HEALTHY GREEN SCHOOLS & COLLEGES

A HEALTHY SCHOOLS CAMPAIGN & GREEN SEAL PARTNERSHIP

GUIDANCE MANUAL: PROCUREMENT OF FACILITY OPERATIONS AND MAINTENANCE PRODUCTS

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HOW TO USE THIS GUIDANCE

This guidance manual is designed to help you meet the criteria of the Healthy Green Schools & Colleges Standard for K–12 School Districts and Higher Education Institutions. This manual includes all criteria from Section 2 of the standard. The manual does not replace the standard in defining the requirements for certification and does not guarantee certification.

Each subsection in this manual contains the following parts:

CRITERIA TYPE
A categorization of each criterion as either required or optional, or a combination of both.

POINTS AVAILABLE
For optional criteria, the number of points that can be earned toward a certification tier. All required criteria will show 0 available points.

INTENT
A brief statement of the purpose of the requirement and how it reduces impacts to human health and the environment.

AMERICAN RESCUE PLAN FUNDING CATEGORY
The section of H.R.1319, American Rescue Plan Act of 2021, under which funding for each criterion may be available through state education agencies.

STANDARD REQUIREMENTS
The complete standard requirements for each criterion, as found in the Healthy Green Schools & Colleges Standard for K–12 School Districts and Higher Education Institutions, dated September 22, 2022.

DOCUMENTATION NEEDED
The documentation required to verify compliance with each criterion. In general, documents consist of narrative explanations or descriptions, established policies, copies of purchasing orders or receipts, photographic evidence, or information provided in a template developed by Healthy Schools Campaign and Green Seal. Electronic documents (e.g., PDF, Word, JPEG, Excel, scanned originals) are preferable to paper copies.

STREAMLINED DOCUMENTATION OPTIONS FOR PROGRAMS CERTIFIED TO GREEN SEAL, GS-42
A reduced set of documentation necessary to demonstrate compliance with criteria for programs that meet an eligible scope for the Healthy Green Schools & Colleges Standard and are certified to Green Seal, GS-42, Standard for Commercial and Institutional Cleaning Services.

SUBMITTAL TEMPLATES AVAILABLE FOR USE

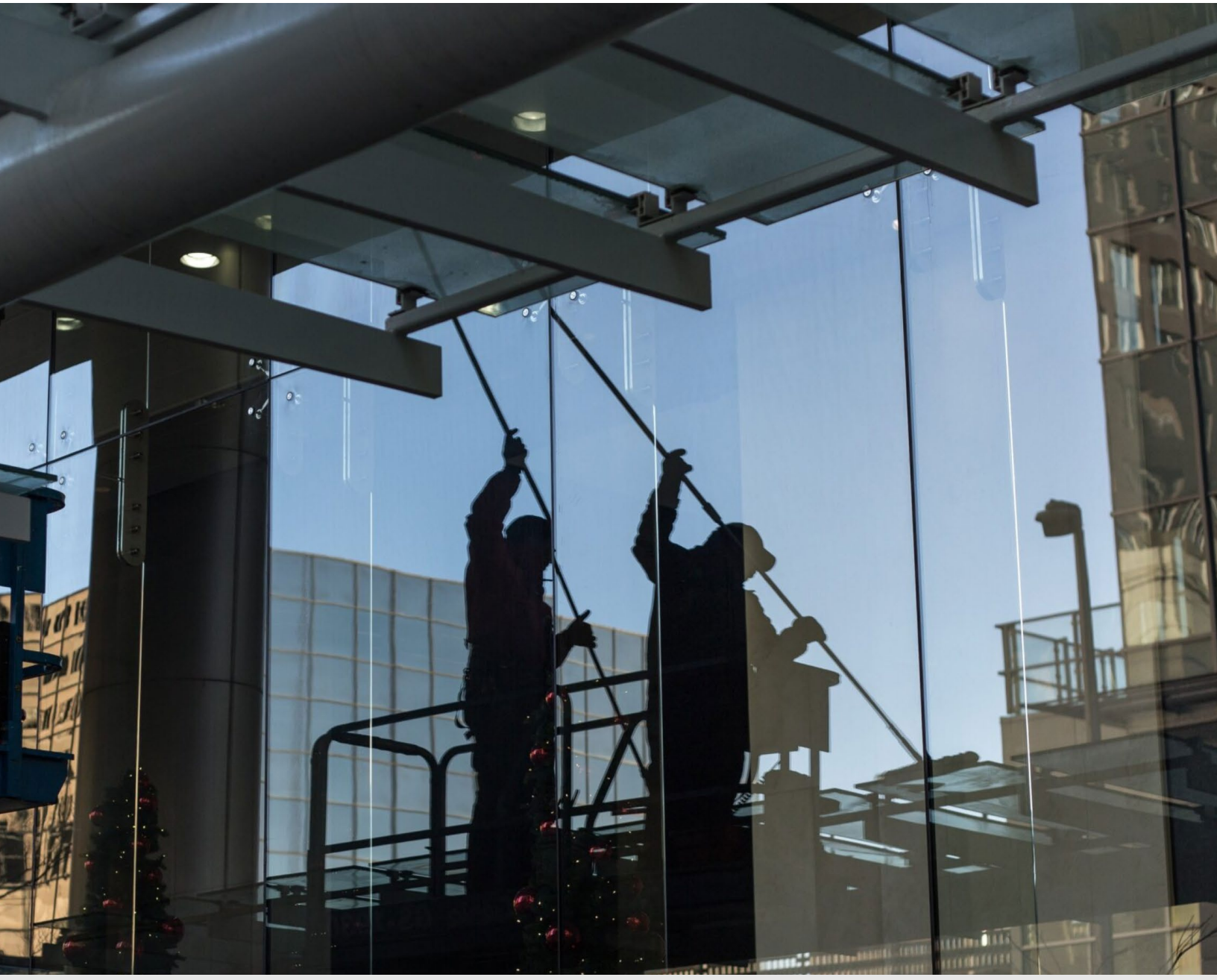
Documents developed by Healthy Schools Campaign and Green Seal to assist educational institutions in tracking data, collecting necessary documentation, and ensuring all necessary information is included in an institution's submission.

