

# USDA\ARS Tifton Location Electronics Products Acquisition and Procurement Directive

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## **I. Purpose**

The objectives of this directive are: (a) to establish written procedures to promote and comply with the environmental objectives set forth by the President in Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management" and the environmental objectives of the USDA-ARS, and (b) to provide clear guidance to personnel at the USDA-ARS Tifton Location on the acquisition and procurement of electronic products for the various units at the location.

## **II. Requirements of Executive Order 13423**

Executive Order 13423, issued January 2007, requires that Federal Agencies shall:

"ensure that the agency (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product, (ii) enables the Energy Star feature on agency computers and monitors, (iii) establishes and implements policies to extend the useful life of agency electronic equipment, and (iv) uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life."

This directive deals with meeting requirement (i) when acquiring electronic products at the USDA-ARS Tifton Location.

## **III. Definition**

For the purpose of this directive, "electronic products" will consist of desktop computers, laptop computers, monitors, and integrated computer systems. This definition is used due to the fact that these are the products that are currently registered under the Electronic Product Environmental Assessment Tool (EPEAT).

Appendix B of this directive addresses the purchase of electronic products other than desktop computers, laptop computers, monitors, and integrated computer systems. These products include printers, copiers, facsimile machines, multifunction devices, televisions and handheld or mobile electronics. Currently, these products do not have EPEAT standards.

#### **IV. Responsibilities**

- A. Requesting Personnel: It is the responsibility of the personnel requesting the electronic product to ensure that the desired electronic product is an EPEAT-registered product or that the product has no EPEAT standard.
- B. Computer Center Personnel: Computer Center personnel will maintain a list of government-contracted computer products that are EPEAT-registered.
- C. Purchasing Agent: The location purchasing agent will make every effort to ensure compliance with Executive Order 13423 by purchasing EPEAT-registered products. The purchasing agent will also help in the collection of data on the purchasing of electronic products.
- D. EMS Coordinator: The EMS Coordinator will collect, organize and report data on electronic purchases annually. Data on the number of EPEAT-registered products purchased will help to ensure compliance with Executive Order 13423 and measure the effectiveness of location efforts to promote environmentally-friendly practices.

#### **IV. Procedure**

##### The Purchase of desktop computers, laptop computers, monitors, and integrated computing systems.

Step 1. Personnel planning the purchase of an electronic product should determine the purpose of the electronic product. This includes the tasks that the product will help accomplish.

Step 2. The requesting personnel will contact the Computer Center with a request for a product recommendation.

Step 3. The Computer Center staff will make a recommendation for an appropriate electronic product for the desired application. The recommendation will be based upon the following considerations:

- Compliance with ARS Office of the Chief Information Officer IT Hardware and Software Policy
- Adherence to USDA Departmental Regulation 3170-001, "End User Workstation Standards."
- Product registration in the Electronic Product Environmental Assessment Tool. Preference will be given to products that are rated Silver and Gold.

Step 4. The requesting personnel will use the recommendation to make the purchase of the electronic product. It should be noted in the description areas in CATS (CRIS Allocation Tracking System) and PCMS (Purchase Card Management System) that this is an electronic product. The following two actions should be taken in CATS to ensure accurate purchase data collection:

- It should be documented in short description section of CATS, the EPEAT rating of the electronic product (for example, JDOE-DELL-DESKTOP COMPUTER-EPEAT-Gold).
- In addition, the purchaser will designate that the electronic product is an EPEAT-registered product by placing the acronym EPEAT behind the vendor name in User Field 2 on the notes page of a CATS AD700 entry (for example, DELL-EPEAT).

In the cases where EPEAT rated electronics are not available, the purchaser will determine whether Eco-labeled products are available that meet the requirements of the assigned mission. The documentation of the purchase of an electronic product that has no EPEAT standard is similar to the documentation of an EPEAT-registered product.

