



# Quick Guide for Sustainable Purchasing



<b>APPAREL AND PROMOTIONAL ITEMS.....</b>	<b>3</b>	<b>PAPER OFFICE PRODUCTS &amp; PACKAGING .....</b>	<b>15</b>
Clothing .....	3	Copy Paper .....	15
Promotional Items .....	3	Stationery Paper .....	15
<b>BUILDING MAINTENANCE, REPAIR, AND OPERATION.....</b>	<b>4</b>	Thermal Paper .....	15
Carpeting.....	4	Paperboard Packaging .....	15
Janitorial Cleaning Supplies.....	4	<b>PRODUCTS &amp; SERVICES ESSENTIAL FOR BUSINESSES.....</b>	<b>16</b>
Janitorial Paper Products .....	6	Printing Services.....	16
Cleaning Services.....	7	Toner Cartridges.....	16
Furniture .....	7	Binders & Clipboards.....	17
Bin Liners.....	7	Writing Supplies .....	17
Landscape Maintenance Services .....	8	Misc. Office Products .....	17
Washroom Fixtures.....	9	Warehouse Pallets .....	18
Light Bulb Recycling .....	9	Supply Delivery Services .....	18
Battery Recycling.....	9	<b>WASTE MANAGEMENT SERVICES.....</b>	<b>19</b>
<b>ELECTRONICS .....</b>	<b>10</b>	Cardboard Recycling .....	19
Computers and Other Electronics.....	10	Commingled Recycling .....	19
Imaging Equipment.....	11	Light Bulb Recycling .....	19
Electronic Waste Recycling .....	11	Battery Recycling.....	19
<b>FOOD AND KITCHEN.....</b>	<b>12</b>	Electronic Waste Recycling .....	20
Hot Beverages .....	12	Organic Waste Pick-up .....	20
Drinking Water .....	12	Used Cooking Oil Recycling .....	20
Dinnerware .....	13		
Food Services .....	13		
Used Cooking Oil Recycling Services.....	14		
Organic Waste Pick-up Services.....	14		

## About this Document

The Sustainable Procurement in Manitoba Working Group developed this document for professional purchasers seeking a “quick guide” for purchasing sustainable goods and services. This document outlines the minimum sustainable recommendations for a wide variety of commodities and services commonly purchased by the public sector, businesses and the general public.

The document is intended to promote the purchase of products with respected environmental labels and certifications and also promote procurement decisions that support Manitoba legislation and provincial initiatives, as outlined in the “The Manitoba Connection” column. For more information about the legislation and initiatives that shape our purchasing decisions, click on the web links noted in the Manitoba Connection column, or visit [www.manitobasustainableprocurement.com](http://www.manitobasustainableprocurement.com).

## Disclaimer

The health and safety of workers and the public are the first priority in any environmental purchase or practice. Purchasing organizations are responsible for complying with all applicable codes, statutory and regulatory requirements. Any specifications presented are not intended to constitute or provide engineering, architectural, legal or other professional services or advice. Nor should the specifications be a substitute for such services or advice from an experienced professional directed to a specific design situation.

The Sustainable Procurement in Manitoba Working Group is sharing their sustainable procurement knowledge and experience. They have endeavoured to be as current and accurate as practically possible. Over time, words, specifications, and clauses can become outdated, incomplete or even inaccurate. All material presented shall be considered general sustainable procurement information only and shall be taken as examples of what can be done. The information must be reviewed and revised to suit the needs of each entity.







Mention of any company name or product in this document does not constitute or imply endorsement.

This publication is available in alternate formats upon request.






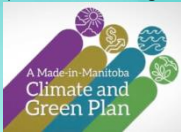
*Last updated: November 2019*










# APPAREL AND PROMOTIONAL ITEMS










		Minimum Sustainable Recommendations		The Manitoba Connection	
Clothing	Apparel such as shirts, pants, hats, etc.	<ul style="list-style-type: none"> <li>Fabric must be:               <ul style="list-style-type: none"> <li>Certified organic natural fibers (ex. wool, cotton, linen), and/or</li> <li>Highly renewable fibers (ex. bamboo, hemp), and/or</li> <li>Low-impact recycled synthetic fibers (ex. polyester)</li> </ul> </li> <li>Design and colour choices aimed at longevity rather than planned obsolescence.</li> <li>Garments to be easily laundered and thoroughly cleaned in cool water using environmentally preferable detergents and bleaches.</li> <li>The Procurement Services Branch of the Province of Manitoba purchases clothing using the requirements outlined in the <a href="#">Responsible Manufacturers Policy-Clothing</a>.               <ul style="list-style-type: none"> <li>If your company has developed a supplier code of conduct, provide the requirements and ensure the vendor complies to the code requirement.</li> </ul> </li> <li>For added social and environmental benefit, consider purchasing clothing with a third-party certification, such as Fair Trade (FLO) or the Better Cotton Initiative.</li> </ul>	Associated eco-symbols:	  	 <p>The Procurement Services Branch of the Province of Manitoba purchases clothing using the requirements outlined in the <a href="#">Responsible Manufacturers Policy-Clothing</a>. The goal is to promote awareness and to educate the vendor and subcontractor community about Manitoba's interest in dealing with vendors that supply clothing at competitive prices without engaging in exploitive labour practices.</p>
	Bags and tote bags	<ul style="list-style-type: none"> <li>Fabric must be:               <ul style="list-style-type: none"> <li>Certified organic natural fibers (ex. wool, cotton, linen), or</li> <li>Highly renewable fibers (ex. bamboo, hemp), and/or</li> <li>Low-impact recycled synthetic fibers (ex. polyester)</li> </ul> </li> <li>For added social and environmental benefit, consider purchasing bags and totes with a third-party certification, such as Fair Trade (FLO) or the Better Cotton Initiative.</li> </ul>			
Promotional Items	Re-use-able plastic drinkware (ex. travel mugs, can coolers, sports bottles)	<ul style="list-style-type: none"> <li>Bisphenol A (BPA) free</li> <li>Polyvinyl chloride (PVC) free</li> <li>Minimum 15% recycled content</li> <li>Packaging made up of 100% post-consumer waste materials</li> </ul>		 <p>In Manitoba, Winnipeg, Selkirk, Gimli and Brandon have been awarded Fair Trade Town status by the <a href="#">Canadian Fair Trade Network</a>.</p> <p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative (IPI)</a> to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p>  <p>The <a href="#">Buy Social Prairies</a> website provides opportunities to enhance community economic development through purchasing decisions. A <a href="#">supplier directory</a> is provided on the website.</p>	
	Lanyards	<ul style="list-style-type: none"> <li>Made from organic cotton or 100% recycled plastic</li> <li>Request vendor to place the "environmental feature" on the lanyards (e.g. "made from 100% recycled plastic bottles").</li> </ul>			
	Metal-based promotional products (ex. key chains, medals, pins, ornaments)	Products must not contain heavy metals (e.g. must be lead-free)			
	Electronic gadgets (ex. flashlights, tire pressure gauges, calculators, radios)	<ul style="list-style-type: none"> <li>Preference for energy source to be renewable (e.g. solar, rechargeable, etc.) rather than single-use battery-operated.</li> <li>LED bulbs (if applicable)</li> </ul>			
	Plaques and awards	<ul style="list-style-type: none"> <li>Depending on the plaque or award, look for:               <ul style="list-style-type: none"> <li>Sustainable wood products</li> <li>Low toxicity and no heavy metals in products (e.g. must lead-free)</li> <li>Products with high recycled content</li> </ul> </li> </ul>			
	Gifts of appreciation	<ul style="list-style-type: none"> <li>Gifts should be made by local artisans or; if local options are not available, purchase Fairtrade (World Fair Trade Organization, Fair Trade Federation) crafts and artisan products.</li> </ul>			







