

Employee Update

From: Employee Update
Sent: Wednesday, September 23, 2009 1:37 PM
To: LMS-All
Subject: Employee Update: Green Cost Element Codes Effective October 1, 2009

Attachments: EPP3800GreenSeriesCostElementsR002_20091001.pdf



EPP3800GreenSeriesCostElements...

As we continue to consider alternative/green purchases, the government has mandated the use and purchase of certain environmentally friendly products and services. Attached you will find the mandated list, which is tied to each applicable "Y" code and to each new cost element. Although much of this list is purchased very infrequently, this coding system is developed to align directly with the annual EPP reporting requirements and allows the calculation of green versus non-green product expenditures.

On October 1st, 2009, the EMS Program will introduce the NEW green cost element codes known as the "green 38 series." These codes compliment the "Y" codes and align with the required purchasing, tracking, and reporting of commodities and services procured in support of the LMS contract. Each cost element code description provides the green requirement(s) of the purchase.

So, how does it work? First, determine your need. Second, review the entire green 38 series to determine which cost element code applies. Third, determine the proper "Y" code. Finally, include the proper "Y" code, the applicable cost element code, and specific requirements found in the code description on the purchase requisition or credit card order.

Two examples:

- 1) I need copy paper; 38 list; 38FG Y5. Therefore, Y5-38FG would go on the requisition, along with the description requirement "30% or greater recycled content."
- 2) I need road deicer; 38 list; 38JG Y5. Therefore, Y5-38JG, would go on the requisition, along with the description requirement "Deicer, general purpose 93% biobased."

The list of cost codes, specifically the green 38 series, will be posted on the Finance page of the Portal at https://lmportal.lm.doe.gov/portal/server.pt/gateway/PTARGS_0_0_686_225_0_43/http%3B/ash.gjo.doe.gov/remotegadgets/lmintranet/lm_contractor/departments/finance/finance.htm after October 1, 2009.

If you have any questions, contact EPP Program Team representative Michele Miller at (412) 818-7015 or Michele.Miller@LM.doe.gov, or your Project EC representative.

****Unmonitored mailbox. Do not reply to this message.****