

1. POLICY

FMP's Sustainable Acquisition Program (SAP) requires that all purchases of items that fall under a sustainable product/service category be purchased in accordance with the regulations identified. The only acceptable justifications for procuring these items without the minimum requirements are as follows:

- (a) The item is only available at an unreasonable price (exceeds 110% of the price of alternative items)
- (b) The item is not available competitively within a reasonable time
- (c) The item does not meet reasonable performance specifications

2. SUSTAINABLE PRODUCT/SERVICE CATEGORIES

Information and guidance about the following categories is available on the Green Procurement Compilation Tool at <https://sftool.gov/greenprocurement>

- A. Recycled Content Products**
 - Designated by the Environmental Protection Agency (EPA)
- B. BioPreferred and Biobased Products**
 - Designated by the United States Department of Agriculture (USDA)
- C. Energy and Water Efficient Products and Services** Designated by:
 - ENERGY STAR
 - Federal Energy Management Program (FEMP)
 - Electronic Product Environmental Assessment Tool (EPEAT)
 - Low Standby Power
 - WATERSENSE (water efficient products and services)
- D. Significant New Alternative Policy (SNAP) Chemicals** or other alternatives to **ozone-depleting substances** and high global warming potential hydrofluorocarbons
- E. Safer Choice Labeled Products** (chemically intensive products that contain safer ingredients)
- F. SmartWay Products** (fuel efficient products and services)
- G. High Performance Sustainable Building Guiding Principles (HPSB GPs)**

3. REPORTS

Supplier shall provide FMP with reports detailing the purchase of the current EPA and USDA designated items for each fiscal year (or portion of the fiscal year) where a contract is active. The fiscal year starts October 1st and end September 30th.

Annual Reports: Supplier shall provide FMP with annual reports detailing purchases of EPA and USDA designated items as specified below within fifteen (15) business days after the end of FMP's fiscal year (September 30).

Annual reports shall contain purchase information on each EPA and USDA designated item as required by FMP to include, but not be limited to, the following:

- (a) Total dollar amount for all purchases of each EPA and USDA designated item.
- (b) Dollar amount of purchases of each EPA and USDA designated item containing minimum recovered or biobased material content.
- (c) Dollar amount of purchases of each EPA and USDA designated item not containing minimum recovered or biobased material content.
- (d) Indication of the applicable justification if the EPA or USDA designated item does not contain minimum recovered or biobased material content.

Purchase Order Closeout Report: Supplier shall provide FMP with a purchase order closeout report detailing all FMP purchases of EPA designated items only, from the end of the last annual report provided

to FMP up to the purchase order end date. The purchase order closeout report shall be submitted within thirty (30) days after the purchase order end date. Purchase order closeout reports shall include the same information as specified above for annual reports.

Please use attached SAP Reporting Summaries for all required reporting:

- A. Sustainable Acquisition Program EPA Recycled Designated Items Report and Recovered Material Content Certification
- B. Sustainable Acquisition Program USDA Biobased Designated Items Report and Biobased Material Content Certification

If no EPA and USDA designated items were purchased as part of the purchase order, the Supplier can complete the Certification of No SAP Purchases Report (Attachment C) in lieu of the separate EPA and USDA reports referenced above.

4. RECOVERED MATERIAL CONTENT

All EPA designated items supplied by Supplier pursuant to performance of this purchase order shall meet the then current minimum recovered material content as specified by the EPA. Supplier should refer to EPA's list of EPA-designated items (available through the Internet at <https://www.epa.gov/smm/product-resource-guides-comprehensive-procurement-guideline-cpg-program>). Supplier agrees to adhere to such additional minimum recovered material content requirements, as practicable, in the performance of this purchase order. Supplier shall provide FMP with reasonable notification in the event that Supplier cannot supply product(s) with the specified minimum recovered material content. The following is an example list of products that may be used in this purchase order for construction for which recovered/recycled products are available. The list is not all inclusive. It is desirable that Suppliers be able to supply the greatest number of recovered/recycled products listed meeting the health and environmental specifications:

- Building insulation
- Carpet
- Cement and concrete
- Floor tiles
- Roofing materials
- Flowable fill
- Nonpressure pipe
- Patio blocks
- Consolidated/Reprocessed latex paint

