

EPA Boston Office Environmental Management Program

1. PROGRAM NAME: Affirmative Procurement	
2. Significant Environmental Aspect: Use of Resources	3. Document Control Code: EMP3-V2-2012
	4. Date: 10/1/2011
	5. Program Lead(s): Alice Kaufman
6. Revision History (This section lists versions with significant changes to this record, with the most recent version at the top.) EMP Number: EMP3 Effective Date: 10/1/2011	
Revisions Date Revised: 9/26/11 This revision reflects the following changes: <ul style="list-style-type: none"> • General • Section 	
7. Objectives and Targets:	
Objectives:	Progress Indicators:
1. Continue compliance with Agency Affirmative Procurement Program	End of year review of Boston Office procurements
All procurement officials are trained in Environmentally Preferable product purchasing	Confirmation of compliance with operational controls
Agency seeks vendors, when possible, that are ISO 14001 certified	%spending with 14001 certified vendors
8. Potential Environmental/Organizational Impacts:	
<ul style="list-style-type: none"> • Environmental: increased use of use resources and energy • Organizational: Would not meet goal of leading by example 	

9. Reasons(s) for Significance:

- Identified as a significant aspect in environmental aspect and impact analysis
- To maintain compliance with legal and other requirements, e.g., EPA Guidance and Executive Orders
- Reducing adverse impacts to human health and environment is main focus of EPA's mission

10. Legal and Other Requirements (applicable to aspects/activities):

Executive Order 13423 "Strengthening Federal Environmental, Energy and Transportation Management"

11. Operational Controls (OCs):

a. Activities that give rise to the aspect	b. Operational Controls	c. Persons responsible/Resources for controls	d. Monitoring & Measurement of controls	e. Records generated by controls	f. Actions to be taken if controls fail
Use of Resources	Purchase 100% recycled post-consumer waste content paper for printers and copiers (exceeds federal requirements)	Facility Manager	Facility Staff	Invoices, spreadsheets,	Facility Manager will take corrective action
Use of Resources	Purchase recycled content plaques and awards (Procured by Purchase card holders)	Facility Manager	Facility Staff	Invoices, spreadsheets	Facility Manager will take corrective action
Use of Resources	Recycled content for external printing exceeds requirements (procured by Facilities through GPO)	Facility Manager	Facility Staff	Spreadsheets and bid specs	Facility Manager will take corrective action
Use of Resources	GSA Advantage Purchasing (assists in identifying EPP products)	Facility Manager	Facility Staff	GSA online tool, spreadsheets	Facility Manager will take corrective action
Use of Resources	Desktop/Office Supply purchasing consolidated under Facilities for better control and reduced waste	Facility Manager	Facility Staff	Facilities Online budget/purchasing data base system	Facility Manager will take corrective action
Use of Resources	When possible, purchase supplies	Contracts &	Record purchases	Procurement	Seek

11. Operational Controls (OCs):					
a. Activities that give rise to the aspect	b. Operational Controls	c. Persons responsible/Resources for controls	d. Monitoring & Measurement of controls	e. Records generated by controls	f. Actions to be taken if controls fail
	and services from vendors with ISO 14001 certification or equivalent	Procurement personnel	from companies with certification	data collection systems	resolution
Procurement of Electronic Equipment is described under the Operational Control "Environmentally Preferable Electronics" and is in the "Electronic Stewardship" EMP					

12. Other records generated by this EMP:	
N/A	
13. Relevant reference document(s) used with this EMP:	
Document Name:	Location:
N/A	

14. Authorization	
Facility Manger: Alice Kaufman	
Signature: <i>Alice Kaufman</i>	Date: 9.28.11
Director Office of Administration and Resources: Fredrick Weeks, Acting	
Signature: <i>Fredrick Weeks</i>	Date: 10/5/11