I. INTRODUCTION

In addition to the emissions testing requirements outlined in Appendix B., EPA will assess environmental policies in place at each manufacturer's facility(ies), and the environmental characteristics of all workstations submitted for consideration under this procurement. These characteristics include issues of global pollution, energy conservation, and resource conservation, as they pertain to factory and office procedures, and to the workstation product. Human health and safety issues will also be considered.

II. ENVIRONMENTAL CONCERNS

We are providing a list of the environmental characteristics important to EPA. Included among the concerns on the list are areas addressing human health and safety, as well as corporate and product characteristics supported by the agency.

III. FORMAT

The document has been prepared in 2 sections. The first section addresses issues directly related to the environmental performance and characteristics of the workstation. It is divided into three categories: Energy Conservation, IAQ and Resource Conservation. The second section reviews the vendor's overall environmental sensitivity. It is divided into three categories addressing Corporate Environmental Policy. The vendor is requested to provide information on Pollution Controls, and Energy and Resource Conservation strategies that are established as of this date at his facilities.

IV. PASS/FAIL ASSESSMENT

EPA is not looking for the "greenest" vendor. However, EPA is concerned that the vendor for the New Headquarters furniture procurement has demonstrated due diligence relative to environmental, sustainable and ergonomic issues which advance and support its mission. Therefore, a numerical weighting has been assigned to each issue listed in the questionnaire. The scoring is not competitive. Vendors need not have addressed every issue on the list. A cumulative, overall score will result in a pass/fail of this section of the assessment. A minimum passing score is 70 points in **each** section.

Vendors are required to complete both questionnaires. They are encouraged to provide written detail describing the environmental, sustainable characteristics of their system(s), and policies that are in place (as of this date) at their facilities. Consideration in terms of additional points will be given to valid environmental/sustainable programs not described in the questionnaires. These should be listed under "other" and accompanied by a brief description.

FURNITURE MANUFACTURERS-RELATED ENVIRONMENTAL ASSESSMENT CHECKLIST

A. Energy Conservation

Indicate all measures utilized in your furniture system which contribute to energy conservation.

	Yes	No	Pts	Clarification
• Energy efficient task lighting	___	___	<u>10</u>	_____
• Flexible light levels <u>dimming</u> <u>lamps</u>	___	___	<u>10</u>	<u>Multiple switch positions or</u> <u>capability utilizing fluorescent</u>
• Occupancy controls	___	___	<u>10</u>	<u>At individual workstation</u>
• Other _____	___	___	___	_____

B. Indoor Air Quality

Indicate all measures utilized in the finished systems furniture product which contribute to improved indoor air quality in the workplace.

	Yes	No	Pts	Clarification
• All components tested for VOC/ formaldehyde emissions using environmental chambers	___	___	<u>15</u>	<u>Tested prior to this solicitation</u>
• Use of low emitting raw materials	___	___	<u>15</u>	_____
• Water based adhesives	___	___	<u>15</u>	<u>75% minimum required</u>
• Other _____	___	___	___	_____

C. Resource Conservation

Indicate all measures utilized in your furniture systems that contribute to resource conservation.

	Yes	No	Pts.	Clarification
• Steel/aluminum with recycled content	___	___	5	25% recycled content minimum
• Insulation with recycled content	___	___	5	
• Fabric program with recycled materials	___	___	5	
• Packaging with recycled content	___	___	5	50% recycled content minimum
• Recyclable packaging	___	___	5	
• Blanket wrapped option	___	___	5	
• Plastic components stamped with recyling symbols & polymer numbers	___	___	5	
• Other _____	___	___	___	

APPENDIX E/SECTION 2
CORPORATE ENVIRONMENTAL POLICY: RELATED ENVIRONMENTAL ASSESSMENT

Indicate programs, strategies and technologies in place at your facility(ies) that minimize global pollution and that contribute to energy and resource conservation.

A. Global Pollution Controls

		Yes	No	Pts.	Clarification
•	Elimination of CFC's & HCFC's in production	___	___	10	Blowing agents cleaning Materials, etc.
•	Elimination of CFC's & HCFC's etc. in product and packaging	___	___	10	Insulation, packing materials,
•	High solids paint program	___	___	10	Technology to reduce use of solvents etc. (Electro-static process, etc.)
•	Ultra-violet/infra-red curing process	___	___	10	Instant, 3-dimensional curing
•	High particulate filtration	___	___	5	Minimum 60% filter used in factory(ies) to minimize particulates in work place **recirculating** air
•	Reduced effluent	___	___	5	Processes in place at factory(ies) to reuse water and clean water before returning it to ground water system
•	Reduced use of hazardous materials/processes	___	___	5	Chrome, zinc, PVC, other:
•	Waste separation/land-fill minimization	___	___	5	Waste separated for collection, reuse, recycling
•	Other _____	___	___	___	

B. Energy Conservation

	Yes	No	Pts.	Clarification
• Green Lights Program Participant	___	___	<u>15</u>	
• Light controls	___	___	<u>10</u>	Energy efficient devices at factory(ies) offices: Occupancy sensors &/or Daylight dimming system
• Mass transportation utilization for product distribution	___	___	<u>5</u>	
• Other _____	___	___	___	

C. Resource Conservation

	Yes	No	Pts.	Clarification
• Waste integration program at Factories	___	___	<u>5</u>	Waste material (typ. steel, aluminum, fabric, plastic) reintegrated back into factory process
• System furniture "take-back" program	___	___	<u>5</u>	
• System furniture "trade-in" program	___	___	<u>5</u>	
• Closed loop water system/ <u>processing</u> Grey/black water system	___	___	<u>5</u>	Recycling of water for Secondary use of non-sanitary water
• Other _____	___	___	___	