



Sustainable Procurement Guide for Custodial Services



Federal Agencies are required to purchase recycled content products designated under the U.S. Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines (CPG), biobased products designated under the U.S. Department of Agriculture's (USDA) BioPreferred program, energy-efficient products designated under the EPA's EnergyStar program or the Department of Energy's Federal Energy Management Program (FEMP), and water-efficient products designated under EPA's WaterSense program. Procurement of these types of sustainable products is required by statute, Executive Order, and Federal Acquisition Regulations, unless an exception applies. Information about documenting exceptions to these requirements is located in the Army Installation Green Procurement Program Implementation Guide.

Custodial service activities at Army installations, whether performed by contractors or in-house Army staff, must comply with these requirements. The checklist below is a guide to sustainable products that may be used in providing custodial services. This checklist is not inclusive. Visit <http://www.sftool.org/GreenProcurement> for a comprehensive list. Purchasing information for these products is provided on page 2 of this Quick Guide.

Cleaning Supplies

- Bathroom cleaners
- Carpet/upholstery cleaners
- Floor cleaners and protectors
- Glass cleaners
- Microbial cleaning products
- Multipurpose cleaners

Custodial Supplies

- Air fresheners and deodorizers
- Hand soaps/sanitizers
- Paper towels
- Tissues
- Toilet paper
- Trash bags

When contracting for custodial services, applicable requirements for sustainable products and services must be incorporated into work statements and specifications; this includes recycled and biobased materials, environmentally preferable products, energy- and water-efficient products, and products free of toxins and ozone-depleting substances. When developing the contract requirements, review the current list of EPA- and USDA-designated products to identify if the contract involves the purchase or use of these products. If yes, ensure the specifications/product descriptions require recycled or biobased material content. The following websites offer sample contract language for incorporating sustainable products into custodial contracts:

- FedCenter (<http://www.fedcenter.gov/programs/buygreen>)
- USDA (<http://www.dm.usda.gov/procurement/programs/biobased/CustodialJanitorialFY08.pdf>)
- Sustainable Facilities Tool (<https://sftool.gov/greenprocurement/green-services/7/janitorial-services>)




Many cleaning supplies have biobased alternatives. EO 13693 places special emphasis on BioPreferred products and requires Federal agencies to achieve at least 95 percent compliance with the BioPreferred purchasing requirement. The USDA's BioPreferred Program Catalog identifies biobased products (<http://www.biopreferred.gov/BioPreferred/faces/catalog/Catalog.xhtml>). If a product meets or exceeds the minimum biobased content requirements, the USDA considers the product to be "qualified." If a product achieves third-party verification of its biobased content, the USDA considers the product to be "certified." Both qualified and certified products meet Federal requirements.



Buy Wisely, Buy for the Future!



PURCHASING GUIDE MATRIX – CUSTODIAL SERVICES

| Product | Preference Program ¹ | | | Minimum Content Levels | Availability | | | | GSA Award Schedule(s) |
|-------------------------------|---|---|---|------------------------|--------------|---------------|-------------------|------------|---|
| |  |  |  | | EMALL | GSA Advantage | GSA Global Supply | AbilityOne | |
| Cleaning Supplies | | | | | | | | | |
| Bathroom cleaners | X | | X | 74% | X | X | X | X | Schedule 73 SIN 375 363 Schedule 51 V SINs 105 001 & 002 |
| Carpet/upholstery cleaners | X | | X | 54% | | X | | | Schedule 73 SIN 375 341 & 117 Schedule 51 V SINs 105 001 & 002 |
| Floor cleaners and protectors | X | | X | 77% | X | X | | X | Schedule 73 SIN 375 117 & 341 Schedule 73 SIN 476 13 Schedule 51 V SINs 105 001 & 002 |
| Glass cleaners | X | | X | 49% | X | X | X | X | Schedule 75 SIN 75 200 Schedule 51 V SIN 105 001 & 002 |
| Microbial cleaning products | X | | | | | | | X | |
| Multipurpose cleaners | X | | X | 56% | X | X | X | X | Schedule 51 V SIN 105 001 & 002 |
| Custodial Supplies | | | | | | | | | |
| Air fresheners/ deodorizers | X | | X | 97% | X | | | | Schedule 51 V SIN 105 002 |
| Hand cleaners | X | | X | 64% | X | X | X | X | Schedule 73 852 1 Schedule 51 V SINs 105 001 & 002 |
| Hand sanitizers | X | | | 73% | X | X | X | X | Schedule 73 852 1 Schedule 51 V SINs 105 001 & 002 |
| Paper towels | X | | | 40-100% | X | X | X | X | Schedule 75 SIN 75 85 Schedule 51 V SINs 105 001 & 002 |
| Tissues | | X | | 10-100% | X | X | X | X | Schedule 75 SIN 75 85 |
| Toilet paper | | X | | 20-100% | X | X | X | X | Schedule 75 SIN 75 85 Schedule 51 V SINs 105 001 & 002 |
| Trash bags | | X | | 10-100% | X | X | X | X | Schedule 73 SIN 384 2 Schedule 81 I B SIN 617 1 Schedule 51 V SINs 105 001 & 002 |

¹  = Biobased,  = Recycled Content,  = Safer Choice

SUSTAINABLE PURCHASING TIPS

- Purchase cleaning supplies that are biobased and are labelled as low VOC (contain minimal amounts of volatile organic compounds).
- Do not purchase heavy-duty cleaning products for light-duty cleaning.
- Purchase supplies in bulk or in concentrate to reduce packaging waste.