



## Policy to Restrict the Procurement and Use of Single-Use Plastic

### 1. Title

1.1 Policy to Restrict the Procurement and Use of Single-Use Plastic

### 2. Effective Date

2.1 This Policy takes effect on February 1, 2019.

### 3. Application

3.1 This Policy applies to Fisheries and Oceans Canada and the Canadian Coast Guard (the Department).

3.2 This Policy specifies guidelines with respect to restricting the procurement of unnecessary single-use plastics by the Department which apply to:

- a. Federal government meetings, conferences and events;
- b. Food service facilities in leased and custodial buildings; and
- c. Supplies for Departmental operations and programs.

3.3 This Policy applies to all manners that the Department may acquire goods and services, directly or indirectly, including through lease, travel expenditures and procurement mechanisms such as contracting, purchase orders and Government Acquisition Cards.

### 4. Authorities

4.1 Authorities for this Policy lay jointly with the Chief Financial Officer and the Assistant Deputy Minister of Human Resources and Corporate Services.

4.2 The Policy is issued under the authority of the *Government of Canada's Policy on Green Procurement*, which directs federal departments and agencies to incorporate environmental considerations into the procurement decision-making processes for all goods and services purchased.



- 4.3 The Policy contributes overall to federal commitments made in the Greening Government Strategy, including:
- The diversion of at least 75% of all non-hazardous operational waste, including plastic, by 2030;
  - The integration of sustainability and life-cycle assessment principles in procurement policies and practices, including the government's supply chain.

## 5. Context

- 5.1 The purpose of this Policy is to restrict the purchase and use of single-use plastic by Fisheries and Oceans Canada and the Canadian Coast Guard.
- 5.2 This Policy comprises one element of the Department's three-part initiative to reduce single-use plastics that is championed by the Minister of Fisheries, Oceans and the Canadian Coast Guard. Endorsed in March 2018, this initiative includes:
1. Restriction on the procurement of single-use plastics by the Department, department's service providers and employees;
  2. Internal awareness campaign focused on DFO and Coast Guard employee consumption of single-use plastics; and
  3. External awareness campaign and plastic waste minimization initiative focused on fisheries-related industry sectors.
- 5.3 This Policy is an important way for the Department to lead by example and minimize the Department's impacts on plastic pollution in the aquatic environment.
- 5.4 According to the Treasury Board Secretariat, the federal government is a significant purchaser in Canada. As such, its activities impact the national economy and can influence both the price and the availability of goods and services, including construction services, in the marketplace. Through the increased promotion of reducing single-use plastic, and by considering the implications of single-use plastic items throughout the procurement process, the Department of Fisheries and Oceans Canada and the Canadian Coast Guard is in a position to influence the demand for alternatives to single-use plastic products and packaging, increase the ability of industry to respond to the escalating concern for plastic pollution, and promote the adoption of single-use plastic procurement policies by other federal departments.
- 5.5 Plastic pollution impedes the fulfillment of the Department's core mandate and objectives, as it can negatively impact aquatic ecosystems and species. Studies have also shown that plastic pollution can have detrimental effects on the sustainability and prosperity of fisheries and aquaculture industries.



- 5.6 Food-related plastic pollution such as tiny pieces of plastic or foam (from food packaging), plastic beverage bottles, food wrappers, plastic bottle caps, plastic bags, straws and stirrers make up half of the 12 most common items collected on Canadian shores during shoreline clean-ups. It is estimated that 32% of plastic packaging escapes collection systems, thus making it available to flow freely into oceans and waterways.

## 6. Definitions

- 6.1 Single-use plastic is defined as products or packaging that contain plastic materials that are generally used only once before they are discarded or recycled.
- 6.2 Unnecessary single-use plastic is defined as a single-use plastic product or packaging whose plastic composition is not necessary to comply with food and water safety regulations, for medical safety, or for program and operational requirements (e.g. hazardous materials suits, first aid materials).

## 7. Policy Statement

### 7.1 Objective

- 7.1.1 The objective of this Policy is to support the protection of the aquatic environment and freshwater and aquatic species, and to enhance the sustainability of fishing and aquaculture industries by reducing the use and procurement of single-use plastics by the Department.

