

**APPENDIX Q  
DEPARTMENT OF HOMELAND SECURITY**

**AFFIRMATIVE PROCUREMENT PLAN (APP)**

**Summary**

The U.S. Department of Homeland Security (DHS) procures a variety of products ranging from office equipment and computers to services such as janitorial and landscaping. This affirmative procurement (or sustainable acquisition) plan (APP) provides guidelines for an effective sustainable acquisition program. For the purpose of this document, sustainable acquisition is defined as the *utilization of cost-effective procedures to buy recycled content products, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternate fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals.*

DHS's affirmative procurement plan consists of policy, planning, implementation and operation, monitoring, corrective action, and management review. DHS's APP has been developed to ensure that sustainable products and services will be purchased to the maximum extent practicable and fulfills the applicable affirmative procurement requirements under the Federal Acquisition Regulation Part 23.

**Table of Contents**

- I. Purpose, Authority, and Applicability ..... 3
  - A. Purpose..... 3
  - B. Authority..... 3
  - C. Applicability..... 3
- II. Scope of Sustainable Products and Services ..... 3
  - A. Energy Efficient (ENERGY STAR® for Federal Energy Management Program (FEMP-designated) Products and Services ..... 4
  - B. Water Efficient Products ..... 4
  - C. Biobased Products and Services..... 4
  - D. Environmentally Preferable Products and Services ..... 4
  - E. Non-Ozone Depleting Substances ..... 5
  - F. Recovered Materials ..... 5
  - G. Alternative Fuel Vehicles and Alternative Fuels ..... 5
  - H. Hazardous Material Management..... 5
- III. DHS Policy ..... 5
  - A. General..... 5
  - B. Program Implementation ..... 6
  - C. Balancing Environmental Considerations with Performance, Availability and Cost (Life Cycle Cost Analysis) ..... 6
  - D. Promotion Program ..... 6
  - E. DHS Sustainable Acquisition Working Group..... 7
  - F. Annual Review and Monitoring..... 7
  - G. Energy Savings Performance Contracts..... 7
- IV. Recognition Programs ..... 7
- V. Waste Prevention and Recycling Programs ..... 7
  
- Appendix A Request for Waiver Affirmative Procurement Program Item(s)..... 9
- Appendix B DHS FPDS-NG Sustainability Coding Guidelines ..... 10
- Appendix C Definitions..... 15

## **I. Purpose, Authority and Applicability**

### ***A. Purpose***

The purpose of this document is to formally establish the Department of Homeland Security's (DHS) Affirmative Procurement (also known as sustainable acquisition) Program. Affirmative procurement is the purchase of environmentally preferable products and services in accordance with one or more of the established Federal sustainable acquisition preference programs.

Section 6002 of the Resources Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), requires procuring agencies to implement an affirmative procurement program consisting of four elements: 1) a preference program; 2) a promotion program; 3) procedures for estimation, certification, and verification; and 4) procedures for annual review and monitoring.

The DHS Affirmative Procurement Program (APP) is an umbrella program that includes the following preference programs: recovered materials, energy- and water-efficient products, alternative fuels and fuel efficiency, sustainable buildings, biobased products, non-ozone depleting substances and environmentally preferable products. The intent of the program is to stimulate a market for new products within the procurement preference programs, conserve energy, preserve natural resources and reduce greenhouse gases, waste and the purchase and use of toxic materials. Thus, the type of materials purchased can impact disposal costs, air emissions, water and energy use. Wise planning can help manage these impacts.

### ***B. Authority***

- Federal Acquisition Regulation (FAR) Part 23, Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace
- Section 6002 of the Resource Conservation and Recovery Act
- Section 104 of the Energy Policy Act of 2005
- Section 9002 of the Farm Security and Rural Investment Act of 2002
- Executive Order 13834, Efficient Federal Operations

### ***C. Applicability***

The policies outlined in this APP apply to all DHS purchases, including those at or below the micro-purchase threshold.

