



Chemical Purchasing Policy

Effective Date: January 1, 2024

i. Scope

This Chemical Purchasing Policy aligns with the Fitwel v3 Requirements and will be consulted prior to purchasing any chemicals used onsite.

As 100 Federal Street is a multi-tenant building, this Policy applies to all chemical products and materials used and purchased within the building by the building owner/management and all third-party vendors.

ii. 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:

- a. Cleaning chemical products and materials must meet the applicable certification and testing standards below:
 - i. Non-disinfectant cleaning products meet one of the following:
 - 1. Certified by the Global Ecolabelling Network (GEN)
 - 2. EPA's Comprehensive Procurement Guideline (CPG) Program, with a listing under the CPG Product Supplier Directory
 - 3. EPA's Safer Choice Label
 - 4. Ecologo Certified
 - 5. Green Seal Certified
- b. Disinfectants must meet all the following:
 - i. Follow CDC and manufacturer guidelines for safe use
 - ii. Be listed on EPA List N and contain any the following safer active ingredients:
 - 1. Hydrogen peroxide
 - 2. Ethyl alcohol/ethanol
 - 3. Citric acid
 - 4. L-lactic acid
 - 5. Caprylic acid
 - 6. Thymol
- c. Pesticides must meet one of the following:
 - i. Use Tier 3 pesticides as identified by San Francisco hazard tier system
 - ii. Use pesticides listed in San Francisco Reduced Risk Pesticide List
 - iii. All active substances are cataloged as "low-risk" in the EU Pesticides Database.
 - iv. 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."

iii. Inventory & Purchasing

Ensure that an inventory is created and maintained of all chemical products and materials that meets all the following:

- a. Includes the following information for each chemical product and material:
 - i. Product name or identifier on the label

- ii. Pricing
 - iii. Manufacturer and supplier information.
- b. Identifies the risks of chemical products and materials with Safety Data Sheets (SDSs) for all products and materials that includes the following information:
- c. Establish
 - i. The properties of each chemical
 - ii. The potential health hazards
 - iii. Protective measures and safety precautions for handling, storing, and transporting the chemical
 - iv. Recommended or intended use of the chemical
 - v. Restrictions on use (including recommendations given by the manufacturer or supplier).
- d. Designates a person(s) responsible for obtaining and maintaining the SDSs.
- e. Includes a form for requests, orders and approvals.
- f. Outlines the process for approving and adding chemicals to the purchasing list.

Establish a procurement plan to replace all noncompliant chemical products and materials that meets the following:

- a. Identify all noncompliant chemical products and materials.
- b. Create a list of compliant and approved chemical products and materials that can be purchased by the supplier.
- c. Ensure all new chemical products and materials purchased are on the approved chemical list.

iv. 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:

- a. Safety Data Sheets (SDSs) or product information for all chemical products and materials that identifies all of the following:
 - i. The properties of each chemical
 - ii. The potential health hazards
 - iii. Protective measures and safety precautions for handling, storing, and transporting the chemical
 - iv. Recommended or intended use of the chemical
 - v. Restrictions on use (including recommendations given by the manufacturer or supplier).
- b. Protective measures for safe handling practices and storage that are implemented within the project.
- c. 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 the Tenant Handbook Website.

