

## Recycling and Affirmative Procurement Main Menu

The Recycling and Waste update screens are used to record a site's yearly quantity (in POUNDS) of purchased, recycled, or disposed items. These updates include EPA Guideline and Non-Guideline materials and the dollar amounts associated with each item. The following update screens are supported under the Recycling and Waste option:

[Annual Recycling](#)

[Green Item Purchases](#)

[RAP Goals and Progress](#)

[RAP Projects](#)

[RAP Training](#)

[Recycled Materials](#)

[Solid Waste](#)

[RAP Specifications Summary](#)

[USDA-Designated Biobased Products](#)

Standard Volume-to-Weight Conversion Factors – [http://www.epa.gov/epawaste/conserve/tools/recmeas/docs/guide\\_b.pdf](http://www.epa.gov/epawaste/conserve/tools/recmeas/docs/guide_b.pdf)

### Annual Recycling

This is a new sheet in 2002. It addresses two area of annual recycling at the Center level. Demolition projects and office products recycling program.

Reporting Year:

Office Products Recycling Program (Y/N):

Number of Demolition Projects:

Number of Demolition Projects with Recovered Material:

Recycle Annual Description:

AP Audit (Y/N):

AP Audit Findings Reported to Management (Y/N):

AP Audit Findings Tracked by Management (Y/N):

AP Audit Description:

Date/Site/User:

#### Office Products Recycling Program (Y/N):

Enter yes if your Center has an active office products recycling program. You can elaborate on what your office products recycling program is in the recycle annual description field. This is a new requirement off the RCRA data call for the FY currently being reported on.

#### Number of Demolition Projects:

The total number of construction contracts involving demolition work that was awarded during the reporting year. Estimate the number of demolition projects if exact number is unattainable.

**Number of Demolition Projects with Recovered Material:**

The total number of construction contracts involving significant demolition that were awarded during the reporting year that require some or all of the materials resulting from demolition to be recycled, reclaimed or reused.

**Recycle Annual Description:**

This is not a mandatory field. This is a narration box for you to elaborate on your Center office products recycling program.

**AP Audit (Y/N):**

Select Yes or No from the drop-down box.

NASA Facility Affirmative Procurement Program inspection including internal, corporate, external, or other audits.

Examples: IG Audit, EPA Multi-media Inspection, NASA EFR, Facility self-audit

**AP Audit Findings Reported to Management (Y/N):**

Select Yes or No from the drop-down box to indicate whether or not the facility senior management gets notified of audit results and findings.

**AP Audit Findings Tracked by Management (Y/N):**

Select Yes or No from the drop-down box to indicate whether or not the facility senior management tracked the audit results and findings.

**AP Audit Description:**

Enter additional details regarding the AP Audit.

Example: Who were you audited by?

[Top](#)

**Green Item Purchases**

Each site must report purchases made from sources *other than* a Federal Source of Supply. For each item category report the total amount purchased and the portion of total purchases that contained recovered materials.

EPA Guideline Item Purchases are defined as goods that were purchased (some of which contain recycled material) during the Reporting Year for the specified site. EPA Guideline Item Purchases consist of, but are not limited to, concrete and cement, concrete and cement containing fly ash, paper and paper products, paper and paper products containing recovered material, and motor vehicle lubricating oils.

The EPA Guideline Item screen supports the following update areas:

Reporting Year:

EPA Recycled Content Item, Unit:

Biobased Item, Unit:

EPA Recycled Content Purchased:

Biobased Item Purchased:

Total Amount Purchased (\$):

Total Quantity Purchased:

Number of Waivers Granted:

Number of Janitorial Service Contracts:

Technical Impediments (Y/N):

Amount Purchased Containing Recovered Materials (\$):

Quantity Purchased Containing Recovered Materials:

Center Specification Requirement (Y/N):

Impediments/Waiver Basis Explanation:

Date/Site/User:

[Top](#)

Notes:

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products". RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

Note: Within this system, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

**EPA Recycled Content Item, Unit:**

Select the EPA Guideline Item Category from the drop-down list. Refer to Title 40 Code of Regulations 247 (Comprehensive Procurement Guideline for Products Containing Recovered Materials) Subpart--B for more information.

The Website address for CFR's is: [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr247\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr247_main_02.tpl)

The category "Landscaping Timbers" are also known as "Plastic Lumber Landscaping Timbers and Posts".