## **II. Scope of Sustainable Products and Services**

The purpose of the DHS APP is to give preference to acquisition of the following types of products and services over like products and services lacking the preferable attribute:

### ***A. Energy-efficient (ENERGY STAR® or Federal Energy Management Program (FEMP) – designated) Products and Services***

Energy efficiency is the goal to reduce the amount of energy required to provide products and services. For example, insulating a home allows a building to use less heating and cooling energy to achieve and maintain a comfortable temperature. Installing LED lighting, fluorescent lighting, or natural skylight windows reduces the amount of energy required to attain the same level of illumination compared to using traditional incandescent light bulbs. Information about energy efficient products and services is available at [ENERGY STAR®](#) and the [Federal Energy Management Program \(FEMP\)](#).

### ***B. Water-efficient Products***

FAR 23.202(b) states: “It is the policy and objective of the Government to use and manage water through water-efficient means by:

(1) Reducing potable water consumption intensity to include low-flow fixtures and efficient cooling towers;

(2) Reducing agency, industry, landscaping, and agricultural water consumption; and

(3) Storm water management in accordance with section 438 of the Energy Independence and Security Act of 2007 ([42 U.S.C. 17094](#)).

The Department of Energy’s (DOE) FEMP sets the purchasing specifications for water-efficient product categories commonly purchased by Federal agencies.

### ***C. Biobased Products and Services***

The procurement of biobased products is established in Section 9002 of the Farm Security and Rural Investment Act (FSRIA) of 2002. Biobased products are products determined by the Secretary of Agriculture to be commercial or industrial products (other than food or feed) that are composed in whole, or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials. Examples of United States Department of Agriculture (USDA)-designated biobased products include mobile equipment, hydraulic fluids, roof coatings, diesel fuel additives, penetrating lubricants, water tank coatings, and bedding, bed linens, and towels. Information about biobased products is available at this [link](#):

### ***D. Environmentally Preferable Products and Service***

Environmentally Preferable Products (EPP) are products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the products or services. (e.g., Electronic Product Environmental Assessment Tool (EPEAT®-registered), or non-toxic or less toxic alternatives). More information about environmentally preferable products or services is available at the Environmental Protection Agency’s (EPA’s) [website](#).

### ***E. Non-Ozone Depleting Substances***

Ozone depleting substances are man-made gases that destroy ozone once the gases reach the ozone layer. FAR 23.802 requires that Federal agencies:

- 1) Implement cost-effective programs to minimize the procurement of materials and substances that contribute to the depletion of stratospheric ozone and/or result in the use, release or emission of high global warming potential hydrofluorocarbons; and
- 2) Give preference to the procurement of acceptable alternative chemicals, products, and manufacturing processes that reduce overall risks to human health and the environment by minimizing the depletion of ozone in the upper atmosphere; and the potential use, release, or emission of high global warming potential hydrofluorocarbons. A listing of ozone-depleting substances is available on the EPA [website](#).

### ***F. Recovered Materials***

Recovered materials designated by the EPA are items produced with waste materials and byproducts recovered or diverted from solid waste. Section 6002 of the [Resource Conservation and Recovery Act \(RCRA\)](#) requires agencies to purchase EPA-designated products at the highest recovered content practicable. EPA-designated items are listed in the [Comprehensive Procurement Guidelines \(CPG\)](#) at [this link](#).

### ***G. Alternative Fuel Vehicles and Alternative Fuels***

Under the Energy Policy Act (EPA) of 2005, alternative fuel vehicles (AFVs) are defined as any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel. As defined by EPA, alternative fuels are substantially non-petroleum based fuels and include (but are not limited to) the following: ethanol at a 85% blend or higher (E85); liquefied petroleum gas (propane); compressed natural gas (CNG); biodiesel; electricity; hydrogen; and P-series fuels. Additional information about AFVs and alternative fuels is available at DOE's FEMP [website](#).

### ***H. Hazardous Materials Management***

Under the Toxic Substances Control Act (TSCA) and the Pollution Prevention Act, EPA evaluates potential risks from new and existing chemicals and finds ways to prevent or reduce pollution before it gets into the environment. Chemicals under the TSCA are listed at [this link](#).

## **III. DHS Policy**

### ***A. General***

It is DHS policy to achieve 100 percent compliance with mandatory Federal sustainable acquisition requirements in all acquisition transactions, unless an exemption in FAR Part 23 applies. Exemptions to the purchase of sustainable products and services shall be included in the contract file. A sample justification template is available in Appendix A.

