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## SECTION I. MINIMUM REQUIREMENTS

### A. PROHIBITED PRODUCTS

1. Pursuant to Environment Article, [§§9–1901–1907](#), the Contractor is prohibited from offering or using packaging or packaging components (e.g. inks, dyes, pigments, adhesives, or any other additives) with lead, cadmium, mercury or hexavalent chromium at concentration levels exceeding 100 parts per million by weight or 0.01%.
2. Pursuant to Environment Article, [§§6–1201–1204](#), certain products containing more than one-tenth of 1% of pentaBDE, (pentabrominated diphenyl ether), octaBDE (octabrominated diphenyl), or decaBDE (decabrominated diphenyl ether) by mass are prohibited.

### B. PAPER PRODUCTS, GENERAL

1. All paper products must contain a minimum of 80% post-consumer recycled content (PCRC). If an 80% PCRC is unavailable for that subcategory, paper purchases must have the highest available PCRC that meets the EPA Comprehensive Procurement Guidelines (CPG).
2. All paper products offered must currently have one of the following certifications, or meet the EPA CPG recycled content requirement:
  - a. Forest Stewardship Council <https://fsc.org/en/fsc-standards> (products may be viewed at: <https://search.fsc.org/en/>);
  - b. Green Seal <https://greenseal.org/> (products may be viewed at: <https://certified.greenseal.org/directory>);
  - c. UL ECOLOGO <https://www.ul.com/resources/ecologo-certification-program> (products may be viewed at: <https://spot.ul.com/>).

### C. PAPER PRODUCTS, PRINT AND WRITING USE

1. Uncoated paper contains little to no mechanical pulp for coloring and surface texture. Uncoated printing and writing products include white copy paper, computer paper, white envelopes, office notebooks, and white paper pads.
  - a. White copy paper must contain at least 50% PCRC **and** have at least one of the ecolabels listed in section 1.B.2 of this specification.
  - b. Other uncoated paper products not listed in this section must contain a minimum 30% PCRC **and** have at least one of the ecolabels listed in section 1.B.1 of this specification.
2. Coated paper contains mechanical pulp for coloring and surface texture. Coated printing and writing paper products include colored copy paper, carbonless paper, manilla folders and envelopes, index cards, report covers, sticky notes).
  - a. Coated paper products must;
    - (1) Contain a minimum 50% PCRC **or**;
    - (2) Contain 100% total recycled content (TRC) with a minimum 30% PCRC, **or**;
    - (3) Have at least 30% PCRC plus one of the ecolabels listed in section 1.B.2 of this specification, **and**;
    - (4) Make no antimicrobial claims or have any polyvinyl chloride (PVC or vinyl) components.
  - b. Other coated paper products not listed in this section must contain a minimum 30% PCRC **and** have at least one of the ecolabels listed in section 1.B.2 of this specification.

**D. PAPER PRODUCTS, NEWSPRINT**

1. Newsprint comes from groundwood paper to create newspaper.
  - a. Newsprint must contain a minimum of 20% post-consumer fiber.

**E. PAPER PRODUCTS, PAPERBOARD AND PACKAGING**

1. Paperboard and packaging materials include corrugated containers, folding cartons, brown wrapping paper and bags, and industrial paper (drums, cans, tubes, etc.).
  - a. Corrugated paperboard must contain a minimum 25% PCRC
  - b. Folding cartons and industrial paperboard must contain a minimum 40% PCRC and 100% TRC
  - c. Brown wrapping paper and bags must contain a minimum 5% PCRC
  - d. Protective packaging must contain a minimum 75% PCRC and 90% TRC
  - e. Other paperboard and packaging products not listed in this section must contain a minimum 30% PCRC.

**F. PAPER PRODUCTS, JANITORIAL USE**

1. Janitorial paper products include bathroom tissue (toilet paper), paper towels, facial tissue & napkins, and other janitorial paper. *For a description of each subcategory, see page 12 of the Maryland Green Purchasing Committee Specification for [Janitorial Supplies](#).*
2. All janitorial paper products must meet the following requirements:
  - a. Contain NO antimicrobial ingredients, fragrances, colorants (pigments or dyes), or alkylphenol ethoxylates, other alkylphenol derivatives (APEOs), or nanomaterials;
  - b. Must be elemental chlorine free or process chlorine free; vendor must offer at least one brand of the offered product that is process chlorine free;
  - c. Must meet at least one of the following and must provide a link to the certification from the third-party website or from the Ecomedes website (<https://products.ecomedes.com/>) in the bid or proposal to verify compliance.
    - (1) Forest Stewardship Council <https://fsc.org/en/fsc-standards>;
    - (2) Green Seal <https://greenseal.org/> (products may be viewed at: <https://certified.greenseal.org/directory>);
    - (3) UL ECOLOGO <https://www.ul.com/resources/ecologo-certification-program> (products may be viewed at: <https://spot.ul.com/>).
3. Bidders must offer at least one universal dispenser option for each type of product.
4. Bathroom tissue must:
  - a. contain a minimum 20% PCRC;
  - b. contain a minimum 20% TRC, **and**;
  - c. have at least one of the ecolabels in section 1.F.2 of this specification.
5. Paper towels must;
  - a. contain a minimum 40% PCRC;
  - b. contain a minimum 40% TRC, **and**;
  - c. have at least one of the ecolabels in section 1.F.2 of this specification.
6. Facial tissue must;

- a. contain a minimum 10% PCRC;
  - b. contain a minimum 10% TRC, **and**;
  - c. have at least one of the ecolabels in section 1.F.2 of this specification.
7. Paper Napkins must;
- a. contain a minimum 30% PCRC;
  - b. contain a minimum 30% TRC, **and**;
  - c. have at least one of the ecolabels in section 1.F.2 of this specification.
8. General purpose wipers must;
- a. contain a minimum 40% PCRC;
  - b. contain a minimum 40% TRC, **and**;
  - c. have at least one of the ecolabels in section 1.F.2 of this specification.