Re-Refined Oil is also known as Engine Lubricating Oil.

If the item is not on the list, contact the NETS Help Line at (216) 433-2300 to have it added.

To access related information, click on:

1. EPA Guideline Item List for an example list.
2. EPA Comprehensive Procurement Guidelines to view.
3. [EPA Comprehensive Procurement Guidelines](#) to access the Products site of the EPA Comprehensive Procurement Guidelines. You can also double click on "EPA Recycled Content Item" link in the NETS application on the Green Item Purchases screen.

**Biobased Item, Unit:**

Select the "Green Items Purchases" category and then choose a new record. Next, select "Biobased Products." From the drop-down list, view products with associated units.

**EPA Recycled Content Purchased:**

Select an Environmental Protection Agency (EPA) Recycled Content Item from the pull down menu and enter yes, not purchased, or no information available for each of the items in the menu.

(Yes) The EPA Recycled Content Item currently selected was purchased in the Fiscal Year being reported at your center.

(Not purchased) The EPA Recycled Content Item currently selected was not purchased in the Fiscal Year being reported at your center.

(No Information) Your center is not currently tracking the purchases of the EPA Recycled Content Item currently selected.

**Biobased Item Purchased:**

Select a Biobased Item from the drop down menu. Then in the next drop down menu select one of the following options for each of the items in the menu: "yes," "not purchased," or "no information available."

Selection-Type:

(Yes) - The biobased item selected was purchased at your Center in the fiscal year reported. The "yes" response should be entered if the item chosen was purchased with biobased materials or with non-biobased materials.

(Not purchased) - The biobased item selected was not purchased at your Center in the fiscal year reported.

(No Information) - Your Center is not currently tracking purchases of the biobased item selected

**Total Amount Purchased (\$):**

Type in the total dollar amount (rounded to the nearest whole dollar) of all items purchased in the EPA Guideline Item Category, whether they contained recovered material or not.

Total amount – Total amount equals the amount of product without recovered materials plus the

amount of product with recovered materials.

**Total Quantity Purchased:**

Type in the total quantity purchased the EPA Guideline Item Category, whether they contained recovered material or not.

This field is not applicable to EPA Guideline Items with a unit type of n/a.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

**Number of Waivers Granted:**

If an item purchased does not meet the Recycled Content requirements, a waiver must be provided. The numbers of waivers counted are those signed by your environmental manager.

Waivers – A waiver is required if an item does not meet technical performance standards, cost more than 10% of comparable non-recycled content product, are sole source items, and are not available in a timely manner.

**Number of Janitorial Service Contracts:**

Report the number of janitorial service contracts at your Center that require the supply of commercial sanitary tissue products containing recovered materials.

**Technical Impediments (Y/N):**

Were there any technical impediments to increasing the amount of this product containing recovered materials purchased by your Center in the FY currently being reported on?

**Amount Purchased Containing Recovered Materials (\$):**

Report the total dollar amount spent on purchases of each EPA Guideline Item during the reporting period. An EPA Guideline Item: (1) is, or can be, made with recovered material; (2) is listed in an EPA procurement guideline (40 CFR part 247); and (3) meets EPA purchasing recommendations contained in a related EPA Recovered Material Advisory Notice (RMAN).

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

**Quantity Purchased Containing Recovered Materials:**

Type in the total quantity of the purchased EPA Guideline Item that contained Recovered Materials.

This field is not applicable to EPA Guideline Items with a unit type of n/a.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

**Center Specification Requirement (Y/N):**

Select Yes or No from the drop-down box to indicate whether or not the use of recovered materials in this item a Center Specification Requirement. Yes or No?

**Impediments/Waiver Basis Explanation:**

Type in a brief narrative explaining your waiver compliance and why you were prevented from purchasing all of the EPA Guideline Items in accordance with RMAN.

[Top](#)

**RAP Goals and Progress**

A screen showing Centers achievements within the Federal Government in waste prevention, recycling, and affirmative procurement by achieving a waste diversion goal of 35% by the year 2010 and maintaining 100% compliance in affirmative procurement.

