**Statement of work**

**ENVIRONMENTAL Specification Guidance**

**for**

**cleaning supplies**



Contents

[How to Use this Document 3](#_Toc414961962)

[Section C Specifications/Work Statement Environmental Guidance 4](#_Toc414961963)

[C.2 Applicable Documents 4](#_Toc414961964)

[Guidance 4](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961965)

[Language to Insert into Statement of Work 4](#_Toc414961966)

[C.3 Definitions 9](#_Toc414961967)

[Guidance 9](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961968)

[Language to Insert into Statement of Work 9](#_Toc414961969)

[C.4 Background 13](#_Toc414961970)

[Guidance 13](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961971)

[Language to Insert into Statement of Work 13](#_Toc414961972)

[C.5 Requirements 14](#_Toc414961973)

[Guidance 14](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961974)

[Guidance 14](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961975)

[Cleaning supplies 14](#_Toc414961976)

[Language to Insert into Statement of Work 14](#_Toc414961977)

[Reporting 17](#_Toc414961978)

[Guidance 17](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961979)

[Language to Insert into Statement of Work 17](#_Toc414961980)

[Section D Packaging and Marking Environmental Guidance 18](#_Toc414961981)

[Guidance 18](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961982)

[Language to Insert into Statement of Work 18](#_Toc414961983)

[Section F Period of Performance and Deliverables Environmental Guidance 19](#_Toc414961984)

[Guidance 19](file:///P%3A%5CSustainable%20Purchasing%20Working%20Papers%20FY14%5CProduct%20and%20Service%20Category%20Documents%5CCleaning_Supplies%5CFinal%20Documents%5CClean_sow.docx#_Toc414961985)

[F.3 Deliverables 19](#_Toc414961986)

[Language to Insert into Statement of Work 19](#_Toc414961987)

# How to Use this Document

The following cleaning supplies environmental specification guidance has been developed to assist agencies in implementing Section 2-361.01 of the Procurement Practices Reform Act of 2010, Mayoral Order 2009-60 and OCP Policy 7000.00 which require the District to purchase sustainable products and services to the maximum extent feasible.

This specification addresses general purpose cleaning products, disinfecting and sanitizing products, specialty cleaning products, and miscellaneous janitorial products listed in section C.5. Guidance boxes throughout this document provide the user with instructions for utilizing suggested language.

The user is expected to transfer relevant language directly into the appropriate section of the OCP RFP/IFB template. Alternative sustainable requirements may be utilized in this specification if it meets the minimum requirements established by the environmental criteria.

While this guidance document is a useful guide, it is ultimately incumbent upon the agency end-user and Contracting Officer to incorporate recommended sustainable guidance into broader market research and resulting contract language.

If you have any questions about the specifications or how to use them, please contact Jonathan Rifkin: jonathan.rifkin@dc.gov, email the Sustainable Purchasing Program at sppdc@dc.gov, call the OCP Customer Contact Center at: 202.724.4477, or visit: <http://ocp.dc.gov/page/sustainable-purchasing>.

# Section C Specifications/Work Statement Environmental Guidance

## C.2 Applicable Documents

### Guidance

The following is a list of laws, regulations or other documents that are pertinent to the sustainable specifications detailed in this statement of work environmental guidance document.

### Language to Insert into Statement of Work

The following documents are applicable to this procurement and are hereby incorporated by this reference:

| **Item No.** | **Document Type** | **Title** | **Date** |
| --- | --- | --- | --- |
| 1 | Legislation | Procurement Practices Reform Act (Section 2-361.01 Green Procurement)<http://ocp.dc.gov/publication/procurement-practices-reform-act-2010> | 2010 |
| 2 | Policy | OCP Environmentally Preferable Purchasing Policy 7000.00<http://ocp.dc.gov/page/environmentally-preferable-products-and-services-epps-policy> | 2014 |
| 3 | Policy | Mayoral Order 2009-60<http://ocp.dc.gov/page/mayoral-order-2009-60> | 2009 |
| 4 | Standard | UL2784/CCD-104: Sustainability for Hand Cleaners<http://ulstandards.ul.com/standard/?id=2784>  | October 03, 2011 |
| 5 | Standard | UL2796/CCD 107: Sustainability for Odor Control Products<http://ulstandards.ul.com/standard/?id=2796>  | August 06, 2013 |
| 6 | Standard | UL2792/CCD-110: Sustainability for Cleaning and Degreasing Compounds: Biologically-based<http://ulstandards.ul.com/standard/?id=2792>  | April 16, 2012 |
| 7 | Standard | UL2759/CCD-146: Sustainability for Hard Surface Cleaners<http://ulstandards.ul.com/standard/?id=2759>  | September 26, 2011 |
| 8 | Standard | UL2777/CCD-147: Sustainability for Hard Floor Care Products<http://ulstandards.ul.com/standard/?id=2777>  | November 9, 2011 |
| 9 | Standard | UL2795/CCD-148: Sustainability for Carpet and Upholstery Care Products<http://ulstandards.ul.com/standard/?id=2795>  | April 12, 2012 |
| 10 | Standard | UL2783/CCD-170: Sustainability for Instant Hand Antiseptics<http://ulstandards.ul.com/standard/?id=2783>  | October 07, 2011 |
| 11 | EPA Comprehensive Procurement Guidelines | EPA Comprehensive Procurement Guidelines for Commercial/Industrial Sanitary Tissue <http://www.epa.gov/epawaste/conserve/tools/cpg/products/paperproducts.htm#tissue>  | **1995** |
| 12 | Standard | GS-34: Green Seal Standard for Cleaning and Degreasing Agents (Edition 2.1)<http://www.greenseal.org/Portals/0/Documents/Standards/GS-34/GS-34_Ed2-1_Cleaning_and_Degreasing_Agents.pdf>  | July 12, 2013 |
| 13 | Standard | GS-37: Green Seal Standard for Cleaning Products for Industrial and Institutional Use (**Edition 7.1)**<http://www.greenseal.org/Portals/0/Documents/Standards/GS-37/GS-37_Ed7-1_Cleaning_Products_for_Industrial_and_Institutional_Use.pdf>  | **July 12, 2013** |
| 14 | Standard | GS-40: Green Seal Standard for Floor-Care Products for Industrial and Institutional Use (**Edition 2.2)**<http://www.greenseal.org/Portals/0/Documents/Standards/GS-40/GS-40_Ed2-2_Floor-Care_Products_for_Industrial_and_Institutional_Use.pdf>  | **March 28, 2014** |
| 15 | Standard | GS-41: Green Seal Standard for Hand Cleaners for Industrial and Institutional Use (**Edition 2.1)**<http://www.greenseal.org/Portals/0/Documents/Standards/GS-41/GS-41_Ed2-1_Hand_Cleaners_for_Industrial_and_Institutional_Use.pdf>  | **July 12, 2013** |
| 16 | Standard | GS-53: Green Seal Standard for Specialty Cleaning Products for Industrial and Institutional Use (**Edition 2.2)**<http://www.greenseal.org/Portals/0/Documents/Standards/GS-52%20GS-53/GS-53_Ed2-2_Specialty_Cleaning_Products_for_Industrial_and_Institutional_Use.pdf>  | **April 30, 2014** |
| 17 | Standard | EPA’s Safer Choice Standard (formerly the DfE Standard for Safer Products) <http://www2.epa.gov/saferchoice/standard>  | **Most Recent** |
| 18 | Standard | Specification for HEPA Filters Used by DOE Contractors<http://energy.gov/sites/prod/files/2013/12/f6/doe-std-3020-2005.pdf>  | **December 2005** |
| 19 | DC Office of Contracting & Procurement Policy | Environmental Specification Guidance for Cleaning Supplies<http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | **2014** |
| 20 | Standard | ASTM D6400 Standard Specification for Labeling of Plastics Designed to be Aerobically Composted in Municipal or Industrial Facilities<http://www.astm.org/Standards/D6400.htm> | Most Recent |
| 21 | Label | Biodegradable Products Institute Certified Compostable<http://www.bpiworld.org/products.html> | Most Recent |
| 22 | Law | Sustainable Solid Waste Management Amendment Act of 2014DC Act 20-0423<http://lims.dccouncil.us/_layouts/15/uploader/Download.aspx?legislationid=30953&filename=B20-0641-SignedAct.pdf>  | 2014 |
| 23 | Regulation | California Air Resources Board (CARB) Regulation for Reducing Emissions from Consumer Products<http://www.arb.ca.gov/consprod/regs/2012/article2080913.pdf>  | **July 2013** |
| 24 | Law | Federal Insecticide, Fungicide, and Rodenticide Act<http://www2.epa.gov/sites/production/files/documents/fifra.pdf>  | **2008** |
| 25 | Guidance | Environmental Protection Agency Pesticide Registration Manual: Chapter 4 - Additional Considerations for Antimicrobial Products<http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-chapter-4-additional-considerations>  | **Most Recent** |
| 26 | Report | San Francisco Department of Environment. Safer Products and Practices for Disinfecting Surfaces.<http://www.sfenvironment.org/sites/default/files/fliers/files/sfe_th_safer_products_and_practices_for_disinfecting.pdf>  | **2014** |

