U.S. Department of Energy
Focused Teleconference on Tracking and Reporting Designated Products
December 9, 2009 11:00 a.m. – Noon (EDT)

TOPICS

- Fugitive Emissions Data Call
- Office of Federal Procurement Policy Updates
- Tracking Green Purchases using Commodity Codes
- Using the JAMIS Procurement Program to Track
- SAP Financial Software's Tracking Capability
- EO 13514 Contracts Reporting Requirement

MINUTES

Welcome - Don Lentzen (DOE-HQ Environmentally Preferable Purchasing Program Lead)

We just completed reporting on our FY2009 green purchasing achievements. While it is fresh on our minds, we thought it would help for all of us to share what worked, what did not work, what we might do to make the process easier in FY2010. In addition, due Friday, December 11 are the reports on the green house gas fugitive emissions. Josh Silverman is with us to share last minute information and answer any questions you might have. Please contact Don Lentzen at Donald.Lentzen@hq.doe.gov or 202-586-7428 if you have any problems reporting this information into the database.

Fugitive Emissions Data Call – Josh Silverman (DOE-HQ HS)

Executive Order 13514 – *Federal Leadership in Environmental, Energy, and Economic Performance* requires DOE to report its FY2008 Departmental scope 1 and 2 greenhouse gas (GHG) emissions, along with a percentage emissions reduction target to be achieved FY2020. The Departmental baseline and reduction target must be reported to OMB by January 4, 2010.

Headquarters is trying to better understand the role "fugitive emissions" play in its GHG inventory, and the Deputy Secretary has issued a Fugitive Emissions Data Call in order to support its compliance with EO 13514. Sites are required to report purchase and data of certain Green House Gas emission into the DOE Pollution Prevention Tracking and Reporting System (PPTRS). Data must be provided by Friday, December 11, 2009.

This is the first step towards developing a Departmental fugitive emissions inventory. FY2008 data is requested, but other data (such as multi-year averages) may be reported if this would give a more accurate picture of site activities. Report any such changes in data scope in the comments section of the PPTRS. Headquarters will be seeking additional information from sites in the near future.

Tom McGeachen (PPPL) - What about FY2009 fugitive emissions data?

Josh Silverman (DOE-HQ HS) – The EO establishes FY2008 as the baseline year, so we are asking for that first. Expect an additional data call on certain FY2008 Scope 3 GHG emissions

in the spring and guidance on reporting FY 2010 GHG emissions later in the year. We do not expect to ask for FY2009 fugitive emissions data. We will try to give the sites more advance notice for any future data calls.

Tom McGeachen (PPPL) – How many sites have reported SF6? One pound of SF6 is CO2 equivalent to over 10 metric tons of CO2 (1 lb of SF6 = 23,900 lbs CO2). PPPL uses a Dilo reclaim unit for maintenance work microwave transmission tubes.

Josh Silverman (DOE-HQ HS) – Fifteen sites reported the use of SF6.

Any additional questions can be directed to Don Lentzen at Donald.Lentzen@hq.doe.gov or 202-586-7428 or Josh Silverman at Josh.Silverman@hq.doe.gov or 202-586-6535.

Office of Federal Procurement Policy Updates – Mindy Connelly

OFPP is currently updating the FAR to comply with the EO13514 as well as EO13423. The only part of EO13423 implemented in the FAR case to date is EPEAT. The goal is to have the other parts to the FAR council by the end of December and to finish the OFPP policy letter. OFPP is also in the process of meeting with the General Services Administration to update their service code manual with indicators for the designated products.

Tom Ferns (Hanford) – How long will it be before the new FAR clauses are available?

Mindy Connelly (OFPP) – Probably 4-6 months after the FAR council begins work on them.

Tracking Green Purchases Using Commodity Codes - Sheri Tucker (Paducah Site)

The Paducah Site set up their financial system, Deltec, to use commodity codes to track purchases at the site. A commodity code is assigned to each item. If this item meets EPP requirements, then it also is assigned a trans code of 86. The Deltec system can produce reports of what products are purchased and which purchased products meet the EPP requirements.

The administrative assistants are responsible for most of the purchasing and are the ones using the commodity codes. Whenever an item is purchased, a Purchase Order form must first be filled out stating whether the product meets EPP requirements. If the product does not meet EPP requirements, then an Exemption Justification Form must be filled out. Staff see the system as a hindrance to purchasing, but they are able to better track what they are purchasing.

