



DEPARTMENT OF THE ARMY
U.S. ARMY ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND 21005-5001

REPLY TO
ATTENTION OF

AMSSB-DIC (200)

10 DEC 02

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Aberdeen Proving Ground (APG) Environmentally Preferable Product and Affirmative Procurement Policy

1. Applicability and References: This environmentally preferable product and affirmative procurement policy fulfills the following requirements: APG Pollution Prevention Policy, 2002; APG Hazardous Materials Management Policy, 2002; APG Green Building Policy, 2002; Executive Order 13148, Emergency Planning and Community Right to Know and Pollution Prevention, 2000; Federal Acquisition Regulation, Parts 7, 11, 15, 23, 23.703, 36, and 52, 2001; APG Pollution Prevention Plan, March 2002; Executive Order 13123, Greening the Government through Efficient Energy Management, 1999; Executive Order 13101, Greening the Government Through Federal Acquisition, Recycling, and Waste Prevention, 1998; DoD Policy Memorandum on Procurement, 1995, Office of Federal Procurement Policy Letter 92-4, 1992; and the Resource Conservation and Recovery Act, Section 6002, 1976. This policy supercedes the APG Environmentally Preferable Product and Affirmative Procurement Policy, 17 Dec 1998.
2. The federal government is the United States' largest consumer of goods and services. As a buyer in the government purchasing system, APG shall prevent pollution through procurement.
3. Environmentally preferable products or services cause less harm to human health and the environment than competing products or services that serve the same purposes.
4. Affirmative procurement is the purchase of products manufactured with recycled and post-consumer recycled materials.
5. This policy applies to all purchases, including micro-purchases (less than \$2,500), and includes purchases of affirmative procurement items and energy efficient equipment.
6. Environmental factors shall be taken into account as early as possible in the acquisition planning process. Life-cycle assessment shall be used when determining the price of each product and service.
7. Responsibility for environmentally preferable purchasing is shared among the program, acquisition, and procurement personnel.

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8. All APG military, civilian, and contractor personnel shall seek to reduce the environmental damages associated with all purchases by increasing the acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and time considerations.

9. All APG personnel shall purchase environmentally preferable products and services unless written justification is provided to either the Directorate of Safety, Health and Environment (DSHE) or the activity environmental coordinator and to either the Directorate of Logistics or the Army Materiel Command Acquisitions Center. For specific instructions, see the enclosed procedures.

10. All APG personnel shall purchase affirmative procurement items (i.e., items meeting the Recovered Materials Advisory Notice specifications) unless written justification to the contrary is provided as described in paragraph 9.

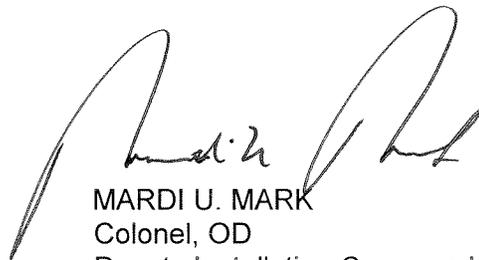
11. If required sources do not supply a product that meets the environmentally preferred product/affirmative procurement (RMAN) specifications, that product shall be looked for elsewhere.

12. All employees are encouraged to attend Environmentally Preferable Purchasing training classes. Such training is offered by a variety of sources, including DSHE. For additional information, contact Mr. Robert Solyan, Pollution Prevention Program manager, email bob.solyan@usag.apg.army.mil or phone 410-306-2275.

13. I expect all APG personnel to meet environmentally preferable purchasing and affirmative procurement requirements.

FOR THE COMMANDER:

Encl



MARDI U. MARK
Colonel, OD
Deputy Installation Commander

DISTRIBUTION:

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Procedures for Justifying Exemptions from the APG Environmentally Preferable Product and Affirmative Procurement Policy

A product or service is exempt from this policy only if it does not meet time, cost, performance, or availability requirements. The following are requirement criteria:

1. Time - Evidence must be submitted stating that the environmentally preferable product or service is not available before the required date of use.

2. Cost - Evidence must be submitted stating that the environmentally preferable product or service costs 15% or more than the non-preferable product or service. The product's life-cycle costs (product manufacture, transportation, use, disposal) must be used to determine overall cost. The evidence must include cost comparisons from at least three sources.

3. Performance - Detailed documentation of why the environmentally preferable product does not meet performance requirements must be submitted.

4. Availability - Detailed documentation of availability limitations must be submitted.

If an environmentally preferable product or service meets one of the above exemptions, a justification statement must be completed.

The justification statement shall state the name of the product or service being purchased, the stock number, the vendor, the function of the product or service, the exemption that applies to the product or service, and the data that support the exemption. In addition, the purchaser's name, telephone number, mailing address, and e-mail address must be included.

Product justifications shall be submitted by e-mail to the contracting officer (KO) in the Directorate of Logistics.

Service justifications shall be submitted by e-mail to the KO in the Army Materiel Command Acquisition Center.

Procedures for Justifying Exemptions from the APG Environmentally Preferable Product and Affirmative Procurement Policy

A purchaser from the Garrison shall submit two additional copies of the justification by e-mail to the Directorate of Safety, Health and Environment (bob.solyan@usag.apg.army.mil and maia.kaiser@usag.apg.army.mil).

A purchaser from a tenant activity shall submit one additional copy of the justification to the activity environmental coordinator (AEC).

Once submitted, a justification shall be reviewed by DSHE or the AEC within three working days. Upon completion of review, the purchaser shall either be notified of justification approval or be asked to furnish additional information justifying the product or service exemption.

On-line catalogues of environmentally preferable and affirmative procurement products are at the following locations:

DLA Environmental Products Catalogue
<http://www.dscr.dla.mil/products/epa/eppcat.htm>

GSA Environmental Products and Services Guide
<http://pub.fss.gsa.gov/environ>