

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 (i.e., work is performed). The fiscal year starts October 1st and ends September 30th.

Annual Reports: Supplier shall provide FMP with annual reports detailing purchases of EPA and USDA designated items as specified below within ten (10) 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.
 - (e) Supplement sheet detailing amount of recycled / biobased content for each EPA and USDA designated item, regardless of whether they meet the minimum recovered or biobased material content.
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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 items designated on the EPA and USDA lists 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
(*Invoked 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 13834 of May 17, 2018 - *Efficient Federal Operations*, Sections 6. *Duties of the Federal Chief Sustainability Officer*, Section 7. *Duties of Heads of Agencies* and Section 11. *General Provisions*

40 CFR 247 entitled "Comprehensive Procurement Guideline for Products Containing Recovered Materials"

Executive Order 14057 of December 8, 2021 – *Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability*

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.: _____

Purchases From _____ to _____

_____ Closeout Report

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 (Updated 12/7/22)								
Construction Products								
Building Insulation Products (Rock Wool, Fiberglass, Cellulose Loose-Fill & Spray-On, Perlite Composite Board, Plastic, 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 - Polyethylene, Terephthalate or Resin)								
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, High-Density Polyethylene (HDPE), Polyvinyl Chloride (PVC), Cement)								
Patio Blocks (Rubber, Rubber Blends, Plastic or Plastic 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								
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)								
Miscellaneous Products								
Awards and Plaques (Glass, Wood, Paper, Plastic and Plastic/Wood Composite)								
Blasting Grit (Alumina Oxide, Coal Ash, Glass, Glass/Plastic, Slag, Steel, Walnut Shells)								
Industrial Drums (Steel, 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)								

Company Name: _____

_____ Annual Report

Contract No.: _____

_____ Closeout Report

Sustainable Acquisition Program

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			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 (Updated 12/7/22)								
Nonpaper Office Products								
Binders (Plastic-Covered, Paper-Covered, Pressboard, Solid Plastic, HDPE, Polyethylene, Polyethylene Terephthalate (PET), Miscellaneous Plastics)								
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 Clip Portfolios (HDPE)								
Plastic Clipboards (HDPE, Polystyrene, Miscellaneous Plastics)								
Plastic Desk Accessories (Polystyrene)								
Plastic Envelopes								
*Plastic File Folders (HDPE)								
Plastic Presentation Folders (HDPE)								
*Plastic Trash Bags								
Printer Ribbons								
*Toner Cartridges								
Paper and Paper Products								
Bristols (*File Folders, Dyed Filing Products, Index Cards, Postal Cards, Pressboard Report Covers and Binders, Tags and Tickets)								
Coated Printing Paper (coated, carbonless)								
Commercial/Industrial Sanitary Tissue Products (Bathroom Tissue, Paper Towels, Paper Napkins, Facial Tissue, General Purpose Industrial Wipers)								
Miscellaneous Paper Products (Tray Liners)								
Newsprint								
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)								
Printing and Writing Papers (Reprographic, Offset, Tablet, Forms Bond, Envelope, Cotton Fiber, Text and Cover Stock, Supercalendered, Machine Finished Groundwood, Papeteries, Check Safety)								
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 Tracks (Rubber, Plastic)								

Company Name: _____

_____ Annual Report

Contract No.: _____

_____ Closeout Report

Sustainable Acquisition Program

Purchases From _____ to _____

EPA Recycled Designated Items <small>(Updated 12/7/22)</small>	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.	
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, Low-density Polyethylene (LDPE), PET, Steel, Fiberglass)								
Traffic Cones (Plastic, PVC, LDPE, Crumb Rubber)								
Vehicular Products								
Reclaimed Engine Coolants								
Rebuilt Vehicular Parts								
Re-refined Oil (Lubricating and Gear Oils, Hydraulic Fluids)								
Retread Tires								
TOTAL DOLLAR AMOUNT PURCHASED ON THIS REPORT			\$	\$				\$
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.