Reporting Year:

Solid Waste Diversion Goal by 2010:

Goal to Increase Procurement of EPA-Designated Recycled Content Products (Y/N):

EPA-Designated Recycled Progress:

EPA-Designated Recycled Goal:

Goal to Increase Environmentally Preferable Products (Y/N):

Environmentally Preferable Products Progress:

Environmentally Preferable Products Goal:

Purchase or Test any Biobased Products (Y/N): (Other than Biobased Fuels or the products designated by the USDA)

Biobased Products Progress:

Biobased Products Goal:

Green Janitorial Products or Services (Y/N):

Green Janitorial Products or Services Progress:

Green Conference or Meetings Services (Y/N):

Green Conference or Meetings Services Progress:

Internal Awards Program (Y/N):

Internal Awards Program Progress:

Date/Site/User:

**Solid Waste Diversion Goal by 2010:**

Center goal to divert solid waste from the landfill FY 2010.

Diversion Projects – Is a solid Waste Prevention practice that prevents all Municipal Waste from going to the landfill. Therefore the waste is not being created, is reused/donated, and recycled. Diversion does not include Hazardous wastes and Construction demolition debris.

**Goal to Increase Procurement of EPA-Designated Recycled Content Products (Y/N):**

Center goal to buy all Recycled Content products within the EPA's standard requirements. This goal is to maintain 100% compliance in affirmative procurement by 2010.

**EPA-Designated Recycled Progress:**

To maintain and advance Center purchasing of products with the appropriate designated recycled content standards.

**EPA-Designated Recycled Goal:**

To influence each Center to purchase items with appropriate designated recycled content standards.

**Goal to Increase Environmentally Preferable Products (Y/N):**

Center strategies to provide for written policies, cooperative efforts, green teams, outreach, incentive programs, employee training, and promote pilot projects.

**Environmentally Preferable Products Progress:**

To maintain and advance Center purchasing of Environmentally Preferable Products (EPP) products into buildings (construction, renovations, and maintenance), cafeteria supplies, office supplies, cleaning products, pest management, vehicle fleets and other.

**Environmentally Preferable Products Goal:**

To meet Centers goals in simplifying and streamlining purchasing while recognizing that the definition of "environmentally preferable" includes tactics such as pollution prevention, life cycle cost analysis, comparison of environmental impacts, and performance of products and services.

**Purchase or Test any Biobased Products (Y/N): (Other than Biobased Fuels or the products designated by the USDA)**

Select "yes" or "no" from the drop down menu. If "yes," please provide details in the Biobased Products Progress narrative box.

**Biobased Products Progress:**

Please enter narrative describing the purchase or testing of any biobased products other than biobased fuels or the products designated by the USDA.

**Biobased Products Goal:**

In the narrative box, please enter data regarding the Center goal to increase the awareness, purchase, use, and reporting of biobased products.

**Green Janitorial Products or Services (Y/N):**

Green janitorial products include cleaning products that have a reduced impact on human health and the environment. The federal government does not certify green products; however, many government contracts for green cleaning services reference the Green Seal Standard for Industrial and Institutional Cleaners (GS-37). Green or environmentally preferable cleaning practices offered through a green janitorial service refers to methods and practices that reduce the exposure, of both janitorial staff and building occupants, to toxic or hazardous chemicals and the release of polluting chemicals into the environment.

For more information about green janitorial products and services, please click on the following links:

[Green Janitorial Products and Services - OFEE](#)

[Green Seal Environmental Standards](#)

**Green Janitorial Products or Services Progress:**

Please enter narrative describing your Center's progress in utilizing Green Janitorial Products and Services

**Green Conference or Meetings Services (Y/N):**

Has your Center utilized any services that minimize the environmental impact of holding conferences and meetings. Examples of green conferences and meeting policies can be accessed at the following links:

[Green Meetings Reference - NRC](#)

[Green Meetings Initiatives - EPA](#)

**Green Conference or Meetings Services Progress:**

Please enter narrative describing your Center's progress in utilizing Green Conference or Meeting Services.

**Internal Awards Program (Y/N):**

Please enter whether your Center has an awards program to recognize outstanding environmental performance.

**Internal Awards Program Progress:**

Please enter narrative describing your Center's progress in recognizing outstanding environmental performance via an awards program.

[Top](#)

## **RAP Projects**

RAP Project is a designated change in the waste stream flow by recycling or reusing item instead of sending them to a landfill or incinerator.