- It should be documented in the short description section of CATS that the purchase is an electronic product (for example, JDOE-Staples - fax - electronic product).
- In addition, the purchaser needs to designate that the purchase is an electronic product and whether or not the product has an eco-label. This is done by placing the words ELECTRONIC PRODUCT and either ECO-LABELED or NO ECO-LABEL behind the vendor name in User Field 2 on the notes page of a CATS AD700 entry (for example, STAPLES-ELECTRONIC PRODUCT- ECO-LABELED or STAPLES-ELECTRONIC PRODUCT- NO ECO-LABEL).

Appendix A of this document gives detailed, illustrated guidance on CATS data entry for the purchase of computer electronic products.

Appendix B of this document gives detailed guidance on the determination of whether Eco-labeled products are available.

### The Collection and Reporting of Electronic Products Purchasing Data

Step 1. Annually, the Location Purchasing agent will provide the EMS Coordinator with the number and type of electronic products purchased.

Step 2. Annually, the EMS Coordinator will compile the data and report the findings along with any recommendations for program improvement to the Location Coordinator and EMS Committee.

## **V. References**

Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” dated January 24, 2007.

USDA Secretary's Memorandum 5500-002, "Implementing Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management," dated September 17, 2007.

ARS Office of the Chief Information Officer Bulletin 07-003, "IT Hardware and Software Policy," dated September 27, 2007.

UDSA Departmental Regulation 3170-001, "End User Workstation Standards," dated December 12, 2007.

# Appendix A

## INSTRUCTIONS FOR COMPUTER PROCUREMENT DATA ENTRY IN CATS (CRIS ALLOCATION TRACKING SYSTEM)

### Data Entry Procedures:

Data entry for the purchase of computer electronic products in the CATS system follows the same procedures that are outlined in the “CATS Instructions for Card Holders” that is issued by the Location Administrative Office during Purchase Card training. (This is the yellow sheet with CATS instructions in the purchase card training packet.) However, there are modifications to two steps in the new purchase request procedure to allow for the tracking of computer electronic products. The modified steps involve the entry of the short description and field #2 of the notes page. These steps are modified and highlighted in bold script in item 1 “MODIFIED CATS INSTRUCTIONS” of this Appendix. These instructions should be used when entering a new purchase request for computer electronic equipment into CATS. Procedures for CC WIP are the same as with any other type of purchase.

### Figures 1 &2

Figure 1 and Figure 2 of this Appendix illustrate how a proper computer electronic product data entry will look in CATS. Figure 1 illustrates how the short description should appear. Figure 2 illustrates how User Field 2 should appear on the Notes page of a CATS entry.

## ITEM 1: MODIFIED CATS INSTRUCTIONS

CATS INSTRUCTIONS FOR CARDHOLDERS  
(AS USERS)

FROM MAIN MENU SELECT:

DATA ENTRY - *Pg. 39 in CATS User Manual*

NEW PURCHASE REQUEST

MANAGEMENT UNIT: SELECT ACCOUNT #

SELECT DEFAULT, IF NECESSARY

\*\*\*

**SHORT DESCRIPTION:**

**ENTER FIRST INITIAL, LAST NAME, VENDOR,  
DESCRIPTION, the word EPEAT, & EPEAT LEVEL (gold,  
silver, or bronze) (i.e. JDOE - DELL-LAPTOP-EPEAT-GOLD)**

OK

GENERAL TAB: - Pg. 40 in CATS User Manual

IN BOX #1: Requesting Office: Complete information (Your Name and Unit) if you are sending AD-700 to Tom Maze on green paper.

IN BOX #2: BE SURE RECEIVING OFFICE # IS CORRECT FOR YOUR LOCATION.

TIFTON: 4389

DAWSON: 4L29

BYRON: 4329

DETAIL TAB: - Pg. 41 in CATS User Manual

ENTER DESCRIPTIONS BY LINE ITEM

BUDGET CLASS CODE

QUANTITY

PRICE PER EACH UNIT

CHOOSE NEW ITEM IF MULTIPLE ITEMS

CLOSE

BLOCK #23: Change to Date Ordered

BLOCK #26: ADD ESTIMATED FREIGHT IF NEEDED.