		Minimum Sustainable Recommendations	The Manitoba Connection
Carpeting	Synthetic carpets	<p>Associated eco-symbol:</p>  <ul style="list-style-type: none"> <li>For commercial modular (tile) and non-modular textile carpet:               <ul style="list-style-type: none"> <li>➤ Carpet must be Carpet and Rug Institute (CRI) Green Label certified</li> <li>➤ Adhesive must be CRI Green Label Plus certified</li> <li>➤ Minimum 20% recovered material content (fiber and backing), preferably as post-consumer recycled content</li> <li>➤ Synthetic fiber should be solution dyed</li> <li>➤ Cushion underlay must meet CRI Green Label Plus program requirement (contain a minimum 20% post-consumer/ post-industrial waste content and be 100% recyclable)</li> </ul> </li> <li>Request the manufacturer have a take-back program to ensure the replaced carpet and underlay will be reused or recycled.</li> <li>Request vendor to supply carpet supporting accessibility features, including the following:               <ul style="list-style-type: none"> <li>➤ ensure carpet meets the guidelines set forth in the ADA (Americans with Disabilities Act):                   <ul style="list-style-type: none"> <li>○ static coefficient of friction of 0.5 to enhance slip resistance for accessible routes</li> <li>○ combined carpet and pad height does not exceed 13mm to reduce roll resistance for wheeled mobility aids (also endorsed by CRI)</li> </ul> </li> <li>➤ ensure it is a low-level loop or level cut / uncut pile</li> <li>➤ ensure carpet pattern is not disruptive, confusing nor heavily patterned, so floor surface design cannot be misinterpreted as level changes by people with vision and balance impairments</li> </ul> </li> </ul>	<p>The <a href="#">Manitoba Green Building Program</a> recommends using products with recycled content.</p>  <p>The <a href="#">Accessibility for Manitobans Act</a> provides direction to mitigate the potential of accessibility barriers through the procurement of goods and services.</p> 
Janitorial Cleaning Supplies	<ul style="list-style-type: none"> <li>All-purpose/ hard surface industrial cleaners</li> <li>Toilet bowl cleaners</li> <li>Floor cleaner</li> <li>Degreasers</li> <li>Dishwasher detergents</li> <li>Floor strippers</li> <li>Disinfectants</li> <li>Glass cleaners</li> <li>Carpet and upholstery cleaners</li> <li>Spot and stain removers</li> <li>Odour control, drain, and grease trap additives</li> </ul>	<p>Associated eco-symbols:</p>   <ul style="list-style-type: none"> <li>Must be EcoLogo or Green Seal certified</li> </ul> <p>Please note floor cleaners and floor strippers selected must be compatible with the floor manufacturer's specifications.</p>	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and enhancing operations through sustainable procurement of goods and services.</p>  <p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative</a> (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p>

		Minimum Sustainable Recommendations		The Manitoba Connection	
Janitorial Cleaning Supplies (Cont'd)	Adhesives, shellacs, finishes, varnishes, paints/coatings	Must meet the California Code of Regulations maximum allowable Volatile Organic Compounds (VOCs) for Specific Product Category ( <a href="http://www.arb.ca.gov/consprod/regs/regs.htm">http://www.arb.ca.gov/consprod/regs/regs.htm</a> ).		 <p>The <a href="#">Manitoba Green Building Program</a> recommends the selection and use of low VOC emitting finishes, furnishings, products and materials to improve air quality for building occupants.</p>	
	Vacuum cleaners	<ul style="list-style-type: none"> <li>• Certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners</li> <li>• Must operate with a sound level less than 70 dB</li> </ul>	<ul style="list-style-type: none"> <li>• Powered equipment to be ergonomically designed to minimize vibration, noise, and user fatigue.</li> <li>• Equipment to be designed with safeguards, such as roller or rubber bumpers to reduce potential damage to building surfaces.</li> </ul>	 <p>The <a href="#">Manitoba Green Building Program</a> supports the use of sustainable cleaning equipment.</p>	
	Carpet extraction equipment	Certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors			
	Powered floor maintenance equipment (floor buffers and burnishers, equipped with vacuums, guards, other devices)	<ul style="list-style-type: none"> <li>• Must operate with a sound level less than 70 dB</li> </ul>			
	Automated scrubbing machines	<ul style="list-style-type: none"> <li>• To be equipped with variable-speed feed pumps and on-board chemical metering to minimize the use of cleaning fluids; or use only tap water with no added cleaning products</li> </ul>			
	Hand soaps	<p>Must meet one of the following:</p> <ul style="list-style-type: none"> <li>• Does not contain antimicrobial agents (other than as a preservative) except where required by health codes and other regulations</li> <li>• Green Seal or EcoLogo certified for hand cleaners and hand soaps</li> </ul>	<ul style="list-style-type: none"> <li>• If dispensers are required, information about various dispensing options that increase hygiene, minimize cost, and maximize environmental savings should be requested.</li> </ul>	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports enhancing operations through sustainable procurement of goods and services.</p> 	
	Instant hand sanitizers	<ul style="list-style-type: none"> <li>• Must be EcoLogo certified</li> </ul>		<p>Associated eco-symbols:</p> 	

