

## GSA ORDER

**Subject:** GSAM Case 2014-G502, Sustainable Acquisition Policy and Guidance (Change 65)

1. **Purpose.** This order transmits a revision to the General Services Administration Acquisition Manual (GSAM).

2. **Background.** The General Services Administration (GSA) is amending GSAM Part 523, Environment, Conservation, Occupational Safety and Drug-Free Workplace, by amending Subpart 523.4, *Use of Recovered Materials*; deleting GSAM 523 Appendices A through D; and deleting *GSA Affirmative Procurement Program*. These sections are replaced with a new GSAM Subpart 523.1, *Sustainable Acquisition Policy*. This change supplements and is necessary to comply with the Federal Acquisition Regulation (FAR) coverage provided in FAR Part 23 and associated FAR clauses.

3. **Effective date.** Date of Signature.

4. **Explanation of changes.** The GSAM revisions include—

(a) **GSAM Subpart 504.6:** Adds GSA FPDS Sustainable Coding Guidelines to new Subsection 504.606(b). These guidelines provide detailed instruction for how to properly code the two FPDS sustainability fields.

(b) **GSAM Subpart 507.1:** Adds paragraph in paragraph 507.104(a)(10) to ensure sustainability policies and procedures specified in GSAM Subpart 523 are followed throughout the procurement.

(c) **GSAM Part 510:** Adds new section 510.002 that references pre-award market research requirements within 523.104(a).

(d) **GSAM Subpart 523.1, Sustainable Acquisition Policy,** is added.

(1) **523.101 General:** Provides overview of Subpart and references FAR Part 23 as authority for requirements.

(2) **GSAM Section 523.102 Definitions:** Defines terms related specifically to GSA's sustainable acquisition policy.

(3) **GSAM Section 523.103 Applicability:** Establishes the type of contract actions that are covered by the sustainable requirements in subpart 523.1.

**(4) GSAM Section 523.104 Procedures:** Adds acquisition procedures that must be followed to ensure compliance with sustainable requirements. These procedures provide detailed guidance for what actions personnel must take throughout all stages of an acquisition to ensure compliance with all sustainable acquisition regulations via the following new forms/documents/tools:

- GSA FPDS Sustainable Coding Guidelines
- GSA Sustainable Acquisition Review Criteria
- Verification Guide for Purchasers of Sustainable Products

In addition, the procedures incorporate the following existing documents/tools:

- FEMP LCCA Guidance
- Green Procurement Compilation
- PBS Leasing Desk Guide
- Sustainable Facilities Tool

**(5) GSAM Section 523.105 Sustainability Exceptions:** Establishes the allowable exceptions and procedures for documenting an exception from the sustainability requirements of subpart 523.1.

**(6) GSAM Section 523.106 Compliance Monitoring and Reporting:** Details how contract actions will be monitored for compliance with sustainable acquisition requirements in subpart 523.1.

**(e) GSAM Subpart 523.4, *Use of Recovered Materials*:** Title of Subpart updated to match FAR Subpart. Section 523.403 is deleted. Section 523.404 is replaced with new content referencing Subpart 523.1 as GSA's affirmative procurement program. Section 523.405 is deleted.

**(f) GSAM Appendices 523 A through D, *GSA Affirmative Procurement Program (GSA Order OGP 2851.1)*:** Deleted in their entirety.

**(g) GSAM Section 570.117:** New content is added to reference existing procedures within Leasing Desk Guide for incorporating sustainability into lease acquisitions. Best practices for verifying compliance with sustainability requirements are also included in this section.

The specific changes to the GSAM can be seen at [www.acquisition.gov/gsam](http://www.acquisition.gov/gsam).

**5. GSA Directives rescinded by this Order:**

The following are rescinded by issuance of this GSAM change:

- GSA Order OGP 2851.1, GSA Affirmative Procurement Program.
- GSA Order OGP 2851.2, GSA Green Purchasing Plan.
- GSA Order OGP 2851.3, Update to the GSA Green Purchasing Plan.

Dated:



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