

**U.S. Environmental Protection Agency
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP08.02
Environmental Management System Procedure for:**

**Environmentally Preferable Purchasing (EPP), Communicating with Suppliers and
Contractors**

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1 Purpose

- To help Environmental Science Center staff (ESC) purchase goods and services that reduce impacts associated with ESC's identified significant environmental aspects.
- To communicate information and/or requirements related to the identifiable significant environmental aspects of goods and services used by the ESC to suppliers and contractors in accordance with the requirements of the ESC Environmental Management System (EMS).

2 Scope

The ESC will make available guidance and information on purchasing goods and services that reduce impacts associated with ESC's identified significant environmental aspects. The ESC will communicate specific procedures and requirements to those suppliers and contractors that provide goods and services associated with significant environmental aspects.

3 Definitions

EPP Goals - Environmentally Preferable Purchasing Goals (EPP): Executive Order 13101 mandate to purchase environmentally preferable supplies.

CPG - Comprehensive Procurement Guidelines for buying recycled-content products.

4 Procedure**4.1 Specific Procedure - FOCUS ON EPA's EPP GOALS**

The ESC will initially focus on the goods and services targeted through EPA's Environmentally Preferable Purchasing (EPP) Goals, designed to fulfill the Agency's responsibilities under Executive Order (E.O.) 13101, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition" These goods and services include building materials and design, janitorial and maintenance services, copy paper and publications, meetings, office supplies, electronics, fleets, landscaping, and power. Fleets and power are not addressed in this procedure because these purchases are coordinated by EPA HQ. *(See Attachment 2 for suggested websites where more information may be found on all of the EPP Goals listed here.)*

Building Materials and Design

The ESC already incorporates many environmentally-preferable building materials and design features, including natural lighting, low-water flush units, variable air volume fume hoods for lab spaces, energy-efficient bulbs, direct digital control of mechanical systems, and recycled-content construction materials.

For all new construction at ESC, during the planning stages, agency representatives should investigate environmentally-preferable building materials and design strategies by gaining a familiarity with the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED™) Program's Green Building Rating System™ for Existing Building Operations (LEED-EB) (or other applicable LEED standard) and by consulting with the contacts listed for the "Green Buildings" EPA EPP Goals.

Janitorial Services

The ESC currently purchases janitorial and snow removal services through a contract. To address ESC's identified significant environmental aspects, the contract now includes the following:

- a clause requiring the use of and acquisition of environmentally-preferable products and services as required by E.O. 13101 and Title 40 CFR, Part 27.
- a clause calling for the incorporation of integrated pest management (IPM) practices as outlined by the EPA/Army consent decree (December 2000) and associated MOU.
- E.O. 12902 is incorporated into the contract.

In all future contracts for janitorial services, the Facility Manager should incorporate the above clauses, as appropriate. In addition, agency representatives should investigate additional environmentally-preferable janitorial practices and cleaning products to include in the contracts.

Maintenance Services

Purchases of facility operations and maintenance services for the ESC are made through contracts.

In future contracts, agency representatives should try to identify environmentally-preferable maintenance methods that the ESC could use to help EPA meet its EPP Goals.

Copy Paper and Publications

Facility management staff currently purchase 100-percent post-consumer, processed chlorine-free, recycled-content copy paper for the ESC.

When purchasing printing paper, letterhead, envelopes, color paper, and similar paper products, ESC bank card holders should obtain products that are as close to 100-percent recycled, 50-percent post-consumer content as possible. (See the *Office Supplies* section of this document.)

Meetings

When planning any type of meeting at the ESC, staff should consult EPA's Green Meetings website (see Attachment 2) for ideas and information on conducting an environmentally-preferable meeting.

Office Supplies

ESC bank card purchases of office supplies are to be made using EPA's agency-wide Blanket Purchase Agreement (BPA) green online ordering system, which should be ready in 2004. (See Attachment 2 for the user friendly e-catalog website.) This site makes available most, "green" office supplies, with a special emphasis on products that fulfill both the Comprehensive Procurement Guidelines (CPG) for buying recycled-content products and the Executive Order 13101 mandate to purchase environmentally-preferable supplies.

If office supplies are not available thru the BPA e-catalog, then alternate sources such as the GSA catalog ("green" supplies, preferably) or commercial vendors may be used.

Electronics

Currently, ESC ensures that its purchases of copiers, printers, and personal computers have the Energy Star rating or energy savings sleep mode built in.

ESC will continue to purchase Copiers, printers, and personal computers with the Energy Star rating or energy savings sleep mode built in and will also use these criteria when purchasing televisions and monitors, computer peripherals, audio equipment, VCRs, DVD players, cellular phones, wireless devices, and other types of electronic equipment.

In addition, an MOA between the ESC and the Computer Support Services group has been signed that ensures that all printers purchased for the ESC are to be capable of duplexing, if at all possible. (See Attachment 2 for the ESC EMS website where a copy of the MOA can be found.)

Landscaping

ESC purchases landscaping services through a contract. To address ESC's identified significant environmental aspects, the contract includes the following:

- requirement for IPM.
- requirement for compliance with EC 12856 (1993) Emergency and Community Right-to-Know Act of 1986 and the Pollution Prevention Act of 1990 (42 U.S.C. 13101-13109).
- incorporates the ESC Spill Prevention Plan, ESC Beneficial Landscaping Plan (Master Landscaping Plan), and the Fort Meade Landscaping Design Guidelines (June 1995).

