



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND EUROPE
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177-8614

REPLY TO
ATTENTION OF:

IMAN-ZA

12 June 13

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP) for Green Procurement

1. This SOP is designed to establish procedures for the procurement of environmentally preferable products within U.S. Army Garrison (USAG) Ansbach through the implementation of the USAG Ansbach Green Procurement Guide enclosed.
2. This SOP applies to all USAG Ansbach Military Community Members including military and civilian personnel, and contractors working onsite.
3. Proponent for this SOP is DOL at DSN 468-1540.
4. Green procurement is a team effort. If you have any questions contact the subject matter expert of the Green Procurement Team, i.e. DOL 486-7703 or the EMS Coordinator at the DPW Environmental Management Division, 467-2774.

Encl


KELLY J. LAWLER
COL, LG
Commanding

DISTRIBUTION:
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U.S. ARMY GARRISON ANSBACH

Ansbach, Germany



GREEN PROCUREMENT and SUSTAINABLE PRACTICE GUIDE

MAY 2013

Document Name:	USAG Ansbach Green Procurement and Sustainable Practice Guide		
Document Elect. ID	ANS_PLN_028_GPP Guide_2013		
ISO 14001 ID:	4.4.6.-028	Original Date:	6 May 13
Revision No:		Revision Date:	
Review Cycle	annually	Doc Owner:	DOL
ARIMS Rec. No:	800B/O-6	Approval Date:	21 May 13
Document developed and reviewed:		Signature:	
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DOCUMENT REVIEW AND REVISION LOG

Action	Review Date	Revision (Yes/No)	Revision Date	Revision Summary
Initial procedure development.	NA	NA	NA	NA
Review & Revision #1.0				
USAG_ANS_Form 02, rev 27Jul12		THIS IS A CONTROLLED DOCUMENT. VERIFY MOST RECENT VERSION ONLINE. https://portal.eur.army.mil/sites/IMCOM-E-A/DPW2/EMD/default.aspx		

NA Not Applicable



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APPENDIX A: Standards for Environmental Friendly Products



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GENERAL

1. Purpose

The purpose of this guide is to support the recycling ethic and to minimize environmental impacts, by choosing to purchase recycled content and environmentally preferable products unless such products do not perform satisfactorily and/or are unreasonably expensive.

USAG Ansbach will consider environmental factors in purchasing decisions and contract actions, and will give preference to those products and services designated by or recommended in Federal Green Purchasing Preference Programs or by this guideline. All installation personnel will meet the requirements for procurement designated by EPA, USDA (U.S. Department of Agriculture), Energy Star or FEMP (Federal Energy Management Program) or equivalent European/German organizations.

The basic components of this Guide include:

- a. Generate less waste material by reviewing how supplies, materials are manufactured, purchased, used and disposed of.
- b. Function as a module to influence waste prevention, recycling and procurement.
- c. Complying with laws, regulations, and Executive Orders (EOs) that require Federal Agencies to implement GP preference programs.
- d. Saving money (maybe in terms of: product cost, the overall cost of manufacturing, or utility bills).
- e. Reducing environmental impacts, conserving resources and achieving sustainability.

2. Definitions

“**RECYCLING**” means the process of collecting, sorting, cleansing, treating and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused or reconstituted products that meet the quality standards required to be used in the marketplace.

“**WASTE PREVENTION**” means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency and reduce pollution.

“**PRACTICABLE**” means sufficient in performance and not unreasonably expensive.

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“ENVIRONMENTALLY PREFERABLE PRODUCTS” means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse and/or disposal of the product.

“RECYCLED PRODUCTS” are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

“UNREASONABLE PRICE” means when the recycled product cost is greater compared to virgin material cost. Unreasonable price is not a factor when minimum content standards are specified in the statement of work/procurement request because price estimates will only be obtained from vendors who can supply products meeting recovered material content requirements. [EPA Guidance]

3. Policies

- a. *All Installation Personnel:* GPP responsibilities extend to all installation personnel. The DOD GPP strategy states that *the* responsibility for implementing DOD's GPP lies not within any single organization, but with every person involved in the procurement process. From the requirements planner to the administrative contracting official, as well as Government Purchase Card (GPC) holders and persons requisitioning products or services through any source of supply or contract, each person has a role to play in ensuring that DOD complies fully with all Federal Procurement Preference Programs.
- b. *The USAG Ansbach* shall solicit the use of recycled content and other environmentally preferred products in its procurement documents.
- c. *All USAG Ansbach* units and activities shall practice waste prevention and recycling.

