

**UNCLASSIFIED**

**45TH SPACE WING  
PATRICK AIR FORCE BASE, FLORIDA**



**45TH SPACE WING  
AFFIRMATIVE PROCUREMENT PLAN  
45 SW PLAN 32-7080**

**20 November 2003**

**UNCLASSIFIED**

**UNCLASSIFIED**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**UNCLASSIFIED**

UNCLASSIFIED



DEPARTMENT OF THE AIR FORCE  
45<sup>TH</sup> SPACE WING (AFSPC)

MEMORANDUM FOR DISTRIBUTION (ANNEX Z)

FROM: 45 SW/CC  
1201 Edward H. White II St., MS 7100  
Patrick AFB FL 32925-3299

SUBJECT: 45<sup>th</sup> Space Wing Plan 32-7080, Affirmative Procurement Plan

1. The 45<sup>th</sup> Space Wing (45 SW) Plan 32-7080, Affirmative Procurement (AP) Plan is available electronically at <https://45cons.patrick.af.mil/ap/>. This 45 SW Plan supports Environmentally Preferable Purchasing. All personnel at the 45 SW shall comply with this plan. This is the initial distribution of the plan and supersedes no others.
2. This plan was coordinated with applicable 45 SW organizations to include tenant units and contractors.
3. This plan is effective immediately for implementation.
4. Unit checklists or other supporting documents will be prepared within 60 days after receipt of this plan. Annual review of this plan and all supporting documentation will be conducted in October of each year.
5. The Environmental Flight (45 CES/CEV) is the office of primary responsibility for this plan. An annual review of the plan will be conducted by the Environmental Flight. All recommendations for revisions are to be forwarded to 45 CES/CEV.

J. GREGORY PAVLOVICH  
Brigadier General, USAF  
Commander

Attachment:

45 SW Plan 32-7080

**UNCLASSIFIED**

**THIS PAGE INTENTIONALLY LEFT BLANK**

UNCLASSIFIED



DEPARTMENT OF THE AIR FORCE  
45<sup>TH</sup> SPACE WING (AFSPC)

MEMORANDUM FOR 45 SW/XPL

FROM: (Name of Air Force Activity)  
(Delivery Address Line)  
(Base, State, Zip+4)

SUBJECT: Distribution of 45 SW Plan 32-7080, Affirmative Procurement Plan

1. This office has received \_\_\_\_\_ copies of subject document. Request distribution be changed as follows:

- a. ( ) Exclude from distribution.
- b. ( ) Increase number of copies to \_\_\_\_\_.
- c. ( ) Decrease number of copies to \_\_\_\_\_.
- d. ( ) Change office symbol and address:

(1) OLD ADDRESS:

(2) NEW ADDRESS:

- 2. ( ) Above changes apply to this plan only.
- 3. ( ) Above changes apply to all plan distribution for which 45 CES/CEV is OPR.
- 4. Note: All units that can access the share drive will download and print the number of copies required of this plan. If so, 1a above applies. Address: Entire network\Patrick\p423fp2\Plans.

(Signature Block of Commander  
or Authorized Representative)

**UNCLASSIFIED**

**THIS PAGE INTENTIONALLY LEFT BLANK**

**UNCLASSIFIED**

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

**45 SW PLAN 32-7080  
SECURITY INSTRUCTIONS**

1. The long title of this plan is 45th Space Wing Affirmative Procurement Plan (45 SW PLAN 32-7080). The short title is 45 SW AP Plan. Both titles are unclassified.
2. This plan is unclassified, it does not come within the scope of directives governing the protection of information affecting national security as specified in Air Force Directives. It requires no specific safeguarding or protection.
3. This plan will be distributed to those organizations shown on the Distribution List, Annex Z. The plan will be controlled in accordance with established Air Force procedures for unclassified documents.
4. Reproduction of this plan in whole or part without the permission of the OPR is authorized as required in preparation of supporting plans, reports or checklists.

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

**45 SW PLAN 32-7080  
RECORD OF CHANGES**

<b>RECORD OF CHANGES</b>				
<b>CHANGE NUMBER</b>	<b>DATE OF CHANGE</b>	<b>DATE POSTED</b>	<b>POSTED BY</b>	<b>DATE CHECKLIST REVIEWED</b>

<b>RECORD OF ANNUAL REVIEW</b>		
<b>REVIEWED BY</b>	<b>DATE REVIEWED</b>	<b>REMARKS</b>

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

**45 SW PLAN 32-7080**  
**PLAN SUMMARY**

1. **PURPOSE**: The purpose of this plan is to implement Executive Order (EO) 13101 and Federal Acquisition Regulation (FAR) requirements to insure 45 SW personnel support Environmentally Preferable Purchasing. The plan implements legal and policy requirements to meet the four Affirmative Procurement Program (APP) elements. It also provides a list of resources to aid in the implementation of the APP. Overall the goal of the plan is to use the purchasing power of the United States government to increase the market for products with recycled content and help prevent pollution.
2. **CONDITIONS FOR IMPLEMENTATION**: This plan is effective upon receipt and must be implemented for all purchases in accordance with the FAR requirements.
3. **OPERATIONS TO BE CONDUCTED**: All 45 SW organizations and contractors will comply with the 100% AP purchasing requirement. This plan affects all 45 SW purchases by giving preference to products with certain levels of recycled content and bio-based products.
4. **KEY ASSUMPTIONS**: All personnel will make a conscience effort to involve Affirmative Procurement (AP) as early as possible in the procurement process.
5. **TIME TO COMMENCE EFFECTIVE OPERATIONS**: This plan shall be effective and implemented immediately upon 45 SW/CC approval.
6. **COMMAND RELATIONSHIPS**: Normal command relationships are in effect.
7. **LOGISTICS APPRAISAL**: This plan is logistically feasible at this time.
8. **PERSONNEL APPRAISAL**: This plan is feasible based upon current personnel levels.
9. **CONSOLIDATED LISTING AND IMPACT ASSESSMENT OF SHORTFALL AND LIMITING FACTORS**: N/A
10. **DEFINITIONS OF TERMS**: See Glossary on page x.
11. **ACRONYMS AND ABBREVIATIONS**: See Acronyms and Abbreviations on page xiv.

