

MarkeTips

Volume 21, Number 2
March/April 2008

An aerial photograph of a rugged coastline. The land is covered in vibrant green grass and shrubs, with steep, rocky cliffs dropping down to a dark blue ocean. The water is a deep, rich blue, with white foam from waves crashing against the shore. The sky is a clear, pale blue.

The *Green* Principle

**GSA Fosters
Environmental
Responsibility**

**See our new
"Ask The Expert" Feature
Details Inside!**

inside this issue



Go Green with GSA

The Federal Green Initiative is a critical step in the effort to heal our planet. Federal agencies work to protect and enhance the environment every day through the actions they take and the programs they sponsor. We at GSA's Federal Acquisition Service supply our customers with best value products and services that meet their mission needs while also enabling them to address important environmental requirements. GSA accomplishes this by making available a vast array of products and professional services that minimize waste, conserve natural resources, and reduce or prevent pollution.

GSA offers thousands of products that have recycled content, conserve energy and/or water, or contain reduced pollutants. These products are highlighted in our catalogs and designated with special icons at our Web sites, GSA Global Supply (www.GSAGlobalSupply.gsa.gov) and GSA Advantage![®] (www.gsaadvantage.gov). Our environmental Web site (www.gsa.gov/enviro) is another valuable information resource that focuses on environmental product and service information, applicable laws, executive orders, and relevant regulations, and which has links to other agency sites and various environmental organizations.

GSA's Public Buildings Service adheres to strict environmental regulations and incorporates sustainable design principles in all of its building projects. Management of federal facilities using environmentally sound principles is another way GSA continues to be a responsible steward of the environment.

At GSA, we not only provide the federal community with quality products and services; we encourage and enable environmental compliance. GSA is proud to be a leader and participant in all of these very important Green initiatives, and we fully appreciate the need to pass it on! GSA wants to help agencies become environmentally efficient.

Take the first step. Contact GSA to Go Green!

Sincerely,

A handwritten signature in black ink that reads "James A. Williams". The signature is written in a cursive, flowing style.

James A. Williams
Commissioner
GSA's Federal Acquisition Service



One Country. One Mission. One Source.



America depends on you to get the job done — from defending the homeland to combating terrorism. Turn to GSA's new FAS for help accomplishing your mission. Whether your needs call for simple online product ordering or turnkey acquisition support services, we offer the most comprehensive range of innovative procurement solutions at the best value — all from one source.

When you need a trusted source for your solutions visit us at gsa.gov/atyour servicemilitary or call Customer Service Representative 1012 at **1-800-488-3111**



Federal Acquisition Service

MarkeTips

One Country. One Mission. One Source.

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On The Cover: Aerial View of Anacapa Island, Channel Islands National Park

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The *Green* Principle

C O N T E N T S

ASK THE EXPERT

GET ANSWERS TO YOUR QUESTIONS ABOUT GSA PROGRAMS!

This new feature is designed with you in mind – Just Email your questions to AskTheExpert@gsa.com. Your question and an answer may be included in the next edition of MarkeTips!

28 Ask the GSA Personal Property Management Expert

52 Ask the GSA Supply Requisitioning Expert

72 Ask the GSA Acquisition Expert

6 GO GREEN WITH GSA PROMOTING SUSTAINABILITY

How GSA strives to Go Green and can help customer agencies obtain goods and services in support of Executive Order 13423.

44 SYMBOLS OF ENVIRONMENTAL SUSTAINABILITY

SHOPPING FOR PRODUCTS AND EQUIPMENT ONLINE

A reference of the icons used to represent environmental attributes.

56 ECHOES OF GALAPAGOS CHANNEL ISLANDS NATIONAL PARK AND NORTH AMERICA'S OWN CRADLE OF EVOLUTION

Discover this little known national park and the importance of preserving its treasures. BY EMILY LEDUC

76 CHOOSE TO REUSE COMPUTERS FOR LEARNING

How to donate excess computers to schools.

93 GSA GLOBAL SUPPLY THE RELIABLE GOVERNMENT SOURCE FOR REQUISITIONING PRODUCTS

Go Green with GSA

Promoting Sustainability

GSA is working toward environmental management stewardship in every aspect of its mission; both in serving other agencies and in our own operation. From purchasing recycled paper and managing office waste, to buying renewable power and managing energy efficient buildings, GSA uses green solutions to operate efficiently. Federal agencies can access green products and services at GSA. Buying green is good for the environment and good for business.







GSA's environmental policy statement includes the following goals:

- Continuously strive to be the premier provider of healthy built environments for Federal employees;
- Continuously strive to prevent waste and pollution and adopt practices that minimize the effects of our operations on the natural environment;
- Maintain transparency by consulting with, listening to, and being responsive to our customers, employees, neighbors, public interest groups, and those who work with us;
- Work with others – our partners, contractors, and regulators – to help improve environmental, health and safety management of the real estate industry;
- Promote awareness of applicable environmental, health, and safety requirements on behalf of all persons carrying out GSA operations by providing training to GSA employees, and requiring contractors to demonstrate their employees have been sufficiently trained;
- Comply with all applicable environmental, health, and safety requirements;
- Implement and continually improve an environmental management framework based on an external standard; and
- Periodically recognize those in the organization who make significant contributions to improved environmental, health, and safety performance.

Update of Environmental Mandates: Green Purchasing Power

Executive Order (EO) 13423, *Strengthening Environmental, Energy, and Transportation Management*, was signed on January 24, 2007, making:

the policy of the United States that Federal agencies conduct their environmental, transportation, and energy-related activities under the law in support of their respective missions in an environmentally, economically, and fiscally sound, integrated, continuously improving, efficient, and sustainable manner.

Under EO 13423 and the related implementing instructions, agencies must develop Green Purchasing Plans (GPPs). The goal of a GPP is to define policy and procedures for implementing the components of the Federal Green Purchasing Program. Although created by various statutes, the goal of the components of EO 13423 is to use Federal purchasing power to develop, demonstrate the viability of, and sustain markets for products with specific energy or environmental attributes.

EO 13423 directs Federal agencies to purchase recycled content, energy efficient, water conserving, biobased, and environmentally preferable products, as well as alternative fuel vehicles, alternative fuels, electricity from renewable sources, and products with lesser or not toxic or hazardous constituents. This EO consolidated a series of Greening the Government EOs that were issued between 1998 and 2000 to make them current with changing public laws and green purchasing requirements. Following is a listing of the most current environmental EO mandates.

Alternative Fuel Vehicles

Energy Policy Act of 1992

Public Law 102-486 (October 24, 1992)

Requirements: 75 percent of a Federal agencies annual light-duty vehicle acquisitions in metropolitan statistical areas must be alternative fuel vehicles (AFVs).

www.eere.energy.gov/afdc

Energy Policy Act of 2005

Public Law 109-58 (August 8, 2005)

Requirements: Federal agencies must use alternative fuel 100 percent of the time in AFVs.

www.eere.energy.gov/afdc

Requirements: GSA Fleet must surcharge customer agencies for AFV incremental costs.

www.gsa.gov/afv

Biobased Products

Executive Order 13101

63 FR 49643 (September 14, 1998)

Requirements: Requires the USDA to publish a biobased products list.

www.biopreferred.gov

Farm Security and Rural Investment Act of 2002

Public Law 107-171 (May 13, 2002)

Requirements: Requires Federal agencies to procure biobased products where purchases exceed \$10,000 per fiscal year. Specifications for procurement must require the use of biobased products in the six designated item categories: mobile equipment, hydraulic fluids, biobased roof coatings, water tank coatings, diesel fuel additives, penetrating lubricants, and bedding, bed linens, and towels.

www.biopreferred.gov

Executive Order 13134

64 FR 44639 (August 16, 1999)

Requirements: Established the Advisory Committee on Biobased Products and Bioenergy, which is tasked with providing an assessment of the goals established by Federal agencies to promote biobased products and the effectiveness of programs designed to encourage adoption and use of biobased products.

www.ofee.gov/ea/archive/eo13134.pdf

Executive Order 13423

72 FR 3919 (January 24, 2007)

Requirements: Requires that Federal agencies acquire and use biobased goods and services.

www.ofee.gov

Energy Efficient Products

Energy Policy Act of 2005

Public Law 109-58 (August 8, 2005)

Requirements: Requires agencies to acquire Energy Star and Federal Energy Management Program (FEMP) designated products and incorporate these requirements into their specifications. GSA and DLA must supply only Energy Star products or products that meet FEMP efficiency recommendations. Also, GSA and DLA must clearly identify and prominently display such products in catalogs.

www.eere.energy.gov/femp

Executive Order 13123

64 FR 30851 (June 3, 1999)

Requirements: Requires agencies to acquire Energy Star and Federal Energy Management Program (FEMP) designated products and incorporate these requirements into their specifications.

www.energystar.gov

Executive Order 13221

66 FR 40571 (July 31, 2001)

Requirements: When purchasing commercially available, off-the-shelf products that use external standby power devices, agencies are required to purchase products that use no more than one watt in their standby power consuming mode.

www.eere.energy.gov/femp/procurement/cep_standby_power.html

Executive Order 13423

72 FR 3919 (January 24, 2007)

Requirements: Requires that Federal agencies acquire and use energy-efficient goods and services.

Requirements: Agencies must acquire electronic products that meet at least 95 percent of the Electronic Product Assessment Tool (EPEAT) requirements, unless there is no EPEAT standard for the product.

Requirements: Agencies must enable Energy Star features on computers and monitors.

www.ofee.gov

Environmentally Preferable Products

Executive Order 13101

63 FR 49643 (September 14, 1998)

Requirements: Requires Federal agencies purchase environmentally preferable products.

www.epa.gov/epp

Executive Order 13423

72 FR 3919 (January 24, 2007)

Requirements: Requires Federal agencies acquire and use environmentally preferable goods and services.

www.ofee.gov

Non-Ozone Depleting Substance

Clean Air Act

Public Law 101-549 (November 15, 1990)

Requirements: Section 608 requires the EPA to promulgate regulations establishing standards and requirements regarding the use and disposal of class I and II substances during the service, repair, or disposal of appliances and industrial process refrigeration.

www.epa.gov/ozone/ods.html

Executive Order 13148

65 FR 24595 (April 21, 2000)

Requirements: Sec. 206 requires Federal agencies to develop a plan to phase out the procurement of Class I ozone-depleting substances for all nonexcepted uses by December 31, 2010.

www.epa.gov/ozone/ods.html

Petroleum Reduction

Executive Order 13149

65 FR 24607 (April 21, 2000)

Requirements: Reduce petroleum consumption 20 percent from 1999 consumption levels by 2005 and maintain thereafter.

Requirements: Increase average fleet fuel efficiency 3 miles per gallon from 1999 efficiency level by 2005 and maintain thereafter.

www.eere.energy.gov/vehiclesandfuels/epact/pdfs/EO13149.pdf

Executive Order 13423

72 FR 3919 (January 24, 2007)

Requirements: Reduce agency fleet's total consumption of petroleum products by 2 percent annually from FY 2005 consumption levels through the end of FY 2015.

Requirements: Increase the agency's total non-petroleum based fuel consumption 10 percent annually from FY 2005 consumption levels through the end of FY 2015.

Requirements: Use plug-in hybrid vehicles (PIHV) when PIHVs are commercially available at a cost reasonably comparable on the basis of life-cycle cost to non-PIHVs.

www.ofee.gov

Priority Chemicals

Executive Order 13148

65 FR 24595 (April 21, 2000)

Requirements: Each agency shall reduce its reported Toxic Release Inventory (TRI) releases and off-site transfers of toxic chemicals for treatment and disposal by 10 percent annually, or by 40 percent overall by December 31, 2006. Each agency shall reduce its use of selected toxic chemicals, hazardous substances, and pollutants, or its generation of hazardous and radioactive waste types at its facilities by 50 percent by December 31, 2006.

www.ofee.gov/eo/archive/eo_archive.asp

Executive Order 13423

72 FR 3919 (January 24, 2007)

Requirements: Agencies must reduce the quantity of toxic and hazardous chemicals and materials acquired.

www.ofee.gov

Recycled Content Products

Executive Order 13101

63 FR 49643 (September 14, 1998)

Requirements: Purchase recycled content and other environmentally preferable products. Recycled paper post-consumer content is set at 30 percent. All agencies must create an affirmative procurement plan (APP) for recycling. It also requires EPA to establish Comprehensive Procurement Guidelines (CPG). GSA is required to include environmental and recycling provisions in its buildings program.

www.epa.gov/cpg

Resource Conservation and Recovery Act

Public Law 94-580 (October 21, 1976)

Requirements: Section 6002 directs EPA to designate items that are or can be produced with recovered materials and to recommend practices for buying these items. Section 6002 also requires procuring agencies to establish affirmative procurement programs for designated items.

www.epa.gov/cpg

Executive Order 13423

72 FR 3919 (January 24, 2007)

Requirements: Requires agencies to acquire goods and services that have recycled-content properties and use paper of at least 30 percent post-consumer fiber content.

www.ofee.gov

GSA, the Public Building Service

The GSA Public Building Service is the largest public real estate organization in the country. PBS has an inventory of over 342 million square feet of workspace for 1.1 million federal employees in 2,100 American communities. In support of their mission, GSA PBS manages the design, construction, operation, maintenance, and disposal of over 1,500 government-owned real estate properties. GSA PBS's environmental goal is to eliminate all damage to the environment resulting from its operations. The challenge is to achieve this goal while continuing to provide superior workplaces for a million federal employees across the United States.

GSA PBS has many processes and safeguards in place to meet its environmental responsibilities as the largest public property manager. The responsibilities take place all through the life cycle of a building.

During the site design phase, GSA PBS evaluates plans in reference to the National Environmental Policy Act of 1969 (NEPA), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), and the National Historic Preservation Act of 1966 (NHPA) as well as the EO mentioned earlier.

Additionally, the concept of a "green building" is now widely accepted as a best practice with rating systems in many countries. In the United States, the rating system is Leadership in Energy and Environmental Design (LEED®) Green Building Rating System of the U.S. Green Building Council. Sustainable design seeks to reduce negative impacts on the environment, and the health and comfort of building occupants, thereby improving building performance. The basic objectives of sustainability are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments. Utilizing a sustainable design philosophy encourages decisions at each phase of the process that will reduce negative impacts on the environment and the health of the occupants, without compromising the bottom line.

During the construction phase, issues involving air emissions, chemical energy, natural resource use, fuel consumption, land changes, noise, solid waste generation, and storm water run off are managed.

During the move in phase, selections of fixtures, equipment, and furniture are made choosing those with the least environmental impacts.

During the operations and maintenance phase, managers are concerned about chemical, energy, natural resource use, hazardous material use and disposal, indoor air quality, noise, solid waste generation, and water uses.

Of special note is the Energy and Water Management program for utility use and cost administration in all GSA managed buildings nationwide.

The program's staff reviews and processes approximately 5,500 utility bills monthly, the total cost of which is over \$250,000,000 annually. Customer



agencies rely on GSA to procure utilities that are both cost-effective and environmentally responsible. The requirement for emergency conservation plans is contained in Title 10, Code of Federal Regulations, Part 436, Subpart F, Paragraph 436.105. Many federal facilities already realize the financial benefits of planning for electrical load reductions and have excellent plans in place. The experience gained by these facilities forms the basis of this federal-wide plan to be implemented by all federal facilities in support of local electrical use reduction efforts. Individual facility plans should be customized to site specific conditions.

GSA managed facilities have achieved an overall energy reduction of nearly 20 percent against the 1985 baseline. Although noteworthy, a great deal of work remains and plenty of energy-saving opportunities still exist. The current energy reduction target in GSA buildings is 35 percent by 2010 against the 1985 baseline.

During the building transfer phase, GSA PBS resolves issues related to NEPA, CERCLA, storage tanks, asbestos, lead, PCBs, floodplains, wetlands, and coastal zone management.

Abundant natural light combined with a computer controlled HVAC system and lights, a green roof, and innovative storm water management make this GSA project for NOAA eligible for a gold rating under the LEED system.





GSA Multiple Award Schedules (MAS) Offer Vendors with Environmental Expertise

Using GSA MAS 899, Environmental Services, to promote Electronic Stewardship

Electronics Stewardship is a major provision of EO 13423 and addresses electronics recycling, calling on each agency to “seek to reduce” the environmental impact of how they purchase, use, and dispose of electronics. Since the federal government spends approximately \$60 Billion annually on

IT-related purchases, the impact on the environment can be significant if proper disposal techniques are not used.

Obsolete electronics are quickly becoming the world’s most voluminous waste problem. Electronic components are comprised of a variety of valuable resources including metals (some precious), engineered plastics, glass, and other materials, which require energy to obtain and produce. Re-useable components in many electronic products can be easily harvested and utilized in other applications.

Discarding this equipment without using these parts and materials to their full potential is harmful to the environment when energy and resources are spent producing the same or similar components using virgin materials. Many electronic components contain hazardous or toxic substances including mercury, cadmium, chromium, and some types of flame retardants in amounts that can be harmful and are deemed hazardous by federal law. The glass screens, or CRTs, in computer monitors and televisions can contain as much as 27 percent lead. Electronic products are the leading source of heavy

metal contamination in the solid waste stream. This could result in potential environmental risks, if these items are not disposed of properly.

Through GSA’s Schedule 899, SIN 899-5, Reclamation, Recycling and Disposal Services, contractors can provide waste management and recycling for batteries, electronic equipment and parts, and Cathode Ray Tubes (CRTs). Environmental contractors can also assist with pollution minimization or prevention initiatives including reuse assessments and inventory control.

GSA MAS 03FAC, Facilities Maintenance, Offering a Variety of Energy Management Solutions

As part of the GSA MAS 03FAC, Facilities Maintenance, GSA offers access to contractors who provide services to reduce and manage energy consumption. The services include Energy Management Program Support and Energy Audits. To read more about these services, see the article [Save Your Energy](#) on page 70.

Using GSA MAS 899, Environmental Services for Environmental Management Systems (EMS)

EO 13423 calls for more widespread use of a management system to assist in the identification, tracking, and prioritization of environmental issues and their impacts. EMSs are based on continuous improvement, prevention of pollution, and commitment to compliance. Once an EMS is implemented, the expectation is that senior management at each agency will review their system at least annually.

GSA MAS has contractors on Schedule that allow governmental organizations to move beyond just “compliance”. Contractors on GSA Schedule 899, Environmental Services can also conduct audits on your current EMS systems or assist you with creating audit procedures. Through GSA MAS 899, SIN 899-2, Environmental Compliance Services, an EMS can be designed and implemented incorporating five common elements: policy, planning, implementation and operation, checking and corrective action, and senior management review. The EMS can be tailored to meet the specific requirements of each client's organization. The goal is to implement EMS in at least 2,500 federal operations by 2010, which would be 1,000 more than today.

