anderson  
Phone: (920) 433-0900  
Fax: (920) 433-9329

Recycled Plastic Man  
P.O. Box 3368  
Venice, FL 34293  
Contact: John Spencer  
Phone: (941) 497-1020  
Fax: (941) 473-0131

Recycled Polymer Associates  
152 W. 26th St.  
New York, NY 10001  
Contact: Bruce Honig  
Phone: (212) 463-8622  
Fax: (212) 675-5777

ReSource Building Products  
920 Davis Rd.  
Suite 101  
Elgin, IL 60123  
Contact: Jim Quinn  
Phone: (847) 931-0495  
Fax: (847) 931-1771

Syntal, Inc.  
P.O. Box 46  
Diboll, TX 75941  
Contact: Claude Carver  
Phone: (409) 829-3830  
Fax: (409) 829-3835

Trex Company  
20 S. Cameron St.  
Winchester, VA 22601  
Contact: Customer Service  
Phone: (800) BUY-TREX

Trimax of Long Island  
2076 5th Avenue  
Ronkonkoma, NY 11779  
Contact: Anthony Noto  
Phone: (516) 471-7777  
Fax: (516) 471-7862

Yemm & Hart, Ltd.  
1417 Madison 308  
Marquand, MO 63655-9153  
Contact: Stephen Yemm  
Phone: (573) 783-5434  
Fax: (573) 783-7544

### **Reclaimed Wood**

Conklin's Authentic Antique  
Barnwood and Hand Hewn  
Beams  
R.D. #1, Box 70  
Susquehanna, PA 18847  
Contacts: Leo and Sandy  
Conklin  
Phone: (717) 465-3832  
Fax: (717) 465-3832

Design Recycle, Inc.  
11103 Brookdale Lane  
Upper Marlboro, MD 20772  
Contact: James E. Ingram  
Phone: (301) 952-9137  
Fax: (301) 952-1781

Jefferson Recycled Woodworks  
1104 Firenze Street  
McCloud, CA 96057  
Contact: Richard McFarland  
Phone: (916) 964-2740  
Fax: (916) 964-2745

Maxwell Pacific  
P.O. Box 4127  
Malibu, CA 90264  
Phone: (310) 457-4533

Woodhouse, Inc.  
P.O. Box 7336  
Rocky Mount, NC 27804  
Contact: Al Hull  
Phone: (919) 977-7336

### **Steel Studs and Framing Systems**

HL Stud Corporation  
2000 West Henderson Rd.  
Suite 395  
Columbus, OH 43220

### **Miscellaneous Structural Materials**

Archovations, Inc.  
P.O. Box 281  
Lakeland, MN 55043-0281  
Contact: Sarah B. Atkins  
Phone: (612) 436-2620  
Fax: (612) 436-2622  
Products: Masonry mats, cavity  
air space maintenance system

Coon Mfg., Inc.  
P.O. Box 108  
Spickard, MO 64679  
Contact: Bill Coon  
Phone: (816) 485-6299  
Fax: (816) 485-6122  
Product: Plastic extruded sheets

Hammer's Plastic Recycling  
10252 Hwy. 65  
Iowa Falls, IA 50126-8823  
Contact: Susan Waters  
Phone: (515) 648-5073  
Fax: (515) 648-5074  
Product: Custom-molded plastic

Maze Nails  
100 Church St.  
Peru, IL 61354  
Contact: Paul Quinn  
Phone: (815) 223-8290  
Fax: (815) 223-758  
Product: Recycled-steel nails

Pacemaker Plastics Company,  
Inc.  
P.O. Box 279  
126 New Pace Road  
Newcomerstown, OH 43832  
Contact: Mike Bennett  
Phone: (614) 498-4181  
Fax: (614) 498-4184  
Products: EPS insulated  
concrete forming system;  
customization available. Cores  
for wall panels, concrete panels,  
laminates.

Syndesis  
2908 Colorado Ave.  
Santa Monica, CA 90404-3616  
Phone: (310) 829-9932  
Fax: (310) 829-5641  
Products: Custom-made pre-  
formed concrete

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Updated December 30, 1999



## Modeling Other Success Programs

### Who has a successful program?

Although Federal agencies have made incredible strides with environmentally responsible purchasing, there are counties and private sector organizations that are leaders when it comes to buying recycled and environmentally preferable products and services. In the following sections, we will highlight certain counties and businesses that have a successful “Green” program in place. The following will contain information about the county or business, what they are doing, example policies, procedures, responsibilities, definitions, directives, and format style, as well as how to contact them for more information. Most of the information compiled has been extracted from their websites and the “copy and paste” approach was used. This is simply for your use to give you ideas and direction for developing your own Green Products Program. For more information, contact these organizations directly.

### King County – Seattle, Washington

The King County Environmental Purchasing Policy (KCC 10.16, Executive Policy CON 7-1-2 (AEP)) was adopted by the King County Council in 1989. The policy directs County agencies to purchase products manufactured with recycled and environmentally preferable materials "whenever practicable."

The King County Environmental Purchasing Program helps County agencies find information about environmentally preferable products and processes that meet performance requirements and are economical. Preferable products include those that have recycled content, reduce waste, use less energy, are less toxic, and are more durable.

The objective of the Environmental Purchasing Program is to bring about fundamental change in the procurement priorities of the more than 13,000 employees of King County and its contractors. With the full participation of the people in the agencies who make purchasing decisions, the County can attain its goal of buying recycled and other environmentally preferable products "wherever practicable." The program supports the efforts of County personnel by providing information and technical assistance to help them identify economical and effective recycled and environmentally preferable products and by creating and maintaining contracts for their purchase. The program helps agencies understand policy requirements and communicates specifications, contracts, and other practical information between County agencies, vendors, users, and other jurisdictions.

The program's collaborative approach, which provides information and guidance to County employees and relies on their expertise to evaluate procurement opportunities and revise procedures, is gradually changing the way agencies view these opportunities. County agencies have responded by placing more emphasis on developing ways to increase the use of recycled and other environmentally preferable products, especially where these will reduce costs, while still meeting rigorous performance standards.

In 1998, King County was awarded the first annual Environmental Purchasing award of the National Association of Counties (NACo), which recognized the County as a national leader in municipal procurement of recycled and environmentally preferable materials. In 2000, our program was awarded the Buy Recycled "Recycling at Work" Award from the U.S. Conference of Mayors (USCM).

In these World-Wide-Web documents, we describe the tools and techniques developed by King County agencies for purchasing recycled products. We hope you find it useful and we encourage you to share your experiences with us.

To find out more about the recycled products that King County has purchased, please see the program website at: <http://www.metrokc.gov/procure/green>

## **King County Recycled Product Procurement Policy**

### **1.0 TITLE:** King County Recycled Product Procurement Policy

### **2.0 PURPOSE:**

To establish policies and procedures for implementing K.C.C. 10.16 and Ordinance No. 9240, the King County Recycled Product Procurement Policy.

### **3.0 ORGANIZATIONS AFFECTED:**

Applicable to all King County departments, offices and agencies.

### **4.0 REFERENCES:**

K.C.C. Chapter 10.16 and Ordinance No. 9240.

### **5.0 DEFINITIONS:**

5.1 "Contractor" means any person, group of persons, consultant, designing architect, association, partnership, corporation, or other business entity that has a contract with King County (including suppliers) or serves in a subcontracting capacity with an entity having a contract with King County for the provision of goods or services.

5.2 "Designated products" means recycled and environmentally preferable products and materials designated by the Purchasing Agency and the Solid Waste Division pursuant to this policy.

5.3 "Environmentally preferable products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

5.4 "Minimum content standards" means standards maintained by the Purchasing Agency and the Solid Waste Division specifying the minimum level of recovered material and/or post-consumer material necessary for designated products to qualify as recycled products.

5.5 "Post-consumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is a part of the broader category of "recovered material".

5.6 "Practicable" means satisfactory in performance and available at a fair and reasonable price.

5.7 "Price-preference" means a percentage of increase in price that King County will pay to obtain a designated product.

5.8 "Recovered material" means waste material and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

5.9 "Recycled paper" means paper meeting the King County minimum recycled content standards.

5.10 "Recycled product" means a product manufactured using recovered material and meeting King County Minimum Recycled Content Standards.

### **6.0 POLICIES:**

6.1 The King County Executive strongly supports and will aggressively implement the King County Recycled Product Procurement Policy, K.C.C. Chapter 10.16.

6.2 All Departments, Offices, and Agencies shall use, and require their contractors and consultants to use, products manufactured with the maximum practicable amount of recovered material, especially post-consumer material.

6.3 All Departments, Offices, and Agencies shall use, and require their contractors and consultants to use, environmentally preferable products whenever cost effective and to the extent practicable.

6.4 The Purchasing Agency and the Solid Waste Division shall maintain minimum content standards for the purchase of designated products.

- 6.5 The Purchasing Agency and the Solid Waste Division shall establish a price-preference of up to fifteen percent (15%) for recycled paper products and up to ten percent (10%) for re-refined lubricating oil.
- 6.6 All Departments, Offices, and Agencies shall ensure that they and their contractors use recycled paper in printed material, and that it bears an imprint identifying the recycled content of the paper, whenever practicable.
- 6.7 All Departments, Offices, and Agencies shall ensure that they and their contractors use both sides of paper sheets whenever practicable.
- 6.8 Departments, Offices, and Agencies may specify recycled content at levels higher than the minimum content standards.

**7.0 PROCEDURES:**

Action By:

Purchasing Agency and Solid Waste Division

- 7.1 Designate products, processes, and procedures to be evaluated by Departments, Offices, and Agencies and used or adopted whenever practicable, maintain a designated product list, and periodically transmit this information to departments for implementation.
- 7.2 Provide Departments, Offices, and Agencies with technical assistance in policy implementation.

County Departments, Offices, and Agencies

- 7.3 Assign appropriate personnel to evaluate each designated product to determine the extent to which it may practicably be used by the department and its contractors.
- 7.4 Revise contracting procedures as necessary to procure designated products whenever practicable and to facilitate data collection.
- 7.5 Transmit evaluation results and purchase data for designated products used by the agency and its contractors to the Purchasing Agency by July 30th each year.

Purchasing Agency and Solid Waste Division

- 7.6 Transmit an annual report to the County Council on the status of policy implementation.

**8.0 RESPONSIBILITIES:**

8.1 The Purchasing Agency and the Solid Waste Division shall:

- 8.1.1 provide departments with information to facilitate their evaluation and purchase of designated products and inform them of their responsibilities under this policy;
- 8.1.2 revise minimum content standards as necessary to ensure that designated products contain the maximum practicable amount of recovered material and are consistent with Guidelines and regulations promulgated by the United States Environmental Protection Agency, the State of Washington, and other Federal and State agencies;
- 8.1.3 ensure that environmentally preferable products are designated whenever practicable;
- 8.1.4 transmit minimum content standards to departments; and
- 8.1.5 assemble an annual report to the County Council on the status of policy implementation. This report shall include data on purchases of recycled/non-recycled and environmentally preferable products by each Department, Office, or Agency and results of designated product evaluations.

8.2 County Departments, Offices, and Agencies shall assign staff to:

- 8.2.1 ensure that contracting procedures do not discriminate against recycled products without justification;
- 8.2.2 assign appropriate personnel to evaluate each designated product to determine the extent to which it may practicably be used by the agency and its contractors.
- 8.2.3 revise contracting procedures to maximize the specification of designated products whenever practicable and facilitate compilation of data on the purchase of designated products by the agency and its contractors; and
- 8.2.4 transmit evaluation results and procurement data to the Purchasing Agency by July 30 each year for inclusion in the annual report to the County Council on the status of policy implementation.

**A POLICY** establishing procedures and programs to encourage and increase the procurement of recycled and other environmentally preferable products by (City) agencies and contractors.

Jurisdictions may elect to implement this procurement policy in a number of ways, depending on local administrative practices. This model calls upon purchasers in all agencies to use recycled and other environmentally preferable products whenever possible, while recognizing that their principal requirements must be product performance and fiscal responsibility.

### **Purpose**

This policy shall be known as the "(City) Environmentally Preferable Procurement Policy." Its purpose is to support markets for recycled and other environmentally preferable products by encouraging (City) agencies and contractors to buy such products whenever practicable.

**Options :** This policy might be entitled the:

- "Recycled Product Procurement Policy,"
- "Environmentally Responsible Purchasing Policy,"
- or others, depending on its scope and intent.

The language used in this model refers to "Environmentally Preferable Products."

