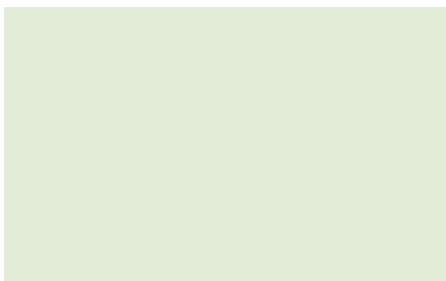


3M

Commercial Care Division

ENVIRONMENTALLY PREFERABLE SOLUTIONS



A guide to achieving your goals.



A NEW APPROACH TO BUSINESS

There's a new awareness sweeping through business today. It's the recognition that many people want more than just products that do as they promise; people are actively looking for products and services that are friendlier toward the environment and that help conserve energy and resources.

You're probably being bombarded with various green claims, some of which are appropriate, many of which are questionable when you actually understand the rules and guidelines. This brochure attempts to help you understand the complexities of this subject and how 3M helps address environmentally preferable initiatives. This isn't just "buying products"—this is a system approach involving a partnership between supplier and customer.

In addition to this growing demand for a new generation of products and services is the realization by companies that environmentally preferable products and services actually offer substantial long-term benefits, including:

- | | | |
|---|---|---|
| 1) lowering energy costs | 5) reducing the risk of exposure to potentially harmful chemicals—both to employees and facility tenants and visitors | 7) reducing waste and disposal costs |
| 2) cutting long-term operational costs | 6) improving compliance with regulatory standards | 8) helping alleviate pollution and subsequent cleanup costs |
| 3) enhancing your organization's public image | | |
| 4) improving indoor air quality | | |



WHAT'S DRIVING YOU?

Before you can achieve environmentally preferable solutions for your business, it's important to know what's driving your decision. The information below identifies the three most important drivers in your quest for a greener approach to business.

Driver 1

Are you being driven by a desire to comply with local, state or federal regulations?

Next steps:

- 1) Acquire a copy of the specific regulation
- 2) Share the copy with your 3M Sales Representative

Reference tools:

- 3M Environmentally Preferable Documentation Tool (in alignment with Executive Order 13101)
- Visit government web sites for program summaries

Driver 2

Are you being driven by a desire to leverage a third party certifier (for example, Green Seal, LEED®, etc.)?

Next steps:

- 1) Identify specific third party
- 2) Visit web site for their program summary

Reference tools:

- 3M Environmentally Preferable Documentation Tool (in alignment with Executive Order 13101)



Driver 3

Are you being driven by an organizational goal?

Next steps:

- 1) Understand your organization's vision and how it is being implemented
- 2) Identify documents that describe the goals
- 3) Document specific organizational culture

Reference tools:

- 3M Environmentally Preferable Documentation Tool (in alignment with Executive Order 13101)
- Web site address for vision/mission statements



THE 3M COMMITMENT

3M has demonstrated a long-standing commitment to protecting health, improving safety and promoting a better environment. As a company, we are committed to sustainable, environmentally responsible growth. Now we are harnessing this knowledge and expertise to help our customers embrace environmentally preferable practices to meet their own goals. Here are some of the major organizations or initiatives with which 3M can help you form connections:

- **The U.S. Green Building Council** is a coalition of leaders from across the building industry that's working to promote buildings that are environmentally responsible, profitable and healthy places to live and work.



- **Leadership in Energy and Environmental Design (LEED®)** is a program of the U.S. Green Building Council that has created the Green Building Rating System®, a voluntary, consensus-based national standard for developing high-performance, sustainable buildings.



LEED®

Build green. Everyone profits.™



Office of Federal Environmental Executive



- **Environmentally Preferable Products** are defined as those “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,” according to Executive Order 13101. This order requires federal procurement officials to assess and give preference to products and services that are environmentally preferable.
- **Green Seal Certification** is a program of Green Seal, an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion.





