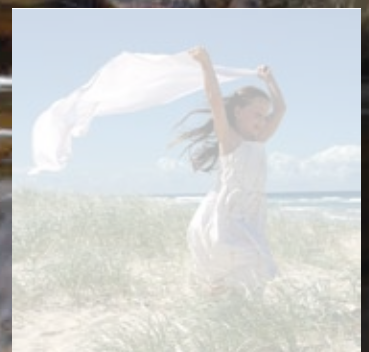
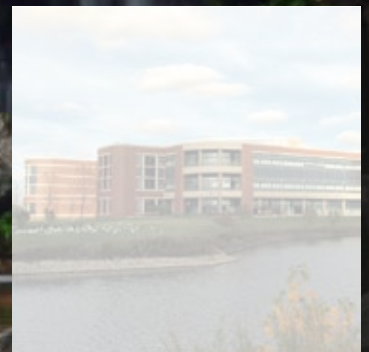


Building A Sustainable Future



The Eastern Bag & Paper Group



Introduction



Green cleaning

encompasses a broad scope of concerns including products, processes, and the safety and health of building occupants and cleaning professionals. In recent years, the market demand for green cleaning has grown at an accelerated rate. You may have heard that 'green cleaning' is just a fad or something for environmentalists. You may also have heard that 'green cleaning' is not cost effective. Not true.

It's important to note that green cleaning has become easy to implement. Eastern Bag & Paper's "Building a Sustainable Future" will provide you with an understanding of this program with a variety of Green Seal and/or EPA approved, Environmental Choice certified, and environmentally responsible products. "Building A Sustainable Future" has been designed to assist customers with achieving LEED certification credits along with USGBC recognition and compliance.

More importantly Eastern Bag & Paper will provide you with quality performance tested products that reduce the health and environmental impacts, industry knowledge, training, and support that will improve the quality of your working environment, improve your bottom-line, and most of all protect the natural environment in which we live.

Green Cleaning and environmental responsibility aren't just buzzwords any longer. Twenty years ago it seemed the environmental movement was just a fad, reached its peak, and then disappeared. Unfortunately, increasingly poor indoor environmental quality has had a major impact on business, education, and our daily lives. Increases in childhood asthma, falling test scores, student absenteeism, employee sick time, and lower productivity all

have some basis in poor indoor environmental quality. The choices we make in cleaning products, equipment, systems and procedures affect our economy and our very lives.

As cleaning professionals, you are well aware of the impact poor cleaning has on the life cycle of surfaces such as carpet, tile, walls, and fixtures, resulting in premature replacement and additional costs. You may not be aware of the impact poor cleaning has on occupant productivity, health, morale, and objective measures such as student test scores or attendance.

Green Cleaning is not about replacing your current product with a milder cleaner. Green Cleaning is simply defined as 'cleaning to protect health without harming the environment.' It is about examining your entire process of cleaning, identifying the areas that can be improved, developing a plan and the procedures to implement that plan, and finally measuring the results of the executed plan. A properly designed and implemented plan will have positive impact on the cleanliness of your facility, the health of its occupants and your return on investment. The Eastern Bag and Paper Group, in accordance with the LEED-EB program and the USGBC will help you develop and implement the right Green Cleaning program for your facility.

The Impact of Cleaning

Cleaning activity in the United States is a huge industry. Today, billions of pounds of cleaning products as well as plastic and paper disposables are used to clean and maintain commercial and institutional buildings. Three and a half million people work as cleaning professionals. Millions more work and visit those buildings each day, further increasing the impact of cleaning. In fact, the average person spends 90% of their time indoors. Sick building syndrome has been linked, in part, to some cleaning products being used. Air pollution is an average of two to five times greater indoors and can be 100 times greater after some cleaning activities. Other research shows that 70 –80% of the dust, dirt, and contaminants that enter a building are tracked in from the outside on people's feet.

The impact of cleaning in an office building can have a serious financial effect. Scientific studies have documented productivity gains between 0.5% and 7% associated with greener indoor office environments. Most experts agree that 2% is about average. If the average cost per square foot for salaries and benefits is \$130, even a 1% improvement in productivity works out to about \$1.30 per square foot. This improvement in productivity can more than pay for the cost of cleaning.

The leasing market is very competitive. While cleaning has often been looked at as simply an expense, an effective green cleaning program can be used as a powerful marketing tool in this competitive marketplace.

Children are more vulnerable to contaminants in the environment as a result of poor cleaning, as well as the dangers of harsh or toxic chemicals. Furthermore, their immune systems are not as fully developed and their breathing rate tends to be much faster, allowing the inhalation of even more contaminants.