5. BIOBASED MATERIAL CONTENT

All USDA designated items supplied by Supplier pursuant to performance of this purchase order shall meet the then current minimum biobased material content as specified by the USDA. Supplier should refer to USDA's list of USDA-designated items (available through the Internet at <http://www.biopreferred.gov>). Supplier agrees to adhere to such additional minimum biobased material content requirements, as practicable, in the performance of this purchase order. Supplier shall provide FMP with reasonable notification in the event that Supplier cannot supply product(s) with the specified minimum biobased material content. The following is an example list of products that may be used in this purchase order for construction for which biobased products are available. The list is not all inclusive. It is desirable that vendors be able to supply the greatest number of biobased products listed meeting the health and environmental specifications:

- Graffiti and grease removers
- Insulating foam
- Concrete and asphalt release fluids
- Fluid-filled transformers

- Wood and concrete sealers
- Composite panels
- Adhesive and mastic removers
- Carpets
- Roof coatings
- Hydraulic fluid
- Water tank coatings

6. REFERENCE DOCUMENTS

Federal Acquisition Regulations: This SAP specification incorporates by reference certain Federal Acquisition Regulations (FAR) identified below. Articles incorporated by reference shall apply with the same force and effect as if set forth herein in full text. The said articles are modified by changing the word "Contracting Officer" to "FMP" or "Buyer" as appropriate, changing the term "Contractor" to "Supplier," and changing the word "Contract" to "Purchase Order," "Order," or "Subcontract."

- FAR 52.211-5 Material Requirements
- FAR 52.223-1 Biobased Product Certification
- FAR 52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts
- FAR 52.223-4 Recovered Material Certification
- FAR 52.223-9 Estimate of Percentage of Recovered Material Content for EPA-Designated Items (For purchases exceeding \$150,000)
- FAR 52.223-11 Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons
- FAR 52.223-15 Energy Efficiency in Energy Consuming Products
- FAR 52.223-17 Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts

Other Reference Documents

- Resource Conservation and Recovery Act of 1976 (RCRA) (42 U.S.C. 6901, et seq.)
- Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA)
- Executive Order 13693 of March 25, 2015 - Planning for Federal Sustainability in the Next Decade
- 40 CFR 247 entitled "Comprehensive Procurement Guideline for Products Containing Recovered Materials"

7. ATTACHMENTS

- A. Sustainable Acquisition Program EPA Recycled Designated Items Report and Recovered Material Content Certification
- B. Sustainable Acquisition Program USDA Biobased Designated Items Report and Biobased Material Content Certification
- C. Certification of No SAP Items Purchased Report

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

_____ Closeout Report

Purchases From _____ to _____

	Item Purchased For FMP Subcontract		(A)	(B)	Justification For Purchasing Non-Recycled Item - Enter an "X" in the applicable column			TOTAL PURCHASE
	Yes	No	Total Dollar Amount Purchased With Minimum Required Recycled Material Content	Total Dollar Amount Purchased Without Minimum Required Recycled Material Content	COST If Non-Recycled: Item made with recovered materials is only available at an unreasonable price.	AVAILABILITY If Non-Recycled: Item made with recovered materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Recycled: Item made with recovered materials does not meet reasonable performance specifications.	
EPA Recycled Designated Items								
Construction Products								
Building Insulation Products (Rock Wool, Fiberglass, Cellulose Loose-Fill & Spray-On, Perlite Composite Board, Plastic Rigid Foam (Polyisocyanurate/Polyurethane), Rigid Foam, Foam-in-Place, Glass Fiber Reinforced, Phenolic Rigid Foam, Plastic (Non-Woven Batt))								
Carpet (Polyester Carpet Face Fiber)								
Carpet Cushion (Bonded Polyurethane, Juet, Synthetic Fibers, Rubber)								
Cement & Concrete (Coal Fly Ash, Blast Furnace Slag, Cenospheres, Silica Fume)								
Consolidated/Reprocessed Latex Paint								
Floor Tiles (Rubber, Plastic)								
Flowable Fill (Coal Fly Ash, Ferrous Foundry Sands)								
Laminated Paperboard								
Modular Threshold Ramps (Aluminum, Steel, Rubber)								
Nonpressure Pipe (Steel, HDPE, PVC, Cement)								
Patio Blocks (Rubber, Rubber Blends)								
Railroad Grade Crossing Surfaces (Concrete, Rubber, Steel, Wood, Plastic)								
Roofing Materials (Steel, Aluminum, Fiber (Felt) or Fiber Composite, Rubber, Plastic or Plastic/Rubber Composite, Wood/Plastic Composite, Cement)								
Shower & Restroom Dividers/Partitions (Steel, Plastic)								
Structural Fiberboard								
Nonpaper Office Products								
Binders (Plastic-Covered, Paper-Covered, Pressboard, Solid Plastic, HDPE, PE, PE, Miscellaneous Plastics)								
Plastic Clipboards (HDPE, PS, Miscellaneous Plastics)								
Plastic File Folders (HDPE)								
Plastic Clip Portfolios (HDPE)								
Plastic Presentation Folders (HDPE)								
Office Furniture (Steel, Aluminum, Postconsumer Paper, Wood or Wood Composite, Agricultural Fiber, PET, HDPE)								
Office Recycling Containers (Plastic, Steel, Corrugated Paper, Solid Fiber Boxes, Industrial Paperboard)								
Office Waste Receptacles (Plastic, Steel, Corrugated Paper, Solid Fiber Boxes, Industrial Paperboard)								
Plastic Desk Accessories (Polystyrene)								
Plastic Envelopes								
Plastic Trash Bags								
Printer Ribbons								
Toner Cartridges								

