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GUIDELINES AND SPECIFICATIONS FOR THE PROCUREMENT AND USE OF ENVIRONMENTALLY SENSITIVE CLEANING AND MAINTENANCE PRODUCTS FOR ALL PUBLIC AND NONPUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN NEW YORK STATE AND FOR THE PROCUREMENT AND USE OF ENVIRONMENTALLY PREFERRED CLEANING PRODUCTS FOR STATE AGENCIES/PUBLIC AUTHORITIES IN NEW YORK STATE

New York State Office of General Services

Guidelines Originally Released on August 4, 2006

The draft Guidelines and Specifications (Guidelines) document was revised in consultation with representatives from the New York State Department of Environmental Conservation, Department of Health, Department of Labor and State Education Department, as directed by Chapter 584 of the Laws of New York, 2005—*The New York State Green Cleaning Law* (“*Green Cleaning Law*”).

I. OVERVIEW

The Guidelines were initially developed with the recognition and understanding that they will act as a catalyst for study, advancement of knowledge and changes in products and their availability. The marketplace is expected to adapt over time as knowledge improves, new or modified products become available, and product applications are better understood through research, usage and observation. When appropriate, the Office of General Services (OGS) is responsible for amending the Guidelines and criteria to reflect higher standards for environmentally-sensitive cleaning and maintenance products and environmentally preferred cleaning products as the marketplace responds by providing such products. OGS supported Green Seal, Inc. during the development of the August 2008 revision of the GS-37 standard. The revised GS-37 standard (FOURTH EDITION ISSUED **August 29, 2008** AND FIFTH EDITION ISSUED AUGUST 28, 2009) will take effect on November 30, 2009, and has formed the basis for the revised draft Guidelines.

OGS has developed a list of selected cleaning and maintenance products for schools and state agencies/public authorities to purchase and use. The OGS Approved Green

Cleaning Products List organizes products in the following six categories; general purpose cleaners; glass cleaners; bathroom cleaners; toilet bowl cleaners; carpet cleaners; and carpet spot removers. The revised draft Guidelines require that each product meet one of three criteria: 1) Green Seal, Inc. certification under revised GS-37; 2) EcoLogo certification; or 3) Self certification (see Section V. B. for details). Additionally, the Guidelines continue to include cleaning products that were not impacted by the revised GS-37 standard, such as floor finishes, floor finish strippers, hand cleaners/hand soaps and vacuum cleaners.

A. Intent of the Legislation

Legislation amended the New York State Education law (409-i) and State Finance law (163-b) related to the procurement and use of green cleaning and maintenance products in all public and nonpublic elementary and secondary schools. The legislation requires, among other things, that OGS, in consultation with other state agencies, develop a list of environmentally-sensitive (green) cleaning and maintenance products and establish and maintain guidelines and specifications for the procurement and use of such products.

Under the law, elementary and secondary schools are required to follow green cleaning guidelines and specifications issued by the Office of General Services when purchasing cleaning and maintenance products that are available in the form, function and utility generally used by such schools in their facilities.

B. Purpose of Guidelines and Specifications

The primary focus of the Guidelines is to enable schools to select green cleaning products that clean effectively while protecting the health of children and employees, and minimizing adverse environmental impacts. Children are especially vulnerable to, and affected by, exposure to chemicals, hazardous wastes, and other environmental hazards. The United States Environmental Protection Agency estimates that human exposure to air pollutants indoors can be two to five times, and occasionally up to 100 times, higher than outdoor levels. Children, teachers and employees spend a significant part of their lives in school buildings, which may contain harmful chemicals from cleaners and other maintenance products. Health concerns, due to the presence of these chemicals, may require schools and the State to incur substantial costs in terms of staff time and effort, cleanup, and school closings.

These Guidelines were developed for use by schools, but they are also intended to be used by state agencies and other entities subject to Executive Order 4. Executive Order 4 requires every state agency and authority to develop and implement a Sustainability and Environmental Stewardship Program, which must include projects, programs and policies designed to reduce the public health and environmental impacts of their operations, such as reduction or elimination of the use and generation of toxic substances, pollution and waste. Executive Order 4 also requires covered state entities to comply with product specifications issued annually by an Interagency Committee established by the Order. That Committee has already identified Green Cleaning products as one of the product items for which it intends to issue specifications to covered state entities. Accordingly, once these revised

Guidelines are finalized, the Executive Order 4 interagency committee will address the scope of their application to covered state entities.

