

BUYING RECYCLED

1. It is the policy of the Federal Government that Executive agencies purchase environmentally sound and energy-efficient products and services. Executive agencies shall consider energy conservation and efficiency factors in the procurement of property and services and shall give preference to products that conserve natural resources and protect the environment.
2. Once a Comprehensive Procurement Guideline (CPG) item is designated by the Environmental Protection Agency (EPA), procuring agencies are required by the Resource Conservation Recovery Act (RCRA) and 40 Project Title Code of Federal Regulations (CFR) Part 247 to purchase a product composed of the highest percentage of recovered materials practicable, taking into consideration competition, price, availability, and performance.
3. A contract for an EPA designated item not meeting the EPA minimum recovered material standards shall not be awarded unless accompanied by a determination citing one or more of the four exemptions. For all Airborne Corps activities and any tenant organization with a general officer, the determination shall be signed by the first general officer in the chain of command. Those tenant activities not having a general officer shall have the determination signed by their commander.
4. Cardholders will purchase items listed on the CPG with the greatest percentage of recovered/recycled materials, whenever appropriate, unless one of the following four exemptions apply:
 - a. Items are not available within a reasonable period of time; or fail to meet the performance standards set forth in applicable specifications or fail to meet reasonable performance standards of the procuring agency; or
 - b. Items are not available from a sufficient number of sources to maintain a satisfactory level of competition (i.e., available from two or more sources); or
 - c. Items are only available at an unreasonable price. If the cost of the recycled-content product exceeds comparable product costs, the cost is considered unreasonable. Before making the purchase, cardholders should check the following sources for information concerning the percentages of recovered/recycled materials of products being purchased:

(1) <http://www.epa.gov/cpg>.

(2) <http://www.gsaadvantage.gov>.

When invoking one of the three exemptions, cardholders should document their file with a brief statement as to which exemption is being applied.

d. Purchases at \$2,500 and below using a government purchase card do not require a determination but some documentation to the files citing the appropriate exemption is recommended.

AS OF: JANUARY 2004