4. Other Affected Program Areas

Establish GPP Objectives and Targets within the Environmental Management System (EMS).

The USAG Ansbach will pursue the implementation of a Green and Sustainable Building Standard in all new construction, remodeling, and repair projects.



SECTION 1: BEST PRACTICES

1.1 Procurement Practices

A Green Procurement and Sustainable Practices (GP) Team was established at the USAG Ansbach. This Team will evaluate the following environmentally preferable product categories in the future, at a minimum, and will set minimum standards for these products (outlined in Appendix A. Units and organizations shall order according to the list to meet the criteria unless a performance issue with a specific product arises or the cost of the product is unreasonably expensive.

Product Categories:

- Printing and writing papers including all imprinted letterhead paper, envelopes, and copy paper shall contain a minimum of 30 percent post-consumer recycled content
- Paper products including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, file boxes, hanging file folders and other products composed largely of paper
- Procurement of IT products (computer, monitors, appliances, etc.)
- Remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges
- Recycled plastic outdoor wood substitutes including plastic lumber, benches, fencing, signs and posts
- Compost, mulch and other organics including recycled bio-solids products
- Plywood and other wood products, like furniture
- Any lighting (indoor and outdoor)
- Bathroom Fixtures, including faucets, showerheads, toilets, urinals, etc.
- Paint, solvents and adhesives
- Carpets and Floors
- Janitorial cleaning supplies
- Heat Pumps
- Other products that may be designated by the Green Procurement Team

1.2 Waste Prevention Practices

Units and all activities within the USAG Ansbach are required to reduce their consumption of resources by incorporating the following practices into their daily activities.

- Consider durability and reparability of products prior to purchase.
- Conduct routine maintenance on products/equipment to increase the useful life of the product.
- Print double sided – have printers set to this default.

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- Review records retention policies and implement document imaging systems.
- Send and store information electronically when possible.

SECTION 2: ROLES & RESPONSIBILITIES

2.1. Responsibilities of DOL

- a. Provide a person from the acquisition community to serve as the chairman of the GP Team as the Green Procurement Manager (GPM)
- b. Work in collaboration with the GP Team in developing and maintaining information about environmentally preferable products and recycled content products containing the maximum practicable amount of recycled materials to be purchased by agencies. Initially, these shall include the products designated in Appendix A of this Guide.
- c. Lead the GP Team in developing and implementing a monitoring and tracking system as a tool to confirm compliance with this Guide.
- d. Work in collaboration with the GP Team in informing units and activities with information about green procurement.
- e. Implement an ongoing promotional program to educate and inspire USAG Ansbach units and activities to implement this Guide.
- f. Inform vendors of our GP Guide.

2.2. Responsibilities of the GP Team:

The GP Team is a volunteer group composed of Cross Functional Team (CFT) members and other key members from activities, tenants, and units located within the USAG Ansbach. The Committee is chaired by the Garrison Commander appointed GPM. The Committee members shall assist the Chair in their efforts to implement this plan.

The GP Team shall:

- a. Provide information to activities, tenants, and units about the GP SOP. Inform activities, tenants, and units of their responsibilities under this guideline by, providing information about green procurement.



- b. Develop and implement an ongoing promotional program to educate and inspire USAG Ansbach activities, tenants, and units to implement this guideline. As part of this program, information concerning this guideline will be added to orientation processes.
- c. Develop and maintain information about environmentally preferable products and recycled content products containing the maximum practicable amount of recycled materials purchased by agencies, departments and divisions. Initially, these shall include the products designated in Section 1.1 of this Guide.
- d. Develop and implement a monitoring and tracking system as a tool to confirm compliance with this plan.
- e. The Chair shall determine the size and make up of the Committee.
- f. Investigate the feasibility of using and requiring all contractors to use recycled and green products for all projects.
- g. Specify recycled-content and green products whenever possible (e.g., office supplies, lubricating oils, and janitorial supplies).

