

**Forest Service Manual
National Headquarters – Washington Office
Washington, DC**

**Forest Service Manual 6400 – Property Management
Chapter 6460 – Waste Prevention, Recycling, Acquisition, and Green Purchasing**

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Approved by: Barbara L. Cooper, Acting Associate Deputy Chief, OPS

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Digest: Following is an explanation of the changes throughout the directive by section.

6460: Changes chapter caption from “Waste Prevention, Recycling and Acquisition” to “Waste Prevention, Recycling, Acquisition, and Green Purchasing.” Sets forth new direction on program implementation and management, the “Go Green” program including procedures to establish a Sustainable Operations Program, and accounting procedures clarified in FSH 6509.19, section 18.

6460.4: Recodes, revises, and sets forth new direction on responsibilities for Washington Office staff, field unit staff, and employees and contractors at any occupational level.

6460.5: Establishes code, caption “Definitions,” and lists terminology and waste categories specifically applicable to this chapter.

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6460.1 – Authority

1. Executive Order 13514 Federal Leadership in Environmental, Energy, and Economic Performance; signed October 5, 2009. Establishes goals, targets, and requirements for Federal agencies. It builds on, but does not replace E.O.13423. Additionally, these two Executive orders reference or incorporate several statutory requirements for Federal agencies. E.O. 13514 requires agencies to reduce, manage, and measure greenhouse gas emission toward agency-defined targets. Specific to our topics on office/site supplies, E.O. 13514 requires each agency to provide a senior agency management official for sustainability with a deadline and an Agency Strategic Sustainability Performance Plan and sets specific targets for solid waste diversion (see industrial products in engineering), pollution prevention, sustainable acquisition, electronics stewardship, and Environmental Management System continued implementation.
2. Executive Order (E.O.) 13423 *Strengthening Federal Environmental, Energy, and Transportation Management* and *Instructions for Implementing E.O. 13423* (PDF); signed January 24th, 2007. Provides the authority for management and implementation of Waste Prevention, Recycling, and Acquisition including the Green Purchasing Program. E.O. 13423 requires Federal agencies to lead by example in advancing the nation's environmental performance. This EO incorporates implementing sustainable environmental practices for waste prevention, recycling, and the acquisition, including purchase of environmentally preferable products and services into Forest Service programs and practices. E.O. 13423 consolidates and strengthens the sustainable practices with revocation of the following five existing Executive orders: Executive Order 13101 of September 14, 1998; Executive Order 13123 of June 3, 1999; Executive Order 13134 of August 12, 2000, as amended; Executive Order 13148 of April 21, 2000; and Executive Order 13149 of April 21, 2000.
3. Resource Conservation and Recovery Act, 1976, RCRA. Provides for proper management of hazardous waste at all stages including its generation, transportation, treatment, storage, and disposal. It also provides for the management of non-hazardous solid waste. RCRA requires that all federally leased and owned buildings comply with local recycling and solid waste ordinances. For complete information see: http://www.epa.gov/swerffrr/documents/federal_facility_compliance_act.htm.
4. 48 Code of Federal Regulations, Parts 1, 10, 11, 13, 36 and 52. This references applicable chapters of United States Code 40 U.S.C. 486(c); 10 U.S.C. chap 137; and 42 U.S.C 2473(c). The rule amends the Federal Acquisition Regulation (FAR) to incorporate policies for the acquisition of environmentally preferable and energy efficient products and services.

6460.2 – Objective

To address pollution prevention as follows:

1. Reduce the quantity of mission critical toxic and hazardous chemicals and materials acquired, used, and managed throughout their life cycle.
2. Increase diversion of solid waste as appropriate and maintain cost-effective waste prevention and recycling programs to comply with USDA goals at <http://greening.usda.gov/recycling.htm>.
3. Maintain cost-effective waste prevention and recycling programs in all facilities, and where appropriate, leased facilities.
4. Use environmentally sound practices with respect to the disposition of agency electronic materials and equipment (eWaste) that has reached the end of its useful life.
5. Comply with General Services Administration program guidelines on disposal, including reutilization and donation, entitling retention of proceeds from recycling as well as sale of property related to waste prevention and recycling as indicated in FSH 6509.19, section 18.
6. Identify and expand green purchasing of environmentally sound goods and services including biobased products.

