



CERTIFIED
SUSTAINABLE
PROPERTY

Assessment tool

Procurement practices & options assessment

IREM® Certified Sustainable Property (CSP)

Supports baseline requirement B.8 · Procurement practices and options assessment

Before you begin

How to use this assessment

This form documents the procurement practices and options assessment (baseline requirement B.8) for the IREM® Certified Sustainable Property (CSP) certification. Complete it for the property you are certifying and keep it with your application evidence.

Every field is open for you to complete. Type directly into the shaded boxes and tick the checkboxes that apply.

Section 1: Property information	Identify the property and the assessor completing this assessment.
Section 2: Vendor policies & EPP practices	Document the vendor code of conduct and environmentally preferable purchasing policies.
Section 3: Product assessment	List products used in operations, compare standard and green/EPP costs, and record your switching plans.
Section 4: Standards & resources	Reference recognized product standards and cost-research resources, and note recommendations.

When the assessment is complete

1. Upload the completed assessment with the CSP application.
2. Repeat the assessment at least annually to qualify the property for CSP recertification.



Section one

Property information

Identify the property and the assessor completing this assessment.

Property type

Select the type that best describes this property.

☐ Industrial property	☐ Office building
☐ Multifamily property	☐ Healthcare facility
☐ Shopping center / retail	☐ Senior housing

Property name / ID

Assessment date

Property address

Assessor name

Assessor title

Section two

Vendor policies & EPP practices

Document the vendor code of conduct and environmentally preferable purchasing (EPP) practices.

Vendor code of conduct

Does the landlord have a vendor code of conduct and/or a responsible vendor policy?

Yes No

Areas covered by the code of conduct or policy (select all that apply).

Environment / sustainability

Business ethics

Health and workplace safety

Human rights and labor

Terms of non-compliance

Other

If no code of conduct: what has impeded implementing one?

Environmentally preferable purchasing (EPP)

Does the landlord have a sustainable or EPP policy?

Yes No

Does the landlord require suppliers to adhere to an EPP policy?

Yes No

Section three

Product assessment

List products used in management operations, compare standard and green/EPP costs, note the certification, and mark whether you plan to switch to the green-certified alternative.

The tenant controls 100% of purchasing required for property operations and management performs no purchasing. If checked, the product table below may be left blank.

Product		Standard cost	Green/EPP cost	Certification	Switch to green?			
					Yes	Planned	No	Not used
	☐							
	☐				☐	☐	☐	☐
	☐							
	☐				☐	☐	☐	☐
	☐							
	☐				☐	☐	☐	☐
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	☐				☐	☐	☐	☐
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	☐				☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐

Section four

Standards & resources

Reference recognized product standards and resources for researching products and costs, then record recommendations.

Recognized green & sustainable product standards

- Green Seal® — cleaning products, paints, coatings, paper products
- EPA Safer Choice — cleaning products, HVAC products, lubricants, degreasers
- UL ECOLOGO® — cleaning supplies, paper products, hand soaps
- Cradle to Cradle Certified® (C2C) — material health, circularity
- SCS Global Services — independent certification for environmental and health claims
- USDA BioPreferred — biobased cleaning products, lubricants, trash liners
- Forest Stewardship Council (FSC®) — sustainably sourced paper and wood products
- GREENGUARD® / GREENGUARD Gold® — low chemical emissions for indoor environments
- CRI Green Label / Green Label Plus® — carpet, rugs, and flooring with low VOC emissions
- NSF/ANSI 140, 332, 336 — low-emitting standards for carpet, resilient flooring, wallcovering

Resources for researching products and costs

Use these directories to identify green-certified or EPP alternatives, then compare current pricing from your primary distributor and manufacturer catalogs (costs vary by market and volume).

- **EPA Recommendations of Specifications, Standards & Ecolabels** — recommended ecolabels by product category [epa.gov/greenerproducts](https://www.epa.gov/greenerproducts)
- **EPA Safer Choice product directory** — products certified to safer-chemistry criteria [epa.gov/saferchoice](https://www.epa.gov/saferchoice)
- **ENERGY STAR® Product Finder** — energy-using products with cost and savings data energystar.gov/products
- **ENERGY STAR Portfolio Manager®** — benchmark energy and water use to prioritize upgrades portfoliomanager.energystar.gov
- **EPA WaterSense product search** — water-efficient fixtures with savings estimates [epa.gov/watersense](https://www.epa.gov/watersense)
- **UL SPOT sustainable product database** — ECOLOGO and GREENGUARD certified products spot.ul.com
- **Green Seal certified product directory** — products carrying the Green Seal certification [greenseal.org](https://www.greenseal.org)
- **USDA BioPreferred catalog** — biobased products across operations categories biopreferred.gov
- **Ecolabel Index** — global directory of ecolabels to verify a certification ecolabelindex.com

Recommendations / notes

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