



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 4200.4 CH-1
N23
APR 14 1998

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 4200.4 CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: RECOVERED MATERIAL PROCUREMENT PROGRAM

1. Purpose. To issue change 1 to basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction.
 - a. Page 1, reference line, add to reference (a) "42 USC 6962".
 - b. Page 1, reference line, delete references (b) through (f) and add new references (b) and (c) as follows:
 - (b) Executive Order 12873
 - (c) 40 CFR Part 247
 - c. Page 1, paragraph 2a, line 1, change "reference (a)" to "references (a) and (b)".
 - d. Pages 1, 3, and 4, change all references to "Purchase Division", to "Purchasing Department".
 - e. Pages 2 and 3, change all mentions of a reference to "reference (c)".
 - f. Page 3, paragraph 5b, line 5, change "the Supply Department" to "Supply and Logistics Operations".
 - g. Page 4, paragraph 6b, lines 1, 2, and 6; and paragraph 6d, line 2; change "Director, Supply Department" and "Supply Department Director" to ACOS for Supply and Logistics".

C. B. MARTIN
Chief of Staff, Operations

NTCGLAKESINST 4200.4A CH-1
Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, B, C, IV, V, VI, VII, VIII



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 4200.4
(096)
31 January 1996

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 4200.4

From: Commander, Naval Training Center, Great Lakes

Subj: RECOVERED MATERIAL PROCUREMENT PROGRAM

Ref: (a) Resource Conservation and Recovery Act (RCRA) Section
6002
(b) Executive Order 12873
(c) 40 CFR Part 247

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Encl: (1) Environmental Protection Agency Minimum Content
Standards for Selected Paper and Paper Products
(2) Environmental Protection Agency Lubricating Oils
Containing Re-refined Oil
(3) Environmental Protection Agency Minimum Content
Standard for Recovered Material in Building
Insulation Products

1. Purpose. To establish policy and procedures for procurement of items containing recovered material, and to reduce the amount of solid waste requiring disposal for host and tenant commands who require purchase services from the Naval Training Center, Great Lakes' Purchasing Department in accordance with reference (a).

2. Background

a. In accordance with references (a) and (b), Federal activities must develop an affirmative procurement program if more than \$10,000 worth of specific items containing recovered materials designated by the Environmental Protection Agency (EPA) are procured. An affirmative Recovered Material Procurement Program ensures that items composed of recovered materials will be purchased by government agencies and contractors to the maximum extent practicable and consistent with federal procurement laws.

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b. An effective affirmative Recovered Material Procurement Program features four elements:

- (1) A preference program;
- (2) A promotion program;
- (3) Procedures to obtain estimates and certifications of

recovered content, and to verify those estimates and certifications; and,

(4) Procedures to monitor and review the program on an annual basis.

3. Policy. The policy of Naval Training Center (NTC), Great Lakes is to procure items with recovered material to the greatest extent practicable. Local contracting procedures have been created to effect preferences for procuring products made with recovered materials versus virgin materials to reflect this policy. Guideline items without recovered content may be purchased if:

a. the price of items with recovered materials is unreasonable;

b. the minimum content standards requirement for items produced with recovered materials results in inadequate competition;

c. obtaining designated guideline items with recovered material results in unusual and unreasonable delays; and/or,

d. guideline items produced with recovered materials do not meet reasonable performance specifications.

4. Procurement Preference Programs

a. Paper and Paper Products. Enclosure (1) establishes minimum content standards for selected paper and paper products in accordance with reference (c).

b. Retread Tires. Contracts requiring replacement tires for all automobiles, light and heavy trucks and trailers, and off-road tires shall specify that retreading services shall be obtained if the carcass is retreadable in accordance with reference (c). If using retreading services, refer to GSA specification ZZ-T-441 which specifies minimum performance requirements for retreading facilities. Refer also to the GSA "Quality Assurance Facility Investigation Program" for providers of retreading services. If such retreading services are not practicable, replacement retread tires will be procured in accordance with GSA specification ZZ-T-381.

c. Rerefined Oil. Contracts requiring a contractor to supply lubricating oils, hydraulic fluids, and gear oils shall specify that products conforming to the listed military specification as set forth in enclosure (2) be supplied unless the Contracting Officer determines that the listed products will not satisfy command needs. Contracts requiring the delivery of lubricating oils, hydraulic fluids and gear oils meeting applicable military specifications shall contain a minimum of 25 percent rerefined oils in accordance with reference (c).

d. Building Insulation. Enclosure (3) establishes minimum

content standards for building insulation products containing recovered materials in accordance with reference (c). Contracts for the design of structures or work that will utilize building insulation products should include a clause that requires the Architect or Engineer (A-E) to include as a design consideration command preferences for building insulation produced with recovered materials. Such contracts shall require that the A-E specify the type of building insulation products to be supplied, and shall require that the A-E justify in writing the basis of the selected product type if it is not listed in enclosure (3), or if any product listed in enclosure (3) has a higher minimum content standard than the selected product.

e. Cement and Concrete Containing Fly Ash. Contracts requiring the purchase of cement and concrete shall specify the performance requirements of the products required under the contract using appropriate standards/specifications when available. Consistent with such performance specifications, such contracts shall allow the contractor to deliver cement and concrete products that contain fly ash. Contracts for the design of structures or work that will incorporate concrete and products shall contain a clause that directs the Architect or Engineer to specify concrete performance requirements in accordance with reference (c).