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

**45 SW PLAN 32-7080  
TABLE OF CONTENTS**

**CONTENTS**

**SECURITY INSTRUCTIONS** .....v

**RECORD OF CHANGES** .....vi

**PLAN SUMMARY** .....vii

**TABLE OF CONTENTS** .....viii

**GLOSSARY** .....xi

**ACRONYMS AND ABBREVIATIONS** .....xv

**BASIC PLAN** ..... 1

1. POLICY ..... 1

2. REQUIREMENTS ..... 1

    A. RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)  
        SECTION 6002 (42 USC 6962) ..... 1

    B. EXECUTIVE ORDER 13101, *GREENING THE GOVERNMENT  
        THROUGH WASTE PREVENTION, RECYCLING, AND FEDERAL  
ACQUISITION*..... 2

    C. COMPREHENSIVE PROCUREMENT GUIDELINES..... 2

    D. HQ USAF/ILE AND SAF/AQC POLICY..... 2

    E. AFI 32-7080, *POLLUTION PREVENTION PROGRAM*..... 2

    F. AIR FORCE ENGINEERING TECHNICAL LETTER 00-1, *EPA GUIDELINE  
ITEMS  
    IN CONSTRUCTION AND OTHER CIVIL ENGINEERING SPECIFICATIONS*..... 2

    G. FEDERAL ACQUISITION REGULATIONS ..... 3

    H. BIOBASED PRODUCTS

3. APPLICABILITY ..... 3

4. AFFIRMATIVE PROCURMENT PROGRAM ..... 4

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

A. BACKGROUND ..... 4  
B. AFFIRMATIVE PROCUREMENT SUBCOMMITTEE CHARTER..... 4  
5. AP PLAN ELEMENTS ..... 4  
    A. PREFERENCE PROGRAM ..... 4  
    B. PROMOTION PROGRAM..... 5  
    C. CERTIFICATION AND VERIFICATION ..... 6  
    D. ANNUAL MONITORING AND REVIEW..... 6  
6. ENVIRONMENTAL CONTRACTING REQUIRMENTS ..... 7  
    A. STATEMENTS OF WORK AND SPECIFICATIONS ..... 7  
    B. SERVICE CONTRACTS ..... 7  
    C. CONSTRUCTION AND A-E CONTRACTS ..... 7  
    D. REVIEW AND REVISIONS ..... 7  
    E. CONTRACTOR REPORTING REQUIREMENTS ..... 8  
7. EXEMPTIONS AND WRITTEN JUSTIFICATIONS ..... 8  
    A. CRITERIA ..... 8  
        (1) Competitively ..... 8  
        (2) “Reasonable Period of Time” Exemption ..... 8  
        (3) “Reasonable Price” Exemption..... 8  
        (4) “Fails to Meet Performance Standards” Exemption..... 9  
    B. LIFE-CYCLE COST..... 9  
    C. RECOVERED MATERIALS DETERMINATION FORM ..... 9  
8. THE GOVERNMENT PURCHASE CARD ..... 9  
    A. APPLICABILITY ..... 9  
    B. GOVERNMENT PURCHASE CARD HOLDER RESPONSIBILITY ..... 9  
ANNEX A, RECOVERD MATERIALS DETERMINATION FORM ..... A-1  
ANNEX B, AFFIRMATIVE PROCUREMENT AWARENESS BROCHURE ..... B-1  
ANNEX C, LIST OF POLICY DRIVERS ..... C-1  
ANNEX D, TECHNICAL RESOURCES ..... D-1  
ANNEX E, ANNUAL REVIEW CHECKLIST ..... E-1

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

ANNEX Z, DISTRIBUTION LIST .....Z-1

X

**UNCLASSIFIED**

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

45 SW PLAN 32-7080  
GLOSSARY

For clarification of terms not listed here refer to **EPA's Buy-Recycled Series Fact Sheets**.

**Acquisition** - acquiring by contract, using appropriated funds, supplies or services (including construction) by and for the use of the federal government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. [Executive Order 13101]

**Affirmative Procurement (AP) Program** - a program assuring guideline items composed of recovered materials will be purchased to the maximum extent practicable, consistent with federal law and procurement regulations. [RCRA]

**Biobased product** – a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials. [Executive Order 13101]

**Certification** - provided by offerors/bidders/vendors, it is written documentation certifying the percentage of recovered materials contained in products or to be used in the performance of the contract is at least the amount required by applicable specifications or other contractual requirements. Certification on multi-component or multi-material products should verify the percentage of postconsumer waste and recycled material contained in the major constituents of the product.

**Comprehensive Procurement Guidelines (CPG)** – the documents in which EPA officially designates the specific recycled-content products to be included in AP programs. Products designated in the CPG are often referred to as “guideline items.” The CPG requirements are codified in 40 CFR Part 247.

**Continental United States (CONUS)** - the continental US, Alaska, Hawaii, and territories/possessions.

**Cost-Effective Procurement Preference Program** - a procurement program favoring more environmentally-sound or energy-efficient products and services than other competing products and services, where price and other factors are equal. [OFPP Policy Letter 92-4]

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

**Environmentally Preferable** - products or services having a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. [Executive Order 13101]

**Environmentally Sound** - a product or service less damaging to the environment when used, maintained, and disposed of in comparison to a competing product or service. [OFPP Policy Letter 92-4]

**Executive Agency or Agency** - an Executive agency as defined in 5 U.S.C 105. For the purpose of this order, military departments, as defined in 5 U.S.C. 102, are covered under the auspices of the Department of Defense. [Executive Order 13101]

**Federal Supply Source** - any supply source managed by a federal agency such as the General Services Administration, Government Printing Office, or Defense General Supply Center.

**Installation** - In the Air Force, a self-supporting center of operations for actions of importance to Air Force combat, combat support, or training. It is operated by an active, reserve, or guard unit of group size or larger with all land, facilities, and organic support needed to accomplish the unit mission. It must have real property accountability through ownership, lease, permit, or other written agreement. Agreements with foreign governments that give the Air Force jurisdiction over real property meet this requirement. The term "installation" includes Air Force bases, Field Operating Agencies, Air Force Reserve bases, and Air National Guard bases.

**Life-Cycle Assessment** - the comprehensive examination of a product's environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal. [Executive Order 13101]

**Life-Cycle Cost** - the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product. [Executive Order 13101]

**Minimum Content Standard** - the minimum recovered material content specifications set to assure the recovered material content required is the maximum available without jeopardizing the intended item end use or violating the limitations of the minimum content standards set forth by EPA's guidelines. [RCRA, 42 U.S.C. 6962]

**Postconsumer Material** - a material or finished product that has served its intended

## UNCLASSIFIED

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Postconsumer material is a part of the broader category of recovered materials. Postconsumer recovered materials, for purposes of purchasing paper and paper products, is a subset of the broader term “recovered materials”, and means: (1) Paper, paperboard and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item including: Used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards, and used cordage; and (2) All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste.

**Preconsumer Materials** - Materials generated in manufacturing and converting processes, such as manufacturing scrap and trimmings/cuttings. Preconsumer materials, along with postconsumer materials, are part of the broader category of “recovered materials.” [Glossary on EPA’s CPG Website]

**Preference** - when two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will favor the more environmentally sound or energy-efficient product. [OFPP Policy Letter 92-4]

**Procuring Agency** - any federal agency, or any State agency or agency of a political subdivision of a State, which is using appropriated federal funds for such procurement, or any person contracting with any such agency with respect to work performed under such contract.