### 7.2 Expected Results

The expected results of this policy are:

- 7.2.1 Contribution to the Department's mandate objectives:
- Sustainable aquatic ecosystems;
  - Economically prosperous maritime sectors and fisheries; and
  - Safe and secure waters.
- 7.2.2 Contribution to fulfilling Canada's obligation under the G7 Ocean Plastics Charter to contribute to a resource-efficient lifecycle management approach to plastics in the economy, and support for the Minister of Fisheries, Oceans and the Canadian Coast Guard's mandated priority to co-lead the implementation of the G7 Plastics Charter.



- 7.2.3 Contribution to the Greening Government Strategy commitment to divert at least 75% of plastic waste by 2030 from federal operations.
- 7.2.4 Demonstration of federal leadership through reducing procurement of single-use plastics by the Department.
- 7.2.5 Contribution to the implementation of the *Policy on Green Procurement*.

## 8. Policy Requirements

- 8.1 Consideration must be given to reduce the purchase of single use plastics by the Department, the department's service providers and employees. This consideration should extend to procurement planning, identification and definition of requirements, acquisition, program activities and operation and maintenance of assets.

Specifically:

- 8.1.1 Employees making purchases on behalf of the Department of Fisheries and Oceans Canada and the Canadian Coast Guard must avoid single-use plastics wherever possible.
  - 8.1.2 Employees must exercise due diligence while seeking alternatives for single use plastic items prior to making a purchase, and select alternatives based on the *Choosing Alternatives to Single Use Plastic Hierarchy* (Appendix A) which are respective of municipal recycling and composting facility capabilities.
  - 8.1.3 Any Directives issued under the authority of this Policy must be followed.
- 8.2 Health, safety and accessibility needs must be considered when selecting alternatives. Obligations under federal, provincial and municipal laws regarding food preparation, handling, storage and serving, health or accessibility laws (e.g. Ontario Food Premises Regulations, Canada Occupational Health and Safety Regulations, Canadian Human Rights Act) will supersede this Policy. If no alternatives exist that meet health, safety and accessibility requirements, purchase of the product is not restricted.

## 9 Responsibilities

- 9.1 The Deputy Minister and Commissioner are responsible for:
  - Ensuring that the objectives of the Policy to Restrict the Procurement of Single-Use Plastic are realized.



9.2 The Chief Financial Officer is responsible for:

- Ensuring that the financial and policy framework incorporate the requirements of this policy.

9.3 Assistant Deputy Ministers, Regional Directors General, Assistant Commissioners and Deputy Commissioners are responsible for:

- Ensuring that management control frameworks incorporate consideration to reducing the purchase and use of single use plastics by their sector; and
- Monitoring and enforcement of this Policy under their respective areas of responsibility.

9.4 Assistant Deputy Minister of Human Resources and Corporate Services is responsible for:

- Issuing directives and guidelines to facilitate the implementation of the Policy; and
- Communicating the policy requirement to facilitate implementation across the Department.

## 10 Consequences

10.1 In instances of failure to comply with this Policy, in support of the Deputy Minister and/or the Commissioner, the Chief Financial Officer, in his/her role as the Accounting Officer of the Department, may request or decide to develop an action plan and subsequently request the responsible sector, program and/or region to take corrective measures within their areas of responsibility to ensure that this Policy is respected. The responsible sector, program or region shall take the corrective actions in an appropriate and timely manner.

## 11 References

### 11.1 Fisheries and Oceans Canada and the Canadian Coast Guard Memorandum

MECTS#3862893 Memorandum for the Minister: Fisheries and Oceans Canada's Proposed Initiative to Restrict Single Use Plastics

### 11.2 G7 Ocean Plastics Charter

[G7 Ocean Plastics Charter](#)



### 11.3 Relevant Federal Legislation and Policy

[Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures](#)

[Financial Administration Act](#)

[Policy on Green Procurement](#)

[Policy Framework for the Management of Assets and Acquired Services](#) (or its replacement) and associated policies and directives

[Greening Government Strategy](#)

[Guidance on Plastic Waste](#)

## 12 Enquiries

12.1 Please direct enquiries concerning the reduction of single-use plastics from departmental operations to:

[OEC-BCE.XNCR@dfo-mpo.gc.ca](mailto:OEC-BCE.XNCR@dfo-mpo.gc.ca)

Office of Environmental Coordination  
Real Property and Environmental Management  
Human Resources and Corporate Services

