

CHANGE REQUEST COVER SHEET

Change Request Number: 14-02A

Date Received: 8/13/2013

Title: Sustainability Administrative Changes

Name: Tim Eckert

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Policy OR Guidance: Guidance

Section/Text Location Affected: T3.6.3A

Summary of Change: Various edits

Reason for Change: Administrative corrections

Development, Review, and/or Concurrence: Office of Environment and Energy (AEE-400) and Acquisition Policy Division

Target Audience: Program offices and contracting workforce

Potential Links within FAST for the Change: None

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: None

Links for New/Modified Forms (or) Documents (LINK 1) [null](#)

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

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

SECTIONS EDITED:

Procurement Guidance:

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

Environment, Conservation, Occupational Safety, and Drug Free Workplace

Section 1 : Contracting for Environmentally Preferable and Energy-Efficient Products, Services and Facilities [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

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

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Section 2 : Responsibilities [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

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

SECTIONS EDITED:

Section 1 : Contracting for Environmentally Preferable and Energy-Efficient Products, Services and Facilities

Old Content: Procurement Guidance:

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

Environment, Conservation, Occupational Safety, and Drug Free Workplace

Section 1 : Contracting for Environmentally Preferable and Energy-Efficient Products, Services and Facilities

FAA must acquire environmentally preferable, energy and water efficient, recycled content, non-ozone depleting, less or non-toxic, biobased products and services, and Environmental Protection Agency (EPA) compliant facilities whenever possible. Throughout the acquisition process, FAA must consider:

- (a) Obtaining and using renewable energy technology products and services considered to be environmentally preferable and energy and water efficient;
- (b) Eliminating or reducing the generation of hazardous waste and the need for special material processing (including special handling, storage, treatment, or disposal);
- (c) Requiring the use of less-toxic, non-hazardous materials and non-ozone depleting substances;
- (d) Realizing life-cycle cost savings;

- (e) Promoting cost effective waste reduction when creating plans, drawings, specifications, standards and other product descriptions authorizing material substitutions, extensions of shelf-life, and process improvements;
- (f) Requiring the use of biobased and recovered or recycled products; and
- (g) Ensuring the offeror's facility is not on the General Services Administration (GSA) "List of Parties Excluded from Federal Procurement and Nonprocurement Programs"; and
- (h) Requiring contractors to manage the diversion of non-hazardous solid waste and Construction and Demolition (C&D) debris (generated as a result of their work) from municipal landfills or incineration facilities, including management, tracking, and reporting.

New Content: Procurement Guidance:

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

Environment, Conservation, Occupational Safety, and Drug Free Workplace

Section 1 : Contracting for Environmentally Preferable and Energy-Efficient Products, Services and Facilities

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Section 2 : Responsibilities

Old Content: Procurement Guidance:

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

Environment, Conservation, Occupational Safety, and Drug Free Workplace

Section 2 : Responsibilities

a. Program Office Responsibilities.

(1) Program offices are responsible for identifying hazardous materials and any safety controls that may be required in the delivery of supplies, services, or construction to FAA.

(2) When preparing specifications and purchase descriptions for the acquisition of supplies, services, and construction, program offices must:

(a) Specify environmentally friendly products and ensure requirements comply with applicable laws and Executive Orders (such as Clean Air Act, Executive Orders 13423 and 13514);

(b) Consider energy and water conservation and efficiency data in acquisition planning;

(c) Incorporate FAA and EPA recycled content, biobased, non-ozone depleting, less-toxic, and energy and water efficient product standards into requirements; and

(d) Incorporate pollution prevention (such as waste reduction and diversion) and electronics stewardship considerations into requirements.

(3) Program offices are responsible for reviewing and revising specifications or requirements during the planning phase of the acquisition to support FAA's procurement of environmentally preferable, energy and water efficient, biobased, less toxic, non-ozone depleting, and recycled content products. In addition to the program area specific resources available in AMS Guidance, refer to the [GSA's Green Products Compilation Tool](#) for a listing of products and services for which the EPA, DOE, and USDA have issued designations otherwise provided guidance for sustainability attributes.

(4) When required by law or FAA policy, program offices are responsible for documenting and certifying compliance with applicable environmental or conservation standards (i.e. the recycled content determination)

b. Contracting Officer Responsibilities.

(1) *Pre-Award.* The Contracting Officer (CO) must ensure:

- (a) That Procurement Request (PR) packages include all required justifications (i.e. recycled content determination, Energy Star© etc.);
- (b) The Screening Information Request (SIR) includes all required provisions to support FAA's procurement of environmentally preferable, energy and water efficient, biobased, less-toxic, non-ozone depleting, and recycled content products and services (i.e. energy efficiency standards for energy-consuming products, diverting non-hazardous solid waste, etc.). The GSA Green Products Compilation Tool is a reference as described in (a)(3) above.
- (c) All required certifications (i.e. Toxic Chemical Release Inventory Form (Form R) certification or Material Safety Data Sheets (MSDS)) are received prior to contract award; and
- (d) Offeror's facilities are Environmental Protection Agency (EPA) compliant.

(2) *Post Award.* The CO must:

- (a) Ensure that all post-award certifications (e.g. minimum content standards, Energy Star©, biobased, etc.) or MSDS are submitted to FAA as required;
- (b) Ensure that contractors notify FAA prior to delivering hazardous or radioactive material; and
- (c) Cooperate with the Environmental Protection Agency (EPA) and its representatives as required.

(3) *Reporting Clean Air or Water Violations.* If a CO becomes aware of noncompliance with clean air or water standards in a prospective or performing contractor's facilities, the CO must notify and coordinate the award with EPA.

New Content: Procurement Guidance:

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

Environment, Conservation, Occupational Safety, and Drug Free Workplace

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Section 6 : Energy Conservation and Efficiency

Old 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 and Efficiency

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

(1) FAA must procure the most energy efficient products available, where life-cycle cost effective and consistent with the mission need;

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

(3) 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.

(4) FAA must purchase Electronic Product Environmental Assessment Tool (EPEAT) Bronze-registered electronic products (such as personal computers, imaging equipment, televisions) or higher if available (Gold registered products are preferred). All EPEAT-registered products are Energy Star® labeled); and

(5) FAA must purchase technologies that utilize renewable energy sources where their application and use would be practicable, life-cycle cost effective, and consistent with mission needs.

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®, EPEAT registered, 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;

(2) No Energy Star® or FEMP-designated product is reasonably available that meets the functional requirements of FAA, or

(3) No EPEAT standard for the product exists.

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

(1) [Energy Star® website](#);

(2) [FEMP website](#) or

(3) [EPEAT website](#)

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FAST Version 10/2013

CR 14-02A

p. 12

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