6460.3 – Policy

To implement the Waste Prevention, Recycling, Acquisition including Green Purchasing Program, Forest Service officials shall:

1. Reduce or eliminate the acquisition, use, and management of toxic or hazardous chemicals.
2. Prevent and reduce the generation of hazardous and non-hazardous waste, including the diversion of solid waste as appropriate.
3. Increase the purchase and use of statutorily mandated recycled content and environmentally preferable products in all feasible applications, using FY 2005 as the purchasing base level, in accordance with stipulations in the Federal Acquisition Regulation for purchasing environmentally preferable and energy efficient products.
4. Purchase and utilize only products that are Energy Star[®] qualified or Electronic Product Environmental Assessment Tool (EPEAT[®]) registered. Additionally, purchase products that use no more than one watt in standby power consuming mode or otherwise meet Code of Environmental Management Principles (CEMP) specifications for products

5. Establish clear and safe procedures to facilitate reuse, recycling, and the purchase of recycled content and environmentally preferable products and services for use by the Agency and those working on behalf of the Agency.
6. Seek ways to reduce overall consumption of goods leading to the reduced need to purchase and dispose of such goods by reusing and seeking products with less packaging.
7. Implement cost-effective waste prevention and recycling programs for all administrative field units (facilities), including retention and use of recycling revenues in accordance with FSH 6509.19, section 18 and Public Law 103-329, section 608. (Some sites are too isolated for a required program, but may still participate in some level of recycling).
8. Coordinate with the Department of Defense regarding the removal and disposal of ozone depleting substances (ODS).
9. Participate in pilot projects to test environmentally preferable products and services.
10. Be accountable for program success.
11. Join the Environmental Protection Agency (EPA) led Federal Electronics Challenge.
12. Join Labs for the 21st Century (generally research stations and other laboratories).
13. Utilize GSA's Green Purchasing Web site to identify for environmentally preferable products at www.gsadvantage.gov. Green purchasing is a key to sustainability because it supports the 3 Rs – reduce, reuse and recycle.
14. Use bio-based products found at:
<http://www.usda.gov/procurement/business/biopreferred.htm>.
15. Use energy efficient products found at the U.S. Department of Energy's Federal Energy Management Program (FEMP): <http://www1.eere.energy.gov/femp/>.
16. Use electronics from Energy Star[®] and EPEAT[®] registered product lists found at: <http://www.energystar.gov>, and <http://www.epeat.net/>.
17. Use environmentally preferable products (EPP) found at: <http://www.epa.gov/epp/>.
18. Use recycled content products found at: <http://www.gsa.gov/portal/category/27120>.
19. Use products complying with mandatory green purchasing requirements available at The Office of the Federal Environmental Executive Web site at: <http://www.ofee.gov>.
20. Include waste prevention, recycling, and acquisition as a significant aspect in the Agency's national level Environmental Management System. Further information may be found at: <http://www.fedcenter.gov/programs/ems/>.

6460.4 – Responsibility

Waste that is not transported for recycling must be disposed of only through a waste facility that has been certified by the appropriate State or local agency for management or by the EPA.

6460.41 – Washington Office

6460.41a – Chief

The Chief is responsible for overseeing the Agencywide implementation of the Sustainable Operations Program, as well as the allocation of process to units for waste management (includes recycling, reuse, salvage, waste reduction, and pollution prevention) and other employee programs (for example, daycare or recreation facilities) as authorized by Public Law 107-67, section 607. The Chief may delegate this authority to the Deputy Chief for Business Operations (FSH 6509.19, sec. 18.04g).

6460.41b – Deputy Chiefs

Deputy chiefs are responsible for developing public service campaigns to promote the use of the environment and programs to foster maintenance and improvement of environmental quality. These efforts may include educating and creating public awareness on the friendly use of the environment.

6460.41c – Deputy Chief for Business Operations

The Deputy Chief for Business Operations is responsible for:

1. Managing the Sustainable Operations Program.
2. Monitoring proceeds and associated expenditures to ensure compliance with Sustainable Operations Program.
3. Approving requests for use of proceeds from waste management and recycling to fund Green Purchasing or employee programs such as daycare or recreation facilities.

6460.41d – Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for the quality and integrity of the financial data in the Forest Service's financial system and its subsidiary and mixed financial systems and ensuring that systems are in place to perform periodic reviews to monitor compliance of this policy.

6460.41e – Director of Financial Management

The Director of Financial Management is responsible for:

1. Establishing policy to ensure compliance with reimbursable authority.

2. Monitoring the effectiveness of internal controls established to ensure conformance of reimbursable activities to established policy and appropriate accounting regulations.