This vulnerability is evidenced in a skyrocketing increase in the asthma rate, increasing rates of childhood cancer, increasing behavioral and attention deficit disorders, some of which are being attributed to contaminants from their environment. In schools the evidence is clear; study after study demonstrates the impact of cleaning and indoor environmental quality on students' health, performance, attendance, and test scores.

A project at the Charles Young Elementary School in Washington, D.C. clearly demonstrates that cleaning, as part of a healthy school environment, was crucial to the student's performance. While cleaning was just one component of creating an environmentally friendly setting, the results were remarkable. As you can see in the chart, there is dramatic evidence of what the positive impact improvements in cleaning practices can have.

Green cleaning encompasses a broad scope of concerns including products, processes, and the safety and health of building occupants and cleaning professionals. In recent years, the market demand for green cleaning has grown at an accelerated rate. Eastern Bag & Paper's 'Building a Sustainable Future' is designed to help educate cleaning professionals, building managers, and property owners to accomplish these goals.

Charles Young Elementary School

	Before	After
Student Attendance	89%	93%
Student Health Complaints	Frequent	Infrequent-Normal Very Much Reduced
Math Scores Below Basic	49%	24%
Math Scores Basic or Above	51%	76%
Reading Scores Below Basic	41%	25%
Reading Scores Basic or Above	59%	75%



Building A Sustainable Future

Facilities are faced with unprecedented budget cuts and too often look at cleaning as an expendable service.

Just as in a commercial setting, the impact of poor cleaning results in increased costs – repairs, unplanned replacement costs and remedial measures to correct problems. A properly planned and monitored green cleaning program can not only improve the health and performance of the school's students and staff, but

can also provide a high level of control and predictability over the maintenance budget.

In a hospital, where you already have patients with impacted immune systems, there is an even greater risk of negative impact. Some cleaning chemicals can cause headaches, asthma, burns, permanent eye damage, major organ damage, and even cancer. As part of their progress toward reducing their environmental health impacts, hospitals are looking for cleaning products that eliminate potentially toxic exposures to patients and staff, as well as exposures to the environment.

Finally, consider the impact on the custodians themselves. Powerful chemicals, many with potentially harmful effects, equipment that



is not ergonomically designed, matched with outdated procedures have led to high turnover rates and astronomical workman's compensation claims. In fact, insurance costs are often the second highest cost of maintenance after the labor itself.

A properly designed green cleaning program, using safer chemicals, dispensers to protect the user from concentrated products, ergonomically designed equipment and an effective training program can directly impact two of the highest personnel costs – turnover and Workman's Compensation. Despite having good facility management programs in place, in almost every case new ideas, better practices and cost savings have come out of a green building implementation. For a building manager, this can lead to increased profitability.

Obviously, there are enormous opportunities to reduce the impact on both health and the environment. A well-designed, implemented and documented green cleaning program can address all of these issues, improving the quality of our indoor environment while minimizing potential adverse effects on health and the environment as a whole.

"Today, buildings need to incorporate energy efficiency, waste reduction, reduced water consumption, healthy work environments, clean indoor air and many other green design features. With these improvements will come a better quality of life for all Americans, enhanced economic vitality and a smaller environmental footprint."

– Senator James Jefford (I-VT)

Green Seal

The Green Seal mark is an environmental logo awarded to products that are deemed environmentally preferable. In order to be Green Seal Certified, products and their makers must undergo a rigorous evaluation process focusing on the impact that each category of product will have on the environment from cradle to grave. From the processes used to manufacture a product, to its distribution, to its contents and use through the end of its life cycle, all aspects of potential environmental impact are evaluated. When a product is Green Seal Certified you can rest assured that it is of the highest quality, user friendly, and environmentally preferable. The USGBC LEED-EB program bases many of its criteria for product standards and requirements directly on Green Seal standards, thus ensuring that Green Seal approved products will ultimately result in earned points toward LEED certification.



The Green Seal may be used on packaging, in promotion material, in catalogs, and in advertising for products that have been certified to meet the applicable standard. This seal provides a marketing advantage, as it identifies a product as environmentally preferable, provides third-party corroboration of environmental claims, and distinguishes a product from competitors that can't support their environmental assertions. Be ware

of products and manufacturers that claim they are GREEN. This term can be thrown around and misleading. The Green Seal trademark is a guarantee that the product you are purchasing is truly a quality and environmentally preferable item. If a product is presented to your organization and it does not have the Green Seal, refer to LEED-EB requirements for environmentally preferable "GREEN" products and their requirements (i.e. EPA and CRI guidelines).

lower costs



U. S. Green Building Council (USGBC)

The USGBC was established in 1993 and is a national non-profit organization dedicated to transforming buildings into environmentally friendly, high performance, healthy, profitable structures. The USGBC and its more than 5,000 members, which range from building owners and operators to architects to building product manufacturers, work together to develop industry standards, programs, guidelines, educational tools, and policies that promote a sustainable future. Why build GREEN? The built environment has a far-reaching impact on our natural environment, economy, health, and productivity. By adhering to USGBC standards and practices your workplace can maximize economic and environmental performance.