Question: Tell us about your site.

Sheri Tucker (Paducah Site) – The Deltec system is not being used by the entire Paducah Site. It is being used by Swift and Staley, which consists of approximately 80 people who are responsible for infrastructure at the Paducah Site.

Mindy Connelly (OFPP) – When staff object to the system, are there performance issues with the products?

Sheri Tucker (Paducah Site) – Some folks do not like change, and some products are not readily available in the small quantities we need at a reasonable price (for example, recycled content plastic trash cans for the office)

Using the JAMIS Procurement Program to Track Designated Products – Darlene DePinho, Michele Miller, and Tracy Ribeiro (Office of Legacy Management)

The Office of Legacy Management uses both the JAMIS and the Stripes procurement systems as the databases for the EPP tracking system, which consists of adding a series of Y codes and 3800 Green Series cost elements. The Y codes identify the product and/or services associated with one of the 9 Environmental Management System (EMS) programs. The 3800 Green Series cost elements relate each listed product and/or service to the designated recycled content or biobased product. Using this coding system, LM is able to track the purchase of designated products and generate a more reliable annual EPP report. The LM EPP program consists of a multi-functional team to set up and track codes—Environmental Compliance, Procurement, Finance, Information Technology, and senior management from DOE and Contractor.

With a joint EMS Program, these two databases (one for the contractor, the other for DOE-LM) use the same coding and cost element tools that allow information tracking from DOE and contractor organizations for 80 sites across 26 states. The EPP tracking system has been evolving at LM for 2 years. The key lessons learned from implementation are:

- The importance of involving all players when developing a procurement package to check for listed products and/or services, especially those who are providing design/construct specifications

- The need to train staff on the importance of selecting the correct codes and cost elements

SAP Financial Software's Tracking Capability – Gabe Adams (Strategic Petroleum Reserve)

The Strategic Petroleum Reserve is using the SAP financial software to manage their procurement inventories. The SAP system consists of a master catalog that flags items that are EPP designated. To request a purchase, a keyword search must be performed for each product. Before a product can even be sent for approval, a set of questions must be answered regarding EPP requirements, which can then be tracked using the custom data tab. This SAP system eliminates the need for a paper trail because everything can be done electronically.

For non M&O systems, SPR implemented Sharepoint which provides the same data as SAP. Sharepoint allows users to input purchase data not captured by SAP and allows export of data and tracks all information on a single spreadsheet. SPR is creating a "BIG (Buy It Green) List" of designated products for Sharepoint to aide requesters in finding EPP designated products.

Tom McGeachen (PPPL) – How long has SPR been using the SAP system and is SAP a software or supplier?

Gabe Adams (SPR) – SAP is a type of software with a modifiable interface. SPR has been using the SAP system since before I began to work there, which was 5 years ago. Since I have been there, the SAP system has been continuously improving.

Sandra Cannon (DOE EPP Program) – Is SAP easier to make changes to (for example, add products to list) as opposed to other systems?

Gabe Adams (SPR) – That all depends on how the SAP system is initially set up. SPR initially set the system up so that adding products takes as little as one day. In one day's time the 9 newly designated biobased products were inserted in the system.

Site Discussion

Are we tracking via our purchasing software systems or have we built tracking requirements in our contracts with vendors?

Tom McGeachen (PPPL) – PPPL is meeting with Staples in January to discuss obtaining better data. Presently Tom accesses the purchase requisition database for the data. For some items he has to mine for data, such as office furniture purchased on a blanket ordering agreement. A side note: PPPL just bought ENERGY STAR registered printers, but to keep the warranty the vendor says PPPL cannot use remanufactured toner cartridges.

Sandra Cannon (DOE EPP Program) –This is misinformation from the vendor. The manufacturers of these types of equipment cannot negate a warranty due to the purchase and use of recycled products.

Dave – But will the printer work if you use remanufactured content toner cartridges?

Sandra Cannon (DOE EPP Program) – Yes, as long as it is a quality cartridge—be it a remanufactured or one offered by the manufacturer. The design of the equipment cannot preclude the use of recycled products

Jennifer (LLNL) – LLNL tracks through our vendor Office Cuts. Quarterly spreadsheets with codes of products can be produced, but there are still some areas where information needs to be searched for.

