



Environmentally Preferable Products or Services (EPPS) Guide

Updated: 4/4/2024

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HOW TO USE THIS DOCUMENT

The following environmental specification guidance document has been developed to assist District agencies in implementing the [Procurement Practices Reform Act of 2010](#), (amended by D.C. Law 24-16. [Green Food Purchasing Amendment Act of 2021](#)), [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 document addresses **Environmentally Preferable Products or Services (EPPS)** categories identified in the list below. EPPS categories and solicitation documents are updated periodically and listed on the OCP website at <https://ocp.dc.gov/page/sustainable-purchasing-program>. For more information related to each category's scope, specification, and links to additional information, please see the product table in the '[Language to Insert into Statement of Work](#)' section of this document.

1. Appliances
2. Automotive Fleet
3. Automotive Products
4. Building Materials and Supplies, including:
 - Adhesives (Flooring)
 - Carpet
 - Paint
5. Cleaning Supplies
6. Computers, Monitors, Tablets, and Mobile Phones
7. Food Service Ware
8. Furniture
9. Imaging Equipment
10. Janitorial Services
11. Landscaping Products, Equipment, and Services
12. Office Supplies
13. Paper Products
14. Printing Services
15. Snow and Ice Products
16. Toner and Ink Cartridges

The user is expected to transfer relevant language directly into the appropriate section of the OCP RFP/IFB template. Alternative sustainable requirements that meet the minimum requirements established by the environmental criteria may also be utilized in Section C.5 of the procurement template.

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.

If you have any questions about the specifications or how to use them, please contact Stephanie Myles, Stephanie.Myles@dc.gov, email the Sustainable Purchasing Program at sppdc@dc.gov, call the OCP Procurement Center of Excellence at (202) 724-4477, or visit <https://ocp.dc.gov/page/sustainable-purchasing-program>.

Instructions to Contracting Officers, Contract Specialists, and Requesting Agency Staff: Please include the following language in your Statement of Work, solicitation document, or RFP/IFB template:

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Document Type	Title	Date
1	Legislation	Green Food Purchasing Amendment Act of 2021 https://lims.dccouncil.gov/Legislation/B24-0018	2021
2	Policy	OCP Environmentally Preferable Purchasing Policy 7000.00 http://ocp.dc.gov/page/environmentally-preferable-products-and-services-epps-policy	2014
3	Federal Register	Guides for the Use of Environmental Marketing Claims https://www.ftc.gov/sites/default/files/documents/federal-register-notice/guides-use-environmental-marketing-claims-green-guides/greenguidesfrn.pdf	2012
4	Legislation	Procurement Practices Reform Act (PPRA)(Section 2-361.01 Green Procurement) http://ocp.dc.gov/publication/procurement-practices-reform-act-2010	2010
5	Policy	Mayoral Order 2009-60 http://ocp.dc.gov/node/940622/	2009

C.3 DEFINITIONS

Environmentally Preferable Product or Services (EPPS) refer 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: <https://doee.dc.gov/service/sustainable-purchasing>.

C.4 BACKGROUND

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: EPPS REPORTING

Annually or as requested, the Contractor shall submit to the Contract Administrator an EPPS Report in Microsoft Excel and delivered via email, indicating that the products or services supplied to the District comply with the District's EPPS criteria. To facilitate consistent reporting on this contract, an EPPS Report template is available to assist Contractors in meeting the District's EPPS reporting requirements on the Sustainable Purchasing Program web page at <https://doee.dc.gov/service/sustainable-purchasing>.