Reporting Year:

RAP Project Name:

RAP Project Type:

RAP Project Status:

RAP Project Description:

RAP Project POC:

RAP Project Start Date:

RAP Project End Date:

RAP Project Funding:

RAP Project Funding Amount (\$):

RAP Project Savings Amount (\$):

Date/Site/User:

## **Rap Terms**

### **RAP Project Name:**

Descriptive title that refers to the project.

### **RAP Project Type:**

To distinguish and specify if a waste diversion project or recycling project are utilized at your Center.

### **RAP Project Status:**

Select the current status of the project that was described.

### **RAP Project Description:**

A description of a specific project provided by your Center that includes the use of recycling and affirmative procurement. Include at least a paragraph describing the project.

### **RAP Project POC:**

Name, phone number or email of a individual responsible for the project.

### **RAP Project Start Date:**

Origination date of project.

**RAP Project End Date:**

Proposed or actual date of project completion.

**RAP Project Funding:**

Center funds(facility budget), HQ's/Center funds(facility and HQ's budget), Contractor funds(NASA contracting budget), NASA HQ's funds(HQ's budget only) or other funds (outside source funded/non-NASA).

**RAP Project Funding Amount (\$):**

Proposed or actual amount spent on the project.

**RAP Project Savings Amount (\$):**

Proposed or actual amount saved on the project.

[Top](#)

**RAP Training**

Provides a Center overview of the total number of acquisition personnel trained in buying recycled for the last fiscal year.

Reporting Year:

Trainer of Green Purchasing:

Number of Acquisition Personnel:

Number of Acquisition Personnel Trained:

Training Provided By:

Number of Purchase Card Holder Personnel:

Number of Purchase Card Holder Personnel Trained:

Trainer of Card Holders:

Training Description:

Training of Biobased Products Procurement (Y/N):

Trainer of Biobased Products Procurement:

Date/Site/User:

“Training Components Areas” Button

**Trainer of Green Purchasing:**

Designated individual(s) who provide appropriate instruction and materials regarding the purchasing of environmentally preferable products and services and for designated biobased products (required by Section 9002 of the Farm Security and Rural Investment Act of 2002, and Executive Order 13423 ---Strengthening Federal Environmental, Energy, and Transportation Management (January 26, 2007). The trainer may include, but is not limited to those, who deliver agency-developed training, training provided by a third party such as a contractor or non-profit organization, training provided by another agency courses, or educational sessions provided during relevant workshops or conferences.

**Number of Acquisition Personnel:**

The number of personnel in the procurement office and COTRs/initiators.

Acquisition Personnel - Are personnel that work in the Procurement Office as well as COTRs/initiators, but excludes purchase card users.

Note: If the Center does not know the number of COTRs/Initiators, the estimation is one per active contract. In addition, anyone trained in Affirmative Procurement other than credit card holders are accounted for.

**Number of Acquisition Personnel Trained:**

The number of personnel in the procurement office and COTRs/initiators that have been trained.

Acquisition Personnel - Are personnel that work in the Procurement Office as well as COTRs/initiators, but excludes purchase card users.

Note: If the Center does not know the number of COTRs/Initiators, the estimation is one per active contract. In addition, anyone trained in Affirmative Procurement other than credit card holders are accounted for.

**Training Provided By:**

Personnel at your Center that provides recycling and affirmative procurement training.

**Number of Purchase Card Holder Personnel:**

The number of personnel that have been given permission to hold a government credit card.

**Number of Purchase Card Holder Personnel Trained:**

The number of government credit card holders that are trained to buy recycled.

**Trainer of Card Holders:**

Affirmative procurement or environmental personnel.

**Training Description:**

Provide a practical, hands-on information for recycling officials, purchasing officials and Agencies on buying recycled.

**Training of Biobased Products Procurement (Y/N):**

Providing instructions and materials to individuals regarding purchasing of the designated biobased products (required by Section 9002 of the Farm Security and Rural Investment Act of 2002, and Executive Order 13423 ---Strengthening Federal Environmental, Energy, and Transportation Management (January 26, 2007). Training may include, but is not limited to, agency-developed training, training provided by a third party such as a contractor or non-profit organization, training

provided by another agency courses, or educational sessions provided during relevant conferences or workshops.

