

POLICY OR PRECEDENT
(XVIII Abn Corps and Ft Bragg Memo 25-50)

1. SUBJECT Buying Recycled Products		2. MASTER POLICY NO. 96
3. ORIGINATOR AFZA-IBO-CS	4. PHONE NUMBER 396-4362	5. DATE ESTABLISHED 15 February 2001

6. SYNOPSIS: (if more space is needed, use reverse side.)

1. Purpose. To establish the installation policy and guidelines for complying with Executive Order (EO) 13101 in purchasing environmentally preferable items.
2. Applicability. This policy applies to all Corps and Tenant units on Fort Bragg.
3. Responsibilities.
 - a. All federal agencies must comply with executive branch policies for the acquisition and use of environmentally preferable products and services, and implement cost-effective procurement preference programs favoring the purchase of these products and services.
 - b. Agencies must acquire recycled-content and other environmentally preferable products, where cost effective, and prepare written determinations for official signature whenever they acquire Environmental Protection Agency (EPA) designated items that do not meet the EPA minimum recovered material standards.
 - c. The EPA designated "guideline items"; a list of which can be found at <http://www.epa.gov/cpg/products.htm>.
 - d. Contracts awarded after 14 September 1998 for support services or operation of government-owned or leased facilities shall include provisions that obligate the contractor to comply with EO 13101 within the scope of their operations.
4. Exemptions. Recycled-content products meeting EPA guidelines will always be purchased unless they:
 - a. Are not available within a reasonable period of time.
 - b. Fail to meet the performance standards set forth in applicable specifications or fail to meet reasonable performance standards of the procuring agency.
 - c. Are not available from a sufficient number of sources to maintain a satisfactory level of competition (i.e., available from two or more sources).

(CONTINUED)

7. TYPE POLICY <input checked="" type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> REVOCATION	8. IDENTIFY POLICY AFFECTED
	9. APPROVED:  DAVID H. PETRAEUS, Brigadier General, GS, Chief of Staff

10. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)
Executive Order 13101, 14 Sep 98, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition

11. DISTRIBUTION C, E	12. DATE PUBLISHED
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SUBJECT: Buying Recycled Products

d. Are only available at an unreasonable price. If the cost of the recycled-content product exceeds comparable product costs, the cost is considered unreasonable.

5. Claiming an exemption.

a. An exemption may be claimed if one or more of the criteria in paragraph 4 are met.

b. To invoke the exemption, for those units/activities commanded by a General Officer (GO), the technical or requirements personnel must prepare a written determination for the GO to sign. If the unit/activity does not have a GO, the technical or requirements personnel must prepare a written determination to be signed by the commander of the unit/activity and forward the purchase request document to the Contracting Office. The enclosed "Recovered Materials Determination Form" may be used to document the determination, and is available on-line at <http://www.afcee.brooks.af.mil/EQ/ap/gg/default.asp>. The form may be used in two ways.

(1) Determination forms may be used for all procurement actions that include one or more guideline items, to certify that the purchase meets EPA requirements (in which case it is signed by the requester).

(2) Determination forms may be completed only for purchases that invoke an exemption.

6. International Merchant Purchase Authorization Card (IMPAC) Cardholders.

a. Written determinations need not be provided for IMPAC purchases valued at \$2,500 or less; however, it is highly recommended that some form of documentation be affected.

b. International Merchant Purchase Authorization Card purchases valued at greater than \$2,500 must be documented by an approved determination.

7. Specific Requirements. If a contract includes the purchase of guideline items, the contract specifications must be written so as to require the product to meet EPA recovered material content requirements, unless written determination for an exemption is provided for the contract file before the contract is awarded.

Recovered Materials Determination Form

Instructions

This form is to be completed by the procurement originator when EPA-designated items included in the Affirmative Procurement Program for Recovered Materials are being procured from outside vendors. For questions on whether the product counts as "EPA designated" or what the required recycled content is, refer to product descriptions on EPA's website at <http://www.epa.gov/cpg>. This form is not required for items requisitioned from established Federal supply sources, or for purchases less than \$2,500.