		Minimum Sustainable Recommendations	The Manitoba Connection
Janitorial Cleaning Supplies (Cont'd)	For cleaning chemical types excluded from EcoLogo and Green Seal certification program (ex. Graffiti remover, drain cleaner, etc.)	<ul style="list-style-type: none"> <li>Vendor to disclose information regarding the following:               <ul style="list-style-type: none"> <li>Hazardous ingredients present</li> <li>Biodegradability of total product</li> <li>Percent VOC in product</li> <li>pH</li> <li>Fragrance</li> <li>Type of dye</li> <li>Oral toxicity of product</li> <li>Presence of optical brightener</li> </ul> </li> <li>Product must not contain:               <ul style="list-style-type: none"> <li>Any known or suspected carcinogens/teratogens/ mutagens as per the International Agency for Research on Cancer (IARC) and American Conference of Governmental Industrial Hygienists (ACGIH)</li> <li>Endocrine disrupters</li> <li>Phosphates</li> <li>Substances listed in Canadian Environmental Protection Agency's (CEPA) toxic substance lists</li> </ul> </li> <li>Product must be non-aerosol.</li> </ul>	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and enhancing operations through sustainable procurement of goods and services.</p> 
	Paper towels	<p>Associated eco-symbols:</p> 	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and enhancing operations through sustainable procurement of goods and services.</p> 
	Paper napkins		
	Facial tissue		
Toilet paper			
Janitorial Paper Products	<ul style="list-style-type: none"> <li>Paper towels and napkins; facial tissue; bathroom tissue; and hand towels must be EcoLogo or Green Seal certified.</li> <li>The paper products must contain post-consumer waste content (PCW) as noted below:           <ul style="list-style-type: none"> <li>Bathroom tissue must contain minimum 20% PCW</li> <li>Paper towels must contain minimum 40% PCW</li> <li>Paper napkins must contain minimum 30% PCW</li> <li>Facial tissue must contain minimum 10% PCW</li> <li>General purpose industrial wipes minimum 40% PCW</li> </ul> </li> </ul>		

		Minimum Sustainable Recommendations	The Manitoba Connection
Cleaning Services	Contracted building cleaning services	<ul style="list-style-type: none"> <li>To minimize the potential for unfair wages and poor worker conditions, the contractor shall adhere to all provisions of the Employment Standard Code C.C.S.M. c. E110 in respect to wages, hours of work, and conditions of employment for both employees and individual subcontractors (<a href="http://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php">http://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php</a>).</li> <li>Cleaning services must use janitorial cleaning supplies and products with the sustainable specifications mentioned in this document.</li> <li>Accessibility requirements for cleaning services: <ul style="list-style-type: none"> <li>The contractor must provide customer service training to their employees on the Accessibility for Manitobans Act and the Human Rights Codes as it relates to people with disabilities. Cleaning services must be provided in a manner consistent with the key principles of independence, dignity and integration. The training must include instruction about: <ul style="list-style-type: none"> <li>how to interact and communicate with persons with disabilities and;</li> <li>how to interact with persons disabled by barriers who use an assistive device or require the assistance of a support person or service animal.</li> </ul> </li> <li>Instructions to prevent barriers for persons with disabilities within the building(s) must be accommodated by the vendor (e.g. prevent potential tripping hazards for visually impaired, special cleaning instructions for people with disabilities and environmental sensitivities, etc.).</li> </ul> </li> </ul> <p>The buyer should review the <a href="#">Buy Social Prairies</a> website and the <a href="#">Indigenous Business Directory</a> to ensure local cleaning service providers have the opportunity to bid.</p>	 <p>The <a href="#">Buy Social Prairies</a> website provides opportunities to enhance community economic development through purchasing decisions. A <a href="#">supplier directory</a> is provided on the website.</p>  <p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative</a> (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p> <p>The <a href="#">Accessibility for Manitobans Act</a> provides direction to mitigate the potential of accessibility barriers through the procurement of goods and services.</p>
	Office furniture and panel systems	<p>Must be either GREENGUARD or SCS Indoor Advantage certified.</p>  	
Furniture	For furniture types excluded from GREENGUARD or SCS Indoor Advantage certification program	<ul style="list-style-type: none"> <li>Select wood products and wood components that have an environmental certification (FSC, SFI or PEFC).</li> <li>Foam cushioning must be manufactured without the use of CFCs or HCFCs.</li> <li>Adhesives used in construction must be formaldehyde-free.</li> <li>Furniture glues and adhesives must be low VOC or VOC-free (water-based); vendor to supply a Safety Data Sheet (SDS) for all adhesives used in the manufacturing process.</li> <li>Metal components must be powder-coated and contain a minimum 30% recycled content, preferably including post-consumer recycled content.</li> <li>Plastic components must contain post-consumer recycled content.</li> <li>Fabric options must include biodegradable or recycled content; fabric dyes must be non-toxic and vendor must submit any SDSs for any additional chemical used to treat fabric (ex. for mothproofing, inhibiting mold, mildew resistance, flame retardant).</li> <li>Lighting components shall be equipped with energy efficient lighting.</li> <li>Furniture must be durable, easy to maintain, and easy to disassemble and recycle.</li> </ul>	 <p>The <a href="#">Manitoba Green Building Program</a> recommends the selection of products that are formaldehyde-free, emit low or no VOCs and contain recycled content.</p> <p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative</a> (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p> 
	Garbage bags	<ul style="list-style-type: none"> <li>Must be EcoLogo certified</li> </ul>	<p>Associated eco-symbol:</p> 
Bin Liners	Recycling bags	<ul style="list-style-type: none"> <li>Must be transparent and EcoLogo certified</li> </ul>	
	Organic Collection (Compost) bags	<ul style="list-style-type: none"> <li>Must be either Biodegradable Products Institute (BPI) certified or; meet ASTM-D6400 and ASTM-D6868 standards.</li> <li>Must be transparent</li> </ul>	<p>Associated eco-symbol:</p> 
			 <p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and enhancing operations through sustainable procurement of goods and services.</p>