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

	Item Purchased For FMP Subcontract		(A) Total Dollar Amount Purchased With Minimum Required Recycled Material Content	(B) Total Dollar Amount Purchased Without Minimum Required Recycled Material Content	Justification For Purchasing Non-Recycled Item - Enter an "X" in the applicable column			TOTAL PURCHASE
	Yes	No			COST If Non-Recycled: Item made with recovered materials is only available at an unreasonable price.	AVAILABILITY If Non-Recycled: Item made with recovered materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Recycled: Item made with recovered materials does not meet reasonable performance specifications.	
EPA Recycled Designated Items								
Paper and Paper Products								
Uncoated Printing and Writing Papers (Reprographic, Offset, Tablet, Forms Bond, Envelope, Cotton Fiber, Text and Cover Stock, Supercalendered, Machine Finished Groundwood, Papeteries, Check Safety)								
Bristols (File Folders, Dyed Filing Products, Index Cards, Postal Cards, Pressboard Report Covers and Binders, Tags and Tickets)								
Newsprint								
Commercial/Industrial Sanitary Tissue Products (Bathroom Tissue, Paper Towels, Paper Napkins, Facial Tissue, General Purpose Industrial Wipers)								
Paperboard & Packaging Products (Corrugated Containers, Solid Fiber Boxes, Folding Cartons, Industrial Paperboard, Miscellaneous (Pad Backs, Covered Binders, Book Covers, Mailing Tubes, Protective Packaging), Padded Mailers, Carrierboard, Brown Papers)								
Miscellaneous Paper Products (Tray Liners)								
Miscellaneous Products								
Awards and Plaques (Glass, Wood, Paper, Plastic and Plastic/Wood Composite)								
Bike Racks (Steel, HDPE)								
Blasting Grit (Steel, Coal Slag, Copper and Nickel Slag, Bottom Ash, Glass, Glass/Plastic, Fused Alumina Oxide, Walnut Shells)								
HDPE, Paper)								
Manual-Grade Strapping (Polyester, Polypropylene, Steel)								
Mats (Rubber, Plastic, Rubber/Plastic Composite)								
Pallets (Wooden, Plastic Lumber, Thermoformed, Paperboard)								
Signage (Plastic, Aluminum, Steel)								
Sorbents (Paper, Textiles, Plastics, Wood, Other Organics/Multi-Materials)								
Landscaping Products								
Compost and fertilizer made from recovered organic materials								
Garden and Soaker Hoses (Rubber and/or Plastic)								
Hydraulic Mulch (Paper, Wood)								
Lawn and Garden Edging (Plastic, Rubber)								
Landscaping Timbers and Posts (HDPE, Mixed Plastics/Sawdust, HDPE/Fiberglass, Other Mixed Resins)								

