

December 30, 2002

MEMORANDUM TO: See attached list

FROM: Valeria H. Wilson, Director */RA by Cynthia T. Marcy Acting For/*
Division of Administrative Services

SUBJECT: NRC AFFIRMATIVE PROCUREMENT PLAN FOR EPA-
DESIGNATED RECYCLED CONTENT PRODUCTS

I am pleased to share with you the revised "NRC Affirmative Procurement Plan for EPA-designated Recycled Content Products." Though our purchases of recycled content products, we will minimize solid waste, prevent pollution, and save resources.

This plan applies to: a) all agency acquisitions, including micro-purchases (purchases under \$2,500) in which an EPA-designated item is acquired; b) contractors purchasing or supplying EPA designated products for use in the performance of a contract; and c) if applicable, state and local recipients of assistance funding.

EPA's guidelines are mandatory when NRC purchases for each designated item exceed \$10,000 in the current fiscal year or exceeded \$10,000 in the previous fiscal year. The agency's purchases of the following items exceeded \$10,000 in the FY2002; therefore, new purchases of these items must contain recovered materials.

- paper and paper products
- binders
- file folders
- toner cartridges
- paperboard and packaging

The Affirmative Procurement Plan is also available on the Administrative Services Center web page at http://www.internal.nrc.gov/ADM/DAS/EPA_Recycle.pdf. You may direct questions concerning the Affirmative Procurement Plan to Dennis Turner (dmt1, 301 415-2283).

Attachment: As stated

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