5. Promotion Program

a. The above policies will be incorporated in all new contracts to assure that items composed of recovered materials will be purchased to the maximum extent practicable. In addition, the Purchasing Department Officer will promote the fact that NTC Great Lakes is seeking to buy recovered materials at contract prebidders' conferences.

b. Internal promotion can include publication and distribution of material to employees; updating of manuals to include references to the program; workshops and training; and a variety of activities such as information sharing and task force initiatives involving the Supply Department, Recycling Coordinator, Staff Civil Engineer, Defense Reutilization Marketing Office (DRMO), Purchasing, Public Works Center, and GSA.

c. External promotion can include outreach to other customer activities; training of purchasing officials on procurement requirements and recycled product availability; facilitating the development of affirmative procurement programs; and, promotion of internal policies and practices.

6. Action

a. Commanding Officers. The Commanding Officer of the activity specifying required material is responsible to determine whether recovered materials should be included in the contract specifications. If the requesting activity chooses not to procure designated items containing recovered material, or cannot meet guideline recommendations (e.g., minimum content standards), such actions must be justified in writing to the NTC Great Lakes Purchase Department Officer.

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b. ACOS for Supply and Logistics. The ACOS for NTC Great Lakes' Supply and Logistics will review the range of estimates and certifications received to determine whether NTC Great Lakes' preference program is effective, and to determine whether the highest percentage of recovered materials is being obtained. The ACOS for Supply and Logistics will consult with the Purchasing Department to assess whether a greater use of recovered materials is possible, or whether the existing requirements for recovered materials are causing undue delays, a lack of competition, unreasonable prices, and/or unacceptable levels of performance.

c. Buyers. Buyers shall ensure that vendors estimate in their offers the percentage of recovered material within the total content to be used in performing the contract. Vendors must also certify the percentage of recovered materials contained in designated items actually supplied under the contract.

d. Purchasing Department Officer. The NTC Great Lakes Purchase Division Officer will support the Supply Department Director in establishing reasonable verification procedures to assess the average amount of recovered materials used in each specific product.

/s/
J. F. NEMEC
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, B, C, IV, V, VI, VII, VIII

EPA MINIMUM CONTENT STANDARDS FOR SELECTED PAPER
AND PAPER PRODUCTS

	Minimum % Recovered Materials*	Minimum % Postconsumer Recovered Materials**	Minimum & Waste Paper***
Newsprint			40
High grade bleached printing and writing papers:			
Offset printing			50
Mimeo and duplicator paper			50
Writing (stationery)			50
Office paper (e.g., note pads)			50
Paper for high speed copier			50
Envelopes			50
Form bond including computer paper and carbonless			50
Book papers			50
Bond papers			50
Ledger			50
Cover stock			50
Cotton Fiber papers			25
Tissue Products:			
Toilet tissue			20
Paper towels			40
Paper napkins			30
Facial tissue			5
Doilies			40
Industrial wipes			0
Unbleached packaging:			
Corrugated boxes			35
Fiber boxes			35
Brown papers (e.g., bags)			5
Recycled paperboard:			
Recycled paperboard products			80
Pad backing			90

* "Recovered materials" are waste materials and by-products that have been recovered or diverted from solid waste, not including those materials and by-products generated from and commonly reused within an original manufacturing process.

** "Postconsumer Recovered materials" are waste materials recovered from retail stores, office buildings, homes, and so forth after they have passed through their end usage as a consumer item.

*** "Waste paper" includes all items from the first two categories above in addition to forest residues, and manufacturing and other wastes.

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Encl (1)

EPA LUBRICATING OILS CONTAINING REREFINED OIL

1. Engine lubricating oils

- a. MIL-L-46152B (or current version)-Lubricating Oil
Internal Combustion Engine, Administrative Service
- b. API Engine Service Category, SF-1980 Gasoline Engine,
Warranty Maintenance Service
- c. API Engine Service Category, CC-Diesel Engine Service
- d. IL-L-2104D (or current version)-Lubricating Oil Internal
Combustion Engine, Tactical Service
- e. API Engine Service Category, CD-Diesel Engine Service
- f. MIL-L-21260D (or current version)-Lubricating Oil
Internal Combustion Engine, Preservative and Break
- g. MIL-L-46167 (or current version)-Lubricating Oil Internal
Combustion Engine, Arctic

2. Hydraulic Fluids

- a. MIL-H-5606 (current version)-Hydraulic Fluid, Petroleum
Base: Aircraft, Missile, and Ordnance
- b. MIL-H-6083 (current version)-Hydraulic Fluid, Petroleum
Base, for Preservation and Operation

3. Gear Oils

MIL-L-2105D (or current version) Lubricating Oil, Gear,
Multipurpose

EPA MINIMUM CONTENT STANDARD FOR RECOVERED
MATERIAL IN BUILDING INSULATION PRODUCTS

<u>Material Type</u>	<u>Percent by Weight</u>
Cellulose loose-fill and spray on	75% post-consumer recovered paper
Perlite composition board	23% post-consumer recovered paper
Plastic Rigid Foams, polyisocyanurate/ polyurethane:	
rigid foam	9% recovered material
foam-in-place	5% recovered material
glass fiber reinforced	6% recovered material
Phenolic rigid foam	5% recovered material
Rock Wool	75% recovered material

NOTE: The minimum content standards are based on weight of the material (not volume) in the insulating core only.

Encl (3)