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DP 032

2005-10-14

## MATERIEL MANAGEMENT ENVIRONMENTAL POLICY

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### 1. BACKGROUND

The Government of Canada plays a key role in protecting the environment. Canadian citizens have environmental concerns and wish to see their government take these concerns into account when operating on their behalf. The Government is committed to becoming a model of environmental excellence in its own operations. Through initiatives such as the PWGSC Sustainable Development Strategy, and by focussing on the environment at the highest levels of management, the Government will strengthen its commitment to provide effective stewardship for our environment.



### 2. PURPOSE

This departmental policy (DP) provides direction and best practices for the greening of Public Works and Government Services Canada (PWGSC) activities related to the purchase of goods and services for internal operations.



### 3. POLICY

Public Works and Government Services Canada shall plan for, acquire, store, manage, use, transport and dispose of materiel in a manner that supports government environmental objectives, in accordance with federal and provincial legislation and policies, and in keeping with [DP 074 - PWGSC Environmental Policy](#).



### 4. SCOPE

This DP applies to all PWGSC employees, and covers the activities involving materiel used within the Department for its own operations.



## 5. DEFINITIONS

EcoLogo (Éco-Logo) is the symbol of certification for products and services that meet product specific standards established by the Environmental Choice Program of Environment Canada and administered by TerraChoice Environmental Services Inc.

Environmental life-cycle approach (gestion environnementale du cycle de vie) is the environmental management of materiel or products, over their lifetime, from the planning/acquisition stage to disposal.

Green procurement (approvisionnement écologique) is the purchasing of products and services that have a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. This comparison may consider raw materiel acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal and re-use of the product or service. Green purchasing encompasses the concept of the procurement of goods and services that provide for basic human needs and bring a better quality of life while minimizing the use of non-renewable natural resources and toxic materials, and the emission of wastes and pollutants over the life-cycle, so as not to jeopardize the ability of future generations to meet their own needs.

Green product (produit écologique) means a product that is less harmful than the next best alternative, having characteristics including, but not limited to, the following:

- is recyclable;
- contains recycled material;
- has minimal packaging and/or for which there will be take-back by the manufacturer/supplier of packaging;
- is reusable or contains reusable parts;
- has minimal content and use of toxic substances in production;
- produces fewer and/or less polluting by-products during manufacturing, distribution, use and/or disposal;
- produces the minimal amount of toxic substances during use or at disposal;
- makes efficient use of resources;
- is durable.

Hazardous products (produits dangereux) are products that may contain substances that are poisonous, toxic, inflammable, explosive, corrosive, dangerous to the health or safety of the public due to design, construction or content, or harmful to the environment due to their composition.



## 6. ROLES AND RESPONSIBILITIES

1. The Deputy Minister is responsible for ensuring that all PWGSC operations and activities are being performed in a manner that meets the federal government's environmental objectives.
2. The Director, Materiel Management Directorate, Health, Safety, Security, Emergencies and Administration Sector, Corporate Services, Human Resources and Communications Branch, is responsible for the following:
  1. implementing this DP;
  2. promoting the acceptance and use of environmentally sound products and practices by departmental responsibility centre managers;
  3. acting as a central office for the department's various environmental purchasing strategies and initiatives;
  4. providing basic training on Green Procurement;
  5. managing and chairing the activities of the Green Purchasing Strategy Working Group;
  6. ensuring that notices on the importance of buying green products are issued to all acquisition cardholders in the department;

7. encouraging the use of electronic purchasing through the Electronic Supply Chain initiative, and encouraging the use of the "environmentally friendly" screening feature
3. Regional Directors are responsible for the following:
  1. informing, promoting and providing instructions on environmentally sensitive matters;
  2. ensuring green purchasing options are considered in acquisitions;
  3. encouraging the use of electronic purchasing through the Electronic Supply Chain initiative which provides the capability to search for green products.
4. Headquarters and Regional Managers responsible for Environment, Health and Safety, are responsible for providing information and instructions on the appropriate procedures for disposal of hazardous products.
5. PWGSC employees are responsible for the following:
  1. using an environmentally responsible life-cycle approach for the management of materiel and products within the department;
  2. attending the training session on Green Procurement if they are involved in purchasing.



