

Environmental Standard Operating Procedures (ESOP)	
Sustainable Procurement (GTP)	
Environmental Affairs (EA): P2 Manager (760) 830-7695	Revised: 1 October 2023

Subj: SUSTAINABLE PROCUREMENT

Ref: (a) Installation Sustainability Action Plan (Draft Final FY17)
(b) CCO 5090.8C Environmental Management System

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 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. Operational Controls. The following controls apply:

a. 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.

b. Each unit/work section will ensure that 100% of their purchases of products meet or exceed the goals set in reference (a) unless written justification is provided that states that a product that meets guidelines is unavailable.

c. Units/work sections must purchase recovered/recycled materials if they are made available.

d. Each unit/work section, through evaluation of present and future uses of ozone-depleting substances i.e., refrigerants containing chlorofluorocarbons (CFCs), hydro chlorofluorocarbons (HCFCs), and hydrofluorocarbons (HFCs), Halons, 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/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.

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f. Each unit/work section shall implement reference (a) for re-refined lubricating oil and retread tires. Supervisors and managers shall take immediate steps, as appropriate, to procure these items in accordance with reference (a) and (b).

g. Each unit and/or work section will establish a Sustainable Procurement program based on reference (a) that will indicate which items may be purchased. This includes but is not limited to any hazardous materials used by the unit/work section.

h. 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.

i. 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.

j. Each unit/work section shall conduct internal reviews and audits and take other steps, as necessary, to monitor facilities' compliance with all orders identified in this ESOP.

k. Each unit/work section must implement training programs to ensure 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, contact EA P2 Office (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. All affected personnel must be trained in this document and the following: General Environmental Awareness training.

7. Emergency Preparedness and Response Procedures. N/A

8. Inspection and Corrective Action. There are no inspection requirements for this ESOP.