

GUIDE FOR PROCUREMENT OF ENVIRONMENTALLY PREFERRED PRODUCTS/SERVICES

Introduction

As described in Section 8.15, the following Guide is reproduced in its entirety below.

Objectives

These procurement guidelines are designed to encourage GNWT departments to consider environmentally preferred products and services as part of their purchasing decisions. The objectives of this guide are:

- *To provide an environmental role model for government procurement, by making it a priority to use environmentally preferred products and services, where feasible and cost effective.*
- *To increase demand for environmentally preferred products and services, which may ultimately enhance their quality and cost competitiveness.*
- *To continue to increase government's conservation of resources through the use of more reusable products, and products and services which require less energy and materials to produce or use.*

Principles

Where feasible and cost effective, the GNWT will acquire products and services that are environmentally preferred. Environmentally preferred products are those that reduce waste, improve energy efficiency, limit toxic by-products, contain recycled content or are reusable. Environmentally preferred products are those that employ environmental responsibility in their management and administration and operations.

The substitution of environmentally sensitive products for more environmentally harmful products will increase as their usage becomes more prevalent and as they become more cost effective and of comparable quality to those products previously purchased,

Practices

Where feasible and cost effective and where the products are compatible with individual department requirements, preference should be given to purchase of environmentally sensitive products and services.

As part of prudent acquisition management, departments should consider use of environmentally sensitive products and services on a trial basis to ensure performance and technical requirements are met, prior to making longer term purchasing commitments.

Evaluation criteria specified in the solicitation document should consider the environmental impact over the life cycle of each product compared to the alternatives, by taking into account economic and environmental impact, production processes used, energy, use maintenance and disposal requirements.

Evaluation criteria specified in a services solicitation document should consider a proponent's corporate environmental sustainability policy.

Where they are cost effective and meet performance and technical standards, products certified under a relevant environmental labelling program may be specified in the solicitation document. Specific environmental technical requirements may also be included in product specifications.

Examples of information sources or programs:

- EcoLogo - Environmental Choice Program (www.environmentalchoice.com)
- Buy Green
- Green Building Materials Virtual Room Sample
- EnerGuide
- PowerSmart
- Energy Star (<http://oee.nrcan.gc.ca/energystar/>)
- EPEAT (for electronics) (www.epeat.net)
- Forest Stewardship Council (FSC) (www.fsc.org)
- Hotel Association of Canada's *Green Key Eco-Rating Program* (www.hacgreenhotels.com)

Definitions

“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.

"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.

PROCUREMENT PLANNING CHECKLIST FOR PRODUCTS/SERVICES SUPPORTING SUSTAINABLE ENVIRONMENTAL MANAGEMENT

In order to reduce the environmental impact of an acquisition, this checklist has been developed to help ask the right questions at the planning stage of an acquisition.

Acquisition:

Have other options for meeting the needs been explored:

- Has internal surplus been checked to ensure no comparable product is available?
- Has the feasibility of short term rental been investigated as an alternative to purchasing?
- 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?

Once it has been determined that a purchase should be made, there are a number of specific product characteristics that can help identify an environmentally responsible item. Users should be cautioned against products with unsubstantiated claims, and should look for statements such as percentage of recycle content.

Is the product:

- Certified by the Environmental Choice Program or other program?
- Designed to minimize waste?

- Energy efficient (e.g., office equipment with power saving sleep mode)?
- Less polluting during its use than competing products?
- Free from hazardous ingredients that would require special disposal?
- Free from resources that come from environmentally sensitive regions?
- Free from banned and/or restricted substances?
- Manufactured from recycled materials

Is the product packaging:

- Designed to minimize waste?
- Reusable by the end-user?
- Accepted by the supplier for reuse, recycle or recovery?
- Recyclable locally
- Made from recycled material

Operation, utilization and maintenance:

Is the product:

- Durable with a long service life?
- Accompanied by clear and comprehensive operating instructions?
- Easy to maintain in good operating condition?

- Economical to repair?
- Easy to upgrade?
- Reusable or does it include reusable parts (e.g., reusable batteries)?

Disposal:

Can the product or its parts:

- Be reused or reallocated?
- Be resold through the disposal process?
- Be returned to the supplier for reuse, recycling or recovery?
- Be contributed to a waste exchange program?
- Be recycled locally?

The relative importance of each of the above questions will vary from one product category to another. Be sure to advise your supplier that you will be evaluating products according to these factors.

When purchasing services, consider requiring your contractor to meet environmental standards.

Examples of Environmentally Preferable Product Categories:

- Recycled paper and paper products
- Remanufactured laser printer toner cartridges
- Re-refined lubricating and hydraulic oils
- Recycled plastic outdoor-wood substitutes

- Re-crushed cement, concrete aggregate and asphalt
- Paint that is re-manufactured, recycled, low VOC, low toxicity, non-oil based
- Cleaning products with lowered toxicity
- Energy saving products
- Alternate fuel and fuel efficient vehicles