**Resource Conservation and Recovery Act (RCRA)**, 42 U.S.C. 6901, et. seq., as amended

**Recovered Materials** – waste materials and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process. [Executive Order 13101]

**Recovered Materials Advisory Notices (RMAN)** – an EPA document that accompanies each of the Comprehensive Procurement Guidelines. The RMANs recommend recycled-content ranges for products designated in the CPG, based on current information on commercially available recycled-content products. Per AFI 32-7080, these recommended content ranges are mandatory for all Air Force acquisitions of CPG products, unless an exemption applies.

**Recyclability** - the ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling. [Executive Order 13101]

## UNCLASSIFIED

**45TH SPACE WING (AFSPC)**  
**Patrick Air Force Base FL 32925**  
**20 November 2003**

**Recycled Material** - a material utilized in place of raw or virgin material in product manufacturing consisting of materials derived from postconsumer waste, industrial scrap, material derived from agricultural wastes, and other items, all of which can be used in new product manufacture. [Office of Federal Procurement Policy Letter 92-4]

**Recycling** - the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion. [Executive Order 13101]

**Specification** - a description of the technical requirements for a material, product, or service that includes the criteria for determining whether these requirements are met. In general, specifications are in the form of written commercial designations, industry standards, and other descriptive references.

**Unreasonable Price** – The law does not specify what is an unreasonable price. This is a judgment call and depends on the initiative put forth by the requiring activity, life-cycle cost analysis, and funds availability.

**Verification** - procedures used by procuring agencies to confirm both vendor estimates and certifications of the percentages of recovered material to be used in the performance of a contract, or contained in the products supplied to them.

**Virgin Material** - a mined or harvested raw material to be used in manufacturing.

**Waste Prevention** - any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials. [Executive Order 13101]

**Waste Reduction** - preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. [Executive Order 13101]

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

**45 SW PLAN 32-7080  
ACRONYMS AND ABBREVIATIONS**

A-E	Architectural-Engineer
AF	Air Force
AFB	Air Force Base
AFCEE	Air Force Center for Environmental Excellence
AFI	Air Force Instruction
AP	Affirmative Procurement
APP	Affirmative Procurement Program
BPL	Biobased Products List
CCAFS	Cape Canaveral Air Force Station
CCB	Construction Criteria Base
CE	Civil Engineering
CEQ	Council on Environmental Quality
CFR	Code of Federal Regulations
COCESS	Contractor Operated Civil Engineer Support Services
CONUS	Continental United States
CPG	Comprehensive Procurement Guidelines
CRBT	Center for Resourceful Building Technology
CSI	Construction Standards Institute
DAPS	Defense Automated Printing Services
DFARS	DoD supplement to the Federal Acquisition Regulation
DLA	Defense Logistics Agency
DoD	Department of Defense
EA	Enforcement Action
ECAMP	Environmental Compliance Assessment and Management Program (ECAMP)

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

EO	Executive Order
EPA	Environmental Protection Agency
EPC	Environmental Protection Committee
EPP	Environmentally Preferable Purchasing
ETL	Engineering Technical Letter
FAR	Federal Acquisition Regulation
FEE	Federal Environmental Executive
GPO	Government Printing Office
GSA	General Services Administration
JWOD	Javits-Wagner-O'Day
MAJCOM	Major Command
NOV	Notice of Violation
NRC	National Recycling Coalition
OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy
PAFB	Patrick Air Force Base
PWS	Performance Work Statement
RCRA	Resource Conservation Recovery Act
RMAN	Recovered Material Advisory Notice
SOW	Statement of Work
TACOM	Tank-automotive and Armaments Command (US Army)
USDA	United States Department of Agriculture

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

**45 SW PLAN 32-7080**  
**BASIC PLAN**

**REFERENCE:** “Federal Acquisition Regulation” (FAR) Part 23 and Air Force Instruction (AFI) 32-7080, *Pollution Prevention Program*.

**TASKED ORGANIZATIONS:** All assigned 45 SW organizations, tenants, civilian contractors, and other DoD government agencies.

1. **POLICY.** Affirmative Procurement (AP) is the name given to the federal program to strengthen efforts to protect the environment and promote economic growth through the purchase of recycled and other environmentally preferable products. The standard three-arrow recycling symbol  represents not only *collection* of recyclable materials, but also *manufacturing* and *use* of recycled products. Recycling can succeed in diverting materials from landfills only if markets for products made from recycled materials expand. A recovered material or recycled material is a waste material or by-product recovered or diverted from solid waste and utilized in place of raw or virgin material in product manufacturing. Today, products made from recycled materials rival virgin products in quality and cost. Yet, the market for these items is still in its infancy. Purchasing recycled materials through affirmative procurement will significantly increase the use of these products and will close the loop of our recycling efforts. The Federal government has taken several important steps toward strengthening its commitment to affirmative procurement.

2. **REQUIREMENTS.** As background for this policy, brief summaries of several requirements that drive the program are presented below:

a. Resource Conservation and Recovery Act (RCRA) Section 6002 (42 USC 6962). The legal requirement for an Affirmative Procurement Program (APP) comes from RCRA Section 6002 (<http://www.ornl.gov/ornlp2/sec6002.htm>) of the Solid Waste Disposal Act, as amended by RCRA of 1976. Section 6002 requires Federal agencies to procure designated items composed of the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. This law also requires that the APP contain a recovered materials preference program, a promotion program to promote the preference program, a program to certify the products and minimum recovered material content actually utilized, and an annual review and monitoring program to analyze the addition of new designated items and the effectiveness overall.

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

b. Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, 14 Sep 98 (<http://www.ofee.gov>). EO 13101 expands and strengthens the Federal government's commitment to recycling and buying recycled-content products. The Environmental Protection Agency (EPA) is tasked to develop and issue Comprehensive Procurement Guidelines containing designated items that are or can be made with recovered materials.

c. Comprehensive Procurement Guidelines (CPG). The EPA is required to designate products that are or can be made with recovered materials as authorized by RCRA Section 6002 and EO 13101. EPA reviews a broad list of potential products made from recovered materials. EPA then compiles this list through various sources of publicly available information and includes items previously researched and still under consideration by EPA. The EPA also issues guidance on buying recycled-content products in Recovered Materials Advisory Notices (RMANs), which recommend recycled-content ranges for CPG products. RMAN levels are updated as marketplace conditions change. All current and proposed guideline items and their associated recycled content requirements, product specifications, RMANs, and list of manufacturers and suppliers can be viewed on EPA's web page located at <http://www.epa.gov/cpg>. Other sections of the web page provide product fact sheets, frequently asked questions with answers, and CPG program updates.

