



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503**

**OFFICE OF FEDERAL
PROCUREMENT POLICY**

November 2, 2006

**MEMORANDUM FOR FEDERAL AGENCY ENVIRONMENTAL EXECUTIVES
AND AGENCY SENIOR PROCUREMENT EXECUTIVES**

FROM:

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SUBJECT:

FY 2006 Reporting on Implementation of the Resource Conservation and Recovery Act, Section 6002, the Farm Security and Rural Investment Act, Section 9002, and Other Environmental Purchasing Requirements

Section 6002 of the Resource Conservation and Recovery Act (RCRA) and section 9002 of the Farm Security and Rural Investment Act (FSRIA) require the Office of Federal Procurement Policy (OFPP) to report to Congress every two years on the actions taken by Federal agencies to implement the respective statutes. Executive Order (E.O.) 13101 requires agencies to track and report their purchases of Environmental Protection Agency (EPA)-designated recycled content products and implementation of environmentally preferable purchasing programs to the Office of the Federal Environmental Executive (OFEE). The Office of Management and Budget (OMB) and OFEE also use the annual reporting data to evaluate agency progress for the green purchasing standard for success of the OMB Scorecard on Environmental Stewardship.

OFPP and OFEE have developed the attached survey to collect the information required to meet the reporting required by RCRA, FSRIA, and E.O. 13101. The survey is similar to the fiscal year (FY) 2002, 2003, 2004, and 2005 surveys. All Federal agencies must complete and return the survey.

The FY 2006 survey requires agencies to respond to several qualitative questions about their efforts to facilitate biobased product purchasing as required by FSRIA Section 9002. These additional reporting areas will provide an indication of agencies' internal infrastructure and management controls for ensuring and monitoring compliance with FSRIA Section 9002.

Agencies should keep the following points in mind as they complete the survey.

FPDS Data. Beginning in FY 2002, all agencies were required to report through the FPDS system, information on their purchases of EPA-designated products. Agencies should retrieve and review their own agency data on a quarterly or periodic basis as part of their internal monitoring required by RCRA.

Indicator Items. The indicator items selected for the FY 2006 data collection are:

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|-------------------------------|-------------------------------|
| 1. sanitary tissue products | 6. traffic barricades |
| 2. toner cartridges | 7. re-refined lubricating oil |
| 3. construction products | 8. signage. |
| 4. landscaping timbers | |
| 5. park benches/picnic tables | |

Except for construction products, these indicator items are identical to the FY 2005 data collection. A new response option was added to allow agencies to report the percentage of facilities using the products, rather than dollar volume of purchases. In the case of construction products, agencies are asked to make a qualitative demonstration that they are implementing the purchasing of this category of recycled content products.

Each Federal agency must report on purchases of these eight items obtained from sources other than a Federal source of supply, such as the General Services Administration (GSA) stock program and the Defense Logistics Agency (DLA). Purchases made from a Federal Supply Source will be reported separately by GSA and DLA.

Solid Waste Prevention, Recycling and Waste Minimization. The survey is intended to help gauge whether agencies instituted new or improved solid waste prevention practices, recycling programs, or waste minimization goals and practices in FY 2006. Agencies must also report whether or not they have initiated or participated in any new pilots to purchase environmental preferable products or services, as required by E.O. 13101.

Management Controls. The survey addresses green purchasing plans, training, compliance monitoring, and measurement tools. Questions request the status of agencies' affirmative procurement programs/green purchasing plans and policies, as required by RCRA Section 6002 and FSRIA section 9002. RCRA and FSRIA require agencies to update these plans regularly, and current agency plans should include all 60+ EPA-designated recycled content products.

Implementation. A new set of questions regarding implementation through specific tools and practices, such as acquisition forecasts, has been added to this year's survey. Responses to these questions will provide insight into agency practices put in place to meet the statutory requirement to promote purchasing programs for recycled content products.

Training. As training is key to awareness and implementation, the survey requests information on agencies' efforts to train employees – especially acquisition personnel. It also requests information on whether an agency uses internal or outside sources for training, the percentage of employees that have been trained, and how procurement requirements are incorporated into purchase and travel card training. The Office of Personnel Management

(OPM) will provide OFEE with quantitative data, by agency, of training through the on-line green purchasing training course hosted on OPM's GoLearn web site.

Program Management Review. Agencies are asked to provide information on their activities to monitor compliance with green purchasing requirements and to take corrective action in response to problems identified during compliance reviews.

Agency Goals. E.O. 13101 directed agencies to establish goals for solid waste diversion, procurement of recycled content products, and the use of environmentally preferable products and services. The survey asks agencies if they have established or updated goals in these areas.

Biobased Purchasing. Agencies are asked to provide information on biobased purchasing pilots conducted in 2006, sources of biobased products purchased training efforts, and new language and/or goals included in an APP to facilitate a biobased procurement preference program. Related questions have been inserted throughout the survey, as appropriate

Transmission Information. Each agency should complete and return the survey by March 16, 2007 to OFPP, attention: Mr. Jim Daumit, adaumit@omb.eop.gov, Fax # 202-395-5105; and to OFEE, attention: Ms. Dana Arnold, arnold.dana@ofee.gov, Fax # 202-343-1088. Electronic copies are preferred.

Attachment