†=For Subcontracts Exceeding \$150,000, reporting must contain ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA DESIGNATED ITEMS.

* = 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 <small>Updated 12/7/22</small>	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.	
Animal Care									
Animal Cleaning Products	57%								
Animal Habitat Care Products	22%								
Animal Repellents	79%								
Asphalt / Concrete Maintenance									
Asphalt Restorers	68%								
Asphalt and Tar Removers	80%								
Concrete Leveling Materials	23%								
*Concrete Patching Materials	69%								
Concrete and Asphalt Cleaners	70%								
Concrete and Asphalt Release Fluids	87%								
Concrete Curing Agents	59%								
Membrane Concrete Sealers	11%								
Penetrating Liquid Wood and Concrete Sealers	79%								
*Playground and Athletic Surface Materials	22%								
Traffic and Zone Marking Paints	30%								
Wood and Concrete Stains	39%								
Cleaning / 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%								
Cleaning Tools	22%								
Floor Cleaners and Protectors	77%								
Floor Strippers	78%								
Furniture Cleaners and Protectors	71%								
Glass Cleaners	49%								
Graffiti and Grease Removers	49%								
Leather, Vinyl, and Rubber Care Products	55%								
Microbial - Drain Maintenance Products	45%								
Microbial Cleaning Products - General	50%								
Multipurpose Cleaners	56%								
*Shopping and Trash Bags	22%								
Construction / Renovation									
Blast Media	94%								
*Carpets	7%								
*Composite Panels:									
Acousical	37%								
Interior Panels	55%								
Plastic Lumber	23%								
Structural Interior Panels	89%								
Structural Wall Panels	94%								

Company Name: _____

Sustainable Acquisition Program

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Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items <small>Updated 12/7/22</small>	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 / Renovation									
Countertops	89%								
Dust Suppressants	85%								
Exterior Paints and Coatings	83%								
*Floor Coverings (non-carpet)	91%								
*Interior Paints and Coatings:									
Latex and Waterborne Alkyd	20%								
Oil-based and Solvent-borne Alkyd	67%								
Paint Removers	41%								
*Plastic Insulating Foam for Construction	7%								
Powder Coatings	34%								
Roof Coatings	20%								
Surface Guards, Molding and Trim	26%								
Wall Coverings	62%								
Fleet									
Aircraft and Boat Cleaners:									
Aircraft Cleaners	48%								
Boat Cleaners	38%								
Automotive Care Products	75%								
Diesel Fuel Additives	90%								
Engine Crankcase Oil	25%								
Fuel Conditioners	64%								
Gasoline Fuel Additives	92%								
Grease: Truck	71%								
Transmission Fluids	60%								
Food Services									
Dishwashing Products	58%								
*Disposable Containers	72%								
Disposable Cutlery	48%								
Disposable Tableware	72%								
Durable Cutlery	28%								
Durable Tableware	28%								
Food Cleaners	53%								
Food Grade Greases	42%								
Kitchenware and Accessories	22%								
Oven & Grill Cleaners	66%								
Greases and Lubricants									
Greases:									
Multi-Purpose	72%								
Other	75%								
Rail Truck	30%								
Heat Transfer Fluids	89%								

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items <small>Updated 12/7/22</small>	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.	
Greases and Lubricants									
*Hydraulic Fluids:									
Mobile Equipment	44%								
Stationary Equipment	44%								
Lubricants:									
Chain and Cable Lubricants	77%								
Firearm Lubricants	49%								
Forming Lubricants	68%								
Gear Lubricants	58%								
Other	39%								
Multipurpose Lubricants	88%								
Pneumatic Equipment Lubricants	68%								
Slide Way Lubricants	74%								
Straight Oils	66%								
Turbine Drip Oils	87%								
Water Turbine Bearing Oils	46%								
Groundskeeping / Agricultural									
2-Cycle Engine Oils	34%								
Agricultural Spray Adjuvants	50%								
Compost Activators and Accelerators	95%								
De-Icers - General Purpose	93%								
Dethatchers	87%								
Erosion Control Materials	77%								
*Fertilizers	71%								
Foliar Sprays	50%								
Gardening Supplies and Accessories	43%								
*Mulch and Compost Materials	95%								
Soil Amendments	72%								
Housing / Household									
Bedding, Ben Linens, and Towels	12%								
Candles and Wax Melts	88%								
General Purpose Household Cleaners	39%								
Heating Fuels and Wick Lamps	75%								
Laundry Products:									
General Purpose	34%								
Pretreatment/Spot Removers	46%								
Dryer Sheets	90%								
*Rugs and Floor Mats	23%								
Toys and Sporting Gear	32%								
Intermediates (Feedstocks)									
Chemicals	22%								
Cleaner Components	55%								
Fibers and Fabrics	25%								
Foams	22%								

