



Quick Start Guide for BioPreferred Reporting

Helpful Information

Who needs to report BioPreferred data?

Vendors must report on a contract if it meets all the following criteria:

- Is a Service Contract, no IDVs
- Awarded after May 14, 2012
- Action Obligation > \$25,000
- Recovered Materials/Sustainability Clause must be:
 - E – Bio-based
 - H - FAR 52.223-4 & bio-based
 - J – FAR 52.223-4 & bio-based & energy efficient
 - K – FAR 52.223-4 & bio-based & environmentally preferable
 - L – FAR 52.223-4 & bio-based & energy efficient & environmentally preferable
- SAM will update to the most recent contract data based on reason for modification:
 - J – Novation Agreement
 - R – Representation
 - S – PIID Change
 - V – Vendor Change

What does SAM do with BioPreferred data?

Federal Government users can view the status of a specific BioPreferred report by:

- Searching for an entity
- Opening the registration
- Selecting the BioPreferred link on the Entity Dashboard

Introduction to BioPreferred Reporting

What is BioPreferred Reporting?

The BioPreferred program is a key element to promote sustainable acquisition throughout the Government under Executive Order 13514 of October 5, 2009 (Federal Leadership in Environmental, Energy, and Economic Performance).

- Established by the Farm Security and Rural Investment Act of 2002 (Public Law 107-171) (2002 Farm Bill), and strengthened by the Food, Conservation and Energy Act of 2008 (Public Law 110-234) (2008 Farm Bill)
- Intended to increase Federal procurement of bio-based products to promote rural economic development, create new jobs, and provide new markets for farm commodities.
 - Bio-based and sustainable products help to increase U.S. energy security and independence.
- BioPreferred reporting has been added to SAM to comply with FAR Case 2013-006, Biobased and Sustainable Product Procurement.
- For more information, see <http://www.biopreferred.gov/>

How do I create a BioPreferred Report in SAM?

First, your entity must be registered in SAM, and you must have the Entity Administrator, Entity Registration Representative, or Reporter role.

1. From your My SAM page, select Entity Registrations, and then select BioPreferred Reporting.
2. Select your entity by DUNS Number.
3. Select a contract from your list of contracts which require BioPreferred reporting.
4. Select Add USDA Category, select a category and product and enter the Total Dollar Amount Spent on that product during the federal government fiscal year.
5. Select Submit to save the report.
6. You can edit a BioPreferred at any point during the reporting period. The reporting period for the federal government fiscal year runs from November 1st until October 31st. When the reporting period closes, you will only be able to create/edit reports for the next fiscal year.

After the reporting period ends, SAM publishes a summary year-end report available to Federal Government users via the Data Access page.