### ***B. Program Implementation***

The implementation of DHS's Affirmative Procurement Program includes all parties in the acquisition process, but acquisition planning begins with the requirements official. FAR Subpart 7.103 requires agency planners to comply with the policy in FAR 11.002(d) regarding procurement of sustainable products and services. Program and contracting personnel are encouraged to solicit businesses that demonstrate or adopt environmentally sound policies and systems, institute proper environmental management and auditing, disclose environmental information, and conform to environmental laws and regulations.

### ***C. Balancing Environmental Considerations with Performance, Availability and Cost (Life Cycle Cost Analysis)***

DHS shall consider the life-cycle costs in making decisions about investments in products, services, construction, and other projects to lower the Department's costs and to reduce energy and water consumption. When comparing costs, acquisition personnel should not focus exclusively on the initial price. Instead, they should calculate and compare total costs over the life of the item, which includes the initial cost along with maintenance, operating, insurance, disposal, replacement, safety and health, training, hazardous material management, and potential liability costs.

### ***D. Promotion Program***

Each Component is responsible for promoting DHS's APP. This may be accomplished by outreach and training. This shall be accomplished by including sustainable products and services preference standards in appropriate statements of work, solicitations, and contracts.

The promotional program should require contracting officers to:

- (1) Include in their FedBizOpps announcements a statement of the recycling and recovery requirements of the solicitation, if applicable;
- (2) Seek from the marketplace and annotate sources/bidders lists with information on vendors offering recovered products and services;
- (3) Encourage each contractor under a value engineering program to look for savings opportunities which could be proposed; and
- (4) Promote the fact that they are seeking to buy recovered materials at pre-bid and pre-proposal conferences, where applicable.

Training resources are available at [Fedcenter](#).

### ***E. DHS Sustainable Acquisition Working Group***

The DHS Sustainable Acquisition Working Group (SAWG) is an intra-agency working group that is advisory to the DHS Chief Sustainability Officer. The SAWG is co-chaired by a senior

environmental specialist representing Office of the Chief Readiness Support Officer (OCRSO) and a procurement analyst representing the Office of the Chief Procurement Officer (OCPO). The purpose of the working group is to foster communication and participation in developing sustainable acquisition guidance and initiatives that support the DHS Strategic Sustainability Performance Plan (SSPP) and Affirmative Procurement Program. The working group monitors DHS progress related to sustainable acquisition goals and shares best practices among agencies. Membership is open to all DHS activities, but at a minimum each Component with delegated contracting authority has a representative from the environmental field and a member from the procurement field. The DHS SAWG meets, at a minimum, on a quarterly basis.

#### ***F. Annual Review and Monitoring***

DHS tracks procurement sustainable products and services through the Federal Procurement Data System Next Generation (FPDS-NG) and Component contract writing systems. Each agency's success in meeting the sustainable acquisition requirements is measured in part by the information entered in FPDS-NG. Appendix B contains DHS FPDS-NG Sustainability Coding Guidelines. DHS tracks progress in achieving its sustainability goals through the OCRSO's Strategic Sustainability Performance Plan (SSPP) and through metrics established by the Office of Management and Budget.

#### ***G. Energy Savings Performance Contracts***

In accordance with FAR 23.205, acquisition personnel should make maximum use of the authority provided in the National Energy Conservation Policy Act (42 U.S.C. 8287) to use an energy-savings performance contract (ESPC), when life-cycle cost-effective, to reduce energy use and cost in the agency's facilities and operations. For additional information on ESPC, contact the DHS OCRSO.

### **IV. Recognition Programs**

DHS encourages its employees' commitment to environmental stewardship through recognition and awards programs. Examples of award programs include the Sustainable Purchasing Leadership Council Leadership Awards, DHS's Sustainable Practices Awards Program, and the Green Electronics Council Awards.