GSA, A Source for Alternative Fuel Vehicles

EPACT of 1992 and 2005 require the procurement of alternative fuel vehicles (AFVs) and the use of alternative fuel in such vehicles. EPACT applies to Federal fleets of 20 or more vehicles located in Metropolitan Statistical Areas (MSAs) that are capable of being centrally fueled. Exempt from the mandate are law enforcement vehicles, emergency vehicles, vehicles used directly for emergency repair of transmission lines and electricity service following power outages, nonroad vehicles, medium duty vehicles, and heavy duty vehicles. EPACT mandates Federal agencies to acquire at least 75 percent of their annual light duty vehicle (Gross Vehicle Weight Rating of less than 8,500 pounds) acquisitions as AFVs. In addition, EPA designated re-refined oil, retread tires, reclaimed engine coolant or engine coolant recycling, and reclaimed or rebuilt auto parts.

EO 13423 requires agencies to implement sustainable practices to reduce petroleum consumption and increase average fleet fuel economy. Federal agencies maintaining fleets of at least 20 vehicles are required to reduce their annual petroleum consumption by at least 2 percent annually through the end of FY 2015 compared with FY 2005 petroleum consumption levels. Federal agency fleets are also required to increase their total non-petroleum-based fuel consumption by 10 percent annually as compared with



FY 2005 consumption levels. EO 13423 also requires agencies to use plug-in hybrid vehicles (PIHVs) when PIHVs are commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non-PIHVs.

There are a number of different AFV fuel system configurations: Hybrid electric vehicles are currently not considered AFVs by EPACT.

Dedicated AFVs – These vehicles have one fuel system that operates only on the alternative fuel.

Examples: compressed natural gas (CNG) or electric.

Bi-Fuel AFVs – These vehicles have two separate fuel systems; one for the alternative fuel and one for gasoline. *Examples: CNG/Gasoline and Liquid Propane Gas (LPG)/Gasoline.*

Flex-Fuel AFVs – These vehicles have one fuel system that can operate on either the alternative fuel, gasoline, or any combination of the two up to 85 percent of the alternative fuel. *Examples: Ethanol (E85) and Methanol (M85).*

There are three methods to acquire AFVs:

GSA AutoChoice

AFVs are available for purchase through GSA Automotive's internet based vehicle buying program called "AutoChoice". This program permits eligible users to select vehicles and optional equipment and make side by side comparisons and transmit orders directly to a contractor. In addition, customers can compare fuel economy ratings between models, select colors, dealers to receive and prep vehicles and view order status. For additional information on how to purchase AFVs, visit the GSA AutoChoice Web site at www.gsa.gov/autochoice.

GSA Fleet

GSA Fleet has been leasing quality AFVs to the federal community since 1991. Currently, GSA Fleet has over 70,000 AFVs in its inventory, making it one of the largest AFV fleets in the United States. To learn more about leasing an AFV, visit www.gsa.gov/afv.

GSA MAS

GSA MAS 751, Leasing of Automobiles and Light Trucks offers commercial leasing of sedans and light trucks, including SUVs and minivans, which allows agencies to fill their short term leasing needs. All vehicles offered are current model year vehicles. Government agencies can order directly from **leasing vendors** through *GSA Advantage!*[®].

Remember to request an AFV when ordering since non-AFVs are also available to purchase or lease.



Requisition or Acquisition a Full Slate of Green Products Easily

EO 13423 establishes or updates standards for environmentally sustainable practices. This includes defining the use of several categories of green products like Recycled Content Products, Energy Star® and Energy Efficient Products, Biobased Products, Environmentally Preferable Products (EPPs), Non-Ozone Depleting Substances, and Priority Chemicals.

Products that meet and are consistent with the category goals listed above can be requisitioned from GSA Global Supply or acquisitioned from GSA MAS vendors. See the articles on page 44 about how to requisition or acquisition Green Products from GSA online.

A brief description of each environmental category is listed below:

Recycled Content Products are specified by the Environmental Protection Agency (EPA) as Comprehensive Procurement Guideline (CPG) items and their associated Recovered Materials Advisory Notices (RMANs). For more information please visit: www.gsa.gov/recycledproducts.

EO 13423 addresses standards for sustainable environmental practices including the acquisition of products and services that have recycled content.

Currently, EPA has designated more than 60 items in the following eight product categories:

1. Construction Products
2. Landscaping Products
3. Non-Paper Office Products
4. Paper and Paper Products
5. Park and Recreation Products

6. Transportation Products
7. Vehicular Products
8. Miscellaneous Products

EO 13423 maintains the requirement that agencies use paper containing at least 30 percent post consumer fiber. Cost-effective waste prevention and recycling programs must be maintained in agency facilities. Typical recycled items purchased by Federal agencies are: paper and non-paper office products, concrete for building construction, traffic control devices, and park benches and picnic tables.

Energy Star® and Energy Efficient Products are specified by the EPA and the Department of Energy (DOE) as energy-efficient under the Energy Star® program or specified by the DOE Federal Energy Management Program (FEMP) as energy-efficient under its Energy Efficiency Recommendations and Low Standby program. For more information, please visit: www.gsa.gov/ceproducts.

GSA and the Defense Logistics Agency (DLA) are required to clearly identify and prominently display Energy





Star® and FEMP products in paper and online catalogs. Additionally, GSA and DLA are only allowed to supply Energy Star® and FEMP products for all product categories covered by the Energy Star® or FEMP programs, except when:

- Ordering activity specifies in writing that no Energy Star® or FEMP product is available to meet the purchaser's functional requirements; or
- No Energy Star® or FEMP product is cost-effective for the intended application over the life of the products, taking energy cost savings into account; or
- The product is purchased for combat or combat-related missions. This exemption would normally be limited to military-unique equipment for which commercial off-the-shelf products may not be suitable.

Federal agencies are required to procure only Energy Star® qualified and FEMP designated products. This applies to all energy consuming products and equipment purchased through any acquisition vehicle. Any credit card purchase involving energy consuming products and purchases must also adhere to these requirements.

The EPA and GSA have also partnered to increase the availability and use of EPEAT compliant Information Technology (IT) products. The EPEAT program evaluates IT products on 51 environmental criteria. Based on the number of criteria a product meets, a manufacturer can register the product as a bronze, silver, or gold EPEAT product.

EPEAT also evaluates products based on biobased content and recycling attributes. These attributes are discussed in their respective sections. For more information, visit the EPEAT Web site at www.epeat.net.

Biobased Products are specified by the U.S. Department of Agriculture (USDA). For more information, please visit: www.biopreferred.gov.

Federal agencies are required to give preference to biobased products in the USDA designated item categories. The USDA published a list of designated items in 2006 and plans to add more items to the list over the next few years. Specifications for procurement must require the use of biobased products in the six designated item categories.

Designated Biobased Item	Minimum Biobased Content Required
Bedding, Bed Linens, and Towels*	59%
Diesel Fuel Additives	20%
Hydraulic Fluids	44%
Penetrating Lubricants	12%
Roof Coatings	68%
Water Tank Coatings*	90%

**Effective 11/20/2007.*



Environmentally Preferable Products (EPPs) are described by the EPA's five guiding environmentally preferable principles. For more information, please visit www.epa.gov/epp.

EPPs are items which have more than one environmental attribute characteristic. For example, a product that is both Energy Star compliant and biobased is considered an EPP. It is left to the ordering activity's discretion to determine which attributes take priority.

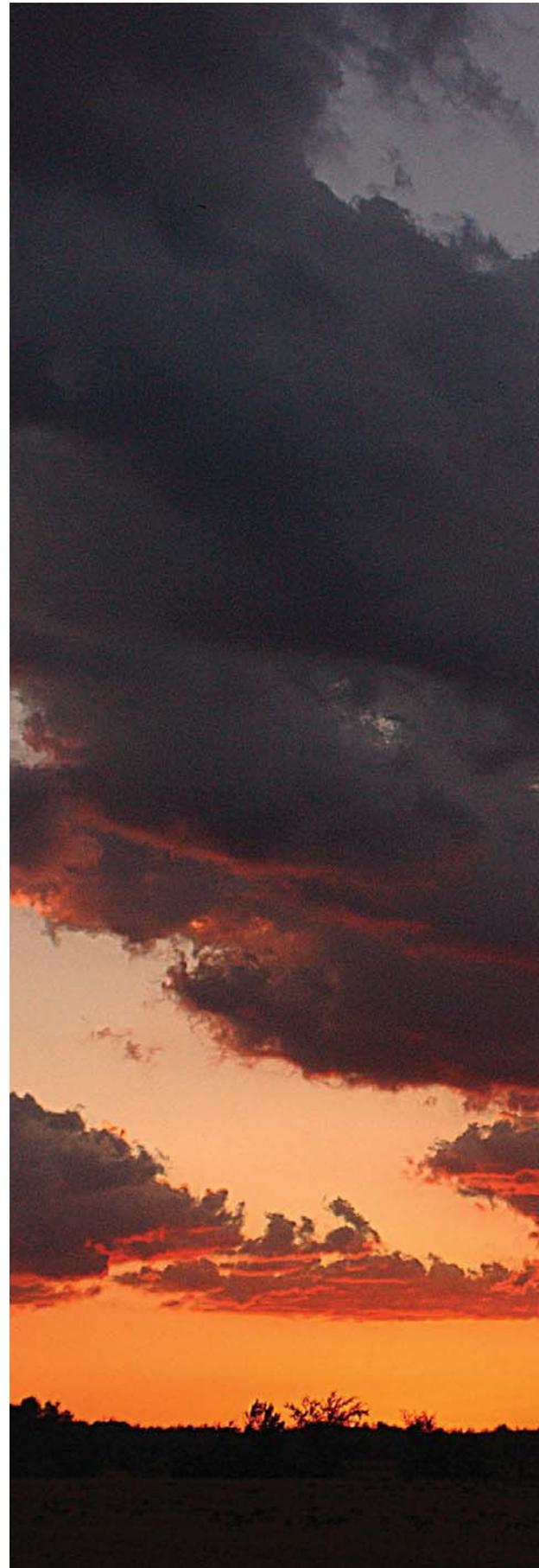
The EPA issued five guiding principles for EPP:

- Include environmental considerations as part of the normal purchasing process;
- Emphasize pollution prevention early in the purchasing process;
- Examine multiple environmental attributes throughout a product's life cycle;
- Compare environmental impacts when selecting products; and
- Make purchasing decisions based on accurate and meaningful information about environmental performance of products and services.

Non-Ozone Depleting Substances are specified by the EPA as alternatives to Class I ozone depleting substances. For more information, please visit: www.epa.gov/ozone/ods.html.

The EO 13423 implementing instructions requires agencies to maximize the use of safe alternatives to ozone depleting substances, as approved by EPA's Significant New Alternative Policy (SNAP) program. The EPA created the SNAP to "evaluate and regulate substitutes for ozone-depleting chemicals being phased out under the stratospheric ozone protection provisions of the Clean Air Act." SNAP has listed substitutes for certain product categories.

Class I substances can be found in aerosols, foams, refrigerants, air conditioners, solvents, and fire extinguishers. Purchasing these products with substitute chemicals will ensure the agency is compliant with ODS requirements. A complete list of Class I substances is available on the EPA's Web site at www.epa.gov/ozone/ods.html.





Environmental Acronym Glossary

AFV – Alternative Fuel Vehicle

CERCLA – Comprehensive Environmental Response,
Compensation and Liability Act of 1980

CFC – Chlorofluorocarbons

CFR – Code of Federal Regulations

CNG – Compressed Natural Gas

CPG – Comprehensive Procurement Guidelines

CRT – Cathode Ray Tubes

CTC – Closing the Circle Awards

DLA – Defense Logistics Agency

EMS – Environmental Management Systems

EPACT – Energy Policy Act

EPEAT – Electronic Product Environmental Assessment Tool

EPP – Environmentally Preferable Product

FEC – Federal Electronic Challenge

FEMP – Federal Energy Management Program

FSRIA – Farm Security and Rural Investment Act of 2002

GPP – Green Purchasing Plan

GWAC – Government Wide Acquisition Contract

LEED® – Leadership in Energy and Environmental Design,
Green Building Rating System

NEPA – National Environmental Policy Act of 1966

NHPA – National Historic Preservation Act

ODS – Ozone Depleting Substance

OFEE – Office of the Federal Environmental Executive

PIHV – Plug-In Hybrid Vehicle

PCB – Polychlorinated Biphenyls

RCRA – Resource Conservation and Recovery Act

RMAN – Recovered Materials Advisory Notice

SNAP – Significant New Alternatives Policy

TRI – Toxic Release Inventory

Priority Chemicals are specified by the EPA for reduction within Federal agencies. For more information, please visit: www.epa.gov/rcc/priorities/chemical.htm.

The EPA's National Partnership for Environmental Priorities focuses efforts on reducing the use of these chemicals and recovering or recycling the chemicals when they cannot be eliminated or reduced. A complete list of the Priority Chemicals can be found at www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm.

The EO 13423 implementing instructions require each agency to develop written goals and support actions to identify and reduce the release and use of toxic and hazardous chemicals and materials, including toxic chemicals, hazardous substances, ozone-depleting substances, and other pollutants that may result in significant harm to human health and the environment.

GSA is proud to be a leader and participant in all these very important Green initiatives and fully appreciates the need to pass it on! GSA wants to help agencies become environmentally efficient. Take the first step, and contact GSA to go green.

To check out the 200,000 plus environmental items identified by icon, please visit:

GSA Global Supply
www.GSAGlobalsupply.gsa.gov

GSA Advantage!®
www.gsaadvantage.gov/environmental

For more information on GSA's Environmental efforts and offerings, please visit:

GSA's Environmental Web site
www.gsa.gov/enviro

GSA's Go Green Web site
www.gsa.gov/green





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Waste Not, Want Not

Do you know what really
upsets the environment?

Wastefulness. Every hour of every day millions of people discard items that are still usable and fill up landfills with tons and tons of trash in the process. People presumably throw out usable items because the items no longer meet their specific needs and disposal is the quickest and easiest option. It's hard for most people to make the connection that their wastefulness contributes to pollution.





executive agencies must, to the maximum extent practicable, fill requirements for personal property by using existing agency property or by obtaining excess property from other federal agencies in lieu of new procurements.

The federal government does not want to be wasteful. The government would rather use all their resources to the maximum extent practicable, and in doing so, serve as an example of how to be environmentally conscious. When a federal agency wants to get rid of excess property, they don't just dump it into a landfill. Instead, every possible attempt is made to find a way to reuse the property in other agencies within the federal government. This is where GSA's Personal Property Management Program comes in.

The Personal Property Management Program is authorized (by Section 121c of Title 40, United States Code) to prescribe policies to promote the maximum use of excess government personal property by executive agencies. The Federal Management Regulation (FMR), Title 41 of the Code of Federal Regulations (CFR) Part 102-36, further specifies that the program ensure that final disposition complies with applicable environmental, health, safety, and national security regulations. The FMR also states that excess property must be the first source of supply for federal agencies. This is specified in 41 CFR 102-36.35: All

This ensures that property already paid for with taxpayers' money is used to the fullest extent and lets agencies avoid the cost of new procurements. Reuse also helps protect the environment by keeping excess out of the pollution mainstream.

Federal agencies that have excess property must report the property to GSA. GSAXcess® (www.gsaxcess.gov) enables agencies to report property online. Once property is posted on GSAXcess®, other federal agencies can view the provided details (pictures, quantity, condition, etc.) and submit a request for transfer of the item as all transfers are documented on "Transfer Orders" during a 21-day screening period. If there are multiple requests, GSA determines the allocation based on the specific needs of the agencies. When a request is approved, the receiving agency is free to pick up the property from the holding agency. Normally, the only costs incurred during the process are the transportation and handling costs.

For more information on GSAXcess, please visit: www.gsa.gov/gsaxcess.

-
- Excess is the first source of supply (reference 41 CFR 102-36).
 - Reuse saves the government procurement dollars.
 - Reuse helps protect the environment by keeping excess out of the pollution mainstream.
-

If excess property is not requested by any federal agency, the property becomes “surplus” and can be donated to state agencies (in each state, territory, and the District of Columbia). Donation is enabled by a process similar to federal agencies’, though the eligible public agencies and non-profit organizations must go through a State Agency for Surplus Property (SASP). The SASP’s screen and request property in GSAXcess® during the same 21 days that federal agencies screen, however, GSA cannot allocate property to the SASPs for donation until after the 21-day screening period. Once GSA approves a SASP’s request, the SASP coordinates the physical transfer to the recipient donee organization.

Property that is not requested by either federal or state agencies is available for public sale. GSA Auctions®, the name of GSA’s Sales Center for personal property under

the eGov Federal Asset Sales initiative, is also the GSA Internet auction program for public sales of surplus and exchange/sale property.

Please visit www.gsa.gov/gsauctions for more information, or access the application directly at www.gsauctions.gov.

Only after all of these processes have transpired will reported property be considered for recycling or abandonment/destruction. GSA’s Personal Property Management Program makes every effort to keep property from having that fate. Reuse is the goal, and every piece of property that gets reused via federal utilization, donation, or sale is a piece of property not being added to the millions of tons of waste generated every year.



Ask the Personal Property Expert



Welcome to the first edition of the "Ask the Expert" column! This column will answer common recurring questions received about Personal Property Management.

This month, the "Ask the Expert" column answers questions about the 2007 Customer Satisfaction

Survey. In particular, customer issues, concerns, and questions were selected from the results or from the verbatim comments.

In subsequent columns, we would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

Issue from Survey: “Computers for Learning Web site was changed, requiring IDs and passwords be granted to those of us needing to excess equipment. I have requested an ID and password...but I still don’t have either to excess the 41 computers I have stacking up in my warehouse...”

The change in the Computers for Learning (CFL) program has been incorporated as a module into the GSAXcess® system rather than being operated as a separate system and should reduce the need for agency personnel to have a special user ID and password. Your GSAXcess® user ID provides you access to CFL functions. Property should be reported through your agency’s normal process, either batch or online, to GSAXcess®. If you do not have an individual user ID for GSAXcess®, please contact your local Area Property Officer (www.gsa.gov/apo) or Christopher Willett at christopher.willett@gsa.gov.

Issue from Survey: “I complained that GSA does not require all entries into the GSAXcess program to be accompanied with a photograph of the item. It seems that maybe 90 percent of the items don’t have a photograph. An item for example is listed as a locker. Without a photo, I don’t know if it is a food locker, locker freezer, gym clothes locker, locker rear axle, etc If there were photos of the items, our purchasing program could search excess first prior to purchasing new.”

