

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
(Based on JSC – STD – 123)

1. DRD Title Environmental and Energy Consuming Product Compliance Reports	2. Version 09/25/2013	3. DRL No. 12	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Used to complete JSC's required annual report to NASA HQ on affirmative procurement, waste reduction, energy efficient product procurement, and ozone depleting substances.			6. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> S&MA
6. References		8. Interrelationships (<i>e.g. with other DRDs</i>)	

A. SCOPE:

Used to complete JSC's required annual report to NASA HQ on affirmative procurement, waste reduction, energy efficient product procurement, and ozone depleting substances.

B. CONTENT:

For Section I and III, where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.

For Section IV, if the Contractor does not purchase, own, operate, maintain, or repair ODS equipment on-site ; or does not store, purchase or use ODS chemicals, the report shall be a statement to that effect.

Fiscal year is the Federal Government fiscal year and is defined as October 1 through September 30.

I. Annual Affirmative Procurement Report

The Contractor shall track and report each December 1 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:

- a) The total amount of each item purchased during the previous fiscal year in \$,
- b) The total amount of each listed item purchased during the previous fiscal year that contained at least the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- c) The total amount of each listed item purchased during the previous fiscal year that contained some recycled content or biobased content but less than the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- d) The number of waivers and the name of the item each waiver was requested for submitted to the Environmental Office during the previous fiscal year,
- e) The total amount purchased for each waived item during the previous fiscal year in \$, and
- f) A narrative explanation of constraints for purchasing each item that did not meet affirmative procurement or biobased content requirements during the previous fiscal year.

II. Waste Reduction Activity Report

The Contractor shall track and report each December 1 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means preventing or

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decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. This may be done through recycling* or waste prevention**. This may be accomplished through source reduction and/or by increasing reuse and recycling of items that would normally go to the landfill (trash). The information will be included in JSC's annual report to NASA HQ on waste reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

* Recycling means the 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 forms of raw materials in the manufacture of products other than fuel for producing heat or power by combustion.

**Waste prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

III. Annual Energy Efficiency Product Procurement Report

The Contractor shall report to the JSC Energy Manager, on December 1 of each year, information on purchases of energy consuming products made by the Contractor (including subcontracts) beginning upon contract start. This includes the purchase of premium efficiency motors and efficiency lighting covered by the Energy Policy Act of 2005.

The report shall provide the following:

- a) A list of all energy consuming products purchased during the previous fiscal year.
- b) The total purchase cost of each item on the list.
- c) A designation of which items were Energy Star or Federal Energy Management Program (FEMP)-sanctioned.
- d) For each Energy Star or FEMP-sanctioned product purchased, provide:
 - i. The simple payback value as determined by the Contractor's life cycle cost analysis.
 - ii. The annual savings in dollars and BTUs due to the purchase of the item
- e) Metrics which show the effectiveness of the Contractor's purchases
 - i. Percentage of purchased products that are Energy Star and FEMP-sanctioned against the total number of energy consuming products purchased.
 - ii. Total dollar value of the purchased products that are Energy Star and FEMP-sanctioned against the total dollar value of all energy consuming products purchased.

IV. Ozone Depleting Substances (ODS) Reports

The Contractor shall track and report each December 1 to the JSC Environmental Office the following information for the previous fiscal year related to ODS equipment that the Contractor purchases, owns, operates, maintains, or repairs on-site:

- a) A list of the names of all EPA-Certified service technicians employed and their certification dates
- b) A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration
- c) A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including

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- i. any identifying equipment numbers
 - ii. the location of the equipment (building/room)
 - iii. the owning organization or contract name and number
 - iv. a narrative description of the equipment.
 - v. refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.
- d) For each ODS chemical stored, purchased or used, track and report each December 1 for the previous fiscal year:
- i. ODS Chemical Name;
 - ii. Quantity stored (pounds);
 - iii. Quantity purchased (pounds); and
 - iv. Quantity used (pounds).

C. FORMAT:

Contractor's format is acceptable but must include the content listed above. The reports shall be delivered in native format and be compatible with JSC standard software loads.

D. MAINTENANCE:

Revisions to this DRD shall be incorporated by change page or complete reissue.

E. SUBMISSION AND DISTRIBUTION:

Submission and distribution shall be in accordance with Attachment J-01, Data Requirements List.