

Green Procurement Compliance Checklist

Project / Purchase Information

Project/Product Name	<input type="text"/>
Date	<input type="text"/>
Department	<input type="text"/>
Procurement Manager	<input type="text"/>

Compliance Criteria

	Checklist Item	Details/Comments
<input type="checkbox"/>	Is the product or service certified by recognized green standards?	<input type="text"/>
<input type="checkbox"/>	Does it minimize resource use (energy, water, materials) throughout its lifecycle?	<input type="text"/>
<input type="checkbox"/>	Are recycled or renewable materials used in production?	<input type="text"/>
<input type="checkbox"/>	Is the product designed to be recyclable or biodegradable?	<input type="text"/>
<input type="checkbox"/>	Does it avoid hazardous or toxic substances?	<input type="text"/>
<input type="checkbox"/>	Is supplier committed to sustainable practices?	<input type="text"/>
<input type="checkbox"/>	Is packaging minimized and/or eco-friendly?	<input type="text"/>
<input type="checkbox"/>	Is there a plan for responsible disposal at end-of-life?	<input type="text"/>

Summary/Notes

