

## **Dalhousie University Sustainable Procurement Checklist**

Dalhousie University (Halifax, NS) has signed a Sustainability Policy and Statement of Principles. Our Procurement Policy reflects the importance of sustainability considerations. In meeting these policy objectives the University works to use sustainability criteria in purchasing.

**Purpose:** This checklist is designed for employees. It can be used to help guide purchasing decision whether using a purchasing card, obtaining quotes, or working on RFP and tender documents. A copy of the check list can be sent directly to potential vendors to outline key sustainability criteria that are important in Dalhousie sustainable purchases.

### **Sustainability Check list**

- Reduce quantity of items purchased through options such as reducing amounts needed, renting, sharing or reusing an existing item.
- Ensure right-sizing of the product.
- Meet and/or exceed municipal, provincial and federal laws, rules and regulations.
- Meet employment standards such as no forced and child labour, protection of health and safety, and ensure that wages and working hours meet legally mandated minimums and industry standards.
- Work actively to improve the environment and respect human rights in the communities operated in.
- Minimize health and safety impacts for people involved in manufacturing, operation and disposal of items.
- Have a written environmental sustainability policy, plan, and program that address issues such as energy, waste, co2 emissions, water, local economic development, and community building.
- Operate with sustainable business practices and commit to the responsible use of environmental resources in the production, operation, and distribution of product(s).
- Shorten the transportation of raw materials and finished goods.
- Minimize the requirement for packing material and use packing material that is reused and recyclable.
- Provide goods that are durable, long lasting, reusable, or refillable.
- Provide goods that are non-toxic or minimally toxic, and preferably biodegradable.
- Provide goods, when applicable, that are produced locally for economic and environmental benefits.
- Provide goods that are water and energy efficient.
- Meet the most recent ENERGY STAR certification (in all areas for which ENERGY STAR ratings exist) or meet the performance requirements for ENERGY STAR certification.
- Meet Efficiency One energy efficiency standards for relevant products.
- Meet Electronic Product Environmental Assessment Tool (EPEAT) silver or higher standards.
- Obtain or meet the most recent versions of third-party sustainability certification standards as applicable to operations and products such as ENERGY STAR, Green Guard, Blue Angel, Eco-Logo, FSC, Fair Trade, Canadian Organic, and LEED.

\*Total cost of ownership (life cycle costing) should be evaluated. This includes capital, operating and disposal costs. Costs include factors such as utility consumption and costs; maintenance and

management, durability. If you require assistance please contact the Office of Sustainability for more guidance.

**For Vendors: When Submitting quotes, RFPS, and tenders to Dal**

- Outline how your good and/or services meet items in sustainability check list.
- Provide RFP responses, quotes and tenders in minimal packaging, on double-sided ecological based paper and with only relevant information. Provide electronic copies as well for distribution at the university.