IMPLEMENTATION TIPS

Suggestions for how institutions can successfully implement the required and optional criteria, including special cases and considerations. This information can help institutions meet criteria within the standard but is not the only path to achievement and is not necessary to meet the required or optional criteria in the standard.

EXTERNAL RESOURCES

Links to referenced standards or resources within each criterion, as well as educational resources that may help participants successfully implement the criteria.



SECTION 2: PROCUREMENT OF FACILITY OPERATIONS AND MAINENANCE PRODUCTS

2.1 Consumable Goods

Criteria Type

The 25 percent environmentally preferable purchasing threshold is required for all projects. Environmentally preferable purchasing in excess of 25 percent of total consumable goods purchases by cost is optional for all projects.

Points Available

Up to 8 points available. Points are awarded according to the following table.

Points for Green Consumable Goods

Percentage of Purchases (by Cost)	Points
25	Required for all projects
50	2
70	4
85+	8

Intent

To ensure that consumable goods purchases reduce negative environmental and human health impacts and help reduce the spread of infectious disease, while also delivering effective functional performance.

American Rescue Plan Funding Category

HR 1319-18 (Q)

Standard Requirements

At the institution level, purchase environmentally preferable consumable goods during the performance period. Consumable goods include the following categories:

- general-purpose cleaning products,
- sanitizing and disinfecting products,
- specialty cleaning products,
- hand soaps and alcohol-based hand sanitizers,
- laundry care products,
- sanitary paper products,
- printing and writing paper,
- disposable menstrual products,
- trash, recycling, and composting can liners,
- paints, coatings, stains, and sealers, and
- ice melt and snow and ice removal products.

For all categories, purchase products that meet the criteria listed in the following table. See Appendix 4, Approved Third-Party Certifications for Consumable Goods Purchasing, for other approved programs.

Environmentally Preferable Purchasing Criteria for Consumable Goods

Product	Criteria
General-purpose cleaning products, including • all-purpose cleaners and degreasers • bathroom cleaners and deodorizers (includes hard surface, toilet, and urinal) • glass, mirror, and window cleaners • carpet, rug, and upholstery cleaners (includes routine and spot-cleaning products) • floor cleaners, strippers, sealers, and finishes	Select products certified to Green Seal or other approved program
Sanitizing and disinfecting products	Select products that meet all requirements in 2.1.1