6460.41f – Director, Albuquerque Service Center, Budget and Finance

It is the responsibility of the Director, Albuquerque Service Center, Budget and Finance to:

1. Work with the USDA, Office of the Chief Financial Officer and General Services Administration (GSA) to obtain the revenue generated from a Forest Service GSA managed facility, for the following items only: general office paper, newspaper, magazines, cardboard, books, phone directories, cans, bottles, and toner cartridges. The GSA division that distributes recycling revenues to agencies is the Maintenance and Energy Branch, Regional Recycling and Waste Management Coordinator. For additional information, visit the National Capital Region Recycling Program website:
<http://ncr.gsa.gov/recycle/default.asp>.
2. Review and monitor use of proceeds in accordance with authorities cited in section FSH 6509.19, section 18.01.
3. Assist units to deposit revenues from the Sustainable Operations Program.
4. Assist Deputy Chief for Business Operations to report Sustainable Operations Program collections and expenditures to units.

For additional responsibilities see FSH 6509.19, section 18.04e.

6460.41g – Director of Financial Management

It is the responsibility of the Director of Financial Systems to ensure appropriate financial management system capability to record and report on Sustainable Operations Program receipts, and/or expenditures.

6460.41h – Director of Financial Policy

It is the responsibility of the Director of Financial Policy to:

1. Issue accounting policy and procedure governing utilization of all Sustainable Operations Program proceeds.
2. Provide policy advice to units regarding full compliance with this directive.

6460.41i – Director of Strategic Planning and Budget Accounting

It is the responsibility of the Director of Strategic Planning and Budget Accounting to:

1. Obtain appropriate budget authority and review requests for Sustainable Operations Program proceeds.

2. Approve all appropriate requests for allocation of Sustainable Operations Program proceeds.

For additional responsibilities see FSH 6509.19, section 18.04g.

6460.41j – Director of Engineering

It is the responsibility of the Director of Engineering to provide agency wide direction on solid waste and industrial supplies.

6460.41k – Environmental Management System Program Group

It is the responsibility of the Environmental Management System (EMS) group to determine Agency standards and provide agencywide education for all employees.

6460.41k – Director of Acquisition Management

It is the responsibility of the Director of Acquisition Management to provide Agencywide direction or guidelines to establish a national Sustainable Operations Program which includes waste management, recycling, and Green Purchasing (also known as reduce, reuse, and recycle — the three ‘Rs’).

6460.42 – Field Units

6460.42a – Regional Foresters, Station Directors, Area Director, Institute Director, and Forest Supervisors

It is the responsibility of the regional foresters, station directors, Area Director, Institute Director, and forest supervisors to:

1. Ensure compliance with all Federal, USDA, and Forest Service requirements in managing their Waste Prevention, Recycling, and Acquisition, including Green Purchasing Programs by providing leadership for the establishment of recycling (including waste reduction and prevention) and green purchasing programs on all units within their leadership area.
2. Appoint field unit coordinators or Green Team members to carry out the responsibilities of the program as a collateral duty. Green Team members may be shared between subordinate units.
3. Provide resources, including personnel, funding, policy, and programmatic support in annual budget requests.
4. Address the inclusion of recycling as it relates to land management activities and those working on behalf of the Agency such as contractors, permittees, and concessionaires.
5. Develop a cost-effective collection system for facilities.

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6. Develop, track, and monitor systems to ensure program effectiveness. This effort requires consistent tracking and data collection for Agency reporting. Tracking impacts will be kept to the minimum in order to focus on metrics that show indicators of success.
7. Coordinate outreach and training on acquisition of recycled content and environmentally preferable products for procurement and other agency officials. Utilize GSA's Green Purchasing Web site to identify environmentally preferable products: www.gsadvantage.gov.
8. Comply with Federal Management Regulations and GSA regarding appropriate disposal of property.
9. Ensure that proceeds and related expenditures from recycling are recorded with accuracy and timeliness in the Foundation Financial Information System (FFIS), the Agency's core financial system.
 - a. Ensure that all recycling proceeds are captured and reported in accordance with FSH 6509.19, section 18.1.
 - b. Provide guidance for identifying and prioritizing projects that are eligible for recycling proceeds.
10. Request from the Chief the approval for use of funds captured from this program.
11. Develop lists of responsibilities for contractors for waste prevention and recycling, following EPA guidelines for selecting and monitoring recyclers.

6460.42b – Forest Supervisors and Research Program Managers

It is the responsibility of the forest supervisors and research program managers to:

1. Provide leadership for the establishment of recycling (including waste reduction and prevention) and green purchasing programs on their local units.
2. Appoint the unit level recycling coordinator, green purchaser and/or Green Team coordinators.
3. Ensure that proceeds and related expenditures from recycling are recorded with accuracy and timeliness in the Agency's core financial system.
4. Capture and report all proceeds generated under the recycling program in accordance with FSH 6509.19, section 18.
5. Provide leadership on identifying and prioritizing projects that will use recycling program proceeds. Projects should support continued reduction of the unit's environmental footprint.

