GSA-DOE Verification Guide for Purchasers of Sustainable Products
Developed by U.S. General Services Administration and U.S. Department of Energy

Pre-Award Procurement Actions

Product Information: Ensure language is included in procurements requiring a contractor to submit product documentation verifying compliance with the contract's sustainable requirements. Products meeting requirements of multiple environmental attributes (typically specified in environmental standards) are more sustainable than those meeting single attributes. Product documentation can include documentation provided by the manufacturer of the product that states which sustainability requirements for the product were met. While material safety data sheets (MSDS) may contain information regarding sustainable attributes, these documents are usually not designed to capture specific sustainability requirements. Product documentation verifying compliance with sustainable requirements need only be required once from the contractor for new products submitted on the contract.

When developing your statement of work, include sustainability requirements giving preference for products with multiple environmental attributes and those with detailed information regarding their sustainable attributes (for example, environmental product declaration, multi-attribute sustainability label) or products providing independent verification of sustainable attributes.

Waste Management Reports: If waste management is included in the scope of work (for example, janitorial contracts, construction or demolition contracts), ensure language is included requiring documentation showing compliance with all waste diversion requirements (for example, management hauling receipt, certificate of recycling). Required waste management documentation should be identified in the contract, so contractors understand the documentation they will need to provide to show waste management compliance.

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

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

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Post-Award Procurement Actions

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

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

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

Resources for Verifying Sustainable Products

This section can be used to check whether a contractor or lessor has provided acceptable documentation to show compliance with sustainable requirements. The resources on the referenced websites can be used to determine whether documentation provided by the contractor confirms the product or service meets the sustainable requirements included in the contract. It is up to the contractor and/or vendor to provide credible and verifiable documentation to demonstrate compliance with all sustainability requirements.

The Green Procurement Compilation (https://sftool.gov/greenprocurement - on the Sustainable Facilities Tool website) while focused on the designated products (the majority of which pertain to a single environmental attribute) is also a source for accessing many of the standards listed here. The standards listed are based on those presently used in various DOE and GSA programs. It is not a finite list because this is a living document that is continually updated.

Vendor Compliance Determination Resources with Multiple Attributes

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

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

EPA – U.S. Environmental Protection Agency Food Recovery Challenge

- **Covered Product Type –** Food
- **Compliance Determination:** Confirm the contractor is on the EPA Food Recovery Challenge list (http://www.epa.gov/epawaste/conserve/smm/foodrecovery/participants.htm). To become an EPA Food Recovery Challenge participant, see http://www.epa.gov/smm/foodrecovery/joinnow.htm

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

FSC – Forest Stewardship Council sustainable forest standard
- **Covered Product Type –** Forest Products (Paper and Wood)
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product is FSC labeled. The Forest Stewardship Council website contains a list of certified products (https://us.fsc.org/find-products.213.htm).

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

LEED - U.S. Green Building Council' Leadership in Energy and Environmental Design standards

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

MPI - Master Painters Institute, Inc. Extreme Green Performance Standard
- **Covered Product Types –** Paints & Coatings
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the minimum MPI Extreme Green Performance Standard (http://www.paintinfo.com/MPInews/ExtremeGreen_Jan2010.shtml), which specifies compliance with Green Performance Standard (GPS-1-12 and GPS-2-12) requirements (http://www.paintinfo.com/GPS/GPS-01%20GPS-2%20Oct%202012.pdf) and the Collaborative for High Performance Schools (CHPS) emissions requirements. For quick identification, the product will be on the MPI Approved Product list with an "X-Green" designation. All X-Green products are listed on the MPI website at http://www.specifypaint.com/APL/paintinfo_APL_new/ProductIdxByMPInum.asp

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

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

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

PNSS – Pacific Northwest Snowfighters Specifications
- **Covered Product Type –** De-icer

- **Compliance Determination:** Determine if documentation from contractor confirms the product meets the Pacific Northwest Snow-fighters specifications (http://pnsassociation.org/wp-content/uploads/PNSSPECS.pdf) and is on the PNS Qualified Products List.

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

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

ULE – Underwriters Laboratories Environmental Standards
- **Covered Product Types –** Numerous
  - ULE 100 Gypsum Boards/Panels (formerly EcoLogo 20)
    Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23605
  - ULE 126 Plastic Trash Bags (formerly EcoLogo 126)
    Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24209
    Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=72&SubCategoryID=409

- ULE 175 Toilet Tissue (formerly EcoLogo 82)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=27249
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=89&SubCategoryID=482
- ULE 2759 General Cleaner (formerly EcoLogo 146)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23384
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30&SubCategoryID=233
- ULE 2760 Paint (formerly EcoLogo 48)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23429
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=15
- ULE 2762 Adhesives (formerly EcoLogo 46)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23406
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=23
- ULE 2771 Copy Paper (formerly EcoLogo 077)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23431
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?StandardID=26
- ULE 2777 Floor Cleaner (formerly EcoLogo 147)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23607
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=25
- ULE 2784 Hand Cleaner (formerly EcoLogo 104)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=23404
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30
- ULE 2785 Toner Cartridges (formerly EcoLogo 39)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=26359
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=82
- ULE 2792 Parts Wash Solution (formerly EcoLogo 110)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24139
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30&SubCategoryID=316
- ULE 2795 Carpet Cleaner (formerly EcoLogo 148)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=24123
  Products: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=27&CategoryID=30
- ULE 2821 GREENGUARD Gold (Underwriters Laboratories GREENGUARD Certification Program Method for Measuring and Evaluating Chemical Emissions from Building Materials, Finishes and Furnishings)
  Standard: http://www.comm-2000.com/ProductDetail.aspx?UniqueKey=27254
  Product: http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=2
  Further Information: http://greenguard.org/en/CertificationPrograms/CertificationPrograms_childrenSchools.aspx

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

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

Vendor Compliance Determination Resources with Single Attributes

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

BioPreferred - U.S. Department of Agriculture's standards for biobased content

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

- **Compliance Determination Option 2:** If only biobased content is provided, visit BioPreferred website (http://www.biopreferred.gov/BioPreferred/faces/catalog/Catalog.xhtml) and search for product category. The webpage for each product

category states the required minimum biobased percentage that the product must meet. After determining the required percentage, compare this percentage to the biobased content stated in the contractor provided documentation.

