

**SAMPLE OF MODEL PURCHASING PROCEDURES
VERMONT DEPARTMENT OF HEALTH ENVISION PROGRAM**

- 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 and non-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 Department of Health approved training session.

- III. Cleaning Supplies and other Custodial Materials
 - 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 VT State Department of Building and General Services.
 - C. All products and supplies shall have MSDS. Copies of the MSDS will be located both in the storage area of the product and in the master MSDS 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 VT State Department of Building and General Services and Department of Health (when such a list becomes available).
 - C. All products and supplies shall have MSDS. Copies of the MSDS will be located both in the storage area of the product and in the master MSDS 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 VT State Department of Building and General Services.
 - C. All products and supplies shall have MSDS. Copies of the MSDS will be located both in the storage area of the product and in the master MSDS book(s).
 - D. All products and supplies shall be stored in appropriate containers in locked closets/store rooms.