

**Document Summary**

Detail Type	Detail
Commodity	Meeting & Conference Services
Purchasing Standard	DGS 80161502
Revision Level	Revision 1
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**Revision History**

Bid Spec	Rev Level	Revision Date	Author	Summary of Changes
DGS 80161502	I.R.	May 7, 2021	Ratzlaff, W.	Initial release
DGS 80161502	R1	Feb 4, 2022	Ratzlaff, W.	Revision 1

## 1.0 SCOPE

DGS Purchasing Standards provide the minimum criteria purchases must meet to be considered Environmentally Preferable (EPP), aka “green”, by the state of California, to be used for incorporating requirements that meet the state’s environmentally preferable goals, into procurements and policy.

Per Public Contract Code (PCC) §12400 through 12404, Environmentally Preferable Purchasing, the purchasing standard herein establishes minimum EPP requirements for Meeting & Conference Services, henceforth, Services.

## 2.0 APPLICABLE LAWS and INDUSTRY STANDARDS

Departments must adhere to all applicable laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, California Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2 and 3, as applicable. This list is for informational purposes only and is not all-inclusive.

### 2.1 LAWS and REGULATIONS

[PCC §12400](#), Environmentally Preferable Purchasing  
[PCC §12200](#), State Agency Buy Recycled Campaign (SABRC)  
[Public Resources Code §42490](#), Cell Phone Recycling Act of 2004  
[Executive Order N-19-19](#), Governor’s Climate Change Agenda  
[Public Resources Code §42270](#), Single-use Plastic Straws  
[Senate Bill \(SB\) 1335](#), Sustainable Packaging for the State of California Act of 2018

### 2.2 POLICY

DGS Statewide Travel Program’s [Green Lodging](#)

## 3.0 ENVIRONMENTALLY PREFERABLE PURCHASING REQUIREMENTS

Meeting and Conference Services include activities related to planning and executing meetings and conferences including but not limited to facility and lodging selection, selection of food and beverage catering, as well as the inclusion of materials and equipment utilized during the meeting. The Service, to be considered EPP, shall meet at least one of the requirements below. Items expressly used in the fulfillment of this Service should adhere to the following or certified by a third-party certification listed in Table 1:

Lodging and Conference housing facility should either:

- Housed in a LEED certified building
- A member of DGS’ Green Lodging Program
- Or a Green Seal certified Hotel

Alternatively, if the facility is not partnered with one of the listed certification programs then sufficient bidder documentation should be provided to ensure the following products provided in this service meet EPP criteria:

- Paper and writing products should be certified by Forest Stewardship Council (FSC)
- Toiletry paper products should be certified by Forest Stewardship Council (FSC)
- Televisions, Monitors and all other electronic equipment should be third-party certified for energy efficiency by Energy Star or EPEAT

- Video conferencing software should be operated or serviced by an EPA Green Power Partner or Green-e certified company

As per SB 1335, products used in catering services such as food containers, dinnerware and flatware should be either:

- Certified Compostable from Biodegradable Products Institute (BPI), or
- Compliant with State Agency Buy Recycled Campaign (SABRC), containing a minimum of 30% post-consumer recycled content, such as for plastic or paper content.

Table 1: EPP Approved Third-Party Environmental Certifications by Commodity

Commodity	UNSPSC	Certification
Hotels and lodging and meeting facilities	90110000	LEED certified facility
Hotels and lodging and meeting facilities	90110000	Green Lodging Program partner
Domestic disposable kitchenware	52151500	SABRC compliant product
Domestic disposable kitchenware	52151500	BPI Compostable
Domestic disposable kitchenware	52151500	USDA's BioPreferred
Domestic coffee or tea cups	52152101	SABRC compliant product
Domestic coffee or tea cups	52152101	BPI Compostable
Domestic coffee or tea cups	52152101	USDA's BioPreferred
Domestic disposable food containers	52151506	SABRC compliant product
Domestic disposable food containers	52151506	BPI Compostable
Food service straws or beverage stirrers	48101922	SABRC compliant product
Food service straws or beverage stirrers	48101922	BPI Compostable
Paper napkins or serviettes	14111705	FSC
Paper napkins or serviettes	14111705	SABRC compliant product
Paper napkins or serviettes	14111705	BPI Compostable
Tissue papers	14121600	FSC
Tissue papers	14121600	SABRC compliant product
Commercial use dishwashers	48101615	Energy Star
Soaps	53131608	USDA's BioPreferred
Soaps	53131608	EPA's Safer Choice
Domestic use food warmers	52141538	Energy Star
Commercial use coffee or iced tea makers	48101505	Energy Star
Folders and binders and indexes	44122000	SABRC compliant product
Paper clips	44122104	SABRC compliant product
Paper products	14110000	SABRC compliant product
Paper products	14110000	FSC
Printing and writing paper	14111500	SABRC compliant product
Printing and writing paper	14111500	FSC
Televisions	52161505	Energy Star
Televisions	52161505	EPEAT
Video monitors	46171612	Energy Star
Video monitors	46171612	EPEAT
Teleconference equipment	43221522	Energy Star
Video and combination video and audio presentation equipment and hardware and controllers	45111800	Energy Star
Video and combination video and audio presentation equipment and hardware and controllers	45111800	EPEAT

Commodity	UNSPSC	Certification
Phone and video conference equipment and hardware and controllers	45111900	Energy Star
Phone and video conference equipment and hardware and controllers	45111900	EPEAT
Uninterruptible power supply UPS	39121011	Energy Star
Video networking equipment	43222619	Energy Star
Video conference cameras	45121506	Energy Star
Video conferencing software maintenance	81112207	US EPA Green Power Partner
Video conferencing software maintenance	81112207	Green-e
Wireless access point	43222640	Energy Star
Network routers	43222609	Energy Star
Ethernet driver software	43233406	US EPA Green Power Partner
Ethernet driver software	43233406	Green-e

#### 4.0 RESOURCES

- Find certified LEED projects in the [Green Building Council's project listing](#)
- Find certified lodging in the CA [Green Lodging Directory](#).
- Find Green Seal certified hospitality facilities in the [Green Seal Directory](#).
- Find certified products and services in the [USDA BioPreferred catalog](#).
- Find certified products and services in the [EPA's Safer Choice listing](#).
- Find energy efficient teleconferencing equipment in the online [EPEAT database](#).
- Find energy efficient teleconferencing equipment in the online [Energy Star](#) database.
- Find companies that use renewable energy in the online [US EPA Green Power Partners](#) database.
- Find companies that use renewable energy or carbon offsets in the online [Green-e Certified](#) database.
- Find SABRC compliant products in the [Recycled-Content Product Manufacturers database](#).
- Visit the [Buying Green](#) website for additional information about EPP.
- Learn more about UNSPSCs by visiting [United Nations Standard Products and Services Code®](#). Website.