

# GREEN PURCHASING PLAN

## Fiscal Years 2008 to 2010

UNITED STATES POSTAL SERVICE

December 2008

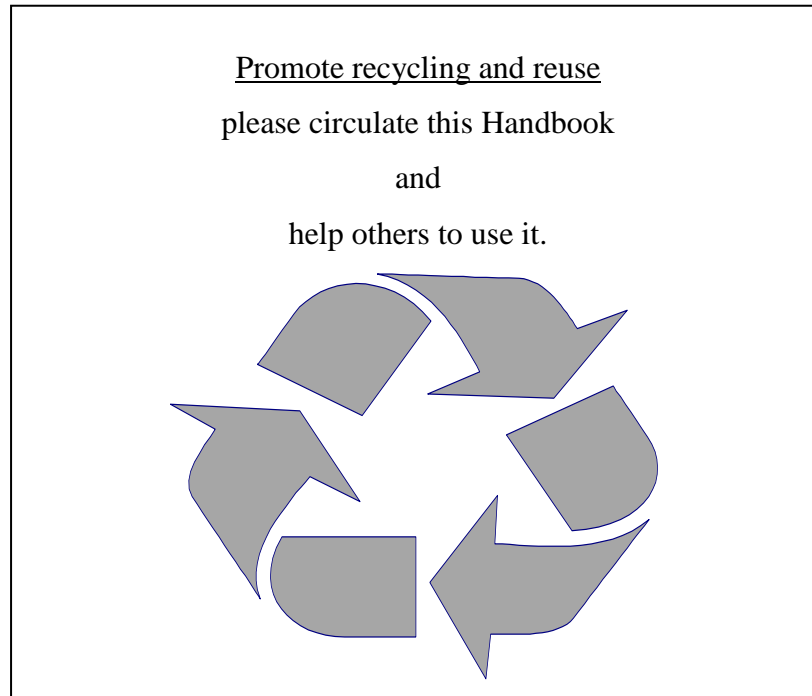


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An initiative of the Postal Service Safety and the Environmental Supply Management Task Force/Green Purchasing Workgroup in partnership with the newly formed, Incorporate Green Standards in Purchasing Life-Cycle Management Team (a.k.a. Green Purchasing Team).

*Environmental Policy and Programs EPP, in partnership with Supply Management, established the Safety and Environmental Supply Management Task Force/Green Purchasing Workgroup to look into ways to establish a coordinated approach to integrate safety and environmental performance management (SEPM) policies and procedures into supply management actions on a routine basis. In addition to this and as an indication of USPS's commitment to sustainability, Supply Management has created a cross-functional Green Purchasing/Life-Cycle Supply Management Implementation Team to support the goals and objectives identified in this Plan.*



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## Table of Contents

<b>1.0 Introduction/Background</b> .....	2
1.1 The Postal Service Vision 2013.....	4
1.2 The Supplying Principles .....	4
1.3 Postal Service Policies and Business Practices .....	4
1.4 Federal Laws, Regulations and Policies .....	4
1.4.1 RCRA Section 6002/RMAN .....	5
1.4.2 Pollution Prevention Act of 1990 .....	6
1.4.3 Executive Order 13423 .....	7
<b>2.0 Green Purchasing</b> .....	8
2.1 General .....	8
2.2 How Are Environmentally Preferable Products Identified.....	8
2.2.1 Targeted/Priority Chemical Free.....	9
2.2.2 Recycled Content .....	9
2.2.3 Independent Eco Label .....	10
2.2.4 Renewable Resource .....	10
2.2.5 Energy Efficient .....	11
2.2.6 Alternative Fuel Vehicles.....	12
<b>3.0 Roles and Responsibilities</b> .....	13
<b>4.0 Goals and Objectives</b> .....	14
<b>5.0 Implementation Strategies</b> .....	15
5.1 Green Product Fact Sheets .....	15
5.2 Research Projects.....	15
5.3 eBuy or eBuy2 .....	15
5.4 Statements of Work .....	16
5.5 Contract Clauses .....	16
5.6 Reporting .....	16
<b>6.0 Recognition</b> .....	17
6.1 Supplier Sustainability Excellence Award .....	17
<b>7.0 Annual Review</b> .....	18
7.1 Process for Revising Green Purchasing Plan .....	18
7.2 Process for Revising Implementation Tools .....	18
<b>8.0 Resources for Additional Information</b> .....	19
<b>Tables and Figures</b>	
Figure 1 – The Postal Service is Green .....	3
Table 1 – CPG Categories and Designated Items .....	5
Table 2 – Available Postal Service Green Product Fact Sheets .....	15
<b>Appendices</b>	
A - Postal Service Targeted Chemicals and USEPA Priority Chemicals.....	22
B - List of Postal Service Contracting Offices Subject to Green Purchasing Plan and Annual RCRA Data Call.....	29
C - Standard Report Format for Annual Data Call .....	31

## 1.0 Introduction/Background

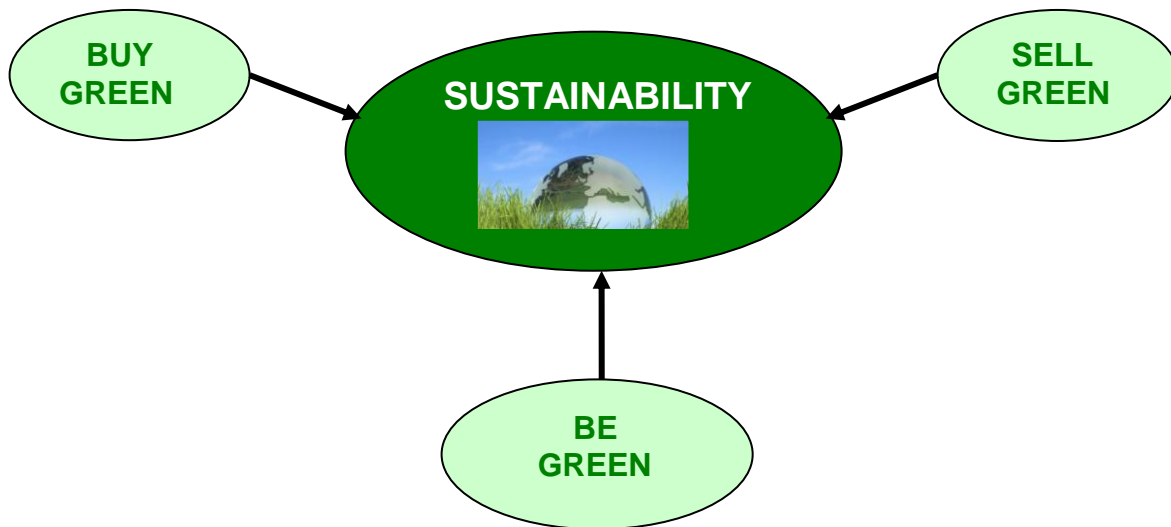
For over a decade, the U.S. Postal Service has been a leader in pollution prevention and source reduction through the use of non-hazardous and environmentally preferable chemicals and products in its daily operations. As part of the Postal Service's continuous improvement process, programs are constantly being developed and upgraded to facilitate pollution prevention and sustainability programs. Enhancing Sustainability is one of the central objectives of the Postal Service's **Vision 2013**. This is the Postal Service's latest Five-Year Strategic Plan for 2009-2013 and was issued October 2008. The appointment of the first VP of Sustainability in May of 2008 provides clear evidence of the USPS's commitment to sustainability.

The development and implementation of a new national **Green Purchasing Program** builds upon sustainable business practices that are consistent with the Postal Service's Vision 2013 Strategic Plan as found in its Section 3 under "Be a Sustainability Leader". It supports the Postal Service's enterprise transformation by fostering the development of effective business practices, tools, and resources that will create a long-term, proactive approach to pollution prevention, waste minimization and management, and the purchase and supply of environmentally preferable products. Simply put, "sustainability" is buying green, being green and selling green (refer to Figure 1) and, ***the Green Purchasing Plan is a core component of the Postal Service's corporate-wide sustainability program.***

The Green Purchasing Plan is the result of a joint effort of the Supply Management and Environment Policy and Programs organizations. It is intended to provide purchasing professionals, their internal business partners, and local purchasers, the tools necessary to help conserve natural resources, reduce or eliminate waste, and to further the Postal Service's goal to develop sustainable business practices that protect the environment, create a safe workplace and are fiscally prudent. Although the Postal Service is exempt from most environmentally-related laws, regulations and Executive Orders that mandate "green purchasing" of environmentally preferable products by Federal Agencies, it is already a leader in the sustainability area, and the issuance of this Plan will continue that record of success.

The Plan concentrates on two aspects of the purchasing process: "green" purchasing and pollution prevention. Green purchasing is the identification and purchase of goods and services that help reduce waste and conserve natural resources. It includes the purchase of environmentally preferable products which pose a reduced threat to human health and the environment when compared with competing products or services that serve the same purpose. Pollution prevention includes any practice that reduces the amount of hazardous substances, pollutants, or contaminants entering a waste stream or released into the environment. Pollution prevention focuses on the use of materials, processes, and/or practices that eliminate or reduce the quantity and toxicity of wastes at the front end of the process by looking for less hazardous materials. The Postal Service is committed to pollution prevention and reducing waste and pollutants at the point of generation. Pollution prevention and green purchasing can be enhanced throughout the Postal Service's supply chains through requirements definition, purchase planning and market research, standardization, commodity specialization and other business practices regularly used in the supplying process.

