

Stationery

Identify Requirement

- Identify the firm's complete current stationery usage quantity.
- Gauge the appetite for using sustainable products within the firm, particularly where there may be a cost premium.
- Identify items with a particularly high sustainability risk and identify sustainable alternatives.
- Consider the origin of all products (production and supplier location), including the frequency of delivery.
- Consider bundling stationery deliveries and limiting the number of suppliers you use to minimise delivery miles.
- Can you use re-usable printer toner cartridges?

Plan

- Consider the amount of packaging used for stationery delivery. What kind of packaging is used? Is it essential? Is it renewable?
- Are there other items that could be included in the stationery order to reduce the number of deliveries (e.g. IT equipment, batteries)?
- Ask suppliers to provide a sustainability strategy specifically designed for deliveries to your firm.
- Can you provide your supplier with a financial incentive to improve the sustainability standards of its products and services and reduce delivery miles?
- Determine whether ISO 14001 accreditation is a suitable minimum expectation of your suppliers.

Select

- Assess the sustainability credentials of the supplier and the product/service. Does the supplier assess the sustainability credentials of the products it stocks? Where are the products delivered from? What type of transport does the supplier use?
- Is sustainability awareness within the company culture? Request case studies to demonstrate policies in practice.
- Ask how packaging is minimised and disposed of. Can the packaging be returned to the supplier for reuse?
- Include sustainable logistics/delivery methods in your selection criteria.
- Can deliveries be coordinated with other suppliers?

Manage

- Set annual targets to achieve improvements in environmental KPIs.
- Monitor the supplier's ongoing performance against stated sustainability goals.
- How is waste reduced over time?
- Assess delivery miles over time.