

**FISH AND WILDLIFE SERVICE
CONTRACTING**

7.1 What is the purpose of this chapter? This chapter:

- A. Lists the authorities that regulate green procurement, and
- B. Describes the overall responsibilities of U.S. Fish and Wildlife Service (Service) employees for this process.

7.2 What are the objectives of this chapter? Our objectives are to:

- A. Identify and achieve full compliance with Federal green procurement regulations, and
- B. Describe our requirements and procedures for this process.

7.3 What is green procurement? Green procurement, or buying “green” products, is a process where we improve our environmental performance by acquiring goods that have less of an impact on human health and the environment. By incorporating greening practices into purchasing activities, we increase the demand for green products, which in turn increases the manufacturing of green products. As this cycle continues and more green products are produced and sold, the environmental harm associated with acquiring and using necessary goods is reduced.

7.4 What is the scope of this chapter? Green procurement policy applies to:

- A. Direct purchases of products,
- B. Products contractors supply or use in the performance of a contract,
- C. Micro-purchases (by credit card or through contract),
- D. Simplified acquisitions, and
- E. Purchases of commercial items.

7.5 What are the authorities for this chapter?

- A. Federal Acquisition Regulation (FAR), Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace (48 CFR 23).
- B. The Energy Independence and Security Act of 2007 (Pub. L. 110-140).
- C. The Energy Policy Act of 2005 (Pub. L. 109-58).
- D. The Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171).
- E. The National Environmental Policy Act of 1969 (Pub. L. 91-190).
- F. The Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962).
- G. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance.
- H. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management.

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7.6 Who is responsible for green procurement? Table 7-1 describes the responsibilities of our employees for ensuring green procurement requirements are met.

Table 7-1: Responsibilities for Green Procurement	
These employees...	Are responsible for...
A. The Director	Approving or declining to approve green procurement policy.
B. The Assistant Director – Business Management and Operations	<ul style="list-style-type: none"> (1) Ensuring there is green procurement policy in place, and (2) Overseeing green procurement practices and procedures for our agency.
C. The Chief, Division of Contracting and General Services in Headquarters (CGS/HQ) (serving as the Bureau Procurement Chief)	<ul style="list-style-type: none"> (1) Developing and maintaining current green procurement policy; (2) Confirming the acquisition workforce receives green procurement training; (3) Establishing and updating green procurement objectives and targets; (4) Participating in the following Department of the Interior (Department) workgroups involving green procurement: <ul style="list-style-type: none"> (a) Lifecycle Management Workgroup, and (b) Electronic Stewardship Workgroup; (5) Participating in the following Service workgroups involving green procurement: <ul style="list-style-type: none"> (a) Sustainability Committee, and (b) Electronic Stewardship Team; and (6) Complying with green procurement requirements, monitoring compliance, and conducting periodic reviews.
D. Regional Green Procurement Leads	<ul style="list-style-type: none"> (1) Examining and suggesting improvements to green procurement practices within their respective Regions, (2) Serving as liaisons to help with communication efforts regarding green procurement, and (3) Serving as Regional points of contact on green procurement policy.
E. Contracting Officers	<ul style="list-style-type: none"> (1) Completing one continuous learning point of green procurement training if holding an active Certificate of Appointment (see 302 FW 1, Contracting Officers' Certification and Appointment Program); (2) Awarding contracts in accordance with FAR Part 23; and

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Table 7-1: Responsibilities for Green Procurement	
These employees...	Are responsible for...
	<p>(3) Reviewing solicitation materials and contract clauses to:</p> <p style="padding-left: 40px;">(a) Make sure green procurement requirements are incorporated, and</p> <p style="padding-left: 40px;">(b) Validate the rationale for not purchasing green products/services, when required.</p>
F. Contracting Officers' Technical Representatives	Assisting with oversight of contract administration to confirm green procurement requirements are fulfilled in accordance with the terms of the contract.
G. Program Offices, Purchase Requestors	<p>(1) Researching and identifying green products/services, and</p> <p>(2) Consulting with contracting and environmental specialists to develop statements of work and specifications that include relevant green procurement requirements.</p>

7.7 How does the Service incorporate green procurement into the acquisition lifecycle?

A. Depending on the size and type of the acquisition, contracting personnel must develop a written acquisition plan and retain it in the contract file (see 301 FW 2, Procurement Planning). Acquisition plans must include environmental and energy conservation objectives, when appropriate.

B. Contracting personnel must also consider pertinent green procurement factors when:

- (1)** Working with programs to develop product specifications, descriptions, and standards;
- (2)** Describing requirements for supplies and services; and
- (3)** Creating source-selection criteria.

7.8 What are the reporting requirements for green procurement?

A. Congress requires the Office of Federal Procurement Policy (OFPP) and the U.S. Environmental Protection Agency (EPA) to prepare annual reports on green procurement based on input from all Federal agencies. CGS/HQ coordinates with the Regions and programs to provide input for these reports and submit them to the Department, who in turn coordinates with OFPP and EPA.

B. Contracting staff in the Regions must provide quarterly data on green procurement to CGS/HQ for the reports we describe above.

C. CGS/HQ also conducts Regional acquisition management reviews that evaluate the progress of green procurement program implementation and the inclusion of relevant FAR clauses for green procurement contracts.

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Contracting **Part 301 Acquisition Policies and Procedures**
Chapter 7 Green Procurement **301 FW 7**

7.9 What guidance is available to promote the Service’s green procurement policy, practices, and procedures? Employees must reference the following guidance documents when procuring green products/services:

- A.** *A Practical Greening Manual for the U.S. Fish and Wildlife Service*, U.S. Fish and Wildlife Service – Green Procurement Program,
- B.** *Green Purchasing Plan*, Department of the Interior – Office of Acquisition and Property Management, and
- C.** Service Manual Chapter 560 FW 1, Policy and Responsibilities – Environmental Compliance.

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