

**Pollution Prevention Performance  
Tracking and Reporting System  
Fiscal Year 2004 Data Entry Guidance**



**U.S. Department of Energy**

**October 2004**

## **Executive Orders 13101 and 13148 Annual Progress Reporting**

Executive Order (EO) 13101, Greening the Government through Waste Prevention, Recycling and Federal Acquisition, and EO 13148, Greening the Government through Leadership in Environmental Management, requires Federal agencies to submit annual reports on their progress in achieving the goals of the EOs. DOE Order 450.1, *Environmental Protection Program*, requires EH-1, as the DOE Agency Environmental Executive (AEE), to prepare annual progress reports based on input from Departmental elements.

The following guidance is provided to assist you in submitting your site/facility information for inclusion in the FY04 edition of the EO 13101 and EO 13148 annual progress reports (the annual reports). These annual reports are submitted to the Council on Environmental Quality, the Office of Management and Budget, and the Environmental Protection Agency, and will be posted on the DOE Pollution Prevention (P2) website at <http://www.eh.doe.gov/p2/>. Starting October 1, 2004, access to the P2 performance tracking and reporting system will be available through the DOE P2 website for submission of site-specific data for the annual reports. Attachment 1 provides instructions for the data entry platforms. These instructions are also posted on the DOE P2 website. DOE sites are requested to ensure a quality assurance check of the data being posted on the website.

Data entry to the P2 performance tracking and reporting system is restricted by password protection. Site staff may use their 2003-issued user names and passwords. Recovery of lost passwords, requests for changes or additional staff access, and support on connectivity issues should be directed to the ES&H Information Management Center at [esh-infocenter@eh.doe.gov](mailto:esh-infocenter@eh.doe.gov) or (800) 473-4375/(301) 903-8358. Please specify the user's name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

*Timelines for electronically reporting site data for inclusion in the annual reports are shown in Table 1.*

## **Pollution Prevention Best-In-Class Award Nominations**

Nomination forms for this year's pollution prevention awards competition will also be available via the DOE P2 website beginning October 1, 2004. All individuals or teams with innovative and exemplary pollution prevention, recycling and environmentally preferable procurement projects and practices completed or performed in FY 04 are encouraged to submit applications for "best-in-class" recognition by your program office. The five categories of competition will parallel the White House Closing the Circle Awards competition. These categories are:

- Green Purchasing
- Waste/Pollution Prevention
- Recycling
- Environmental Management Systems
- Sustainable Design/Green Buildings

DOE Order 450.1 requires the program offices to annually evaluate P2 nominations from their respective sites and make best-in-class” selections. The program office selection may include more than one candidate per category. The AEE will use the program offices’ best-in-class award selections in preparing the Department’s nominations to the White House Closing-the-Circle Awards competition.

Attachment 2 provides instructions for participating in this year’s P2 awards, and the on-lone nomination form is available at <http://www.eh.doe.gov/p2/p2integratedhomepage/p2awprog.asp>.

*Table 1 lists the timelines for site submissions of P2 award nominations.*

In addition to the best-in-class awards and the closing-the-circle competition, the Office of Biomass Programs (EE-2E) as a promotion of the Department’s *Early Adopter of the Buy Bio Program*, has expressed interest in evaluating environmentally preferable biobased product-related nominations for special recognition. Addition information on the *Early Adopter of the Buy Bio Program* can be found in Attachment 3 (Office of Procurement and Assistance Management (ME-60), August 6, 2004, memorandum, *Environmentally Preferable Purchasing*).

Should you have any questions about this year’s data call or the input needed, please contact Don Lentzen at 202 586-7428, or [donald.lentzen@eh.doe.gov](mailto:donald.lentzen@eh.doe.gov).

**Table 1. P2 Performance Tracking and Reporting System -- Data Entry Timelines**

<b>Activity</b>	<b>Date</b>
Website opens for data entry for EO 13101 and EO 13148 annual reports, and for P2 award nominations	October 1, 2004
Sites complete entry of EO 13148 report data (Pollution Prevention)	December 3, 2004
Sites submit P2 best-in-class awards nominations to Program Offices	December 17, 2004
Sites complete entry of EO 13101 report data (Environmentally Preferable Procurement)	December 31, 2004
Program Offices select P2 best-in-class awards and notify EH-1	January 7, 2005

**FY 2004 POLLUTION PREVENTION PERFORMANCE REPORTING GUIDANCE**

(Available on the DOE P2 website at <http://www.eh.doe.gov/P2> beginning October 1, 2004)

**1. GENERAL INFORMATION ON REPORTING DATA AND GETTING STARTED**

All P2 performance reporting described in this document will be recorded on the DOE P2 web site. Each person making data entries or quality assurance (QA) checks at the site must use the passwords issued previously by P2 computer support or apply for a new individual password to access the data entry forms on the web site. All data entries should receive a quality assurance check before they are included in the DOE P2 database. Specific details of the QA process are left to the site to establish. If you need assistance with passwords or the data entry mechanics, please contact the ES&H Information Management Center at [esh-infocenter@eh.doe.gov](mailto:esh-infocenter@eh.doe.gov) or (800) 473-4375/(301) 903-8358. Once the data has been posted by the site it will be converted into a “read only” data report which will then be open to general review without password protection.

To enter data, and for information on how to enter data, select *Waste Generation/Reduction* from the Reporting Database section of the P2 website homepage. Then select *Enter Data*; enter your user name and password which will take you to the *Enter Data Menu*. *How to Enter Data* provides instructions for entering data on the web pages, and *Reporting Guidance* provides examples and explanations of the types of data collected for the various Reports. Please report all radioactive waste types in cubic meters (m<sup>3</sup>), and hazardous and sanitary solid waste types in metric tons (mt). The web software will convert other units to the required units when you enter the data. Conversion tables are provided on the *How to Enter Data* page on the website.

When entering data it is important to note that there are two separate categories of waste reporting: routine waste and non-routine waste. Non-routine waste are those associated with cleanup and stabilization of legacy waste.

These waste categories need to be kept distinct for comparison to past reported quantities to measure progress in meeting the Department of Energy’s pollution prevention leadership goals *for 2005*.

For each waste type reported, you must provide an explanation/discussion for generation amounts reported for FY 2004 which differ by greater than plus or minus 20% from the site’s FY 2003 reported amounts.

