



Work Instruction (WI)

DIRECTIVE NO. 250-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

APPROVED BY Signature: Original signed by
NAME: Theodore J. Meyer
TITLE: Associate Chief, Medical and Environmental
Management Division

COMPLIANCE IS MANDATORY

Responsible Office: 250 / Medical and Environmental Management Division

Title: Recycling and Sustainable Acquisition Data Management

PREFACE

P.1 PURPOSE

This Work Instruction establishes procedures for the effective and consistent monitoring, management, and recordkeeping for compliance with the NASA Green Purchasing and Solid Waste Diversion Data Call issued to NASA Goddard Space Flight Center to meet agency goals.

P.2 APPLICABILITY

This Work Instruction applies to all Medical and Environmental Management Division (MEMD) civil servants and their authorized contractors at Greenbelt only.

- a. In this document, all document citations are assumed to be the latest version unless otherwise noted.
- b. In this document, 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.

P.3 APPLICABLE DOCUMENTS AND FORMS

- a. Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG), <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>; and the BioPreferred program of the U.S. Dept. of Agriculture (USDA), <http://www.biopreferred.gov/BioPreferred/>.
- b. Executive Order 13693, Planning for Federal Sustainability in the Next Decade.
- c. NASA Procedural Requirements (NPR) 8530.1, NASA Sustainable Acquisition
- d. Goddard Policy Directive (GPD) 8500.1, Environmental Policy and Program Management.
- e. NASA HQ annual data call for NASA Strategic Sustainable Performance Plan (SSPP) for both Goals 6- Sustainable Acquisition and 7- Pollution Prevention and Waste Reduction.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

P.4 CANCELLATION

250-WI-8500.1.4D, Sustainable Acquisition Data Management

P.5 TOOLS, EQUIPMENT, AND MATERIALS

NASA Environmental Tracking System (NETS) access, including user ID and password.

P.6 SAFETY PRECAUTIONS AND WARNINGS

None.

P.7 TRAINING

No specific training required.

P.8 RECORDS

Record Title	Record Custodian	Retention
Responses to NASA Green Purchasing and Solid Waste Diversion Data Call	MEMD	*NRRS <u>8/23.5 A3a</u> Destroy 3 years after superseded or when no longer needed, whichever is later.

**NRRS 1441.1 – NASA Records Retention Schedule*

P.9 MEASUREMENT/VERIFICATION

None.

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

Instructions

1. Method Summary

NASA is required to report all sustainability program data governed by Executive Order 13693, Planning for Federal Sustainability in the Next Decade. GPD 8500.1, Environmental Policy and Program Management, establishes a policy for GSFC to comply with Executive Orders and other Federal requirements. Sustainability program data included in NASA reporting provides information for the evaluation of progress towards inter-agency goals. Sustainability program goals are tracked using data acquired from the NASA Green Purchasing and Solid Waste Diversion Data Call.

The NASA Green Purchasing and Solid Waste Diversion Data Call is initiated by NASA Headquarters for the purpose of completing the annual NASA Strategic Sustainable Performance Plan (SSPP) for both Goals 6- Sustainable Acquisition and 7- Pollution Prevention and Waste Reduction. NASA Headquarters sends out an e-mail and a courtesy copy of the data call to the Environmental Manager. This email includes any additional instructions or requirements for the entry of data call information into the NETS database. After the data call is received from NASA Headquarters, the Environmental Manager, or his/her designee(s), initiates the GSFC data call by forwarding all necessary information concerning this data call to all identified center points of contact (POCs) with information pertaining to solid waste and recycling as well as purchasing of recycled content products and bio-based products.

MEMD will manage Green Purchasing and Solid Waste Diversion data requests including the relevant NETS data submission. All reporting is done through the NETS database to meet reporting requirements. Sustainability program data will be gathered within 30 days following the end of the fiscal year quarter. This procedure outlines steps to accomplish this data management, submission, and recordkeeping.

2. Annual Green Purchasing and Solid Waste Diversion Data Call

MEMD shall be responsible for submitting data call requests and reminders. MEMD will attempt to obtain solid waste and waste diversion data from the POCs according to the schedule in Table 2.1. This quarterly data call is preferred because it requires the POCs to only query one quarter of data as opposed to a whole year. However, if MEMD is unsuccessful in obtaining the quarterly data from the POCs, the total fiscal year data call presented in Table 2.2 will be used to achieve timely submission of reports to NASA Headquarters. If the action date falls on a non-working day, the previous working day will be the action date.

Table 2.1 Solid Waste and Waste Diversion Data Call Schedule I

Quarter (Fiscal Year is October to September)	Action Date	Action
First Quarter (October to December)	January 1	Introduction of data call.
	January 14	Data call reminder.
	February 1	Data received.
	February 15	Data compiled.
Second Quarter (January to March)	April 1	Introduction of data call.
	April 14	Data call reminder.
	May 1	Data received.
	May 15	Data compiled.
Third Quarter (April to June)	July 1	Introduction of data call.
	July 14	Data call reminder.
	August 1	Data received.
	August 15	Data compiled.
Fourth Quarter (July to September)	October 1	Introduction of data call.
	October 15	Data call reminder.
	November 30	Data received.
	December 31	Data compiled (including previous quarters), revised, submitted, and marked complete.

