



## Maryland Green Purchasing Committee Approved Specification – Office Supplies

### **HOW TO USE THIS DOCUMENT:**

This document sets prohibitions and minimum requirements for office supplies procured by the State of Maryland with which Contractors are required to comply.

If soliciting for Electronics and IT (e.g. computers, tablets, televisions, etc.) include the GPC approved specification for [Electronic and IT products](#).

If soliciting for cleaning products, include the GPC approved specification for [Janitorial Supplies](#).

### **PRODUCTS COVERED UNDER THIS SPECIFICATION:**

Office Paper Products

Non-paper Office Supplies

Office Electronics and Furniture



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## Maryland Green Purchasing Committee Approved Specification – Office Supplies

### 1. ENVIRONMENTALLY PREFERABLE PURCHASING: LEGISLATION, STATUTES, AND REGULATIONS

#### *For Procurement Officers and Agencies*

##### **Environmentally Preferable Purchasing** (COMAR: [21.11.07.09](#))

“All procurement agencies shall purchase environmentally preferable products and services unless purchasing environmentally preferable products and services would limit or supersede any requirements under any provision of law or result in the purchase of products and services that:

- (1) Do not perform adequately for the intended use;
- (2) Exclude adequate competition; or
- (3) Are not available at a reasonable price in a reasonable period of time.”

##### **Mercury and Products that Contain Mercury** (COMAR: [21.11.07.07](#))

“All procurement agencies shall give a preference under this regulation to procuring products and equipment that are mercury-free. If mercury-free products and equipment that meet the agency's product performance requirements are not commercially available, the procurement agency shall give preference under this regulation to products containing the least amount of mercury necessary to meet performance requirements.”

##### **Recycled Content Requirements for Paper Products** (State Finance and Procurement Article [§14-402](#))

Paper and paper products purchased by the State must contain at least 80% post-consumer recycled content. If 80% post-consumer recycled content paper is not available, purchases must, at a minimum, comply with the Environmental Protection Agency's (EPA) Comprehensive Procurement guideline for federal procurement of paper and paper products containing recovered materials (40 C.F.R. Part 247).

#### *For Contractors, Bidders, and Offerors*

##### **Verifying Environmental Claims** (State Finance and Procurement Article [§14-410](#))

“A bidder or offeror for a procurement contract shall certify in writing that any claims of environmental attributes made relating to a product or service are consistent with the Federal Trade Commission's Guidelines for the Use of Environmental Marketing Terms.”

##### **Limitations on Hazardous Substances** (Environment Article [§6-1202-1202.1](#))

A person may not manufacture, process, sell, or distribute in the State a new product or flame-retardant part of a new product that contains more than one-tenth of 1% of pentaBDE (pentabrominated diphenyl ether) or octaBDE (octabrominated diphenyl) by mass.

A person may not manufacture, lease, sell, or distribute for sale or lease in the State electrical or electronic equipment that contain more than one-tenth of 1% of decaBDE (decabrominated diphenyl ether) by mass.

##### **Limitations and Prohibitions on Heavy Metals in Packaging** (Env't [§9-1902\(a\)-\(b\)](#))

“A manufacturer or distributor may not sell or offer for sale or for promotional purposes any package or packaging component or any product in a package or packaging component to which any of the following was intentionally added during manufacture or distribution: (1) Lead; (2) Cadmium; (3) Mercury; or (4) Hexavalent chromium.

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The sum of the concentration levels of lead, cadmium, mercury, and hexavalent chromium incidentally present in a package or packaging component may not exceed...100 parts per million by weight or 0.01%.”

## 2. PROHIBITIONS

- Batteries containing nickel cadmium (Ni-Cd), mercury, or lead are prohibited.
- Pursuant to Env’t §§6–1201–1204, products containing more than one-tenth of 1% of pentaBDE, octaBDE, or decaBDE by mass are prohibited.
- Pursuant to COMAR: 21.11.07.07, products that contain mercury are prohibited, unless there are no commercially available mercury-free products that meet an agency’s requirements. In such cases, the Contractor must offer products containing the least amount of mercury necessary to meet the agency’s requirements.