**Figure 1**  
**The Postal Service is GREEN**



**Buying Green**

Postal employees can use the resources identified in the Green Purchasing Plan to locate and buy green products (i.e., environmentally preferable products). They can buy products that help reduce waste and conserve natural resources. This includes, but is not limited to, products that are reusable, recyclable, contain recycled content materials, conserve energy and/or reduce the use of hazardous chemicals.

**Being Green**

The Postal Service has been green for many years and is recognized as a leader in both the public and private sectors. The Postal Service is actively involved in the U.S. Environmental Protection Agency's (EPA) WasteWise and the National Performance Track Programs. It has received several WasteWise Federal Partner of the Year Awards and has been inducted into the WasteWise Hall of Fame. The Postal Service has also received numerous White House "Closing the Circle" Awards for its environmental accomplishments.

The challenge is to build upon these successes and to work with our external business partners to achieve and sustain the same level of effectiveness across our extended supply chain. In this light, being Green requires meaningful and effective supplier relations and being smart in the ways we conduct our business, and expecting the same from our suppliers. Done properly, greening our suppliers can result in both environmental benefits and cost savings to all participants. A few examples of the Postal Service Being Green are noted below, and to a great extent, these successes could not have been achieved without the commitment and dedication of our suppliers:

- Operate the nation's largest fleet of alternative fuel-capable vehicles;
- Lead the nation in the use of re-refined/recycled motor oil and retreaded tires;
- Recycle more than a million tons of materials every year;
- Widespread membership of Postal Service™ Districts in the USEPA's WasteWise program;
- Thirty one (31) Postal Service™ facilities that are active members in the EPA's national Performance Track Program; and
- Recipient of 39 White House Closing the Circle Awards.

**Selling Green**

Because protecting the planet is smart for business, the Postal Service needs to help our customers do the same by providing them with products and services that are Green. Efforts underway to Sell Green include:

- Maintaining and improving upon the successes of Being Green that already provide our customers with Green Services; and
- Providing Green Products to our customers to support them with obtaining the services they need.

Examples of Green Products Available to Customers today include:

- Environmentally friendly adhesives on stamps;
- Free eco-friendly Postal Service packaging, available at usps.com; the USPS has received Cradle to Cradle certification for its cardboard boxes and envelopes – the USPS is the first shipping provider to receive this designation for packaging. Cradle to Cradle Certified<sup>CM</sup> is a certification mark of McDonough Braungart Design Chemistry (MBDC).
- Using recycled materials that can be used again;
- Bio-friendly inks to print stamps, labels, decals, and packaging tape

## 1.1 The Postal Service Vision 2013 Five-Year Strategic Plan for 2009-2013

The Postal Service's Vision 2013 is the Postal Service's roadmap for the future. Transformation began in 2002, and now with Vision 2013 has moved to offering "a broader perspective of what it will take to advance the Postal Service and the postal industry as a whole". The October 2008 update includes a new "Be a Sustainability Leader" section committing the Postal Service to building a conservation culture and adopting sustainable business practices.

## 1.2 The Supplying Principles

The Postal Service's commitment is also reflected in the Postal Service's Supplying Principles, which represent the strategic elements that guide Postal Service buying and material management activities. They are central to obtaining the Postal Service's financial, operational and public policy goals. The Ethics and Social Responsibility Principle contains an Environmental Responsibility section which follows:

"Promoting an environmentally responsible supplier base furthers the Postal Service's business and competitive interests. Therefore, the Postal Service complies with applicable environmental laws and regulations and is committed to encouraging its supply chain partners to promote and enhance environmental responsibility in their conduct of postal business."

## 1.3 Postal Service Policies and Business Practices

The Postal Service's commitment to the environment is strong and historical, and environmental and pollution prevention policies and goals have been in place since 1992. While not all of these directly relate to the buying and supplying process, purchase/Supply Chain Management (SCM) teams should be aware of them and, as necessary, consider them in their activities.

Below is a list of key environmental policies and guidance resources in place today:

- Management Instruction, Integrated Waste Management, EL-890-2007-5;
- Management Instruction, Water Quality Management, EL-890-2007-6;
- Management Instructions, Air Quality Management, EL-890-2007-1;
- Management Instruction, Environmental Integration in the Construction Process, AS-510-2004-13;
- Management Instruction, Facility Energy Management Program, AS-550-97-4;
- Handbook AS-552, Pollution Prevention Guide;
- Handbook AS-550, Paper and Paperboard Recycling Guide;
- Maintenance Management Orders and Fleet Maintenance Bulletins; and
- Electronics Stewardship Program and Plan;
- Toxic and Hazardous Chemicals Management Plan;
- High Performance and Sustainable Buildings Implementation Plan;
- Commodity Sourcing Strategy Plan: Interim CSSP Guidelines Related to the Incorporation of Green Purchasing Business Practices for Products and Services (March 14, 2008, as revised)

## 1.4 Federal Laws, Regulations and Policies

The laws, sections of laws and Executive Orders noted below do not apply to the Postal Service. However, purchase/SCM teams should consider their intent and potential positive effect on their buying activities; specifically in furthering the Postal Service's sustainability efforts and the intent of the Supplying Principles (see above). As discussed above, building environmental and sustainability considerations into purchase plans, solicitations, evaluation factors and best value decisions can have a major impact on the Postal Service's achievement of its goals in these areas. At all times, however, **best value** to the Postal Service must remain the basis of buying and supplying business decisions. The Best Value Principle of the Supplying Principles and Practices states, "Best value is defined as the outcome that provides the optimal combination of elements such

as lowest total cost of ownership, technology, innovation and efficiency, assurance of supply, and quality relative to the Postal Service's needs."

In addition, when doing so will also further the business and competitive interest of the Postal Service, the Postal Service will consider the laws and executive orders outlined below as it develops sustainability-related business practices.

#### 1.4.1 Resource Conservation and Recovery Act - Section 6002/RMAN

The Comprehensive Procurement Guidelines (CPG) program was authorized by Congress under Section 6002 of the Resource Conservation and Recovery Act (RCRA). The Environmental Protection Agency (EPA) is required to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. Once a product is designated, procuring agencies are required to purchase it with the highest recovered material content level practicable.

The CPG program is part of EPA's continuing effort to promote the use of materials recovered from solid waste. Buying recycled helps "close the recycling loop" by putting the materials collected through the recycling programs back to good use as products in the marketplace.

EPA has also issued guidance on buying recycled-content products in Recovered Materials Advisory Notices (RMANs). The RMANs recommend recycled-content ranges for CPG products that are based on current information on commercially available recycled-content products.

The RCRA requirement to buy products containing recovered materials applies to procuring agencies that spend more than \$10,000 a year on a particular item. Procuring agencies include all federal, state, and local agencies, and their contractors, that use appropriated federal funds. This does not apply to the US Postal Service, but rather provides a guideline by which the Green Purchasing requirements can be applied to particular purchases.

The following table identifies CPG categories and designated items.

**Table 1 - CPG Categories and Designated Items**

<b>Paper and Paper Products</b>	Playground Equipment
<b>Vehicular Products</b>	Playground Surfaces
Engine Coolants	Running Tracks
Rebuilt Vehicular Parts	<b>Landscaping Products</b>
Re-refined Lubricating Oils	Fertilizer made from Recovered Materials
Retread Tires	Garden and Soaker Hoses
<b>Construction Products</b>	Hydraulic Mulch
Building Insulation Products	Lawn and Garden Edging
Carpet Cushion	Plastic Lumber Landscaping Timbers & Posts
Cement and Concrete Containing Coal Fly Ash, Ground	Recovered Organic Materials Compost
Granulated Blast Furnace Slag, Cenospheres, or Silica	<b>Non-paper Office Products</b>
Fume	Binders
Consolidated and Reprocessed Latex Paint	Office Furniture
Floor Tiles	Office Recycling Containers
Flowable Fill	Office Waste Receptacles
Laminated Paperboard	Plastic Binders
Modular Threshold Ramps	Plastic Clipboards
Nonpressure Pipe	Plastic File Folders
Patio Blocks	Plastic Clip Portfolios
Polyester Carpet	Plastic Presentation Folders
Railroad Grade Crossing Surfaces	Plastic Desktop Accessories
Roofing Materials	Plastic Envelopes
Shower and Restroom Dividers and Partitions	Plastic Trash Bags
Structural Fiberboard	Printer Ribbons

<p><b>Transportation Products</b>  Channelizers  Delineators  Flexible Delineators  Parking Stops  Traffic Barricades  Traffic Cones</p> <p><b>Park and Recreation Products</b>  Park Benches and Picnic Tables  Plastic Fencing</p>	<p>Toner Cartridges</p> <p><b>Miscellaneous Products</b>  Awards and Plaques  Bike Racks  Blasting Grit  Industrial Drums  Manual-Grade Strapping  Mats  Pallets  Signage  Sorbents</p>
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#### 1.4.2 Pollution Prevention Act of 1990

The Pollution Prevention Act of 1990, established pollution prevention as the nation's preferred approach to environmental protection and waste management. Although it does not mandate specific actions, it does establish pollution prevention as the national environmental protection policy. It established the pollution reduction hierarchy that has the elimination of waste and pollution at the source. This is better known as "source reduction." Below source reduction are reuse, recycling, recovery, treatment and disposal, which is the preferred order of dealing with waste after it has been generated.

