



REDUCING
PLASTIC WASTE
IN CANADA



Funded by
the European Union

Reducing Plastics Waste through Procurement

Model wording examples

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INTRODUCTION

This document provides examples of procurement wording/ clauses that include a focus on the reduction of plastics waste.

Achieving optimum outcomes from planned procurements means considering intended outcomes, costs and options as early as possible, in conjunction with all relevant internal stakeholders and the market, as the training emphasises. Before using the following it is therefore essential that these have been considered (including circular business models).

The following comprises technical specifications as well as outcome-based specifications. They are general clauses that may be suitable for a range of products/ planned procurements, while those that may be suitable for specific categories of products/ services are highlighted.

Relevant references are provided, which include some standards with criteria relating to plastics waste reduction, among others^{i,ii}. Procurers should review standards and determine whether they or specific criteria within them are appropriate.

Procurement requirements must always be relevant and proportionate according to the scope of the requirements and market capability and capacity.

PACKAGING

General specification

"[Single use] plastic packaging may only be used where alternatives with lower environmental impacts are not available. When [plastic] packaging is needed, preference should be given to reusable packaging.

When single-use packaging is used, the following shall apply:

- The packaging consists of one polymer or plastic polymers that are separate from each other (not composite or bonded), and other packaging materials.
- The [plastic] packaging materials are widely recyclable through the local collection and recycling infrastructure*.
- Plastic packaging should consist only of [*specify*, for example PET, PP, HDPE, LDPE or PS] and these may consist of both biobased and fossil raw materials.
- A minimum [*specify*]% of recycled content for plastic packaging to help close material loops may also be set or assessed in the context of the award criteria."

* On the basis of pre-tender research and/or prior market engagement. This does not limit reprocessing to local infrastructure but means a cost-effective system for collection should be in place. This also addresses the use of compostable plastics with regard to ability to collect and recycle separately from non-compostable plastics.

Source: [Sustainable Public Procurement of Plastics, UN One Planet Network Sustainable Public procurement programme](#)

"The Contractor will be required to support a reduction in packaging materials under this contract. This must not hinder the safe delivery of products. This reduction must be supported through:

- Sustainably sourced materials;
- A minimum of 50% recycled content in plastic and cardboard packaging materials, with a preference for the maximum degree that is feasible;
- The Contractor must ensure that return transit packaging is used throughout the supply chain wherever feasible, including re-usable packaging systems, such as unboxed palletised packaging or others;
- Recyclable materials, including the avoidance as much as possible of single-use plastics;
- Creative packaging design and innovative materials;
- Compliance with all relevant packaging and waste regulations."

"Minimisation of waste will be achieved through the principles of sustainably sourced materials as well as reduction, re-use and re-cycling methods, such as through the use of creative packaging design, innovative environmentally friendly materials, and re-usable packaging such as unboxed palletised packaging. Contractors must adhere to all packaging and waste regulations where applicable and ensure that plastics used for product packaging do not contain halogen containing polymers, while single use plastics should be avoided where technically feasible.

Packaging should contain a minimum of 50% recycled content, or, as an alternative be sustainably sourced packaging. Please provide details of any end-to-end innovative packaging solutions which could be made available at no additional cost to the public body, include details of your plans and proposed initiatives to reduce and eliminate packaging and waste under this framework.

The supplier agrees to increase the recycled and or **re-used content** of packaging by X% after 12 months and by a further Y% after 24 months.”

Specific packaging specifications

Criteria	Verification information
<p>Eco-responsible packaging</p> <ul style="list-style-type: none"> ▪ Select suppliers that minimize the use of packaging by buying in bulk. ▪ As a minimum, select suppliers that meet the following priority sustainable purchasing criteria applicable to packaging: <ul style="list-style-type: none"> ○ Packaging made from a single material (monolayer) ○ Recyclable packaging <p>Source: ECPAR Catering services</p>	<p>Type of packaging: bulk or not, monolayer or not, recycled content or not, certified content or not, recyclable or not</p>
<p>Recycled content</p> <ul style="list-style-type: none"> ▪ Select products made from post-consumer recycled materials. ▪ There are no universally accepted criteria for the minimum percentage of recycled content, and it is therefore best to require the highest possible rates. <p>PVC</p> <ul style="list-style-type: none"> ▪ Avoid products that contain PVC (polyvinyl chloride) <p>Recyclability</p> <ul style="list-style-type: none"> ▪ Select products that are easily recyclable and for which there are outlets in [Québec]: ▪ Products made of a single material or that are easily disassembled ▪ Products made of materials that are recyclable in [Québec] (e.g. for which there are outlets, such as fibres (paper and cardboard), PET (plastic no.1), HDPE (plastic no.2), LDPE (plastic no.4) and PP (plastic no.5)) 	<p>Recycled Content certification (e.g. ISO 14021, APR PCR Certification, or PCR certified supplier);</p> <p>Self-declarations</p>

