

FACILITY QUESTIONNAIRE

This questionnaire is designed to determine the level of your facility's awareness of and compliance with the recycled content procurement requirements of Executive Order 13101, Section 6002 of the Resource Conservation and Recovery Act (RCRA), and the corresponding recommendations and guidance provided by EPA. Please respond to each of the questions and return the questionnaire within two weeks to the address printed at the end of this form.

THIS QUESTIONNAIRE SHOULD BE COMPLETED BY THOSE INDIVIDUALS MOST FAMILIAR WITH THE FACILITY'S ENVIRONMENTAL AND PROCUREMENT PROGRAMS.

List below the name, address and point of contact for your facility and the phone number, email address and position of facility personnel completing this questionnaire.

PLEASE PROVIDE A RESPONSE TO THE QUESTIONS LISTED BELOW. USE SPACE AT THE END OF THE QUESTIONNAIRE TO PROVIDE CLARIFICATION ON ANY RESPONSE; PLEASE REMEMBER TO INCLUDE THE QUESTION NUMBER WHEN PROVIDING ADDITIONAL INFORMATION OR CLARIFICATION.

#1a) Prior to the receipt of this questionnaire, was your facility's environmental manager aware of the requirements in RCRA 6002 for the procurement of EPA designated recycled content products?
yes _____ *no* _____

#1b) Was your facility's procurement manager aware of the requirements in RCRA 6002 for the procurement of EPA designated recycled content products? *yes* _____ *no* _____

#2) Do you know whether your agency (i.e. Department of Defense, Department of Agriculture) has an Affirmative Procurement Program (APP) established to meet the requirements of EO 12873, EO 13101 and/or RCRA 6002? *yes* _____ *no* _____

If yes to #2, do you have a written or electronic copy of the APP for your agency? *yes* _____
no _____

#3) Does your facility have a policy or program which places a preference on procurement of items containing recycled content or manufactured from recovered materials? *yes* _____ *no* _____

If yes to #3, is the program formal (e.g., written policy signed by facility manager, director

or commander)? *yes* _____ *no* _____

If yes to #3, does your facility announce and publicize the program to potential and active vendors providing services or materials to the facility? *yes* _____ *no* _____

If yes, how does your facility accomplish this?

If yes to #3, how does your facility promote the program to facility and shop level personnel?

If yes to #3, does your facility monitor and review the effectiveness of the program including the tracking of purchases? *yes* _____ *no* _____

If yes to #3, which entity or office in your facility (e.g., supply - procurement -shop manager) is responsible for implementing the program? (list as many as appropriate)

#4) Does your facility's acquisition and/or procurement planning process investigate and/or emphasize the use of recycled content products? *yes* _____ *no* _____

If yes to #4, when you return this questionnaire, please provide a copy of a contract or procurement document or procurement policy that reflects the process described.

#5) Are personnel at your facility who are authorized to use government credit cards for procurement of items for use at your facility informed of the requirement to purchase designated recycled content products? *yes* _____ *no* _____

#6) Are records of credit card purchases of designated recycled content items maintained at your facility? *yes* _____ *no* _____

#7) Please list a sample of any items you know of that are purchased by your facility which contain recycled content or are manufactured from recovered materials **and are not on EPA's list of designated recycled content items** (that list is attached in matrix form to this document).

#8) Would you like to receive additional information regarding the Comprehensive Procurement Guidelines? *yes* _____ *no* _____

#9) Please list any items, issues or questions that are not part of this questionnaire that you feel should be included ?

Attached to this document is a matrix listing each of the EPA designated recycled content items. Please complete the matrix by placing an x in the appropriate box beside each item on the matrix.

EPA will be periodically updating this document and the guidance for inspectors. If you have additional suggestions or comments regarding this document, please add them to this page prior to returning it to EPA.

Please complete the attached matrix and return it along with this questionnaire and any other supporting documentation to:

US Environmental Protection Agency
EO13101 Program Manager (mail code 2261A)
401 M Street SW
Washington, DC 20460

Facility personnel are encouraged to contact the RCRA hotline at 800-424-9346 or search the Internet at <http://www.epa.gov/cpg/products/htm> or <http://www.ofee.gov/> for further information about the Federal Government Buy-Recycled Program.

Comprehensive Procurement Guidelines - Categories and Designated Items (Note: This table includes proposed CPG items as well as items designated final.) Please place a check in <u>all</u> appropriate boxes.	Not purchased by facility	Purchased - with no recycled content	Purchased - with recycled content	Purchased through services contractor	Don't know if purchased at facility
<u>VEHICULAR PRODUCTS</u>					
Engine coolants - antifreeze					
Re-refined lubricating oils -including motor oil					
Retread tires					
<u>CONSTRUCTION PRODUCTS</u>					
Building insulation products					
Carpet backing					
Carpet cushion					
Polyester carpet					
Cement and concrete					
Latex paint					
Floor tiles					
Laminated paperboard					
Patio blocks					
Shower and restroom dividers and partitions					

Comprehensive Procurement Guidelines - Categories and Designated Items	Not purchased by facility	Purchased - with no recycled content	Purchased - with recycled content	Purchased through services contractor	Don't know if purchased at facility
CONSTRUCTION PRODUCTS (cont)					
Structural fiberboard					
Flowable fill					
Railroad grade crossings /surfaces					
LANDSCAPING PRODUCTS					
Food waste compost					
Yard trimmings compost					
Landscape timbers and posts					
Garden and soaker hoses					
Hydraulic mulch					
Lawn and garden edging					
NON-PAPER OFFICE PRODUCTS					
Plastic binders					
Plastic clipboards					
Plastic clip portfolios					
Plastic file folders					

Comprehensive Procurement Guidelines - Categories and Designated Items	Not purchased by facility	Purchased - with no recycled content	Purchased - with recycled content	Purchased through services contractor	Don't know if purchased at facility
<u>NON-PAPER-OFFICE PRODUCTS (cont)</u>					
Plastic presentation folders					
Binders (paper, plastic covered)					
Office recycling containers					
Office waste receptacles					
Plastic desktop accessories					
Plastic envelopes					
Plastic trash bags					
Printer ribbons					
Toner cartridges					
<u>PAPER AND PAPER PRODUCTS</u>					
Printing and writing papers					
Newsprint					
Sanitary tissue					
Paperboard					
Packaging					

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<u>PARK and RECREATION PRODUCTS</u>					
Playground equipment					
Park and recreational furniture					
Plastic fencing					
Playground surfaces					
Running tracks					
<u>TRANSPORTATION PRODUCTS</u>					
Channelizers					
Flexible delineators					
Parking stops					
Traffic barricades					
Traffic cones					
Delineators					
<u>MISCELLANEOUS PRODUCTS</u>					
Pallets					
Sorbents					

Comprehensive Procurement Guidelines - Categories and Designated Items	Not purchased by facility	Purchased - with no recycled content	Purchased - with recycled content	Purchased through services contractor	Don't know if purchased at facility
<u>MISCELLANEOUS PRODUCTS</u>					
Awards and plaques					
Industrial drums					
Mats					
Signage					
Strapping and stretch wrap					

If you responded yes to any items in column three, "Purchased with recycled content," please list below those items purchased with recycled content at or above the EPA recommended level.
