

WASHINGTON STATE
Green Purchasing
GUIDE

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Introduction

Every product and service we use has potential positive or negative impacts on our health and the environment. Environmentally preferred products, which we refer to as green products, have *less negative* environmental and health impacts than similar goods and services that serve the same functions. The purchase of green products can protect the health of the State of Washington's employees and users of its contracts and facilities. Green products can also help prevent climate change and reduce harm to local and global ecosystems. And they often save money.

About the guide

This Green Purchasing Guide helps state agencies and other public entities in Washington contract for and purchase goods and services that minimize workplace hazards, conserve energy and water, protect natural resources, and reduce waste. It includes an overview of our state green purchasing laws, policies and executive orders, checklists and questionnaires for identifying green purchases, as well as a variety of sample green specifications, certifications and labels, buying guides, and boilerplate language for incorporating green into solicitations and contracts to improve green purchasing.

Examples of green products and their benefits:



The use of [certified green cleaning products](#) can protect your custodial staff and building occupants from becoming exposed to chemicals that can cause asthma, cancer and other health hazards.



Choosing [surplus](#) furniture and office equipment—rather than buying new—can stretch budgets and prevent waste.



The purchase of [sustainable electronics](#) (e.g., computers, monitors and copiers on the [EPEAT Registry](#)) can reduce your energy bills, prevent indoor air pollution, and reduce paper consumption.



The replacement of fluorescent lamps with [LED lighting equipment](#) can lower electricity bills, reduce greenhouse gas emissions, and eliminate toxic mercury.



Specifying traffic paint and other products that avoid or minimize [polychlorinated biphenyls \(PCBs\)](#) protects water supplies in Washington State from becoming contaminated with these highly persistent and bioaccumulative toxic chemicals.



The purchase of [copy paper](#) and other products with post-consumer recycled content reduces the amount of waste going to landfills increasing recyclable materials collected in recycling programs.

How to use the guide

Each chapter of the guide can be used in sequential order, or as standalone tools and guidance. The guide is updated regularly by DES as laws, policies and green purchasing information evolves. See acronyms, definitions and contact information at the end of the manual.

Green Purchasing Laws, Rules, Executive Orders & Enterprise Policies

Energy efficiency and climate protection policies

Avoiding greenhouse gases and toxic emissions

[Executive Order 20-01: State Efficiency and Environmental Performance \(SEEP\)](#) states: "When making purchasing, construction, leasing, and other decisions that affect state government's emissions of greenhouse gases (GHGs) or other toxic substances, agencies shall explicitly consider the benefits and costs (including the social costs of carbon) of available options to avoid those emissions. Where cost-effective and workable solutions are available that will reduce or eliminate emissions, decision makers shall select the lower-emissions options."

Avoiding hydrofluorocarbons (HFCs) in state purchasing

[RCW 39.26.310](#) and [Purchasing Preference for Products that Do Not Contain Hydrofluorocarbons \(HFCs\) \(DES- 310-00\)](#) direct Washington state agencies to give preference of at least 5% to bidders that offer products (e.g., aerosols, refrigerants, air conditioners, refrigerators and freezers, insulation and other foam-based building materials, adhesives, cleaning solvents, fire-suppressing agents, coatings, inks, etc.) that contain either (1) no HFCs or (2) HFCs with a relatively low global warming potential (GWP) if HFC-free products are unavailable. It also directs state agencies to purchase products that have been awarded preference under this law.

State purchases of biodiesel

[RCW 43.19.642](#) states that at least 20% of all diesel use by state agencies (except for state-operated ferries) must be biodiesel.

State purchases of clean fuel vehicles

[RCW 43.19.637](#) states that at least 30% of all new vehicles purchased through state contracts must be clean-fuel vehicles. [EO 20-01: State Efficiency and Environmental Performance \(SEEP\)](#), which provides updated guidance, directs state agencies to ensure that each lease or purchase of new vehicles shall prioritize the purchase of battery-electric vehicles (BEVs) or better emerging technology and support the installation of charging infrastructure. For vehicle classes in which BEVs are not available, agencies shall prioritize the most cost-effective low-emission options available. In January 2019, Gov. Inslee [announced](#) that he was directing all state agencies "to purchase elective vehicles (EVs) in applicable vehicle categories unless they can prove that an EV option in the marketplace does not meet the operational needs of the agency."

State purchases of energy efficient products

[RCW 19.27A: Energy Related Building Standards](#) established the state's strong statutory commitment to making public buildings energy efficient, including purchasing products and services that are highly energy efficient (e.g., ENERGY STAR-certified) or powered with renewable energy, such as solar or wind. [Executive Order 20-01: State Efficiency and Environmental Performance](#) further directs state agencies to "dramatically reduce energy use in state-owned facilities."



Toxics reduction policies

Avoiding toxic chemicals in products

[Executive Order 20-01: State Efficiency and Environmental Performance \(SEEP\)](#) states: "Cutting harmful pollution caused by the burning of fossil fuels for state facilities and vehicles, and reducing solid waste pollution and the use of dangerous toxics in the products state agencies purchase will all have a direct positive effect on human health, particularly for vulnerable children..."

Avoiding BPA in bottles

[RCW 70A.335](#) prohibits the sale of beverage containers designed for children and sports bottles that contain bisphenol-A (BPA).

Avoiding coal tar sealants

[RCW 70A.440](#) prohibits the sale and application of pavement products made with coal tar.

Avoiding copper in antifouling paints

[RCW 70A.445.020](#) prohibits copper boat paint.

Avoiding hazardous materials in electronics

[RCW 39.26.265](#) directs state agencies to purchase sustainable electronic products that meet environmental performance standards to reduce or eliminate hazardous materials. In addition, [Electronics Products Purchasing Preference \(POL-DES-265-00\)](#) establishes bid preferences authorized in RCW 39.26.265 for agencies purchasing electronic products that meet environmental performance standards relating to the reduction or elimination of hazardous materials.

Specifically, all applicable electronics (e.g., servers, computers and displays, imaging equipment, mobile phones and televisions) must be on the EPEAT Registry at the Bronze level or higher or meet another environmental standard that reduces the use of hazardous substances (e.g., TCO or the EU's Restriction of Hazardous Substances (RoHS) Directive).

Electronics on the EPEAT Registry at the Silver or Gold level are eligible for a purchasing preference of at least 5%.

DES is also required to ensure that its surplus electronic products, other than those sold individually to private citizens, "are managed only by registered transporters and by processors meeting the requirements of [RCW 70A.500.010](#)" and "are directed to legal secondary materials markets by requiring a chain of custody record that documents to whom the products were initially delivered through to the end use manufacturer."

Avoiding lead in wheel weights

[RCW 70A.435](#) directs government agencies and businesses to replace lead wheel weights with environmentally preferred wheel weights on all vehicles when they replace or balance tires in Washington.

Avoiding mercury

[RCW 70A.230: Mercury Education and Reduction Act](#) prohibits the sale of mercury-containing products (e.g., novelties, thermometers, thermostats, and vehicles containing mercury switches), with limited exceptions for medical facilities.

The law also requires DES to give priority and preference to the purchase of mercury-free equipment and supplies unless there is no economically feasible mercury-free alternative that performs a similar function. If a mercury-free product is not available, preference must be given to the product that contains the least amount of mercury necessary for the required performance.

It also requires all government entities and businesses to recycle mercury-containing lamps at the end of their useful life.

[Nonmercury-Added Purchasing Preference Policy \(POL-DES-70.95M.060-00\)](#) reinforces RCW 70.95M:

- Where there are nonmercury-added products commercially available, they must be purchased to the exclusion of products that contain mercury-added compounds or components; unless there is no economically feasible nonmercury-added alternative that performs a similar function.
- In circumstances where a nonmercury-added product is not available, preference must be given to the purchase of products that contain the least amount of mercury added to the product necessary for the required performance. Agencies shall apply a minimum of 5% preference to each product bid that contains the least amount of mercury-added compounds or components as compared to other bidders.

- In the special circumstance where the product containing mercury is designed to reduce electricity consumption by at least 40%, the preference is given to the qualifying mercury alternative available that saves the same or a greater amount of electricity.

Avoiding persistent, bioaccumulative toxins (PBTs) in state purchasing

[Chapter 173-333 WAC](#) defines PBT chemicals and recognize that PBTs “pose a unique threat to human health and the environment in Washington state. They remain in the environment for long periods of time, are hazardous to the health of humans and wildlife, can build up in the food chain, and can be transported long distances and readily move between air, land and water media.” It also states, “The goal of this chapter is to reduce and phase-out PBT uses, releases and exposures in Washington.”

[EO 04-01: Persistent Toxic Chemicals](#) directs state employees to avoid purchasing products containing PBTs, stating:

1. DES shall make available for purchase and use by all state agencies equipment, supplies, and other products that do not contain persistent, toxic chemicals unless there is no feasible alternative. In circumstances where a product that does not contain persistent, toxic chemicals is not available, preference shall be given to the purchase of products that contain the least amount of persistent, toxic chemicals.
2. Each state agency, as part of its Sustainability Plan, shall adopt measures to reduce the use of equipment, supplies, and other products that contain persistent, toxic chemicals.

Prioritizing recycled-content products

[RCW 43.19A](#) sets a goal of substantially increasing the state’s purchases of recycled-content products, directs state agencies to set recycled-content standards and gives state agencies the authority to offer purchasing preferences for products that contain recycled materials.

[RCW 43.19A.995: Recycled Content Procurement](#) establishes recycled content purchasing goals for the state of Washington:

1. Substantially increase the procurement of recycled content products by all local and state governmental agencies and public schools, and provide a model to encourage a comparable commitment by Washington state citizens and businesses in their purchasing practices;
2. Target government procurement policies and goals toward those recycled products for which there are significant market development needs or that may substantially contribute to solutions to the state's waste management problem;
3. Provide standards for recycled products for use in procurement programs by all governmental agencies;
4. Provide the authority for all governmental agencies to adopt preferential purchasing policies for recycled products;
5. Direct state agencies to develop strategies to increase recycled product purchases, and to provide specific goals for procurement of recycled paper products and organic recovered materials; and
6. Provide guidance and direction for local governments and other public agencies to develop plans for increasing the procurement of recycled content products.

In addition, [RCW 70A.205.005: Solid Waste Management—Reduction and Recycling—Priorities and Goals](#) reiterates the state’s commitment to purchasing recycled-content products and expanded it to include products that can be reused or recycled. This law states, “All governmental entities in the state should set an example by implementing aggressive waste reduction and recycling programs at their workplaces and by purchasing products that are made from recycled materials and are recyclable.”

[Recycled Content Purchasing Preference Policy \(POL-DES-255-00\)](#) states, “In establishing environmental requirements and preferences for products that contain recycled materials, agencies shall reference the current U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines (EPA CPGs) as the minimum standards for the state of Washington.”

This policy also directs state agencies to offer a purchasing preference of at least 10% to bidders whose products’ recycled content percentage exceeds the EPA CPG minimum. This applies to products in all current and future EPA CPG-designated products in the following categories:

- a. Construction
- b. Landscaping
- c. Miscellaneous, such as awards and plaques, bike racks, blasting grit, industrial drums, manual-grade strapping, mats, pallets, signage, sorbents
- d. Non-paper office supplies
- e. Paper supplies
- f. Parks and recreation
- g. Transportation
- h. Vehicular products

Avoiding polychlorinated biphenyls (PCBs)

[RCW 39.26.280: Preference—Products and Products in Packaging That Do Not Contain Polychlorinated Biphenyls](#) prohibits state agencies from knowingly purchasing “products or products in packaging containing polychlorinated biphenyls above the practical quantification limit except when it is not cost-effective or technically feasible to do so.” It also authorizes state agencies to give priority to and offer bid preferences for products or packaging that are PCB-free or have a relatively low concentration of PCBs.