The Postal Service's national Pollution Prevention Program is summarized in greater detail in Postal Service Handbook AS-552- Pollution Prevention Guide. National goals established as part of this program include:

- Virtually eliminate the generation of hazardous waste where feasible;
- Virtually eliminate the use of Postal Service and USEPA targeted chemicals where feasible;
- Continue and expand ongoing program to evaluate and use non-hazardous chemicals;
- Continue and expand the use of innovative technologies for waste minimization and where pollution prevention options do not exist; and
- Continue and expand reuse and recycling of all remaining waste streams.

To achieve these goals, the Postal Service's Pollution Prevention Strategy focuses on instilling pollution prevention in the corporate culture through education, training, incentives and communication systems.

It was in this Handbook that the Postal Service first defined environmentally preferable products in 1996 as:

- Products that do not contain any of the USEPA 17 targeted chemicals (amended to 13 USPS targeted chemicals in 2007);
- Products with no ozone depleting substances (ODSs);
- Products that contain increased percentage of recycled content; and that are readily recyclable.

#### 1.4.3 Executive Order 13423

Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, established as policy of the United States that Federal agencies conduct their environmental, transportation, and energy-related activities in an environmentally, economically, and fiscally sound, integrated, continuously improving, efficient, and sustainable manner. As stated earlier, EO's do not apply to the Postal Service; however, we are following the spirit of the order in developing our plans and programs. One goal of the EO is the requirement that agencies acquire environmentally preferable, or Green, products. Implementation instructions for the EO require that agencies develop written goals and support actions to identify and reduce

the release and use of toxic and hazardous chemicals and materials that may result in significant harm to human health or the environment.

Section 2(e) of EO 13423 requires Federal agencies to “ensure that the agency (i) reduces the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of by the agency...” Section 3(a) of the EO requires Federal agencies to “implement within the agency sustainable practices for... (vi) reduction or elimination of acquisition and use of toxic or hazardous chemicals....”

The March 2007 EO 13423 Implementing Instructions, Section VIII.A provide: “No later than January 24, 2008, each agency, at all appropriate organizational levels including appropriate facilities, organizations, and acquisition activities, shall develop **written goals** and **support actions** to identify and reduce the release and use of toxic and hazardous chemicals and materials, including toxic chemicals, hazardous substances, ozone-depleting substances (ODSs), and other pollutants that may result in significant harm to human health or the environment.”

## 2.0 Green Purchasing

### 2.1 General

The Environmental Protection Agency defines “green purchasing” also known as environmentally preferable purchasing (EPP) as “the purchase of products or services that have a lesser or reduced effect on the environment and human health when compared with competing products or services that serve the same purpose.” EPA recommends that federal agencies select products to maximize beneficial environmental attributes and to minimize adverse environmental effects, keeping in mind price and performance considerations. EPA encourages agencies to evaluate multiple environmental impacts of products throughout the products life cycle (e.g., manufacture, packaging, and disposal). A similar strategy is affirmative procurement under EPA’s Comprehensive Procurement Guidelines (CPG), which assures items composed of recovered materials are purchased to the maximum extent practicable (40 CFR Part 247). As discussed above, the EPA guidelines do not apply to the Postal Service, but they do provide useful benchmarks that purchase/SCM teams can use to achieve Postal Service sustainability objectives.

To help purchase/SCM teams incorporate environmental considerations into purchasing decisions, the Postal Service has adopted the following guiding principles in its Commodity Sourcing Strategy Plan (CSSP) development workbooks. The guiding principles provide a framework purchasers can use during purchase planning and CSSP analysis, formation, and implementation. The five guiding principles are:

1. Include environmental considerations as part of the normal purchasing process.
2. Emphasize pollution prevention as part of the purchasing process.
3. Examine multiple environmental attributes throughout a product’s or service’s life cycle.
4. Compare environmental impacts when selecting products and services.
5. Collect accurate and meaningful information about the environmental performance of products and services.

### 2.2 How are Environmentally Preferable Products Identified?

Environmentally preferable products can be evaluated for numerous environmental attributes. In order to establish a manageable green purchasing program, the USPS has adopted the following key environmental attributes to identify environmentally preferable products:

- 1) **Targeted/Priority Chemical Free** - Does not contain any ozone depleting substances (ODSs), the 13 Postal Service targeted chemicals or the 31 EPA priority chemicals (a table listing these chemicals is presented in Appendix A).
- 2) **Recycled Content** - Product is manufactured from recycled materials per CPG designated product.
- 3) **Independent Ecolabel** – Certified products and/or services that have environmental benefits verified by independent eco-labeling organizations (i.e., Green Seal or EcoLogo).
- 4) **Renewable Resource** – Product is made from a renewable resource, either bio-based materials (e.g., soy) or renewable energy (i.e., Green-e).
- 5) **Energy and Water efficient** – products certified as energy efficient that can conserve energy (i.e., Energy Star-qualified, Federal Energy Management Program (FEMP)-designated, EPEAT Registered, NEMA Premium Efficient, WaterSense-labeled).
- 6) **Alternative Fuel** – Product uses alternative fuels (non-petroleum based) such as, biodiesel, compressed natural gas, E-85, etc.

Product durability, take-back programs, recyclability and reusability also provide environmental benefits that lead to source and waste reduction.

The presence of any one attribute alone does not make a product environmentally preferable. Examining single environmental attributes such as recycled content and energy efficiency is highly valuable, but it does not provide a complete picture of environmental impacts. For example, items listed in the CPG are designated based on their recycled content, whereas the criteria for environmentally preferable products include multiple

attributes such as energy use; conservation of resources; impacts on air, water, and land; and use of toxic or hazardous constituents. However, for the purposes of this strategy, only a few of these criteria are recommended for initial implementation. Products that have been independently certified by Green Seal or EcoLogo meet a higher standard and have several attributes that were evaluated for as part of the certification process.

### **2.2.1 Targeted/Priority Chemical Free - Product does not contain any of the 13 Postal Service targeted chemicals (or the 31 EPA priority chemicals).**

It is Postal Service policy to reduce and/or eliminate the use of products containing 13 Postal Service targeted chemicals, where feasible. The list of targeted Postal Service chemicals is based on a comprehensive survey of hazardous chemicals found in products used by the USPS that can result in cross contamination of wastes making otherwise non-hazardous waste hazardous. In addition to this, the EPA has identified a list of 31 priority chemicals that should be avoided when possible. While most of these chemicals are not in any products used by the Postal Service, they are included here to avoid the inadvertent future purchase of any products with these listed hazardous chemicals. These chemicals can be reduced by finding solutions that eliminate or substantially reduce the use of priority chemicals in production or by recovering these chemicals where they cannot be eliminated or reduced upfront.

The policy to not purchase products that contain ozone depleting substances is found in the Postal Service Handbook AS-552. The purchase of ODSs for existing HVACs and the scheduled phase out of these chemicals is covered in greater detail in the Postal Service's National Refrigerant Management Plan. The 13 USPS targeted chemicals and the USEPA 31 priority chemicals are listed in Appendix A.

### **2.2.2 Recycled Content - Product is manufactured using recycled materials (i.e. CPG and RMAN).**



Products made with recycled content contain materials that have been recovered from the solid waste stream, either during the manufacturing process (pre-consumer) or after consumer use (post-consumer). Recycled content includes recycled raw material that would otherwise have been incinerated or land disposed, as well as used, reconditioned, and remanufactured components. For products that are only partially made of recycled material, a recycled content claim indicates the percentage, by weight, of recycled content in the finished product.

Among the items that would meet this criterion include those that are designated products under EPA's Comprehensive Procurement Guidelines (CPG) program. The CPG program is part of EPA's continuing effort to encourage the use of materials through recycling, and thereby help to reduce the amount of waste that must be disposed. Buying recycled-content products ensures that the materials collected in recycling programs will be used again in the manufacture of new products. EPA is required to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. The CPG designates items in the following eight product categories: paper and paper products, vehicle products, construction products, transportation products, park and recreation products, landscaping products, non-paper office products, and miscellaneous products (refer to Table 1).

Once a product is designated, procuring agencies are required to purchase such products with the highest recovered material content level practicable. EPA also issues guidance on buying recycled-content products in Recovered Materials Advisory Notices (RMANs). The RMANs recommend recycled-content ranges for CPG products based on current information on commercially available recycled-content products. RMAN recommendations are updated as marketplace conditions change. While directed primarily at executive branch agencies, CPG and RMAN information is helpful to everyone interested in purchasing recycled-content products.

### **2.2.3 Independent Ecolabel - Ecolabeling or third-party environmentally preferable certification (i.e. Green Seal and EcoLogo)**

Ecolabeling is a voluntary method of environmental performance certification and labeling. An ecolabel identifies overall environmental preference of a product within a specific product category. An ecolabel is awarded to certain products that are independently determined to meet environmental leadership criteria. Manufacturers of products are able to demonstrate the environmentally preferable nature of their products by

applying for and receiving certifications from impartial third party organizations (e.g., independent, non-profit) such as Green Seal or EcoLogo.



**Green Seal** is an organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that generate less hazardous waste, conserve resources and habitats, and minimize global warming and ozone depletion. Green Seal works with manufacturers, industry sectors, purchasing groups and governments to “green” the production and purchasing chain. The Green Seal is awarded to products that have less impact on the environment and work well. To earn the Green Seal a product must meet the Green Seal environmental standard for the product category (approx. 40 categories--e.g., degreasers, commercial adhesives, industrial & institutional cleaners) as demonstrated by rigorous evaluation and testing and a plant visit.



