

Database of Green Procurement Practices in Municipalities

This database excel tool is meant to function as a living document that summarizes the existing green procurement policies and practices being implemented both within and beyond the CAC. Each database entry is categorized by country, municipality, population size, and type of green procurement so that users can sort and filter to show the policies and practices most applicable to their goals and resources. Additionally, each entry includes whether the municipality is a CAC member or not, the source, and the year the information was most recently updated. The categories of green procurement were identified through research and consolidation of practices across Canada and the United States, and are identified and defined below.

- **Acknowledgement:** Broad language within official purchasing documentation that acknowledges the concept of green procurement and/or implies consideration of any green procurement opportunities, including the other categories within the database.
- **Conservation and Efficiency:** Decisions made within a municipality with the intention of conserving resources, improving energy efficiency, and/or reducing emissions. These may not be direct procurement practices, but they imply green purchasing decisions. (ex. replacing all streetlights with LED bulbs)
- **Cooperative Purchasing:** Membership of or participation in a cooperative purchasing program which aims to reduce transportation emissions, packaging, and/or a similar environmentally damaging impact of procurement by facilitating greater bulk purchases, piggybacking, or other joint purchasing benefits.
- **Environmental Criteria in Bid Consideration:** Documented prioritization of environmental criteria in the bid evaluation process or official acknowledgement of preference towards bids which identify relevant environmental considerations.
- **Green Cleaning:** Purchase and use of green cleaning or hygiene supplies.
- **Green Office:** Purchase and use of green office supplies. Clean Air Partnership DRAFT: Procuring Sustainability Vivi Consulting Group 7
- **Green Reporting:** Reporting framework and/or standards for reporting on the environmental impact of procurement or green procurement activity, including the use of Key Performance Indicators (KPIs).
- **Life-Cycle Analysis:** Documented use of life-cycle analysis when making procurement decisions.
- **Local Procurement:** Policy giving preference to or requiring procurement from local businesses, including prioritization of local businesses in the bid evaluation process.
- **Recycled Materials:** Purchasing recycled materials, goods made with recycled content, or policy for the internal recycling of materials.
- **Responsible Supply Chain:** Policy ensuring ethical practices within the supply chain including child labour laws, a living wage, and ethical working conditions.
- **Staff Education:** Educational programming and/or training for municipal staff.
- **Supplier Awareness and Accountability:** Evaluating suppliers against sustainability criteria and/or educating suppliers on their role in creating green procurement opportunities.

- **Third-Party Certification:** Participation in or use of a third-party certification standard to inform procurement decisions. (ex. ENERGY STAR)
- **Third-Party Programs:** Participation in a third-party program focused on promoting sustainability within procurement policies and practices.
- **Waste Reduction:** Procurement decisions that reduce waste generated through operation, packaging, or as a by-product of the procurement itself.
- **Unique Policy/Practice:** A unique and innovative policy or practice.

The database features a user-friendly fillable form on the first tab of the workbook, labelled 'Form', which enables the addition of new practices into the database. To successfully submit a new entry into the database, all fields included within the form, such as Country, Municipality, Population, Category, CAC Member, Year Updated, Financial Difficulty, Logistical Difficulty, Description, and References, must be completed in their entirety. Clicking the 'Submit to Database' button adds the new entry at the bottom of the list in the 'Database' tab. The 'Dynamic Dashboard' displays a range of graphs that track key metrics such as the number of practices per category and municipality. The dashboard serves as a quick way to extract insights and provide a starting point for exploring the database. The dashboard is dynamic, meaning it updates automatically whenever a new entry is added to the database.