The following information shall be included in the EPPS Report:

- a. Contractor Name
- b. Contract Award Date
- c. Contract Number
- d. PO Number
- e. Product Description - Manufacturer Description of Product
- f. SKU or Model

- g. Number of Units Sold
- h. Price Per Unit
- i. Total Cost
- j. Compliance with DC Environmental Criteria (Yes/No) – Indicate whether each item purchased is compliant with DC environmental requirements (e.g. Green Seal certified)
- k. EPPS Category
- l. Environmental Criteria
- m. EPPS Other, if applicable
- n. Name and Contact Information
- o. Comments, if any

F.3 DELIVERABLES

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

LANGUAGE TO INSERT INTO STATEMENT OF WORK

Please include the **environmental specification language** listed below in the Requirements section of your solicitation or RFP/IFB template for the product or service being purchased. Please also incorporate the EPPS requirements into other relevant portions of the procurement document such as the pricing schedule or deliverables table. If the agency or agencies for which the statement of work is being developed would like to go beyond the EPPS requirement, update the EPPS requirement in the procurement pricing sheet with the more aggressive requirement. Contact the Sustainable Purchasing Program (sppdc@dc.gov) if you have questions.

CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)
Adhesives (Flooring)	This specification addresses adhesives used in the installation of carpet or other floorcoverings	<p>Adhesives purchased by the District of Columbia shall meet the environmental criteria defined below. Adhesives shall be certified to at least one (1) of the following standards, using the most recent version in effect at the time of purchase:</p> <ul style="list-style-type: none"> - Cradle to Cradle - Green Seal - UL Ecologo - Carpet and Rug Institute (CRI) Green Label Plus - SCS Indoor Advantage Gold - UL GREENGUARD <p>The District prefers that contractors use mechanical fasteners and attachments when installing flooring. It is also desirable to offer "no glue" installations, which would eliminate VOCs from installation.</p>
Appliances	<p>This specification addresses the following types of appliances:</p> <ol style="list-style-type: none"> 1. Air purifiers 2. Clothes dryers 3. Clothes washers 4. Dishwashers 5. Food service equipment (fryers, griddles, ice makers, hot food holding cabinets, coffee makers, steam cookers) 6. Freezers 7. Refrigerators 8. Ovens 9. Room air conditioners 10. Televisions 11. Vending machines 12. Water coolers 	<p>Appliances purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <ul style="list-style-type: none"> - Appliances shall be ENERGY STAR certified, using the most recent version of the ENERGY STAR certification system in effect at the time of purchase. - Appliances shall use ENERGY STAR settings as the default. - An appliance contractor shall notify purchasers of any available take-back service for reuse, refurbishment, and/or recycling for purchased appliances and previously purchased appliances, including information on how to utilize the service. This information shall be made available to the purchaser at time of purchase through written or online documentation.

CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)										
Automotive Fleet	This specification addresses light-duty vehicles. Light-duty vehicles are all vehicles defined as Class 1, 2, or 3 by the US DOT Federal Highway Administration.	<p>Light-duty vehicles purchased or leased by the District of Columbia shall meet the following requirements:</p> <ul style="list-style-type: none"> - Light-duty passenger vehicles, light-duty trucks, and general passenger vans must be battery electric, plug-in hybrid (PHEV), or fuel cell vehicles. <p>When purchasing or leasing light-duty vehicles for the District’s Fleet, programs should consult with members of the Department of Public Works’ Fleet Management Administration.</p>										
Automotive Products	<p>This specification addresses the following automotive products for cars and light-duty trucks:</p> <ol style="list-style-type: none"> 1. Tires 2. Rims 3. Lubricating oil (engine lubricating oils, hydraulic fluids, gear oils) 4. Engine coolants (antifreeze) 	<p>Automotive products purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <table border="1" data-bbox="800 537 1409 764"> <thead> <tr> <th>PRODUCT</th> <th>CRITERIA</th> </tr> </thead> <tbody> <tr> <td>Tires</td> <td>Retread</td> </tr> <tr> <td>Rims</td> <td>Refurbished</td> </tr> <tr> <td>Lubricating oil: engine lubricating oils, hydraulic fluids, gear oils</td> <td>25% or higher re-refined oil base stock (by weight)</td> </tr> <tr> <td>Engine coolants (antifreeze)</td> <td>50% or higher recycled content (by weight)</td> </tr> </tbody> </table>	PRODUCT	CRITERIA	Tires	Retread	Rims	Refurbished	Lubricating oil: engine lubricating oils, hydraulic fluids, gear oils	25% or higher re-refined oil base stock (by weight)	Engine coolants (antifreeze)	50% or higher recycled content (by weight)
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Engine coolants (antifreeze)	50% or higher recycled content (by weight)											
Carpet	This specification addresses carpet or any services that involve the use or installation of carpet.	<p>Carpet and carpet installation services purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <p>Products and services shall be certified to at least one (1) of the following standards, using the most recent version in effect at the time of purchase:</p> <ul style="list-style-type: none"> - Cradle to Cradle - NSF/ANSI 140 Sustainability Assessment for Carpet - CRI Green Label Plus 										
Cleaning Supplies	<p>This specification addresses the following types of cleaning products:</p> <ol style="list-style-type: none"> 1. General purpose (all purpose) cleaners and degreasers, dish soap 2. Bathroom cleaners and deodorizers (includes hard surface, toilet, and urinal products) 3. Glass, mirror, and window cleaners 4. Carpet, rug, and upholstery cleaners (includes routine and spot cleaning products) 5. Floor cleaners, strippers, sealers, and finishes 6. Hand soaps, hand cleaners, and hand sanitizers 7. Toilet paper, paper towels, napkins, and facial tissue 	<p>Cleaning products purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <p>Products shall be certified under at least one (1) of the following ecolabels:</p> <ul style="list-style-type: none"> - Ecologo - Green Seal - Safer Choice <p>Sanitary paper products (Toilet paper, paper towels, napkins, and facial tissue) shall contain recovered fiber or postconsumer recycled content (PCR):</p> <ul style="list-style-type: none"> - Toilet paper shall contain at least 20% - Paper towels shall contain at least 40% - Napkins shall contain at least 30% PCR, 100% RC - Facial tissue shall contain at least 10% PCR; 100% RC <p>Material Safety Data Sheets (MSDS) and product labels for purchased cleaning, disinfecting, and sanitizing products shall be provided via email in Excel, Word, or in a PDF when purchased products are delivered.</p>										

CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)
	<p>Supplementary recommendations for the following types of cleaning products, although recommended, are not required for PPRA 1101(a) compliance:</p> <ol style="list-style-type: none"> Miscellaneous janitorial products (vacuum cleaners, microfiber mops, cloths, and sponges, protective gloves, trash bin and recycling bin liners, composting bin liners) Specialty cleaning products (furniture polish, graffiti remover, gum remover, lime and scale remover, metal polish) 	
Computers, Monitors, Tablets, & Mobile Phones	<p>This specification addresses the following product categories:</p> <ol style="list-style-type: none"> Desktop computers Notebook (laptop) computers Computer displays (monitors) Mobile phones Tablets <p>The specification categorizes desktop computers as “integrated desktop computers” and “workstation desktops,” notebook computers as “thin clients” and “workstation notebooks,” and tablets as “tablets/slates” based on the EPEAT registry classification.</p>	<p>Desktop computers, notebook (laptop) computers, computer displays (monitors), tablets, and mobile phones purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <p>Products shall be certified to at least one (1) of the following standards:</p> <ul style="list-style-type: none"> Listed on the U.S. EPEAT registry with a rating of Gold, using the most recent version of the EPEAT rating system in effect at the time of purchase. Listed on the TCO product registry.
Food Service Ware	<p>This specification addresses food service ware (including containers, cutlery, and dishware) and any services that involve the use of food service ware.</p>	<p>Food service ware and related services purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <p>Products and services shall be certified under the following ecolabel:</p> <ul style="list-style-type: none"> Biodegradable Products Institute (BPI) certified compostable
Furniture	<p>This specification addresses furniture used in schools and offices, including:</p> <ol style="list-style-type: none"> Chairs Cubicles Desks Modules Shelves Sofas Storage cabinets Tables Workstations 	<p>Furniture purchased by the District of Columbia shall be certified under at least one (1) of the following standards:</p> <ul style="list-style-type: none"> BIFMA Level (certified at Level 1, 2, or 3), with scorecard provided that shows the product meets the emissions requirements of BIFMA e3 criterion 7.6.2. Cradle to Cradle (certified as Bronze, Silver, Gold, or Platinum). Products certified as Bronze or Silver shall also indicate that they meet the VOC emissions performance described in BIFMA e3 criterion 7.6.2. <p>The emissions requirements in BIFMA e3 criterion 7.6.2 are as follows: Products shall satisfy California EPA’s OEHTA’s reference exposure VOC limits in the CA Section 01350 specification, California Department of Public Health, Standard Practice for the Testing of Volatile Organic Emissions from Various Sources using Small-Scale Environmental Chambers.</p>

CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)
Imaging Equipment	<p>This specification addresses the following product categories:</p> <ol style="list-style-type: none"> 1. Copiers 2. Printers 3. Multi-function devices 4. Fax machines <p>Multi-function devices are defined as imaging equipment with multiple functions, including but not limited to printing, scanning, copying, and faxing.</p>	<p>Copiers, printers, multi-function devices, and fax machines purchased or leased by the District of Columbia shall meet the environmental criteria defined below.</p> <ul style="list-style-type: none"> - Products shall be listed on the U.S. EPEAT registry with the highest rating available, using the most recent version of the EPEAT rating system in effect at the time of purchase.
Janitorial Services	<p>This specification covers janitorial services for all indoor activities required to clean public buildings.</p>	<p>Janitorial services contractors for the District of Columbia shall meet the environmental criteria and requirements defined below.</p> <p><u>Planning Requirements:</u> 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) Section 2.1. 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 and meet requirements set forth in Green Seal's Environmental Standard for Commercial Cleaning Services (GS-42) Section 2.2.</p> <p><u>Cleaning Products and Supplies:</u> Contractors shall follow the requirements set forth in the Environmental Specification Guidance for Cleaning Supplies when purchasing cleaners address by that specification, including general (all purpose) cleaners and degreasers; bathroom cleaners and deodorizers (includes hard surface, toilet, and urinal products); glass, mirror, and window cleaners; carpet, rug, and upholstery cleaners (includes routine and spot cleaning products); floor cleaners, strippers, sealers, and finishes; and hand soaps, hand cleaners, and hand sanitizers.</p> <p><u>Powered Cleaning Equipment and Maintenance:</u> HEPA vacuums 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).</p> <p><u>Disinfection:</u> Contractors shall perform disinfection in areas or on surfaces where pathogens can collect and breed and use disinfectants only where required. 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) shall be followed. Compliance with disinfection requirements can be demonstrated by meeting requirement 4.6 of Green Seal's Environmental Standard for Commercial Cleaning Services (GS-42).</p> <p><u>Entry Way Mats:</u> Place washable mats in door exteriors and wash the mats as needed to prevent dirt from entering the building. Compliance can be demonstrated by meeting the requirement 4.4 of Green Seal's Environmental Standard for Commercial Cleaning Services (GS-42).</p> <p><u>Training:</u></p>

CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)
		<p>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) Section 6.0.</p> <p>Documentation: The Contractor shall document that the products and services supplied under this contract comply with the environmental criteria noted above. The contractor shall submit the following information to the designated District point of contact.</p> <p>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:</p> <ul style="list-style-type: none"> a) Product type (degreaser, detergent, etc.) b) Product name c) Applicable ecolabel or how product meets stated environmental requirement <p>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.</p> <p>Standard Operating Procedures - To be provided upon contract signing and on an annual basis in word or pdf via email.</p> <p>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.</p> <p>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.</p> <p>Training Records - To be provided annually from date of contract signing in Word or PDF via email.</p>
Landscaping Products, Equipment, & Services	This specification addresses landscaping services for planted or landscaped beds; natural and habitat restoration areas; bioretention and low impact development sites; and street, roadway, and park areas.	<p>Landscaping services shall meet the environmental criteria defined below.</p> <p>Plant Material: Invasive plants, as listed in the U.S. Fish & Wildlife Service's Plant Invaders of Mid-Atlantic Natural Areas, shall not be purchased or planted. All plant material shall be locally sourced and grown (i.e., from DC, PA, OH, MD, VA, WV, DE, or NJ).</p> <p>Site-specific requirements for plant materials are as follows:</p> <ul style="list-style-type: none"> a) Plants for planted and landscaped beds: A minimum of 80% of plants shall be native plants, as listed in in the U.S. Fish & Wildlife Service's Native Plants for Wildlife Habitat and Conservation Landscaping Chesapeake Bay Watershed. b) Plants for natural areas and habitat restoration: All plants shall be native plants, as listed in the U.S. Fish & Wildlife Service's Native Plants for Wildlife Habitat and Conservation Landscaping Chesapeake Bay Watershed. c) Bioretention and low impact development sites: All plants shall be native plants, as listed in either Prince George's County Bioretention Manual or the District Department of Transportation's Green Infrastructure Standards. d) Plants for street, roadway, and park areas: Native plants, as listed in the District Department of Transportation's Green Infrastructure Standards, shall be prioritized.

CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)																																					
		<p><u>Fertilizers:</u> All contracts shall fully comply with the requirements of the Anacostia River Clean Up and Protection Fertilizer Act of 2012. In addition, contractors shall prioritize the use of compost and organic fertilizers when possible.</p> <table border="1" data-bbox="779 407 1413 1049"> <thead> <tr> <th>PRODUCT</th> <th>MATERIAL</th> <th>POST-CONSUMER CONTENT</th> <th>TOTAL RECOVERED MATERIALS CONTENT</th> </tr> </thead> <tbody> <tr> <td>Garden hose</td> <td>Rubber and/or plastic</td> <td>60% to 65%</td> <td>--</td> </tr> <tr> <td>Soaker hose</td> <td>Rubber and/or plastic</td> <td>60% to 70%</td> <td>--</td> </tr> <tr> <td>Paper-Based Hydraulic Mulch</td> <td>Paper</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Wood-Based Hydraulic Mulch</td> <td>Wood and Paper</td> <td>--</td> <td>100%</td> </tr> <tr> <td>Lawn and Garden Edging</td> <td>Plastic and/or Rubber</td> <td>30% to 100%</td> <td>30% to 100%</td> </tr> <tr> <td rowspan="4">Plastic Lumber Landscaping Timbers and Posts</td> <td>HDPE</td> <td>25% to 100%</td> <td>75% to 100%</td> </tr> <tr> <td>Mixed plastics/Sawdust</td> <td>50%</td> <td>100%</td> </tr> <tr> <td>HDPE/Fiberglass</td> <td>75%</td> <td>95%</td> </tr> <tr> <td>Other mixed resins</td> <td>50% to 100%</td> <td>95% to 100%</td> </tr> </tbody> </table> <p><u>Landscaping materials and equipment:</u> a) Wood shall be Forest Stewardship Council (FSC) certified. b) Irrigation controllers and sprinklers shall be certified by EPA's WaterSense Program. c) Hoses, hydraulic mulch, lawn and garden edging, and plastic lumber shall follow EPA's Comprehensive Procurement Guidelines for landscaping products.</p> <p><u>Debris removal:</u> All landscaping debris shall be mulched and/or composted.</p> <p><u>Integrated pest management:</u> Contractors shall comply with the District's Pesticide Education and Control Amendment Act of 2012. Only pesticides found on the San Francisco Reduced-Risk Pesticide List shall be used.</p> <p><u>Engine idling:</u> Contractors shall comply with DCMR 20-900, which prohibits motor vehicle engines from idling for three minutes or more when a vehicle is parked, stopped, or standing.</p>	PRODUCT	MATERIAL	POST-CONSUMER CONTENT	TOTAL RECOVERED MATERIALS CONTENT	Garden hose	Rubber and/or plastic	60% to 65%	--	Soaker hose	Rubber and/or plastic	60% to 70%	--	Paper-Based Hydraulic Mulch	Paper	100%	100%	Wood-Based Hydraulic Mulch	Wood and Paper	--	100%	Lawn and Garden Edging	Plastic and/or Rubber	30% to 100%	30% to 100%	Plastic Lumber Landscaping Timbers and Posts	HDPE	25% to 100%	75% to 100%	Mixed plastics/Sawdust	50%	100%	HDPE/Fiberglass	75%	95%	Other mixed resins	50% to 100%	95% to 100%
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Office Supplies	This specification addresses office supplies, breakroom supplies, and non-paper office products.	<p>Office supplies purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <table border="1" data-bbox="779 1109 1419 1451"> <thead> <tr> <th>PRODUCT</th> <th>CRITERIA</th> </tr> </thead> <tbody> <tr> <td>Address, shipping, file folder sheet-style labels: white</td> <td>30% Postconsumer Recycled Content (PCRC); no antimicrobial coatings</td> </tr> <tr> <td>Batteries</td> <td>Rechargeable or recyclable</td> </tr> <tr> <td>Binders: 3-ring, chipboard or cardboard</td> <td>75% PCRC; no antimicrobial coatings</td> </tr> <tr> <td>Binders: 3-ring, plastic with chip-board or cardboard interior</td> <td>30% PCRC; no PVC; no antimicrobial coatings</td> </tr> <tr> <td>Binders: 3-ring, solid plastic</td> <td>No PVC; no antimicrobial coatings</td> </tr> </tbody> </table>	PRODUCT	CRITERIA	Address, shipping, file folder sheet-style labels: white	30% Postconsumer Recycled Content (PCRC); no antimicrobial coatings	Batteries	Rechargeable or recyclable	Binders: 3-ring, chipboard or cardboard	75% PCRC; no antimicrobial coatings	Binders: 3-ring, plastic with chip-board or cardboard interior	30% PCRC; no PVC; no antimicrobial coatings	Binders: 3-ring, solid plastic	No PVC; no antimicrobial coatings																									
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CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)	
		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
		Calendars: coated paper, desk and hanging	10% PCRC
		Calendars: non-coated paper, desk and hanging	30% PCRC
		Construction paper	See the paper specification
		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
		Envelopes: kraft, unbleached paper	10% PCRC
		Facial tissue	10% PCRC; 100% RC
		File folders and pocket folders: paper	10% PCRC
		Markers and highlighters (permanent markers, dry erase markers)	AP nontoxic (ASTM D 4236); no antimicrobial coatings
		Napkins	30% PCRC; 100% RC
		Notebooks and notepads	30% PCRC
		Office paper	See the paper specification
		Padded mailers: paper	5% PCRC
		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 the toner cartridges

