

CHANGE REQUEST COVER SHEET

Change Request Number: 12-26

Date Received: 12/21/2011

Title: SAVES Program Updates

Name: Tim Eckert

Phone: (202) 267-7527

Policy OR Guidance: Guidance

Section/Text Location Affected: T3.8.4 and T3.8.6 and Forms

Summary of Change: Administrative updates to guidance regarding the use of the Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program

Reason for Change: Update requested by SAVES Program Manager to reflect current SAVES products plus administrative changes

Development, Review, and/or Concurrence: Acquisition Policy Team and SAVES Program Office

Target Audience: Program Offices and Contracting Workforce

Potential Links within FAST for the Change: See below

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: See below

Links for New/Modified Forms (or) Documents (LINK

1) http://fast.faa.gov/ProcurementToolboxForms.cfm?CFID=36458665&CFTOKEN=55759853&p_title=Functions

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Procurement Guidance:

T3.8.4 Government Sources of Products/Services

Use of Government Sources

Section 6 : Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

T3.8.4 Government Sources of Products/Services

Use of Government Sources

Section 1 : Mandatory Sources [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

T3.8.6 Strategic Sourcing

Strategic Sourcing

Section 1 : General [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

T3.8.6 Strategic Sourcing

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Section 2 : Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace

Environment, Conservation, Occupational Safety, and Drug Free Workplace

Section 6 : Energy Conservation [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace

Environment, Conservation, Occupational Safety, and Drug Free Workplace

Section 7 : Preference for Recycled Content and Biobased Products [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 6 : Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program

Old Content: Procurement Guidance:

T3.8.4 Government Sources of Products/Services

Use of Government Sources

Section 6 : Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program

a. Use of the SAVES Program is mandatory, unless waived by the CFO (See AMS Procurement Guidance T3.8.6).

b. SAVES products and services include non-NAS information technology (IT) hardware (enterprise servers and peripherals), general office supplies, office equipment (printers, copiers and multifunctional devices), courier services (overnight mail), and printing.

c. SAVES contracts have stipulations to ensure that when FAA orders through a SAVES contract vendor, AbilityOne products will be delivered when applicable and possible.

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c. SAVES contracts have stipulations to ensure that when FAA orders through a SAVES contract vendor, AbilityOne products will be delivered when applicable and possible.

d. Use of SAVES Office Supply and Office Equipment contracts by organizations and facilities located outside the continental United States, including Alaska, Hawaii, U.S. Territories, and foreign countries is optional. Product availability and low shipping costs often make the purchase of these items locally a better value for the FAA.

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Section 1 : Mandatory Sources

Old Content: Procurement Guidance:

T3.8.4 Government Sources of Products/Services

Use of Government Sources

Section 1 : Mandatory Sources

a. *General.* The FAA will generally satisfy requirements for products and services from commercial sources, or when in FAA's best interest, from or through Government sources. In some cases, FAA must purchase from or through Government sources or programs: Randolph-Sheppard Act, and Javitts-Wagner-O'Day Act (JWOD) are mandatory sources for satisfying certain FAA purchases.

b. Except as otherwise provided by law or FAA policy, FAA will satisfy requirements for products and services from or through the sources listed below in descending order of priority:

(1) FAA inventory and excess inventory from other agencies;

(2) Supply or service sources mandated by the Randolph-Sheppard Act and by the Javitts-Wagner-O'Day Act (JWOD); and

(3) Commercial sources, Federal Supply Schedules, or other sources.

c. The Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) program is a mandatory source when applicable (see paragraph 6. below). Supplies procured through the SAVES program comply with JWOD requirements.

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Section 1 : General

Old Content: Procurement Guidance:

T3.8.6 Strategic Sourcing

Strategic Sourcing

Section 1 : General

a. Strategic sourcing is implemented through the Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) program, and other FAA-wide initiatives, such as the FAA Oracle Enterprise Licensing that covers all Oracle products.

b. Any organization creating a strategic sourcing vehicle must establish and publish procedures for use including procedures for exceptions, waivers, and integration with existing strategic sourcing contracts.

