**Product / Service:** Publications

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|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| **Environmental** | * Use of paper – deforestation & water use in production (scarce resources / impacts biodiversity) * Use of ink – may include hazardous substances & non-renewable oils (also used in production process) * Energy use of printing equipment (carbon impact) * Vehicle fuel & emissions (carbon impact) – deliveries * Printed products may be delivered in excessive packaging * Waste generated by printed publications – rapid obsolescence | * Question the need for printed materials (e.g. use of email or online materials) * Paper with increased recycled content (ideally at least 50%) & chlorine free processing * Vegetable based ink / high yield ink cartridges * Energy efficient equipment (e.g. EnergyStar) * Consolidated orders * Low CO2 vehicles for delivery * Reduce levels of packaging / use recycled packaging * Recycle printed publications at end of life |
| **Social** | * Working conditions of printing staff (low pay) * International manufacturing supply chains (potential for issues such as child labour / poor pay & working conditions / health and safety breaches) * Frequency & timing of deliveries – congestion & noise impacting residents | * Printing staff - local employment / living wage * Job creation in rural communities in sustainable forestry * Apprenticeship opportunities * Consolidated orders & deliveries (including shared contracts) reduce congestion & noise |
| **Economic** | * Potential duplication of purchases across multiple sites - disconnected orders / multiple delivery charges * Poor inventory management may result in over-ordering of printed publications / leftover stock / high storage costs * Waste disposal costs of printed publications – rapid obsolescence | * Rationalise suppliers, product offerings & deliveries (leverage spend) * Reduce waste through effective inventory management / redistribute over-orders internally * Recycle printed publications at end of life |

**RELATED PROC HE:** AC / AD / BB / BD / BE / BF / BG / BK / BL