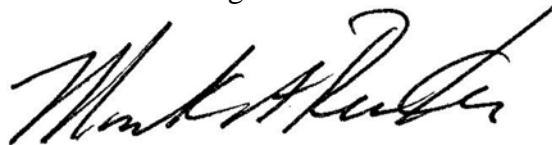


**For:** All FFAS Offices

**USDA FFAS Purchase Card Sustainable Acquisition Program (SAP)**

**Approved by:** Deputy Administrator for Management



**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 " <b>Green</b> ".
3	In the "item description" field, also located under the "comments" tab, enter available details about the purchased item.  <b>Example:</b> "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 help for cardholders and approving officials	either of the following, as applicable: <ul style="list-style-type: none"> <li>U.S. Bank help desk, at 800-254-9885, Option 2 (technical difficulties, access problems), or</li> <li>U.S. Bank customer service, at 888-994-6722 (changes to user information, questions concerning daily activities in U.S. Bank AXOL).</li> </ul>
procurement policy	Yvonne Howerton, Contracts Operations Branch Chief, by either of the following: <ul style="list-style-type: none"> <li>e-mail to <a href="mailto:yvonne.howerton@wdc.usda.gov">yvonne.howerton@wdc.usda.gov</a>, or</li> <li>telephone at 202-690-5401.</li> </ul>
FFAS Purchase Card Program	Sheryl Welch, Agency Program Coordinator (APC), by either of the following: <ul style="list-style-type: none"> <li>e-mail to <a href="mailto:sheryl.welch@kcc.usda.gov">sheryl.welch@kcc.usda.gov</a>, or</li> <li>telephone at 816-926-6108, or</li> </ul> LaVerne Walker, APC, by either of the following: <ul style="list-style-type: none"> <li>e-mail to <a href="mailto:laverne.walker@wdc.usda.gov">laverne.walker@wdc.usda.gov</a>, or</li> <li>telephone at 202-720-4044.</li> </ul>

### 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](mailto: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](mailto: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 Energy Efficient	 EPA Primary Metals Free
 Energy Star Compliant	 NESHAP Compliant	 Low VOC
 CPG Item	 PRIME Item	 WaterSense
 EPEAT	 S.N.A.P. Approved	

