U.S. Department of Energy
GreenBuy Award Program – Fiscal Year 2017

Under the GreenBuy Award Program, U.S. Department of Energy (DOE) sites receive recognition for purchasing programs that obtain sustainable products, save energy, conserve water, and reduce negative health and environmental impact. Participating sites go beyond meeting all sustainable acquisition requirements, and demonstrate leadership by working toward the GreenBuy Award. The GreenBuy Award Program is based on a Priority Products List, which identifies a set of products with leadership-level sustainability goals that DOE established to help incentivize sustainable acquisition efforts.[1] The sustainability goals are based on evaluations of environmental performance standards, ecolabels, and input from DOE sites as well as external organizations. The goals often go beyond the Federal requirements (see "Federal Sustainable Acquisition Requirements" section below), but do not preclude responsibility for meeting the Federal sustainable acquisition requirements.

This document describes the DOE GreenBuy Award Program. Attachment 1 describes the award nomination process. Attachment 2 contains the Priority Products List and purchasing goals. Attachment 3 is a Verification Guide for Sustainable Products that was developed jointly by DOE and the General Services Administration (GSA). The Verification Guide outlines how to ensure compliance with a contract's sustainability goals and requirements, and should be used by purchasing organizations to justify GreenBuy Award nominations. Further, all acronyms and abbreviations can be found there. The Verification Guide is also available online (https://sftool.gov/plan/541/verifying-delivery-sustainable-products-services).

Federal Sustainable Acquisition Requirements

Federal policy requires all agencies to purchase environmentally preferable products and services that use less energy and water, reduce or eliminate waste at the source, promote the use of nontoxic or less toxic substances, implement conservation techniques, and reuse materials rather than put them into the waste stream.

> Benefits of Sustainable Acquisition
> Improves employee health and performance
> Reduces greenhouse gas emissions and conserves resources
> Reduces maintenance costs
> Reduces waste management costs
> Supports green building requirements

To achieve these benefits, the Federal government has established requirements for the preferential purchase of products (often referred to as designated products) that are:

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[1] Implementing Instructions for Executive Order 13693 Planning for Federal Sustainability in the Next Decade, June 10, 2015, Section E - Acquisition and Procurement, Subsection 6 - Implementation of Requirements in Procurements: "Agencies may create programs to promote sustainable acquisition of products and services that exceed Federal requirements. Agencies may create internal policies or sustainable acquisition guidelines, tailored to agency needs and priorities, and consider use of guidelines developed by other agencies, such as DOE's Green Buy Awards Program."

- Energy efficient - ENERGY STAR certified or meet Federal Energy Management Program (FEMP) energy efficiency and low standby power requirements
- Fuel efficient – SmartWay certified transport partners
- Water efficient – WaterSense labeled
- Made from biobased content – BioPreferred designated
- Made from recycled-content – Comprehensive Procurement Guideline designated
- Non-ozone depleting – Significant New Alternatives Policy (SNAP) alternative
- Non-toxic or less-toxic than conventional alternatives – Safer Choice certified
- See Federal Acquisition Regulations (FAR) Part 23 for the requirements (http://www.acquisition.gov/far/current/html/FARTOCP23.html#wp227606).
- See FAR 52.223 for the clauses (http://www.acquisition.gov/far/current/html/52_223_226.html).
- See Attachment 3 for information on how to work with vendor/contractor to ensure compliance with Federal requirements.

The purchasing requirement is that 100% of purchases must comply with the designated attributes, unless they do not meet the exceptions of cost, availability, and performance (referred to as the "CAP").

GSA has a **Green Procurement Compilation (GPC)** tool (https://sftool.gov/greenprocurement) to facilitate the procurement of the designated products. This tool enables Federal purchasers to quickly identify the designated products and associated guidance to facilitate green purchasing decisions. In addition, the tool can also help with verifying sustainable attributes of a product (see Attachment 3).

DOE Priority Products and GreenBuy Awards Program
To help navigate this large, overlapping set of requirements, DOE developed the GreenBuy Award Program based on a list of products with goals that go beyond compliance to embody leadership-level sustainability attributes. The Priority Products List is a compilation of product types, in eight categories, that depict products with seemingly the biggest environmental, social, and economic impact.

To be considered for GreenBuy Awards, DOE sites can annually nominate themselves by declaring which Priority Product goals were met. DOE sites must report either: 1) the percent of the product purchased and goal(s) met, or 2) the product goals adopted as a minimum procurement requirement. In addition, DOE sites need to provide an explanation of the validation methods used. Under the category of "Other," DOE sites may nominate additional products for consideration that are equivalent to those specified in the Priority Products list. If approved, the newly approved products will be added to subsequent Priority Products List.

NOTE: While DOE is required to purchase 100% of the designated products, the exceptions of cost, availability, and performance are allowed. To achieve the GreenBuy Award, no exceptions are allowed. Therefore, varying percents are specified for the products purchased to achieve the GreenBuy Award. These percents pertain to the number of products purchased, and are not to be confused with the percent of a specific attribute (recycled content, for example) that a product should contain.

GreenBuy Award Program
DOE sites can qualify for GreenBuy Awards at three levels —Gold, Silver, or Bronze— by meeting goals of product types in the Sustainable Product List:

- Gold: At least 9 products covering at least 5 product categories
- Silver: At least 6 products covering at least 3 product categories
- Bronze: At least 4 products covering at least 2 product categories

The awards become progressively more challenging over time, encouraging participants to transition to more and more sustainable products. Awardees will be recognized for the same or higher level in subsequent years, but not a lower level. While the same award level may be recognized in consecutive years, the stipulations are:

- Gold level: 3 product types may be repeated from previous years
- Silver level: 1 product type may be repeated from previous years
- Bronze level: 0 product types may be repeated from previous years

Priority Products List
The list (see Attachment 2) is a living document that is regularly updated based on feedback from expert reviewers and input from DOE sites. In future years, the list will integrate results of the U.S. Environmental Protection Agency's (EPA) *Recommendations of Specifications, Standards, and Ecolabels* (https://www.epa.gov/greenerproducts/epas-recommendations-specifications-standards-and-ecolabels).

