**Statement of Work**

**ENVIRONMENTAL Specification Guidance**

**for**

**Imaging** **equipment**

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# How to Use this Document

The following imaging equipment environmental specification guidance has been developed to assist agencies in implementing PPRA 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 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. Similarly, it ultimately is the Contracting Officer’s responsibility to identify the information that needs to be included in the statement of work.

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:sppdc@dc.gov), call the OCP Customer Contact Center at: 202.724.4477, or visit: <http://ocp.dc.gov/page/sustainable-purchasing>*.*

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# 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 | IEEE 1680.2 Standard for Environmental Assessment of Imaging Equipment [grouper.ieee.org/groups/1680/](http://grouper.ieee.org/groups/1680/). | 2012 |
| 5 | Environmental Rating System | EPEAT Registry, <http://www.epeat.net> | 2014 |
| 6 | Environmental Rating System | ENERGY STAR Imaging Equipment Key Product Criteria. [www.energystar.gov](http://www.energystar.gov) | Most Recent |
| 7 | Directive | Directive 2011/65/EU Of the European Parliament and of the Council of 8 June 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment [eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32011L0065](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32011L0065). | 2011 |
| 8 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Imaging Equipment  <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 office 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:

**EPEAT,** or the Electronic Product Environmental Assessment Tool, is an environmental rating system and product registry for green electronics. EPEAT-registered products must meet environmental criteria detailed in corresponding standards. Products are classified as Bronze, Silver, or Gold. Bronze products must meet all 33 required criteria listed in the relevant standard; Silver products must meet the required criteria plus 50 percent of the 26 optional criteria; and Gold products must meet the required criteria plus 75 percent of the optional criteria. Additional information is available at [www.epeat.net](http://www.epeat.net).

**ENERGY STAR** is a voluntary program run by the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy. Among other efforts, the ENERGY STAR certifies products that demonstrate through third-party testing in EPA-recognized laboratories that they meet specific energy use criteria. Certified products are allowed to use the ENERGY STAR label. Additional information is available at [www.energystar.gov](http://www.energystar.gov).

**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>.

**IEEE 1680** is a group of electronics product sustainability standards developed through the Institute of Electrical and Electronics Engineers (IEEE). The IEEE 1680 standards include the imaging equipment sustainability standards that underlie the EPEAT registry. The standards in the group include 1680 (“Standard for the Environmental Assessment of Electronics”), 1680.1 (“Standard for Environmental Assessment of Personal Computer Products, Including Notebook Personal Computers, Desktop Personal Computers, and Personal Computer Displays”), 1680.2 (“Standard for the Environmental Assessment of Imaging Equipment”) and 1680.3 (“Standard for the Environmental Assessment of Televisions”). Additional information is available at [grouper.ieee.org/groups/1680/](http://grouper.ieee.org/groups/1680/).

**Multi-function devices** are defined as imaging equipment with multiple functions, including but not limited to printing, scanning, copying, and faxing.

**RoHS**, or the European Union Directive on the Restriction of Hazardous Substances in Electrical and Electronic Equipment, is a directive that sets maximum concentrations of lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls, and polybrominated diphenyl ether in electronics. EPEAT certification requires compliance with RoHS provisions. Additional information is available at [eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32011L0065](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32011L0065).

**Take-back services** refer to contractor, manufacturer, or third-party run programs that accept used or end-of-life products for recycling or refurbishment. These services ensure that appliances that have reached the end of their useful life are properly recycled, re-purposed, or reused.

## 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: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 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 include environmental language listed below as it relates to the product or service being purchased. Please incorporate the EPPS requirements into the requirements section and other relevant portions of the procurement such as the pricing schedule as needed. Toner/ink cartridges are often purchased in concert with imaging devices. If Toner or ink are expected to be purchased as a part of this contract, please incorporate the EPPS requirements for toner located on the [Sustainable Purchasing Program web site](http://ocp.dc.gov/page/sustainable-purchasing) into your solicitation. If the agency or agencies for which the solicitation is being developed would like to go beyond the minimum EPPS requirement, such as specifying a higher level of EPEAT, please update the minimum EPPS requirements throughout this document with the more aggressive language. Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:sppdc@dc.gov)) if you have questions.

Imaging Equipment Environmental Requirements

#### Language to Insert into Statement of Work

1. Copiers, printers, multi-function devices, and fax machines purchased or leased by the District of Columbia shall comply with either Option 1 or Option 2 requirements defined below.
   1. Requirements for Both Options 1 and 2
      1. *Default to Duplex Printing.* Products shall, when installed according to the manufacturer’s instructions, using the default print drivers, and using the default standard size media type and size settings, default to automatic duplexing (double-sided printing) for their printing mode. Exceptions to the default to duplex printing requirement include the following:
         1. This requirement shall not apply to imaging equipment that is not required to have duplex printing capability in order to meet EPEAT requirements.
         2. This requirement shall not apply to imaging equipment which the District intends to use primarily with documents that do not allow for duplex printing.
      2. *No Restrictions on Toner Cartridge Recycling/Remanufacturing*. The product manufacturer and contractor shall not place any restrictions on using remanufactured toner in the product or on recycling or remanufacturing toner cartridges used in the product.
   2. Requirements for Option 1 Only
      1. *EPEAT.* Products shall be listed on the U.S. EPEAT registry with a rating of Silver, using the most recent version of the EPEAT rating system in effect at the time of purchase.
   3. Requirements for Option 2 Only
      1. *ENERGY STAR.* Products shall be ENERGY STAR certified, using the most recent version of the ENERGY STAR certification system in effect at the time of purchase. Products shall use ENERGY STAR settings as the default.
      2. *RoHS.* Products shall comply with the requirements of European Union Directive on the Restriction of Hazardous Substances (RoHS) in effect at the time of purchase.
      3. *Provision of Product Take-Back Service*. Manufacturers must provide a nationwide take-back service for reuse, refurbishment and/or recycling for purchased products and previously purchased products. 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:sppdc@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 included in the [Imaging Equipment Environmental Specification Guidance Document](http://ocp.dc.gov/page/district-columbia-sustainable-specifications). If the environmental requirement was not specified in the solicitation, indicate NA.

An EPPS Report template is available to assist Contractors in meeting the District’s EPPS reporting requirements, and is referenced in Section F. Deliverables.

# Section D Packaging and Marking Environmental Guidance

### Guidance

Please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:sppdc@dc.gov)) if you have 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 is exempt.
2. Packages and packaging components manufactured prior to the effective date of the legislation are exempt.
3. Packaging that is essential to the protection, safe handling, or function of the package's contents (e.g., medical product and devices) is exempt.
4. Packages and packaging components for which there is no feasible alternative are exempt.
5. Reusable packaging for products that are subject to other federal or state health, safety, transportation, or disposal requirements (i.e., hazardous waste) is exempt.
6. Packaging having a controlled distribution and reuse (i.e., beverage containers subject to mandatory deposit requirements) is exempt.
7. 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** |
|  | EPPS Report | 1 | Excel/ via email | Annually or as requested |