

**MWI 8540.2**

**REVISION F**

**EFFECTIVE DATE: March 1, 2021**

**EXPIRATION DATE: March 1, 2026**

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# **MARSHALL WORK INSTRUCTION**

**AS01**

# **GREEN PURCHASING PROGRAM**

**COMPLIANCE IS MANDATORY**

**DIRECTIVE IS UNCONTROLLED WHEN PRINTED**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		2/2/02	[Footer URL updated 12/01/2003 by Directives Manager]
Revision	A	10/22/2004	This revision is in response to an action from NASA Headquarters requiring specific verbiage and updating document references.
Revision	B	3/23/2007	Organizational changes were made to reflect the Center organizational transformation. The procedure for handling training records was updated. Revised also to reflect minor editorial changes.
Revision	C	12/08/2008	Updated to include new title, revised purchasing and training requirements, and applicability statement to reflect transition of MAF.
Revision	D	01/28/2011	Revised the applicability statement, updated applicable documents, updated references, added one definition, added EO 13514, updated the biobased categories, updated BioPreferred website link, revised note in Sections 6.1.3 and 6.1.4.1, added MSFC Forms 4543 and 4544, added MSFC and MAF audits of credit card holders, and added EPA EPP. Updated records section to match new AS10 format. Updated the training section. Added an acronyms appendix.
Change	1	7/29/2015	On 7/29/15, at the request of the OPRD, administrative changes were made to updated links in 3.7, 6.1.1, and changed link to explornet link for 9. Records.
Revision	E	3/23/2016	Updated EO 13423 to EO 13693 and removed EO 13514. Increased credit card purchase amount to the current limit. Updated to the latest MWI template.
Change	1	3/27/2017	On 3/27/17, at the request of the OPRD, administrative changes were made to update the document title in 3.2 and links in 4.2 and 5.1.1.
Change	2	8/1/2019	On 8/1/19, at the request of the OPRD, administrative changes were made to update the EO 13693 to EO 13834.
Revision	F	3/1/2021	Updated website addresses and removed outdated language referencing ExplorNet. Removed MSFC and MAF audits of credit card holders. Added language to allow MAF to utilize additional electronic reports for annual reporting. Revised also to reflect minor editorial changes.

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## **1. PURPOSE**

1.1 The purpose of this MWI is to establish the MSFC and MAF green purchasing programs for purchasing environmentally preferable products designated by the Environmental Protection Agency (EPA) and United States Department of Agriculture (USDA) in accordance with Executive Order (EO) 13834, Efficient Federal Operations, NPR 8530.1, and MPR 8715.1.

1.2 The purpose of the green purchasing program is to increase and expand markets for recycled and biobased-content materials through greater Government preference and use of products made with such materials, consistent with the demands of efficiency and cost-effectiveness.

## **2. APPLICABILITY**

2.1 This MWI applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

2.2 This MWI applies to the MAF.

2.3 This MWI applies to the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

2.4 This MWI applies to the following: all document citations are assumed to be the latest version unless otherwise noted.

## **3. AUTHORITY**

3.1 Efficient Federal Operations, EO 13834

3.2 NPR 8530.1, NASA Sustainable Acquisition

3.3 MPR 8715.1, Marshall Safety, Health, and Environmental (SHE) Program

## **4. APPLICABLE DOCUMENTS AND FORMS**

4.1 MWI 5100.1, Initiating Procurement Requisitions

4.2 EPA Comprehensive Procurement Guidelines (CPG) Program,  
<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program#products>

4.3 EPA Environmentally Preferable Purchasing (EPP) Program,  
<http://www.epa.gov/greenerproducts>

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4.4 USDA BioPreferred Program, <http://www.biopreferred.gov>

4.5 MSFC Form 4412, Green Purchasing Request for Waiver

4.6 MSFC Form 4543, MSFC General Green Purchasing Reporting Form

4.7 MSFC Form 4544, MSFC Office Green Purchasing Reporting Form

4.8 MSFC Form 4510, MSFC Construction Green Purchasing Reporting Form

## 5. INSTRUCTIONS

### 5.1 Purchasing.

5.1.1 Before purchasing new products, the requisitioner, as defined in MWI 5100.1, shall review the EPA's CPG Program list of recycled-content products at:

<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program#products>, the USDA list of BioPreferred products at:

<http://www.biopreferred.gov/BioPreferred/faces/catalog/Catalog.xhtml>, and the EPA list of environmentally preferable products (EPP) at: <http://www.epa.gov/greenerproducts>.

5.1.2 The requisitioner shall purchase items that meet the requirements of the EPA or USDA list of products unless one of the following exceptions applies:

- a. Inadequate competition
- b. Unreasonable price
- c. Lack of quality/performance specifications or standards
- d. Unavailable within a reasonable timeframe

*Note: USDA-designated items are excluded from the preferred procurement requirements for procurements involving spacecraft systems, launch support equipment, and safety-critical systems (e.g., ground test equipment).*

### 5.1.3 Waiver Process

5.1.3.1 If one of the aforementioned exceptions applies, the requisitioner shall prepare a request for waiver (MSFC Form 4412), including any necessary accompanying documentation, and forward the document to their Center environmental office for concurrence and approval (follow instructions on the form).

