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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY ECD: PROCUREMENT OF GREEN PRODUCT CLEANING  
SUPPLIES**

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**I. INTRODUCTION**

Green Product Cleaning Supplies are environmentally preferable cleaning and cleaning maintenance products and supplies intended for routine cleaning. To the extent practicable, and economically feasible, Carroll County Public Schools shall procure green product cleaning supplies for use in its schools. Green product cleaning supplies are defined as those that have positive environmental attributes, including biodegradability, low toxicity, low volatile organic compound content, reduced packaging, and low life cycle energy use.

**II. PROCUREMENT**

All bids for custodial cleaning products will specify environmentally preferable products which through meeting specific standards, represent a lesser impact to public health and the environment than competing products. These products must perform at or beyond the established standards set forth by CCPS Facility Operations.

All bids will follow the guidelines for procurement as established in the Education Article of the Annotated Code of Maryland, §5-112, and Board Policy DJE – Bidding Limits. All bid specifications will provide a clear and accurate description of the functional characteristics or the nature of an item to be procured. The use of the name of a manufacturer, or of any special brand, or make in describing any item(s) does not restrict bidders to the manufacturer or brand and make, unless specifically stated “no substitution”. The references are descriptive of the character and quality desired.

Standards for the performance of mandatory environmentally preferable items shall be Green Seal or Green Label approved, and/or Environmental Choice, U.S. Green Building Council, or United States Environmental Protection Agency’s Design for the Environment (DfE). In some instances, only Green Seal Certified products will be accepted, and are so noted in the specifications. Items that are bid with the aforementioned standards must have appropriate labeling and documentation as part of the bid documents.

All selected bid items must indicate the name of the product and list the hazardous ingredients (if any) present. The label must also provide information regarding the hazards associated with using the material, and have a hazard rating of 0 – 1. Labeling and ratings are provided by the National Fire Protection Association (NFPA), and/or the

Hazard Materials Information System (HMIS). Both systems use a numerical rating (0-4) of hazards in each of three sections (health hazard, fire/flammability hazard and reactivity hazard).

### **III. TRAINING**

In an effort to support the goals of CCPS Facility Operations Department – provide all CCPS schools with a safe, sanitized and orderly environment for all student, staff and visitors – annual training is provided to existing custodial staff. A new employee training orientation is also provided.

A component of this training is the review of green products, where the following items are discussed and presented in detail:

- Current “Green” and “DfE” items being used
- Identifying and understanding product labels to classify a product as “Green” and Green Seal certification
- Understanding the hazard ratings and labels as provided by NFPA and/or HMIS
- Comprehension of Material Data Safety Sheets (MSDS), and manufacturer requirements and recommendations for use
- Hands-on training of existing command centers
- Proper storage and disposal of all cleaning products as per manufacturer guidelines and MSDS requirements

### **IV. Research and Accountability**

The Supervisor of Facility Operations will continue to research, test and compare current products being used to new products being offered. This information will be shared with the appropriate Buyer to ensure that bid documents contain current products that meet and are compliant with these requirements.