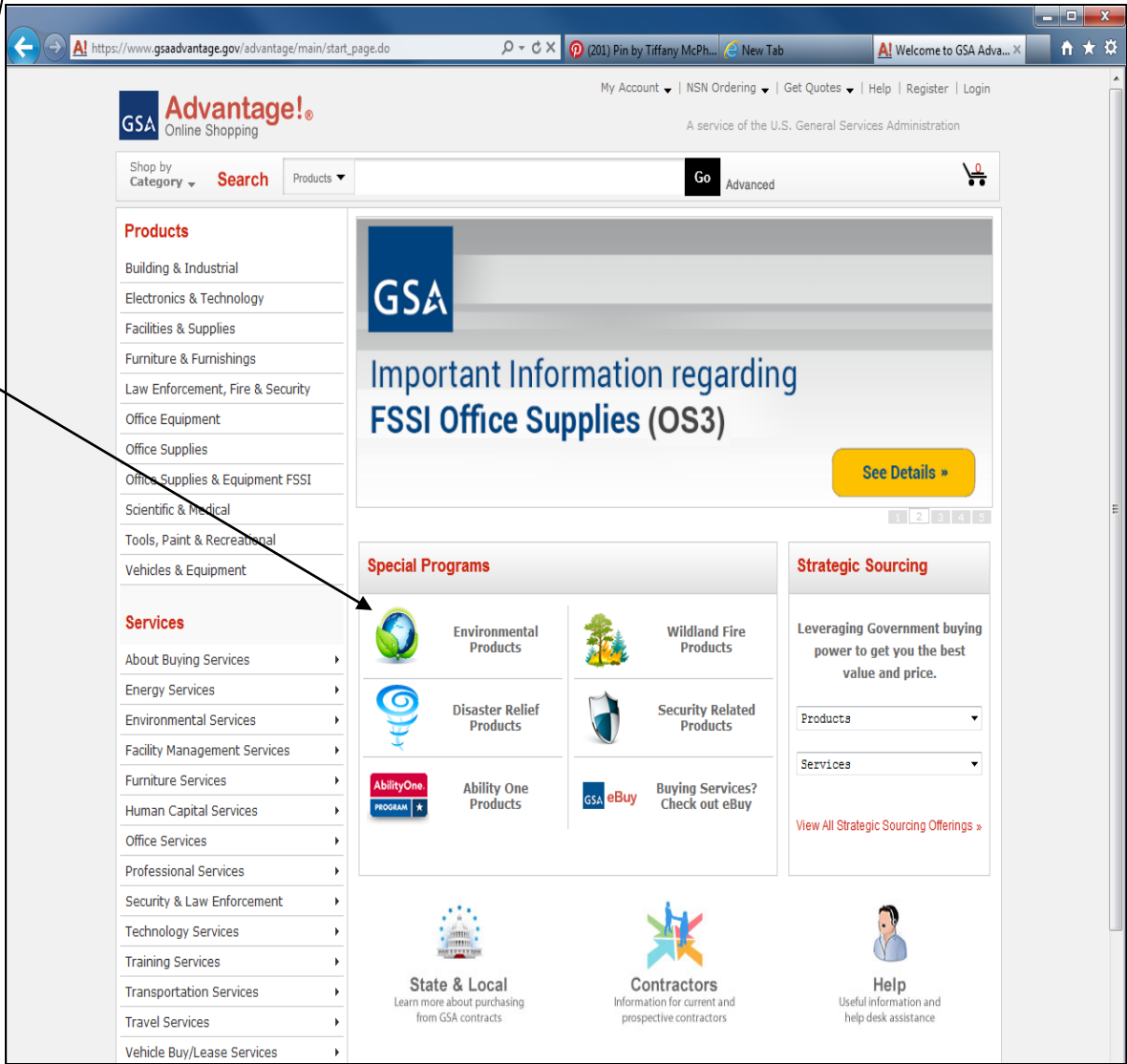
GSA Advantage, which is GSA's purchasing web site, provides purchase cardholders the ability to search for green products (Exhibit 1).