Don Lentzen (DOE-HQ Environmentally Preferable Purchasing Program Lead) – Any problems uploading data?

Dana (LLNL) – For EPP reporting, could we go to the spreadsheet format for the recycled content products, such as we have for the biobased and EPEAT products?

Don Lentzen (DOE-HQ Environmentally Preferable Purchasing Program Lead) – Yes, I will put a draft together for the next data call.

Gabe Adams (SPR) – The optional biobased reporting section asking for the cost of the product, is this going to become a permanent question?

Don Lentzen (DOE-HQ Environmentally Preferable Purchasing Program Lead) – Reporting the cost of the biobased product is not a requirement at this time. This question will remain in the database but will probably continue to be optional.

Sandra Cannon (DOE EPP Program) – OFEE and OMB have asked Congress for a reprieve on tracking recycled content products in such detail. Congress' response has been no. There is currently a movement in Congress for us to report in such detail on the designated biobased products. And a new requirement in EO13514 is that 95% of all contracts that pertain to any of the designated products (biobased/recycled content, ENERGY STAR/FEMP qualified, EPEAT registered, and WaterSense labeled) include specifications for those products. We will probably be required to report on these contracts, which should be easier than reporting on individual products. Do you sites agree?

Gabe Adams (SPR) – There is a method in the SAP system that allows you to search for specific text in a Purchase Order. This could give you a count of service contracts.

Sandra Cannon (DOE EPP Program) – Be sure to include designated product reporting in your contracts with vendors.

Next teleconference

- Date – January 28, 2010
- Potential topics for the next teleconference. Please share your ideas. Some suggested so far are
  - How to find designated products
  - New custodial cleaning systems
  - Obstacles to purchasing retread tires and re-refined oil?
  - What's new on the office product scene?
  - Energy/water efficient products
  - Cafeteria Products (dishware)
  - Construction Materials: Insulation, paint, roofing sealant, water free urinals
  - Systems for tracking our designated product purchases
  - Other?

Adjourn

A few rules for successful teleconferencing:

- Because we only have a limited number of telephone lines available, all coordinators at one site should participate in the teleconference together on one telephone.

- Keep your phones on mute (if you are using a speakerphone) unless you are speaking.

- Announce your name and affiliation before speaking each time.

- All participants will be asked to introduce yourselves at the start of the teleconference and given the opportunity for comments and questions during the teleconference.

RESOURCE MATERIALS AND UPDATED EPP INFORMATION

NEWLY DESIGNATED RECYCLED PRODUCT AND NEW DEFINITION
Begin Purchasing and Collecting Purchasing Data by September 15, 2008
- Fertilizer
- Compost (new definition)

Web Info: http://www.epa.gov/epaoswer/non-hw/procure/products.htm

NEWLY DESIGNATED BIOBASED PRODUCTS
Begin Purchasing and Collecting Purchasing Data by October 27, 2010

CLEANERS/SOLVENTS
- Food cleaners – 53%
- General purpose household cleaners – 39%
- Industrial cleaners – 41%
- Multipurpose cleaners – 56%
- Parts wash solutions – 65%

LUBRICANTS
- Chain & cable lubricants – 77%
- Corrosion preventatives – 53%
- Forming lubricants – 68%
- *Gear lubricants – 58%

Begin Purchasing and Collecting Purchasing Data by May 14, 2009 except where denoted

CLEANERS/SOLVENTS
- Adhesive and mastic removers – 58%
- Bath and spa cleaners – 74%
- Carpet and upholstery cleaners
  - o General purpose cleaners – 54%
  - o Spot removers – 7%
- Floor strippers – 78%
- Glass cleaners – 49%
- Graffiti and grease removers – 34%
- Hand cleaners and sanitizers
  - o Hand cleaners – 64%
  - o Sanitizers – 73%
- Laundry products
  - o General purpose laundry – 34%

- o Pretreatment/spot removers – 46%

CONSTRUCTION
- *Carpets - 7%
- *Insulating foam (plastic) for residential and commercial construction – 7%
- *Panels - composite panels
  - o Acoustical composite panels – 37%
  - o Interior panels – 55%
  - o Plastic lumber composite panels – 23%
  - o Structural interior panels – 89%
  - o Structural wall panels – 94%
- Release fluids - concrete and asphalt – 87%