Table 2.2 Total Fiscal Year Data Call Schedule II

Date	Action
October 1	Introduction of data call.
October 15	Data call reminder.
November 30	Data received.
December 1-31	Data compiled, revised, submitted, and marked complete.

The data collected during the data call and reported into NETS is listed in Table 2.3. Also, there are certain data fields that require only general summaries. These summaries provide an indication of the status of certain areas of the sustainability programs at GSFC. This summary includes data such as goals and progress, training, and summary specifications.

Table 2.3 Recycling and Sustainable Acquisition Data

Data Field	Data Being Reported
Best Practices and Highlights	Narrative on progress during fiscal year for solid waste diversion and green purchasing

Data Field	Data Being Reported
Sustainable Acquisition <ul style="list-style-type: none"> Recycled Content Products Bio-Based Products 	Quantity of items purchased that have recycled content; and quantity of items purchased that are included in the USDA bio-preferred program.
Recycling and Sustainable Acquisition Projects	Narrative on any recycling or sustainable acquisition projects with name and brief summary including any specification changes.
Recycling and Sustainable Acquisition Training	Sustainable Acquisition Training information for the reporting year, if applicable.
Solid Waste <ul style="list-style-type: none"> Construction and Demolition Non Construction and Demolition 	Quantity of waste going to the landfill. Recycled materials quantity in units. Reuse of materials in units.
Solid Waste Diversion <ul style="list-style-type: none"> Composting Program, if applicable Construction and Demolition Non Construction and Demolition 	Total amount of products purchased, and total amount of products purchased containing recovered materials.

2.1 Introduction of Data Call

A letter introducing the quarterly or annual data call shall be sent via e-mail to the appropriate POC(s). The e-mail will include:

- The introduction to the sustainable acquisition data call;
- The appropriate templates or spreadsheets which are to be filled out and sent back;
- Explanation of the attached templates; what data is required;
- The date that the data is required to be submitted to the MEMD data call POC; and
- A request for a reply to confirm the receipt and understanding of the e-mail's contents.

These templates are located on the MEMD Public drive, in file folder "E-9\Sustainable Acquisition Templates." The POCs and the data needed from their respective divisions can be found in Table 2.4.

Table 2.4 Recycling and Sustainable Acquisition Data Call Points of Contact

Code	Division	Subdivision	Data Types
224	Facilities Management Division	Engineering and Construction Branch	<ul style="list-style-type: none"> Construction Specifications Sustainable Acquisition. Construction and Demolition Recycling & Solid Waste

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

Code	Division	Subdivision	Data Types
227	Facilities Management Division	Operations and Maintenance Branch	<ul style="list-style-type: none"> • Solid Waste • Recycling • Sustainable Acquisition • Yard-waste Recycling or composting
250	Medical and Environmental Management Division	Environmental Management Team	<ul style="list-style-type: none"> • Hazardous and Universal Wastes • Chemical Re-use Center (HMMS) • Freecycle @ NASA
273	Information & Logistics Management Division	Supply and Equipment Management Branch	<ul style="list-style-type: none"> • Sustainable Acquisition – recycled and BioPreferred • Metals Recycling
274	Information & Logistics Management Division	Logistics and Transportation Management Branch	<ul style="list-style-type: none"> • Recycling (any not handled by MEMD) • Sustainable Acquisition

2.2 Data Call Reminder

MEMD will send a second e-mail to serve as a reminder to all POCs according to the schedule in Tables 2.1 or 2.2.

2.3 Compilation and Revision of Data

The responses generated by the POC will come back in the form of the original templates filled in with all the relevant data. The responses shall be checked to make sure all data is accurate and complete. This data will then be compiled and organized in order to create the records maintained for MEMD future reference.

2.4 Data Submission to NETS

Once compiled, MEMD shall input all required data into the NETS database. All data will be visually checked for consistency with past years data prior to entering it into NETS. If there are any significant changes, the associated POC will then be contacted to verify the accuracy of the data. If the data is accurate, any variables explaining significant changes in the data will be noted in the respective spreadsheets. If there are errors found in the data, they will be corrected accordingly. After all data is completed and accurate, MEMD will mark all fields of the data call as complete in status updates.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

Page 7 of 11

3. Recordkeeping

MEMD shall maintain records for the recycling and sustainable acquisition programs in accordance with Section P.8.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

Page 8 of 11

Appendix A – Definitions

A.1 Sustainable Acquisition or Green Purchasing – Terms are used interchangeably to mean a program for acquiring Environmental Protection Agency (EPA)-designated products required under Section 6002 of the [Resource Conservation and Recovery Act \(RCRA\)](#) (42 U.S. Code 6965). Biobased products are required under the BioPreferred program which was created by the [2002 Farm Bill](#) and reauthorized and expanded as part of the [Agricultural Act of 2014](#) (the 2014 Farm Bill). This all supports agency performance in Executive Order 13693 of November 1, 2013, “Planning for Federal Sustainability in the Next Decade.” The intent of the program is to establish environmentally preferable products and services as appropriate, in support of pollution-prevention and conservation programs.

