

APR 15 2015

LAC-2015-02

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASING SERVICES OFFICERS

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ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: PBS Key Sustainable Products

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues lease policy implementing the PBS Key Sustainable Products (KSP) initiative announced by Commissioner Norm Dong in December 2014, in order to identify consistent PBS-wide environmental requirements for products that PBS, its lessors, and its contractors purchase most frequently.
- 2. Background.** Numerous statutes, regulations, and executive orders require Federal agencies, lessors, and contractors to purchase products with various environmental attributes. Products and materials play a significant role in making building construction and operations more sustainable. The product and material choices PBS makes directly affects the health of our customers. As part of an effort to promote national consistency among PBS business lines, the Office of Acquisition Management, the Office of Design and Construction, the Office of Facilities Management and Services Programs, and the Office of Leasing have identified the products that PBS uses most frequently and developed environmental standards for them. These products are called Key Sustainable Products (KSPs) and consist of Nylon Carpet, Acoustical Ceiling Tiles, Interior Latex Paint, Concrete, Gypsum Board, General Purpose Floor Cleaner, Hand Soap, Wastebasket Liners, Paper Towels, and Bathroom Tissue. PBS research demonstrates that products meeting the KSP standards are widely available (with the exception of Wastebasket Liners) throughout U.S. markets at prices comparable to or lower than their non-sustainable counterparts. The Wastebasket Liner standard does not yet apply to Leasing until this product becomes more widely available and less costly.

- 3. Effective Date.** Date of issuance. This LAC and attachments are effective immediately for all Request for Lease Proposals (RLPs) issued on or after the effective date of this LAC. RLP packages issued prior to this date may be modified at the discretion of the Lease Contracting Officer (LCO). This LAC will remain in effect until incorporated into the Leasing Desk Guide, modified, or cancelled.
- 4. Applicability.** This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
- 5. Instructions and Procedures.** All Leasing Specialists (LSs), Lease Contracting Officers (LCOs) and brokers shall use the revised Lease language issued through this LAC. We have revised the attached lease language in order to incorporate the Key Sustainable Products (KSP) requirements. Compliance with this LAC will be monitored through the quarterly green lease tracking and audit process.

Attachment 1, Lease Language
Attachment 2, Definitions

Lease Language

For Simplified, Standard, Streamlined, Succeeding/Superseding, and Warehouse Lease Template Models

Section 3:

CEILINGS (APR 2015)

A complete acoustical ceiling system (which includes grid and lay-in tiles or other Building standard ceiling system as approved by the LCO) throughout the Space and Premises shall be required. The acoustical ceiling system shall be furnished, installed, and coordinated with TIs.

A. Ceilings shall be at a minimum 9 feet and 0 inches and no more than 12 feet and 0 inches measured from floor to the lowest obstruction. Areas with raised flooring shall maintain these ceiling-height limitations above the finished raised flooring. Bulkheads and hanging or surface mounted light fixtures which impede traffic ways shall be avoided. Ceilings shall be uniform in color and appearance throughout the Space, with no obvious damage to tiles or grid.

B. Prior to closing the ceiling, the Lessor shall coordinate with the Government for the installation of any items above the ceiling.

C. Should the ceiling be installed in the Space prior to construction of the TIs, then the Lessor shall be responsible for all costs in regard to the disassembly, storage during construction, and subsequent re-assembly of any of the ceiling components which may be required to complete the TIs. The Lessor shall also bear the risk for any damage to the ceiling or any components thereof during the construction of the TIs.

D. Ceilings shall be a flat plane in each room and shall be suspended and finished as follows unless an alternate equivalent is pre-approved by the LCO:

1. Restrooms. Plastered or spackled and taped gypsum board.
2. Offices and conference rooms. Mineral and acoustical tile or lay in panels with textured or patterned surface and regular edges or an equivalent pre-approved by the LCO. Tiles or panels shall contain a minimum of 30% recycled content.
3. Corridors and eating/galley areas. Plastered or spackled and taped gypsum board or mineral acoustical tile.