d. HQ USAF/ILE and SAF/AQC Policy, *Air Force Affirmative Procurement Program*, 31 May 00 (CEV Policy P01002, 20 Nov 00). This policy places responsibility for the Affirmative Procurement Program (APP) on the Environmental Protection Committee (EPC) at all levels in the Air Force. The EPC at each installation needs to comprise a team to develop and implement affirmative procurement. The policy specifically identifies Civil Engineering and Contracting as the key organizations responsible for implementing and monitoring the program.

e. Air Force Instruction (AFI) 32-7080, *Pollution Prevention Program*, 12 Nov 94 (<http://www.afcee.brooks.af.mil/eq/p2toolbox/libraries/b4.doc>). AFI 32-7080 contains requirements and responsibilities for pollution prevention programs such as hazardous waste minimization, recycling and affirmative procurement. Currently, this AFI states the same criteria as all the other documents with regards to affirmative procurement. The current revision includes the requirements of RCRA Section 6002 and EO 13101. The Environmental modules for the Automated Civil Engineer System (ACES) will be implemented as they are developed.

f. Air Force Engineering Technical Letter 00-1, *EPA Guideline Items in Construction and Other Civil Engineering Specifications*, 5 Jan 00. Engineering Technical Letter 00-1

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

makes it mandatory for all civil engineer specifications (construction and service contracts) to include EPA designated guideline item requirements.

g. Federal Acquisition Regulation (FAR) (<http://farsite.hill.af.mil/FFARa.htm>).

(1) Part 10 - Market Research. Requires that research be accomplished prior to developing the specification or statement of work to establish the maximum practicable use of recovered material and promote energy conservation and efficiency.

(2) Part 11 - Describing Agency Needs. States to establish requirements for acquiring environmentally preferable products and services. Agencies must consider the use of recovered materials.

(3) Subpart 23.4 - Use of Recovered Materials. States that Federal agency APP must require 100 percent of purchases of EPA designated products to contain recovered material, unless one of the exemption criteria applies. It also requires written determinations to be placed in the contract file whenever an exemption is claimed for an acquisition exceeding the micropurchase threshold (\$2,000 for construction and \$2,500 for all other purchases).

(4) FAR Part 36 - Construction and A-E Contracts. Provides criteria to use when selecting architectural-engineer (A-E) firms, and also includes required actions for government project managers and A-E firms.

h. Biobased Products. EO 13101 also encourages Federal agencies to consider "biobased products". The Farm Security and Rural Investment Act of 2002 requires Federal agencies to purchase products with biobased content. A biobased product is "a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials. The requirements of the Farm Security and Rural Investment Act can be viewed at <http://www.ofee.gov/>. Biobased products are part of the APP. Refer to the Biobased Products List (BPL).

**3. APPLICABILITY**. The affirmative procurement requirements apply to all agency acquisitions of EPA designated items. EPA Affirmative procurement requirements apply to all Federal acquisitions using appropriated and non-appropriated funds. To include all 45 SW government, contractor, and tenant organization acquisitions. Purchases made within the United States for shipment overseas must also comply with the EPA requirements.

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

**4. AFFIRMATIVE PROCURMENT PROGRAM.**

a. Background. In accordance with 40 CFR Part 247.6, the 45 SW is required to establish an Affirmative Procurement Program (APP) to ensure all agency purchases of designated guideline products are composed of the highest percentage of recovered materials practicable. The 45 SW APP was established in 1998. The Pollution Prevention Working Group established an AP Subcommittee to assist the 45 SW in the implementation of the APP.

b. Affirmative Procurement Subcommittee Charter. The AP Subcommittee adopted a charter to serve as a guideline to assist 45 SW organizations in complying with all AP requirements. The subcommittee is co-chaired by Environmental Flight (45 CES/CEV) and the Contracting Flight (45 CONS/LGCC), and includes representatives from legal, safety, bioenvironmental, supply, and military and contractor organizations, as required. This group provides 45 SW organizations assistance, education, publicity and other guidance pertaining to all aspects of affirmative procurement.

**5. AP PLAN ELEMENTS.** It is the 45 SW policy to use recovered materials to the maximum extent possible considering cost, availability of competition, and performance. The objective is to acquire competitively, in a cost-effective matter, products that meet reasonable performance requirements and that are composed of the highest percentage of recovered materials practicable. The purpose of the AP Plan is to outline the plan of action to comply to the maximum extent possible the use of recovered material content items in accordance with the requirements. The AP Plan consists of (1) a recovered materials preference program, (2) a promotion program to promote the preference program, (3) a program to certify the products and minimum recovered material content actually utilized, and (4) an annual review and monitoring program to analyze the addition of new designated items and the effectiveness overall.

a. Preference Program. The preference program demonstrates that the installation has a preference for products that contain recycled materials as established by the EPA. It requires installation employees, contractors, and potential vendors, that seek to do business with the installation, to acquire recycled product items. This is accomplished through formal policy statements, action plans, specifications, statements of work, and contract requirements. Here are the steps taken to meet the RCRA requirement for a preference program:

(1) An affirmative procurement policy letter was written and approved by the 45 SW Commander. It can be found at Annex F of this Plan.

(2) All organizations and contractors on 45 SW installations will comply with the 100 percent AP purchasing requirement. The EPA has provided a Web site, the

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

Comprehensive Procurement Guidelines (CPG) (<http://www.epa.gov/cpg>), that provides information on guideline items and needed to make the proper purchases. Since this Web site is continually being updated, personnel should refer to the web page for the current listing of the specific items.

(a) The "Products" section of the page lists all currently designated and proposed guideline items and their associated recycled-content requirements. The full text of each CPG and Recovered Material Advisory Notices (RMAN) can be found in the "Background" section. Other sections of the Web page provide product fact sheets, give CPG program updates, and answer frequently asked questions.

(b) Some product types may be found on both the CPG list and the United States Department of Agriculture's (USDA) Biobased Products List (BPL). When this happens, **buy recycled-content products first**. There is a binding requirement to purchase recycled-content and biobased products.

(3) All contract specifications, statements of work, solicitations and contracts for the purchase of CPG items will include AP requirements. The requiring organizations will embrace the installation's obligation to meet EPA minimum recycled-content requirements when purchasing CPG items. Refer also to Section 6.0 of this plan.

b. Promotion Program. The promotion program is the second element required by RCRA. It is the process of raising awareness on AP requirements of installation, contractor, and potential vendor personnel. Several major initiatives undertaken by the 45 SW promotion program are listed below. This is not, however, an all-inclusive list. It is up to the individual organizations to find new, innovative, and productive ways to promote the APP. Annually an AP event will be conducted to introduce vendors, contractors, and base personnel to the aspects of AP.

(1) The Contracting Squadron established an Affirmative Procurement Web page <https://45cons.patrick.af.mil/ap/>, which provides pertinent AP information to all 45 SW organizations and contractors, including brochures, guides, policy and laws. A copy of this plan is also available at this Web site. The Small Business Office has established a link to the AP Web site to inform small business and vendors on AP requirements. Additionally, articles on AP requirements are periodically published in the 45 CONS Customer Newsletter, and the 45 SW AP Brochure is provided to all GPC users during training sessions.