## **2. CHANGES TO THE FY 2004 REPORTING**

There have been several changes to this year's DOE P2 data entry. These include clarification of the instructions and data entry forms, new categories and descriptions for P2 awards, and expansion by 7 items of the Comprehensive Procurement Guidelines (the CPG-listed products), plus an opportunity to account for your site's bio-based product purchasing, and a revised life-cycle cost worksheet for use in determining cost savings or cost avoidance in the accomplishments data reporting. Some reporting elements have been removed including FTE data reporting, signature pages, calculations for Part A, and quarterly and semiannual reporting.

## **3. DESCRIPTION OF P2 PERFORMANCE REPORTING**

The following information must be entered before proceeding to the Waste Generation Data page:

- Site name and address
- Name of PSO and contact information
- P2 Contact E-mail address and Telephone
- QA contact information

### **Section 1 - Waste Generation**

The following waste types must be reported as "Routine" or "Non Routine", in liquid or solid forms by each program office on site. These categories will subsequently be combined with other program offices into site totals:

- High-Level
- Transuranic
- Mixed Transuranic
- Low-Level Radioactive
- Low-Level Mixed (Radioactive and Hazardous)

The following waste types must be reported as Hazardous Waste from "Routine" or "Non-Routine" operations:

- RCRA Regulated
- State Regulated
- TSCA Regulated
- Mixed TSCA

## Section 2 Site-wide Recycling or Reuse Activities and Sanitary Waste Generation Reporting

Report amounts of waste recycling and/or reuse from the following categories in metric tons:

### Paper Products:

- Office and mixed Paper
- Corrugated Cardboard
- Phone Books
- Newspapers/Magazines

### Scrap Metals:

- Stainless Steel
- Copper
- Iron/Steel
- Aluminum
- Aluminum Cans
- Lead
- Zinc
- Other Scrap Metals (such as mercury)

### Precious Metals:

- Silver
- Gold
- Platinum
- Other Precious Metals

### Other Items:

- Antifreeze
- Engine Oils
- Toner Cartridges
- Batteries
- Tires
- Food Waste
- Concrete/Asphalt
- Glass
- Fluorescent Bulbs
- Ballasts
- Plastic
- Styrofoam
- Transformers
- Wood (Chips, Compost)
- Computers/Electronic Equipment\*
- Other recycled materials (such as paint, furniture, appliances, pallets, equipment)\*

\*optional reporting

**Sanitary waste**, as defined by EPA, consists of unwanted materials, such as trash, that are generated by normal housekeeping activities and are not considered hazardous, radioactive or covered under the Toxic Substance Control Act (TSCA). Sanitary wastes are regulated under the Resource Conservation and Recovery Act (RCRA) Subtitle D waste. For purposes of DOE reporting, sanitary waste reporting will also include discarded construction materials and demolition debris such as scrap metal, asphalt and concrete.

## Section 3 - Environmentally Preferable Procurement Reporting

Section 6002 of RCRA provides a mechanism to increase government purchasing of recycled products. This aspect of Environmentally Preferable Procurement (EPP) (formerly referred to as the Affirmative Procurement) is designed to help stimulate markets for materials recovered from solid waste by using the government's purchasing power. EO 13101 requires each agency to report their compliance with the EPP program. The annual report, *U.S. Department of Energy Environmentally Preferable Procurement and Recycling Report*, tracks agency purchases of select items on the EPA Comprehensive Procurement Guidelines (CPG) list of designated recycled-content items. You may review the current CPG list on EPA's website at <http://www.epa.gov/cpg/products.htm>. On April 30, 2004, EPA modified its list of CPG items to include seven new items: modular threshold ramps, nonpressure pipe, roofing materials, office furniture, rebuilt vehicular parts, bike racks, and blasting grit. These items will be listed along

with the 54 previously-approved products but reporting on them is optional this year. For 2004 reporting, we have also added an optional category for reporting to bio-based product purchasing. Additional information on EPP data entry, including optional reporting of bio-based products purchased is provided in the FY 2004 RCRA/EO 13101 Reporting Users Manual located at: <http://www.eh.doe.gov/p2/ap/default.htm>.

#### **Section 4 - Site P2 Profile**

The parameters shown below will be used to construct a site P2 profile for 2004. In addition to using information from the profile in the annual report, the AEE will share these profiles with the PSOs and the Administrators for the National Nuclear Security Administration and the Power Administrations.

##### FY 2004 Site Profile

1. Have the P2 provisions of the DOE O 450.1 Contractor Requirements Document been incorporated into site management contracts?       Yes       No
2. Have pollution prevention goals, objectives, and targets been incorporated into the site EMS and/or ISMS?       Yes       No
3. Identify and describe actions taken during the reporting year to incorporate sustainable design and green building practices into site construction/retrofit projects.
4. List the EPA P2-related voluntary programs\* for which the site has been officially recognized as a participant:
5. List the local, state, regional and national P2 awards received during the reporting period:

\* Note: EPA P2-related voluntary programs include, but are not limited to:

- Green Engineering
- Climate Leaders
- Commuter Choice Leadership Initiative
- Energy Star [Buildings]
- National Environmental Performance Track
- National Waste Minimization Partnership
- WasteWise
- Green Power

#### **Section 5 - P2 Program Accomplishment Reporting**

DOE has developed and implemented hundreds of P2 projects and practices at DOE sites over the years. The Waste Accomplishment database provides a uniform way of comparing the wide-range of activities performed throughout the DOE Complex. For FY 2004 reporting, the accomplishments reporting form and instructions used previously have been retained. The *Life-Cycle Cost Work Sheet* at Table 2 has been revised and is provided for the purpose of facilitating site reporting of cost savings and cost avoidance associated with the reported accomplishments. All reported accomplishments should:

- Contribute to achieving the DOE P2 goals; and
- Reduce life-cycle cost and the liability of mission-related activities

## **Instructions for Entering Accomplishment Data and Using the Life-Cycle Cost Worksheet to Determine Net Cost Savings or Cost Avoidance of Accomplishment**