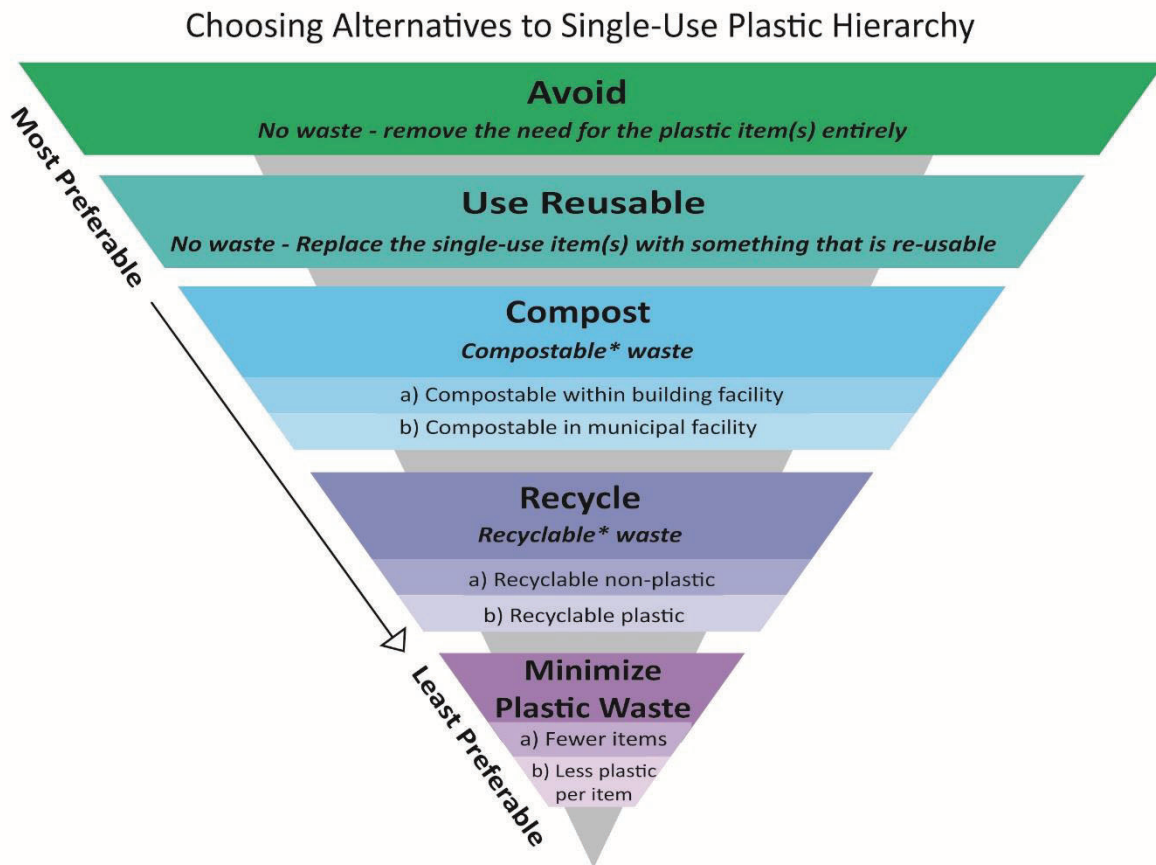
12.2 Please direct enquiries relating to procurement and acquisition card policy:

[COEP-CEA.XNCR@dfo-mpo.gc.ca](mailto:COEP-CEA.XNCR@dfo-mpo.gc.ca)

Matériel and Procurement Services  
Financial and Matériel Management Operations  
Office of the Chief Financial Officer



## Appendix A: Choosing Alternatives to Single-Use Plastic Hierarchy



Recyclable: Materials that can be sorted, cleaned and reprocessed into new materials at recycling facilities, including containers that are covered by deposit-refund programs.

Compostable: Items composed of materials which can decompose at a rate consistent with other compostable materials, and leave no visible, distinguishable or toxic residues. This differs from items listed as biodegradable, as biodegradable items do not have a time frame associated with degradation and the end product does not need to meet any specifications (i.e. it may leave a toxic residue).

**\*Note: For an item to be considered recyclable or compostable as per this policy, you must have access to facilities which are able to compost or recycle the material. It is necessary to verify which materials your municipality or building facility can accept. Note that in Canada, very few municipal composting facilities accept compostable or biodegradable plastics even if these products claim to be municipally compostable. These materials should be avoided unless you have access to a specific industrial composting facility which accepts these materials.**