

FY 2010



# USDA Headquarters



USDA  
Office of Operations  
12/1/2009

**Background**

Green Purchasing includes the acquisition and use of designated recycled content, ENERGY STAR®, energy efficient, biobased, and environmentally preferable products and services. The USDA Green Purchasing Affirmative Procurement Program (GPAPP) outlines requirements established by USDA to encourage and promote green purchasing (<http://www.da.usda.gov/energyandenvironment/greenpurchasing/policy.html>).

**Environmental Footprint**

Operation/Activity	Products Purchased	Environmental Impacts
Administrative Offices	<ul style="list-style-type: none"> <li>➤ Paper</li> <li>➤ Office supplies</li> <li>➤ Electronic Equipment</li> </ul>	<p>The United States federal government is the single largest consumer of goods and services within the United States.</p> <p>Procurement and use of certain products can stress limited natural resources, contribute to global warming, and create wasteful and even toxic byproducts that affect the quality of life and the health of communities around the world.</p>
Cafeteria & Food Service Operations	<ul style="list-style-type: none"> <li>➤ Food</li> <li>➤ Food containers</li> </ul>	
Custodial Services	<ul style="list-style-type: none"> <li>➤ Restroom stocking supplies</li> <li>➤ Cleaning supplies</li> <li>➤ Other Maintenance (De-icing)</li> </ul>	
Landscaping	<ul style="list-style-type: none"> <li>➤ Maintenance (Fertilizers, compost, pesticides)</li> </ul>	
Renovations	<ul style="list-style-type: none"> <li>➤ Carpet, Paint, Furniture.</li> </ul>	
Maintenance	<ul style="list-style-type: none"> <li>➤ Paint</li> <li>➤ Solvents</li> <li>➤ Lubricants</li> <li>➤ Light Bulbs</li> </ul>	
Rodent Control	<ul style="list-style-type: none"> <li>➤ Pesticides</li> </ul>	

## Objectives

- To enhance and sustain its operations by increasing USDA HQ's purchases of green products and services to their maximum extent possible
- USDA HQ will provide a preference for recycled content, ENERGY STAR®, FEMP-designated energy efficient, low standby power, biobased, EPP, EPEAT, water efficient, and non-ozone depleting products and alternative fuel vehicles and alternative fuels.
- Educate USDA employees to make conscious decisions when purchasing products

## Targets

- Pursue LEED certification for Building Renovations
- Include "green" selection criteria for the evaluation and selection of all service contracts
- New contracts for office equipment will include clauses requiring Energy Star® or FEMP designated energy efficient products.
- Increase employee awareness of resources and references available to make "green" purchasing decisions through newsletters, awareness events and updates to the USDA greening website.

## Status of the Program

### ➤ Custodial Services Contract



The Performance Work Statement for the Custodial Services and Waste Removal contract at the Headquarters Complex now focuses on the use of green cleaning products and processes. The contract requires green cleaning products and processes that include, but are not limited to, products containing recycled content, environmentally preferable products, and services, biobased products, and products and services that minimize the use of energy, water, and other resources.

### ➤ Operation & Maintenance (O&M) Contract



The O&M contract also contains green purchasing language. Section C emphasizes the procurement of recycled content and environmentally preferable products. Current practices include using: (1) lubricating oils containing re-refined oils, including engine lubricating oils and hydraulic fluids and, (2) biobased (e.g. vegetable oils) in lieu of non-renewable resources of petroleum based products.

➤ Food Service Contract



USDA Headquarters works closely with the Food Service contractor, Sodexo to implement programs that reduce the impacts from an estimated 2500 visitors/week.

Current practices include:

(1) Working toward zero waste by moving away from petroleum-based products, such as plastic trays and Styrofoam cups, to biobased and compostable products made from organic materials such as corn or sugar cane



(2) Providing a sustainable food system - by providing healthy food to meet current food needs while maintaining healthy ecosystems with minimal negative impact to the environment. The purchasing of locally grown food is one example of sustainable food practice that reduces fuel use and supports local farmers and economies. To purchase locally grown foods, look for the "LG" signs.

➤ Renovation



The USDA Headquarters South Building is the largest and most populous single USDA facility. This building is undergoing an eight phase major modernization, with each phase achieving more energy and environmental improvements, including purchase and use of more recycled content, energy efficient, and biobased products. The next phase (phase 4a) will pursue LEED certification.

➤ Employee Awareness

Hosting on November 15, 2009, America Recycles Day, Departmental Administration's staff assisted with the recycling information exhibits at the South and Whitten cafeterias during lunch hours. The information booths were part of an ongoing effort to reinvigorate the recycling program at USDA Headquarters. The exhibits featured the following giveaways: desktop and centralized recycling containers; "acceptable materials" stickers for existing containers; pencils made of recycled paper; and biobased coffee mugs imprinted with the "greening USDA" logo.

### Targets For 2010

- Where applicable, purchase Water Sense labeled products for facility renovations and new construction.
- Procure SNAP products for all chillers.
- Review future modernization contracts will include a section called “Environmentally Preferable Products and Services” specifying recycled content, non-toxic, and environmentally preferable materials, procedures, and equipment.
- Pursue the highest percentage of biobased products for cleaning supplies

### Action Plan for 2010

Scheduled Actions	Contact Person
LEED certification for Phase 4a renovations	Mike Sazonov
EMS annual training for Contractors	Ed Murtagh & Brenda Styer-Gee
Employee Awareness Days	Ed Murtagh & Ed Hogberg
Review contacts for inclusion of “green language”	Ed Murtagh

### Performance Indicators

1. Service Contract Monitoring is performed on a weekly basis.
2. The Washington Area Service Center Hotline (WASC Hotline) receives comments on a daily basis. Responsibility – Washington Area Service Center
3. The green team & the EMS core team solicit comments from USDA employees during training and employee outreach events. Outreach events occur at least twice a year and training occurs once a year. Responsibility – Green Team & OO sustainability Staff

### Operational Controls

There are certain controls in place to maximize opportunities for Green Purchasing. Operational controls come in the form of policy, guidance, contractor specifications as well as employee awareness. Various operational controls for this environmental program are outlined in our HQ Environmental management system.

### Team Roles

The HQ’s EMS core team manages this program. This team relies heavily on volunteer participation from the USDA HQ green team. Team members provide a wealth of knowledge and experience in a broad range of areas, they volunteer their time based on their specific expertise and area of interest. Without their effort many of our achievements would be not obtainable.

### Records

The EMS core team members maintain records for this program along with other environmental program at headquarters.