**EcoLogo** - EcoLogo is North America’s oldest environmental standard and certification organization (and the second oldest in the world). It is the only North American standard accredited by the Global Ecolabeling Network as meeting the international ISO 14024 standard for environmental labels. EcoLogo is widely recognized and has established standards and certified products in more than 120 categories. It helps end users identify, buy, and sell environmentally preferable (“green”) goods and services. More than 7,000 EcoLogo-certified products from hundreds of manufacturers are listed on the EcoLogo website.

## 2.2.4 Renewable Resource

A natural resource qualifies as a **renewable resource** if it is replenished by natural processes at a rate comparable to its rate of consumption by humans or other users. Alcohol (e.g. ethanol) is a renewable source of energy. Similarly, oils from plants and seeds can be used as a substitute for non-renewable diesel. Methane is also considered a renewable source of energy. Gasoline, coal, natural gas, diesel and other commodities derived from fossil fuels are non-renewable. Unlike fossil fuels, a renewable resource can have a sustainable yield. Other sources of renewable energy include solar, wind, and hydro-based sources of energy.

**Bio-based** – Natural resources that qualify as renewable resources include oxygen, fresh water, timber, and biomass. However they can become non-renewable resources if used at a rate greater than the environment’s capacity to replenish them. Renewable resources may also include commodities such as wood, paper, and leather.



The United States Department of Agriculture, which is subject to the Farm Security and Rural Investment Act (FSRIA) of 2002, has responded to two provisions of the Act that helped launch a program called BioPreferred. The provisions included: 1) a mandate to the U.S. Department of Agriculture to develop and implement a comprehensive program for designating bio-based products and 2) a directive to all federal agencies to increase their purchase and use of "preferred" products.

As defined by FSRIA, "bio-based products" are products determined by the U.S. Secretary of Agriculture to be commercial or industrial goods (other than food or feed) composed in whole or in significant part of biological products, forestry materials, or renewable domestic agricultural materials, including plant, animal, or marine materials. Made from renewable plant and animal sources, bio-based products are generally safer for the environment than their petroleum-based counterparts. They are usually biodegradable or recyclable.



**Green-e (renewable energy)** is the nation's leading independent certification and verification program for renewable energy and greenhouse gas emission reductions in the retail market. The Center for Resource Solutions, the national non-profit organization that administers Green-e, works to increase the amount of renewable energy used worldwide. Approximately 98

percent of electricity in the United States comes from non-renewable resources such as coal, natural gas, and nuclear power. Using non-renewable resources to create electricity produces more harmful emissions linked to global warming than any other human activity. The remaining two percent of U.S. electricity generated from clean, renewable resources—such as wind, solar, geothermal, small hydro-electric and biomass—produce dramatically less air pollution and have significantly smaller environmental impacts.

### 2.2.5 Energy efficient



**Energy Star** is a program developed by EPA to help businesses and individuals protect the environment through superior energy efficiency. The Energy Star program encompasses more than 35 product categories for the home and workplace. A foundation of the Energy Star program is to identify efficient products that will reliably deliver energy savings and environmental benefits. EPA and the U.S. Department of Energy (DOE) work with manufacturers to determine the energy performance levels that must be met for a product to earn the Energy Star certification.

**FEMP (Federal Energy Management Program) Designated Products** - This program is part of a Department of Energy initiative to identify products in the upper 25% of energy efficiency in their class. Designated products parallel Energy Star-qualified products but include products that are less consumer-oriented than those in Energy Star.

**EPEAT (Electronic Product Environmental Assessment Tool)** - This tool evaluates electronic products according to three tiers of environmental performance – Bronze, Silver and Gold. The complete set of performance criteria includes 23 required criteria and 28 optional criteria in 8 categories. To be EPEAT registered, products must meet all the required criteria. Products may then achieve a higher level EPEAT “rating” by meeting additional optional criteria, as follows:



Product meets all required criteria.



Product meets all required criteria plus at least **50%** of the optional criteria that apply to the product type being registered.



Product meets all required criteria plus at least **75%** of the optional criteria that apply to the product type being registered.

**National Electrical Manufacturers Association (NEMA)** - has established the NEMA Premium Program to assist purchasers in identifying highly efficient motors that will save them money and improve system reliability. NEMA Premium labeled electric motors assist in the optimization of motor system efficiency in light of power supply and utility deregulation issues. NEMA Premium motors reduce electrical consumption, thereby reducing pollution associated with electrical power generation.

**Water Efficient Products** are supported by EPA's WaterSense program. WaterSense is a partnership program whose mission is to protect the future of our nation's water supply by promoting and enhancing the market for water-efficient products and services. The WaterSense label will indicate that these products and programs meet water efficiency and performance criteria. WaterSense labeled products will perform well, help save money, and encourage innovation in manufacturing.

WaterSense is partnering with irrigation professionals and irrigation certification programs to promote water-efficient landscape irrigation practices. WaterSense is also partnering with manufacturers, retailers and distributors, and utilities to bring WaterSense products to the marketplace and make it easy to purchase high-performing, water-efficient products.

## **2.2.6 Alternative Fuel Vehicles**

The Energy Policy Act of 2005, which applies to the Postal Service, requires that 75 percent of a Federal Agency's fleet light-duty vehicle (LDV) acquisitions in U.S. metropolitan statistical areas must be alternative fuel vehicles (AFVs), and use alternative fuels in fleet dual-fuel and flexible-fuel vehicles if the fuel is available within 5 miles or 15 minutes and does not cost more than gasoline.

In addition, section 142 of the Energy Independence and Security Act of 2007 requires that agencies reduce petroleum consumption and increase alternative fuel consumption by certain goals beginning in 2015, codifying existing requirements in E.O. 13423, and extending those requirements to the USPS. While the statutory language was intended to incorporate existing goals in the E.O. 13423, there was a technical error in the language as enacted. We understand that DOE is planning to issue regulations stating that agencies should increase alternative fuel consumption by 10 percent a year beginning in 2015, continuing that existing E.O. requirement. The regulations will likely incorporate the goal in the E.O. that agencies reduce petroleum consumption by 2 percent annually beginning in 2015, which also would continue an existing E.O. requirement; this goal also would apply to the USPS.

### 3.0 Roles and Responsibilities

The Postal Service Green Purchasing Plan is applicable to all employees involved in the purchasing and supplying process. Specific responsibilities (i.e. communications, training, reporting, etc.) are identified in the Management Instructions and Handbooks identified in Section 3.0 of this plan. For the purposes of this Plan, responsibilities have been broken down into three basic categories of postal employees, 1) Clients or Internal Business Partners; 2) Contracting Officers, Buyers, Market Analysts and Item Managers; and 3) Requisitioners.

#### Purchase/SCM Teams

As stated in the Postal Service Supplying Principles and Practices, “purchase/SCM teams play a critical role in the SCM process throughout the SCM life cycle . . . (their) mission is provide overall guidance, direction and oversight for a given purchase or series of purchases.” In the sustainability area, team and individual responsibilities generally fall into the following:

**Clients (or Internal Business Partners):** Responsible for supporting the Postal Service’s sustainability objectives and environmental commitments and, as appropriate, incorporating environmental-impact and sustainability considerations into specifications and/or statements of work when doing so will enhance sustainability and makes good business sense.

**Contracting Officers, Buyers, Market Analysts, and Item Managers:** Responsible for ensuring that sustainability and environmental considerations are considered and addressed through the Postal Service’s supply chains. This includes market research, purchase planning, supplier relations, and end-of-life activities.

**Requisitioners:** Responsible for being aware of the Postal Service Green Purchasing Goals and Objectives and should make every effort to request the purchase of products and services that have been identified as Environmentally Preferable (i.e. using coded attributes as an indicator).

#### **4.0 Goals and Objectives (FY 2008 – 2010)**

While the Postal Service has had a Green Purchasing Policy in place since 1996, as described in the Postal Service Handbook AS-552 – Pollution Prevention Guide, this is the first Green Purchasing Plan designed to implement and evaluate Green Purchasing strategies at the national or enterprise level. Objectives and goals are divided into Qualitative and Quantitative categories. As part of the national Green Purchasing Program, the Green Purchasing/Life-Cycle Supply Management Implementation Team will, as necessary, review and update the Green Purchasing Plan and any related purchasing policies, practices and guidelines.

##### **Fiscal Year 2008**

###### **Qualitative**

- Initiate a request to Supply Management Category Management Centers (CMCs) for baseline information regarding Environmentally Preferable purchasing data from national supply contracts using the new standard template report (Appendix C);
- Investigate the feasibility of developing business rules that will govern the eBuy2 System, the Postal Service's planned electronic catalog system replacement for the current eBuy System. These rules will track the quantities/costs of purchased environmentally preferable products and other products;
- Draft a proposed Supplier Sustainability Excellence Recognition category as part of the Postal Service's Supplier Performance Award (SPA) program;
- Begin review of sustainability categories and suggest parameters incorporating environmental targets and metrics into key supplier performance scorecards as entered into the Supply Chain Relationship Management System (SCRMS)).

###### **Quantitative**

- Develop Interim Guidelines for Green Business Practices in order to augment current Commodity Sourcing Strategy Plans (CSSPs);
- Create and complete Beta test for Benchmarking Environmentally Preferable purchasing data;
- Submit a mid-year update for the Green Purchasing Plan to the Office of Federal Environmental Executives (OFEE).
- Review and update goals, as needed, for FY 2009 and FY 2010.