ESC's grounds already include natural landscaping (expanded beyond the original master plan), bayscaping in the remaining area with native plants, sediment control ponds, and afforestation areas maintained per MDE requirements for 3 years after initial disturbance.

For future landscaping contracts, agency representatives should investigate additional environmentally-preferable landscaping methods that ESC could use to help EPA meet its EPP Goals.

4.2 Specific Procedure - BOILERPLATE LANGUAGE IN CONTRACTS

Where appropriate, the ESC will include boilerplate language in all of its contracts for goods and services. The boilerplate language will request information on a supplier's EMS and will note that this information will be used as part of the criteria for ESC's selection of a supplier (see Attachment 1).

4.3 Specific Procedure - EMS AWARENESS

Before onsite contractors, without fixed contracts, are allowed in the building, Facility Management will check to see if their work will be associated with any of the ESC's significant environmental aspects. Once onsite, the contractor is asked to read a fact sheet on the ESC's EMS policies (see attachment 3).

For vendors who supply products where the ESC has no control over their EMS operations, staff is encouraged to choose vendors and suppliers which will help the EPA meet its EPP Goals. One example is the use of the EPA's agency-wide Blanket Purchase Agreement (BPA) green online ordering system

4.4 Specific Procedure - EPP TRAINING

The ESC will make available guidance and information on purchasing goods and services that reduce impacts associated with ESC's identified significant environmental aspects.

**4.5 Specific Procedure - REPORTING/MEASUREMENT OF ESC
ENVIRONMENTALLY PREFERABLE PURCHASES**

The ESC will follow the agency's requirements for reporting EPP purchases.

4.6 Specific Procedure - ANNUAL PROCEDURAL REVIEW

Annually, the EMS Team will meet to review this procedure and EPA's EPP Goals. Specifically, the EMS Team will discuss the procedure's effectiveness, whether it should be modified, and whether tools (e.g., web site or forms) should be developed to facilitate environmentally-preferable purchasing at ESC. To prepare for the discussion, the EMS Team should survey purchasers and meeting planners at the ESC to discuss the effectiveness of the procedure.

Examples of procedural modifications: a) expand the procedure to include additional products and services purchased at ESC (e.g., products associated with chemicals in ESC's TRI report); b) add language that specifies ESC staff are allowed to pay extra for environmentally-preferable products.

Examples of a tools: a) modify the ESC EMS web site to include environmental criteria that ESC staff could consult before making purchases or developing contracts.

4.7 Responsibilities

Individuals responsible for procurement of goods and services within the categories noted above and individuals planning meetings are responsible for ensuring their purchases reduce impacts associated with ESC's identified significant environmental aspects. Individuals identified by EPA as bank card holders will be responsible for reporting their environmentally-preferable purchases to the agency. Before onsite contractors, without fixed contracts, are allowed in the building, Facility Management will check to see if their work will be associated with any of the ESC's significant environmental aspects.

5 Documentation

When this procedure is reviewed, records will be maintained on suggested changes, including procedural changes or tools, and why the changes were or were not included.

Attachment 1

Boilerplate Language for All ESC Contracts

For all contracts, ESC purchasers should include the following boilerplate language:

- Each company offering a cost proposal should provide information on its environmental management system (EMS) (and whether it is an EPA National Environmental Performance Track member) to the ESC. The ESC will use this information as part of its selection criteria.
- ESC expects the contractor to understand and comply with ESC's EMS.

For an example, ESC purchasers are encouraged to review ESC's contract for hazardous waste disposal.

Attachment 2
Suggested Websites

EPP Goals

<http://www.epa.gov/greeningepa/p2/eppgoals.htm>

EPA's Green Meetings

<http://www.epa.gov/oppt/greenmeetings/>

Oceans Blue Foundation for Green Meetings

www.bluegreenmeetings.org

EPA's agency-wide Blanket Purchase Agreement (BPA) green online ordering system

<http://www.epasupplies.com/>

ESC EMS website (includes MOA)

<http://www.epa.gov/region03/esc/ems/index.htm>

Green Seal's *Choose Green Report*, "General Purpose Cleaners," March 1998

http://www.doi.gov/oepc/reports/cgr_clean.pdf

GSA's *Environmental Products and Services Guide*: (CPG Compliant and Other Recycled Content Products)

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8207&channelPage=/ep/channel/gsaOverview.jsp&channelId=-12972>

EPA's *CPG Supplier Database*

http://www.ergweb2.com/cpg/user/cpg_search.cfm

Database of Environmental Information for Products and Services

<http://yosemite.epa.gov/oppt/eppstand2.nsf/>

Energy Star web site

www.energystar.gov

Federal Electronics Challenge and Purchasing Guidelines

www.federalelectronicschallenge.net

US Army Corps of Engineers: EPP Resources Link

<http://www.cecer.army.mil/sustdesign/EPPCleanProd.cfm>

Attachment 3

Fact Sheet for Onsite Contractors (without fixed contracts)

The Environmental Science Center's (ESC)
Environmental Practice

The ESC attempts to prevent pollution before it is produced, reduce the amount of waste at our facility, re-use and recycle whenever possible, and support pollution prevention by our customers and suppliers. **Please consider this practice as you perform your tasks or operations in this facility and help us support our environmental goals.**

Thank you

The ESC is an ISO 14001 registered facility.