Company Name: _____

_____ Annual Report

Contract No.: _____

_____ Closeout Report

Sustainable Acquisition Program

Purchases From _____ to _____

	Item Purchased For FMP Subcontract		(A) Total Dollar Amount Purchased With Minimum Required Recycled Material Content	(B) Total Dollar Amount Purchased Without Minimum Required Recycled Material Content	Justification For Purchasing Non-Recycled Item - Enter an "X" in the applicable column			TOTAL PURCHASE
	Yes	No			COST If Non-Recycled: Item made with recovered materials is only available at an unreasonable price.	AVAILABILITY If Non-Recycled: Item made with recovered materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Recycled: Item made with recovered materials does not meet reasonable performance specifications.	
EPA Recycled Designated Items								
Transportation Products								
Channelizers (Plastic, Rubber)								
Delineators (Plastic, Rubber, Steel)								
Flexible Delineators (Plastic)								
Parking Stops (Plastic, Rubber, Concrete Containing Coal Fly Ash, Concrete Containing Blast Furnace Slag)								
Traffic Barricades (Plastic, HDPE, LDPE, PET, Steel, Fiberglass)								
Traffic Cones (Plastic, PVC, LDPE, Crumb Rubber)								
Vehicular Products								
Reclaimed Engine Coolants								
Re-built Vehicular Parts								
Re-refined Lubricating Oil								
Retread Tires								
Park and Recreation Products								
Park Benches and Picnic Tables (Plastics, Plastic Composites, Aluminum, Concrete, Steel)								
Plastic Fencing								
Playground Equipment (Plastics, Plastic Composites, Steel, Aluminum)								
Playground Surfaces (Rubber, Plastic)								
Running Track (Rubber, Plastic)								
TOTAL DOLLAR AMOUNT PURCHASED ON THIS REPORT			\$0.00	\$0.00				\$0.00
Total Dollar Amount of EPA Designated Items Supplied to FMP						(A)		
Total Dollar Amount of EPA Designated Items Supplied to FMP With Recovered Content						(B)		
Estimate of Percentage of Recovered Material Content For EPA Designated Items						B Divided By A		

If Contractor is submitting a Closeout report, the Contractor must submit an estimate of the percentage of recovered material content of all EPA Designated Products supplied during the term of the contract. Use the following definitions in calculating the estimate:
"Postconsumer Material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material."
"Recovered Material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

*=ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA DESIGNATED ITEMS (Required for all Closeout Reports for Subcontracts Exceeding \$150,000)

* = May overlap with biobased content requirements. Recycled content requirements have precedence

Recovered Materials Certification	
I _____ (name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify that the percentage of recovered material content for EPA-designated items met the applicable contract specifications or other contractual requirements.	
Signature of Officer or Employee	
Typed or Printed Name of Officer or Employee	
Title	
Name of Company	
Date	

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items	Minimum % Biobased Material Content	Item Purchased For FMP Subcontract		(A) Total Dollar Amount Purchased With Minimum Required Biobased Material Content*	(B) Total Dollar Amount Purchased Without Minimum Required Biobased Material Content	Justification For Purchasing Non-Biobased Item - Enter an "X" in the applicable column			TOTAL PURCHASE
		Yes	No			COST If Non-Biobased: Item made with biobased materials is only available at an unreasonable price.	AVAILABILITY If Non-Biobased: Item made with biobased materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Biobased: Item made with biobased materials does not meet reasonable performance specifications.	
Construction Materials									
Blast Media	94%								
*Carpets	7%								
*Composite Panels:									
Acoustical	37%								
Interior Panels	55%								
Plastic Lumber	23%								
Structural Interior Panels	89%								
Structural Wall Panels	94%								
Countertops (composite)	89%								
Dust Suppressants	85%								
Floor Coverings (non-carpet)	91%								
Floor Strippers	78%								
*Interior Paints and Coatings:									
Latex and Waterborne Alkyd	20%								
Oil-based and Solvent-borne Alkyd	67%								
Paint Removers	41%								
*Plastic Insulating Foam	7%								
Roof Coatings	20%								
Membrane Concrete Sealers	11%								
*Sorbents	89%								
Wood and Concrete Stains	39%								
Facilities (O&M)									
Corrosion Preventatives	53%								
Fluid-Filled Transformers:									
Synthetic Ester-Based	66%								
Vegetable Oil-Based	95%								
Graffiti and Grease Removers	34%								
Greases:									
Multi-Purpose	72%								
Other	75%								
Metal Cleaners and Corrosion Removers:									
Corrosion Removers	71%								
Stainless Steel Cleaners	75%								
Other Metal Cleaners	56%								
Multipurpose Lubricants	88%								
Penetrating Lubricants	68%								
Wastewater Systems Coatings	47%								
Water Tank Coatings	59%								
Bioremediation Materials	86%								

Fleet / Transportation									
Aircraft and Boat Cleaners:									

