

Green Procurement Policy Template

A. Preamble

_____, through its internal operations and procurement, has an integral role in promoting and implementing sustainable and environmentally responsible practices in Alberta.

B. Purpose

This policy is to reduce the environmental impact of _____ procurement and contracting practices to the greatest extent practical.

C. Policy Statement

_____ will align its purchasing decisions with its commitment to protect the environment. _____ will purchase environmentally preferred products and services to the greatest extent practical to ensure that purchasing decisions achieve best value and that preference will be given to the purchase of goods and services that have a less adverse impact on human health and the environment. This is to be practiced wherever environmentally preferred products and services perform satisfactorily and are available at a reasonable cost.

D. Definitions

- (a) **"Environmentally Preferable Products"** means goods and materials that have a less adverse impact on human health and the environment when compared with competing goods and materials. This comparison shall include a life-cycle assessment of all products purchased, including raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and waste management of the good or material.
- (b) **"Environmentally Preferable Services"** means services that have a more beneficial or less adverse impact on human health and the environment when compared with competing services.
- (c) **"Practical"** means that the environmentally preferred products and services are able to perform the intended function with sufficient performance.

- (d) **"Reasonable Cost"** means that the environmentally preferred products and services are available for purchase at a price point which is no more than ____% higher than that of non-environmentally preferred products and services.

E. Scope

- A. This policy will apply to the procurement of all products and services acquired by _____.

F. Implementation

The "Green Procurement Policy" is intended for various categories of products and services. These may include, and not necessarily be limited to:

- Paper and Paper Products
- Office Supplies
- Computer and Other Electronic Equipment and Supplies
- Office and Other Furniture (including major appliances)
- Vehicles and other transportation equipment
- Food services and Catering
- Consulting Services
- Use of Hotels
- Promotional Materials
- Official Publications

To assist with implementation, purchasers will work with suppliers to determine products and services that have a less adverse impact on human health and the environment.

Appendix A includes certifications that should be used where possible when determining which environmentally-preferred products and services will be purchased.

G. Guideline Review and Amendment

The Green Procurement Guidelines will be regularly reviewed and amended to adapt to changing needs, circumstances and conditions to continue to be a progressive Green Procurement Policy.

Appendix

1. When developing this policy the following sources were used for information.
 - (a) Alberta Environment Green Procurement Policy
 - (b) Manitoba's Sustainable Development Procurement Guidelines
 - (c) Recycling Council of Alberta Green Procurement Research
(download report at http://www.recycle.ab.ca/images/stories/Download/RCA_GreenProcurement.pdf)
 - (d) *Environmental Tools* by the Alberta Ministry of Environment
 - (e) Steps You Can Take to Green Your Procurement by David Newman
2. Guidelines Procurement Guidelines

The following green procurement guidelines apply to _____ and shall be considered in any procurement.



1. **Conserving resources** – which means
 - (a) evaluating and reducing the need to purchase goods, materials and services;
 - (b) purchasing goods, materials and services that use recycled products;
 - (c) purchasing goods and materials with structures that require less material to manufacture;
 - (d) purchasing goods and materials that require less packaging; and
 - (e) reusing, recycling and recovering goods and materials.
2. **Conserving energy** – which means
 - (a) purchasing goods, materials and services where the consumption of energy (electricity and fossil fuels) during production, transportation, usage and delivery is minimized;
 - (b) purchasing goods, materials and services where renewable forms of energy are substituted during production, transportation, usage and delivery for non-renewable forms of energy; and
 - (c) purchasing and using goods, materials and services that have or use a structure that facilitate energy efficiency and resource conservation.
3. **Promoting pollution prevention, waste reduction and diversion** – which means
 - (a) purchasing goods and materials that are easy to recycle;
 - (b) purchasing goods and materials with structures that facilitates disassembly for processing, recycling and waste management;


- (c) purchasing goods and materials with packed with recycled products or materials that are recyclable;
- (d) purchasing goods and materials with a manufacturing process that avoids the creation of waste and pollutants at source;
- (a) purchasing goods and materials that are used or remanufactured;
- (b) purchasing services that minimize adverse environmental impacts;
- (c) purchasing goods and materials that have greater durability and longer life-span; and
- (d) using goods and materials in a manner that minimizes adverse environmental impacts.

4. Protecting Human Health and Well-being- which means

- (a) Purchasing goods and services that have ethical standards in their manufacturing processes
- (e) where practicable, requiring the purchase of substitute or alternative goods, materials or services in place of goods or materials that may pose an elevated risk to human health, safety and the environment.

Environmental Certification Programs:

<p>Eco-Logo</p>  <p>EcoLogo[™]</p> <p>http://www.environmentalchoice.com/</p>	<p>EcoLogo is North America’s most widely recognized certification of environmental products. EcoLogo has standards and certifies products in more than 120 categories.</p>
<p>Energy Star</p>  <p>http://oee.nrcan.gc.ca/energystar/</p>	<p>The international ENERGY STAR symbol is a simple way to identify products that are among the most energy-efficient on the market.</p>

<p>Hotel Association of Canada's <i>Green Key Eco-Rating Program</i>:</p> <p>http://www.hacgreenhotels.com/home/default.asp</p>	<p>The Hotel Association of Canada's (HAC) Green Key Eco-Rating Program is a rating system designed to recognize hotels, motels, and resorts that are committed to improving their fiscal and environmental performance. Ratings go from one key to five keys, where five keys is the highest environmentally responsible rating. A rating of three keys is the minimum requirement for use of a hotel.</p>
<p>FSC</p>  <p>www.fsc.org</p>	<p>FSC is an international certification and labeling system that guarantees that the forest products you purchase come from responsibly managed forests and verified recycled sources.</p>
<p>ISO 14001</p>	<p>ISO standard that exist to help organizations minimize how their operations negatively affect the environment (cause adverse changes to air, water, or land) and comply with applicable laws and regulations.</p>

About the Recycling Council of Alberta

The Recycling Council of Alberta (RCA) is a not-for-profit, non-political organization formed in 1987, and approved as an official charity in 1995. The RCA's mission is to promote and facilitate waste reduction, recycling, and resource conservation in the Province of Alberta.

For more information, and to become a member of the RCA, please visit www.recycle.ab.ca/membership.