BPI – Biodegradable Products Institute Certified Products
- **Covered Product Types**
  - Cups
  - Cutlery
  - Take Out Containers
  - Food Waste Bags
  - Yard Waste Bags
  - Resins and Coatings
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product is on the BPI Certified Products list (http://products.bpiworld.org/).

CPG - U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines for recycled content
- **Covered Product Types**
  - Construction Products
  - Landscaping Products
  - Non-Paper Office Products
  - Paper and Paper Products
  - Park and Recreation Products
  - Transportation Products
  - Vehicular Products
  - Miscellaneous Products
- **Compliance Determination:** Determine if documentation provided by contractor confirms the product has the minimum recovered content (recycled content) as mandated on the EPA CPG website (http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm). The webpage for each product category states the required minimum recovered content percentage that the product must meet. After determining the minimum percentage, compare this percentage to the recovered content stated in the contractor provided documentation.

ENERGY STAR – U.S. Environmental Protection Agency's energy efficiency standards
- **Covered Product Types**
  - Building Products
  - Commercial Appliances

- - Commercial Food Equipment
  - Electronics
  - Heating & Cooling
  - Lighting & Fans
  - Office Equipment
  - Water Heaters
- **Compliance Determination:** Determine if documentation provided by contractor confirms via product label or other language that product is ENERGY STAR certified. Verify that information on the ENERGY STAR website (http://www.energystar.gov/products/certified-products).

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

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

FloorScore - Resilient Floor Covering Institute in conjunction with Scientific Certification Systems third-party Air Emission Certification
- **Covered Product Types –** Flooring and Flooring Adhesives

- **Compliance Determination:** Determine if documentation provided by contractor confirms the product meets the minimum Air Emission Certification of volatile organic compound free flooring and flooring adhesives (http://www.scscertified.com/gbc/floorscore.php).

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

SCAQMD - South Coast Air Quality Management District (SCAQMD) Rule #1168
- **Covered Product Type –** Adhesives and Sealants
- **Compliance Determination:** Look up the maximum volatile organic compound (VOC) level on the SCAQMD Rule 1168 limits. This document states the maximum VOC levels based on the product type. After determining the maximum VOC level, compare this level to the VOC content stated in the contractor provided documentation. Determine if documentation provided by contractor confirms the product meets the minimum volatile organic compounds specified in SCAQMS Rule #1168 (http://www.arb.ca.gov/drdb/sc/curhtml/r1168.pdf).

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

SNAP – U.S. Environmental Protection Agency's Significant New Alternatives Policy (SNAP) for ozone depleting substances
- **Covered Product Types**
  - Adhesives, Coatings, and Inks
  - Aerosols
  - Cleaning Solvents
  - Fire Suppression and Explosion Protection
  - Foam Blowing Agents
  - Refrigeration & Air Conditioning

- ○ Sterilants
- **Compliance Determination:** Determine if documentation provided by contractor confirms that product is an acceptable substitute for an ozone-depleting substance or high-global warming potential substance as stated on the SNAP website (http://www.epa.gov/ozone/snap/lists/index.html). This website lists acceptable substitutes for each product type. If proposed product is listed as ozone depleting substance or high-global warming potential substance, then work with contractor to use an acceptable substitute as listed on the website.

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

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

Responsible Purchasing Network has published a set of Green Purchasing Best Practices Guides for the National Association of State Procurement Officials. The webpage for these guides is http://www.responsiblepurchasing.org/resources/naspo_rpn_purchasing_guides/index.php. Below is a list of product-specific green purchasing guides in this series:

- *Green Purchasing Opportunities and Best Practices:*
  http://www.responsiblepurchasing.org/purchasing_guides/general_green/naspo_rpn_general_green_purchasing_guide.pdf

- *Green Purchasing Best Practices: Architectural Paints and Coatings*:
  http://www.responsiblepurchasing.org/purchasing_guides/architechtural_paints/naspo_rpn_arhitectural_paints_purchasing_guide.pdf)

- *Green Purchasing Best Practices: Compostable Food Service Ware*
  http://www.responsiblepurchasing.org/purchasing_guides/compostable_service_ware/naspo_rpn_compostable_food_service_ware_purchasing_guide.pdf

- *Green Purchasing Best Practices: Deicers:*
  http://www.responsiblepurchasing.org/purchasing_guides/deicers/naspo_rpn_deicers_purchasing_guide.pdf

- *Green Purchasing Best Practices: Imaging Equipment*, which covers copiers, printers and multi-function devices:
  http://www.responsiblepurchasing.org/purchasing_guides/imaging_equipment/naspo_rpn_imaging_equipment_purchasing_guide.pdf

- *Green Purchasing Best Practices: Office and Dorm Furniture*:
  http://www.responsiblepurchasing.org/purchasing_guides/furniture/naspo_rpn_furniture_puchasing%20_guide.pdf

- *Green Purchasing Best Practices: Traffic Paint:*
  http://www.responsiblepurchasing.org/purchasing_guides/traffic_paint/naspo_rpn_traffic_paint_purchasing_guide.pdf