

**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.

<b>Disposal Date</b>  December 1, 2015	<b>Distribution</b>  All FAS, FSA, and RMA Offices; State Offices relay to County Offices
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**Notice AS-2280**

**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.

<b>Step</b>	<b>Action</b>
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”.

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### 2 Contacts and Additional Information

#### A Contacts

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

<b>IF there are questions about...</b>	<b>THEN contact...</b>
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.

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### 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	

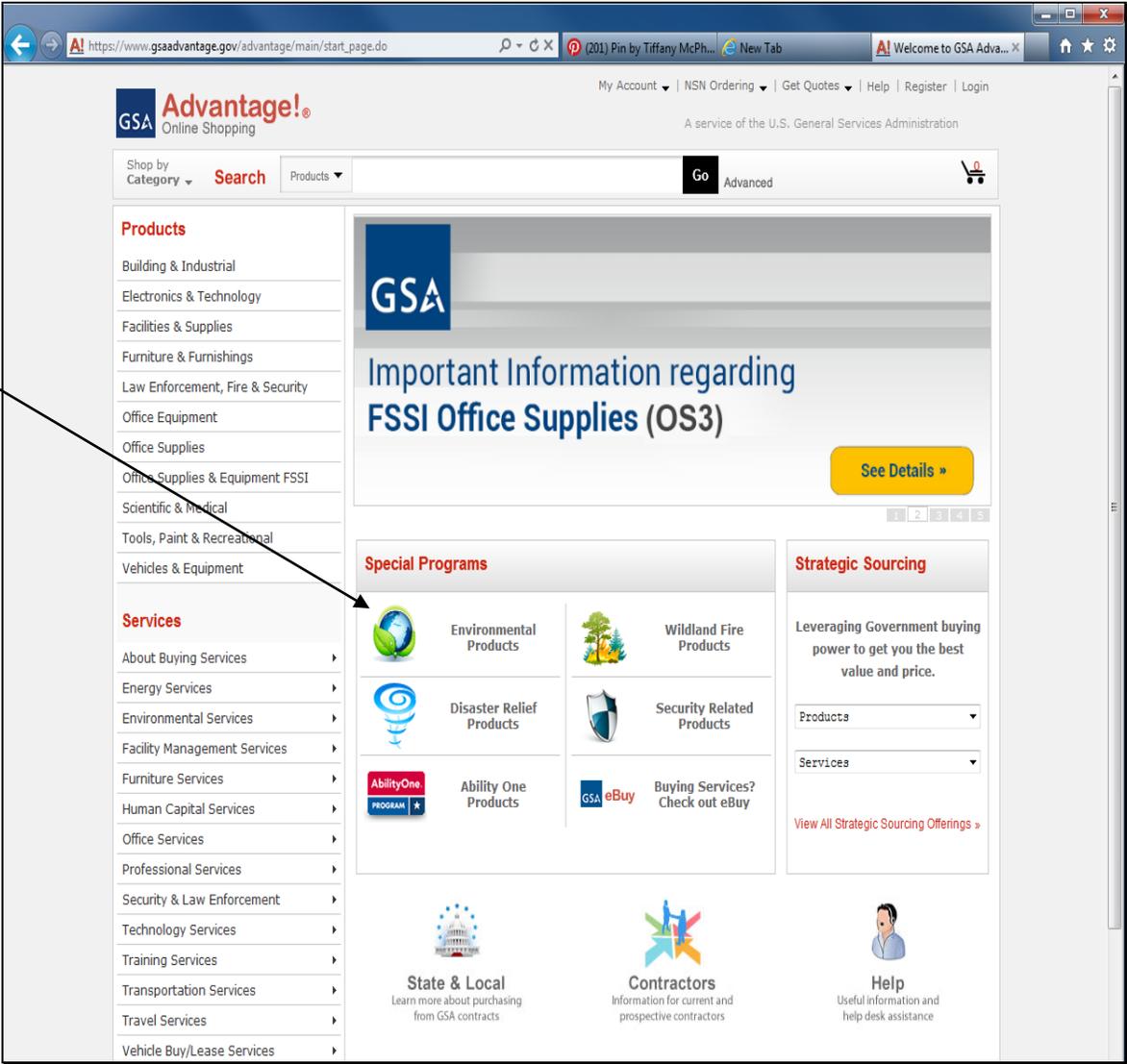
GSA Advantage, which is GSA's purchasing web site, provides purchase cardholders the ability to search for green products (Exhibit 1).