Those specifications will be available at:

<http://www.ogs.state.ny.us/EO/4/ProcSubcommittee.asp>

This document recommends green cleaning products that have comparable or superior utility (e.g. cleaning effectiveness) to more traditional cleaning products. The goal of using green cleaning and maintenance products is to reduce, as much as possible, exposure of children, school staff, state workers and visitors to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. This goal must work hand in hand with the requirement that cleaning products clean effectively by insuring the removal of soil from surfaces without damaging the surface, and leaving virtually no soil or chemical residue.

C. Definition of Environmentally-Sensitive Cleaning and Maintenance Products

"Environmentally-sensitive cleaning and maintenance products" are defined in Section 409-i of the Education Law as cleaning and maintenance products that minimize adverse impacts on children's health and the environment. The term green cleaning is synonymous with environmentally-sensitive cleaning. In this document, the term "green cleaning products" will replace the statutory language, "environmentally-sensitive cleaning and maintenance products". These terms are often used interchangeably to describe cleaning and maintenance products that protect human health and the environment without sacrificing product effectiveness. The program described herein will assist New York State schools and agencies in selecting cleaning products from the OGS Approved Green Cleaning Products List and provide users with an opportunity to try a variety of green cleaning products. Public and non-public elementary and secondary schools should use the Guidelines to select products that are available in the "form, function and utility" of the products historically used. Green cleaning products are increasingly being developed and made available in the marketplace.

D. Guidelines Process and Development

In consultation with a work team with representatives from the New York State Education Department (SED), Department of Health (DOH), Department of Labor (DOL) and the Department of Environmental Conservation (DEC), OGS has reviewed and evaluated existing research regarding green cleaning products. In addition, OGS and DOH participated in the Green Seal GS-37 standard revision process. Throughout the fall of 2008, OGS conducted extensive outreach with interested parties to obtain feedback.

Such feedback was very helpful in shaping this document. Wherever possible, the Guidelines are based on the most recent version of the Green Seal and/or EcoLogo standards relevant to that category of products. Green Seal and the EcoLogo program are independent, non-profit organizations that strive to achieve a healthier and cleaner environment by identifying, certifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warming

and ozone depletion. Green Seal and EcoLogo have no financial interest in the products they certify or recommend, or in any manufacturer or company. Their evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures. For more information, visit their websites at www.greenseal.org and www.ecologo.org.

In an effort to accommodate concerns about the cost of certification, OGS will accept an alternative method to adding products to the OGS Approved Green Cleaning Products List. A self-certification option is available and explained in more detail in Section V. B. of this document. If OGS becomes aware that any listed product does not meet the self-certification standards, it will be removed from the list, and the matter may be referred for further action as is deemed appropriate, given the circumstances involved.

E. Recommendations for Utilizing the Guidelines and the OGS Approved Green Cleaning Products List.

1. OGS has developed the OGS Approved Green Cleaning Products List (List) to assist in the purchasing of green cleaning products. The List includes cleaning products broken down into the following categories:

a. General Purpose Cleaners

This category includes products used for routine cleaning of hard surfaces, including impervious flooring such as concrete, stone surfaces, or tile. It does not include cleaners intended primarily for the removal of rust, mineral deposits, or odors. It does not include products intended primarily to strip, polish, or wax floors, and it does not include cleaners intended primarily for cleaning dishes, laundry, toilets, restrooms, glass, carpets, upholstery, wood, or polished surfaces, nor does it include biological cleaners. Other cleaners may be included if they meet the requirements and are marketed as general purpose cleaners. Another term used for these cleaners may be multi-surface cleaners.

Examples of the types of soil they are intended to clean are petroleum products, vegetable oils and grease, animal fats and butter, sand, sugar and dirt tracked in from the outside. These soils normally have a low pH level.

b. Restroom Cleaners

This category includes products used to clean hard surfaces in a restroom such as counters, walls, floors, fixtures, basins, tubs, toilets, urinals, and tile. Other terms used for these cleaners may include bathroom cleaners, toilet bowl cleaners, or urinal cleaners.

Examples of the types of soil they are intended to clean include (but are not limited to): Feces, urine, and soap scum with lanolin and body oils; and Mineral deposits found in water.

c. Toilet Bowl Cleaners

This category includes products intended to clean toilet bowls or urinals.

