



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

NOV 18 2005

ACQUISITION  
TECHNOLOGY  
AND LOGISTICS

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(ENVIRONMENT, SAFETY, AND OCCUPATIONAL  
HEALTH)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ENVIRONMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(ENVIRONMENT, SAFETY, AND OCCUPATIONAL  
HEALTH)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: FY2005 Resource Conservation and Recovery Act, Section 6002 Data Call

Section 6002 of the Resource Conservation and Recovery Act (RCRA 6002) and Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, require Federal agencies to implement, review, and report annually on the effectiveness of Affirmative Procurement Programs (APP).

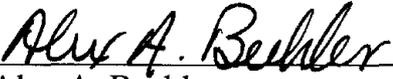
Please provide the data requested in the attached report format. In addition, please identify successes where green products are being substituted for non-green products and examples of green procurement in contracts and solicitations. The Office of Federal Procurement Policy and the Office of the Federal Environmental Executive strongly encourage agencies to continue efforts to initiate biobased preference purchasing programs.

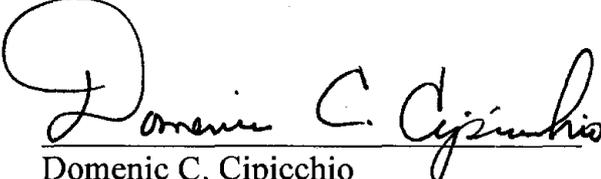
Close cooperation between procurement and environmental personnel is essential in preparing this report. Please note that the only changes from the FY04 data call pertain to the Federal Procurement Data System (FPDS) questions, and these changes simply reflect the transition from using the SF 279 and DD 350 to the FPDS data element numbering format. Since DoD has not completely transitioned to FPDS to date,



Components responses to questions 1.b. and 1.c. on the attached report format equate to block B12F of the DD350; and 1.d. equates to block B12G of the DD350. Our staff points of contact have provided each Component representative on the DoD Green Procurement Work Group an electronic spreadsheet file to expedite data submittal and consolidation.

Please provide your response electronically by February 10, 2006. Our points of contact for the subject data call are Mr. David Asiello, ODUSD(I&E)/EM at [david.asiello@osd.mil](mailto:david.asiello@osd.mil), 703-571-9068, and Ms. Susan Pollack, OUSD(AT&L)/DPAP at [susan.pollack@osd.mil](mailto:susan.pollack@osd.mil), 703-697-8336.

  
\_\_\_\_\_  
Alex A. Beehler  
Assistant Deputy Under Secretary of Defense  
(Environment, Safety & Occupational Health)

  
\_\_\_\_\_  
Domenic C. Cipicchio  
Acting Director, Defense  
Procurement and Acquisition Policy

Attachment:  
As stated

Date Due: March 17, 2006

Date Prepared: \_\_\_\_\_

**RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)  
FARM SECURITY AND RURAL INVESTMENT ACT (FSRIA)  
EXECUTIVE ORDER 13101**

**Agency Report for Fiscal Year 2005**

Agency or Department \_\_\_\_\_

Agency Contact \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Contact E-Mail Address \_\_\_\_\_

1. **Federal Procurement Data System (FPDS) Data**

- a) How many contracting actions did your Agency complete in FY 2005?
- b) In FY 2005, how many contracting actions, in data element 8K of the FPDS data, indicated whether EPA-designated items would be acquired? \_\_\_\_\_
- c) Provide the number of contracting actions with data for each code, A-E, in data element 8K. These codes indicate whether the EPA-designated products must contain the required minimum recycled content, the justification for not requiring recycled content products, or that no EPA-designated products will be acquired under the contract:  
Code A (all EPA-designated products must contain the required minimum recycled content) \_\_\_\_\_  
Code B (availability) \_\_\_\_\_  
Code C (price) \_\_\_\_\_  
Code D (performance) \_\_\_\_\_  
Code E (no EPA-designated products acquired) \_\_\_\_\_
- d) In the FPDS data, how many contracting actions had a code (A or B) in data element 8L? \_\_\_\_\_
- e) How has the Agency reviewed the FY 2005 FPDS data for compliance assessment and/or trend analyses?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- f) Please describe findings, changes, and/or actions that were a direct result of the assessments or analyses above.

---

---

---

---

2. **Indicator Items for EPA-Designated Recycled Content Products**

The General Services Administration and the Defense Logistics Agency will provide data for agency purchases directly from them. Please provide amounts for your agency's purchases from other sources, including GSA schedules contractors and your service contractors, including construction contractors, fleet maintenance contractors, and facilities maintenance contractors.