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items	Minimum % Biobased Material Content	Item Purchased For FMP Subcontract		(A) Total Dollar Amount Purchased With Minimum Required Biobased Material Content*	(B) Total Dollar Amount Purchased Without Minimum Required Biobased Material Content	Justification For Purchasing Non-Biobased Item - Enter an "X" in the applicable column			TOTAL PURCHASE
		Yes	No			COST If Non-Biobased: Item made with biobased materials is only available at an unreasonable price.	AVAILABILITY If Non-Biobased: Item made with biobased materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Biobased: Item made with biobased materials does not meet reasonable performance specifications.	
Aircraft Cleaners	48%								
Boat Cleaners	38%								
Automotive Care Products	75%								
Asphalt and Tar Removers	80%								
Bioremediation Materials	86%								
Diesel Fuel Additives	90%								
Engine Crankcase Oil	25%								
Fuel Conditioners	64%								
Gasoline Fuel Additives	92%								
Grease: Truck	71%								
Leather, Vinyl, and Rubber Care Products	55%								
Food Service									
Dishwashing Products	58%								
*Disposable Containers	72%								
Disposable Cutlery	48%								
Disposable Tableware	72%								
Food Cleaners	53%								
Food Grade Greases	42%								
Oven & Grill Cleaners	66%								
Films:									
Non-Durable	85%								
Semi-Durable	45%								
Groundskeeping / Road & Parking Lots									
2-Cycle Engine Oils	34%								
Agricultural Spray Adjuvants	50%								
Animal Repellents	79%								
Asphalt Restorers	68%								
Compost Activators and Accelerators	95%								
Concrete and Asphalt Cleaners	70%								
Concrete and Asphalt Release Fluids	87%								
Dethatchers	87%								
Dust Suppressants	85%								
Erosion Control Materials	77%								
*Fertilizers	71%								
General Purpose De-Icers	93%								
Mulch and Compost Materials	95%								
Wastewater Maintenance Products	44%								
Water Clarifying Agents	92%								
Household / Housing									
Air Fresheners and Deodorizers	97%								
Animal Cleaning Products	57%								
Bathroom and Spa Cleaners	74%								
Bedding, Ben Linens, and Towels	12%								

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

	Minimum % Biobased Material Content	Item Purchased For FMP Subcontract		(A) Total Dollar Amount Purchased With Minimum Required Biobased Material Content*	(B) Total Dollar Amount Purchased Without Minimum Required Biobased Material Content	Justification For Purchasing Non-Biobased Item - Enter an "X" in the applicable column			TOTAL PURCHASE	
		Yes	No			COST If Non-Biobased: Item made with biobased materials is only available at an unreasonable price.	AVAILABILITY If Non-Biobased: Item made with biobased materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Biobased: Item made with biobased materials does not meet reasonable performance specifications.		
USDA Biobased Designated Items										
Carpet and Upholstery Cleaners:										
General Purpose	54%									
Spot Removers	7%									
General Purpose Household Cleaners	39%									
Laundry Products:										
General Purpose	34%									
Pretreatment/Spot Removers	46%									
Industrial										
Chain and Cable Lubricants	77%									
Expanded Polystyrene (EPS) Foam Recycling Products	90%									
Firearm Lubricants	49%									
Forming Lubricants	68%									
Gear Lubricants	58%									
Greases:										
Multi-Purpose	72%									
Other	75%									
Rail Track	30%									
Heat Transfer Fluids	89%									
*Hydraulic Fluids:										
Mobile Equipment	44%									
Stationary Equipment	44%									
Industrial Cleaners	41%									
Metalworking Fluids:										
General Purpose Soluble, Semi-Synthetic, and Synthetic Oils	57%									
High Performance Soluble, Semi-Synthetic, and Synthetic Oils	40%									
Straight Oils	66%									
Multipurpose Lubricants	88%									
Parts Wash Solution	65%									
Pneumatic Equipment Lubricants	67%									
Side Way Lubricants	74%									
*Sorbents	89%									
Specialty Precision Cleaners and Solvents	56%									
Turbine Drip Oils	87%									
Water Turbine Bearing Oils	46%									
Janitorial										
Adhesive and Mastic Removers	58%									
Air Fresheners and Deodorizers	97%									
Bathroom and Spa Cleaners	74%									
Carpet and Upholstery Cleaners:										
General Purpose	54%									
Spot Removers	7%									