### **Definitions**

The following terms shall have the assigned definitions for all purposes under this policy:

- A. "Agency" means... [Insert definition for City agency].
- B. "Compost Products" means mulch, soil amendments, ground cover, or other landscaping material derived from the biological or mechanical conversion of cellulose-containing waste materials
- C. "Environmentally preferable products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- D. "Post-consumer recycled material" means only those products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from the solid waste stream for the purposes of collection, recycling and disposition.
- E. "Practicable" means sufficient in performance and available at a reasonable price. Final determination of the practicability of any given product must lie with the users of the product, since it is they who understand their performance and budgetary requirements. Evaluation should consider life cycle and replacement costs.
- F. "Price Preference" means a percentage by which offered prices for recycled products are reduced for purposes of bid evaluation. For example, under a 10% price-preference, if a bid of \$1.00 per unit is received for a recycled product meeting specifications, the bid price will be reduced by \$0.10 (10%) and evaluated as though it had been \$0.90. If this bid results in a contract award, the price actually contracted will be the bid price of \$1.00 per unit.
- G. "Recyclable product" means a product which, after its intended end use, can demonstrably be diverted from (City)'s solid waste stream for use as a raw material in the manufacture of another product.
- H. "Recycled material" means material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing a product. It is derived from post- consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- I. "Recycled product" means a product containing recycled material.

### **Responsibilities of (Lead) Agency**

The (Lead) Agency shall:

- A. Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by agencies whenever possible. Initially, these shall include the products designated in section five of this policy. The (Lead) agency may modify this list as needed;
- B. Inform agencies of their responsibilities under this policy and provide implementation assistance;
- C. Disseminate information on recycled and environmentally preferable product procurement opportunities, specifications, and performance, to agencies;
- D. Communicate with agencies to review policy requirements and new procurement opportunities, and to monitor the status of policy implementation product research results;
- E. Publicize the progress of policy implementation; and
- F. Submit an annual report to the (City) Council reflecting the implementation status of the procurement program, including:
  1. A compilation of procurement data collected from all agencies and other parties charged with implementation responsibility under this policy;
  2. An account of the current status of product evaluations conducted by agencies;
  3. An assessment of procurement program effectiveness, an evaluation of program goals, and projections of future procurement opportunities; and
  4. Recommendations for changes in procurement policy.

### **Responsibilities of all (City) Agencies.**

Each (City) Agency shall:

- A. Evaluate each recycled or environmentally preferable product designated by the (lead) agency to determine the extent to which the product may be practicably used by the agency and its contractors;
- B. Purchase recycled products with the maximum amount of recycled material practicable;
- C. Ensure that contracts issued by the agency require recycled and environmentally preferable products wherever practicable.
- D. Ensure that contracts issued by the agency for recycled products require the maximum practicable amount of recycled material and that contractors provide certification of this content and report amount used;
- E. Ensure that all printing by (City) agencies uses recycled paper and bears the chasing arrow logo or other imprint identifying it as such;
- F. Use both sides of paper sheets whenever practicable in printing and copying;
- G. Ensure that requests for bids and proposals issued by (City) require that, whenever practicable, contractors and consultants use recycled paper and both sides of paper sheets;
- H. Report the progress of policy implementation by the agency to the (Lead) agency, including the status of product evaluations conducted by the agency and types of environmentally preferable products purchased by the agency and its contractors; and
- I. Report total purchases of environmentally preferable, recycled, and non-recycled products by the agency and its contractors annually to the (Lead) agency.

### **Environmentally Preferable Products.**

- A. Paper and paper products;
  - Photocopy paper, computer paper, and a growing variety of recycled printing papers are widely available. EPA content standards have been used by most major paper mills as they have developed recycled products, and distributors of paper are increasingly familiar with recycled content terminology.
- B. Compost products;
- C. Horticultural mulch made with recycled land clearing and other wood debris;
- D. Construction aggregates made with recycled cement concrete, glass, or asphalt;
- E. Cement and asphalt concrete containing glass cullet, recycled fiber or plastic, tire rubber, or fly ash;
- F. Lubricating oil and hydraulic oil with re-refined oil content;

- G. Antifreeze;
- H. Recycled plastic products;
- I. Remanufactured tires and products made from recycled tire rubber, including rubber mats and playfield surfaces;
- J. Insulation products;
- K. Paint;
- L. Remanufactured laser printer toner cartridges;
- M. Other products as designated by the (Lead) agency.

**Exemptions**

- A. Nothing contained in this policy shall preclude user agencies from requiring recycled material content as a bid specification.
- B. Nothing in this policy shall be construed as requiring an agency or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

**How to contact us:**

Environmental Purchasing Program  
King County Procurement Services Division  
Department of Finance  
821 Second Ave, Suite 10  
MS: EXC-FI-0862  
Seattle, WA 98104  
(206)263-4279

## **CALIFORNIA**

### **The California Integrated Waste Management Board**

#### **Buy Recycled Programs**

The Board's Buy Recycled Program promotes the State's policy to "buy green." The program assists procurement officers of the Department of General Services (DGS), all other State agencies, local governments, and private businesses in establishing practices for purchasing recycled-content products (RCP). These include recycled-content paper; re-refined petroleum products; retreaded tires; lead-acid batteries; paint and solvents; paving materials; and office, plastic, landscaping, glass, construction, mulch, and compost products.

#### **Program Overviews**

- State Agency Buy Recycled Campaign (SABRC)
- Private Buy Recycled Strategy
- Compost Use Demonstrations
- Newsprint and Trash Bag Programs
- Cooperative Recycled Paper Purchasing Opportunity!
- Private Buy Recycled Strategy

The essence of this strategy is to harness the purchasing power of individual companies by targeting outreach and establishing partnerships with key business sectors. Through this approach, the CIWMB will work to help overcome barriers to purchasing RCPs and measure the procurement progress within the targeted areas.

The strategy of this program is to develop stable and competitive markets for all products that can be made with postconsumer materials diverted from the California waste stream.

The CIWMB is currently working in several targeted priority areas:

- Recycled Paper Coalition (RPC)
- Building and Construction Industry
- Organics/Composting Industry

CIWMB staff are: identifying key private sector consumers; disseminating RCP marketing information; supporting product testing and specification development; assisting partners in developing methods to measure RCP procurement; and providing support to ongoing buy recycled efforts such as those performed by the Department of Conservation, Department of General Services, Buy Recycled Business Alliance, etc.

The recycled-content products database is a central tool available to find products with recycled content.

#### **Compost Use Demonstrations**

The CIWMB is promoting the use of municipally derived organic materials through several demonstrations. Farmers and landscapers can realize several benefits from the use of compost in the commercial production of various crops and care of plantings. Laboratory analysis shows an increase in soil organic matter and a more diverse soil microbial population associated with compost use. Some of these demonstrations are attempting to evaluate other benefits, such as an increase in soil moisture infiltration and retention, a reduction in commercial fertilization applications, and a reduction in nitrate leaching.

#### **Newsprint and Trash Bag Programs**

The CIWMB implements the Recycled-Content Newsprint Program and the Recycled-Content Trash Bag Program. California's newsprint law mandates the use of a specified amount of recycled-content newsprint by

printers and publishers located in California. These newsprint consumers must certify the amount of recycled content newsprint consumed annually to the CIWMB.

California's trash bag law requires trash bag manufacturers to use a specific amount of postconsumer resin to produce the trash bags sold in California. Each manufacturer and wholesaler of trash bags is required to certify the amount of postconsumer resin consumed annually to the CIWMB.

Staff are tracking the use of recycled-content newsprint and trash bags and monitoring the success of these minimum-content programs. Approximately 51 percent of the newsprint used in California in 1996 was of recycled content.

### **Green Procurement Policies**

The Buy Recycled program promotes the State's policy to "buy green." The Integrated Waste Management Board has also made clear its desire that recipients of State grant funds should be practicing what the Board preaches. To assist potential grant applicants, as well as any local government or business that wishes to establish a written procurement policy, the Buy Recycled program will be compiling actual and proposed policies as a resource.

If your community or business has a policy it would like to share, please let us know.

### **Sample Procurement Policies**

- In-House Waste Reduction and Recycled Content Product Procurement Policy. Adopted by the California Integrated Waste Management Board, 1999.
- Sample Environmental Purchasing Policy for a Local Government. Draft provided by a Central Valley county.
- Model Recycled Product Procurement Policy for Environmentally Preferable Products. King County (Washington) Environmental Purchasing Program.

### **Buy Recycled Events Calendar**

What's Happening?

Select the specific events below to find out when and where they are happening or simply scroll down through the calendar.

To review events that have already taken place, please visit our archived Events page.

#### **July 2000**

State Agency Training  
Recycled Products Trade Shows and Events  
October 2000 | April 2001  
Reporting Due Dates

#### **September 2000**

Do you want to add events to the calendar?  
Visit the main Board Calendar for additional events.

#### **July 2000**

What: State Agency Buy Recycled Campaign Training  
When: July 12, 2000, 9:30-11:30 a.m.  
Where: CIWMB Board Room (directions)

More Information: Patricia Romine at  
[promine@ciwmb.ca.gov](mailto:promine@ciwmb.ca.gov) or (916) 255-2443

#### **September 2000**

What: Annual Recycled Product Procurement Reports and Plans are due  
When: September 1, 2000  
Where: Submit report to:  
State Agency Buy Recycled Program  
CIWMB, MS 20  
8800 Cal Center Drive  
Sacramento, CA 95826

For more information contact: Jerry Hart, (916) 255-4454; [jhart@ciwmb.ca.gov](mailto:jhart@ciwmb.ca.gov)

## **October 2000**

What: Recycled Content Product Fair  
When: October 19, 2000  
Where: City of El Monte Community Center, 3130  
N. Taylor Road, El Monte, CA  
Cost: No charge  
For more information contact: Brandy O'Gorman  
(800) 579-4979; [recycledcontent@yahoo.com](mailto:recycledcontent@yahoo.com);  
[www.recycledcontent.com](http://www.recycledcontent.com)

## **April 2001**

What: Second Annual Recycled Product Trade  
Show hosted by the California Integrated Waste  
Management Board  
When: May 10, Wednesday, 8 a.m. to 3 p.m.  
Where: Sacramento Convention Center, 1400 J  
Street, Exhibit Halls C, D, and E.  
For more information contact: Amber Bullington at  
[abullington@ciwmb.ca.gov](mailto:abullington@ciwmb.ca.gov) or (916) 255-2614

## **Buy Recycled Resources and Links**

There are many resources available to help agencies learn more about buy recycled programs and products. Select your area of interest below:

- General Information on Buying Recycled
- Government Web Sites
- Green Building
- Recycled Products Databases

## **General Information on Buying Recycled**

There are no more excuses to not use recycled content paper in your copy machines. The document titled No More Excuses, from the U.S. Conference of Mayors, details an evaluation of multipurpose recycled-content paper containing higher levels of postconsumer fiber than ever before.

<http://www.usmayors.org/uscm/recycle/buy/30paper.pdf>

(Note: This is an Adobe PDF file. Download Adobe Acrobat Reader for free at <http://www.adobe.com>.)

The Department of General Services' Surplus Property Program (SPP) is discussed in an article on our CalMAX Web site. Customers can purchase a wide variety of goods ranging from office furniture, computers, and cleaning supplies to bicycles and playing cards for a fraction of their original costs. Remember, reused/refurbished products, such as these, are reportable as RCP purchases and count towards attainment of the mandated SABRC goals. The California Department of Transportation has already saved \$1.5 million dollars by taking advantage of this program! <http://www.ciwmb.ca.gov/CalMAX/Creative/9903.htm>

**America Recycles Day:** More than 5,000 local recycling and buy recycled showcase events in 45+ states and U.S. Territories are expected to be organized across the country.

<http://www.americarecyclesday.org/>

**NASPO** (National Association of State Purchasing Officials): Information on recycled-content products and contracts. [http://www.fc.state.fl.us/bpsr/drc\\_notice.html](http://www.fc.state.fl.us/bpsr/drc_notice.html)

Government Web Sites - Federal

General Services Administration/Federal Supply Service: Information on environmental products available from GSA. <http://pub.fss.gsa.gov/envirom/index.html>

**Office of Federal Environmental Executive:** Information on federal buy recycled efforts, including the latest executive order. <http://www.ofee.gov/>

**U.S. EPA:** Their Web site for the Comprehensive Procurement Guidelines (CPG) you'll find all you need to know about the CPG and about EPA's Recovered Materials Advisory Notices (RMAN), which recommend recycled-content levels for CPG items. <http://www.epa.gov/cpg/>

### **State of California**

California Environmental Protection Agency (CalEPA). The California Integrated Waste Management Board is one of six agencies under the umbrella of CalEPA. <http://www.calepa.ca.gov/>

Department of General Services (DGS). DGS is heavily involved in the SABRC Task Force and also shares in CIWMB's responsibilities for the SABRC. <http://www.dgs.ca.gov/>

### **California Local Government**

Alameda County. Alameda's Waste Management Authority and Source Reduction and Recycling Board offers business assistance in the areas of waste prevention, RCP market development, technical assistance, and public education. <http://www.stopwaste.org>.