Examples of types of soil they are intended to clean include (but not limited to):

Feces, urine, and soap scum with lanolin and body oils; and Mineral deposits found in water.

d. Carpet Cleaners

This category includes products developed to perform routine cleaning or spot cleaning of carpets and rugs. This category may include, but is not limited to, products used in cleaning by means of wet extraction, shampooing, dry foam, bonnet or absorbent compound.

e. Carpet Spot Removers

This category includes products intended for the spot removal of stains on carpets and rugs. This category includes, but is not limited to, products used in cleaning by means of extraction, shampooing, dry foam, bonnet, or absorbent compound.

Examples of types of soil they intended to clean include petroleum products, vegetable oils and grease, animal fats and butter, sand, sugar, and dirt tracked in from outside.

These soils normally have a low pH level.

f. Glass, Window, Mirror Cleaners

This category includes products used to clean windows, glass, dry erase boards, and mirrored surfaces. Examples of types of soil they are intended to clean include (but are not limited to) petroleum products, vegetable oils and grease, animal fats and butter.

In addition, there are separate product lists for:

g. Vacuum Cleaners

Recognizing the need to identify superior cleaning equipment, in 2000 CRI (Carpet and Rug Institute) introduced its Green Label Testing Program for vacuum cleaners. The program tested two general categories of vacuums:

- General purpose vacuums approved for use on all conventional carpet styles; and
- Vacuums specifically approved for use on carpet with a low pile, or surface texture, measuring approximately a quarter inch or less.

Again, recognizing a need to make this program even better, in 2007 CRI introduced the Seal of Approval/Green Label (SOA/GL) Testing Program for vacuum cleaners. The new testing program combined the indoor air quality protection of its Green Label vacuum program with the enhanced cleaning standards of its Seal of Approval program in order to identify even better performing vacuum cleaners. The new program tests the same two general categories of vacuums as was done in the Green Label Testing Program identified in the bullets above.

The CRI Green Label Testing Program introduced in 2000 will officially be phased out in 2010 at which time the CRI Seal of Approval/Green Label Testing Program will be the new standard/testing protocol.

h. Hand Cleaners/Hand Soaps

Hand cleaners/hand soaps are designed to be used with water to remove both organic and inorganic soil from skin. Industrial products are used in garages, print shops, and other settings where heavy, oily soiling occurs. Institutional products are used in public washrooms. The standard does not address products that may be used in food preparation or health care areas. Hand wipes and sanitizers are also not addressed by this standard.

i. Floor Finishes and Floor Strippers

At this time, OGS will not adopt the Green Seal, Inc. standard for floor finish and floor strippers (GS-40). While substantial work has been done by a variety of manufacturers to develop environmentally-sensitive floor finishes, OGS has decided to observe the results of using these finishes over time, an option that can only be obtained by experience.

- **Floor care constitutes the single largest area of cleaning in a school.** Floors that require frequent burnishing, and/or powder easily, and/or need to be stripped frequently, can contribute to indoor air pollution from airborne germ-laden particulates. It can also cause environmental pollution by unnecessary floor finish polymers and “wax” stripping sludge effluence “going down the drain” and into sewer treatment systems and/or waterways. Therefore, it is essential from a human health and environmental standpoint that floors are protected by a quality finish that is both easy to clean and can stand the rigors of day to day traffic. Quality floor finishes that are properly applied and maintained help lower children’s exposure to indoor air pollution and reduce water pollution.

This category is composed of products that provide temporary/removable floor protection by the use of floor finish/sealers as follows:

- Resilient Floor Coverings—vinyl tile and sheet goods (linoleum); and
- Hard Surfaces—concrete, terrazzo, stone, fired tile, marble, and slate.

This category also includes two types of floor strippers based on the floor dressings being removed or stripped:

- Waxes or natural products: Some floor strippers can remove polymers but the stripping job will take much longer than liquefiers developed for polymers.
- Polymers or synthetic products: Liquefiers were developed to break up and lift polymers and work just as quickly for removing finishes and natural products.

Note: These floor strippers may be used on many floor surfaces, such as terrazzo, marble, resilient dimensional tile and sheet floor coverings, finished synthetic wood flooring, poured liquid flooring, and stone.