(2) Training sessions will be held for Contracting, Civil Engineering, Logistics, Supply, GPC holders and other Acquisition Personnel. The training will be conducted by the Environmental and Contracting Flights. The briefing slides used for this training

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

are found on the Contracting Squadron's Web page and in the 45 SW Procurement Training Guidebook.

(3) Public Affairs will ensure articles are written for the base paper and other organizational publications to promote and explain AP. They will also help promote the APP to the base and community through media coverage of the awards and pilot programs.

(4) The AP Subcommittee will recommend 45 SW organizations for awards, including the White House Closing the Circle Award Program in the AP category. Award information can be found at <https://45cons.patrick.af.mil/ap/>.

(5) Pilot Programs will be created to test and implement new Environmentally Preferable Purchasing. These will be created and implemented by the Environmental Flight, based on ideas generated from all base personnel.

c. Certification and Verification. For acquisitions over \$100,000, RCRA requires contractors to certify that the products and services provided to the installation meet EPA requirements. This is accomplished through the required FAR contract provisions and clauses.

(1) FAR 52.223-4, *Recovered Materials Certification*. Insert in all solicitations that are for, or specify the use of, recovered materials. It states that the contractor certifies, by signing the bid or proposal documents, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

(2) FAR 52.223-9, *Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items*. This clause requires the contractor, at the end of the contract, to estimate, for each of the guideline items specified, the quantity, the dollar value, and the recycled-content percentage. Use FAR 52.223-9 only when the total contract value (not the value of the guideline items purchased) exceeds the simplified acquisition threshold, which currently is \$100,000.

(3) FAR 52.223-10, *Waste Reduction Program*. Insert this clause to promote cost-effective waste reduction in contracted operations. It isn't directly related to AP, but supports the larger EO 13101 goals of recycling and waste reduction.

d. Annual Monitoring and Review. The final APP requirement is for annual monitoring and review. Each installation annually needs to review and evaluate the effectiveness of its APP. The Environmental Flight will head an annual review to ensure that the APP is run effectively and efficiently. The review will be conducted according to the Annual

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

Review Checklist found at Annex E of this plan. Additional monitoring will occur during Environmental Compliance Assessment and Management Program (ECAMP) audits, in accordance with AFI 32-7045. Additionally, "Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act" (Nov 12, 1999) was written for this purpose. It is available on the OFEE web site at <http://www.ofee.gov/eo/rcra2.htm>. The annual monitoring and review will not simply be collecting data for metrics; it will be a look at the workings of the program to see where improvements could be made.

**6. ENVIRONMENTAL CONTRACTING REQUIREMENTS.**

a. Statements of Work and Specifications. Specifications require the use of recovered materials to the maximum extent possible without jeopardizing the intended end use of those items. This applies whether the contract language is written in-house, or is prepared by others. The FAR 23.4 requirement is to obtain products and services considered to be environmentally preferable (based on EPA-issued guidance), and to promote cost-effective waste reduction when creating plans, drawings, specifications, standards, work statements and other product descriptions. It requires organizations responsible for drafting or reviewing specifications used in acquisitions to eliminate from those specifications any requirement excluding the use of recovered materials or requirement products to be manufactured from virgin materials. For all types of contract actions, the specification or statement of work or specifications must include recycled content item requirements. It must be clear to all potential vendors/contractors that they are required to meet EPA CPG item requirements.

b. Service Contracts. Service contracts need to include the FAR 23.4 Use of Recovered Materials requirement to provide guideline items. Contracts must ensure that they stay current with EPA's changes to the CPG and continue to provide the installation with products and services meeting EPA recycled-content requirements. Contract modifications should be issued to ensure compliance.

c. Construction and A-E Contracts. CPG requirements must be met, unless an exemption applies, whether the project specifications are written in-house or by contract. FAR Part 36 covers construction and A-E contracts. It provides selection criteria to use when selecting A-E firms, and also includes required actions for government project managers and A-E firms.

d. Review and Revisions. To meet Executive Order requirements, engineering project managers and requiring organizations need to review and revise all service statements of work and construction specifications to include recycled-content materials and other environmentally preferable products and practices. The Environmental Flight will review all statements of work and specifications to ensure they meet AP

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

requirements. During contract performance, project and program managers need to ensure that product substitutions do not dilute the environmental benefits called out in the specifications.

e. Contractor Reporting Requirements. The Estimate of Percentage of Recovered Material Content for EPA-Designated Products, required by the clause at Federal Acquisition Regulation (FAR) 52.223-9, will be provided to the contracting officer and 45 CE/CEV at contract completion.

**7. EXEMPTIONS AND WRITTEN JUSTIFICATIONS.**

a. Criteria. The contracting officer (CO) must place in the contract file a written justification, if an acquisition of EPA-designated products above the micro-purchase threshold does not contain "recovered material." Although written justifications are not required for purchases below micro-purchase threshold (\$2000 for construction and \$2500 for other purchases), this does not eliminate the requirement to continue to purchase designated items below the micro-purchase threshold. The CO must base the justification on the inability to acquire the product (1) competitively; (2) within a reasonable period of time; (3) at reasonable prices; or (4) to reasonable performance standards in the specifications, provided a written determination by technical or requirements personnel of the performance standard's reasonableness is included with the justification. The technical and requirements personnel must base their determination on National Institute of Standards and Technology guidelines, if available.

(1) Competitively. In order to maintain a satisfactory level of competition, there must be at least two sources for products that meet the recycled content standard. If there is only one source, the affirmative procurement requirement does not apply.

(2) "Reasonable Period of Time" Exemption. "Reasonable period of time" is not clearly defined in any regulation or by any agency. Reasonable period of time shall be determined by a "Need Date" and an "Available Date." If the "Need Date" proceeds the "Available Date" then an exemption can be justified by the requiring activity and the determination documented by a Determination and Finding (D&F) in the contract file. This exemption cannot be justified based upon the failure to accomplish adequate planning.

(3) "Reasonable Price" Exemption. The law does not specify what is an unreasonable price. This is a judgment call and depends on the cost or price analysis and life-cycle cost analysis. The justification must be based on these analyses and the market research results.