## C.3 Definitions

### Guidance

The following is a list of definitions that are pertinent to the sustainable specifications detailed in this statement of work environmental guidance document. Only the definitions relevant to the sustainable cleaning supplies requirements utilized in the procurement need to be included in the final solicitation document.

### Language to Insert into Statement of Work

These terms when used in this solicitation have the following meanings:

**Active ingredient** refers to the chemical(s) in disinfectant and sanitizer products that reduce or eliminate pathogens or organisms of concern. Disinfectant and sanitizer product labels include the name of each active ingredient and its concentration in the product as a requirement of the Federal Insecticide and Fungicide Act.

**Antimicrobial mold and mildew cleaner** refers to a type of disinfecting product designed to eliminate specific types of mold or mildew.

**ASTM D6400** is a standard developed by ASTM International (<http://www.astm.org>) for plastics and products made from plastics that are designed to be composted in municipal and industrial composting facilities. The standard requires materials that can be verified to decompose without leaving behind harmful toxics or plastic residues.

**Bathroom cleaners** include products that are designed to clean hard surfaces in restrooms such as floors, sinks, counters, walls, toilets, urinals, and tile. This product category also includes deodorizers typically found in restrooms.

**Biodegradable** refers to a product’s ability to break down into smaller parts through naturally occurring microorganisms (e.g., bacteria) and return to nature within a reasonably short time period and without harming the environment.

**Biodegradable Products Institute (BPI)** is a non-profit association that educates manufacturers, legislators, and consumers about the importance of scientifically-based standards for compostable materials. BPI compostable bags are certified to the ASTM D6400 standard. More information about BPI and ASTM D6400 can be found at: <http://www.bpiworld.org/>.

**Carpet cleaners** include products that are used to perform routine cleaning or spot cleaning of carpets, rugs, and upholstery. This category includes, but is not limited to, products that use shampooing, dry foam, absorption, and wet extraction.

**Closed dilution-control system** refers to a system that controls the dilution of a concentrated product so that the undiluted product cannot be practically accessed by users. One component of a closed-dilution control system is spill-resistant packaging – packaging that requires coupling to a specially designed device in order to dispense the product.

**Compost** refers to a stable, organic substance produced by a controlled decomposition process that can be used as a soil additive, fertilizer, growth media, or other beneficial use (Applicable Document #22).

**Compostable** refers to a product’s ability to biodegrade in a safe and timely manner during composting without any harmful effects on the quality of the compost (Applicable Document #22).

**Composting** refers to the series of activities, including separation, collection, and processing, through which materials are recovered or otherwise diverted from the solid waste steam for conversion into compost (Applicable Document #23).

**Composting bin liners** refer to bags used to collect, contain, and transport materials to a composting facility.

**Comprehensive Procurement Guidelines (CPG)** refers to standards for recovered and postconsumer recycled content adopted by the United States Environmental Protection Agency (EPA). Guidelines for janitorial paper and other products are available on EPA’s website: <http://www.epa.gov/epawaste/conserve/tools/cpg/>.

**Concentrate** refers to a product that, as sold, must be diluted by water prior to its intended use.

**Disinfectant** refers to a substance, or mixture of substances that destroys or irreversibly inactivates bacteria, fungi and viruses, but not necessarily their spores (Applicable Documents #24, 25).

