



Sustainable Procurement Guide for Lodging and Military Barracks



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.

The checklist below is a guide to sustainable products that may be used on a day-to-day basis when providing lodging 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.

Day-to-Day Operations

- | | |
|---|---|
| <input type="checkbox"/> Air fresheners and deodorizers | <input type="checkbox"/> Hair care products |
| <input type="checkbox"/> Bathroom cleaning products | <input type="checkbox"/> Hand sanitizer |
| <input type="checkbox"/> Bathroom tissue | <input type="checkbox"/> Hand soap |
| <input type="checkbox"/> Bedding and bath towels | <input type="checkbox"/> Household cleaners |
| <input type="checkbox"/> Carpet/upholstery cleaners | <input type="checkbox"/> Laundry soap |
| <input type="checkbox"/> Dehumidifiers | <input type="checkbox"/> Laundry products |
| <input type="checkbox"/> Disposable cutlery | <input type="checkbox"/> Paper towels |
| <input type="checkbox"/> Disposable tableware | <input type="checkbox"/> Refrigerators |
| <input type="checkbox"/> Facial tissues | <input type="checkbox"/> Trash bags |
| <input type="checkbox"/> Glass cleaner | <input type="checkbox"/> Vending machines |

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 (<http://www.biopREFERRED.gov/BioPreferred/faces/catalog/Catalog.xhtml>) identifies biobased products.

When contracting for support 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 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>)



Buy Wisely, Buy for the Future!



PURCHASING GUIDE MATRIX – LODGING AND MILITARY BARRACKS

Product	Preference Program ¹				Minimum Content Levels	Availability				GSA Award Schedule(s)
						EMALL	GSA Advantage	GSA Global Supply	AbilityOne	
Air fresheners and deodorizers		X		X	97%	X				Schedule 51 V SIN 105 002
Bathroom cleaning products		X		X	74%	X	X	X	X	Schedule 73 SIN 375 363 Schedule 51 V SINs 105 001 & 002
Bathroom tissue			X		20-100%	X	X	X	X	Schedule 75 SIN 75 85 Schedule 51 V SINs 105 001 & 002
Bedding and bath towels (excluding cotton, linen and wool)		X			12%	X	X			Schedule 73 SIN 852 3 Schedule 73 SIN 852 7
Carpet/upholstery cleaners		X		X	54%		X	X		Schedule 73 SIN 375 341 & 117 Schedule 51 V SINs 105 001 & 002
Dehumidifier ^{2,3}	X						X			Schedule 51 V SIN 105 001 & 002 Schedule 51 V SIN 639 001 & 002
Disposable cutlery		X			48%		X	X	X	Schedule 56 SIN 563 27 & 28 Schedule 51 V SIN 105 001 & 002
Disposable tableware		X			72%	X	X	X	X	Schedule 56 SIN 206 4 Schedule 51 V SINs 105 001 & 002
Facial tissue			X		10-100%	X	X	X	X	
Glass cleaner		X		X	49%	X	X	X	X	Schedule 75 SIN 75 200 Schedule 51 V SIN 105 001 & 002
Hair care products					66-78%	X	X	X	X	Schedule 73 SIN 852 1
Hand cleaners		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 SIN 852 1 Schedule 75 SIN 75 200 Schedule 51 V SIN 105 002
Household cleaners		X		X	39%	X	X	X	X	Schedule 51 V SIN 105 001 & 002 Schedule 75 SIN 75 200
Laundry products		X		X	34%	X	X	X		Schedule 73 SIN 874 507
Paper towels			X		40-400%	X	X	X	X	Schedule 75 SIN 75 85
Plastic trash bags			X		10-100%	X	X	X	X	Schedule 73 SIN 384 2 Schedule 81 I B SIN 614 1
Refrigerators ²	X						X			Schedule 51 V SIN 105 001 & 002 Schedule 51 V SIN 639 001 & 002 Schedule 73 SIN 302 49
Vending machines	X									Schedule 73 SIN 302 36 & 56

 =ENERGYSTAR,
  = Biobased,
  = Recycled Content,
  = SaferChoice

² These products can also be SNAP certified

² These products can also be FEMP certified

SUSTAINABLE PURCHASING TIPS

- Purchase cleaning supplies that are biobased and are labeled as low VOC (contain minimal amounts of volatile organic compounds).
- Do not purchase heavy-duty cleaning products for light-duty cleaning.