U.S. Department of Energy
Quarterly Teleconference on Implementing
Environmentally Preferable Purchasing Requirements
December 4, 2003, 11 a.m. - 12:30 p.m. (EDT)

TOPICS
How Environmental Management Systems Relate to Environmentally Preferable Purchasing
Walkthough of FY2003 DOE RCRA 6002 Reporting Website

PARTICIPANTS:

U.S. Department Of Energy Headquarters
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Office of the Federal Environmental Executive
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U.S. Environmental Protection Agency
Holly Elwood, Tom Wallace

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Kansas City Plant: Carolyn Lucas
Los Alamos National Laboratory (LANL): Dianne Wilburn
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Chicago Operations Office:
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Princeton Plasma Physics Laboratory: Tom McGeachen

Fossil Energy/Albany Research Center: Craig Zamuda, Art
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Idaho Operations Office:
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Naval Reactor Sites:
Pittsburgh: Anthony (Tony) Denapoli, Ron Sand, Greg Sawl

Nevada Operations Office: Al Karns

Oakland Operations Office: Karin King
Lawrence Livermore National Laboratory (LLNL): Kent Wilson
Stanford Linear Accelerator Center: Pamela Wright-Brunache
Stanford Site Office: Dave Osugi

Oak Ridge Operations Office:

Oak Ridge National Laboratory (ORNL): Paula Kirk[?]
Oak Ridge Y-12 Facility: Anne Ostergaard, Aprell Patterson
Thomas Jefferson National Accelerator Facility (TJNAF): Dennis Dobbins, Linda Even

Richland Operations Office:

Hanford Site: Joe Coenenberg (FH), Michael D. Hughes (BH), Cicily Lehmann (CH2M Hill)
Pacific Northwest National Laboratory (PNNL): Sandra Cannon, Judi Johannesen (EPP, Waste Minimization, and Recycling Coordinator), Trevor Van Arsdale (Pollution Prevention Coordinator),

Power Administrations

Western: Frank Armstrong

MINUTES

Introduction - Don Lentzen, DOE-HQ EO 13101 Manager

The meeting will focus on Environmental Management Systems (EMS). We are coming up on the 2005 deadline to have an EMS integrated into each facilities' Integrated Safety Management System (ISMS). At this teleconference, we'll focus on folding EPP into the EMS.

Update on Office of the Federal Environmental Executive Activities B Dana Arnold (Office of the Federal Environmental Executive)

- EPA will publish a proposal (CPG 5) in the December 10, 2003 *Federal Register* to (1) revise the current compost designation to include compost made from manure or biosolids, (2) designate fertilizers made from recovered organic materials, and (3) consolidate all compost designations under one item. Comments are due to EPA by February 9, 2004. Each Federal agency should consolidate their comments at Headquarters prior to submitting.
- The next suite of recycled products already proposed in CPG 4 is awaiting final approval.
- The U.S. Department of Agriculture is expected to publish the proposed products requiring purchase with biobased content in the *Federal Register* next week. There will be a 45-60 day comment period. Please use the opportunity to comment on whether the information is sufficient to comply.
- To be notified of such information, register for the OFEE listserve at http://www.ofee.gov (see button toward bottom of the page to join).

Federal Environmental Management Systems – How They Relate to Environmentally Preferable Purchasing - Ed Pinero (OFEE) (**Please view** http://www.ofee.gov/ems/ems.htm during the discussion)

- EO 13148 requires that Federal facilities have an Environmental Management System (EMS) by 2005. EMS is a tool used to accomplish environmental objectives. For example, if you want to implement green procurement, you use your EMS to prioritize, integrate, identify training requirements, develop procedures, and identify metrics.

- EPA has a module with guidance on integrating EPP into EMS that will be published on the OFEE website.

- It is not either EPP or EMS. EPP is an objective. EMS is a management tool. They are not duplicative, mutually exclusive, or mutually dependent.

Questions

- Dave Osugi: Is the EPA module prescriptive?

- Holly Elwood (EPA staff member developing the module): The module compiles the experiences of Federal facilities. First, EPA identified a large number of Federal facilities with EPP in their management systems and then the conducted interviews. What was done? What were the results? What are their recommendations? When the example facilities do not address a certain aspect, EPA makes recommendations of what might be tried. The goal is to share the existing examples.

- Tom Wallace (EPA contractor developing the module): We asked 20 Federal facilities (DOE, DOI, NASA, Dept of the Navy, etc) to complete a 15-question questionnaire. Four facilities were interviewed in depth to check questionnaire. The questionnaire included investigating commonalities of success stories:
  - Early planning is crucial to success.
  - Good understanding of prior status leads to better system development.
  - EPP is implemented as an operational control.
  - EPP is integrated into procurement process.
  - Designing ease of use into process leads to success.
  - Specific quantifiable goals drive process improvement.
  - Most folks initially focused on consumables, then moved to the one-time contractor-based purchases like construction.

