**Statement of Work**

**ENVIRONMENTAL Specification Guidance**

**for**

**Janitorial Services**



Contents

[How to Use this Document 3](#_Toc412201653)

[Section C Specifications/Work Statement Environmental Guidance 4](#_Toc412201654)

[C.2 Applicable Documents 4](#_Toc412201655)

[Guidance 4](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\ZZZ%20-%20Personal%20-%20Annie's%20Folder\disinfectantrevisions\janitorial_sow.docx#_Toc412201656)

[Language to Insert into Statement of Work 4](#_Toc412201657)

[Guidance 13](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\ZZZ%20-%20Personal%20-%20Annie's%20Folder\disinfectantrevisions\janitorial_sow.docx#_Toc412201658)

[C.3 Definitions 13](#_Toc412201659)

[Language to Insert into Statement of Work 13](#_Toc412201660)

[C.4 Background 18](#_Toc412201661)

[Guidance 18](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\ZZZ%20-%20Personal%20-%20Annie's%20Folder\disinfectantrevisions\janitorial_sow.docx#_Toc412201662)

[Language to Insert into Statement of Work 18](#_Toc412201663)

[C.5 Requirements 19](#_Toc412201664)

[Guidance 19](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\ZZZ%20-%20Personal%20-%20Annie's%20Folder\disinfectantrevisions\janitorial_sow.docx#_Toc412201665)

[Planning 19](#_Toc412201666)

[Cleaning Products and Supplies 21](#_Toc412201667)

[Powered Cleaning Equipment and Maintenance 23](#_Toc412201668)

[Disinfection 24](#_Toc412201669)

[Entry Way Mats 24](#_Toc412201670)

[Waste, Recycling, and Composting 25](#_Toc412201671)

[Communications 27](#_Toc412201672)

[Training 28](#_Toc412201673)

[Reporting 29](#_Toc412201674)

[Section D Packaging and Marking Environmental Guidance 31](#_Toc412201675)

[Guidance 31](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\ZZZ%20-%20Personal%20-%20Annie's%20Folder\disinfectantrevisions\janitorial_sow.docx#_Toc412201676)

[Language to Insert into Statement of Work 31](#_Toc412201677)

[Section F Period of Performance and Deliverables Environmental Guidance 32](#_Toc412201678)

[Guidance 32](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\ZZZ%20-%20Personal%20-%20Annie's%20Folder\disinfectantrevisions\janitorial_sow.docx#_Toc412201679)

[F.3 Deliverables 32](#_Toc412201680)

[Language to Insert into Statement of Work 32](#_Toc412201681)

[SECTION M - EVALUATION FACTORS ENVIRONMENTAL GUIDANCE 34](#_Toc412201682)

[Guidance 34](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\ZZZ%20-%20Personal%20-%20Annie's%20Folder\disinfectantrevisions\janitorial_sow.docx#_Toc412201683)

[Language to Insert in Statement of Work 34](#_Toc412201684)

# How to Use this Document

The following janitorial services 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.

Recommended sustainable janitorial services specifications apply to janitorial services for all indoor activities required to clean public buildings. 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 the intent of the requirement is maintained.

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.

Depending on the scope of the janitorial services contract, not all of the requirements listed in this Statement of Work Environmental Guidance Document may apply. Please only include sustainable requirements that are applicable to your need or scope 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: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 or other documents that are pertinent to the sustainable specifications detailed in this statement of work environmental guidance document. Please note that all applicable documents included in the cleaning supplies environmental guidance document are included below. Each requirement listed in Section C includes reference to the relevant applicable documents.