[RCW 39.26.290](#): Tests and data of products procured authorizes DES to “request suppliers of products to provide testing data from an accredited laboratory or testing facility documenting product or product packaging polychlorinated biphenyl levels.”

[Procurement Preference for Products and Product Packaging that Do Not Contain Polychlorinated Biphenyls \(PCBs\) \(POL-DES-280-00\)](#) directs state agencies to offer preference of at least 5% to bidders that test their products (and/or packaging) and demonstrate they “do not contain PCBs within the limits of the test.” It also authorizes state agencies to offer a bid preference to bidders that offer products and packaging that contain relatively lower levels of PCBs.

Avoiding PFAS in firefighting agents and equipment

[RCW 70A.400](#) prohibits the sale and use of Class B firefighting foam for flammable liquid fires containing intentionally added perfluoroalkyl and polyfluoroalkyl substances (PFAS), a class of organic chemicals containing at least one fully fluorinated carbon atom that are called “forever chemicals” because of their persistence in the environment. The law also requires suppliers of firefighting personal protective equipment to notify purchasers if it contains PFAS.

Avoiding toxics in brake friction material

[RCW 70A.340](#) and [WAC 173-901](#) prohibit the sale of brakes containing asbestos, cadmium, chromium VI, copper, lead or mercury in the state of Washington.

Avoiding toxics in packaging

[RCW 70A.222](#) prohibits the sale of packaging containing intentionally added lead, cadmium, mercury or hexavalent chromium above 100 ppm. It also prohibits food packaging containing intentionally added PFAS except in cases where there are no practical PFAS-free alternatives.

Children’s safe products

[RCW 70A.430](#) and [WAC 173-334](#) prohibit lead, cadmium and phthalates in children’s products as well as flame retardants in children’s products and residential upholstered furniture.



Washington grown food procurement policies

[RCW 39.26.090](#) states that DES is responsible to establish state policy that all agencies must follow regarding food procurement procedures and materials that encourage and facilitate the purchase of food that is grown and processed or packaged in Washington state to the maximum extent practicable and consistent with international trade commitments. DES’ policy on [Purchases of Washington Grown Food \(DES-090-90\)](#) provides guidance on this topic.



Waste prevention and buy recycled policies

[Executive Order 20-01: State Efficiency and Environmental Performance](#) emphasizes the state’s commitment to reducing solid waste pollution as a strategy to protect human health and the environment.

Sale and transfer of surplus property

[RCW 43.19.1919](#) establishes rules for the sale and transfer of surplus property from one state agency to another or to local governments or nonprofit organizations. Find more information on DES' website about the [State of Washington's Surplus Property Program](#).

Purchasing 100% recycled-content copy paper

[RCW 43.19A.022](#) directs state agencies to purchase 100% recycled-content white cut sheet bond paper and to lease or purchase copiers and printers that can efficiently utilize it. For high-speed copiers and printers that cannot use 100% recycled-content paper, state agencies must purchase paper with the highest recycled content that can be used efficiently by the copier or printer. State agencies are also encouraged to purchase paper made with renewable energy.



New 2021 recycling and waste/litter reduction law

On July 25, 2021, the Governor signed [SB 5022](#): Recycling and Waste and Litter Reduction aimed at reducing single-use plastics. This law minimizes plastic waste by:

- Requiring a minimum amount of post-consumer recycled content in trash bags, plastic beverage, household cleaning and personal care products and "setting the country's highest recycled-content requirements for trash bags."
- Prohibiting the sale and distribution of expanded polystyrene (e.g., Styrofoam) food containers and packing peanuts.
- Becoming the first state to require food service establishments to only give customers single-use food service products and packaging when requested.

Per [SB 5022](#), effective dates to meet the new requirements are as follows:

Plastic trash bags. A producer of plastic trash bags must meet the following annual minimum postconsumer recycled content percentage on average for the total quantity of plastic trash bags, by weight, that are sold, offered for sale, or distributed in or into Washington by the producer effective:

- a. **January 1, 2023, through December 31, 2024:** No less than 10% postconsumer recycled content plastic by weight;
 - b. **January 1, 2025, through December 31, 2026:** No less than 15% postconsumer recycled content plastic by weight; and
 - c. **January 1, 2027 - forward:** No less than 20% postconsumer recycled content plastic by weight.
- ii. Food service products that include food containers, plates, clam shell-style containers, and hot and cold beverage cups. For the purposes of this subsection (1)(a)(ii), food service products do not include: Packaging for raw, uncooked, or butchered meat, fish, poultry, or seafood, vegetables, fruit, or egg cartons.

Expanded polystyrene prohibitions.

- 1. (a) **Beginning June 1, 2024,** the sale and distribution of the following expanded polystyrene products in or into Washington state is prohibited:
 - i. A portable container that is designed or intended to be used for cold storage, except for expanded polystyrene containers used for drugs, medical devices, and biological materials as defined in the federal food, drug, and cosmetic act (21 U.S.C. Sec. 301 et seq.) or shipping perishable commodities from a wholesale or retail establishment; and
- b. **Beginning June 1, 2023,** the sale and distribution of expanded polystyrene void filling packaging products, which means loose fill packaging material, also referred to as packing peanuts, in or into Washington state is prohibited.

Green Purchasing Questions for Procurement Coordinators

Starting a solicitation

Please take a moment to answer the following questions and submit your answers to your supervisor for review with your draft solicitation package to help identify and document green purchasing considerations for this product/service category.

1. What type of products or services are you procuring in your solicitation?

2. Are there environmental or health goals that you're hoping to achieve with this contract? If so, what are they? (See below or [green buying guides](#) for examples)

3. Are any of the products or services included in the State of Washington's Product-Specific Recommended Green Purchasing Specifications? Please indicate which categories apply:

Building construction, maintenance and repair products

Adhesives, carpet, ceiling tiles, cement and concrete, fiberboard and wallboard, hand cleaners, hand dryers, hand sanitizers, janitorial paper products, surface disinfectants and sanitizers, vacuum cleaners and deep cleaning extractors

Cleaning products

Bags, cleaning and floor maintenance chemicals, hand cleaners and sanitizers, hand dryers, janitorial paper products, surface disinfectants and sanitizers and vacuum cleaners and deep cleaning extractors

Electronics

Appliances, communications and computer equipment, imaging equipment, lighting equipment and televisions

Energy-related products

Electricity, flashlights and batteries, heating products, motors, power generators and power storage systems

Fleet equipment and supplies

Brakes, engine coolants, electric vehicle charging stations, fuel, motor oil, parts cleaners, tires, vehicles, washing chemicals, and wheel weights

Food service equipment and supplies

Beverages, food, food service equipment, food service ware, gloves, napkins, straws

Medical equipment and supplies

Gloves, PPE

Office supplies

Envelopes, file folders, mats, office furniture, copy paper, pencils, pens, sticky notes, toner and ink cartridges, and whiteboard cleaners

Outdoor products

Firefighting agents and equipment, irrigation equipment, landscaping materials and timbers, pest management, and traffic- and zone-marking paint

4. If this is a category covered by the State of Washington’s recommended Green Product Specifications Guidance, did you include the recommended minimum required specification language, including applicable certifications or labels, identified in your solicitation (or purchase order)?

Yes

If yes, please insert below the recommended environmental or health specifications, certifications, labels, or other language that you included in your solicitation document for this product category.

No

If no, please explain why you did not include recommended specifications, certifications and labels.

5. Did you include any of the state green purchasing boilerplate language in your solicitation document?

Yes

If yes, please insert below the boilerplate language that you included in your solicitation.

No

If no, please explain why you did not include boilerplate language.

6. Are any of the products or services offered on this contract eligible for an environmental price preference as set forth in WA state green purchasing Laws, Rules, Executive Orders & Enterprise Policies?

Yes

If yes, which one(s)? (*Examples: PCB-free, mercury-free, recycled content, sustainable electronics, HFC-free*)

No

7. Are you offering non-cost best value points for environmental or health attributes to bidders on this contract?

Yes

If yes, please describe below how you are planning to evaluate the bids using a best value analysis, including the non-cost point that you are offering.

No

If no, please explain why you are not using a best value analysis or offering any non-cost points in your bid evaluation process.



If you answered yes to any of the questions above, your contract should include green purchasing considerations. Please consult your agency green purchasing coordinator for assistance (where available).

Use this document as a starting point for future green purchasing discussions.

Your Name _____ Date _____

Shared with Supervisor's Name _____ Date _____

Shared with Stakeholder Team & EPP Coordinators _____ Date _____

Applicable environmental bid preferences

Indicated by an [X] below

PCB-free products

Examples: Fish food, paints/coatings, traffic marking materials, toner/ink

Resources: [PCBs Preference in Procurement Desk Aid](#); [PCBs and Procurement Training](#)

Recycled-content products

Examples: Construction materials (insulation, wall board), landscaping materials (compost, mulch), janitorial supplies (paper towels, trash bags), mats, office supplies (paper, envelopes, file folders, toner cartridges), sorbents, vehicle supplies (motor oil, tires)

Resources: [Recycled-Content Products Environmental Preference Desk Aid](#)

Sustainable electronics

Examples: Computers, monitors, imaging equipment (copiers, printers, multifunction devices), mobile phones, servers, TVs

Resources: [Sustainable Electronics Environmental Preference Desk Aid](#)

Mercury-free/low-mercury products

Examples: Appliances, batteries, lighting equipment (lamps and luminaires), medical equipment, vehicles

Resources: [Mercury-Free/Low-Mercury Environmental Preference Desk Aid](#)

Products that do not contain hydrofluorocarbons (HFCs)

Examples: Refrigeration and air conditioning equipment, refrigerants, foam blowing agents, cleaning solvents, adhesives, coatings, inks, aerosols

Resources: [HFC-Free Environmental Preference Desk Aid](#)

This solicitation does not have an environmental bid preference.

Procurement Coordinators' Steps for Incorporating Green Purchases into Contracts & Solicitations

Follow these steps

Step 1. Look for a DES statewide contract to buy from first.

- Always start by looking for a [statewide contract](#) with green purchasing opportunities. Statewide contracts often have green purchasing opportunities already built in for purchasers.
- Statewide contracts look to mandate specific environmental certifications or standards, placing restrictions on chemicals of concern, or requiring sustainability practices by contractors.

Step 2. Evaluate green purchasing opportunities by reviewing current contract spend and historic documents.

- Look at current contract spend to identify commonly purchased products that are/could be green.
- Check the prior solicitation for any green purchasing specifications to carry over to the new one.
- To request vendor sales data, use the Sample Price Sheet Template on next page to help you receive key green purchasing details.
- Highlight purchased products that are candidates for green specs/requirements or a bid preference.
- Recommend removing toxic products from the future contract product list, replace with safer alternatives.

STEP 3. Convene a stakeholder/sourcing team early, include green purchasing experts.

- Identify then convene a stakeholder group of primary contract users and subject-matter experts (SMEs).
- Invite any green purchasing experts in your agency* and talk with other agencies working on similar contracts.
- Gather any green purchasing knowledge or information on the products or services to avoid duplicating efforts.
- Host a kickoff meeting, providing attendees with a copy of the completed green purchasing [Questions for Procurement Coordinators](#).
- Use the completed list to talk about the various green purchasing considerations.
- Ask SMEs for ideas on how to make the contract greener from their experience or perspective.
- Conduct market research, including a formal Request for Information (RFI), to gather more information.