- Sandra Cannon (PNNL): Can you give an example of optimal systems where EPP is melded into the EMS?

- Tom Wallace: Fort Meade, which has ISO 14001 certification, developed a procedure for all purchasing that was clumsy and did not work. Offices switched to 100% recycled content paper. When they rebid their waste, they asked bidders to certify how they would help Fort Meade meet their EMS goals. They also focus on greener construction contract language.

- Sandra Cannon: Ed, the website was distributed to those in attendance. Can you describe what is found at the links at the bottom of the page?

- Ed Pinero: On this EMS page, there are examples of what agencies are doing relative to integrating EPP into EMS, sample procurement and contract language, fact sheets, links to other good websites on related topics, and canned PowerPoint training presentations. Holly's effort is designed to focus on the connection between EMS and EPP.

- Holly Elwood: Until the module is published, contact Holly for examples of green purchasing integration into EMS at elwood.holly@epa.gov

DOE Environmental Management Systems – How They Relate to Environmentally Preferable Purchasing B Larry Stirling (DOE-HQ) (**Please view** http://homer.ornl.gov/oepa/guidance/ems/emstraining.pdf during the discussion)

EMS is basically an organizational management model to compare existing management system requirements, identify existing gaps, and help manage better. The objective is to have an effective program, identify opportunities, and meet legal requirements. You identify training requirements, set objectives and targets for aspects of the program, and develop performance metrics. The EMS brings improved visibility, improved accountability, makes roles and responsibilities explicit, improves oversight with periodic review. The bottom line is that EMS improves performance by institutionalizing EPP.

Questions

- Dave Osugi: Our ISM is in place, R2A2s defined, management system and training already there.

- Larry Stirling: That's our model, but the devil is in the details of implementation.

- Sandra Cannon: The Internet address to the guide has been distributed to the attendees. Please give an introduction to the guide, especially the procurement part.

- Larry Stirling: The guide provides information about integrating your EMS into your ISMS, provides EMS topics to consider. The draft is up this week for simultaneous use and comment. The final version will be published in the first quarter of next calendar year. Please run your comments regarding EPP issues through Don Lentzen.

- Sandra Cannon: A search on "purchas" (without e to catch purchase(s) and purchasing) of the website guide will help you find statements throughout the document that show how purchasing relates to environment. Have any other sites been working to tie this into their site's EMS?

- Response: (none)

- Don Lentzen: The EMS tool can be used to make an impact in EPP.

- Ed Pinero: Be sure to search out and engage the purchasing element of your agency.

FY2003 EPP Reporting Website Walkthrough B Steve Heineman (DOE-HQ Website Support) (**Please view** http://www.eh.doe.gov/p2/ap/default.htm during the discussion)

The data reporting is part of the Pollution Prevention website. Much of the reporting database input screens look just like last year.

- Log in. Individual password is required. Click on e-mail address (p2support@eh.doe.gov) on DOE EPP website to send message requesting password, which will be issued in a maximum of 48 hours. We have no dummy passwords because of security requirements.

- Access the drop down list of DOE sites. Please advise Steve Heineman (p2support@eh.doe.gov) if your site is not listed. Choose your site.

- Check the Point of Contact information to make sure it is still current

- Input your data on the 57 different items. The forms are pretty much the same with the addition of some information on facility specifications. Enter total dollars spent on each item, and total dollars spent on that item with the required recycled content. You can access and make changes to your site's data until your site receives QA approval, at which time access to your website reporting will be closed. The QA approval is not yet automated, but it will be.

- Run reports to make copies of your input.

Questions

- Tom McGeachen (PPPL): Has the glitch for P2 Accomplishments visibility been fixed so we can now see the past reports?

- Steve Heineman: No. I will work on that today.

- Tom McGeachen: Some of the reports have the year 2003 in the header and some do not.

- Steve Heineman: OK

- Teresa Loschke (Albuquerque Operations): I have to consolidate entries from 7 different physical locations and 47 individuals into one entry. I have two questions. Can this be made easier next year so the 47 can access the website and print a blank report? Also, with so many contributors, we may have as many as 7 justification reasons for non-compliant purchases. How do I consolidate?

- Don Lentzen: When listing the multiple reasons, explain the situation and list them all.

- Holly Elwood: EPA's master agreements with P-Card vendors include requirements to capture the data and roll it up for us.

- Judi Johannesen (PNNL): That is the challenge for all of us: to integrate data collection for environmental objectives like EPP into operations systems like purchasing. We collect our recycled product data in the P-Card database where we collect other P-Card purchase data. If you have a hard copy purchase log, you can collect it there.

- Don Lentzen: It is up to the Albuquerque Operations Office to decide whether the seven facilities report directly or consolidate through Teresa.

- Karin King (Oakland Operations Office): We order thru GSA Advantage. GSA still reports information directly so we don't have to. Our survey of P-Card holders revealed that virtually no purchases of the 57 items are made with P-Card.