### **Buy Recycled Programs in Other States**

**Massachusetts.** The Massachusetts Buy Recycled Business Alliance (<http://www.mabuyrecycle.org/>): The alliance is designed to encourage Massachusetts businesses to increase their purchase of products with recycled content. WasteCap of Massachusetts and the Center for Ecological Technology (CET) manage the alliance. Funding is provided by the Massachusetts Department of Environmental Protection.

**Pennsylvania.** The Pennsylvania Department of Environmental Protection has a page of "Buy Recycled Basics." They list easy ways to buy recycled at work, as well as at home, school, and even on the farm! <http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/Buy/Buy.htm>

**Texas.** The Texas General Land Office Buy Recycled Program is a program in Texas, similar to the SABRC here in California. This Web site includes access to a recycled product list. <http://www.glo.state.tx.us/recycling/buyrecycled.html>

**Washington.** The King County Environmental Purchasing Program assists county agencies in implementing King County Executive Policy CON-7-1-2, which requires agencies to use recycled and other environmentally preferable products "wherever practicable." The program researches and assembles information about these products and makes it available to specific agency users who can evaluate them and develop applications in county projects. The following procurement bulletins contain information about the results of product evaluations and other accomplishments of County agencies, as well as general environmental purchasing topics:

**Environmental Purchasing Program:**  
<http://www.metrokc.gov/procure/green/>

### **Recycled Products Databases**

California Integrated Waste Management Board. Search our Recycled-Content Product Database to find products, vendors, etc. <http://www.ciwmb.ca.gov/RCP/>

**General Services Administration.** This Federal Supply Service offers a wide range of recycled-content products. <http://pub.fss.gsa.gov/enviro/index.html>

**Green Seal.** Provides updates on available recycled products. <http://www.greenseal.org>

**Pennsylvania Resources Council.** Their Buyer's Guide to Recycled Products may help you in your recycled-content product search. <http://www.prc.org/guide/prodindx.htm>

**Recycled Products Guide** : A large collection of information on recycled content products maintained by the Recycling Data Management Corporation. <http://www.recyclingdata.com>

**RecycleStore**. An online catalog of recycled-content products. <http://www.recyclestore.com>

## **SANTA MONICA SUSTAINABLE CITY PROGRAM**

Adopted September 20, 1994

The City of Santa Monica recognizes that we live in a period of great environmental crisis. As a community, we need to create the basis for a more sustainable way of life both locally and globally through the safeguarding and enhancing of our resources and by preventing harm to the natural environment and human health. We are resolved that our impact on the natural environment must not jeopardize the prospects of future generations.

City of Santa Monica, CA developed detailed environmental specifications and reviewed 200 cleaning products in 17 product categories. The State of Minnesota followed a similar process and reviewed approximately 400 products in 33 categories.

Elements of the Sustainable City Program include:

- Guiding Principles
- Indicators
- Policy Areas:
  - Community and Economic Development
  - Construction and Development
  - Education
  - Energy
  - Hazardous Materials
  - Housing
  - Purchasing
  - Solid Waste
  - Stormwater & Wastewater
  - Transportation
  - Water

The above material is derived from two sources:

1994 Adopted Program Report - Download in PDF format

1996 Sustainable City Progress Report - Download in PDF format

## **Eastman Kodak – Recycling Success Story**

<http://www.kodak.com/US/en/corp/environment/99CorpEnviroRpt/hsePerformanceSuccess.html>

If Kodak were to take all of the single-use cameras we have recycled and place them one on top of another, we could create a stack as high as the Eiffel Tower. Then we could build 50,000 more stacks of equal height.

Our program for recycling Kodak FunSaver cameras and other single-use cameras is truly a success story of towering proportions. Since the program's inception in 1990, we have recycled more than 310 million cameras, and the effort has been the hallmark of the company's overall product stewardship and design-for-the-environment initiatives. Today, more than 70 percent of Kodak single-use cameras in the United States are recycled - a rate better than that for aluminum cans. Worldwide, the percentage for returning cameras is about 60 percent - and getting better.

By weight, 86 percent of every Kodak single-use camera may be re-used or recycled. This Kodak recycling effort became the centerpiece in the company's application for the prestigious Gold Medal for International Corporate Environmental Achievement awarded annually by the World Environment Center. Today, the 1999 WEC Gold Medal is proudly displayed at the company's Health, Safety and Environment headquarters.

## **Patagonia**

[www.patagonia.com](http://www.patagonia.com)

Committed to Grassroots Environmental Activism

The planet's environmental report card - for quality of air, water and soil, for diversity and sustenance of life - is currently the worst of any 40-year period in history. We add our voice to those of small-scale citizens' groups that have been working to reverse the historical tide, river by river, ecosystem by ecosystem. Since 1985, we've donated 10 percent of our annual profits (or 1 percent of sales, whichever is greater) to hundreds of grassroots environmental groups - \$15 million in cash and another several million in gear. We also know that all our business activity - from lighting our stores to dyeing our clothes - creates pollution as its by-product. We work steadily to reduce those harms; to choose less harmful catalog stock or energy sources, to use recycled polyester where we can, and to use only organic rather than pesticide-intensive conventional cotton.

Everything we make pollutes. The production of clothing has a negative impact on the environment, period. Synthetic fibers start as petroleum, and "a natural fiber," cotton, uses more pesticides and fertilizers than any other crop in the world. But all the news isn't bad. In 1991, we started a comprehensive environmental review to examine all of the methods and materials used in our clothing. We promised to continue to seek those materials and processes that lessened our environmental impact.

In the fabric arena, we've made significant progress in two areas: cotton and polyester. See [Our Switch to Organic Cotton](#) and [PCR: Fleece from Bottles](#). In our own office buildings, we've made significant changes in our sources for energy and our use of building materials. See [Wind Energy](#) and [Our Reno Service Center](#). Below are some of the ways we have been able to reduce our environmental harm as a company. There are also many things individuals can do. For more inspiration and information, visit [What You Can Do](#).

### **Other Actions - We've also:**

- Eliminated chlorine bleach from cotton fabrics and reduced our use of formaldehyde.
- Eliminated the use of azo dyestuffs, which break down into carcinogenic compounds.
- Eliminated polyvinyl chloride (PVC) in our luggage fabrics, plastic components and clothing labels.
- (The making and disposal of PVC can result in the production of highly poisonous dioxin, a known carcinogen.)
- Used processed chlorine-free post-consumer recycled paper, tree-free paper, and soy-based inks whenever possible for printing our catalogs and other materials.
- Reduced truck emissions by increasing the use of rail transportation for fabric shipments.
- Created an organic cotton T-shirt company to build greater demand for organic cotton. (Beneficial T's® is now North America's largest distributor of 100% organic cotton T-shirt blanks.)
- Hosted an international conference for every company involved in making Patagonia products - from zipper manufacturers to fabric processors - to focus on how our companies can change to reduce our environmental impact. Dedicated significant chunks of time to uncovering and testing new processes that will further reduce our impact.

Synthetic fleece is made from crude oil. Many barrels of crude oil. When our research showed the intense impact of extracting and refining it, we were determined to find a substitute. We found the soda bottle.

Recycled and spun in an innovative technique, the 2-liter soda bottle works brilliantly as the base material for Synchronia®, a signature Patagonia fleece. It also provides an obvious opportunity to merge our environmental goals with our standard for unassailable quality.

In 1993, we became the first company to adopt post-consumer recycled (PCR®) fleece into its product line. Over the years, we've steadily increased our reliance on recycled fibers. We can make more than 150 Synchronia garments from 3,700 recycled 2-liter bottles. This saves a barrel of oil (42 gallons) and avoids approximately half of a ton of toxic air emissions.

Since '93, we've diverted roughly 40 million 2-liter plastic soda bottles from landfills, saving enough oil to fill the 40-gallon gas tank of the diminutive Chevy Suburban 10,000 times.

We still have not hit the goal of creating a fully recyclable garment. We're getting there. But until then, we will make clothes out of recyclables. And make them so they won't soon be thrown away.

## **Commitment to the Environment**

McDonald's believes it has a special responsibility to protect our environment for future generations. This responsibility is derived from our unique relationship with millions of consumers worldwide -- whose quality of life tomorrow will be affected by our stewardship of the environment today. We share their belief that the right to exist in an environment of clean air, clean earth and clean water is fundamental and unwavering.

We realize that in today's world, a business leader must be an environmental leader as well. Hence our determination is to analyze every aspect of our business in terms of its impact on the environment, and to take actions beyond what is expected if they hold the prospect of leaving future generations an environmentally sound world. We will lead, both in word and in deed.

Our environmental commitment and behavior is guided by the following principles:

Effectively managing solid waste -- We are committed to taking a "total life cycle" approach to solid waste, examining ways of reducing materials used in production and packaging, as well as diverting as much waste as possible from the solid waste stream. In doing so, we will follow three courses of action: reduce, reuse and recycle.

Reduce -- We will take steps to reduce the weight and/or volume of packaging we use. This may mean eliminating packaging, adopting thinner and lighter packaging, changing manufacturing and distribution systems, adopting new technologies or using alternative materials. We will continually search for materials that are environmentally preferable.

Reuse -- We will implement reusable materials whenever feasible within our operations and distribution systems as long as they do not compromise our safety and sanitation standards, customer service and expectations, nor are offset by other environmental or safety concerns.

Recycle -- We are committed to the maximum use of recycled materials in the construction, equipping and operations of our restaurants. We are already the largest user of recycled paper in our industry, applying it to such items as tray liners, Happy Meal boxes, carry out bags, carry out trays and napkins. Through our "McRecycle" program, we maintain the industry's largest repository of information on recycling suppliers, and will spend a minimum of \$100 million a year buying recycled materials of all kinds. We are also committed to recycling and/or composting as much of our solid waste as possible, including such materials as corrugated paper, polyethylene film and paper. We will change the composition of our packaging, where feasible, to enhance recyclability or compostability.

Conserving and protecting natural resources -- We will continue to take aggressive measures to minimize energy and other resource consumption through increased efficiency and conservation. We will not permit the destruction of rain forests for our beef supply. This policy is strictly enforced and closely monitored.

Encouraging environmental values and practices -- Given our close relationship with local communities around the world, we believe we have an obligation to promote sound environmental practices by providing educational materials in our restaurants and working with teachers in the schools.

We intend to continue to work in partnership with our suppliers in the pursuit of these policies. Our suppliers will be held accountable for achieving mutually established waste reduction goals, as well as continuously pursuing sound production practices, which minimize environmental impact. Compliance with these policies will receive consideration with other business criteria in evaluating both current and potential McDonald's suppliers.

Ensuring accountability procedures -- We understand that a commitment to a strong environmental policy begins with leadership at the top of an organization. Therefore, our environmental affairs officer will be given broad-based responsibility to ensure adherence to the environmental principles throughout our system. This officer will report to the board of directors on a regular basis regarding progress made toward specific environmental initiatives.

On all of the above, we are committed to timely, honest and forthright communications with our customers, shareholders, suppliers and employees. And we will continue to seek the counsel of experts in the environmental field. By maintaining a productive, ongoing dialogue with all of these stakeholders, we will learn from them and move ever closer to doing all we can, the best we can, to preserve and protect the environment.

#### McDonald's USA Environmental Milestones

-- 1997: McDonald's and the National Wildlife Federation promote "Backyard Habitat" to millions of customers in April. Four McDonald's sites selected for natural habitat landscaping are: Oregon, Georgia, Colorado and Virginia. The Ronald McDonald House in Cleveland, Ohio became the NWF's 20,000th certified Backyard Wildlife Habitat.

-- 1997: McRecycle USA tops \$2 billion spent on recycled products since 1990.

-- 1996: McDonald's opens two state-of-the-art energy-efficient restaurants in the United States, the first of their kind in the world. These test restaurants feature the latest in innovative technologies to deliver both cost and energy efficiencies.

-- 1995: The Paper Task Force, of which McDonald's USA is a founding member with the Environmental Defense Fund, announces recommendations from the two-year study on environmentally preferable paper purchases. McDonald's begins to include sustainable forestry and pollution prevention practices as a part of its packaging procurement process.

-- 1995: McDonald's USA teams up with the National Wildlife Federation to celebrate the 25th anniversary of Earth Day with a special "Amazing Wildlife" Happy Meal promotion.

-- 1995: McDonald's McRecycle USA program spends its one billionth dollar purchasing products made from recycled materials for use in the company's U.S. restaurants -- five years ahead of schedule.

-- 1994: McDonald's teams up with the United States Postal Service on a nationwide environmental stamp design contest for children. Four official Earth Day stamps are introduced on April 22, 1995.

-- 1994: McDonald's becomes the first company to join WasteWi\$e, a voluntary waste-reduction program of the U.S. Environmental Protection Agency.