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Section 2 : Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program

Old Content: Procurement Guidance:

T3.8.6 Strategic Sourcing

Strategic Sourcing

Section 2 : Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program

a. SAVES contracts provide the FAA with a simplified process for obtaining commonly used products and services at prices associated with volume buying, while maintaining or improving the quality of purchases and vendors' service levels. These products include non-NAS information technology (IT) hardware (enterprise servers and peripherals), general office supplies, office equipment (printers, copiers and multifunctional devices), courier services (overnight mail), and printing. In addition, this process helps agencies optimize performance, minimize price, increase achievement of socio-economic acquisition goals, evaluate total life cycle management cost, improve vendor access to business opportunities, and otherwise increase the value of each dollar spent.

b. Under SAVES, FAA entered into indefinite delivery contracts or blanket purchase agreements (BPAs) with commercial vendors providing products and services at pre-negotiated pricing or discounts. The SAVES contracts and agreements are continuously being monitored to ensure that FAA is obtaining quality products and services at competitive prices. Quarterly reviews will be conducted and, if necessary, the contract terms will be renegotiated before an option year is exercised on an existing contract. Ordering offices place orders directly with SAVES contractors using their Government Purchase Card or through a Contracting Officer using a purchase order.

c. Purchases of products or services available through a SAVES contract from other sources must only be considered if there would be a significant adverse impact to air traffic control operations or in the case of a bonafide emergency. In this case, the purchasing organization must report any purchase outside of the SAVES contracts to the Office of Financial Controls, Process and Engineering Division (AFC-200) on the SAVES Notification of Purchase Form. The SAVES Notification Form should be submitted within 30 days of the purchase and include a detailed list of products or services purchased, vendor's name, and reason for not making the purchase from a SAVES contract. The notification of a purchase outside of a SAVES contract will assist AFC in identifying valid levels of non-compliance with SAVES contracts. If after reviewing the SAVES Notification Form, the Director of Financial Controls disagrees that an emergency or adverse impact on air traffic control operations necessitated making a purchase from a source other than the appropriate SAVES contract vehicle, the Office of Financial Controls will initiate a discussion with the purchasing organization to avoid future disagreements.

d. Unless a purchase meets one of the two conditions discussed in subparagraph 1.(c), purchases must not be made outside of the SAVES contracts unless the purchasing organization submits and receives approval of a waiver using the SAVES Waiver Request Form. The SAVES Waiver Request Form should be submitted to the Process and Engineering Division (AFC-200) for review and approval from the Director of Financial Controls. The waiver justification for the purchase of products and services, which are available through the SAVES contract, must include rationale other than pricing, i.e. quality of product or service.

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Section 6 : Energy Conservation

Old Content: Procurement Guidance:

*T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace
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Section 6 : Energy Conservation

a. The procurement team (CO, program official, legal counsel, and others supporting a program) must make energy conservation a contracting consideration when appropriate. Energy conservation and efficiency data should be considered along with estimated cost and other relevant factors in the preparation of plans, drawings, specifications, and other product descriptions. When procuring energy-using products:

(1) FAA must purchase Energy Star® or other energy-efficient items listed with the Department of Energy's Federal Energy Management Program (FEMP) Product Energy Efficiency Recommendations products list; and

(2) For products that consume power in standby mode and are listed on FEMP's Low Standby Power Devices product listing, FAA must;

(a) Purchase items which meet FEMP's standby power wattage recommendation or document why such items were not purchased; or

(b) If the FEMP has listed a product without a corresponding wattage recommendation, purchase items which use no more than one watt in standby power consuming mode. If meeting the one watt requirement is impracticable, FAA will purchase items with the lowest standby wattage practicable.

b. When contracting for service or construction that will include the provision of energy-consuming products, FAA will specify products that comply with the standards outlined above.

c. FAA is not required to procure Energy Star® or FEMP-designated products if it is determined in writing by the program official that:

- (1) An Energy Star ® product or FEMP designated product is not cost-effective over the life of the product taking energy cost savings into account; or
- (2) No Energy Star® or FEMP-designated product is reasonably available that meets the functional requirements of FAA.

d. Information regarding Energy Star® or FEMP-designated products can be found at the following locations:

- (1) Energy Star®: www.energystar.gov/products; or
- (2) FEMP: www1.eere.energy.gov/femp/procurement/.