INCLUDE FOR NEW LEASE CONSTRUCTION ONLY, OTHERWISE DELETE

For ceiling installations in new lease construction projects, tiles or panels (for restrooms, offices, conference rooms, corridors, and eating/galley areas) must comply with the following environmental standards: a) California Section 01350 standard for low-VOC materials; b) recyclable in a closed loop process; c) USDA Certified Biopreferred; and d) Environmental Product Declaration (EPD) available.

PARTITIONS: GENERAL (APR 2015)

Partitions in public areas shall be marble, granite, hardwood, or drywall covered with durable wall covering or high performance coating, or equivalent pre-approved by the LCO. Newly installed gypsum board material must be Greenguard Gold Certified or have 0 grams per liter of VOCs.

PARTITIONS: PERMANENT (APR 2015)

Permanent partitions shall extend from the structural floor slab to the structural ceiling slab. They shall be provided by the Lessor as part of shell rent as necessary to surround the Space, stairs, corridors, elevator shafts, restrooms, all columns, and janitor closets. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84). Stairs, elevators, and other floor openings shall be enclosed by partitions and shall have the fire resistance required by the applicable building code, fire code and ordinances adopted by the jurisdiction in which the Building is located (such as the International Building Code, etc.) current as of the Lease Award Date. Newly installed gypsum board material must be Greenguard Gold Certified or have 0 grams per liter of VOCs.

FLOOR AND FLOOR LOAD (APR 2015)

A. All adjoining floor areas shall be of a common level not varying more than 1/4 inch over a 10-foot horizontal run in accordance with the American Concrete Institute standards, non-slip, and acceptable to the LCO.

INCLUDE FOR NEW LEASE CONSTRUCTION ONLY, OTHERWISE DELETE

B. For new lease construction projects, concrete material must have recycled content in the form of at least 25% fly ash or at least 15% ground granulated blast-furnace (GGBF) slag.

C. Under-floor surfaces shall be smooth and level. Office areas shall have a minimum live load capacity of 50 pounds per ABOA SF plus 20 pounds per ABOA SF for moveable partitions. Storage areas shall have a minimum live load capacity of 100 pounds per ABOA SF, including moveable partitions. Lessor may be required to provide a report by a registered structural engineer showing the floor load capacity, at the Lessor's expense. Calculations and structural drawings may also be required.

Section 5:

FLOOR COVERINGS AND PERIMETERS (APR 2015)

A. Broadloom carpet or carpet tiles shall meet the requirements set forth in the specifications below. Floor perimeters at partitions shall have wood, rubber, vinyl, or carpet base. Floor covering shall be installed in accordance with manufacturing instructions to lay smoothly and evenly.

B. The use of existing carpet may be approved by the Government; however, existing carpet shall be repaired, stretched, and cleaned before occupancy and shall meet the static buildup requirement as stated in the specifications below.

C. Any alternate flooring shall be pre-approved by the Government.

D. SPECIFICATIONS FOR CARPET TO BE NEWLY INSTALLED OR REPLACED

1. Product sustainability and environmental requirements. In order to achieve superior performance in multiple environmental attribute areas, carpet must have third party certification in accordance with ANSI/NSF 140 2007e Sustainable Carpet Assessment Standard at a "Gold" level minimum. Carpet manufacturer must supply certificate as part of the procurement documentation.

2. Recycled content: Recycled content is measured by total product weight of pre-consumer and/or post-consumer materials. Recycled content must be at least 10% post-consumer recovered content.

3. Low emitting materials. The carpet and floor adhesive (for glue-down installations) must meet the Green Label Plus (GLP) and floor adhesive (for direct glue down) requirements of the Carpet and Rug Institute (CRI). GLP number must be provided. Adhesives must meet VOC content standards per South Coast Air Quality Management District Rule #1168.

4. Face fiber content. Face yarn must be 100 percent nylon fiber. Loop Pile shall be 100 percent Bulk Continuous Filament (BCF); cut and loop shall be 100 percent BCF for the loop portion and may be BCF or staple for the cut portion; cut pile carpet shall be staple or BCF.