1. For entering a new accomplishment onto the website, access the “*Data Collection Menu*” and select the “*Enter Accomplishment Data*” menu option.
2. Briefly summarize the accomplishment (50 words or less). A complete description of the accomplishment is to be entered on the “*Accomplishment Description, Activity, Waste Type, Benefitting/Implementing PSOs*” web page.
3. Once the “*Accomplishment Description*” is entered on the top of the page, use the pull-down lists to identify the “*Pollution Prevention Activity:*” and the “*Waste Type:*”. Use the radio buttons to identify the “*Primary Implementing PSO*” and the “*Primary Benefitting PSO*”. For the “*Secondary Implementing PSO*” and the “*Secondary Benefitting PSO*”, use the pull-down lists to select the appropriate PSO.
4. A life-cycle cost work sheet is provided to help you document cost data in the “*Implementation Costs, Savings/Avoidance, Waste Reduction Information*” section. Consider separately each life-cycle cost factor on the work sheet. If the accomplishment reduced or will reduce the cost of that factor relative to the baseline, enter the cost(s) in the appropriate column (under either “*Baseline*” and/or “*Accomplishment*”). For a given cost factor, you may choose to enter the costs for both the baseline and the P2 accomplishment in their respective cells, or a cost difference can be shown in only one cell. However, if you intend to use the data for return-on-investment analysis, you must not use cost differences for the six cost factors under “*Implementation Factors.*”
5. The columns will total and subtract automatically. The result is the net cost savings or cost avoidance of the accomplishment.
6. Report the results on the “*Implementation Costs, Savings/Avoidance, Waste Reduction Information*” web page. Please retain your worksheets for possible future reference.
7. Other Instructions:
  - An ongoing source reduction and segregation project entered for the first time in FY 2004 should use the average annual waste reduction expected and the projected period over which waste reduction is expected as the basis for calculating and reporting net cost savings/avoidances. These data should be included in the description of the accomplishment.
  - The useful life of the accomplishment cannot exceed 10 years. Ten years represents the maximum reasonable time over which waste reduction and net cost savings/avoidance can be expected.

- The completion date for an accomplishment at a site with established closure date cannot extend past the closure date.
- Compile the results from recycling, source reduction, and segregation projects as quantitative entries on the “Standard Data Report” form.

### **Life-Cycle Approach to Estimating Cost Savings or Avoidance**

The *Life-Cycle Cost Factors* shown on the work sheet are those areas in which costs typically are incurred over the life cycle of a large project. Note that increased costs relative to the baseline may be incurred in some life-cycle cost factors but decreased costs may be incurred in others. Cost impacts may be incurred for a small P2 activity in only one or two life-cycle cost factors. The worksheet is based on the recently issued DOE O 430.1B, *Real Property Asset Management*.

### **Work Sheet Definitions**

*Baseline* – the fundamental plan or approach that existed before implementing a cost savings or cost avoidance measure.

*Cost Savings* – the reduction in baseline costs resulting from implementing a cheaper approach (e.g, as by using an alternate method that decreases the level of treatment of secondary waste generated).

*Cost Avoidance* – the reduction in baseline costs resulting from implementing an approach that avoids costs that otherwise would have been incurred (e.g, as by using an alternate method that avoids the generation of secondary waste).

*Life Cycle* – the period over which an accomplishment has positive and/or negative cost impacts.

**Table 2.**

<b>LIFE-CYCLE COST WORK SHEET</b>			
<b>Project Name:</b>			
	<b>Costs, \$000</b>		
<b>Life-Cycle Cost Factors</b>	<b>Baseline (a)</b>	<b>Accomplishment (a)</b>	<b>Bases of Estimate or Calculation of Costs or Cost Differences</b>
<b>IMPLEMENTATION FACTORS</b>	0	0	
Research, Develop, and Demos			
Preconcept. Design/Eng. Studies			
Env., Safety, & Health Activities (b)			
Detailed Design (c)			
Equipment and Construction (e)			
Procedures, Startup, & Commiss'ng (d)			
<b>OPS AND MAINTENANCE FACTORS</b>	0	0	
Impacts to Products and By-products (e)			
Impacts to Other Operations (f)			
Ops. and Maint. (O&M) Labor (g)			
O&M Materials and Utilities (h)			
Laboratory Analyses			
Secondary Waste Treat./Stor./Disp. (i)			
<b>INDIRECT &amp; PROJECT CLOSURE FACTORS</b>	0	0	
Orphan Waste/Facility Maintenance (j)			
Decontamination & Decommissioning			
Salvage, Dispositioning, & Closure			
Risk Impacts (k)			
Other Cost Impacts			
	<b>\$ -</b>	<b>\$ -</b>	<b>\$0K - NET SAVINGS OF ACCOMPLISHMENT</b>
<p>(a) Record costs or cost differences in thousands of 2004 dollars, i.e., \$27,118 should be shown as 27. Do not include sunk Baseline costs!            Note: If showing a cost difference that favors the P2 accomplishment, show cost difference as a positive value in the "Baseline" column and vice versa.</p> <p>(b) Include costs to modify environmental permits and the authorization basis, and costs to meet changed compliance requirements.</p> <p>(c) Include actual design or construction costs if work is completed, otherwise include estimated costs including project management and contingency.</p> <p>(d) Include costs of planning, procedures, training, and readiness reviews, and costs of lost productivity while implementing the P2 project.</p> <p>(e) Include net cost of negative and/or positive impacts to products and by-products, such generating a saleable material due to implementing the P2 project.</p> <p>(f) Include onsite/offsite costs for added/reduced impacts to supporting operations (e.g., evaporators, utility upgrades, etc.).</p> <p>(g) Include costs of Operations and Maintenance labor, including supervision and technical support during operation.</p> <p>(h) Include costs of replacement equipment, chemicals, electricity, water, steam, etc.</p> <p>(i) Include onsite/offsite secondary waste treatment, storage, and disposal costs related to increase/decrease in waste classifications and amounts.</p> <p>(j) Include costs for maintaining, treating, storing, and disposing of all nonroutine wastes, failed equipment, and associated facilities during the P2 project's life cycle.</p> <p>(k) Include costs of failure to effectively implement the P2 change (e.g., cost of liabilities and reverting to Baseline approach times the probability of P2 project failure).</p>			

