**Statement of Work**

**ENVIRONMENTAL Specification Guidance**

**for**

**Office Supplies**



Contents

[How to Use this Document 3](#_Toc404337895)

[Section C Specifications/Work Statement Environmental Guidance 4](#_Toc404337896)

[C.2 Applicable Documents 4](#_Toc404337897)

[Guidance 4](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Office%20Supplies\Drafts%20-%20Post-IEc\Officesupplies_IFB_guidance_112114.docx#_Toc404337898)

[Language to Insert into Statement of Work 4](#_Toc404337899)

[C.3 Definitions 7](#_Toc404337900)

[Guidance 7](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Office%20Supplies\Drafts%20-%20Post-IEc\Officesupplies_IFB_guidance_112114.docx#_Toc404337901)

[Language to Insert into Statement of Work 7](#_Toc404337902)

[C.4 Background 9](#_Toc404337903)

[Guidance 9](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Office%20Supplies\Drafts%20-%20Post-IEc\Officesupplies_IFB_guidance_112114.docx#_Toc404337904)

[Language to Insert into Statement of Work 9](#_Toc404337905)

[C.5 Requirements 10](#_Toc404337906)

[Office Supplies Environmental Specifications by Product Type 10](#_Toc404337907)

[Guidance 10](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Office%20Supplies\Drafts%20-%20Post-IEc\Officesupplies_IFB_guidance_112114.docx#_Toc404337908)

[Language to Insert into Statement of Work 10](#_Toc404337909)

[Reporting 13](#_Toc404337910)

[Guidance 13](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Office%20Supplies\Drafts%20-%20Post-IEc\Officesupplies_IFB_guidance_112114.docx#_Toc404337911)

[Language to Insert into Statement of Work 13](#_Toc404337912)

[Section D Packaging and Marking Environmental Guidance 14](#_Toc404337913)

[Guidance 14](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Office%20Supplies\Drafts%20-%20Post-IEc\Officesupplies_IFB_guidance_112114.docx#_Toc404337914)

[Contract Language to Insert into Statement of Work 14](#_Toc404337915)

[Section F Period of Performance and Deliverables Environmental Guidance 15](#_Toc404337916)

[Guidance 15](file:///P:\Sustainable%20Purchasing%20Working%20Papers%20FY14\Product%20and%20Service%20Category%20Documents\Office%20Supplies\Drafts%20-%20Post-IEc\Officesupplies_IFB_guidance_112114.docx#_Toc404337917)

[F.3 Deliverables 15](#_Toc404337918)

[Language to Insert into Statement of Work 15](#_Toc404337919)

# How to Use this Document

The following office supplies sustainable specification 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 the office supplies listed in the table in section C.5 such as binders, folders, envelopes, notepads, and writing instruments. 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 an office supplies 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 | ASTM D-4236, Standard Practice for Labeling Art Materials for Chronic Health Hazards  <http://www.astm.org/Standards/D4236.htm> | 2011 |
| 5 | Standard | Forest Stewardship Council Forest Management Certification  <https://ic.fsc.org/forest-management-certification.38.htm> | Most Recent |
| 6 | Standard | Forest Stewardship Council Chain of Custody Certification  <https://ic.fsc.org/chain-of-custody-certification.39.htm> | Most Recent |
| 7 | Guidelines | U.S. Environmental Protection Agency Comprehensive Procurement Guidelines  <http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm> | 2007 |
| 8 | Guidelines | Northeast Recycling Council Model Specifications and Purchasing Guidelines for Environmentally Preferable Purchasing of Office Supplies  <http://nerc.org/documents/EPP/Office%20Supplies/EPP%20Specs%20-%20Office%20Supplies.pdf> | 2014 |
| 9 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Office Supplies  <http://ocp.dc.gov/page/district-columbia-sustainable-specifications> | 2014 |
| 10 | Law | Sustainable DC Omnibus Act of 2014; DC Act 20-385  <http://www.dcregs.dc.gov/Gateway/NoticeHome.aspx?noticeid=5039943> | 2014 |
| 11 | Law | Labeling of Art Materials Act, Federal Hazardous Substances Act (Sect 23 [15 U.S.C. §1277]) <http://www.teamlink.com/Federal_Hazardous_Substances_Act.pdf> | Most Recent |

## 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:

**Antimicrobial** refers to agents or substances that prevent or reduce the growth of microbes, such as bacteria, fungi, and viruses. This may also be referred to using the term “antibacterial.”

**Approved Product (AP) Nontoxic** indicates that the Art and Creative Materials Institute (ACMI) has certified that a product is nontoxic and conforms to the requirements of ASTM D-4236, Standard Practice for Labeling Art Materials for Chronic Health Hazards. ACMI’s toxicologists test and certify products for both acute and chronic hazards. More information is available at [www.acminet.org/](http://www.acminet.org/) and [www.astm.org/Standards/D4236.htm](http://www.astm.org/Standards/D4236.htm).

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

**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).

**Expanded polystyrene** is blown polystyrene and expanded and extruded foams that are thermoplastic petrochemical materials utilizing a styrene monomer and processed by a number of techniques, including fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blow molding (extruded foam polystyrene) **(**Applicable Document #10).