Building A Sustainable Future

LEED

The USGBC and its members developed the LEED system (*Leadership in Energy and Environmental Design*) in November 2000 as a guideline for designing, constructing, and certifying sustainable buildings. LEED is a voluntary standard that emphasizes state-of-the-art strategies for sustainable site development, water consumption, energy efficiency, materials selection, and indoor environmental quality. With its unique approach, the LEED system has become the national benchmark for *GREEN* buildings. This comprehensive system offering proven standards, training, technical assistance, and professional accreditation is an effective means of driving return on investment over time.

There are three LEED programs currently in place. The first is LEED-NC, which, deals with new building construction and major renovations. The second, LEED-EB, concentrates on existing building operation upgrades and maintenance (including cleaning). The third, LEED-CI, completes the scope with a focus on commercial interior renovations and tenant improvements. Within each of these categories, a building can achieve a LEED certification level of Certified, Silver, Gold, or Platinum based on accumulation of points earned by meeting certain criteria.

Preliminary results from LEED-EB's two-year pilot program have revealed several benefits for those that have chosen to go *GREEN*. The program was comprised of



Photo Courtesy of Rubbermaid

more than 51 buildings whose owners control more than 400 million square feet nationally. Benefits of the implementation of the LEED-EB program included lower operational cost, increase in market value of the facilities, improved employee productivity and satisfaction, improved air quality, enhanced occupant comfort and health, and an overall improvement in building aesthetics. Environmentally, studies have revealed an increase in the protection of natural habitats, improved air and water quality, a reduction in waste, conservation of natural resources, and decreased greenhouse gas emissions. Undeniably, the USGBC's LEED program has and will continue to create a win-win situation for buildings, their owners and occupants, and the environment.

The LEED Rating System

To evaluate a green building under the LEED rating system, points are awarded for achievements in each of following six categories.

- Sustainable Sites
- Water Efficiency
- Energy and Atmosphere
- Material and Resources
- Indoor Environmental Quality
- Innovation and Design Process

LEED-EB Levels of Recognition

Certified32-39 points
Silver40-47 points
Gold48-63 points
Platinum64-85 points

Eastern Bag & Paper can help you earn up to 14 points toward LEED certification through products and other portions of the program such as aiding in documentation and training.

Recap of Green Benefits

- Promotes a healthier working environment by improving indoor air quality
- Enhances safety for janitorial workers
- Improves employee retention
- Reduces liability, legal costs and insurance
- Increases productivity 2 – 16%
- Helps organizations meet green purchasing mandates
- Reduces cleaning and product cost
- Decreases an organizations environmental and health impacts
- Improves test scores in schools up to 20%

Eastern Bag & Paper's **"Building A Sustainable Future"** program is a derivative of the USGBC LEED program. LEED, which, stands for Leadership in Energy and Environmental Design is a national voluntary standard that certifies green facilities that meet stringent environmental criteria. The goal of the LEED and Eastern Bag Paper's program is to create a healthier and more environmentally responsible facility. Our focus will primarily be on the cleaning sector of building operations. The majority of products that will be included in our **"Building A Sustainable Future"** Product Guide consist of Green Seal, C&RI, and EPA approved items or items that meet LEED criteria. The reason for including these products is that they will be eligible for points toward LEED certification. Eastern Bag & Paper is able to offer a possible 14 points toward LEED certification through

products and other portions of the program such as aiding in documentation and training. A total of 32 points are required to meet the most basic level of LEED-EB certification. The USGBC's LEED-EB program will evaluate several aspects of a facility, not just the sustainable resources portion, when awarding points and certification and does not look at just individual products, but the program and its requirements as a whole.

We encourage you to inquire about our "Building a Sustainable Future" program and how Eastern Bag & Paper can help you make a difference in protecting the environment as well as your building and its occupants.

And we're doing our part

The Eastern Bag & Paper Group takes pride in being a responsible

and sustainable business. We continuously search for innovative ways to improve our working environment and the products we use for the health and safety of our employees and visitors. Using LEED-EB guidelines, we have begun modifying our cleaning practices and procedures.

