

Date Due: March 18, 2005

Date Prepared: _____

**RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)
EXECUTIVE ORDER 13101**

Agency Report for Fiscal Year 2004

Agency or Department _____

Agency Contact _____

Contact Telephone Number _____

Contact E-Mail Address _____

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

- a) How many DD 350s or SF 279s did your Agency complete in FY 2004?
- b) In FY 2004, how many DD 350s or SF 279s had a code in line B12F (for the DD 350) or block 19A (for the SF 279), which indicate whether EPA-designated items will be acquired? _____
- c) Provide the number of DD 350s or SF 279s with each code, A-E, in line B12F (for the DD 350) or block 19A (for the SF 279). 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) How many of the DD 350s or SF 279s coded A, B, C, or D in block B12F (for the DD 350) or block 19A (for the SF 270) also had a code (A or B) in line B12G (for the DD 350) or block 19B (for the SF 279)? _____

- e) How has the Agency reviewed the FY 2004 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 schedule 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 amount¹ of these products purchased² by your Agency from sources *other than GSA* in FY 2004 \$ _____;
- iii) Dollar amount of these products containing recovered materials³ purchased by your Agency from sources *other than GSA* in FY 2004 \$ _____.
- 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 2004? **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 2004 \$_____.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2004 \$_____.
 - 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 2004? **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 2004 \$_____ 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 2004 \$_____ 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 2004? **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 2004 \$_____.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2004 \$_____.
 - 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 2004? **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 2004 \$_____.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2004 \$_____.
 - 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 2004? **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 2004 \$_____.
 - iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2004 \$_____.
 - 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 2004? **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 2004 \$_____.

iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2004 \$_____.

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 2004? **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 2004 \$_____.

iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2004 \$_____.

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 2004? **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 2004? **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 include the recovery of construction materials? _____ of _____ projects, which is _____ percent of demolition projects. **Not Applicable** _____

f))What percentage of the total solid waste⁴ 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, of if the response is no, please explain why not. _____

h) In FY 2004, 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 2004, 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

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.

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** ___

4. Management Controls

j) **Affirmative Procurement Policy**

x) 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** _____

xi) Does the Agency policy define responsibility for:

10. Conducting awareness training? **Yes** _____ **No** _____

11. Incorporating APP requirements into specifications and contracts? **Yes** _____ **No** _____

12. Establishing and measuring progress toward APP objectives? **Yes** _____ **No** _____

13. Reporting progress? **Yes** _____ **No** _____

14. Management review? **Yes** _____ **No** _____

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

xii) 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** _____

xiii) 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** ___

xiv) Please attach a copy of or provide the URL for the website for your Agency APP policy, if it has changed since the FY 2003 report or if you are reporting for the first time. _____

- k) **Training**
- x) Who is responsible for conducting training of agency personnel with respect to the buy-recycled requirements? _____
 - xi) How many acquisition personnel have documented APP training within the past three years? _____ of _____ personnel, which is _____ percent.
 - xii) Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University's contracting officer training courses), or both? _____
 - xiii) 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.
 - xiv) Who provides the training to purchase cardholders? _____
 - xv) How is training of purchase card users documented? _____
 - xvi) Has your agency begun training about biobased products procurement? **Yes** ___ **No** ___ If yes, who provided the training? _____

- l) **Auditing**
- x) What percentage of Agency facilities conducted and documented contracting and/or environmental audits⁵ for APP compliance during this reporting period? _____ percent
 - xi) Does the Agency conduct trend analysis of audit, training, and FPDS data to assess APP program effectiveness? **Yes** ___ **No** ___
 - xii) What types of trends are realized as a result of findings from these audits? _____
 - xiii) Are audit findings reported to senior facility management? **Yes** ___ **No** ___
 - xiv) Does senior facility management track corrective actions from these audit findings? **Yes** ___ **No** ___
 - xv) 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 2003 report or if you are reporting for the first time. _____

⁵ Includes internal, corporate, external, or other audits

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** ____