2.3. Responsibilities of the DPW

- a. Designate an individual to the GP team to serve as the GPA (Green Procurement Advocate) for the directorate. GPAs are the functional GP representatives. GPAs serve as liaison between the GP team and the purchasing and procurement activities within DPW.
- b. Support and implement the installation GPP following the procedures detailed in the GP Guide.
- c. Establish procedures to collect GPP data to support monitoring and reporting requirements.
- d. Review new DPW contracts for opportunities to procure green products and services as the first choice. Verify that such opportunities are fully evaluated and pursued.
- e. Statements of work shall include consideration of green products and services, particularly for the use of designated products containing recovered or bio-based materials or energy-efficient products.

2.4. Responsibilities of the GPC Holders

- a. Attend initial and refresher GPC training as required.



- b. Maintain updated information on green products, particularly EPA and USDA designated items and items designated by this Guide.
- c. Consult the GP team or environmental office for information on GPP requirements and the availability, cost, and performance of green products.
- d. Review purchase requests to determine whether products with green alternatives or designated items are included in the request. Contact the requester if the request does not specify a preference for green products.
- e. Advise product users of the requirements to purchase green items made with recovered materials, bio-based items, energy-efficient products and other environmentally preferable products.

2.5. Responsibilities of all Units and Activities

Each Unit and Activity shall:

- a. Practice waste prevention
- b. Utilize recycling programs to the fullest extent.
- c. Procure products in compliance with the Green Procurement Guide (reference 3, sec.4).
- d. Ensure that procurement documents issued by units and activities require green preferred purchasing.
- e. Investigate where USAG Ansbach policies and SOPs could be modified to encourage or require waste reduction, recycling and green preferable purchasing.

SECTION 3: PURCHASE SOURCES

3.1. Mandatory Source

- a. Check following sources for the availability of green products: The Ability One Program (www.abilityone.gov/) is administered by the Committee for Purchase from People Who Are Blind or Severely Disabled. National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH), assist in participation in the AbilityOne Program.

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- b. UNICOR is a trade name for Federal Prison Industries, Inc. It is a source of supply for Federal purchasers for Office supplies, furniture, industrial equipment, and other products.

3.2. Supply Catalogs

- a. The GSA Environmental Products Guide lists over 2,500 products and services, 800 of which are recycled-content paper items. In addition to recycled-content items, GSA provides energy and/or water conserving items (look for the ENERGY STAR or FEMP designation), as well as paints, cleaners, and other chemical items that have reduced pollutants.
- b. DLA's Environmental Products are managed by Defense Supply Center Richmond (DSCR) The catalog contains hundreds of environmentally preferable products, including: cleaners/degreasers, spill control products, remanufactured/recycled toner cartridges, etc.

3.3. Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately, are not available at a reasonable price, or are products that are statutorily required to be procured from specific sources. In those instances where it is deemed impractical to procure a recycled-content item, a specific explanation must be included in the purchasing record.

SECTION 4: REFERENCES

1. Executive Orders (EO) 13514 – Federal Leadership in Environmental, Energy and Economic Performance, Oct 09, 13423 – Strengthening Federal Environmental, Energy, and Transportation Management, Jan 07 and, 13221 – Energy Efficiency Standby Power Devices, Jul 01
2. Army Installation Green Procurement Program Implementation Guide, V. 2, Dec 2010
3. Army Green Procurement Policy, Nov 06
4. Federal Acquisition Regulation (FAR, part 7), subpart 23.7-Contracting for Environmentally Preferable Products and Services
5. Army in Europe Regulation, AER 200-1, Environmental Quality Program, May 12
6. Army Regulation, AR 715-xx, Government Purchase Card (GPC) Program, May 07

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7. Army Regulation, AR 70-1, Army Acquisition Policy, Jul 11
8. USAG Ansbach EMS Policy, Mar 12
9. USAG Ansbach, Policy VOC limits for paint, adhesives, and solvents, Dec 12

SECTION 5: GREEN PROCUREMENT INFORMATION RESOURCES

5.1 Links

U.S. EPA's Website at www.epa.gov/cpg/products.htm

Defense Environmental Network Information Exchange (DENIX)- the Department of Defense's comprehensive environmental network provides information about DOD GPP>
<https://www.denix.osd.mil/portal/page/portal/GPP>