- a) **Paper: Commercial Sanitary Tissue Products**
- i) Does your Agency purchase this item (directly or through contracts)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
  - ii) Total dollar amount<sup>1</sup> of these products purchased<sup>2</sup> by your Agency from sources *other than GSA* in FY 2005 \$ \_\_\_\_\_;
  - iii) Dollar amount of these products containing recovered materials<sup>3</sup> purchased by your Agency from sources *other than GSA* in FY 2005 \$ \_\_\_\_\_.
  - iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
  - v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s). \_\_\_\_\_

---

---

---

1 "Total amount" equals the amount of product without recovered materials plus the amount of product with recovered materials.

2 Within this document, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

3 The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

**b) Non-Paper Office Products: Toner Cartridges**

- i) Does your Agency purchase this item (directly or through contracts)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2005 \$\_\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2005 \$\_\_\_\_\_.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**c) Construction Products: Concrete**

- i) Does your Agency purchase concrete (directly or through contracts, e.g., construction contracts)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
- ii) Total amount of concrete purchased and/or used by your Agency in FY 2005 \$\_\_\_\_\_ and/or \_\_\_\_\_ cubic yards, and/or total number of contracts awarded that required the use of concrete \_\_\_\_\_.
- iii) Amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased and/or used by your Agency in FY 2005 \$\_\_\_\_\_ and/or \_\_\_\_\_ cubic yards, and/or total number of contracts awarded that required the use of concrete containing coal fly ash or ground granulated blast furnace slag \_\_\_\_\_.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
- v) Were there technical impediments to increasing the amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**d) Landscaping Products: Landscaping Timbers**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY

- 2005 \$ \_\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 \$ \_\_\_\_\_.
  - iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
  - v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s).

---



---



---

**e) Park and Recreation Products: Park Benches and Picnic Tables**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 \$ \_\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 \$ \_\_\_\_\_.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s).

---



---



---

**f) Transportation Products: Traffic Barricades**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 \$ \_\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 \$ \_\_\_\_\_.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s).

---

---

---

**g) Vehicular Products: Re-refined Oil**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 \$\_\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 \$\_\_\_\_\_.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s). \_\_\_\_\_

---

---

---

**h) Miscellaneous Products: Signage**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes** \_\_\_ **No** \_\_\_ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 \$\_\_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 \$\_\_\_\_\_.
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes** \_\_\_ **No** \_\_\_ **Not Applicable** \_\_\_
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes** \_\_\_ **No** \_\_\_ If yes, please describe the impediment(s). \_\_\_\_\_

---

---

---

**3. Solid Waste Prevention, Recycling, and Other E.O. 13101 Requirements**

- a) Did you institute new, substantially improved, or updated solid waste prevention practices in FY 2005? **Yes** \_\_\_ **No** \_\_\_. Please provide an explanation of your response.

---

---

---

---

- b) Does your Agency have sites or facilities with composting programs? **Yes** \_\_\_ **No** \_\_\_. If yes, how many facilities or sites? \_\_\_\_\_ Estimate the total weight of materials diverted to composting: \_\_\_\_\_ tons.
- c) What percentage of offices/sites operated by your Agency have an active office products recycling program? \_\_\_\_\_ of \_\_\_\_\_ sites, which is \_\_\_\_\_ percent of offices/sites.
- d) What percentage of residential housing operated by your Agency have an active household products recycling program? \_\_\_\_\_ of \_\_\_\_\_ sites, which is \_\_\_\_\_ percent of housing. **Not Applicable** \_\_\_
- e) What percentage of demolition projects managed by and/or contracted by your Agency includes the recovery of construction materials? \_\_\_\_\_ of \_\_\_\_\_ projects, which is \_\_\_\_\_ percent of demolition projects. **Not Applicable** \_\_\_
- f) What percentage of the total solid waste<sup>4</sup> generated by your Agency was diverted to recycling? \_\_\_\_\_ of \_\_\_\_\_ metric tons, which is \_\_\_\_\_ percent.
- g) Does your Agency have an internal awards program in accordance with Executive Order 13101, Section 802? **Yes** \_\_\_ **No** \_\_\_ Please provide details for your response, or if the response is no, please explain why not.
- 
- h) In FY 2005, did your Agency participate in a pilot project to purchase environmentally preferable products or services per the requirements of E.O. 13101, sections 503(b) and 601(c)? **Yes** \_\_\_ **No** \_\_\_ Please provide details for your response.
- 
- 
- i) In FY 2005, did your Agency purchase or test any biobased products, other than biobased fuels? **Yes** \_\_\_ **No** \_\_\_ Please provide details for your response, including the source(s) of the products (e.g., GSA schedule, DLA, commercial source, support services contractor).
- 
- 
- 
- j) Is your Agency using green cleaning products or services at any of your facilities, including facilities managed by GSA and leased facilities? **Yes** \_\_\_ **No** \_\_\_ If yes, please elaborate.
- 
- 

