

- I. **SCOPE:** This Green Purchasing Policy applies to all purchasing at One Market Plaza located at One Market Street, San Francisco CA 94105. This plan was established in April 2022 and is reviewed annually, and shall continue indefinitely or until amended and/or replaced by a subsequent policy.

- II. **IMPLEMENTATION** – This policy applies to all areas under the control of the building management, including common elevator banks on tenant floors.

- III. Cleaning and Hygiene Products and Services**
 - a. All cleaning and hygiene products and services purchased must meet **one** of the following for all products not classified as disinfectants:
 - a. follows the ISO 20400:2017 Sustainable Procurement-Guidance
 - b. requires that products and services comply with a minimum of **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

- IV. **Paper Products**
 - a. All paper products (paper towels, napkins, and tissue paper) purchased must meet **one** of the following:
 - a. GS-9 and GS01 for Paper Towels and Napkins, and for Tissue Paper.
 - b. UL 175 Sanitary Paper Products.
 - c. EU Ecolabel Paper Products.
 - d. Good Environmental Choice Australia GECA 13-2007 Sanitary Paper Products
 - e. Forest Stewardship Council

- V. **RESPONSIBLE PARTY:** This manager shall be responsible for communicating with tenant representatives and facilities management to ensure compliance with the details contained within this document as well as enforcing the requirements contained in this document.