		Minimum Sustainable Recommendations	The Manitoba Connection
Landscape Maintenance Services	Contracted service qualifications	<ul style="list-style-type: none"> <li>Landscape maintenance personnel shall have access to support from an experienced horticulturist holding a recognized horticultural diploma or degree, a Canadian Certified Horticultural Technician (CCHT) and/or have completed a certificate of apprenticeship. In addition, any personnel providing tree care (e.g. pruning) to maintain the landscape must have a valid Manitoba Arborists licence.</li> <li>The contractor must conform to the requirements set out in the Pesticide and Fertilizer Control Act (P40), the Pesticide and Fertilizer License Regulation (216/87R), and the Nutrient Management Regulation under the Water Protection Act (W65).</li> <li>The landscape must be maintained using responsible practices to minimize runoff containing nutrients (including phosphorous) and chemicals from entering the storm sewer system.</li> <li>Maintenance should be conducted in a manner that minimizes harm to all pollinators through the selection of appropriate plant stock, maintaining pollinator habitat and proper weed, insect and disease control methods.</li> <li>In support of the Accessibility for Manitobans Act, landscape features must not create accessibility barriers. This includes maintaining vegetation and trees in a manner that does not obstruct walkways and sidewalks.</li> </ul>	 <p>The <a href="#">Manitoba Green Building Program</a> recommends low water landscaping principles and practices for landscape design and maintenance.</p> <p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and enhancing operations through sustainable procurement of goods and services.</p> 
	Plant stock selection	<ul style="list-style-type: none"> <li>New trees, shrubs, and perennial and annual flowers shall focus on selections that are hardy and drought-tolerant.</li> <li>The contractor should select plants that are locally adapted and non-invasive, and that protect natural areas, create wildlife habitat, and can be used to reduce building heating and cooling loads; plant selection should also support improved storm water management.</li> </ul>	<p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative</a> (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p>  <p>The <a href="#">Accessibility for Manitobans Act</a> provides direction to mitigate the potential of accessibility barriers through the procurement of goods and services.</p> <p>The <a href="#">Buy Social Prairies</a> website provides opportunities to enhance community economic development through purchasing decisions. A <a href="#">supplier directory</a> is provided on the website.</p> 
	Plant stock warranty and replacement	<ul style="list-style-type: none"> <li>The contractor should select plant stock free of disease and opt for perennials, shrubs, and trees that are hardy and vigorous.</li> <li>All plant stock shall come with a minimum 1 year warranty and the contractor shall closely monitor the health of all new landscape plant stock.</li> </ul>	
	Fertilizer application	<ul style="list-style-type: none"> <li>The contractor shall adhere to the fertilizer requirements described under the Water Protection Act in the Nutrient Management Regulation which is intended to minimize the amount of fertilizer necessary to produce a healthy and attractive landscape.</li> <li>The contractor shall take soil samples in a variety of locations to determine the need for soil/ plant nutrients before applying fertilizer.</li> <li>Fertilizer should only be applied if the soil is without adequate nutrients for plant vigor – the intent is to reduce overall fertilizer application to keep salt build-up in the soil and to minimize excessive plant growth that requires more maintenance time, water, and fertilization.</li> <li>Preference must be given to organic fertilizers; prohibit fertilizers under the Organic Urban Land Care's Organic Land Care Standard, Fourth Edition, 2007 List 1.</li> <li>Regular upgrading of the soil resource should be accomplished using compost materials to increase soil fertility and enhance soil moisture retention.</li> </ul>	
	Weed control	<ul style="list-style-type: none"> <li>The contractor is responsible for keeping all areas free of weeds; the contractor is required to control weeds by:               <ol style="list-style-type: none"> <li>the use of organic mulches;</li> <li>manual labour; and</li> <li>herbicide controls, in that order</li> </ol> </li> </ul>	
	Insect and disease control	<ul style="list-style-type: none"> <li>The contractor shall minimize the potential of insect infestations and disease through proper plant and material selection, appropriate site preparation, and careful maintenance.</li> <li>The contractor shall have the ability to diagnose and treat insect problems and diseases; preference shall be given to the use of:               <ol style="list-style-type: none"> <li>biological controls;</li> <li>organic insecticide/ pesticide/ fungicides; and</li> <li>the least toxic chemical controls, in that order</li> </ol> </li> </ul>	



	Minimum Sustainable Recommendations	The Manitoba Connection
Landscape Maintenance	Landscape waste clean-up	
	Pruning	
	Lawn maintenance	
	Reducing accessibility barriers	
Washroom Fixtures	<ul style="list-style-type: none"> <li>Toilets (bowls, tanks and flushers)</li> <li>Urinals</li> <li>Showerheads</li> <li>Faucets</li> </ul>	 <p>The <a href="#">Manitoba Green Building Program</a> requires selection and installation of water efficient fixtures and fittings.</p>
Light Bulb Recycling	Light bulb-recycling services	 <p>Manitoba's <a href="#">Waste Reduction and Prevention (WRAP) Act</a> specifies that governments, government agencies and all members of society are responsible for reducing and preventing waste.</p> <p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and reducing environmental impacts through improved waste diversion.</p> 
Battery Recycling	Batteries over 5kg	
	Batteries under 5kg	



Minimum Sustainable Recommendations

The Manitoba Connection

Computers and Other Electronics

- Computers
- Laptops/notebooks
- Displays (monitors)
- Televisions
- Networking equipment

- Vendors must supply:
  - Computers, laptops and displays that achieved Bronze registration or higher in the EPEAT system.
  - Televisions that achieved Bronze registration or higher in the EPEAT system. If EPEAT is not available (e.g. commercial sized TVs), request for ENERGY STAR certified and RoHS compliant equipment.
  - Networking equipment that achieved Bronze registration or higher in the EPEAT systems and/or are ENERGY STAR and RoHS compliant.
- Vendors must supply goods made from electronic manufacturers that are working towards a "conflict mineral free" supply chain. The Vendor must ask the manufacturer for its brand policy and proof of the manufacturer's involvement in programs aimed to establish a conflict-free supply chain of Tantalum, Tin, Tungsten and Gold (3T+G). The Vendor must provide the manufacturer's proof of involvement.
- The electronic equipment provided must be compatible with widely available assistive technologies and devices to ensure conformance with the Accessibility for Manitobans Act.
  - The accessibility features of the electronic equipment provided must follow the seven principles of universal design (Equitable Use, Flexibility in Use, Simple and Intuitive Use, Perceptible Information, Tolerance for Error, Low Physical Effort and Size and Space for Approach and Use). <http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/>

Associated eco-symbols:



The [Manitoba Green Building Program](#) requires selection and installation of energy efficient electronics and appliances.






The [Accessibility for Manitobans Act](#) provides direction to mitigate the potential of accessibility barriers through the procurement of goods and services.











The Manitoba [Climate and Green Plan Act](#) supports reducing greenhouse gas emissions and enhancing operations through sustainable procurement of goods and services.


















The Province of Manitoba's Procurement Services Branch has introduced an [Indigenous Procurement Initiative](#) (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an [Indigenous Business Directory](#), a resource guide for buyers, to support this initiative.