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

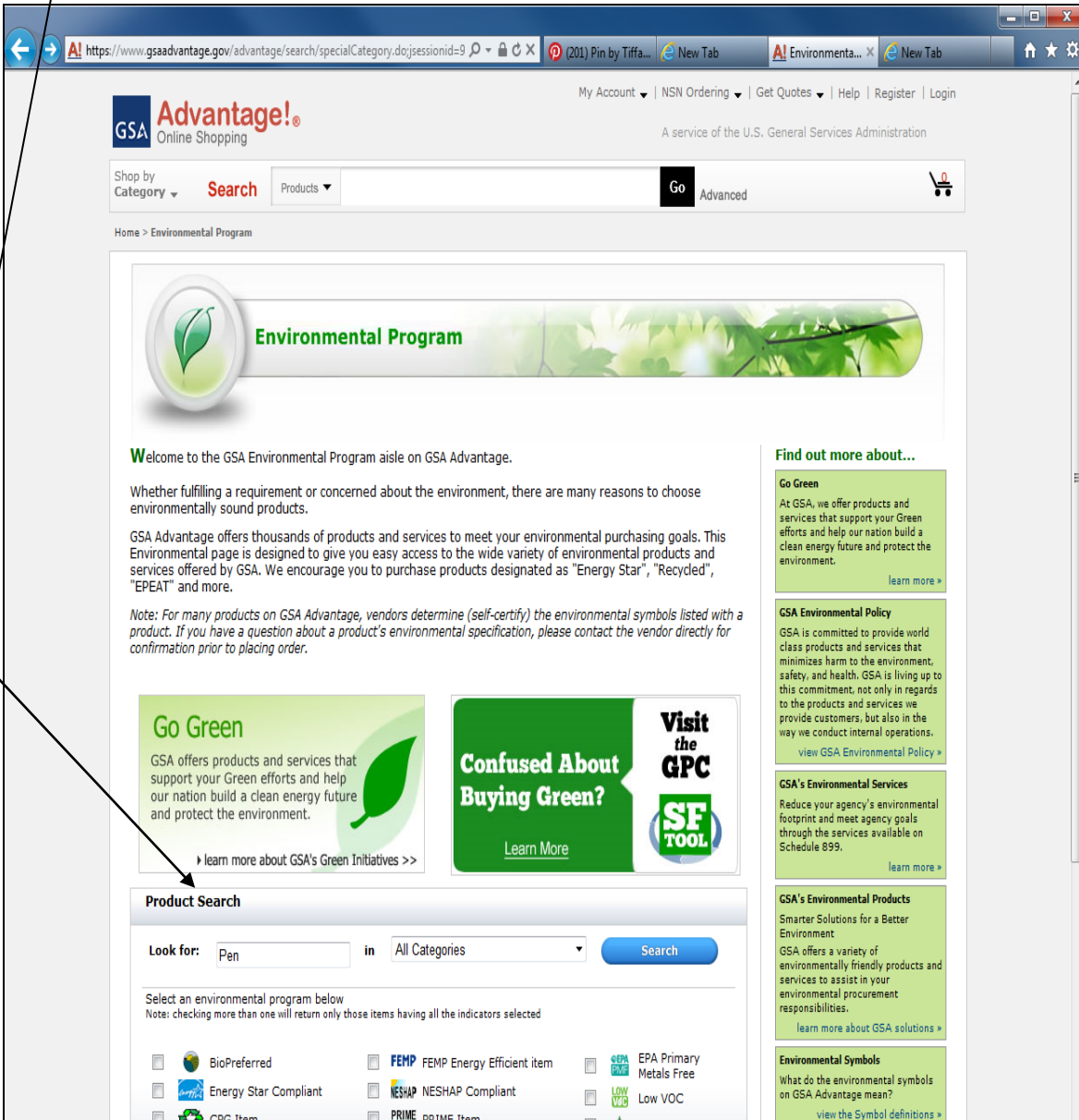
**<http://www.dm.usda.gov/procurement/ccsc/docs/pcref/CardholderGuidelinesApprovingReallocating.pdf>**.

