

Template for screen Production Sustainable procurement policy

1. Sustainable procurement is an important tool for reducing environmental and reputational risks and often reduces costs as well. There are three possible approaches to consider:
 - Develop environmental criteria for selecting products
 - Require contractors and suppliers to have environmental credentials
 - Include environmental criteria in tenders and contracts
2. The first steps are to gain top management commitment and understand how purchasing is carried out in your company. Sustainable procurement initiatives will take time so getting some quick wins is essential to gain support and demonstrate how the policy works.
3. In order to focus your efforts, classify the different products and services by:
 - Amount (numbers, volume, weight)
 - Money spent
 - Environmental impact or risk
 - Amount of packaging
 - Distance travelled
 - Business risk, e.g. sole suppliers or contractors
4. Use this analysis to choose a small selection of products or services for your initiative.
 - Focus on products with high potential or actual impact on the environment – such products may be a small part of overall purchases but may have significant impacts, e.g. pesticides, toxic cleaning products, large electrical appliances and vehicles.
 - The largest purchases by amount or money spent will have a higher profile and be used more commonly by staff.
 - Identify products where sustainable alternatives are readily available, e.g. paper with recycled content, energy-efficient appliances.
 - Identify strategic products that could risk your reputation, e.g. products that may involve child labour and products that threaten endangered species or protected habitats e.g. tropical timber.
 - Identify suppliers and contractors who have environmental credentials – this may involve an environmental questionnaire for your suppliers and contractors.
 - Identify contractors and suppliers who pose the greatest risk to the environment where the implication may be that your company is in breach of environmental regulations, e.g. hire trucks that have not been well maintained may leak oil on location.
5. Develop a set of principles to help you make purchasing decisions and to help you develop criteria for products, tenders and contracts. Look for opportunities to reduce waste at source and for packaging and products at the end of their useful life to be taken back by the supplier. Principles might include:
 - Minimally dependent on non-renewable resources or polluting substances in their production and use
 - Based on recycled or reused materials where possible
 - Energy and water efficient in their production and use
 - Minimally packaged
 - Durable and repairable
 - From local or regional sources where possible.

6. Suppliers are a great source of information about materials, alternative products and market innovations. So let suppliers know about your purchasing principles and ask how they can help you to identify suitable products.
7. Develop an environmental questionnaire for your suppliers and contractors. Include companies that sponsor or donate products as they too are suppliers.
8. When contracts are revised, include environmental criteria relevant to that product or service. Provide guidance for suppliers and contractors where you spell out what is required and why.
9. Encourage suppliers and contractors to adopt environmentally responsible practices. For small companies, this may be a major undertaking so be prepared to work with them.

Possible criteria for various product groups:

General

- Choose products with environmental credentials
- Choose products with recycled content
- Choose products with recyclable packaging
- Choose suppliers who offer a refill service
- Choose suppliers who will take back packaging
- Choose suppliers who take back products at end of useful life, e.g. batteries.

Appliances

- Choose appliances with environmental credentials
- Choose appliances with good energy-efficiency ratings
- Choose appliances with good water-efficiency ratings.

Art

- Choose products with environmental credentials e.g. paint
- Use recycled wood or wood from sustainably managed sources
- Choose products with waste take back schemes e.g. paint and electronic waste
- Choose recycled or second-hand products, equipment and appliances.

Catering

- Choose caterers who use washable cutlery, plates and cups
- Choose caterers who avoid disposable items
- Choose caterers who offer fair trade imported products
- Choose caterers who use locally sourced ingredients.

Dry-cleaners

- Choose dry-cleaners with good environmental management practices
- Choose dry-cleaners who use energy efficient machines
- Choose dry-cleaners who do not use perchloroethylene
- Choose dry-cleaners who take back coat hangers and plastic garment covers.

Equipment: computers, monitors, printers, photocopiers

- Choose equipment with environmental credentials Choose equipment with good energy-efficiency ratings such as the Energy Star® label
- Choose equipment that has power-saving mode when not in use
- Choose flat screens, laptops, tablet PCs as these are more energy-efficient.

Laundry and cleaning products

- Choose laundry and cleaning products that are biodegradable.
- Avoid cleaning and laundry products with phosphates, optical brighteners and chlorine bleach.
- Avoid cleaning products with artificial fragrances.

Lighting

- Choose low wattage compact fluorescent lamps for general use areas
- Choose long-life cool lights for studio lighting.

Make-up, hair care and personal hygiene products

- Choose products with environmental credentials
- Choose suppliers committed to avoiding the use of ingredients that cause adverse health or environmental effects
- Choose suppliers who take back packaging
- Choose suppliers who offer a refill service
- Choose organic products
- Choose products that do not contain ozone-depleting propellants.

Paper

- Choose paper that is elemental chlorine free
- Choose paper with recycled post consumer waste content
- Choose paper that is Forest Stewardship Certified (FSC)

Vehicles

- Choose fuel efficient vehicles or alternative fuel vehicles, e.g. hybrid cars
- Use clean fuel
- Choose car hire companies that participate in a reputable greenhouse gas management scheme.

Wardrobe

- Choose clothing made from sustainable fabrics
- Choose recycled or second-hand clothing
- Choose New Zealand designers with environmental credentials
- Avoid materials made from endangered species
- Choose clothing that does not need dry cleaning.