5. Performance requirements for broadloom and modular tile:

a. Static: Less than or equal to 3.5 kV when tested by AATCC Test Method 134 (Step Test Option).

b. Flammability: Meets CPSC-FF-1-70, DOC-FF-1-70 Methenamine Tablet Test criteria.

c. Flooring Radiant Panel Test: Meets NFPA 253 Class I or II depending upon occupancy and fire code when tested under ASTM E-648 for glue down installation.

d. Smoke Density: NBS Smoke Chamber - Less than 450 Flaming Mode when tested under ASTM E-662.

NOTE: Testing must be performed in a NVLAP accredited laboratory.

6. Texture Appearance Retention Rating (TARR). Carpet must meet TARR ratings specified below:

Space Definition	Traffic Classification	TARR Classification
Private Offices	Moderate	≥ 3.0 TARR
Training, conference, courtrooms, etc	Heavy	≥ 3.0 TARR
Open Office, cafeteria, corridors, lobbies	Severe	≥ 3.5 TARR

The carpet must be evaluated using ASTM D-5252 Hexapod Drum Test as per the commercial carpet test procedure and the TARR classification determined using ASTM D-7330.

7. Carpet reclamation. Reclamation of existing carpet to be determined with potential vendor. When carpet is replaced, submit certification documentation from the reclamation facility to the LCO.

8. Warranty. Submit a copy of the manufacturer's standard warranty to the LCO within the first 60 days of Government occupancy. The Government is to be a beneficiary of the terms of this warranty.

Section 6:

ACTION REQUIRED: MANDATORY EXCEPT FOR LEASES NET OF JANITORIAL SERVICES

SELECTION OF CLEANING PRODUCTS (APR 2015)

The Lessor shall use cleaning products (including general purpose cleaners, floor cleaners, hand soap, etc.) that comply with either the Green Seal standard, the UL/EcoLogo standard, EPA's Design for the Environment (DfE) designation, or a substitute acceptable to the LCO. Hand soap products shall also be USDA Certified BioPreferred.

ACTION REQUIRED: MANDATORY EXCEPT FOR LEASES NET OF JANITORIAL SERVICES

SELECTION OF PAPER PRODUCTS (APR 2015)

The Lessor shall select paper and paper products (e.g., restroom tissue and paper towels) conforming to the Green Seal Standard (GS-1), or a substitute acceptable to the LCO.

KSP Definitions

California Section 01350 Standard for Low VOC Materials

(www.calrecycle.ca.gov/greenbuilding/specs/seciton01350): California Standard Section 01350 Specification (Feb 2010) is a widely used U.S. standard for evaluating and restricting VOC emissions for indoor air. Section 01350 incorporates procedures to ensure good indoor air quality to protect human health. The specification includes product selection guidelines and emission-testing protocols to distinguish low-emitting materials.

Design for the Environment (DfE) (www.epa.gov/dfe/): The Design for the Environment Program (DfE) is a U.S. Environmental Protection Agency program that applies stringent criteria for health and environmental safety to labeling products with the safest possible chemical ingredients. The DfE label on a product indicates that ingredients have undertaken a rigorous EPA review. DfE allows products that have been determined to be effective and safe for human health and the environment to carry its label.

Environmental Product Declaration (EPD)

(<http://services.ul.com/service/environmental=product-declaration>): An EPD is a standardized way of documenting and quantifying the environmental impact of a product or system. Declarations include information on the environmental impact of raw material acquisition, energy use and efficiency, content of materials and chemical substances, emissions to air, soil and water, and waste generation. An EPD is created in accordance with standards developed by the International Organization for Standardization (ISO).

Fly Ash: Fly ash is one of the residues generated in combustion, and in an industrial context, usually refers to ash produced during the combustion of coal. It is a by-product of coal-fired electric generating plants. Fly ash is environmentally advantageous since it diverts material from the wastestream, reduces the energy investment in processing virgin materials, and reduces pollution. Fly ash is the recycled content in concrete that can improve its quality and performance.