**Design for Environment** (DfE) is the former name of the Safer Choice program managed by EPA that screens products for potential human and environmental hazards and labels products with ingredients that pose the least concern among chemicals in their class. A variety of cleaning products carry the Safer Choice or DfE logo, including: all-purpose cleaners; carpet cleaners; floor cleaners, finishers, and strippers; hand soaps; toilet bowl cleaners; and window/glass cleaners. A list of labeled products is available on EPA’s website: [http://www2.epa.gov/saferchoice/products.](http://www2.epa.gov/saferchoice/products)

**EcoLogo** certifications are managed by UL, a global safety science company. Similar to Green Seal, EcoLogo certifies cleaning and other types of products based on scientific testing and third-party audits. Relevant standards include: UL2784/CCD-104: Hand Cleaners; UL2796/CCD 107: Odor Control Products; UL2792/CCD-110: Cleaning and Degreasing Compounds; UL2759/CCD-146: Hardsurface Cleaners; UL2777/CCD-147: Hard Floor Care Products; UL2795/CCD-148: Carpet and Upholstery Cleaners; UL2783/CCD-170: Instant Hand Antiseptics; and UL175: Sanitary Paper Products. Compliant products are listed in UL’s [Sustainable Product Guide](http://productguide.ulenvironment.com/QuickSearch.aspx).

**Environmentally Preferable Product or Service (EPPS)** refers to a good or service that is less harmful to human health and the environment when compared with competing goods or services that serve the same purpose. The factors to be compared include raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product. Information on EPPSs recognized by the District and their corresponding EPPS requirements can be found here: <http://ocp.dc.gov/page/district-columbia-sustainable-specifications>. (Applicable Documents # 1, 2, and 3).

**Floor cleaners, strippers, sealers, and finishes** include the following product types: (1) Floor cleaners refer to products that are designed to clean flooring surfaces. (2) Floor finishes and sealers include products that are used to polish, protect, and/or fill in pours and crevices in floor surfaces by applying a protective coating. (3) Floor strippers include products that are designed to remove floor finish.

**Furniture polish** refers to fluid that is designed to clean, refine, or protect furniture through polishing.

**General purpose (all purpose) cleaners and degreasers** include products used for routine cleaning of hard surfaces, such as concrete, tile, or stone. This category also includes degreasing agents for cleaning routine soils found in an institutional, office, or school setting.

**Glass, mirror, and window cleaners** include products used to clean windows, glass, and mirrored surfaces.

**Graffiti remover** refers to products used to remove graffiti (including but not limited to paint markings) from stone, brick, concrete, and other non-cloth and non-fabric surfaces.

**Green Seal** is a non-profit standard-setting organization certifying a range of products and services. Green Seal standards and certifications are based on scientific testing and independent audits. Relevant standards include: GS-01: Sanitary Paper Products; GS-34: Cleaning and Degreasing Agents; GS-37: Cleaning Products for Industrial and Institutional Use; GS-40: Floor-Care Products; GS-41: Hand Cleaners; and GS-53: Specialty Cleaning Products. Certified products are listed on the Green Seal [website](http://www.greenseal.org/FindGreenSealProductsAndServices.aspx).

**Gum remover** refers to products designed to remove chewing gum from carpets, floors, walls, furniture, and upholstery.

**Hand soaps, hand cleaners, and hand sanitizers** include products that are designed for routine hand cleaning in schools, offices, and other public buildings.

**High-efficiency particulate air (HEPA)** refers to an air filter designed according to federal standards to remove 99.97% of airborne particles measuring 0.3 micrometers in diameter. HEPA vacuum cleaners trap dust and other irritants, improving indoor air quality.

**Lime and scale removers** are products designed to remove the alkaline (a chalky mineral deposit) resulting from water use in locations such as showers, tubs, sinks, and toilets.

**Material Safety Data Sheet (MSDS)** refers to a document that contains information on the potential hazards of a chemical product and how to work safely with the product. The MSDS also contains information on the use, storage, and handling of the hazardous material, and how to respond in case of an accident or spill. The MSDS contains much more information about the material than the product label. However, it is important to note that the MSDS may not list every human and environmental impact associated with the product.

**Metal polish** refers to cleaners and polishes that are used to clean, shine, and protect chrome, brass, and other metal surfaces.

**Microfiber** refers to a fiber that is approximately 1/16th the diameter of a human hair and weighs less than one denier. Microfiber mops require less water and chemicals than conventional mops and cloths.

**Non-food contact surface** refers to a surface where food is not prepared, consumed, and does not normally come into contact with food.