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

(4) “Fails to Meet Performance Standards” Exemption. According to RCRA Section 6002(c)(1), this exemption shall be made on the basis of the National Institute of Standards and Technology (NIST) guidelines. Not every designated product is covered by NIST, therefore, AFSPC installations can use the installation’s Facility Excellence Standards when NIST guidelines are not available. However, this exemption should only be used after thoroughly investigating the designated product and its applications.

b. Life-cycle Cost. “Policy Letter 92-4” from the Office of Federal Procurement requires Federal agencies to use life cycle cost analysis to assist in selecting products and services. Whenever possible, cost shall be calculated over the life of the item, instead of just using the initial, up-front cost. When comparing alternative products, the initial cost of the acquisition, as well as lifetime maintenance costs, operational costs, etc., must be considered in the analysis. A product having a higher initial cost may have lower operational cost or a higher resale value and will, therefore, prove to be a better value and more cost-effective compared to the alternatives.

c. Recovered Materials Determination Form. Requiring organizations and A-E firms shall use the “Recovered Materials Determination Form” to claim an exemption and provide the applicable certification. This form must be provided by the requiring activity to the contracting officer. All contract files will contain this form, which is located at <https://45cons.patrick.af.mil/ap/>.

**8. THE GOVERNMENT PURCHASE CARD.**

a. Applicability. The requirement to purchase recycled-content CPG items applies to all purchases, including those at or below the micro-purchase threshold (\$2,000 for construction and \$2,500 for all other purchases). Although written justifications are not required, the exemptions, government-wide purchase card holders shall procure recycled-content products when making purchases at or below the micro-purchases threshold to the maximum extent practicable. Additional information can be obtained by reviewing AFI 64-117, *Air Force Government-Wide Purchase Card Program*.

b. Government Purchase Card (GPC) Holder Responsibility. GPC individuals play a significant role in affirmative procurement through the use of the GPC. All purchased materials must comply with the EPC recycled content product item listing requirements unless one of the FAR stated exemptions apply. It is recommended that the purchaser maintain a log listing of any exemptions applied.

**UNCLASSIFIED**

**45TH SPACE WING (AFSCP)  
Patrick Air Force Base, FL 32925  
12 August 2004**

**ANNEX A TO 45 SW PLAN 32-7080  
AFFIRMATIVE PROCUREMENT CERTIFICATION AND  
EPA CPG DESIGNATED ITEM PURCHASE EXEMPTION FORMS**

**A-1**

**UNCLASSIFIED**

**UNCLASSIFIED**

**45TH SPACE WING (AFSCP)  
Patrick Air Force Base, FL 32925  
20 November 2003**

**ANNEX B TO 45 SW PLAN 32-7080  
AFFIRMATIVE PROCUREMENT AWARENESS BROCHURE**

**B-1**

**UNCLASSIFIED**

**UNCLASSIFIED**

**45TH SPACE WING (AFSCP)  
Patrick Air Force Base FL 32925  
20 November 2003**

**ANNEX C TO 45 SW PLAN 32-7080  
LIST OF POLICY DRIVERS**

Web addresses are provided for all documents. AF personnel having difficulty with Web downloads may also request copies from AFCEE's PRO-ACT service at DSN 240-4214. RCRA Section 6002 (42 U.S.C. 6962): <http://uscode.house.gov/>.

Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition": <http://www.ofee.gov/eo/13101.htm>.

40 CFR 247, "Comprehensive Procurement Guideline for Products Containing Recovered Materials [http://www.access.gpo.gov/nara/cfr/waisidx\\_99/40cfr247\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/40cfr247_99.html).

Federal Acquisition Regulation (FAR) Subchapter D, Part 23 (for program requirements), and FAR Part 52 (for contract clauses): <http://www.arnet.gov/far>.

DoD FAR Supplement (DFARS) 223.404(b)(3):  
<http://www.acq.osd.mil/dp/dars/dfars.html>.

AFI 32-7080, "Compliance Assurance and Pollution Prevention":  
<http://afpubs.hq.af.mil/pubfiles/af/32/afi32-7080/afi32-7080.pdf>.

AF Engineering Technical Letter (ETL) 00-1, "EPA Guideline Items in Construction and Other Civil Engineering Specifications" (revised document, which replaces ETL 94-7). On the "Construction Criteria Base" compact disk and website: <http://www.ccb.org> (see your design engineers to get the CCB disk or the password to access CCB on line), or the Affirmative Procurement section of AFCEE's website, <http://www.afcee.brooks.af.mil/green/resources/ufgs.asp>.

DOD Instruction 4715.4, Pollution Prevention:  
<https://www.denix.osd.mil/denix/Public/ES-Programs/Pollution/Instruction/note1.html>.

AF Pollution Prevention Strategy, 24 July 1995:  
<http://www.dtic.mil/whs/directives/corres/html/47154.htm>.

UNCLASSIFIED

45TH SPACE WING (AFSCP)  
Patrick Air Force Base FL 32925  
20 November 2003

**ANNEX D TO 45 SW PLAN 32-7080**  
**TECHNICAL RESOURCES**

**Lists of the EPA guideline items and their recycled-content requirements** are found in the “Products” section of EPA’s CPG Web page.

<http://www.epa.gov/cpg/products.htm>.

**Comprehensive Procurement Guidelines (CPG) & Recovered Material Advisory Notices (RMAN)** are also found on EPA’s web page. The “Background” section links to proposed and final designated item lists, technical background documents, and Federal Register notices for each update of the CPG and RMAN.

<http://www.epa.gov/cpg/backgrnd.htm>.

**CPG Fact Sheets** are also found on EPA’s web page. These Fact Sheets summarize information on the CPG program, EPA’s recovered materials content requirements, case studies from around the country, and key resources, associations, and Web sites. There is a Fact Sheet for each of the CPG product categories. You can use the Fact Sheets online as references, or print them and use them as handouts in APP training sessions. <http://www.epa.gov/cpg/factshts.htm>.

**USDA Biobased Products Web Site** contains a listing of biobased industrial products. It includes contact information for one or more manufacturers of each item.

<http://www.ars.usda.gov/bbcc/>.

**EPA WasteWi\$e Program** is a voluntary partnership program that targets the reduction of municipal solid waste through recycling and buying recycled:

<http://www.epa.gov/wastewise>.

The “Buy Recycled Resources” list in the Publications section of the website is comprehensive and current. EPA also provides a WasteWi\$e help line (1-800-EPA-WISE) that can refer you to a buy-recycled contact in your state.

**EPA’s Environmentally Preferable Purchasing Program** is a federal government-wide program to encourage EPP and assist agencies. The EPP web page includes success stories and pilot project information. EO 13101 calls for agencies to use the EPP guidance and lessons from these pilot projects to modify their AP programs.

<http://www.epa.gov/opptintr/epp>.

**OFEE Web Page** resources include a Strategic Plan to implement EO 13101 (authored by the White House Task Force on Greening the Government Through Waste Prevention and Recycling) and the EPA/FEE “Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

Recovery Act.” The OFEE newsletter and other resources are also available.  
<http://www.ofee.gov>.