Some of the benefits of using the Priority Products List include:
- Easing the process for identifying sustainable products for purchase
- Supporting local Site Sustainability Plans and Environmental Management Systems as well as DOE's Strategic Sustainability Performance Plan, and the Federal Green Challenge
- Offering specifications to include in contracts in the following product categories:
  o Cafeteria
  o Construction
  o Custodial
  o Electronics
  o Grounds/Landscaping
  o Office
  o Operations/Fleet/Shipping/Shop

Participation in the GreenBuy Award Program
Participants in the GreenBuy Award Program nominate themselves by reporting the sustainability product goals met. Note that participation in the GreenBuy Award Program is strictly voluntary and that participation in this Program does not replace any sustainability-related reporting requirements. The GreenBuy Award Program is structured to enhance a site's ability to meet or exceed related sustainability goals.

New in Fiscal Year (FY) 2017

The general objective is to keep the Priority Products List goals stable for as long as possible, allowing nominees to plan ahead, but the list also needs to keep goals current with the marketplace, Federal requirements, and nominees' needs. Following are changes for FY 2017:

Cafeteria In Cafeteria Service: New product and goals
- Commercial Dishwasher Detergent

Construction
- Carpet: Focus on "commercial carpet" (includes additional goals)
- Roof coating: Removed "remanufactured" as a goal, which only pertains to roofing, not coating
- Urinals: New product
- Other construction products (includes additional goals)
  - Adhesives
  - Ceiling Tile - Acoustical
  - Fiberboard, Gypsum Panels, Wallboard
  - Flooring
  - Insulation

Custodial
- Custodial products (includes additional goals)
  - Disinfectant
  - Paper Towels

Electronics
- Imaging equipment: Restricted to that available as Electronic Product Environmental Assessment Tool (EPEAT) gold

Grounds/Landscaping
- Pesticides: New product and goal

Office
- Cartridges – toner: Removed UL 2785 as a goal
- Copy paper: Increased post-consumer recycled content to 100%
- Furniture: Additional goal to choose from

Operations/Fleet/Shipping/Shop
- Batteries: RPN specifications replaced ENERGY STAR since ENERGY STAR battery charger standard has been recalled
- Operations/Fleet/Shipping/Ship products with additional goals to choose from
  - Boxes – Shipping
  - Parts Wash Solution

Other
- The following option has been added to the "Other" category:
  - Training Goal - Certify 20% of staff involved in specifying and procuring materials, products, and services (such as, contracting officers, contracts and procurement specialists, requirements developers/specifiers) have taken the Federal Energy Management Program (FEMP) Sustainable Acquisition training, which offers continuing education units.

Attachment 1: Nomination Process

To participate in the GreenBuy Award Program, using the Priority Products List (Attachment 2), nominees must document that their purchases meet the minimum sustainability goals. The minimum sustainability goals within the Priority Products List, in many cases, go beyond basic Federal requirements (noted as "R" for "required" in the list of products), and instead define optional stretch goals (noted as "R+" for beyond required) that can be used to help focus sustainable acquisition efforts. Nominees can tailor this list to meet their specific circumstances, allowing them to select categories and products of most value, such as those that align with their sustainability plan goals. Nominees may also report additional green products and are encouraged to nominate new candidates for the list. This list may also be used to assist with engaging vendors to supply more sustainable products and to help inform contract or product specification requirements.

To successfully win an award, nominees either track their purchases or confirm adoption of minimum procurement requirements:

- Track Purchases - For each product type purchased, calculate the percentage that met the minimum sustainability goals for the FY. For example, if 50 LED lights were purchased in the FY and 48 were either ENERGY STAR certified or FEMP qualified, then the minimum sustainability goal of 95 percent for LED lighting was met.

- Confirm Adoption of Minimum Procurement Requirements - Confirm that minimum procurement requirements address the goals.

- Sites may nominate the use of other certifications or standards that are as effective as the ones specified in the Priority Products List, in the field marked "other." If approved, subsequent Priority Products List will reflect the new standard.

- Throughout the FY, nominees should be verifying that products received/accepted comply with the sustainability goals specified in their procurements. Attachment 3 is a joint General Services Administration (GSA)-DOE guide to assist with the verification process. Verifying that products received meet the specifications enumerated in a contract or purchasing agreement is good business practice.

- Submit nomination using the FedCenter GreenBuy Award nomination website (https://www.fedcenter.gov/assistance/fedrpts/greenbuy/index.cfm?).

Annual Timeline
- Oct 1–Dec 31:   DOE site inputs data to the GreenBuy Award nomination website on FedCenter (https://www.fedcenter.gov/assistance/fedrpts/greenbuy/index.cfm?)
- Jan 7:   DOE-HQ completes quality analysis of the data
- Jan 8-14:   DOE approving authority reviews and approves the nomination
- Jan 15:   FedCenter GreenBuy Award nomination website closes
- 4th week in Jan: DOE announces the GreenBuy Award winners

Attachment 2: Priority Products List

The following is a list of the Priority Products (organized by category) and purchasing goals to be met to qualify for GreenBuy Award recognition. These goals are in support of, and sometimes in addition to, the designated product requirements (see the "Federal Sustainable Acquisition Requirements" section). Note:

- The standards referenced and their abbreviations are explained in Attachment 3.
- *Italicized* goals are ones for which few products have been certified or identified in the marketplace.
- Symbols/terminology key:

%	*Percent of purchases required for each product category, not to be confused with the percent of a specific attribute (recycled content, for example). While Federal requirements are 100% of purchases, they allow for the exceptions of cost, availability, and performance. The GreenBuy Award Program allows for no exceptions, and therefore, may reflect percentages lower than 100%.*
*	*Televisions are defined as anything with an independent tuner/receiver that is capable of displaying audiovisual signals from various sources.*
R	*Required – Those products Federal agencies are required to give preference to which have been designated by the U.S. Department of Agriculture for biobased products, DOE for FEMP products, EPA for ENERGY STAR certified, EPEAT, SaferChoice, SmartWay, SNAP, recycled content, and WaterSense products. For the requirements (such as percent of post-consumer recycled content), see the Green Procurement Compilation (http://www.sftool.gov/GreenProcurement).*
R+	*Required product, but the requirement is more than designated because products are readily available in the marketplace with the increased attribute. For example, the required recycled content for toilet tissue is a minimum of 20% post-consumer recycled content. However, toilet tissue with 80% post-consumer recycled content is readily available on the market.*
HBCD	*Hexabromocyclododecane (brominated flame retardant)*
VOC	*Volatile organic compound*

Product Type	Minimum Sustainable Goals
CAFETERIA	
Commercial Food Service Equipment	**Goal: 95% of purchases meet one or more of the following** • R ENERGY STAR Certified • R FEMP Qualified if water-cooled ice machines • R WaterSense if pre-rinse spray valves
Food	**Goal: 50% of purchases meet one or more of the following** • Local (100-mile radius) • USDA Organic • NPS Healthy Food Evaluation Or be an EPA Food Recovery Challenge Participant

In-Cafeteria Service: Containers, Cutlery, Dishware, Dishwasher Detergent	**Goal: 100% of new purchases meet all of the following**
	• Durable (Reusable) Containers, Cutlery, Dishware
	• R ENERGY STAR Certified Dishwasher
	• One or more of the following commercial dishwasher detergents:
	  o Safer Choice
	  o UL 2759
	  o *Green Seal 53*

Take-Out Service: Containers, Cutlery, Dishware	**Goal: 75% of purchases meet all of the following** • R Biobased content • BPI certified compostable provided composting available
CONSTRUCTION	
Adhesives	**Goal: 75% of purchases meet one or more of the following** • Green Seal GS-36 • SCAQMD Rule #1168 • SCS-EC10.3.2014 • UL 2762 • UL 2818 GREENGUARD Gold
Boilers	**Goal: 95% of purchases meet the following** • R FEMP Qualified
Carpet - Commercial	**Goal: 95% of purchases meet one or more of the following** • ANSI Platinum NSF-140 (CRI Green Label Plus) • Cradle2Cradle • No PVC/vinyl • R+ 25% post-consumer recovered content and take back requirement in contract for new carpet • R+ 20% biobased content and take back requirement in contract for new carpet
Ceiling Tile - Acoustical	**Goal: 95% of purchases meet 37% biobased content and one or more of the following** • CA 01350 • Cradle2Cradle • UL 2818 GREENGUARD Gold • 20% recycled content and take back requirement in contract for new ceiling tile
Central Air Conditioners	**Goal: 95% of purchases meet the following** • R ENERGY STAR Certified

Product Type	Minimum Sustainable Goals
Chillers – Air Cooled or Water Cooled	**Goal: 95% of purchases meet the following** • R FEMP energy efficiency requirements
Concrete	**Goal: 75% of purchases meet one or more of the following** • Previous • R+ 25% Fly Ash Recycled Content • R+ 25% Blast Furnace Slag Recycled Content
Fiberboard, Gypsum Panels, Wallboard	**Goal: 75% of purchases meet one or more of the following** • No mercury • SCS-EC10.3.2014 • UL 2818 GREENGUARD Gold • R Biobased content • R Recycled content
Flooring	**Goal: 75% of purchases meet one or more of the following** • FloorScore excluding pvc/vinyl certified flooring • R Biobased excluding pvc/vinyl flooring • R Recycled content excluding pvc/vinyl flooring • No wax flooring
Heat Pumps – Air or Ground Source	**Goal: 95% of purchases meet the following** • R ENERGY STAR Certified
Insulation	**Goal: Besides either recycled or biobased content, 75% of purchases meet one or more of the following** Batt (steel frame with metal stud wall) • No VOCs or fiberglass (LEED recommends cotton) • *SCS-EC10.3.2014* excluding fiberglass insulation • *UL 2818 GREENGUARD Gold* excluding fiberglass insulation Foam (preinsulated metal siding) • UL 2818 GREENGUARD Gold • R+ 23% biobased content Foam Board Rigid (roof & concrete buildings) • No HBCDs or VOCs • *SCS EC-109.3.2014*
Lighting: LED Commercial	**Goal: 95% of purchases meet one or more of the following** • R ENERGY STAR Certified • R FEMP energy efficiency requirements (see Design Light Consortium for product list)
Paint – Interior Latex	**Goal: 75% of purchases meet one or more of the following** • Green Seal GS-43 (recycled) • MPI Extreme Green • UL 2760 (recycled/water-borne) • R+ 50% recovered material and maximum of 50 grams/liter VOCs • R Biobased content
Roof Coating	**Goal: 75% of purchases meet one or more of the following** • No VOCs • R+ 50% biobased content
Urinals	**Goal: 75% of purchases meet one of the following** • Waterless urinal • WaterSense standard for flushing urinals
Water Heater	**Goal: 90% of purchases meet one or more of the following** Heat pump • R ENERGY STAR Certified Storage Tank- Gas Commercial • R ENERGY STAR Certified

Product Type	Minimum Sustainable Goals
	<u>Tankless</u> • R ENERGY STAR Certified