GSA’s Office of Personal Property Management (PPM) is working with customer agencies to increase the availability of pictures in GSAXcess®. One of PPM’s major initiatives for FY 2008 is to increase the number of reports submitted with pictures. In 2007, PPM enhanced GSAXcess® to simplify the process for submitting pictures with reports of excess property. Although GSA does not have the authority to require agencies to submit pictures, and not all reporting agencies have the means to submit pictures, we continue to encourage and train agencies on the picture submitting process. Federal Management Regulation (FMR) Bulletin, issued by GSA’s Office of Governmentwide Policy on December 1, 2006, provides guidance to agencies regarding when they should include pictures with property reports. This is a concrete first step

in working with agencies to increase the availability of pictures with reports of excess property. We continue to improve GSAXcess® to make it easier for agencies to provide pictures as well. Recently, we simplified the process for submitting pictures with reports of excess property by incorporating the standard industry practice of attaching multiple pictures from a user’s computer files.

Comment from Survey: There is no information received on excess property after the SF 120 gets to GSA to track progress of the item as it moves through GSAXcess or Auction.

Agencies can always view their property in GSAXcess®, see the surplus release date (when screening will end), and view requests that may have been submitted for that item. When allocated to a requisitioner, the reporting official and the property custodian receive an email notification of a pending transfer/donation. If agencies request, in their initial property report, an email notification will be sent when the item completes screening and processes to sales. This email is sent to both the reporting official and the property custodian. If the agency selected GSA as its Sales Center, status is always available via MySales (www.gsa.gov/mysales). If you do not have a user ID for MySales, contact Deborah Leith at deborah.leith@gsa.gov.

Comment from Survey: In regards to GSA Auctions, “We had a problem when property was listed on the GSA site and then transferred over to public auction site. When it is listed for auction, I find it is difficult that GSA runs the auction but I need to field the calls for the property.”

The agency retains custody of the property and has access to the property in order to provide additional information to potential bidders. This is a standard custodial responsibility; GSA has no more information than that provided by the agency and that is included in the sales description. If potential bidders have additional questions, GSA has no way of providing any additional information, however the custodian will.



Getting Results Using GSA

Environmental Consulting
Services For the USTDA

About the USTDA

The U.S. Trade and Development Agency (USTDA) advances economic development and U.S. commercial interests in developing and middle income countries. The agency funds various forms of technical assistance, early investment analysis, training, orientation visits, and business workshops that support the development of a modern infrastructure and a fair and open trading environment.



Combining foreign policy and commerce, USTDA works with U.S. firms and host countries to achieve trade and development goals. USTDA gives emphasis to economic sectors that may benefit from U.S. exports of goods and services. Since the agency's inception in 1981, it has been associated with more than \$27 billion in U.S. exports - or approximately \$40 in exports for every dollar invested in USTDA activities.

USTDA activities span numerous sectors, focusing on transportation, energy and power, water and the environment, health care, mining and natural resources, telecommunications, and information technology.

In 1996, USTDA began facilitating trade opportunities with Vietnam. Since the effort was launched, the agency has funded 41 activities and 19 orientation visits designed to support priority development projects and procurement opportunities. To date, those activities and visits have been associated with \$238.8 million in U.S. exports in the transportation, energy, services, water, and human resource sectors.

How the USTDA Found Value Using GSA

In a recent orientation visit between the USTDA and delegates from Vietnam, the agenda included round table discussions on international environmental practices. The discussions focused on exchanging ideas about developing and complying with environmental standards.

Environmental topics included alternative fuel vehicles, petroleum conservation, alternative fuel use, energy efficiency, greenhouse gases, renewable power, building performance, water conservation and pollution prevention.

The task of developing and facilitating the discussion of international environmental standards and practices was outsourced to an environmental consulting firm. USTDA used GSA MAS 899, Environmental Services, to place an order with an environmental consulting firm already under contract with the Federal government under the GSA MAS program. The contractor developed an agenda and facilitated discussions to meet the USTDA requirements and timeline for the orientation visit. Overall, the visit helped solidify potential and future trade between Vietnam and the United States.

More Information on Using GSA MAS 899, Environmental Services

Contractors on GSA MAS 899 can provide a variety of Environmental Services including electronic recycling, auditing and the development of Environmental Management Systems (EMS). The services of GSA MAS contractors can be coordinated directly with the contractor without GSA's direct involvement. GSA has already negotiated prices for labor categories. These labor rates can be found on www.gsa.gov/elibrary. The prices are a starting point for further negotiation. GSA also offers a range of fee-based acquisition services, if acquisition support is needed.

An EMS is a management system to assist in the identification, tracking, and prioritization of environmental issues and their impacts. It is a system based on continuous improvement, prevention of pollution, and commitment to compliance. The goal is to implement EMS in at least 2,500 federal operations by 2010, which is 1,000 more operations than today.



With the upgraded environmental emphasis required by Executive Order 13423 GSA MAS may offer solutions. GSA MAS 899, Environmental Services, provides vendors already on contract with the Federal government that can provide expert assistance in meeting environmental requirements including the development and use of an Environmental Management System (EMS).

If an EMS is in place, the expectation is that senior management at each agency will review their system at least annually. GSA MAS 899, Environmental Services, has contractors that can evolve an EMS beyond just “compliance”.

GSA MAS 899, Environmental Services, can also help your agency with the other goals in EO 13423. For more information on Electronic Recycling or Environmental Management Systems, call Carolyn Dicugno at 253-931-7042 or email at Carolyn.dicugno@gsa.gov. To view a list of contractors on GSA MAS 899, Environmental Services, go to www.gsa.gov/elibrary.

FED FLEET²⁰⁰⁸

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June 24-26, 2008
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The Federal Fleet Policy Council, GSA's Office of Governmentwide Policy, the Interagency Committee for Aviation Policy, and GSA Fleet are proud to host FedFleet 2008, the 8th National Motor Vehicle and Aviation Workshops and Exposition. This prestigious conference will be held June 24-26 at the Hilton Anatole Hotel located in Dallas, Texas.

FedFleet 2008 will include the GSA Automotive Federal Vehicle Standards breakout sessions and vendor presentations. Also included in the agenda is extensive Aviation Workshop sessions and an all-day Basic Fleet Management class. This comprehensive collection of fleet management, automotive procurement and aircraft related educational sessions truly makes FedFleet 2008 a one-stop experience for Fleet and Aviation Management professionals.

We are confident that you'll find FedFleet 2008 a quality event and an excellent value for the nominal training and travel dollars involved.

Save the date and register today at www.fedfleet.org.

For any questions or information contact us at 1-800-315-4333 or help@fedfleet.org.



A Notion of *Wildness*

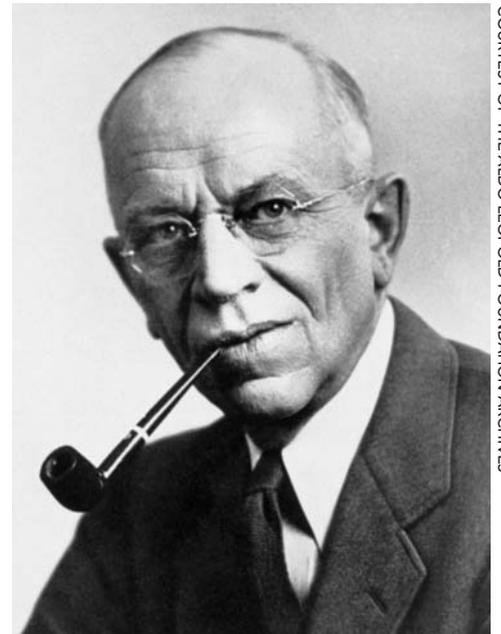
By Peter Daniel Davis



On a summer night, a bolt of lightning struck an old oak tree, tearing a length of bark from its trunk and killing it. A year later, after it had aged in the sun on the family farm of Aldo Leopold, the edge of a two-person saw is brought to the base of its trunk. As they begin sawing through it, Leopold recounts the natural, local, and national history the tree has lived through, recounting the years as they cut through the tree's rings.

A He counts back through the dustbowl era, the 1929 stock market crash, and the Great Depression. But he also takes the reader traipsing across the landscape of his farm, from month-to-month and season-to-season, tracking animals on the land each through their own agendas. Rabbits eat the tiny oak seedlings before all but a few have a chance to grow as large as the one they are sawing. So begins Aldo Leopold's classic, *A Sand County Almanac*. In the *Almanac*, Leopold talks about the "two spiritual dangers in not owning a farm. One is the danger of supposing that breakfast comes from the grocery, and the other that heat comes from the furnace." A farm, for Leopold, is for seeing where life comes from, how it changes, and how it interacts with other life. Flora and fauna have their place just as we do, and it is our obligation, but also our privilege, to watch, to take notes, and to observe what is happening around us. In his essay *The Land Ethic*, he extends this notion, posing the idea that what lives and grows on the land has its own right to be there. That includes predators. Individuals on the land are all members of a community, and those members are interdependent. All of those members together—the plants, animals, soils, and waters are together the land, and the land is for us to protect.

Leopold was born in his grandfather's home on January 1, 1887, in the city of Burlington, Iowa. Charles Starker, a German immigrant trained in architecture and engineering, had settled there in 1850 and had excelled in commerce. Starker also took great interest in constructing parkland for Burlington with native vegetation and planted trees on what had been neglected land around his home. Growing up, the young Aldo could look out from the property onto the great Mississippi. Under his grandfather's tutelage, he learned to identify different plants and took to the nearby fields and exploring woods with Spud, his Irish terrier. German was his first language, but by the time he began school he could speak and read English. He did well in his classes even though the outdoors was a constant distraction.



COURTESY OF THE ALDO LEOPOLD FOUNDATION ARCHIVES



Aldo Leopold hunting with bow and arrow on the rimrock of the Rio Gavilan canyon in Chihuahua Province, Mexico. His trip to the Gavilan was important to the development of Leopold's thinking on land health.

Aldo began his last year and a half of high school at the Lawrenceville Preparatory School in New Jersey in January 1904. Excepting a few stumbles, he was accomplished in his studies. Classes included English, English history, algebra, and geometry, as well as Cicero, Bible study, and composition. But it was the outdoors that drew him most strongly. He would trek through the surrounding countryside exploring woodlands and farm pastures and meadows, marshes, and riverbanks, sometimes with his shotgun and sometimes not. Aldo drew a map of the region, giving particular locations names of his own devising, like Ash Swamp and Owl Woods. He became an expert in identifying birds in the region, all the while taking copious notes on them. He devised and then confirmed a theory that skunk cabbage attracted insects that in turn attracted phoebes, a small bird. Leopold was making his first

observations and conclusions about the interdependence of species. His schoolmates initially found him a curious fellow, but in time began joining him on his forays into the woods. It was the beginning of Aldo's role as an educator.

In 1905, he arrived in New Haven, Connecticut to begin studies at Yale's Sheffield Scientific School. He also spent time studying the fields around New Haven. He graduated class of 1908 and went on to complete a Master of Forestry degree the following year. After passing the civil service exams, he joined the U.S. Forest Service and began a field assignment working as an assistant in southeastern Arizona's Apache National Forest. Transferring to northern New Mexico's Carson National Forest, he worked his way up to deputy supervisor and then supervisor within a few years. During this time, he started a newsletter on forest

“There are some who can live without wild things, and some who cannot. These essays are the delights and dilemmas of one who cannot.”

— Aldo Leopold

“It is fortunate, perhaps, that no matter how intently one studies the hundred little dramas of the woods and meadows, one can never learn all of the salient facts about any one of them.”

— Aldo Leopold

management named the *Carson Pine Cone*. He also worked to promote state and local game protective associations among local sportsmen. Leopold strove not only to understand the land but the history of its use that had brought it to its current condition. He determined, for example, that overgrazing was a major cause of erosion.

Leopold moved with his young family to Wisconsin, where in 1935 they bought a worn-out abandoned farm on the Wisconsin River. It was the life of this farm that he recorded in *A Sand County Almanac*, where he could watch over time the changes that took place with the trees that his family planted and with the birds and animals that made the land their home. In 1939, he took a position at the University of Wisconsin teaching wildlife ecology, finding a rapt and interested group of students from whom he required broad reading, careful fieldwork, and precise writing.

Although Leopold’s writing can be highly technical, he often writes his essays for the common reader as he does in *A Sand County Almanac* and frequently makes the farmer and layperson both subject and audience of his work. In *A Man’s Leisure Time*, he writes of an old merchant who was also a renowned authority on the fossils of extinct water creatures called crinoids. In *Natural History*, he talks about two farmers replanting tamarack trees, which over the years had been wiped out in that region of Wisconsin by farmers clearing land. It was the wish of these two farmers to reintroduce a variety of species into the area—pitcher plants, lady’s slippers, and various wildflowers that had almost become extinct. Leopold believed that contributions to the environment would be made by people from many



COURTESY OF THE ALDO LEOPOLD FOUNDATION ARCHIVES

In 1933, Leopold took a teaching position at the University of Wisconsin in Madison. He later formed the first department of Game Management in the nation, today called Wildlife Ecology. Here he is shown in a classroom studying Hungarian gray partridge skins.



COURTESY OF THE ALDO LEOPOLD FOUNDATION ARCHIVES

Even during his leisure time at his Wisconsin farm Leopold carefully studied the natural world. Here he weighs and measures a woodcock captured on a hunting trip.

different walks of life. Moreover, learning about ecology did not simply come from classroom study but demanded active participation in the field, observing the interactions of different species in their habitats over time. In *Wildlife in American Culture*, he recounts amateur ornithologist Margaret Morse Nice, who observed song sparrows in her back yard and gained worldwide recognition for her work.

Many of Leopold's unpublished writings were brought together in a book aptly titled *For the Health of the Land*. It included a section *A Landowner's Conservation Almanac* containing forty essays that were primarily written with the intent of showing farmers simple, practical ways of improving or preserving the landscape of their farms to help attract wildlife. Some of his ideas were as basic—and effective—as building birdhouses. Most of the advice is

straightforward and easy to follow, such as leaving fallen logs in place to serve as breeding places for owls (which eat rodents) and woodpeckers (which eat insects) as well as for other birds and for squirrels. Of course, a hollow tree is also a place for bees. Leopold reminds the reader that there was once a time in Wisconsin when honey and maple syrup were the only kinds of sugar that could be had.

In one of his essays, *Wildlife and Winter*, he recommends planting mulberry trees as a way of offering a source of water to birds in the form of berries. Not only does this attract songbirds, but it helps protect other crop plants such as tomatoes, since the birds will be less likely to turn to them for moisture.

*Leopold meticulously recorded his observations in his journal at his Wisconsin farm. These records formed the basis for many of the essays in *A Sand County Almanac*.*



COURTESY OF THE ALDO LEOPOLD FOUNDATION



COURTESY OF THE ALDO LEOPOLD FOUNDATION ARCHIVES

In 1935, Aldo Leopold traveled to Germany. His observations of German forestry practices helped him to formulate his ideas about how land management decisions affect the health of the land.

Sometimes, the best action to take was none at all. In *What Is A Weed?*, an essay never previously published because he did not want to appear critical of those holding certain entrenched opinions, he defended weeds against those who held the view that they only did damage to crops. He writes about peppermint, something we don't usually think of as a weed but which farmers certainly did. Since it grows along brooks and can be killed off by digging up the root stocks, why not just get rid of the brooks, he asks sarcastically. Brooks, after all, just take up space.

Perhaps Leopold's success in helping to define the ecological movement lay in the fact that he did not rely on any one method or approach. He could be variously a tracker, an organizer, a poet, a scientist, or a deeply spiritual being trying to define his own changing relationship to the land even while trying to explain to readers their obligations to a place they had always lived but are still learning to understand.

Sources for Further Reading:

Books by Aldo Leopold: include *A Sand County Almanac*; *The River of the Mother of God and Other Essays*, edited by Susan L. Flader and J. Baird Callicott; *Game Management*; *For the Health of the Land*, Previously unpublished essays edited by J. Baird Callicott and Eric T. Freyfogle; Aldo Leopold's Southwest, edited by David Brown and Niel Carmony.

Biographical and critical writing on Aldo Leopold include: *Aldo Leopold's Odyssey* by Julianne Lutz Newton; *A Fierce Green Fire*, by Mary Beth Lorbiecki; and *Aldo Leopold: His Life and Work* by Curt Meine.

These books are available from vendors on **GSA Schedule 76, Publications Media**. For more information on this schedule, call (212) 264-0868. Schedule 76 can be found on Schedules eLibrary at www.gsa.gov/eLibrary or on *GSA Advantage!*[®] at www.gsaadvantage.gov.

“As a society, we are just now beginning to realize the depth of Leopold’s work and thinking.”

— Mike Dombeck, Chief Emeritus U.S. Forest Service,
Professor of Global Environmental Management
UW-Stevens Point, UW System Fellow of Global Conservation

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Professional Procurement Training

Our most popular track, Professional Procurement, is tailored to meet the needs of acquisition professionals of all levels. Whether it is procurement basics or the latest updates in policy practices, all classes are delivered by federal acquisition experts. We are also very pleased to announce the addition of over a dozen new courses this year.

Environmental “Green” Solutions (NEW)

In support of the worldwide concern, restoration and improvement efforts for our natural environment, this new track offers training that will show you how GSA can help you in your agencies’ green efforts. Everything from recycling to “green” procurement!

State and Local Government Customer Solutions (NEW)

Take advantage of the federal government’s buying power! Come learn how to effectively use the GSA Schedules available to you through the 1122 program, cooperative purchasing and disaster relief program. Also available on this track is GSA Advantage!® for State and Local Customers—don’t miss it!

Product and Service Solutions

GSA products and services to support your requirements—everything from office supplies to furniture, and financial management services to training solutions. Whether its basic products or multifaceted services, join us at these classes to find successful solutions to meet your needs!

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Travel, Transportation and Personal Property Solutions

Effectively manage the movement of people and goods, and declare your excess property. Training topics include the Defense Travel System, excessing property online, CONUS Per Diem and GSA’s Rate Setting Process and much more!

Buildings Solutions Training (NEW)

We are pleased to present training in this new track that offers a variety of facility maintenance management for GSA tenants and agencies who own their own buildings. Topics also include efficient energy management, Professional Engineering Services (PES), and real property asset utilization.

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Symbols of Environmental Sustainability

Shopping for products and equipment online



GSA's goal is to become the preferred source for environmental products and services in the federal government. To this end, GSA MAS continually updates contracts to ensure that vendors offer products that meet the Environmental Protection

Agency (EPA) and the Department of Energy (DOE) purchasing requirements. GSA's online shopping and requisitioning systems highlight products that contain environmental attributes, such as recycled materials, in their individual price lists and catalogs.



Often identifying the environmental attributes of everyday products can be the most difficult aspect of buying supplies and equipment. GSA, as a government agent and subject to the same environmental mandates as other agencies, continually updates contracts to ensure vendors offer products that work within environmental goals.

