



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

DEC 11 2006

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(ENVIRONMENT, SAFETY, AND OCCUPATIONAL
HEALTH)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT AND POLICY), ASA, (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ENVIRONMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN (RDA)
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: Fiscal Year 2006 Resource Conservation and Recovery Act, Section 6002
Data Call

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

Please complete the Agency Report for Fiscal Year 2006 (Attachment 1) and the RCRA spreadsheet (Attachment 2). Components are requested to electronically submit the completed attachments not later than February 16, 2007, to the staff points of contact identified below. The Office of Federal Procurement Policy and the Office of the Federal Environmental Executive strongly encourage agencies to continue efforts in implementing biobased preference purchasing programs and have included a number of related questions throughout the report survey. Our staff points of contact have provided each Component representative of the DoD Green Procurement Working Group an advanced copy of Attachment 2 to assist in the data submittal and consolidation.



Close cooperation between procurement and environmental personnel is essential in completing this report. The RCRA Standard Report for FY06 should be pulled from the Federal Procurement Data System – Next Generation (FPDS-NG). The NG Program Manager has advised that it will take several minutes for the RCRA report to run the calculations. The DoD FY06 contract action reports will be available in FPDS-NG after December 15th. To allow the DoD FPDS-NG Migration Team sufficient time to resolve any issues resulting from the data migration into FPDS-NG, it is recommended that the Components validate their information for the RCRA report in mid-January 2007.

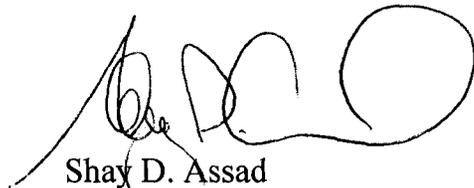
The Component leads for the DoD Migration Team, identified below, are available to assist with FPDS-NG matters.

- Defense Logistics Agency: Ms. Judy Lee, judy.lee@dla.mil, 703-767-1376
- Defense Contracts Management Agency: Ms. Barbara Roberson, barbara.roberson@dcma.mil, 703-428-0856
- Army and Other Defense Agencies: Mr. Brian Davidson, brian.davidson@hqda.army.mil, 703-604-4572
- Air Force: Ms. Donna Hairston-Benford, donna.hairston-benford@pentagon.af.mil, 703-588-7268
- Navy: Ms. Patricia Coffey, patricia.coffey@navy.mil, 202-685-1279
- Standard Procurement System: Ms. Joyce Allen, joyce.allen@eis.army.mil, 703-460-1507
- Defense Manpower Data Center: Mr. Richard Hardy, rich.hardy@osd.pentagon.mil, 703-604-4584

Our staff points of contact for the subject data call are Mr. David Asiello, ODUSD(I&E)/EM, david.asiello@osd.mil, 703-571-9068, and Ms. Susan Pollack, OUSD(AT&L)/DPAP, 703-697-8336, susan.pollack@osd.mil.



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



Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Attachments:
As stated

Date Due: February 16, 2007

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

Agency Report for Fiscal Year 2006

Agency or Department _____
Agency Contact _____
Contact Telephone Number _____
Contact E-mail Address _____

1) Federal Procurement Data System (FPDS) Data

- a) Attach the RCRA Standard Report for FY 2006 data from FPDS
- b) Has the Agency reviewed the FY 2006 FPDS for compliance assessment and/or trend analyses? _____
- c) 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 made directly from them. Please provide the amounts for your Agency's purchases from other sources, including GSA schedules' contractors and your service contractors, including construction, fleet maintenance, 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 amount¹ of these products purchased² by your Agency from sources *other than* GSA in FY 2006 \$_____ and dollar amount of these products containing recovered materials³ purchased by your Agency from sources *other than* GSA in FY 2006 \$_____ - OR -

Number of janitorial services contracts that require the supply of recycled content sanitary tissue products. _____ - OR -

Percentage of facilities using recycled content sanitary tissue products (either purchased directly or supplied by services contractors). _____

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.