CUSTODIAL

Product Type	Minimum Sustainable Goals
Cleaners: Carpet, Glass, Hand, Multipurpose	**Goal: Besides biobased content, 95% of purchases meet one or more of the following** • Green Seal GS-37, 41 • UL 2759, 2784, 2795 • Safer Choice (formerly Design for Environment)
Disinfectants	**Goal: 100% of practices and purchases meet the following** • Only used where required (describe decision process) • RPN disinfectant specifications (To avoid bacteria becoming antibiotic resistant, use disinfectants only if required)
Floor Care	**Goal: Besides 75% biobased content, 95% of purchases meet one or more of the following** • Green Seal GS-40 • UL 2777 • Safer Choice (formerly Design for Environment)
Tissue - Toilet	**Goal: 95% of purchases meet one or more of the following** • Green Seal GS-01 • UL 175 • R+ 80% PC recycled content
Towels - Paper	**Goal: 95% of purchases meet one or more of the following** • Electric hand dryers in restrooms • Green Seal GS-01 for paper towels • R+ 100% total recycled content of which 50% is post-consumer and system to compost/recycle paper towels
Trash Bags – Plastic	**Goal: 75% of purchases meet one or more of the following** • UL 126 • R+ 70% PC recycled content

ELECTRONICS

Product Type	Minimum Sustainable Goals
Computer Thin Clients and Workstations	**Goal: 95% of purchases meet the following** • R+ EPEAT Registered Gold, ENERGY STAR Certified, and low standby power
Imaging Equipment: Copiers, Multifunction Devices, Printers	**Goal: 95% of purchases meet one or more of the following** • R+ EPEAT Registered gold
Servers (Enterprise)	**Goal: 95% of purchases meet the following** • R ENERGY STAR Certified
Televisions*	**Goal: 95% of purchases meet the following** • R+ EPEAT Registered (highest rating available)

Product Type	Minimum Sustainable Goals
	GROUNDS/LANDSCAPING
De-Icer	**Goal: 75% of purchases meet one or more of the following** • Sand • Safer Choice (formerly Design for Environment) • Pacific Northwest Snowfighters Qualified Products excluding those with sodium chloride • R Biobased content
Dust Suppressant	**Goal: 75% of purchases meet the following** • R Biobased content
Fertilizer	**Goal: 95% of purchases meet one or more of the following** • 0% petroleum • R Recovered organic • R Biobased content
Herbicide	**Goal: 75% of purchases meet one or more of the following** • No glyphosate (found in RoundUp and others) • 100% biobased content
Pesticide	**Goal: 100% of services meet the following** • Pest Management Program certified by Green Shield
Vegetation	**Goal: 95% of new landscape plantings meet one or more of the following** • Xeriscape and/or native
	OFFICE
Binders	**Goal: 90% of purchases meet the following** • R+ 30% post-consumer recycled content and no vinyl for plastic binders
Bristols (cardstock)	**Goal: 90% of purchases meet the following** • R Post-consumer recycled content
Cartridges-Toner	**Goal: 75% of purchases meet one or more of the following** • Remanufactured • STMC registered manufacturer
Copy Paper	**Goal: 100% of purchases meet the following** • R+ 100% post-consumer recycled content and processed chlorine free (Consider specifying post-consumer content AND Green Seal GS-7 or UL 2771)
Furniture	**Goal: 75% of purchases meet one or more of the following** • BIFMA Level 1 (32 points or higher) • CA 01350 • Cradle2Cradle • *UL 2818 GREENGUARD Gold*
	OPERATIONS/FLEET/SHIPPING/SHOP
Batteries	**Goal: 75% of purchases meet the following** • RPN Rechargeable Battery and Recharger specifications
Boxes – Shipping	**Goal: 75% of purchases meet one or more of the following** • Reusable containers • R+ 50% post-consumer recycled fiber for corrugated cardboard • R Biobased content

Product Type	Minimum Sustainable Goals
Coolants	**Goal: 75% of purchases meet one or more of the following** • R Reclaimed • R Biobased content
Fuel Conditioners	**Goal: 75% of purchases meet the following** • R Biobased content
Grease: Multipurpose, Straight Oil, Truck	**Goal: 75% of purchases meet the following** • R Biobased content at respective levels for each type of grease
Hydraulic Fluids	**Goal: 75% of purchases meet the following** • R Biobased content
Metalworking Fluids: General Purpose, High Performance	**Goal: 75% of purchases meet the following** • R Biobased content at respective levels for each type of metalworking fluid
Oil General:	**Goal: 75% of purchases meet one or more of the following** Auto Oil • R Re-refined Chain and Cable Oil • R Biobased content Corrosion Preventative • R Biobased content Gear Oil • R Biobased content Multipurpose Oil • R Biobased content Penetrating Oil • R Biobased content
Parts Wash Solution	**Goal: 75% of purchases meet one or more of the following** • Safer Choice • R Biobased content • *Green Seal GS-34* • *UL 2792*
Sorbents	**Goal: 75% of purchases meet one or more of the following** • R Recycled content • R Biobased content
Tires	**Goal: 75% of purchases meet the following** • R Retreads for trucks and heavy equipment
OTHER	
Any	**Individual DOE Site Leadership Goal:** *Submit your site's/ region's own Priority Product data if the product and/or attributes/standards are not included in the list above but reflect the criteria for sustainable products.* Recognition in this category provided by judges depending on circumstances described.
Any	**Purchasing Reduction Goal:** *Any significant product that was once frequently used and was eliminated by one or more of the following* • All purchasing was avoided by employing strategies of reuse, avoidance, or substitution (using an alternatives assessment) • Only used versions were purchased in place of new