**Trainer of Biobased Products Procurement:**

Designated individual(s) who provide instructions and/or materials regarding the purchasing of designated biobased products (required by Section 9002 of the Farm Security and Rural Investment Act of 2002, and Executive Order 13423 ---Strengthening Federal Environmental, Energy, and Transportation Management (January 26, 2007). The trainer may include, but is not limited to, those who deliver agency-developed training, training provided by a third party such as a contractor or non-profit organization, training provided by another agency courses, or educational sessions provided during relevant workshops or conferences.

**“Training Components Areas” Button**

Select this button to indicate if the following training components were delivered in acquisition and/or purchase card holder training: Recycled Content products; Energy Star and Energy Efficient Products; Low Standby Power Devices; Biobased Products; and Environmentally Preferable Products and Services.

**Components:**

The following are considered Green Purchasing Program components: Recycled Content products; Energy Star and Energy Efficient Products; Low Standby Power Devices; Biobased Products; and Environmentally Preferable Products and Services.

Select the “yes” or “no” to indicate if the listed component(s) were provided in training.

**Acquisition Training (Y/N):**

Acquisition training (a.k.a. affirmative procurement or green purchasing training) refers to providing instruction and/or materials to individuals regarding purchasing of biobased, environmentally preferable, energy-efficient, water efficient, recycled-content products, and electronic products. According to the implementing instructions of E.O. 13423, “the training shall address the role of individual employees in ensuring the agency pursues the policy, goals, and objectives set forth in the E.O. and emphasize the benefit of improved environmental, energy, and transportation management to the mission of the organization. Training shall be provided to employees and others, such as contractors, as appropriate, at all levels, and repeated as necessary to ensure improved awareness.”

(For more information, see Environmental Protection Agency's (EPA) index: <http://www.epa.gov/epp/index.htm>; Office of Federal Procurement Policy (OFPP) Letter 92-4, "Procurement of Environmentally Sound and Energy-Efficient Products and Services;" Resource Conservation and Recovery Act of 1976 (RCRA) (42 U.S.C. 6962), Section 9002 of the Farm Security and Rural Investment Act of 2002, and Executive Order 13423 ---Strengthening Federal Environmental, Energy, and Transportation Management (January 26, 2007).

**Purchase Card Holder (Y/N):**

The person initiating a procurement request using a government credit card as a means for acquisition. (Also, see Request Originator: NPR 8530.1A -1.11)

[Top](#)

## Recycled Materials

Recycled Materials are those which have generated a positive dollar amount resulting from the sale of materials during the Reporting Year for the specified site. These materials consist of, but are not limited to, paper, scrap metal, and cardboard.

The Agency's partners include outside sources, small and large businesses, citizens groups, state and local governments, universities and trade associations. These partnerships often fall under broad areas of focus, including agricultural issues, global climate change and pollution prevention. (i.e. Air force base, NAVY, GSA, etc.)

If the material you require is not on the drop-down menu, contact Headquarters to have it added to the database. The Recycled Materials screen supports the following reporting areas:

Reporting Year:

Quarter: (GSFC only)

Recycled Material Name, Unit:

Composting Program (Y/N):

Construction Project (Y/N):

Revenue from Sale (\$):

Quantity Recycled:

Cost to Recycle (\$): (Optional)

Recycled Material Comments:

Date/Site/User:

### Rap Terms

#### **Recycled Material Name, Unit:**

Select the specific Recycled Material name (from the drop-down list) that was sold and for which moneys were received.

If the item is not on the list, contact the NETS Help Line at (216) 433-2300 to have it added.

Recycled Material reports shown in pounds (lbs.) have been automatically converted using the following conversion factors:

Antifreeze	9 lbs. / gal
Fluorescent Lamp	1.25 lbs. / unit
Photo Fixer	9 lbs. / gal
Tire	25 lbs. / unit
Toner Cartridge	1.5 lbs. / unit
Waste Oil	8 lbs. / gal
Yardwaste	385 lbs. / cubic yard

#### **Composting Program (Y/N):**

A program which involves the collection, creation, and use of mature compost material (e.g., organic

material wastes such as dead leaves, branches, twigs, grass clippings, vegetable waste, fruit scraps, coffee grounds, water) for a variety uses such as landscaping roadway median strips, parks, and recreational areas. Other composting programs may include remediating contaminated or eroded sites, soil amendment, to cover landfills and carry out reclamation projects, and for decorative purposes on property areas.

