**statement of work**

**ENVIRONMENTAL Specification Guidance**

**for**

**toner**



Contents

[How to Use this Document 3](#_Toc407024538)

[Section C Specifications/Work Statement Environmental Guidance 4](#_Toc407024539)

[Guidance 4](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Toner\Drafts%20Post-IEc\toner_largepurchase_guidance_122214.docx#_Toc407024540)

[C.2 Applicable Documents 4](#_Toc407024541)

[Language to Insert into Statement of Work 4](#_Toc407024542)

[C.3 Definitions 6](#_Toc407024543)

[Guidance 6](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Toner\Drafts%20Post-IEc\toner_largepurchase_guidance_122214.docx#_Toc407024544)

[Language to Insert into Statement of Work 6](#_Toc407024545)

[C.4 Background 7](#_Toc407024546)

[Guidance 7](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Toner\Drafts%20Post-IEc\toner_largepurchase_guidance_122214.docx#_Toc407024547)

[Language to Insert into Statement of Work 7](#_Toc407024548)

[C.5 Requirements 8](#_Toc407024549)

[Guidance 8](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Toner\Drafts%20Post-IEc\toner_largepurchase_guidance_122214.docx#_Toc407024550)

[Environmental Requirements for Toner 8](#_Toc407024551)

[Language to Insert into Statement of Work 8](#_Toc407024552)

[Reporting 9](#_Toc407024553)

[Guidance 9](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Toner\Drafts%20Post-IEc\toner_largepurchase_guidance_122214.docx#_Toc407024554)

[Language to Insert into Statement of Work 9](#_Toc407024555)

[Section D Packaging and Marking Environmental Guidance 10](#_Toc407024556)

[Guidance 10](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Toner\Drafts%20Post-IEc\toner_largepurchase_guidance_122214.docx#_Toc407024557)

[Language to Insert into Statement of Work 10](#_Toc407024558)

[Section F Period of Performance and Deliverables Environmental Guidance 11](#_Toc407024559)

[F.3 Deliverables 11](#_Toc407024560)

[Guidance 11](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Toner\Drafts%20Post-IEc\toner_largepurchase_guidance_122214.docx#_Toc407024561)

[Language to Insert into Statement of Work 11](#_Toc407024562)

# How to Use this Document

The following toner cartridges 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 black inkjet cartridges, laser cartridges, and other toner cartridges for copiers, printers, multi-function devices, and fax machines. 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](mailto:jonathan.rifkin@dc.gov), email the Sustainable Purchasing Program at [sppdc@dc.gov](mailto:dcspp@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 and 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 | Test Methods | STMC Guide for Evaluating All-in-One Toner Printer Cartridges, <http://www.i-itc.org/stmc-guide.html> | Most Recent |
| 5 | EPA Comprehensive Procurement Guidelines | EPA Comprehensive Procurement Guidelines <http://www.epa.gov/epawaste/conserve/tools/cpg/> | **1995** |
| 6 | Certification | STMC Company Certification  <http://www.i-itc.org/stmc.html> | Most Recent |
| 7 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Toner  <http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | 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 toner 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:

**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).

**International Imaging Technology Council** (I-ITC) is an imaging equipment and supply trade association. It was originally founded to serve the cartridge remanufacturing industry, but has since expanded to address a broader range of related concerns.

**Standardized Test Methods Committee** (STMC) is a committee organized by the I-ITC to identify and promote selected standardized test methods for the printer cartridge industry. The selected test methods are used to evaluate toner printer cartridge performance.

**STMC certification** refers to company certification provided by STMC for companies that remanufacture toner cartridges. STMC certification demonstrates that a company has had its employees successfully trained by an authorized trainer in STMC-approved product test methods, attests to using these test methods, and has purchased the correct test equipment. Additional information can be found [here](http://www.i-itc.org/stmc.html) (Applicable Document #4, 6).

**Toner cartridges** refer to inkjet cartridges, laser cartridges, and other toner cartridges for copiers, printers, multi-function devices, and fax machines for this specification.

## 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](mailto:dcspp@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 following environmental requirements for toner into the requirements section of the solicitation and other relevant portions of the procurement such as the pricing schedule. Please note that CW18717, a city-wide contract for black remanufactured toner, has additional performance, warranty, and environmental requirements that a procurement team may want to consider including in a large purchase solicitation. If you are interested in developing a solicitation for a large purchase of color remanufactured toner or have questions about this guidance, please contact Jonathan Rifkin at [jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov) of the Sustainable Purchasing Program at [sppdc@dc.gov](mailto:sppdc@dc.gov).

Environmental Requirements for Toner

#### Language to Insert into Statement of Work

Black toner cartridges purchased by the District of Columbia shall meet the environmental criteria defined below.

1. *Remanufactured Cartridges.* Toner cartridges shall be remanufactured.

2. *STMC Remanufacturer Certification.* Toner cartridges procured by the District shall be remanufactured by companies that are certified by the Standardized Test Methods Committee (STMC) of the International Imaging Technology Council (I-ITC).

3. *Provision of Toner Cartridge Take-Back Service.* The Contractor shall offer the District of Columbia an effective and reliable means of returning empty toner cartridges for remanufacturing and/or recycling on request. This service may be provided by the contractor, manufacturer, or a third party. Notification of the take-back service, including how to utilize the service, shall be available to the purchaser at time of purchase through written or online documentation.

Reporting

#### Guidance

Please note that the Sustainable Purchasing Program may from time to time 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. 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 contracts in FY 2015. While not required, it is recommended that EPPS reporting be provided both for products with and without EPPS specifications. Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:dcspp@dc.gov)) if you have questions.

#### Language to Insert into Statement of Work

Annually or as requested, the contractor shall submit to the Contracting Officer an EPPS Report, indicating that the products supplied to the District comply with the District’s EPPS criteria. The following information shall be included in the report:

1. Contractor name
2. Contract award date
3. Contract #
4. PO #
5. Product description - manufacturer description of product
6. Sku
7. Number of units sold
8. Price per unit
9. Total cost
10. Compliance with DC environmental criteria – Indicate whether each item purchased is compliant with DC environmental requirements in the [Toner Environmental Specification Guidance Document](hthttp://ocp.dc.gov/page/district-columbia-sustainable-specifications) (Applicable Document #7). If the environmental requirement was not specified in the solicitation, indicate NA.
11. Name and contact information for entity providing take back service

# Section D Packaging and Marking Environmental Guidance

### Guidance

Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:dcspp@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.

### 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** |
|  | EPPS Report | 1 | Excel/Email | Annually or as requested |