Product Type	Minimum Sustainable Goals
Any	**Technology Transfer Goal:** ***Any product purchased that was developed and/or tested in whole or significant part by a Federal agency (for example a DOE laboratory or GSA Green Proving Ground), such as*** • EonCoat exterior coating (see http://www.eoncoat.com/) • Grease gator (see http://www.solvent-systems.com/aboutgator.htm) • LED parking lot lighting (see http://www1.eere.energy.gov/buildings/commercial/m/bba_parking_lot_spec.html) • Solar control retrofit film (see http://www.gsa.gov/portal/content/204663)
Any	**Training Goal:** ***Certify 20% of staff involved in specifying and procuring materials, products, and services are trained on the following:*** • Sustainable Acquisition for Federal Agencies (https://www.wbdg.org/education/femp44.php)

Attachment 3: GSA-DOE Verification Guide for Federal Purchasers of Sustainable Products

(https://sftool.gov/plan/541/verifying-delivery-sustainable-products-services)

I. Overview

This guide is intended for the acquisition workforce (particularly procurement officials, requirement officials/specifiers, and other staff who affect acquisition decisions) to help verify contractor compliance with sustainability requirements specified in contracts. Both pre-award procurement actions for incorporating sustainability best practices into the contract and post-award procurement actions for verifying compliance with contract requirements are covered. For information on determining what sustainable requirements are applicable for your procurement, visit the Green Procurement Compilation (https://sftool.gov/greenprocurement - on the Sustainable Facilities Tool website).

II. Pre-Award Procurement Actions

Product Information: Ensure contractor is required to submit product documentation verifying compliance with sustainable requirements. Some sustainability standards (see Resources for Verifying Sustainable Products section below) require the product to be third-party certified and provide a database showing compliant products. As a general guideline, give preference for products with detailed information regarding their sustainable attributes (for example, environmental product declaration, multi-attribute sustainability label) or products providing independent verification of sustainable attributes. Preferable is third-party certified product documentation, but the manufacturer can also document which sustainability requirements the product meets. While material safety data sheets (MSDS) may contain information regarding sustainable attributes, these documents are usually not designed to capture specific sustainability requirements. Product documentation verifying compliance with sustainable requirements should only be required once from the contractor for new products submitted on the contract, but timely updates may be helpful and welcome.

Waste Management Reports: If waste management is included in the statement of work (for example, janitorial contracts, construction or demolition contracts), ensure language is included requiring documentation showing compliance with all waste diversion requirements (for example, management hauling receipt, certificate of recycling). Consider requiring third-party certified construction or demolition waste recyclers. Required waste management documentation should be identified in the contract, so contractors understand the documentation they will need to show waste management compliance. For accurate waste diversion measurement, require the waste hauler to provide weights (and not volumes) of materials disposed and recycled. See the Sample Janitorial Services Contract on the Green Procurement Compilation for sample statement of work language (https://sftool.gov/greenprocurement/green-services/7/janitorial-services).

Construction Administration/Management Services: On construction projects, specify in the scope of work for construction administration/management services that the contractor must verify compliance with sustainable product requirements during the construction phase of the project. Including such language will reduce the verification burden on the government project team members during post-award phase of construction projects.

Project Submittals Naming Convention: Project teams can establish a naming convention that specifies how project submittals (for example, product documentation) will identify if products are sustainable according to the contractual requirements. For example, project teams could require that contractors add the suffix "-sustainable" at the end of every sustainable product submittal.

Contractor Source Selection: When doing a best value source selection, consider incorporating criteria within a past performance or management plan evaluation factor that evaluates the contractor's previous performance in complying with sustainable requirements or the contractor's plan for providing sustainable products and services on the current procurement. Selecting a contractor that has implemented sustainability requirements well in the past or provides a good plan for providing sustainable products and services on the current procurement helps ensure sustainability requirements will be successfully implemented. For examples of sustainable product and other sustainability source selection criteria, visit the Green Procurement Compilation (https://sftool.gov/greenprocurement).

III. Post-Award Procurement Actions

Final Deliverables: Verify that final deliverables (such as, design, study) have incorporated sustainability requirements.

Product or Service Documentation Submission: Verify that product documentation or project submittals provided by contractors show compliance with all sustainable requirements. See Resources for Verifying Sustainable Products section below for further guidance. If there are too many product documents or project submittals to verify every one, random sampling can be used for verification.

Waste Management Report Submission: Verify that waste management hauling receipts show compliance with all waste management requirements. If there are too many waste management hauling receipts to verify every one, random sampling can be used for verification.

Contractor Reporting: Take reasonable steps to validate the completeness and accuracy of any contractor submitted sustainability reports (for example, biobased report required by Federal Acquisition Regulation Clause 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts). Reasonable steps can include comparing the data submitted in the sustainability report with the sustainability products that would be expected as part of contract's performance requirements.

Social Sustainability Requirements: See Social Sustainability (https://sftool.gov/plan/545/social-sustainability#PostAward) for Post-Award Procurement Actions.

Performance Evaluation: When the contractor has not complied with one or more of the sustainability requirements in the contract (for example, environmental requirements, social sustainability requirements), document this non-compliance as part of the performance evaluation. See the Resources for Verifying Sustainable Products section below for guidance on determining whether documentation provided by the contractor confirms the product or service meets the sustainable requirements included in the contract.

IV. Resources for Verifying Sustainable Products

The resources (referenced websites) in this section can be used to determine whether documentation provided by the contractor confirms the product or service meets the sustainable requirements included in the contract. It is up to the contractor and/or vendor to provide credible and verifiable documentation to demonstrate compliance with all sustainability requirements. The standards listed are based on those presently used in various DOE and GSA programs. It is not a finite list because this is a living document that is continually updated as new specifications, standards, and ecolabels are used by GSA and DOE in accordance with current Federal purchasing requirements.