## Green Purchasing Using GSA Advantage

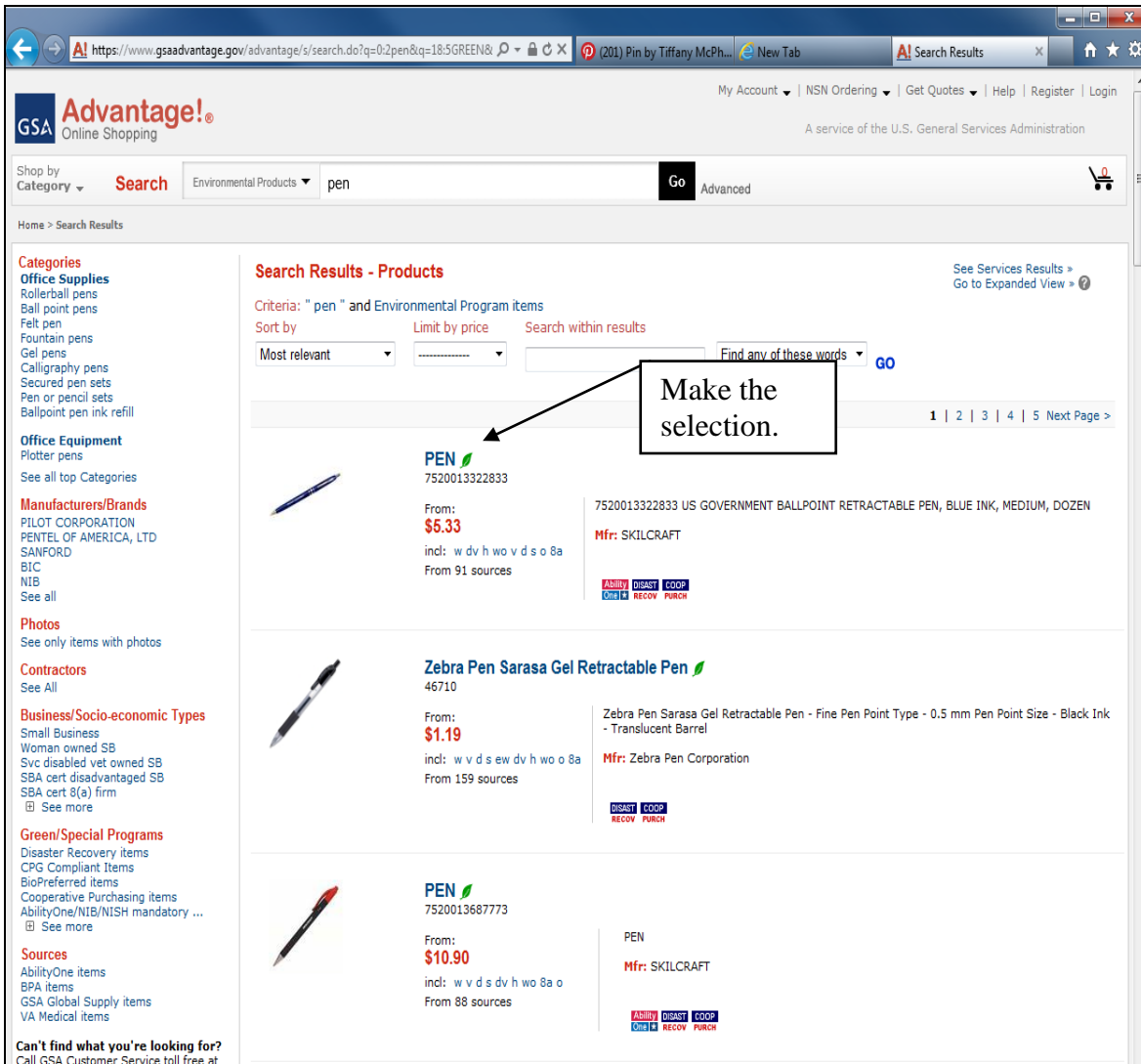
Identify green products on the GSA Advantage web site according to the following steps.

Step	Action
1	<p>Go to <b>www.gsaadvantage.gov</b> and enter user ID and password. <b>CLICK “Environmental Products”</b>.</p> <p><b>Note:</b> Purchase cardholders must possess a user ID and password. Screen prompts will guide users through the process to obtain a user ID and password.</p> 