### 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 | UL 2798/CCD-112  Sustainability for Biological Digestion Additives for Cleaning and Odour Control  <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24071> | March 30, 2012 |
| 8 | Standard | UL 2791/ CCD-113  Sustainability for Drain and/or Grease Trap Additives: Biologically-based  <http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24137> | April 16, 2012 |
| 9 | Standard | UL2759/CCD-146: Sustainability for Hard Surface Cleaners  <http://ulstandards.ul.com/standard/?id=2759> | September 26, 2011 |
| 10 | Standard | UL2777/CCD-147: Sustainability for Hard Floor Care Products  <http://ulstandards.ul.com/standard/?id=2777> | November 9, 2011 |
| 11 | Standard | UL2795/CCD-148: Sustainability for Carpet and Upholstery Care Products  <http://ulstandards.ul.com/standard/?id=2795> | April 12, 2012 |
| 12 | Standard | UL2783/CCD-170: Sustainability for Instant Hand Antiseptics  <http://ulstandards.ul.com/standard/?id=2783> | October 07, 2011 |
| 13 | Legislation | Pesticide Education and Control Amendment Act of 2012  <http://dcclims1.dccouncil.us/images/00001/20120801151713.pdf> | 2012 |
| 14 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Janitorial Services  <http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | 2014 |
| 15 | 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** |
| 16 | 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 |
| 17 | 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** |
| 18 | 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** |
| 19 | 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** |
| 20 | Standard | GS-42: Green Seal Standard for Commercial and Institutional Cleaning Services (Edition 2.1)  <http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf> | **July 12, 2013** |
| 21 | 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** |
| 22 | Standard | EPA’s Safer Choice Standard (formerly the DfE Standard for Safer Products)  <http://www2.epa.gov/saferchoice/standard> | **Most Recent** |
| 23 | 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** |
| 24 | 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** |
| 25 | U.S. Law | U.S. Department of Labor  Occupational Safety and Health Administration (OSHA)  General Contractor’s Quality Control Plan - 29 CFR Part 1900 Subparts A-P  Occupational Safety and Health Standards 29 CFR, Part 1910,  Construction Contractor’s Quality Control Plan – 29 CFR Part 1926  Hazardous and Toxic Materials  <http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=standards&p_toc_level=0> | **2003 Ed.** |
| 26 | U.S. Law | Environmental Protection Agency (EPA)  42 USC sections 6901-6976  Concerning Hazardous Substances and Waste  <http://codes.lp.findlaw.com/uscode/42/82/I/6901> | **Most Recent** |
| 27 | U.S. Law | Protection of the Environment, Environmental Protection Agency, Solid Wastes  40 CFR, Parts 260, 261, 264, 265, 268, 270, and 273  <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?tpl=/ecfrbrowse/Title40/40tab_02.tpl> | **Most Recent** |
| 28 | US Law | Transportation, Shippers—General Requirements for Shipments and Packaging  49 CFR, Part 173  <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=46dbc27378008b089e449be96e61f449&ty=HTML&h=L&n=pt49.2.173&r=PART> | **Most Recent** |
| 29 | Executive Order 13101 | Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition  <http://www.epa.gov/epp/pubs/13101.pdf> | **1998** |
| 30 | D.C. Law | DC Solid Waste and Multi-Materials Management Act  7-226  <http://www.openlims.org/public/L7-226.pdf> | **1989** |
| 31 | Municipal Regulation | D.C. Solid Waste Management and Multi-Material Recycling  DCMR 21-20  <http://os.dc.gov/os/lib/os/info/odai/title21/title21chapter20.pdf> | **Most Recent** |
| 32 | DC Law | Sustainable DC Omnibus Amendment Act of 2014  <http://lims.dccouncil.us/_layouts/15/uploader/Download.aspx?legislationid=30722&filename=B20-0573-Engrossment.pdf> | **2014** |
| 33 | US Law | The Resource Conservation and Recovery Act (RCRA)  <http://www.epa.gov/lawsregs/laws/rcra.html> | **1976** |
| 34 | DC Office of Contracting & Procurement Policy | Environmental Specification Guidance for Cleaning Supplies  <http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | **2014** |
| 35 | Law | Sustainable Solid Waste Management Amendment Act of 2014  DC Act 20-0423  <http://lims.dccouncil.us/_layouts/15/uploader/Download.aspx?legislationid=30953&filename=B20-0641-SignedAct.pdf> | 2014 |
| 36 | Law | Sustainable DC Omnibus Amendment Act of 2014  <http://www.dcregs.dc.gov/Gateway/NoticeHome.aspx?noticeid=5039943> | 2014 |
| 37 | 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 |
| 38 | Label | Biodegradable Products Institute Certified Compostable  <http://www.bpiworld.org/products.html> | Most Recent |
| 39 | Code | Mandatory Source Separation Program  D.C. Code § 8-1007  <http://web.lexisnexis.com/research/xlink?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=D.C.+Code+%A7+8-1007> | **2014** |
| 40 | Law | Federal Insecticide, Fungicide, and  Rodenticide Act  <http://www2.epa.gov/sites/production/files/documents/fifra.pdf> | **2008** |
| 41 | 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** |
| 42 | 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. Please note that all applicable documents included in the cleaning supplies environmental guidance document are included below. Only the definitions relevant to the sustainable janitorial services 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 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 plastics and plastic coatings are certified to the ASTM D6400 and ASTM D6868, respectively. More information about BPI and ASTM D6400 can be found at: [www.bpiworld.org/](http://www.bpiworld.org/).