The Contractor must clearly label in its bid all products that contain mercury.

- Pursuant to Env’t, §§9–1901–1907, the Contractor is prohibited from offering or using packaging or packaging components (e.g. inks, dyes, pigments, adhesives, stabilizers, and additives) with lead, cadmium, mercury or hexavalent chromium at concentration levels exceeding 100 parts per million by weight or 0.01%.

## 3. MINIMUM REQUIREMENTS

### A. Office Paper Products

#### I. Copy Paper, White, 20#

All white copy paper must:

- Contain at least 50% post-consumer recycled content (PCRC);  
– AND –
- Have at least one of the following third-party certifications:
  - Green Seal;
  - UL (ECOLOGO or Recycled Claim Verification);
  - Forest Stewardship Council (FSC); or
  - SCS (Recycled Claim Verification).

#### II. Office Paper Products, Other than White Copy Paper

All colored copy paper, manila and white hanging file folders, #10 white wove and manila envelopes, white and colored legal pads, and sticky notes must:

- A. Contain at least 50% post-consumer recycled content (PCRC)  
– OR –
- B. Contain 100% total recycled content (TRC) with at least 30% PCRC  
– OR –
- C. 1) Have at least 30% PCRC plus one of the following third-party certifications:
  - Green Seal
  - UL ECOLOGO (or recycled-content claim verification)

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- Forest Stewardship Council (FSC)
- SCS recycled-content claim verification
- AND –
- 2) Make no antimicrobial claims or have any PVC (vinyl) components.

### B. Non-Paper Office Products

#### I. Batteries (in the following sizes: AA, AAA, C, D, and 9V)

- Batteries containing nickel cadmium (Ni-Cd), mercury, or lead are prohibited.
- The vendor must offer at least one brand of nickel-metal hydride (NiMH) rechargeable batteries in the following sizes: AA, AAA, C, D and 9V.
- All rechargeable batteries must be clearly labeled as a green product in the vendor's catalog and the power rating (in mAh) of each rechargeable battery must be clearly indicated
- All NiMH rechargeable batteries offered on the contract must meet the following minimum power ratings:
  - AA: 2,500 mAh
  - AAA: 800 mAh
  - C: 5,000 mAh
  - D: 10,000 mAh
  - 9V: 175 mAh
- The vendor must offer a FREE rechargeable battery recycling system on the contract.

#### II. Binders

All binders must:

- Contain at least 25% post-consumer recycled content (PCRC);
- AND-
- Not contain vinyl (PVC) or antimicrobials

#### III. Keyboard Cleaners

All keyboard cleaners:

- Must not contain any fluorinated compounds (e.g., HFC 134a: 1,1,1,2-Tetrafluoroethane or HFC 152a: 1,1-Difluoroethane)

#### IV. Packaging (except cardboard boxes)

- No polystyrene products (e.g., polystyrene peanuts) or plastic bubble wrap may be offered on this contract.

#### V. Pens

All pens must:

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- A. Be refillable (or be a refill) and the vendor must offer the refill OR have at least 30% post-consumer recycled content (PCRC) OR at least 50% total recycled content (TRC); and
- B. Not contain vinyl (PVC) or antimicrobials