HOW 3M HELPS ADDRESS YOUR ENVIRONMENTALLY PREFERABLE INITIATIVES

AREA IN BUILDING	PRODUCT	DESCRIPTION
Breakroom	3M™ Twist 'n Fill™ General Purpose Cleaner #8	Addresses LEED's MR Credit 4.1 - 4.3, Addresses LEED's EQ Credit 10.3 and Green Seal Standard 37
Breakroom	3M™ Easy Scrub Flat Mop System	Addresses LEED's EQ Credit 10.6, Addresses LEED's ID Credit 1.0
Breakroom	Scotch-Brite™ Power Pad 2000	Addresses LEED's ID Credit 1.0
Building Managers Office	3M™ S.M.A.R.T. Procedure Wizard and 3M S.M.A.R.T. Q.A.	Addresses LEED's EA Credit 3.1, Addresses LEED's EA Credit 3.2, Addresses LEED's EQ Credit 10.1, Addresses LEED's EQ Credit 10.3, Addresses LEED's EQ Credit 10.6
Carpeted Board Room	Scotchgard™ Spot Remover & Upholstery Cleaner, Scotchgard™ Liquid Stain Remover, Scotchgard™ Heavy Duty Stain Remover, 3M™ Gum Remover	Addresses LEED's MR Credit 4.1 - 4.3
Front Entrance	3M™ Entrance Matting	Addresses LEED's EQ Credit 10.1
Walls	Scotch-Brite™ Easy Erasing Pad	Addresses LEED's ID Credit 1.0
Janitors closet	3M™ Twist 'n Fill™ Chemical Management System	Addresses LEED's EQ Credit 10.3
Lobby	3M™ Twist 'n Fill™ Glass Cleaner #1L	Addresses LEED's MR Credit 4.1 - 4.3, Addresses LEED's EQ Credit 10.3 and Green Seal Standard 37
Lobby	3M™ Easy Trap Duster	Addresses LEED's ID Credit 1.0
Restroom	3M™ Twist 'n Fill™ Bathroom Disinfectant Cleaner #4L	Addresses LEED's MR Credit 4.1 - 4.3, Addresses LEED's EQ Credit 10.3
Stairwells	3M™ Twist 'n Fill™ Neutral Cleaner #3H, 3M™ Easy Shine Applicator System	Addresses LEED's MR Credit 4.1 - 4.3, Addresses LEED's EQ Credit 10.3 and Green Seal Standard 37
Tiled hallway	3M™ Twist 'n Fill™ 3-in-1 Floor Cleaner #24H	Addresses LEED's MR Credit 4.1 - 4.3, Addresses LEED's EQ Credit 10.3 and Green Seal Standard 37
Tiled hallway	3M™ Easy Shine Applicator System	Addresses LEED's EQ Credit 10.6, Addresses LEED's ID Credit 1.0
Tiled hallway	3M™ Twist 'n Fill™ Floor Stripper LO #22H	Addresses LEED's EQ Credit 10.3, Addresses LEED's ID Credit 1.0
Tiled hallway	3M™ High Productivity Stripping Pad 7300	Addresses LEED's ID Credit 1.0
Tiled hallway	3M™ Eraser™ Burnish Pad 3600	Addresses LEED's ID Credit 1.0