*Note: When developing an agency-specific contract, engage your agency's green purchasing team (if you have one), SMEs and contract users. Check to see if your agency has additional agency-specific guidance when beginning solicitation planning to discuss any potential green purchasing elements and refer to this guide.

STEP 4. Develop specifications using state standards when available.

- Whenever available use standardized [Green Product Specifications and Guidance](#) developed by the SEEP EPP Workgroup.
- Work with stakeholders and green purchasing SMEs to add the recommended green requirements to your solicitation.
- Use the [Green Certifications, Labels and Standards Guide](#) to assist.
- Make sure green purchasing specifications comply with applicable green purchasing [Laws, Rules, Executive Orders and](#)

[Enterprise Policies](#) requiring agencies to specify products that contain recycled content, avoid toxic chemicals (e.g., polychlorinated biphenyls (PCBs), hydrofluorocarbons (HFCs), mercury and other persistent toxic chemicals (PBTs)), and meet other environmental standards.

- Determine if products or services that meet the proposed green purchasing requirements are available from vendors by conducting a market assessment or issuing an RFI.
- If you determine that green products and services are only available from a few suppliers, you can give non-cost points to bidders that offer green products/services rather than making the green specification mandatory.

STEP 5. Offer statutory environmental bid preferences.

- The State of Washington offers [bid preferences](#) to incentivize vendors to sell products that eliminate or reduce environmental and human health risks, such as PCBs, HFCs, mercury, single-use plastics, and burning fossil fuels that can have significantly adverse effects.
- Refer to green purchasing [Laws, Rules, Executive Orders and Enterprise Policies](#) for instructions about how to offer (and evaluate) Bid Preferences for sustainable electronics, products made with recycled content, or products free of chemicals of concern such as mercury, PCBs, or HFCs.
- Use the information in this guide to guide your decision-making about which green purchasing bid preferences may apply.
- If you offer an environmental bid preference in your contract solicitations, be sure to mark it in WEBS

Sample green purchasing specs

Product Category	REQUIRED Environmental or Health Attributes	Minimum % of Recycled Content	DESIRABLE Environmental or Health Attributes (Price Preferences and Best Value No-Cost Points)
Laptop Computers	EPEAT Registration (Bronze level or higher*) Bidder must offer e-waste recycling services	None	5% Bid Preference offered for products on EPEAT at Silver or Gold level*

*Pursuant to DES' [Electronics Products Purchasing Preference \(POL-DES-265-00\)](#), which establishes minimum bid specifications and preferences authorized under RCW 39.26.265 for agencies purchasing electronic products.

STEP 6. Identify other opportunities to award green best value non-cost points.

- [RCW 39.26.160: Bid Awards–Considerations–Requirements](#) gives state of Washington employees the authority to award contracts that represent the best value when determining the lowest responsive and responsible bidder(s), taking into consideration factors beyond initial price such as diversity, and environmental and human health impacts, life-cycle costs, and bidder experience or past performance.
- Work with stakeholders and green purchasing SMEs to look at awarding non-cost points to bidders that offer green products exceeding the minimum requirements or that use sustainable practices in their operations.
- Be sure to clearly define the bid evaluation process for any non-cost best value points you are offering.
- Include questions about bidders' green products and corporate sustainability initiatives.
- Bidders can be scored on their use of environmentally preferred packaging or their ability to collect and recycle products offered (e.g., batteries, carpeting, computers).
- Bidders can receive points if they train customers on proper use of green purchasing (e.g., green cleaning products) for example (*See Step 7 for sample language to notify bidders of use of best value non-cost points*).

Sample Price Sheet Template

Product Description	Unit of Measure (UOM)	Minimum green Specification(s) for This Product	Product Offered: Manufacturer/ Brand and Product Number	Environmental Certification(s) of This Product	% of Recycled Content and/ or Other Environmental Attributes of this Product	PRICE (\$.00)
Copy Paper, White, 8.5" X 11"	Case of 5000 sheets	Product must contain 100% post-consumer recycled content	Vendor input	Vendor input	Vendor input	Vendor input
Markers, colored	Box of 10	Product must be low odor, toxic free	Vendor input	Vendor input	Vendor input	Vendor input
Pens, ink, blue	Box of 25	Product must contain 100% post-consumer recycled content	Vendor input	Vendor input	Vendor input	Vendor input

STEP 7. Insert green boilerplate language into your contract solicitation.

- Add standard language from the [Recommended State of Washington green purchasing Boilerplate Language](#), which covers product labeling, green spend reporting, etc., and share with stakeholder team for feedback.

STEP 8. Green your market basket (core product offering) list.

- An important goal is to secure low prices on green purchases, often through high percentage discounts, to increase the likelihood that they will be purchased by contract users.
- Work with stakeholders to add green products to your market basket (core product offering) list. Try to offer an available green product for each item.
- Ask bidders to list the environmental attributes of each alternate green product offered, ensuring it meets the minimum green specifications in your bid solicitation.

Using this will help standardize the state's green purchasing procedures, give consistent instructions to bidders, and save you time.

- Require bidders to certify in writing that all environmental and health claims of their products and services comply with [FTC's Guidelines for the use of Environmental Marketing Terms](#).
- Consider creating a separate green market basket and allow bidders to bid only on green products (or regular products), to increase competition.
- Once the market basket and other green product language/preferences/non-cost scoring is approved, share the final draft with your stakeholder team.

STEP 9. Share green purchasing requirements with potential bidders at prebid meeting and Q&A period.

- Shortly after your bid solicitation is posted, it is often beneficial to host a prebid meeting with potential bidders and allow sufficient time for green purchasing Q&A.

- Awareness and clarity around green requirements increase the likelihood that bidders understand the specifications and helps reduce the chance for bidding errors.
- Make sure bidders are clear about price preferences or non-cost points.

STEP 10. Evaluate green purchasing elements in incoming bids and award contracts.

- Continue engaging your stakeholder team and prepare them to evaluate incoming bids when ready.
- Include green purchasing SMEs on eval team or as additional reviewers to help determine whether bids meet the minimum requirements, are eligible for a price preference or qualify for best value non-cost points.
- Using published list of certified products/services to verify green purchasing claims will make the job easier.
- Consider multiple awards to increase availability of green products and services on state contracts, to give opportunities for small businesses to win an award, and to promote competition over the life of the contract.
- Share final solicitation and contract with your agency’s green purchasing team to track and report green purchasing results and to document feedback on tools and strategies that were successful or need adjusting.

STEP 11. Promote green products on your new contract.

- Use the [Sample Price Sheet Template](#) to assist in this process, highlighting green products and services on your contract.
- Once awarded, work with vendors to identify and promote green product offerings.

- Submit information about your contract to the [SEEP EPP Workgroup](#) for awareness.
- Announce your new green purchasing contract to internal and external partners through communications and publications.
- Consider hosting online or in-person training with awarded vendors to educate potential contract users about the green options available to them on the contract.
- For DES contracts specialists:
 - o Summarize green products and services on the DES website Contract Portal.
 - o Consider creating a green buying guide for other agencies seeking these products. If one already exists, update it with the new contract and product information and link it to the contract portal page.

STEP 12. Track contract usage and monitor vendor performance.

- Ensure vendors submit detailed quarterly sales reports as required by the contract.
- Use the [Green Purchasing Vendor Reporting Template](#) to collect information on total spend and green spend in a consistent format.
- Vendor sales reports should clearly identify all green products and services and include information about each product’s environmental certifications, the percentage of recycled content it contains and other environmental standards it meets.
- Monitor contract compliance and conduct outreach to vendors, as needed.
- Monitor agency spending on green products for the annual green purchasing report or to conduct outreach to improve green purchasing.

Green Purchasing Boilerplate Language for Bid Solicitations & Contracts

This language is intended to be inserted into solicitations and contracts to help improve green purchasing in state contracts, providing language consistency and standardization for state agency procurement coordinators. Cut and paste sections that fit into solicitations as needed/appropriate, and/or can become a standard green purchasing appendix, for example.

Green purchasing bid solicitation language

The following is the recommended green purchasing language that can be inserted into the solicitation and contract that is sent to all bidders. This notifies bidders that the State of Washington is committed to purchasing green products and services and that they must comply with all green purchasing specifications in the contract proposal, follow the [Federal Trade Commission's Green Marketing Guidelines](#), and provide at least one purchaser that has purchased green products from them in the past as a reference. In addition, the green purchasing bid solicitation language encourages bidders to offer green products and services that qualify for the state's statutory environmental bid preferences as well as best value non-cost points. Finally, it also puts bidders on notice that they may be required to provide samples of their green products or green purchasing-related training materials for the bid evaluation.

1. The State of Washington is committed to purchasing environmentally preferred products and services.

This includes goods and services that can help the state conserve energy or water, are powered with clean and renewable energy, prevent climate change, reduce solid waste generation or are made with recycled content, and protect human health and the environment by preventing toxic chemical usage, emissions and waste.

[RCW 39.26.160: Bid Awards—Considerations](#) states that in determining the lowest responsive and responsible bidder, an agency may consider best value criteria including, but not limited to, whether the bid considers human health and environmental impacts. Accordingly, state agencies can specify and purchase goods and services that protect human health and the environment and that reduce life-cycle costs.

[Executive Order 20-01: State Efficiency and Environmental Performance](#) has reiterated the state’s commitment to purchasing environmentally preferred products, stating, “When making purchasing, construction, leasing, and other decisions that affect state government’s emissions of GHGs or other toxic substances, agencies shall explicitly consider the benefits and costs (including the social costs of carbon) of available options to avoid those emissions. Where cost-effective and workable solutions are available that will reduce or eliminate emissions, decision makers shall select the lower-emissions options.” EO 20-01 also reinforces the many provisions in the Revised Code of Washington (RCW) that have committed the State of Washington to specifically increasing its purchases of recycled-content, energy-efficient, and low-toxicity products and services. Accordingly, Bidders are strongly encouraged to offer environmentally preferred products and service as defined in the green purchasing specifications to fulfill this contract, to the greatest extent practicable.

2. Bidders must comply with the green purchasing specifications in this Contract Proposal.

To be deemed responsive, Bidders must offer products and services that meet or exceed the Minimum EPP Specifications included in this Contract Proposal.

EPP specifications to include

A. Statutory EPP requirements

Enacted by the State of Washington or the federal government, including notably the Revised Code of Washington (RCW), which prohibit State agencies from purchasing products containing PCBs mercury, and other chemicals of concern, except when safer alternatives are not cost-effective or technically feasible or direct State agencies to purchase products with recycled content at levels that comply with the U.S. EPA’s Comprehensive Procurement Guidelines. (See examples of EPP Minimum Requirements in table below.)

- **Avoidance of polychlorinated biphenyls (PCBs)**

[RCW 39.26.280: Preference—Products and Products in Packaging That Do Not Contain Polychlorinated Biphenyls](#) prohibits State agencies from knowingly purchasing “products or products in packaging containing polychlorinated biphenyls above the practical quantification limit except when it is not cost-effective or technically feasible to do so.”

- **Avoidance of hazardous materials in electronics**

[RCW 39.26.265](#) directs State agencies to purchase sustainable electronic products meeting environmental performance standards that reduce or eliminate hazardous materials. In addition, [Electronics Products Purchasing Preference \(POL-DES-265-00\)](#) states, “All applicable electronics (e.g., servers, computers and displays, imaging equipment, mobile phones, and televisions) must be on the EPEAT Registry at the Bronze level or higher or meet another environmental standard that reduces the use of hazardous substances.” (Other applicable standards include TCO or the EU’s Restriction of Hazardous Substances (RoHS) Directive).