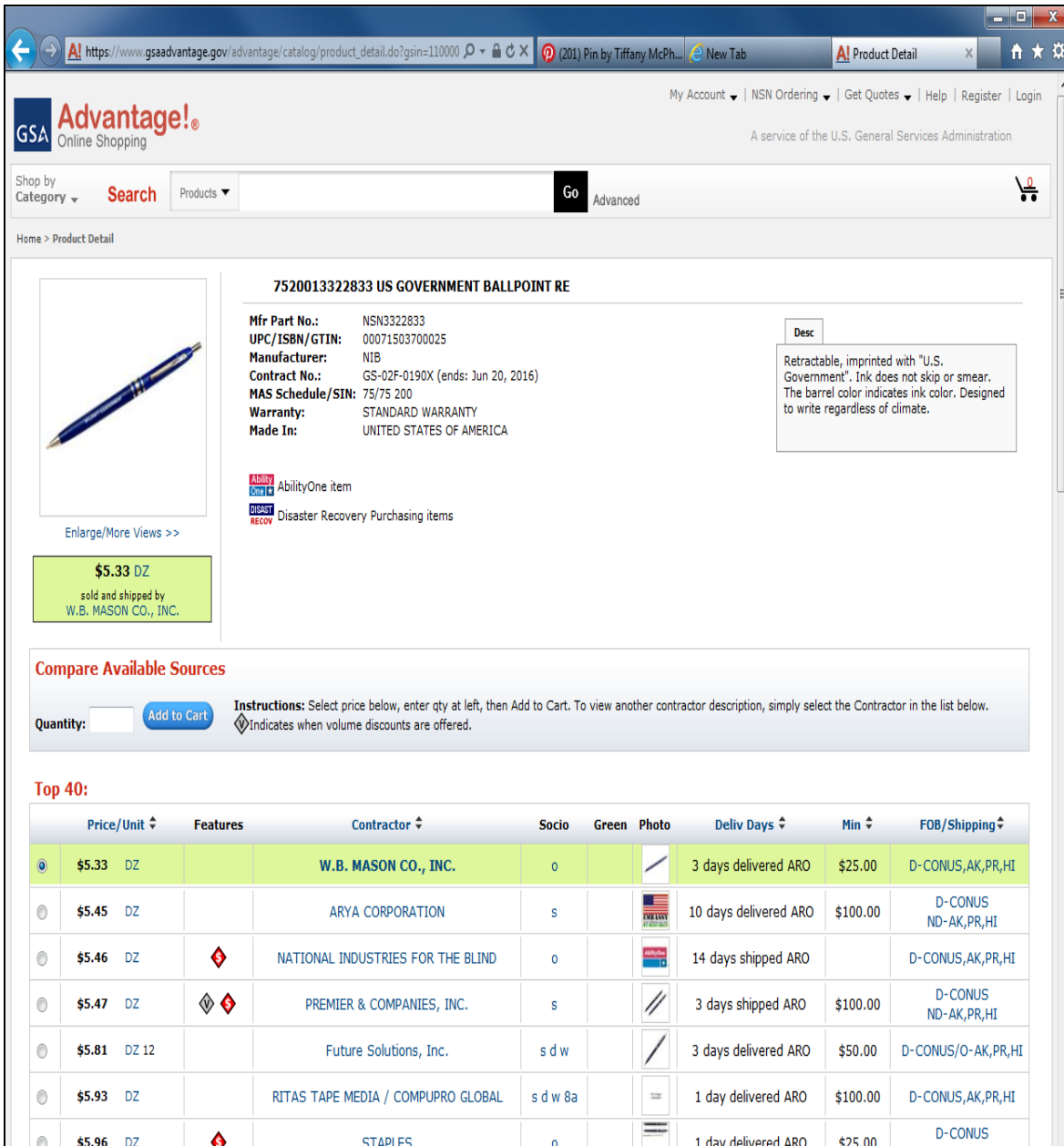
## Green Purchasing Using GSA Advantage (Continued)

Step	Action
2	<p>On the GSA Advantage Environmental Program Page, enter the search item under “<b>Product Search</b>”.</p> 

## Green Purchasing Using GSA Advantage (Continued)

Step	Action
3	<p>The results will be displayed.</p> <p><b>Note:</b> All items displayed are green products.</p> 