The procurement originator checks off which item(s) apply to the procurement request, and signs and dates the appropriate Certification on the back of this form.

If an exemption is being claimed, the procurement originator's unit commander also signs the Certification on the back of this form.

The completed form becomes part of the contracting office contract file.

Procurement Request No. _____

The EPA-designated items being procured are:

- | | | |
|---|--|---|
| <input type="checkbox"/> Building insulation | <input type="checkbox"/> Binders (paper, solid plastic or plastic covered) | <input type="checkbox"/> Playground surfaces |
| <input type="checkbox"/> Polyester carpet | | <input type="checkbox"/> Park and recreational furniture |
| Cement & concrete containing: | <input type="checkbox"/> Plastic presentation folders | <input type="checkbox"/> Running tracks |
| <input type="checkbox"/> Coal fly ash or | <input type="checkbox"/> Plastic file folders | <input type="checkbox"/> Playground equipment |
| <input type="checkbox"/> Ground granulated blast furnace slag | <input type="checkbox"/> Plastic clip portfolios | <input type="checkbox"/> Traffic barricades |
| <input type="checkbox"/> Flowable fill | <input type="checkbox"/> Plastic clipboards | <input type="checkbox"/> Traffic cones |
| <input type="checkbox"/> Latex paint | <input type="checkbox"/> Office recycling containers | <input type="checkbox"/> Plastic fencing (snow or erosion control, safety barriers) |
| <input type="checkbox"/> Floor tiles | <input type="checkbox"/> Office waste receptacles | |
| <input type="checkbox"/> Laminated paperboard | <input type="checkbox"/> Plastic desktop accessories | <input type="checkbox"/> Channelizers |
| <input type="checkbox"/> Patio blocks | <input type="checkbox"/> Plastic envelopes | <input type="checkbox"/> Delineators |
| <input type="checkbox"/> Shower & restroom dividers/partitions | <input type="checkbox"/> Plastic trash bags | <input type="checkbox"/> Flexible delineators |
| | <input type="checkbox"/> Printer ribbons | <input type="checkbox"/> Parking stops |
| <input type="checkbox"/> Structural fiberboard | <input type="checkbox"/> Toner cartridges | <input type="checkbox"/> Engine coolants |
| <input type="checkbox"/> Railroad grade crossings/surfaces | <input type="checkbox"/> Newsprint | <input type="checkbox"/> Re-refined lubricating oils |
| <input type="checkbox"/> Garden and soaker hoses | <input type="checkbox"/> Commercial/industrial sanitary tissue products | <input type="checkbox"/> Retread tires |
| <input type="checkbox"/> Lawn and garden edging | <input type="checkbox"/> Printing and writing papers | <input type="checkbox"/> Sorbents |
| <input type="checkbox"/> Landscaping timbers and posts (plastic lumber) | <input type="checkbox"/> Paperboard and packaging | <input type="checkbox"/> Awards and plaques |
| | | <input type="checkbox"/> Mats |
| <input type="checkbox"/> Hydraulic mulch | <input type="checkbox"/> Tray liners | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Compost from yard trimmings or food waste | | <input type="checkbox"/> Strapping and stretch wrap |
| | | <input type="checkbox"/> Pallets |

CERTIFICATION

Procurement Request No. _____

Complete Part A or Part B as appropriate:

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A. I hereby certify the Statement of Work/Specifications for the requisition of all materials listed on this form complies with EPA standards for recycled/recovered materials content.

Procurement Originator's Signature

Date

B. The following item does not comply with EPA standards for recycled/recovered materials (please complete a separate justification for each noncompliant item purchased as part of this procurement action): _____

The exemption being claimed for this purchase is:

- The product does not meet appropriate performance standards
- The product is not available within a reasonable time frame
- The product is not available competitively (from two or more sources)
- The product is only available at an unreasonable price (it costs more than a comparable non-recycled-content product): The recycled-content product costs \$_____ per _____ and the non-recycled-content product costs \$_____ per _____.

Procurement Originator's Signature

Date

Commander

Date