Criteria	Verification information
<ul style="list-style-type: none"> ▪ Office supplies should not be disposed of through the separate collection of recyclable materials since they generally do not constitute containers, packaging or print material. Organizations seeking to recycle these products should therefore call upon the services of a supplier that can provide recovery and recycling services. <p>Source: ECPAR Office supplies</p>	<p>Self-declarations - Information on the type(s) of Material(s)</p>
<p>Minimum Green Public Procurement (GPP) Criteria for Interior Furniture</p> <p>Packaging must consist of:</p> <ul style="list-style-type: none"> a) At least 60% by weight of recycled material if made of plastic. <p>Source: Italian Government / Consip</p>	
<p>Mandatory Packaging Requirements for Furniture Procurement</p> <p>The packaging above a minimum limit of 30g per sales unit must be:</p> <ul style="list-style-type: none"> b) made of recycled material; or c) consist of renewable resources; or d) be reused (reusable system). <p>Every packaging material must easily be broken down into usable parts be dismantled, each made of one material (e.g. cardboard, paper, plastic, textile).</p> <p>Source: Austrian Federal Government, naBe Action Plan http://www.nachhaltigebeschaffung.at/ausschreibungen-m%C3%B6bel</p>	<p>A description of the product packaging must be submitted and a corresponding declaration stating that the packaging meets these criteria.</p>
<p>Use of recycled materials for packaging</p> <p>Where cardboard boxes are used, they must have a recycled material content of at least 80%. Where plastic bags or plastic sheets are used for the final packaging, they must have a recycled content of at least 75%. This minimum requirement will not apply if bio-based material is chosen.</p> <p>Packaging recyclability</p>	<p>The tenderer may be asked to provide a sample of the product packaging with the proposal, together with an accompanying statement declaring that this criterion has been satisfied.</p>

Criteria	Verification information
<p>The greater the provision made by the tenderer for better recycling of the packaging, the higher this component of the tender will be rated. The tenderer may earn points by:</p> <ul style="list-style-type: none"> ▪ Avoiding multi-layers, black plastic and combination packaging; ▪ Using packaging which is readily recyclable. <p>Source: Pianoo (Dutch Public Procurement Expertise Centre)</p>	<p>The tenderer may be asked to state:</p> <ul style="list-style-type: none"> ▪ Whether multi-layers, black plastic and combination packaging are used; ▪ Whether the packaging is readily recyclable, where “readily recyclable” is defined as: can be separated by hand into elements of a single material and/or packaging which is suitable for multiple use. ▪ The tenderer may be asked to send a sample of the packaging.
<p>Reused/ recycled content</p> <p>A minimum of 70% of the total (construction product) packaging weight should derive from re-used and recycled content (pre-and-post-consumer).</p> <p>Source: Zero Waste Scotland - Packaging Criteria for Procurement of Construction Products</p>	
<p>Packaging Criteria for Building Products</p> <p>[A] requirement that the packaging must not contain polyvinyl chloride (PVC) applies to all building materials.</p> <p>Source: Austrian Federal Government</p>	
<p>Transport and packaging</p> <p>Core competency: The products offered must be primarily in bulk.</p> <p>Recycled content</p> <p>Advanced competency: packaging should include recycled content, in such a way that packaging functional features to protect the product do not weaken and there is no danger packaging breakage or food pollution. Recycled content percentage shall be specified on a contract-by-contract basis.</p> <p>Source: Finland – GPP Packaging Criteria for Food Products</p>	<p>Supplier self-declaration</p>
<p>Refillable bottles are mandatory</p>	