- **Avoidance of mercury**

[RCW 70.95M: Mercury Education and Reduction Act](#) prohibits the sale of mercury-containing products (e.g., novelties, thermometers, thermostats, and vehicles containing mercury switches) with limited exceptions for medical facilities.

In addition, [Nonmercury-Added Purchasing Preference Policy \(POL-DES-70.95M.060-00\)](#) states, “Where there are nonmercury-added products commercially available, they must be purchased to the exclusion of products that contain mercury-added compounds or components; unless there is no economically feasible nonmercury-added alternative that performs a similar function.”

- **State purchasing of recycled-content product**

[Recycled Content Purchasing Preference Policy \(POL-DES-255-00\)](#) states, “In establishing environmental requirements and preferences for products that contain recycled materials, agencies shall reference the current [U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines \(EPA CPGs\)](#) as the minimum standards for the state of Washington.”

B. Third-party environmental certifications (See [Certifications and Labels Guide](#) - e.g., Biodegradable Products Institute (BPI), Cradle to Cradle, ENERGY STAR, Forest Stewardship Council (FSC), Green Seal, Safer Choice, UL ECOLOGO).

C. Other environmental standards (e.g., the [U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines \(CPGs\)](#), the [EPEAT Rating System](#), or the [European Union’s Restriction of Hazardous Substances \(RoHS\) Directive](#)).

D. Standards and other guidance adopted by the State Efficiency and Environmental Performance (SEEP) Governing Council (including standards listed in [EO 20-01](#)).

E. Policies adopted by the Washington Department of Enterprise Services ([WA DES Policies](#))

F. Environmental requirements approved by the sourcing team for this contract.

Conventional (non-green) products and services may be offered ONLY when the product or service is NOT in a category that is covered in the EPP Specifications in Attachment __. If the Bidder offers a non-green product when a green product is specified, their bid may be considered non-responsive. Below is a summary of the EPP Specifications for this Contract, which are described in more detail in Attachment __.

Summary of EPP specifications for this contract

Product or Service Category	Required Environmental/ Health Certification(s)	Minimum Percentage of Post-Consumer Recycled Content	Other Environmental or Health Requirements or Desirable Attributes
Cleaning Chemicals (except disinfectants and sanitizers)	Current certification by Green Seal, Safer Choice, UL EcoLogo or Cradle to Cradle (Silver Level or Higher)	N/A	Bidder must offer at least one line of products in closed-loop packaging. Fragrance-free and dye-free products are desirable.

This Contract Proposal has a Green Core/Market Basket List. When submitting offers, Bidders must list in their completed Bid Sheet the third-party environmental certifications and/or standards of each ALTERNATE product or service offered that meets the EPP Specifications in this Contract Proposal. (Sample products already meet the EPP Specifications.) See Sample Bid Sheet, below.

Sample bid sheet for the green market basket list items

Product Description (including Unit of Measure)	Sample Product Manufacturer/ Brand	Sample Product Number	Environmental and Health Specification(s) for ALTERNATES	Product Offered: Manufacturer/Brand and Product Number	Environmental and Health Attributes of This Product (if ALTERNATE)	PRICE (\$..00)
Copy Paper, White, 8.5" X 11", Case of 5000 sheets	Eco100 Copy Paper by Green Paper Company	12345	Product must contain 100% post-consumer recycled content	Vendor input	Vendor input	Vendor input

Bidders may be required to provide documentation that the products and/or services they are offering on this Contract meet the minimum EPP Specifications, at the request of Washington DES for statewide contracts, or another state agency for departmental contracts. Documentation may include proof that the product or service has the required third-party certification(s), minimum percentage of recycled content, or other environmental, health or sustainability attributes listed the EPP Specifications.

Washington DES or the lead agency for this Contract reserves the right to block products that do not comply with the minimum EPP Specifications or add more EPPs to this Contract (only in categories they were awarded) as long as the products meet the minimum EPP Specifications, are offered with the same percentage discount as similar items on the Contract, and there is mutual agreement of the Procurement Coordinator and the awarded vendor. In addition, over the life of the Contract, the State reserves the right to strengthen its EPP Specifications in order to provide additional protection to human health and the environment or to reflect changes in federal or state environmental laws, third-party certifications or market availability of EPPs. In such cases, the Contractor may be asked to further limit its product offering to goods and/or services meeting the revised EPP Specification(s).

3. Bidders must follow the Federal Trade Commission’s (FTC’s) Green Marketing Guidelines

Bidders may be required to label environmentally preferable products that are offered on State contracts. In addition, they shall certify in writing that any claims of environmental attributes made about the products and/or or services it is offering on this contract are consistent with [the FTC’s Guidelines for the use of Environmental Marketing Terms](#).

4. Bidders are strongly encouraged to offer environmentally preferred products and services (EPPs) that qualify for legally authorized environmental bid preferences.

Polychlorinated biphenyls (PCBs), hydrofluorocarbons (HFCs), mercury, single-use plastics, and burning fossil fuels have adverse effects on human health and the environment. Accordingly, the State of Washington, offers Purchasing Preferences to incentivize vendors to sell products that eliminate or reduce these environmental and human health risks. Bidders are strongly encouraged to offer environmentally preferred products and services (EPPs) that qualify for legally authorized Environmental Bid Preferences. After determining that minimum EPP requirements are met, if products or services listed in this bid solicitation document are eligible for an Environmental Bid Preference, Bidders should be encouraged to review the applicable Environmental Bid Preference Language and complete the Bidder Certification Form if they have products or services that qualify.

Applicable preferences

Indicated by an [X] below

PCB-free products

Examples: Paints/coatings, traffic marking materials, toner/ink

Recycled-content products

Examples: Construction materials (insulation, wall board), landscaping materials (compost, mulch), janitorial supplies (paper towels, trash bags), office supplies (paper, envelopes, file folders, toner cartridges), sorbents, vehicle supplies (motor oil, tires)

Mercury-free/low-mercury products

Examples: Appliance, batteries, lighting equipment (lamps and luminaires), medical equipment, vehicles

Products that do not contain hydrofluorocarbons (HFCs)

Examples: Refrigeration and air conditioning equipment, refrigerants, foam blowing agents, cleaning solvents, adhesives, coatings, inks, aerosols

Sustainable electronics

Examples: Computers, monitors, imaging equipment (copiers, printers, multifunction devices), mobile phones, servers, TVs

This Contract Proposal does not include any products or services that are eligible for an Environmental Bid Preference.

Bidders must certify (on a Bidder Certification Form provided by the Procurement Coordinator) whether they are seeking an Environmental Bid Preference for specific types of EPPs. In addition, the Contract Proposal must notify Bidders that they will be expected to represent and warrant that any product(s) for which they sought and were awarded an environmental bid preference shall, over the entire term of this Contract, meet or exceed the EPP standard that enabled it to be awarded such preference (e.g., have a recycled content above the minimum in the EPP Specification, have an EPEAT rating of Silver or Gold, have a relatively low concentration of PCBs or mercury, or have HFCs with a relatively low global warming potential, etc.).

5. The State of Washington reserves the right to award this Contract based on a Best Value analysis.

RCW 39.26.160: Bid Awards—Considerations gives the authority to award contracts based on factors beyond initial price such as environmental and human health impacts of products that exceed the minimum requirements, experience and past performance of the supplier, additional services offered by the supplier (e.g., training, recycling, etc.) and life-cycle cost when determining the lowest responsive and responsible Bidder.

This Contract Proposal is being awarded based on a Best Value analysis.

[Procurement Coordinator to insert information about how the Best Value analysis will be conducted. Reminder: The EPP Best Value Survey Questions for Bidders can assist with this.]

This Contract Proposal is NOT being awarded based on a Best Value analysis.

- 6. Bidders may be required to provide samples of its environmentally preferred products (EPPs)** during the bid evaluation process or over the life of the Contract for evaluation or performance testing, at the request of the Procurement Coordinator.
- Bidders are required to provide samples of the following types of EPPs for the bid evaluation process:**_____
 - Bidders are NOT required to provide EPP samples for the bid evaluation process.**
- 7. Bidders may be required to provide samples of their company’s EPP-related training materials** explaining the benefits and proper use of the environmentally preferred products or services (EPPs) that are being offered on this Contract. In addition, they may be required to provide training to Contract users over the life of the Contract.
- Bidders ARE required to provide samples of their EPP-related training materials.**
 - Bidders are NOT required to provide samples of their EPP-related training materials.**
- 8. Bidders must provide at least one reference** of a state or local jurisdiction, business or organization they have helped to successfully transition to using their environmentally preferred products or services (EPPs).

EPP contract award language

EPP contract language is designed to be inserted into the Contract to be signed by each approved vendor that has received an award. This reinforces Contractor’s EPP-related responsibilities over the life of the contract, including, but not limited to adhering to the minimum EPP specifications, clearly and accurately labeling its EPPs, promoting the purchase of EPPs to Contract users, complying with all EPP-related laws and reporting requirements.

The Contractor may only offer products and services that meet the minimum EPP Specifications in the contract proposal.

The Contractor may NOT offer any products or services on this contract that fail to meet the minimum EPP Specifications in this Contract Proposal.

The Contractor’s Price List should include all awarded environmentally preferred products and services (EPPs) as well as all awarded conventional products that are not subject to the State’s EPP standards on this contract. For each product covered by an EPP standard in Attachment A, the Contractor’s Price List must include its sustainability attributes (e.g., third-party environmental certifications and percentage of recycled content) indicating how it meets the Environmental Specification in Attachment A. See Sample Price Sheet Template below.

Sample price sheet template

Product Description	Unit of Measure (UOM)	Minimum EPP Specification(s) for This Product	Product Offered: Manufacturer/ Brand and Product Number	Environmental Certification(s) of This Product	% of Recycled Content and/ or Other Environmental Attributes of this Product	PRICE (\$.00)
Copy Paper, White, 8.5" X 11"	Case of 5000 sheets	Product must contain 100% post-consumer recycled content	Vendor input	Vendor input	Vendor input	Vendor input

- The Contractor must clearly and accurately label environmentally preferred products and services (EPPs) on this contract.**

All environmental benefit claims made by the Contractor concerning products or services offered on this Contract must comply with the [Federal Trade Commission's Guidelines for the use of Environmental Marketing Claims](#). At the request of DES or any user of this Contract, the Contractor must provide documentation of environmental and health claims if it is not publicly available for verification. The State also reserves the right to require the Contractor to remove any environmental claims that it deems to be false, vague, misleading or unsubstantiated in catalogs, websites or marketing materials that are provided to the State under this Contract.

The Contractor must clearly and accurately label the environmental and health attributes of its products and services, including third-party certifications, the percentage of post-consumer recycled content, and other environmental and health attributes in all catalogs, websites or other marketing materials provided to State of Washington employees or any other Contract users. The linked list includes, but is not limited to, **EPP Certifications, Labels & Standards Guide** the state of Washington uses to identify environmentally preferred goods and services (EPPs).