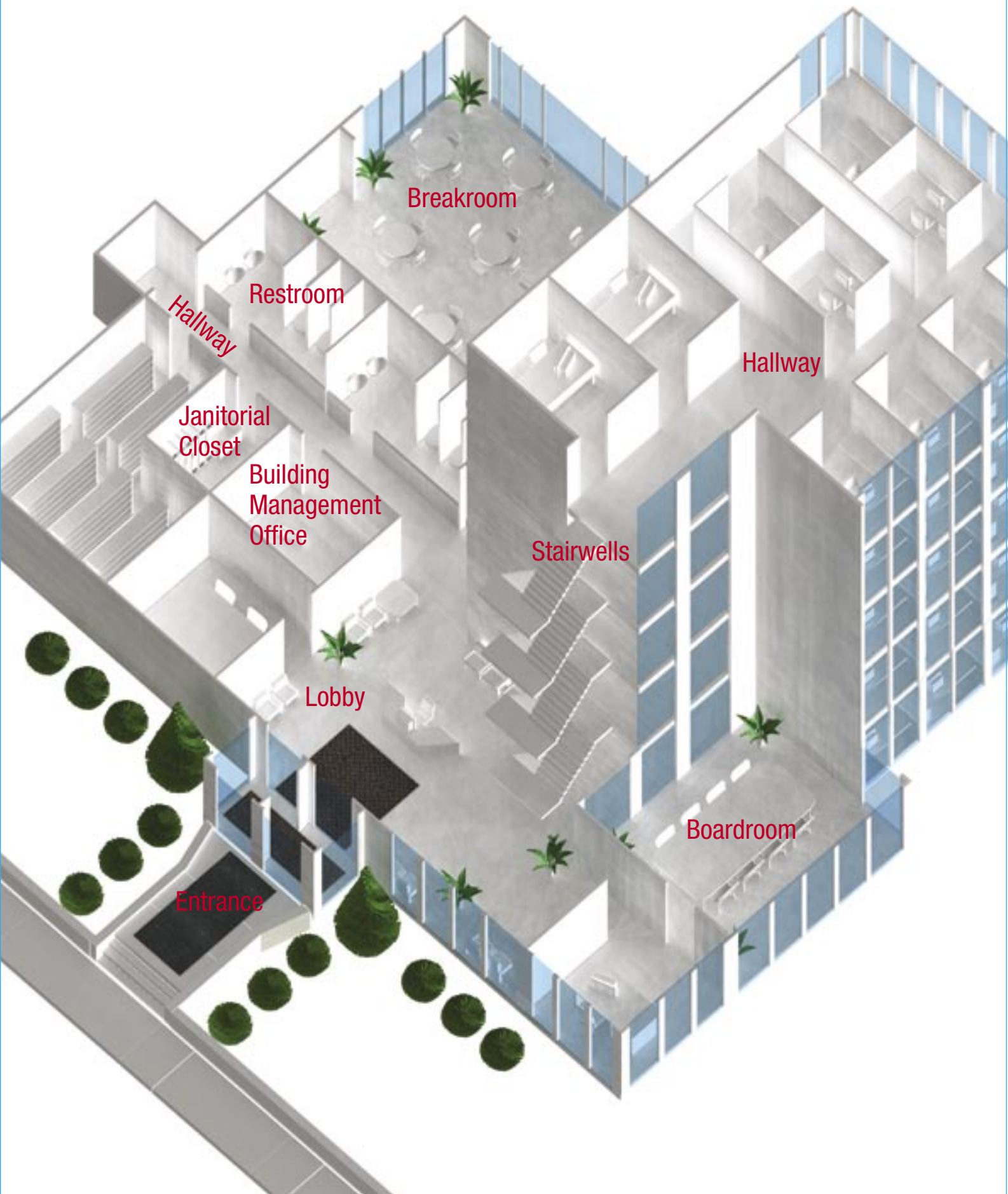
HOW TO GET STARTED

Getting started in a “green” program is like any other business endeavor: you start by clearly outlining your objectives and assigning empowered people to make them a reality. The following is a quick checklist for success:

- 1 Define and document your goals
- 2 Select an implementation team
- 3 Develop your plan
- 4 Establish your timeline
- 5 Create feedback loops to drive continuous improvements

3M PRODUCTS AND SYSTEMS

Use the chart to the left to see how 3M helps address your environmentally preferable initiatives throughout your facility.



OTHER WAYS TO HELP MAXIMIZE YOUR RESOURCES AND MEET YOUR GOALS

Executive Order 13101

Passed on September 14, 1998 and called "Greening the Government Through Waste Prevention, Recycling and Federal Acquisition," this law promotes the Federal Government's commitment to recycling, waste prevention, buying items with recycled contents and using environmentally preferable products.

An evaluation form is available online at <http://solutions.3M.com>

3M S.M.A.R.T. Training Program

A comprehensive training and support program, 3M S.M.A.R.T. covers Service, Maintenance, Analysis, Resources and Training.

3M S.M.A.R.T. QA Program

Quality Assurance programs can help you improve outcomes and increase efficiencies across your organization. The 3M S.M.A.R.T. QA Program helps you conduct inspections and gather precise data on key performances you need to measure.

Green Seal Certified Chemicals

3M offers a selection of Green Seal Certified chemicals to help you achieve your goals for using environmentally preferable solutions.

For more information on 3M's environmentally preferable solutions, call 1-800-626-8578 or www.3M.com/commcare.



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