Recovered Materials Determination Form (RMDF)
User's Guide

1. PURPOSE OF FORM. The "Recovered Materials Determination Form" (RMDF) is used to clearly identify items listed in the Comprehensive Procurement Guidelines (CPG) that are included in a procurement action, require the consideration of energy efficiency and environmentally preferable purchasing (EPP) for the procurement action, and document the use of applicable exemptions taken for the CPG items identified.

2. APPLICABILITY. The RMDF applies to all procurement actions (other than GPC purchases) that include items that are listed in the CPG, biobased, Energy Star®, or FEMP Low Standby Power programs.

3. INTENT FOR USE.

a. Contractors and CE Operations shop personnel (for in-house job and work orders regardless of project cost) will be responsible for completing an RMDF if any of the mandatory EPP items are required. For CPG items where exemptions are identified during project/contract performance, an amended RMDF must be completed documenting the exemption.

b. If the procurement action does not include any CPG, biobased, Energy Star®, or FEMP Low Standby Power items, complete the GPP Statement instead.

4. FILING PROCEDURE. If applicable, the RMDF and any amended RMDFs will be included in the purchasing or contracting file. Contracting is responsible for ensuring that either a Green Procurement Statement or RMDF (and any amended RMDFs) is included in contracting files.

5. SIGNER. The Recovered Materials Determination Form can be signed by any person who has technical knowledge of the products or services being purchased. For service and construction contracts, the signer should have general knowledge of the products that will be purchased by the contractor to complete the job. It is the signer's responsibility to check the mandatory purchase lists and determine if any of those products will be purchased.

6. INSTRUCTIONS. This form is to be completed when EPA-designated items included in the Green Procurement Program for Recovered Materials are being procured from outside vendors. For questions on whether the product counts as "EPA-designated" or what the required recycled content is, refer to product descriptions on EPA's website at **www.epa.gov/cpg/products**. For USDA designated items, refer to the website at **http://www.biopreferred.gov/?SMSESSION=NO**. For Energy Star items, refer to the website at **www.energystar.gov/products** . For FEMP items, refer to the website at **http://oahu.lbl.gov**. The completed form becomes part of the contracting office contract file.

Recovered Materials Determination Form

Project No._____

The EPA-designated items being procured are:

Construction Products

____ Building insulation products
____ Polyester carpet
____ Carpet cushion
Cement and concrete containing:
____ Coal fly ash
____ Ground granulated blast furnace slag
____ Cenospheres
____ Silica fume
____ Consolidated and reprocessed latex paint
____ Floor tiles
____ Flowable fill
____ Laminated paperboard
____ Modular threshold ramps
____ Nonpressure pipe
____ Patio blocks
____ Railroad grade crossing surfaces
____ Roofing materials
____ Shower and restroom dividers/partitions
____ Structural fiberboard

Landscaping Products

____ Compost and fertilizer made from recovered organic materials
____ Garden and soaker hoses
____ Hydraulic mulch
____ Lawn and garden edging
____ Plastic lumber landscaping timbers and posts

Nonpaper Office Products

____ Binders, clipboards, file folders, clip portfolios, and presentation folders
____ Office furniture
____ Office recycling containers
____ Office waste receptacles
____ Plastic desktop accessories
____ Plastic envelopes
____ Plastic trash bags
____ Printer ribbons
Toner cartridges

Paper and Paper Products

____ Commercial/industrial sanitary tissue products
____ Miscellaneous papers
____ Newsprint
____ Paperboard and packaging products
____ Printing and writing papers

Park and Recreation Products

____ Park benches and picnic tables
____ Plastic fencing
____ Playground equipment
____ Playground surfaces
____ Running tracks

Transportation Products

____ Channelizers
____ Delineators
____ Flexible delineators
____ Parking stops
____ Traffic barricades
____ Traffic cones

Vehicular Products

____ Engine coolants
____ Rebuilt vehicular parts
____ Re-refined lubricating oils
____ Retread tires

Miscellaneous Products

____ Awards and plaques
____ Bike racks
____ Blasting grit
____ Industrial drums
____ Manual-grade strapping
____ Mats
____ Pallets
____ Signage
____ Sorbents

The USDA-designated biobased items being procured are:

Construction and Industrial

- ____ Carpets
- ____ Chain and cable lubricants
- ____ Composite panels:
  - ____ Acoustical
  - ____ Interior panels
  - ____ Plastic lumber
  - ____ Structural interior panels
  - ____ Structural wall panels
- ____ Concrete and asphalt release fluids
- ____ Expanded polystyrene foam recycling products
- ____ Forming lubricants
- ____ Fluid-Filled transformers:
  - ____ Synthetic ester-based
  - ____ Vegetable oil-based
- ____ Hydraulic fluids:
  - ____ Mobile equipment
  - ____ Stationary equipment
- ____ Industrial cleaners
- ____ Metalworking fluids:
  - ____ General purpose soluble, semi-synthetic, and synthetic oils
  - ____ High performance soluble, semi-synthetic, and synthetic oils
  - ____ Straight oils
- ____ Parts wash solution
- ____ Plastic insulating foam for residential and commercial construction
- ____ Roof coatings
- ____ Water tank coatings
- ____ Wood and concrete sealers:
  - ____ Membrane concrete sealers
  - ____ Penetrating liquids

