

Dalhousie University Sustainable Procurement Checklist

Dalhousie University (Halifax, NS) has a signed Sustainability Policy and Statement of Principles. Our Procurement Policy reflects the importance of sustainability considerations. In meeting these policy objectives the University is working 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 pcard, 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.
- 🍏 Meet with 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 that are produced locally for economical and environmental benefits when applicable.
- 🍏 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 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.

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.