LANL Virtual Supplier Forum

Tamara Greenwood
ASM – LANL Supplier Management, Acting Manager

February 16, 2022

LA-UR-21-31379
Agenda

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Topics

(5 min) Introduction

Tamara Greenwood
Supplier Management, Manager

(15 min) Biological Resource Management

Audrey Sanchez
EPC-Environmental Stewardship

(15 min) UNSPSC Overview

Jazmin Eidsmoe
ASM Center of Excellence

(10 min) RFP Guidance in Ariba

Richard Martinez
Supplier Management
Biological Resources Management at Los Alamos National Laboratory

Audrey Sanchez, Wildlife Biologist

Environmental Protection and Compliance Division
Environmental Stewardship Group

16 February, 2022

LA-UR-22-20862
WHAT BIOLOGICAL RESOURCES DO WE MANAGE?

Our goal is to minimize impacts to sensitive species and their habitats and to ensure all activities and operations comply with federal and state regulatory requirements for biological resources protection.

- Federally listed threatened or endangered (T&E) species
- Migratory birds
- State-listed or other sensitive species
BIOLOGICAL RESOURCES DRIVERS

- National Environmental Policy Act of 1969 (NEPA)
- Endangered Species Act of 1973 (ESA)
- Migratory Bird Treaty Act of 1918 (MBTA)
- Bald and Golden Eagle Protection Act of 1940
- New Mexico Wildlife Conservation Act
- New Mexico Endangered Plant Species Act
- Executive Order 13186, Responsibilities of Federal Agencies to Protect Migratory Birds (January 10, 2001)
- Executive Order 13751, Safeguarding the Nation From the Impacts of Invasive Species (January 1, 2017)
- Presidential Memorandum - Creating a Federal Strategy to Promote the Health of Honey Bees and Other Pollinators (June 20, 2014)
- Various DOE Orders and memorandums of understanding
Federally Protected Species at LANL

Mexican Spotted Owl
Federally “Threatened” under the ESA

Jemez Mountains Salamander
Federally “Endangered” under the ESA

Southwestern Willow Flycatcher
Federally “Endangered” under the ESA
THREATENED AND ENDANGERED SPECIES HABITAT AT LANL
Habitat Management Plan

- A DOE/NNSA and USFWS federal agreement on management of T&E species and their habitats at LANL.
- Describes allowable and non-allowable activities in habitat.
- All activities that are allowed in the HMP have already been reviewed and concurred with by the regulator and are approved without further review.

Example HMP requirements for the Mexican spotted owl
- No tree removal larger than 9” diameter in core habitat
- Noise greater than 6 decibels over background is not permitted in and near core habitat during the owl’s breeding season (March 1 – Aug 31).

Example HMP requirements for the Jemez Mountains Salamander
- No habitat alterations in core habitat
- No soil disturbance deeper than 6”
MIGRATORY BIRDS AT LANL

- Migratory Bird Treaty Act of 1918 (MBTA)
- Bald and Golden Eagle Protection Act (1940)
- Executive Order 13186, (2001) Responsibilities of Federal Agencies to Protect Migratory Birds
- MOU (2006 & 2013) between the DOE and the USFWS regarding the implementation of the Migratory Bird Treaty Act at DOE facilities
DEFINITIONS

▪ Migratory birds are defined as all species covered by the four bilateral treaties. Generally, this includes all native birds in the U.S., except those species such as quail and turkey that are managed by individual states for hunting.

▪ The USFWS has authority and responsibility for enforcing the Migratory Bird Treaty Act and it is unlawful “by any means or manner to pursue, hunt, take, capture [or] kill” any migratory birds except as permitted by regulations issued by the USFWS.

▪ Over 1000 species of birds protected under the MBTA, about a quarter are known to be in serious trouble or decline
Risks to Migratory Birds at LANL

- At LANL, the most significant risks to migratory birds include:
  - the potential take of eggs and nestlings during operations that disturb vegetation during the breeding season
  - loss, alteration, or fragmentation of habitat
  - mortality resulting from collisions with building windows and guyed towers
  - collisions and electrocutions on power lines
MIGRATORY BIRD PROTECTIONS AT LANL

- Vegetation removal restrictions: Schedule tree and shrub removal outside of the peak bird nesting season, **May 15 – July 15**.

- Nest disturbance restrictions: Active nests built within structures or equipment are protected and must not be disturbed until declared no longer active by an EPC-ES biologist.
**MIGRATORY BIRD PROTECTIONS AT LANL CONT.**

Raptor safe design
VISUAL AID FOR TIMING RESTRICTIONS

Mexican Spotted Owl and Migratory Bird Timeline

- March 1st - Mid-May Owl Timing Restrictions
- Mid-May - August 31st Owl Extended Timing Restrictions for Occupied Areas
- May 15th - July 15th Migratory Bird Nesting Season
EXHIBIT F FOR BIOLOGICAL RESOURCES

Our requirements are very site-specific and time-specific due to the nature of this resource. The best way to maintain compliance is to follow the comments in the Integrated Review Tool. We are always available to clarify or attend kick-off meetings.

➢ F45.0 BIOLOGICAL RESOURCES PROTECTION

45.1 SUBCONTRACTOR and all lower-tier subcontractors shall comply with all work restrictions required for compliant biological resources protection that are identified by CONTRACTOR STR. Such actions are identified by: CONTRACTOR biological SME work plan review, PRID comments, and/or excavation permit comments, design requirements, or biological assessment requirements and conservation measures. These actions may include restrictions that impact work schedule or locations.