### VI. Toner Cartridges

- A. The vendor may only offer environmentally preferable toner cartridges on this contract, except when there are none available for a specific piece of imaging equipment.
- B. Single-use new built cartridges (i.e., compatibles) are prohibited.
- C. Environmentally preferable toner cartridges are defined as that which is:
  - 1) Single-use new built cartridges (i.e., compatibles) are prohibited.
  - 2) Remanufactured (which is consistent with the US EPA’s Comprehensive Procurement Guidelines) by a company that is STMC-certified;  
- OR -
  - 3) “High yield” (often labeled with one of the following codes: X, XL, XLL, HY, XHY, etc.)
- D. Toner cartridge products that have been tested to be compliant with one or more of the following indoor air quality standards or certifications must be labeled as such:
  - 1) EPEAT 4.10.1.1 Indoor Air Quality Emission Requirements;
  - 2) Nordic Swan; or
  - 3) Blue Angel.
- E. The vendor must offer a FREE cartridge recycling system for each product offered on the contract and the vendor’s cartridge recycling system must send its spent cartridges to a remanufacturer or to a manufacturer that meets the following EPEAT criteria:
  - 1) EPEAT 4.9.3.1- Provision of take-back and recycling service for cartridges and containers (includes process restrictions and reporting requirement);
  - 2) EPEAT 4.9.3.2- Manufacturer recycles or reuses all toner material collected through its cartridge and container take-back program; or
  - 3) EPEAT 4.9.3.3- Manufacturer recycles or reuses all plastic collected through its cartridge and container take-back program Manufacturers and remanufacturers must also provide annual reporting of their recycling program metrics.

### VII. Whiteboard Markers and Cleaners

- All whiteboard markers must be Certified AP Nontoxic (i.e., on the ACMI list with an Approved Product (AP) designation.
- All whiteboard cleaners must be EITHER:
  - Certified by US EPA’s Safer Choice Program;
  - OR -
  - Certified AP Nontoxic

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### C. Office Electronics and Furniture

#### I. Desk Lamps

- A. Desk lamps that use fluorescent, halogen, or incandescent lamps are prohibited.
- B. All desk lamps must:
  - 1) use LEDs as their light source; and
  - 2) be on the ENERGY STAR list.

#### II. Flashlights

All flashlights must:

- A. Use LEDs as their light source;
- B. Be rechargeable (i.e. have a built-in recharging system); and
- C. Not contain ni-cad or lead acid rechargeable batteries.

#### III. Office Chairs

- A. All office chairs must have one of the following third-party certifications:
  - UL GREENGUARD Gold (low-emitting);
  - SCS Indoor Advantage Gold (low-emitting);
  - MAS Certified Green (low-emitting);
  - Intertek Clean Air Gold (low-emitting);
  - BIFMA LEVEL 1 or higher;
  - Cradle to Cradle Certified or Material Health Certificate (at the silver level or higher); OR
  - International Living Future Institute Declare Red List-Free.
- B. The product must not have a “Prop 65 warning” about known human carcinogens and reproductive toxins.
- C. Upholstered products shall meet Technical Bulletin 117-2013 (California’s furniture flammability standard) and must comply with the labeling requirements of California Senate Bill 1019, which was passed on September 30, 2014, and requires a label indicating whether the product contains or does not contain added flame retardants.
- D. Products must also meet the emission requirements of BIFMA e3 criterion 7.6.2 or equivalent.

## 4. ENVIRONMENTALLY PREFERABLE PURCHASING LANGUAGE

**Instruction to Procurement Officers: Please include the following language in your solicitation if it does not already exist.**

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### A. On Environmentally Preferable Purchasing:

**The State of Maryland is committed to purchasing environmentally preferable products and services (EPPs).** Maryland’s State Finance & Procurement Article § 14-410 defines environmentally preferable purchasing as “the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose.”

### B. On Maryland’s Green Purchasing Reporting Requirements:

**The State of Maryland requires, at a minimum, from the Contractor annual sales data over the life of this contract; the State also reserves the right to request quarterly sales data over the life of this contract.**

The report shall include at a minimum details about the third-party sustainability certifications and other environmental attributes of products and services sold on this price agreement per the contract specifications.

To facilitate consistent reporting on this contract, the Contractor will be provided with a VENDOR GREEN SALES REPORT template from the Green Purchasing Committee (GPC), the Office of State Procurement (OSP) or the Department of General Services (DGS).

### C. On Environmental Claims

**All environmental benefit claims made by the Contractor concerning products or services offered on this contract must be consistent with the [Federal Trade Commission’s Guidelines for the Use of Environmental Marketing Claims](#).**