**Example filled out.**

<b>LIFE-CYCLE COST WORK SHEET</b>			
<b>Project Name: Aqueous TRU Waste Reduction</b>			
	<b>Costs, \$000</b>		
<b>Life-Cycle Cost Factors</b>	<b>Baseline (a)</b>	<b>Accomplishment (a)</b>	<b>Bases of Estimate or Calculation of Costs or Cost Differences</b>
<b>IMPLEMENTATION FACTORS</b>	<b>0</b>	<b>135</b>	
Research, Develop. and Demos		90	Lab-scale proof-of-principle planning and tests, (1,000mh)/(\$80/mh) + \$10K materials = \$90K
Preconcept. Design/Eng. Studies		24	Feasibility investigation, (300mh)/(\$80/mh) = \$24K
Env., Safety, & Health Activities (b)		0	No change since use of new resin is consistent with current permit and authorization basis
Detailed Design (c)		0	No change in design, see "Risk Impacts"
Equipment and Construction (c)		0	No new equipment nor construction required, see "Risk Impacts"
Procedures, Startup, & Commiss'ng (d)		21	Start-up plan and process verification activities, (300mh)/(\$70/mh) = \$21K
<b>OPS AND MAINTENANCE FACTORS</b>	<b>1992</b>	<b>0</b>	
Impacts to Products and By-products (e)		0	No net impacts to decontaminated wastewater
Impacts to Other Operations (f)		0	Reduced handling and shipping reflected under "Secondary Waste Treat./Stor./Disp."
Ops. and Maint. (O&M) Labor (g)	35		25% fewer IX resin changeouts, (.25)(4 change-outs/y)(100 mh/change-out)/(\$70/mh)(5y) = \$35K
O&M Materials and Utilities (h)	13		25% less resin (same cost), no effect on utilities, (.25)(10,000 gal resin/y)/(\$5/gal resin) = \$13K
Laboratory Analyses		0	No change on required lab analyses
Secondary Waste Treat./Stor./Disp. (i)	1,944		25% less TRU waste, (.25)(10,000 gal/y)(drum/45gal)/(\$7,000/drum)(5y) = \$1,944K
<b>INDIRECT &amp; PROJECT CLOSURE FACTORS</b>	<b>0</b>	<b>58</b>	
Orphan Waste/Facility Maintenance (j)		0	No change, same facility and same equipment are used
Decontamination & Decommissioning		0	No change, same facility and same equipment are used
Salvage, Dispositioning, & Closure		0	No change, same facility and same equipment are used
Risk Impacts (k)		8	40% probability of equipment revisions, (.40)/(\$20,000 estimated cost of revisions) = \$8K
Other Cost Impacts		50	One-time licensing charge, \$50K
	<b>\$ 1,992</b>	<b>\$ 193</b>	<b>\$1799K - NET SAVINGS OF ACCOMPLISHMENT</b>
<p>(a) Record costs or cost differences in thousands of 2004 dollars, i.e., \$27,118 should be shown as 27. Do not include sunk Baseline costs!            Note: If showing a cost difference that favors the P2 accomplishment, show cost difference as a positive value in the "Baseline" column and vice versa.</p> <p>(b) Include costs to modify environmental permits and the authorization basis, and costs to meet changed compliance requirements.</p> <p>(c) Include actual design or construction costs if work is completed, otherwise include estimated costs including project management and contingency.</p> <p>(d) Include costs of planning procedures, training, and readiness reviews, and costs of lost productivity while implementing the P2 project.</p> <p>(e) Include net cost of negative and/or positive impacts to products and by-products, such generating a saleable material due to implementing the P2 project.</p> <p>(f) Include onsite/offsite costs for added/reduced impacts to supporting operations (e.g., evaporators, utility upgrades, etc.).</p> <p>(g) Include costs of Operations and Maintenance labor, including supervision and technical support during operation.</p> <p>(h) Include costs of replacement equipment, chemicals, electricity, water, steam, etc.</p> <p>(i) Include onsite/offsite secondary waste treatment, storage, and disposal costs related to increase/decrease in waste classifications and amounts.</p> <p>(j) Include costs for maintaining, treating, storing and disposing of all nonroutine wastes, failed equipment, and associated facilities during the P2 project's life cycle.</p> <p>(k) Include costs of failure to effectively implement the P2 change (e.g., cost of liabilities and reverting to Baseline approach times the probability of P2 project failure).</p>			

## *Attachment 2*

### **2005 POLLUTION PREVENTION AWARDS NOMINATION INSTRUCTIONS**

(Available on the DOE P2 website at <http://www.eh.doe.gov/P2> beginning October 1, 2004)

#### **1. AWARDS DESCRIPTION**

The Department of Energy (DOE) Pollution Prevention Best-In-Class Awards recognizes innovative and/or exemplary pollution prevention, recycling, and environmentally preferable procurement projects and practices completed or performed in Fiscal Year 2004. P2 best-in-class selections by the program offices serves as the source for DOE submissions to the White House Closing-the-Circle (CTC) Awards competition; thus the instructions will parallel the CTC criteria, as detailed below. Descriptions of the five award categories are provided below. Note that your nominations for work done in 2004 will not be evaluated by the White House awards committee until 2005; therefore, the CTC recognition is termed a 2005 award.

- [Green Purchasing](#)
- [Waste/Pollution Prevention](#)
- [Recycling](#)
- [Environmental Management Systems](#)
- [Sustainable Design/Green Buildings](#)

#### **Green Purchasing**

This category recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. Preference will be given to nominations that include both purchasing of recycled content products and purchasing of other environmentally preferable products such as biobased products. For recycled content products, this award category focuses on, but is not limited to, those products designated in the Environmental Protection Agency Comprehensive Procurement Guidelines. For other environmentally preferable products, this award category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services. Preference will also be given for outreach programs, projects or educational efforts designed to promote the green purchasing objectives of EO 3101.

### **Waste/Pollution Prevention**

This category recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution from a Federal facility through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13101 or E.O. 13148.

### **Recycling**

This category recognizes outstanding activities including collection, separation and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.

### **Environmental Management Systems**

This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with EO 13148. Implementation of Facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision making.

### **Sustainable Design/Green Buildings**

This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects which have been completed, are under construction, or have completed the planning process and have been awarded to a successful offeror. Nominations should address all facets of a structure or project life cycle, i.e., encompass project design, energy efficiency, materials usage, building operations. Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities.

## **2. ELIGIBILITY**

The awards program is open to all pollution prevention projects and practices performed by DOE employees, sites, facilities, programs, and contractors. You may nominate yourself. The activity nominated for an award must:

1. Specifically relate to pollution prevention, environmentally preferable procurement,

including bio-based products environmental management systems, or recycling as defined in an award category;

2. Have been completed or performed in Fiscal Year 2004, and
3. Meet one of the following criteria:
  - a) Has been funded by the DOE; or
  - b) Has been funded under a contract or subcontract ultimately funded in large part by the DOE; or
  - c) Has been funded under contract with or directly by another U.S. Government agency and have significant positive effects benefiting DOE.

### 3. HOW TO ENTER

DOE will continue to use the P2 web site; this will streamline the nomination and “best-in-class” selection process. Each site P2 Coordinator should promote the annual P2 award drive, assist nominees in developing proper nominations and establish internal timelines for submission of nominations to them consistent with the timelines identified in the steps discussed below.

