

What to Report when Buying Green

— Worksheet Template

Purpose

This template has been designed to assist you in voluntarily communicating any results from your **Buying Green** activities and helping you create success stories to share with others within government and engage suppliers. Stories can be powerful tools for generating recognition, sharing best practices with others and engaging end-users, specification writers and decision-makers in further developing your Buying Green efforts.

Use the following template as a guide to assemble information or data that might be relevant to your purchase. Summarize the benefits and successes as best you can in the story box at the end, or simply create a few key messages to share with your supervisors or others within your organization. This template is intended to be used by anyone involved in the **Buying Green** process. This kind of information is most often assembled after a purchase is completed — and sometimes even several months later, after the benefits or results can be accurately estimated.

Information to Help Communicate Successes and Tell the *Buying Green* Story

1. Briefly describe the good or service that was purchased.

2. What was the type of procurement?

Low Dollar Value Purchase Tender Request for Proposal

3. Identify the vendor or vendors if appropriate.

4. If appropriate, state the approximate value of the contract on an annualized basis.

Name of Tender/RFP

Completed by/Contact Details

Date Completed

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5. What is the term of the contract?

6. Identify any green specifications for the product or service that were initially requested or suggested as desirable. I.e. What were you hoping to get?

7. Describe the green product features that were actually realized such as less packaging, the product was made from recycled content, energy efficient, non-toxic. I.e. What did you actually get?

8. Identify the main environmental issues/impact areas that were affected by buying this product or service

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|--|---|
| <input type="checkbox"/> Packaging | <input type="checkbox"/> Product Recycling and Disposal |
| <input type="checkbox"/> Energy Use | <input type="checkbox"/> Greenhouse Gas Emissions |
| <input type="checkbox"/> Natural Resource Use/Recycled Content | <input type="checkbox"/> Toxic/Hazardous Chemicals |

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9. Key Messages and Lessons Learned:

Use the information above to create a brief story about the product or service, its green features, and how your department, organization or government is benefiting from it.

Here's a simple example:

Green cleaning Project at Memorial University, St. John's

» **Overview:** Memorial University ran a pilot project to examine whether conventional cleaning chemicals could be replaced with products that were more environmentally friendly, more effective in cleaning than conventional cleaners and improved the health and safety of the university community. For two years, Facilities Management at MUN have been testing green cleaners, which were certified by Green Seal or Environmental Choice and met stringent environmental and occupational safety standards. Tested cleaners included floor finishes, floor strippers, carpet shampoos, bathroom cleaners and microfibre cloths.

» **Key Results:** The green cleaners outperformed the conventional cleaners by far—less cleaning product was used as green cleaners were more effective and had efficient dispensing systems. Air quality was improved as green cleaners contained only low volatile organic compounds. Green cleaners are to be used in all university buildings going forward.