- The Contractor is strongly encouraged to help the State meet its goal of significantly reducing energy consumption and greenhouse gas emissions (GHGs) associated with the State's procurement of goods and services by using, clearly labeling and promoting the purchase of energy-efficient products over the life of this contract.**

[Chapter 19.27A of the Revised Code of Washington \(RCW\): Energy Related Building Standards](#), established the State's strong statutory commitment to making public buildings models of energy efficiency. This can be achieved, in part, by increasing the State's purchases of products or services that are highly energy-efficient, that generate (or are made with) renewable energy (e.g., solar or wind), or that reduce greenhouse gas (GHG) emissions in other ways. The law states:

The legislature finds that energy efficiency is the cheapest, quickest, and cleanest way to meet rising energy needs, confront climate change, and boost our economy. More than 30% of Washington's greenhouse gas emissions come from energy use in buildings. Making homes, businesses, and public institutions more energy efficient will save money, create good local jobs, enhance energy security, reduce pollution that causes global warming, and speed economic recovery while reducing the need to invest in costly new generation.

Washington can spur its economy and assert its regional and national clean energy leadership by putting efficiency first. Washington can accomplish this by: Promoting super-efficient, low-energy use building codes; requiring disclosure of buildings' energy use to prospective buyers; making public buildings models of energy efficiency; financing energy saving upgrades to existing buildings; and reducing utility bills for low-income households. [Emphasis added.]



Governor Inslee's 2020 [Executive Order 20-01: State Efficiency and Environmental Performance](#) reiterates and reinforces the State's commitment to purchasing energy-efficient products and reducing greenhouse gas (GHG) emissions, stating:

Improving the energy efficiency of state government operations reduces spending on energy, is a wise use of taxpayers' dollars, and allows agencies to redirect funds towards citizens' critical needs [and] improving energy efficiency and accelerating the adoption of renewable energy strengthens Washington's economy in many ways, including: by promoting innovative clean, home-grown energy technologies over the burning of imported fossil fuels; by expanding employment in the construction trades; and by improving job growth and competitiveness in clean energy businesses and technologies in the state...

Reducing levels of atmospheric greenhouse gases (GHGs) will support Washington's fight against climate change, which is already costing Washington businesses and governments—and harming citizens—through more severe wildfires, droughts, heat waves, damaging storms and flooding, as well as degraded water supplies, rising sea levels, increased damage from invasive species, greater stresses on agricultural and forestry crops, damage to salmon fisheries, and harm to shellfish from ocean acidification, among other costly impacts.

Accordingly, the Contractor shall promote the purchase of products that meet or exceed the energy-efficiency standards listed in the minimum EPP Specifications for this contract. In addition, it must clearly and accurately label, and promote the purchase of highly energy-efficient products in its offering to State employees and other users of this contract. Products that qualify as "energy efficient" include those that meet one of the following standards:

- ENERGY STAR Certified
- DesignLights Consortium (DLC) (LED lighting equipment only)
- EPEAT Registered (covers electronic equipment only)
- NEMA Premium Efficiency Certified (covers electric motors only)
- Green-e Certified (products made with clean renewable energy)
- Compliant with California's Title 20 Appliance Efficiency Standards
- WaterSense Certified (covers toilets, faucets and other products that use water)

Washington Department of Enterprise Service (WA DES) or the lead agency for this Contract, reserves the right to block products that do not comply with the energy-efficiency requirements listed in the minimum EPP Specifications for this Contract.

- **The Contractor shall offer and promote the purchase of products that are made with recycled content, that are reusable, recyclable or compostable, or that reduce waste in other ways, to the greatest extent practicable.**

The State of Washington, through its procurements of goods and services, is committed to maximizing the purchase of products made from recycled content and incentivizing its vendors to sell products and products in packaging made with recycled content.

[RCW 43.19A.995: Recycled Content Procurement](#) established a goal to "substantially increase the procurement of recycled content products by all local and state governmental agencies and public schools, and provide a model to encourage a comparable commitment by Washington state citizens and businesses in their purchasing practices..."

Accordingly, the Contractor shall comply with the EPP Specifications for this contract, which require certain products to have a minimum percentage of recycled content or be reusable, recyclable or certified compostable. The Contractor is required to clearly and accurately label all reusable, recycled-content, and compostable products on this Contract. In addition, the Contractor is strongly encouraged to promote the purchase of these and other environmentally preferable products to the greatest extent practicable. The Contractor should indicate the percentage of both post-consumer recycled content (PCRC) and total recycled content of all products offered on this Contract and indicate whether it complies with the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines pursuant to [Recycled Content Purchasing Preference Policy \(POL-DES-255-00\)](#), which states, "In establishing environmental requirements and preferences for products that contain recycled materials, agencies shall reference the current [U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines \(EPA CPGs\)](#) as the minimum standards for the state of Washington."

If the Contractor supplies white cut sheet bond paper for printers or copiers for sale on this contract, it must offer products with 100% post-consumer recycled content, pursuant to [RCW 43.19A.022: Recycled Content Paper for Printers and Copiers](#), which states that, "All state agencies shall purchase one hundred percent recycled content white cut sheet bond paper used in office printers and copiers."

In addition, pursuant to [RCW 43.19A: Recycled Product Procurement](#) contractors should make every effort to deliver products in reusable packaging or recyclable corrugated cardboard packaging with at least 25% post-consumer recycled content (PCRC), which meets the U.S. EPA's [Comprehensive Procurement Guideline \(CPG\)](#) for this type of packaging.

Washington Department of Enterprise Service (WA DES) or the lead agency for this contract, reserves the right to block products that do not comply with the minimum recycled-content and other waste reduction requirements listed in the EPP Specifications for this contract.

- **The Contractor shall use, offer and promote the purchase of low-toxicity products and services to the greatest extent practicable to fulfill this contract.**

[Executive Order 20-01: State Efficiency and Environmental Performance](#) commits the Washington state agencies to purchasing products that do not contain or generate emissions of toxic chemicals. It states, "...reducing the use of dangerous toxics in the products state agencies purchase will have a direct positive effect on human health, particularly for vulnerable children."

EO 20-01 reinforces [Executive Order 04-01: Persistent Toxic Chemicals](#), which directs each State agency to adopt measures to reduce the use of equipment, supplies, and other products that contain persistent, toxic chemicals." It also directs Washington Department of Environmental Services to "make available for purchase and use by all state agencies equipment, supplies, and other products that do not contain persistent, toxic chemicals unless there is no feasible alternative. In circumstances where a product that does not contain persistent, toxic chemicals is not available, preference shall be given to the purchase of products that contain the least amount of persistent, toxic chemicals. "

Accordingly, the Contractor shall adhere to all EPP specifications for this Contract, which prohibit persistent toxic chemicals and other chemicals of concern in the products or packaging and/or require third-party certification that a product is low-toxicity and/or low-emitting. In addition, the Contractor shall offer, clearly label, and promote the purchase of low-toxicity products, whenever feasible.

Washington Department of Enterprise Service (WA DES) or the lead agency for this Contract reserves the right to block products that do not comply with toxics avoidance requirements listed in the minimum EPP Specifications for this contract.

The Contractor shall make every effort to help State employees comply with State laws designed to prevent Contract users from purchasing products containing chemicals of concern including, but not limited to PCBs, hydrofluorocarbons, mercury and other persistent toxic chemicals. See Contract language relating to specific chemicals of concern, below.

- **Polychlorinated biphenyls (PCBs)**

[RCW 39.26.20: Preference and Limits on Products and Products in Packaging that Does Not Contain Polychlorinated Biphenyls \(PCBs\)](#) states, "No agency may knowingly purchase products or products in packaging containing polychlorinated biphenyls above the practical quantification limit except when it is not cost-effective or technically feasible to do so." In addition, [Procurement Preference for Products and Product Packaging that Do Not Contain Polychlorinated Biphenyls \(PCBs\) \(POL-DES-280-00\)](#) authorizes a minimum 5% bid preference to Bidders offering products (or products in packaging) that have a relatively low amount of PCBs compared to those offered by other Bidders in cases when PCB-free products are unavailable.

Accordingly, to the greatest extent practicable, the Contractor should avoid offering on this Contract any products or packaging that contain detectable levels of PCBs. The Contractor must also notify WA DES if any of its products contain detectable levels of PCBs and provide written confirmation that PCB-free alternatives are neither available nor technically or economically feasible.

In addition, the Contractor must represent and warrant that, during the term of this Contract, for any products (or products in packaging) for which it sought and was awarded a Bid Preference pursuant to RCW 39.26.280 and DES Policy 280-00 such products and/or packaging shall meet or exceed the testing limitations that enabled Contractor to be awarded such preference. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Agency may suspend or terminate this Contract. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.

- **Hydrofluorocarbons (HFCs)**

[RCW 39.26.310: Purchasing and Procurement Policies—Products Containing Hydrofluorocarbons \(HFCs\)](#) and [Policy POL-DES-310-00](#) direct State agencies to give purchasing priority and preference to refrigerants, propellants and other products and equipment that do not contain – or were not manufactured with – hydrofluorocarbons or that contain HFCs with a comparatively low global warming potential (GWP). Accordingly, the Contractor is strongly encouraged to help the State reduce its greenhouse gas emissions by providing products that are HFC-free that do not contain HFCs with a high GWP, that were manufactured without HFCs with a high GWP, or that were not designed to require the use of HFCs with a high GWP during their operational life.

Accordingly, the Contractor shall make every effort to fulfill this contract without providing products that contain HFCs unless there is no economically feasible HFC-free alternative that performs a similar function. In addition, Washington Department of Enterprise Service (WA DES) or the lead agency for this Contract, reserves the right to block products that contain HFCs whenever HCF-free products (or products that contain HFCs with a relatively low global warming potential) are available.

The Contractor must represent and warrant that, during the term of this Contract, for any products for which it sought and was awarded a Bid Preference pursuant to RCW 39.26.310 and DES Policy 310-00 such products shall meet or exceed the HCF-free or low-GWP HFC standard that enabled Contractor to be awarded such preference.

- **Mercury**

RCW 70A.230: Mercury Education and Reduction Act and Nonmercury-Added Purchasing Preference Policy (POL-DES-70.95M.060-00) prohibit the sale of mercury-containing products (e.g., novelties, thermometers, thermostats, and vehicles containing mercury switches) with limited exceptions for products needed by medical facilities. These policies also state:

Where there are nonmercury-added products commercially available, they must be purchased to the exclusion of products that contain mercury-added compounds or components; unless there is no economically feasible nonmercury-added alternative that performs a similar function.

Accordingly, the Contractor shall make every effort to fulfill this contract without providing products that contain mercury unless there is no economically feasible mercury-free alternative that performs a similar function. Washington Department of Enterprise Service (WA DES) or the lead agency for this Contract reserves the right to block products that contain mercury whenever mercury-free products are available. For example, with respect to lighting equipment, the Contractor may not offer a mercury-containing lamp or luminaire unless it can demonstrate that there are no LED lamps or luminaires available that can serve as a practical replacement.

In cases where there is no economically feasible mercury-free product that serves a similar function to the mercury-added product, the State must offer a bid preference of at least 5% to the Bidder's product that has the lowest mercury content.

In addition, the Contractor must represent and warrant that, during the term of this Contract, for any products for which it sought and was awarded a Bid Preference pursuant to RCW 70A.230 and DES Policy 70.95M.060-00, such products shall meet or exceed the mercury-free or low-mercury standard that enabled Contractor to be awarded such preference.

- **The Contractor must ensure that it will continue to offer equivalent EPPs for which it was awarded an environmental bid preference.**

Below is Environmental Bid Preference Warranty Language that can be inserted into all Contracts for which an Environmental Bid Preference has been awarded.

Environmental bid preference warranty

The Contractor represents and warrants that, during the term of this Contract, any product(s) for which it sought and was awarded an environmental purchasing preference, such product(s) shall meet or exceed the environmental standard (e.g., minimum recycled content, EPEAT rating), free of PCBs, mercury, or HFCs, etc.) that enabled the Contractor to be awarded such preference. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Agency may suspend or terminate this Contract. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under the law, to the prevailing party, reasonable attorneys' fees and costs.