Greenguard Certification (www.ulenvironment.com/greenguard): Greenguard Certification ensures that a product has met rigorous and comprehensive standards for low emissions of volatile organic compounds (VOCs) into indoor air. Greenguard Certification is broadly recognized and accepted by sustainable building programs and

building codes around the world. UL Environment, a business unit of Underwriters Laboratories, is the exclusive provider of Greenguard Certification for products that meet stringent chemical emissions requirements.

Green Seal Standard (www.greenseal.org): Green Seal refers to sustainability standards for products, services, and companies that are based on life-cycle research, and are developed in an open, transparent, and stakeholder-involved process. Green Seal standards provide criteria and guidelines for manufacturers, service providers, and companies to work toward sustainability and Green Seal certification. The Green Seal standard addresses the primary life-cycle issues, including product performance, raw materials, manufacturing, packaging, and use. Green Seal has 31 issued standards that cover over 375 product and service categories. The Green Seal standard for Sanitary Paper Products, GS-1, establishes environmental, health, and social requirements for products such as bathroom tissue, facial tissue, paper towels, napkins, and placemats for both institutional and retail markets. The Green Seal standard for Cleaning Products for Industrial and Institutional Use, GS-37, establishes requirements for industrial and institutional general-purpose, restroom, glass, carpet cleaners, and biologically active cleaning products. The Green Seal standard for Hand Cleaners for Industrial and Institutional Use, GS-41, establishes environmental requirements for industrial heavy-duty hand cleaners and institutional hand cleaners.

Ground Granulated Blast Furnace Slag: Ground Granulated Blast Furnace Slag (GGBFS) is a byproduct of the steel industry. It is the glassy, granular material formed when molten iron blast furnace slag (a by-product of iron and steel-making) is chilled by immersion in water or steam. GGBFS is used to make durable concrete structures in combination with ordinary Portland cement.

Post-Consumer Recovered Content: Refers to product content made from waste that has been used by a consumer. Post-consumer content is a waste type produced by the end consumer of a material stream, where the waste-producing use did not involve the production of another product. It is simply the garbage that individuals routinely discard, either in a waste receptacle or dump.

Pre-consumer Content: Refers to waste that has not been used by a consumer and has been re-formulated into a useful product. Pre-consumer waste is the reintroduction of manufacturing scrap (such as trimmings from textile and paper production, defective aluminum cans, etc.) back into the manufacturing process. Pre-consumer waste is commonly used in manufacturing industries, and is often not considered recycling in the traditional sense.

Recyclable in a Closed Loop Process: Refers to a production process in which post-consumer waste is collected, recycled, and used to make new products. Refers to waste or a by-product of one process or product that has been used to make another product. It is a process where end-of-life products are recycled back into the same product (e.g., recycling an aluminum can back into another aluminum can).

UL/EcoLogo Standards (industries/ul.com/environment): UL/EcoLogo Certifications are voluntary, multi-attribute, life-cycle based environmental certifications that indicate a product has undergone rigorous scientific testing and auditing to prove its compliance with stringent, third-party, environmental performance standards. UL is the exclusive provider of EcoLogo Certification for products that meet multi-attribute, life cycle-based sustainability standards. The UL/Ecologo 2759 Standard establishes human health and environmental criteria for hard surface cleaners. The UL/Ecologo 2784 Standard establishes human health and environmental criteria for institutional hand cleaners and industrial heavy duty hand cleaners.

USDA BioPreferred (www.biopreferred.gov): USDA's BioPreferred program promotes the purchase and use of biobased products, which have a specified amount of biobased content, including plant, animal, or marine resources. Manufacturers and distributors of biobased products have the biobased content independently laboratory tested and third-party certified to earn the USDA-certified biobased label.

The PBS Key Sustainable Products can be found on the Sustainability Facilities Tool public website:

<https://sftool.gov/green-products/1037/key-sustainable-products?agency=9>