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Section 7 : Preference for Recycled Content and Biobased Products

Old Content: Procurement Guidance:

*T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace
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Section 7 : Preference for Recycled Content and Biobased Products

a. In accordance with Executive Order (E.O.) 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” FAA procurements of EPA-designated recycled content products will meet or exceed EPA guideline standards unless there is a price, performance, or availability justification for not doing so. For biobased products, preference is given for purchasing the highest percentage of biobased products practicable.

(1) *EPA-Designated Products.* FAA’s GPP is based on EPA’s Comprehensive Procurement Guidelines (CPG) designations of recycled content products. FAA will give preference to procuring and using such products containing recovered materials versus products made with virgin materials when such products are available competitively within a reasonable time frame, meet reasonable performance standards, or are available at a reasonable price. These products will be purchased containing the percentages of recovered materials (recycled content) indicated in the CPG. EPA’s recommended recovered materials minimum content ranges, product specifications, and other product information can be obtained from EPA’s CPG website at www.epa.gov/cpg. The major CPG categories are Paper and Paper Products, Vehicular Products, Construction Products, Transportation (Traffic Control) Products, Park & Recreation Products, Landscaping Products, Non-paper Office Products, and Miscellaneous Products.

(2) *Biobased Products.* In making procurement decisions, preference is given to such items composed of the highest percentage of biobased products practicable. A decision not to buy these items will be made when it is determined that the items are not available

within a reasonable period of time, fail to meet the performance standards set forth in the applicable specifications or fail to meet the reasonable performance standards of the procuring office, or are available only at an unreasonable price. A U.S. Department of Agriculture (USDA) listing of biobased products may be found at <http://www.biopreferred.gov>.

(3) *Special Requirements for Refined Oil.* FAA fleets must use re-refined oil unless it is not available or does not meet performance needs. This special requirement applies to recycled content products purchased by FAA.

b. *Environmental Substitution Guide for Products.* FAA's APP provides information and guidance on purchasing and using environmentally preferable products and services. FAA's "Environmental Substitution Guide" describes products that are either non-hazardous or have favorable environmental, safety, and health properties, and can be found at employees.faa.gov/employee_services/safety/hazmat/media/ProdSub.pdf.

c. *Recycled Content Determination or Justification for Exemption.*

(1) *Recycled Content Determination.* Program officials are responsible for defining product specifications utilizing FAA's minimum content standards or preference standards when procuring EPA-designated items from outside vendors. The program official makes a written determination certifying that the statement of work/specifications for the requisition of materials/services specified complies with FAA's preference standards for recovered materials. The completed determination becomes part of the original contract file (see Sample in Appendix 3). A determination is not required when EPA-designated items containing recovered materials are obtained through GSA's Federal Supply Service or other established Federal supply sources.

(a) Printing and Writing Paper: FAA promotes complying with the minimum content standards stated in E.O. 13423 when purchasing printing and writing papers (including office paper products and support services that include the supply of written documents:

(i) 30 percent post-consumer fiber;

(ii) 20 percent post-consumer fiber, if papers containing 30 percent post-consumer fibers are not reasonably priced.

(2) *Justification for Not Buying EPA-Designated Recycled Content Products.*

(a) FAA justifications not to buy recycled content products are to be in writing, and may conclude that recycled content products:

(i) Are not available competitively;

(ii) Are not available within a reasonable time frame;

- (iii) Do not meet reasonable performance standards; or
- (iv) Are only available at an unreasonable price.