## 7. GUIDELINES

### Environmental Life-Cycle Approach

This life-cycle approach consists of Planning, Acquisition, Maintenance and Operations, and Disposal of all materiels. Applying the four "Rs" (Reduce, Reuse, Recycle and Recover) approach to purchasing decisions at each phase of the life-cycle helps protect the environment and ultimately reduces costs.

1. Planning - When assessing and forecasting materiel requirements, the following environmental concerns are to be addressed:
  - a. assess the need for a given purchase and, whenever possible, reduce consumption of the product;
  - b. consider acquiring second-hand or used materiel;
  - c. consider products that are less damaging to the environment, such as those made with resource-saving materials or processes. For example, consider environmental options such as duplexing capabilities for printers and photocopiers, and the use of recycled paper and supplies;
  - d. consider the environmental cost of purchases during each phase of the life-cycle.
2. Acquisition - As much as possible, materiel or products acquired should:
  - a. be reusable and contain reusable parts;
  - b. be recyclable and contain recycled materials (e.g., recycled paper, reconditioned laser printer cartridges);
  - c. include second-hand or used materiel;
  - d. have a long service life or be economical to repair;
  - e. contain minimal packaging, or use returnable or reusable shipping containers.

NOTE: The Green Procurement Network contains information, tips, contacts for expertise on a given product, and success stories on green procurement within the federal government.

3. Maintenance and Operations - Ensure that products are properly maintained and used. This will extend the service life of a product. When economically feasible, equipment should be repaired, refinished and reused.
4. Disposal - When considering the disposal of materiel or products, alternatives such as reusing, recycling or recovering should be contemplated. Waste generation is to be minimized as much as possible.

Hazardous materiel must be shipped, stored and handled in accordance with applicable federal and provincial laws and regulations. The Headquarters and Regional Managers responsible for Environment, Health and Safety should be

consulted for information concerning the correct method or procedure for the disposal of hazardous products.

Hazardous products such as cleaning fluids, solvents, paints, automotive and garden care products are not to be disposed of:

- a. directly into the ground or open bodies of water;
- b. into existing sewer systems;
- c. at municipal landfills or waste disposal sites.



## 8. REFERENCES

Acts and Regulations:

- [Canadian Environmental Assessment Act](#);
- [Canadian Environmental Protection Act](#).

Treasury Board Publications:

- [The Code of Environmental Stewardship](#).
- [Contracting Policy](#);
- [Materiel Management Policy](#);
- [Motor Vehicle Operations Directive](#);
- [Policy on Acquisition Cards](#);

PWGSC Publications:

- [DP 034 - Acquisition Cards](#);
- [DP 037 - Workplace Hazardous Materials Information System \(WHMIS\) Policy](#);
- [DP 074 - PWGSC Environmental Policy](#).
- [PWGSC Sustainable Development Strategy](#).

Government of Canada Publications:

- [A Guide to Green Government](#);
- [Directions on Greening Government Operations](#).

Other Green Procurement Sources:

1. Information on EcoLogo products and the Environmental Choice Program can be obtained from:

TerraChoice Environmental Services Inc.  
(613) 247-1900 or 1-800-478-0399  
<http://www.environmentalchoice.com>

2. Procara:

Procara is a powerful database designed for procurement professionals, purchasers or individuals seeking to lessen the environmental impacts of their purchasing decisions. The database is accessible to all users free of charge at:  
<http://www.procara.ca>.



## 9. CANCELLATION

This DP cancels DP 032 dated 2003-05-13.



## 10. INQUIRIES

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**Original Signed by  
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I. David Marshall

