

## Operational Controls Form

<b>A. Objective:</b>  Increase recycle content of consumable supplies	<b>B. ACTIVITY GROUP</b>  All activities involving use of consumable supplies	<b>C. Document Control Code:</b> <b>Metcalf OC 7.0</b> <b>Revision 0</b>  <b>D. Date:</b> June 16, 2004 <b>Effective Date:</b> June 16, 2004
---	---	---

**1. Activity Group:** All activities involving use of consumable supplies

**2. Activities (and corresponding written controls, where applicable):**

Set specifications/sources for categories of office supplies (cite existing GSA/EPA program)

**3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):**

- a. As of May 15<sup>th</sup>, 2004 Region 5 employees were mandated to use the Corporate Express Green Office Products blanket on line website ordering system.
- b. Employees are required by Executive Order 13101 to purchased recycled office supplies if available.
- c. Employees must used an official EPA credit card to make purchases.
- d. Employees are required to required to comply with EPA's credit card purchase policy.
- e. Supplies not available with recycled contents must be noted on log sheet.
- f. Employees are not to exceed their dollar spending limit

**4. Maintenance plan(s) for the operational controls:**

- a. Corporate Express will provide to Region 5 on a quarterly basis, reports to detail employee purchases.
- b. Region 5's credit card manager will review these reports for any violations.
- c. Reports to be provided will also include dollar amount purchased for recycled supplies.

**5. Actions to be taken if controls fail:**

- a. Additional training may be required
- b. Administrative actions (credit card removed)
- c. Credit card procedures to be modified

**Operational Controls Form**

<b>Operational Controls Form</b>	
<b>6.1. Record(s):</b>	<b>6.2. Person Responsible and Record Location:</b>
	EMS Coordinator, Region 5 US EPA; F:\Botoole\EMS\Metcalf Federal Building
<b>7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)</b>	
<b>7.1 Title</b>	<b>7.2 Responsibility</b>
EMS Coordinator, Region 5 US EPA	a. to ensure controls are in place b. to ensure controls keep working c. to take action when controls fail d. to create and keep records relative to operational controls)
<b>8. Competence of operators on the basis of training, education or experience:</b>	
<b>8.1 Title</b>	<b>8.2 Competence</b>