##### **Fiscal Year 2009 and 2010**

###### **Qualitative**

- Initiate development of Green Purchasing performance requirements and targets for new national contracts, and study the feasibility of modifying current contracts to include these requirements;
- Develop a process for applying life-cycle analysis principles to larger acquisitions in order to determine and allay possible negative environmental impact;
- Review required vendor labeling of environmentally preferable electronic catalog products (using industry established symbols) for all new purchasing contracts and make recommendations;
- Develop and review evaluation metrics for environmental performance in contract review processes;
- Evaluate the cost-benefit of providing incentives to suppliers who can provide Environmentally Preferable Products;
- Develop a Change Management and Communications Plan. Included in this plan will be methods of routine communications to functional areas and employees about available tools for identifying and purchasing Environmentally Preferable Products and Services (e.g. *Material Logistics Bulletin*, *NewsTalk*, Stand-up Talks, etc.).
- Implement a Supplier Sustainability Excellence Recognition category as part of our existing Supplier Performance Award program;

###### **Quantitative**

- Post the national Green Purchasing Plan via the postal Intranet and communicate its location to employees for easy access;
- (Following the annual GPP review for FY 2008, additional Quantitative Goals may be added).

## 5.0 Implementation Strategies

### 5.1 Green Product Fact Sheets

Green Product Fact Sheets were developed as a tool to aid facilities in the identification of environmentally preferable products that are available and to provide guidelines for use and purchase of these products. Products identified on the Green Product Fact Sheets as environmentally preferable products *do not* contain any of the 13 Postal Service targeted chemicals or the 31 US EPA Priority Chemicals or RCRA characteristics of ignitability, corrosiveness, and reactivity. A series of 20 Green Product Fact Sheets have been developed and are listed in the table below. These will be periodically revised. Refer to the Green Product Fact Sheets prior to purchasing products.

The Green Product Fact Sheets can be found at:

<http://safetytoolkit.usps.gov/ResourceFiles/633292437443476624Greening%20Products%20Fact%20Sheets.html>

<b>Table 2 - Available Postal Service Green Product Fact Sheets</b>
Adhesive and Sealants
Antifreeze
Battery Cleaners
Body Fillers
Brake Cleaners
Carburetor Cleaners
Circuit Board and Electrical Contact Cleaners
Custodial Products
Degreasers and Industrial Cleaners
De-inking Cleaners
Engine Oils and Fluids
Insect Control
Lead Free Wheel Weights
Mercury Containing Lamps
Penetrating Lubricants
Paint Strippers and Thinners
Paints and Primers
Recycled Content Products
Refrigerants (Vehicles and Building)
Vehicle Wash Cleaners and Windshield Washer Fluid

### 5.2 Research Projects

Periodically special research projects are funded to evaluate the economics and performance of various products that could provide an environmental, safety and economic benefit to the Postal Service. When the opportunity arises, either a new Green Product Fact sheet or executive summary will be prepared and posted on the Postal Service Blue Intranet Site for use by postal requestors and buyers.

### 5.3 eBuy and eBuy2

The Postal Service currently has a tool in place that will be used to identify environmentally preferable products to Postal Service product requestors. The eBuy electronic catalog system currently in place or its replacement (eBuy2) would be the ideal mechanism for identifying the spectrum of environmentally friendly products available to Postal Service employees making product purchases. Each product description is composed of several information or data fields. A test is under way within eBuy using a GREEN descriptor for environmentally preferable products. This GREEN descriptor will be universally adopted for green products in eBuy if this test proves successful.

To accomplish the environmentally preferable purchasing strategy presented in this report, Postal Service Supply Management must work with product suppliers to ensure green product information is presented in the eBuy catalogs and/or in vendor catalogs. When submitting their catalogs to the Postal Service, product suppliers would populate the selected field with the environmentally preferable criteria identified in the Green Purchasing Policy. When employees access product information, they can select products that meet the five Postal Service criteria for environmentally preferable.

eBuy2 is an Internet-based strategic sourcing tool, using a BPM (business process management) platform (rules/roles/process and event-driven), for requisition workflow and approval management, e-catalog ordering, and spend management, with side-by-side comparison shopping features and supplier catalog punch-out capability, improved financial management controls and Sarbanes-Oxley (SOX) compliance. Pilot projects are currently underway and if the program proves effective and feasible, environmentally preferable attributes will be added to the application when possible.

In addition, with eBuy2, icons can be used to flag the green nature of certain products at the search field or catalog level, rather than the product information level, which is currently a limitation of eBuy. An icon would immediately grab the attention of those purchasing products on eBuy2, and a filter on the search engine would allow purchasers to narrow the scope of search to green products at the outset. For example, if the product:

- Is a CPG designated item or if it was made from recycled materials, a recycling icon such as that presented in Section 2.2.2 of the plan would follow the product name; or
- Received a third-party certification, a GreenSeal or EcoLogo icon shown in Section 2.2.3 would follow the product name.

#### **5.4 Statements of Work**

Basic environmental performance specifications will be developed and adopted for use with national and local supply and service contracts, as appropriate. For applicable supply contracts, statements of work will be developed for consistency with the environmental preferable product attributes included in this plan.

#### **5.5 Supplier Evaluations**

Supplier environmental performance targets and metrics will be included as part of the Postal Service's Supply Chain Relationship Management System (SCRMS) supplier development and scorecard module.

#### **5.6 Reporting**

A standard Green Purchasing Report template has been developed and is included in Appendix C and it applies to all contracts managed by contracting offices listed in Appendix B. The report will be generated annually and reviewed as part of the review process identified in the Section 7.1.

## 6.0 Recognition

The Postal Service intends to integrate a **Supplier Sustainability Excellence Award** category into its existing Supplier Performance Awards program as one of the objectives and goals of this Green Purchasing Policy. For the purposes of discussion and to foster action on this topic, some examples of awards criteria for each category are provided below and are consistent with driving the changes necessary to achieve success in the implementation of our Green Purchasing Program.

### 6.1 Supplier Sustainability Excellence Award (SSEA)

The Supplier Sustainability Excellence Award will recognize suppliers for optimizing sustainable business practices in a way that benefits the Postal Service. Benefits include environmental, economic, and social factors that significantly contribute to the Postal Service's sustainability goals.

Examples of possible award criteria are:

- ◆ Provide substantial Environmentally Preferable Products as identified in six general categories:
  - 1) Free of USPS Targeted & USEPA Priority Chemicals
  - 2) Recycled Content w/Post Consumer Content
  - 3) Eco-Labeling – i.e., Green Seal and EcoLogo
  - 4) Renewable Resources – Bio-based products, Renewable Energy
  - 5) Energy and Water Efficient: Energy Star, EPEAT, NEMA Premium Efficient, WaterSense (USEPA)
  - 6) Alternative Fuel Vehicles
- ◆ Offer assistance in managing the end of life cycle such as recycling, reuse and disposal for compliance and mitigating the risk of fines and penalties.
- ◆ Increase green operating efficiencies and implement sustainable packaging initiatives that reduce packaging requirements, promote reuse and recycle packaging.
- ◆ Implement a written Pollution Prevention Plan that is auditable and achieves significant accomplishments.
- ◆ Incorporate the Triple Bottom Line and implement solutions that improve products and processes, eliminate waste, reduce the consumption of resources, and assist in reaching social goals, profitability goals, and improving the environment concurrently.
- ◆ Establish green metrics, measure results, and provide accurate green purchasing data in the Postal Service Annual Data Call (e.g., quantities purchased, total cost of ownership (TCO), and cost savings).
- ◆ Optimize technology to provide user friendly, easily identifiable programs and processes to recognize green products and services, and/or development of green training programs that builds competencies and responsibility toward working and living sustainably.
- ◆ Obtain and implement green certification programs and environmental management systems, such as ISO 14001, EPA's Design for the Environment (DfE), and EPA's Performance Track.

More work will be done in FY 2009 to determine the best way to manage the **Supplier Sustainability Excellence Award** category.

## **7.0 Annual Review**

### **7.1 Process for Revising Green Purchasing Plan**

Each year the Green Purchasing Workgroup will convene in January to review progress made on the implementation of the Postal Service national Green Purchasing Plan as part of a continuous improvement process. Reports from vendors and feedback generated throughout the year will be evaluated and updates to the GPP will be made as necessary. During the first three years of plan implementation, quantitative goals will be added to the plan for fiscal years 2009 and 2010.

### **7.2 Process for Revising Implementation Tools**

Implementation tools include Green Product Fact Sheets, Postal Service national catalogs and eBuy (or eBuy2). Other tools may be developed, but to help maintain consistency within the program, updates will be shared with members of the Green Purchasing Workgroup for review and comments prior to finalization.