Criteria	Verification information
<p>Refillable bottles are always used for the cleaning products, with refilling being made from bulk packaging such as jerry cans or comparable packaging that contributes to reducing packaging waste.</p> <p>Source: Dutch Government Cleaning Products Packaging Criteria – Minimum Requirements</p>	<p>The tenderer may be asked to submit an annual overview of the cleaning agents used and the method of packaging.</p>

Packaging – chemicals of concern avoidance (to optimize reuse/ recyclability of products/ materials)

Criteria	Verification information
<p>Halogens</p> <p>The plastic materials used for packaging shall not contain polymers containing halogens or organic halogen compounds as recipe constituents.</p> <p>Source: Japan Eco Mark</p>	<p>EcoMark compliance</p>
<p>Reduction of bromine and chlorine content of plastic parts</p> <ul style="list-style-type: none"> ▪ Plastic parts exceeding 25 g shall not contain > 1000 ppm chlorine or > 1000 ppm bromine. ▪ Parts that exceed 25% postconsumer recycled content shall contain a maximum of 5000 ppm chlorine and 5000 ppm bromine. <p>Source: EPEAT -NSF International Standard / American National Standard NSF/ANSI 426 - 2019</p>	<p>a) a list of plastic parts exceeding 25 g; b) documentation that each plastic part exceeding 25 g meets one of the four options specified in standard</p>
<p>Brominated Flame Retardants</p> <p>No chlorine or bromine containing polymers shall be used in plastic parts, and no flame retardant containing organochlorine or organobromine compounds shall be added in plastic parts except the casing and frame plastic parts adjacent to heating and imaging components.</p>	

Criteria	Verification information
Source: NEPS China (Projectors) HJ2516 2012	
<p>Phthalates</p> <p>Any plastic parts (except power cords) with mass more than 25g shall not use the phthalates Dibutylphthalate (DBP), Di-(2-ethylhexy)-phthalate (DEHP), Butylbenzylphthalate (BBP), Di-iso-butyl-phthalate (DIBP), whose content shall be no more than 1 000mg/kg</p> <p>Source: NEPS China (Dishwasher) HJ 2549 2018</p>	

GENERAL – OUTCOME-BASED SPECIFICATIONS

Criteria	Verification information
<p>These enable bidders to offer innovative and more circular solutions and to potentially be rewarded for doing so.</p> <p>(e.g. Service contract involving use of materials, products, equipment and tools)</p> <p>The Contractor will inform the Client of all relevant circular economy opportunities arising from the [services], including innovative solutions and work with the Client to assess and implement those that align with value for money and cost certainty. These include [others may apply - delete the following as relevant] the following, which are capable of being monitored and reported through contract management.</p> <ul style="list-style-type: none"> ▪ the use of reused, refurbished, remanufactured products/equipment/materials/ tools in service delivery which meet all relevant technical and performance requirements, ▪ the use of durable materials and systems, including but not necessarily restricted to [insert as necessary] (all of which meet relevant performance and quality requirements), <ul style="list-style-type: none"> ○ the design of products installed, in conjunction with the relevant supply chain, for example to prevent early obsolescence, ○ the durability, repairability and availability of spare parts for products or equipment installed or used in the contract, so that their useful life may be optimized”. <p>(e.g. service involving extensive use of electronic products)</p> <p>Please provide details of the services which could be made available in the end-of-life management of devices, which extend their useful life/ value, including through re-use, refurbishing, re-manufacture and recycling while complying with data security and waste requirements.</p>	
<p>Contractors are required to demonstrate in a Circular Management Plan how they will, in project delivery:</p> <ul style="list-style-type: none"> ▪ identify how they will identify, prioritise and select options to prevent [plastic] waste, set targets for reduction in waste and the use of virgin materials, and increase re-used and recycled content on this project, including through the use of materials, equipment and tools where technically viable, including through innovative solutions, in conjunction with key stakeholders. 	<p>An ideal response may provide some or all of the following [according to the scope of the contract]:</p> <p>A Plan that details:</p> <p>How they will practically apply the waste hierarchy in service delivery, including how they have assessed prioritised options to reduce plastic waste and the use of virgin materials, taking into account any cost, functional, technical, safety, quality and performance requirements. This may include:</p> <ul style="list-style-type: none"> ▪ The use of materials that contain evidenced recycled content. ▪ The reuse of materials that would otherwise be treated as waste.