-- 1993: McDonald's joins as an official participant in the U.S. Environmental Protection Agency's Green Lights program, installing energy-efficient lighting in its restaurants.

-- 1993: McDonald's USA introduces Mac Pac, a lightweight, paper-based container for Big Mac sandwiches that's comprised of 44 percent recycled paper, 18 percent of which is post-consumer.

-- 1993: McDonald's USA partners with Conservation International and Clemson University on Amisconde, an experimental initiative designed to help save the world's rain forests. The program is restoring degraded land in La Amistad Biosphere Reserve on the Costa Rica/Panama border, and is encouraging a balance between sound environmental practices and sustainable economic and social development.

-- 1992: McDonald's USA becomes a founding member of the National Recycling Coalition's Buy Recycled Business Alliance, a business-to-business group dedicated to increasing purchases of recycled products.

-- 1991: McDonald's USA teams up with Global ReLeaf to distribute nine million trees to customers.

-- 1990: McDonald's announces McRecycle USA, an aggressive company-wide plan to spend at least \$100 million every year on products made from recycled materials.

-- 1990: McDonald's USA and the Environmental Defense Fund form a task force to find ways to reduce, reuse and recycle/compost materials generated by the company's restaurants, suppliers and distribution system. Initially, 42 separate recommendations -- collectively known as the Waste Reduction Action Plan -- are adopted (today, the number exceeds 100)

#### McDonald's USA Significant Environmental Awards

-- 1999: McDonald's and CEO, Jack Greenberg was the recipient of Keep America Beautiful's "Vision for America" Award. This recognition is presented annually to distinguished Americans, as leaders of corporations, whose personal and corporate commitment have significantly enhanced civic, environmental and social stewardship throughout the U.S.

-- 1998: McDonald's received the U.S. EPA's Climate Protection Award. The award recognizes outstanding accomplishments in protecting the earth's climate.

-- 1998: McDonald's selected as the 1998 Green Lights Retail Partner of the year from the U.S. EPA's Energy Star Program. McDonald's was chosen for its overall excellence in the Green Lights Program though its superior lighting upgrades, education and promotional efforts.

-- 1997: McDonald's receives "Vision of DuPage Award" from DuPage Clean and Beautiful for outstanding dedication to the environment of DuPage County -- McDonald's home office location.

-- 1995: McDonald's is recognized by the United States Environmental Protection Agency for eliminating more than 1,000,000 pounds of waste in 1994, even before recycling efforts.

-- 1995: McDonald's receives the "Corporate Conservation Leadership Award" from Conservation International for Amisconde Project, the bi-national project in Costa Rica and Panama to reclaim degraded lands that border what remains of the regional rain forest.

-- 1994: McDonald's USA is recognized for outstanding achievement in packaging source reduction by the Council of Northeast Governors for its Mac Pac container and other packaging innovations.

-- 1993: McDonald's receives the "Corporate Social Responsibility Award" from the Society for the Advancement of Management for the McRecycle USA program.

-- 1993: McDonald's USA receives the "Ameristar Environmental Award" from the Institute of Packaging Professionals for Mac Pac.

-- 1991-1993: McDonald's is rated the leading corporation in environmental performance among consumers by Cambridge Research International.

-- 1991, 1993: Consumers rank McDonald's first in environmental leadership among corporations in the Roper "Green Gauge" survey.

-- 1991: Then-President George Bush presents McDonald's and the Environmental Defense Fund with "The President's Environment and Conservation Challenge Award" for their unique waste reduction task force.

-- 1991: McDonald's receives the "Corporate Leadership Award" from the National Recycling Coalition for the Waste Reduction Action Plan developed with the Environmental Defense Fund.

### **McDonald's & Environmental Defense Fund Mark 10th Anniversary Of Landmark Alliance**

[http://www.environmentaldefense.org/pubs/NewsReleases/1999/Dec/k\\_mcdonalds.html](http://www.environmentaldefense.org/pubs/NewsReleases/1999/Dec/k_mcdonalds.html)

**December 21, 1999**

#### ***Thousands of Tons of Packaging Eliminated, Millions of Kilowatt Hours Saved, Billions of Dollars Spent on Recycled Goods***

McDonald's USA and the Environmental Defense Fund (EDF) today marked the tenth anniversary of their groundbreaking alliance by announcing some major environmental milestones that began with their partnership in 1989. McDonald's also announced it would continue to raise the bar on these initiatives, and set a new goal to further reduce energy usage in its restaurants.

Since EDF and McDonald's, USA agreed to work together a decade ago, the partnership has replaced polystyrene foam sandwich clamshells with paper wraps and light-weight recycled boxes, replaced bleached with unbleached paper carry-out bags, and made dozens of other packaging improvements behind the counter in McDonald's restaurants and throughout the company's supply chain.

Today, EDF executive director Fred Krupp and Jack Greenberg, McDonald's CEO and Chairman, jointly announced cumulative highlights from their decade of environmental partnership:

- Eliminated 150,000 tons of McDonald's packaging by redesigning or reducing the amount of material used to make straws, napkins, sandwich packaging, cups, french fry containers and numerous other items.
- Purchased more than \$3 billion worth of products made from recycled materials for use in the operation and construction of McDonald's restaurants. These goods include construction blocks,

booster seats, tables, trays, roof tiles, bags and many other quality products made from recycled glass, rubber, plastic and paper.

- Recycled more than 1 million tons of corrugated cardboard, the most commonly used material for shipping products to McDonald's 12,500 restaurants in the U.S., decreasing restaurant waste by 30%.
- "The cooperative approach pioneered by the Environmental Defense Fund and McDonald's laid the foundation for an entirely new approach to solving environmental problems," said Richard Vietor, Senator John Heinz Professor of Environmental Management at Harvard Business School. "Their landmark project showed both business and environmental activists that sometimes they can share the path toward a more sustainable society."
- "McDonald's is proving that a company can do well by doing good," said Fred Krupp. "The EDF/McDonald's alliance added a new dimension to the relationship between corporate America and environmental organizations, proving that combining diverse talents and perspectives in a spirit of cooperation can yield sustained environmental results. On the eve of a new century, it's clear that if you're in business and you're not a leader on the environment, then you're not a leader."
- "When we launched our alliance ten years ago, I don't believe either one of us could have imagined the scope of the results we are announcing today," Jack Greenberg said. "Working with EDF, McDonald's is proud of the tangible difference we have made for the environment in just ten years. As we head into the new century, McDonald's will continue to set new, ambitious targets for environmental progress."

In conjunction with today's tenth anniversary celebration, McDonald's announced the further expansion of its programs to reduce packaging and restaurant waste. In addition, McDonald's will work with EDF and other outside experts to set goals by Earth Day 2000 to reduce energy use in its restaurants, with an initial target of at least a 10% reduction, compared to 1999. McDonald's will continue its energy conservation efforts through further technological advances, building upon these recent accomplishments:

- Installed energy-efficient lights in McDonald's restaurants, saving more than 510 million-kilowatt hours and 4,000 tons of greenhouse gases.
- Constructed five state-of-the-art energy efficient restaurants in the U.S. that each achieved a 10-15% reduction in energy use.

"McDonald's new efforts to reduce energy use, along with its ongoing efforts to reduce packaging and restaurant waste are gratifying because they demonstrate that EDF helped put in place a new environmental ethic that led to continued environmental improvements," said Fred Krupp.

"As a service industry, McDonald's hopes to lead the way in efforts to increase energy efficiency, creating business operations that are models not just for the fast food industry, but the service sector more broadly," added Jack Greenberg.

In the wake of the success of this project, EDF and the Pew Charitable Trusts launched the Alliance for Environmental Innovation, which has institutionalized this cooperative model and engaged a number of other leading U.S. businesses to undertake a range of environmental initiatives. Among the Alliance's partners have been SC Johnson, United Parcel Service, Starbucks, Dell Computer and Clairol.

The Environmental Defense Fund, a leading national NY-based nonprofit organization, represents 300,000 members. EDF links science, economics, and law to create innovative, equitable, and economically viable solutions to today's environmental problems.

McDonald's USA, with 12,500 restaurants, serves more than 22 million customers every day. Approximately 85 percent of McDonald's U.S. restaurants are owned and operated by independent franchisees. For more information, visit [www.mcdonalds.com](http://www.mcdonalds.com).



## Resources

### Publications, Phone Numbers and Websites

- American Association of State Highway and Transportation Officials - <http://www.aashto.org/>
- American Concrete Institution - <http://www.aci-int.org/>
- American Forest & Paper Association – 800-878-8878
- American Plastics Council – 800-243-5790 - <http://ameriplas.org/> - <http://www.plastics.org/> - <http://www.plasticsresource.com/>
- American Society for Testing and Materials – 215-299-5400
- Aseptic Packaging Council – 800-878-8808
- Asphalt Recycling & Reclaiming Association – 410-267-0023
- Automotive Recyclers Association – 703-968-2772
- Buy Recycled Business Alliance – NRC – 703-683-9025 - <http://www.nrc-recycle.org/brba/index.htm>
- Buy Recycled Guidebook – NRC – 703-683-9025
- Buy Recycled Training Institute (Buy Recycled Training Manual)– 202-223-3088 - [http://www.mayors.org/USCM/uscm\\_projects\\_services/buy\\_recycled/overview.htm](http://www.mayors.org/USCM/uscm_projects_services/buy_recycled/overview.htm)
- Cellulose Insulation Manufacturers Association – 513-222-1024
- Closing the Circle News – White House Task Force on Recycling – Spring and Summer 2000
- Closing The Loop – Recycled Content Products, A Guide for Businesses” WasteCap of Lincoln – (402) 472-0888, [www.wastecaplnk.org](http://www.wastecaplnk.org)
- Environmental Resource Guide, which is available from the American Institute of Architects bookstore (202) 626-7475.
- EPA’s WasteWise helpline (1-800-EPA-WISE)
- Glass Packaging Institute – 202-887-4850
- Green Seal – 202-331-7337
- GSA’s Environmental Products Guide, which can be obtained by calling the Centralized Mailing List Service at (817) 334-5215
- Harris Directory for Recycled Content and Environmentally Friendly Products– 505-995-0337
- International Cartridge Recycling Association – 202-857-1154
- International Tire and Rubber Association – 502-968-8900
- National Association for Plastic Container Recovery (NAPCOR) – 704-358-8882
- National Association of Chemical Recyclers – 202-434-8740
- National Association of Purchasing Management – 602-752-6276
- National Association of State Purchasing Officials – 606-259-0959
- National Institute of Governmental Purchasing – 703-715-9400
- National Institute of Standards and Technology - NIST –<http://www.nist.gov/>

- National Recycling Coalition (NRC) – Buy Recycled Business Alliance (703) 683-9025 x 209
- National Tire Dealers & Retreaders Association – 800-87-NTDRA
- NRC Annual Congress
- Office Green Buying Guide, Green Seal (202) 331-7337
- Purchasing Strategies to Prevent Waste and Save Money – Published by the NRC.
- Recycling at Work / national Office Paper Recycling Project; U.S. Conference of Mayors (202) 293-7330.
- Recycling Research Institute – 203-668-5422
- Scrap Tire Management Council – 202-408-7781
- Secondary Materials and Recycled Textiles – 301-656-1077
- Steel Recycling Institute – 800-876-7274 - <http://www.recycle-steel.org/>
- The Official Recycled Products Guide
- Tire Retread Information Bureau – 408-372-1917
- U.S. Environmental Protection Agency – 1-800-424-9346 - [www.epa.gov](http://www.epa.gov)
- Vinyl Environmental Resource Center – 800-969-8469
- Vinyl Institute - <http://www.vinylinfo.org/index.html>

### **AFCEE**

Air Force Center for Environmental Excellence (AFCEE) Affirmative Procurement Program home page offers this Guide, training materials, sample APP plans, and links to other resources.

<http://www.afcee.brooks.af.mil/eq/ap/ap.htm>.

AFCEE's PRO-ACT Program is available to Air Force personnel and their contractors to answer technical questions about environmental program areas, including AP. Please contact PRO-ACT's research staff at **DSN 240-4214** or visit the PRO-ACT web site at 131. <http://www.afcee.brooks.af.mil/pro-act>.

### **Environmental Protection Agency (EPA)**

Their **Comprehensive Guidelines** are at <http://www.epa.gov/epaoswer/non-hw/procure/>

### **EPA's Cleaning Pilot Project is found at:**

<http://www.epa.gov/opptintr/epp/cleaner.pdf>

**EPP Pilot Projects** found at <http://www.epa.gov/opptintr/epp/fedpilotprojects.html>

### **EPA's Environmentally Preferable Purchasing Website**

<http://notes.erg.com/>

Environmental information on over 600 products and services is included in this database.