- **The Contractor shall offer environmentally preferred packaging to the greatest extent practicable.**

The Contractor must deliver its products in packaging that complies with the State of Washington's Toxics in Packaging Law ([Chapter 70.95G RCW: Packages Containing Metals and Toxic Chemicals](#)), which limits the concentration of lead, mercury, cadmium, and hexavalent chromium in packaging to 100 parts per million. The Contractor shall provide a [certificate of compliance](#) at the request of WA DES or other users of this Contract. View answers to frequently asked questions (FAQs) about [toxics in packaging laws](#), including test procedures.

[Executive Order 20-01: State Efficiency and Environmental Performance \(SEEP\)](#) states that "cutting harmful pollution caused by the burning of fossil fuels for state facilities and vehicles, and reducing solid waste pollution and the use of dangerous toxics in the products state agencies purchase will all have a direct positive effect on human health, particularly for vulnerable children."

Accordingly, the Contractor should avoid packaging that consists of polystyrene foam peanuts or blocks. Contractors that were awarded non-cost points because they committed to avoiding polystyrene or other difficult-to-recycle packaging materials, may not use these types of packaging to fulfill this Contract. Purchasers should encourage vendors to use reusable, easily recyclable, or compostable packaging. Find more information on [purchasing strategies to reduce packaging waste](#).

The Contractor is encouraged to minimize packaging by combining orders, whenever possible, and offering incentives to Contract users that do so (e.g., by meeting a minimum dollar threshold).

- **The Contractor must submit a Plan for acquiring Washington Grown Food if it is supplying food under a State of Washington commodity contract or service agreement.**

In 2019, DES adopted policy on [Purchases of Washington Grown Food \(DES-090-09\)](#). This policy, which is consistent with [RCW 39.26.090 \(a-b\)](#), directs State agencies “to purchase Washington grown good to the maximum extent practicable except when it is inconsistent with international trade commitments.” It also states, “All food contracts must include, to the maximum extent practicable, a plan for acquiring Washington grown food except when it is inconsistent with international trade commitments.”

A Washington Grown Food Plan is required on this Contract.

A Washington Grown Food Plan is NOT required on this Contract.

- **The Contractor may be required to offer training on use of its environmentally preferred products and services (EPPs).**

The Contractor may be required to provide educational materials, onsite training, demonstrations, and/or online training about the proper use of its environmentally preferred products and services (EPPs) to all State of Washington employees and other Contract users that request it.

EPP Training is REQUIRED within 3 months of award of this Contract.

EPP Training is REQUIRED at least once annually over the term of this Contract.

The Contractor is not subject to an EPP Training Requirement unless it is requested by WA DES or another Contract user.

- **The Contractor must comply with all EPP reporting requirements that are described in the contract proposal.**

Washington DES reserves the right to request from the Contractor reports on the sales of environmentally preferred products and services (EPPs) over the life of this Contract. This EPP sales report must include details about the recycled content, third-party sustainability certifications, and other environmental attributes of products and services sold on this Contract per the minimum EPP Specifications. To facilitate consistent EPP sales reporting on selected contracts, the Contractor may be provided with a VENDOR EPP SALES REPORT TEMPLATE by WA DES or the lead agency for this Contract. Note: The EPP reporting requirements should be incorporated into other reporting requirements for this Contract.

EPP Sales Reports must be provided to WA DES on a QUARTERLY basis.

EPP Sales Reports must be provided to WA DES on a SEMI-ANNUAL basis.

EPP Sales Reports must be provided to WA DES on an ANNUAL basis.

EPP is not a factor at this time, so Contractor is not required to provide an EPP Sales Report unless it is requested by WA DES or another Contract user.

Green Purchasing Best Value Survey Questions for Bidders

This sample bidder green purchasing survey can be incorporated into bid solicitations to help procurement coordinators assign scores ***using a best value bid evaluation process.***

This is a MENU of questions. Not all questions are applicable to all bid solicitations.

Procurement coordinators can decide which questions they want to include in their bid solicitation and assign points to each question based on its importance. These survey questions can be used to help agencies identify potential environmental and economic benefits associated with each bidder's sustainability policies and programs, facilities and operations, and products and services, which can help the state of Washington meet its goal of protecting human health and the environment.

These questions are designed to identify companies that:

- Adopted sustainability policies and plans.
- Reduced the energy or water consumption of their facility operations or the fuel consumption of their fleet vehicles.
- Implemented waste reduction, recycling, toxic chemical avoidance, and packaging policies and programs.
- Source and clearly label their environmentally preferred products and services.
- Have experience providing training, technical assistance and green spending reports for their clients.

Bidder Sustainability Questionnaire

for firms offering products and/or services
to the state of Washington

Please incorporate relevant questions into bid solicitation documents and assign points

Bidder name

Date

Website

Address

Contact name

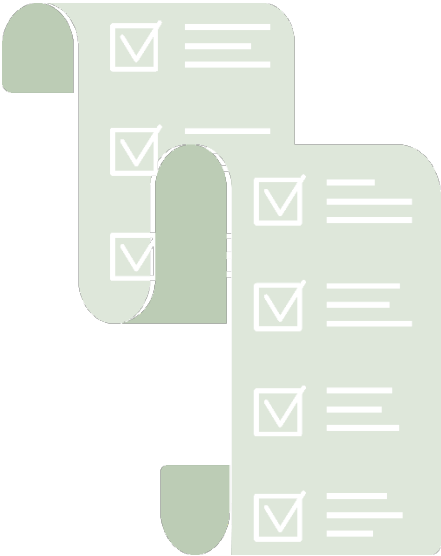
Title

Contact phone

Email

Product/service category

Bid solicitation name and number



Sustainability of your company's products and services

1. Does your company plan to offer environmentally preferred products or use them to perform the services on this contract?

Yes

If yes, please describe the types of green products you're planning to offer or use and whether they meet environmental and health standards listed below or others.

No

A. Multi-attribute third-party environmental and health certifications

- Business and Institutional Furniture Manufacturers Association's (BIFMA)**
Level (2 or higher): Furniture (e.g., office chairs, tables, desks, etc.)
- Carpet and Rug institute's Green Label Plus**
Carpets, rugs, underlay, vacuum cleaners, etc.
- Cradle to Cradle (Silver or Higher)**
Building materials, carpet and flooring, cleaners, clothing, furniture, hand soap, paint, personal care products, textiles, etc.
- Electronic Products Environmental Assessment Tool (EPEAT) (Bronze level or higher required, Silver or Gold level desired)**
Computers, imaging equipment, monitors, TVs, and cell phones
- Green Seal**
Cleaners, construction adhesives, floor maintenance chemicals, hand soaps, janitorial paper products, janitorial services, paint, etc.
- Master Painters Institute Green Performance Standard (including Extreme Green, GPS-1 and GPS-2)**
Paint, primers and other types of architectural coatings, traffic paint, etc.
- Safer Choice**
Cleaners, deicers, dishwashing and laundry detergents, hand soap, floor maintenance chemicals, furniture and metal polish, etc.
- UL EcoLogo**
Cleaners, floor maintenance chemicals, hand soaps and sanitizers, janitorial and office paper products, plastic bags, sealants, etc.

B. Single-attribute third-party environmental and health certifications

- Biodegradable Products Institute (BPI)**
Compostable food service ware and bags
- Carpet and Rug Institute Green Label Plus**
Carpet, carpet adhesives, carpet cushion and rugs
- DesignLights Consortium (Premium)**
LED lighting equipment (e.g., lamps, luminaires and retrofit kits)
- ENERGY STAR/ENERGY STAR Most Efficient**
Air conditioners, dishwashers, fans, lighting equipment, vending machines, washing machines, water heaters, etc.
- Fair Trade Certified (various certifications)**
Coffee, tea, sugar, cocoa and other imported products (mostly food)
- Forest Stewardship Council (FSC)**
Janitorial and office paper, lumber and wood products
- Green-e**
Electricity and various types of products made with 100% renewable energy
- National Electrical Materials Association (NEMA) Premium Efficiency Electric Motors Program**
High-efficiency motors
- Scientific Certification Systems (SCS) FloorScore**
Construction and flooring adhesives
- Scientific Certification Systems (SCS) Indoor Advantage Gold**
Low-emitting building materials (e.g., sealants, wall paneling, etc.), flooring, furniture and upholstery
- UL GREENGUARD Gold**
Building materials and furniture
- USDA Biobased Certified**
Lubricants, printing inks, bioplastics, etc.
- USDA Organic**
Food and other agricultural products
- WaterSense**
Water-efficient faucets, irrigation controllers, showerheads and toilets

C. Other environmental standards

- Alternative Fuel**
Electric, hybrid, renewable diesel
- Rechargeable**
Batteries and flashlights
- Remanufactured**
Furniture and toner/ink cartridges
- European Union's Restriction of Hazardous Substances (RoHS)**
Electronics and other types of electrical equipment
- Healthier Hospitals Listed or Greenhealth Approved**
Flooring, furniture, medical equipment
- Solar Powered**
Electricity, water heaters, calculators, flashlights, etc.
- South Coast Air Quality Management District (SCAQMD) limits on volatile organic compounds (VOCs)**
Adhesives, paints and coatings, solvents, etc.
- U.S. EPA's Comprehensive Procurement Guidelines**
Recycled-content office supplies, landscaping materials, building materials, etc.

2. Does your company label the environmentally preferred products or services in your catalog and website?

- Yes**
If yes, how are these products labeled and what criteria are used to determine which products qualify?

No

3. Does your company have a link to the certification website that specifically verifies your products?

- Yes**
If yes, please provide details and a link.

No

4. Does your company offer an online shopping platform that can block products that do not meet the state of Washington's Green Purchasing Specifications?

Yes

If yes, please provide details about the capabilities of your online shopping program?

No

5. Does your company provide your clients with training about how to use the environmentally preferred products or services you are planning to offer on this contract?

Yes

If yes, please provide details about your training program.

No

6. Can your company generate green sales reports for customers that identify each products' individual sustainability attributes (e.g., ENERGY STAR, EPEAT, U.S. EPA CPG-compliant)?

Yes

If yes, please describe your green spend reporting capabilities and provide a sample report.

No

7. Does your company offer a product take-back and recycling program to your clients?

Yes

If yes, what types of products would your company collect and recycle on this contract?

No

8. Has your company adopted policies and/or procedures to reduce the environmental impacts of your packaging (e.g., using reusable, recycled-content, right-sized or easily recyclable packaging)?

Yes

If yes, please describe.

No

9. Does your company have any policies, plans, programs or procedures in place to reduce or eliminate the use of toxic chemicals of concern (such as carcinogens, asthmagens, or reproductive toxins) when your products are services are provided?

Yes

If yes, please describe and provide documentation, if available.

No

Your company's sustainability policies and program

10. Has your company adopted any environmental, green purchasing or sustainability policies?

Yes

If yes, please describe and provide documentation, if available.

No

11. Does your company have a sustainability manager or green team?

Yes

If yes, please describe their role(s) and how your company's sustainability program works?

No

12. Does your company produce a public sustainability or environmental progress report about its policies and operations?

Yes

If yes, please provide a copy or link and indicate compliance with any international standards (e.g., ISO 14000/14001)

No

13. Has your company undergone an independent supplier-level rating (Global Reporting Initiative, Carbon Disclosure Project, etc.)?

