**Statement of Work**

**ENVIRONMENTAL Specification Guidance**

**for**

**PAPER**



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# How to Use this Document

The following paper environmental specification guidance document 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 following types of paper: Copy, printer, and multi-purpose (all sizes, 20-24 lbs, 92-100 brightness); roll stock; continuous; construction paper; newsprint; and offset. Please note that specifications for envelopes, file folders, notepads, and other office-related paper products can be found in the [office supplies specification guidance](http://ocp.dc.gov/page/district-columbia-sustainable-specifications). Specifications for toilet paper and paper towels can be found in the [cleaning supplies specification guidance](http://ocp.dc.gov/page/district-columbia-sustainable-specifications).

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 a statement of work for the procurement of paper.

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 | Forest Stewardship Council Forest Management Certification  <https://ic.fsc.org/forest-management-certification.38.htm> | Most Recent |
| 5 | Standard | Forest Stewardship Council Chain of Custody Certification  <https://ic.fsc.org/chain-of-custody-certification.39.htm> | Most Recent |
| 6 | Guidelines | U.S. Environmental Protection Agency Comprehensive Procurement Guidelines  <http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm> | 2007 |
| 7 | DC Office of Contracting & Procurement Environmental Specification Guidance | Environmental Specification Guidance for Paper  <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:

**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).

**Forest 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.

**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).

## 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

### Guidance

Please include environmental language listed below as it relates to the product or service being purchased. Please incorporate the EPPS requirements into other relevant portions of the procurement such as the pricing schedule. 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.

Environmental Requirements for Paper

#### Language to Insert into Statement of Work

1. Environmental Requirements for Paper
   1. Paper product types subject to the requirements of this clause shall include the following:
      1. Copy, printer, and multi-purpose (all sizes, 20-24 lbs, 92-100 brightness)
      2. Roll stock
      3. Continuous
      4. Construction paper
      5. Newsprint
      6. Offset
   2. Paper shall contain at least 30% postconsumer recycled content (PCRC)
   3. Paper shall be certified by the Forest Stewardship Council (FSC).

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 how each item purchased is compliant with DC environmental requirements included in the [Paper Environmental Specification Guidance Document](http://ocp.dc.gov/page/district-columbia-sustainable-specifications) (Applicable Document #7). 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.

### Language to Insert into Statement of Work

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

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

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

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

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

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

## F.3 Deliverables

### Guidance

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

### Language to Insert into Statement of Work

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLIN** | **Deliverable** | **Quantity** | **Format/Method of Delivery** | **Due Date** |
|  | EPPS Report | 1 | Excel/ via email | Annually or as requested |