<sup>4</sup> "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Agency is including other materials, such as construction and demolition debris.

4. **Management Controls**

a) **Affirmative Procurement Policy**

- i) Does your Agency have a documented policy or procedure for the implementation of the affirmative procurement program (APP) required by section 6002 of RCRA? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- ii) Does the Agency policy define responsibility for:
  - Conducting awareness training? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
  - Incorporating APP requirements into specifications and contracts? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
  - Establishing and measuring progress toward APP objectives? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
  - Reporting progress? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
  - Management review? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If the answer to any question is no, please explain why not. \_\_\_\_\_

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

- iii) Does your Agency have a requirement to routinely update the affirmative procurement policy? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If so, is the APP policy reviewed/updated in accordance with this plan? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ Has the Agency affirmative procurement policy been updated within the past three years (i.e., it incorporates EPA's CPG 3 and CPG 4 product designations)? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- iv) Has your policy, procedure, or plan been amended to implement the procurement of biobased products as required by section 9002 of the Farm Security and Rural Investment Act of 2002? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- v) Please attach a copy of, or provide the URL for, the website for your Agency APP policy, if it has changed since the FY 2004 report.

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

b) **Training**

- i) Who is responsible for conducting training of agency personnel with respect to the buy-recycled requirements? \_\_\_\_\_
- ii) How many acquisition personnel have documented APP training within the past three years? \_\_\_\_\_ of \_\_\_\_\_ personnel, which is \_\_\_\_\_ percent.
- iii) Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University's contracting officer training courses), or both? \_\_\_\_\_
- iv) What percentage of purchase cardholders have documented APP training within the past three years, as required by Executive Order 13101? \_\_\_\_\_ of \_\_\_\_\_ personnel, which is \_\_\_\_\_ percent.

- v) Who provides the training to purchase cardholders? \_\_\_\_\_
- vi) How is training of purchase card users documented? \_\_\_\_\_
- vii) Has your agency begun training about biobased products procurement?  
**Yes** \_\_\_ **No** \_\_\_ If yes, who provided the training? \_\_\_\_\_

**c) Auditing**

- i) What percentage of Agency facilities conducted and documented contracting and/or environmental audits<sup>5</sup> for APP compliance during this reporting period? \_\_\_\_\_ percent
- ii) Does the Agency conduct trend analysis of audit, training, and FPDS data to assess APP program effectiveness? **Yes** \_\_\_ **No** \_\_\_
- iii) What types of trends are realized as a result of findings from these audits?  
 \_\_\_\_\_  
 \_\_\_\_\_
- iv) Are audit findings reported to senior facility management? **Yes** \_\_\_  
**No** \_\_\_
- v) Does senior facility management track corrective actions from these audit findings? **Yes** \_\_\_ **No** \_\_\_
- vi) Provide a copy of, or the URL for, the website for your Agency APP audit protocol, procedure, or other similar program document, if you did not provide it in your FY 2004 report.  
 \_\_\_\_\_

**d) Agency Goals**

- i) As required by E.O. 13101, what is your agency's goal for solid waste diversion by 2005? \_\_\_\_\_ By 2010? \_\_\_\_\_
- ii) What is your agency's current recycling or diversion rate? \_\_\_\_\_
- iii) What is your agency's goal to increase the procurement of EPA-designated recycled content products?  
 \_\_\_\_\_  
 \_\_\_\_\_
- iv) As required by E.O. 13101, does your agency have a goal for increasing the use of environmentally preferable products? **Yes** \_\_\_ **No** \_\_\_ If yes, what is the goal? \_\_\_\_\_ How are you measuring progress toward the goal? \_\_\_\_\_
- v) Has your agency established a goal for purchases of biobased products? **Yes** \_\_\_ **No** \_\_\_

---

<sup>5</sup> Includes internal, corporate, external, or other audits