Written justification is not required for purchases below the threshold level of \$10,000.

(b) The procurement originator and/or CO, as appropriate, are to document the decision not to buy recycled content products. The original copy of the documentation becomes part of the original contract file (see Sample in Appendix 2). The procurement originator is responsible for submitting a copy of the form to the responsible program manager.

d. Recycled Content CPG Items.

The requirement to purchase recycled-content CPG items applies to all purchases, including those purchases falling under the defined threshold level or made using a purchase card and/or credit card checks. FAA is to provide training and education to its acquisition personnel procuring recycled content products under the defined threshold level, \$10,000.

e. Federal Supply Sources for EPA-Designated Products.

(1) Established Federal supply sources, such as the SAVES Program, General Services Administration (GSA), Advantage, Government Printing Office (GPO), the Defense Supply Center Richmond, and Ability One Program are competitive sources for EPA-designated items and other recycled content products.

(2) These sources also provide an additional service through independent estimation, certification, and verification of EPA-designated items containing recovered materials, thereby reducing overhead costs for procurement originators to track and monitor vendor compliance with APP requirements. Information on Federal supply sources of recycled content and environmentally preferable products is contained in Sample Appendix 5.

f. Contractors Use of EPA-Designated Products.

(1) The requirement to buy recycled content items applies to contractors when they are purchasing or supplying EPA-Designated products for use in the performance of a contract. The contractor is required to monitor and report on its APP-related procurement activities as well as require its applicable sub-contractors to comply with FAA's GPP. It is the responsibility of FAA to ensure that appropriate new and existing contracts are revised to include APP compliance provisions.

(2) Because FAA's contractors may procure a majority of the products regulated by EPA's guidelines, FAA COs should ensure that such contractors are familiar with all applicable GPP requirements contained in their contracts with FAA. During initial contract execution, the COs should brief contractors on their role in the procurement of

recycled content products. COs may, at any time, when appropriate, emphasize to contractors the importance and requirements of E.O. 13423.

g. *Life-Cycle Cost Analysis.*

FAA is required to use life-cycle cost analysis, wherever feasible and appropriate, to assist in selecting products and services. Whenever possible, cost should be calculated over the life of the item, not just the initial, up-front cost. When comparing alternative products, the initial cost of the acquisition, as well as lifetime maintenance costs, operational costs, etc. should be considered in the analysis. A product having a higher initial cost may have lower operational cost or a higher resale value and will, therefore, prove to be a better value and more cost-effective compared to the alternatives.

h. *Specification Review/Revision.*

(1) FAA program offices are responsible for reviewing and revising specifications, product descriptions, and standards during the acquisition planning stage to enhance FAA's procurement of recycled content products. Standards or specifications unrelated to performance or presenting barriers to procuring recycled content products should be revised or eliminated when reviewing or drafting procurement specifications. When revising FAA specifications, program offices should eliminate requirements for virgin materials, express preference for recovered materials to the maximum extent practicable, and allow for the purchase of products containing recovered material.

(2) When developing, reviewing, or revising Federal specifications, product descriptions (including Commercial Item Descriptions), and standards, FAA should consider recovered materials and environmentally preferable purchasing criteria.

(3) When converting to Commercial Item Descriptions (CID) during procurement actions, FAA employees and contractor personnel should ensure environmental factors have been considered and the CID meets or exceeds EPA's recycled content recommendations.

i. *Promotion Program.*

FAA is responsible for actively promoting its preference for recycled content products. This includes making recycled content product suppliers aware of FAA's preference program, educating program and procurement offices about requirements to procure recycled content products, and providing FAA employees and contractors with information on sources of recycled products. FAA should internally and externally promote its desire to buy recycled products by:

(1) Including explicit recovered materials preference standards for EPA-designated items in appropriate SIR and contract language, specifications, drawings, plans, statements of work, and during contract negotiations; and

(2) Providing informational materials, statements, and training to program and procurement offices regarding the agency's recovered materials preference program through internal documents, newsletters, and at appropriate conferences, workshops, and meetings.

j. Vendor Procedures.

