UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

For: All FFAS Offices

USDA FFAS Purchase Card Sustainable Acquisition Program (SAP)

Approved by: Deputy Administrator for Management

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1 Overview

A Background

The Federal Acquisition Regulation (FAR) 23.103 states federal agencies must ensure that 95 percent of new contract actions for the acquisition of products or services have one or more of the following characteristics. Products having one or more of these characteristics are products that are determined to be green or sustainable:

Note: The terms green and sustainable are used interchangeably.

- energy-efficient (Energy Star ® or Federal Energy Management Program (FEMP)designated);
- water efficient;
- biobased;
- environmentally preferable (e.g., EPEAT®-registered, or non-toxic or less toxic alternatives);
- non-ozone depleting; and
- made with recovered materials.

USDA established a SAP Plan in 2006 in compliance with Executive Order 13101, the FAR, and related federal statutes that includes affirmative green purchasing requirements, to ensure that sustainable products are purchased to the maximum extent practicable.

Disposal Date	Distribution
December 1, 2015	All FAS, FSA, and RMA Offices; State Offices
	relay to County Offices

1 Overview (Continued)

A Background (Continued)

With respect to online purchases made with the USDA purchase card, U.S. Bank Access Online (AXOL) does not currently provide a means of electronically designating purchases as green at the time of the transaction. The USDA charge card service center, in collaboration with FFAS, is aware of this technological constraint and is working with the AXOL development team to add a green purchasing radio button to facilitate tracking green purchases.

B Purpose

This notice clarifies the following:

- requirements for promoting and advancing green purchases,
- tracking green purchase transactions within AXOL,
- steps for tracking green products, and
- provides assistance in identifying green products for procurement through the GSA Advantage web site (Exhibit 1).

C Policy

FFAS purchase cardholders are required to use the following three-step process when using U.S. Bank AXOL to track green products procured through GSA Advantage (Exhibit 1). This process will ensure that green procurements are accurately documented.

Step	Action
1	Identify green products using labels and descriptions. See Exhibit 1 for guidance.
2	Access and use USDA's cardholder guidelines for approving and reallocating
	transactions in access online according to subparagraph 2 C. Find the transaction
	list by clicking on transaction management on the left. The transaction detail screen
	will be displayed. Click the "comments" tab to enter additional information about
	the transaction and in the "agency specific data" field that will be displayed,
	ENTER "Green".
3	In the "item description" field, also located under the "comments" tab, enter
	available details about the purchased item.
	Example: "Copy paper – 30% post-consumer recyclable paper".

2 Contacts and Additional Information

A Contacts

For questions regarding this notice contact the appropriate person listed below:

IF there are questions about	THEN contact
U.S. Bank AXOL and technical	either of the following, as applicable:
help for cardholders and	
approving officials	• U.S. Bank help desk, at 800-254-9885, Option 2
	(technical difficulties, access problems), or
	• U.S. Bank customer service, at 888-994-6722
	(changes to user information, questions concerning
	daily activities in U.S. Bank AXOL).
procurement policy	Yvonne Howerton, Contracts Operations Branch Chief,
	by either of the following:
	• e-mail to yvonne.howerton@wdc.usda.gov , or
	• telephone at 202-690-5401.
FFAS Purchase Card Program	Sheryl Welch, Agency Program Coordinator (APC), by either of the following:
	• e-mail to sheryl.welch@kcc.usda.gov , or
	• telephone at 816-926-6108, or
	LaVerne Walker, APC, by either of the following:
	• e-mail to laverne.walker@wdc.usda.gov, or
	• telephone at 202-720-4044.

B Cardholder Feedback About Green Procurements

Forward any comments, suggestions, or creative ideas about tracking green procurements to either of the following:

- Sheryl Welch, APC, by either of the following:
 - e-mail to sheryl.welch@kcc.usda.gov, or
 - telephone at 816-926-6108
- LaVerne Walker, APC, by either of the following:
 - e-mail to **laverne.walker@wdc.usda.gov**, or
 - telephone at 202-720-4044.