**Construction Project (Y/N):**

Upon entering a new record for Recycled Materials, select a Recycled Material Name. Under Construction Project (Y/N), choose yes if this material was generated from a construction project (including remodifications and demolition) or no if it was not.

**Revenue from Sale (\$):**

Revenue from Sale is the total dollar gross receipt realized from sale of waste materials to recyclers. Gross receipts should not be adjusted to account for material collection, sale and management costs in reporting revenue for sale.

**Quantity Recycled:**

Type in the total number of the selected Recycled Item (for example: paper, scrap metal, or cardboard) that was sold and for which moneys were received. The Quantity Recycled is for the entire Reporting Year (per site).

**Cost to Recycle (\$): (Optional)**

For the Recycled material selected from the dropdown menu, enter the fee associated with recycling this material annually.

**Recycled Material Comments:**

Additional data that your Center has on recycling, donating or reusing of materials.

[Top](#)

**Solid Waste**

The Solid Waste data collection screen reports the total number of POUNDS and the TOTAL COST PER TON spent on the disposal of cardboard, paper, scrap metal, *etc.*, for the Reporting Year per specified site. Solid waste is waste that is incinerated or disposed to landfill not including hazardous waste or items that were recycled. This also includes cost avoidance amounts relative to the disposal. The Solid Waste reporting screen supports the following update areas:

Reporting Year:

Disposed Site Quantity (lbs):

Disposal Cost Amount (\$):

Annual Diversion Cost (\$):

Calculated Annual Diversion Cost (\$):

New Solid Waste Prevention Practices (Y/N):

New Solid Waste Prevention Practices Description:

Solid Waste Disposal Comments:

Solid Waste Reduction Plans:

Date/Site/User:

Total Solid Waste - "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Center is including other materials, such as construction and demolition debris.

**Disposed Site Quantity (lbs.):**

Enter the total weight in pounds (rounded to the nearest whole pound) of the solid waste disposed off-site.

**Disposal Cost Amount (\$):**

Enter the whole dollar amount of the total cost per year, by reporting year and site, of ALL material that has been scrapped.

**Annual Diversion Cost (\$):**

Enter the total cost for your Center's recycling program annually.

**Calculated Annual Diversion Cost (\$):**

This field will be populated with the sum of fees associated with each of your recycled materials.

**New Solid Waste Prevention Practices (Y/N):**

Select Yes or No from the drop-down box to indicate whether or not your site instituted any new Solid Waste Prevention Practices this reporting year.

**New Solid Waste Prevention Practices Description:**

If you implemented New Solid Waste Prevention Practices during the reporting year, please describe here.

If you answered 'No' to the New Solid Waste Prevention Practices, please explain why.

**Solid Waste Disposal Comments:**

This field may be used to place narrative comments to describe current solid waste disposal projects and findings.

Waste Transportations Cost (\$/ton/mi) Transportation Distance - Arranging collection by or delivery to the appropriate recycling center or transfer station that accepts construction and demolition waste for purpose of recycling.

**Solid Waste Reduction Plans:**

This field may be used to place narrative comments to describe current solid waste disposal projects and plans for implementation.

[Top](#)

## **RAP Specifications Summary**

The Recycling and Waste Specifications Summary screen reports the total number of specification documents that were modified during the Reporting Year for the specified site.

The information pertains to specifications, documents, Commercial Item Descriptions (CIDs), policies, etc. that exist, and have been reviewed/revise to optimize the use of recovered materials. The Specification Summary update screen supports the following update areas:

Reporting Year:

Total No. of Specifications:

Number of Specifications Reviewed:

No. of Documents Modified to Add Recovered Materials Preference:

No. of Documents Modified to Remove Recovered Materials Prohibition:

No. of Documents Modified to Remove Requirements for Use of Virgin Materials:

Date/Site/User:

### **Total No. of Specifications:**

Enter the total number of all specifications and standards, Commercial Item Descriptions, Product Descriptions or other similar documents over which the reporting site has control during the current reporting year.

### **Number of Specifications Reviewed:**

Type in the total count of all specifications at the site that have been reviewed for recovered materials preference. This is a count of the specifications, standards, commercial item descriptions, product descriptions or other similar documents that have been reviewed during the current reporting year.