(1) *Certification.*

COs should ensure that vendors provide written certification that their products meet the minimum content standards in the SIR documents, maintain copies of the certification documents, and produce copies of the written certification upon request by FAA.

(2) *Verification.*

FAA will periodically review vendor certification documents as part of the annual review and monitoring process. Such reviews should enable FAA to verify the contractor's compliance with E.O. 13423.

k. Annual Review and Monitoring.

FAA should take the following actions to track its procurement of EPA-designated recycled content products:

(1) Review available data on purchases from central supply sources, purchases using the government purchase card, and purchases by contractors in the performance of their contracts for each EPA-designated recycled content product that it purchases.

(2) Assess its progress in achieving FAA goal of purchasing 100 percent recycled content products.

(3) Determine whether recycled content products are not being purchased due to lack of training of CO(s), purchase cardholders, and/or product specifiers; and provide training as appropriate.

(4) Determine whether recycled content products are not being purchased due to price, performance, or availability constraints.

(5) Work with vendors and the EPA to identify products that meet FAA's needs whenever performance is the constraint.

(6) Increase its promotion program and work with the EPA to identify sources whenever availability is the constraint.

l. Annual Reports.

(1) FAA is encouraged to incorporate into its Government Performance Results Act annual performance plan goals:

- (a) To increase the procurement of products made from recovered materials;
- (b) For solid waste prevention and recycling or for solid waste diversion; and
- (c) For increasing the use of environmentally preferable products and services.

(2) FAA is responsible for tracking its purchasing of EPA-Designated items and reporting this information annually through DOT to the Federal Environmental Executive (FEE). FAA should also report on its compliance with requirements to review and revise specifications, product descriptions, and standards to enhance the procurement of recycled content and environmentally preferable products.

New Content: Procurement Guidance:

T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace

Environment, Conservation, Occupational Safety, and Drug Free Workplace

Section 7 : Preference for Recycled Content and Biobased Products

a. In accordance with Executive Order (E.O.) 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” FAA procurements of EPA-designated recycled content products will meet or exceed EPA guideline standards unless there is a price, performance, or availability justification for not doing so. For biobased products, preference is given for purchasing the highest percentage of biobased products practicable.

(1) *EPA-Designated Products.* FAA’s GPP is based on EPA’s Comprehensive Procurement Guidelines (CPG) designations of recycled content products. FAA will give preference to procuring and using such products containing recovered materials versus products made with virgin materials when such products are available competitively within a reasonable time frame, meet reasonable performance standards, or are available at a reasonable price. These products will be purchased containing the percentages of recovered materials (recycled content) indicated in the CPG. EPA’s recommended recovered materials minimum content ranges, product specifications, and other product information can be obtained from EPA’s CPG website. The major CPG categories are Paper and Paper Products, Vehicular Products, Construction Products, Transportation (Traffic Control) Products, Park & Recreation Products, Landscaping Products, Non-paper Office Products, and Miscellaneous Products.

(2) *Biobased Products.* In making procurement decisions, preference is given to such items composed of the highest percentage of biobased products practicable. A decision not to buy these items will be made when it is determined that the items are not available within a reasonable period of time, fail to meet the performance standards set forth in the applicable specifications or fail to meet the reasonable performance standards of the procuring office, or are available only at an unreasonable price. See a U.S. Department of Agriculture (USDA) listing of biobased products.

