



Checklist CE-smart procurement for packaging when procuring goods

Introduction and purpose of the checklist

This checklist is a general checklist on circular requirements and criteria related to the theme of packaging in public procurement of goods and services. The checklist can be used for

- Questions for market inquiries for relevant framework agreements
- give guidance on the use of minimum requirements vs using award criteria for circular packaging in relevant contracts
- provide suggestions for minimum requirement formulas and verification requirements that can be used in the tender documents.
- suggestions for how to do contractual follow-up and collaboration with the tenderer/supplier on circular questions related to packaging as part of the contract.

The checklist follows the waste hierarchy and starts with the highest order of this hierarchy first, which is eliminating and minimising the use of packaging. It then proceeds progressively through each step in the waste hierarchy with suggestions for actions to take depending on the responses given in the market dialogue. Writing in red form is used when relevant text items needs to be adapted by the procurer according to the individual needs of the tender.

Questions for market dialogue

To assess the market readiness for services, products and solutions that can promote the market for CE-smart packaging, market inquiries with relevant tenderers should be carried out prior to the submission of the tender. Market inquiry can be done either as physical or digital meetings or directly with relevant suppliers.

In the table below you can find a selection of questions that can be used to assess the market readiness for packaging that supports circularity and the circular economy. In the section of the table called follow-up action you will find suggested follow-up actions depending on the responses you receive in the market inquiries.

Market inquiry questions on circular packaging

Question	Follow-up action
<p>Reducing packaging</p> <p>Can you eliminate or reduce the amount of packaging for the products?</p> <p><input type="checkbox"/> Yes, all the products</p> <p><input type="checkbox"/> Yes, the following:</p> <p>_____</p>	<p>If at least three responses of yes, make it a minimum requirement that products be delivered without packaging or with reduced amount of packaging.</p> <p>Employ for instance the formula below:</p>



<p><input type="checkbox"/> No</p>	<p>Requirement specification: “The following products shall be delivered without/with reduced amount of packaging [insert relevant products]</p> <p>The supplier shall describe their system/ scheme for delivery of goods without packaging and how they ensure that the products are delivered without damage to the goods.</p> <p>If the response is no or inconsistent, continue to the next parts of the table.</p>
<p>Reusable packaging Can you employ reusable packaging/delivery packaging for the products covered by this agreement?</p> <p><input type="checkbox"/> Yes, all the products <input type="checkbox"/> Yes, the following products (specify): _____</p> <p><input type="checkbox"/> No</p>	<p>If at least three responses of yes, make it a requirement that some products or parts of the product be delivered with reusable packaging. Employ for instance this formula:</p> <p>“The supplier shall offer packaging that is reusable/delivery packaging which is reusable for the following products: [insert relevant products].”</p> <p>If the response is no; continue to the next part of this document, step 2.</p>



1. Minimising/eliminating the use of packaging

The greatest environmental and climate-effect would be to eliminate or minimise the use of packaging. Use market dialogue/RFI (request for information) and responses from the suppliers as a basis. In the table below you will find relevant questions and suggested follow-up-actions for the questions based on the responses given in the market inquiries.

Question	Follow-up action
<p>Reducing packaging</p> <p>Can you eliminate or reduce the amount of packaging for the products?</p> <p><input type="checkbox"/> Yes, all the products</p> <p><input type="checkbox"/> Yes, the following:</p> <hr/> <p><input type="checkbox"/> No</p>	<p>If at least three responses of yes, make it a minimum requirement that products be delivered without packaging or with reduced amount of packaging.</p> <p>Employ for instance the formula below:</p> <p>Requirement specification:</p> <p>“The following products shall be delivered without/with reduced amount of packaging [insert relevant products]</p> <p>The supplier shall describe their system/ scheme for delivery of goods without packaging and how they ensure that the products are delivered without damage to the goods.</p> <p>If the response is no or inconsistent, continue to the next parts of the table.</p>
<p>Reusable packaging</p> <p>Can you employ reusable packaging/delivery packaging for the products covered by this agreement?</p> <p><input type="checkbox"/> Yes, all the products</p> <p><input type="checkbox"/> Yes, the following products (specify):</p> <hr/> <p><input type="checkbox"/> No</p>	<p>If at least three responses of yes, make it a requirement that some products or parts of the product be delivered with reusable packaging.</p> <p>Employ for instance this formula:</p> <p>“The supplier shall offer packaging that is reusable/delivery packaging which is reusable for the following products: [insert relevant products].”</p> <p>If the response is no; continue to the next part of this document, step 2.</p>



2. Use packaging which is part of a reuse/repurposing/recycling system

The next measure is to buy the most eco-friendly packaging. Use the responses in the market dialogue/RFI as a basis for deciding whether to use minimum requirements or award criteria.

Below is a table of suggested requirement specifications that can be used.

The first part of the requirements covers the material(s) the packaging is made from.

The second part covers whether the packaging used will be recyclable.

Suggestions for requirement specifications	Verification requirements
<p>Packaging materials requirements</p> <p>Packaging should to the greatest extent be made from renewable resources and resources with low climate footprint, like cardboard, massive cardboard, carton, bamboo, wood or similar). If there are no alternatives to plastic packaging for specific products, these should preferably be made from recycled plastic or plastic which is recyclable.</p> <p>Packaging products made from fossil-based plastic shall/should be made from recycled plastic. Bio-based plastic shall/should be made from biomass from secondary raw materials, such as residual waste from other industries.</p> <p>All kinds of biodegradable plastic (biodegradable-, compostable) which must be sorted as ordinary waste should be avoided.</p>	<p>It must be clearly marked in the product list/price form (attachment x) what material the products are made from and whether they are made from recycled material</p>
<p>Recyclability</p> <p>All packaging used in connection with delivery and distribution must be able to be waste sorted separately, be part of a return/disposal system and be recyclable. It must be clearly indicated how to sort the packaging.</p>	<p>It must be clearly marked in the product list/price form (attachment x) what material the products are made from and whether they are recyclable</p>



Products must not contain more packaging than what is needed to distribute, store, and mark the products responsibly.	
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3. Contractual follow up

The next step will be to make sure that the supplier as a part of contractual follow-up commits to working on increasing the use of recycled and reusable material for packaging and implementing measures that will contribute to increasing the share of sorted and recycled materials. See the wordings in the table below for suggestions of contractual terms.

Possible contractual terms or requirements:

Contractual requirements
<p>The supplier shall throughout the period of the contract contribute to achieving the following:</p> <ul style="list-style-type: none">Reduce the use of plastic and increase the share of reusable, renewable, and recycled material.Ensure that packaging in a simple manner can be separated by hand into separate materials that can be recycled (for instance cardboard, paper, plastic, and textiles)Ensure a clearly indicated marking of the packaging to increase the share of sorting and recycling of materials. <p>The status of these efforts shall be reported annually. An overview of which activities and measures that have been put in place for each of these points shall be sent to the contracting authority prior to yearly contract follow-up meetings.</p>

Internal routines

For agreements that are particularly relevant, for instance agreements with a large volume of packaged products, internal efforts in the organization of the contracting authority should be made to increase the knowledge about the packaging of the products.

For the contract manager of the contracting authority, collaborating with the end user:
Identify relevant areas for reusable packaging and challenge the supplier on novel solutions.

Establish a channel of communication for those who order/end users for the reporting on unnecessary /inconvenient packaging, packaging that cannot be easily sorted into separate materials, or where how to sort the packaging is not clearly indicated.