**G. PAPER PRODUCTS, MISCELLANEOUS**

- 1. Tray liners must contain a minimum 50% PCRC and 100% TRC.

**H. PAPER PRODUCTS, VENDOR REQUIREMENTS**

- 1. The State of Maryland requires vendors to provide the following information for verifying the environmental attributes of paper products:
  - a. Accurate labeling of ecolabels and recycled content shown on the product.
  - b. Accurate capture of recycled content from documentation provided by the manufacturer.
  - c. The link to the third party certifier's website, or an aggregator's website like Ecomedes or UL Spot.

**END OF SECTION I.**

## **SECTION II. RECOMMENDATIONS**

### **A. PAPER PRODUCTS, RECYCLED CONTENT PERCENTAGES**

For all paper products purchased, it is recommended that procuring agencies seek the paper commodities of the highest recycled content available. The following list shows recommended recycled content values for the products listed previously in the specification.

1. Bathroom tissues, paper towels, and paper napkins are recommended 60% PCRC and 100% TRC.
2. Facial tissue is recommended to have 15% PCRC and 100% TRC.
3. Corrugated containers are recommended to have 50% PCRC and 50% TRC.
4. Folding cartons are recommended to have 80% PCRC and 100% TRC.
5. Industrial paperboard is recommended to have 100% PCRC.
6. Brown paper wraps and bags are recommended to have 20% PCRC and 40% TRC.

### **B. PAPER PRODUCTS, OTHER ASPECTS**

1. When applicable, utilize bulk deliveries to reduce the transportation costs and carbon emissions.

**END OF SECTION II.**

### SECTION III. SUBMITTAL REQUIREMENTS

#### A. TECHNICAL SUBMISSION

Bidders/Offerors shall provide the following documents with their response:

1. Proof of applicable required certifications listed in Section I.
  - a. This may include:
    - (1) Documentation from the manufacturer verifying recycled content,
    - (2) link to the certifier's website,
    - (3) the [UL SPOT](#) website, or
    - (4) the [Ecomedes](#) website.
  - b. Bidders/offerors who suggest products that are not certified but meet the recycled content requirement shall provide a list of such products with their bids/offers. That list must include each product's percentage of recycled content.
2. Description of applicable sustainable practices related to the products or services provided.

#### B. REFERENCES

A bidder or offeror shall include the sustainable practices it employed during the contract period for each listed reference.

**END OF SECTION III.**

## SECTION IV. ENVIRONMENTALLY PREFERABLE PURCHASING LANGUAGE

### A. 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."

Accordingly, Bidders/Offerors are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

### B. MARYLAND'S GREEN PURCHASING REPORTING REQUIREMENTS

The Contractor shall submit quarterly sales data to the State over the life of this contract. This information must include details about the recycled content, third-party sustainability certifications, and other environmental attributes of products and services provided under the contract.

To facilitate consistent reporting, the Contractor must use a standardized Vendor Green Sales Report template for the quarterly reporting, which the state will provide.

By submitting a response to this solicitation, the Bidder/Offeror acknowledges a commitment to submitting the quarterly Vendor Green Sales Report to the State. Any vendor who fails to submit the quarterly report may be out of compliance and, therefore, may receive a cure notice from the Procurement Officer.

### C. 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 Guides for the Use of Environmental Marketing Claims](#).

**END OF SECTION IV.**

## SECTION V. LEGISLATION, STATUTES, AND REGULATIONS

### A. FOR PROCUREMENT OFFICERS AND AGENCIES

1. **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.”

2. **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.”

3. **Recycled Paper Purchases** (COMAR [21.11.07.03](#))

“Of the total volume of paper that the Secretary of General Services buys, at least 90 percent shall be recycled paper... If recycled paper that meets the definition set forth in Regulation .01B(7) of this chapter [contains at least 80% post-consumer recycled content] is unavailable, then for purposes of complying with the requirements of this chapter, the Department of General Services and other State agencies may purchase recycled paper and paper products that have the highest percentage of post-consumer material that, at minimum, meets EPA guidelines, provided that reasonable levels of competition, cost, availability, and technical performance are maintained.”

### B. FOR CONTRACTORS, BIDDERS, AND OFFERORS

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

“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.”

2. **Limitations and Prohibitions on Heavy Metals in Packaging** (Environment Article [§9-1902\(a\)-\(d\)](#))

“(a) Except as provided in § 9-1903 and § 9-1904 of this subtitle, on or after July 1, 1993, 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...”

3. **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.



4. **Shipping/Transport Requirements and Recommendations** Idling Law (Transportation Article [§22-402\(c\)\(3\)](#))

“A motor vehicle engine may not be allowed to operate for more than 5 consecutive minutes when the vehicle is not in motion, except as follows:

- i. When a vehicle is forced to remain motionless because of traffic conditions or mechanical difficulties over which the operator has no control;
- ii. When it is necessary to operate heating and cooling or auxiliary equipment installed on the vehicle;
- iii. To bring the vehicle to the manufacturer's recommended operating temperature; or
- iv. When it is necessary to accomplish the intended use of the vehicle.”

**END OF SECTION V.**