(3) *Special Requirements for Refined Oil.* FAA fleets must use re-refined oil unless it is not available or does not meet performance needs. This special requirement applies to recycled content products purchased by FAA.

b. *Environmental Substitution Guide for Products.* FAA's APP provides information and guidance on purchasing and using environmentally preferable products and services. See FAA's "Environmental Substitution Guide" that describes products that are either non-hazardous or have favorable environmental, safety, and health properties **(FAA only)**.

c. *Recycled Content Determination or Justification for Exemption.*

(1) *Recycled Content Determination.* Program officials are responsible for defining product specifications utilizing FAA's minimum content standards or preference standards when procuring EPA-designated items from outside vendors. The program official makes a written determination certifying that the statement of work/specifications for the requisition of materials/services specified complies with FAA's preference standards for recovered materials. The completed determination becomes part of the original contract file (see Sample in Appendix 3). A determination is not required when EPA-designated items containing recovered materials are obtained through GSA's Federal Supply Service or other established Federal supply sources.

(a) Printing and Writing Paper: FAA promotes complying with the minimum content standards stated in E.O. 13423 when purchasing printing and writing papers (including office paper products and support services that include the supply of written documents:

(i) 30 percent post-consumer fiber;

(ii) 20 percent post-consumer fiber, if papers containing 30 percent post-consumer fibers are not reasonably priced.

(2) *Justification for Not Buying EPA-Designated Recycled Content Products.*

(a) FAA justifications not to buy recycled content products are to be in writing, and may conclude that recycled content products:

(i) Are not available competitively;

(ii) Are not available within a reasonable time frame;

(iii) Do not meet reasonable performance standards; or

(iv) Are only available at an unreasonable price.

Written justification is not required for purchases below the threshold level of \$10,000.

(b) The procurement originator and/or CO, as appropriate, are to document the decision not to buy recycled content products. The original copy of the documentation becomes part of the original contract file (see Sample in Appendix 2). The procurement originator is responsible for submitting a copy of the form to the responsible program manager.

d. Recycled Content CPG Items.

The requirement to purchase recycled-content CPG items applies to all purchases, including those purchases falling under the defined threshold level or made using a purchase card and/or credit card checks. FAA is to provide training and education to its acquisition personnel procuring recycled content products under the defined threshold level, \$10,000.

e. Federal Supply Sources for EPA-Designated Products.

(1) Established Federal supply sources, such as the SAVES Program, General Services Administration (GSA), Advantage, Government Printing Office (GPO), the Defense Supply Center Richmond, and Ability One Program are competitive sources for EPA-designated items and other recycled content products.

(2) These sources also provide an additional service through independent estimation, certification, and verification of EPA-designated items containing recovered materials, thereby reducing overhead costs for procurement originators to track and monitor vendor compliance with APP requirements. Information on Federal supply sources of recycled content and environmentally preferable products is contained in Sample Appendix 5.

f. Contractors Use of EPA-Designated Products.

(1) The requirement to buy recycled content items applies to contractors when they are purchasing or supplying EPA-Designated products for use in the performance of a contract. The contractor is required to monitor and report on its APP-related procurement activities as well as require its applicable sub-contractors to comply with FAA's GPP. It is the responsibility of FAA to ensure that appropriate new and existing contracts are revised to include APP compliance provisions.

(2) Because FAA's contractors may procure a majority of the products regulated by EPA's guidelines, FAA COs should ensure that such contractors are familiar with all applicable GPP requirements contained in their contracts with FAA. During initial contract execution, the COs should brief contractors on their role in the procurement of recycled content products. COs may, at any time, when appropriate, emphasize to contractors the importance and requirements of E.O. 13423.

g. Life-Cycle Cost Analysis.

FAA is required to use life-cycle cost analysis, wherever feasible and appropriate, to assist in selecting products and services. Whenever possible, cost should be calculated over the life of the

item, not just the initial, up-front cost. When comparing alternative products, the initial cost of the acquisition, as well as lifetime maintenance costs, operational costs, etc. should be considered in the analysis. A product having a higher initial cost may have lower operational cost or a higher resale value and will, therefore, prove to be a better value and more cost-effective compared to the alternatives.

h. Specification Review/Revision.