*Note: Micro-purchases at or below the threshold are not subject to waiver documentation requirements but are required to meet the specific requirements regarding environmental attributes, recycled content, and biobased content.*

5.1.3.2 If the waiver is approved, the excepted item can be purchased.

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a. If the excepted item was 30 percent postconsumer fiber paper, then 20 percent postconsumer fiber paper shall be purchased.

b. The environmental office shall keep the original signed waiver.

5.1.3.3 If the waiver is disapproved, the requisitioner shall revise the purchase request to include the environmentally preferable or biopreferred product.

5.1.3.4 If a disapproved waiver is disputed, the requisitioner shall consult their Center environmental office management.

a. If the waiver is still disputed, appeals shall be made to the MSFC Office of Center Operations management or MAF Chief Operating Officer for resolution.

b. If necessary, the Agency environmental executive shall be consulted (per NPR 8530.1) to resolve waiver disputes.

5.1.4 Requisitioner records purchase to report at the end of the fiscal year.

## 5.2 Reporting Annual Purchases.

5.2.1 At the end of the fiscal year, all MSFC and MAF organizations shall report annual green purchases, including products listed on MSFC Forms 4543, 4544, and 4510 (including micro-purchases, excluding purchases made through MSFC retail store) to their respective MSFC or MAF Recycling and Green Purchasing (RGP) coordinators for incorporation into the annual report to NASA Headquarters.

5.2.2 MSFC organizations may either use MSFC Form 4543, 4544, or 4510, whichever form is more appropriate for reporting. MAF organizations may either use MSFC Form 4543, 4544, or 4510, or other electronic reports, as appropriate.

5.2.3 The MSFC and MAF RGP coordinator shall annually report the purchases to NASA Environmental Tracking System (NETS) database.

## 5.3 Inspections and Audits.

5.3.1 MSFC and MAF Environmental Engineering Offices may conduct periodic inspections of buildings/facilities for green purchasing compliance.

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## **6. CANCELLATION**

MWI 8540.2 E-2, Green Purchasing Program, dated March 23, 2016.

*Electronically approved by*

Steven C. Miley for  
Jody Singer  
Director

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## APPENDIX A

### DEFINITIONS

Agency Environmental Executive. The NASA Headquarters Director of Environmental Management Division.

Biobased. Products that are determined by the U.S. Secretary of Agriculture to be commercial or industrial goods (other than food or feed) composed in whole or in significant part of biological products, forestry materials, or renewable domestic agricultural materials, including plant, animal, or marine materials. Made from renewable plant and animal sources, biobased products are generally safer for the environment than their petroleum-based counterparts.

Comprehensive Procurement Guidelines (CPG) Program. An EPA program that promotes the use of materials diverted from solid waste.

Designated Item. A product or category of products selected by EPA or USDA to be covered by green purchasing requirements.

MSFC Environmental Engineering and Occupational Health (EEOH) Office. The office within the MSFC Office of Center Operations with responsibility for MSFC compliance with all applicable environmental laws and regulations.

Environmentally Preferable. Products or services that have a lesser or reduced adverse effect on human health and the environment when compared with competing products or services that serve the same purpose.

Environmentally Preferable Purchasing (EPP). Purchasing with environmental considerations as a part of purchasing practice, consistent with such traditional factors as product safety, price, performance, and availability.

Green Purchasing. The requirement in EO 13834 for preferential procurement according to the EPA's CPG program, the USDA's BioPreferred program, and EPA's EPP program.

Inadequate Competition. Bid for a green purchasing compliant product that is from only one independent company offering a reasonable price.

MSFC and MAF Environmental Engineering Offices. The offices at MSFC and MAF with responsibility for compliance with all applicable environmental laws and regulations.

NASA Environmental Tracking System (NETS). An Agency-wide database for reporting green purchasing data and other environmental parameters that is managed and maintained by NASA Headquarters.

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Recycling and Green Purchasing (RGP) Coordinator. The designated person who leads and coordinates the RGP programs for MSFC or MAF.

Requisitioner. As defined in MWI 5100.1, “The person within a respective organization who prepares or is otherwise accountable for the coordination of a Procurement Requisition for supplies or services including furnishing appropriate Specifications or State of Work, recommended sources, market research, Data Requirements, special approvals as required, evaluation criteria and any other required documentation...” In NPR 8530.1, the requisitioner is referred to as the “Request Originator.”

Reasonable Price. This price is a value of a green purchasing compliant product that may be up to 10 percent more costly than conventional products.

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## **APPENDIX B**

### **ACRONYMS**

CPG: Comprehensive Procurement Guidelines

EEOH: Environmental Engineering and Occupational Health

EO: Executive Order

EPA: Environmental Protection Agency

EPP: Environmentally Preferable Purchasing

MAF: Michoud Assembly Facility

NETS: NASA Environmental Tracking System

RGP: Recycling and Green Purchasing

USDA: United States Department of Agriculture

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**APPENDIX C (RESERVED FOR VERIFICATION MATRIX)**

None

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## **APPENDIX D**

### **RECORDS**

The following records are maintained according to the “List of AS10 Environmental Records” located at <https://nasa.sharepoint.com/sites/msfceeoh/SitePages/Records-Management.aspx>:

- D.1 MSFC Form 4412, Green Purchasing Request for Waiver
- D.2 Recycling & Affirmative Procurement annual report
- D.3 MSFC Form 4543, MSFC General Green Purchasing Reporting Form
- D.4 MSFC Form 4544, MSFC Office Green Purchasing Reporting Form
- D.5 MSFC Form 4510, MSFC Construction Green Purchasing Reporting Form