Criteria	Verification information
<ul style="list-style-type: none"> ▪ Responses should be SMART (Specific, Measurable, Achievable, Realistic & Time-based) and capable of being monitored through contract management. 	<ul style="list-style-type: none"> ▪ The maintenance, repair, refurbishment of equipment/ tools so that their useful life may be optimised. ▪ The use of equipment and tools in service delivery that are remanufactured to an approved warranty. ▪ Detail of relevant sustainability standards that the products or materials meet, that relate to relevant circular outcomes. ▪ The recycling of waste that would otherwise be landfilled and which cannot be reused. ▪ How they will apply and manage this method throughout their relevant supply chain. ▪ Explanation of proposed methods and metrics to monitor and report implementation of agreed waste reduction/re-use/recycling measures including periodic reporting of quantities, progress against agreed targets and project measures [subject to whether the tender specifies metrics to be used].

RECYCLED CONTENT/ REUSE/ RECYCLING

ELECTRICAL & ELECTRONIC HARDWARE

RECYCLED CONTENT Criteria	Verification information
<p>Environmental standards exist that include a focus on some circular outcomes within <u>IT hardware</u> products.</p> <p>This includes TCO Certifiedⁱⁱⁱ, which includes the availability of spare parts and take back arrangements, EPEAT^{iv} the criteria for which include a focus on ‘design for repair, reuse and recycling’, ‘responsible end of life management’.</p> <p>An example of a technical specification regarding recycled content in devices:</p> <p>“The external plastic case of the system unit, [monitor and keyboard] should have a post-consumer recycled content of not less than [10%] by mass.” – some <u>IT hardware</u> products include up to 85% post-consumer recycled plastics.</p>	<p>“Description: The higher the percentage by weight of post-consumer recycled materials in the external plastic housing of the system unit, screen and keyboard, the higher this component of the tender will be rated. The product must contain an average of at least [10%] of post-consumer recycled plastics, measured in relation to the total proportion of weight of plastic in the product, with the exception of circuit boards and the optical plastic components of screens.</p> <p>Verification: The tenderer may be asked for a declaration that concerns the percentage of post-consumer recycled material.”</p>
<p>EU Green Public Procurement criteria for computers^v includes a focus on reuse:</p> <p>“Tenderers shall provide a re-use and recycling service for a specified inventory of equipment that has reached the end of its service life. They shall report on the proportion of equipment re-used or recycled.”</p>	<p>The tenderer shall demonstrate how they will carry out the following aspects of the overall service (according to the type, the state and amount of the equipment, the public authority needs to detail the following points. It may also consider in addition an award criterion rewarding tenderers offering e.g. higher levels of reuse or recycling): - Collection - Confidential handling and secure data erasure (Unless carried out in-house); - Testing, servicing and upgrading; - Remarketing for re-use [in the EU]; - Dismantling for recycling and disposal.</p> <p>An ideal response may provide some or all of the following [according to the scope of the contract], a Plan that details:</p> <ul style="list-style-type: none"> ▪ Services they will provide to refresh, repair and refurbish existing devices or those supplied by the contractor including; ▪ The take back of devices supplied and how devices or components will be reused including through reuse by the contractor/ resale or donation;

RECYCLED CONTENT Criteria	Verification information
	<ul style="list-style-type: none"> ▪ How they will report %/ value reused/ recycled as relevant. ▪ Any costs involved [unless you state this should be cost neutral].
<p>An example, that focuses on extending useful life of devices (potentially all types of electrical and electronic hardware):</p> <p>“The Contractor will assist Framework Public Bodies, where relevant, to deliver circular economy outcomes to extend devices’ useful life, through appropriate measures such as product design, take back of products aligning with Framework Public Bodies replacement cycles, reuse of devices or parts or re-conditioning of devices.</p> <p>Tenderers should provide details of the end-of-life management services, facilities and initiatives to extend the life of devices under the framework, including providing an opportunity for public sector bodies to participate in buy-back schemes and initiatives.”</p>	<p>Responses should describe how the Tenderer will provide, promote and communicate services to Framework Public Bodies which would allow users or others to extend the life of devices or components through re-sale, re-use, refurbishment re-manufacture or other services which support the transition to a circular economy, while ensuring recycling in accordance with waste regulations. Responses should include details of any constraints, limitations or risks associated with these services.</p>

