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RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) REVIEW

Order Number (exclude Federal Stock Sys orders):

Ref: COMDTINST M4200.13G & COMDTINST M4200.19I
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4200_13H.pdf
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4200_19I.pdf

In Accordance with the RCRA of 1976, as amended, the DHS affirmative Procurement Program states that designated items made of recovered materials shall be purchased to the maximum extent practical. The following items have been designated as items that can be produced using recovered materials: Go to web site http://www.epa.gov/epaoswer/non-hw/procure/products.htm for the required recycled material content required for each item. CGDN users can contact BSU (PC) for this information.

-Refined Lubricating Oil	-Office Recycling Containers	-Engine Coolants	-Building Insulation Products
-Paper and Paper Products	-Plastic Desktop Accessories	-Patio Blocks	-Consolidated and Reprocessed Latex Paint
-Floor Tiles	-Yard Trimmings Compost	-Toner Cartridges	-Shower and Restroom Dividers and Partitions
-Structural Fiberboard	-Laminated Paperwork	-Channelizers	-Delineators
-Flexible Delineators	-Parking Stops	-Traffic Barricades	-Traffic Cones
-Plastic Fencing	-Playground Surfaces	-Running Tracks	-Garden and Soaker Hoses
-Hydraulic Mulch	-Lawn and Garden Edging	-Retread Tires	-Binders
-Plastic Envelopes	-Office Waste Receptacles	-Carpet	-Cement/Concrete w/Grand Blast Furnace Slag
-Printer Ribbons	-Plastic Trash Bags	-Pallets	-Cement and Concrete Containing Coal Fly Ash

1. Are you purchasing any of the items listed above?

____ No (If no, Stop here)
____ Yes (Complete items 2 & 3, Sign and Date)

2. The items (s) are:_____

_____

_____

3. Do the products requested contain the minimum recycled content specified by EPA: _____ Yes _____ No

4. If no to question #3, the KO or CARDHOLDER must check the appropriate block below and provide an explanation for non-Procurement of RCRA items:

_____ Obtaining designated items will result in unusual and unreasonable delays.
_____ Obtaining items will fail to meet performance standards.
_____ The items are only available at an unreasonable price.

KO/CARDHOLDER Signature:_____ Date:_____

INFORMATION TECHNOLOGY (IT) REVIEW (when applicable)

Order Number:_____

Ref: COMDTINST 5230.45A; ESU Hono
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_5230_45A.pdf
http://cgweb.d14.uscg.mil/esuhonolulu/

All orders for computer hardware or software (excluding consumables such as toner cartridges, cables, etc.) must be reviewed by the ACCB at ESU Honolulu. The ACCB will authorize those items within their authority and assign an approval number to your request. If the request requires HQ approval, the ACCB will obtain the HQ approval number and assign it to

ACCB Approved:_____/_____/_____
ACCB Signature Date Approval#

HQ Approved:_____/_____
Approval# Date

PROPERTY SCREENING (MANDATORY ON ALL ORDERS)

Ref: COMDTINST M4500.5B; COMDTINST M4200.13H http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4200_13H.pdf
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4500_5B.pdf

_____ (1) Reportable Property (must be signed by unit Property Officer)
_____ (2) Not Property or non Reportable Property

Property Officer or Custodian Signature_____ Date_____

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HAZARDOUS MATERIAL STATEMENT OF ESSENTIAL NEED (WHEN APPLICABLE)

Order Number:_____

Ref: COMDTINST M4200.13H
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4200_13H.pdf

The following items must be fully justified by a Statement Of Essential Need and approved by the Pollution Prevention Coordinator (PPC) prior to purchase:

FSC Title	FSC Title
6310 Chemicals	8040 Adhesives
6820 Dyes	9110 Fuels, Solid
6830 Gases: Compresses and Liquefied	9130 Liquid Propellants and Fuels, Petroleum Base
6840 Pest Control Agents and disinfectants	9135 Liquid propellant Fuels and Oxidizers. Chemical Base
6850 Miscellaneous Chemical Specialties	9140 Fuel Oils
7930 Cleaning and Polishing Compounds and Preparations	9150 Oils and Greases: Cutting, Lubricating, and Hydraulic
8010 Paints, Dopes, Varnishes and Related Products	9160 Miscellaneous Waxes, Oils and Fats
8030 Preservation and Sealing Compounds	

Justification: I certify that this hazardous material procurement is essential to the mission of this unit, and that minimum quantities are being ordered; In addition:

_____ The MSDS for this product is currently on file, and listed in the Hazardous Materials Inventory (MSDS Ref.#_____),
and personnel are properly trained in its use. There is currently_____in inventory,

or

_____ This is a new product not currently on file in the Hazardous Materials Inventory; the MSDS for the product is attached
Personnel will be trained in proper use.

Authorized Requisitioner Date

PPC Date

OFFICE FURNITURE & OFFICE MACHINE CERTIFICATION (WHEN APPLICABLE)

Order Number:_____

Ref: COMDTINST M4500.5A COMDTINST M4200.13H
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4500_5B.pdf
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4200_13H.pdf

The item(s) on this request (PR, MILSTRIP, etc.) for office furniture/office machines are not available from Coast Guard-owned inventories or Government Excess and meet all requirements listed in chapter 2.G of the Property Management Manual for the proper Management of Office Furniture and Office machinery, including SILC or D14 approval, as applicable for the acquisition of Furniture systems under $500,000 or HQ over $500,000? _____ Yes _____No

Commanding Officer Signature Date

NOTE: FAR 8.602 UNICOR is an optional source, however, you shall consider UNICOR in the solicitation process for supply of furniture after determining excess from unit, all CG, OGA, DRMO, GSA etc. is not available

_____"Not available from Coast Guard – owned inventory or Government excess" _____

Commanding Officer Signature and Date

ORGANIZATIONAL CLOTHING (WHEN APPLICABLE)

Ref: COMDTINST M4200.13G
http://cgweb2.comdt.uscg.mil/CGDirectives/CIM/CIM_4200_13H.pdf

Three tests must be met for organizational clothing to be approved for purchase.
1. The item must be "special" and not part of the ordinary and usual furnishings an employee may reasonably be expected to provide for themselves, AND
2. The item must be for the benefit of the government. That is, essential to the safe accomplishment of work, and not solely for the protection of the employee , AND
3. The employee must be engaged in hazardous duty.
An AF-538 Personal Clothing and Equipment record shall be used to document the issue of PPE or IT equipment and kept in the members personnel file.

_____ Yes _____ No

Division Officer Signature and Date