Follow these steps to enter a nomination:

1. The nominator selects the most appropriate category for the nomination from the list of categories and award criteria at the end of the instructions, collects the project/practice information, drafts the nomination text, incorporates any attachments, and identifies the PSO/Administrator with responsibility for the project/practice, site, or facility. The limit for the nomination abstract is 2000 words, which is approximately a four-page document with size 12 Times New Roman font.
2. The nominator logs onto <http://www.eh.doe.gov/P2> and selects “New Nomination” to enter the information. The system enables you to save inputted information as a draft and log out of the system to later return and edit the nomination before final submission. A single file that you believe may support your nomination may be included but will not necessarily be considered by the evaluating program office. It may contain multiple supporting images, graphics, or information in Adobe Acrobat PDF format and is limited to two pages. You must refer to the images in the text portion of your nomination (for example "See figure 1"). The website provides instructions for attaching this file.
3. By clicking "Submit" on the website, the nomination will automatically be sent to the site P2 Coordinator for review and screening. From this point forward, the nominator will be able to view the nomination but will not have access for changes.
4. The site P2 Coordinator will screen all nominations for eligibility, verify the nomination authenticity (i.e., is the nominated project/practice description accurate and completed or performed during the prior year, etc.), and secure site management endorsement of the nominations. The site P2 Coordinators must verify the eligibility of all entries received, secure site management endorsement, post all eligible/endorsed nominations on the website, and notify their Program Office by **December 17, 2004**.

5. The Program Offices shall select their respective P2 best-in-class awards from the eligible/endorsed nominees and notify the AEE by **January 7, 2004**. The site P2 Coordinator will designate the best-in-class selection on the P2 website once this designation is received from the Program Office.
6. Using the best-in-class award selections, the AEE will prepare and submit DOE's nominations to the White House Closing-the-Circle Award competition by the end of January.
7. Security procedures - You should follow site-specific protocols for participating in this award programs, for security review or coordination of information being posted on the DOE P2 web site. Please check with your site P2 Coordinator to determine site-specific requirements and timelines before attempting to submit a nomination.

#### **4. P2 BEST-IN-CLASS AWARD SELECTION CRITERIA**

Program Offices may select one or more nominations as the "best" in each category or they may decide that no award is warranted in a particular category. In selecting "best-in-class" from site nominations posted on the P2 website (<http://www.eh.doe.gov/p2/p2awards/index.html>), Program Offices are offered the following general criteria.

1. Does the nomination demonstrate significant benefits to the public?
2. Does the nomination demonstrate significant cost savings to DOE?
3. Does the nominated program or activity demonstrate the use or development of innovative approaches, techniques, or technologies?
4. How well documented are the claims of the nomination with respect to objective data or evidence?

In addition, each award category includes specific selection criteria described in Table 3.

**Table 3: 2004 DOE POLLUTION PREVENTION AWARD CATEGORIES AND SUGGESTED BEST-IN CLASS SELECTION CRITERIA**

CATEGORY	DESCRIPTION	SELECTION CRITERIA
1. Green Purchasing	This category recognizes the best examples of acquiring, using, or validating products or services that have reduced adverse impacts on the environment when compared with competing products or services that serve the same purpose; it includes the purchase and use of products containing recycled (recovered) materials, and the purchase and use of products containing bio-based materials at a Federal site, facility, or operation; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; product testing that led to the approval and use of environmentally preferable products and services.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of toxic material or hazardous waste reduced, the increase in quantity and value of bio-based products purchased by the facility).
2. Waste/Pollution Prevention	This category recognizes reductions in the generation of wastes from a Federal site, facility, or operation through any change in the design, manufacturing, or use of materials or products; and/or the amount of toxicity in waste materials prior to recycling, treatment or disposal	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste reduced through the change).
3. Recycling	This category recognizes outstanding activities, including outreach, collection, separation, and processing by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste reduced through recycling).

CATEGORY	DESCRIPTION	SELECTION CRITERIA
<p>4. Environmental Management System (EO 13148)/Life-Cycle Assessment/ Environmental Cost Accounting (LCA/ECA)</p>	<p>This category recognizes outstanding achievements resulting from comprehensive, integrated approaches to waste reduction. This includes use of environmental management systems (EMS), in accord with EO 13148 that demonstrate consideration of the full range (cradle) to grave of environmental costs and impacts of site/facility projects. Implementation of an EMS includes measurable environmental goals, objectives, and targets that are periodically reviewed and updated. Project proposals employing life cycle assessments and/or environmental cost accounting should include the environmental consideration, in either descriptive or accounting format, of raw material derivations; waste generation and disposal; material and energy usage; environmental, health, and safety management costs; and use of environmental accounting and life cycle assessment in project proposal decision-making.</p>	<p>Full integration of the EMS into the infrastructure and culture of the site/facility, including management performance, decision-making processes, and community involvement and outreach. Consideration should be given to looking for nominations that emphasize measured results, not simply effort, and represent clear examples of ongoing excellence in an active, implemented LCA/ECA system, or an outstanding project planned and implemented using LCA/ECA principles.</p>
<p>5. Sustainable Design/Green Buildings</p>	<p>This category recognizes innovative Federal projects employing sustainable design and green building principles. Nominations should be limited to projects that have been completed, are under construction, or have completed the planning process and have been awarded to a successful offeror. Nominations should address all facets of a structure or project's life cycle, e.g., project design, energy efficiency, and building operations. Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities.</p>	<p>Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, level of increase in energy efficiency, reduction in building operation costs, and/or use of environmentally preferable building materials).</p>

**Department of Energy**

Washington, DC 20585

AUG 06 2004

## MEMORANDUM FOR DISTRIBUTION

FROM: RICHARD H. HOPF, DIRECTOR  
OFFICE OF PROCUREMENT  
AND ASSISTANCE MANAGEMENT

A handwritten signature in black ink, appearing to read "RH Hopf", written over the printed name of the sender.

SUBJECT: Environmentally Preferable Purchasing

As a result of Section 9002 of the Farm Security and Rural Investment Act of 2002, the United States Department of Agriculture (USDA) published a Notice of Proposed Rulemaking in the Federal Register on December 19, 2003, 68FR70730, entitled "Guidelines for Designating Biobased Products for Federal Procurement". This was the first step in the development of a mandatory purchasing program being referred to as the "Buy Bio Program". The Act, as well as Executive Orders 13101 and 13134, provide for a preferred procurement program for biobased versus similar petroleum based products, and is modeled after EPA's Affirmative Procurement Program for recycled content products. USDA will develop a list of products that Federal agencies and their contractors will be obliged to purchase with biobased content. A FAR Case to implement this new program is under development.