(1) FAA program offices are responsible for reviewing and revising specifications, product descriptions, and standards during the acquisition planning stage to enhance FAA's procurement of recycled content products. Standards or specifications unrelated to performance or presenting barriers to procuring recycled content products should be revised or eliminated when reviewing or drafting procurement specifications. When revising FAA specifications, program offices should eliminate requirements for virgin materials, express preference for recovered materials to the maximum extent practicable, and allow for the purchase of products containing recovered material.

(2) When developing, reviewing, or revising Federal specifications, product descriptions (including Commercial Item Descriptions), and standards, FAA should consider recovered materials and environmentally preferable purchasing criteria.

(3) When converting to Commercial Item Descriptions (CID) during procurement actions, FAA employees and contractor personnel should ensure environmental factors have been considered and the CID meets or exceeds EPA's recycled content recommendations.

i. Promotion Program.

FAA is responsible for actively promoting its preference for recycled content products. This includes making recycled content product suppliers aware of FAA's preference program, educating program and procurement offices about requirements to procure recycled content products, and providing FAA employees and contractors with information on sources of recycled products. FAA should internally and externally promote its desire to buy recycled products by:

(1) Including explicit recovered materials preference standards for EPA-designated items in appropriate SIR and contract language, specifications, drawings, plans, statements of work, and during contract negotiations; and

(2) Providing informational materials, statements, and training to program and procurement offices regarding the agency's recovered materials preference program through internal documents, newsletters, and at appropriate conferences, workshops, and meetings.

j. Vendor Procedures.

(1) Certification.

COs should ensure that vendors provide written certification that their products meet the minimum content standards in the SIR documents, maintain copies of the certification documents, and produce copies of the written certification upon request by FAA.

(2) *Verification.*

FAA will periodically review vendor certification documents as part of the annual review and monitoring process. Such reviews should enable FAA to verify the contractor's compliance with E.O. 13423.

k. *Annual Review and Monitoring.*

FAA should take the following actions to track its procurement of EPA-designated recycled content products:

(1) Review available data on purchases from central supply sources, purchases using the government purchase card, and purchases by contractors in the performance of their contracts for each EPA-designated recycled content product that it purchases.

(2) Assess its progress in achieving FAA goal of purchasing 100 percent recycled content products.

(3) Determine whether recycled content products are not being purchased due to lack of training of CO(s), purchase cardholders, and/or product specifiers; and provide training as appropriate.

(4) Determine whether recycled content products are not being purchased due to price, performance, or availability constraints.

(5) Work with vendors and the EPA to identify products that meet FAA's needs whenever performance is the constraint.

(6) Increase its promotion program and work with the EPA to identify sources whenever availability is the constraint.

l. *Annual Reports.*

(1) FAA is encouraged to incorporate into its Government Performance Results Act annual performance plan goals:

(a) To increase the procurement of products made from recovered materials;

(b) For solid waste prevention and recycling or for solid waste diversion; and

(c) For increasing the use of environmentally preferable products and services.

(2) FAA is responsible for tracking its purchasing of EPA-Designated items and reporting this information annually through DOT to the Federal Environmental Executive (FEE). FAA should also report on its compliance with requirements to review and revise specifications, product descriptions, and standards to enhance the procurement of recycled content and environmentally preferable products.

Red Line Content: Procurement Guidance:

*T3.6.3 Environment, Conservation, Occupational Safety, and Drug Free Workplace
Environment, Conservation, Occupational Safety, and Drug Free Workplace*

Section 7 : Preference for Recycled Content and Biobased Products

a. In accordance with Executive Order (E.O.) 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” FAA procurements of EPA-designated recycled content products will meet or exceed EPA guideline standards unless there is a price, performance, or availability justification for not doing so. For biobased products, preference is given for purchasing the highest percentage of biobased products practicable.

