

SUBJECT: POLICY FOR A SUSTAINABLE GREEN CLEANING PROGRAM

Purpose: In keeping with the City's vision and commitment of creating an ecologically, socially and economically sustainable green capital city, all City of Madison agencies will adopt a system of green cleaning that incorporates the principles of sustainability including resource conservation, waste reduction and green purchasing.

Background: As a service provider, the City of Madison and its facilities and operations have a huge impact on the environment, the economy and our community. Because the City is both consumer and steward of our environment and its resources, it must incorporate the principles of sustainability to ensure that our current and future needs can be satisfied.

Using *The Natural Step* sustainability framework, the City is working to enhance the sustainability of its facilities and operations by reducing its consumption of fossil fuels and other materials extracted from the Earth, reducing its dependence on synthetic and persistent chemicals, and mitigating its impact on physical ecosystems. Because our community will not be truly sustainable unless our residents are healthy, safe and prospering, the City will continue to pursue policies and actions that minimize the barriers that get in the way of residents' ability to meet their basic needs. The City also intends to lead by example.

The goal of this policy is to promote worker health and safety and reduce the environmental impacts of cleaning products and materials used in the maintenance of City-owned facilities. The purpose of this policy is to establish a sustainable cleaning and purchasing program covering cleaning products, disposable janitorial paper products and trash bags.

Policy:

Centrally Approved Vendor for the Purchase of Green Cleaning Products and Materials

This policy formally establishes the City's Green Cleaning Program and provides an agency-wide strategy for implementing an effective and sustainable method of purchasing and using green cleaning methods and products.

The intent of this program is to incorporate overarching philosophies and principles that look beyond purchase price.

- It is designed to provide economic, social, health, environmental and ethical benefits through strategic volume pricing, life-cycle analysis, best long term value, performance standards monitoring, education, innovation, inspiration, stakeholder engagement, practical support, risk management, transparency, reporting and accountability.
- It recognizes the evolving nature of green cleaning and integrates flexibility, ongoing analysis, and research of products and best practices.
- It is concerned with meeting the diverse needs and objectives of a broad audience, which include employees, user agencies, custodial workers, unions, vendors and janitorial contractors.

- It builds on the need to choose suppliers and partners that are genuine both in their intent and in their capacity to contribute to sustainable development through changes in their policies and practices.
- It values the partnerships established with these suppliers and vendors to provide the City with scientific, technical, and environmental expertise and support.
- It leverages the City's purchasing power to accelerate green research, production and drive meaningful change towards global sustainable development.

In recognition of these principles and values:

1. City agencies shall purchase approved contract items and environmentally preferred products, as defined in this policy, and, as applicable, from the centrally approved contract vendor(s).
2. All cleaning personnel shall be properly trained in the handling of chemicals, equipment and cleaning procedures in accordance with the City's approved training program.
3. The City shall require its contractors and consultants, engaged in the performance of cleaning services in City owned facilities, to comply with the green product standards, specifications and practices in this program.
4. This green cleaning program and purchasing procedure shall apply to all acquisitions from major systems programs to individual unit supply and service purchases.
5. Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price.

Definition of Green Cleaning Products and Materials

The sustainable purchases will satisfy at least one of the following criteria:

- Cleaning products that meet the Green Seal GS-37 standard (www.greenseal.com), if applicable;
- Cleaning products must comply with the California Code of Regulations (www.arb.ca.gov) maximum allowable VOC* levels where GS-37 is not applicable; or
- Disposable janitorial products and trash bags must meet the minimum requirements of the U.S. EPA Comprehensive Procurement Guidelines (www.epa.gov/cpg/pdf/rmanal3.pdf)**

Staff Training on Green Cleaning Practices

Beyond product and beyond appearance, to have a truly green cleaning program each agency will implement a comprehensive approach that combines the use of green cleaning products, disposables, tools and equipment with the consistent application of green cleaning best practices. Given that

* Product VOC standards are available at www.arb.ca.gov/consprod/regs/regs.htm

** EPA Post-Consumer fiber content guidelines:

Bathroom Tissue:	20-60%
Paper Towels:	40-60%
Facial Tissue:	10-15%
Industrial Wipes:	40%
Plastic Trash Bags:	10-100%

cleaning plays a large role in the health and safety of a building's occupants and directly affects the asset value of a building, participation in the City's approved training program is required.

Reporting and Compliance Requirements:

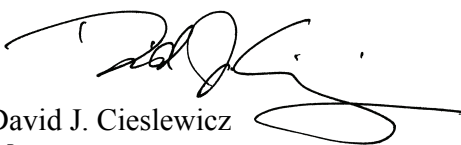
Requirements: To be considered compliant with this policy, each City agency must satisfy three requirements. Within twelve months of the signing of this policy, each agency will:

- Acquire at least 90% of its janitorial supplies through the Centrally Approved Vendor;
- Satisfy at least 75% of its need for janitorial supplies with materials that meet the City's criteria for Green Cleaning Products and Materials; and
- Ensure that all appropriate staff is trained in Green Cleaning Practices in accordance with the City's approved training program.

Recordkeeping: Each agency is required to maintain records of all applicable products and materials purchased. These records will indicate the total cost of these purchases on a calendar year basis and will indicate which materials meet one or more of the specified criteria for Green Cleaning Products and Materials. These records will include a calculation of the percent of covered materials purchased that meet one or more of the specified criteria.

Reporting: Within 60 days of the end of each calendar year, each City agency will report to the Purchasing Section of the Comptroller's Office the percentage of cleaning products and materials that were acquired from the Centrally Approved Vendor and met the specified criteria for Green Cleaning Products and Materials. Each agency will also report which staff members have been trained in Green Cleaning Practices and which staff members still require training. If the agency has not attained compliance with each of the three requirements outlined above, the report will include a discussion of changes the agency plans to undertake to move toward satisfying these requirements.

Staff in the Purchasing Section will monitor compliance with these policies and requirements. Non-compliance will be reported to the Mayor's Office, Comptroller and appropriate department and division heads. This report will include recommendations for corrective action required to achieve the City's sustainable purchasing targets.


David J. Cieslewicz
Mayor

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