Many green products are currently available from GSA. These products can be purchased on *GSA Advantage!*[®], www.gsaadvantage.gov, GSA's online shopping and ordering system. *GSA Advantage!*[®] provides access to thousands of contractors and millions of supplies and services through GSA MAS contracts.

GSA Global Supply also offers environmentally friendly products. These products can be requisitioned from *GSA Advantage!*[®], www.gsaadvantage.gov. Or to view and requisition products exclusively from GSA Global Supply go to www.GSAglobalsupply.gsa.gov

GSA Advantage![®] features the Environmental Aisle, which is designed to allow direct access to the variety of environmental products that GSA offers. The Environmental Aisle allows for easy searches of products by environmental attributes. It can be accessed at www.gsaadvantage.gov/environmental, or by clicking on the environmental special category listing on the *GSA Advantage!*[®] homepage, as highlighted in green below.

Shop For Environmental Items

Enter a search term and select one or more environmental indicators to limit your search to specific environmental products. If you do not select any environmental indicators, the search will return all items matching at least one of the environmental indicators.

Look for: in

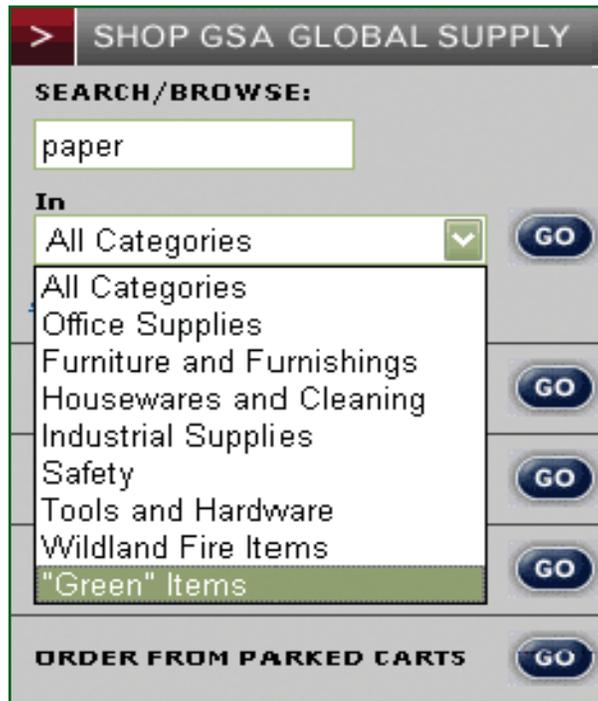
Matching the following criteria:

<input type="checkbox"/> Environmentally Friendly	<input type="checkbox"/> ETV
<input type="checkbox"/> Recycled Content	<input type="checkbox"/> Non-Toxic Items
<input type="checkbox"/> CPG Item	<input type="checkbox"/> S.N.A.P. Approved
<input type="checkbox"/> Energy Star Compliant	<input type="checkbox"/> Green Seal of Approval
<input type="checkbox"/> FEMP Energy Efficient items	<input type="checkbox"/> CA Air Quality Compliant
<input type="checkbox"/> PRIME Item	<input type="checkbox"/> Bio-Based
<input type="checkbox"/> NESHAP Compliant	

Find it!

GSA Advantage![®] Environmental Search Page

The GSA Global Supply ordering site, www.GSAGlobalsupply.gsa.gov also has the capability to query for green products:



GSA Global Supply Environmental Search Page

Both the online ordering site and the GSA Global Supply Catalog make it easy to identify environmental products by placing environmental icons next to products that contain one or more environmental attribute.

The 2008 GSA Global Supply Catalog and www.GSAGlobalsupply.gsa.gov are handy sources for identifying and acquiring office products, cleaning supplies, tools and hardware, wildland fire equipment, and other common-use commodities.

Ordered products are shipped directly to customers, often within 24-hours. Use a government purchase card or direct billing through your AAC/DODAAC.

Products can be ordered by phone at 1-800-525-8027 or by fax at 1-800-856-7057. AbilityOne (formerly JWOD) program and Federal Prison Industries (UNICOR) supply items are represented in this catalog as well. GSA publications and catalogs can be requested at www.gsa.gov/cmls.



Printed catalogs, www.gsaadvantage.gov and www.GSAGlobalsupply.gsa.gov use symbols to identify the environmental attributes of the products. Here is a quick reference guide to those symbols.

Environment Friendly - Item contains environmental attributes or features such as water conserving, lead-free, etc. as described in the item detail.



Recycled - Item contains recycled content as described in the item detail (U.S. Environmental Protection Agency (EPA) item meeting EO 13101).



Comprehensive Procurement Guideline compliant - This product has been certified to meet or exceed the U.S. Environmental Protection Agency Recovered Material Advisory Notice (RMAN) standard for recovered materials as specified in the Resource Conservation and Recovery Act Section 6002 Comprehensive Procurement Guideline.



Energy Star - Item complies with U.S. Department of Energy (DOE) and U.S. Department of Environmental Protection Agency's (EPA) Energy Star Program as required by the Federal Acquisition Regulation (FAR) Subpart 23.203 and Executive Order 13123.



EE - Item meets Federal Energy Management Program (FEMP) energy efficiency levels as required by the Federal Acquisition Regulation (FAR) Subpart 23.203, Executive Order 13123, and Executive Order 13221.



PRIME program item - Item is included in the Navy's Plastics Removal in Marine Environment Program. Items in the PRIME program require biodegradable packing materials.



NESHAP compliant - The "as applied" formulation of this coating has been certified to meet applicable volatile organic compound and hazardous air pollutant emission limits as established by National Emissions Standards for Hazardous Air Pollutant (NESHAP) regulation, 40th Code of Federal Regulation, Part 63.



GreenSeal Seal of Approval - This product has been certified to meet or exceed voluntary standards for environmental preferability as established by GreenSeal.



California South Coast Air Quality Management District compliant - This product has been certified to meet or exceed applicable air emissions standards established by the California South Coast Air Quality Management District.



Bio-based - This product has been certified to meet or exceed bio-based material standards as established by the USDA Biobased Products Coordination Council.



U.S. EPA Significant New Alternatives Program approved - This product meets the U.S. EPA Significant New Alternatives Program criteria requirement as a suitable substitute for ozone depleting substances.

Coming Soon

EPEAT - The EPA recommends that Federal ordering activities give preference to information technology (IT) products badged with one of the following three EPEAT ratings, gold, silver, or bronze:



Product meets all required criteria



Product meets all required criteria plus at least 50% of the optional criteria that apply to the product type being registered



Product meets all required criteria plus at least 75% of the optional criteria that apply to the product type being registered

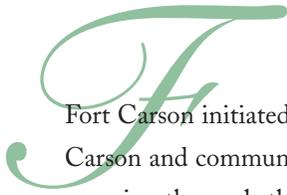
Fort Carson

Dines Right

About Fort Carson's Environmental Leadership

Fort Carson has long been an Army model of environmental stewardship and has an established history of community involvement. A sustainability approach was a logical next step at Fort Carson.

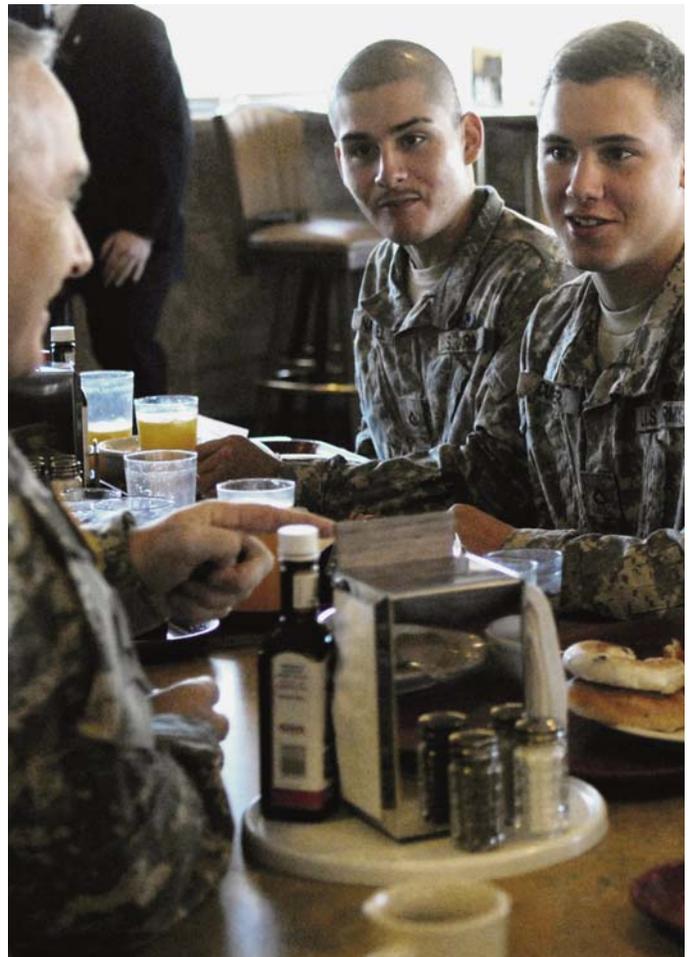




Fort Carson initiated its journey toward sustainability with a regional conference in 2002, where Fort Carson and community stakeholders established 25-year goals. Since that time, the installation has been pursuing the goals through numerous initiatives and projects.

Fort Carson's 25-Year Sustainability Goals:

- Advance a sustainable mission at Fort Carson by adopting a Sustainability Program & Sustainability and Environmental Management System (SEMS) and by imparting (passing on) a personal commitment and enthusiasm for sustainability.
- Sustain all facility and mobility systems from renewable sources, and reduce the total water purchased from outside sources by 75%.
- Reduce automobile dependency and provide balanced land use and transportation systems.
- Improve communication to foster understanding and attain a "Community of One."
- Ensure all applicable facilities at Fort Carson will be high performance buildings that meet or surpass the Platinum Standard of SPiRiT or LEED.
- Ensure key stakeholder groups are trained, compliant, and motivated toward sustainability principles.
- All DOD and Fort Carson procurement actions support sustainability.
- Enhance partnering to collaboratively develop, integrate, and implement regional sustainability.
- The total weight of hazardous air pollutant emissions is reduced to zero.
- Further integrate sustainability principles into the Fort Carson land use planning, Real Property Master Planning, and Military Construction, Army (MCA) programming processes.
- The total weight of solid and hazardous waste disposed of is reduced to zero.
- Training Ranges (land and associated air space used for live fire ranges, maneuver, testing and urban development designated for Military Operations in Urban Terrain training) capable of supporting current and future military training to standard.



Above excerpted from Fort Carson SEMS Web site.

GSA's Assistance

From March through September, 2007, GSA met with Fort Carson-Department of Logistics, Department of Contracting, and Department of Environment and Public Works to offer GSA's support in helping make procurement actions environmentally sustainable. When Fort Carson expressed a need to make their dining facilities more environmentally friendly, GSA mobilized a Contract Team.

With the assistance of GSA, Fort Carson received a product listing that identified biobased, recycled, recyclable, green seal certified, and otherwise environmentally friendly products to purchase from the Environmental Aisle on *GSA Advantage!*[®]

In a matter of a few days, GSA had identified nearly 250 "green" items that could be purchased on a continual basis by Fort Carson for their dining facilities. GSA saved Fort Carson considerable time as they shop for environmentally green products.

More Information on Using GSA MAS for Food Service Equipment and Supplies.

For information on identifying and ordering environmentally friendly products on GSA's Web sites, see the article on page 44.

Contractors on GSA MAS 73, Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services, offer a wide variety of products, equipment and services available without GSA's direct involvement. GSA has already negotiated prices which are a starting point for further negotiation. Additional information can be found at www.gsaadvantage.gsa.gov

Many of the most popular food services, cleaning and janitorial products are also available for requisition through GSA Global Supply. These products are indicated as GSA Global Supply items on www.gsaadvantage.gsa.gov and also www.GSAGlobalsupply.gsa.gov. All GSA Global Supply prices include shipping.

For more information about GSA MAS 73, Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services contact:

Sherry Thompson

(817) 574-2449

Sherry.Thompson@gsa.gov



More Accolades For Fort Carson and AbilityOne

AbilityOne (formerly Javits-Wagner-O'Day or JWOD) Program employees serve more than 1 million meals to Army personnel stationed at Fort Carson every year. In collaborating with federal customers to satisfy their needs with best value products and services, the AbilityOne employees work at five dining facilities on site. ServiceSource, an AbilityOne-participating nonprofit agency, provides much of the direct labor on the contract in partnership with the Randolph-Sheppard Program, which employs people who are blind in food service management.

The Fort Carson food service operation represents a successful partnership between the Army and the AbilityOne Program. As the United States' single largest employer of people who are blind or have other severe disabilities, the AbilityOne Program provides needed support to the nation's armed forces and is a critical part of the U.S. military industrial base. In fact, more than 60 percent of total AbilityOne Program sales go toward purchases by the Departments of Defense, Air Force, Army, and Navy.



"This has been a win-win partnership for all of us. We are delighted to have nearly 100 direct labor jobs at Fort Carson for individuals with [severe] disabilities," commented Janet Samuelson, President and CEO of ServiceSource.

Through participation in the AbilityOne Program, nonprofit agencies are often able to leverage resources and skills to provide additional employment opportunities for individuals who are blind or have other severe disabilities in the commercial and state or local government marketplace. In this case, the ServiceSource Network collectively employs more than 1,200 individuals with disabilities and provides rehabilitation and support services to more than 10,000 people.

Ask the Requisitioning Expert



Welcome to the first edition of the "Ask the Expert" column! This column will answer common recurring questions received about requisitioning supplies and equipment from GSA Global Supply.

This month, the "Ask the Expert" column answers questions about the 2007 Customer Satisfaction Survey. In particular, customer issues, concerns, and questions were selected from the results or from the verbatim comments.

In subsequent columns, we would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

Question: When is GSA Global Supply going to fix multiple split billing for credit card users? A comment from survey directed: “Do better with their billing. It takes forever for the charges to show up on my credit card.”

The frequency of your bill is primarily determined by the payment method used in placing your order. Bills for orders placed using your Activity Address Codes (AAC) are generated twice a month – on the 1st and the 15th of each month. Bills for orders placed using your government purchase card are generally generated daily. However, if you select the Summary Billing option for orders placed through *GSA Advantage!*[®], bills will be generated on the 1st and 15th of each month.

In addition, like any commercial supplier, GSA Global Supply can ONLY bill for products shipped. Products on a specific order may be provided from different sources. Items provided by our Expanded Direct Delivery (EDD) vendors are generally shipped next day. Items stocked at our warehouses generally ship within 3 days of your order. Other items are special ordered and may not ship until 30 days after your order. Also, if for some reason, we are unable to immediately provide you with the entire amount ordered, we may ship you part of the amount requested, with the remainder following once additional stock is received. Thus, if a customer orders 10 widgets on one requisition and we suffix the requisition - i.e. we only ship a partial order (say five), they will get billed for what was shipped, not what was ordered. This is also true for CSC orders via our Call Centers – customers may order five items – 1 stock item that ships out in three days, an EDD item that is shipped the next day, and an Acquisition Advice Code “H” that ships in 30 days. If bill statements are processed on the 15th and 30th of the month, customers will ONLY will be billed for what was shipped, not what they ordered.

Question: What is GSA Global Supply doing about multiple/split shipments to customers? A comment from the survey indicates: “Because when I order it, sometimes the whole order doesn’t come in at once. Before I get the whole order in, it’s like 3 or 4 weeks.”

GSA Global Supply’s complex supply chain offers hundreds of thousands of products from hundreds of suppliers, multiple/split shipments occur for a variety of reasons. For example, if these were all stock items, split shipments could occur because items are on backorder; items are sent out from two separate pick zones as small parcel carrier shipments (i.e. different boxes); or items are referred to two separate shipping points due to the priority of the orders. These conditions can also occur if a product is shipped from a private vendor. For example, I recently ordered numerous items from amazon.com[®] and received two separate shipments. Two of my books arrived in one packet, while the toys I ordered arrived the next day from a different shipping source. Additionally, customers might order several items during a single *GSA Advantage!*[®] session, which are being fulfilled by multiple suppliers; therefore, the customer receives multiple shipments from various sources. As GSA Global Supply continues to offer its robust product offering and integrate its distribution centers with complementary private vendors, our strategic goal is to provide a similar service in regards to consolidated delivery, consistent documentation, and prompt post-shipment customer service. We are sensitive to this concern and are constantly working to find the right balance between delivery speed, fulfilling your order, and facilitating bill payment/financial reconciliation.

Question: What efforts are underway to minimize lost shipments and the negative results when customers have to reorder? A customer suggested focusing on “accuracy in shipments. We have a lot of problems in ... not receiving [items] at all.”

We hear you – and we are working to improve our service in this area. We monitor our performance and seek to identify any “glitches” in the ordering and shipping processes that can result in a misdirected shipment. We also research discrepancies submitted by our customers to identify areas of improvement for common shipping problems such as lost, wrong, over, and short shipments.

The good news is that several forces come into play that will further reduce the incidence of lost shipments. The information systems of our small package carriers, and even our Less than Truck Load truckers, are becoming increasingly sophisticated. They offer increased availability of online tracking capabilities and the potential to integrate such systems into GSA Global Supply order and status processing systems. Our goal is to ensure that the customer will be able to view and track order status. We aren't there yet, but together with our distribution partners, we are making strides.

In the unlikely event that one of your orders is misdirected, please know that we have a system in place for problems to be reported and resolved. Please call our **National Customer Service Center** on **1-800-525-8027** if you experience any problems. We appreciate your willingness to report any problems with your ordering experience. Your feedback is extremely valuable in facilitating our efforts towards continuous process improvement.

Question: Are we close to resolving GSA Global Supply's Higher than Market prices issues? A customer told us: “I have to buy from GSA. If it wasn't that way, I would buy it downtown. It's cheaper there.”

Our commitment is to provide you with quality goods at reasonable prices. It is important to recognize that GSA Global Supply pricing for all FOB destination items *includes* shipping and delivery costs. This is normally not the case if ordering directly from a commercial vendor. Once shipping costs are taken into account, often GSA Global Supply is the more cost effective option based purely upon a financial analysis.

In addition to financial concerns, there are other tangible benefits to using GSA Global Supply. All purchases you make as a government employee must comply with the requirements of the Federal Acquisition Regulations (FAR), as well as AbilityOne requirements, executive orders on environmental policy and other relevant procurement rules. By ordering from GSA Global Supply, you can be assured that you are complying with all acquisition regulations as well as other federal policies and mandates. Assurance of compliance is a meaningful value added service not necessarily available when ordering from a commercial source. Our support for products made by the National Industries for the Blind, the disabled, federal inmates, woman-owned businesses and small businesses, provide a critical socio-economic contribution to our nation.

