

Green Cleaning Guide

This guide is intended to assist custodial staff in complying with the Berkeley Lab Policy on Green Cleaning (see Sustainability Standards for Operations). The Green Cleaning Policy and this guide are intended to guide everyday custodial service and establish [LEED certification](#) for new and renovated buildings.

Cleaning Products

Cleaning products can be defined and organized into the service that the product is intended to provide, such as cleaners, floor care, hand soap, toilet tissue, paper towels, and waste bin liners. The following table, adapted from [EPA's Recommendations of Specifications, Standards and Ecolabels](#), shows the applicable requirements at Berkeley Lab (and throughout the Federal government) for each product service category. Products must meet the standard or ecolabel in column 2, and either the applicable EPA program in Column 3 or the private-sector requirements in Column 4.

Specifications/Standards/Ecolabels to Use in Berkeley Lab Procurement			
Column 1 Product	Column 2 Product Shall Meet the Standard or Ecolabel Below	Column 3 And Must Meet Either the Applicable EPA Program Below	Column 4 Or the Following Private Sector Standards or Ecolabels
Cleaners: Carpet, Glass, Multipurpose	BioPreferred	Safer Choice	<ul style="list-style-type: none"> • Green Seal GS-37 Standard for Cleaning Products for Industrial and Institutional Use • UL 2759 Standard for Hard Surface Cleaners • UL 2795 Standard for Sustainability for Carpet and Upholstery Care Products
Floor Care	BioPreferred	Safer Choice	Purchases meet one or more of the following: <ul style="list-style-type: none"> • Green Seal GS-40 Standard for Floor-Care Products for Industrial and Institutional Use • UL 2777 Standard for Sustainability for Hard Floor Care Products
Hand Soap	BioPreferred	Safer Choice	Purchases meet one or more of the following: <ul style="list-style-type: none"> • Green Seal GS-41 Standard for Hand Cleaners for Industrial and Institutional Use • UL 2784 Standard for Hand Cleaners
Toilet Tissue	Comprehensive Procurement Guidelines for Recycled Content Products	none applicable	<ul style="list-style-type: none"> • Green Seal GS-01 Standard for Sanitary Paper Products • UL 175 Standard for Sustainability for Sanitary Paper Products
Towels-Paper	Comprehensive Procurement Guidelines for Recycled	none applicable	<ul style="list-style-type: none"> • Green Seal GS-01 Standard for Sanitary Paper Products • UL 175 Standard for Sustainability for Sanitary Paper Products

	Content Products		
Wastebasket Liners (24" x 33" or smaller)	<ul style="list-style-type: none"> • BioPreferred • Comprehensive Procurement Guidelines for Plastic Trash Bags 	none applicable	Purchases meet one or more of the following: <ul style="list-style-type: none"> • $\geq 20\%$ post-consumer recycled content • UL 126 Standard for Sustainability for Plastic Film Products

Source: [EPA's Recommendations of Specifications, Standards and Ecolabels](#). Reviewed for consistency on 11/09/2023.

The following steps can streamline the process to choose and buy cleaning products.

1. Custodial Supervisors work with suppliers to easily buy environmentally preferable cleaning products. The [Green Procurement Compilation within SFTool](#) acts as a comprehensive guide to applicable federal requirements by product type.
2. Custodial Leads work with select personnel or teams to test environmentally preferable products. When a product performs well in the test buildings, it can become the standard product purchased for all buildings.

To minimize Berkeley Lab's environmental impact, custodial staff should also make every effort to:

1. Purchase products in concentrated form when available.
2. Dilute and use products at the minimum strength necessary to be effective and according to product recommendations.
3. Minimize the use of products with volatile organic compounds (VOCs).
4. Eliminate the use of aerosol products and products containing phosphates.
5. Purchase products in post-consumer recycled and/or recyclable packaging.

Berkeley Lab intends that 100% of cleaning products, 100% of paper products, and 100% of waste bin liners meet the requirements identified in the table above. Performance will be measured based on the amount of spend used for each product service category.

Custodial Services Practices

Custodial Services will employ the following strategy to implement green cleaning practices and develop green cleaning systems.

1. Custodial Supervisors and safety personnel will provide custodial staff with quarterly trainings and updates during custodial safety meetings to review the benefits of green cleaning products, low impact cleaning practices, the proper use of chemical concentrates and equipment, appropriate dilution ratios, safety training, and proper disposal protocols for all cleaning wastes. Trainings will ensure that all custodial staff are aware of their responsibilities in implementing this policy.
2. Custodial leads will check custodial closets on a quarterly basis to ensure safe storage of cleaning chemicals. In the case where chemicals are stored improperly or a spill has occurred, custodial leads will implement storage and clean-up procedures as indicated by Berkeley Lab's [EHS Pub 3000 Chapter 45 Chemical Hygiene and Safety Plan](#). During these checks, custodial leads can also check the products to ensure they meet the guidelines outlined above.
3. Custodial Services staff will conserve energy, water, and other resources while still providing

a clean and sanitary environment. Custodial Services staff will dispose of compost, recycling, and landfill waste in the appropriate dumpster or cart outside of the building to maintain and maximize waste diversion rates.

4. Custodial Services staff will provide hand soap in all restrooms and waterless hand sanitizers where requested.
5. Custodial Services staff will adapt cleaning practices and products for building occupants who are sensitive or allergic to chemicals. The first adaptation will be to clean the space when the occupant is not present and to spray product onto a cloth, rather than directly to surfaces, to minimize airborne dispersal. The second adaptation is to use alternative products with the least amount of environmental impact.
6. Occupants can provide feedback by calling or emailing Custodial Supervisors, the Site Maintenance and Utilities Supervisor within the Facilities Division, or Sustainable Berkeley Lab.

Policy Compliance

General oversight of the green cleaning policy implementation will be done by the Site Maintenance and Utilities Supervisor within the Lab's Facilities Division. To verify continued compliance Sustainable Berkeley Lab will annually check spend data from Berkeley Lab's financial management system and include the portion of spend for cleaning products that are environmentally preferable in Berkeley Lab's annual Site Sustainability Plan.

Reviewed for accuracy May 17, 2024