Specialty cleaning products, including • metal polishes • furniture polishes • graffiti removers • gum removers • lime and scale removers • mildew removers • drain and grease trap additives • odor removal • dish soap	Select products certified to Green Seal or other approved program
Hand soaps and alcohol-based hand sanitizing products	Select products certified to Green Seal or other approved program
Laundry care products	Select products certified to Green Seal or other approved program
Sanitary paper products, including • toilet tissue • facial tissue • paper towels • napkins	Select products certified to Green Seal or other approved program
Printing and writing paper	Select products certified to Green Seal or other approved program
Disposable menstrual products	Select products that are free of colored dyes and are fragrance-free, or that comply with International Fragrance Association's (IFRA) safety standards
Trash, recycling, and composting can liners	Select products that contain minimum 30% postconsumer recycled content
Paints, coatings, stains, and sealers	Select products certified to Green Seal GS-11 Edition 4.0, or other approved program
Ice melt and snow and ice removal products	Select products that do not contain chloride, sodium chloride, magnesium chloride, potassium chloride, or calcium chloride

2.1.1 Sanitizing and Disinfecting Products
Purchase sanitizers and disinfectants, including antimicrobial mold and mildew cleaners, that meet the following requirements.

2.1.1.1 Certified Disinfectants
Products are certified to Green Seal or carry the Design for the Environment (DfE) label and contain only the following active ingredients:

- hydrogen peroxide,**
- citric acid,
- lactic acid,
- ethanol,
- isopropyl alcohol,
- peroxyacetic acid,**
- sodium bisulfate, and/or
- additional antimicrobial active ingredients approved by U.S. Environmental Protection Agency (EPA) for the Design for the Environment for Pesticides program.

**The combination of hydrogen peroxide and peroxyacetic acid is a designated asthmagen, so avoid products that contain both.

OR

2.1.1.2 Alternative Allowable Active Ingredients
Products or product additives contain only the following active ingredients:

- hypochlorous acid (sold off the shelf or device-generated on-site), or
- aqueous ozone (device-generated on-site).

AND

2.1.1.3 Prohibited Active Ingredients
No products shall contain any of the following active ingredients:

- benzalkonium chloride compounds (commonly called quats),
- sodium hypochlorite (commonly called chlorine bleach),
- phenol, o-Benzyl-p-chlorophenol, o-Phenylphenol, chloroxylenol (I.e., all ingredients commonly referred to as phenols), or
- glutaraldehyde.

Documentation Needed

Complete the Procurement Calculator Workbook, Consumable Goods Tab, which includes the following:

- the total actual cost of all consumable goods purchased by the institution during the performance period, defined by the following categories:
  - general-purpose cleaning products,
  - sanitizing and disinfecting products,
  - specialty cleaning products,
  - hand soaps and alcohol-based hand sanitizers,
  - laundry care products,
  - sanitary paper products,
  - printing and writing paper,

  - disposable menstrual products,
  - trash, recycling, and composting can liners,
  - paints, coatings, stains, and sealers, and
  - ice melt and snow and ice removal products.

- the total actual cost of each consumable goods subcategory during the performance period,
- the product name, manufacturer, date purchased, cost, and environmentally preferable purchasing criteria met (if any) for all consumable goods purchased during the performance period, and
- the percentage of consumable goods purchases that are environmentally preferable.

Provide invoices or purchase orders for all products in this category purchased during the performance period.

Streamlined Documentation Options for Programs Certified to Green Seal, GS-42

None.

Submittal Templates Available for Use

Section 2.0: Procurement Calculator Workbook (Consumable Goods Tab)

Implementation Tips

Before selecting a performance period to document compliance with the criteria, complete the following steps:

- Review the institution's existing purchasing policy to determine whether the following product types address environmental preferability in the policy:
  - general-purpose cleaning products,
  - *sanitizing* and *disinfecting* products,
  - specialty cleaning products,
  - hand soaps and alcohol-based hand sanitizers,
  - laundry care products,
  - sanitary paper products,
  - printing and writing paper,
  - disposable menstrual products,
  - trash, recycling, and composting can liners,
  - paints, coatings, stains, and sealers, and
  - ice melt and snow and ice removal products.

- Confirm that the institution's definition of environmental preferability is consistent with the requirements of this criterion. Compile a list of necessary revisions to the institution's existing purchasing policy, and follow the institution's internal process for approving changes to the purchasing policy.
- Review all existing consumable goods purchases. Consult the product labels or SDSs or contact the supplier to determine whether the products meet the environmentally preferable criteria. Determine which products will need to be phased out to comply with the new purchasing policy.

- Keep in mind that for disinfectant purchases, all disinfectant purchases, regardless of the targeted percentage environmentally preferable for the consumable goods category, must be shown to avoid all the following active ingredients:
  - benzalkonium chloride compounds (commonly called quats),
  - sodium hypochlorite (commonly called chlorine bleach),
  - phenol, o-Benzyl-p-chlorophenol, o-Phenylphenol, chloroxylenol (i.e., all ingredients commonly referred to as phenols), or
  - glutaraldehyde.

