

1. Title: Green Purchasing Management – Operational Controls

A. Significant Environmental Aspect:	B. Activity Group:	Date
Green Purchasing Management	Mission support (electronic equipment and supplies), Cafeteria Operations, Facility Operation & Maintenance	Jan 14 2010

2. Activities (and corresponding written controls, where applicable):

USDA agencies should seek to continually decrease their impacts on the environment by pursuing the purchase of “green products” and incorporate the use of these products into their daily work operations. Green products includes: recycled content products, energy-efficient products; energy Star and FEMP products, biobased products, environmentally preferable products (EPP), EPEAT products, water efficient products, non-ozone depleting substances, alternative fuel vehicles/alternative fuels

3. Operational Controls such as technical, operational, procedural (and corresponding written controls, where applicable):

No	Description	Reference
1	Biobased Training defines biobased products	http://www.usda.gov/procurement/programs/biobased/training/aware/USDA_Biobased_Awareness.htm
2	Green Purchasing Training if required for purchase card holders	http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm
3	Green Purchasing Affirmative Procurement Program (GPAPP) outlines USDA requirements on Green Purchasing	http://www.da.usda.gov/energyandenvironment/greenpurchasing/gpappjuly3final.pdf
4	USDA Biopreferred program weblink answers questions on how to identify and locate biopreferred products.	http://www.biopreferred.gov/
5	USDA Advantage, identifies biobased products by selecting “GSA Biobased Products” which is located under the “Browse” heading. In addition, you can click on the “Environmental Special Category and check the biobased icon to find biobased products.	https://usdaadvantage.gsa.gov
6	<i>GSA Advantage!</i> GSA stock and supply programs, www.gsa.gov . Insert “biobased” as the keyword to find biobased products. GSA Advantage offers	https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do

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7	Ability One Program, identifies biobased products by inserting “biobased” as the product keyword. You can also click on the category “Earth Friendly” to find alternate biobased products. Furthermore, you can click on “SKILCRAFT Environmental Products”, find an appropriate service such as “Food Service and Operating Supplies” and you will find biobased products.	http://www.jwodcatalog.com/search.aspx .
8	USDA requires IT workstations to meet certain EPEAT products	Departmental Regulation 3170-001
9	Example templates for including for BiopREFERRED requirements in service contracts are included in the USDA website on biopREFERRED products	http://www.da.usda.gov/procurement/programs/biobased/procurementtools.htm
10	Federal agencies are required to purchase biobased products designated by USDA’s BioPreferred program.	Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA)
11	Use of alternative fuels in emergency generators and other equipment.	HQ policy on use of bio-diesel fuel
12	HQ efforts to educate “third party” contractors on compliance with CWA	Refer to HQ contractor information bulletin on CWA
13	Occupant interview to identify possible air quality issues	Refer to HQ maintains a form for occupants to report any issues relating to air quality
14	Building Permits to allow agencies to make alterations to their office space	Application process managed and maintained by the office of operations - WASC
4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:		
<ul style="list-style-type: none"> • Performance records for service contracts should indicate any deviation from contract including appropriation of materials that do not comply with specified “green contract” requirements. Negative performance must be corrected as per contract requirements. • Employees are responsible for individual purchases, supervisors are responsible for ensuring that purchases comply with USDA rules and regulations. Annually surveys to complete OMB scorecards concerning green purchases will flag areas that are deficient that require follow-up training or awareness. • If this OC fails, we will investigate and install additional controls and provide retraining as necessary. 		

5. Corresponding Environmental Management Program:	
Green Purchasing Environmental Management Program (EMP)	
6. Record(s):	
6.1. Record Type	6.2. Person Responsible for Record and Record Location:
Material lists for janitorial services supplies	COR for janitorial contract
MSDS	Maintained by the Safety and Health Officer for Office of Operations
Reports to OMB on Environmental Scorecard and RCRA report	USDA DA OPPM Environmental Management Division Staff
7. Roles & Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail)	
7.1 Role	7.2 Person(s) Responsible
Janitorial Service Contract Performance	Office of Operations COR
Green Purchasing of IT systems over a specified amount	Approval is on an individual project basis and approved by the Procurement Operations Division.
Reporting to OMB on RCRA, biopreferred and green purchases under the Environmental Scorecard	Environmental Management Division staff
8. Competence of operators on the basis of training, education or experience: The term “operator” could be general USDA employees, contractors assigned to specific recycling duties through their service contract, green team employees and/or office of operation staff.	
8.1 “Operator” Type	8.2 “Operator” Education and Experience
General Employees	Scheduled Awareness Days
Office of Operations COR’s	Yearly Training
Service contractors	Yearly Training
Acquisition Personal	Green purchasing training