Question: There are items that have been deleted where the Customer still has a demand or need. Is there a provision to continue support? A comment stated “They (GSA GGS) cut back on products. They used to have a variety of products. I don't know what happened.”

GSA Global Supply is constantly trying to align customer demand with our variety of methods of procurement to continuously support our customers. We try not to delete items with demand, but there are instances when a vendor discontinues an item and we don't have a readily-available substitute. Please let us know when we delete items that you still need. We may be able to direct you to another item that meets your requirements, offer the deleted item through another supply channel, or reinstate the item.

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Schedule # 58 I

Echoes of Galapagos



Channel Islands National Park and North America's own Cradle of Evolution

By Emily LeDuc



I have not as yet noticed by far the most remarkable feature in the natural history of this archipelago; it is that the different islands to a considerable extent are inhabited by a different set of beings ...

... I never dreamed that islands, about 50 or 60 miles apart, and most of them in sight of each other, formed of precisely the same rocks, placed under a quite similar climate, rising to a nearly equal height, would have been differently tenanted; but we shall soon see that this is the case.

—Charles Darwin Chapter XVII, *Galapagos Archipelago*

W

When Charles Darwin sailed to the Galapagos, he could not have anticipated the profound effect his observations would have on the history of mankind. The theory of evolution, natural selection, and origin of the species all evolved out of the information Darwin would gather about this extraordinary island ecosystem. Today, the South American Islands are preserved as a National Park and remain a world treasure.

Closer to home, although difficult to believe, the United States has its own equivalent to Galapagos. The Channel Islands, off the coast of Southern California, are referred to as the Galapagos Islands of North America. There are a total of eight islands, five of which are designated as a National Park. The Nature Conservancy owns 76 percent of Santa Cruz Island and works in partnership with the National Park Service to preserve and protect this unique ecosystem.

Channel Island National Park is the only ecosystem of its kind in the United States. The park encompasses five islands and their ocean environments—Anacapa, Santa Cruz, Santa Rosa, San Miguel, and Santa Barbara—each holding a wealth of natural and cultural resources. The park is designated the least visited national park in the country. Due to remote access, less than 250,000 people visit the park each year, as the only way to get there is by boat or plane. This limited visitation is by design, keeping it as pristine as possible for those that do visit. As stated by park superintendent, Russell Galipeau, Jr.,

The park harbors the biologic diversity of nearly 2,500 miles of the North American coast. The Channel Islands are home to over 2,000 terrestrial plants and animals, of which 145 are found nowhere else in the world. Like the Galapagos Islands of South America, isolation has allowed evolution to proceed independently on the islands. Marine life ranges from microscopic plankton to the blue whale, the largest animal to live on earth.





The Channel Islands also hold a veritable goldmine of human history—in both archeological and cultural terms—that spans more than 10,000 years. This area has been home to a wide variety of people and cultures, and the conglomeration of archaeological sites here has the potential to help us understand how early Americans lived, their relationship with the marine environment, and the way in which they settled and migrated along the coast. Human remains discovered in 1959 at Arlington Springs on Santa Rosa Island have been dated at more than 13,000 years of age and are among the oldest dated human remains in North America. Today, the National Park Service is the steward of this valuable historical record and works to protect and

preserve the islands, not only to facilitate important scientific research but also to tell the story of these islands and their inhabitants.

Although isolated and remote, the park and its inhabitants are not immune to the forces of change, or human interference. One resident of the islands is in danger of extinction. The Island Fox lives on the six largest islands in the chain. Each island has its own subspecies, all of which have been listed as threatened, and most of which are endangered. The Island Fox is small, only 12 inches in height and weighing a maximum of five pounds, about the size of a house cat. These unique characteristics are thought

Juan Rodriguez Cabrillo Monument. Cabrillo led the first European expedition to explore the West Coast of the United States. He wintered in the Channel Islands and eventually died there.





to be the result of natural selection due to ecological factors on the islands such as drought or lack of an abundant food source.

Much like the varying beaks of finches in the Galapagos, each Island Fox subspecies, though similar, has unique genetic characteristics. For example, the number of tail vertebrae differs significantly in each of the six Island Foxes. They can, however, interbreed, and are virtually identical in appearance.

Island Foxes are active during the day mostly at dusk and dawn. They have a highly developed sense of smell, which aids in their territorial activities such as scent marking. Their diet consists of fruits such as the sea fig, small insects, and the deer mouse. They are also known to forage along the shore for crabs and other marine invertebrates.

Foxes build dens to live in and mate for life. They breed once a year in the spring, and after a period of about six weeks, pups are born in April or May. Island Foxes can bear from one to five pups, but usually two or three are born in a single litter. The pups are born blind and remain in the den for a month before they emerge. Both parents play a significant role in rearing.

Island Fox Subspecies

San Miguel Island Fox
(*Urocyon littoralis littoralis*) *

Santa Rosa Island Fox
(*U. littoralis santarosae*) *

Santa Cruz Island Fox
(*U. littoralis santacruzae*) *

San Nicolas Island Fox
(*U. littoralis dickeyi*)

Santa Catalina Island Fox
(*U. littoralis catalinae*) *

San Clemente Island Fox
(*U. littoralis clementae*)

*Currently listed as endangered by the U.S. Fish and Wildlife Service. All species are currently designated as threatened.



Feral pigs rooting, which can destroy habitat.

As the largest of the islands' mammals, the Island Fox had been at the top of the food chain for more than 10,000 years since it first evolved from the mainland gray fox. During this time, the Channel Islands were also home to the majestic Bald Eagle, but due to the scourge of DDT in the food chain, illegal hunting, and egg removal, Bald Eagles sharply declined and eventually vanished from the area. This event coupled with the population explosions of non-native species such as feral pigs, feral sheep, elk, and deer introduced by early ranchers eventually attracted non-native predators to the islands—specifically, the Golden Eagle. The loss of the Bald Eagle and the introduction of the Golden Eagle had disastrous results for the Island Fox population.

The Bald Eagle feeds mostly on fish and carrion and is fiercely territorial, so for thousands of years it protected the Island Fox from the threat of encroaching Golden Eagles. With the decline of the Bald Eagle and the explosion of

feral pigs, the area became an ideal hunting ground for Golden Eagles, and Island Foxes became easy prey. In less than 10 years, the population dropped from 6,000 to only 1,600, with some individual island populations dropping to just a few dozen.

Feral pigs and sheep were particularly destructive to the native environment of Santa Cruz Island, the largest in the chain. Allowed to roam the island freely for nearly a century, the once-fertile hillsides were almost completely barren from constant grazing and disturbed soil, facilitating the spread of invasive weeds. In addition, ancient archaeological sites were disturbed by the pigs. During the 1980s, the Nature Conservancy stepped in and began removing the sheep, allowing the native flora to re-emerge and flourish. The pigs are also being eradicated from the area to restore balance to this fragile ecosystem.

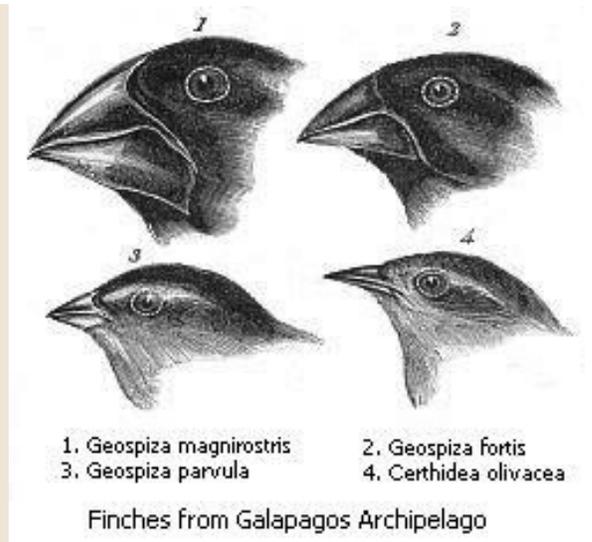
Darwin's Finches

Darwin's finches (also known as the **Galapagos Finches**) are 13 or 14 different but closely related species of finches Charles Darwin collected on the Galapagos Islands during the voyage of the *Beagle*. Thirteen reside on the Galápagos Islands and one on Cocos Island.

The birds are all about the same size (10 – 20 cm). The most important differences between species are in the size and shape of their beaks, and the beaks are highly adapted to different food sources. The birds are all brownish or black. Their behavior differs, and they have different song melodies.

Following his return from the voyage, Darwin presented the finches to the Geological Society of London. The finches were given to John Gould, the famous English ornithologist, for identification who later reported that birds from the Galapagos Islands which Darwin had thought were blackbirds, "gross-beaks," and finches were in fact "*a series of ground finches which are so peculiar*" as to form "*an entirely new group, containing 12 species.*"

Darwin realized that the original immigrants had somehow become altered to produce an array of new species, and he was eventually able to establish that the species were uniquely related to individual islands. This gave him the idea that somehow in this geographical isolation these different species could have been formed from a small number of common ancestors each modified to suit "*different ends.*"





Although Golden Eagles are the main threat to the island fox population, other factors such as canine diseases have had disastrous effects. On Santa Catalina, a privately owned island, the Island Fox population declined by a staggering ninety percent in just one year. This dramatic loss was due to a canine distemper virus. The fox population is completely vulnerable to diseases or parasites introduced from the mainland due to their isolated existence. For this reason, dogs are not allowed in Channel Islands National Park.

Today, the Island Fox is the foremost concern for conservationists. The National Park Service and the U.S. Fish and Wildlife Service, in partnership with the Nature Conservancy, continue to implement an intense plan to

restore balance and bring the Island Fox out of danger. A relocation plan is underway for the Golden Eagles, a captive breeding program is in effect for the foxes, and an aggressive effort to tag all the wild foxes on the islands is helping scientists to monitor the population. In addition, a breeding program is in place to re-establish the Bald Eagle in the territory. With successful re-introduction, our national symbol will reclaim its dominance, thus naturally deterring the Golden Eagle from hunting in the area, restoring balance to the ecosystem.

Preserving this national treasure is of paramount importance. There are few places in the world that remain as pristine as the Channel Islands. Although it is impossible to maintain total seclusion and immunity from the outside world, we can do our best to maintain a certain level of consistency for this rare and unusual ecosystem.



Fire Threatens Island Fox

Last year, a 4,000-acre wildfire rapidly spread through Santa Catalina, threatening residential homes and endangering the already-fragile ecosystem. The Island Fox population on the island had just been restored to more than 500 after a canine distemper virus eradicated 90 percent of the population. Scientists were particularly concerned for the fate of the foxes as the fire burned swiftly through the island's steep canyons. Scientists flew over the areas trying to pick up signals from radio collars that emit an emergency signal if the animal is still for more than 12 hours. According to Peter Sharp of

the Institute for Wildlife Studies, there was only one documented injury as a result of the fire. The fox was treated for burns, rehabilitated, and released.

Santa Catalina is also home to five Bald Eagle nesting sites, part of a reintroduction program to deter Golden Eagles from hunting in the area. After a massive effort to encourage breeding, four eggs hatched earlier in the spring, the first hatching in nearly six decades. This was a major triumph for conservationists on the island. Fortunately, the wildfire did not threaten or disturb the nests or their residents.



As the Channel Islands continually change in response to changing natural conditions and human impacts, our understanding of the resources within our care must also respond. Scientifically based research provides such information and can answer many questions about how plants and animals live and how they can best be protected.

GSA supports the National Park Service and the U.S. Fish and Wildlife Service in their critical missions to preserve and protect national treasures such as the Channel Islands through our supply, procurement, property, and travel programs. GSA is

proud to provide the National Park Service and other federal organizations involved in preserving and protecting natural habitats, wildlife, and our national monuments with the tools and programs they need to achieve their mission.

For more information on Channel Islands National Park and the efforts to restore this amazing place, please visit www.nps.gov/chis

For more information on GSA product, service, and program offerings, please visit our Web site at www.gsa.gov.



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GSA Contact: Michael Baldwin
Tel 714 964 1400 Fax 714 964 8600
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...advantage,
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best value
Function: *noun*
1: A significant savings of cost as it relates to a federal agency's bottom-line.
2: Often achieved through a streamlined procurement process resulting from access to pre-bid, common-term contracts.
See *GSA's Multiple Award Schedules*

Defining Value

MULTIPLE AWARD SCHEDULES (MAS)

GSA's Multiple Award Schedules (MAS) program is designed to put our customers in touch with over 12 million mission-supporting commercial products and services, which can be ordered directly from GSA Schedule contractors or through the *GSA Advantage!*[®] online ordering system. Thanks to GSA, all federal agencies are afforded access to over 20,000 compliant contracts with volume-discount pricing. The MAS program allows the government to maximize value by providing shorter lead-times and lower administrative costs while ensuring federal compliance.

GSA is here to help. Visit gsa.gov/schedules, or call Customer Service Representative 6025 at (800) 488-3111



U.S. General Services Administration

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Managing Energy
Consumption with GSA





Controlling your agency's energy consumption is vitally important to protecting the environment and our resources.

GSA's Energy Management Services provide a comprehensive energy management solution to assist your agency in reducing and managing energy consumption. Energy Management Services available under GSA MAS 03FAC, Facilities Maintenance and Management, include:

Energy Management Program Support

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- Metering services used to manage energy load;
- Verification of past utility bills;
- Planning, implementing, and reporting agencies' energy reduction strategies as outlined in federal laws and executive orders; and
- Identifying energy-system vulnerability and mitigating threats for security purposes.

Energy Audit Services

- Energy audits used to collect data and analyze equipment in relation to their energy efficiency and environmental effects;
- Onsite Resource Efficiency Managers to analyze and manage current operations to maximize resource efficiency;
- Assistance in identifying alternative energy sources and their impact on energy consumption and the environment; and
- Building commissioning services to ensure the building systems are designed and built to operate as efficiently as possible.

Introduction to New Services

Introductory Energy Management Services, services being improved, or services that may not currently be offered in the federal market.

For more information, please contact:

Jennifer Hazelman
(816) 926-7193
jennifer.hazelman@gsa.gov

Ask the GSA Multiple Award Schedules Expert



Welcome to the first edition of the "Ask the Expert" column! This column will answer common recurring questions received about the GSA MAS program.

This month, the "Ask the Expert" column answers questions about the 2007 Customer Satisfaction Survey. In particular, customer issues, concerns, and questions were selected from the results or from the verbatim comments.

In subsequent columns, we would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

Issue: According to this year's Customer Satisfaction Survey, the top two areas where GSA should focus our attention, based on comments made by our customers are: Price/Value and Information/Communications. These are the two areas that mean the most to our customers. Let's begin with Price/Value. There is a perception among some that the Multiple Award Schedules' prices are too high, although many have indicated that time savings are more important to them than cost savings.

It is important to stress the values or benefits that customers experience by using Multiple Award Schedules. When using the Multiple Award Schedules program, customers can rest assured that all competition requirements have been met and no further synopses are required. GSA contracting officers have deemed that our prices are fair and reasonable, while pre-negotiating all terms and conditions. Because all of the procurement legwork has been done by GSA, our customers have a reduced need for front-end procurement personnel. Therefore, they will experience reduced procurement lead times while providing much less documentation. By working directly with our awarded contractors, our customers get the total solutions they need! They can also breathe easier knowing that their risk of protest is low when they use the Schedules and they will not have to pay additional administrative fees.

Schedules do start with a good price, but frequently, especially for larger orders, customers can obtain better pricing. For every schedule order, GSA strongly encourages our customers to ask for better pricing, however, for very large orders, our ordering procedures require it.

To make it easier to get better pricing, GSA provides a sophisticated suite of eTools, all designed to help the customer negotiate contractors price even lower.

Because the Multiple Award Schedules are completely self-service, our customers determine what is meant by the terms "best value." When evaluating offers by contractors, they can define best value to mean lowest price, best technical solution, corporate experience, past performance, or delivery timeframes, or some combination of all of these factors.

Issue: Communication of information was indicated as an area of concern in this year's Satisfaction Survey. Expressed at the most general level, communication efforts are very important to the satisfaction and usage of the Schedules program; but unfortunately, communications efforts are not performing to the satisfaction of our customers. The issues with communication are indicated to be usefulness, clarity, and ease of finding specific information.

In GSA, we work continually to improve our communication, we value your inputs and have planned several actions to improve greatly upon our communication to you.

First, we are revamping our communication on our Schedule offerings into solution sets throughout our publications. The goal is to provide you with a simple set of categories you may use to easily locate the product, service, or vendor you are looking to acquire. We will carry this theme forward to our Web pages as well making items easier to locate on gsa.gov and easier to locate and retrieve using GSA's online tools: *GSA Advantage*[®], eBuy, and eLibrary.

GSA has included contact information for GSA acquisition experts including both phone numbers and email addresses. These contacts can provide immediate assistance with GSA MAS-related questions. Since acquisitions may cover a broad range of technically complex subjects, contacts are listed by subject area. Please choose the expert that is closest to the category of your requirement.

For questions about **Tools, Hardware & Appliances; Paints, Coatings, Sealants & Adhesives; Facilities Maintenance, Repair & Operations Services** contact:
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(800) 241-7246. barry.nelson@gsa.gov

For questions about **Financial & Accounting Services** contact:
(703) 605-2797, tia.lawrence@gsa.gov



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For questions about **Furniture and Furnishings; Sports, Recreation & Promotional Equipment; Document Handling Equipment & Services** contact:
(703) 605-9283, caroline.wenstrup@gsa.gov,
Caroline Wenstrup

For Questions about **Law Enforcement, Safety, Security Supplies, Equipment & Services; Advertising, Marketing & Public Relations Services, Temporary Administration & Professional Staffing; Scientific, Laboratory Equipment & Services, Maintenance, Repair, Operations Supplies & Equipment, Cleaning Supplies & Equipment; Hospitality, Food Service and Personal Care Supplies & Equipment** contact:
(817) 574-2310, Cheryl.allen@gsa.gov

For questions about **Motor Vehicles, Vehicle Supplies & Equipment** contact:
(703) 605-2377, vehicle.buying@gsa.com

For questions about **Information Technology Products and Services** contact:
(703) 605-2700, it.center@gsa.gov.

For question about **Travel Services** contact:
(703) 605-5616, onthego@gsa.gov

For **Transportation Services** contact:
(703) 605-2857, patrick.mudd@gsa.gov

If assistance is required to determine the best expert for your needs, email asktheexpert@gsa.gov or call any of the phone numbers listed above for help.



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Find out more by contacting our GSA specialist, Stacy Betts, at sbetts@spaceinc.net or **1-877-777-7223**.