**Postconsumer recycled content (PCRC)** indicates the amount of a product that was made from postconsumer waste.

**Postconsumer waste** describes waste from finished products, packages, or materials generated by a business or consumer that have served their intended end uses and that have been recovered from or otherwise diverted from the waste stream for purposes of recycling. See EPA’s definition of postconsumer fiber at [www.epa.gov/waste/conserve/tools/cpg/products/define.htm](http://www.epa.gov/waste/conserve/tools/cpg/products/define.htm).

**Practically accessed** refers to packaging that allows for access/exposure of the product during routine handling of the package, such as while transferring from shipping cartons, after opening a cap or lid, or when connecting to the dispensing system.

**PVC** (polyvinyl chloride or vinyl) PVC is made from vinyl chloride and a variety of additives, often including a class of chemicals called phthalates. Many types of phthalates used to manufacture PVC are included on California’s Proposition 65 List for carcinogenicity and reproductive toxicity. Vinyl chloride, the base material used to make PVC, is classified as a human carcinogen by the U.S. EPA. More information is available at: <http://toxtown.nlm.nih.gov/text_version/chemicals.php?id=84>

**Recyclable** refers to a material, product, or packagemade solely of materials that can be recycled using the District’s recycling collection program (Applicable Document #23).

**Safer Choice** is the new name of the Design for Environment (DfE) program managed by EPA that screens products for potential human and environmental hazards and labels products with ingredients that pose the least concern among chemicals in their class. A variety of cleaning products carry the Safer Choice or DfE logo, including: all-purpose cleaners; carpet cleaners; floor cleaners, finishers, and strippers; hand soaps; toilet bowl cleaners; and window/glass cleaners. A list of labeled products is available on EPA’s website: [http://www2.epa.gov/saferchoice/products.](http://www2.epa.gov/saferchoice/products)

**Sanitizers** are substances or mixtures of substances that are intended to reduce or eliminate microorganisms from the environment to levels considered safe as determined by public health codes or regulations (Applicable Documents # 24, 25).

**Recycling bin liners** refer to bags used to collect, contain, and transport recyclable materials to a recycling facility.

**Trash bin liners** refer to bags used to collect, contain, and transport waste materials to a landfill, energy recovery facility, or incinerator.

**Undiluted product** refers to the most concentrated form of the product produced by the manufacturer for transport outside its facility.

**Volatile organic compounds (VOCs)** are organic chemicals that evaporate at room temperature under normal indoor conditions. VOCs include a variety of chemicals that are emitted by a wide array of products, such as: cleaning supplies, building materials and furnishings, office equipment, paints and lacquers, paint strippers, pesticides, etc. Many types of VOCs have been linked to a variety of adverse health effects, including: eye, nose, and throat irritation; headaches; loss of concentration; nausea; damage to the liver, kidney, and central nervous system; allergic skin reaction; fatigue; dizziness; and cancer (Applicable Document #23).

## C.4 Background

### Guidance

Background information outlines the broad environmental policy goals of the District. Please include environmental background information listed below along with other standard Background language in your procurement. Please contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions.

### Language to Insert into Statement of Work

The District of Columbia is committed to procuring quality goods and services in a timely manner and reasonable cost that support the District meeting its sustainability goals. The District aims to improve worker health, conserve natural resources, and prevent pollution through this activity. Environmental components to be considered include: recycled content and recyclability; energy efficiency; and the presence of undesirable materials in the products, especially toxic chemicals which are persistent and bio-accumulative. Environmental requirements related to sustainability and environmentally preferable purchasing goals are embedded throughout this contract.

## C.5 Requirements

### Guidance

Please incorporate the EPPS requirements for cleaning and miscellaneous janitorial products into other relevant portions of the procurement such as the pricing schedule. If the agency or agencies for which the statement of work is being developed would like to go beyond the minimum EPPS requirement, such as specifying a higher level of post-consumer recycled content, please update the minimum EPPS requirement in the procurement pricing sheet with the more aggressive requirement. Whenever possible it is recommended that a green market basket be created solely for items for which EPPS specifications have been developed. Please contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions.