### **V. Waste Prevention and Recycling Programs**

Each Federal agency is required to initiate a program to promote cost-effective waste prevention and recycling of reusable materials in all its facilities (including the acquisition and management of all leased space and in the construction and improvements of buildings), consistent with applicable state and local recycling requirements. DHS follows GSA's Federal Management Regulations for the donation, sale, and recycling of electronic equipment no longer needed by the Federal Government. DHS implements this mandate as follows:

- Components' contracting and program officials shall consider all waste prevention opportunities such as recyclability, reusability, and reparability when acquiring products and services.
- Contracting Officers shall include the clause at 52.223-10, Waste Reduction Program, in all solicitations and contracts for contractor operation of Government-owned or -leased facilities and all solicitations and contracts for support services at Government-owned or -operated facilities.



**Appendix A**

**Request for Waiver  
Affirmative Procurement Program Item(s)**

For purchases over the micro-purchase threshold, the requirements official (program official) and the contracting officer, as appropriate, must document the joint determination when items subject to DHS's affirmation procurement program are not procured.

A. The procurement originator and contracting officer checks the appropriate justification(s), provides a written explanation, and signs and dates the form.

B. The original form is maintained in the official contract file.

Procurement Request/Contract Number: \_\_\_\_\_

Products/Services meeting DHS's preference standards for the following designated items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

were not obtained because:

Check the applicable justification:

- Products/services are not reasonably available within a reasonable period of time
- Products/services could not meet the performance standards set forth in the applicable specifications (attach a description of the performance standards and explain why an environmentally preferable product or service or a fuel/energy efficient product will not meet those standards)
- Products/services are only available at an unreasonable price
- Products/services are not cost-effective over the life of the product (considering energy cost savings)
- Other (please specify)

\_\_\_\_\_  
Requirements/Program Official Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Specialist/Contracting Officer Name

\_\_\_\_\_  
Date

D. Please provide supporting rationale/Justification when items subject to DHS's APP are not procured.

**Appendix B**

**DHS FPDS-NG Sustainability Coding Guidelines**

**I. Overview**

Federal agencies are required to demonstrate compliance with statutory, regulatory, or Government policy or executive order requirements when procuring products and/or services. The entry of accurate information into FPDS-NG is critical to assess DHS’s progress in meeting sustainable acquisition requirements. For Multiple Award Schedules, Government-wide Acquisition Contracts, Blanket Purchase Agreements, and Indefinite Delivery Indefinite Quantity Contracts, this information is to be provided at the task or delivery order level.

Currently, there are two (2) separate sustainable acquisition data fields within FPDS-NG that must be completed by contracting officers in order to capture information on sustainability-related requirements language and clauses incorporated into contracts, task orders and delivery orders – these fields are “Use of EPA Designated Products” (FPDS-NG field 8K) and “Recovered Materials/Sustainability” (FPDS-NG field 8L). The following guidance will assist DHS in accurately reporting sustainability-related acquisition data, whether using a contract writing system or entering data directly into FPDS-NG manually.

**II. FPDS-NG Data Field 8K: Use of EPA Designated Products**

The screenshot shows the 'Product Or Service Information' form in FPDS-NG. The 'Use Of EPA Designated Products' field is highlighted with a blue arrow. The form includes the following fields and values:

- Product/Service Code: 9999 Description: MISCELLANEOUS ITEMS
- Principal NAICS Code: 334119 Description: OTHER COMPUTER PERIPHERAL EQUIPMENT M
- Bundled Contract: Select One
- System Equipment Code: Description:
- Country of Product or Service Origin: US UNITED STATES
- Place of Manufacture: Mfg in U.S.
- Recovered Materials/Sustainability: Select One OMB Policy on Sustainable Acquisition
- InfoTech Commercial Item Category: Select One
- Claimant Program Code: Description:
- Sea Transportation: Select One
- GFE/GFP Provided Under This Action:
- Use Of EPA Designated Products: Select One (highlighted with a blue arrow)
- Description Of Requirement: (4000 characters) Government Acquisitions. HP Color Laser jet - Rolla

EPA’s Comprehensive Procurement Guidelines (CPG) designate products containing recovered materials (also known as recycled-content products). You can find the current list either by going to the EPA CPG website or the [Green Procurement Compilation](#).


