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| ***Instructions to complete the template for your Tenant Hazardous Chemical Product Management****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Complete the Checklist below to confirm your Tenant Hazardous Chemical Product Management meets the BEST Practice requirements.*
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| ***Checklist****The Tenant Hazardous Chemical Product Management must include:* [ ]  *Periodic inventory of in-use, hazardous chemical products in tenant spaces*[ ]  *Safety Data Sheets available for all hazardous chemical products in tenant spaces*[ ]  *Checking on safe storage and use of the chemicals or use-related products*[ ]  *Regular review and updating of the program*[ ]  *Building owners / managers must keep an up-to-date record of all Tenant Hazardous Chemical or Use-Related Product Inventories* |

**TENANT HAZARDOUS CHEMICAL PRODUCTs MANAGEMENT PROGRAM**

[Date of most recent review]

[Insert Building Name and / or Address]

[Insert Name of Tenant Organization]

[insert Description of Tenant Space – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

# Introduction and Purpose

Identification and management of chemical products in use or storage within the tenant spaces is essential to manage health hazards and safety risks, as well as potential environmental impacts.

Tenants, as well as building owners, are required to have an up-to-date Hazardous Chemical or Use-Related Products[[1]](#footnote-2) Inventory.

# Responsibilities

[Insert Name], Tenant Facility Manager ([Insert Name of Tenant Organization]) of [Insert Location of Tenant Space, Building Name], is responsible for the following:

* Oversee the implementation and regular updating of the Tenant Hazardous Chemical Products Management Program.
* Identify appropriate person to compile the tenant’s Hazardous Chemical or Use-Related Product Inventory.
	+ The individual conducting the inventory must have good working knowledge and understanding of the applicable regulatory requirements, including at a minimum, Globally Harmonized System (GHS).
	+ Review the inventory at least annually.
* Engage with the relevant tenant staff members to confirm awareness around the management, appropriate handling / known risks and storage of hazardous chemical products.
* Check that the product Safety Data Sheets are maintained and completed at the regular intervals outlined in this document.
* Provide a copy of the most current version of the Tenant Hazardous Chemical Products Management Program to the building owner.

# Strategy

## Inventory

[List the hazardous chemical products that are in use within the respective tenant spaces. Indicate where chemicals are used, handled and stored.]

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| *Every building that uses hazardous chemicals or use-related products shall keep and maintain, at regular intervals, a record of the chemicals or use-related products in the workplace that are used, handled, or stored in the building.**Any Hazardous Chemicals or Use-Related Products brought into or used in the building should be included in this Inventory, as follows:** *A list of chemicals or use-related products brought into the building for use, handling, and storage.*
* *The location where the chemical(s) or use-related products are used, handled and stored.*
* *Safety Data Sheets for each chemical or use-related product used, handled and stored.*
* *The approximate quantities of each chemical or use-related product stored on site.*
* *A live index of the chemicals or use-related products including the chemical name and page reference for easy access to Safety Data Sheets and other relevant information related to each chemical.*

*Tenants, as well as building owners, are required to have an up-to-date Hazardous Chemical or Use-Related Product Inventory**.* |

## Safety Data Sheets

[Insert where the Safety Data Sheets are located within the respective tenant spaces.]

*A Safety Data Sheet, is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program. It also contains information on the use, storage, handling, and emergency procedures related to the hazards of the material.*

*Safety Data Sheets should be available for all hazardous chemical products, updated within the last three (3) years.*

## Storage

[Describe where the hazardous chemical products are located / stored within the respective tenant spaces.]

*Chemical products are to be stored in accordance with product Safety Data Sheets.*

*Hazardous products should be stored in rooms with proper ventilation, controlled temperatures, drain protection and adequate shelf space. Containers should be capped to avoid potential spills and fumes, properly labelled, and kept in securely locked areas.*

# Time Period

This program was implemented on [Insert Date] and will be reviewed and updated as products are changed and at least once a year.

1. A use-related product is defined as anything that is brought into the building and can include a hazardous chemical. A hazardous chemical is defined as a dangerous good which could be a solid, liquid, or gas that can harm people, other living organisms, property, or the environment. [↑](#footnote-ref-2)