Yes

If yes, please describe and provide documentation, if available.

No

14. Does your company have any policies, plans, programs or procedures in place to monitor and reduce the energy consumption of your facilities (e.g., undergoing an energy audit, replacing all of your lighting with LEDs, etc.)?

Yes

If yes, please describe.

No

15. Does your company have any policies, plans, programs or procedures (e.g., a Climate Action Plan) in place to monitor and reduce the greenhouse gas emissions (GHG) of your facilities or operations, including Scope 1 (direct emissions), Scope 2 (emissions from electricity consumption), and/or Scope 3 (indirect, supply chain emissions)?

Yes

If yes, please describe and provide documentation.

No

16. Does your company have any policies, plans, programs or procedures in place to reduce the environmental impacts of your vehicle fleet (e.g., use of anti-idling technologies, re-refined motor oil, U.S. EPA SmartWay-certified delivery companies, electric vehicles and chargers, etc.) when your services are being provided?

Yes

If yes, please describe.

No

17. Does your company have any policies, plans, programs or procedures in place to monitor and reduce water consumption at your facilities or of the services you provide (e.g., utilizing WaterSense-certified plumbing equipment, planting drought-tolerant plants, or recycling water)?

Yes

If yes, please describe.

No

18. Does your company have any policies, plans, programs or procedures in place to purchase and/or offer healthy, sustainably sourced, Washington-grown food and/or beverages, including efforts to reduce the greenhouse gas emissions associated with food served at your company's cafeterias?

Yes

If yes, please describe, including the criteria you follow in your sustainable food purchasing?

No

Sustainability of your company’s facilities and operations

19. Has your company earned any environmental or sustainability awards or certifications during the past three years?

Yes
If yes, please provide details and documentation, if available.

No

20. Has your company implemented a waste reduction and recycling program at your facilities?

Yes
If yes, please describe and provide documentation, if available.

No

21. Has your company built or renovated your facilities to third-party sustainability standards such as the [U.S. Green Building Council’s Leadership in Energy and Environmental Design \(LEED\)](#)?

Yes
If yes, please describe your company’s green building policies, actions, experience and practices.

No

22. Has your company installed solar power in your facilities or does it purchase renewable energy above the current minimum required under the [State's Renewable Energy Portfolio Standard](#)?

Yes

If yes, please indicate the percentage of renewable energy your company uses and provide documentation, if available.

No

23. Is your business a certified disadvantaged business enterprise, a public benefit corporation or a nonprofit organization?

Yes

If yes, please describe and provide documentation, if available.

No

24. Does your company use certified low-toxicity products to clean your facilities?

Yes

If yes, please describe and provide documentation or a list of the green cleaning products that you use, if available.

No

Green Purchasing Certifications, Labels & Standards

Below is a list of credible multiple- and single-attribute environmental and health certifications and standards that cover the types of products and services that Washington state agencies commonly purchase. The list includes ecolabels to help purchasers identify products that meet specific environmental performance criteria and are deemed environmentally preferred.

The information that follows:

- Describes each of the certifications and standards listed in the [green purchasing product specifications guide](#).
- Displays the [ecolabel](#) for each certification or standard.
- Links to more information about the certification program and products, if available.



Ecolabel Environmental/health certification or standard description



[Art and Creative Materials Institute \(ACMI\)](#) maintains a list of safer art supplies and office supplies (e.g., glue sticks, markers, whiteboard clears, etc.) that meet ASTM’s chronic hazard labeling standard. View a list of [ACMI Approved Products](#).



[Business and Institutional Furniture Manufacturer's Association \(BIFMA\) level](#) is a multi-attribute tiered evaluation, certification and labeling program for environmentally preferable and socially responsible office furniture that is maintained by the Business and Industry Furniture Manufacturers Association (BIFMA). Products that have earned certification are listed as either level 1, 2 or 3. View a list of [BIFMA level-certified products](#).



[Biodegradable Products Institute \(BPI\)](#) is an organization that certifies “commercially compostable” products such as disposable food service ware and bags that meet the requirements of ASTM D6400 (for compostable bioplastics such as PLA) or ASTM D6868 (for paper-coated with bioplastic) based on testing in an approved laboratory. In 2020, BPI stopped certifying any products that contain PFAS (fluorinated nonstick chemicals).



[Carpet and Rug Institute \(CRI\) Green Label Plus](#) is a certification program administered by the Carpet and Rug Institute (an industry trade association). CRI’s Green Label Plus program certifies carpet, carpet cushion and carpet adhesives that are low emitting. Similar to the other low-emitting standards products that are certified CRI Green Label Plus pass California’s 03150 emissions test. A list of CRI Green Label Plus-certified products is maintained on the CRI website.



[Clear Roads](#) is a “national research consortium focused on rigorous testing of winter maintenance materials, equipment and methods for use by highway maintenance crews.” It maintains a [Qualified Products List \(QPL\)](#) of snow- and ice-melt products that meet its chemical restrictions and rigorous performance tests.



[Composter Approved](#) is a program developed by the Cedar Grove Composting Facility, which serves the Seattle area, and other members of the Compost Manufacturing Alliance (CMA). CMA tests the compostability of disposable food service products and bags in their facilities and maintains a [list of commercially acceptable items](#). In 2021, CMA stopped certifying products that contain PFAS (fluorinated nonstick chemicals).

Ecolabel Environmental/health certification or standard description



[Cradle to Cradle \(C2C\)](#) is a nonprofit organization that certifies a wide array of institutional and consumer products based on multiple environmental, health and social criteria using a tiered rating system. The current version of the C2C standard (V4.0) includes five categories of sustainability criteria: (1) Material Health; (2) Product Circularity; (3) Clean Air and Climate Protection; (4) Water and Soil Stewardship; and (5) Social Fairness. A product's overall certification level (Bronze, Silver, Gold, or Platinum) is equal to the lowest level achieved in the five categories. C2C Certified at the silver and higher levels are often specified as requirements in bid documents because restrictions on chemicals of concern are only included in those tiers.

Cradle to Cradle-certified products, which are listed in [C2C's Green Products Registry](#) include, but are not limited to, building materials, carpet and flooring, cleaning chemicals, food service ware, hand soaps, office furniture, packaging, paints and coatings, etc.

Declare is a transparency program that has been developed and is maintained by the International Living Future Foundation (ILFI), a nonprofit organization based in Seattle, WA.



Declare Red List-free refers to products whose ingredients have been screened to ensure they do not contain any chemicals on the Living Building Challenge (LBC) Red List, saving project teams from the arduous task of vetting products by hand. The LBC Red List contains the "worst in class" materials, chemicals and elements known to pose serious risks to human health and the greater ecosystem that are prevalent in the building products industry." [Declare Red List-free products](#) include carpet and flooring, furniture, and various types of building materials.



[DesignLights Consortium \(DLC\)](#) maintains a two-tier certification program for LED luminaires (fixtures), retrofit kits and lamps. Products are certified at the DLC Standard and Premium levels and included on a [qualified products list](#).

The DLC® "is a nonprofit organization whose mission is to drive efficient lighting by defining quality, facilitating thought leadership, and delivering tools and resources to the lighting market through open dialogue and collaboration."

Ecolabel Environmental/health certification or standard description



[EcoWise](#) is a third-party certification program that distinguishes knowledgeable, leading-edge licensed pest management professionals who practice prevention-based pest control. EcoWise Certified IPM practitioners employ a variety of common-sense techniques to control pests effectively, minimizing the need to use pesticides.



[Electronic Products Environmental Assessment Tool \(EPEAT\)](#) is an independent program maintained by the Global Electronics Council (GEC) that certifies green electronic equipment such as computers and displays, imaging equipment, mobile phones, photovoltaic modules and inverters, servers, and televisions. EPEAT certification takes into account whether the products, components and materials are responsibly sourced and addresses the full lifecycle environmental and social impacts of electronic products. Products listed in the [EPEAT Registry](#) have been awarded a Bronze, Silver or Gold rating based on the number of optional criteria they meet.



[ENERGY STAR](#), a joint program of the U.S. Department of Energy and U.S. Environmental Protection Agency certify and maintain an [online registry](#) of energy-efficient products in several categories including, but not limited to:

- Appliances, commercial food service equipment and laboratory-grade refrigerators
- Building products (insulation, doors, windows, etc.)
- Electronics, office equipment and data center equipment
- Heating and cooling equipment and water heaters and coolers
- LED lamps, fixtures and retrofit kits
- Electric vehicle supply equipment, vending machines, etc.



[ENERGY STAR Most Efficient](#) is a designation of the ENERGY STAR Program that recognizes products meeting its Most Efficient criteria. The following types of ENERGY STAR Most Efficient-certified products are available:

- Ceiling and ventilating fans
- Clothes washers and dryers
- Computer monitors and TVs
- Dishwashers, refrigerators and freezers
- Heating and cooling equipment: Boilers, air conditioners, air source heat pumps, dehumidifiers, furnaces
- Windows

Ecolabel Environmental/health certification or standard description



[E-Stewards](#) is a nonprofit, third-party certification program that verifies that recyclers of electronic equipment adhere to the highest standard of environmental responsibility and worker protection. Find a list of [e-Stewards-certified recyclers](#).



[Forest Stewardship Council \(FSC\)](#) is a third-party, nonprofit certifier of flooring, furniture, lumber and other building products as well as paper products (e.g., bags, copy/office paper, food service ware, napkins, paper towels, toilet tissue, etc.) made with sustainably grown and harvested wood or that reduce wood consumption. FSC also verifies the recycled content of products it certifies. View [FSC-certified products](#).



[Green-e](#) is a labeling program established by the nonprofit organization, Center for Resource Solutions, which verifies through its Green-e Energy label that electricity that has been generated using renewable sources such as solar and wind energy. Manufacturers of Green-e certified products (such as office or janitorial paper products made with 100% renewable energy (e.g., solar and wind) are listed on the [Green-e website](#).



[Green Seal](#) is a nonprofit organization that certifies products based on [standards](#) that address multiple health and environmental impacts. Its standards typically ensure that certified products are free of carcinogens, reproductive toxins, astmagens and other chemicals of concern. Green Seal-certified products and services, which can be found in its [online directory](#), include, but are not limited to:

- Cleaning chemicals (general-purpose and specialty cleaners, degreasers, aqueous ozone and hypochlorous acid generating devices, etc.);
- Cleaning tools and supplies (e.g., floor pads, mop heads, wipers)
- Dishwashing and laundry detergents
- Floor maintenance chemicals (e.g., floor polish and strippers)
- Hand cleaners and hand sanitizers
- Paints, coatings, stains, sealants and adhesives for commercial use
- Paper (including office paper and janitorial paper products)

Ecolabel Environmental/health certification or standard description



[Green Wise](#) is a certification program for latex paint developed and maintained by an international organization of paint manufacturers called the Coatings Research Group. Green Wise is a two-tier certification program (Standard and Gold) that verifies environmental and health criteria as well as performance.

- Green Wise-certified products are free of a wide array of chemicals of concern commonly found in paints such as methylene chloride, formaldehyde, lead and other heavy metals, and more.
- Green Wise Gold-certified products are free of these chemicals of concern and are “tested and certified to pass the indoor air quality requirements of the California 01350 Small Chamber Emissions Test, and to contain less than 5 grams [of volatile organic compounds] VOC per liter, even after tinting with specified colorants.”

View Green Wise and Green Wise Gold [certified products](#).