**Building-Specific Green Cleaning Plan** refers to a document that describes how a building will be cleaned effectively while protecting human health and the environment. The Plan specifies the methods, materials, and equipment used under the contract.

**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 #35).

**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 #35).

**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 #35).

**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 #20, 40, 41).

**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; UL 2798/CCD-112: Biological Digestion Additives for Cleaning and Odour Control; UL 2791/ CCD-113: Drain and/or Grease Trap Additives: Biologically-based. 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, and finishes** include the following product types: (1) Floor cleaners refer to products that are designed to clean flooring surfaces. (2) Floor finish includes products that are used to polish and protect 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. Green Seal’s Environmental Standard for Commercial Cleaning Services (GS-42) ensures that cleaners use practices and products that protect the health of building occupants, custodians, and the environment. The GS-42 standard has requirements in six categories: planning; products, supplies, and equipment; cleaning procedures; communication; training; and labeling. The standard, certification checklist, and list of certified service providers are available online at: [www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=0&sid=30](http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=0&sid=30). Green Seal’s cleaning product 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.

**Integrated Pest Management** is a method of managing pests that minimizes harm to the environment by using comprehensive information on the life cycle of pests and their interaction with the environment.

**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.

**OSHA Bloodborne Pathogens Standards** refers to the U.S. Occupational Safety and Health Administration’s [Standards](https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact01.pdf) for bloodborne pathogens. Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS (Applicable Document #25).

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

**Recyclable** refers to the material, product, or packageismade solely of materials that can be recycled using the District’s recycling collection program (Applicable Document #35).

**Recycled content** refers to materials that have been recovered or otherwise diverted from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer).

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

**Renewable material** refers to a material that is rapidly generated in nature including, but not limited to, agricultural products and biomass like cellulosic materials.

**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)

**Sanitize** refers to a process intended to reduce, but not necessarily eliminate, microorganisms from the inanimate environment to levels considered safe as determined by public health codes or regulations.

**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 # 20, 40, 41).

**Standard Operating Procedures (SOPs)** define and govern cleaning procedures, training, chemical handling, equipment maintenance, and quality assurance.

**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.

**Vulnerable Populations** include groups of people who are more susceptible than the general population to chemicals and products that might pose a risk to human health. These populations include but are not limited to children, pregnant women, the elderly and infirm, people sensitive to chemical exposures (e.g., fragrances), and other occupants, customers, or employees that may have a higher susceptibility to cleaning operations.

## 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 include environmental language listed below as it relates to the service being purchased. Some language relates to work conducted through sister agencies or programs, such as the DGS Waste Management program. Guidance boxes provide contextual information, and appropriate points of contact. Many of the requirements are based on [Green Seal GS-42 Commercial Cleaning Services Standard](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) requirements. District purchasers are encouraged to consider including GS-42 certification as a requirement in the solicitation or to incorporate additional requirements from the GS-42 standard. If you have questions about the specification or would like more information on how to incorporate a GS-42 certification requirement, please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:dcspp@dc.gov)).

Planning

#### Guidance

The requirements outlined below are based upon the [Green Seal GS-42 Commercial Cleaning Services Standard](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) building-specific green cleaning plan and standard operating procedures requirements. These requirements can be met through Green Seal GS-42 certification by the Contractor. Planning specification language can be modified to solely list compliance with GS-42 planning requirements if desired. Alternative wording or placement of environmental requirements can be utilized as long as minimum environmental requirements outlined below are met. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager ([jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

The Contractor shall:

1. Develop and maintain Standard Operating Procedures (SOPs) that govern cleaning procedures, training, chemical handling, equipment maintenance, and quality assurance as set forth in [Green Seal’s Environmental Standard for Commercial Cleaning Services (GS-42)](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) Section 2.1. (Applicable Document #20).
2. Develop a Building-Specific Green Cleaning Plan that describes how the building will be cleaned effectively while protecting human health and the environment. The plan shall describe the methods, materials, and equipment used under the contract. In addition to typical cleaning concerns, the Green Cleaning Plan shall meet the following requirements as set forth in [Green Seal’s Environmental Standard for Commercial Cleaning Services (GS-42)](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) Section 2.2 (Applicable Document #20):
3. Define a comprehensive communications plan as established with the Contracting Officer. The plan shall describe procedures for cleaning personnel to communicate with building management and occupants, as well as a system for providing feedback from building management and occupants.
4. Develop and implement a floor maintenance plan, consistent with manufacturers’ maintenance recommendations, to extend the life of flooring through routine, periodic, and restorative cleaning operations.
5. Determine schedules of routine cleaning operations, activities performed periodically, equipment operation and maintenance, cleaning inspections, and accident preparedness plans.
   1. Schedule of cleaning operations detailing the minimum frequency required to clean and maintain the area to a level that adequately protects human health and the environment.
   2. Schedule of cleaning operations shall be reviewed at a minimum of twice per year and adjusted as needed in response to the changing needs of the building and its occupants.
6. Provide a detailed description of how green cleaning operations shall address:
   1. Cleaning procedure requirements for such special areas as high-traffic areas, dining and food preparation areas, laboratories, and entryways.
   2. Storage and use of chemicals within the facility, including consideration of proper ventilation, dilution control procedures, adequate security, and proper management of the area.
   3. Vulnerable populations such as children, asthmatics, and pregnant women.
   4. Indoor sources of contaminants or pollution, both temporary and permanent, such as building renovations, indoor plants, and new carpet installations.
   5. Special requirements for operations involving potentially hazardous materials such as the maintenance of floors containing asbestos or compliance with OSHA Bloodborne Pathogens Standards.
   6. Cleaning in areas with special engineering concerns such those with inadequate ventilation, poor lighting, and restricted access.
   7. Seasonal or periodic conditions and periods of increased or decreased use (e.g., school vacation closures).
   8. Requirements of the building Integrated Pest Management System (Applicable Document #13, 20).
   9. Specialty cleaning requirements or conditions that may affect the frequency of cleaning or negatively impact human health or the environment.

Cleaning Products and Supplies

#### Guidance

Cleaning products and supplies requirements align with the [Cleaning Supplies Environmental Specification Guidance](http://ocp.dc.gov/page/district-columbia-sustainable-specifications). Disinfectant and sanitizer recommendations are based primarily 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).” Category C specialty cleaning product requirements are based on [LEED Building Operations & Maintenance v4 Cleaning Products and Materials credit criteria](http://www.usgbc.org/node/2614343?return=/credits/existing-buildings/v4/indoor-environmental-quality). Please note that 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 below, please contact the Sustainable Purchasing Program ([sppdc@dc.gov](mailto:dcspp@dc.gov)).

#### Language to Insert into Statement of Work

The Contractor shall supply the necessary products and supplies to complete cleaning services. Cleaning products and supplies procured by the contractor in fulfillment of this contract shall comply with the environmentally preferable purchasing requirements below.

1. Cleaning and disinfecting products shall include a Material Safety Data Sheet (MSDS) and product label with a list of ingredients and instructions for proper handling (Applicable Document #34).
2. Service providers shall order products in concentrated form, whenever practical. When cleaning products are procured in a concentrated form, service providers shall use a chemical measuring and dilution control system that limits worker exposure to chemical concentrates while facilitating the proper dilution of chemical concentrates. Compliance can be demonstrated by meeting requirement 4.1.3 of <http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf> (Applicable Document # 20).
3. **Category A: General Cleaning Products Environmental Requirements**
   1. The following cleaning products are classified as Category A and are subject to the requirements of this clause include the following:
      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 products shall be certified to at least ONE (1) of the following standards (Applicable Document # 34):
      1. Green Seal,
      2. EcoLogo, or
      3. EPA Design for the Environment (DfE) (also referred to as EPA Safer Choice)
4. **Category B: Disinfecting and Sanitizing Product Environmental Requirements**
   1. Disinfectants, including antimicrobial mold and mildew cleaners, and non-food contact surface sanitizers shall be EPA FIFRA-registered (Applicable Document # 20, 40, 41).
   2. Contractors shall prioritize use of disinfectants and non-food contact surface sanitizers that only contain the following active ingredients (Applicable Document #42):
      1. Hydrogen peroxide or accelerated hydrogen peroxide
      2. Citric acid
      3. Lactic acid
      4. Caprylic acid
      5. Silver
5. **Category C: Specialty Cleaning Product Environmental Requirements**
   1. The following specialty cleaning products are classified as Category C: Metal polish (including but not limited to chrome and brass cleaner); furniture polish; graffiti remover; gum remover; and lime and scale remover.
   2. Category C 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 #24).
6. **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 (Applicable Document #34).
      2. Protective gloves shall not contain PVC or vinyl (Applicable Document #34).
      3. Paper towels shall contain at least 40% postconsumer recycled content (PCRC) (Applicable Document #34).
      4. Toilet paper shall contain at least 20% PCRC (Applicable Document #33).
      5. Trash bin and recycling bin liners shall contain at least 10% PCRC or have a thickness of less than 0.7 ml (Applicable Document #34).
      6. Recycling bin liners shall be clear, white, or natural in color (Applicable Document #34).
      7. Composting bin liners shall be Biodegradable Products Institute (BPI) certified to meet the ASTM D6400 standard for commercial compostability of plastics (Applicable Document #34, 37, 38).