Note: If P distribution (i.e. PP3, P03, etc...)is used, . . . Do not use Block #26 for Estimated Freight . . . will need to put freight as a line item.

ADD CONTACT INFORMATION

ACCOUNTING TAB: - Pg. 42 in CATS User Manual

SELECT VENDOR TAB

SELECT VENDOR: (IF NOT IN FILE, ADD)

LOCATE VENDOR / HIGHLIGHT

CLICK LEFT ARROW TO MOVE VENDOR TO LEFT SCREEN

OK

CHOOSE FULL OR PARTIAL IF R&M

NOTES: - Pg. 45 in CATS User Manual

*NO SYMBOLS (&, %, ') ARE ALLOWED IN THE USER FIELDS.*

FIELD #1: TYPE FIRST INITIAL AND LAST NAME (i.e. TMAZE)

\*\*\* **FIELD #2: VENDOR NAME-EPEAT (i.e. DELL-EPEAT)**

FIELD #3: SY INITIALS (3 LETTERS) - - SEE CRIS/SUB LIST

REQUEST STATUS SHOULD SHOW AS CREDIT CARD. . . . HOWEVER, IF TOM MAZE IS GOING TO BE PURCHASING THE ITEMS ON THE AD-700, IT SHOULD REMAIN IN WORKING STATUS.

PROCUREMENT: - NOT APPLICABLE TO CARDHOLDER UNLESS TOM MAZE PURCHASED ITEMS ON AD-700

SAVE

PUT LAST 8 DIGITS OF REQ # ON AD700 and also on your old PCMS Log

OK

PRINT AD700 - Pg. 48 in CATS User Manual

**(IF ITEM WILL BE SENT TO TOM MAZE FOR PROCESSING, MUST BE PRINTED ON GREEN PAPER.)**

\*\*\*\*\*

Figure 1. Sample entry for short description

**CATS - Account Selector**

Management Unit  
8016602910 910 - Indirect Research, Tifton GA

Principal Sub Account  
005 - 005 - Administrative Office

Short Description  
MBALDREE - DELL - DESKTOP - EPEAT - Gold

OK Cancel

Figure 2. Sample entry for User Field 2 of Notes page

**CATS - CRIS Allocation Tracking System - MBALDREE(2008) - [CATS - AD700 Entry]**

General Detail Accounting **Notes** Procurement

Request Notes:  
Additional information concerning the Desktop Comptuer (Model #, etc.....)

View...  
 User Notes  
 Procurement Notes  
 Receiving Notes  
 History

Request Status  
 Working  
 Projected  
 Approval Requested  
 Other  
 Approved  
 Credit Card  
 Disapproved  
 Procurement  
 Receiving  
 RCV Complete  
 Voided

User Field 1: MBALDREE      User Field 2: DELL - EPEAT      User Field 3: DDP

Short Description: MBALDREE - DELL - DESKTOP - EPEAT - Gold      Receiving Date: //      Notes Report

Clone AD700      Print      Save & Add      Save      Close

## Appendix B

# Policy and Procedures for the Acquisition and Procurement of Electronic Products With No Electronic Product Environmental Assessment Tool (EPEAT) Standard

### **Purpose:**

The objectives of this appendix are: (a) to establish written procedures to promote and comply with the environmental objectives set forth by the President in Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management” and the environmental objectives of the USDA-ARS, and (b) to provide clear guidance to personnel at the USDA-ARS Tifton Location on the acquisition and procurement of electronic products that do not currently have an Electronic Product Environmental Assessment Tool (EPEAT) standard.

### **Scope:**

This appendix addresses the purchase of electronic products other than desktop computers, laptop computers, monitors, and integrated computer systems. These products include printers, copiers, facsimile machines, multifunction devices, televisions and handheld or mobile electronics.

### **Policy Statement:**

When purchasing or acquiring electronic products as defined by this appendix, it will be the basic policy of the USDA-ARS Tifton Location to consider environmental attributes along with traditional price and performance criteria in the acquisition and procurement of those electronic products.