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

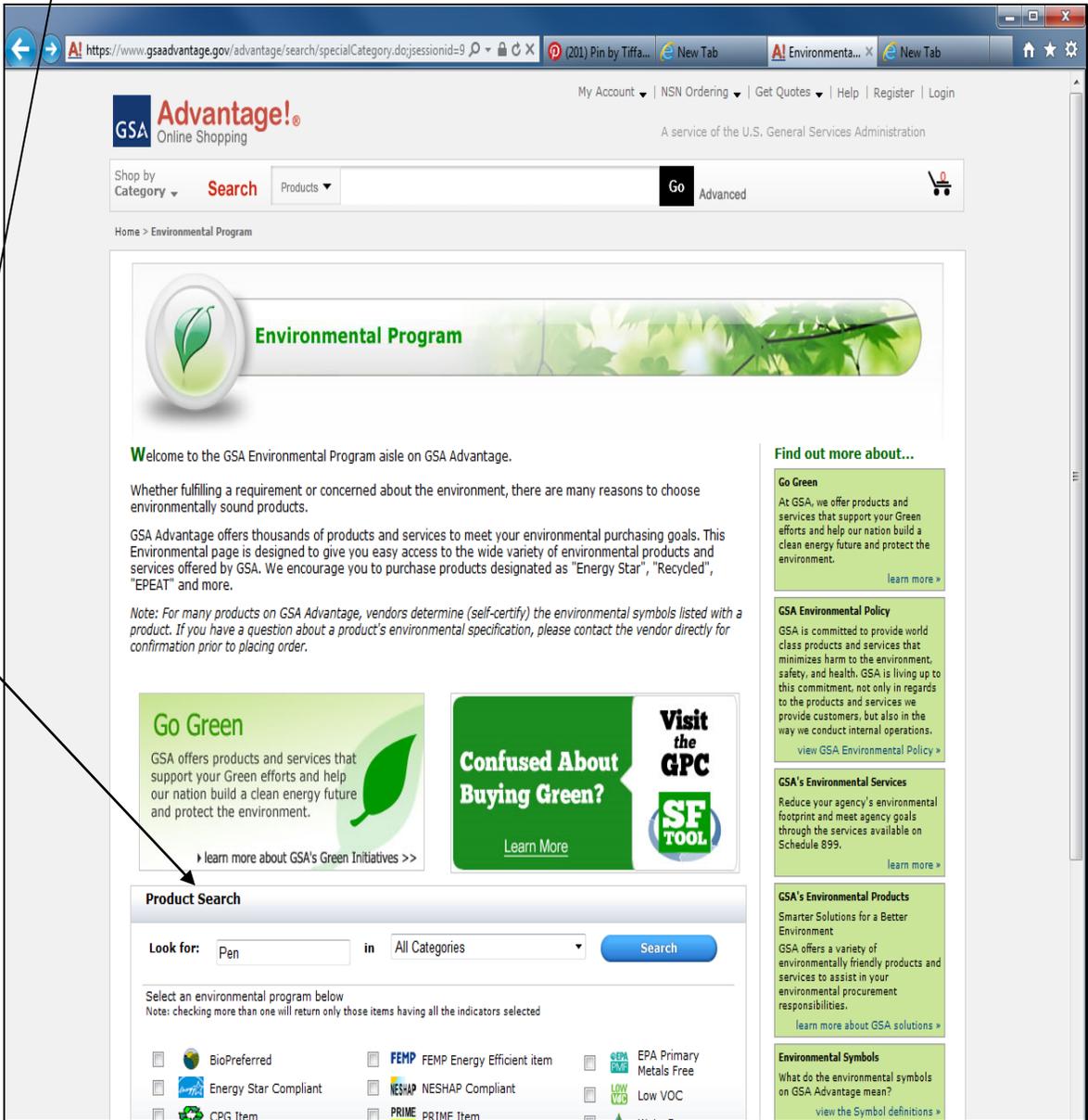
**<http://www.dm.usda.gov/procurement/ccsc/docs/pcref/CardholderGuidelinesApprovingReallocating.pdf>**.