Powered Cleaning Equipment and Maintenance

#### Guidance

Powered cleaning equipment and maintenance requirements also can be met through Green Seal GS-42 certification by the contractor. Please note that GS-42 calls for vacuum cleaners to meet the Carpet and Rug Institute (CRI) Green Label Program requirements and operate at a sound level of less than 70 dBA. This is a more stringent requirement than the minimum vacuum cleaner requirements outlined below and may be utilized in the solicitation if desired. Alternatively, powered cleaning equipment and maintenance requirements language can solely list compliance with GS-42 requirements if desired. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager ([jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

1. Vacuum cleaners with HEPA filters shall be utilized. Vacuum cleaners shall be equipped with the proper filter or bag. Filters shall be changed or cleaned according to the manufacturer’s instructions. Compliance can be demonstrated by meeting requirements 2.3 and 4.3 of [Green Seal’s Environmental Standard for Commercial Cleaning Services (GS-42)](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) (Applicable Document #23).

Disinfection

#### Guidance

Disinfection requirements also can be met through Green Seal GS-42 certification by the contractor. Requirements for disinfection can be incorporated into the green cleaning plan and/or routine cleaning requirements if desired. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager ([jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

1. For cleaning operations that involve disinfection, Contractors shall:
   1. Perform disinfection in areas or on surfaces where pathogens can collect and breed, such as in restrooms or on door handles, bathroom faucets, and other fomities.
   2. Use disinfectants only where required.
   3. Follow product label directions for preparation of disinfecting solutions (e.g., dilution rate), and the appropriate disinfecting and cleaning method for the area to be cleaned (e.g., dwell time and whether pre-cleaning is required) (Applicable Document # 20).

Entry Way Mats

#### Guidance

Entry way mats requirements also can be met through Green Seal GS-42 certification by the contractor. Entry way mats specification language can be modified to solely list compliance with GS-42 communications requirements if desired. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager ([jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

1. Place washable mats in door exteriors and wash the mats as needed to prevent dirt from entering the building (Applicable Document #20). Compliance can be demonstrated by meeting the requirement 4.4 of [Green Seal’s Environmental Standard for Commercial Cleaning Services (GS-42).](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf)

Waste, Recycling, and Composting

#### Guidance

The Department of General Services manages the waste, recycling, and composting contracts for District owned and operated buildings. Please contact Susan Riley-Laudadio, Green Building Coordinator, Department of General Services (susan.riley@dc.gov) for an updated list of materials accepted for recycling by your facility’s waste contract. The list of materials accepted for recycling can either be listed in the requirements section or included as an attachment.

Please also contact Susan Riley-Laudadio to obtain specifications for cardboard recycling boxes and multiport common area waste station to be supplied by the contractor (please see requirement c below). It is recommended this document be including as an attachment to the solicitation and referenced in the requirements.

#### Language to Insert into Statement of Work

Service providers shall support the District in meeting its waste, recycling, and composting, goals policies and laws through compliance with collection and disposal guidelines outlined in the requirements.