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Computers for Learning, an Alternative to Recycling



The problem of electronic waste (ewaste) is growing at an alarming rate. Ewaste is among the fastest-growing and most toxic components of municipal trash. The Computers for Learning (CFL) program promotes the reuse of federal excess computers and peripheral devices among needy schools and educational nonprofit organizations, reduces landfill disposal of toxic wastes, and maximizes the value of federal assets.

Although computers contain valuable metals, chips, and parts, these materials can be costly to recover. Hazardous materials such as lead, cadmium, mercury, brominated flame retardants, and hexavalent chromium must be dismantled in a special way as to not cause harm to humans or the environment. Continued use of the computers is a better solution than dismantling/component recovery.

More Green than Recycling

Recycling an unwanted computer is shortsighted, considering the many benefits of reuse. When federal agencies partner with schools to reuse and give computer equipment a second life, they also give opportunity to our America's youth in need.

Sharing Technology – Creating Opportunity

The Computers for Learning (CFL) program facilitates the transfer of excess federal computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need. The CFL program implements Executive Order (E.O.) 12999, *Educational Technology: Ensuring Opportunity for All Children in the Next Century*. E.O. 12999 directs federal agencies to give “highest preference to schools and nonprofit organizations in the transfer of educationally useful federal equipment.” The authority for transfers under CFL is the Stevenson-Wydler Technology Innovation Act of 1980, as

DID YOU KNOW?

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amended (15 U.S.C. 3710(i)). This act authorizes federal agencies to transfer excess education-related federal equipment to educational institutions or nonprofit organizations for educational and research activities.

Excess electronic products entered into GSAXcess® are automatically offered to eligible schools and educational nonprofits through the CFL program. Federal entities may opt to directly transfer excess electronic equipment to eligible schools and educational nonprofits, and report these transfers through CFL's Post Transaction Module to automatically include those transactions in their agency's Annual Non-Federal Recipients Report.

Computers for Learning...Good for Government...Better for the Environment...Best for Schools.

Computers for Learning

Registering Schools to Receive Excess Government Computer Equipment

Your child's school may be eligible to receive computers and related equipment that are no longer needed in the federal government. To participate in the program, schools must be registered at www.computersforlearning.gov. This flyer provides the information needed for a school to register in the program.



Please share this information with your local school administration.

About the Computers for Learning Program:

General Services Administration (GSA) operates the Computers for Learning (CFL) application, www.computersforlearning.gov, which is supported by Executive Order 12999 - Educational Technology: Ensuring Opportunity for All Children in the Next Century. The Web site offers a convenient way to:

- Determine eligibility of your school
- Identify computer equipment available for transfer
- Request selected equipment

For more information visit:

www.gsa.gov/computersforlearning.

How it Works:

Federal agencies report excess property to a Web site where schools are able to search the equipment available for transfer, select the items needed, and place the items in a

virtual shopping cart. The system will submit the request to the owning federal agency and the school will be emailed an allocation or a denial.

Although the excess computers are provided at no cost, it is the school's responsibility to either pickup the equipment or pay for the shipping and transportation costs.

To Register:

Determining eligibility and registering is an easy process for school administrations. The process begins with schools registering at www.computersforlearning.gov.

To obtain further information on Computers for Learning, you may send an email to computers.learning@gsa.gov or contact our GSA representative:

Joyce Spalding
703-605-2888
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U.S. General Services Administration

FedRooms

Makes It Easy



Travelers no longer need to search and compare hotels to ensure they are compliant with federal regulations: When a traveler books a hotel that offers the FedRooms rate, that is enough to guarantee compliance. But remember, you must ask for the FedRooms rate by name. With more than 5,000 properties worldwide, and with new hotels added daily, FedRooms provides choices while leveraging the federal government's overall buying power—ensuring guaranteed rates and rate protection, now and in the future.

A

How can federal travelers book the FedRooms Rate?

Because the program was designed for federal travelers, FedRooms rates are accessible through all four distribution channels:

- Through each agency's designated booking tool, E-Gov Travel Service:
 - Select a designated FedRooms property from the search results.
 - Choose the FedRooms rate by name from the list of available rates.
- Directly through the FedRooms Web site, www.fedrooms.com.
- Direct calls to FedRooms hotel reservations centers.
- Calling your government agency's designated travel agency and asking for the FedRooms rate.

Be sure to insist on the FedRooms rate by name. Remember, the "government," "federal government," and "military" rates are not the same.

What benefits do federal travelers get from asking for the FedRooms rate?

As a federal traveler, you don't want surprises on your bill when you check out. At hotels offering the FedRooms rate, you are assured:

- Rates at or below per diem;
- 4 pm or later date of arrival cancellation policy;
- No early departure fees;
- Properties that are fire-safe and certified by the Federal Emergency Management Agency (FEMA); and
- No add-on fees.

Many federal travelers believe that to get a rate within federal per diem, their options for accommodations are limited. FedRooms is dispelling that myth, with 75 percent of the 5,000 participating properties classified as "Deluxe" or "First Class" in the Official Hotel Guide (OHG).

FedRooms FAQ

Q: If FedRooms is a government program, why is the Web site FedRooms.com instead of FedRooms.gov?

A: Although FedRooms is the official government-wide, government-sponsored hotel program, it is co-managed by Carlson Wagonlit Travel, a commercial (.com) organization. The FedRooms Web site is also accessible through www.gsa.gov/fedrooms, which is hosted by the GSA.

Q: Is there a way to enter dates into my hotel search on FedRooms.com at the beginning of the search process, rather than entering dates for each property in search results?

A: Because www.fedrooms.com was built as a tool to supplement government-contracted online-booking tools, it was built on simple technology linking travelers directly to hotel inventory. Web site utilization has grown beyond initial expectations, and FedRooms is currently evaluating the opportunity of partnering with a Global Distribution System (GDS) to enable searches by date and availability.

Q: Can I use the FedRooms Rate for leisure travel?

A: Yes. Approximately 60 percent of FedRooms hotels extend the FedRooms Rate to federal government and military travelers on leisure travel. Approximately 60 percent of hotels also extend the FedRooms rate for small groups and meetings (up to 25 people), government contractors, and state-government employees. These rates are available through www.fedrooms.com.

Q: FedRooms rates are stated to be at or below federal per diem, but when I called the hotel and asked for the government rate, it was more than per diem. Why?

A: The FedRooms rate and the government rate are not the same. In order to receive the guarantees associated with the FedRooms rate, you must ask for it by name.

Q: Is breakfast included at FedRooms' participating properties?

A: Yes, nearly 55 percent of FedRooms participating properties include breakfast in the FedRooms rate.

FedRooms Help Desk

Hours: Monday-Friday, 7 a.m.-3:30 p.m. (CST)

Contact: (800) 226-1741

hotels@fedrooms.com

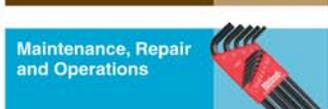
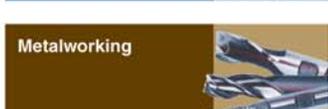
FedRooms Fast Facts

- FedRooms is the official government-wide lodging program managed by the U.S. General Services Administration (GSA).
- There are currently more than 5,000 hotels in the FedRooms program around the world.
- The Federal Travel Regulation states that federal travelers must give FedRooms rates first consideration when traveling on official business.
- FedRooms rates are available through all booking channels: FedRooms.com, online booking tools, travel agencies (TMC/CTO), and by calling the hotel directly.
- 75 percent of FedRooms hotels are classified as “Deluxe” or “First Class.”

More chances to learn the basics about FedRooms!

Attend one of the upcoming **FedRooms 101** training sessions. Sessions will be held via webinar. Visit the FedRooms 101 link on the traveler page at www.fedrooms.com or visit www.gsa.gov/fedrooms for additional information.

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Seminars are free; however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our Web site at www.gsa.gov/events, or contact your local representative at the numbers listed below and on the following page.

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For More Information, please contact:

Masood Ghassemi, PhD, P.E.
7994 Capwell Drive
Oakland, CA 94621
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Crystal Park 4, Room 300
2200 Crystal Drive
Arlington, VA 22202

For course scheduling information, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or e-mail us at travel.training@gsa.gov.

Special Needs

Employees with special needs who are nominated for training, please call the Travel Training Branch at (703) 605-0555 or e-mail us at travel.training@gsa.gov.

Group Specials and Custom Courses

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your organization, or you may join other federal, state or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs. To discuss group specials and customized courses, rates, and services, please call the Travel Training Branch at (703) 605-0555, or e-mail us at travel.training@gsa.gov.

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LECTURE COURSES

1745 – Relocation Allowances, FTR and JTR, Vol. 2 Three-Day Course (\$950)

This class explains in plain language the allowances provided to eligible civilian employees making a permanent change of duty station. Course content: travel authorizations, advances and vouchers; service agreements; househunting and en route travel; temporary quarters; shipment of household goods/automobiles; property management; real estate expenses; miscellaneous expenses; and last move home. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1750 – Relocation Income Tax Allowances Two-Day Course (\$850)

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

Temporary Duty Travel 1760 – Federal Travel Regulation (FTR) Two-Day Course (\$799)

This lecture course teaches students how to compute temporary-duty travel allowances and responsibilities concerning: travel authorizations; allowable transportation; Fly America Act; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-

changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1780 – Conference Planning Three-Hour Session (\$450)

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem and pay for light refreshments. Discussion includes: where to hold meetings and conferences nationwide; obtaining proposals; estimating budget costs; what's included in room rate; using approved hotel accommodations; agency requirements for conferences; and the best times to hold conferences.

2060 – Advanced Temporary Duty Travel – Federal Travel Regulation One-Day Course (\$499)

This advanced course provides in-depth discussion of the statute pertaining to travel authorizations and per diem allowances for domestic and foreign travel.

Discussion includes long-term Temporary Duty (TDY) assignments, mandatory use of the contract city-pair fares, and arranging travel services in accordance with FTR amendment 2003-7, eTravel Services, effective January 21, 2004. Additional topics include the mandatory use of the charge card, when conference per diem is allowed, miscellaneous expenses, receipt requirements, and voucher submission. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or e-mail us at travel.training@gsa.gov.

DEPARTMENT OF DEFENSE OFFERINGS

1761 – Approving Official Responsibilities: Federal Travel Regulation (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements and justifications are attached with the voucher. Course content: travel authorizations; allowable transportation; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; miscellaneous expenses; submission of vouchers; and approving officials responsibilities.

For more information, please call the Travel Training Branch at (703) 605-0555, or e-mail us at travel.training@gsa.gov.

Temporary Duty Travel: 1765 – Joint Federal Travel Regulations, Vol. 1; (Uniformed Services) Two-Day Course (\$799)

This course teaches students to understand temporary-duty travel allowances and responsibilities for uniform members for the Department of Defense. Topics covered are: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per

diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel allowances make annual (or even twice yearly) training strongly advised.

Temporary Duty Travel: 1770 – Joint Travel Regulations, Vol. 2 Two-Day Course (\$799)

This course teaches students how to understand temporary-duty travel allowances and responsibilities in accordance with the Joint Travel Regulations, Vol. 2 for civilian employees with the Department of Defense. Topics covered include: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel regulations make annual (or even twice yearly) training strongly advised.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or e-mail us at travel.training@gsa.gov.

DEPARTMENT OF DEFENSE

ON-SITE SPECIALS

1762 – Approving Official Responsibilities: Joint Federal Travel Regulations, Vol. 1 (Uniform Services) (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements and justifications are attached with the voucher. Course content: travel orders; transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.

1771 – Approving Official Responsibilities: Joint Federal Regulations, Vol. 2 (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements and justifications are attached with the voucher. Course content: travel orders; transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or e-mail us at travel.training@gsa.gov.



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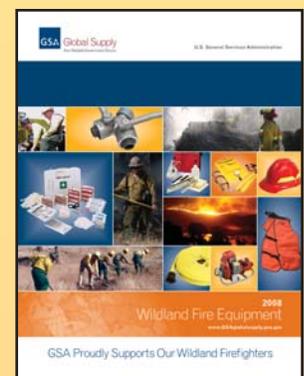
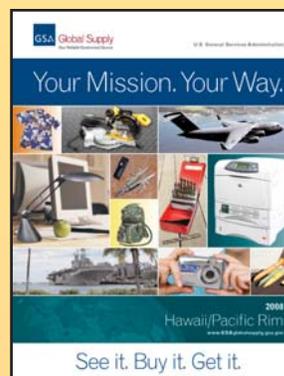
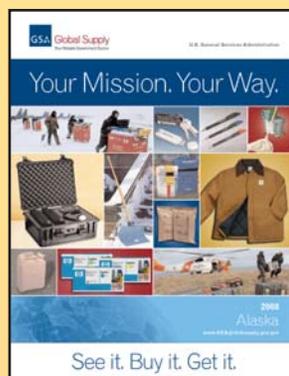
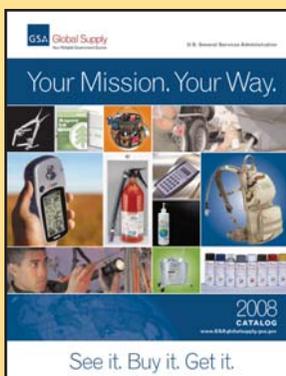
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Manila Folder ▶

Standard manila file folder expands to 3/4". This light-duty folder is made of 124-lb. non-reinforced manila stock, with a plain, folded bottom.   

Features self-tabs in all positions. Fasteners not included.

1/2 cut.

 30% postconsumer material

NSN 7530-00-281-5945

Color Manila

Size Letter Size

Price \$8.45 HD



◀ Classification Folder

Features two 217-lb. kraft inner dividers with 1/3-cut self-tabs. Six two-prong fasteners are located at the top on inside of covers and on both sides of inner dividers. Expands to 2". Compressors not included.  

 Contains 30% recovered material, which includes 30% postconsumer material

NSN 7530-00-990-8884

Color Red

Size Letter Size

Price \$2.26 EA



◀ Double-Pocket Report Cover

Double-pocket presentation portfolio handily accommodates supporting materials, including samples, forms, or reference materials. Made of coated, leather-grained paper stock. Each pocket is 5" deep x 9-1/2" wide and has a 3/8" capacity for 8-1/2 x 11" paper.  

 30% postconsumer material

NSN 7510-00-584-2489
Color Dark Blue
Size 11-1/2 x 9-1/2"
Price \$10.26 BX (contains 25 EA)

NSN 7510-00-584-2491
Color Gray
Size 11-1/2 x 9-1/2"
Price \$10.26 BX (contains 25 EA)

NSN 7510-01-512-2414
Color Yellow
Size 11-1/2 x 9-1/2"
Price \$10.26 BX (contains 25 EA)

NSN 7510-00-584-2490
Color Light Blue
Size 11-1/2 x 9-1/2"
Price \$10.26 BX (contains 25 EA)

NSN 7510-00-584-2492
Color Tan
Size 11-1/2 x 9-1/2"
Price \$10.26 BX (contains 25 EA)

NSN 7510-01-512-2415
Color Red
Size 11-1/2 x 9-1/2"
Price \$10.26 BX (contains 25 EA)

Clipboard ▼

Plastic base clipboard features 6" metal wire spring clip.  

 100% recycled plastic

NSN 7520-01-439-3391
Color Blue
Size 9 x 12"
Price \$5.08 EA



Lined Writing Pad ▼

This memorandum pad is bound on top and contains 100 sheets of 16-lb. basis weight paper.   

Sheets are ruled on both sides with blue lines that are spaced 5/16" apart.

 Contains 50% recovered material, which includes 30% postconsumer material

NSN 7530-01-124-5660
Color White
Size 8-1/2 x 11"
Price \$15.02 DZ

NSN 7530-01-124-7632
Color Yellow
Size 8-1/2 x 14"
Price \$17.35 DZ



Unlined Writing Pad ▶

This memorandum pad is bound on top and contains 100 sheets of 16-lb. basis weight paper.  

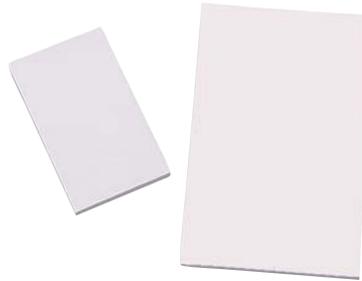
 Contains 50% recovered material, which includes 30% postconsumer material

NSN 7530-00-285-3090

Color White

Size 3 x 5"

Price \$7.26 PG (contains 24 EA)



 Contains 50% recovered material, which includes 30% postconsumer material

◀ **NSN** 7530-00-239-8479

Color White

Size 5 x 8"

Price \$8.33 DZ

Single-Part Computer Paper ▶

Continuous, flat-fold computer paper is intended for use in a variety of printers (including Autodin) and features holes punched on both margins for a smooth sprocket feed. Carbonless, chemically coated set is crimp-fastened and features vertical margin perforations located 1/2" from left and right sides of each sheet.  

Has a 20-lb. basis weight.

 Contains 30% recovered material, which includes 30% postconsumer material

NSN 7530-00-800-0996

Color White

Size 9-1/2 x 11"

Price \$28.38 BX (contains 2500 SH)



◀ Single-part continuous form paper has vertical tearline perforations on the right edge. Has a 20-lb. basis weight. 

 Contains 30% recovered material, which includes 30% postconsumer material

NSN 7530-01-413-0730

Color White

Size 14-7/8 x 11"

Price \$33.59 BX (contains 2,700 SH)



◀ Bankers Box - Stor/file S/S Storage Boxes

Bankers Box - Stor/File S/S Storage Boxes - 15" W x 10" H x 12" D, 500 Lbs., White/Blue, 12/Carton, Model No. 0007101: Seals tight for shipping or securing files, then converts to a reusable box!. 59% post-consumer content. Extra strength. Strong adhesive strip is durable enough for shipping and prevents tampering. Easy to open; just pull tab to access box contents. Shipping lid tears off to reveal folding box lid for instant storage. Construction: 2-ply end x 1-ply side x 2-ply bottom. Reinforced tote handles. Stacking weight is the amount of evenly distributed weight that can be safely stacked on top of a box.

♻ Recycled

NSN OS1-P50007101

Brand BANKERS BOX

P/N P50007101

Price \$65.18 CT (contains 12 EA)



▶ Plastic Pallet ▲

Plastic Pallet features four-way entry, is nestable, fire-retardant, and reusable. Twin sheet thermoforming method to provide for lighter weight. Made of thermoformed high-density polyethylene. Pallets are designed for general use with a fork lift.

Capacity 3,000 lbs. dynamic load. Overall pallet weight is 22 lbs.

NSN 8115-01-535-0150

Color Matte Black

Size 48" L x 40" W x 6" H

Price \$43.98 EA

Pallets are designed for general use with a fork lift.