**Green Purchasing Using GSA Advantage**

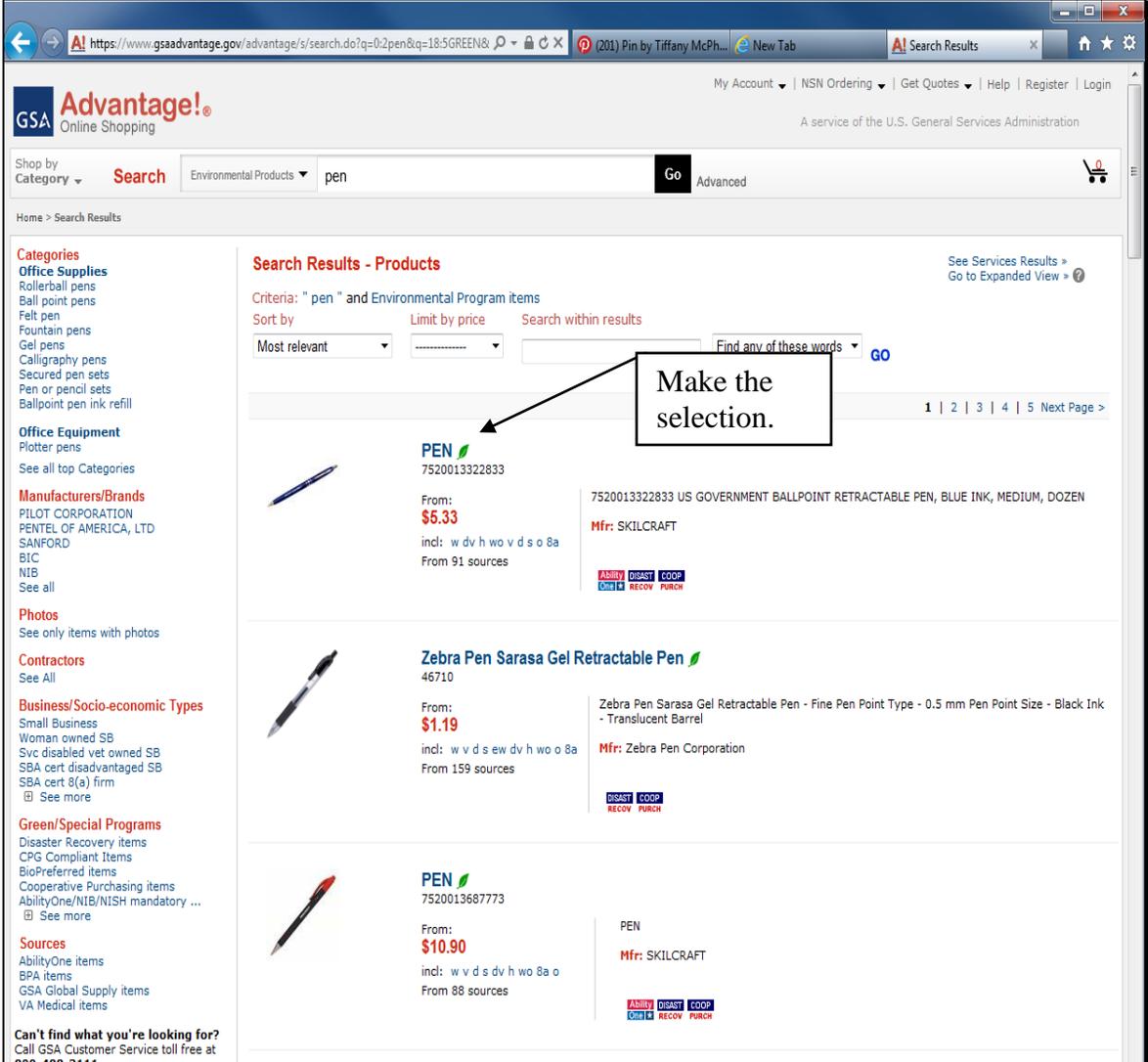
Identify green products on the GSA Advantage web site according to the following steps.