The Green Procurement Compilation (https://sftool.gov/greenprocurement - on the Sustainable Facilities Tool website) is also a source for accessing many of the specifications, standards, and ecolabels listed here. The Green Procurement Compilation website denotes which specifications, standards, or ecolabels are required for Federal agencies.

Vendor Compliance Determination Resources with Multiple Attributes: Visit the Materials and Resources webpage (https://sftool.gov/learn/about/43/materials-resources - on the Sustainable Facilities Tool website) for terms that help define sustainable acquisition and thereby give an overview of how multiple attributes better identify sustainable products.

BIFMA - Business and Institutional Furniture Manufacturers Association standards
- **Covered Product Type –** Office Furniture
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the Level 1, Standard e3-2011e (http://www.bifma.org/standards/index.html). For a list of registered products, see http://levelcertified.org.

CA Section 01350 – Special Environmental Requirements
- **Covered Product Types**
  - Carpet
  - Ceiling Tiles – Acoustical
  - Fiberboard
  - Flooring
  - Gypsum Board
  - Joint Sealers
  - Paint and Wall Coverings
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets CA Section 01350 (http://www.calrecycle.ca.gov/GreenBuilding/Specs/Section01350/Block225Spec.pdf)

Cradle2Cradle – Cradle to Cradle Certified Product Standard
- **Covered Product Types –** Indoor Sources of Volatile Organic Chemical Emissions
  - Carpet
  - Ceiling Tiles – Acoustical
  - Furniture
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the Cradle2Cradle standard (http://www.c2ccertified.org/products/registry)

EPA – U.S. Environmental Protection Agency Food Recovery Challenge
- **Covered Product Type –** Food
- **Compliance Determination:** Determine if documentation provided by contractor confirms the contractor is on the EPA Food Recovery Challenge list (http://www.epa.gov/epawaste/conserve/smm/foodrecovery/participants.htm). To become an EPA Food Recovery Challenge participant, see http://www.epa.gov/smm/foodrecovery/joinnow.htm

EPEAT – Green Electronics Council's Electronic Product Environmental Assessment Tool
- **Covered Product Types**
  - Computers and Displays (includes slates and tablets)
  - Imaging Equipment (copiers, fax machines, printers, scanners, etc.)
  - Televisions
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product is an active EPEAT registered product on the EPEAT Registry. The EPEAT website contains a list of active registered products (http://ww2.epeat.net/searchoptions.aspx).

Green Seal – Green Seal, Inc. standards
- **Covered Product Types**
  - Adhesives
  - Cleaning Products and Services
  - Construction Materials and Equipment
  - Dishwasher detergent
  - Hand Soaps
  - Hotels and Lodging
  - Napkins, Paper Towels, Tissues
  - Paints and Coatings
  - Parts washer solution
  - Printing and Writing Paper
  - Restaurants and Food Service
- **Compliance Determination:** Determine if documentation provided by contractor confirms via product label or other language that product is Green Seal certified. The Green Seal website contains a list of certified products (www.greenseal.org).

LEED - U.S. Green Building Council's Leadership in Energy and Environmental Design standards
- **Covered Product Types -** Numerous
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the minimum LEED (third-party certification of structures) requirements for Existing Buildings Operations & Maintenance (http://www.usgbc.org/resources/leed-existing-buildings-operations-amp-maintenance-recertification-guidance) or New Construction (http://www.usgbc.org/resources/leed-new-construction-v2009-current-version).

MPI - Master Painters Institute, Inc. Extreme Green Performance Standard
- **Covered Product Types –** Paints & Coatings
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the minimum MPI Extreme Green Performance Standard

(http://www.paintinfo.com/MPInews/ExtremeGreen_Jan2010.shtml), which specifies compliance with Green Performance Standard (GPS-1-12 and GPS-2-12) requirements (http://www.paintinfo.com/GPS/GPS-01%20GPS-2%20Oct%202012.pdf) and the Collaborative for High Performance Schools (CHPS) emissions requirements. For quick identification, the product will be on the MPI Approved Product list with an "X-Green" designation. All X-Green products are listed on the MPI website at http://www.specifypaint.com/APL/paintinfo_APL_new/ProductIdxByMPInum.asp

NPS – National Park Service Healthy Food Choice Standards
  - **Covered Product Type –** Food
  - **Compliance Determination:** Determine if documentation provided by contractor confirms the availability of food aligns with the National Park Service Healthy Food Choice Standards (http://concessions.nps.gov/docs/policies/Frontcountry_Healthy_Foods.pdf)

NSF-140 - NSF International Sustainable Carpet Assessment Standard
  - **Covered Product Type –** Carpet
  - **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the minimum NSF International Sustainable Carpet Assessment Standard (referred to by former name of CRI Green Label Plus Carpet Testing Program in LEED standards) requirements (http://info.nsf.org/Certified/Sustain/listings.asp)

NSF-332 - NSF International Sustainability Assessment for Resilient Floor Coverings
  - **Covered Product Type –** Flooring
  - **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the minimum NSF International Sustainability Assessment for Resilient Floor Coverings requirements (http://info.nsf.org/Certified/Sustain/listings.asp)

PNSS – Pacific Northwest Snowfighters Specifications
  - **Covered Product Type –** De-icer
  - **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the Pacific Northwest Snow-fighters specifications (http://pnsassociation.org/wp-content/uploads/PNSSPECS.pdf) and is on the PNS Qualified Products List.

RPN – Responsible Purchasing Network Specifications
  - **Covered Product Type:**
    - Disinfectant (http://www.sfenvironment.org/sites/default/files/fliers/files/sfe_th_safer_products_and_practices_for_disinfecting.pdf)
    - Rechargeable batteries and battery chargers http://www.sfapproved.org/sites/default/files/files/general-files/sfa_report_RPN_CHARGING%20AHEAD%20Report.pdf)
  - **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the Responsible Purchasing Network specifications.