A.2 Solid Waste – Waste going to a landfill for final disposal.

A.3 Solid Waste Diversion – Includes recycling, reuse, composting or any other activity keeping waste from going to a landfill. These efforts support agency performance and Executive Order 13693 of November 1, 2013, “Planning for Federal Sustainability in the Next Decade.” This initiative advances waste prevention and pollution prevention.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

Appendix B – Acronyms

CPG Comprehensive Procurement Guidelines (Section 6002 of the [Resource Conservation and Recovery Act \(RCRA\)](#))
EPA Environmental Protection Agency
GPD Goddard Policy Directive
GSFC Goddard Space Flight Center
MEMD Medical and Environmental Management Division
NETS NASA Environmental Tracking System
NPR NASA Procedural Requirements
POC Point of Contact
SSPP Strategic Sustainability Performance Plan
USDA United States Department of Agriculture

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	2/1/2007	Initial Release
A	1/21/2010	Division Name Change. All references to Safety and Environmental Division (S&E) were changed to Medical and Environmental Management Division (MEMD).
B	11/30/10	Division Chief name Change. Table 2.1. Draft A dates moved up one month. Example (February would now be January) in order to comply with submission deadlines. All references to Recycling and Affirmative Procurement (RAP) changed to Recycling and Sustainable Acquisition (RSA) Data Call I dates changed.
C	11/13/2015	--Reference to the NASA Procedural Requirements (NPR) 8530.1 was updated to reflect the most current version, (NPR) 8530.1A. --Reference to EO 13514 was updated to EO 13693 --Record retention for RSA mailing templates and AP Waiver copies was updated to NRRS 8/23A3a --All references to Recycling and Affirmative Procurement (RAP) changed to Recycling and Sustainable Acquisition (RSA). --Updated purpose (P.1). --Changed data call reminder for fourth quarter to October 15 in Table 2.1 and 2.2. --Re-use Materials was added to Table 2.3. Re-use materials data will capture chemicals and materials that have been redistributed on Center via the Chemical Re-use Center and Freecycle programs. --Updated Table 2.4 to include new POCs and data types. --References to updating EMS with data were removed, all data is reported to and stored in NETS. --Added Affirmative Procurement or Sustainable Acquisition to Definitions. (Appendix A)
D	1/31/2017	Updated WI to reflect changes to NPR 8530.1, version B release. Responsibilities were changed, data call name changed, and Affirmative Procurement term has been removed. (P.1, P.3, P.4, P.7, P.8, P.9, 1.0, 2.0, 2.1, 3.0, Appendix A and Appendix B) Removed references to Sustainable Acquisition Program Manager and updated MEMD role in accordance with changes in responsibility. (1.0) Changed title of document from "Recycling and Sustainable Acquisition Data Management" to "Sustainable Acquisition Data Management". Deleted Section 2.5, RSA Waivers. All contract sustainability requirements and waivers are the responsibility of the Center's Procurement Management

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 205-WI-8500.1.4E
EFFECTIVE DATE: 04/11/18
EXPIRATION DATE: 04/11/23

		<p>Division and not a function of sustainable acquisition data management and are no longer an MEMD responsibility.</p> <p>Updated P.8, Records to remove templates as a record and waivers as a record. Added “Responses to Sustainable Acquisition Data Call” as the record.</p> <p>Clarified data compilation. (2.3)</p> <p>Updated WI template.</p>
E	04/11/18	<p>Changed document title from <i>Sustainable Acquisition Data Management to Recycling and Sustainable Acquisition Data Management.</i></p> <p>P.2 – Simplified purpose to omit unnecessary terminology and references.</p> <p>P.3 – Reorganized hierarchy of references. Updated references: removed NPR for EMS and added GPD for Environmental Policy and Program Management.</p> <p>P.8 – Updated record title to reflect data call report title.</p> <p>1. – Reworded method summary entirely. Removed NPR reference which only delegates sustainable acquisition data and doesn’t address solid waste management data. Tied in GPD policy to following EO and how data calls are used to achieving agency goals.</p> <p>2. – Changed data descriptions and titles to coordinate with other edits. Deleted sentences that were repeated from section 1. Retitled tables 2.1, 2.2, and 2.3 to match current terminology.</p> <p>Table 2.3 – Completely revised to match NETs Report format. Moved table up to section 2.0.</p> <p>2.1 – Formatted second sentence as a bulleted list.</p> <p>Table 2.4 – Changed Affirmative Procurement to Sustainable Acquisition, and Waste to Solid Waste.</p> <p>2.2 – Changed shall to will.</p> <p>2.3 – Changed templates to responses in the second sentence and inserted records in last sentence.</p> <p>2.4 – Added “in status updates” to end of section.</p> <p>3. – Added “recycling and” in front of sustainable acquisition.</p> <p>Appendix A – Added “green purchasing” to sustainable acquisition and modified definition. Added definitions for solid waste and solid waste diversion.</p> <p>Appendix B – Removed CPG and OMB. Added GPD.</p>