### **No. of Documents Modified to Add Recovered Materials Preference:**

Type the total number of documents that were modified during the current reporting year to add all recovered material preferences.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

### **No. of Documents Modified to Remove Recovered Materials Prohibition:**

Type the total number of documents that were modified during the current reporting year to remove any blocks for the use of recovered materials.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

**No. of Documents Modified to Remove Requirements for Use of Virgin Materials:**

Type the total number of documents that were modified during the current reporting year for the use of *new* materials.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

[Top](#)

**USDA-Designated Biobased Products**

This is a new field in 2008. At present the USDA has designated 6 biobased products (Round One) for purchase by Federal Agencies. This year NASA Centers will not have to track quantities purchased, but will answer whether these 6 products are purchased and whether they contain biobased materials. These questions will be answered with a check box for purchased in FY08 and a check box for purchased in FY08 containing biobased materials. The 6 products are as follows: mobile equipment hydraulic fluid, diesel fuel additives, penetrating lubricants, roof coatings, water tank coatings and bedding/bed linens/towels.

The USDA has designated Rounds 2-4 for purchase and you may add narrative to NETS for additional biobased purchasing beyond Round One. For information regarding these products and minimum biobased content percentages, please follow the link:

<http://www.biopreferred.gov/ProposedAndFinalItemDesignations.aspx>

As defined by FSRIA, "biobased products" are products determined by the U.S. Secretary of Agriculture to be commercial or industrial goods (other than food or feed) composed in whole or in significant part of biological products, forestry materials, or renewable domestic agricultural materials, including plant, animal, or marine materials.

The Farm Security and Rural Investment Act (FSRIA) of 2002, E.O.13423, and Subpart 23.4 (e.g. definitions, biobased/AP program, designated items and procurement guidelines, contract clauses, etc.) of the FAR require Federal Agencies to purchase biobased products over their petroleum-based counterparts, as long as the biobased materials are reasonably available, reasonably priced, and comparable in performance.

[FAR Subpart 23.4-Use of Recovered Materials and Biobased Products](#)

The following is a link to the USDA's Biopreferred website to learn more about the program:

<http://www.biopreferred.gov/Default.aspx>

[Top](#)

**RAP Terms**

**AP Sales** - remaining surplus property, exchange/sale property, and confiscated property are offered

to the general public for sale.

**Bio-based** - fuels, chemicals, building materials, or electric power or heat produced from biomass. The term may include any energy, commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials. Provide sample list in excel spreadsheet (Soaps, detergents, cleaning chemicals, Inks, Dyes, Pigments, Oils, Waxes, and Fertilizers).

**Bio-based Adhesives or glues** - are made with gums such as milkweed, corn, sunflower and soybean.

**Bio-based Cleaning chemicals, and degreasers** - are produced from corn sugar, corn, sugar beets.

**Bio-based Cosmetics** - are produced from potatoes, starch and wheat.

**Bio-based Detergents, Plastics, and Oils** - are composed of vegetable oils and plant resins such as oats and soybean.

**Bio-based Inks, Dyes, and Pigments** - are composed of soybeans, part of the fats and oils family, is the largest source of plant-based oil.

**Biodiesel fuel/Ethanol** - are produced by barley, corn, soybean, sunflower and wheat.

**Class III landfill** - A landfill that accepts non-hazardous waste such as household, commercial, and industrial waste, resulting from construction, remodeling, repair, and demolition operations.

A) On Center: Specify which center landfill is located.

B) Off Center: Specify which location landfill is located.

C) Landfill: waste disposal site for the deposit of waste onto or into land.

**Compost** - According to the EPA, "Compost is organic material that can be used as a soil amendment or as a medium to grow plants. Mature compost is a stable material with a content called humus that is dark brown or black and has a soil-like, earthy smell. It is created by: combining organic wastes (e.g., yard trimmings, food wastes, manures) in proper ratios into piles, rows, or vessels; adding bulking agents (e.g., wood chips) as necessary to accelerate the breakdown of organic materials; and allowing the finished material to fully stabilize and mature through a curing process."

**Diversion** - A measure of the amount of waste material being diverted for beneficial use, recycling, reuse, or energy recovery compared with the total amount that was previously thrown away.