- iii) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes No
Not applicable
 - iv) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes No If yes, please describe the impediment(s). _____
- 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 2006 \$ ____.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2006 \$ ____ - OR -
Percentage of facilities using remanufactured toner cartridges (either purchased directly or supplied by services contractors). _____
 - 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 2006? Yes No If yes, please describe the impediment(s). _____
- c) Construction Products**
- i) Demonstrate how your agency complies with the requirement to purchase EPA-designated construction products containing recovered materials to the maximum extent practicable. Examples include integrating specific recycled content product requirements with the use of the U.S. Green Building Council's LEED-NC or LEED-EB, incorporating recycled content product requirements into design specifications, and inserting recycled content product requirements in design/build contracts.
- 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 from sources *other than GSA or DLA* in FY 2006 \$ ____.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$ ____ - OR -
Percentage of facilities using recycled content landscaping timbers (either purchased directly or supplied by services contractors). _____
 - 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 2006? 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 from sources *other than GSA* in FY 2006 \$_____.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$_____. - OR -
Percentage of facilities using recycled content park benches and picnic tables (either purchased directly or supplied by services contractors). _____
- 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 2006? 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 from sources *other than GSA* in FY 2006 \$_____.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$_____. - OR -
Percentage of facilities using recycled content traffic barricades (either purchased directly or supplied by services contractors). _____
- 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 2006? 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 from sources *other than DLA* in FY 2006 \$_____.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$_____. - OR -
Percentage of facilities using re-refined oil (either purchased directly or supplied by services contractors). _____
- 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 2006? 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 from sources *other than GSA* in FY 2006 \$ ____.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$ ____ . - OR - Percentage of facilities using recycled content signage (either purchased directly or supplied by services contractors). ____
- 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 2006? 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 2006? Yes No . Please provide an explanation of your response. ____
- b) How has your agency promoted the use of Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals? Provide specific examples. ____
- c) 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.
- d) What percentage of offices/sites operated by your Agency have an active office products recycling program? ____ of ____ sites, which is ____ percent of offices/sites.
- e) What percentage of residential housing operated by your Agency has an active household products recycling program? ____ of ____ sites, which is ____ percent of offices/sites. Not applicable
- f) 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
- g) What percentage of the total solid waste⁴ generated by your Agency was diverted to recycling? ____ of ____ metric tons, which is ____ percent.
- h) Does your Agency have an internal awards program in accordance with Executive Order 13101, Section 8002? Yes No Please provide details for your response, or if the response is no, please explain. ____
- i) In FY 2006, 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. ____

⁴ "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.

j) In FY 2006, 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). _____

k) 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. _____

4) Management Controls

a) Green Purchasing Plan

i) Does your Agency have a formal, written, documented green purchasing plan, policy or procedure for the implementation of the statutory and executive order requirements to purchase green products? These include EPA-designated recycled content products under section 6002 of the Resource Conservation and Recovery Act, Energy Star and energy efficient products under section 104 of the Energy Policy Act of 2005, low standby power devices under E.O. 13221, USDA-designated biobased products under section 9002 of the Farm Security and Rural Investment Act, and environmentally preferable products and services under section 503 of E.O. 13101. Yes No Some, but not all, program components (indicate which components your plan, policy or procedure addresses):

- EPA-designated recycled content products (RCRA section 6002)
- Energy Star and energy-efficient products (EPA Act 2005, section 104)
- Low standby power devices (E.O. 13221)
- Biobased products (FSRIA section 9002)
- Environmentally preferable products and services (E.O. 13101, section 503)

ii) Does the Agency policy or green purchasing plan define responsibility for:

- Conducting awareness training? Yes No
- Incorporating green purchasing requirements into specification and contracts⁵? Yes No
- Establishing and measuring progress toward green purchasing 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 green purchasing plan, policy or procedure? Yes No If so, has the plan been reviewed/updated in FY 2006? Yes No

iv) FSRIA section 9002(d) requires procuring agencies that have responsibility for drafting or reviewing specifications to ensure that

⁵ "Contracts" includes concession contracts, referring to non-FAR regulated business contracts authorized through applicable agency legislation.

such specifications require the use of biobased products consistent with the requirements of section 9002. Does your Agency have responsibility for drafting or reviewing specifications? Yes No
 If yes, in FY 2006 did your Agency begin to review specification for the biobased products designated by the USDA in March 2006? Yes No