DISHWARE
- Cutlery - disposable – 48%
- *Disposable containers – 72%

LUBRICANTS
- 2-cycle engine oils – 34%
- Firearm lubricants – 49%
- Greases
  - o Food grade -42%
  - o Multi-purpose – 72%
  - o Rail track – 30%
  - o Truck – 71%
  - o Unspecified – 75%
- Metalworking fluids—straight oils
  - o Straight oils – 66%
  - o General purpose soluble, semi-synthetic, synthetic – 57%
  - o High performance soluble, semi-synthetic, synthetic **(delayed preference compliance date)** – 40%

SEALANTS
- Wood and concrete sealers
  - o Membrane concrete sealers – 11%
  - o Penetrating liquid sealers – 79%

OTHER
- De-icers - general purpose de-icers – 93%
- Dust suppressants – 85%
- *Fertilizers - 71%
- Films
  - o Non-durable – 85%
  - o *Semi-durable (plastic bags) – 45%
- Fluid filled transformers
  - o Synthetic esterbased transformer fluids **(delayed preference compliance date)** – 66%
  - o Vegetable oil-based transformer fluids – 95%

- *Hydraulic fluids - stationary equipment – 44%
- Lip care products – 82%
- *Sorbents – 89% (proposed 52%)

Begin Purchasing and Collecting Purchasing Data by March 16, 2007 except where denoted

- Lubricants, penetrating – 68% biobased content by weight
- Diesel fuel additives – 90%
- Urethane roof coating/sealant – 20%
- Hydraulic fluids for mobile equipment (tractors, etc.) – 44%
- Bedding, bed linens, towels **(November 20, 2007 preference compliance date)** – 12%
- Water tank coating/sealant **(November 20, 2007 preference compliance date)** – 59%

* May overlap with recycled content requirements. Recycled content requirements have precedence.

Regulations: http://www.biopreferred.gov/ProposedAndFinalRegulations.aspx

SOURCES OF INFORMATION

DOE's "Environmentally Preferable Products Program" website for access to the reporting site, annual report, teleconference agenda and minutes, and sources of helpful information
U.S. Department of Energy's RCRA 6002/Executive Order 13423 home page
http://www.hss.doe.gov/pp/epp/

Environmentally Preferable Purchasing Executive Orders, Regulations, Guidelines
Office of the Federal Environmental Executive
www.ofee.gov

Buying Green
FedCenter
http://www.fedcenter.gov/programs/buygreen/

What Is Green Purchasing, Anyway?
Office of Personnel Management
www.golearn.gov (Free Catalog Section, then Legislatively Mandated...Topics)

GENERAL PRODUCT INFORMATION

Environmentally Preferable Products
U.S. Environmental Protection Agency
http://yosemite1.epa.gov/oppt/eppstand2.nsf

Environmentally Preferable Products
U.S. Department of Energy
http://www.hss.doe.gov/pp/epp/

Alternative Fuels and Vehicles
U.S. Department of Energy
http://www.eere.energy.gov/vehiclesandfuels/epact/federal/

Biobased Products
U.S. Department of Agriculture
http://www.biopreferred.gov/?SMSESSION=NO

Construction
Whole Building Design Guide -- Technical Guidance for Implementing the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding
http://www.wbdg.org/sustainablemou

The Federal Green Construction Guide for Specifiers with more than 60 model green construction spec sections
http://fedgreenspecs.wbdg.org

Energy/Water Efficient Products
Federal Energy Management Program
http://www.eere.energy.gov/femp/procurement/

Recycled Products and Suppliers
U.S. Environmental Protection Agency Comprehensive Procurement Guidelines
http://www.epa.gov/epaoswer/non-hw/procure/index.htm

Materials Exchange Products
(especially chemicals, equipment, and hazardous materials) at other DOE facilities
Log on with user name (erhquser) and password (erhqdoe)
DOE Complex Wide Materials Exchange
http://wastenot.er.doe.gov/me/login.aspx

Substitutes for Ozone-Depleting Products
U.S. Environmental Protection Agency
http://www.epa.gov/ozone/snap/lists/index.html

