

## Purchase Card Alert

### Green Purchasing Pilot Program (GPPP)



The USDA Charge Card Service Center (CCSC) has launched the Green Purchasing Pilot Program (GPPP) to promote and advance Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management” and Executive Order 13514, “Federal Leadership in Environmental, Energy, and Economic Performance.” The GPPP is a two-fold incentive program to promote using Green Purchasing Categories and Labels and tracking green purchasing in US Bank’s Access Online (AXOL) within the current reconciliation process.

Effective October 1, 2012 (Fiscal Year 2013), all cardholders are required to report green purchases in AXOL. Currently, there are no special designated fields for Green Purchasing in AXOL. CCSC is working with the US Bank’s development team to add a green purchasing radio buttons to facilitate tracking of green purchases. In the interim, cardholders are to utilize the Agency Specific and Item Description fields in AXOL to track their green purchases. The following instructions will assist cardholders with green purchase documentation and proper allocations when a purchase consists of both “Green” and “Non-Green” products.

Cardholders must actively seek out green products utilizing labels and descriptions. For example, the “Energy Star” Label on a printer or laptop designates a certain type of “Green” product. The words “recyclable,” “recycled content,” and “environmentally preferable” are often part of a product item description. Cardholders can refer to the attachment, Green Purchasing Categories and Labels as a reference tool to assist them when searching and evaluating green products.

Cardholders must enter the word “Green” in the Agency Specific field of AXOL for all Green Purchases, and enter a description of what makes the purchase “green” in the Description field under the Comments section of Transaction Management. This information can often be found in the catalog’s item description, or on the item’s label. If this information is not readily available, cardholders should enter the green category the product is identified with (i.e., recycled content, Bio Based, Energy Star, etc.) in the Description field. Approving Officials should review this information in AXOL to ensure it is completed when they final approve their cardholder’s transactions.

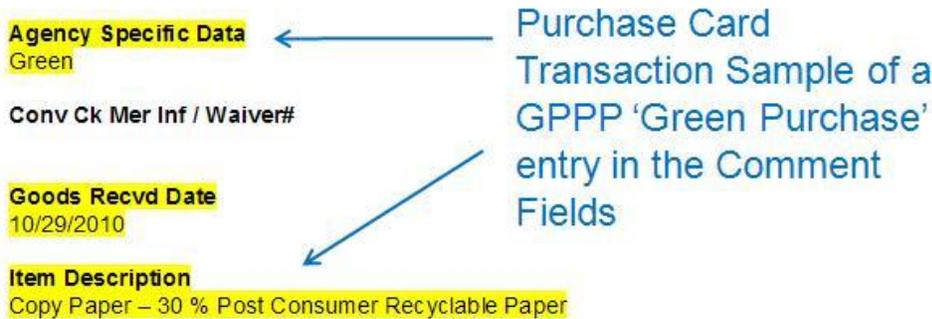
## Example of a Green Purchase Documented in AXOL

Transaction Summary										
Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Details	Purchase ID		Accounting Code	
	10/29	11/01	ABC Company	954-4855000, FL	\$67.10		624620C1445755X3533		11.0617	IDP51711.0617 [2670]

Disputed  
 Trans Detail Level  
 Extraced  
 Reallocated  
 Reallocation Loaded

- Summary
- Allocations
- Transaction Line Items
- User Line Items
- Comments
- Approval History
- Client Data

### Conv. Checks TIN#



## Green and Sustainable Acquisition Program Training

All Area Agency Program Coordinators (AAPCs), Local Agency Program Coordinators (LAPCs), Approving Officials (AOs), and cardholders are required to take mandatory purchase card refresher training every two years. The **Sustainable Acquisition Training** in AgLearn will be part of this cycle's purchase card refresher training. AAPCs, LAPCs, AOs, and cardholders should complete this training by March 31, 2013, and should take approximately 1 hour to complete. Once completed, cardholders and AOs must provide a copy of the certificate of completion to their LAPC for retention in their purchase card files. LAPCs will certify to the AAPCs that their all cardholders and AOs within the location have completed the required training by April 15, 2013. AAPCs will certify to the APC that all the LAPCs, AOs, and cardholders have completed the training by April 25, 2013.

All new LAPCs, AOs, and cardholders will be required to complete this training along with the existing green purchase training prior to getting access to AXOL.

### Identifying Green Products

The USDA/GSA Advantage [www.usdaadvantage.gsa.gov](http://www.usdaadvantage.gsa.gov) provides Cardholders with the ability to search for "Green" products. First, access the main page and under the section titled "Special Categories" click "Environmental" and a box will appear titled, "Shop for Environmental Items." Products will appear with an environmental label. Cardholders can utilize this function to locate "Green" products based on an environmental classification.

USDA cardholders are an essential part of the GPPP becoming a successful model program for the Federal Purchase Card program.

If you have any questions regarding Green Purchasing or reporting in AXOL, please contact your AAPC or the REE APC for additional guidance.

ISSUE DATE: September 2012

APD PC ALERT 2012-02

**Green Purchasing Categories and Labels**

A “green” purchase, as referenced in the Green Purchasing Affirmative Procurement Program (GPAPP) is defined as the purchasing and using items of the following:

- recycled content
- energy efficient (ENERGY STAR® labeled)
- Federal Energy Management Program [FEMP]-designated, and low standby power)
- Bio based/Bio Preferred
- Environmentally preferable
- Electronic Product Environmental Assessment Tool (EPEAT)
- Water efficient
- Non-ozone depleting products
- Alternative fuel vehicles and alternative fuels

The following logos and associated categories will assist cardholders with identifying green products:



Recycled Content



Energy Star Compliant



Federal Energy Management Program (FEMP) Energy Efficient



Bio Based/Bio Preferred



Electronic Product Assessment Tool (EPEAT)



Water Efficient Logo – EPA Water Sense Program