**Forrest Stewardship Council (FSC) certification** signifies that the Forest Stewardship Council (FSC), an independent, third-party standard setting organization, has certified that a wood or paper product meets or exceeds FSC’s criteria for sustainable forestry and supply chain management. FSC certification requires that forest managers meet FSC’s principles and criteria, including promoting biodiversity, protecting indigenous peoples’ rights, and eliminating toxic chemical use. In addition, FSC certification requires that each company in the supply chain retain and document FSC-certified content during the processing, manufacturing, and distribution process.Additional information is available at [us.fsc.org/certification.194.htm](https://us.fsc.org/certification.194.htm).

**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).

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

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

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

**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).

**Total recycled content** refers to the total amount of material in the product that has been recovered or otherwise diverted from the solid waste stream, either during the manufacturing process (pre-consumer), or after consumer use (post-consumer).

## 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 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

Office Supplies Environmental Specifications by Product Type

#### Guidance

The table below contains a list of office supplies and associated EPPS requirements (environmental criteria). Please incorporate the EPPS requirements into other relevant portions of the procurement such as the pricing schedule. Cleaning supplies, paper, and toner/ink cartridges often are purchased as a part of office supply contracts. If the aforementioned product types are included in an office supplies solicitation, please incorporate the EPPS requirements 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 post-consumer recycled content, please update the minimum EPPS requirement in the procurement pricing sheet with the more aggressive requirement. Whenever possible it is recommended that a green market basket be created solely for items for which EPPS specifications have been developed. Please contact the Sustainable Purchasing Program at [sppdc@dc.gov](mailto:sppdc@dc.gov) if you have questions.

#### Language to Insert into Statement of Work

Office supplies shall meet the environmental criteria defined in the table below.

|  |  |
| --- | --- |
| **Product Type** | **Environmental (EPPS) Criteria** |
| Address, shipping, file folder sheet-style labels: white | 30% Postconsumer Recycled Content (PCRC); no antimicrobial coatings |
| Address, shipping, file folder sheet-style labels: white | 30% Postconsumer Recycled Content (PCRC); no antimicrobial coatings |
| Batteries | Rechargeable |
| Binders: 3-ring, chipboard or cardboard | 75% PCRC; no antimicrobial coatings |
| Binders: 3-ring, plastic with chipboard or cardboard interior | 30% PCRC; no PVC; no antimicrobial coatings |
| Binders: 3-ring, pressboard | 30% PCRC; no antimicrobial coatings |
| Binders: 3-ring, solid plastic | No PVC; no antimicrobial coatings |
| Calendars: coated paper, desk and hanging | 10% PCRC |
| Calendars: non-coated paper, desk and hanging | 30% PCRC |
| Clip portfolios: plastic | 90% PCRC; no antimicrobial coatings |
| Clipboards: hardboard | 100% Recycled Content (RC); no antimicrobial coatings |
| Clipboards: metal | 30% PCRC; no antimicrobial coatings |
| Clipboards: plastic | 30% PCRC; no antimicrobial coatings |
| Construction paper | [See paper specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) |
| Correction tape | No antimicrobial coatings |
| Corrugated containers | 25% PCRC |
| Crayons | AP nontoxic (ASTM D 4236) |
| Desk trays | 25% PCRC; no antimicrobial coatings |
| Easel pads | 30% PCRC |
| Envelopes: wove | 30% PCRC |
| Envelopes (catalog): kraft, white, and colored (including manila); paper | 20% PCRC |
| Facial tissue | 10% PCRC/ 100% RC |
| File folders and pocket folders: paper | 10% PCRC |
| Ink cartridges | [See toner specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) |
| Markers and highlighters (permanent markers, dry erase markers) | AP nontoxic; no antimicrobial coatings |
| Notebooks and notepads | 30% PCRC |
| Padded mailers: paper | 5% PCRC |
| Paper | [See paper specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) |
| Paper clips | 50% PCRC; no PVC or plastic coatings;  no antimicrobial coatings |
| Pens and mechanical pencils | Refillable; no antimicrobial coatings |
| Post-it notes | 30%PCRC |
| Report covers (pressboard) | 20% PCRC |
| Toner/ink cartridges | [See toner specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) |
| Waste baskets | 20% PCRC; no antimicrobial coatings |
| Wood pencils | Forest Stewardship Council (FSC) certified wood; no antimicrobial coatings |
| **Break Room Supplies** | |
| Cleaning Supplies (dish soap, sponges, all purpose cleaner) | [See cleaning supplies specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) |
| Cups | No expanded polystyrene (e.g. Styrofoam) |
| Napkins | 30% PCRC/ 100% RC |
| Paper Towels | [See cleaning supplies specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) |
| Plates | No expanded polystyrene  (e.g. Styrofoam) |
| Trash bags | [See cleaning supplies specification](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) |

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:

* Contractor name
* Contract award date
* Contract #
* PO #
* Contract award date
* Product description - manufacturer description of product
* Sku
* Corresponding environmentally preferable (EPPS) product type based on the product types included in the DC Office Supplies Environmental Guidance Document (ex. notebooks and notepads) (Applicable Document #9)
* Environmental (EPPS) criteria (optional) (Applicable Document # 9)
* Number of units sold
* Price per unit
* Total cost
* Compliance with DC environmental criteria – Indicate whether each item purchased is compliant with DC environmental requirements. If the environmental requirement was not specified in the solicitation, indicate NA.

# Section D Packaging and Marking Environmental Guidance

### Guidance

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

### Contract 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**

### 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.

## F.3 Deliverables

#### 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 |