**Product / Service:** Publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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