Capacity 2,500 lbs. dynamic load. Overall weight: 19 lbs.

NSN 8115-01-535-0149

Color Black

Size 48" L x 40" W x 6.5" H

Price \$38.99EA

▼ Bankers Box - Binderbox Storage Boxes

12-1/4" W x 12" H x 18-1/2" D, 850 Lbs. Stacking Weight, White/Blue, 12/Carton, Model No. 0073301: Maximum strength specialty box supports the weight of full binders. Innovative storage solution for binders. 59% post-consumer content. Specially designed to hold most binder sizes up to 3"; holds eight 1-1/2" binders.

FastFold assembly for set up in seconds. Construction: 3-ply end x 2-ply side x 2-ply bottom. Lift-off lid locks

into place for higher security storage. Reinforced tote handles. Stacking weight is the amount of evenly distributed weight that can be safely stacked on top of a box.

♻ Recycled

NSN OS1-P50073301

Brand BANKERS BOX

P/N P50073301

Price \$71.04 CT (contains 12 EA)



Plastic Pallet (Winged) ▶

Plastic pallet features four-way entry, is nestable, fire-retardant, and reusable. Twin sheet thermoforming method provides for lighter weight. Made of thermoformed high-density polyethylene. Pallets are designed for general use with a fork lift.

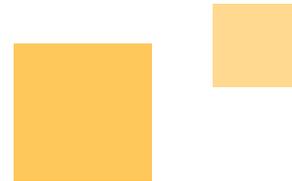
Pallets are designed to be uniformly loaded and lifted by their end wings for rapid loading/unloading to and from docks, for various deployment aboard ships, and/or utilized in the conventional way by fork lift. Capacity: 3,000 lbs. (dynamic load). Wings extend 4" on each end.

NSN 8115-01-535-0147

Color Matte Black

Size 48" L x 40" W x 6" H

Price \$106.11 EA



▲ Laundry Detergent (Standard Loads)

XLD 117-56 for standard-size loads. Gentle on fine fabrics. Lemon-scent detergent works effectively in hot or cold water. Lifts out tough dirt and stains. Biodegradable and phosphate-free. (Contains no bleach.) **DD** **MSDS**



Box contains 50 56-gram packets.

- Ⓜ 24-month maximum shelf life (extendable)
- ♻ Biodegradable per EPA/OECD test methods

NSN 7930-01-367-2908

Price \$28.78 BX (contains 50 EA)



◀ Laundry Detergent

XLD 131 laundry detergent with a non-chlorine bleach is color-safe for most fabrics. Includes two enzymes for brighter whites and colors, and eliminates musty odors. Made for regular-size washers. **DD** **MSDS** **JWOD**

Box contains 50 56-gram packets.

- Ⓜ 24-month maximum shelf life (extendable)
- ♻ Biodegradable per EPA/OECD test methods

NSN 7930-01-367-0988

Price \$29.46 BX (contains 50 EA)

Laundry Detergent, Small Loads ▼

XLD 117-30 for small loads, gentle on fine fabrics. Lemon-scent detergent works effectively in hot or cold water. Lifts out tough dirt and stains. Biodegradable and phosphate free. **DD** **MSDS** **JWOD**

Box contains 100 1-oz. packets.

- Ⓜ 24-month maximum shelf life (extendable)
- ♻ Biodegradable per EPA/OECD test methods

NSN 7930-01-367-2907

Price \$47.62 BX (contains 100 EA)





◀ Biodegradable Cleaner and Degreaser

Ready-to-use, alkaline, general-purpose household cleaner with a pH of not greater than 12.8. The detergent has a cleaning efficiency of 80% when tested in accordance

with ASTM D 4488, method A5. The cleaner is suitable for use on grease, dirt, soap scum, food stains, and fingerprints. Contains no abrasives or phosphates and is not flammable.



- ① 36-month maximum shelf life (extendable)
- ♻️ Nontoxic item; biodegradable per EPA/OECD test methods

NSN 7930-00-357-7386

Price \$1.68 BT (contains 22 OZ)

Comes in a spray-pump dispenser.

- ① 36-month maximum shelf life (extendable)
- ♻️ Nontoxic item; biodegradable per EPA/OECD test methods

NSN 7930-00-926-5280

Size Bottle Size: 16 oz.

Price \$85.52 BX (contains 48 EA)

Useful for refilling dispensers.

- ① 36-month maximum shelf life (extendable)
- ♻️ Nontoxic item; biodegradable per EPA/OECD test methods

NSN 7930-00-068-1669

Price \$3.89 CO (contains 0.5 GL)

NSN 7930-00-177-5243

Price \$5.10 GL

▼ All-Purpose Cleaner

“Power Green” is a biodegradable, nonabrasive, nonflammable and pH-balanced cleaner/degreaser. It safely removes grease, oil, and dirt while meeting today’s safety and environmental standards. This multi-purpose cleaner/degreaser easily cuts most greases, oils, tar, and dirt from bare and painted surfaces. It is safe for cleaning woodwork, furniture, kitchen appliances, and bathroom fixtures. It cleans and freshens naturally and economically. **DD**



- ① 36-month maximum shelf life (extendable)
- ♻️ Biodegradable per EPA/OECD test methods

NSN 7930-01-373-8849

Size 22-oz. trigger spray bottle

Price \$149.69 BX (contains 24 EA)

NSN 7930-01-373-8848

Size 1 gal.

Price \$88.42 BX (contains 6 EA)

NSN 7930-01-373-8845

Price \$66.28 CN (contains 5 GL)

NSN 7930-01-373-8844

Price \$509.54 DR (contains 55 GL)



◀ Paper Towels

Heavyweight paper towels are designed for use in bathroom dispensers. **CPG**



C-fold towels are 130 square inches overall. Fold depth: 4".

For use with Paper Towel Dispenser NSN 4510-00-585-6305.

- ♻️ Contains 40% recovered material, which includes 40% postconsumer material

NSN 8540-00-291-0392

Color Natural

Size 10-1/4"W

Price \$20.33 BX (contains 2,400 EA)



▲ Toilet Paper

Bathroom tissue consists of 4-1/2 x 4-1/2" perforated sheets wound around a core. Uncompressed rolls are individually wrapped. 



Two-ply.

Basis weight: 17 lbs.

-  Contains 30% recovered material, which includes 30% postconsumer material

NSN 8540-01-380-0690

Color White

Size Length: 2,188"

Price \$52.74 BX (contains 96 EA)

Absorbent Pad ▶

The Woolzorb pad is made of organic fibers and wool. A multi-purpose pad ideal for spills and cleanup in the shop and field. Absorbs oils, grease, coolants, solvents, and water. Reusable up to 10 times, each pad will absorb up to 0.25 gallons. Incinerates efficiently; high BTU with low ash content. Environmentally friendly and biodegradable.



-  Biodegradable per EPA/OECD test methods

NSN 4235-01-441-0246

P/N WP1818

Size 18 x 18"

Price \$72.00 BX (contains 100 EA)



▼ Cottonsoak absorbent pad is made of 100% cotton, ideal for all hydrocarbon spills including light oils, gasoline, diesel fuel, jet fuel, and hydraulic oils. Reusable up to 10 times. Pad will absorb up to 0.25 gallons. Environmentally friendly and biodegradable.

Incinerates efficiently-high BTU with low ash content. 



-  Biodegradable per EPA/OECD test methods

NSN 4235-01-451-8744

P/N CP1818

Size 18 x 18"

Price \$72.00 BD (contains 100 EA)



▼ Absorbent Pillow

Wool-universal pillow is made of wool and organic fibers, making it ideal for spill cleanup. For use with oil, coolants, solvents, and water (universal), absorbs up to 1.4 gallons each. May be reused up to 10 times. Environmentally friendly and biodegradable. 

-  Biodegradable per EPA/OECD test methods

NSN 4235-01-456-8575

P/N WPL1818

Size 18 x 18"

Price \$68.02 BX (contains 10 EA)



Cotton pillow made of 100% cotton, ideal for spill cleanup. For use with oil, coolants, and solvents (oil only), absorbs up to 1.4 gallons each. May be reused up to 10 times. Environmentally friendly and biodegradable.



-  Biodegradable per EPA/OECD test methods

NSN 4235-01-456-8571

P/N CPL1818

Size 18 x 18"

Price \$68.02 BX (contains 10 EA)



◀ Spill Clean-Up Kit

13-Gallon Spill kit for use with oil, coolants, solvents, and water (universal). Kit contains: (25) each 18 x 18" Woolzorb pads (universal), (4) each 3 x 48" woolly snakes, (2) each 18 x 18" wool pillows, (5) pounds of USA-DRI

absorbent, (1) each pair glasses, (1) each pair gloves, (1) each *Emergency Response Handbook*, (4) each temporary disposal bags/ties, (4) each hazard labels, (1) each 20-gallon lab pack container 21 x 21".



♻ Biodegradable per EPA/OECD test methods

NSN 4235-01-456-9899

P/N Kit 505

Price \$143.32 KT



13-Gallon Spill kit for use with oil, coolants, and solvents. Kit contains; (25) each 18 x 18" cotton pads (oil only), (4) each 3 x 48" woolly snakes, (2) each 18 x 18" cotton pillows, (5) pounds of USA-DRI absorbent, (1) each pair glasses, (1) each pair gloves, (1) each *Emergency Response Handbook*, (4) each temporary disposal bags/ties, (4) each hazard labels, (1) each 20-gallon lab pack container 21 x 21".



♻ Biodegradable per EPA/OECD test methods

NSN 4235-01-456-9893

P/N Kit 203

Price \$129.15

Spill-Containment Sock ▶

Woolly snakes are made of organic fibers and wool. Three (3) inch diameter, ideal for containing oil, coolant, solvent, and water (universal) spills. Molds easily and neatly around machinery. Reusable, environmentally friendly, and biodegradable.



♻ Biodegradable per EPA/OECD test methods

NSN 4235-01-456-8862

P/N WS348

Size 3 x 48"

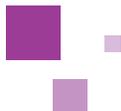
Price \$70.09 BX (contains 20 EA)

NSN 4235-01-456-8858

P/N WS396

Size 3 x 96"

Price \$73.27 BX (contains 10 EA)



◀ Spill-Containment Boom

Woolly Boom absorbent is made of organic fibers, cotton and wool, which can absorb up to 40 times its weight in liquid hydrocarbons. Used for containing fuel and oil spills on land, streams, lakes, rivers, and salt water. Can be wrung out and reused. The boom has quick lock buckling system for easy connection. Environmentally friendly, biodegradable, ecologically safe.



♻ Biodegradable per EPA/OECD test methods

NSN 4235-01-441-0248

P/N WB610

Size 6" x 10'

Price \$147.60 BX (contains 5 EA)

21-Gallon Spill kit for use with oil, coolants, solvents and water (universal). Kit contains: (50) each 18 x 18" Woolzorb pads (universal), (4) each 3 x 48" woolly snakes, (2) each 18 x 18" wool pillows, (10) pounds of USA-DRI absorbent, (1) each pair glasses, (1) each pair gloves, (1) each *Emergency Response Handbook*, (4) each temporary disposal bags/ties, (4) each hazard labels, (1) each 30-gallon lab pack container 21 x 28.5".



♻ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0005

P/N Kit 507

Price \$156.83 KT

21-Gallon Spill kit for use with oil, coolants, and solvents. Kit contains: (50) each 18 x 18" cotton pads (oil only), (4) each 3 x 48" woolly snakes, (2) each 18 x 18" cotton pillows, (10) pounds of USA-DRI absorbent, (1) each pair glasses, (1) each pair gloves, (1) each *Emergency Response Handbook*, (4) each temporary disposal bags/ties, 4 each hazard labels, (1) each 30-gallon lab pack container 21 x 28.5".



♻ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0031

P/N Kit 205

Price \$156.83 KT



▼ 40-Gallon Spill kit for use with oil, coolants and solvents. Kit contains: (100) each 18 x 18" cotton pads, (10) each 3 x 48" wooly snakes, (6) each 18 x 18" cotton pillows, (50) each bio rags, (20) pounds of USA-DRI absorbent, (2) each pair glasses, (2) each pair gloves, (1) each *Emergency Response Handbook*, (10) each temporary disposal bags/ties, 10 each hazard labels and (1) 65-gallon container 28 x 36.5". **DD** **MSDS** **JWOD**

♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0518

P/N Kit 209

Price \$453.27 KT



65-Gallon Spill kit for use ► with oil, coolants, and solvents. Kit contains: (100) each 18 x 18" cotton pads, (8) each 3 x 96" wooly snakes, (10) each 3 x 48" wooly snakes, (10) each 18 x 18" cotton pillows, (50) each bio rags, (30) pounds of USA-DRI absorbent, (2) each pair glasses, (2) each pair gloves, (1) each *Emergency Response Handbook*, (10) each temporary disposal bags/ties, (10) each hazard labels and (1) 95-gallon container 31 x 42". **DD** **MSDS** **JWOD**

♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0663

P/N Kit 211

Price \$661.61 KT



80-Gallon Spill kit for use with oil, coolants, and solvents. ► Kit contains: (150) each 18 x 18" cotton pads (oil only), 4) each 3 x 96" wooly snakes, (10) each 3 x 48" wooly snakes, (8) each 18 x 18" cotton pillows, (50) each bio rags, (60) pounds of USA-DRI absorbent, (2) each pair glasses, (2) each pair gloves, (1) each *Emergency Response Handbook*, (15) each temporary disposal bags/ties, (15) each hazard labels and (1) 80-gallon HDPE portable container with 3" poly wheels. **DD** **MSDS** **JWOD**

♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0677

P/N Kit 213

Price \$950.46 KT

80-Gallon Spill kit for use with oil, coolants and solvents. Kit contains: (150) each 18 x 18" cotton pads (oil only), 4) each 3 x 96" wooly snakes, (10) each 3 x 48" wooly snakes, (8) each 18 x 18" cotton pillows, (50) each bio rags, (60) pounds of USA-DRI absorbent, (2) each pair glasses, (2) each pair gloves, (1) each *Emergency Response Handbook*, (15) each temporary disposal bags/ties, (15) each hazard kabela and (1) 80-gallon HDPE portable container with 8" pneumatic wheels. **DD** **MSDS** **JWOD**

♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0678

P/N Kit 214

Price \$1,126.35 KT





◀ Travel Spill Kit

8-Gallon Travel Spill kit for use with oil, coolants and solvents. Kit contains: (15) each 18 x 18" cotton pads, (4) each 3 x 48" wooly snakes, (5) pounds of USA-DRI absorbent, (1) each pair glasses, (1) each pair gloves, (1) each *Emergency Response Handbook*, (1) each temporary disposal bags/ties, (1) each hazard labels and (1) cordura travel bag 21 x 11 x 11".



♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0658

P/N Kit 201

Price \$102.98 KT

Spill Kit Refill

37-Gallon Spill kit (refill) for use with oil, coolants, solvents and water (universal). Kit contains: (100) each 18 x 18" Woolzorb pads (universal), (6) each 3 x 48" wooly snakes, (4) each 18 x 18" wool pillows, (50) each bio rags, (10) pounds of USA-DRI absorbent, (2) each pair glasses, (2) each pair gloves, (1) each *Emergency Response Handbook*, (10) each temporary disposal bags/ties, 10 each hazard labels and (1) carton 36 x 19 x 27".



55-gallon drum not included with the DIY 37-gallon spill kit.

♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0421

P/N Kit 509

Price \$210.26 KT

37-Gallon Spill kit (refill) for use with oil, coolants and solvents. Kit contains; (100) each 18 x 18" cotton pads (oil only), (6) each 3 x 48" wooly snakes, (4) each 18 x 18" cotton pillows, (50) each bio rags, (10) pounds of USA-DRI absorbent, (2) each pair glasses, (2) each pair gloves, (1) each *Emergency Response Handbook*, (10) each temporary disposal bags/ties, 10 each hazard labels and (1) carton 36 x 19 x 27".



55-gallon drum not included with the DIY 37-gallon spill kit.

♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-457-0431

P/N Kit 207

Price \$196.90 KT



◀ Drum Top Pad (55 Gallon)

100% wool, fits top of 55-gallon drum. Absorbs oil and water (universal). Reusable, environmentally friendly, and biodegradable. **MSDS JWOD**

♻️ Biodegradable per EPA/OECD test methods

NSN 4235-01-453-5159

P/N BC55

Price \$78.62 BX (contains 25 EA)

SEASONAL PRODUCTS



Keep your environment looking its best with products from GSA Global Supply.



▲ Recycled Plastic Bag

Environmentally sound trash bags are made from 100% low-density recycled plastic. Made with tubular construction and a star seal bottom.



Heavy-duty bag.

40-gallon capacity.

- ♻️ Contains 100% recovered material, which includes 30% postconsumer material

NSN 8105-01-386-2329

Color Black/Brown

Size 40 x 48"

Price \$34.73 BX (contains 100 EA)

55- to 60-gallon capacity.

- ♻️ Contains 100% recovered material, which includes 30% postconsumer material

NSN 8105-01-386-2399

Color Black/Brown

Size 38 x 60"

Price \$45.16 BX (contains 100 EA)



60-gallon capacity.

- ♻️ Contains 100% recovered material, which includes 30% postconsumer material

NSN 8105-01-386-2410

Color Black/Brown

Size 36 x 58"

Price \$41.68 BX (contains 100 EA)

65-gallon capacity.

- ♻️ Contains 100% recovered material, which includes 30% postconsumer material

NSN 8105-01-386-2428

Color Black/Brown

Size 50 x 51"

Price \$48.22 BX (contains 100 EA)



▲ Push Broom

Floor sweeping brush consists of a hardwood or plastic block set with 3"-long bristles. The block has Acme-threaded holes on both sides for inserting a handle (not included).

Soft bristles made of 100% horsehair or fine polyester filament make the brush suitable for sweeping smooth interior wood, concrete, or tile floors without scratching.

NSN 7920-00-292-2363

Size Length: 30"

Price \$19.32 EA

Light duty push broom. **PRIME** 

NSN 7920-00-243-3407

Size Length: 18"

Price \$12.31 EA

Bristles made of 50% horsehair and 50% tampico or polypropylene fiber make the brush suitable for sweeping rough concrete and other floor surfaces. UNICOR

NSN 7920-00-292-2367

Size Length: 18"

Price \$11.63 EA

NSN 7920-00-264-4638

Size Length: 30"

Price \$20.24 EA

Bristles are made of stiff 35% bassine and 65% tampico fiber or heavy-duty polypropylene filament. The brush is suitable for use on concrete floors, such as those in garages.

NSN 7920-00-292-2360

Size Length: 24"

Price \$8.13 EA



▲ Wooden Utility Handle

Wood handle is for use with various tools such as squeegees, push brooms, and paint rollers.



Tapered end.