## Green Purchasing Using GSA Advantage (Continued)

Step	Action																																																																																
4	<p>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 AXOL, “Comments” tab.</p>  <p><b>7520013322833 US GOVERNMENT BALLPOINT RE</b></p> <p>Mfr Part No.: NSN3322833          UPC/ISBN/GTIN: 00071503700025          Manufacturer: NIB          Contract No.: GS-02F-0190X (ends: Jun 20, 2016)          MAS Schedule/SIN: 75/75 200          Warranty: STANDARD WARRANTY          Made In: UNITED STATES OF AMERICA</p> <p>Retractable, imprinted with "U.S. Government". Ink does not skip or smear. The barrel color indicates ink color. Designed to write regardless of climate.</p> <p><b>\$5.33 DZ</b>          sold and shipped by          W.B. MASON CO., INC.</p> <p><b>Compare Available Sources</b></p> <p>Quantity: <input type="text"/> <b>Add to Cart</b> <b>Instructions:</b> Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below.          ♦ Indicates when volume discounts are offered.</p> <p><b>Top 40:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Price/Unit</th> <th>Features</th> <th>Contractor</th> <th>Socio</th> <th>Green</th> <th>Photo</th> <th>Deliv Days</th> <th>Min</th> <th>FOB/Shipping</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$5.33 DZ</td> <td></td> <td>W.B. MASON CO., INC.</td> <td>o</td> <td></td> <td></td> <td>3 days delivered ARO</td> <td>\$25.00</td> <td>D-CONUS,AK,PR,HI</td> </tr> <tr> <td>2</td> <td>\$5.45 DZ</td> <td></td> <td>ARYA CORPORATION</td> <td>s</td> <td></td> <td></td> <td>10 days delivered ARO</td> <td>\$100.00</td> <td>D-CONUS ND-AK,PR,HI</td> </tr> <tr> <td>3</td> <td>\$5.46 DZ</td> <td>♦</td> <td>NATIONAL INDUSTRIES FOR THE BLIND</td> <td>o</td> <td></td> <td></td> <td>14 days shipped ARO</td> <td></td> <td>D-CONUS,AK,PR,HI</td> </tr> <tr> <td>4</td> <td>\$5.47 DZ</td> <td>♦ ♦</td> <td>PREMIER &amp; COMPANIES, INC.</td> <td>s</td> <td></td> <td></td> <td>3 days shipped ARO</td> <td>\$100.00</td> <td>D-CONUS ND-AK,PR,HI</td> </tr> <tr> <td>5</td> <td>\$5.81 DZ 12</td> <td></td> <td>Future Solutions, Inc.</td> <td>s d w</td> <td></td> <td></td> <td>3 days delivered ARO</td> <td>\$50.00</td> <td>D-CONUS/O-AK,PR,HI</td> </tr> <tr> <td>6</td> <td>\$5.93 DZ</td> <td></td> <td>RITAS TAPE MEDIA / COMPUPRO GLOBAL</td> <td>s d w 8a</td> <td></td> <td></td> <td>1 day delivered ARO</td> <td>\$100.00</td> <td>D-CONUS,AK,PR,HI</td> </tr> <tr> <td>7</td> <td>\$5.96 DZ</td> <td>♦</td> <td>STAPLES</td> <td>o</td> <td></td> <td></td> <td>1 day delivered ARO</td> <td>\$25.00</td> <td>D-CONUS ND-AK,PR,HI</td> </tr> </tbody> </table>		Price/Unit	Features	Contractor	Socio	Green	Photo	Deliv Days	Min	FOB/Shipping	1	\$5.33 DZ		W.B. MASON CO., INC.	o			3 days delivered ARO	\$25.00	D-CONUS,AK,PR,HI	2	\$5.45 DZ		ARYA CORPORATION	s			10 days delivered ARO	\$100.00	D-CONUS ND-AK,PR,HI	3	\$5.46 DZ	♦	NATIONAL INDUSTRIES FOR THE BLIND	o			14 days shipped ARO		D-CONUS,AK,PR,HI	4	\$5.47 DZ	♦ ♦	PREMIER & COMPANIES, INC.	s			3 days shipped ARO	\$100.00	D-CONUS ND-AK,PR,HI	5	\$5.81 DZ 12		Future Solutions, Inc.	s d w			3 days delivered ARO	\$50.00	D-CONUS/O-AK,PR,HI	6	\$5.93 DZ		RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w 8a			1 day delivered ARO	\$100.00	D-CONUS,AK,PR,HI	7	\$5.96 DZ	♦	STAPLES	o			1 day delivered ARO	\$25.00	D-CONUS ND-AK,PR,HI
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## Green Purchasing Using GSA Advantage (Continued)