EPA Environmentally Preferable Purchasing (EPP)- the office of Pollution Prevention and Toxics guidance on Green Purchasing. www.epa.gov/opptintr/epp

EPA Guidance on Credit Card Purchasing-guidance on purchasing recycled content products and other environmentally preferable products for the credit card user.
<http://www.epa.gov/opptintr/epp/tools.creditcard.htm>

Federal Acquisitions Regulation (FAR)-access to the FAR for GP requirements. Basic requirements are in FAR Part 23. Provisions and clauses are in FAR Part 52.
<https://www.acquisition.gov/Far/>

Energy Star® product listings published at www.energystar.gov/products

Federal Energy Management Program (FEMP) www1.eere.energy.gov/femp/index.html

Federal Environmental Office of Germany, guideline and links for environmental friendly purchase. <http://www.umweltbundesamt.de/produkte/index.htm>



5.2 Environmental Labels

a. General Labels:

Blauer Engel, www.blauer-engel.de/



EU Environmental Label www.europa.eu.int/ecolabel



U.S. Green Seal www.greenseal.org?



LGA Test Label, tests for contamination <http://lga.de/>



TCO Label, quality for IT Equipment www.tcodevelopment.de



b. Energy Labels:

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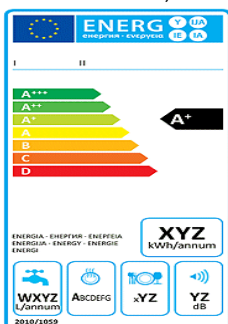


Energy Star www.eu-energystar.org/de/



European Energy Label according to EU-Rahmenrichtlinie 2010/30/EU.

It is provided individually for each piece of equipment. Minimum standard should be level A, or better like A+, A++ or A+++.



EPEAT Criteria in Gold, Silver or Bronze for IT Equipment www.epeat.net/



c. Wood Labels:

PEFC –Pan-Europaeisches Forstzertifizierungs Label www.pefc.de

FSC (Forest Stewardship Council) Label www.fsc-deutschland.de



d. Paper Labels:

Blauer Engel, www.blauer-engel.de/

FSC (Forest Stewardship Council) Label www.fsc-deutschland.de



Nordic European Label www.svanen.nu/Eng/default.asp



Total Chlorine Free (TCF) www.chlorinefreeproducts.org



Paper from 100% recycled paper



e. Building Material Labels:

EMICODE Label for solvent free and low emissions adhesives and construction products (Klebstoffe, Grundierungen, Vorstriche, Spachtelmasse und Unterlagen), www.emicode.de ; highest standard GEV-EMICODE EC1^{PLUS}



Greenline Label for Carpets and Floors www.greenline-online.de

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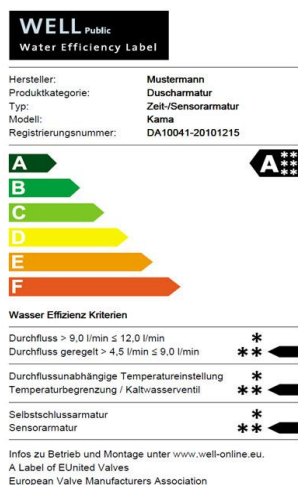
Natureplus Label for roof tiles, isolation material, ply wood, Linoleum, surface coating, paint (Dachziegel, Daemmstoffe, Holzwerkstoffplatten, Linoleum, Oberflaechenbeschichtungen, Wandfarben) www.natureplus.org



CE Label, new: from Jun 13 on, a CE label must show the content of any pollutant in construction products, e.g. carpets, wall papers, concrete products, etc. www.ce-zeichen.de/



Water Efficiency Label, product classification system of the European sanitary valve industry www.well-online.eu/de/default.aspx



Water Sense Label, www.epa.gov/watersense/index.html



- f. **Design for the Environment** – EPA partnership www.epa.gov/dfe/
Leitfaden Nachhaltiges Bauen – Bundesministerium fuer Verkehr, Bau und
Stadtentwicklung www.bmvbs.de/SharedDocs/DE/Artikel/B/leitfaden-nachhaltiges-bauen.html



Appendix A:

STANDARDS FOR ENVIRONMENTAL FRIENDLY PRODUCTS

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CATEGORY	PRODUCT	STANDARD	ENV LABELS	INFO
Paper and Paper Products	Copy Paper	Best recycled paper (min 30% content), or at least paper without chlorine (TCF) and from sustainable production (PEFC, FSC)	Blauer Engel RAL-UZ 14, EU environmental label, PEFC, FSC, Oekopa	
	Hand Towels	100% recycled paper	Blauer Engel RAL-UZ 5	
IT	Computer, Monitor	Energy efficient; automatic power-saving mode; low-emission; recycling friendly; sustainable	Energy Star, TCO 3.0, Blauer Engel RAL-UZ 78a and c, EU Label	Several DELL monitors and CPUs have the Energy Star and TCO label. Some of them also the EPEAT Gold.
	Notebooks	Energy efficient; automatic power-saving mode; low-emission; recycling friendly; sustainable	Energy Star, TCO 3.0, Blauer Engel RAL-UZ 78d, EU Label	
	Printer	Usable for recycling paper; able to print two-sided; energy efficient; automatic power-saving mode; low-emission; recycling friendly; sustainable	Energy Star, Blauer Engel RAL-UZ 122, EU Label	
	Toner	Rebuild cartridges, or at least cartridges, which can be turned back to vendor	Blauer Engel RAL-UZ 55 for rebuild cartridges; LGA schadstoffgeprueft	
VOC Products	Enamel	Min. Standard according to ChemVOCFarbV	Blauer Engel RAL-UZ 12a low emission paint	Weiss- und Buntlacke, Lasuren, Grundierungen, Holzlacke, Heizkoerperlacke
	Paint	Min. Standard according to ChemVOCFarbV	Blauer Engel, RAL-UZ 102 low emission wall paint, low titan dioxide	Dispersionsfarben, Latexfarben, Abtoenfarben, Dispersionssilikatfarben
	Solvents	Avoid usage of any solvents		

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	Adhesives	Low-emission; free of solvents	Blauer Engel RAL-UZ 113	Klebstoffe fuer elastische Bodenbelaege und Parkett, Spachtelmasse
	Carpets	Low-emission	Blauer Engel RAL-UZ 128; Green Line	
	Floor, wood	Low-emission	Blauer Engel RAL-UZ 38	Laminat, Parkett, Stab, Diele, Furnier
	Floor, elastic (Kautschuk, Kork,)	Low-emission	Blauer Engel RAL-UZ 120	Kautschuk, Linoleum
Bathroom Fixtures	Showerhead	Min. WELL Class A ****	Blauer Engel RAL-UZ 157; WELL (Water Efficiency Label) Label; Water Sense Label	
	Faucets	Min. WELL Class A ****	WELL (Water Efficiency Label) Label; Water Sense Label	
	Toilets (flushing system)	Min. WELL Class A ****	WELL (Water Efficiency Label) Label; Water Sense Label	
	Urinals	Waterefficient Min. WELL Class A **** or waterless urinals	WELL (Water Efficiency Label) Label; Water Sense Label	
Wood Products	Plywood	Low-emission	Blauer Engel RAL-UZ 76	Spanplatten, Faserplatten, Verlegeplatten
	Furniture	Low-emission, free of solvents; recycling friendly, sustainable produced wood	Blauer Engel RAL-UZ 38 and 117; PEFC and FSC	
Substitutable Wood Products (plastic)	Outdoor lumber, benches, fencing, signs, posts	Products from recycled plastic	Blauer Engel RAL-UZ 30a Produkte aus Recycling Kunststoffen	

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Lighting	Indoor	Compact Fluorescent lights (CFL), LEDs or Energy Star related laminar	Blauer Engel RAL-UZ 151	
	Outdoor	Solid-state lighting (LEDs)		Creates visible light with reduced heat generation or parasitic energy dissipation
Heat pumps		High energy efficiency; use of renewable resources	Blauer Engel RAL-UZ 118; Energie-Effizienz-Index (EEI); ErP ready	
Cleaning Supplies	Sanitizer		EU-Umweltzeichen „EU-Blume (EU Ecolabel)	Allzweckreiniger und Sanitaerreiniger
Landscaping	Compost	Do not use any turf containing product!	RAL-GZ 251	
	Mulch			Use bark mulch made from local trees or lava mulch

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