		Minimum Sustainable Recommendations	The Manitoba Connection
Imaging Equipment	<ul style="list-style-type: none"> <li>Printers</li> <li>Scanners</li> <li>Photocopiers</li> <li>Faxes</li> <li>Multifunction devices (MFDs)</li> </ul>	<p>Associated eco-symbols:</p>  <ul style="list-style-type: none"> <li>Vendors must supply imaging equipment that achieved Bronze registration or higher in the EPEAT system.</li> <li>For MFD's and printers, vendor must provide the following information: <ul style="list-style-type: none"> <li>Life expectancy per printed page for all consumables including drums, cartridges, fuse kits, document feeder kits, roller kits, and image kits.</li> <li>Details of equipment take back program and the recycling of all materials.</li> <li>Devices must be compatible with the use of remanufactured imaging consumables.</li> <li>A lifecycle cost analysis considering the cost of the device(s) from purchase through deployment, maintenance, management, and disposal. The evaluation should include the cost of the initial hardware as well as all other factors including the cost of consumables (paper, toner) and energy consumption.</li> </ul> </li> <li>Vendors must supply goods made from electronic manufacturers that are working towards a "conflict mineral free" supply chain. The Vendor must ask the manufacturer for its brand policy and proof of the manufacturer's involvement in programs aimed to establish a conflict-free supply chain of Tantalum, Tin, Tungsten and Gold (3T+G). The Vendor must provide the manufacturer's proof of involvement.</li> <li>Imaging equipment must follow universal design principles (Equitable Use, Flexibility in Use, Simple and Intuitive Use, Perceptible Information, Tolerance for Error, Low Physical Effort and Size and Space for Approach and Use) to accommodate a variety of users and ensure conformance with the Accessibility for Manitobans Act. <a href="http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/">http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/</a></li> </ul>	 <p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and enhancing operations through sustainable procurement of goods and services.</p>  <p>The <a href="#">Manitoba Green Building Program</a> requires selection and installation of energy efficient electronics and appliances.</p> <p>The <a href="#">Accessibility for Manitobans Act</a> provides direction to mitigate the potential of accessibility barriers through the procurement of goods and services.</p> <p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative</a> (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p>
Electronic Waste Recycling	<p>Electronic waste recycling services (for equipment not fit for re-use)</p>	<ul style="list-style-type: none"> <li>To manage end-of-life electronics regulated under the Electrical and Electronic Equipment Stewardship Regulation, select the recyclers approved by Electronic Products Recycling Association (EPRA) Manitoba (<a href="#">click here to see to EPRA approved recyclers</a>)</li> <li>To manage end-of-life electronics outside the scope of the Electrical and Electronic Equipment Stewardship Regulation (no electronic handling fee paid at time of purchase), request a vendor that meets the following criteria: <ul style="list-style-type: none"> <li>Be in compliance with all applicable legislation and permitted to accept and process e-waste and conform with the requirements set out by the Basel Convention</li> <li>Guarantee 100% proper and safe electronic waste recycling</li> <li>Certify equipment destruction</li> <li>Provide a summary report outlining the total weight of the electronics sent for recycling and the weight of the resources collected from the equipment</li> <li>Provide the name and address of companies that receive the resources extracted from the e-waste</li> </ul> </li> </ul>	 <p>The Manitoba government has legislative requirements for electronic waste recycling under the Electrical and Electronic Equipment Stewardship Regulation of the <i>Waste Reduction and Prevention Act</i>. In Manitoba, an Environmental Handling Fee (EHF) is applied to the sale of new electronic products sold in Manitoba. Program revenue is used for the collection, transportation and responsible recycling of unwanted electronics.</p>  <p>The Electronic Products Recycling Association (EPRA) is responsible for providing for the safe collection and recycling of electronics and electrical equipment in Manitoba.</p>

















		Minimum Sustainable Recommendations	The Manitoba Connection	
Hot Beverages		<ul style="list-style-type: none"> <li>Coffee must be Fairtrade certified (FAIRTRADE International Mark) or vendors must provide proof from an independent third party that Fairtrade criteria are met.               <ul style="list-style-type: none"> <li>Products carrying a Fairtrade label, or imported and distributed by Fair Trade Organizations, will be deemed to comply. Vendors can prove compliance with the requirements by any other appropriate means.</li> </ul> </li> <li>Tea must be Fairtrade certified (FAIRTRADE International Mark) and/or Rainforest Alliance certified or vendors must provide proof from an independent third party that Fairtrade and/or Rainforest Alliance criteria are met.               <ul style="list-style-type: none"> <li>Products carrying a Fairtrade and/or Rainforest Alliance label will be deemed to comply. Vendors can prove compliance with the requirements by any other appropriate means.</li> </ul> </li> <li>Hot chocolate must be Fairtrade certified (FAIRTRADE International Mark) or vendors must provide proof from an independent third party that Fairtrade criteria are met.               <ul style="list-style-type: none"> <li>Products carrying a Fairtrade label, or imported and distributed by Fair Trade Organizations, will be deemed to comply. Vendors can prove compliance with the requirements by any other appropriate means.</li> </ul> </li> <li>Sugar must be Fairtrade certified (FAIRTRADE International Mark) or vendors must provide proof from an independent third party that Fairtrade criteria are met.               <ul style="list-style-type: none"> <li>Products carrying a Fairtrade label, or imported and distributed by Fair Trade Organizations, will be deemed to comply. Vendors can prove compliance with the requirements by any other appropriate means.</li> </ul> </li> </ul>	<p>Associated eco-symbols:</p>    	 <p>In Manitoba, Gimli, Selkirk, Winnipeg and Brandon have been awarded Fair Trade Town status by <a href="#">the Canadian Fair Trade Network</a>. Sourcing Fairtrade certified products supports the Fair Trade Town designations. These products can also help achieve Fairtrade Workplace designation.</p> <p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing environmental and social impacts, as well as enhancing operations through sustainable procurement of goods and services.</p> 
	Coffee filters	Unbleached or reusable filters		
Drinking Water	Drinking water – Filtration System	<p>Bottled coolers:</p> <ul style="list-style-type: none"> <li>Equipment should be ENERGY STAR certified.</li> <li>Vendor should provide drinking water carbon filter to remove chlorine, lead and other compounds but retain natural trace minerals.</li> <li>Water is to be delivered in reusable, sanitized carboys with no-spill caps and integral handles. Carboys must be composed of materials deemed safe by Health Canada.</li> <li>Vendor must provide cooler cleaning services in compliance with Health Canada's standards.</li> </ul> <p>Bottle-less coolers:</p> <ul style="list-style-type: none"> <li>Vendor should supply and install plumbed, freestanding, point of use carbon filtered coolers (bottle-less coolers) in designated locations.</li> <li>Preference should be given to equipment bearing Energy Star accreditation.</li> <li>Bottle-less coolers shall produce water that is carbon filtered to remove chlorine, lead but retaining natural trace minerals.</li> <li>Vendor must provide cooler cleaning services in compliance with Health Canada's standards.</li> </ul>	<p>Associated eco-symbols:</p> 	 <p>In 2011, the <a href="#">Province of Manitoba announced that government offices will no longer purchase small bottles of drinking water</a>, following a change in policy to encourage Manitoba government departments, special operating agencies, and boards and commissions to drink tap water.</p> <p>The new policy bans the use of provincial funds to buy single-use bottled water in plastic containers with less than one litre of water when tap water that is safe for drinking is reasonably accessible. The policy includes an exception when safe drinking water is not available.</p>

