

U.S. Environmental Protection Agency
Office of Solid Waste and Emergency Response

Sustainable Products Standards Panel (SP²)
Statement of Work

BACKGROUND

The U.S. Environmental Protection Agency (EPA) has a mandate to provide guidance to federal agencies on the purchase of environmentally preferable products. Such products are characterized by attributes of sustainability over the life cycle. As all products are designed, manufactured and tested using a variety of technical standards, EPA promotes standards that incorporate these attributes. In keeping with the National Technology Transfer and Advancement Act (NTTAA) (P.L. 104-113: 1996) and the Office of Management and Budget (OMB) Circular A-119, EPA works with standards developing organizations, conformity assessment bodies, other federal agencies, NGOs, industry and other key stakeholders to promote the development of voluntary consensus standards for environmentally preferable goods and services. Users can take advantage of the data, analysis, and expert judgment built into these standards in order to streamline their design and purchasing decisions.

Voluntary consensus standards on a wide variety of products and systems have been developed in recent years, including standards for electronic products, building materials and systems, carpets, and commercial cleaning products. Such standards are currently under development for office furniture, contract textiles, resilient flooring and roofing to name but a few. The EPA Environmentally Preferable Purchasing Database of Environmental Information for Products and Services at <http://yosemite1.epa.gov/oppt/epstand2.nsf> contains standards and specifications developed by governmental and non-governmental organizations on a wide range of products and services. Some, but not all, of these standards were developed through voluntary consensus processes.

The rapid growth of sustainability-related claims and standards in the marketplace is creating certain problems that, if not managed sufficiently, risk undermining the movement's current good intentions and credibility. "Green" and "Sustainable" are a marketing meta-trend. They are advertising buzzwords that morph into many forms and cross a variety of industries. On the positive side, the movement toward green is forcing the development of numerous sustainable product standards which are driving the reformulation of products and services. These standards are also creating a competition to achieve authentic environmental improvements and transforming certain markets. Many corporations are beginning to ask themselves how they can be proactive about greening in strategic and profitable ways instead of merely responding reflexively.

However, the proliferation of standards, ecolabels, and marketing claims is moving unexpectedly fast. Numerous standard developing organizations are getting involved in sustainable products standards development. As a result, there is concern about overlapping interests and duplicative efforts. The need for greater oversight and guidance in this arena has been voiced by consumers, manufacturers, government agencies, and other stakeholders.

In addition, better linkages, if not harmonization between American and other country's sustainable product-related standards would make all efforts more effective.

SCOPE

To bring needed guidance and direction to the sustainable products movement, EPA requires a Sustainable Products Standards Panel (SP²). This panel shall be a cross-sector coordinating body designed to:

- 1) Establish the guiding principles for developing sustainability/environmental performance standards
- 2) Identify existing and developing sustainability/environmental performance standards (both in the US and abroad)
- 3) Determine gaps and needs for additional sustainability/environmental performance standards
- 4) Defining/coordinating the relationship between sustainability standards and ecolabeling programs, especially ISO 14024 Type 1 labels
- 5) Facilitate the timely development, promulgation, and use of voluntary consensus sustainability/environmental performance standards and conformity assessment programs

As deemed appropriate by stakeholders and leadership, the contractor shall arrange opportunities for standards developing organizations to meet to discuss the standardization needs within the area of sustainability and products. Toward this goal, the contractor shall:

- 1) Identify and speak with relevant standards developers
- 2) Organize and facilitate coordination meetings
- 3) Serve as liaison between standards developers
- 4) Issue communications to standards developers
- 5) Ensure that all appropriate standards developers have the opportunity to participate in sustainable product standards development within the U.S. and on behalf of the U.S.

The contractor shall provide secretariat services for the Sustainable Products Standards Panel (SP²). In agreeing to provide secretariat services, the contractor assumes responsibility to manage the entire work program and operations of the SP². The contractor shall convene an SP² Kick-Off Meeting to engage stakeholders in the issues surrounding sustainable products standards and conformity assessment. An additional optional SP² Meeting may be required under this contract. All SP² Meetings shall be held in the Washington D.C. metropolitan area.

TASKS

Task 1: SP² Kick-Off Meeting Steering Committee and Agenda Development. In preparation for the Sustainable Products Standards Panel (SP²) Kick-Off Meeting, the contractor shall convene a Steering Committee of 5-10 people to craft the meeting agenda. The Steering Committee shall have 2-3 conference calls in advance of the meeting.

Task 2: SP² Kick-Off Meeting Marketing and Outreach. The contractor shall conduct marketing and outreach in support of the SP² Kick-Off Meeting. This shall include: drafting and disseminating a press release, posting information on the contractor website, and fielding inquiries from potential participants.

Task 3: SP² Kick-Off Meeting Logistics. The contractor shall make all the logistical arrangements for the SP² Kick-Off Meeting including reserving meeting space and a block of hotel rooms for meeting participants.

Task 4: Program Status Report.

The contractor shall deliver a monthly program status report to the EPA Project Officer. The report shall include at a minimum: metrics pertaining to financial, schedule, and scope information, performance assessment information, and a summary of all work performed for the report period and to date.

OPTIONAL TASKS

OPTIONAL Task 5: Additional SP² Meeting Steering Committee and Agenda Development.

In preparation for an additional Sustainable Products Standards Panel (SP²) Meeting, the contractor shall convene a Steering Committee of 5-10 people to craft the meeting agenda. The Steering Committee shall have 2-3 conference calls in advance of the meeting.

OPTIONAL Task 6: Additional SP² Meeting Marketing and Outreach.

The contractor shall conduct marketing and outreach in support of an additional SP² Meeting. This shall include: drafting and disseminating a press release, posting information on the contractor website, and fielding inquiries from potential participants.

OPTIONAL Task 7: Additional SP² Meeting Logistics

The contractor shall make all the logistical arrangements for an additional SP² Meeting including reserving meeting space and a block of hotel rooms for meeting participants.

PERIOD OF PERFORMANCE

The period of performance of this contract is date of award plus one year. The period of performance may be extended under this contract for one additional year in accordance with FAR 52.217-9.

PLACE OF PERFORMANCE

Meetings and conferences held in performance of this contract shall be held in the Washington D.C. metropolitan area.

EPA-FURNISHED INFORMATION

EPA will provide certain EPA information, materials and forms unique to EPA to the contractor to support certain tasks under this SOW. These materials shall not include any information that could be classified as "Confidential Business Information". The EPA Project Officer will be the point of contact (POC) for identification of any required information to be supplied by EPA.

DELIVERABLES

The contractor will provide all deliverables identified in this SOW directly to the EPA Project Officer. The contractor shall prepare all deliverables and documentation according to the guidelines provided by EPA and the EPA Project Officer.