- Discuss the use of these products with facilities and maintenance personnel to understand any concerns or impacts from removing certain products from use and substituting others.
- If possible, purchase a small quantity of a variety of replacement product options, and allow facilities and maintenance personnel to try them and provide user feedback.
- Existing suppliers may have environmentally preferable alternatives. Consult with them about other options and how these perform compared with current purchases.
- Once facilities and maintenance personnel have determined their preferred alternatives in compliance with the standard requirements for all product categories, select a performance period when new products will be purchased.

During the performance period, track all purchases made under the new procurement policy using the Procurement Calculator Workbook; save purchase orders and receipts for all items listed in the workbook to submit during the certification process.

Alert staff and building personnel about preferred product alternatives and products to avoid if they make one-off purchases for their classrooms or building space.

Once the new purchasing policy is actively implemented, engage regularly with building occupants and facilities and maintenance personnel to proactively identify any issues or challenges with the new products. Continue to adjust preferred products as necessary to maintain compliance with the requirements of this criterion and meet user and occupant needs.

It is possible that Healthy Schools Campaign and Green Seal may implement temporary policy changes to allow for additional products during times of supply chain shortages or infectious disease outbreak. Participants will be made aware of these allowances as they arise.

External Resources

- Green Seal, Product Directory, https://certified.greenseal.org/
- UL Solutions, Product Search Directory, https://spot.ul.com/
- U.S. EPA, "Design for the Environment DfE-Certified Disinfectants List," https://www.epa.gov/pesticide-labels/dfe-certified-disinfectants

2.2 Durable Goods

Criteria Type
The 25 percent environmentally preferable purchasing threshold is required for all projects. Environmentally preferable purchasing in excess of 25 percent of total durable goods purchases is optional for all projects.

Points Available
Up to 4 points available. Points are awarded according to the following table.

Points for Green Consumable Goods

Percentage of Purchases (by Cost)	Points
25	Required for all projects
50	2
70	3
85+	4

Intent
To ensure that durable goods purchases reduce negative environmental and human health impacts and help reduce the spread of infectious disease, while also delivering effective functional performance.

American Rescue Plan Funding Category
HR 1319-18 (Q)

Standard Requirements

At the institution level, purchase environmentally preferable durable goods during the performance period. Durable goods include the following categories:

- receptacles and dispensers,
- water softeners for drinking fountains and water bottle filling stations
- on-site electricity generators,
- hand dryers and paper towel dispensers,
- floor-cleaning tools and accessories,
- cleaning cloths,
- tools,
- filters, and
- stand-alone air filtration units.

For all categories, purchase products that are certified to Green Seal (when available) or meet the criteria listed in the following table.

Environmentally Preferable Purchasing Criteria for Durable Goods

Product	Criteria
Receptacles and dispensers, including the following: • restroom menstrual product receptacles, and • paper product dispensers.	Select touch-free systems that comply with the Americans with Disabilities Act (ADA).
Drinking fountain water softeners and water bottle filling stations	Select metered water softeners. Select low-energy, touchless bottle filling stations and receptacles.
On-site electricity generators	Select U.S. EPA Energy Star–certified products.
Hand dryers and paper towel dispensers	Select low-energy, touch-free systems.
Floor-cleaning tools and accessories, including the following: • mops, • floor pads, • brushes, and • other accessories.	Select products certified to Green Seal or other approved program or are made from reusable microfiber.
Cleaning cloths	Select microfiber cleaning cloths.
Tools	Select *ergonomic* tools.
Powered equipment filters	Select highest-efficiency filter that equipment will support, as described in manufacturer's filtration specifications.
Stand-alone air filtration units	Select multifiltration air filtration units that can provide four air changes per hour, properly sized for the square footage of the space where they are used. When possible, select the lowest-decibel unit that meets the air change requirement or provide written justification for not doing so.

Documentation Needed

Complete the Procurement Calculator Workbook, Durable Goods Tab, which includes the following:

- the total actual cost of all durable goods purchased by the institution during the performance period, defined by the following categories:
  - receptacles and dispensers,
  - water softeners for drinking fountains and water bottle filling stations,
  - on-site electricity generators,
  - hand dryers and paper towel dispensers,
  - floor-cleaning tools and accessories,
  - cleaning cloths,
  - tools,
  - filters, and
  - stand-alone air filtration units.
- the total actual cost of each durable goods subcategory during the performance period,
- the product name, manufacturer, date purchased, cost, and environmentally preferable purchasing criteria met (if any) for all durable goods purchased during the performance period, and
- the percentage of durable goods purchases that are environmentally preferable.