		Minimum Sustainable Recommendations	The Manitoba Connection	
Dinnerware	Compostable cups, plates, bowls, utensils, food containers, straws, stir sticks, napkins, etc.	<p>Dinnerware (e.g. cups, plates, bowls, utensils, straws and food containers):</p> <ul style="list-style-type: none"> <li>• Must be Biodegradable Products Institute (BPI) certified.</li> <li>• If dinnerware is not BPI certified, request the following: <ul style="list-style-type: none"> <li>➢ Dinnerware must meet ASTM-D6400 and ASTM-D6868 standards</li> <li>➢ All printing must be of water-based or vegetable-based ink</li> <li>➢ Request for products with compostable resins produced from agricultural waste products</li> </ul> </li> <li>• Dinnerware must not contain fluorinated chemicals.</li> </ul> <p>Paper napkins:</p> <ul style="list-style-type: none"> <li>• Show preference for napkins that are BPI certified.</li> <li>• If napkins are not BPI certified, request FSC/SFI/PEFC certified and/or EcoLogo and/or Green Seal certified.</li> <li>• Napkins must not contain fluorinated chemicals</li> </ul> <p>Note: instead of purchasing compostable dinnerware, consider procuring permanent dinnerware for your organization where feasible (e.g. cafeterias and kitchens) and encourage employees to use their own personal coffee mugs or drinking glasses.</p>	<p>Associated eco-symbols:</p>    	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing environmental and social impacts, as well as enhancing operations through sustainable procurement of goods and services.</p>  <p>Many businesses and groups across the country eliminating plastic, especially single-use straws, in an effort to be more environmentally friendly.</p>
Food Services	Catering, food service providers, cafeterias, etc.	<p>Request vendor meet one or more of the following criteria for at least 25% (by cost) of the total combined food and beverages:</p> <ul style="list-style-type: none"> <li>• Local – Produced within 160 km radius of site (written evidence must be provided to verify the environmental claim)</li> <li>• Sustainably Sourced: <ul style="list-style-type: none"> <li>➢ Canada Organic</li> <li>➢ US Certified Organic</li> <li>➢ Fair Trade Certified (FAIRTRADE International Mark)</li> <li>➢ Marine Stewardship Council Eco-Label</li> <li>➢ Rainforest Alliance Certified</li> </ul> </li> </ul> <p>The buyer should review the <a href="#">Buy Social Prairies</a> website and the <a href="#">Indigenous Business Directory</a> to ensure local food service providers have the opportunity to bid.</p>	<p>Associated eco-symbols:</p>    	<p>In Manitoba, Gimli, Selkirk, Winnipeg and Brandon have been awarded Fair Trade Town status by <a href="#">the Canadian Fair Trade Network</a>. Sourcing Fairtrade certified products supports the Fair Trade Town designations. These products can also help achieve Fairtrade Event designation.</p>  <p><a href="http://www.buymanitobafoods.ca/">http://www.buymanitobafoods.ca/</a></p>  <p>The <a href="#">Buy Social Prairies</a> website provides opportunities to enhance community economic development through purchasing decisions. A <a href="#">supplier directory</a> is provided on the website.</p> <p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing environmental and social impacts, as well as enhancing operations through sustainable procurement of goods and services.</p> 

	Minimum Sustainable Recommendations	The Manitoba Connection
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Used Cooking Oil Recycling Services</p>	<p>Used cooking oil recycling services</p> <ul style="list-style-type: none"> <li>The vendor must recycle the collected used oil (e.g. agricultural feed and/or biodiesel production)</li> <li>The vendor should provide monetary incentives for the collected cooking oil and provide detailed statements outlining the volume of oil collected and price rates (e.g. \$/tonne)</li> <li>The vendor must provide appropriately sized used oil collection containers to accommodate the storage location and the volume of oil generated; the container must also be appropriately sized to reduce the frequency of pick-ups and the greenhouse gas emissions associated with the transportation of oil to the recycling facility</li> </ul> <p>Other things to consider:</p> <ul style="list-style-type: none"> <li>To reduce the use of cooking oil, explore opportunities to install efficient oil filtration systems for deep fryers. Oil filtration systems can help keep the cooking oil clean for a longer period of time, which reduces costs associated with purchasing cooking oil and recycling the cooking oil.</li> </ul>	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and reducing environmental impacts through improved waste diversion.</p> 
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Organic Waste Pick-up Services</p>	<p>Organic waste collection services</p> <ul style="list-style-type: none"> <li>Organic materials collected must be delivered to a composting facility. The materials must be processed to create compost in accordance with all requirements set out by provincial legislation.</li> <li>Organic materials should be delivered to a composter that is a member of the Composting Council of Canada and/or US Composting Council and develops compost product meeting the CCME Standard “Guidelines for Composting Quality”</li> </ul> <p>To make the implementation of a composting program more effective:</p> <ul style="list-style-type: none"> <li>use compost-friendly supplies in eating areas such as compostable dinnerware, wooden stir sticks, plastic-free butter pats, and compostable bin liners; <ul style="list-style-type: none"> <li>give preference to products bearing the Biodegradable Products Institute (BPI) certified compostable certification; and</li> </ul> </li> <li>determine the cost of compost pick-up on a by-weight basis</li> </ul>	 <p>Priorities for waste reduction including organic material collection and composting are highlighted in the <a href="#">Waste Reduction and Prevention Act W40</a>.</p> <p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing greenhouse gas emissions and reducing environmental impacts through improved waste diversion.</p> 