Federal law requires agencies to purchase these designated products containing recovered materials, unless one of the three statutory exceptions are met and documented in the contract file. The three exceptions are - performance, availability (time), and price, which must be documented in the contract file per FAR 23.405(b) and in FPDS-NG.

To make your selection in FPDS-NG, you must first check the contract award documents to determine whether FAR clause 52.223-17 and/or other language requiring the delivery or use of recycled-content products meeting the minimum CPG content levels were required. Your selection from the “Use of EPA Designated Products” data field options must reflect the following criteria for selecting an appropriate choice:

**FPDS-NG Data Field 8K Use of EPA Designated Products**

<b>FPDS-NG Drop Down Selections</b>	<b>When to Use...</b>
Code A - Meets Requirements	EPA-designated products were required to be purchased that contain the required minimum recovered material content.
Code B - Justification – Time	EPA-designated products were required to be purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.404(b)(1)(i)).
Code C - Justification - Price	EPA-designated products were required to be purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.404(b)(1)(iii)).
Code D - Justification - Performance	EPA-designated products were required to be purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.404(b)(1)(ii)).
Code E - Not Required	No EPA-designated product(s) were required.

### III. FPDS-NG Data Field 8L: Recovered Materials/Sustainability

Product Or Service Information	
Product/Service Code:	9999 Description: MISCELLANEOUS ITEMS
Principal NAICS Code:	334119 Description: OTHER COMPUTER PERIPHERAL EQUIPMENT M.
Bundled Contract:	Select One
System Equipment Code:	Description:
Country of Product or Service Origin:	US UNITED STATES
Place of Manufacture:	Mfg in U.S.
Recovered Materials/Sustainability:	Select One  OMB Policy on Sustainable Acquisition
InfoTech Commercial Item Category:	Select One
Claimant Program Code:	Description:
Sea Transportation:	Select One
GFE/GFP Provided Under This Action:	<input type="checkbox"/>
Use Of EPA Designated Products:	Select One
Description Of Requirement: (4000 characters)	Government Acquisitions. HP Color Laser jet - Rolla

The Recovered Materials/Sustainability drop-down is used to record the use of the sustainable product categories below.

- Energy efficient products
- ENERGY STAR ® products
- Federal Energy Management Program (FEMP)-designated products
- Biobased products (USDA BioPreferred products)
- Environmentally preferable products
- Electronic Product Environmental Assessment Tool (EPEAT)-registered Products
- Water-efficient products (e.g., EPA WaterSense)
- Non-toxic/less toxic products
- EPA Significant New Alternatives Policy Program (SNAP)-listed products
- Other Environmentally Preferable

This data field records whether the contract action included a sustainable products requirement, indicated by the inclusion of a clause and/or contract language in the final award documents. Several combinations of these attributes and the recovered materials clauses are listed in this FPDS-NG field. Your selection from the “Recovered Materials/Sustainability” data field options must reflect the following criteria for selecting an appropriate choice:

**FPDS-NG Data Element 8L – Recovered Materials/Sustainability**

<b>FPDS-NG Drop Down Selections</b>	<b>When to Use...</b>
Code A - FAR 52.223-4 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.
Code B - FAR 52.223-4 & FAR 52.223-9 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products.
Code C - No Clauses Included and No Sustainability Included	Neither clause is included in the contract.
Code D - Energy Efficient	Energy Efficient
Code E – Biobased	Biobased
Code F - Environmentally Preferable	Environmentally Preferable ( <a href="https://obamawhitehouse.archives.gov/omb/procurement_index_green">https://obamawhitehouse.archives.gov/omb/procurement_index_green</a> )
Code G - FAR 52.223-4 & Energy Efficient	FAR 52.223-4 & Energy Efficient
Code H - FAR 52.223-4 & Biobased	FAR 52.223-4 & Biobased
Code I - FAR 52.223-4 & Environmentally Preferable	FAR 52.223-4 & Environmentally Preferable
Code J - FAR 52.223-4 & Biobased & Energy Efficient	FAR 52.223-4 & Biobased & Energy Efficient
Code K - FAR 52.223-4 & Biobased & Environmentally Preferable	FAR 52.223-4 & Biobased & Environmentally Preferable

