

Environmental Standard Operating Procedure (ESOP)	
Sustainable Procurement (GTP)	
Environmental Affairs (EA): P2 Manager (760) 830-7695	Revised: 1 October 2024

Subject: SUSTAINABLE PROCUREMENT

References: (a) Installation Sustainability Action Plan (Draft Final FY17)
(b) Combat Center Order (CCO) 5090.1J, Environmental Protection

1. Purpose. This document provides established procedures for the process of sustainable procurement.
2. Application. This guidance applies to those individuals whose responsibilities mandate procurement of items for use aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms. For further references to MAGTFTC, MCAGCC in this document, the term "installation" will be used.
3. Procedures. The Environmental Compliance Coordinator (ECC) is responsible for confirming 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 government agencies, including Marine Corps facilities, to purchase environmentally friendly products in an effort to reduce costs and impacts to the environment.
4. Operational Controls. The following controls apply:
 - a. Each unit and 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.
 - b. Each unit and work section will confirm that 100 percent of their purchases of products meet or exceed the goals set in the Installation Sustainability Action Plan unless written justification is provided stating that a product that meets guidelines is unavailable.
 - c. Units and work sections must purchase recovered and recycled materials if they are made available.
 - d. Each unit and work section, through evaluation of present and future uses of ozone-depleting substances (such as refrigerants containing chlorofluorocarbons, hydrochlorofluorocarbons, and hydrofluorocarbons), 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.
 - e. Each unit and work section must comply with printing and copying requirements. The minimum paper content standard shall be no less than 50 percent recovered and recycled materials as determined by the state in which the facility is located.

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- f. Each unit and work section will implement Installation Sustainability Action Plan for refined lubricating oil and retread tires. Supervisors and managers will take immediate steps, as appropriate, to procure these items in accordance with the Installation Sustainability Action Plan and CCO 5090.1J.
 - g. Each unit and work section will establish a sustainable procurement program based on the Installation Sustainability Action Plan that will indicate which items may be purchased. This includes, but is not limited to, any hazardous materials used by the unit and work section.
 - h. Aside from common recyclable materials, each unit and work section will develop and maintain programs to reduce or recycle, as appropriate, batteries, scrap metal, and fluorescent lamps and ballasts.
 - i. Each unit and work section will set goals to increase the procurement of products that are made with recovered and recycled materials to maximize the number of recovered and recycled purchased relative to nonrecycled alternatives.
 - j. Each unit and work section will conduct internal reviews and audits and take other steps, as necessary, to monitor facilities' compliance with the orders identified in this ESOP.
 - k. Each unit and work section must implement training programs to confirm that personnel, procurement, and acquisition program managers are aware of the requirements of Executive Orders and its applicability to their duties.
 - l. If there are any specific situations or other concerns not addressed by this document, please contact EA's P2 Office via phone at (760) 830-7695.
5. Documentation and Record Keeping. The following records must be maintained:
- a. Safety data sheets for hazardous material
 - b. Authorized Use List updated annually, or as new products are procured
6. Training. Affected personnel must be trained in this document and the following:
- a. General Environmental Awareness training
7. Emergency Preparedness and Response Procedures. Not applicable for this ESOP.
8. Inspection and Corrective Action. The ECC will confirm unit adherence to this ESOP. The ECC will confirm that unit personnel are trained in this ESOP and maintain appropriate documentation in accordance with this ESOP.