# PAPER OFFICE PRODUCTS & PACKAGING




		Minimum Sustainable Recommendations	The Manitoba Connection	
Other Office Paper	White and coloured copy paper	<ul style="list-style-type: none"> <li>Minimum 30% post-consumer waste content and certified by one of the following:               <ul style="list-style-type: none"> <li>Forest Stewardship Council (FSC)</li> <li>Sustainable Forestry Initiative (SFI)</li> <li>Programme for the Endorsement of Forest Certification (PEFC)</li> </ul> </li> <li>Other things to consider:               <ul style="list-style-type: none"> <li>Show preference for paper whitening using bleaching agents that do not contain chlorine compounds (e.g. Process Chlorine-free).</li> <li>Show preference for paper which is also Green Seal or EcoLogo certified.</li> </ul> </li> </ul>	Associated eco-symbols:      	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing environmental and social impacts, as well as enhancing operations through sustainable procurement of goods and services.</p> 
	Envelopes	<ul style="list-style-type: none"> <li>Minimum 30% post-consumer waste content and certified by one of the following:               <ul style="list-style-type: none"> <li>Forest Stewardship Council (FSC)</li> <li>Sustainable Forestry Initiative (SFI)</li> <li>Programme for the Endorsement of Forest Certification (PEFC)</li> </ul> </li> <li>Other things to consider:               <ul style="list-style-type: none"> <li>Show preference for paper whitening using bleaching agents that do not contain chlorine compounds (e.g. Process Chlorine-free).</li> </ul> </li> </ul>	Associated eco-symbol: 	
	Notepads			
	Stationery paper			
Folders				
Thermal Paper	Receipt paper	<ul style="list-style-type: none"> <li>Must be Forest Stewardship Council (FSC) Certified; and/or made of 100% recycled paper</li> <li>Show preference for thermal paper formulated without the use of any phenol-based thermal developer (e.g. select thermal stock formulated with vitamin C).</li> </ul>	Associated eco-symbol: 	<p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative (IPI)</a> to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p> 
Paperboard Packaging	Corrugated cardboard, folding cartons, boxboard, industrial paperboard, etc.	<ul style="list-style-type: none"> <li>Minimum 30% post-consumer waste content and certified by one of the following:               <ul style="list-style-type: none"> <li>Forest Stewardship Council (FSC)</li> <li>Sustainable Forestry Initiative (SFI)</li> <li>Programme for the Endorsement of Forest Certification (PEFC)</li> </ul> </li> <li>Vendor must use low-VOC inks</li> <li>Unbleached paperboard for natural colour packaging. If bleaching required, show preference for paperboard whitening using bleaching agents that do not contain chlorine compounds (e.g. Process Chlorine-free).</li> </ul>	Associated eco-symbols:    	



## PRODUCTS & SERVICES ESSENTIAL FOR BUSINESSES

		Minimum Sustainable Recommendations	The Manitoba Connection	
Printing Services	Printing services	<ul style="list-style-type: none"> <li>When purchasing printing services, specify the following:               <ul style="list-style-type: none"> <li>Low-VOC inks</li> <li>Paper must be Forest Stewardship Council (FSC) certified</li> </ul> </li> <li>FSC Certified Printers, which are part of the FSC chain of custody certification, must be selected and the appropriate FSC trademark must be placed on printed materials. <a href="https://info.fsc.org/certificate.php">https://info.fsc.org/certificate.php</a></li> <li>Show preference for paper whitening using bleaching agents that do not contain chlorine compounds (e.g. Process Chlorine-free).</li> </ul> <p>Other things to consider: If design services are also within the scope of the service, request the following:</p> <ul style="list-style-type: none"> <li>The contractor must understand the requirements set out in <a href="#">The Accessibility for Manitobans Act</a> and the associated Standards.</li> <li>The contractor must support requirements for enhancing accessibility pertaining to the communication and marketing materials (e.g. contrast, font size and alternative formats) from design to promotion/distribution, as intended within the Act and Standards.</li> </ul>	<p>Associated eco-symbols:</p>  	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing environmental and social impacts, as well as enhancing operations through sustainable procurement of goods and services.</p> 
	Buying remanufactured toner cartridges	<ul style="list-style-type: none"> <li>Vendors must provide cartridges that are fully remanufactured to specifications equal to or exceeding that of the comparable OEM cartridge standards of performance and quality of print and to produce a number of copies equal to or exceeding the capacity of the OEM cartridge.               <ul style="list-style-type: none"> <li>Cartridges furnished to this specification shall meet or exceed the latest remanufactured cartridge standards, or the guidelines (e.g. National Standard of Canada Remanufacturer Toner Cartridge Standard – CAN 53.148-2017, ASTM, ANSI, etc.)</li> </ul> </li> </ul>		<p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative</a> (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p> 
Toner Cartridges	Toner cartridge recycling services	<ul style="list-style-type: none"> <li>When possible, Vendor must remanufacture collected cartridges.               <ul style="list-style-type: none"> <li>Vendor to remanufacture cartridges to specifications equal to or exceeding that of the comparable OEM cartridge standards of performance and quality of print.                   <ul style="list-style-type: none"> <li>Cartridges furnished to this specification shall meet or exceed the latest remanufactured cartridge standards, or the guidelines (e.g. National Standard of Canada Remanufacturer Toner Cartridge Standard – CAN 53.148-2017, ASTM, ANSI, etc.)</li> </ul> </li> </ul> </li> <li>Vendors to ensure remaining toner in used cartridges, and all cartridges, casings, and parts not remanufactured or used to create a remanufactured cartridge, are recycled or disposed of in a manner that complies with all environmental, human health, and safety laws and regulations.               <ul style="list-style-type: none"> <li>Vendors to provide details of their recycling program.</li> </ul> </li> </ul>	<p>The <a href="#">Buy Social Prairies</a> website provides opportunities to enhance community economic development through purchasing decisions. A <a href="#">supplier directory</a> is provided on the website.</p> 	







		Minimum Sustainable Recommendations	The Manitoba Connection
Binders & Clipboards	Binders (3-ring, plastic-covered paperboard)	<ul style="list-style-type: none"> <li>Minimum 20% post-consumer waste content in paperboard</li> <li>Consider alternatives to PVC products</li> </ul>	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing environmental and social impacts, as well as enhancing operations through sustainable procurement of goods and services.</p> 
	Binders (paper-covered paperboard)	<ul style="list-style-type: none"> <li>Minimum 75% post-consumer waste content</li> </ul>	
	Binders (solid plastic)	<ul style="list-style-type: none"> <li>HDPE: minimum 90% post-consumer waste content</li> <li>PE: minimum 30% post-consumer waste content</li> <li>PET: 100% post-consumer waste content</li> </ul>	
	Plastic clipboards		
Writing Supplies	Pens and pencils	<ul style="list-style-type: none"> <li>Opt for refillable; if single-use: minimum 50% post-consumer waste content or compostable</li> <li>Consider EcoLogo certified products</li> </ul>	<p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative (IPI)</a> to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p>  <p>The <a href="#">Buy Social Prairies</a> website provides opportunities to enhance community economic development through purchasing decisions. A <a href="#">supplier directory</a> is provided on the website</p> 
	Highlighters and markers	<ul style="list-style-type: none"> <li>Certified AP nontoxic ("approved product" by Art and Creative Materials Institute)</li> <li>Refillable (if available)</li> </ul>	
	Correction fluid and glue/adhesives	<ul style="list-style-type: none"> <li>Certified AP non-toxic ("approved product" by Art and Creative Materials Institute)</li> </ul>	
Misc. Office Products	Plastic desktop accessories (organizers, trays, pencil holders, etc.)	<ul style="list-style-type: none"> <li>Minimum 25% post-consumer waste content</li> <li>Consider alternatives to PVC products</li> </ul>	
	Plastic envelopes	<ul style="list-style-type: none"> <li>Minimum 25% post-consumer waste content</li> </ul>	
	Paper clips	<ul style="list-style-type: none"> <li>Metal or plastic (instead of PVC-coated)</li> </ul>	
	Report covers	<ul style="list-style-type: none"> <li>Polypropylene or pressboard (instead of PVC)</li> </ul>	
	Sheet protectors	<ul style="list-style-type: none"> <li>Consider polypropylene (instead of PVC)</li> </ul>	
	Transparencies	<ul style="list-style-type: none"> <li>Minimum 25% post-consumer waste content</li> </ul>	