Provide invoices or purchase orders for all products in this category purchased during the performance period.

Streamlined Documentation Options for Programs Certified to Green Seal, GS-42

None.

Submittal Templates Available for Use

Section 2.0: Procurement Calculator Workbook (Durable Goods Tab)

Implementation Tips

Prior to selecting a performance period to document compliance with the criteria, complete the following steps:

- Review the institution's existing purchasing policy to determine whether the following product types address environmental preferability in the policy:
  - receptacles and dispensers,
  - water softeners for drinking fountains and water bottle filling stations,
  - on-site electricity generators,
  - hand dryers and paper towel dispensers,
  - floor-cleaning tools and accessories,
  - cleaning cloths,
  - tools,
  - filters, and
  - stand-alone air filtration units.

- Confirm that the institution's definition of environmental preferability is consistent with the requirements of this criterion. Compile a list of necessary revisions to the institution's existing purchasing policy, and follow the institution's internal process for approving changes to the purchasing policy.

- The products in the durable goods category may be purchased under a number of different offices, policies, and at different paces (e.g., cleaning cloths may be purchased monthly, on-site electricity generators may be purchased once every few years); consider how the frequency of purchasing in this category impacts performance period selection. Only products purchased during the performance period count toward the denominator of *all durable goods purchases.*
- Work with the relevant procurement staff to determine upcoming durable goods purchases that will be impacted by the policy changes. Confirm with suppliers whether currently planned purchases meet the environmentally preferable purchasing criteria or if they have recommended substitutions.
- Ensure that forthcoming purchases of durable goods, especially high-cost items, comply with the new requirements to ensure the institution meets its target environmentally preferable purchasing threshold.
- When considering ergonomic tools, consult the CDC's *Guide to Selecting Non-Powered Hand Tools for guidance.*
- If product changes are necessary, review potential substitutions with those personnel who were part of the original product selection to ensure that an alternative compliant product meets the needs of the intended users.
- Once personnel have determined their preferred alternatives in compliance with the standard requirements for all durable goods, select a performance period when the new products will be purchased.

During the performance period, track all purchases made under the new procurement policy using the Procurement Calculator Workbook; save purchase orders and receipts for all items listed in the workbook to submit during the certification process.

External Resources

- U.S. EPA, ENERGY STAR Certified Product Directory, https://www.energystar.gov/products
- Green Seal, Product Directory, https://certified.greenseal.org/
- CDC, *Guide to Selecting Non-Powered Hand Tools*, https://www.cdc.gov/niosh/docs/2004--164/pdfs/2004-164.pdf
- Choose Hand Safety (for buying ergonomic hand tools), https://choosehandsafety.org/

2.3 Powered Equipment

Criteria Type
The 25 percent environmentally preferable purchasing threshold is required for all projects. Environmentally preferable purchasing in excess of 25 percent of total durable goods purchases is optional for all projects.

Points Available
Up to 4 points available. Points are awarded according to the following table.

Points for Green Consumable Goods

Percentage of Purchases (by Cost)	Points
25	Required for all projects
50	2
70	3
85+	4

Intent
To ensure that powered equipment purchases reduce negative environmental and human health impacts and help reduce the spread of infectious disease, while also delivering effective functional performance.

American Rescue Plan Funding Category
HR 1319-18 (Q)

Standard Requirements

At the institution level, purchase environmentally preferable durable goods during the *performance period*. Powered equipment includes the following categories:

- vacuum cleaners,
- carpet extraction equipment,
- electric-powered floor maintenance equipment,
- propane-powered floor maintenance equipment, and
- outdoor groundskeeping equipment.

For all categories, purchase products that meet the criteria listed in the following table.