* 1. **Trash:** All trash (including restrooms) shall be collected and removed. Trash containers shall be emptied and kept clean, odor-free, and free of dirt, dust, debris, residue, and spilled materials. Liners for all trash, debris containers, recycling, and composting bins shall comply with the sustainable cleaning supplies specification.
  2. **Recycling:** The Contractor shall provide all labor, equipment, and means to collect and transport recyclable materials from recycling bins and containers located throughout the building to storage and loading areas. Recycling containers shall be emptied and kept clean, odor-free, and free of dirt, dust, debris, residue, and spilled materials. Liners for all trash, debris containers, recycling, and composting bins shall comply with the sustainable cleaning supplies specification (Applicable Document# 34).
  3. **Waste and Recycling Bins:** Cardboard side of desk recycling boxes shall be provided by the Contractors to each individual within the facility when requested by the facility. Multiport waste common area stations shall be provided by the Contractors to each common area (i.e. break room, lunchroom, and etc.) within the facility when requested by the facility. Please see the attachments for specifications for cardboard recycling boxes and multiport common area waste stations.
  4. **Hazardous Materials:** The Contractor shall notify the contract administrator, building manager, and/or building manager supervisor of any item or material identified by the EPA (Applicable Document #26) and local regulatory agencies as hazardous waste, hazardous materials, or Universal Waste, observed in the trash or recycling receptacles. Typical prohibited wastes include but are not limited to fluorescent light bulbs, thermostats, thermometers, most chemicals, and batteries (40 CFR Parts 260-273) (Applicable Document #27).
  5. **Medical Sharps:** Medical sharps shall be disposed of by the Contractor in accordance with State and Federal Department of Transportation requirements (49 CFR Part 173; Applicable Document # 28). Waste containers provided by the District shall comply with OSHA, 29 CFR Part 1910.1030 (Applicable Document #25).
  6. **Trash, Recyclables, and Compostable Collection and Disposal Process:**
     1. The Contractor shall provide clearly labeled “Recycling Only” Utility Collection Carts to collect and transport recyclable materials within the Facility. The Contractor shall never store or transport recyclables and trash together (even if bagged separately) in the same Utility Collection Cart, unless is a compartmentalized cart in order to avoid or give the appearance of contamination.
     2. The Contractor shall collect recyclables on a daily basis from offices where large and mid-sized centralized containers are located. Utility Collection Carts containing recyclable materials shall be taken to the loading dock or designated hauling pick-up point within the premises to be emptied into “Recycling” designated hauling containers for transport to a recycling center.
     3. Contractor shall provide descriptive labels (Spanish and English) on all containers used to transport trash or recyclables to the loading dock or designated hauling pick-up point within each building.
     4. Contractor shall, at a minimum collect, for recycling purposes the following materials (mixed office paper, including newspapers and inserts, soft cover publications, catalogs, unwanted mail, magazines, all other paper, any color any size), paperboard, corrugated boxes, food and beverage containers made of glass, plastic, tin and aluminum, toner cartridges, or other recyclable materials as deemed appropriate by the District) (Applicable Documents #31, 35, 36, 39).
     5. Contractor shall pull corrugated containers from the trash stream and place them in designated recycling containers. The Contractor shall, if necessary, bundle or bind the corrugated containers to facilitate transport by the recycling hauler. Note: corrugated cardboard should never be placed in trash dumpsters or compactors for disposal.
     6. The Contractor shall set aside all broken furniture, wooden pallets and similar large objects for bulk collection pick up.
     7. The Contractor shall support the District in implementing composting programs through implementing agency guidelines for proper collection and disposal of compostables, including food waste, where applicable (Applicable Document #35).
     8. The Contractor shall weigh each month all recycling materials using scales (1) existing at the facility, (2) on hauler’s trucks equipped with weighing capability, or (3) provided by the Contractor under the direction of the contract administrator. The Contractor shall complete and submit the monthly Recyclable Weight Report to the Contract Administrator.

Communications

#### Guidance

The communications requirement outlined below is based upon the [Green Seal GS-42 Commercial Cleaning Services Standard](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) communications requirement and can be met through Green Seal GS-42 certification by the contractor. Communications specification language can be modified to solely list compliance with GS-42 communications requirements if desired. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager ([jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

The Contractor shall develop a communications strategy with regard to cleaning personnel and facility managers that addresses the following requirements set forth in [Green Seal’s Environmental Standard for Commercial Cleaning Services (GS-42) Section 5.0](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) and detailed below. The communications plan shall be developed in conjunction with building owners, facility managers, and building occupants (Applicable Document #20).

