

Environmental Standard Operating Procedure

Originating Office: Natural Resources and Environmental Affairs Office	Revised: 31 December 2015 Supersedes: 8 October 2014	Prepared NREA, Subject Matter Expert (SME)	Approved By: Branch Head, P2
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Title: Sustainable Procurement

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide and establish procedures for the process of sustainable procurement.

2.0 APPLICATION

This guidance applies to those individuals whose responsibilities mandate procurement of items for use aboard Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms.

3.0 REFERENCES

- Executive Order 13693
- MCO 5090.2A Ch. 3
- Hazardous Waste Operations Manual, MCAGCC
- Combat Center Order 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC

4.0 PROCEDURE

4.1 Discussion:

The Environmental Compliance Coordinator (ECC) is responsible for ensuring that sustainable procurement is established and maintained at the unit and work section level. Sustainable procurement is a term used in the Executive Orders that requires all government agencies, including Marine Corps facilities, to purchase environmentally friendly products in an effort to reduce costs and impacts to the environment.

4.2 Operational Controls:

The following procedures apply:

1. Each unit/work section will comply with environmental regulations by establishing and implementing environmental compliance audit programs and policies that emphasize pollution prevention as a means to both achieve and maintain environmental compliance.

2. Each unit/work section will ensure that 100% of their purchases of products meet or exceed the EPA guideline unless written justification is provided that states that a product that meets guidelines is unavailable.
3. Units/work sections must purchase recovered/recycled materials if they are made available.
4. Each unit/work section, through evaluation of present and future uses of ozone-depleting substances, will purchase and use safe, cost effective, and environmentally preferable alternatives by developing a plan to phase out the procurement of Class I ozone-depleting substances.
5. Each unit/work section must comply with all printing and copying requirements. The minimum paper content standard shall be no less than 50 percent recovered/recycled materials as determined by the State in which the facility is located.
6. Each unit/work section shall implement the EPA procurement guidelines for re-refined lubricating oil and retread tires. Supervisors and managers shall take immediate steps, as appropriate, to procure these items in accordance with RCRA (Resource Conservation and Recovery Act).
7. Each unit and/or work section will establish a Sustainable Procurement program based on EPA guidelines that will indicate which items may be purchased. This includes but is not limited to any hazardous materials used by the unit/work section.
8. Aside from common recyclable materials, each unit/work section will develop and maintain programs to reduce or recycle, as appropriate, batteries, scrap metal, and fluorescent lamps and ballasts.
9. Each unit/work section shall set goals to increase the procurement of products that are made with recovered/recycled materials in order to maximize the number of recovered/recycled purchased relative to non-recycled alternatives.
10. Each unit/work section shall conduct internal reviews and audits and take other steps, as necessary, to monitor facilities' compliance with all Executive Orders identified in this ESOP.
11. Each unit/work section must implement training programs to ensure that personnel and procurement and acquisition program managers are aware of the requirements of Executive Orders and its applicability to their duties.
12. Sustainable Procurement ESOP and the installation's Environmental Management System (EMS) Manual.
13. Refer to the Executive Orders identified in this ESOP for additional information.
14. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).

15. If there are any specific situations or other concerns not addressed by this procedure, contact the MCAGCC Natural Resources and Environmental Affairs (NREA) office.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. Authorized Use List (AUL)
2. Executive Order 13693
3. Inspection and training records.

4.4 Training:

All affected personnel must be trained in this Standard Operating Procedure and the following:

1. Hazard Communication training/Globally Harmonized System.
2. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order (CCO) 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center.

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Sustainable Procurement – ECC/Inspection Checklist

Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Has an Authorized Use List (AUL) been developed and implemented?			
2. Are pollution prevention regulations followed?			
3. Is the unit/work section purchasing items that comply or exceed EPA guidelines?			
4. Is the unit/work section purchasing or attempting to purchase recovered/recycled items?			
5. Has the unit/work section reduced use of or implemented a plan to reduce use of common materials as applicable including: <ul style="list-style-type: none"> a. All forms of paper, b. Ozone depleting substances, c. Tire re-tread, d. Refined lubricating oil. 			
6. Has the unit/work section developed and/or maintained a recycling program?			
7. Has training been provided by the unit/work section to applicable personnel in reference to sustainable procurement?			
8. Are training and inspection records maintained and available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____