

Paper & Printed materials

Identify Requirement

- Identify the current use of paper at the firm - the quantity and variety of types used.
- Consider alternative methods of achieving the outcome. Is digital storage a suitable alternative? Is your firm duplexing its document production? Could the firm consider one-version filing as opposed to multiple copy storage?
- Could you run a two-tier paper process, using recycled paper for internal documents and higher quality paper for external documents?
- Consider the energy usage during the paper production process as well as during transportation – does recycled paper require less energy to produce?
- What is your supplier's process for dealing with waste paper?
- How does the supplier transport the paper to you? Consider whether you need daily deliveries or whether more staggered supply of paper is feasible.
- Is the paper delivered in re-usable containers? Can you reduce the packaging associated with deliveries?
- Measure the amount of paper waste your firm accumulate each week.
- Paper shredding patterns may restrict recycling options – assess your shredding and recycling programmes to ensure a joined-up approach.
- Can you use digital rather than printed marketing material?

Plan

- Request supplier guidance - how have they helped other customers improve their carbon footprint?
- Ensure you seek traditional and a sustainable paper alternatives for performance and price comparison.
- Consider whether the recycled paper you are sourcing is compatible with duplex printers.
- Would moving to a supplier located nearer your office(s) to reduce the carbon footprint from delivery?
- Consider whether the contract be designed to incentivise the supplier to reduce waste?
- Visit the production mill if you can to ascertain its sustainability credentials.

Select

- Is sustainable paper given a high enough priority in your assessment of the procurement process?
- Include detailed sustainability criteria within the selection criteria for both supplier and the product. Does the mill have an accredited environmental management system? Is the paper from sustainably managed forests (look for Forestry Stewardship Council (FSC) accreditation)? Is the paper elementally chlorine free (ECF) or totally chlorine free (TCF)?
- Does the supplier have good sustainability credentials with targets to reduce its own emissions?
- Is sustainability awareness within the company culture?
- How does the supplier monitor and reduce paper and packaging waste?

Manage

- Have sustainability-based questions within the relationship performance regime and emphasise to your supplier that performance in this area is taken seriously and monitored on an ongoing basis.
- Monitor waste/recycling levels over time.
- Consider monitoring the ongoing use of packaging
- Monitor delivery miles travelled over time.