## 8.0 Resources for Additional Information

eBuy, at <http://ebuy/jsp/co/Login.jsp>

Environmental Web Site at <http://safetytoolkit.Postal Service.gov/resources/resources.aspx>

Supply Management Website at <http://blue.Postal Service.gov/purchase/>

USEPA Comprehensive Procurements Guidelines at <http://www.epa.gov/epaoswer/non-hw/procure/index.htm>

Department of Agriculture's [Biobased Products Guidance](#)

Department of Agriculture's [Biobased Products Catalog](#)

[Defense Logistics Agency's Green Procurement Program](#)

[Electronic Products Environmental Assessment Tool](#) (EPEAT)

[EPA' Comprehensive Procurement Guidelines Program](#)

[EPA's Comprehensive Procurement Guidelines \(CPG\) Supplier Database](#)

[EPA's ENERGYSTAR® Program](#)

[EPA's Environmentally Preferable Purchasing Program](#)

[EPA's FedCenter Website](#)

[EPA's Green Power Partnership](#)

[EPA's Significant New Alternatives Policy Program \(SNAP\)](#)

[EPA's Water Use Efficiency Program WaterSense<sup>SM</sup>](#)

[EPA's WasteWise Program](#)

[FEMP Energy-efficient Product Recommendations](#)

[Green Purchasing Compliance Monitoring](#)

[Green Seal](#)

[GSA Advantage!®](#)

[Javits Wagner O'Day](#)

[Integrating Green Purchasing Into Your Environmental Management System](#)

[National Industries for the Blind](#)

[Office of the Federal Environmental Executive](#)

## Appendices

**Appendix A – Postal Service 13 Targeted Chemicals & USEPA 31 Priority Chemicals**

### Postal Service 13 Targeted Chemicals & USEPA 31 Priority Chemicals

(Sorted by Chemical Name and Postal Service Targeted Chemicals are Shaded)

<b>Chemical Name</b>	<b>Synonyms/ Trade Names</b>	<b>CAS Number</b>	<b>Uses/Products</b>
Acenaphthene	<ul style="list-style-type: none"> <li>Ethylene naphthalene</li> </ul>	83-32-9	<ul style="list-style-type: none"> <li>Used to make dyes, plastics, and pesticides</li> <li>May be found in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>
Acenaphthylene	<ul style="list-style-type: none"> <li>Cyclopenta(de)naphthalene</li> </ul>	208-96-8	<ul style="list-style-type: none"> <li>Used to make dyes, plastics, and pesticides</li> <li>May be found in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>
Anthracene	<ul style="list-style-type: none"> <li>Anthracin</li> <li>Green oil</li> <li>N2G</li> <li>Paranaphthalene</li> <li>Tetra Olive</li> </ul>	120-12-7	<ul style="list-style-type: none"> <li>Used to make dyes, plastics, pesticides, smoke screens, and scintillation counter crystals</li> <li>May be found in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>
Benzene	<ul style="list-style-type: none"> <li>Benzol</li> <li>Coal naphtha</li> <li>Cyclohexatriene</li> <li>Phenyl hydride</li> </ul>	71-43-2	<ul style="list-style-type: none"> <li>Used as an intermediate to make plastics, resins, and nylon and synthetic fibers</li> <li>Used to make rubber, lubricants, dyes, detergents, drugs, and pesticides</li> </ul>
Benzo (g,h,i) perylene	<ul style="list-style-type: none"> <li>1,12-Benzoperylene</li> </ul>	191-24-2	<ul style="list-style-type: none"> <li>Used to make dyes, plastics, pesticides, bile acids, cholesterol, and steroids</li> <li>May be found in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>
4-Bromophenyl phenyl ether	<ul style="list-style-type: none"> <li>4-Bromophenoxybenzene</li> <li>p-Bromodiphenyl ether</li> <li>p-Phenoxybromobenzene</li> </ul>	101-55-3	<ul style="list-style-type: none"> <li>Previously used as a flame retardant</li> <li>Used to conduct research</li> </ul>
Cadmium & cadmium compounds	<ul style="list-style-type: none"> <li>C.I. 77180</li> </ul>	7440-43-9	<ul style="list-style-type: none"> <li>Used to make pigments, batteries, metal coatings, and plastics</li> </ul>

Carbon tetrachloride	<ul style="list-style-type: none"> <li>• Benziform</li> <li>• Benzinofom</li> <li>• Carbon chloride</li> <li>• Freon 10</li> <li>• Fulkoids</li> <li>• Halon 104</li> <li>• Methane tetrachloride</li> <li>• Perchloromethane</li> <li>• R10</li> <li>• Tetrachloromethane</li> <li>• Tetraform</li> <li>• Tetrasol</li> </ul>	56-23-5	<ul style="list-style-type: none"> <li>• Most uses are banned, only used in some industrial applications</li> <li>• Previously used to make refrigeration fluid and propellants for aerosol cans, as a pesticide, as a cleaning fluid, as a degreasing agent, in fire extinguishers, and in spot removers</li> </ul>
Chloroform	<ul style="list-style-type: none"> <li>• Methyl trichloride</li> <li>• R20</li> <li>• Trichloromethane</li> </ul>	67-66-3	<ul style="list-style-type: none"> <li>• Previously used as an anesthetic</li> <li>• Used to produce other chemicals</li> </ul>
Chromium & chromium compounds	<ul style="list-style-type: none"> <li>• Chromic ion</li> </ul>	7440-47-3	<ul style="list-style-type: none"> <li>• Chromium(0) is used to make steel</li> <li>• Chromium(III) and (IV) are used for chrome plating, leather tanning, and wood preserving, and to make dyes and pigments</li> </ul>
Cyanide compounds & hydrogen cyanide	<ul style="list-style-type: none"> <li>• Aero Liquid HCN</li> <li>• Cyclon</li> <li>• Evercyn</li> <li>• Prussic Acid</li> <li>• Zaclondiscoids</li> </ul>	74-90-8	<ul style="list-style-type: none"> <li>• Used in electroplating, metallurgy, organic chemicals production, photograph developing, manufacturing of plastics, fumigation of ships, and mining processes</li> </ul>
Dibenzofuran	<ul style="list-style-type: none"> <li>• DBF</li> <li>• Diphenylene oxide</li> </ul>	132-64-9	<ul style="list-style-type: none"> <li>• Used as an insecticide</li> <li>• Used to produce other chemicals</li> </ul>
Dioxin/Furans	<ul style="list-style-type: none"> <li>• TCDD</li> <li>• 2,3,7,8-TCDD</li> </ul>	1746-01-6	<ul style="list-style-type: none"> <li>• Created as a byproduct, not made for a specific purpose</li> </ul>
Endosulfan, alpha & Endosulfan, beta	<ul style="list-style-type: none"> <li>• Benzoepin</li> <li>• Chlorthiepin</li> <li>• Cyclodan</li> <li>• Devisulphan</li> <li>• Insectophene</li> <li>• Kop-Thiodan</li> <li>• Malix</li> <li>• Thiodan</li> </ul>	95-99-8 33213-65-9	<ul style="list-style-type: none"> <li>• Used as an insecticide, pesticide, and wood preservative</li> </ul>
Fluorene	<ul style="list-style-type: none"> <li>• 2,2-methylenebiphenyl</li> <li>• 2,3-benzindene</li> </ul>	86-73-7	<ul style="list-style-type: none"> <li>• Used in the production of dyes, plastics, and pesticides</li> <li>• May be found as an ingredient in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>

Heptachlor & Heptachlor epoxide	<ul style="list-style-type: none"> <li>• Arbinex 30TN</li> <li>• Basaklor</li> <li>• Drinox</li> <li>• E3314</li> <li>• GPKh</li> <li>• Heptagran</li> <li>• Rhodiachlor</li> <li>• Soleptax</li> <li>• Termide</li> <li>• Velsicol 104</li> </ul>	76-44-8 1024-57-3	<ul style="list-style-type: none"> <li>• Previously used to kill termites and insects, but commercial sale is now banned</li> <li>• Currently, only allowed use is to control fire ants in power transformers</li> </ul>
Hexachlorobenzene	<ul style="list-style-type: none"> <li>• Bunt-cure</li> <li>• Co-op Hexa</li> <li>• HCB</li> <li>• Julin's carbon chloride</li> </ul>	118-74-1	<ul style="list-style-type: none"> <li>• Previously used as a pesticide and to make fireworks, ammunition, and synthetic rubber</li> <li>• Production and use is now banned</li> </ul>
Hexachlorobutadiene	<ul style="list-style-type: none"> <li>• C46</li> <li>• HCBD</li> <li>• Perchlorobutadiene</li> </ul>	87-68-3	<ul style="list-style-type: none"> <li>• Used to make rubber and lubricants, solvents, heat transfer liquid, and hydraulic fluid</li> </ul>
Hexachlorocyclohexane, gamma-	<ul style="list-style-type: none"> <li>• Agrocide</li> <li>• BBH</li> <li>• Bentox 10</li> <li>• DBH</li> <li>• Devoran</li> <li>• Gammalin 20</li> <li>• Geolin G3</li> <li>• Gexane</li> <li>• Lindane</li> <li>• Nexit</li> <li>• Silvanol</li> <li>• Viton</li> </ul>	58-89-9	<ul style="list-style-type: none"> <li>• Previously used as an insecticide</li> <li>• May be found as an ingredient in medical ointments</li> <li>• Used to make house sprays, shelf paper, and dog dips</li> </ul>
Hexachloroethane	<ul style="list-style-type: none"> <li>• Avlothane</li> <li>• Carbon hexachloride</li> <li>• Distokal</li> <li>• Egitol</li> <li>• Fasciolin</li> <li>• HCE</li> <li>• Perchloroethane</li> <li>• Phenohep</li> </ul>	67-72-1	<ul style="list-style-type: none"> <li>• Used by the military to make weapons that produce smoke (e.g., smoke pots and grenades)</li> <li>• Used to make fungicides, insecticides, lubricants, and plastics</li> <li>• Used to remove air bubbles in melted aluminum</li> </ul>
Lead & lead compounds	<ul style="list-style-type: none"> <li>• Plumbum</li> </ul>	7439-92-1	<ul style="list-style-type: none"> <li>• Previously used to make paint and gasoline</li> <li>• Used to make batteries, ammunition, pipes, roofing materials, and devices to shield x-rays</li> </ul>