Safer Choice - U.S. Environmental Protection Agency's Safer Choice program (formerly known as Design for Environment)

- **Covered Product Types**
  - Cleaners
  - Degreasers
  - De-icers
  - Dishwasher Detergent
  - Dust Control
  - Fires Fighting
  - Heating & Cooling Maintenance
  - Laundry and Dish Detergents
  - Paint
  - Tire Additives
  - Other
- **Compliance Determination:** Determine if documentation provided by contractor confirms via product label or other language that product has the Safer Choice label (http://www2.epa.gov/saferchoice) --formerly Design for the Environment.

SCS-EC10.3.2014 – Scientific Certification System Indoor Air Quality Product Performance Standard for Building Interiors

- **Covered Product Type**
  - Architectural coatings/paints
  - Adhesives
  - Ceiling tiles
  - Floor coverings
  - Furniture
  - Sealants
  - Wall coverings
  - Wall paneling
- **Compliance Determination:** Determine if documentation provided by contractor confirms via product label or other language that product is certified (https://www.scsglobalservices.com/certified-green-products-guide).

STMC - International Imaging Technology Council's Standardized Test Methods Committee
- **Covered Product Type –** Remanufactured Cartridges
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product manufacturer is STMC certified (http://www.i-itc.org/vendors.html).

UL – Underwriters Laboratories Environmental Standards
- **Covered Product Types –** Numerous
  - UL 126 Plastic Trash Bags (formerly EcoLogo 126)
    Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24209
    Products:
    http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=72&SubCategoryID=409
  - UL 175 Toilet Tissue (formerly EcoLogo 82)
    Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=27249

Products:
http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=89&SubCategoryID=482

- o UL 2759 General Cleaner (formerly EcoLogo 146)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23384
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30&SubCategoryID=233
- o UL 2760 Paint (formerly EcoLogo 48)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23429
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=15
- o UL 2762 Adhesives (formerly EcoLogo 46)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23406
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=23
- o UL 2771 Copy Paper (formerly EcoLogo 077)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23431
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?StandardID=26
- o UL 2777 Floor Cleaner (formerly EcoLogo 147)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23607
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=25
- o UL 2784 Hand Cleaner (formerly EcoLogo 104)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23404
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30
- o UL 2785 Toner Cartridges (formerly EcoLogo 39)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=26359
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=82
- o UL 2792 Parts Wash Solution (formerly EcoLogo 110)
  Standard: http://www.comm-2000.com/PurchaseProduct.aspx?UniqueKey=31077
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30&SubCategoryID=316
- o UL 2795 Carpet Cleaner (formerly EcoLogo 148)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24123
  Products:
  http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30
- o UL 2818 GREENGUARD Gold (Underwriters Laboratories GREENGUARD Certification Program Method for Chemical Emissions for Building Materials, Finishes and Furnishings)
  Standard: http://www.comm-2000.com/PurchaseProduct.aspx?UniqueKey=27251
  Product: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=2
  Further Information:
  http://greenguard.org/en/CertificationPrograms/CertificationPrograms_childrenSchools.aspx

To access the standards:
Once at the URL indicated, click on "Checkout"
Log on with your user name and password (you'll have to set that up if you have not already)
Select "Checkout" once again
Select "Download PDF" (red box)
Select "Download Standard (red box)
Open standard as Adobe Acrobat (pdf) file

- **Compliance Determination:** Determine if documentation provided by contractor confirms via product label or other language that product is UL certified (formerly "EcoLogo" label by Terra Choice and prior to that "Environmental Choice" label).

Vendor Compliance Determination Resources with Single Attributes

Visit the Green Procurement Compilation (https://sftool.gov/greenprocurement) for information on designated product requirements. This information can be used to better understand the designated product requirements and how to verify whether contractors/vendors are providing compliant products.

BioPreferred - U.S. Department of Agriculture's standards for biobased content
- **Covered Product Types:**
  - Custodial Services
  - Films and Packaging
  - Food Services/Cafeteria
  - Grounds Maintenance
  - Intermediates
  - Minor Construction
  - Miscellaneous
  - Operations and Maintenance
  - Personal Care and Toiletries
  - Safety Equipment
  - Vehicle and Equipment Maintenance
- **Compliance Determination Option 1:** Determine if documentation provided by contractor confirms via product label or other language that product is BioPreferred.

- **Compliance Determination Option 2:** If only biobased content is provided, visit BioPreferred website (http://www.biopreferred.gov/BioPreferred/faces/catalog/Catalog.xhtml) and search for product category. The webpage for each product category states the required minimum biobased percentage that the product must meet. After determining the required percentage, compare this percentage to the biobased content stated in the contractor provided documentation. When the contract specifies a higher biobased content percentage than USDA BioPreferred, this higher biobased content percentage should be verified.

BPI – Biodegradable Products Institute Certified Products
- **Covered Product Types**
  - Cups
  - Cutlery
  - Take Out Containers
  - Food Waste Bags
  - Yard Waste Bags

- ○ Resins and Coatings
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product is on the BPI Certified Products list (http://products.bpiworld.org/).

CA ATCM 93120 - Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products
- **Covered Product Types**
  - ○ fiberboard – medium density
  - ○ hardwood plywood
  - ○ particleboard
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product complies with CA ATCM 93120 (http://www.arb.ca.gov/regact/2007/compwood07/fro-final.pdf)

CPG - U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines for recycled content
- **Covered Product Types**
  - ○ Construction Products
  - ○ Landscaping Products
  - ○ Non-Paper Office Products
  - ○ Paper and Paper Products
  - ○ Park and Recreation Products
  - ○ Transportation Products
  - ○ Vehicular Products
  - ○ Miscellaneous Products
- **Compliance Determination Option 1:** Determine if documentation provided by contractor confirms via product label or other language that product meets CPG.