(1) *EPA-Designated Products.* FAA’s GPP is based on EPA’s Comprehensive Procurement Guidelines (CPG) designations of recycled content products. FAA will give preference to procuring and using such products containing recovered materials versus products made with virgin materials when such products are available competitively within a reasonable time frame, meet reasonable performance standards, or are available at a reasonable price. These products will be purchased containing the percentages of recovered materials (recycled content) indicated in the CPG. EPA’s recommended recovered materials minimum content ranges, product specifications, and other product information can be obtained from- [EPA’s CPG-website at www.epa.gov/cpg](http://www.epa.gov/cpg) ~~website~~. The major CPG categories are Paper and Paper Products, Vehicular Products, Construction Products, Transportation (Traffic Control) Products, Park & Recreation Products, Landscaping Products, Non-paper Office Products, and Miscellaneous Products.

(2) *Biobased Products.* In making procurement decisions, preference is given to such items composed of the highest percentage of biobased products practicable. A decision not to buy these items will be made when it is determined that the items are not available within a reasonable period of time, fail to meet the performance standards set forth in the applicable specifications or fail to meet the reasonable performance standards of the procuring office, or are available only at an unreasonable price. ~~A~~ *See a* U.S. Department of Agriculture (USDA) listing of- [biobased products may be found at http://www.biopreferred.gov](http://www.biopreferred.gov).

(3) *Special Requirements for Refined Oil.* FAA fleets must use re-refined oil unless it is not available or does not meet performance needs. This special requirement applies to recycled content products purchased by FAA.

b. *Environmental Substitution Guide for Products.* FAA’s APP provides information and guidance on purchasing and using environmentally preferable products and services. *See* FAA’s

[“Environmental Substitution Guide”](#) *that* describes products that are either non-hazardous or have favorable environmental, safety, and health properties, ~~and can be found at~~ [\(FAA employees.faa.gov/employee_services/safety/hazmat/media/ProdSub.pdf\)](#) *only*.

c. Recycled Content Determination or Justification for Exemption.

(1) *Recycled Content Determination.* Program officials are responsible for defining product specifications utilizing FAA’s minimum content standards or preference standards when procuring EPA-designated items from outside vendors. The program official makes a written determination certifying that the statement of work/specifications for the requisition of materials/services specified complies with FAA’s preference standards for recovered materials. The completed determination becomes part of the original contract file (see Sample in Appendix 3). A determination is not required when EPA-designated items containing recovered materials are obtained through GSA’s Federal Supply Service or other established Federal supply sources.

(a) Printing and Writing Paper: FAA promotes complying with the minimum content standards stated in E.O. 13423 when purchasing printing and writing papers (including office paper products and support services that include the supply of written documents:

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(b) The procurement originator and/or CO, as appropriate, are to document the decision not to buy recycled content products. The original copy of the documentation becomes part of the original contract file (see Sample in Appendix

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(2) These sources also provide an additional service through independent estimation, certification, and verification of EPA-designated items containing recovered materials, thereby reducing overhead costs for procurement originators to track and monitor vendor compliance with APP requirements. Information on Federal supply sources of recycled content and environmentally preferable products is contained in Sample Appendix 5.

f. *Contractors Use of EPA-Designated Products.*

(1) The requirement to buy recycled content items applies to contractors when they are purchasing or supplying EPA-Designated products for use in the performance of a contract. The contractor is required to monitor and report on its APP-related procurement activities as well as require its applicable sub-contractors to comply with FAA's GPP. It is the responsibility of FAA to ensure that appropriate new and existing contracts are revised to include APP compliance provisions.

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k. *Annual Review and Monitoring.*

FAA should take the following actions to track its procurement of EPA-designated recycled content products:

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(2) Assess its progress in achieving FAA goal of purchasing 100 percent recycled content products.

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(6) Increase its promotion program and work with the EPA to identify sources whenever availability is the constraint.

l. *Annual Reports.*

(1) FAA is encouraged to incorporate into its Government Performance Results Act annual performance plan goals:

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(2) FAA is responsible for tracking its purchasing of EPA-Designated items and reporting this information annually through DOT to the Federal Environmental Executive (FEE). FAA should also report on its compliance with requirements to review and revise specifications, product descriptions, and standards to enhance the procurement of recycled content and environmentally preferable products.