[Healthier Hospitals](#) maintains lists of furniture, carpeting and flooring, textiles and medical products that manufacturers claim meet its Healthier Interiors criteria, including the elimination of five classes of chemicals of concern: formaldehyde, perfluorinated chemicals, polyvinyl chloride (PVC), antimicrobials, and all flame retardants.

In 2021, HH began transitioning to [Greenhealth Approved](#), which offers lists of certified carpet and flooring products.



[GreenScreen Certified](#) products certified in a tiered rating system by an independent nonprofit organization, Clean Production Action. GreenScreen Certified products promote the use of preferred chemistry by using the globally recognized GreenScreen for Safer Chemicals suite of tools and are free of Per- and Polyfluoroalkyl Substances (PFAS) and thousands of other chemicals of concern. [GreenScreen Certified products](#) include firefighting foam, furniture and fabrics, cleaners and degreasers used in manufacturing, and disposable food service ware.

Ecolabel

Environmental/health certification or standard description



[International Dark-Sky Association's \(IDA's\) Fixture Seal of Approval Program](#) certifies outdoor lighting fixtures as being Dark Sky Friendly, meaning that they minimize glare while reducing light trespass and skyglow. All products approved in the program are required to be fully shielded in order to minimize the amount of blue light in the nighttime environment. Find [IDA-certified products](#).



[Master Painters Institute \(MPI\)](#) has developed and administers a three-tiered environmental certification program for architectural paints and coatings as well as other types of coatings (e.g., stains, varnishes and traffic paint) that includes chemical component restrictions), maximum allowable limits on volatile organic compounds (VOCs), and performance requirements.

- MPI's most stringent standard, Extreme Green, ensures that products are certified low emitting based on the CA 01350 emissions test, have 50 grams/liter or less of VOCs, and meet its other Green Performance Standard requirements. MPI has certified only latex paints to this standard.
- MPI's other two Green Performance Standards (GPSs), GPS-1 and GPS-2, are less stringent (allowing higher VOC levels and not requiring the [CA 01350 emissions test](#) to be passed), but still prohibiting chemicals of concern and requiring MPI's performance tests to be passed.

[View products](#) certified to meet the MPI Green Performance Standards (GPS-1, GPS-2, or Extreme Green).



[National Electrical Materials Association \(NEMA\) Premium Efficiency Electric Motors Program](#) is a certification program for electric motors established by the Motor and Generator Section of NEMA "to assist purchasers to optimize motor systems efficiency, reduce electrical power consumption and costs, and improve system reliability." View [companies that offer NEMA-compliant electric motors](#).



OEKO-Tex: MADE IN GREEN by OEKO-TEX® is a traceable product label for all kinds of textiles and leather products that have been manufactured in environmentally friendly facilities under safe and socially responsible working conditions. The MADE IN GREEN label also reassures consumers that the textile or leather product is made of materials that have been tested for harmful substances. The [OEKO-TEX® Buying Guide](#) lists OEKO-TEX® labelled products.

Ecolabel Environmental/health certification or standard description



[Organic Materials Review Institute \(OMRI\)](#) certifies fertilizers, pesticides and other landscaping materials that are compatible with the USDA's Organic farming certification. Find [OMRI-certified products](#).



[Proposition 65 List](#) includes chemicals that are known by the state of California to cause cancer, birth defects or other harm to reproduction or development.



[Rainforest Alliance](#) is a nonprofit organization that certifies products such as coffee, copy paper, and flooring that are grown and harvested in methods that protect the integrity and biodiversity of rainforests. Find [Rainforest Alliance-certified products](#).



The [Resilient Floor Covering Association \(RFCA\)](#) developed the **ASSURE CERTIFIED** program to establish uniform environmental standards of quality for rigid core luxury vinyl flooring products sold in North America. Products that carry the ASSURE CERTIFIED™ badge have been tested and certified by Scientific Certification Systems (SCS) a third-party certification and standards development organization. The ASSURE CERTIFIED™ standard includes requirements for indoor air quality, performance, and limits on heavy metals content and ortho-phthalates. ASSURE CERTIFIED products are listed in the [SCS Certified Green Products Guide](#).



The European Union's [Restriction of Hazardous Substances \(RoHS\) Directive](#) requires virtually all electrical and electronic equipment to be free of lead, cadmium, chromium VI, and several toxic flame retardants. It also limits – and in some cases [prohibits](#) – mercury in fluorescent lighting products and other electrical equipment. There is no separate certification program or ecolabel for RoHS-compliant products, but many manufacturers label their products as RoHS-compliant. RoHS compliance is a required criterion in the Electronic Products Environmental Assessment Tool (EPEAT) rating system.

Ecolabel Environmental/health certification or standard description



[Safer Choice](#) is a certification program developed and maintained by the U.S. Environmental Protection Agency's Design for Environment (DfE) Program. It verifies that consumer and institutional products meet its criteria for safer chemicals. Safer Choice has certified a wide variety of products such as:

- Cleaners, degreasers and deodorizers
- De-icers (Snow and Ice Melt Products)
- Dishwashing and laundry care products
- Field-marking paints
- Furniture and metal polishes
- Hand cleaners

Find a list of [Safer Choice-certified products](#) on the EPA's website.



[SCS FloorScore](#) is a certification program developed by the nonprofit Scientific Certification Systems (SCS) and the Resilient Floor Covering Institute. It certifies floor coverings and flooring adhesives that are low-emitting based on the [CA 01350 emissions test](#). SCS also prohibits methylene chloride and perchloroethylene in its FloorScore-certified products. FloorScore-certified products can be found in the [SCS Green Products Guide](#).



[SCS Indoor Advantage](#) is a two-tiered, single-attribute certification program that is administered by the nonprofit Scientific Certification Systems (SCS) for low-emitting products such as paints, other architectural coatings, and sealants. Products certified to the SCS Indoor Air Advantage Gold standard are considered low emitting based on the [CA 01350 emissions test](#). Indoor Advantage- and the more stringent Indoor Advantage Gold-certified products can be found in the [SCS Green Products Guide](#).

Ecolabel Environmental/health certification or standard description



[South Coast Air Quality Management District \(SCAQMD\)](#) is a local government-managed program that sets strict limits on the volatile organic content (VOC) of products such as adhesives, cleaning chemicals, sealants and paint. SCAQMD also [maintains lists](#) of compliant and super-compliant products.



[TCO](#) is a global multi-attribute certification program for office IT products: displays, notebooks, tablets, smartphones, desktops, all-in-one PCs, projectors, headsets, and data center products: network equipment, data storage products and servers. Comprehensive criteria drive social and environmental sustainability throughout the IT product life cycle. Compliance is independently verified, both pre- and post-certification. TCO-certified products are listed in the [TCO Product Finder](#).

[Title 20](#) is the California's Appliance Energy Efficiency Regulations, which are minimum energy-efficiency standards that apply to a wide array of appliances including but not limited to:

- Central air conditioners
- Cooking and washing products
- Electronics (e.g., computers)
- Fans and dehumidifiers
- Heating products (e.g., central heat pumps)
- Lighting products
- Motor products
- Refrigeration products
- Water heater products



Appliances that do not meet these standards may not be sold in California, so they are worth considering in Washington as well. Title 20-compliant appliances are listed in the California Energy Commission's [Modernized Appliance Efficiency Database System \(MAEDbS\)](#).

Ecolabel Environmental/health certification or standard description



UL ECOLOGO is a multi-attribute environmental certification program maintained by Underwriters Laboratories (UL). The certifier compares products and services with others in the same category, develops a standard based on rigorous, lifecycle- and scientifically based criteria, and awards the UL ECOLOGO to those that meet the standard. It covers several product categories including, but not limited to, cleaning chemicals (concentrated and ready-to-use), dish and laundry detergents, floor maintenance chemicals, flooring, furniture and metal polishes, hand soaps, janitorial paper products, and paints and coatings. All UL ECOLOGO-certified products are listed in the [UL SPOT database](#).



UL GREENGUARD is a two-tiered, single-attribute certification program that is administered by Underwriters Laboratories (UL) for low-emitting products such as adhesives, carpets, cleaners, flooring, furniture, paints and sealants. Products are certified by UL under the GREENGUARD – and/or the stronger UL GREENGUARD Gold – standard. Products certified UL GREENGUARD Gold pass the [CA 01350 emissions test](#) materials standard detailed in UL 2818: 2013 Gold Standard for Chemical Emissions for Building Materials and Furnishings. UL GREENGUARD-certified products are listed in the [UL SPOT database](#). (Note: Since most UL GREENGUARD-certified products also meet UL GREENGUARD Gold, only the stronger UL GREENGUARD Gold standard is recommended to be included in specifications.)

Ecolabel Environmental/health certification or standard description

[U.S. Environmental Protection Agency \(EPA\) Comprehensive Procurement Guidelines \(CPGs\)](#) recommend minimum recycled-content percentages for products in the following categories:

- [Construction products](#): Carpet (polyester), carpet cushion, floor tiles, insulation, latex paint, restroom dividers, roofing materials, structural fiberboard
- [Landscaping products](#): Compost and fertilizer; garden and soaker hoses; hydraulic mulch; plastic lumber, timber and posts, lawn edging
- [Miscellaneous products](#): Awards, plaques, floor mats, signage, sorbents
- [Nonpaper office products](#): Binders, file folders, office recycling and waste containers, plastic desktop accessories, plastic trash bags, toner cartridges
- [Paper office products](#): Copy paper, envelopes, file folders, bathroom tissue, paper towels, napkins, facial tissue, packaging, printing and writing paper)
- [Park and recreation products](#): Park benches, picnic tables, plastic fencing, playground equipment and surfaces
- [Transportation products](#): Traffic barricades, channelizers, cones and delineators, parking stops
- [Vehicular products](#): Engine coolants, re-refined lubricating oils, tires



[U.S. Environmental Protection Agency's Design for the Environment \(DfE\) label for Antimicrobial Pesticide Products](#) certifies safer disinfectants and sanitizers, which have been reviewed by EPA and found to meet both the pesticide registration requirements and the [standard for Safer Choice-certified products](#). These products contain ingredients that have been reviewed for both human health and environmental fate, including [approved "active ingredients"](#) that can replace chlorine bleach such as citric acid, hydrogen peroxide, ethanol and more. View a [list of DfE-certified disinfectants](#).



Ecolabel Environmental/health certification or standard description



[USDA Certified Biobased](#) is a single-attribute certification program for biobased products administered by the U.S. Department of Agriculture BioPreferred Program. According to USDA, "Biobased products are derived from plants and other renewable agricultural, marine and forestry materials and provide an alternative to conventional petroleum derived products. The USDA has identified minimum biobased content standards for 139 categories of products, which are listed in the [BioPreferred Program Catalog](#). USDA Certified Biobased products include, but are not limited to, adhesives, cleaners, fuels, lubricants, printing inks, paints, snow and ice melt products.

Purchasers should be aware that while some of the products in this catalog have had their biobased content verified (products with the USDA Biobased Certified logo), other products claim to meet the USDA biobased standards based only on the manufacturer's claim (products labeled FP for federal procurement without the USDA Biobased logo).



[USDA Organic](#) is a certification program for agricultural products maintained by the U.S. Department of Agriculture (USDA). USDA allow use of its organic label for products meeting federal organic certification standards, which address pesticide and fertilizer use and other approved methods used to grow, harvest and process food and other agricultural products.



[WaterSense](#) is an EPA-sponsored program that labels water-efficient products such as faucets, irrigation equipment, kitchen pre-spray valves, shower heads, and toilets. WaterSense standards and certified products are listed on the [WaterSense Program's website](#). In addition, the WaterSense program maintains a list of certified WaterSense-certified irrigation professionals.