Code L - FAR 52.223-4 & Biobased & Energy Efficient & Environmentally Preferable	FAR 52.223-4 & Biobased & Energy Efficient & Environmentally Preferable
---	--

NOTE: When EPA Designated Product(s) is coded “Not Required” (E), then Recovered Materials/Sustainability must be “No Clauses Included and No Sustainability Included” (C), Energy Efficient (D), “Biobased” (E), or “Environmentally Preferable” (F)

**Appendix C****Definitions**

**Affirmative Procurement** - A term used to describe an organization's policy to purchase products made with recycled material. The term also encompasses a policy to purchase environmentally friendly products including those with reduced packaging. Governed by the Resource Conservation and Recovery Act (RCRA) Section 6002, there are requirements for the establishment of Affirmative Procurement Programs (APPs) by Federal agencies. An APP is an agency's strategy for maximizing its purchases of Environmental Protection Agency (EPA)-designated items.

**Alternative Fuel Vehicle** – Alternative fuel vehicles (AFVs) are defined as any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel as defined in Section 301 of the Energy Policy Act (EPA) of 2005.

**Biobased Product** – A biobased product is a product determined by the U.S. Department of Agriculture to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products, including renewable domestic agricultural materials and forestry materials. Preference for procurement of biobased products is established under the authority of section 9002 of the FSRIA of 2002, and further amended by the Food Conservation and Energy Act of 2008 (2008 Farm Bill), the Agricultural Act of 2014 (2014 Farm Bill), and the Federal Acquisition Regulation (FAR) subpart 23.4.

**Biodegradable** – Biodegradable means the ability of a substance, material, or product ingredient to readily decompose by the action of microbes.

**Biopreferred** - Managed by the U.S. Department of Agriculture (USDA), the goal of the BioPreferred program is to increase the purchase and use of biobased products. The BioPreferred program was created by the 2002 Farm Bill and reauthorized and expanded as part of the Agricultural Act of 2014 (the 2014 Farm Bill). The increased development, purchase, and use of biobased products reduces our nation's reliance on petroleum, increases the use of renewable agricultural resources, and contributes to reducing adverse environmental and health impacts. The two major parts of the program are: 1) mandatory purchasing requirements for Federal agencies and their contractors; and 2) a voluntary labeling initiative for biobased products.

**Comprehensive Procurement Guidelines** - Regulations issued by EPA pursuant to Section 6002 of RCRA identifying items produced (or which can be produced) with recovered materials.

**Designated Item** - A product or category of products designated by EPA, made with recovered material, in the Comprehensive Procurement Guideline and whose procurement by Government agencies will help to create markets for materials recovered from solid waste.

**Energy-Efficient Product** – An energy-efficient product is a product that (i) Meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star trademark

label; or (ii) Is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Program.

**Energy-Savings Performance Contract** – An energy-savings performance contract (ESPC) is a contract that requires the contractor to: (1) Perform services for the design, acquisition, financing, installation, testing, operation, and where appropriate, maintenance and repair, of an identified energy conservation measure or series of measures at one or more locations; (2) Incur the costs of implementing the energy savings measures, including at least the cost (if any) incurred in making energy audits, acquiring and installing equipment, and training personnel in exchange for a predetermined share of the value of the energy savings directly resulting from implementation of such measures during the term of the contract; and (3) Guarantee future energy and cost savings to the Government.

**ENERGY STAR®** –A program jointly sponsored by the Environmental Protection Agency and the Department of Energy that allows manufacturers of products with superior energy efficiency that meets or exceeds specified criteria to use the ENERGY STAR® logo on their products to assist consumers in selecting energy efficient products. Examples of Energy Star® products include computers, copiers, clothes washers, dishwashers, light fixtures, and compact fluorescent light bulbs.

**Environmentally Preferable** - Environmentally preferable products and services are those that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or product or service disposal. Examples of environmentally preferable products include a printer that is Energy Star® compliant, prints on recycled paper and also has a two-sided copying capability, paint with no or low volatile organic compounds, and 100 percent post-consumer paper that is not chemically de-inked and is process chlorine free.

