



# Guidance on Agency Reporting

*Per statute, agencies are required to report annually on their green purchases.*

## What are we asking for?

Agency green purchases that are made **outside** of statewide contracts (i.e., using agency contracts that are not administered by DGS OSP) in these specific product categories:

- **Construction & Maintenance products** (e.g., HVAC units, Piping, tools, hardware)
- **Electronic & IT Products, Appliances** (e.g., computers, displays, servers, phones, imaging equipment, washers, vending machines, refrigerators, etc.)
- **Food Service Ware** (e.g., disposable or reusable dishware, utensils, paper napkins, etc.)
- **Janitorial Supplies** (e.g., cleaners, disinfectants, cleaning supplies)
- **Lighting Products** (e.g., lightbulbs, lamps, fixtures)
- **Office Supplies** (e.g., copy paper, notebooks, pads, toners & cartridges, pens, etc.)
- **Paints & Coatings**

## What are we not asking for?

Purchases made on statewide contracts; DGS already receives green spend data for these contracts.

DGS currently tracks green purchases for the following statewide vendors:

<b>Vendor</b>	<b>BPO #</b>
AJ Stationers	<a href="#">001B0600303</a>
ATS	<a href="#">060B5400007</a>
BISM	<a href="#">001B3600279</a>
Cartridge Plus	<a href="#">001B0600301</a>
Fastenal	<a href="#">001B4600010</a>
FPC Holdings	<a href="#">001B1600444</a>
Grainger	<a href="#">001B9400023</a>
Graybar	<a href="#">001B8400425</a>
MCE	<a href="#">001B2600365</a>
RGH Enterprises	<a href="#">001B1600132</a>
Rudolph's	<a href="#">001B0600297</a>
Sharp	<a href="#">001B4600112</a>



## What data points do agencies need to provide?

Agencies must provide detailed data on products and their environmental attributes, to the maximum extent practicable. Requested data points include, but are not limited to:

- Vendor
- State Agency
- Product Category
- Product Number
- Product Description
- Material Type
- Product Weight
- Extended Price
- Environmental Certifications
- Recycled Content Percentages
- Other Environmental Attributes

Review the Agency Reporting Template and the product category sheets for additional detail.

## Don't have a robust data platform to track purchases?

Ask vendors to submit data using the Agency Reporting Template. Send the Template to vendors along with a reporting schedule.

## What is the timeframe to submit data?

Use the following schedule for Fiscal Year 2024 to ensure data is submitted on time.

Quarter:	Spend Period	Vendor Data Due to Agency	Agency Data Due to DGS
Q1 and Q2	July 1 – December 31, 2023	January 31, 2024	February 12, 2024
Q3	January 1 – March 31, 2024	May 3, 2024	May 10, 2024
Q4	April 1 – June 30, 2024	August 2, 2024	August 9, 2024

## How to ensure continued vendor cooperation and compliance on reporting?

Add reporting requirements to new solicitations. Edit the following language and replace the highlighted text to fit your need.

*The State of Maryland requires the Contractor to submit at a minimum **quarterly sales data** over the life of this contract per a schedule established and deemed reasonable by both parties, or by request of the **Department of General Services**. **This information 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 contract specifications.** The Contractor must notify the State if a product contains mercury. To facilitate consistent reporting on this contract, the Contractor will be provided with a **CONTRACTOR GREEN SALES REPORT template** from the Green Purchasing Committee (GPC), the **Office of State Procurement (OSP)** or the **Department of General Services (DGS)**.*

For additional information, contact [DGS.BuyGreen@maryland.gov](mailto:DGS.BuyGreen@maryland.gov)