2. The List is located on the New York State Green Cleaning Program website and is searchable by category. For example, selecting a specific product category, such as glass

and window gleaner will result in a list of green cleaning products for glass and window cleaners.

3. Schools should review their purchasing procedures.

Note: See the SED Purchasing Handbook at:

<http://www.emsc.nysed.gov/mgtserv/purchasing/handbook.html>

4. Most state agencies and public schools are required to consider preferred source vendors first before selecting a product from a non-preferred source vendor. The List has a column indicating if a product is from a preferred source vendor.

Note: See Chapter 5 of the Purchasing Handbook as well as the New York State Preferred Source Guidelines on the OGS website at:

<http://www.ogs.state.ny.us/procurecounc/pdfdoc/psguide.pdf>

5. Work with your janitorial staff to try/test one or more cleaning products contained on the List. Solicit feedback on the tested products from the staff, and determine if it meets your cleaning needs.
6. Obtain pricing information from the vendor(s).
7. Use the **Cost Calculator** for green cleaning products* located under the List within the New York State Green Cleaning website:
<https://greencleaning.ny.gov/Docs/CleaningProductCostCalc.xls>
8. The Cost Calculator has been provided to allow all vendors and customers to calculate the costs of diluted cleaning solution per-gallon based on manufacturer's recommendations for a specific cleaning product category.* OGS is providing this calculator in an effort to help custodial managers calculate the per-use cost of cleaning products that get diluted, such as detergents. A per-gallon or per-pound price may look good on paper, but the actual cost per-gallon of diluted cleaning solution (i.e. washing or mopping solution) is the price that determines competitiveness.
9. Refer to the Program Toolkit section of the New York State Green Cleaning website for information on starting a green cleaning program. Included in the Toolkit are the following resources: Five Steps to a Green Cleaning Program; Customizable Documents and Templates; and Online Training.
10. Require the selected vendor to provide training to staff before products are used.
11. It is recommended that schools maintain records of their purchases and what products were replaced for documentation and auditing purposes. State agencies and public authorities are strongly encouraged to maintain these types of records as well.

Product dilution rates should be handled as simply as possible. Some vendors may confuse matters by stating that their products can work at a variety of dilution rates. They may talk about light, medium and heavy soils, but you are looking for their suggested or recommended dilution rate for conditions commonly encountered in your school. You may need to experiment with various dilution rates within your school, but you are looking for the rule, not the exception, concerning the optimum dilution rate for a specific cleaning product used in your school.

II. RELATED RULES AND GUIDELINES

OGS recognizes that certain circumstances (e.g. blood spills) and locations (e.g. food service, swimming pool areas, nursing offices, school-based health centers, and in-school

child day care centers) may require special cleaning or sanitation practices that are prescribed by existing laws, regulations or professional guidance. The Green Cleaning Law does not supersede or change existing health, labor, education and environmental regulations and professional guidance related to cleaning and sanitation practices, and disposal of hazardous chemicals. During the process of selecting green products and practices, schools should identify areas and activities, such as those described above, where special cleaning procedures and products are prescribed. In these circumstances, personnel must be trained in the proper use of these products and follow the label directions.

For specific information and examples of other state and federal policies and guidelines relevant to cleaning and maintenance practices, please refer to the Other Policies and Guidelines section of the New York State Green Cleaning website at: <https://greencleaning.ny.gov/Policies.asp>

III. BEST CLEANING MANAGEMENT PRACTICES

The foundation of a successful green cleaning program is built on using the most efficient methods and equipment, and choosing effective green cleaning products. Making good selections and following best practices are essential to minimizing adverse impacts on children's health and the environment. For assistance in identifying appropriate cleaning products and services for use in schools, refer to the Best Practices section of the New York State Green Cleaning website at: <https://greencleaning.ny.gov/Practices.asp>

The Green Cleaning Best Practices are organized into five categories—General Cleaning, Carpet Cleaning, Floor Cleaning, Food Area/Kitchen Cleaning, and Restroom Cleaning—and may be applied to specific cleaning needs. Additional information on best cleaning practices can be viewed on-line through the Collaborative for High Performance School's *Best Practices Manual, Volume IV, Maintenance & Operations*, 2004. <http://www.chps.net/dev/Drupal/node/288>

The Best Practices in Action section of the New York State Green Cleaning Program website highlights profiles of schools and state agencies that exemplify excellent green cleaning programs in New York State. To apply for recognition on this site, application forms can be downloaded from the Customizable Documents and Templates section of the New York State Green Cleaning Program website.