Miscellaneous

- ____ Bedding, bed linens, and towels
- ____ Firearm lubricants
- ____ Hand cleaners
- ____ Hand sanitizers
- ____ Lip care products
- ____ Topical pain relief products

Facility Operations and Maintenance

- ____ 2-Cycle engine oils
- ____ Corrosion preventatives
- ____ Diesel fuel additives
- ____ Dust suppressants
- ____ Fertilizers
- ____ Gear lubricants
- ____ General purpose de-icers
- ____ Greases:
  - ____ Food grade
  - ____ Multipurpose
  - ____ Other
  - ____ Rail truck
  - ____ Track
- ____ Heat transfer fluids
- ____ Ink removers and cleaners
- ____ Mulch and compost materials
- ____ Multipurpose lubricants
- ____ Penetrating lubricants
- ____ Sorbents
- ____ Turbine drip oils

Janitorial

- ____ Adhesive and mastic removers
- ____ Bathroom and spa cleaners
- ____ Carpet and upholstery cleaners:
  - ____ General purpose
  - ____ Spot removers
- ____ Floor strippers
- ____ General purpose household cleaners
- ____ Glass cleaners
- ____ Graffiti and grease removers
- ____ Laundry products:
  - ____ General purpose
  - ____ Pretreatment/spot removers
- ____ Multipurpose cleaners
- ____ Trash bags/can liners (films):
  - ____ Non-durable
  - ____ Semi-durable

Food Service

- ____ Disposable containers
- ____ Disposable cutlery
- ____ Disposable tableware
- ____ Food Cleaners

The Energy Star products being procured are:

Building Products

____ Seal and insulate
____ Roof products
____ Windows, doors, and skylights

Commercial Appliances

____ Commercial clothes washers
____ Vending machines
____ Water coolers

Commercial Food Service Equipment

____ Commercial kitchen package
____ Commercial dishwashers
____ Commercial fryers
____ Commercial griddles
____ Commercial hot food holding cabinets
____ Commercial ice machines
____ Commercial ovens
____ Commercial refrigerators and freezers
____ Commercial steam cookers

Computers and Electronics

____ Audio/Video
____ Battery chargers
____ Computers
____ Displays
____ Enterprise servers
____ External power adapters
____ Imaging equipment
____ Televisions

Heating and Cooling

____ Air conditioning, central
____ Boilers
____ Fans, ventilating
____ Heat pumps, geothermal
____ Light commercial heating and cooling

Lighting

____ Commercial LED lighting
____ Light bulbs (CFLs)
____ Light Fixtures
____ LED light bulbs

Plumbing

____ Water heater, gas condensing
____ Water heater, heat pump
____ Water heater, high efficiency gas storage
____ Water heater, solar
____ Water heater, whole home gas tankless

The Federal Energy Management Program Low Standby Power products being procured are:

- ____ Audio products
- ____ Cell phone
- ____ Computer monitor
- ____ Copier
- ____ Cordless phone
- ____ Desktop computer
- ____ Docking station
- ____ DVD player
- ____ External disk drive
- ____ Fax
- ____ Laptop computer
- ____ Microwave
- ____ Multifunction device
- ____ Multimedia projectors
- ____ FPDA holder and charger
- ____ Printer
- ____ Room air conditioner
- ____ Scanner
- ____ Telephone answering machine
- ____ TV
- ____ TV/VCR/DVD combinations

Recovered Materials Procurement Determination

____ EPA recycled-content requirements have been met for this procurement action.

****** OR *******

____ The following EPA designated guideline item is included in the specifications for project number _____, however, compliance with EPA standards is not attainable.

Item(s): _____

I have determined that the EPA guidelines were considered and determined inapplicable, based on the following:

____ Item is not available within a reasonable period of time.

Need date:_____ Date available: _____

____ Item fails to meet a performance standard in the specifications.

Describe the standard and why it is needed:_____

_____

_____

Describe how the guideline item fails to meet the standard: _____

_____

_____

____ Item is not available from 2 or more sources.

Market research was performed by calling _____ (insert number) vendors, but only _____ (enter name) was able to supply the item.

____ Item was only available at an unreasonable price (i.e., recycled item is more expensive).

Price of recycled item: _____

Price of non-recycled item: _____

This determination is made in accordance with FAR 23.405(c).

_____ _____ Approve _____ Disapprove

Civil Engineering Recommendation

_____ _____

Signature of Contracting Officer Date