**Donations** - NASA fully supports and equally promotes and participates in the two donation programs authorized by both the Federal Property and Administrative Services Act of 1949, as amended and the Stevenson-Wydler Technology Innovation Act amendment of January 28, 1992 (Public Law 102-45). These goods are made available and offered on an "as is, where is" basis, without warranty of any kind to Public agencies, Nonprofit educational and public health activities, including programs for the homeless Nonprofit and public programs for the elderly, Public airports and Educational activities of special interest to the Armed Services.

**Electronics**: Equipment such as a product or apparatus that has its primary functions provided by electronics circuitry and components. Computers and peripheral equipment, financial systems, security systems, Entertainment, office products, test and measurement equipment, manufacturing equipment and data entry devices.

**Environmentally Preferable products** - Our efforts to promote products and practices that reduce our impact on the environment, bidders are encouraged to incorporate environmentally preferable criteria in as wide range of products and business practices as possible.

**Green Janitorial products** - Are products such as green purchasing to include the acquisition of recycled content products, environmentally preferable products and services, biobased products,

energy- and water-efficient products, alternate fuel vehicles, and products using renewable energy.

**Hammer Mill** - A high-speed machine that uses hammers and cutters to crush, grind, chip, or shred solid waste.

**Hauler** - Garbage collection company that offers complete refuse removal service; many will also collect recyclables.

**Herbicide** - A chemical pesticide designed to control or destroy plants, weeds, or grasses.

**Incineration** - A treatment technology used to destroy waste by controlled burning at high temperatures.

**Inert backfill site** - A location other than inert fill or other disposal facility, to which inert materials are taken for the purpose of filling an excavation, shoring, or other soils engineering operation.

**Land Use** - Describes how a piece of land is managed or used by Center personnel (e.g. residential, industrial, development, roads, mining, timber, harvesting, landscape, grazing etc.)

**Nylon Carpet:** Include broadloom and modular carpet (tiles), are structured back products that have secondary backings made of urethane polypropylene, vinyl, or a hot melt. Nylon carpet must be purchased with recovered material when it meets applicable specification and performance standards.

**Paint:** Common water-based and oil-based household paint finishes (i.e. paint, primer, stain, sealer, varnish, wood finishing oil, aerosol paint cans)

**Prohibited Wastes** - Materials that are strictly prohibited from going to the landfill.

**RAP equipment** - Any equipment that reduces environmental impacts of mining, harvesting, and other extraction processes. The use of recovered materials can result in significantly lower energy and material input costs compared to virgin materials. In addition to conserving non-renewable resources and reducing the environmental impacts, recycling equipment also can divert large amounts of materials from valuable landfill space.

**Recycle** - The separation, collection and recovery of useful materials for manufacture into new products or raw materials.

**Recycling projects** - Any project or practice that eliminates or reduces the amount of pollutants, contaminants, or hazardous substances, including fugitive emissions, from entering the waste stream or being released into the environment

**Sales** - Purchasing a product that contains recycled-content material such as writing paper with 30% recycled-content, re-refined lubricating oil, retread tires, or purchasing concrete with fly ash. Also accepted goods made available to select non-profit or charitable organizations for reuse or salvage. Recycle electronic scrap.

**Sanitary waste** - Solid wastes, such as garbage, that are generated by normal housekeeping activities and are not hazardous or radioactive.

**Solid Waste and Construction Demolitions Debris:** Includes all non-hazardous building materials and solid waste resulting from construction, remodeling, alterations, repair, and demolition operations. This term includes asphalt concrete, Portland concrete cement, brick, lumber, gypsum wallboard, cardboard and other associated packaging, roofing material, ceramic tile, carpeting, plastic pipe and steel.

**Solvent Substitution** - Replacement of a hazardous solvent with a less hazardous or non-toxic material for the purpose of eliminating hazardous mixed waste

**Utilization** - Excess Property is offered for reuse within the Federal Governments. Materials that are unwanted by one party, then used for its intended purpose by another party. Hand-me-down clothes, using unwanted paint, refilling a gas can are examples of reuse.

**Waste diversion projects** - A method in which waste is changed from something that is of no or relatively small value and is reused as a new product. An example of this is the aluminum can, which

is collected than reprocessed into new aluminum products.

**White goods** - metal appliances such as refrigerators, freezers, clothes washers, dishwashers, clothes dryers, ranges, stoves, air conditioners and hot water tanks

[Top](#)