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

	Minimum % Biobased Material Content	Item Purchased For FMP Subcontract		(A) Total Dollar Amount Purchased With Minimum Required Biobased Material Content*	(B) Total Dollar Amount Purchased Without Minimum Required Biobased Material Content	Justification For Purchasing Non-Biobased Item - Enter an "X" in the applicable column			TOTAL PURCHASE	
		Yes	No			COST If Non-Biobased: Item made with biobased materials is only available at an unreasonable price.	AVAILABILITY If Non-Biobased: Item made with biobased materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Biobased: Item made with biobased materials does not meet reasonable performance specifications.		
USDA Biobased Designated Items										
Floor Cleaners and Protectors	77%									
Floor Strippers	78%									
Furniture Cleaners and Protectors	77%									
Microbial - Drain Maintenance Products	45%									
Multipurpose Cleaners	56%									
Office / Shipping										
Electronic Components Cleaners	91%									
Films:										
Non-Durable	85%									
Semi-Durable	45%									
Ink Removers and Cleaners	79%									
Inks:										
Specialty Inks	66%									
Sheetfed - Color	67%									
Sheetfed - Black	49%									
Printer Toner - <25 pages per minute (ppm)	34%									
Printer Toner - >25 ppm	20%									
News	32%									
Packing and Insulating Materials	74%									
Thermal Shipping Containers:										
Durable	21%									
Non-Durable	82%									
Personal Care										
Bath Products	61%									
Cuts, Burns, and Abrasion Ointments	84%									
Deodorants	73%									
Foot Care Products	83%									
Hair Care Products:										
Conditioners	78%									
Shampoos	66%									
Hand Cleaners	64%									
Hand Sanitizers	73%									
Lip Care Products	82%									
Lotions and Moisturizers	59%									
Shaving Products	92%									
Personal Care Continued										
Sun Care Products	53%									
Topical Pain Relief Products	91%									
TOTAL DOLLAR AMOUNT PURCHASED ON THIS REPORT				\$0.00	\$0.00					\$0.00
Total Dollar Amount of USDA-Biobased Designated Items Supplied to FMP								(A)		
Total Dollar Amount of USDA-Biobased Designated Items Supplied to FMP With Biobased Content								(B)		
Estimate of Percentage of Biobased Content For USDA-Biobased Designated Items								(B) Divided by (A)		

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items	Minimum % Biobased Material Content	Item Purchased For FMP Subcontract		(A) Total Dollar Amount Purchased With Minimum Required Biobased Material Content*	(B) Total Dollar Amount Purchased Without Minimum Required Biobased Material Content	Justification For Purchasing Non-Biobased Item - Enter an "X" in the applicable column			TOTAL PURCHASE
		Yes	No			COST If Non-Biobased: Item made with biobased materials is only available at an unreasonable price.	AVAILABILITY If Non-Biobased: Item made with biobased materials is not available competitively within a reasonable time frame.	PERFORMANCE If Non-Biobased: Item made with biobased materials does not meet reasonable performance specifications.	

"Biobased Material" commercial or industrial products (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agriculture materials (including plant, animal, and marine materials) or forestry materials. Information about this requirement and these products is available at: <http://www.biopreferred.gov>.

*=ESTIMATE OF PERCENTAGE OF BIOBASED CONTENT FOR USDA-BIOBASED DESIGNATED ITEMS (Required for all Closeout Reports for Subcontracts Exceeding \$150,000)

* = May overlap with recycled content requirements. Recycled content requirements have precedence

Biobased Product Certification	
I, _____ (name of certifier), am an officer or employee responsible for the performance of this Purchase Order/Subcontract and I hereby certify that biobased products (within categories of products listed by the United States Department of Agriculture in 7 CFR part 2902, subpart B) to be used or delivered in the performance of the Purchase Order/Subcontract, other than biobased products that are not purchased by the officer as a direct result of this Purchase Order/Subcontract, will comply with the applicable specifications of other contractual requirements.	
Signature of Officer or Employee	
Typed or Printed Name of Officer or Employee	
Title	
Name of Company	
Date	

Company Name: _____

Contract No.: _____

Purchases From _____ to _____

Type of Report: Annual
 Closeout

I _____, (name of certifier), am an officer or employee responsible for the performance of this contract and hereby certify that no Sustainable Acquisition Program Items as identified in the Sustainable Acquisition Program (SAP) Specification were purchased.

Signature of Officer or Employee	
Typed or Printed Name of Officer or Employee	
Title	
Date	