2 Contacts and Additional Information (Continued)

C Identifying Green Products

The following logos from the GSA Advantage web site and associated categories will assist cardholders with identifying green products.

	Logos	
BioPreferred	FEMP FEMP Energy Efficient	EPA Primary Metals Free
Energy Star Compliant	WESHAP NESHAP Compliant	Low VOC
CPG Item	PRIME PRIME Item	WaterSense
EPEAT	S.N.A.P. Approved	

GSA Advantage, which is GSA's purchasing web site, provides purchase cardholders the ability to search for green products (Exhibit 1).

USDA's cardholder guidelines for approving and reallocating transactions in Access Online can be accessed on the USDA Office of Procurement and Property Management charge card service center web site by clicking

http://www.dm.usda.gov/procurement/ccsc/docs/pcref/CardholderGuidelinesApproving Reallocating.pdf.

Green Purchasing Using GSA Advantage

Identify green products on the GSA Advantage web site according to the following steps.

Step			Ac	tion							
1	Go to ³	www.gsaadvantage.g	ov and enter user	· ID and password	. CLICK "Enviro	nmental					
	Produ	cts".		•							
	Note: Purchase cardholders must possess a user ID and password. Screen prompts will										
		guide users through the process to obtain a user ID and password									
	1/	guide users unough t	ine process to obt		passworu.						
	/										
		https://www.gsaadvantage.gov/advantage/main/start	nage do Q - C X	(201) Bin by Tiffany McBh	h Al Welcome to GSA Adv						
/		n neps//www.gsoodvontage.gov/advantage/main/start	pagedo 200	(201) Pin by Tillany WCPh Ce New Ta	Melcome to OSA Adva						
/		Advantage!		My Account 👻 NSN Ordering 👻	Get Quotes 🖌 Help Register Login						
/		GSA Online Shopping		A service of the U	.S. General Services Administration						
		Shop by Category Search Products V		Go Advanced	<u></u>						
				Auvanceu							
		Products									
		Building & Industrial	001								
		Electronics & Technology	GSA								
		Facilities & Supplies									
		Furniture & Furnishings	Important Info	rmation regardin	a						
	\mathbb{K}	Law Enforcement, Fire & Security			iy						
		Office Equipment	FSSI Office Su	pplies (OS3)							
		Office Supplies									
		Office Supplies & Equipment FSSI			See Details »						
		Scientific & Medical			1 2 3 4 5	E					
		Tools, Paint & Recreational									
		Vehicles & Equipment	Special Programs		Strategic Sourcing						
		Services	Environmental	Wildland Fire	Leveraging Government buying						
		About Buying Services	Products	Products	power to get you the best value and price.						
		Energy Services			value and price.						
		Environmental Services	Disaster Relief Products	Security Related Products	Products -						
		Facility Management Services	<u> </u>		Services 🔹						
		Furniture Services	AbilityOne. Ability One	Buying Services?							
		Human Capital Services	PROGRAM * Products	Check out eBuy	View All Strategic Sourcing Offerings »						
		Office Services									
		Professional Services									
		Security & Law Enforcement	2015	- here							
		Technology Services	antin .								
		Training Services									
		Transportation Services	State & Local Learn more about purchasing	Contractors Information for current and	Help Useful information and						
		Travel Services	from GSA contracts	prospective contractors	help desk assistance						
		Vehicle Buy/Lease Services									



