

**Administrative Procedures for Policy 5500 of the Board of Education  
Regarding the Procurement of Green Product Cleaning Supplies**

I. Definitions

- A. Green product cleaning supplies – environmentally preferable cleaning products and supplies intended for routine cleaning and maintenance that perform well and that have positive health and environmental attributes, including biodegradability, low toxicity, low volatile organic compound content, reduce packaging, low life cycle energy use, and lesser or reduced effects on human health and the environment when compared to competing products that serve the same purpose. Green product cleaning supplies do not include disinfectants, room deodorizers, air fresheners, toilet deodorizers, or hand sanitizers.

II. General Guidelines

- A. The School Facilities Department shall be primarily responsible for administering this procedure and shall research green product cleaning supplies as defined and, as long as practicable and economically feasible, solicit for their purchase and subsequent use within all Calvert County Public Schools' facilities.
- B. The Department of Finance – Procurement and Resource Management shall assist the School Facilities Department in formal and informal bidding for the acquisition of green product cleaning supplies.

III. Procurement and Use

- A. Calvert County Public Schools, to the extent practicable and economically feasible, shall procure, using acceptable purchasing practices, green product cleaning supplies for use within all its facilities and shall establish guidelines and train all building services workers in their proper use. These products shall include, but not be limited to, environmentally preferable products that have obtained green products cleaning certification, such as Green Seal, Green Label, Environmental Choice, Terra Choice, Eco Logo, or any other bona fide nationally recognized independent third-party entity that certifies environmentally preferable products that Calvert County Public Schools determines to be appropriate.

IV. Compliance

- A. Calvert County Public Schools shall adhere to the requirements set forth by the State of Maryland for the Procurement of Green Product Cleaning Supplies. All green product cleaning supply purchases shall conform with Policy Statement #5510 (Business) of the Board of Education Regarding Bidding and shall be in the best interest of Calvert County Public Schools as determined by Procurement and Resource Management and School Facilities.

Citations

State Law: §5-112(e)(1) of the Education Article of the Annotated Code of Maryland

State Reg.:

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation:

Business 5500.1

Procedures Written: 9/30/13

Revised: 1/24/18; 11/3/21

Page **2** of **2**