Please list specifications currently under review _____
 Specifications for which review has been completed _____
 Applicable specifications not yet under review _____

v) Please attach a copy of, or provide the URL for, the website for your Agency green purchasing plan or policy if it has changed since the FY 2005 report. _____

b) Implementation

- i) Has your Agency contract writing system or enterprise asset management systems been revised to incorporate the supply and use of green products? Yes No N/A
- ii) Is your Agency using or planning to use acquisition forecasts to promote its preference for green products? Yes No N/A
- iii) Is your Agency using or planning to use model solicitation and/or contract language to promote its preference for green products? Yes No N/A
- iv) If applicable, what other policies, procedures, or tools is your Agency using or planning to use to promote its preference for green products?

c) Training

- i) Who is responsible for conducting training of agency personnel with respect to the green purchasing requirements? _____
- ii) How many acquisition personnel have documented⁶ green purchasing 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 has documented green purchasing 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 cardholders documented? _____
- vii) Indicate which green purchasing program components the training for acquisition personnel and purchase holders, respectively, address:

Component	Acquisition Training (Y/N)	Purchase Card Holders (Y/N)
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⁶ Document training other than the Green Purchasing course available through the Office of Personnel Management's USALearning web site. OPM will provide data on use of this course to OMB and OFEE.

Recycled content products		
Energy Star and energy efficient products		
Low standby power devices		
Biobased products		
Environmentally preferable products and services		

d) Program Management Review

- i) What percentage of Agency facilities conducted and documented contracting and/or environmental audits⁷ for green purchasing compliance during this reporting period? _____ percent
- ii) Does the Agency conduct trend analysis of audit, training and FPDS data to assess green purchasing 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 program management review protocol, procedure, or other similar program document, if you did not provide it in your FY 2004 or FY 2005 reports. _____

e) Agency Goals

- i) If not previously submitted or if changed in FY 2006, as required by E.O. 13101, what is your agency's goal for solid waste diversion 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

⁷ Includes internal, corporate, external, or other audits

Attachment 2
 DoD Resource Conservation and Recovery Act (RCRA) Section 6002 Report,
 Farm Security and Rural Investment Act (FSRIA),
 FY 2006

	Fiscal Year 2006	ARMY	NAVY	AIR FORCE	DLA	DoD Totals			
1.	Federal Procurement Data System (FPDS) Data								
a.									
b.									
c.	Please describe findings, changes and/or actions that were a direct result of the assessments or analyses above								
2.	Indicator Items for EPA-Designated Recycling Content Products								
a.	Commercial Sanitary Tissue								
i.	Does your Agency purchase this item (directly or through contracts) (Y/N)								
ii.	Dollar (\$) amount w/recovered materials purchased from sources other than GSA								
iii.									
iii.	If an Agency specification is used, does spec call for recovered materials (Y/N, or N/A)								
iv.	Technical impediments (Y/N). If any, explain.								
b.	Toner Cartridges								
i.	Do you purchase this item (Y/N)								
ii.	Total dollar (\$) amount purchased from sources other than GSA or DLA								
iii.									
iv.	If an agency specification is used, does spec call for recovered materials (Y/N, or N/A)								
v.	Technical impediments (Y/N). If any, explain.								
c.									
i.									
d.	Landscaping Products: Landscaping Timbers								
i.	Do you purchase this item (Y/N)								
ii.	Total dollar (\$) amount purchased from sources other than GSA or DLA								
iii.									
iv.	If an agency specification is used, does spec call for recovered materials (Y/N, or N/A)								
v.	Technical impediments (Y/N). If any, explain.								
e.	Park Benches and Picnic Tables								
i.	Do you purchase this item (Y/N)								
ii.	Total dollar (\$) amount purchased from sources other than GSA or DLA								
iii.									
iv.	If an Agency specification is used, does spec call for recovered materials (Y/N, or N/A)								
v.	Technical impediments (Y/N). If any, explain.								
f.	Transportation Products: Traffic Barricades								
i.	Do you purchase this item (Y/N)								
ii.	Total dollar (\$) amount purchased from sources other than GSA or DLA								
iii.									
iv.	If an Agency specification is used, does spec call for recovered materials (Y/N, or N/A)								
v.	Technical impediments (Y/N). If any, explain.								
g.	Vehicular Products: Re-refined oil								
i.	Do you purchase this item (Y/N)								
ii.									

