

DFAIT GREEN PROCUREMENT CHECKLIST



By applying the 4 R's methodology ((Reduce, Reuse, Recycle and Recover) at each phase of the materiel life-cycle (planning, acquisition, operations, utilization and maintenance, and disposal), procurement activities can be more environmentally responsible. Before you make a decision to purchase anything, evaluate your potential purchase using the questions below as a guide.

PLANNING: Are there other options for meeting the needs, for example:

- Has departmental surplus been checked to ensure that no comparable product is available internally?
- Have the feasibility of short-term rental or sharing the product been investigated as alternatives?
- Is the quantity requested appropriate and sure to be used?
- Will the product be used to the end of its useful life? If not, can it be easily reallocated?

ACQUISITION: Look for qualifying statements such as the percentage of recycled content.

Is the product:

- certified by the Environmental Choice Program?
- designed to minimize waste?
- energy efficient?
- certified by the Energuide labelling program?
- less polluting during its use than competing products (i.e. non-toxic, biodegradable)?
- free from hazardous ingredients requiring special disposal?
- free from resources that come from environmentally sensitive regions?
- free from banned substances?
- durable, with a long service life?
- reusable or does it include reusable parts (i.e. rechargeable batteries)?
- manufactured from recycled materials? (aim for recycled products with a high percentage post-consumer content)
- recyclable locally?

Is the product packaging:

- designed to minimize waste (i.e. bulk packaging)?
- reusable by the end-user?
- recyclable locally?
- accepted by the supplier for reuse, recycling or recovery?
- made from recycled materials?