**Defense Logistics Agency (DLA) Catalogs**  
<http://www.dscr.dla.mil/catalogs/catalog.htm>

Download the **Environmentally Preferred Product Catalog** from DLA’s website, or call 1-800-345-6333 or DSN 695-4865. Download the **Energy Efficient Lighting Catalog** from DLA’s website, or call 1-800-DLA-BULB. For other specific DLA product information, visit <http://www.dscr.dla.mil/products/epa/htms/pocs.htm> for a list of contact phone numbers.

**Federal Logistics Information System (FLIS)** is the master database, or ‘catalog’ for the federal supply system. A joint service committee working under DLA’s leadership is modifying FLIS to include information on environmentally preferable products. A series of environmental attributes are being defined, evaluated, and included in FLIS as appropriate. Three attributes have been approved so far: “Energy Efficient”, “CPG Items”, and “Biobased”. Other attributes are in the coordination process. Visit [http://www.dlis.dla.mil/flis\\_procedures.asp](http://www.dlis.dla.mil/flis_procedures.asp) for more information on this initiative. To take advantage of the FLIS information without being a database expert, visit <http://www.supply.dla.mil>, select the link to the “Electronic Mall” and fill out the registration form. Then browse the EMALL. NSN items bearing an Environmental Attribute Code are identified with a Green Tree symbol on the Search Summary Screen.

**General Services Administration (GSA) Environmental Products Guide** is available at <http://pub.fss.gsa.gov/environ> or call (817) 334-5215. To search the GSA online catalog for specific types of environmentally preferable products, go to this website, and then click on the “GSA Advantage” logo at the bottom of the page. On the GSA Advantage page, click the “Advanced Search” link. The Advanced Search function allows you to enter a product type in the “Search For” box, and select from one or more of the following environmental attributes: “Environmental Items”, “Recycled Items”, “Energy Efficient Items”, or “Energy Star Items”. For example, entering “latex paint” in the search box and checking the “Recycled Items” block will return a list of latex paints that have recycled content.

**Javits-Wagner-O’Day (JWOD) Program** creates jobs and training opportunities for people who are blind or who have other severe disabilities. It is a mandatory source of supply for federal employees. JWOD program items are listed in the GSA Environmental Products catalog. Visit [http://www.jwod.gov/jwod/about\\_us/environmental\\_initiative.html](http://www.jwod.gov/jwod/about_us/environmental_initiative.html)

UNCLASSIFIED

45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003

and look under Procurement Information for distributors and contracting information. For more information send E-mail to [info@jwod.gov](mailto:info@jwod.gov), call (703) 603- 7740, or fax (703) 603-0655.

**Government Printing Office (GPO)** furnishes blank paper, inks, and similar supplies to all governmental activities on order. It prepares catalogs and distributes and sells Government publications. To obtain recycled-content paper from GPO, your local Defense Automated Printing Services (DAPS).

**National Recycling Coalition** is a non-profit coalition committed to maximizing recycling. The NRC also works to develop markets for recovered materials and recycled-content products. Their conference, the "Annual Congress and Exposition," includes a federal attendee track that provides the latest information on AP. Visit <http://www.nrc-recycle.org> for conference information and an on-line library. Look in the "Buying Recycled" section of the library for AP fact sheets and for a series of Case Studies in architectural renovations that emphasize recycled-material products. The Case Studies include manufacturer contact information for a variety of products.

**Guide to Resource Efficient Building Elements** is produced by the non-profit Center for Resourceful Building Technology in Missoula, Montana. CRBT promotes resource efficiency in building design, materials selection and construction practices. The Guide is a national directory that is updated yearly, and contains contact and product information for more than four hundred building material manufacturers producing everything from foundations to roofing. It also contains information on resources used in construction and resource efficient design. Cost is \$28. Order from <http://www.crbt.org/>.

**Oikos Green Building Source** provides a searchable database of green building products, including (but not limited to) recycled-content products: <http://oikos.com/index.html>. Recycled-content products are flagged in the database by an "environmental benefit code" of RC.

**Air Force Center for Environmental Excellence (AFCEE)** Affirmative Procurement Program home page offers A Guide to Green Purchasing, training materials, sample APP plans, and links to other resources. Please visit at <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1>

**AFCEE's PRO-ACT Program** is available to Air Force personnel and their contractors to answer technical questions about environmental program areas, including AP. Please contact PRO-ACT's research staff at DSN 240-4214 or visit the PRO-ACT web site at <http://www.afcee.brooks.af.mil/pro-act/pro-acthome.asp>.

**UNCLASSIFIED**

**45TH SPACE WING (AFSCP)  
Patrick Air Force Base FL 32925  
20 November 2003**

**ANNEX E TO 45 SW PLAN 32-7080  
ANNUAL REVIEW CHECKLIST**

Annual Review Checklist	Is Action Required (yes/no)
1 Collect and review a sampling of Determination and Certification Forms from each Squadron or unit.	
a Is the Squadron Commander signing Certifications when necessary?	
b Are blanket determinations still applicable?	
c Is the form meeting the customers need?	
d Has the Squadron Commander reviewed their blanket Determinations for the year?	
2 Does the Driving Policy section of the plan need to be updated?	
3 Has the Applicability Requirements changed?	
a Appropriated funds?	
b Non-Appropriated funds?	
c Government owned or leased buildings?	
4 Does the Preference Program need to be updated?	
a Inform base of updated CPG and Bio-Based Products list?	
b Are all SOWs and contracts current with AP policy?	
c Have there been any additional Unique Product Requirements?	
5 Is the Promotion Program effective?	
a Are we reaching all our customers?	
b Is the material beneficial to vendors and contractors?	

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

c	Is the training session providing base personnel with the knowledge to properly implement the AP Plan?
6	Are we prepared for inspection and reviews?
a	Is the annual review providing new information to the program and helping it evolve in with changing circumstances?
b	Are we passing State and EPA inspections of the APP?
7	Have we initiated any Environmentally Preferable Procurement Pilot Projects?
8	Has the list of available conferences been updated?
9	Has a new reporting system been created?
a	Are we reporting relevant metrics?
10	Is the Distribution List current and does it include all purchasing agents and units on base?

**UNCLASSIFIED**

**45TH SPACE WING (AFSCP)  
Patrick Air Force Base FL 32925  
20 November 2003**

**ANNEX Z TO 45 SW PLAN 32-7080**  
**DISTRIBUTION LIST**

This plan is meant for all units in the 45<sup>th</sup> Space Wing. It is the responsibility of each unit to ensure that all purchasing agencies under their authority receive and adhere to this plan. In order to conserve paper an electronic version of this plan is available (Address: Entire network\Patrick\p423fp2\Plans) and can be referenced by subordinates instead of printing another hard copy. It is highly encouraged to use the electronic copy, especially since it contains hyperlinks that allow you to easily access references on the Internet and within the document itself.