CATEGORY	SCOPE	SPECIFICATION LANGUAGE (Requirements)																			
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Paint	This specification addresses interior latex paint.	<p>Interior latex paint purchased by the District of Columbia shall meet the environmental criteria defined below. Products shall be certified to at least one (1) of the following standards, using the most recent version in effect at the time of purchase:</p> <ul style="list-style-type: none"> - Green Seal 11 Standard for Paints, Coatings, Stains, and Sealers - Green Seal 43 Standard for Recycled Content Latex Paints - Master Painters Institute (MPI) Extreme Green 																			
Paper	<p>This specification addresses the following types of paper:</p> <ol style="list-style-type: none"> 1. Copy, printer, and multi-purpose paper (all sizes, 20-24 lbs., 92-100 brightness) 2. Roll stock 3. Continuous 4. Construction paper 5. Newsprint 6. Offset 7. Easel pads 8. Envelopes 9. Facial tissue 10. File folders and pocket folders 11. Napkins 12. Notebooks and notepads 13. Padded mailers 14. Post-it notes 15. Report covers 16. Paper towels 	<p>Paper and paper-based products purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <table border="1"> <thead> <tr> <th>PRODUCT</th> <th>CRITERIA</th> </tr> </thead> <tbody> <tr> <td>Copy, printer, and multi-purpose paper (all sizes, 20-24 lbs., 92-100 brightness)</td> <td rowspan="6">At least 30% post-consumer recycled content (PCRC); Forest Stewardship Council (FSC) certified</td> </tr> <tr> <td>Roll stock</td> </tr> <tr> <td>Continuous</td> </tr> <tr> <td>Construction paper</td> </tr> <tr> <td>Newsprint</td> </tr> <tr> <td>Offset</td> </tr> <tr> <td>Easel pads</td> <td>30% PCRC</td> </tr> <tr> <td>Envelopes: wove</td> <td>30% PCRC</td> </tr> <tr> <td>Envelopes (catalog): kraft, white, and colored (including manila); paper</td> <td>20% PCRC</td> </tr> <tr> <td>Envelopes: kraft, unbleached paper</td> <td>10% PCRC</td> </tr> </tbody> </table>		PRODUCT	CRITERIA	Copy, printer, and multi-purpose paper (all sizes, 20-24 lbs., 92-100 brightness)	At least 30% post-consumer recycled content (PCRC); Forest Stewardship Council (FSC) certified	Roll stock	Continuous	Construction paper	Newsprint	Offset	Easel pads	30% PCRC	Envelopes: wove	30% PCRC	Envelopes (catalog): kraft, white, and colored (including manila); paper	20% PCRC	Envelopes: kraft, unbleached paper	10% PCRC	
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Printing Services	<p>This specification addresses the following service categories of printing services:</p> <ol style="list-style-type: none"> 1. Traditional printing services (business cards, brochures, pocket folders, mailers, flyers) 2. Signage printing services (banners, trade show displays, large posters) 3. Specialty printing services (labels, stickers, decals, promotional products, paychecks/forms requiring security clearance) 	<p>Traditional, signage, and specialty printing services purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <p><u>Ink:</u> Contractors shall use vegetable-based or soy-based ink that meets the requirements of the Vegetable Ink Printing Act of 1994.</p> <p><u>Paper:</u> For printing on paper and paper-based materials:</p> <ul style="list-style-type: none"> - For printing on uncoated paper, contractors shall use paper that contains at least 30% postconsumer recycled content (PCRC) and that is certified by the FSC. - For printing on materials other than uncoated paper, contractors shall use materials that meet the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines for PCRC, as listed below. <table border="1"> <thead> <tr> <th>PRODUCT</th> <th>RECYCLED CONTENT</th> </tr> </thead> <tbody> <tr> <td>Reprographic Paper, Offset Paper, Forms Bond, Wove Envelope Paper, Cotton Fiber Paper, Text & Cover Paper, File Folders</td> <td>30% PCRC</td> </tr> <tr> <td>Kraft Envelope Paper, Supercalendered, Machine Finish Groundwood, Papeteries, Check Safety Paper, Coated Printing Paper</td> <td>10% PCRC</td> </tr> <tr> <td>Bristols: Cards (Index, Postal, and Other, Including Index Sheets), Tags & Tickets</td> <td>20% PCRC</td> </tr> </tbody> </table>		PRODUCT	RECYCLED CONTENT	Reprographic Paper, Offset Paper, Forms Bond, Wove Envelope Paper, Cotton Fiber Paper, Text & Cover Paper, File Folders	30% PCRC	Kraft Envelope Paper, Supercalendered, Machine Finish Groundwood, Papeteries, Check Safety Paper, Coated Printing Paper	10% PCRC	Bristols: Cards (Index, Postal, and Other, Including Index Sheets), Tags & Tickets	20% PCRC										
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Snow & Ice Products	This specification addresses snow and ice control products, deicers, and anti-icers.	<p>Snow and ice control products such as deicers and anti-icers purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <p>Products and services shall be certified to at least one (1) of the following standards, using the most recent version in effect at the time of purchase:</p> <ul style="list-style-type: none"> - Safer Choice - USDA's BioPreferred® Program - Clear Roads
Toner & Ink Cartridges	This specification addresses black inkjet cartridges, laser cartridges, and other toner cartridges for copiers, printers, multi-function devices, and fax machines.	<p>Black toner cartridges purchased by the District of Columbia shall meet the environmental criteria defined below.</p> <p><u>Remanufactured Cartridges:</u> Toner cartridges procured by the District shall be remanufactured. Remanufacturing shall be done by companies that are certified by the Standardized Test Methods Committee (STMC) of the International Imaging Technology Council (I-ITC).</p> <p><u>Ink:</u> Contractors shall use vegetable-based or soy-based ink that meets the requirements of the Vegetable Ink Printing Act of 1994.</p>