Cleaning supplies

#### Guidance

Closed dilution-control system requirements for concentrated products are not required for products where Green Seal, EcoLogo, and Dfe/Safer Choice certifications are required because safety requirements for packaging and dilution-control systems are part of these standards. Disinfectant and sanitizer active ingredient requirements are based on the health, performance, and environmental impact findings of the San Francisco Department of Environment 2014 report “[Safer Products and Practices for Sanitizing Surfaces](http://www.sfenvironment.org/sites/default/files/fliers/files/sfe_th_safer_products_and_practices_for_disinfecting.pdf).” Additional health and safety requirements may need to be incorporated into a final solicitation based on the specific needs of the District agency for which the solicitation is prepared. For assistance in understanding the safety and health criteria incorporated in the recommended specifications or tailoring them to your agency’s needs, please contact the Sustainable Purchasing Program (sppdc@dc.gov).

#### Language to Insert into Statement of Work

1. Cleaning, disinfecting, and sanitizing products shall include a Material Safety Data Sheet (MSDS) and product label with a list of ingredients and instructions for proper handling.

2. The product manufacturer or contractor shall offer training on the proper use of cleaning, disinfecting, and sanitizing disinfecting products upon request.

3. Cleaning, disinfecting, and sanitizing products shall be ordered in concentrated form, wherever practical. Concentrated cleaning products shall be packaged and designed to be used in a closed dilution control system that limits worker exposure to chemical concentrates while facilitating the proper dilution of chemical concentrates.

1. **Category A Cleaning Products Environmental Requirements**
	1. The following cleaning products are classified as Category A and are subject to the requirements of this clause:
		1. General purpose (all purpose) cleaners and degreasers
		2. Bathroom cleaners (including but not limited to: hard surface cleaners, toilet bowl cleaners, urinal cleaners, and deodorizers)
		3. Glass, mirror, and window cleaners
		4. Carpet, rug, and upholstery cleaners (including products used for routine cleaning and spot cleaning)
		5. Floor cleaners, strippers, sealers, and finishes
		6. Hand soaps, hand cleaners, and hand sanitizers
	2. Category A cleaning and disinfecting products shall be certified to at least ONE (1) of the following standards (Applicable Document # 34).:
		1. Green Seal
		2. EcoLogo
		3. EPA Design for the Environment (DfE) (also referred to as EPA Safer Choice)
2. **Category B Disinfecting and Sanitizing Product Requirements**
	1. Disinfectants, including antimicrobial mold and mildew cleaners, and sanitizers shall be EPA-registered (Applicable Document # 24, 25).
	2. Contractors shall prioritize use of disinfectants and non-food contact surface sanitizers that only contain the following active ingredients (Applicable Document #26):
		1. Hydrogen peroxide or accelerated hydrogen peroxide
		2. Citric acid
		3. Lactic acid
		4. Caprylic acid
		5. Silver
3. **Category C Specialty Cleaning Product Environmental Requirements**
	1. The following cleaning products are classified as Category B:
		1. Metal polish (including but not limited to chrome and brass cleaner)
		2. Furniture polish
		3. Graffiti remover
		4. Gum remover
		5. Lime and scale remover
	2. Category B cleaning products shall either be:
		1. Green Seal certified
		2. Ecologo certified
		3. EPA Design for Environment (DfE) (also referred to as EPA Safer Choice); or
		4. Not contain volatile organic compounds (VOCs) in concentrations that exceed the levels required by the California Air Resources Board’s (CARB) [Regulation for Reducing Emissions from Consumer Products](http://www.arb.ca.gov/consprod/regs/regs.htm) for the specific product category according to the most current version of the CARB regulations in effect at the time of purchase (Applicable Document #23).
4. **Category D Miscellaneous Janitorial Products**
	1. Miscellaneous janitorial products utilized by the Contractor to fulfill this contract shall meet the following environmental criteria:
		1. Microfiber mops, cloths, and sponges shall be purchased instead of cotton.
		2. Protective gloves shall not contain PVC or vinyl.
		3. Paper towels shall contain at least 40% postconsumer recycled content (PCRC) (Applicable Document #11).
		4. Toilet paper shall contain at least 20% PCRC (Applicable Document #11).
		5. Trash bin and recycling bin liners shall contain at least 10% PCRC or have a thickness of less than 0.7 ml.
		6. Recycling bin liners shall be clear, white, or natural in color (Applicable Document #22).
		7. Composting bin liners shall be Biodegradable Products Institute (BPI) certified to meet the ASTM D6400 standard for commercial compostability of plastics (Applicable Document #20, 21, 22).

