
Chemical Purchasing Policy



Chemical Purchasing Policy

Directions:

This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Chemical Purchasing Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below. Official policies must include policy implementation dates and be on company letterhead.

SECTION 1: Implementation

A qualifying Chemical Purchasing Policy applies to all chemical products and materials (including pesticides and cleaning chemicals) used by:

Use only the below implementation section relevant to the specific project:

MULTI-TENANT BASE BUILDING

Applies to all chemical products and materials used and purchased within the building by the building owner or management.

SINGLE TENANT BUILDING

Applies to all chemical products and materials used and purchased within the building.

COMMERCIAL INTERIOR

Applies to all chemical products and materials used and purchased within the tenant space, including chemical products and materials used within tenant space that are purchased by building management.

SINGLE TENANT RETAIL

Applies to all chemical products and materials used and purchased within the building by the building owner or management.

MULTI-TENANT RETAIL

Applies to all chemical products and materials used and purchased within the building by the building owner or management.

MULTIFAMILY RESIDENTIAL

Applies to all chemical products and materials used and purchased within the building by the building owner or management.

SENIOR HOUSING

Applies to all chemical products and materials used and purchased within the building by the building owner or management.

COMMERCIAL + INDUSTRIAL SITE

Applies to all chemical products and materials used and purchased within the project by the property owner or management.

COMMUNITY SITE

Applies to all chemical products and materials used and purchased within the project by the property owner or management.

PROJECTS WITH OUTSIDE VENDORS OR CONTRACTORS:

All projects with third party vendors or contractors that include the use of chemicals within the project must ensure that the products used by the vendor meet the requirements of the Fitwel Chemical Purchasing Policy.

SECTION 2: Procurement Policy

Ensure that all chemical products and materials (including pesticides, cleaning chemicals, and supplies) procured and used within the project meet the product standards below for each product category below:

- Cleaning chemical products and materials must meet the applicable certification and testing standards below:
 - Non-disinfectant cleaning products meet one of the following:
 - Certified by the Global Ecolabelling Network (GEN)
 - EPA's Comprehensive Procurement Guideline (CPG) Program, with a listing under the CPG Product Supplier Directory
 - EPA's Safer Choice Label
 - Ecologo Certified

- Green Seal Certified
- Disinfectants must meet all of the following:
 - Follow CDC and manufacturer guidelines for safe use
 - Be listed on EPA List N and contain any the following safer active ingredients:
 - Hydrogen peroxide
 - Ethyl alcohol/ethanol
 - Citric acid
 - L-lactic acid
 - Caprylic acid
 - Thymol
- Pesticides must meet one of the following:
 - Use Tier 3 pesticides as identified by San Francisco hazard tier system
 - Use pesticides listed in San Francisco Reduced Risk Pesticide List
 - All active substances are cataloged as “low-risk” in the EU Pesticides Database.
 - All active substances are marked as “Approved” in the EU Pesticides Database and are either classified as Class U or not classified in the latest version of “The WHO Recommended Classification of Pesticides by Hazard and Guidelines to Classification.”

SECTION 3: Inventory + Purchasing

- Ensure that an inventory is created and maintained of all chemical products and materials that meets all of the following:
 - Includes the following information for each chemical product and material:
 - product name or identifier on the label
 - pricing
 - manufacturer and supplier information.
 - Identifies the risks of chemical products and materials with Safety Data Sheets (SDSs) for all products and materials that includes the following information:
 - the properties of each chemical
 - the potential health hazards
 - protective measures and safety precautions for handling, storing, and transporting the chemical
 - recommended or intended use of the chemical
 - restrictions on use (including recommendations given by the manufacturer or supplier).
 - Designates a person(s) responsible for obtaining and maintaining the SDSs.
 - Includes a form for requests, orders and approvals.

- Outlines the process for approving and adding chemicals to the purchasing list.
- Establish a procurement plan to replace all non compliant chemical products and materials that meets the following:
 - Identify all non compliant chemical products and materials.
 - Create a list of compliant and approved chemical products and materials that can be purchased by the supplier.
 - Ensure all new chemical products and materials purchased are on the approved chemical list.

SECTION 4: Materials Transparency

- Ensure that the following materials transparency information is readily accessible to project occupants for all chemical products and materials used and purchased within the project:
 - Safety Data Sheets (SDSs) or product information for all chemical products and materials that identifies all of the following:
 - the properties of each chemical
 - the potential health hazards
 - protective measures and safety precautions for handling, storing, and transporting the chemical
 - recommended or intended use of the chemical
 - restrictions on use (including recommendations given by the manufacturer or supplier).
 - Protective measures for safe handling practices and storage that are implemented within the project.
 - Includes a form for concerns, questions, or requests relating to the chemical products and materials used.
- Share the materials transparency information with all occupants through one of the following:
 - tenant lease or manual
 - a digital platform, such as a website or digital application
 - communication material, such as notification emails or newsletters.