### **EPA's Environmentally Preferable Purchasing Website**

EPA's Environmentally Preferable Purchasing Program is a federal government-wide program to encourage EPP and assist agencies. The EPP web page includes success stories and pilot project information. EO 13101 calls for agencies to use the EPP guidance and lessons from these pilot projects to modify their AP programs. <http://www.epa.gov/opptintr/epp>

### **EPA's Recycling Publications**

<http://www.epa.gov/epaoswer/non-hw/recycle/index.htm>

## **EPA's WasteWi\$e**

EPA WasteWi\$e Program is a voluntary partnership program that targets the reduction of municipal solid waste through recycling and buying recycled: <http://www.epa.gov/wastewise>

EPA WasteWi\$e Buy Recycled Resource Guide found at: [www.epa.gov/wastewise/buyguide.htm](http://www.epa.gov/wastewise/buyguide.htm)

## **NCEPI**

EPA's National Center for Environmental Publications and Information – 800-490-9198 – [www.epa.gov/NCEPIhom/index.html](http://www.epa.gov/NCEPIhom/index.html)

## **EPA's Green Buildings Vision and Policy Statement Environmental Procurement Strategy**

EPA has drafted a, EPA's Action Plan for Implementing Executive Order 12873 on Federal Acquisition, Recycling and Waste Prevention (**EPA document # EPA 200-R-95-001, August 1995**). This statement is intended to serve as a guide for EPA as well as for other agencies and stresses a holistic, systems approach to building design, construction, renovation and use. Contact the **RCRA hotline at 800-424-9346** to obtain a copy or visit [www.epa.gov/epaoswer/hotline.htm](http://www.epa.gov/epaoswer/hotline.htm)

## **EPA Guideline Items**

Lists of the EPA guideline items and their recycled-content requirements are found in the "Products" section of EPA's CPG Web page. <http://www.epa.gov/cpg/products.htm>

## **CPG & RMAN**

Comprehensive Procurement Guidelines (CPG) & Recovered Material Advisory Notices (RMAN) are also found on EPA's web page. The "Background" section links to proposed and final designated item lists, technical background documents, and Federal Register notices for each update of the CPG and RMAN. <http://www.epa.gov/cpg/backgrnd.htm>

## **CPG Fact Sheets**

CPG Fact Sheets are also found on EPA's web page. These Fact Sheets summarize information on the CPG program, EPA's recovered materials content requirements, case studies from around the country, and key resources, associations, and Web sites. There is a Fact Sheet for each of the CPG product categories. You can use the Fact Sheets online as references, or print them and use them as handouts in APP training sessions. <http://www.epa.gov/cpg/factshts.htm>

EPA's Web site ([www.epa.gov/cpg](http://www.epa.gov/cpg)) is the best source for the latest CPG product list and the specific recycled-content requirements for each product. The web site also offers technical support information including product fact sheets, recommendations on how to specify compliant products, and lists of manufacturers and suppliers of guideline items.

<http://www.epa.gov/opptintr/epp/creditcard.htm> – Credit card holder assistance. Also found at AFCEE website.

Civil Engineering and Contracting ensure the specifications state the requirement to buy recycled, and include the contract clauses appropriate to the dollar value of the contract;

## **GREENING UNCLE SAM (GUS) PURCHASING TOOL SUITE**

Tools developed (or under development) by US EPA's EPP Program to assist purchasers in putting EPP into practice.

Currently included in this suite are:

- A Database of Environmental Information for Products and Services
- A Greening Conferences/Meetings Tool (interactive/multimedia-based)\*
- Cleaning Products Pilot Project (CP3) Interactive Web Site to help in the purchase of cleaning products.
- Green Tips when Buying with a Government Credit Card
- A General EPP Training Tool (interactive & multimedia-based)\*
- A Pioneer/How-to-Do EPP Tutorial (interactive & multimedia-based)\*

### **Defense Logistics Agency (DLA)**

Defense Logistics Agency (DLA) Catalogs <http://www.dscr.dla.mil/catalogs/catalog.htm> Download the Environmentally Preferred Product Catalog from DLA's website, or call **1-800-345-6333** or **DSN 695-4865**. Download the Energy Efficient Lighting Catalog from DLA's website, or call **1-800-DLA-BULB**. For other specific DLA product information, visit <http://www.dscr.dla.mil/products/epa/htms/pocs.htm> for a list of contact phone numbers.

### **Federal Logistics Information System (FLIS)**

Federal Logistics Information System (FLIS) is the master database, or 'catalog' for the federal supply system. A joint service committee working under DLA's leadership is modifying FLIS to include information on environmentally preferable products. A series of environmental attributes are being defined, evaluated, and included in FLIS as appropriate. Three attributes have been approved so far: "Energy Efficient", "CPG Items", and "Biobased". Other attributes are in the coordination process. Visit <http://www.jgenvatt.dla.mil/toc.htm> for more information on this initiative. To take advantage of the FLIS information without being a database expert, visit <http://www.supply.dla.mil>, select the link to the "Electronic Mall" and fill out the registration form. Then browse the EMALL. NSN items bearing an Environmental Attribute Code are identified with a Green Tree symbol on the Search Summary Screen.

### **GPO**

Government Printing Office (GPO) furnishes blank paper, inks, and similar supplies to all governmental activities on order. It prepares catalogs and distributes and sells Government publications. To obtain recycled-content paper from GPO, your local Defense Automated Printing Services (DAPS) office is the main point of contact - or credit card holders may contact **Mr. Bob Colvin at (202) 512-0208**.

### **General Services Administration (GSA)**

General Services Administration (GSA) Environmental Products Guide is available at <http://pub.fss.gsa.gov/environ> or call **(817) 334-5215**. To search the GSA online catalog for specific types of environmentally preferable products, go to this website, then click on the "GSA Advantage" logo at the bottom of the page. On the GSA Advantage page, click the "Advanced Search" link. The Advanced Search function allows you to enter a product type in the "Search For" box, and select from one or more of the following environmental attributes: "Environmental Items", "Recycled Items", "Energy Efficient Items", or "Energy Star Items". For example, entering "latex paint" in the search box and checking the "Recycled Items" block will return a list of latex paints that have recycled content.

### **Javits-Wagner-O'Day (JWOD)**

The Javits-Wagner-O'Day (JWOD) Program creates jobs and training opportunities for people who are blind or who have other severe disabilities. It is a mandatory source of supply for federal employees. JWOD program items are listed in the GSA Environmental Products catalog. Visit <http://www.jwod.gov/default.asp> and look under "How to Buy JWOD" for distributors and contracting information. For more information send E-mail to [info@jwod.gov](mailto:info@jwod.gov), call **(703) 603-7740** or fax **(703) 603-0655**.

### **National Recycling Coalition (NRC)**

The National Recycling Coalition is a non-profit coalition committed to maximizing recycling. The NRC also works to develop markets for recovered materials and recycled-content products. Their conference, the "Annual Congress and Exposition," includes a federal attendee track that provides the latest information on AP. Visit <http://www.nrc-recycle.org> for conference information and an on-line library. Look in the "Buying Recycled" section of the library for AP fact sheets and for a series of Case Studies in architectural renovations that emphasize recycled-material products. The Case Studies include manufacturer contact information for a variety of products.

### **Office of the Federal Environmental Executive (OFEE)**

**The Strategic Plan to Implement Executive Order 13101** was published on March 12, 1999 and is available at <http://www.ofee.gov/>. the mission identified in the government-wide strategic plan is to increase waste prevention, recycling and the acquisition of recycled content and environmentally preferable products and services. OFEE Web Page resources include a Strategic Plan to implement EO 13101 (authored by the White House Task Force on Greening the Government Through Waste Prevention and Recycling) and the EPA/FEE "Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act." The OFEE newsletter and other resources are also available. <http://www.ofee.gov>

### **US Department of Agriculture (USDA)**

The USDA's Alternative Agricultural Research and Commercialization Corporation has published a source book for obtaining biobased products. AARCC Biobased Products "Source Book" is a catalog of biobased products made from agricultural materials. It includes contact information for one or more manufacturers of each item. The Source Book is located at: [www.usda.gov/aarc](http://www.usda.gov/aarc) or <http://www.usda.gov/aarc/aarcrbk.html>.

The proposed products are:

Absorbents/Adsorbents  
Adhesives/Inks/Coatings  
Alternative Fuels and Fuel Additives  
Construction Materials/Composites  
Lubricants/Functional Fluids  
Renewable Alternative Fiber Papers/Packaging  
Solvents/Cleaners/Surfactants  
Plant Based Plastics/Degradable Polymers/Films  
Landscaping Products  
Bioremediation Products  
New Fibers/Filler/Yarn/Insulation  
Enzymes/Intermediate Chemicals  
Other

### **State, County and Local Websites**

California's Integrated Waste Management Board - Buy Recycled Programs  
<http://www.ciwmb.ca.gov/BuyRecycled/>

Colorado-City of Fort Collins, Colorado – Buy Recycled Products  
<http://www.ci.fort-collins.co.us/environmental/recycling/BUYRECYCLE.HTM>

### **Indiana-Buy Recycled Indiana Task Force**

<http://www.indianarecycling.org/committees/brtf/>

### **Iowa-Recycle Iowa**

<http://www.recycleiowa.org/buyrecycled.htm>

- Learn why buying recycled means more savings, more choices, more sales, and more customers. Buy Recycled, Iowa! Provides you the resources to attain these benefits.
- National Buy Recycled Resources
- Procurement Guidelines for Recycled Content Materials
- Information and links on the EPA's designated recycled-content product items.
- Purchasing Opportunities/Assistance
- Iowa Recycled Product Directory
- Iowa Procurement Outreach Center Provides assistance to targeted small businesses for obtaining governmental purchasing contracts and certification.
- Green Marketing - Guides for the Use of Environmental Marketing Claims (Green Guides) Guides to environmental claims including in labeling, advertising, and promotional materials.
- Success Stories
- Links to Iowa Manufacturers of Recycled Content Products
- Specification Chemicals
- Public Sector Buy Recycled Information
- Learn how Iowa's public sector is successfully utilizing recycled products.

### **Louisiana - Louisiana Buy Recycled Program**

<http://www.deq.state.la.us/assistance/recycling/ard/buyrecycled.htm>

### **Michigan-University of Michigan Buy Recycled Program**

[http://www.recycle.umich.edu/grounds/recycle/buy\\_recycled.html](http://www.recycle.umich.edu/grounds/recycle/buy_recycled.html)

### **Minnesota-Minnesota Recycled Products Directory**

<http://www.moea.state.mn.us/rpdir/index.cfm>

### **Nebraska-Keep Nebraska Beautiful**

<http://www.knb.org/>

### **New Jersey-The State of New Jersey Recycling and Planning**

<http://www.state.nj.us/dep/dshw/recyclenj/>

### **New York-New York State Department of Environmental Conservation**

<http://www.dec.state.ny.us/website/dshm/redrecy/buyrecy.htm>

### **Ohio-The Ohio Department of Natural Resources**

<http://www.dnr.state.oh.us/odnr/recycling/index.html>

### **Pennsylvania-Pennsylvania's Department of Environmental Protection**

<http://www.dep.state.pa.us/>

Pollution prevention assistance, local government help center, small business assistance program, things you can do to protect the environment, compliance reporting, etc.

**Texas-Texas National Resource Conservation Commission**

[http://www.tnrcc.state.tx.us/exec/oppr/buy\\_recy/buy\\_recycled.html](http://www.tnrcc.state.tx.us/exec/oppr/buy_recy/buy_recycled.html)

Buy Recycled programs, procurement policies and procedures

**Washington-King County Washington Environmental Purchasing**

<http://www.metrokc.gov/procure/green/index.htm>

## Private Sector Websites

### Buy Recycled Listings of Recycled Products Directories

<http://www.prc.org/rpdirect.htm>

### Center for Resource Building Technology

<http://www.crbt.org/>

CRBT promotes resource efficiency in building design, materials selection and construction practices. The Guide is a national directory that is updated yearly, and contains contact and product information for more than four hundred building material manufacturers producing everything from foundations to roofing. It also contains information on resources used in construction and resource efficient design. Cost is \$28. Order from <http://www.montana.com/CRBT>

### Future Solutions, Inc.

<http://www.futuresolutionsinc.com>

Offers recycled content and environmentally preferable products that include office supplies, corporate awards, gifts and custom imprints. Assists the government, state and local agencies and government contractors to buy recycled.

### McDonalds

McRecycle USA Database Listing is a free booklet available from McDonald's Corporation Environmental Affairs, Kroc Drive, Oak Brook, IL 60521 or **(630) 623-5779**. McRecycle USA is a program designed to stimulate the market for recycled products. The product listing is organized by Construction Standards Institute (CSI) format. Additional divisions have been added at the end to accommodate non-construction products. Guide to Resource Efficient Building Elements is produced by the non-profit Center for Resourceful Building Technology in Missoula, Montana.

