



Appendix C

Green Procurement Checklist

This checklist is meant to be a quick reference to assist staff when proceeding with a purchase of a good or service (including payment cards, invoices, etc.) on behalf of the City of Burlington.

For additional information on how to implement the Green Procurement Policy, staff should refer to the Green Procurement Guideline. The guideline provides more detailed information on green procurement terms, environmental certification programs, department roles and responsibilities, and tips to avoid greenwashing.

General Life Cycle Considerations when Purchasing Goods or Services

CONFIRM THE NEED TO BUY

In order to confirm the need to buy, ensure that:

- The good/service is necessary and other options for meeting the need have been explored.
 - For example, is there a comparable good available internally?
 - The good cannot be shared between offices/departments, borrowed from another office/department or rented on a short term basis.
 - The quantity of the service or good is appropriate, required, and sure to be utilized.
 - All elements and features of the good or service are necessary.
 - The good or service will be required until the end of its useful life.
 - If not, can the good be easily reallocated to another municipal use or donated to an appropriate community group or agency? Any reallocation or donation will need your Manager's approval and if the value of the good or service is over \$50,000, your Director's approval will be required.
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ENVIRONMENTAL ATTRIBUTES

Ensure that wherever possible, goods procured by the City of Burlington have as many as possible of the following environmental attributes:

- The good has a recognized environmentally related certification or label from an independent third party organization (e.g. ENERGY STAR[®], Green Seal[™], EcoLogo[™])
- The good is free from or has minimal hazardous ingredients and volatile organic compounds (VOCs). Consult the good's

MSDS (Material Safety Data Sheet) for more information.

- The good is Forest Stewardship Council (FSC) certified
 - The good can be reused or recycled using an existing collection program or technology
 - The good minimizes waste
 - The good is made of recycled content
 - The good is energy efficient and has achieved ENERGY STAR certification
 - The operation and maintenance required for the good is not environmentally damaging
 - The good minimizes emissions where possible
 - The good is designed to reduce consumption (i.e. rechargeable batteries; has a longer lifecycle, etc.)
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PACKAGING

Consider the good's packaging as part of the purchasing process to comply with the City of Burlington's waste reduction objectives:

- There is minimal packaging
 - The good is packaged in bulk, where feasible
 - The good packaging is made of recycled content and is accepted in the Region's existing recycling program, where possible
 - If the packaging material cannot be recycled or reused, the vendor should be requested to take it back
 - Avoid styrofoam packaging where possible
 - Consider the most environmentally friendly packaging available when evaluating goods
 - In the purchasing process bidders should be made aware that the City will give due consideration to reduced packaging to minimize waste
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GOOD DISPOSAL

Consider the end of the good's life cycle at the time of purchase:

- The good can be reused or refurbished for further use (e.g. furniture)
- How easily the good can be re-sold or re-allocated
- The vendor will take the good back at the end of its lifecycle and re-use parts where possible or dispose of it in an environmentally friendly way. Check to see if there is an additional cost.
- Recycled materials are used to make replacement parts, where available