

LBNL ENVIRONMENTAL MANAGEMENT PROGRAM

EMP Coordinator(s) and Organization(s): John Speros (OCFO-Procurement)		Revision Date: 8/1/10	EMP No.: 04-05
Aspect: Procurement of goods and services	Objective: Increase procurement of Recycled Content Products (RCP), Environmentally-Preferable Products (EPP), Energy Star Products (ESP)	Target: Using Fiscal Year (FY) 2005 as the baseline year, procurements of RCP will be tracked and improved by 5% each year. ESP procurements will be tracked starting with FY07 procurements.	
Category: <input checked="" type="checkbox"/> Improve <input type="checkbox"/> Control <input type="checkbox"/> Study (short term)			
Strategy: Executive Order 13423 encourages the increased use of energy efficient and recycled material products. The LBNL PeopleSoft Financial Management System (FMS 8.8) has been modified to track both ESP and RCP. Training was provided to Procurement staff on entering ESP/RCP data into FMS and data will be tracked, with appropriate usage feedback given to buyers. Work will also begin on tracking procurement card (PCard) ESP/RCP transactions in FMS. Green subcontract provisions are included in applicable subcontracts. Special efforts will be made to improve the purchase of RCP items in select categories and RCP purchasing performance will be tracked starting with FY05. ESP/EPEAT procurements will follow starting with FY07.			
Actions to Achieve Objective:			
Upcoming Actions		Lead	Due Date
1. Email high-volume toner users of remanufactured alternatives (Staples Sustainable Earth / Clover brand toner)		J. Speros	9/30/10
2. Tabulate FY10 EPP & EPEAT statistics		J. Speros	12/1/10
3. Modify PO system to improve capture of EPP purchase data		J. Speros	12/1/10
4. Evaluate FY10 results and compare to baseline year		J. Speros	2/28/11
5. Modify PCard system to capture EPP purchase data		J. Speros	3/31/11
Completed Actions		Lead	Due Date
6. Implement new software tracking elements at the time of upgrade to FMS 8.8.		J. Speros	06/08/05
7. Tabulate FY05 RCP purchases and use FY05 information as baseline year.		J. Speros	12/31/05
8. Develop and implement strategies for improving RCP purchases.		J. Speros	03/01/06
9. Audit buyer entry of ESP/RCP data against FMS Items Descriptions & Categories and provide feedback to personnel.		J. Speros	6/30/06
10. Tabulate FY06 RCP purchases and compare to RCP baseline year.		J. Speros	12/31/06
11. Develop and distribute EPP/ESP clauses for use by Procurement buyers.		J. Speros	3/1/07
12. Identify existing subcontracts that need green clauses and add clauses to contracts.		J. Speros	3/1/07

LBNL ENVIRONMENTAL MANAGEMENT PROGRAM

13. Explore green janitorial chemicals for LBNL with PSS/CE with custodial staff.	J. Speros	3/9/07	3/9/07
14. Identify and implement improvements in PSS/CE eBuy contract to direct users towards RCP.	J. Speros	5/1/07	4/18/07
15. DOE Teleconference on implementing EPP.	J. Speros	5/3/07	5/3/07
16. Develop specifications for adding EPP data capture for PCard orders when they are added to the PeopleSoft system.	J. Speros	7/1/07	7/1/07
17. Explore bio-based packaging and supplies for the cafeteria.	B. Llewellyn	10/23/07	10/23/07
18. Tabulate FY07 RCP purchases and use FY05 information as baseline year.	J. Speros	12/31/07	12/31/07
19. Evaluate FY07 purchases of ESP and EPEAT products.	J. Speros	12/31/07	12/31/07
20. Host Green Purchasing Assist conference with DOE HQ and cognizant Lab personnel.	J. Speros	1/28/08	1/28/08
21. Tabulate FY08 EPP & EPEAT statistics.	J. Speros	12/31/08	12/31/08
22. Review FY08 results and develop strategies to increase acquisition of key EPP.	J. Speros	4/30/09	4/30/09
23. Update EMP to address results of FY08 data and new requirements of EO 13423 DOE Order 450.1A.	J. Speros	6/30/09	4/30/09
24. Identify high-volume users of toner cartridges	J. Speros	6/30/09	6/30/09
25. Obtain status for use of green janitorial chemicals for LBNL.	J. Speros	6/30/09	6/30/09
26. Attend "The Facts and Myths of Green [Furniture] Workshop"	B. Horst	9/15/09	9/15/09
27. Investigate the availability of WaterSense-labeled other water efficient products that may be applicable to Berkeley Lab and provide this information to Facilities for possible incorporation into their specifications/requirements.	J. Speros	10/31/09	10/20/09
28. Tabulate FY09 EPP & EPEAT statistics	J. Speros	12/1/09	12/1/09
29. Evaluate FY09 results and compare to baseline year	J. Speros	2/28/10	2/28/10
30. Review Executive Order 13514 for new requirements	J. Speros	3/31/10	3/31/10
31. Organize LBNL Earth Day Recycled Products Table	J. Speros	4/22/10	4/22/10

Metrics (Environmental Performance Indicators):

1. Total dollars spent within specific product categories and a grand total cost.
2. Total dollars spent on RCP within specific product categories and a grand total cost.
3. Percentage of dollars spent on RCP within specific product categories and a grand total percentage.
4. Number of EPEAT products purchased compared to all EPEAT products.

Comments:

a) Added toner cartridge, janitorial chemicals, and WaterSenseSM actions (3/24/3009).

EMP Closure Summary:

Not applicable at this time

LBNL ENVIRONMENTAL MANAGEMENT PROGRAM

NOTES / INSTRUCTIONS

FORM FIELD	NOTE
EMP Coordinator(s)	Name the person(s) responsible for the accomplishment of the Environmental Management Program (EMP); That is, overseeing the workplan, monitoring and reporting progress, requesting changes to the workplan as appropriate.
Organization(s)	Name the organization(s) primarily impacted or affected by this EMP. If only one department of an organization is affected, note that department.
Revision Date	Date that identifies when EMPs are modified or updated.
EMP Number	Number will be assigned by the EMS Manager.
Aspect	The significant aspect (e.g. energy use, chemical usage).
Objective	Focusing on the impacts related to this significant aspect, state the goal. What is it you want to achieve? Use action words (e.g., reduce, improve, control).
Target	State "how much and by when." The target is the performance element and should be quantitative and measurable.
Category	The categories identify and help to focus the EMP. The definitions of these categories are: <ul style="list-style-type: none"> • Improve: improve the performance in this area • Control: current environmental controls are sufficient, but EMP objective is to maintain and strengthen the level of control • Study: the issue or area has been designated as significant, but historic or baseline data must be studied and compiled to determine the direction of future action
Strategy	In this section, describe the overall approach to the problem. Some of the questions to be addressed include: <ul style="list-style-type: none"> • How much has or has not been already been accomplished in this area? • Why is this important? Are there relevant drivers (e.g., regulations, directives, public pressure)? • What are the impacts to be addressed in this EMP?
Actions	List the specific actions to be taken to achieve the objective and target. List the action and identify the responsible parties and dates by which the actions should be accomplished.
Metrics	Metrics are the Environmental Performance Indicators, how you measure the accomplishments. List the specific, quantifiable measurements or metrics (e.g., percent of employees trained, kilowatt hours saved, tons of waste diverted, gallons of material).
Comments	Add details to support changes to any of the fields on the form.
EMP Closure Summary	After the EMP and all actions within the EMP are complete, a concise description of the EMP's ability to achieve its objective and target should be provided.