6460.42c – District Rangers

It is the responsibility of the district rangers to:

1. Provide leadership for the establishment of recycling (including waste reduction and prevention) and green purchasing programs on their unit.
2. Appoint unit level recycling and Green Team coordinators.
3. Ensure that recycling proceeds and related expenditures are recorded with accuracy and timeliness in the Agency's core financial system.
4. Capture and report all recycling program proceeds in accordance with FSH 6509.19, section 18.
5. Identify and prioritize projects that are eligible for recycling proceeds.

6460.42d – Waste Prevention and Recycling Coordinators and/or Green Team

The recycling coordinators and/or Green Teams provide leadership on the unit in implementing, monitoring, and reporting area accomplishments.

It is the responsibility of the waste prevention and recycling coordinators/Green Teams to:

1. Develop a comprehensive strategy for their field units, which including place based opportunities for waste prevention, recycling, and acquisition including green purchasing. Green Teams perform in support of EMS within their area of responsibility. Green Teams recommend initiatives which include activities for recycling paper, toners/ink cartridges, batteries, and duplex copying.
2. Identify opportunities to establish model facilities and promote their success while seeking funding through the normal budget process.
3. Coordinate outreach and training on acquisition of recycled content and environmentally preferable products for field unit employees, management, and the local community.
4. Comply with Federal Property Management Regulations regarding disposal of personal property in the Federal Management Regulations (FMR) 41 CFR sub-chapter B, part 102-35.
5. Report field unit accomplishments as part of the Environmental Footprint Document.
6. Work with leadership to identify and coordinate opportunities for recycling programs on the unit which will serve as the units' Sustainable Operations Plan.
7. Work with leadership to identify and prioritize projects that may be eligible for recycling proceeds.

8. Identify these positions as a collateral duty position or team unless identified differently by unit leadership (line officer).
9. Appoint/establish unit-based Green Teams and operate such teams under a charter with the line-officer in lieu of a unit recycling coordinator.

6460.42e – Others

Employees and contractors, at any level, may:

1. Organize in small groups to innovate and coordinate sustainable operations including the recycling program opportunities within their jurisdiction.
2. Work with the recycling coordinator to further the recycling program of their units.

6460.5 – Definitions

6460.51 – Definitions – General

Agency. A governmental department of administration as defined in of Title 5, United States Code, section 105 excluding the Government Accountability Office.

Divert and Diverting. Redirecting materials that might otherwise be placed in the waste stream to recycling or recovery, excluding diversion to waste-to-energy facilities.

Electronic Stewardship. Management of electronics in an environmentally responsible manner. Federal agencies have the opportunity and responsibility to provide leadership in environmentally sound practices and cost-effective, life-cycle management of electronic assets to reduce burden of these products on our environment. USDA issued the Electronics Stewardship Plan, July 11, 2007. Current EPA-led programs include:

1. Federal Electronics Challenge (FEC).
2. Electronics Reuse and Recycle Campaign (ERRC).
3. Plug-In to eCycling.

Environmental Footprint. Social and cultural perspectives of internal agency operations and activities, including those environmental aspects related to energy, fleet/transportation, water conservation, waste reduction and pollution prevention, recycling, and green purchasing functions.

Environmental Management System (EMS). A set of processes and practices that enable an organization to increase its operating efficiency, continually improve overall environmental performance and better manage and reduce its environmental impacts, including those environmental aspects related to energy and transportation functions. EMS implementation reflects accepted quality management principles based on the “Plan, Do, Check, Act,” model found in the ISO 14001:2004(E) International Standard

and using a standard process to identify and prioritize current activities, establish goals, implement plans to meet the goals, evaluate progress, and make improvements to ensure continual improvement. Composed of a cross-discipline group charged with ensuring that all appropriate organizational levels use a system as the primary management tool for addressing environmental aspects of internal Agency operations and activities. For more information, see FSM 1330.

Electronic Product Environmental Assessment Tool (EPEAT®). A procurement tool with a 43 point environmental scale for the environmentally preferable purchasing of electronics through the new IEEE (Institute of Electrical and Electronics Engineers) Standard 1680, as described at the Web site. This tool was created by the Environmental Protection Agency (EPA) to help purchasers evaluate, compare, and select desktop and laptop computers and monitors for their "green" attributes.

Greenhouse Gases. Substances such as carbon dioxide, methane, nitrous oxide, hydro-fluorocarbons, per-fluorocarbons, and sulfur hexafluoride.

Greening. Implementing measures by using conservation, recycling, and prevention that reduce environmental impacts.