IV. GREEN CLEANING ON-LINE TRAINING PROGRAM

Understanding that most cleaning budgets consist of a 5-10 percent product expense and a 90-95 percent labor expense, OGS has developed a voluntary on-line green cleaning training program (Training Program). The Training Program offers facility managers, school administrators, educators, parents, and citizens free information and tools to promote the adoption of effective green cleaning practices and healthier indoor environments.

Note: The Training Program is a voluntary opportunity intended for all New York State agencies, and public and nonpublic elementary and secondary schools. The Program Toolkit section of the website contains the on-line Training Program courses, the Five Steps to a Green Cleaning Program and the Customizable Documents and Templates sections.

The Training Program contains the following six on-line training courses:

- Introduction to Green Cleaning and Green Cleaning Programs;
- Basics of Green Cleaning;
- Restroom Cleaning;
- Floor Care and Maintenance;
- Carpet Care and Maintenance; and
- Supervisory (Managing Change/Transition).

Each training course consists of pre and post-tests and instructional slides. In addition, users may also access course manuals and quick reference cards from the Customizable Documents and Templates section of the Program Toolkit.

The concept of the Program Toolkit is to allow users to partake in all aspects of this site, or pick and choose components to meet specific needs. While users can choose to view the material from beginning to end, it does not have to be read or used sequentially. For example, there is a Facility Baseline Assessment Form in the Customizable Documents and Templates section of the Program Toolkit. The Assessment is a comprehensive document that, when completed, provides a thorough product and equipment inventory, and is the first step towards developing a green cleaning program. If a facility already has conducted an Assessment, there is no need for them to access and complete the Assessment form. The purpose of the On Line Training curriculum is to encourage learning about green cleaning. Therefore, while pretests and posttests have been included, and a Certificate of Completion can be printed, the main focus is on learning. As such, supervisors are encouraged to consider the best method to offer this training to their employees. It can be provided so that staff take each course individually and work through the material by themselves, or a supervisor could meet with staff as a group and review the slides and take the pretests and posttests together. The training courses will help supplement any other training provided by vendors for specific cleaning products or equipment.

V. OGS APPROVED GREEN CLEANING PRODUCTS LIST STANDARDS

A. Basic Strategy

OGS has been guided by the principles for environmentally preferable purchasing described by the EPA, Office of the Federal Environmental Executive, International Organization for Standardization and Global Ecolabelling Network. For cleaning products, OGS identified the Green Seal, Inc. and EcoLogo certification processes as generally meeting the intent of the legislation to help schools select environmentally-sensitive cleaning and maintenance

products. The Carpet and Rug Institute (www.carpet-rug.org) certification program was selected for meeting the intent of the legislation for vacuum cleaners.

B. Standards

OGS is requiring that any vendor, manufacturer, or formulator wishing to have a product added to the OGS Approved Green Cleaning Products List, demonstrate that the product complies with one of the following four standards:

1. *Green Seal, Inc. GS-37; EcoLogo CCD-146*; EcoLogo CCD-148*; or Self Certification:*

OGS has adopted the Green Seal, Inc. revised GS-37 standard for industrial and institutional cleaners in the following categories: general purpose cleaners; bathroom cleaners; toilet bowl cleaners; carpet cleaners; carpet spot removers; and glass/windows/ mirror cleaners. Products that have been certified under the EcoLogo program standard CCD-146 or CCD-148, managed by Environment Canada and TerraChoice Environmental Marketing, will also satisfy the standard. Note: See Section I for a definition of each product category.

- a. For companies that have Green Seal or EcoLogo certification for a specific product in the cleaning categories mentioned above:**
 - OGS has created the OGS Approved Green Cleaning Products List by using both the Green Seal and EcoLogo websites for products that have Green Seal or EcoLogo certification in the following categories: general purpose cleaners; bathroom cleaners; toilet bowl cleaners; carpet cleaners; carpet spot removers; and glass/window/mirror cleaners. **There is no need for companies with certification to submit paperwork.** Products are only added to the List when such information is received by OGS directly from Green Seal or EcoLogo.
 - **IMPORTANT:** Companies must submit information concerning a dilution rate for each product category for which they are submitting products. This is the optimum or suggested dilution rate, without requiring a rinse step.