Contractors shall (Applicable Document #20):

1. Provide employees with proper initial, on-site, or site-specific and annual in-service training. Training shall be done in a manner that respects any unique needs of the employee, such as limited English proficiency, physical challenges, or learning disabilities.
2. Ensure that a system is in place for cleaning service employees to provide comments and suggestions about workplace issues and suggestions for improvements in the provision of services.
3. Communicate to the management or owners of the building the presence of pests and any maintenance issues discovered while performing cleaning operations.
4. Provide materials to facility managers that define opportunities for building occupants to reduce the need for more intensive cleaning processes or treatments (e.g., reporting spills and making attempts to reduce clutter in personal spaces).
5. Provide notification to building management of any cleaning products used in the building. This shall include a list of all chemicals that may be used. It also shall include the name, address, and phone number of the contact person; a statement that the contact person maintains the product labels and Material Safety Data Sheets (MSDSs) of each product used in the building; and information that the label or MSDSs are available for review upon request. The contact person shall be available for information and comment.
6. Maintain product MSDSs on-site in a binder and keep up to date at all times.
7. Provide product MSDSs in a timely manner upon request.
8. Janitorial service providers may request facility managers to identify building occupants with special needs or sensitivities (to dust, chemicals, noise levels, etc.) and have a process in place to work with management, cleaning staff, and individuals to mitigate the problem.

Training

#### Guidance

The training requirement outlined below is based upon the [Green Seal GS-42 Commercial Cleaning Services Standard](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) training requirement and can be met through Green Seal GS-42 certification by the contractor. Training specification language can be modified to solely list compliance with GS-42 communications requirements if desired. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager ([jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov)) if you have questions about this requirement.

#### Language to Insert into Statement of Work

Contractors shall train all cleaning staff in the proper handling of chemicals, use of equipment, proper cleaning procedures, and safe and proper disposal of chemicals as set forth in [Green Seal’s Environmental Standard for Commercial Cleaning Services (GS-42)](http://www.greenseal.org/Portals/0/Documents/Standards/GS-42/GS-42_Ed2-1_Commercial_and_Institutional_Cleaning_Services.pdf) Section 6.0 and detailed below:

1. The contracting officer(s) shall be trained in the selection of green cleaning products.
2. Upon hiring, all cleaning personnel are required to undergo initial training on standard operating procedures, the proper sequencing of cleaning steps, and the proper use of personal protective equipment. This training may occur before personnel are assigned to a facility or it may be conducted at the site, before beginning independent work.
3. As part of initial training, all personnel are to be given standard safety training focusing on reducing and preventing ergonomic injuries and exposure to hazardous materials encountered by janitorial service providers and their personnel, and proper and safe disposal of chemical products.
4. Site-specific training shall be provided for all cleaning personnel focusing on standards for the facility to which they will be assigned. Site-specific training shall cover: the facility-specific cleaning plan; tailored procedural training based on the building-specific Green Cleaning Plan; and hazardous communication standards.
5. All employees shall receive continuing training and/or education on an annual basis to maintain knowledge of correct procedures for safety, tools, techniques, and pertinent environmental standards.  For new hires, at least 12 hours of this training must be provided upon initial employment, followed by 24 hours of in-service training, continuing education, and/or professional development opportunities on an annual basis. Contractor management/supervisors shall have at least 24 hours of in-service training and/or education on an annual basis.
6. Records of training shall be maintained on each employee for all training specified within this solicitation and submitted annually to the Contracting Officer. The documentation shall include topics of what was included in the training, including a general outline of information covered, the name and qualifications of the trainer, and the date(s) and duration of the training or courses. For current employees, records shall be retained for two years from their hiring date; records shall be retained for one year for former employees.

Reporting

#### Guidance

Please only include the reporting requirements directly relevant to the sustainable requirements in your procurement. The reporting requirements listed below are cross-referenced in the Section F Deliverables requirements. Program and procurement staff should take steps to incorporate sustainable reporting requirements into general oversight activities. The Sustainable Purchasing Program will consult with the Contracting Officer and Contract Administrator, as needed to track environmental performance, and gather statistics to meet DC Council mandated reporting requirements. Please note that a template is available for the EPPS Report on the [Sustainable Purchasing Program web page](http://ocp.dc.gov/page/sustainable-purchasing) and can be provided to Contractors. The EPPS Report covers reporting requirements for the sustainable cleaning supplies specification.

#### Language to Insert into Statement of Work

The contractor shall document that the products and services supplied under this contract comply with key environmental criteria noted above. The contractor shall submit the following information to the designated District point of contact, as noted in the Section F Deliverables.

