



**1.0 Purpose**

*(To develop an instruction for green purchasing of goods and services.)*

**2.0 Scope**

*(To define the scope of this instruction applied.)*

**3.0 Procedure**

*(To describe the procedures on purchasing with environmental considerations, including communicating with relevant contractors and suppliers.)*

**4.0 Monitoring and Checking**

*(To describe the monitoring and checking practices for the effectiveness of this instruction including contractors and suppliers.)*

**5.0 Records**

*(To define the type of records required, and such record location, retention responsibility, and minimum retention time.)*

<b>Record Description</b>	<b>Record Location/ Retention Responsibility</b>	<b>Minimum Retention Time</b>

**6.0 Appendix**

*(To list any appendices including guidelines, checklists and forms.)*