45.2 Action required for compliant biological resources protection (e.g., timing restrictions, biological assessment requirements and conservation measures, mitigation requirements, location restrictions, design requirements etc.) must be included in task specific work control and planning documents.
COMMUNICATING BIO REQUIREMENTS

Welcome to the Integrated Review Tool (IRT)

If you are unsure if you need to request a PRAE (includes Major Siting), EXID, or Minor Siting request, answer a few questions from the link below to find out (if you know what tool is required, make a selection from menu bar on the left).

IRT Screening Questions - What tool do I need to complete?

IRT serves as the portal to the following project review tools:

- Permits & Requirements Identification Process (PRID)
  - Program Owner: Engineering Services (E5-DO)
  - Questions or problems: Email prid@lanl.gov
  - LANL Procedure: P101 IRT/PRID
  - Available Training:
    - UT Course #39010, IRT & PRID Training for the Requestor
    - UT Course #46101, IRT/ST Siting Mapping Training
    - Coming Soon - PRID for the SHE

- Excavation/FRI/Sel Disturbance Permit Request (EXID) and UTILITIES Locates (UL)
  - Program Owner: Industrial Safety & Hygiene (ISH-214)
  - Questions or problems: Email excavation@lanl.gov
  - LANL Procedure: P101-17 Excavation/FRI/Sel Disturbance
  - Available Training:
    - UT Course #32140, Excavation/FRI/Sel Disturbance Self-Study
    - UT Course #46920, LANL Excavation/FRI/Sel Disturbance (EXID) Permit Process Using the EXID Request System
    - UT Course #46101, IRT/ST Siting Mapping Training

- Site Selection (Major and Minor Siting)
  - Program Owner: Planning Group (PREGPLAN)
  - Questions or problems: Email siting_admin@lanl.gov
  - LANL Procedure: P44 Site Planning
  - Available Training:
    - UT Course #46101, IRT/ST Siting Mapping Training

For general questions or if you are unsure who to contact, contact the IRT Administrator at irt_website@lanl.gov.
QUESTIONS? AND CONTACT INFORMATION

Biological Resources Subject Matter Experts

Audrey Sanchez (audrey_a@lanl.gov) (505) 500-538
Brent Thompson (bthompson@lanl.gov) (505) 667-5376
Jesse Berryhill (jtberryhill@lanl.gov) (505) 667-9351
Supplier Forum February 16, 2022
UNSPSC Overview

Jazmin Eidsmoe
ASM-COE
UNSPSC CODES

What is the UNSPSC?
The United Nations Standard Products and Services Code used to classify products and services

Who uses them?
Companies that need the code have been requested to do so by a government agency or retailer/distributor to identify what kind of company they are or what kind of product they are providing. Companies also use the code for internal cost analysis and procurement.
Why is LANL using UNSPSC Coding with Ariba?

➢ The taxonomy of these codes identify purchases and helps understand what we are buying, from whom and how much
➢ UNSPSC codes allows LANL to identify potential suppliers when we are looking to source items
➢ UNSPSC codes are also used throughout Ariba to drive special approvals
UNSPSC: A Hierarchical Structure for Custom Analysis

The UNSPSC is a hierarchical classification, having five levels. The levels allow users to search products more precisely (because searches will be confined to logical categories and eliminate irrelevant hits) and it allows managers to perform expenditure analysis on categories that are relevant to the company’s situation.

Each level contains a two-character numerical value and a textual description as follows:

XX Segment

The logical aggregation of families for analytical purposes

XX Family

A commonly recognized group of inter-related commodity categories

XX Class

A group of commodities sharing a common use or function

XX Commodity

A group of substitutable products or services

XX Business Function

The function performed by an organization in support of the commodity
**UNSPSC Examples**

In the UNSPSC classification, products and services are placed within logical categories so that people can more easily find what they are looking for and evaluate expenditures on commonly grouped items.

For example, the commodity "pen refills" is part of a larger class of products, "Ink and lead refills", which in turn is part of a family of products, "Office supplies," which is itself part of a segment of products, "Office equipment, accessories, and supplies." Each level of the hierarchy has its own unique number.

**Hierarchy**

**Category Number and Name**

*Segment*  
44 Office Equipment, Accessories and Supplies

*Family*  
10 Office Machines and their supplies and accessories
11 Office and desk accessories

*Family*  
12 Office supplies

15 Mailing supplies
16 Office supplies
17 Writing instruments
18 Correction media

*Class*  
19 Ink and lead refills

01 India ink
02 Lead refills

*Commodity*  
03 Pen refills

"Pen refills" = UNSPSC classification 44-12-19-03.

The hierarchy allows people looking for pen refills to use the higher level terms to narrow their search to the relevant domain that will most likely lead them to the desired item.
UNSPSC CODES

Tangible Items:
Select a **Good** UNSPSC code starting with (1-6)

Non-Tangible Items:
Select a **Services** UNSPSC code starting with (7-9).

Not having the correct UNSPSC Code can impact ability to create receipts or getting paid.

LANL enforces every purchase having at least a 2 digit Commodity Code. This is especially important for our catalog suppliers, although we would really like them to provide a minimum of 4 digit codes on their catalog items

For more resources please visit:
[https://www.unspsc.org/](https://www.unspsc.org/)

Questions:
[aribacatalogs@lanl.gov](mailto:aribacatalogs@lanl.gov)
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Richard Martinez
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