- **Compliance Determination Option 2:** If only recycled content is provided, visit the CPG website (http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm) and search for product category. The webpage for each product category states the required minimum recycled content percentage that the product must meet. After determining the required percentage, compare this percentage to the recycled content stated in the contractor documentation. When the contract specifies a higher recycled content percentage than EPA CPG, this higher recycled content percentage should be verified.

ENERGY STAR – U.S. Environmental Protection Agency's energy efficiency standards
- **Covered Product Types**
  - ○ Building Products
  - ○ Commercial Appliances and Food Equipment
  - ○ Electronics
  - ○ Heating & Cooling
  - ○ Lighting & Fans
  - ○ Office Equipment
  - ○ Water Heaters
- **Compliance Determination:** Determine if documentation provided by contractor confirms via

product label or other language that product is ENERGY STAR certified. Verify that information on the ENERGY STAR website (http://www.energystar.gov/products/certified-products).

FEMP - U.S. Department of Energy's Federal Energy Management Program (FEMP) energy efficiency standards
- **Covered Product Types**
  - Boilers
  - Chillers
  - Gas Water Heaters
  - Ground Source Heat Pumps
- **Compliance Determination:** Determine if documentation provided by contractor confirms that product meets the minimum energy efficiency requirement stated on the FEMP website (http://www2.eere.energy.gov/femp/technologies/eep_purchasingspecs.html). This website lists the minimum energy efficiency required for each product type. After determining the minimum efficiency, compare this efficiency to the energy efficiency stated in the documentation provided by the contractor.

FEMP Low-Standby Power - U.S. Department of Energy's Federal Energy Management Program (FEMP) standard
- **Covered Product Types**
  - Computer- Desktop
  - Computer- Thin Client
  - Computer- Workstation
- **Compliance Determination:** Determine if documentation provided by contractor confirms via product label or other language that product is a FEMP Low-Standby Power product as denoted on the FEMP website (http://energy.gov/eere/femp/low-standby-power-products).

FloorScore - Resilient Floor Covering Institute in conjunction with Scientific Certification Systems third-party Air Emission Certification
- **Covered Product Types –** Flooring and Flooring Adhesives
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the minimum Air Emission Certification of volatile organic compound free flooring and flooring adhesives (http://www.scscertified.com/gbc/floorscore.php).

Organic - U.S. Department of Agriculture's (USDA) Organic Food Standard
- **Covered Product Type –** Food
- **Compliance Determination:** The USDA organic seal verifies that the product has 95 percent or more certified organic content and confirms no genetically modified organisms. USDA organic is "a labeling term that indicates that the food or other agricultural product has been produced through approved methods that integrate cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. Synthetic fertilizers, sewage sludge, irradiation, and genetic engineering may not be used." Determine if documentation provided by contractor confirms via product label or other language that product is USDA certified organic (http://www.ams.usda.gov/AMSv1.0/nop).

SCAQMD - South Coast Air Quality Management District (SCAQMD)

- **Covered Product Type**
  - Adhesives and Sealants (Rule #1168)
  - Architectural Coatings (Rule #1113)
- **Compliance Determination:** Determine if documentation provided by the contractor confirms the product meets the minimum volatile organic compounds specified in SCAQMD (Rule #1168 - http://www.arb.ca.gov/drdb/sc/curhtml/r1168.pdf) (Rule #1113 - http://www.arb.ca.gov/DRDB/SC/CURHTML/R1113.PDF).

SmartWay – U.S. Environmental Protection Agency fuel efficiency partner program
- **Covered Product Type –** Fuel
- **Compliance Determination:** Determine if documentation provided by contractor confirms the freight transportation contractor is on the EPA SmartWay Partner list (http://www.epa.gov/smartway/about/partnerlists.htm).

SNAP – U.S. Environmental Protection Agency's Significant New Alternatives Policy (SNAP) for ozone depleting substances
- **Covered Product Types**
  - Adhesives, Coatings, and Inks
  - Aerosols
  - Cleaning Solvents
  - Fire Suppression and Explosion Protection
  - Foam Blowing Agents
  - Refrigeration & Air Conditioning
  - Sterilants
- **Compliance Determination:** Determine if documentation provided by contractor confirms that product is an acceptable substitute for an ozone-depleting substance or high-global warming potential substance as stated on the SNAP website (https://www.epa.gov/snap/substitutes-sector). This website lists acceptable substitutes for each product type. If proposed product is listed as ozone depleting substance or high-global warming potential substance, then work with contractor to use an acceptable substitute as listed on the website.

WaterSense - U.S. Environmental Protection Agency's water efficiency standards
- **Covered Product Types:**
  - Landscape Irrigation Controllers
  - Showerheads
  - Spray Valves-Commercial Pre-Rinse
  - Urinals-Flushing
- **Compliance Determination:** Determine if documentation provided by contractor confirms via product label or other language that product has the WaterSense label (http://www.epa.gov/watersense/product_search.html).

V. Additional Resources
- **Ecolabel Index** - Big Room Inc. index of ecolabels (http://www.ecolabelindex.com/ecolabels/). Payment for use of the Ecolabel Index is required.

- **Responsible Purchasing Network** has published a set of Green Purchasing Best Practices

Guides for the National Association of State Procurement Officials. The webpage for these guides is
http://www.responsiblepurchasing.org/resources/naspo_rpn_purchasing_guides/index.php.

- **Department of Defense** (http://www.denix.osd.mil/spp/) is piloting a Multi-Attribute third-party sustainability certification with GreenCircle Certified (http://www.greencirclecertified.com/multi-attribute.html). GreenCircle's multi-attribute Certified Environmental Facts label can be used to identify manufacturers who supply products with multiple sustainability attributes of their products, packaging and manufacturing processes. The nutrition label format will help easily identify these attributes in one easy to read format.