SPECIFIC PRODUCT CATEGORIES

Carpet

Contract Language and Standards/Guidelines
U.S. Environmental Protection Agency
Select “carpet” at http://yosemite.epa.gov/oppt/eppstand2.nsf/Pages/Search.html?Open

California Carpet Standard
http://www.documents.dgs.ca.gov/green/epp/standards.pdf

Recycled Content Specifications and Suppliers

U.S. Environmental Protection Agency
http://www.epa.gov/epaoswer/non-hw/procure/products/carpet.htm

Suppliers Meeting California Carpet Standard
http://www.green.ca.gov/EPP/carpets.htm

Cement/Concrete

Recycled Content Specifications and Suppliers
U.S. Environmental Protection Agency
http://www.epa.gov/epaoswer/non-hw/procure/products/cement.htm

Cleaning Products

Contract Language and Standards/Guidelines
U.S. Environmental Protection Agency
Select "cleaning supplies" at
http://yosemite.epa.gov/oppt/eppstand2.nsf/Pages/Search.html?Open

Suppliers
EcoLogo CCD 104 Hand Cleaners – Industrial
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=329

EcoLogo CCD 110 Cleaning and Degreasing Compounds
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=335

EcoLogo CCD 115 Odor Control Additives
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=340

EcoLogo CCD-146 Hard Surface Cleaners
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=371

EcoLogo CCD-147 Floor Care Products
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=372

EcoLogo CCD 148 Carpet and Upholstery Cleaners
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=373

EcoLogo CCD 166 Disinfectants and Disinfectant Cleaners
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=391

Green Seal GS-37 Industrial and Institutional Cleaners
http://www.greenseal.org/findaproduct/index.cfm#cleaners

Construction Materials and Products

Contract Language
U.S. Department of Energy
http://www.hss.doe.gov/pp/epp/epspecs.html , see "Construction Services"

Paint

Recycled Content Specifications and Suppliers
U.S. Environmental Protection Agency
http://www.epa.gov/epaoswer/non-hw/procure/products/paint.htm

Suppliers
EcoLogo CCD-47 Surface Coatings (Paints, Stains, and Varnishes)
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=272

EcoLogo CCD-48 Surface Coatings (Recycled)
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=273

Green Seal GS-43 Recycled Content Latex Paint
http://www.greenseal.org/newsroom/GS-43_Recycled_Content_Latex_Paint.pdf

Toner Cartridges

Recycled Content Specifications and Suppliers
International Imaging Technology Council
http://www.i-itc.org/stmcompanies.htm

EcoLogo CCD-039 Printing Cartridges Remanufactured
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=264

U.S. Environmental Protection Agency
http://www.epa.gov/epaoswer/non-hw/procure/products/toner.htm

DOWNLOAD AND RUN BEES 4.0 SOFTWARE

BEES (Building for Environmental and Economic Sustainability) software helps designers, builders, and product manufacturers identify the environmental and economic performance of construction materials. Developed by NIST (National Institute of Standards and Technology) Green Buildings Program with support from the U.S. Environmental Protection Agency Environmentally Preferable Purchasing Program and the HUD Partnership for Advancing Technology in Housing (PATH) the tool is based on consensus standards and designed to be practical, flexible, and transparent.

Register for software at http://www.bfrl.nist.gov/oae/software/bees/registration.html (no cost involved):

- Fill out registration form
- Click submit

To install BEES 4.0:

- Download bees30dzip.exe, a 14.6 MB self-extracting file. (If prompted during the download, choose to save the file).
- From Windows Explorer, double click on bees30dzip.exe to start the self- extraction process.
- When prompted, choose a folder to unzip the file to and click Unzip.

- Using Windows Explorer, go to the folder you specified in Step 3, double click on Setup.exe and follow the directions on the screen. You will need to choose a folder in which to install BEES 3.0d. This folder must be different from the one you specified in Step 3.

To run BEES 4.0:

- Select Start->Programs->BEES->BEES 4.0

OR

- Go to “My Computer” or wherever you can see all folders and files on your computer. Do not try to open the BEES exe file from a software application, such as Word.
- Go to where you stored the BEES files (probably in a folder labeled “BEES”)
- Open the BEES30d.exe file
- Go to “Analysis” at top of window
- Go to “Define Parameters”