### National Marketplace for the Environment (Eco-Expo)

<http://ecoexpo.com/index.html>

### The Official Recycled Products Guide (800) 267-0707

This comprehensive directory of recycled content products contains over 5,000 listings of manufacturers and distributors. The database is accessible electronically to members. Membership subscriptions including a password for the database costs \$315.00 annually. Paper copies of the directory are available for \$205.

### Oikos

Oikos Green Building Source provides a searchable database of green building products, including (but not limited to) recycled-content products: <http://oikos.com/index.html>. Recycled-content products are flagged in the database by an "environmental benefit code" of RC.

## Specification Websites

### American Society of Testing and Materials

<http://www.astm.org/>

### American National Standards Institute

<http://www.ansi.org/> or <http://www.nssn.org> and click on “Document Search”

### National Center for Standards and Certification

To request a document search, contact them at:

Phone: 301-975-4040, 4036, 4038, or 5155.

Fax: 301-926-1559

Email: [ncsci@nist.gov](mailto:ncsci@nist.gov)

Web: <http://ts.nist.gov/ncsci>

### Federal Specifications are available at:

GSA/FSS (3FPE-W)

Specification Sections, Suite 8100

470 L'Enfant Plaza, SW

Washington, DC 20407

Phone: 202-619-8925

Fax: 202-619-8978

Document number is needed, which could be a Commercial Item Description, Federal Standard Number, or Federal Specification Number.

### Military Specifications are available from:

Defense Automated Printing Service

Standardization Document Order Desk

Building 4D, 700 Robbins Avenue

Philadelphia, PA 19111-5094

Phone: 215-697-2179

Fax: 215-697-1462

### Federal and Military Specifications:

Federal and military specifications and standards, along with commercial item descriptions are found at:

<http://www.dsp.dla.mil> (click on “Online Documents”, click on “ASSIST-Quick Search”) No

registration required. Or, go to:

ASSIST On-Line at [http://astimage.daps.dla\\_mil/online](http://astimage.daps.dla_mil/online) (registration required)

### Index of Federal Specifications, Standards and Commercial Item Descriptions

Go to: <http://www.fss.gsa.gov> (click on “customers”, then “publications”, then “publications by alphabet”, then “Index of Federal Specifications, Standards and Commercial Item Descriptions” or go directly to the index at <http://pub.fss.gsa.gov/pub/pubbyalpha.html>)

### Government Paper Specification Standard is available from:

The Superintendent of Documents

(202) 512-1800. Reference stock number 021-000-00174-1

Cost is \$11.

## **Federal Tire Program**

TACOM (Army Tank-Automotive and Armaments Command)

Contact Team Tire at [teamtire@tacom.army.mil](mailto:teamtire@tacom.army.mil)

For a copy of the Cooperative Approved Tire List, contact TACOM's contractor, Mark Swift of ACTS, Inc. at [swiftacts@aol.com](mailto:swiftacts@aol.com)

## **Specifications for Cleaning Products**

The city of Santa Monica has janitorial specifications that incorporate pollution prevention attributes. For more information on specifications, visit the website.

<http://www.ci.santa-monica.ca.us/environment/policy/purchasing/bidspecs.htm>

## **General Policy Drivers and DOD Policy Drivers**

- 40 CFR 247, "Comprehensive Procurement Guideline for Products Containing Recovered Materials": <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-I/40P0247.pdf>
- AF Engineering Technical Letter (ETL) 00-1, "EPA Guideline Items in Construction and Other Civil Engineering Specifications" (revised document, which replaces ETL 94-7). On the "Construction Criteria Base" compact disk and website: <http://www.ccb.org> (see your design engineers to get the CCB disk or the password to access CCB on line), or the Affirmative Procurement section of AFCEE's website, <http://www.afcee.brooks.af.mil/eq/ap/ap.htm>
- AF Pollution Prevention Strategy, 24 July 1995: <http://www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html>
- AFI 32-7080, "Compliance Assurance and Pollution Prevention": <http://afpubs.hq.af.mil/pubfiles/af/32/afi32-7080/afi32-7080.pdf>
- DoD FAR Supplement (DFARS) 223.404(b)(3): <http://www.acq.osd.mil/dp/dars/dfars/dfars.html>
- DOD Instruction 4715.4, Pollution Prevention: <http://www.denix.osd.mil/denix/Public/Library/P2-Manager/toc.html>
- Executive Order 12843 "Procurement Requirements and Policies for Federal Agencies for Ozone Depleting Substances", mandates that agencies implement cost-effective programs to modify specifications and contracts that require the use of ozone depleting substances and to substitute non-ozone depleting substances when practicable.
- Executive Order 12873 "Federal Acquisition, Recycling and Waste Prevention" This EO fostered the Federal response to existing RCRA mandates to reduce solid waste, build markets for recycled content products, encourage new technologies, and protect the environment by increasing purchases of recycled paper and increased purchases of other recycled content products.
- Executive Order 13031 "Federal Alternative Fueled Vehicle Leadership", commits the Federal Government to exercise leadership in the use and buying of energy-efficient alternative fueled vehicles.
- Executive Order 13034 "Developing and Promoting Biobased Products and Bioenergy", commits the Federal Government to increased research, development and promotion of biobased products and bioenergy.
- Executive Order 13101 "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition" This order strengthens and expands the waste prevention, and buying recycled content and environmentally preferable products and services. This EO also replaces EO12873.
- Executive Order 13101, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition": <http://www.ofee.gov/eo13101/13101.htm>
- Executive Order 13123 "Greening the Government Through Efficient Energy Management". Requires the government to reduce greenhouse gas emissions by 30% by 2010 and reduce energy

consumption by 30% by 2005. Also requires the Federal Government to purchase life-cycle, cost-efficient computer equipment.

- Executive Order 13148 "Greening the Government through Leadership in Environmental Management"
- Executive Order 13149 "Greening the Government through Federal Fleet and Transportation Efficiency"
- Federal Acquisition Regulation (FAR) Subchapter D, Part 23 (for program requirements) and FAR Part 52 (for contract clauses): <http://www.arnet.gov/far>
- RCRA 6002 enacted in 1976 mandates the government to buy recycled. EO13101 reaffirms the government's commitment to buy recycled. RCRA Section 6002 (42 U.S.C. 6962): <http://www4.law.cornell.edu/uscode/unframed/42/6962.html>

## Miscellaneous Information

**NACO - National Association of Counties Projects and Programs, Environmental Purchasing**

**NACO Starter Kit** - <http://www.naco.org/programs/environ/purchase.cfm>

**NACO Resources** - [http://www.naco.org/programs/environ/pur\\_res.cfm](http://www.naco.org/programs/environ/pur_res.cfm)

**GSA** - <http://www.gsa.gov/planetgsa/buy/buy.htm>

**USAF Affirmative Procurement** - <http://www.afcee.brooks.af.mil/eq/ap/gg/>

And <http://www.afcee.brooks.af.mil/eq/ap/ap.htm>

**MARC – Mid America Regional Council**- <http://www.marc.org/green.htm>

**Green Seal** - <http://www.greenseal.org/>

**Western Regional Pollution Prevention Network (P2 West)** <http://www.westp2net.org/>

**MSDS for Office Supplies** – <http://www.iteminfo.com>

## BEES (Building for Environmental and Economic Sustainability)

Bring to your fingertips a powerful technique for selecting cost-effective green building products. Developed by the NIST (National Institute of Standards and Technology) Building and Fire Research Laboratory with support from the U.S. EPA Environmentally Preferable Purchasing Program and the HUD Partnership for Advancing Technology in Housing (PATH), the tool is based on consensus standards and designed to be practical, flexible, and transparent. Version 2.0 of the Windows-based decision support software, aimed at designers, builders, and product manufacturers, includes actual environmental and economic performance data for over 65 building products. Download your free copy of BEES 2.0 from [www.bfrl.nist.gov/oe/bees.html](http://www.bfrl.nist.gov/oe/bees.html). If you would prefer a free BEES 2.0 compact disc and printed manual, place your order after June 30, 2000 through the EPA Pollution Prevention Information Clearinghouse by calling (202) 260-1023 or e-mailing [pic@epamail.epa.gov](mailto:pic@epamail.epa.gov).

## Search Engines

<http://www.yahoo.com>

<http://www.ask.com>

<http://www.excite.com>

<http://www.looksmart.com>

<http://hotbot.lycos.com/>

<http://www.altavista.com/>

<http://www.web-search.com/>

<http://www.ussc.alltheweb.com/>

<http://www.scrubtheweb.com/>

<http://www.search.com/>

<http://www.northernlight.com/>  
<http://www.webcrawler.com/>  
<http://www.windweaver.com/searchyahoo.htm>

- Internet. Keywords: Recycle, buy-recycled, affirmative procurement, environmentally preferable purchasing, recycled products.



## Definitions

**Accuracy** – The closeness of a measured value to a true value.

**Acquisition** – The acquiring by contract with 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 at the point when agency needs are established and includes the description of requirements to satisfy agency 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.

**Acquisition Planning** – The consideration of several environmental factors prior to acquisition. Factors to consider are: eliminating unnecessary virgin material requirements, specifying the use of recovered material instead; considering recyclability and product environmental preferability, reusing products if possible; preventing waste; and life-cycle costs including disposal costs.

**Administrative Procedure** – A procedure that describes the actions and responsibilities for performing activities that establish management and programmatic controls for the Site.

**Affirmative Procurement** – An agency's strategy for maximizing its purchase of recycled content products in accordance with Section 6002 of the Resource Conservation and Recovery Act. The buy-recycled requirements apply to Federal agencies, state and local agencies using federal monies and their contractors.

**Affirmative Procurement Coordinator (APC)** – Is one that takes actions necessary to ensure all parties that purchase an EPA Designated Item shall comply with the requirements set forth by an agency. The APC collects and distributes relevant information pertaining to Affirmative Procurement to all levels of purchasing. AP Coordinators support the program by being a single point of contact in which information can be distributed to and from purchasing agents, CC holders, requisitioners or anyone else who procures a product.

**Agency** – See definition of Executive Agency and Federal Agency.

**Approved Vendor List** – A listing of vendors, suppliers, manufacturers or (sub)contractors that have demonstrated the capability to provide items and services in accordance with established requirements.

**Approving Official** – 1) The Approving Official is generally responsible for nominating potential cardholders within his or her purview and for administering the Purchase/Credit Card Program for those cardholders. 2) An individual who has, under their purview, a number of cardholders. The Approving

Official is responsible for, at a minimum, reconciling monthly each cardholder's statements and verifying that all transactions were made for necessary purchases in accordance with Company policy. 3) The Approving Official may also be the Credit Card Administrator.

**Assessment** – An all-inclusive term used to denote any of the following: audit, performance evaluation, and management review, peer review, inspection or surveillance.

**Award** – 1) A formal written notice issued by an authorized of the Company to the successful offeror. 2) An acknowledgement presented to an organization or individual that can prove the best measurable contribution to the improvement of the program or the environment as a whole or any other improvement that contributes to global environmental improvement. Awards are typically given annually to the agency or individual that does the most outstanding job in their field.

**Biobased Products** – 1) A commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal and marine) or forestry products. 2) Items that are made from renewable agricultural, animal or forestry materials, such as vegetable based lubricants, biofuels, compost and construction materials.

**Blanket Insulation** – A relatively flat and flexible insulation in coherent sheet form, furnished in units of substantial area. Batt insulation is included in this term.

**Board Insulation** – A semi-rigid insulation preformed into rectangular units having a degree of spleness, particularly related to their geometrical dimensions.

**Building Insulation** – A material primarily designed to resist heat flow, which is installed between the conditioned volume of a building and adjacent unconditioned volumes or the outside. This term includes but is not limited to insulation products such as blanket, board, spray-in-place, vermiculite, perlite and loose-fill that are used as ceiling, floor foundation and wall insulation.

**Buyer** – Anyone authorized to acquire materials (example: a procurement representative, a MR approving official, a credit card holder, etc.)

**Cardholders** - 1) Shall review all potential acquisitions and transactions to determine whether the procurement can be accomplished through the use of the Credit Card Program. If the vendor/contractor accepts the purchase/credit card, the purchase shall be made in accordance with these procedures. (See agency Credit Card Manual for more information.) 2) The individual employee to whom a written delegation of authority has been given granting the use of a government credit card.

**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 federal procurement requirements. Content standards may be changed if the agency determines it consistently can not procure the designated item using the standards previously established.

**Cellulose Fiber Loose Fill** – A basic material of recycled wood-based cellulosic fiber made from selected paper, paperboard stock, or ground wood stock. Excluding contaminated materials, which may reasonably be expected to be retained in the finished product, with suitable chemicals introduced to provide properties such as flame resistance, processing and handling characteristics. The basic cellulosic material may be processed into a form suitable for installation by pneumatic or pouring methods.