- b. Alternative self-certification process for companies that do not have Green Seal or EcoLogo certification for a specific product in the cleaning categories mentioned above, but can prove they meet one of these standards. In such cases, manufacturers must:**
 - Complete and sign an affidavit (Appendix I) attesting that their cleaning product meets or exceeds the existing Green Seal or EcoLogo standard, and has the necessary data to support their claim.
 - Mail to:
**New York State Office of General Services
Attn: Environmental Services Unit
Corning Tower, 39th Floor**

**Empire State Plaza
Albany, NY 12242**

Cleaning products meeting Green Seal or EcoLogo criteria will be added to the OGS Approved Green Cleaning Products List under the self-certification category.

2. *Green Seal, Inc. GS-41 / EcoLogo CCD-104 (Hand Cleaner/Hand Soap) or Self Certification:*

OGS has adopted the jointly-developed Green Seal, Inc. and EcoLogo program standard (GS-41/CCD-104) for hand cleaners/hand soaps. A list of hand soaps can be accessed on the OGS Approved Green Cleaning Products List.

- a. For companies that have Green Seal/ EcoLogo certification for hand cleaner/hand soap products as mentioned above:**
- The OGS Approved Green Cleaning Products List for hand cleaner/hand soap was created by using both the Green Seal and EcoLogo websites for hand cleaners/hand soaps that have Green Seal or EcoLogo certification. There is no need for companies with either certification to submit the paperwork. Products are added to the List when such information is received directly from Green Seal or EcoLogo.
- b. Alternative Self-Certification process for companies that do not have Green Seal or EcoLogo certification but can prove they meet their standards for hand soap. In such cases, manufacturers must:**
- Complete and sign an affidavit (Appendix I) attesting that their hand soap meets the existing Green Seal or EcoLogo standard, and has the necessary data to support their claim.
 - Mail to: **New York State Office of General Services
Attn: Environmental Services Unit
Corning Tower, 39th Floor
Empire State Plaza
Albany, NY 12242**

Cleaning products meeting the Green Seal or EcoLogo criteria will be added to the OGS Approved Green Cleaning Products List for hand soaps under the self-certification category.

3. *Carpet and Rug Institute (CRI) Green Label Standard and (CRI) Seal of Approval/Green Label Standard or Self-Certification*



- a. OGS adopted the Carpet and Rug Institute Green Label standard for vacuum cleaners. Vacuum cleaners that meet the CRI standards and have Green Label certification can be found on the OGS Approved Green Cleaning Products List.



- To qualify for the Green Label standard, these vacuums went through a stringent testing process that measured three key performance factors:

- Soil Removal;
- Dust Containment; and
- Carpet Appearance Retention.

In July 2007, Carpet and Rug Institute combined the indoor air quality protection of its Green Label vacuum program with the enhanced cleaning standards of its Seal of Approval program to identify even better performing vacuum cleaners. As a result, any vacuum cleaners certified under the original Green Label program will retain their certification until 2010, at which time the Green Label program will be phased out and the new Seal of Approval/Green Label (SOA/GL) program will be used as the only means of acquiring CRI certification. OGS is adopting the new SOA/GL program as its standard/testing protocol; the changes will be reflected on the OGS Approved Green Cleaning Products List section for vacuum cleaners.

Note: see Appendix II for a more detailed description of the new CRI standard/testing protocol.

- b. **Alternative self-certification process for companies that do not have CRI certification for a specific vacuum cleaner, but can prove the product meets the applicable standards. In such cases, manufacturers must:**
- Complete and sign an affidavit (Appendix I) attesting that their vacuum cleaner meets or exceeds the existing CRI standard, and has the necessary data to support their claim.
 - Mail to:

**New York State Office of General Services
Attn: Environmental Services Unit
Corning Tower, 39th Floor
Empire State Plaza
Albany, NY 12242**

4. Floor Protection Requirements

At this time, OGS is not adopting the Green Seal, Inc. standard for floor finishes, wax/finish strippers, or spray burnishing gloss restorer liquids (GS-40). While substantial work has been done by a variety of manufacturers to develop an environmentally- sensitive floor finish, there is limited data available to confirm efficacy.