Beyond the scope of the office, we recently purchased a pallet wrap and cardboard baler to handle the enormous amounts of waste materials generated by our shipping operations. An estimated 80,000 pounds of cardboard and pallet wrap combined will be recycled this year alone generating an estimated savings of \$15,000 annually. We recycle all light bulbs used in the facility and only use bulbs that do not contain mercury. During the winter months we use Calcium Chloride ice melt on snow and ice, which has significantly less impact on the environment.

At Eastern Bag & Paper we are doing our part, by reviewing our facilities daily operations and systems, and the impact it has on our employees and the natural environment. We realize and believe in the benefits of the Green Program and will continue to make improvements that will have a positive impact on our sustainability.

"Environmentally preferable" means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

– Executive Order 13101



Featured products of interest



Photo Courtesy of JohnsonDiversey

Cleaning Products:

Eastern Bag & Paper stocks the complete JohnsonDiversey line of Green Seal approved, EPA registered, and environmentally friendly cleaning products, which cover a wide range of regularly scheduled and long-term building cleaning maintenance. Many buildings that have adopted the use of green cleaning products have cut costs and actually reduced the number of different chemicals they use dramatically.



Photo Courtesy of Wausaupaper

Paper Goods:

Roll towel systems will help reduce waste by using high capacity rolls combined with dispensing control and recycled or post-consumer paper products. Stocked items include: Green Seal approved or EPA preferred items such as roll towels, bathroom tissue, and toilet seat covers.



Can Liners:

JanistarEF liners use less plastic while maintaining superior strength thus reducing use of non-renewable resources while cutting down on plastic going into the waste stream. These liners reduce the amount of plastic used in the manufacturing process by 20-25%.



Photo Courtesy of Technical Concepts

Water Conservation Products:

Hands-free water faucets control the amount of water being discharged and lessen the consumption of potable water. Water-free urinals reduce water usage and sewer costs. These urinals also require less maintenance, prevent costly water damage caused by burst pipes or vandalism, and create an odor-free hygienic restroom.



Photo Courtesy of Rubbermaid

Microfiber:

Microfiber clothes and cleaning pads are more efficient in dust and dirt collection. They simply do a better job than regular cloths or paper towels, which actually produce lint or debris, and do so using less cleaning product and less water. A variety of accessories such as mop handles and telescoping poles allow for a number of different cleaning applications with micro-fiber products.



Photo Courtesy of Clarke

Equipment:

Eastern Bag & Paper also offers a wide variety of cleaning equipment including vacuum cleaners, floor and carpet cleaning machines. These machines can improve indoor air quality through the use of HEPA filters, reduce water and product consumption through more efficient controlled systems, and many are more energy efficient than their predecessors.



Photo Courtesy of GoJo

Hand Soap:

The use of foaming hand soaps greatly reduces the amount of water need for lather and rinsing. Cost savings are an added benefit of foaming soaps as they allow for almost three times the amount of washes as the equivalent amount of liquid soap.



Photo Courtesy of Andersen Matting

Floor Matting:

Entryway Matting both outside and inside facility entrances and high traffic areas greatly prevent and reduce the amount of dirt and other contaminants from entering the building. Matting should cover the first 12 to 15 feet of building entryways.



Photo Courtesy of Rubbermaid

Procedures:

Cleaning is the process of locating, identifying, containing, removing, and properly disposing of an unwanted substance from a surface or environment. A Healthy High Performance Cleaning program is a process that reduces any negative impact of cleaning on both health and the environment. While product selection is important, procedures are equally important, and perhaps more so.



Q. How will Green Cleaning Benefit this facility and its occupants?

A. Green Cleaning is a system that looks at the entire cleaning operation of a facility. By purchasing GREEN products and implementing a Green Cleaning program the facility can benefit by reducing operation costs, improving indoor air quality, increasing productivity, improving aesthetics, and reducing the impact on the environment and non-renewable resources.

Q. What is the USGBC?

A. The USGBC (*U.S. Green Building Council*) was established in 1993 and is a national non-profit organization dedicated to transforming buildings into environmentally friendly, high performance, healthy, profitable structures. The USGBC and its more than 5,000 members, which, range from building owners and operators to architects to building product manufactures, work together to develop industry standards, programs, guidelines, educational tools, and policies that promote a sustainable future. *Why build GREEN?* The built environment has a far-reaching impact on our natural environment, economy, health, and productivity. By adhering to USGBC standards and practices your workplace can maximize economic and environmental performance.