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items <small>Updated 12/7/22</small>	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.		
Intermediates (Feedstocks)										
Lubricant Components	44%									
Oils, Fats, and Waxes	65%									
Paint and Coating Components	22%									
Personal Care Product Components	62%									
Plastic Resins	22%									
Rubber Materials	96%									
Textile Processing Materials	22%									
Metalworking										
Corrosion Preventatives	53%									
Metal Cleaners and Corrosion Removers:										
Corrosion Removers	71%									
Stainless Steel Cleaners	75%									
General Metal Cleaners	56%									
Metalworking Fluids:										
General Purpose Soluble, Semi-Synthetic, and Synthetic Oils	57%									
Powder Coatings	34%									
Miscellaneous										
Fire Logs and Fire Starters	92%									
Firearm Cleaners, Lubricants and Protectants	32%									
Product Packaging	25%									
Office Supplies / Printing										
Electronic Components Cleaners	91%									
*Folders and Filing Products	56%									
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%									
Operations & Maintenance (Facilities)										
Adhesives	24%									
Bioremediation Materials	86%									
Dust Suppressants	85%									
Epoxy Systems	23%									
Fluid-Filled Transformers:										
Synthetic Ester-Based	66%									
Vegetable Oil-Based	95%									
Industrial Cleaners	41%									
Parts Wash Solution	65%									
Phase Change Materials	71%									

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items <small>Updated 12/7/22</small>	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.		
Operations & Maintenance (Facilities)										
*Sorbents	89%									
Specialty Precision Cleaners and Solvents	56%									
Wastewater Systems Coatings	47%									
Water Tank Coatings	59%									
Water and Wastewater Treatment Chemicals	87%									
Personal Care										
Bath Products	61%									
Cuts, Burns, and Abrasion Ointments	94%									
Deodorants	73%									
Facial Care Products	88%									
Feminine Care Products	65%									
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%									
Sun Care Products	53%									
Topical Pain Relief Products	91%									
Shipping										
Expanded Polystyrene (EPS) Foam Recycling Products	90%									
Films:										
Non-Durable	21%									
Semi-Durable	45%									
Packing and Insulating Materials	74%									
Thermal Shipping Containers:										
Durable	21%									
Non-Durable	82%									
TOTAL DOLLAR AMOUNT PURCHASED ON THIS REPORT				\$	\$					\$
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)		%

"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>.

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

Company Name: _____

Sustainable Acquisition Program

_____ Annual Report

Contract No.: _____

Purchases From _____ to _____

_____ Closeout Report

USDA Biobased Designated Items <small>Updated 12/7/22</small>	Minimum % Biobased Material Content	Item Purchased For FMP Subcontract		(A)	(B)	Justification For Purchasing Non-Biobased Item - Enter an "X" in the applicable column			TOTAL PURCHASE
		Yes	No	Total Dollar Amount Purchased With Minimum Required Biobased Material Content	Total Dollar Amount Purchased Without Minimum Required Biobased Material Content	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.	

<p>Biobased Product Certification</p> <p>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.</p>	
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** items identified in the Sustainable Acquisition Program (SAP) Specification were purchased, regardless of whether the items met the minimum requirements to qualify as a recycled or biobased compliant item.

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