Floor care constitutes the single largest area of cleaning in a school. Floors that require frequent burnishing, and/or powder easily, and/or need to be stripped frequently, can contribute significantly to indoor air pollution from airborne particulates, or to environmental pollution by unnecessary floor finish stripping effluents. Therefore, it is essential that floors are protected by a quality finish that is both easy to clean and can stand the rigors of day to day traffic.

Because health and safety, environmental impact, and labor costs are primary concerns, OGS developed criteria that encourages the use of floor finishes that can withstand severe abuse without having to be stripped for three or more years, and floor strippers that are able to completely lift old wax or finish without long soaking times. Durability and speed enables custodians to perform the task infrequently with minimal exposure to slippery and odorous stripping solutions. Because the job of floor stripping and refinishing should be performed when classes are not in session, many potential health risks to children, school staff and visitors are reduced.

While substantial work has been done by a variety of manufacturers to develop green floor finishes and floor strippers, OGS does not want to abandon proven accomplishments by requiring the use of products that are not supported by a sufficient amount of data to confirm efficacy. Therefore, we encourage vendors to work with schools and inform us of Green Seal certified floor strippers that meet our criteria. OGS is electing to monitor the results of using green floor finish/stripper system products over a period of time, and would be pleased to add Green Seal or Ecologo-certified floor products to the OGS Approved Green Cleaning Products List, if such products meet the OGS requirements.

a. Floor Finish Requirements:

Companies wishing to qualify their **floor finish** products for inclusion on the OGS Approved Green Cleaning Products List must submit signed OGS certification forms (Appendix III) from three different educational facility customers (not from three schools within the same district). The certification forms must be submitted **with a cover memo from the company** to:

**New York State Office of General Services
Attn: Environmental Services Unit
Corning Tower, 39th Floor
Empire State Plaza
Albany, NY 12242**

The forms must attest to the fact that:

- The schools have been and continue to use the floor finish in a heavily trafficked area;
- The schools have been maintaining the floor according to manufacturer's instruction for three years or more in a heavily trafficked area without having to strip the floor finish back to the bare flooring;
- The floor finish retains its shine when burnished as little as once a month; and
- The floor finish virtually does not powder when burnished.

Floor finish products meeting these criteria will be added to the OGS Approved Green Cleaning Products List as "Meets OGS Guidelines."

b. Floor Finish Stripper Requirements

Companies wishing to qualify their **floor finish stripper** products for inclusion on the OGS Approved Green Cleaning Products List must submit signed OGS certification forms (Appendix IV) from three different educational facility customers (not from three schools within the same district).

The certification forms must be submitted **with a cover memo from the company** to:

**New York State Office of General Services
Attn: Environmental Services Unit
Corning Tower, 39th Floor
Empire State Plaza
Albany, NY 12242.**

The forms must attest to the fact that the floor finish stripper is a total floor finish liquefier, and strips any old floor finish and/or the accepted floor finish as follows:

- Stripper is mixed in cold water;
- Stripping solution turns old finish white in one to five minutes and becomes totally liquefied when scrubbed with carbide-impregnated-brush mechanical action;

Note: The use of black stripping pads may impede total removal of old finish by becoming impregnated with caked-in old floor finish causing the floor machine to "slide" ineffectively over finish not yet removed.

- After the brushing action, 100 percent of the old floor finish must be ready for removal using a water vacuum squeegee;
- Immediately following the vacuuming of the spent floor finish, fresh cold water may be applied and vacuumed up; and

Note: One fresh water rinse should be all that is needed—perform an additional rinse steps if floor dries with a white haze.

- When the floor dries, it must be 100 percent free of any white residue (old floor finish film).

Floor finish stripper products meeting these criteria will be added to the OGS Approved Green Cleaning Products List conditionally as "Meets OGS Guidelines."

VI. REPORTING REQUIREMENTS

In accordance with §409-I of the Education Law, the State Education Department (SED), in consultation with OGS, issued a report providing an analysis of the impact of these Guidelines and Specifications on the purchasing, procurement, and use of green cleaning products by elementary and secondary schools." This report can be accessed at:

<https://greencleaning.ny.gov/Docs/GCSurveyFinalReport072707.pdf>

VII. LINKS TO APPENDICES

<u>Appendix I</u>	Self Certification Affidavit
<u>Appendix II</u>	Vacuum Cleaners
<u>Appendix III</u>	Customer/Business Certification for Floor Finish Products
<u>Appendix IV</u>	Customer/Business Certification for Floor Finish Stripper Products

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