**PAFB DISTRIBUTION**

<b><u>ADDRESS/OFFICE SYMBOL</u></b>	<b><u>COPIES</u></b>	<b><u>ADDRESS/OFFICE SYMBOL</u></b>	<b><u>COPIES</u></b>
45 SW/CC/CV/CCE/CCP	(4)	AFAA/AAO	(1)
45 SW/BZ	(1)	AFTAC/CC	(1)
45 SW/CP	(1)	ARC	(1)
45 CPTS/FM	(1)	AAFES	(1)
45 SW/HC	(1)	CD-FP/CE	(1)
45 SW/HO	(1)	ARG/CDR	(1)
45 SW/JA	(1)	DECA/SO/PAT	(1)
45 SW/MO	(1)	DCMDS/GOQB	(1)
45 SW/PA	(1)	DFAS/DAO-DE/Patrick	(1)
45 SW/SE	(1)	DEOMI/CC	(1)
45 SW/XP	(1)	DPS/DBO	(1)
45 SW/QI	(1)	DRMO	(1)
45 SW/SA	(1)	DOS/AW/CC	(1)
45 MXG/CC	(1)	2 SOPS/CC	(1)
45 CONS/CC	(1)	OL-PT, DET 4, 67IG	(1)
45 LGS/CC	(1)	OLAT ESC/JTF	(1)
45 LSF/CC	(1)	AFROTEC OL-NB/TD	(1)
45 MDG/CC/SGPM/SGPR	(1)	DET 2, 605 TS/CC	(1)
45 DS/CC	(1)	DET 9, 4444 OS/CC	(1)
45 AMDS/CC	(1)	JTF-AA	(1)
45 OG/CC	(1)	DMAAC/GGG	(1)
DET 1, 45 OG/CC	(1)	DDMS	(1)
DET 2, 45 OG/CC	(1)	FAA, MGR, AFSPO	(1)
1 SLS/CC	(1)	AFMC CO/PKMS	(1)
3 SLS/CC	(1)	SDIO/ISTE	(1)
45 OSS/CC	(1)	MSCO/NOO	(1)

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

45 RANS/CC	(1)	AFOSI/DET 403/CC	(1)
45 WS/CC	(1)	MTEA-CC	(1)
45 MSG/CC	(1)	NOTU/SPP	(1)
DET 1, 45 MSG/CC	(1)	OL-AG	(1)
45 CES/CC	(1)	PCS-CAP	(1)
45 SCS/CC	(1)	SDIO/TNE	(1)
45 MSS/CC	(1)	SMC, DET 8/CC	(1)
45 SFS/CC	(1)	SMC, DET 8/CWP	(1)
45 SVS/CC	(2)	ADC	(1)
ACC/CPS/OLC	(1)	301 RQS/XP	(1)
OL, SA-ALC/SFTLH	(1)	333 USAFRSQ/CC	(1)
41 RQS/CC	(1)	822 ASTS/CC	(1)
66 EOD	(1)	USCG CUTTER CONFIDENCE	(1)
114 CBCS/CC	(1)	45 LSS/LGS	(1)
USCG CUTTER VIGILANT	(1)	45 MXG/CC	(1)
USCG CUTTER DRUMMOND	(1)	45 CES/CEV	(1)
Det 1, 45 MSG/MU	(1)	45 CONS/LGCC	(1)
OL-VE, 95 MSS/DPEL	(1)		

TOTAL

**CCAFS DISTRIBUTION**

<b><u>CCAFS</u></b>	<b><u>ADDRESS/OFFICE SYMBOL</u></b>	<b><u>COPIES</u></b>
Det 1, 45 MSG/CC	Det 1, 45 MSG/CC	(1)
45 Range Squadron	45 RANS/CC	(1)
766 EOD	66 EOD	(1)
45 Range Management Sq.	45 RMS/CC	(1)
45 Operations Support Sq.	45 OSS/CCA	(1)
45 Operations Support Sq.	45 OSS/DOJO	(1)
1st Space Launch Sq.	1 SLS/DO	(1)
3rd Space Launch Sq.	3 SLS/DO	(1)
Det 1, 2 SOPS	Det 1, 2 SOPS/NCOIC	(1)
Det 8, SMC/MEFC	Det 8, SMC/MEFC	(1)
OL SA-ALC	OL SA-ALC/SFTLH	(1)
U.S. Army/PPFO	PPFO	(1)
U.S. Coast Guard	USCG	(1)
U.S. Navy NOTU	NOTU/SPP 40A	(1)

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

U.S. Navy NOTU	NOTU/SPP 011	(1)
CCAS Center Support Area Mgr.	NASA/IM-FEO-E	(1)

TOTAL

<b><u>CONTRACTORS</u></b>	<b><u>ADDRESS/OFFICE SYMBOL</u></b>	<b><u>COPIES</u></b>
Aerojet	APD	(1)
Aerospace Corporation	ASC	(1)
Boeing	BOEING	(1)
Chemical Systems Division	CSD	(1)
Computer Sciences Raytheon	CSR-1230	(1)
SBSS Contractor/LGS	SBSS/LGS	(1)
Data Collection	CSR-2200	(1)
Data Protection	CSR-2300	(1)
Delco Electronics	DSO	(1)
General Dynamics/Elect Boat	GD/EB	(1)
General Electric	OS	(1)
Emergency Preparedness	RPI 5004	(1)
Jacob Sverdrup	Attn: P. Jennings P.O. Box 526 Cape Canaveral, FL 32920	(1)
Lockheed Missile & Space Company	LMSC	(1)
Lockheed Missile & Space Company	LSO - 451 HGR "G"	(1)
Martin Marietta	MMC - EA 250	(1)
McDonnell Douglas	MCDAC/FTC	(1)
US Alliance	USA-705	(1)
Meteorology	CSR 4140	(1)
Operations Control (SRO)	CSR 3200	(1)
Project Assurance	CSR 1200	(1)
Project Director	CSR 1000	(1)
Project Support	CSR 110	(1)
Downrange Operations	CSR 6000	(1)
Facilities Engineering & Support	CSR 6110	(1)
Station Manager, Antigua	CSR 6200	(1)
Systems Operations & Maintenance	CSR 4000	(1)
Rockwell International	SSLO/ETR	(1)
TRW	TRW-1	(1)
Westinghouse Electric	WEC	(1)

**UNCLASSIFIED**

**45TH SPACE WING (AFSPC)  
Patrick Air Force Base FL 32925  
20 November 2003**

Applied Physics Lab	APL/JHU	(1)
ATL Underwater Test/Eval Center	AUTEC	(1)
Energy Management Lab	SFTLH	(1)
BM Navigation Test Support Unit 2	OTSU/2	(1)
Military Traffic Management Com	MTE-CC	(1)
NASA Expendable Vehicle Ops	CV	(1)
NAVSTAR 63X46	DOS/COORD	(1)
OL-CC	OLCC	(1)
Space Experimentation Center	SEC	(1)
Space Gateway Support	SGS/LGTV, MS1010	(1)

TOTAL