Green Purchasing. Generally, procurement of any of these products:

1. Recycled materials.
2. Energy-efficient materials.
3. Environmentally preferable materials.
4. Bio-based products or materials.
5. Water-saving processes.

Green Team. An organized group of employees, within an office (or unit) that guides, supports, and reinforces implementation of sustainable operations within that office or unit. These groups may range from the informal, a few employees working together to increase recycling opportunities; to the formal, a group specifically chartered by leadership to promote and foster sustainable operations that reduce the unit's environmental footprint. Team make-up generally crosses disciplines and organizational levels. Most teams choose to work across many environmental footprint areas (water conservation, energy conservation/renewable energy, waste prevention, recycling). Some Green Teams have been created with membership across geographic units to specifically foster dialog about opportunities within a particular topic area such as recreation or energy management.

Recycling. A series of activities, including collection, separation and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products. This is a closed loop process of collecting used materials for remanufacturing into new items that can be purchased or re-used in their current form.

Recycling Coordinator. A position within each administrative unit that is responsible to coordinate the recycling program on that unit. Coordinators and Green Teams provide leadership in implementation, monitoring and reporting unit recycling accomplishments to their management.

Sustainable. To create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations of Americans.

6460.52 – Waste Categories for the Forest Service Reduce, Reuse, Recycling Programs (3Rs Initiative)

Debris. Waste that includes but is not limited to plaster, wall board, stone, ceramic tile, old fluorescent tubes, contaminated wood, and so forth. Contaminated wood includes scrap lumber, crates, wooden boxes, skids, and so forth.

eWaste or Electronic Waste. Waste Electrical and Electronic Equipment" ("WEEE") is a waste type consisting of any broken or unwanted electrical or electronic appliance at the end of its life cycle. Recyclable electronic waste is sometimes further categorized as a "commodity" while eWaste which cannot be reused is distinguished as "waste." Both types of eWaste have raised concern considering that many components of such equipment are considered toxic and are not biodegradable.

Garbage. The animal and vegetable waste resulting from the handling, preparing, cooking, and serving foods. It originates primarily in cafeterias, snack bars, and employee lunches. Garbage is composed largely of decomposable organic matter and its natural moisture content. Garbage normally includes only a small amount of free liquids. Garbage decomposes rapidly, particularly in warm weather, and may produce disagreeable odors.

Loose Trash. Loose trash consists of office rubbish and is predominantly paper materials, lunch and food wrappings, cans, glass, metal fasteners, plastic, and some fabric materials. The terms trash and rubbish are used interchangeably. (Refer to definition for rubbish for more details).

Recycling. A series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products or re-use in their current form and result in the diversion of non-hazardous waste from entering a disposal facility.

Recyclables. Materials that may be accepted by a recycler to be made into new products or re-used in their current form. Also known as recovered material.

Rubbish. Combustible and noncombustible solid waste materials (excluding garbage) from households and offices. Combustible rubbish is composed of miscellaneous burnable materials. The organic components of rubbish are paper, rags, cartons, boxes, wood, bedding, rubber, leather, grass, leaves and yard trimmings, plus certain inorganic materials such as plastics. Noncombustible rubbish consists of miscellaneous solid waste materials that will not burn at ordinary incinerator operation temperatures (130 degrees to 2000 degrees F.) It consists mostly of inorganic components such as tin cans, metals, dirt, ceramics, and glass. Although noncombustible rubbish is chemically and physically stable, it is esthetically objectionable and may collect mosquito breeding water or harbor vermin if carelessly stored.

Solid Waste. The useless, unwanted, or discarded materials resulting from an agency's normal activities. Wastes may be solids, liquids, or gases. Only solid wastes are classed as refuse.

Special Wastes. Materials that are hazardous by reason of their pathological, explosive radioactive, caustic, or toxic nature. They require careful specialized handling to render them safe.

Universal Wastes. Any hazardous materials that are generated by very small to very large non-residential sources. These wastes are subject to wide spread use which makes their disposal difficult to control. Items that are considered universal wastes are: batteries, pesticides, mercury-containing devices, mercury-containing light wastes, aerosol cans, electronic devices, and components.

Waste Management. Managing change in the purchase and use of products and materials including packaging to reduce the amount of solid waste entering disposal facilities. Techniques include waste prevention, re-use, composting, mulching, recycling, and donation of products and materials.

White Goods. A class of bulky wastes which includes major appliances such as washers, dryers, and refrigerator units. Special care must be taken with these items due to the presence of contaminating materials including Freon gas, asbestos, and PCB's (Polychlorinated Biphenyl).