**Certification** – 1) The act of determining, verifying and attesting in writing to the qualifications of recovered/recycled content within a product that is in accordance with specified requirements. 2) Manufacturer's documentation regarding the post-consumer/recycled-content percentages contained in their product. Such certifications follow federal guidelines. Certifications need to be requested by the Buyer (or at the time of contract solicitation) at the time of quote request and kept on file for auditing purposes.

**Channelizers** – Highly visible barrels or drums that can be positioned to direct traffic through detours. Channelizers are barrels or drums that direct traffic around areas of road repair and construction. Street maintenance agencies and construction contractors use channelizers on construction sites, medians, on- and off-ramps, mountainous terrain, and areas where fog and haze are common. Channelizers are designed and colored to be highly visible and can be constructed from recovered High Density Polyethylene (HDPE) and rubber. The bases of the drums are weighted to provide stability and are often made from used tires.

**Closed Loop Contracts** – A contract designed with the requirement for vendors and manufacturers who are awarded a contract to pick up spent cores, tires or other products for recycling or remanufacturing; thus removing the liability of recycling or disposal from the contracting agency.

**Compost Products** – Mulch, soil amendments, ground cover or other landscaping material derived from the biological or mechanical conversion of cellulose containing waste materials.

**Comprehensive Procurement Guidelines (CPG)** - The documents in which EPA officially designates the specific recycled-content products to be included in AP programs. Products designated in the CPG are often referred to as "guideline items." The CPG requirements are codified in 40 CFR Part 247. They are also found at [www.epa.gov/cpg](http://www.epa.gov/cpg)

**Consolidated Latex Paint** – Used for covering graffiti.

**Contractor** – Any person, group of persons, consultant, designing architect, association, partnership, corporation, or any other business entity that has a contract with the procuring agency or its contractors (including suppliers) or serves in a subcontracting capacity with an entity having a contract with the agency for the provision of goods or services.

**Cores** – Empty shells of a used product that can be rebuilt or remanufactured. Some examples include: toner and inkjet cartridges, copier cartridges, drums, developers, fuser units, ribbon reels, magnetic media and tape cassettes.

**Cost Effective Procurement Preference Program** – A program that favors, where price and other factors are equal, the procurement of products and services that are more environmentally sound or energy efficient than other competing products and services.

**Delineator** – A highly visible barrel or drum that can be positioned to direct traffic through detours. Delineators are temporary pavement markers that come in many shapes, sizes, and compositions. They are manufactured primarily from recovered and post-consumer HDPE. Delineator bases are either steel stakes that can be driven into the ground or rubber to support the delineator on the road surface. Some delineators are three-foot high, yellow plastic posts with reflective tops. A series of posts are placed in a line to separate the traffic. If a vehicle hits one of these posts, the post will bend over and spring back into place without any damage to the post or the vehicle.

**Designated Item** - An available EPA guideline item or category of items, made with recovered material, advancing the purpose of RCRA when purchased. Recycled or environmentally preferable products and materials designated by the Solid Waste Division of the EPA pursuant to this policy.

**Document** – Any written or pictorial information describing, defining, specifying, reporting, or certifying activities, requirements, procedures or results.

**Energy-Efficient Products** - Products that are in the upper 25% of energy efficiency for all similar products, or at least 10% more efficient than the minimum level that meets Federal standards.

**Engine Lubricating Oils** – Petroleum based oils used for reducing friction in engine parts.

**Environmentally Sound or Preferable** – A product or service that minimizes damage to the environment and is less harmful to the environment to use, maintain, and dispose of in comparison to a competing product or service. Also defines products or services that have a lesser or reduced effect on human health and the environment when compared to similar 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 product or service.

**Environmentally Preferable Purchasing:** Considering attributes such as recycled content, toxicity, reusability, durability, and repair-ability before purchasing a product.

**EPA Designated Item** – Means a product or category of products containing recovered materials that has been designated by the Environmental Protection Agency (EPA) in the Comprehensive Procurement Guidelines (CPG).

**Estimation** – Written documentation of the best quantitative determination done by manufacturers of the total percentage of recovered material contained in products to be requisitioned. 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’s guidelines recommend that procuring agencies maintain records of these estimates for three years by product type, quantity purchased and price paid.

**Executive Agency**- An Executive department and an independent establishment within the meaning of 5 U.S.C. 101, 102, 103(1), 104(1) and 105 respectively.

**Exemption** – A document that sets forth relief, waiver or temporary release to buy an item that does not contain recovered material only if the product doesn’t meet specifications, price or availability.

**Federal Agency** – Any department, agency or other instrumentality of the Federal government; any independent agency or establishment of the Federal government, which includes any government corporation and the Government Printing Office.

**Federal Supply Source** - Any supply source managed by a federal agency such as the General Services Administration, Government Printing Office, or Defense General Supply Center.

**Fiberglass Insulation** – Insulation which is composed principally of glass fibers, with or without binders.

**Flexible Delineators** – Highly visible marker that can be positioned to direct traffic or define boundaries and that will flex if struck by a vehicle to prevent damage to the vehicle or the delineator. These products are in the form of stakes and are driven into the ground. They are flexible enough for vehicles to strike

them without damaging either the vehicle or the delineator. They are used at golf courses, airports, military bases, shopping centers, and recreation areas.

**Floor Tiles** – Heavy duty or commercial type of floor tiles that would be installed in entranceways in airports, stores, furniture showrooms, skating rinks and fitness centers. Specialty purposes would include areas involving limited flooring areas where grease, tar, snow, ice or where wet conditions are likely to be present; such as, kitchens, entranceways, that allows for drainage through a raised or open-webbed design.

**Foam in Place Insulation** – A rigid, cellular foam produced by catalyzed chemical reactions that hardens at the site of the work. The term includes spray applied and injected applications such as spray in place foam and pour in place.

**Garden Hose** – A flexible tubing that conducts water to a specific location.

**Gear Oils** – Petroleum based oils used for lubricating machinery gears.

**Hydraulic Fluids** – 1) Petroleum based hydraulic fluids. 2) Agriculturally grown seed crops that can produce the same type of functions as petroleum based hydraulic fluids. 3.) Hydraulic fluids, under pressure, transmit power to moving parts of many machines, including cars, bulldozers, tractors, and most heavy equipment used to build roads and structures.

**Hydraulic Mulch** – A mulch that is a cellulose based (paper or wood) protective covering that is mixed with water and applied through mechanical spraying in order to aid the germination of seeds and to prevent soil erosion.

**Hydroseeding** – The process of spraying seeds mixed with water through a mechanical sprayer (hydroseeder). Hydraulic mulch, fertilizer, a tacking agent or a wetting agent can also be added to the water/seed mix for enhanced performance.

**Instructions** – Directions found within a procedure with detailed step by step information. A type of document that provides direction to perform a simple task or activity.

**Laminated Paperboard** – A board made from one or more plies of Kraft paper bonded together, with or without facers, which is used for decorative, structural or insulating purposes. This includes building board, sheathing, shingle backer, sound deadening board, roof insulating board, insulating wallboard, acoustical and non-acoustical ceiling tiles and lay-in panels, floor underlayments, and roof overlay. (see also: “Structural Fiberboard”)

**Latex Paint** – Water-based decorative or protective covering having a latex binder.

**Lawn Edging** – A barrier used between lawns and landscaped areas or garden beds to prevent grass roots or weeds from spreading to the landscaped areas.

**Life-Cycle Analysis or Assessment** – The comprehensive examination of a product’s environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use and disposal.

**Life-Cycle Cost** – The amortized annual cost of a product, including capital, installation, operating, maintenance, and disposal costs discounted over the lifetime of the product.

**Loose Fill Insulation** – Insulation in a granular, nodular, fibrous, powdery, or similar form, designed to be installed by pouring, blowing or hand placement.

**Major Procuring Agency** – Any executive agency that procures over \$50 million dollars per year of goods and services.

**Management** – Refers to those who manage, direct, or supervise an activity. Normally, the term is used in phrases such as “management review” or “management approval.” Refers to the Buyer/SA immediate supervisor, but may, depending on the context, refer to higher levels.

**Manual** – A type of document that incorporates specific programmatic requirements needed to define and implement a specific program and to establish documentation of commitment and compliance with directives, regulations, statutes, codes and laws. Manuals contain all related requirements and supporting details necessary to implement the regulatory requirements and orders but does not necessarily contain step-by-step instructions.

**Manufacturing Waste** – Includes forest residues. (1) Also covers dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel in smaller rolls of rough sheets) including: Envelope cuttings, bindery trimmings and other paper and paperboard waste resulting from printing, cutting, forming and other converting operations. Such as bag, box and carton manufacturing wastes, butt rolls, mill wrappers and rejected and unused stock. (2) Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants wholesalers, dealers, printers, converters or others. (3) Fibrous by-products of harvesting, manufacturing, extractive, or wood cutting processes, flax, straw, linters, bagasse, slash and other forest residues. (4) Wastes generated by the conversion of goods made from fibrous material (that is, waste rope from cordage manufacture, textile mill waste and cuttings. (5) Fibers recovered from waste water which otherwise would enter the waste stream.

**May** – Permission is granted, rather than constituted as a requirement and is identified as “may”.

**Method of Procurement** – Means sealed bidding, contracting by negotiation, by Simplified Acquisition, by micro purchases or credit card methods.

**Metrics** – Measurements that are compared to a goal or plan to determine progress, success, or failure in achieving the goal or plan.

**Mill Broke** – Paper generated before the end of the paper manufacturing process which include: obsolete inventory, side trimmings, cull, end rolls, stub rolls, butt rolls, rejected or unused stock. Mill broke is specifically excluded from the definition of waste paper and does not count as part of recovered/recycled material.

**Mineral Fiber Insulation** – Rock wool or fiberglass insulation, which is composed, principally of fibers manufactured from rock, slag or glass with or without binders.

**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 use or violating the limitations of the minimum content standards set forth by EPA's guidelines.

**Model Facility** – An organization or activity who has made an outstanding contribution to waste prevention, recycling and affirmative procurement through its leadership, investment in resources and change in culture.

**OEM** - Original Equipment Manufacturer

**Offer** – A response to a solicitation, firm offer, bid, quotation or a proposal.

**Offeror** – Any person or firm submitting an offer, bid, quotation, proposal (solicited or unsolicited), to obtain a subcontract.

**Pallet** – A portable platform for storing or moving cargo or freight.

**Paper** – One of two broad subdivisions of paper products, the other being paperboard. Paper is generally lighter in basis weight, thinner, and more flexible than paperboard. Sheets 0.012 inch or less in thickness are generally classified as paper. Its primary uses are for printing, writing, wrapping and sanitary purposes. The term “paper” is also used as a generic term that includes both paper and paperboard. (See “Manufacturing Waste”)

**Paper Product** – Any item manufactured from paper or paperboard. The term paper product is used in this guideline to distinguish such items as boxes, doilies, and paper towels from printing and writing papers.

**Parking Stop** – A barrier used to mark parking spaces and keep parked vehicles from rolling beyond a designated parking area.

**Performance Specification** – A specification that states the desired operation or function of a product but does not specify the materials from which the product must be constructed.

**Perlite Composite Board** – Insulation board composed of expanded perlite and fibers formed into rigid, flat, rectangular units with a suitable sizing material incorporated in the product. It may have on one or both surfaces a facing or coating to prevent excessive hot bitumen strike-in during roofing installation.

**Person** – means an individual, trust, firm, joint stock company, corporation (including a government corporation), partnership, association, Federal agency, State, municipality, commission, political subdivision of a State, or any interstate body.

**Phenolic Insulation** – Insulation made with phenolic plastics; which are plastics based on resins made by the condensation of phenols, such as phenol or cresol, with aldehydes.

**Pilot Project** – A trial of waste prevention, recycling or affirmative procurement practice.

**Plastic Fencing** – A barrier with an open-weave pattern that can be used to control drifting snow or sand by restricting the force of wind and to provide a warning or barrier in construction and other areas.

**Point of Contact (POC)** – The person designated by management to receive all documents for review and/or dissemination. This person may have signature authority for concurrence on documents affecting the reviewing organization. If the POC does not have the expertise to review the document, (s)he distributes the document to the appropriate person within the organization for review.

**Polyisocyanurate Insulation** – Insulation produced principally by the polymerization of polymeric polyisocyanates, usually in the presence of polyhydroxyl compounds with the addition of cell stabilizers, blowing agents, and appropriate catalyst to produce a polyisocyanurate chemical structure.

**Polystyrene Insulation** – An organic foam composed principally of polymerized styrene resin processed to form a homogenous rigid mass of cells.

**Polyurethane Insulation** – Insulation composed principally of the catalyzed reaction product of polyisocyanates and polyhydroxyl compounds, processed usually with a blowing agent to form a rigid foam having a predominantly closed cell structure.