- Sandra Cannon: Yes, GSA Advantage reports purchases, but not to DOE. Avoid duplicating. Do not report GSA Advantage purchases to DOE.

- Teresa Loschke: When ordering from GSA Advantage, GSA reports. When ordering from GSA warehouse, you have to report yourself.

- Karin King: Oakland is not reporting GSA Advantage purchases. Buyers are instructed to buy those items with the recycled symbols for EPP products so we are assured of meeting requirements.

- Sandra Cannon:
  - If ordering through the GSA Advantage system, GSA does the reporting. Do not duplicate by reporting these purchases to DOE.
  - If, however, you make a direct purchase from a GSA contract vendor just utilizing the GSA contract pricing, there is no way for GSA Advantage to capture this data. You must report these purchases to DOE.

- Don Lentzen: Headquarters will issue some clarified directions.

FY2003 EPP Reporting Expectations B Don Lentzen
Please complete data entry by deadlines December 5 for P2-WasteMin, December 12 for P2 Award Nominations, and December 30 for Affirmative Procurement.

Questions
- Karin King: What is the QA function required?

- Don Lentzen: It will be on-line approval of the data submitted by the site.

- Karen King: Do these people know who they are?

- Don Lentzen: For Oakland, it is Tom Miller at Lawrence Livermore National Laboratory.

- Kent Wilson (LLNL): The procurement department is doing the EPP reporting. LLNL has 10 or 12 people for whom I've submitted password requests by email, and 3 have not received their password. Those e-mails have been returned.

- Steve Heineman: No. We are constrained by security requirements. To what e-mail address did you send the requests? The support e-mail address changed. The new e-mail address is P2Support@eh.doe.gov.

- Karin King: I thought that only one person was supposed to enter per site.

- Steve Heineman: The actual requirement is only one entry per category per site.

- Kent Wilson: Where more than one person have data to contribute to a category, each person contributing adds their data to the data already entered into the category.

- Teresa Loschke: It would be difficult to maintain high data quality that way.

- Kent Wilson: I would prefer a return to the sitewide logon credentials.

- Steve Heineman: We are constrained by DOE security requirements.

- Don Lentzen: Everyone has to obtain a password this year because of the new security requirements, but you will preserve the same password next year.

Topics of Interest from the Field

Tom McGeachen: Princeton Plasma Physics Lab has selected an elevator which will have biobased hydraulic fluid from Hydrosafe. We install the first elevator in March. There seem to be advantaged beyond its environmental qualities. The Fire Safety Engineer says it has certain viscosities that make it a low fire risk. I will be glad to share information at the next teleconference.

Next teleconference

- Date - March 25, 2004
- Potential topics for the next teleconference:
  - X GSA to discuss their reporting and purchasing system
  - X Princeton Plasma Physics Lab elevators with biobased hydraulic fluid

Adjourn

SOURCES OF INFORMATION

DOE's "Buying Recycled and 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 13101 home page
www.eh.doe.gov/p2 (select "Programs, Initiatives, & Reporting," then "Buying Green")

GENERAL PRODUCT INFORMATION

Database of product information

U.S. Environmental Protection Agency
http://www.epa.gov/oppt/epp/database.htm

Biobased Products

U.S. Department of Agriculture
http://usda-biobasedproducts.net/public/

Energy Efficient Products
Federal Energy Management Program
http://www.eren.doe.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

Used Products - Materials Exchange
(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/DOEmatex/index.html

SPECIFIC PRODUCT CATEGORIES

Carpet

Contract Language and Standards/Guidelines
U.S. Environmental Protection Agency
http://yosemite1.epa.gov/oppt/eppstand2.nsf/Pages/DisplayAisle.html?Open&Hardware%20Store&Carpet

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

Suppliers
Green Seal "Choose Green Report: Carpet"
http://www.greenseal.org/cgrs/Carpet_CGR.pdf

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
http://yosemite1.epa.gov/oppt/eppstand2.nsf/Pages/DisplayAisle.html?Open&Hardware%20Store&Cleaning%20supplies%20and%20equipment

Decision Making Wizard for
U.S. Environmental Protection Agency
http://www.epa.gov/opptintr/epp/cleaners/select/

Specifications and Process Used at PNNL
Pacific Northwest National Laboratory
http://www.pnl.gov/esp/greenguide/custodialproducts/

Suppliers
Green Seal "Choose Green Report: Industrial and Institutional Cleaners"
http://www.greenseal.org/cgrs/CGR_I&I_cleaners.pdf

Construction Materials and Products

Contract Language
U.S. Department of Energy
http://www.pnl.gov/doesustainabledesign/ , see "Letters of Intent, Construction Contracts"

Paint

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

Suppliers
Green Seal "Choose Green Report: Architectural Paints"
http://www.greenseal.org/cgrs/CGR_Paints.pdf

Toner Cartridges

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

Supplier Examples of Quality Remanufactured Cartridges
Pacific Northwest National Laboratory
http://www.pnl.gov/esp/greenguide/ap_toner.html