Associated eco-symbol:





Associated eco-symbol:



		Minimum Sustainable Recommendations	The Manitoba Connection
	HDPE plastic presentation folders	<ul style="list-style-type: none"> <li>Minimum 90% post-consumer waste content</li> </ul>	<p>The Manitoba <a href="#">Climate and Green Plan Act</a> supports reducing environmental and social impacts, as well as enhancing operations through sustainable procurement of goods and services.</p> 
	Labels	<ul style="list-style-type: none"> <li>Must be Forest Stewardship Council (FSC) Certified</li> </ul> <p>Associated eco-symbols:</p> 	
	Office waste and recycling receptacles	<ul style="list-style-type: none"> <li>Look for receptacles (steel or plastic) made with a high post-consumer waste content</li> </ul>	
Warehouse Pallets	Wooden and plastic pallets	<ul style="list-style-type: none"> <li>If the weight of the product to be shipped or stored on pallets is suitable for plastic pallets, request plastic pallets as follows: <ul style="list-style-type: none"> <li>Plastic pallets must be manufactured with 100% post-consumer or post-industrial plastic material</li> <li>Vendor take-back program where the vendor reclaims the purchased pallets that have reached the end of their life and remolds them into new pallets</li> </ul> </li> <li>If the weight of the product to be shipped or stored on pallets exceeds the capacity of plastic pallets, request wooden pallets as follows: <ul style="list-style-type: none"> <li>For pallets to be used and remain in Canada and the U.S., select untreated wood pallets (note that the ISPM-15 standard for wood treatment does not apply if the pallet remains within Canada and the U.S.)</li> <li>If the pallets are shipped internationally, select heat-treated pallets with no chemicals used; in addition, request for wood derived from a sustainable forest certified by an internationally recognized third-party forestry stewardship program (FSC, SFI, etc.)</li> </ul> </li> </ul> <p>Also, wooden pallets that have reached the end of their life should be sent to a pallet recycling facility to reduce landfill waste. The wood can be reused to create new pallets or be converted into gardening mulch.</p>	<p>The Province of Manitoba's Procurement Services Branch has introduced an <a href="#">Indigenous Procurement Initiative</a> (IPI) to increase the participation of Indigenous businesses in providing goods and services to government. The Province maintains an <a href="#">Indigenous Business Directory</a>, a resource guide for buyers, to support this initiative.</p> 
Supply Delivery Services	Supply delivery services	<p>To minimize greenhouse gas emissions and solid waste production, the vendor should be encouraged to develop sustainable strategies including:</p> <ul style="list-style-type: none"> <li>Product delivery consolidations and no excessive packaging</li> <li>Efficient logistics and route planning (ex. one-day-a-week deliveries, minimal left turns)</li> <li>No idling of vehicles</li> <li>Use of fuel efficient delivery vehicles</li> </ul> <p>In order to calculate the greenhouse gas emissions associated with supply delivery services, the vendor should provide monthly reports containing the following information:</p> <ul style="list-style-type: none"> <li>Type(s) of vehicles used for the service (make/model/year)</li> <li>Volumes of fuel by vehicle type used for the service.</li> <li>Distance travelled by vehicle type for the service.</li> </ul>	<p>The <a href="#">Buy Social Prairies</a> website provides opportunities to enhance community economic development through purchasing decisions. A <a href="#">supplier directory</a> is provided on the website</p> 



# WASTE MANAGEMENT SERVICES

		Minimum Sustainable Recommendations	The Manitoba Connection
Cardboard Recycling	Cardboard recycling services	<ul style="list-style-type: none"> <li>The vendor must ensure all cardboard collected is sent to manufacturers for recycling and not deposited in the landfill.</li> <li>If cardboard recycling metrics are required, request the vendor provide weights of cardboard materials collected on the invoices .</li> <li>If your organization is using or transitioning to a commodity-based recycling program:               <ul style="list-style-type: none"> <li>Request the vendor use a commodity-based approach for cardboard recycling services – the purchase price for the cardboard should be based on the weight of the material collected and the current market value, less cost to the vendor.</li> </ul> </li> <li>If your organization requires detailed monitoring of collection services and reporting data:               <ul style="list-style-type: none"> <li>Request the vendor provide truck-mounted technologies such as Radio-Frequency Identification Tags (RFID), Global Positioning Systems (GPS), weigh scale, camera modules, etc. and integrated software technologies to enhance collection services and reporting data.</li> </ul> </li> </ul>	 <p>Manitoba’s <i>Waste Reduction and Prevention (WRAP) Act</i> specifies that governments, government agencies and all members of society are responsible for reducing and preventing waste.</p> <p>The Manitoba <i>Climate and Green Plan Act</i> supports reducing greenhouse gas emissions and reducing environmental impacts through improved waste diversion.</p> 
Commingled Recycling	Commingled recycling services (mixed papers and mixed containers)	<ul style="list-style-type: none"> <li>Request the vendor provide a list of materials they collect for recycling.</li> <li>Request a written guarantee from the vendor that ensures all materials picked up by the vendor for recycling are sent to manufacturers for recycling, not deposited in a landfill.</li> <li>Ensure the vendor informs you of any changes to the recycling opportunities you may not have listed in your bid documents; vendors may be able to provide other services or know of opportunities being developed in the future (e.g. light bulb recycling).</li> </ul>	
Light Bulb Recycling	Light bulb recycling services	See <a href="#">Light-Bulb Recycling</a> in the Building Maintenance, Repair & Operation section.	
Battery Recycling	Batteries over 5kg	See <a href="#">Battery Recycling</a> in the Building Maintenance, Repair & Operation section.	
	Batteries under 5kg		

		Minimum Sustainable Recommendations	The Manitoba Connection
Electronic Waste Recycling	Electronic waste (e-waste) recycling services	For recycling end-of-life electronics, see <a href="#">Electronic Waste Recycling Services</a> in the Electronics section.	 
Organic Waste Pick-up	Organic waste collection services	See <a href="#">Organic Waste Pick-up Services</a> in the Food & Kitchen section.	 Manitoba's <i>Waste Reduction and Prevention (WRAP) Act</i> specifies that governments, government agencies and all members of society are responsible for reducing and preventing waste.
Used Cooking Oil Recycling	Used Cooking Oil Recycling	See <a href="#">Used Cooking Oil Recycling Services</a> in the Food & Kitchen section.	