1. Cleaning and Disinfecting Product List: To be provided upon contract signing and whenever changes are made in excel or word via e-mail, and provide at minimum:
   1. Product type (degreaser, detergent, etc.)
   2. Product name
   3. Applicable eco-label or how product meets stated environmental requirement
2. Material Safety Data Sheets and Product Labels for all cleaning products used - To be provided to facility managers upon contract signing in a binder. Binder is to be updated whenever changes are made.
3. Building Specific Green Cleaning Plan – To be provided twice per year starting within 30 days of signing the contract. The plan shall be provided in Word, Excel or PDF and delivered via email. The plan shall address the Building Specific Green Cleaning Plan Requirements outlined in Section C.5 Planning Requirements.
4. Training Curriculum – To be provided annually from date of contract signing and whenever changes are made. The training curriculum shall be provided in word or pdf via email.
5. Training Records - To be provided annually from date of contract signing in word or pdf via email. Training records submitted shall address training records requirements outlined in Section C.5 Training Requirements.
6. Standard Operating Procedures- To be provided upon contract signing and on an annual basis in word or pdf via email.
7. Communications Strategy-To be provided upon 30 days of contract signing, whenever changes are made, and on an annual basis in word or pdf via email. The communication strategy shall address requirements outlined in Section C.5 Communications Requirements.
8. Environmentally Preferable Products and Services (EPPS) Report – To be provided annually or as requested in Excel and delivered via email. The report shall include:
   1. Janitorial services contractor name
   2. Contract No.
   3. Contract award date
   4. Company from which cleaning products and supplies were purchased
   5. Date of purchase
   6. Product description - manufacturer description of product
   7. Sku
   8. Corresponding environmentally preferable product type based on the product types included in the DC Janitorial Services and Cleaning Supplies Environmental Guidance Documents (ex. toilet paper) (Applicable Documents #14, 34)
   9. Number of units purchased
   10. Price per unit
   11. Total cost
   12. Compliance with DC environmental criteria – Indicate how product purchased meets DC environmental criteria (ex. Green Seal certification). If the environmental requirement was not specified in the solicitation, indicate NA.
9. Recycling Report – To be provided monthly in excel via email and shall meet the recycling report requirements outlined in Section C.5 Waste, Recycling, and Composting Requirements.

# 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

Please only include the deliverable requirements directly relevant to the sustainable requirements in your procurement. 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** |
|  | Cleaning and Disinfecting Product List | 1 | Excel or Word/Email | Upon contract signing, and whenever changes are made |
|  | Material Safety Data Sheets (MSDS) and Cleaning Product Labels | 1 per product | Binder | Upon contract signing, and whenever new products are introduced or new product information is supplied by product manufacturers. |
|  | Build-Specific Green Cleaning Plans | 1 per building | Word, Excel, or PDF/Email | Twice per year starting within 30 days of signing the contract |
|  | Training Curriculum | 1 | Word or PDF/Email | Upon contract signing, and whenever updates are made, and on an annual basis. |
|  | Training Records | 1 | Word, Excel, or PDF/Email | Annually from date of contract signing |
|  | Standard Operating Procedures | 1 | Word or PDF/Email | Upon contract signing, and on an annual basis |
|  | Communications Strategy | 1 per facility | Word or PDF/Email | Within 30 days of contract signing, and whenever changes are made, and on an annual basis. |
|  | EPPS Report | 1 per facility | Excel/Email | Annually from date of contract signing |
|  | Meeting with Facility Managers | 1 per facility | Meeting | Annually from date of contract signing or as-needed |
|  | Recycling Report | 1 per facility | Excel/Email | Monthly |

# SECTION M - EVALUATION FACTORS ENVIRONMENTAL GUIDANCE

### Guidance

When utilizing an RFP/IFB that contains environmental requirements, it is recommended that the proposal be evaluated, in part, on its ability to meet environmental requirements. This can be achieved by embedding the language below as a sub-category under the Technical Proposal, “Project Plan.” Alternative approaches to embedding environmental performance into the evaluation process are acceptable. Please contact Jonathan Rifkin, Sustainable Purchasing Program Manager ([jonathan.rifkin@dc.gov](mailto:jonathan.rifkin@dc.gov)), if you have questions about this requirement.

### Language to Insert in Statement of Work

**M.3.1.A. Project Plan**

A. Project Plan. The Offeror shall provide a narrative explanation of the Offeror’s approach and methodology to successfully fulfill the required services including the following requirements:

1. Environmental initiatives that address all aspects and environmental requirements outlined in this solicitation.