Q. What is LEED?

A. LEED, which, stands for Leadership in Energy and Environmental Design is a voluntary standard that emphasizes state-of-the-art strategies for sustainable site development, water consumption, energy efficiency, materials selection, and indoor environmental quality. With its unique approach, the LEED system has become the national benchmark for *GREEN* building and cleaning. This comprehensive system offering proven standards, training, technical assistance, and professional accreditation is an effective means of driving return on investment over time.

Q. Does a product have to be Green Seal certified in order to be eligible for points toward LEED certification?

A. NO, a product does not have to be Green Seal certified to in order to be eligible for points toward LEED certification. Products must meet LEED requirements and standards in order to be evaluated for points. It is also important to understand that the USGBC will look at different categories of cleaning as a whole (i.e. percent of green paper goods purchased, equipment used, documentation of productivity, consumption, etc.) to evaluate the number of points awarded. (Visit the USGBC web sit and select LEED-EB to view details on certification process)

Q. Does my facility need to be LEED certified?

A. No, as a customer you can reap the benefits of Green Cleaning and its practices by simply following LEED recommendations and buying environmentally friendly products. However, many government facilities, school systems, and other organizations are making Green Cleaning and the LEED-EB program a mandatory practice. If you organization or facility decides to go Green or enroll in the LEED-EB program you can be ahead of the curve and an added resource to the organization, facility, and its occupants.

Q. How do I acquire more information regarding Green Cleaning and Purchasing?

A. Contact your Eastern Bag & Paper sales representative and ask for our ***"Building A Sustainable Future Product Guide"***. Our sales force can answer all of your questions and work with you to develop a Green Cleaning program for your facility. Sales reps can also provide an Eastern Bag & Paper Product Guide, which includes a list of products that are Green Seal certified or meet LEED-EB requirements and will aid in implementing and achieving a Green Cleaning program for your facility. Also, review the next page of this brochure, it contains useful website resources.

Web Resources

American Society for Healthcare Engineering

www.ashe.org - Facility management resources

The Ashkin Group, LLC.

www.AshkinGroup.com - Ashkin home page, resources regarding Green Cleaning, updates and current events, newsletter, power-point presentations, etc.

Building Owners and Managers Association

www.boma.org

Building Service Contractors Association International

www.bscai.org

Carpet & Rug Institute Home Page

www.carpet-rug.org - Products, standards, info relating to vacuum cleaners, extractors, & chemicals.

Center for a New American Dream

www.newdream.org - Sustainable solutions, news and events, green cleaning and purchasing, specifically for the education sector

Center for Disease Control

www.cdc.gov

Environmental Choice Home Page

www.environmentalchoice.com - Environmental Choice is an eco-labeling organization similar to Green Seal and is recognized by the LEED program. This site contains standards for product certification and environmentally preferable products

Environmental Protection Agency home page

www.epa.gov - Rules, regulations, & standards.

Green Guide for Healthcare

www.gghc.org - Provides the healthcare sector with a voluntary, self-certifying metric toolkit of best practices that designers, owners, and operators can use to guide and evaluate their progress towards high performance healing environments.

Green Hotels home page

www.greenhotels.com - Products authorized by Green Hotel Assoc.

Green Seal home page

www.greenseal.org - Product standards and certification, recommended products, etc.

Health Care Without Harm

www.noharm.org - Links to Healthcare industry websites and online-magazines that provide info regarding Green Cleaning and Sustainable practices specific to healthcare.

Healthy Schools home page

www.healthyschools.org - Regional guide for news and events including Green issues concerning schools and their occupants, testimonials and headlines.

Hospitals for a Healthy Environment home page:

www.h2e-online.org - How to join, tools and resources, news and events for healthcare industry.

International Facility Management Association

www.ifma.org

International Sanitary Supply Association

www.issa.com

LEED Home Page

www.usgbc.org/leed - LEED information.

Office of the Environmental Executive

www.ofee.gov - Federal Government site for Green Purchasing, Building Management info, Sustainable Building ideas, Federal Memorandum.

US Green Building Council home page

www.usgbc.org - The organization, news and events, product standards, how to join, helpful links.

USGBC Info-line Home Page

info@usgbc.org - Email address for questions regarding LEED and GREEN cleaning.

Definitions

CRI - The Carpet & Rug Institute

Environmental Choice - An eco-labeling third-party organization that certifies environmentally friendly products

EPA - Environmental Protection Agency

EPP - Environmentally Preferable Purchasing

Green - Refers to environmentally preferable products

Green Seal - An eco-labeling third-party organization that certifies environmentally friendly products

IAQ - Indoor Air Quality

LEED - Leadership in Energy and Environmental Design

OFEE - Office of the Federal Environmental Executive

USGBC - U.S. Green Building Council, developer of the LEED program



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