Within DOE, the Office of Energy Efficiency and Renewable Energy (EERE), through its Office of the Biomass Program, is urging the Department and its management contractors to be early adopters of the Buy Bio Program. The nation's energy security is enhanced by substituting domestically produced biobased products in place of those produced from petroleum and makes DOE early adopters of the Act. A synopsis of the requirements within Section 9002 and the draft list of biobased products is attached. Early adoption is voluntary for individual contracting activities and management contractors. But, along with enhancing energy security, early adoption has the advantage of developing familiarity with biobased products that will be mandatory for purchase when the program is ultimately implemented. The attached "Environmentally Preferable Contracting Opportunities List" was prepared by EERE's Biomass Program, based upon an analysis of the procurement forecasts of DOE and its management contractors. The attachment lists opportunities identified to promote DOE's Voluntary Early Adopter Buy Bio Program and other preferred procurement products, such as recycled content products and energy and water efficient products. Many opportunities are service acquisitions, such as construction and janitorial services, for which building materials with biobased, recycled content, and environmentally preferable cleaning supplies may be specified.



You are encouraged to share this memorandum and its attachments with your management contractors, facility management, and other requirements personnel, and to use this tool to expand the award of environmentally preferable contracts and orders. Those interested in learning more about the Buy Bio or Affirmative Procurement Programs should contact their site's Green Acquisition Advocates or Recycling Coordinators who receive recurring updates on both programs through quarterly "Environmentally Preferable Contracting Teleconferences". Please informally keep track of successes in this area, so they can be reported when the annual Resource Recovery and Conservation Act (RCRA) report is prepared. Questions may be addressed to Mr. Richard Langston, of my staff, at (202) 287-1339 [Richard.Langston@hq.doe.gov](mailto:Richard.Langston@hq.doe.gov) .

Attachments

## DISTRIBUTION

Mike Adams, Acting Procurement Director, Idaho Operations Office  
Mike Barrett, Acting Procurement Director, Office of River Protection  
John Bashista, Headquarters Procurement Services  
Debra Bean, Procurement Director, Western Area Power Administration  
Ken Berglund, Procurement Director, Bonneville Power Administration  
Stanley Colt, Acting Procurement Director, Carlsbad Area Office  
Charles Crowe, Procurement Director, Oak Ridge Operations Office  
Charlie Dan, Procurement Director, Rocky Flats Field Office  
John Greenwood, Procurement Director, Chicago Operations Office  
Birdie Hamilton-Ray, Procurement Director, Office of Repository Development (RW)  
Gary Landry, Procurement Director, Strategic Petroleum Reserve Project Office  
Anthony Lorenz, Procurement Director, Richland Operations Office  
Michael Allison, Procurement Director, Savannah River Operations Office  
Joel Seymour, Procurement Director, Southeastern Power Administration  
Dale Siciliano, Procurement Director, National Environmental Technology Laboratory  
Mona Snyder, Procurement Director, Ohio Field Office  
Cris Van Horn, Procurement Director, Southwestern Power Administration  
Jerry Zimmer, Procurement Director, Golden Field Office

cc:

Douglas E. Kaempf, Program Manager, EE-2E  
Andrew C. Lawrence, Deputy Assistant Secretary, EH-41  
Stephen Mournighan, Deputy Director, ME-60  
Edward Simpson, Director ME-62  
Jan Chavez-Wilczynski, Director, ME-65  
Robert, Braden, Director, NA-63  
James J. Cavanagh, Deputy Director, NA-63

## Background Info

### U.S. Department of Energy's Buy Bio Early Adopter Initiative

Synopsis of *Federal Register* Proposed Rule

“Guidelines for Designating Biobased Products for Federal Procurement”

December 19, 2003 – U.S. Department of Agriculture

[http://www.access.gpo.gov/su\\_docs/aces/fr-cont.html](http://www.access.gpo.gov/su_docs/aces/fr-cont.html)

“Within 1 year after the publication date of each designated item, Federal agencies that have the responsibility for drafting or reviewing specifications for items procured by Federal agencies shall ensure that their specifications require the use of designated items composed of biobased products, consistent with these guidelines.”

“Within 1 year after the publication date of these guidelines, each Federal agency shall develop a procurement program which will assure that items composed of biobased products will be purchased to the maximum extent practicable and which is consistent with applicable provisions of Federal procurement law.”

- Preference program
- Promotion program
- Review and monitoring program

While the notice is only the U.S. Department of Agriculture's proposed framework for designating biobased products for purchase by Federal agencies, the notice also “particularly seeks public comment on the proposed categories and items, and the reasonableness of the biobased content percentages, discussed below.” Although the notice lists product categories and percentages, USDA's intent is these are potential product categories they might propose

Product Category	Percent by Weight	Source/Benefits
<b>Adhesives and products containing adhesives:</b> Book bindings Boxes - corrugated Doors Envelopes Labels Lumber (glulam beams, I-joists) Furniture Paper bonds Stamps Sutures Tapes (clear, duct, masking) Windows	70%/adhesive 90%/product	Starch from corn, potatoes, wheat, tapioca, and other plants; casein from skimmed milk; soy protein; soybean oil; vegetable gums; gelatin; livestock derivatives; tannins from woody biomass; and marine animal derivatives  Reduce total amount of phenol-formaldehyde and isocyanate-containing adhesives used to bond plywood and other panels

<p><b>Construction Materials and Composites, including products with adhesives</b></p> <ul style="list-style-type: none"> <li>Appliance molded cases, covers</li> <li>Beams - laminated</li> <li>Board – oriented strand</li> <li>Building materials</li> <li>Cabinets</li> <li>Carpet, incl. backing and pad</li> <li>Composites</li> <li>Computers</li> <li>Concrete (starch/vegetable compounds added during setting reduce density)</li> <li>Concrete mold release agents</li> <li>Cushions - foam</li> <li>Dashboards - automotive</li> <li>Fiberboard – medium density</li> <li>Fixtures - store</li> <li>Foam – rigid and soft</li> <li>Furniture</li> <li>Hardboard</li> <li>Insulating foams – rigid for appliances</li> <li>Insulation – fiber and foam</li> <li>Lumber, incl. plastic wood composite</li> <li>Pads – furniture, etc.</li> <li>Panels – nonstructural</li> <li>Plaques - award</li> <li>Plywood</li> <li>Seats - automotive</li> <li>Shingles</li> <li>Siding</li> <li>Signs</li> <li>Tabletops</li> <li>Telephones</li> <li>Trim</li> <li>Trophies</li> <li>Wood - round</li> </ul>	<p>85% construction 70% composite 10% molded reinf. 15% insulat. foam 20% mixed</p>	<p>Bamboo, cereal grain straws, corn, polylactides, corn stover, kenaf, guayule, paper, soybean oil polyol, straw, sugar cane bagasse, vegetable fiber, vegetable oil polyesters, wood byproducts (chips, flour, sawdust, shavings)</p>
<p><b>Construction – products with biobased adhesives</b></p> <ul style="list-style-type: none"> <li>Beams - laminated</li> <li>Board – oriented strand</li> <li>Composites – decorative</li> <li>Fiberboard – medium density</li> <li>Hardboard</li> <li>Lumber – finger jointed/oriented</li> <li>Strand</li> </ul>		