Mercury & mercury compounds	<ul style="list-style-type: none"> <li>Hydragyrum</li> <li>Liquid silver</li> <li>Quicksilver</li> </ul>	7439-97-6	<ul style="list-style-type: none"> <li>Used as a power source for the generation of electricity</li> <li>May be found in thermometers, thermostats, barometers, batteries, fluorescent lights and lamps, and dental amalgams</li> </ul>
Methoxychlor	<ul style="list-style-type: none"> <li>DMDT</li> <li>ENT 1716</li> <li>Marlate</li> <li>Metox</li> </ul>	72-43-5	<ul style="list-style-type: none"> <li>Used as an insecticide</li> </ul>
Methyl ethyl ketone	<ul style="list-style-type: none"> <li>Butanone</li> <li>Meetco</li> <li>MEK</li> </ul>	78-93-3	<ul style="list-style-type: none"> <li>Used for electroplating, metal degreasing, and printing</li> <li>May be found in cleaners, paints, dyes, inks, paint thinners, adhesives, and shoe polish</li> </ul>
Methyl isobutyl ketone	<ul style="list-style-type: none"> <li>Hexone</li> <li>Isopropylacetone</li> <li>MIBK</li> <li>MIK</li> </ul>	108-10-1	<ul style="list-style-type: none"> <li>May be found in paints, cleaners, inks, greases, dyes, and shoe polish</li> </ul>
Methylene chloride	<ul style="list-style-type: none"> <li>Dichloromethane</li> <li>Freon 30</li> <li>Khladon 30</li> <li>Narkotil</li> <li>R30</li> <li>Solaesthin</li> <li>Solmethine</li> </ul>	75-09-2	<ul style="list-style-type: none"> <li>Used as an industrial solvent and paint stripper</li> <li>Used to make photographic film</li> <li>May be found in aerosol and pesticide products</li> </ul>
Naphthalene	<ul style="list-style-type: none"> <li>Albocarbon</li> <li>Dezodorator</li> <li>Mighty 150</li> <li>Tar camphor</li> <li>White tar</li> </ul>	91-20-3	<ul style="list-style-type: none"> <li>Used to make moth balls, dyes, leather, resins, tanning agents, and insecticides</li> </ul>
Nickel & nickel compounds	<ul style="list-style-type: none"> <li>C.I. 77775</li> </ul>	7440-02-0	<ul style="list-style-type: none"> <li>Used to make coins, jewelry, valves, heat exchangers, batteries, and stainless steel</li> <li>Used for nickel plating, to color ceramics, and as a catalyst</li> </ul>
Pendimethalin	<ul style="list-style-type: none"> <li>Penoxalin</li> <li>Prowl</li> <li>Stomp</li> <li>Tendimethalin</li> </ul>	40487-42-1	<ul style="list-style-type: none"> <li>Used as an herbicide</li> </ul>
Pentachlorobenzene	<ul style="list-style-type: none"> <li>QCB</li> </ul>	608-93-5	<ul style="list-style-type: none"> <li>Used to make pentachloronitrobenzene</li> </ul>
Pentachloronitrobenzene	<ul style="list-style-type: none"> <li>Avicol</li> <li>Batrilex</li> <li>Brassicol</li> <li>Kobutol</li> <li>Quintozene</li> </ul>	82-68-8	<ul style="list-style-type: none"> <li>Used as a fungicide and to prevent the formation of slime in industrial waters</li> </ul>

Pentachlorophenol	<ul style="list-style-type: none"> <li>• Chlon</li> <li>• Dovicide 7</li> <li>• Durotox</li> <li>• EP30</li> <li>• Fungifen</li> <li>• Lauxtol</li> <li>• PCP</li> <li>• Permacide</li> <li>• Preventol P</li> <li>• Weedone</li> <li>• Woodtreat A</li> </ul>	87-86-5	<ul style="list-style-type: none"> <li>• Previously used as a biocide</li> <li>• Used as a wood preservative</li> </ul>
Phenanthrene	<ul style="list-style-type: none"> <li>• Coal tar</li> </ul>	85-01-8	<ul style="list-style-type: none"> <li>• Used to make dyes, plastics, pesticides, explosives, drugs, bile acids, cholesterol, and steroids</li> <li>• May be found in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>
Polychlorinated Biphenyls	<ul style="list-style-type: none"> <li>• PCBs</li> </ul>	1336-36-3	<ul style="list-style-type: none"> <li>• Used as heat transfer fluids in transformers</li> </ul>
Polycyclic Aromatic Hydrocarbons	<ul style="list-style-type: none"> <li>• PAHs</li> </ul>		<ul style="list-style-type: none"> <li>• Used to conduct research and to make dyes, plastics, pesticides, and medicines</li> <li>• May be found in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>
Pyrene	<ul style="list-style-type: none"> <li>• Coal tar</li> </ul>	129-00-0	<ul style="list-style-type: none"> <li>• Used to make dyes, plastics, and pesticides</li> <li>• Used to make benzo(a)pyrene</li> <li>• May be found in heavy oils, coal tar, roofing tar, or wood preservatives such as creosote</li> </ul>
1,2,4,5-Tetrachlorobenzene	<ul style="list-style-type: none"> <li>• Benzene tetrachloride</li> </ul>	95-94-3	<ul style="list-style-type: none"> <li>• Used as an intermediate to make herbicides, insecticides, and defoliant</li> <li>• Used to make other chemicals such as 2,4,5-trichlorophenol and 2,4,5-trichlorophenoxyacetic acid</li> </ul>
Tetrachloroethylene	<ul style="list-style-type: none"> <li>• Antisal</li> <li>• Didakene</li> <li>• Freon1110</li> <li>• PCE</li> <li>• PERC</li> <li>• Perchloroethylene</li> <li>• Tetracap</li> <li>• Tetrachloroethane</li> </ul>	127-18-4	<ul style="list-style-type: none"> <li>• Used for dry cleaning and for metal degreasing</li> <li>• Used to make other chemicals</li> </ul>

Toluene	<ul style="list-style-type: none"> <li>• Antisal</li> <li>• CP25</li> <li>• Methacide</li> <li>• Toluol</li> </ul>	108-88-3	<ul style="list-style-type: none"> <li>• Used to make paints, paint thinners, fingernail polish, lacquers, adhesives, and rubber</li> <li>• Used in some printing and leather tanning processes</li> </ul>
1,2,4-Trichlorobenzene	<ul style="list-style-type: none"> <li>• Hostetex L</li> </ul>	120-82-1	<ul style="list-style-type: none"> <li>• Used as an intermediate to make herbicides</li> <li>• Used as a solvent, dielectric fluid, degreaser, lubricant</li> </ul>
1,1,1-trichloroethane	<ul style="list-style-type: none"> <li>• Aerothene TT</li> <li>• Chloroethane NU</li> <li>• Chlorten</li> <li>• Inhibisol</li> <li>• Methylchloroform</li> <li>• Methyltrichloromethane</li> <li>• Solvent 111</li> <li>• 1,1,1-TCE</li> <li>• Trichloromethylmethane</li> </ul>	71-55-6	<ul style="list-style-type: none"> <li>• Manufacture for domestic use is banned</li> <li>• Previously used as a solvent to dissolve glues and paints, as a degreasing agent, and to make spot cleaners, glues and aerosol sprays</li> </ul>
Trichloroethylene	<ul style="list-style-type: none"> <li>• Algylen</li> <li>• Chlorilen</li> <li>• Flock FLIP</li> <li>• Fluate</li> <li>• Laradin</li> <li>• Narcogen</li> <li>• Petzinol</li> <li>• TCE</li> <li>• Trimar</li> <li>• Westrosol</li> </ul>	79-01-6	<ul style="list-style-type: none"> <li>• Used as a solvent to remove grease</li> <li>• Used to make adhesives, paint removers, typewriter correction fluids, and spot removers</li> </ul>
2,4,5-Trichlorophenol	<ul style="list-style-type: none"> <li>• Dowicide 2</li> <li>• Preventol</li> <li>• TCP</li> </ul>	95-95-4	<ul style="list-style-type: none"> <li>• Used as a fungicide and herbicide</li> <li>• Used in pesticides production</li> </ul>
Trifluralin	<ul style="list-style-type: none"> <li>• Agreflan</li> <li>• Nitran</li> <li>• Oliref</li> <li>• Trikepin</li> </ul>	1582-09-8	<ul style="list-style-type: none"> <li>• Used as an herbicide</li> </ul>
-Xylenes (all xylenes)	<ul style="list-style-type: none"> <li>• Dimethylbenzene</li> </ul>	1330-20-7	<ul style="list-style-type: none"> <li>• Used as a solvent, cleaning agent, and paint thinner</li> <li>• Used in the printing, rubber, and leather industries</li> <li>• May be found in airplane fuel and gasoline</li> </ul>

