Standard Operating Procedure: Subsistence Coding New LSNs with an ENAC in STORES & EBS Databases

1. PURPOSE AND SCOPE

1.1 Purpose:

The purpose of this Standard Operating Procedure (SOP) is to document the Subsistence Supply Chain process for adding a product to the DLA Troop Support Subsistence STORES & Enterprise Business System (EBS) databases on behalf of a customer. This process also details the requirements for appropriately coding products that meet the criteria for environmentally preferable products and qualify for an Environmental Attribute Code (ENAC).

1.2 Scope:

This SOP applies to Food Technologists and Product Specialists within the Subsistence Supply Chain who are involved in adding products assigned a Local Stock Number (LSN) to the DLA Troop Support Subsistence STORES and EBS databases.

2. ROLES, RESPONSIBILITIES AND AUTHORITY

2.1 Chief, Cataloging & Standardization Branch

The Chief of the Cataloging & Standardization Branch is responsible for reviewing this SOP every three years.

2.2 Product Specialists

Product specialists are responsible for processing new LSN's into the EBS and STORES databases on behalf of Subsistence's customers.

Product Specialists are responsible for understanding the characteristics associated with their respective items that would designate the items as environmentally preferable (i.e., biobased, biodegradable, recycled content, Energy Star, etc.). Product Specialists are responsible for understanding where and how to obtain ENAC criteria that apply to the list of LSNs they manage.

2.3 Food Technologists

Food Technologists may be called upon by the Product Specialists to assist in providing information of technical nature as required. Product Specialists may use this information to determine the environmentally preferable attributes of any given LSN, how those attributes apply in obtaining the correct ENAC which will be assigned to the LSNs processed, and to process all criteria including ENACs into the DLA Troop Support EBS & STORES databases.

This is an UNCONTROLLED DOCUMENT printed on 06/30/14 for reference only.
The current copy is available on-line on the Subsistence GPP Team eWorkplace site.

3. COMMUNICATION AND TRAINING

3.1 The Chief of the Cataloging & Standardization Branch is responsible for disseminating this SOP via email to the respective Subsistence Product Specialists. The most recent version of the SOP is maintained on the Subsistence Go Green Program eWorkplace site.

3.2 Product Specialists learn how to evaluate products for environmental preference, and input the products into the DLA Troop Support Subsistence STORES & EBS databases through on-the-job training. On-the-job training can include, but is not limited to: reading of the SOP; formal or informal instruction by a knowledgeable DLA Troop Support Subsistence employee; and/or through discussions during periodic staff meetings for the Supplier Support Division.

4. PROCEDURES AND STRATEGIES

4.1 Management of a product in the DLA Troop Support Subsistence STORES & EBS databases is costly; therefore customer sponsorship is required prior to a product being added to the supply database.

4.2 Subsistence customers request the addition of commercial products into the DLA Troop Support Subsistence STORES & EBS databases by contacting Subsistence Account Managers to have a product processed on their behalf. Account Managers fill out a Cataloging Request Form and submit it to the Subsistence Cataloging and Standardization Branch for processing. If applicable, the Account Manager should obtain and identify the type of environmentally preferred product and/or packaging criteria on the Cataloging Request Form.

4.3 The Product Specialist develops a LSN. Then, when adding a product to the DLA Troop Support Subsistence STORES & EBS databases on behalf of customers, the Product Specialist also has the opportunity to evaluate the product and determine if the product meets the criteria to be identified as environmentally preferable by comparing the technical data for the product against the criteria required for the assignment of an established ENAC. ENACs are used to designate products that meet federal criteria for environmentally preferred products. Technical data can be obtained from the manufacturer or from the manufacturer's Web-site, and/or from commercial availability, Standards reviews, and other websites. "Green" product criteria are identified and approved by the Joint Environmental Attribute Committee and are regularly updated. If a product meets the requirements, the product is eligible to be coded with an ENAC.

4.4 Once a LSN is determined to be environmentally preferred, the Product Specialist enters the detailed cataloging information, including the ENAC, into DLA Troop Support's EBS & STORES databases. In EBS, the ENAC is displayed under the Purchasing tab. In STORES a "Green Certified" check box is in progress to be installed for future use.

4.5 The listing of DLA Troop Support Subsistence managed products (i.e. products with a LSN) coded with ENACs is periodically updated with new LSN codes. Subsistence requests an updated list of ENAC-identified products from a tech office staff member. The updated list is posted on the external Subsistence Web-page.

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5. MONITORING AND MEASURING

5.1 The listing of DLA Troop Support Subsistence-managed LSNs assigned with ENACs is updated according to this SOP and archived to the Subsistence Green Procurement eWorkplace site.

5.2 This SOP should be reviewed every three years by the Chief Cataloging and Standardization Branch.

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