Environmentally Preferable Purchasing Criteria for Powered Equipment

Product	Criteria
Vacuum cleaners	Select equipment certified to Carpet and Rug Institute Seal of Approval/Green Label vacuum program and that operates at a sound level below 70 decibels. Document efforts to purchase lightweight, self-propelled, *ergonomic* equipment.
Carpet extraction equipment	Select equipment certified to Carpet and Rug Institute Bronze Seal of Approval or higher. Document efforts to purchase lightweight, self-propelled, ergonomic, and (if appropriate) low-water-use equipment.
Electric-powered floor maintenance equipment	Select equipment that operates a at sound level below 70 decibels. Document efforts to purchase lightweight, self-propelled, *ergonomic*, and (if appropriate) low-water-use equipment.
Propane-powered floor maintenance equipment	Select equipment certified for low emissions by California Air Resources Board (Small Off-Road Engines or Equipment program) and equipped with catalytic and exhaust monitoring. Document efforts to purchase lightweight, self-propelled, *ergonomic*, and (if appropriate) low-water-use equipment.
Outdoor groundskeeping equipment	Document efforts to purchase lightweight, self-propelled, *ergonomic*, and (if appropriate) low-water-use equipment.

Documentation Needed

Complete the Procurement Calculator Workbook, Powered Equipment Tab, which includes the following:

- the total actual cost of all powered equipment purchased by the institution during the performance period,
- the total actual cost of each powered equipment subcategory,
- the product name, manufacturer, date purchased, cost, and environmentally preferable purchasing criteria met (if any) for all powered equipment purchased during the performance period, and
- the percentage of powered equipment purchases that are environmentally preferable. Provide invoices or purchase orders for all products in this category purchased during the performance period.

Streamlined Documentation Options for Programs Certified to Green Seal, GS-42

Projects certified to Green Seal, GS-42, demonstrating an eligible scope under the Healthy Green Schools & Colleges Standard meet the required criteria and earn all points available in Section 2.3.

Submittal Templates Available for Use

Section 2.0: Procurement Calculator Workbook (Powered Equipment Tab)

Implementation Tips

Before selecting a performance period to document compliance with the criteria, complete the following steps:

- Review the institution's existing purchasing policy to determine whether the following product types address environmental preferability in the policy:
  - vacuum cleaners,
  - carpet extraction equipment,
  - electric-powered floor maintenance equipment,
  - propane-powered floor maintenance equipment, and
  - outdoor groundskeeping equipment.

- Confirm that the institution's definition of environmental preferability is consistent with the requirements of this criterion. Compile a list of necessary revisions to the institution's existing purchasing policy, and follow the institution's internal process for approving changes to the purchasing policy.
- The products in the powered equipment category may be purchased under a number of different offices and policies (e.g., vacuum cleaners versus outdoor groundskeeping equipment) These may be infrequent purchases relative to other categories; consider how the frequency of purchasing in this category impacts performance period selection. Only products purchased during the performance period count toward the denominator of *all powered equipment purchases.*
- Work with the relevant procurement staff to determine upcoming powered equipment purchases that will be impacted by the policy changes. Confirm with suppliers whether currently planned purchases meet the environmentally preferable purchasing criteria or if they have recommended substitutions.

- Ensure that forthcoming purchases of powered equipment, especially high-cost items, comply with the new requirements to ensure the institution meets its target environmentally preferable purchasing threshold.
- When considering ergonomic powered equipment, consult UCLA's *Ergonomics Guidance for Custodial Equipment*. This resource includes ergonomic specifications for the following products:
  - Vacuums: backpack vacuums, large-area walk-behind vacuums, large-area stand-on vacuums, upright vacuums, and wet-dry vacuums,
  - Carpet cleaners and extractors, and
  - Floor machines: buffers, burnishers, scrubbers, mopping systems.

In addition, *Turf Magazine* explores important factors to consider when selecting ergonomic outdoor equipment such as lawn mowers, blowers, and trimmers.

- If product changes are necessary, review potential substitutions with those personnel who were part of the original product selection to ensure that an alternative compliant product meets the needs of the intended users.
- Once personnel have determined their preferred alternatives in compliance with the standard requirements for all powered equipment, select a performance period when the new products will be purchased.

During the performance period, track all purchases made under the new procurement policy using the Procurement Calculator Workbook; save purchase orders and receipts for all items listed in the workbook to submit during the certification process.

External Resources

- California Air Resources Board, Small Off-Road or Equipment Program, https://ww2.arb.ca.gov/small-road-engine-or-equipment-regulatory-and-certification-documents
- Carpet and Rug Institute, Certified Products, https://carpet-rug.org/testing/seal-of-approval-program/
- "The Power of Ergonomics," Turf Magazine, https://turfmagazine.com/product-design/the-power-of-ergonomics/
- UCLA, Ergonomics Guidance for Custodial Equipment, https://ergonomics.ucla.edu/resources/custodial-equipment