Step			Acti	on	
3	The results will be	displayed.			
	Note: All items di	splayed are g	green products.		
	Al https://www.gsaadvantage.gov	r/advantage/s/search.do?q=0:2pe	n&q=18:5GREEN& 🔎 🗕 🖒 🗙 🧖) (201) Pin by Tiffany McPh	Al Search Results × A ★ Q
	GSA Advantage!®			A servic	e of the U.S. General Services Administration
	Shop by Category - Search Environment	ntal Products 🔻 pen		Go Advanced	
	Home > Search Results				
	Categories Office Supplies Rollerball pens Ball point pens Felt pen Fountain pens Gel pens	Search Results - Pro Criteria: "pen " and Envir Sort by Most relevant	ducts onmental Program items Limit by price Search with	in results	See Services Results > Go to Expanded View > @
	Calligraphy pens Secured pen sets Pen or pencil sets Ballpoint pen ink refill			Make the selection.	1 2 3 4 5 Next Page >
	Office Equipment Plotter pens See all top Categories Manufacturers/Brands PLIOT CORPORATION PENTEL OF AMERICA, LTD SANFORD BIC NIB See all Photos	/	PEN / 7520013322833 From: \$5.33 ind: w dv h wo v d s o 8a From 91 sources	7520013322833 US GOVERNMENT BALLPOINT R Mfr: SKILCRAFT	ETRACTABLE PEN, BLUE INK, MEDIUM, DOZEN
	See only items with photos Contractors See All	/	Zebra Pen Sarasa Gel R 46710	etractable Pen 🕖	
	Business/Socio-economic Types Small Business Woman owned SB Svc disabled vet owned SB SBA cert disadvantaged SB SBA cert 8(a) firm ⊕ See more		From: \$1.19 incl: w v d s ew dv h wo o 8a From 159 sources	Zebra Pen Sarasa Gel Retractable Pen - Fine P - Translucent Barrel Mfr: Zebra Pen Corporation	en Point Type - 0.5 mm Pen Point Size - Black Ink
	Green/Special Programs Disaster Recovery items CPG Compliant Items BioPreferred items Cooperative Purchasing items AbilityOne/NIE/NISH mandatory ⊡ See more	/	PEN Ø 7520013687773 From:	PEN	
	Sources AbilityOne items BPA items GSA Global Supply items VA Medical items		\$10.90 incl: w v d s dv h wo 8a o From 88 sources	Mfr: SKILCRAFT	
	Can't find what you're looking for? Call GSA Customer Service toll free at 800-488-3111				

Action										
If "C wi ste	If the description does not provide additional details, as in this example, you will see "Green" in U.S. Bank AXOL, "Comments" tab, "Agency Specific Data" field. The item will be green based on the filtered search. If the additional information is available (see step 5), then include that information in the "Item Description" field, in U.S. Bank AXOI									
"C	Comm	ents" (tab.							
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	\$5.33 DZ									
	sold and shipped by W.B. MASON CO., INC.									
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	Top 40:									
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	© \$5	5 .47 DZ		PREMIER & COMPANIES, INC.	s		//	3 days shipped ARO	\$100.00	D-CONUS ND-AK.PR.HI
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	\$5	.93 DZ		RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w 8a		k rege	1 day delivered ARO	\$100.00	D-CONUS,AK,PR,HI

р		Act	ion							
	This example shows the recycled content that will be included in the "Item Description" field of the U.S. Bank AXOL, "Comments" tab, when "Green" is entered in the "Agency Specific Data" field									
	Example: "Copy F	Paper – Recycled Content	30%".							
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	Enlarge/More Views >>	Comprehensive Procurement Guidelines (CPG) Compliant		the left u	under the price for more information.					
	\$4.43 RM \$3.94 RM (sale ends:: Dec 31, 2014) sold and shipped by ANSLEY BUSINESS MATERIALS OF CHICAG visit contractor's website	Disaster Recovery Purchasing items								
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	Top 40:									
	Price/Unit 🗘 Fea	tures Contractor 🕈	Socio Green	Photo Deliv Days 🕏	Min 🗘 FOB/Shipping 🕏					
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	S \$4.19 RM	RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w 8a	1 day delivered ARO	\$100.00 D-CONUS,AK,PR,HI					
	S \$4.28 RM	OFFICE DEPOT	0	1 day delivered ARO	\$25.00 D-CONUS/O- AK,PR,HI					
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