**Post-Consumer Material/Waste** – Part of a broader category of recovered materials. Means a material or product that has served its intended use and has been discarded for disposal or recovery after passing through the hands of an end-user, having completed its life as a consumer item. Post-consumer waste is a part of a broader category of “recycled materials”. (40CFR247) Examples of post-consumer material include used paper, paperboard and fibrous wastes from retail stores, office buildings and homes.

**Post-consumer Recovered Paper** – Paper, paperboard and fibrous wastes from retail stores, office buildings, homes and so forth, after they have passed through their end-usage as a consumer item including: used corrugated boxes, newspapers, magazines, mixed waste paper, tabulating cards and used cordage. This includes all paper, paperboard and fibrous wastes that enter and are collected from municipal solid waste.

**Practicable** - Sufficient in performance and available at reasonable prices. 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.

**Preclude** – To shut out or exclude. To prevent the presence, existence or occurrence of. Make impossible, to hinder or constrain. Example: Virgin materials are precluded from being purchased.

**Preconsumer Materials** - Materials generated in manufacturing and converting processes, such as manufacturing scrap and trimmings/cuttings. Preconsumer materials, along with postconsumer materials, are part of the broader category of "recovered materials."

**Precycle** – The process of making an informed and environmentally sound purchasing decision that will reduce the amount and toxicity within a product or the amount of waste generated before its intended use.

**Preference** – When two products or services are equal in performance characteristics and price, agencies when making purchasing decisions, will favor the product that is more environmentally sound or energy efficient.

**Price Preference** – A percentage by which offered prices for recycled products are reduced for purposes of bid evaluation.

**Printer Ribbons** – A nylon fabric designed to hold ink and used in a dot matrix and other types of impact printers.

**Procedure** - 1) See “Administrative Procedure”. 2) Documentation that prescribes or describes work, and/or a documented set of steps or actions that systematically specifies or describes how an activity is to be performed.

**Process** – An orderly system or series of actions that achieves a desired end or result.

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

**Procurement/Acquisition**– The acquisition of supplies and/or services including construction.

**Procurement Department** – 1) An organizational element delegated authority to perform and manage subcontracting functions for the agency. 2) The organization responsible for the establishment of procurement requirements and for issuance, administration, or both, of procurement documents.

**Procurement Documents** – Documents which describe the procurement requirements, history and results. They include, but are not limited to: procedures, purchase requisitions, (sub) contracts, purchase orders, change orders, modifications, inspection/acceptance records, certifications, specifications, drawings, and scopes of work.

**Procurement Guidelines** – Regulations issued by EPA pursuant to section 6002 of RCRA which: 1) Identify items that are or can be produced with recovered materials and where procurement of such items will advance the objective of RCRA. 2) Provide recommended practices for the procurement of such items.

**Procurement Item** – Any device, good, substance, material, product, or other items, whether real or personal property, which is the subject of any purchase, barter, or other exchange made to procure such items.

**Product** – 1) The result of activities and processes. 2) A tangible item acquired for the use in daily operations.

**Purchase Order**– A document signed by a contracting officer (or designated official) that is addressed to a vendor, requesting the delivery of supplies or equipment or the performance of services. It contains all of the terms and conditions that will govern the delivery or performance.

**Purchasing** – The act of and the function of responsibility for the acquisition of equipment, materials, supplies, and services. This includes buying, determining the need, selecting the supplier, arriving at a fair and reasonable price, terms and conditions, preparing the contract or purchases order and follow up.

**Purview**– 1) The range of operation, activity or concern. 2) In direct control, assistance, guidance or support of a particular group or function. 3) That which is provided or enacted in a statute as distinguished from the preamble. 4) The full scope or compass of a statute or law, or of any document, statement, book, subject, etc.

**RCRA** - Resource Conservation and Recovery Act, 42 U.S.C. 6901, et. seq., as amended

**Recommendation** – A technical opinion from a reviewer which is not definitive, quantifiable or tied to an applicable requirement.

**Record** – A completed document or other media that provides objective evidence of an item, service, or process.

**Recovered Materials** – Waste material and by-products which have been recovered or diverted from solid waste, but such terms do not include those materials and by-products generated from and commonly reused within an original manufacturing process. (The same process in which they were generated in are not included.) Examples of recovered materials include manufacturing and forest residues, obsolete finished paper inventories and fibrous by-products of harvesting and woodcutting processes. (42 U.S.C. 6903 (19)). (see “Manufacturing Wastes”)

**Recovered Materials Advisory Notices (RMAN)** - an EPA document that accompanies each of the Comprehensive Procurement Guidelines. The RMANs recommend recycled-content ranges for products designated in the CPG, based on current information on commercially available recycled-content products. Per AFI 32-7080, these recommended content ranges are mandatory for all Air Force acquisitions of CPG products, unless an exemption applies.

**Recyclable Product** – Product by which, after its intended end use, can be diverted from the solid waste stream for use as a raw material in the manufacturing of another product.

**Recyclability** – The ability of a product or material to be recovered or diverted from, the solid waste stream for the purpose of recycling.

**Recycled Material** – A material that can be utilized in place of a raw or virgin material in manufacturing a product and consists of materials derived from post-consumer waste, industrial scrap, material derived from agricultural wastes and other items. All of which can be used in the manufacturing of new products.

**Recycling** – The series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

**Recycled Content/Materials** – A material that can be utilized in place of a raw or virgin material in manufacturing a product and consists of materials derived from post-consumer waste, industrial scrap, manufacturing waste, material derived from agricultural waste and other items; all of which can be used in the manufacture of new products. This does not include material or byproducts generated from and commonly reused within an original manufacturing process.

**Reprocessed Latex Paint** – Used for architectural applications such as wallboard, ceilings, trim, gutterboards and concrete, stucco, masonry, wood and metal surfaces.

**Requirements** – Mandatory conditions, stipulations or specifications that must be met during the performance of actions and activities in support of a directive.

**Re-refined Oils** – Used oils from which the physical and chemical contaminants acquired through previous use have been removed through a refining process.

**Restroom Dividers/Partitions** – A barrier used to provide privacy in public restroom facilities.

**Retread Tires** – A worn automobile, truck or other motor vehicle tire whose tread has been replaced. (See definition of “Tire”)

**Rockwool Insulation** – See definition for “Mineral Fiber Insulation”

**Shall** – Identifies those elements and requirements that are considered mandatory unless prior approval of an alternate approach is obtained.

**Should** – Is a recommendation that is based on standards and good business practices.

**Shower Dividers/Partitions** – A waterproof barrier used to provide privacy in public shower facilities.

**Sitewide** – Where an activity requires the same level of performance or implementation regardless of location or company ownership.

**Soaker Hoses** – A perforated flexible tubing that is used to deliver gentle irrigation to plants.

**Solicitation** – An invitation for bid, Request for Proposal (RFP), Request for Quotation (RFQ), Request for Offer (RFO) containing all of the necessary information to enable (sub)contractors to prepare proposals or quotations properly.

**Solid Waste** - Garbage, refuse, sludges, and other discarded solid materials, including those from industrial, commercial, and agricultural operations, and from community activities. This excludes solids or dissolved materials in domestic sewage or other significant pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents, dissolved materials in irrigation return flow, etc.

**Source Reduction** - any practice which succeeds in: 1) reducing the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment prior to recycling, treatment, or disposal; and (2) reducing the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.

**Specification** – A description of the technical requirements for a material, product, or service that includes the criteria for determining whether these requirements are met. In general, specifications are in the form of written commercial designations, industry standards and other descriptive references.

**Spray-In-Place Insulation** – Insulation material that is sprayed onto a surface or into cavities and includes cellulose fiber spray-on as well as plastic rigid foam products. Spray-in-place foam is rigid cellular polyurethane or polyisocyanurate foam produced by catalyzed chemical reactions that hardens at the site of the work. The term includes spray-applied and injected applications.

**Subcontract** – Any contract entered into by a subcontractor to furnish supplies or services, to a prime contractor or another subcontractor. It includes all types of commitments including the basic bilateral instrument, awards or notices of award, agreements and task orders issued thereunder; letter subcontracts, and orders, such as purchase orders under which the subcontract becomes effective by written acceptance or performance. Includes subcontract modifications.

**Subcontractor** – Any supplier, distributor, vendor, manufacturer or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

**Supplies and Services** – All property except land and interest in land, and all types of services including, but not limited to: educational or training services, architectural or engineering services, maintenance or repair services, experimental, developmental or research work, and construction work.

**Supplier** – Any individual or organization who furnished items or services in accordance with a procurement document. An all-inclusive term used in place of any of the following: vendor, seller, (sub)contractor, fabricator, consultant and their sub-tier levels.

**Sustainable Procurement** – The process of integrating energy and environmental factors into purchasing decisions. This can include the purchase of recycled content items, environmentally preferable products, including biobased products, energy efficient products and services, and the use of alternative fuels and ozone friendly substances.

**Structural Fiberboard** - A fibrous-felted, homogenous panel made from lignocellulosic fibers (usually wood, cane or paper) and having a density of less than 31lbs/ft<sup>3</sup> but more than 10lbs/ft<sup>3</sup>. It is consolidated under heat or pressure as a separate stage of manufacturing. (Also see “Laminated Paperboard”)

**Tire** – Includes passenger car tires, light and heavy-duty truck tires, high-speed industrial tires, bus tires, and special service tires (including military, agricultural, off the road and slow-speed industrial.)

**Traffic Barricades** - Traffic barricades can be used to redirect or restrict traffic in areas of highway construction or repair. They are typically made from wood, steel, plastic, or a combination of these materials. Many manufacturers have switched to the use of recycled materials in both the supporting frame and rails of the barricades.

**Traffic Cones** - Traffic cones may be used to mark a road hazard or to direct traffic. In general, both recovered- and post-consumer-content plastics are used in the upper component of the cones, and crumb rubber and/or plastics are used in the base.

**Training** – Instruction designed to develop or improve job performance.

**Unreasonable Price** - The price of a recycled-content product is considered unreasonable if it exceeds the cost of a comparable non-recycled item.

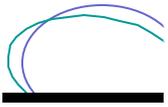
**Verification** – 1) Procedures used by procuring agencies to confirm both vendor estimates and certifications of the percentages of recovered material contained in the products supplied to them or to be used in the performance of a contract. (EPA Guidelines). 2) Confirmation by examination and provision of objective evidence that specified requirements have been fulfilled.

**Virgin Material**: a mined or harvested raw material to be used in manufacturing.

**Waiver**– 1) See “Exemption”. 2) Documented authorization to depart from specified requirements.

**Waste Prevention** – 1) Also known as “source reduction”, means any change in the design, manufacturing, purchase or use of materials or products, (including packaging) to reduce their amount or toxicity before they become municipal solid waste. 2) Waste prevention also refers to the reuse of products or materials. - 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 also refers to the reuse of products or materials.

**Waste Reduction** – Preventing or decreasing the amount of wastes being generated through waste prevention, recycling or purchasing recycled and environmentally preferable products.



## References

For technical information regarding RCRA or the EPA designated items, contact the RCRA Hotline at 800-424-9346. The material used in the development of this manual can be found from the following sources:

Adapt Consulting, Inc. / Adapt Ad Specialty  
AF Pollution Prevention Strategy, 24 July 1995:  
AFCEE's PRO-ACT Program  
AFI 32-7080, "Compliance Assurance and Pollution Prevention":  
Air Force Center for Environmental Excellence  
America Recycles Day  
American Association of State Highway and Transportation Officials  
American Concrete Institution  
American Forest & Paper Association  
American Forest & Paper Association  
American Forest & Paper Products  
American National Standards Institute  
American Plastics Council  
American Plastics Council  
American Society for Testing and Materials  
American Society of Testing and Materials  
Aseptic Packaging Council  
Asphalt Recycling & Reclaiming Association  
Automotive Recyclers Association  
BEES (Building for Environmental and Economic Sustainability)  
Buy Recycled Business Alliance  
Buy Recycled Business Alliance – NRC  
Buy Recycled Guidebook – NRC  
Buy Recycled Listings of Recycled Products Directories  
Buy Recycled Listings of Recycled Products Directories -  
Buy Recycled Training Institute  
California Market Watch Resource Exchange  
California's Integrated Waste Management Board - Buy Recycled Programs  
Cellulose Insulation Manufacturers Association  
City of Santa Monica  
Closing the Circle News – White House Task Force on Recycling  
Closing The Loop – Recycled Content Products, A Guide for Businesses” WasteCap of Lincoln  
Colorado-City of Fort Collins, Colorado – Buy Recycled Products  
Comprehensive Guideline for Procurement (40CFR247 )Part V May 1, 1995  
Comprehensive Guideline for Procurement (40CFR247 et al) Part III April 20, 1994  
Conserva tree  
Co-op America

Co-op America  
Council for Textile Recycling  
CPG & RMAN  
CPG Fact Sheets  
Defense Automated Printing Service  
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