REUSED/ REFURBISHED/ REMANUFACTURED Criteria	Verification information
<p>‘Pre-owned, refurbished and remanufactured electrical and electronic equipment (EEE) should be supplied with an appropriate warranty [which may be shorter than the original warranty, unless fully remanufactured in which case it must be supplied with a warranty which is at least as long as the original warranty] and must have been supplied by an appropriately certified company. In addition, all relevant waste electrical and electronic equipment and / or data security regulatory requirements must be complied with’.</p>	<p>Evidence of warranty.</p>

FURNITURE

RECYCLED CONTENT Criteria	Verification information
<p>‘The average recycled content of plastic parts (not including packaging) shall be at least 30% by weight. This criterion shall only apply in the total</p>	<p>The tenderer should indicate the percentage by weight of recycled content and/or refurbished and re-used components in the EEE.</p>

RECYCLED CONTENT Criteria	Verification information
<p>content of plastic material in the furniture product exceeds 20% of the total product weight (excluding packaging).'</p> <p>'A requirement of this contract is that [a minimum of X% of the product or the components thereof shall be re-used or recycled at end of life] [materials used or supplied must comprise a minimum X% recycled content].'</p>	
RECYCLING Criteria	Verification information
<p>'All plastic parts \geq 50g shall be marked for recycling according to ISO 11469 or equivalent and must not contain additions of other materials that may hinder their recycling.</p> <p>Plastic parts with a mass of over 50 grams shall not contain moulded-in or glued-on metal parts or parts of different polymers, unless they can be removed easily with commonly available tools at end of life. In this event, disassembly instructions shall show how to remove them.'</p> <p>'Furniture items/parts that are not possible to re-use shall be disassembled into different material streams, as a minimum plastics, metals, textiles and wood before being sent to different recycling facilities. Any remaining materials shall be sent to energy recovery facilities, wherever these are available at the regional level.'</p>	<p>The tenderer shall detail the tools required to remove any plastic parts containing metal inserts. Visual evidence shall be provided to support compliance.</p> <p>Evidence of disassembly instructions.</p>

MONITORING OUTCOMES

Monitoring outcomes

Contract management requirements and KPIs will be considered when developing the specification or may be agreed with the preferred bidder during the mobilisation period.

This is a very important stage of the procurement process and ensures that evidence whether the intended, including circular, outcomes are being delivered or not is made available. This ensures there is evidence of how the procurement has contributed to the intended objectives.

KPIs may include:

- Material recycled content (by contract value & percent %)
- Products used must contain a minimum of 50% recycled content – the actual percentage (%) of recycled content in products/ materials delivered against that specified.
- Packaging recycled content (percent %)
- The percentage (%) and quantity (by weight) of ‘end of life’ products/ materials that have been reused.
- The percentage (%) and quantity (by weight) of packaging used that is recycled/ reusable/ recyclable and does not include single use plastics.

Contract review meetings also provide an opportunity to discuss the potential for the delivery of enhanced circular outcomes. For example, where tender requirements recognised that the market was relatively immature regarding circular outcomes but required suppliers to develop this capability during the lifetime of the contract and/or whether there are opportunities for innovative circular solutions.

Technical requirements may need to be continually monitored such as compliance with required standards.

For example, a contract condition such as the following would need to be monitored by the provision of appropriate evidence:

“Products used must contain a minimum of [X%] recycled content – the actual percentage (%) of recycled content in products/ materials delivered against that specified shall be reported.”

ⁱ Standards which include criteria that focus on plastics waste reduction (among other environmental criteria) include EU Green Public Procurement Criteria: https://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm

ⁱⁱ Under the Cradle to Cradle Certified standard products are assessed for environmental and social performance across five critical sustainability categories, supporting the circular economy and other outcomes: material health, material reuse, renewable energy and carbon management, water stewardship, and social fairness. A product is assigned an achievement level (Basic, Bronze, Silver, Gold, Platinum) for each category. <https://www.c2ccertified.org/get-certified/product-certification>

ⁱⁱⁱ TCO Certified: <https://tcocertified.com/circular-economy/>

^{iv} EPEAT: <https://epeat.net/>

^v EU Green Public Procurement criteria for computers: https://ec.europa.eu/environment/gpp/pdf/EU_GPP_criteria_for_computers_and_monitors.pdf