### **Responsibilities:**

- A. Purchaser: It is the responsibility of the purchaser to ensure that the electronic product purchased complies with the requirements set forth in this document.
- B. Purchasing Agent: The location purchasing agent will make every effort to ensure compliance with Executive Order 13423 by incorporating environmental considerations into the decision-making process for the purchase and acquisition of electronic products as defined by this appendix.
- C. EMS Coordinator: The EMS coordinator shall provide assistance and guidance to electronic product purchasers in complying with the requirements of this document.

**Definitions:**

ECO-LABELING - “An “eco-label” identifies a product that meets specified performance criteria or standards. In contrast to “green” symbols or claim statements made by manufacturers and service providers, an eco-label is awarded by a third-party organization for products or services that are determined to meet specific environmental criteria.”<sup>1</sup>

Some of the more common eco-labels used on U.S. products that can be used to satisfy the requirements of this document are:



**U.S. Environmental Protection Agency, Comprehensive Procurement Guidelines**

<http://www.epa.gov/cpg/>

The U.S. EPA's Comprehensive Procurement Guideline (CPG) program promotes the use of materials recovered from solid waste by designating products that are or can be made with recovered materials and by recommending practices (minimum recycled content) for buying these products.



**U.S. Environmental Protection Agency, ENERGY STAR®**

<http://www.energystar.gov/>

ENERGY STAR is a voluntary partnership between the U.S. Department of Energy, the U.S. EPA, product manufacturers, local utilities, and retailers, promoting energy efficient products by labeling with the ENERGY STAR logo and educating consumers about the benefits of energy efficiency.



**U.S. Department of Energy, Federal Energy Management Program**

<http://www1.eere.energy.gov/femp/>

The Federal Energy Management Program (FEMP) provides services to U.S. federal agencies to assist them in reducing the cost of government through energy efficiency, water conservation, and the use of solar and other renewable energy. FEMP designates energy efficient products not covered by ENERGY STAR.

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<sup>1</sup> Source: *Understanding Eco-labels* <http://www.federalelectronicschallenge.net/resources/docs/ecolabel.pdf>



**U.S. Environmental Protection Agency, Database of Environmental Information for Products and Services**  
<http://yosemite1.epa.gov/oppt/eppstand2.nsf>

The Environmentally Preferable Purchasing (EPP) Database is a searchable database of product-specific information (e.g., environmental standards and guidelines or contract language) developed by government programs, both domestic and international, as well as third parties.

**Procedure:**

Step 1. Determine the environmental acceptability of the electronic product being considered for purchase. To meet the requirements of E.O. 13423, the Tifton location will purchase, to the greatest extent practicable, only electronic products that have received an “eco-label.” However, lack of an eco-label will not prevent the purchase of needed electronic products for the accomplishment of assigned missions.

Step 2: Purchase the Electronic Product. Once it has been determined that the electronic product has an eco-label or that there is no acceptable product with an eco-label available, the purchaser can purchase the product in accordance with established procurement procedures.

Step 3: Document that the purchase is an electronic product in the CRIS allocation Tracking System (CATS). The documentation of the purchase of an electronic product that has no EPEAT standard is similar to the documentation of an EPEAT-registered product.

- It should be documented in the short description section of CATS that the purchase is an electronic product (for example, JDOE-Staples - fax - electronic product).
- In addition, the purchaser needs to designate that the purchase is an electronic product and whether or not the product has an eco-label. This is done by placing the words ELECTRONIC PRODUCT and either ECO-LABELED or NO ECO-LABEL behind the vendor name in User Field 2 on the notes page of a CATS AD700 entry (for example, STAPLES-ELECTRONIC PRODUCT- ECO-LABELED or STAPLES-ELECTRONIC PRODUCT- NO ECO-LABEL).

**References:**

**Understanding Eco-labels**

<http://www.federalelectronicschallenge.net/resources/docs/ecolabel.pdf>