**Appendix B - List of Postal Service Contracting Offices Subject to Green Purchasing  
Plan and Annual RCRA Data Call**

## List of Postal Service Contracting Offices Subject to Green Purchasing Plan and Annual RCRA Data Call

Category Management Team (CMT) - Websites	Category Management Center (CMC) - Email Addresses
<a href="#">Snow Removal</a>	<a href="#">Western Services CMC</a>
<a href="#">Landscape Maintenance</a>	<a href="#">Western Services CMC</a>
<a href="#">Hospitality Services</a>	<a href="#">Western Services CMC</a>
<a href="#">Technical Training Services</a>	<a href="#">Western Services CMC</a>
<a href="#">Food Services</a>	<a href="#">Eastern Services CMC</a>
<a href="#">Trash Removal/Recycling</a>	<a href="#">Eastern Services CMC</a>
<a href="#">Building Maintenance</a>	<a href="#">Eastern Services CMC</a>
<a href="#">Office Supplies &amp; Equipment</a>	<a href="#">Office Products &amp; Utilities</a>
<a href="#">Utilities</a>	<a href="#">Office Products &amp; Utilities</a>
<a href="#">Computer Hardware &amp; Software</a>	<a href="#">Information Technology</a>
<a href="#">IT</a>	<a href="#">Information Technology</a>
<a href="#">Delivery Services Equipment</a>	<a href="#">Delivery, Industrial Equipment and Telecommunications</a>
<a href="#">Telecommunications</a>	<a href="#">Delivery, Industrial Equipment and Telecommunications</a>
<a href="#">Industrial Equipment</a>	<a href="#">Delivery, Industrial Equipment and Telecommunications</a>
<a href="#">Vehicle Parts &amp; Maintenance Services</a>	<a href="#">Vehicles</a>
<a href="#">Vehicle Purchasing &amp; Leasing</a>	<a href="#">Vehicles</a>
<a href="#">Creative &amp; Communications Services</a>	<a href="#">Professional, Printing, &amp; Creative Services</a>
<a href="#">Professional Services (excluding IT Services)</a>	<a href="#">Professional, Printing, &amp; Creative Services</a>
<a href="#">Commercial Printing</a>	<a href="#">Professional, Printing, &amp; Creative Services</a>
<a href="#">Stamp Printing</a>	<a href="#">Professional, Printing, &amp; Creative Services</a>
<a href="#">Packaging &amp; Containers</a>	<a href="#">Professional, Printing, &amp; Creative Services</a>
<a href="#">Temporary Services</a>	<a href="#">Travel, Retail, &amp; Temporary Services</a>
<a href="#">Travel &amp; Conferencing</a>	<a href="#">Travel, Retail, &amp; Temporary Services</a>
<a href="#">Retail Products &amp; Services</a>	<a href="#">Travel, Retail, &amp; Temporary Services</a>
<a href="#">Services Facilitation</a>	<a href="#">Travel, Retail, &amp; Temporary Services</a>
<a href="#">Cleaning Services</a>	<a href="#">Western Services CMC</a>
<a href="#">MRO</a>	<a href="#">Environmental &amp; MRO</a>
<a href="#">Environmental Services</a>	<a href="#">Environmental &amp; MRO</a>
<a href="#">Automation Equipment, Services, &amp; R&amp;D</a>	<a href="#">Automation</a>
<a href="#">Material Handling Equipment, Services, &amp; R&amp;D</a>	<a href="#">Material Handling</a>
<a href="#">Mail Transportation Equipment</a>	<a href="#">MTE &amp; Spare Parts</a>
<a href="#">Automation Spare Parts</a>	<a href="#">MTE &amp; Spare Parts</a>
<a href="#">Facility Construction, R&amp;A</a>	<a href="#">Facilities</a>
<a href="#">Facility Equipment &amp; Signage</a>	<a href="#">Facilities</a>
<a href="#">Facility Purchasing Facilitation</a>	<a href="#">Facilities</a>
<a href="#">Air &amp; International Mail Transportation</a>	<a href="#">Air Transportation</a>
<a href="#">Surface Mail Transportation</a>	<a href="#">Surface Transportation</a>
<a href="#">Asset Management</a>	<a href="#">Transportation</a>

**Appendix C – Standard Reporting Format for Annual Data Call**  
**(Only instruction page provided as information and example)**

**Env. Preferable Product Purchase/Sales Summary Report Instructions:**

There are numerous "Green" attributes and labels for environmentally preferable products. Not all are consistent with the guidelines established by the Federal Trade Commission. In order to establish an environmentally preferable purchasing program in the Postal Service, the following minimum environmental attributes will be identified, tracked and evaluated on periodic basis as part of the national USPS Green Purchasing Plan (GPP).

- 1) **Recycled Content** - Product is manufactured from recycled materials in accordance with the minimum content standards established in the USEPA Recovered Materials Advisory Notice (RMAN).
- 2) **Independent Ecolabel** – Certified products and/or services that have environmental benefits verified by independent eco-labeling organizations (i.e. Green Seal or EcoLogo).
- 3) (A&B) **Renewable Resource** – Product is made from a renewable resource, either bio-based materials (e.g., listed USDA Bio-Preferred) or renewable energy (i.e. Green-e).
- 4) **Energy and Water efficient** – products certified as energy efficient that can conserve energy (i.e. Energy Star-qualified, Federal Energy Management Program (FEMP)-designated, EPEAT Registered, NEMA Premium Efficient, WaterSense-labeled).
- 5) (A&B) **Alternative Vehicular Fuel Sales and Alternative Fuel Vehicles** – Summary of vehicular alternative fuels sales as defined in the Energy Policy Act (i.e. non-petroleum based vehicle fuels such as, biodiesel, compressed natural gas, E-85, etc.). Summary of new vehicle sales and leases of vehicles capable of operating on an alternative fuel.
- 6) **Targeted/Priority Chemical Free** - Does not contain any ozone depleting substances (ODSs), the 13 Environmental Protection Agency's Postal Service targeted chemicals or the 31 EPA priority chemicals (table of these chemicals can be found in the GPP). *This category will not be tracked at the national level, but vendors are to provide information on chemical products that are free of the listed targeted chemicals in sales catalogs or in Green Product summary listings.*

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**ALL REPORTS ARE TO BE PROVIDED IN THE PRESCRIBED USPS FORMAT USING THIS EXCEL SPREADSHEET. REPORTS SUBMITTED THAT ARE NOT IN THE STANDARD FORMAT, WILL BE CONSIDERED INCOMPLETE.**

Appendix C – Standard Reporting Format for Annual Data Call (Only instruction page provided as information and example)

**Below are the columns headings that are on the corresponding worksheets.**

**Definitions are provided for each:**

<b>Category</b>	Enter general product category that a specific item is associated with, e.g. Cleaning, Degreasing, Lighting, HVAC, Utilities, Vehicle
<b>Vendor Part #</b>	Suppliers unique part number
<b>Manufacturer Part Number</b>	Manufacturer Part/Model Number
<b>Manufacturer Name</b>	Specific Manufacturer of item
<b>National Stocking Number (NSN)</b>	True NSN (please do not enter local NSN or PSN numbers)
<b>Description</b>	Product description
<b>Environmentally Preferable Product Category</b>	There are six general categories of environmentally preferable products with sub-categories listed on the attached tracking worksheets. Five of six general categories are tracked as part of the USPS Environmentally Preferable Product Purchase Summary Report. Subcategories where product sales reporting is required are included on each attached worksheet (i.e. Green Seal Approved, EcoLogo Approved, Bio Based, Energy Star, NEMA Premium Efficient). For each product sale reported, include all environmentally preferable attributes that apply on that worksheet.
<b>Unit of Measure</b>	Example: Gallon, Carton, Ream, Piece, Foot, etc.
<b>SHP PK QTY</b>	Enter ship pack quantity here

<b>Unit Weight</b>	Ship pack weight divided by ship pack quantity
<b>Qty Sold 2007</b>	Total cumulative quantity for all items sold in Fiscal 2007
<b>Total Weight (lbs) 2007</b>	Qty Sold divided by Ship Pack Qty *Unit Weight
<b>Qty Q1 2007</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q1 2007</b>	Cumulative total dollars sold for item in category for specified quarter
<b>Qty Q2 2007</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q2 2007</b>	Cumulative total dollars sold for item in category for specified quarter
<b>Qty Q3 2007</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q3 2007</b>	Cumulative total dollars sold for item in category for specified quarter
<b>Qty Q4 2007</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q4 2007</b>	Cumulative total dollars sold for item in category for specified quarter
<b>Qty Q1 2008</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q1 2008</b>	Cumulative total dollars sold for item in category for specified quarter

<b>Total Weight (lbs) Q1 2008</b>	Qty Sold divided by Ship Pack Qty *Unit Weight
<b>Qty Q2 2008</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q2 2008</b>	Cumulative total dollars sold for item in category for specified quarter
<b>Total Weight (lbs) Q2 2008</b>	Qty Sold divided by Ship Pack Qty *Unit Weight
<b>Qty Q3 2008</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q3 2008</b>	Cumulative total dollars sold for item in category for specified quarter
<b>Total Weight (lbs) Q3 2008</b>	Qty Sold divided by Ship Pack Qty *Unit Weight
<b>Qty Q4 2008</b>	Cumulative total quantity sold for item in category for specified quarter
<b>\$ Q4 2008</b>	Cumulative total dollars sold for item in category for specified quarter
<b>Total Weight (lbs) Q4 2008</b>	Qty Sold divided by Ship Pack Qty *Unit Weight