

SAMPLE OF MODEL PURCHASING PROCEDURES

- I. Implementation of a Least/Non-Hazardous Supply/Materials Procedure
The [School District] will:
 - A. begin a purchasing procedure that will begin replacing cleaning, art, and technical education supplies and materials with less hazardous products.
 - B. inform the school staff, contracted employees, parents and legal guardians of the implementation of the Purchasing Procedure.

- II. Education/Training
 - A. Any staff person(s) handling cleaning, art, and technical education supplies and materials system shall participate in a Health Department approved training session.

- III. Cleaning Supplies and Other Custodial Materials
 - A. Prior to the purchasing of any material or supplies, they shall be approved by the [School District].
 - B. Products should be selected from the list of preferable cleaning products on the state contracts maintained by the Vermont Department of Building and General Services or from the list of Green Seal Certified Products available at www.greenseal.org.
 - C. All products and supplies shall have SDS. Copies of the SDS will be located both in the storage area of the product and in the master SDS book(s).
 - D. All products and supplies shall be stored in appropriate containers in locked closets/store rooms.

- IV. Science and Art Materials and Supplies
 - A. Prior to the purchasing of any materials or supplies, they shall be approved by the [School District].
 - B. Whenever possible, products shall be selected from the list of least hazardous supplies and/or resource guides maintained by the Vermont Department of Buildings and General Services and the Health Department (when such a list is available).
 - C. All products and supplies shall have SDS. Copies of the SDS will be located both in the storage area of the product and in the master SDS book(s).
 - D. All products and supplies shall be stored in appropriate containers in locked closets/store rooms.

- V. Technical Education Supplies
 - A. Prior to the purchasing of any materials or supplies, they shall be approved by the [School District].
 - B. Whenever possible, products shall be selected from the list of preferable cleaning products contracts maintained by the Vermont Department of Buildings and General Services.
 - C. All products and supplies shall have SDS. Copies of the SDS will be located both in the storage area of the product and in the master SDS book(s).

D. All products and supplies shall be stored in appropriate containers in locked closets/store rooms.