Step	Action																																																												
5	<p>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.</p> <p><b>Example: “Copy Paper – Recycled Content 30%”.</b></p>  <p>The screenshot displays the GSA Advantage! product detail page for 'BRANDED RECYCLED PAPER'. The page includes a product image, a list of specifications (Mfr Part No., Contractor Part No., Manufacturer, Contract No., MAS Schedule/SIN, Warranty, Made In, Order Increment), and a price of \$3.94 RM. A callout box highlights the 'Desc' field, which contains detailed information about the paper's recycled content and delivery options.</p> <p><b>BRANDED RECYCLED PAPER</b></p> <p>Mfr Part No.: HAM86700RM  Contractor Part No.: HAM86700RM  Manufacturer: HAMMERMILL - HP EVERYDAY PAPER  Contract No.: GS-14F-0679G (ends: Feb 12, 2017)  MAS Schedule/SIN: 75/75 200  Warranty: STANDARD WARRANTY  Made In: UNITED STATES OF AMERICA  Order Increment: 400</p> <p>Comprehensive Procurement Guidelines (CPG) Compliant  Disaster Recovery Purchasing items</p> <p><b>Price:</b> \$4.43 RM  <b>Current Price:</b> \$3.94 RM  (sale ends: Dec 31, 2014)  sold and shipped by ANSLEY BUSINESS MATERIALS OF CHICAG  visit contractor's website</p> <p><b>Options/Accessories»</b></p> <p><b>Compare Available Sources</b></p> <p>Quantity: <input type="text"/> <b>Add to Cart</b></p> <p><b>Instructions:</b> Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below.  Indicates when volume discounts are offered.</p> <p><b>Top 40:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Price/Unit</th> <th>Features</th> <th>Contractor</th> <th>Socio</th> <th>Green</th> <th>Photo</th> <th>Deliv Days</th> <th>Min</th> <th>FOB/Shipping</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$3.94 RM</td> <td></td> <td>ANSLEY BUSINESS MATERIALS OF CHICAG</td> <td>s</td> <td></td> <td></td> <td>25 days delivered ARO</td> <td>\$100.00</td> <td>D-CONUS ND-AK,PR,HI</td> </tr> <tr> <td>2</td> <td>\$4.18 RM</td> <td></td> <td>COMPLETE PACKAGING &amp; SHIPPING SUPPL</td> <td>s</td> <td></td> <td></td> <td>5 days delivered ARO</td> <td>\$100.00</td> <td>D-CONUS/O-AK,PR,HI</td> </tr> <tr> <td>3</td> <td>\$4.19 RM</td> <td></td> <td>RITAS TAPE MEDIA / COMPUPRO GLOBAL</td> <td>s d w 8a</td> <td></td> <td></td> <td>1 day delivered ARO</td> <td>\$100.00</td> <td>D-CONUS,AK,PR,HI</td> </tr> <tr> <td>4</td> <td>\$4.28 RM</td> <td></td> <td>OFFICE DEPOT</td> <td>o</td> <td></td> <td></td> <td>1 day delivered ARO</td> <td>\$25.00</td> <td>D-CONUS/O-AK,PR,HI</td> </tr> <tr> <td>5</td> <td>\$4.60 RM</td> <td></td> <td>CHSIS OFFICE SUPPLY</td> <td>ed</td> <td></td> <td></td> <td>1 day delivered ARO</td> <td>\$100.00</td> <td>D-CONUS</td> </tr> </tbody> </table>		Price/Unit	Features	Contractor	Socio	Green	Photo	Deliv Days	Min	FOB/Shipping	1	\$3.94 RM		ANSLEY BUSINESS MATERIALS OF CHICAG	s			25 days delivered ARO	\$100.00	D-CONUS ND-AK,PR,HI	2	\$4.18 RM		COMPLETE PACKAGING & SHIPPING SUPPL	s			5 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI	3	\$4.19 RM		RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w 8a			1 day delivered ARO	\$100.00	D-CONUS,AK,PR,HI	4	\$4.28 RM		OFFICE DEPOT	o			1 day delivered ARO	\$25.00	D-CONUS/O-AK,PR,HI	5	\$4.60 RM		CHSIS OFFICE SUPPLY	ed			1 day delivered ARO	\$100.00	D-CONUS
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