**EPA-designated Item** – An EPA-designated item means a product or category of products containing recovered materials that has been designated by the EPA in the Comprehensive Procurement Guidelines.

**EPEAT®** – The Electronic Product Environmental Assessment Tool (EPEAT®) helps purchasers evaluate, compare and select electronic products based on their environmental attributes. EPEAT® enables manufacturers to obtain market recognition through achievement of specific performance criteria in electronic product design and sales.

**Estimation** - Quantitative determination made by vendors of the total percentage of recovered material contained in offered products.

**Federal Energy Management Program (FEMP)-Designated Products** – FEMP-designated energy-efficient products are designated by the Federal Energy Management Program of the Department of Energy. These products are among the highest 25 percent of equivalent products for energy efficiency. For each product, FEMP identifies the efficiency levels needed to meet the requirements for procurement of energy-efficient products. Examples of FEMP-designated products include electric and gas water heaters, ice machines, boilers and chillers.



**Green Building Practices** – Green Building Practices means the incorporation of environmental, health, and waste prevention criteria in building design, site-planning and preparation, materials acquisition, construction or remodeling, deconstruction, and waste disposal.

**Greenhouse Gases (GHG)** – Greenhouse gases means carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, nitrogen trifluoride, and sulfur hexafluoride.

**Life-Cycle Cost** - The comprehensive examination of a product's environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.

**Life-Cycle Cost Assessment** - The amortized annual cost of a product, including costs associated with capital, installation, operations, maintenance, and disposal, discounted over the lifetime of the product.

**Low Standby Power** - Standby power is the level of power consumption that occurs when a device is in the lowest power-consuming mode—typically when the product is switched off or not performing its primary purpose. Federal agencies are required to purchase energy-consuming products with a standby power level of 1 watt or less when compliant models are available on the market. If a product with a standby power level of 1 watt or less is not currently available, a product with the lowest possible standby power level in the product category should be purchased.

**Post Consumer Material** - A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Postconsumer material" is a part of the broader category of "recovered material".

**Preference** - When two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will favor the more environmentally-sound or energy-efficient product.

**Recovered Material** - Waste materials and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.

**Significant New Alternative Policy (SNAP)** – SNAP is a program under Section 612 of the Clean Air Act to ensure that alternatives to ozone-depleting substances present lower overall risk to human health and the environment than the substances they replace. Under SNAP, EPA identifies lists of acceptable and unacceptable substitutes for ozone-depleting substances used in industrial sectors that include air conditioning and refrigeration; fire suppression; cleaning solvents; foam blowing agents; aerosols; adhesives, coatings and inks; sterilants; and tobacco expansion.

**Safer Choice labeled products** – Safer Choice, previously known as Design for the Environment, identifies best in class products that contain chemical ingredients that are safer for human and environmental health.

**SmartWay Program** – The SmartWay Program is an initiative between EPA and the private sector to improve fuel efficiency and reduce greenhouse gas emissions and air pollution resulting from the movement of goods within supply chains. SmartWay Transport Partners are freight carriers and shippers that have committed to benchmark operations, track fuel consumption and improve performance annually. SmartWay vehicles are certified by EPA to have better than average ratings based on both greenhouse gas and smog ratings found on all new vehicle fuel economy labels.

**Sustainable** - Sustainability is the multidisciplinary integration of mission and environmental considerations, in which an activity and its phases are viewed on a full life-cycle basis. The sustainable approach balances economic and environmental performance, from beginning to end, and how they integrate with cost, schedule, operations, maintenance, and worker/employee considerations.

**Sustainable Products/Materials** – For the purposes of this document, sustainable products and services are defined as products and services meeting the requirements of one or more of the components of FAR Part 23 requirements.

**Toxic Chemical** – A toxic chemical means a chemical or chemical category listed in 40 CFR 372.65.

**Waste Reduction** - Preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products.

**Water Efficiency** - A reduction in the intensity of water usage, such as through toilets, faucets, urinals and sinks. Included in a water efficiency program are tools, techniques, and approaches for improving water use efficiency for both potable and non-potable water resources.

**WaterSense certified products and services (water efficient products)** – Products with the WaterSense label are 20% more water efficient than average products in that category. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product category.