Reporting

#### Guidance

The Sustainable Purchasing Program may request sustainable spend reports from Contracting Officers to support efforts to annually report on EPPS spend to City Council. For small purchases, it is recommended that reporting only be provided as requested. While not required, it is recommended that EPPS reporting be provided both for products with and without EPPS specifications. Please also see the EPPS Report templateon the [Sustainable Purchasing Program web page.](http://ocp.dc.gov/page/district-columbia-sustainable-specifications)The EPPS Report template can be provided to Contractors to assist them in meeting the District’s EPPS reporting requirements. Please note that the Sustainable Purchasing Program will be piloting this reporting template for select FY 2015 contracts. Please contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions.

#### Language to Insert into Statement of Work

1. Material Safety Data Sheets (MSDS) and product labels for purchased cleaning, disinfecting, and sanitizing products - To be provided via email in Excel, Word, or in a PDF when purchased products are delivered.
2. Environmentally Preferable Products and Services (EPPS) Report - To be provided annually or as requested in Excel and delivered via email. The report shall include the following information:
	1. Contractor name
	2. Contract award date
	3. Contract #
	4. PO #
	5. Product description - manufacturer description of product
	6. Sku
	7. Corresponding environmentally preferable product type based on the product types listed in the scope section of the Environmental Guidance Document for Cleaning Supplies (ex. Toilet paper)
	8. Number of units sold
	9. Price per unit
	10. Total cost
	11. Compliance with DC environmental criteria – Indicate how each product purchased is compliant with DC environmental requirements (ex. Green Seal certification) included in [the Environmental Specification Guidance for Cleaning Supplies](http://ocp.dc.gov/page/district-columbia-sustainable-specifications). If the environmental requirement was not specified in the solicitation, indicate NA.

# Section D Packaging and Marking Environmental Guidance

### Guidance

Please contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions regarding the packaging and marking environmental guidance. Please note that the language listed below encourages but does not require use of sustainable packaging.

### Language to Insert into Statement of Work

Where vendors use packaging in addition to manufacturer packaging, the District encourages vendors to select packaging that minimizes or eliminates the use of disposable containers and/or incorporates recycled content. For example, where appropriate, vendor packaging using reusable crates or reusable pallets is preferred over boxed packaging.

For corrugated cardboard packaging (also known as containerboard packaging), the District encourages vendors to use versions that contain a minimum of 25% by weight of post-consumer materials, which is the minimum post-consumer content level for packaging specified by the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines.

Vendors are encouraged to use packaging that does not contain packaging inks, dyes, pigments, adhesives, stabilizers, and additives with levels of lead, cadmium, mercury or hexavalent chromium in packaging inks, dyes, pigments, adhesives, stabilizers, and additives equal to or greater than 100 parts per million, which is consistent with packaging statutes adopted by 19 U.S. states. The following exceptions apply to this heavy metal threshold recommendation for packaging:

1. Packaging made from recycled materials.
2. Packaging that is essential to the protection, safe handling, or function of the package's contents (e.g., medical product and devices).
3. Packages and packaging components for which there is no feasible alternative.
4. Reusable packaging for products that are subject to other federal or state health, safety, transportation, or disposal requirements (i.e., hazardous waste).
5. Packaging having a controlled distribution and reuse (i.e., beverage containers subject to mandatory deposit requirements).
6. Packaging or packaging component that is glass or ceramic where the decoration has been vitrified and when tested, and meets specific requirements.

For a full explanation of exceptions, see Section 5/Exceptions, Toxic in Packaging Clearinghouse Model Legislation, available at: <http://toxicsinpackaging.org/model_legislation.html>

# S**ection F Period of Performance and Deliverables Environmental Guidance**

## F.3 Deliverables

### Guidance

The deliverable requirements listed below are cross-referenced in the Section C reporting requirements. For small purchases, it is recommended that reporting only be provided as requested.

### Language to Insert into Statement of Work

The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the Contract Administrator identified in section G.9 in accordance with the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLIN** | **Deliverable** | **Quantity** | **Format/ Method of Delivery** | **Due Date** |
|  | Material Safety Data Sheets and Product Labels | 1 per product | Excel, PDF, or Word/ Email | Date products are delivered |
|  | EPPS Report | 1  | Excel/Email | Annually or as requested |