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 data-bbox="300 289 1351 359">On the GSA Advantage Environmental Program Page, enter the search item under “Product Search”.</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>  <p>The screenshot shows the GSA Advantage website search results for 'pen'. The search criteria are 'pen' and 'Environmental Program items'. Three products are listed:</p> <ul style="list-style-type: none"> <li><b>Product 1:</b> PEN 7520013322833. Price: \$5.33. Manufacturer: SKILCRAFT. Description: 7520013322833 US GOVERNMENT BALLPOINT RETRACTABLE PEN, BLUE INK, MEDIUM, DOZEN.</li> <li><b>Product 2:</b> Zebra Pen Sarasa Gel Retractable Pen 46710. Price: \$1.19. Manufacturer: Zebra Pen Corporation. Description: Zebra Pen Sarasa Gel Retractable Pen - Fine Pen Point Type - 0.5 mm Pen Point Size - Black Ink - Translucent Barrel.</li> <li><b>Product 3:</b> PEN 7520013687773. Price: \$10.90. Manufacturer: SKILCRAFT. Description: PEN.</li> </ul> <p>A callout box with an arrow points to the first product with the text 'Make the selection.'</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>

**7520013322833 US GOVERNMENT BALLPOINT RE**

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

Retractable, imprinted with "U.S. Government". Ink does not skip or smear. The barrel color indicates ink color. Designed to write regardless of climate.

