

**RECOVERED MATERIALS DETERMINATION**

PROCUREMENT REQUEST NUMBER \_\_\_\_\_

**INSTRUCTIONS:** When purchasing supply-type items, the procurement originator will complete this Information Management Tool (IMT). In Section I, check off which items apply to the procurement request; in Section II, check the applicable block, sign and date the IMT. The completed IMT then becomes part of the contracting office's file.

**SECTION I. TYPES OF PRODUCTS**

**PAPER AND PAPER PRODUCTS**

- Commercial/Industry Sanitary Tissue Products
- Miscellaneous Papers
- Newsprint
- Paperboard and Packaging
- Printing and Writing Papers

**VEHICULAR PRODUCTS**

- Re-refined Lubricating Oils
- Engine Coolants
- Retread Tires
- Rebuilt Vehicular Parts

**CONSTRUCTION PRODUCTS**

- Building Insulation Products
- Carpet
- Carpet Cushion
- Cement and Concrete Containing Coal Fly Ash or Ground Granulated Blast Furnaces Slag or Cenospheres or Silica Fume
- Consolidated and Reprocessed Latex Paint
- Floor Tiles
- Flowable Fill
- Laminated Paperboard
- Modular Threshold Ramps
- Nonpressure Pipe
- Patio Blocks
- Railroad Grade Crossing Surfaces
- Roofing Materials
- Shower and Restroom Dividers/Partitions
- Structural Fiberboard

**TRANSPORTATION PRODUCTS**

- Channelizers
- Delineators
- Flexible Delineators
- Parking Stops
- Traffic Barricades
- Traffic Cones

**PARK AND RECREATION PRODUCTS**

- Park Benches and Picnic Tables
- Plastic Fencing
- Playground Equipment
- Playground Surfaces
- Running Tracks

**LANDSCAPING PRODUCTS**

- Garden and Soaker Hoses
- Hydraulic Mulch
- Plastic Lumber Landscaping Timbers and Posts
- Lawn and Garden Edging
- Compost From Yard Trimmings or Food Waste

**NONPAPER OFFICE PRODUCTS**

- Binders, Clipboards, File Folders, Clip Portfolios, and Presentation Folders
- Office Furniture
- Office Recycling Containers
- Office Waste Receptacles
- Plastic Desktop Accessories
- Plastic Envelopes
- Plastic Trash Bags
- Printer Ribbons
- Toner Cartridges

**MISCELLANEOUS PRODUCTS**

- Awards and Plaques
- Bike Racks
- Blasting Grit
- Industrial Drums
- Manual-Grade Strapping
- Mats
- Pallets
- Signage
- Sorbents

**SECTION II. CERTIFICATION**

- I hereby certify the statement of work or specifications for the requisition of materials or services listed above complies with applicable \_\_\_\_\_ AFB preference standards for recycled or recovered materials.
- The item being procured is not subject to \_\_\_\_\_ AFB's Affirmative Procurement Program.
- This item is being requisitioned from established federal supply sources.

PROCUREMENT ORIGINATOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).