Molding			
Plywood			
Roof trusses			
Trim			
<b>Fibers, Paper, Packaging</b>			
Boxes		90%	Bamboo, cornstarch, corn
Cabinets		fibers	stover, cotton (low-grade),
Displays - store		30%	flax, kenaf, leaves, poultry
Drums		fib.composites	feathers, potato starch, rice,
Furniture		30%	saw dust, straw, sugar cane
Packaging		comp.pkg.mat.	bagasse, switch grass,
Pails		75%	wheat, wood by products
Panels – lightweight honeycomb		woven fibers	(chips, forest thinnings,
Paper		80%	grindings, sawdust,
Paperboard		pkg materials	shavings, tree curls)
Ropes		20%	
Textiles		paper	
Yarns		50%	
		bristols	
		20%	
		newsprint	
		30%	
		tissue	
		30%	
		paperboard	
		50%	
		other	

<p><b>Fuel Additives</b> – enhance a fuel’s combustion or other properties Heat buildings Power vehicles Steam heat</p> <p><b>Solid fuel additives</b> *Brickets *Pellets</p> <p><b>Liquid fuel additives</b> *Biodiesel *Ethanol</p>		<p>5%</p> <p>80%</p>	<p>Animal fat, canola, corn, byproducts or crop/processing residues (cooking oil, cotton, hulls, manure, nonrecyclable paper, paper sludge, soy, stalks, sugar), rape seed, soybean, wood</p> <p>Wood, wood residue</p>
<p><b>Inks – Plant and Vegetable (no VOCs)</b> Soy ink (newspapers)</p>		<p>20% forms 10% headset 40% news – black 30% news – color 20% sheet fed 20% specialty</p>	<p>Soybean oil</p>
<p><b>Landscaping Materials, Compost, Fertilizer</b> Compost Fertilizer Landscaping materials (bark, chips, mulch)</p>		<p>100% 80% 100%</p>	<p>Biobased coatings, construction materials, fibers, manure, paper, sorbents, straws, woody crops</p>

<p><b>Lubricants and Functional Fluids</b></p> <p>2-cycle engine oil additives for chain saws lawnmowers string trimmers other small machinery</p> <p>Dielectric fluids for transformers</p> <p>Heavy machinery, mobile equipment</p> <ul style="list-style-type: none"> <li>*Brake fluid</li> <li>*Coolants</li> <li>*Crankcase oil/grease</li> <li>*Hydraulic fluid</li> <li>*Lubricants</li> <li>*Metal working fluid (cutting/drilling oil/lubricant)</li> <li>*Oil – bar, chain, sprocket</li> <li>*Power steering fluid</li> <li>*Process fluid</li> <li>*Transmission fluid</li> </ul> <p>Release Agents for Forms Molds</p>	<p>10%</p> <p>crank.oil-h2o 50%</p> <p>crank.oil-air 50%</p> <p>2-cycle eng. 40%</p> <p>5<sup>th</sup> whl grease 25%</p> <p>auto grease 50%</p> <p>loss lub.-chain 50%</p> <p>turbine lub. 50%</p> <p>penetrating oil 90%</p> <p>gen. purpose 50%</p> <p>hydraulic fluid 20%</p> <p>brake fluid 50%</p> <p>drilling oil 30%</p> <p>metal wrking 30%</p> <p>stamping 70%</p> <p>concrete rel. 50%</p> <p>metal foundry 70%</p> <p>transformer oil</p>	<p>Animal fat, canola, corn, plant materials, rapeseed, soybean, sun flower</p>
<p><b>Paints and Coatings</b></p> <p>Coatings – architectural, marine</p> <p>Corrosion inhibitors</p> <p>Paint</p> <p>Polishes</p> <p>Sealers – concrete, wood</p> <p>Stains</p>	<p>20%</p> <p>formulated product</p>	<p>Cellulose esthers/ethers, corn, guayule epoxy-amine, linseed oil, soy, soybean oil, wheat, xanthan gum</p>

<b>Plastics</b> Biodegradeable films Biodegradeable foams Compostable molded products Durable films, coatings Durable foams Molded composites/biobased fibers Molded plastics, comp., biobased resins Synthetic fibers Water soluble polymers		25% 50% 75% 20% 15% 20% 10% 50% 50%	Starch in corn, potatoes, tapioca, wheat
<b>Solvents and Cleaners</b> Carrier solvent for paints, inks, lotions Cleaning – fabric, fruit/vege, paint, etc.		50% formulated 100% concentrate	Crops, livestock
<b>Sorbents</b> Absorb spills (blood, fluids, oil, urine)		90% sorbents 75% sorbent syst.	Corn stover, cotton, cotton linters, kenaf, peanut huls, vegetable starch, wool

## **DOE ENVIRONMENTALLY PREFERABLE PROCUREMENT FORECAST OPPORTUNITIES**

### **Fiscal Year 2005**

Cleaning Services – Sub Contract  
Savannah River Operations Office  
Set-aside for Small Business  
RFP Release Date: 1st Quarter  
Anticipated award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: C001810N  
Acquisition POC: Susan Goodwin, 803-952-6091

Construction of Building – Sub Contract  
Stanford Linear Accelerator Center  
RFP Release Date: 2<sup>nd</sup> Quarter  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: None  
Acquisition POC: 650-926-3300

Construction of Gate House and Badge Office – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Construction of Refrigeration Service Buildings – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 4<sup>th</sup> Quarter  
Anticipated Award Date: 1<sup>st</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Construction of Road – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 2nd Quarter  
Anticipated Award Date: 3rd Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7507

## Attachment 2

Construction of Road – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 1st Quarter  
Anticipated Award Date: 2nd Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7121