NSN 7920-00-177-5106

Size Length: 54"; Diameter: 15/16"

Price \$3.85 EA

NSN 7920-00-141-5452

Size Length: 54"; Diameter: 1-1/8"

Price \$4.02 EA



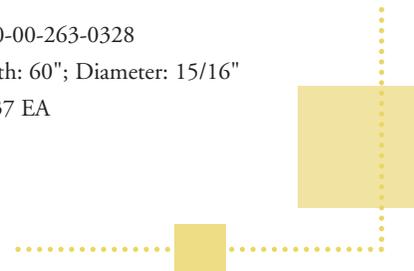
Acme threaded end.

May be used with 7920-00-490-6046 (Aircraft Cleaning Kit).

NSN 7920-00-263-0328

Size Length: 60"; Diameter: 15/16"

Price \$3.37 EA



Upright Tilt-Angle Broom ▼

Tilt angle upright broom has yellow plastic angle cut and flagged (feathered) bristles set into a lacquered hardwood or plastic block head. The painted tubular steel handle screws into the broom head. The handle is capped with a molded plastic hanger. Overall broom length is 52".



NSN 7920-01-458-8208

Price \$7.00 EA



Dustpan ▲

Household-style open dustpan has a dirt-retaining ridge parallel to the front edge. Dustpan can be hung on the wall for convenient storage.



Sheet steel and a corrosion-resistant finish with a 4" handle. Measures 11-13" across the front and 7" deep.

NSN 7290-00-224-8308

Price \$6.08 EA

Plastic with a 3-1/2" handle. Measures 11-1/2" across the front and 7" deep.

NSN 7290-00-616-0109

Price \$3.07 EA



Upright Broom ▲

This large, warehouse-type broom is suitable for heavy-duty sweeping of rough, uneven floors. Made of corn fiber and measures 12 to 14" wide and 17 to 18" long. **PRIME**

NSN 7920-00-291-8305

Size 41" handle

Price \$8.30 EA

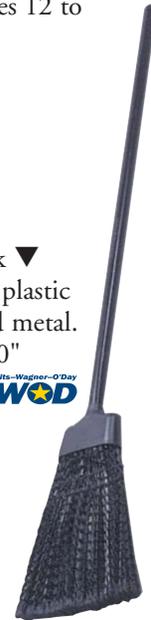


Heavy-duty upright broom has a black polypropylene fiber head with a black plastic cover. The handle is black vinyl coated metal. The broom head is 13-1/2" high by 10" wide. Overall broom length is 56".



NSN 7920-01-460-6658

Price \$9.10 EA



Garden Rake ▼

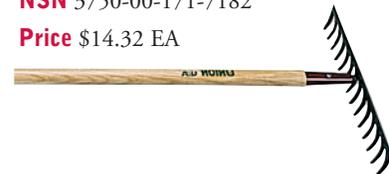
A must-have tool for effective gardening! This rake is designed for raking and smoothing soil. Rake head features a forged steel one-piece head and shank construction with a securely attached hardwood handle. CID A-A-2846.

Class A: Bow. Head contains 14 to 16 teeth and is a minimum of 13-1/2" wide.

Minimum head depth: 3"; Handle length: 59" minimum.

NSN 3750-00-171-7182

Price \$14.32 EA





◀ Pruning Shears

Heavy-duty lopping shears have a convex blade and a concave hook. Used for pruning plants, bushes, and tree limbs up to 1-1/2" in diameter. For two-handed use, shears have hardwood handles and a safety stop to protect operator.

NSN 3750-00-641-1197

Size Length: 27"

Price \$24.49 EA

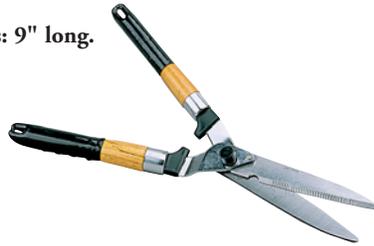
Hedge Clippers ▼

These hardwood-handled clippers are excellent for trimming hedges and small shrubbery. Serrated blades are ground, sharpened, and notched near the pivot points for easily cutting heavy canes and branches.

Cutting edge: 8" long; Handles: 9" long.

NSN 3750-00-951-1585

Price \$19.13 EA



Soaker Hose ▲

Perforated PVC plastic or rubber soaker hose. Non-adjustable. Protective coating. Dual tubes provide a flat base to alleviate twisting during use. Spray holes are distributed evenly throughout the length. Stays flexible at temperatures as low as 32°. CID A-A-59270A.

Contains both male and female couplings.

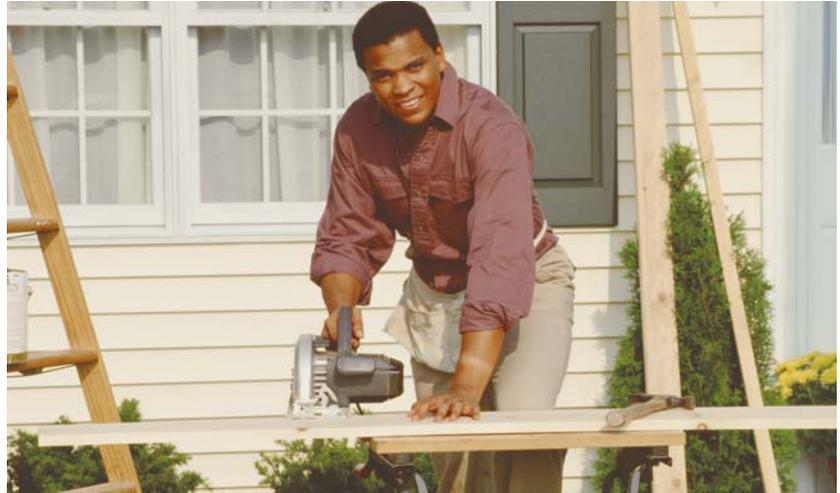
50-foot length covers 1,250 square feet.

NSN 3750-00-541-4157

Price \$7.16 LG (contains 50 FT)

MISSION ESSENTIALS

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Cordless Power Tool Set ▲

This six-piece set contains heavy duty, 18V cordless power tools. Set includes: 1/2" hammerdrill/drill/driver with 500 in. lbs. of maximum torque; 6-1/2", 16-tooth carbide blade circular saw and a rip fence; reciprocating saw with keyless blade clamp; right-angle drill with 310 in. lbs. of maximum torque; 6,500 RPM high-power cut-off tool; and a hands-free flexible floodlight. Also included: one-hour charger; two 18V batteries; 360-degree side handle; wrench; backing flange; and three-position side handle. Furnished in a contractor bag. **DD**

NSN 5130-01-535-1215

Price \$783.38 SE

Cordless Drill ▼

Heavy-duty, 18V 1/2" (13mm) adjustable clutch drill/driver kit features: variable speed; reversing switch; anti-slip soft comfort grip; keyless chuck; and an electric brake. Includes a one-hour charger, two battery packs (with two amp-hours minimum each pack), a screwdriver bit, and a heavy-duty carrying case.

No-load speed: 2,000 RPM (maximum); Maximum torque: 400 in.-lbs. (minimum).

NSN 5130-01-444-4662

Price \$250.27 EA





▲ Electric Impact Wrench

This impact wrench is designed for electricity-powered driving of sockets and screwdriver bits, as well as installing and removing nuts, bolts, and screws. Ultimate torque after 5: 850 ft.-lbs. (minimum); 800 BPM (minimum); spindle offset: 2-1/2" (maximum); bolt size capacity: 1-1/4" (minimum). Furnished in a carrying case.

NSN 5130-01-087-6840

Size Sq. Drive Size: 1"

Price \$2,798.22 EA

Open-End Wrench (Double-Headed) ▼

Engineer's-style, chromium-plated, double-headed wrench has a 15-degree angle on both ends. ASME B107.100.

Openings: 3/8 and 7/16".



NSN 5120-00-277-2342

Size Length: 4-3/8" (minimum).

Price \$4.02 EA



◀ Measuring Tape (Oil Gauging)

Tape designed for gauging tank level is graduated in 1/8" increments. Standard American markings are black on a light, rust-resistant background. Reads right to left or left to right. Consists of reel, hand-crank rewind, plumb bob, and one metal tape wiper with replaceable felt pads. Corrosion-resistant carbon steel frame supports tape reel and rewind spindle. Hardwood frame handle ensures a firm hold. Tape is 1/2" wide. Brass plumb bob measures 6-3/4" long and 1" in diameter. One end tapers to a flat point; the other end has a lug or eye for attaching to swivel snap fitted on end of tape. A-A-52216. **PRIME**

Tape has English markings.

NSN 5210-00-221-1885

Size Length: 25 feet

Price \$75.03 EA



Phillips-Tip Screwdriver ▲

Drives and removes screws with cross recesses in head. Heat-treated steel blade features a smooth, bright finish with a corrosion-preventive coating. ASME B107.15. **PRIME**

Point size: No. 1; **exposed blade length:** 3". **Blade diameter:** 3/16".

NSN 5120-00-240-8716

Price \$1.31 EA



▲ **Point size:** No. 3; **exposed blade length:** 6".
Blade diameter: 5/16".

NSN 5120-00-234-8912

Price \$3.01 EA

Pipe Wrench (Movable Jaw)

This heavy-duty adjustable wrench features a movable jaw that opens at a 90-degree angle from the handle. Consists of a handle with a fixed steel jaw and frame, a movable steel upper jaw, and a freely operating steel adjusting nut. **PRIME**

Has a cast malleable iron or steel handle and is made of drop-forged steel.

Capacity: 1/4 to 1"; Length: 10".

NSN 5120-00-277-1485

Price \$13.68 EA



◀ Folding Knife

The Applegate Combat Folder is the first folding combat knife ever developed. It features a large stainless-steel blade that fits snugly into a relatively small handle, an objective not easily accomplished with most folding

knives. In addition, the knife features a 4-1/2" blade with a thumb stud for easy one-handed deployment, as well as a sheath for easy storage. Created in the likeness of legendary Applegate-Fairbairn® knives.

NSN 5110-01-436-1548

Brand Fiskars, Inc.

P/N 05780

Size Length: 5-3/4" (closed)

Price \$86.71 EA

▼ Pocket Knife

This folding pocket knife has a stainless steel modified sheepsfoot blade with an oval thumb hole. The 3-1/2" blade has a partially serrated and a straight edge. The black high-strength plastic handle is lightweight and molded to form. When the knife is closed, it is 4-7/8" long and when it is open, the knife is 8-1/4" long. The knife features a patented hinged lock and has a reversible stainless steel carry clip.

Blade is black and has a corrosion resistant coating.

NSN 5110-01-452-2215

Price \$74.50 EA



▲ Refrigeration Equipment Tool Kit

This kit provides the necessary components and hand tools required for refrigeration maintenance. Kit includes: eight compressed gas cylinder valve connection adapters; 13 pipe and tube adaptors; adapter socket wrench; air-conditioning ratcheting box wrench; pinch bar; six-piece tube hand bender set; hacksaw and blades; modern refrigeration and air-conditioning book; brazing and soldering set; copper brazing alloy; silver brazing alloy; wire scratch brush; pipe bushing; power cable assembly; two cold hand chisels; abrasive cloth; terminal hand crimping tool; tube cutter and flaring tool kit; charging refrigerant cylinder; leak detector; socket wrench extension; half-round hand file; tube hand flaring tool; flashlight; brazing flux; soldering flux; thickness (feeler) gauge; hand hammer; hose assembly and set; socket wrench set; speeder brace type handle with socket set; torch; non-metallic hose set; socket head screw key set; pocket knife; charging and testing refrigerant manifold; multimeter; hand oiler; abrasive paper; tubing pinch-off tool; pliers; mechanical puller; center solid punches; drive pin punches; tube swaging hand punch; tools and accessories roll; hand screw starters; Phillips screwdrivers; flat-tip screwdrivers; offset screwdrivers; sealing compound; tin alloy solder; electric soldering iron; mechanical handheld tachometer; insulation electrical tape; two-meter measuring tape; self-indicating bimetallic thermometer; portable toolbox; attachment universal joint; rotary vacuum pump unit; line-piercing valve; box and open-end combination wrench set; open-end adjustable wrench; open end box (flare nut) wrench; pipe wrench; pipe wrench (heavy-duty, adjustable); ratchet wrench set socket wrench sets and open end wrenches; pipe wrenches; and air-conditioning ratchet wrench. Department of the Army Supply Catalog SC 5180-95-N18.

NSN 5180-00-596-1474

Price \$5,684.05 KT



▲ General Mechanic's Tool Kit

All-in-one kit is ideal for general maintenance and repairs. Kit includes: mounting brackets; pry bar; tool-cleaning brush; cold chisel; spring tension clips; files; flashlight; thickness gauge; hammer; wood-file handle; key sets; pocket and putty knives; padlock; pliers; aligning, drive pin and solid center punches; magnetic retrieving tool; tools and accessories roll; steel rule; Phillips and flat-tip screwdrivers; metal-cutting shears; sockets; socket wrench tool clip; test light; toolbox; combination box and open-end wrenches and set; Allen wrench set; socket wrench set; solid extension bar; box; flare nut and open-end wrenches; and pliers and spanner wrenches. Department of the Army Supply Catalog SC 5180-95-N26. **MSDS**

NSN 5180-00-177-7033

Price \$885.08 KT



Entrenching Tool ▶

The tool is capable of being used as a shovel when fully extended and as a pick when the shovel blade is locked in positioned at a 90-degree angle. Intrenching tool features: a hinged shovel; D-type hand grip; one serrated cutting blade edge; one axe blade edge; and an aluminum handle. The blade and handle can be locked into opened or closed positions. Folds to 9-1/2" for storage.

NSN 5120-00-878-5932

Size Length: 23-1/2" (extended)

Price \$59.60 EA



Aerosol Enamel ▲

Fast-drying, general-purpose interior and exterior enamel is perfect for coating small objects and areas. For use on metal, wood, plaster, masonry, stone, glass, leather, fiber, and previously painted surfaces. Packaged in an aerosol can that sprays easily without sputtering, using moderate finger pressure. User should shake by hand for one minute before using. Complies with the Volatile Organic Compound requirements of California Code of Regulations. A-A-2787. **MSDS** 

Type I. Solvent-thinned enamel. VOC: 60%

ⓘ 36-month maximum shelf life (extendable)

♻️ Chromate-free item according to ASTM/EPA test methods; lead-free item according to ASTM/EPA test methods

NSN 8010-01-331-6107

Color Black 17038

Price \$8.51 PT

NSN 8010-01-331-6111

Color Olive Drab 14064

Price \$8.51 PT

NSN 8010-01-331-6109

Color Red 11136

Price \$8.51 PT

NSN 8010-01-331-6106

Color White 37875

Price \$8.51 PT

NSN 8010-01-331-6108

Color Black 37038

Price \$8.51 PT

NSN 8010-01-331-6110

Color Red 11105

Price \$8.51 PT

NSN 8010-01-331-6105

Color White 17875

Price \$8.51 PT





Enamel ▲

This silicone alkyd copolymer (solvent-based) enamel is intended for use on primed, smooth metal, fiberglass, wood, and plastic/composite surfaces. Highly weather-resistant enamel has excellent color and gloss retention, good drying, freedom from aftertack, and good flexibility. For brush, roller, or spray application. Maximum VOC: 340 g/L (2.8 lbs./gl.).

MSDS CA

Low Solar Absorbance Formulation (LSA). Dries to a medium-gloss finish.

- ⓘ 24-month maximum shelf life (extendable)
- ♻️ Low-VOC item; ODS-free item; NESHAP compliant; carcinogen free

NSN 8010-01-441-6147

Color Gray 26270

Price \$148.88 CN (contains 5 GL)



Epoxy Ship Paint ▶

Epoxy-polyamide finish coat protects bilges, tanks, exterior, underwater hulls and other components of a ship. The hard, durable and chemically resistant coating is appropriate for sandblasted steel, aluminum, or fiberglass surfaces. Resistant to water immersion and solvents. Non-porous. Dries to a semigloss finish. Apply by spray or brush. Kit consists of equal quantities of components A and B. MIL-DTL-24441. **MSDS CA**



Type III. Three-coat system. Maximum VOC: 340 g/L; 2.8 lbs./gal.

- ⓘ 24-month maximum shelf life (extendable)
- ♻️ CFC-free item; chromate-free item according to ASTM/EPA test methods; lead-free item according to ASTM/EPA test methods; low-VOC item; ODS-free item; mercury-free item according to ASTM/EPA test methods; cadmium free according to ASTM/U.S.EPA test methods; hexavalent-chromium free item according to ASTM/EPA test methods; benzene-free item according to ASTM/EPA test methods; NESHAP compliant; toluene free; carcinogen free; HAPS free

NSN 8010-01-350-4742

Color Green 24272

Size Part A: 1 gal.; Part B: 1 gal.

Price \$59.33 KT

▼ Marine Coating

This silicone alkyd copolymer (solvent-based) enamel is intended for use on primed, smooth metal, fiberglass, wood, and plastic/composite surfaces. Highly weather-resistant enamel has excellent color and gloss retention, good drying, freedom from aftertack, and good flexibility. For brush, roller, or spray application. Maximum VOC: 340 g/L (2.8 lbs./gl.). Conforms to MIL-PRF-24635. **MSDS CA**

Type II, Class 2. Dries to a medium-gloss finish (45 to 60%).

- ⓘ 24-month maximum shelf life (extendable)
- ♻️ Low-VOC item; ODS-free item; NESHAP compliant; carcinogen free

NSN 8010-01-344-5322

Color White 27875

Price \$153.33 CN (contains 5 GL)



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6840-00-687-7904.....24 - 1 Qt Bottles.....BX
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6840-01-342-4143.....24 - 1 Liter Bottles..... BX



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7510-00-NSH-0075 Compatibles – LJ 1000/1200/ 1220/3300 Toner (OEM# C7115X) (3,500 Yield) **TRI-C7115X \$41.70**

7510-00-NSH-0076 Compatibles – LJ 5Si/8000/ 8000DN/8000N Toner (WX) (OEM# C3909A) (15,000 Yield) **TRI-C3909A \$57.52**

7510-00-NSH-0077 Compatibles – LJ 2100/2200/ Series Toner (OEM# C4096A) (5,000 Yield) **TRI-C4096A \$45.70**

7510-00-NSH-0078 Compatibles – LJ 4000/4000T/4000N/4000TN/ 4050 Toner (OEM# C4127X) (10,000 Yield) **TRI-C4127X \$47.79**

7510-00-NSH-0079 Compatibles – LJ 4100 Series Toner (OEM# C8061X) (10,000 Yield) (Contains Chip) **TRI-C8061X \$55.57**

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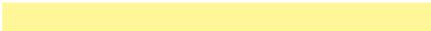
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