Attachment 2
 DoD Resource Conservation and Recovery Act (RCRA) Section 6002 Report,
 Farm Security and Rural Investment Act (FSRIA),
 FY 2006

	Fiscal Year 2006	ARMY	NAVY	AIR FORCE	DLA	DoD Totals			
iii.									
iv.	If an agency specification is used, does spec call for recovered materials (Y/N, or N/A)								
v.	Technical impediments (Y/N). If any, explain.								
h.	Miscellaneous Products: Signage								
i.	Do you purchase this item (Y/N)								
ii.									
iii.									
iv.	If an Agency specification is used, does spec call for recovered materials (Y/N, or N/A)								
v.	Technical impediments (Y/N). If any, explain.								
3.	Solid Waste Prevention, Recycling, and Waste Minimization								
a.	Did you institute new, substantially improved, or updated solid waste prevention practices (Y/N). If any, explain.								
b.									
c.	Does your Agency have sites or facilities with composting (Y/N)								
	<i>Number of facilities with composting</i>								
	<i>Estimated weight of materials diverted to composting (metric tons)</i>								
d.	Percent (%) of offices/sites with active office recycling programs								
	<i>Total number of offices/sites in denominator</i>								
e.	Percent (%) of residential housing areas with active household recycling programs								
	<i>Total number of housing areas in denominator</i>								
f.	Percent (%) of demolition projects that include recovery of construction materials								
	<i>Total number of demolition projects in denominator</i>								
g.	Percentage (%) of solid waste diverted								
	<i>Number of metric tons in denominator</i>								
h.	Internal awards program in accordance with EO13101, Sec 802 (Y/N)?								
	<i>Provide details.</i>								
i.	Did your Agency participate in pilot project to purchase environmentally preferable products or services per EO13101, Sec 503(b) and 601c (Y/N).								
	<i>Provide details.</i>								
j.	Did your Agency purchase or test biobased products that were not biobased fuels (Y/N) Please describe.								
	<i>Details, including source of products</i>								
k.	Does your Agency use green cleaning products or services at facilities, including managed by GSA and leased facilities (Y/N)								
	<i>Please describe</i>								
4.	Management Controls								
a.									
i.									
ii.	Does Agency policy define responsibility for: Conducting awareness training? (Y/N)								
	<i>Reporting progress? (Y/N)</i>								
	<i>Management review? (Y/N)</i>								
	<i>If any "No" answers, explain.</i>								
iii.									

Attachment 2
 DoD Resource Conservation and Recovery Act (RCRA) Section 6002 Report,
 Farm Security and Rural Investment Act (FSRIA),
 FY 2006

Fiscal Year 2006	ARMY	NAVY	AIR FORCE	DLA	DoD Totals		
iv.							
v. Provide a copy of the policy or a web site where it may be accessed.							
b.							
i.							
ii.							
iii.							
iv.							
b. Training							
i.							
ii.							
iii. <i>Total number of acquisition personnel in denominator</i>							
iii. Source of training: Internal agency (In)/outside source (Out)/DAU course							
iv.							
iv. <i>Total number of purchase cardholders in denominator</i>							
v. Source of training to purchase cardholders (Env/Proc/Other)							
vi. How is purchase cardholder training documented							
vii.							
d.							
i.							
ii. Does the Agency conduct trend analysis of audit, training and FPDS data (Y/N)							
iii. What types of trends are found from audits							
iv. Are audit findings reported to senior facility management (Y/N)							
v. Does senior facility management track corrective actions from audit findings (Y/N)							
vi. Provide a copy of, or the URL or web site for, your Agency's audit protocol if not provided in FY 2004/2005 reports							
e. Agency Goals							
i. What is the Agency's goal for solid waste diversion by: 2010							
ii. What is your current recycling or diversion rate <i>Number of metric tons (Total solid waste) in denominator</i>							
iii. What is your goal for increasing the procurement of recycled content products. Explain.							
iv. Does your Agency have a goal for increasing the use of environmentally preferable products (Y/N) <i>What is the goal?</i>							

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 DoD Resource Conservation and Recovery Act (RCRA) Section 6002 Report,
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 FY 2006

	Fiscal Year 2006	ARMY	NAVY	AIR FORCE	DLA	DoD Totals			
	<i>How are you measuring progress toward this goal. Explain.</i>								
v.	Has your Agency established a goal for purchases of biobased products (Y/N)								