Construction Services – Sub Contract  
Bechtel National, Inc. Office of River Protection  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Mike Jewell, 509-371-2703

Construction Services – Sub Contract  
Lawrence Livermore National Laboratory  
RFP release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 3<sup>rd</sup> Quarter  
Current Contract Number: H617000  
Acquisition POC: 925-422-4816

Elevator Maintenance – Sub Contract  
Savannah River Operations Office  
Sole Source  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Susan Goodwin, 803-952-6091

Facility Maintenance – Sub Contract  
Savannah River Operations Office  
Sole Source  
RFP Release Date: 4<sup>th</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: AC13133M  
Acquisition POC: Susan Goodwin, 803-952-6091

Flooring and Floor Covering – Sub Contract  
Lawrence Livermore National Laboratory  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 3<sup>rd</sup> Quarter  
Current Contract Number: H643800  
Acquisition POC: 925-422-4816

## Attachment 2

Janitorial Services – Prime Contract  
Richland Operations Office  
Set-aside for Sole Source 8(a)  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 3<sup>rd</sup> Quarter  
Current Contract Number: DE-AC06-00RL14144  
Acquisition POC: Rich Hague, 509-373-3352

Janitorial Supplies – Sub Contract  
Nevada Operations Office  
Set-aside for Small Business  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: 31440  
Acquisition POC: Procurement at 702-295-2150

Laundry Services – Sub Contract  
Lawrence Livermore National Laboratory  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 3<sup>rd</sup> Quarter  
Current Contract Number: H553600  
Acquisition POC: 925-422-4816

Office Infrastructure – Sub Contract  
Kansas City Site Office  
Set-aside for Small Business  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: None  
Acquisition POC: 816-997-4700

Rehab Kitchen – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Repair and Install Door – Sub Contract  
Lawrence Livermore National Laboratory  
RFP Release Date: To Be Determined  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: H531800  
Acquisition POC: 925-422-4816

Re-roof Building – Sub Contract  
Stanford Linear Accelerator Center  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 3<sup>rd</sup> Quarter  
Current Contract Number: None  
Acquisition POC: 650-926-3300

Re-roof Building – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Technical Assistance (May include Conservation Landscaping) – Prime  
Office of Energy Efficiency and Renewable Energy  
Set-aside for Small Business  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Hon Olsen, 303-275-4722

Truck Maintenance – Sub Contract  
Savannah River Operations Office  
Set-aside for Small Business  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: C001869N  
Acquisition POC: Bruce Way, 803-952-9015

## **DOE EPP FORECAST OPPORTUNITIES**

### **Fiscal Year 2006**

Building Management System Maintenance – Sub Contract  
Savannah River Operations Office  
Sole Source  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Susan Goodwin, 803-952-6091

Construction of Buildings – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 1st Quarter  
Anticipated Award Date: 2nd Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Construction of Offices – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 2nd Quarter  
Anticipated Award Date: 3rd Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Construction of Parking Lot –Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 2nd Quarter  
Anticipated Award Date: 3rd Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Construction of Road Extension – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 2nd Quarter  
Anticipated Award Date: 3rd Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Construction Services – Sub Contract  
Bechtel National, Inc. Office of River Protection  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Mike Jewell, 509-371-2703

Custodial Services – Sub Contract  
Office of Civilian Radioactive Waste Management  
Set-aside for National Industry for the Severely Handicapped  
RFP Release Date: 2<sup>nd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: DE-AC28-01RW12155

## Attachment 2

Acquisition POC: Karen Pigeo, 702-794-5074

Food Services – Sub Contract  
Lawrence Livermore National Laboratory  
RFP Release Date: To Be Determined  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: B512880  
Acquisition POC: 925-422-4816

Grounds and Administrative Support – Prime  
Albuquerque Operations Office  
Competitive 8(a)  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 3<sup>rd</sup> Quarter  
Current Contract Number: DE-AC04-02AL67184  
Acquisition POC: Office of Contracts and Procurement, 505-845-5849

Janitorial Services – Sub Contract  
Nevada Operations Office  
Competitive 8(a)  
RFP Release Date: 4<sup>th</sup> Quarter  
Anticipated award Date: 1<sup>st</sup> Quarter  
Current Contract Number: 30593  
Acquisition POC: Procurement, 702-295-2150

Janitorial Services – Sub Contract  
Fermi National Accelerator Laboratory, Office of Science  
RFP Release Date: 1<sup>st</sup> quarter  
Anticipated Award Date: 2<sup>nd</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Joe Collins, 630-840-4169

Janitorial Services – Sub Contract  
National Renewable Energy Laboratory, Golden Field Office  
Set-aside for Small Business  
RFP Release Date: To Be Determined  
Anticipated Award date: To Be Determined  
Current Contract Number: ACM-1-31802-01  
Acquisition POC: Jeff Soltesz, 303-384-7409

Linen Laundry Services – Sub Contract  
Nevada Operations Office  
Set-aside for Small Business  
RFP Release date: 1<sup>st</sup> Quarter  
Anticipated award Date: 1<sup>st</sup> Quarter  
Current Contract Number: 31293

Acquisition POC: Procurement at 702-295-2150

Rehab Kitchen Equipment – Sub Contract  
Thomas Jefferson National Accelerator Facility  
Set-aside for Small Business  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 4<sup>th</sup> Quarter  
Current Contract Number: None  
Acquisition POC: Ross Small, 757-269-7603

Re-roof Building – Sub Contract  
Stanford Linear Accelerator Center  
RFP Release Date: 3<sup>rd</sup> Quarter  
Anticipated Award Date: 3<sup>rd</sup> Quarter  
Current Contract Number: None  
Acquisition POC: 650-926-3300

## **DOE EPP FORECAST OPPORTUNITIES**

### **Fiscal Year 2007**

Building and Paint Supplies – Sub Contract  
Nevada Operations Office  
RFP Release Date: 1<sup>st</sup> Quarter  
Anticipated Award Date: 1<sup>st</sup> Quarter  
Current Contract Number: 35723  
Acquisition POC: Procurement at 702-295-2150

Building Maintenance Support Services  
Savannah River Operations Office  
RFP Release date: 1st Quarter  
Anticipated Award Date: 1<sup>st</sup> Quarter  
Current Contract: AC 29995N  
Acquisition POC: Susan Goodwin, 803-952-6091

Construction of Facility – Prime  
Sandia National Laboratories  
RFP Release: To Be Determined  
Anticipated Award Date: To Be Determined  
Current Contract Number: None  
Acquisition POC: Rhonda Dukes, 505-844-3565