**\$5.33 DZ**  
 sold and shipped by W.B. MASON CO., INC.

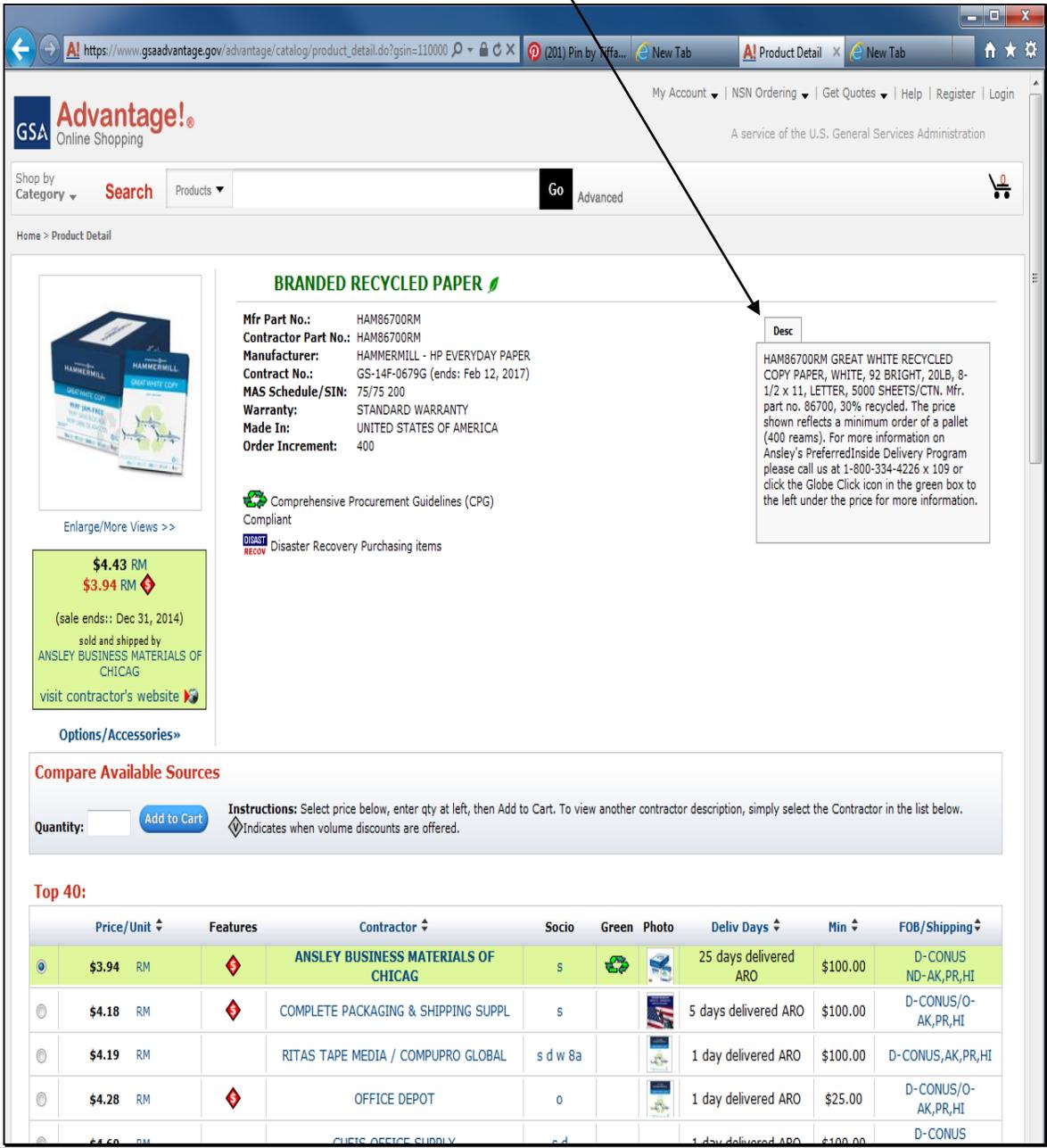
**Compare Available Sources**

Quantity:  [Add to Cart](#) **Instructions:** 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.

**Top 40:**

Price/Unit	Features	Contractor	Socio	Green	Photo	Deliv Days	Min	FOB/Shipping
\$5.33 DZ		W.B. MASON CO., INC.	o			3 days delivered ARO	\$25.00	D-CONUS,AK,PR,HI
\$5.45 DZ		ARYA CORPORATION	s			10 days delivered ARO	\$100.00	D-CONUS ND-AK,PR,HI
\$5.46 DZ	♦	NATIONAL INDUSTRIES FOR THE BLIND	o			14 days shipped ARO		D-CONUS,AK,PR,HI
\$5.47 DZ	♦ ♦	PREMIER & COMPANIES, INC.	s			3 days shipped ARO	\$100.00	D-CONUS ND-AK,PR,HI
\$5.81 DZ 12		Future Solutions, Inc.	s d w			3 days delivered ARO	\$50.00	D-CONUS/O-AK,PR,HI
\$5.93 DZ		RITAS TAPE MEDIA / COMPUPRO GLOBAL	s d w 8a			1 day delivered ARO	\$100.00	D-CONUS,AK,PR,HI
\$5.96 DZ	♦	STAPLES	o			1 day delivered ARO	\$25.00	D-CONUS ND-AK,PR,HI

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 shows the GSA Advantage product detail page for Hammermill paper. The product is identified as 'BRANDED RECYCLED PAPER'. Key details include:         <ul style="list-style-type: none"> <li>Mfr Part No.: HAM86700RM</li> <li>Contractor Part No.: HAM86700RM</li> <li>Manufacturer: HAMMERMILL - HP EVERYDAY PAPER</li> <li>Contract No.: GS-14F-0679G (ends: Feb 12, 2017)</li> <li>MAS Schedule/SIN: 75/75 200</li> <li>Warranty: STANDARD WARRANTY</li> <li>Made In: UNITED STATES OF AMERICA</li> <li>Order Increment: 400</li> </ul>         The price is shown as \$4.43 RM, with a current price of \$3.94 RM (marked with a diamond icon). A callout box points to the 'Desc' field, which contains the following text:         <p>HAM86700RM GREAT WHITE RECYCLED COPY PAPER, WHITE, 92 BRIGHT, 20LB, 8-1/2 x 11, LETTER, 5000 SHEETS/CTN. Mfr. part no. 86700, 30% recycled. The price shown reflects a minimum order of a pallet (400 reams). For more information on Ansel's Preferred Inside Delivery Program please call us at 1-800-334-4226 x 109 or click the Globe Click icon in the green box to the left under the price for more information.</p> </p>