**Product / Service:** Printers / Photocopiers / Multi-Function Devices (Purchase / Lease / Managed Service / Consumables / Maintenance)

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|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| **Environmental** | * Production – high carbon production process, including non-recyclable & non-renewable materials & water (impact on biodiversity / mining impacts) * Energy use of equipment (carbon impact) * Vehicle fuel & emissions (carbon impact) – high order frequency of paper / ink & multiple maintenance visits * Equipment & consumables may be delivered in excessive packaging * Use of paper – deforestation & water use in production (uses scarce resources / impacts biodiversity) * Use of ink – may include hazardous substances & non-renewable oils (also used in production process) * Disposal of equipment & parts (short-life span / rapid obsolescence) – adding to landfill * Disposal of plastic ink cartridges | * Managed (or centralised) print to reduce number of machines (decline in production / energy use / disposal) * Energy efficient equipment (e.g. EnergyStar) * Consolidated orders & reduced delivery frequency of paper / ink * Low CO2 vehicles for delivery & maintenance visits * Alternatives to maintenance staff physically attending site e.g. remote access support * Consolidate maintenance visits across sites / consider on-site engineers * Reduce levels of packaging / use recycled packaging * Paper with increased recycled content (ideally at least 50%) & chlorine free processing * Vegetable based ink / high yield ink cartridges * Equipment recycling / stripping assets for re-use * Ink cartridge re-use / recycling |
| **Social** | * International manufacturing supply chains (potential for issues such as child labour / poor pay & working conditions / health and safety breaches) * Working conditions of maintenance staff (long hours / low pay) * Frequency & timing of deliveries & maintenance visits – congestion & noise impacting residents | * Maintenance staff - local employment / living wage * Apprenticeship opportunities * Consolidated orders, deliveries & maintenance visits (including shared contracts) * Donation of equipment or over-orders to charity / schools |

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|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| **Economic** | * Multiple purchases of individual desk-top printers (potential duplication) * Under-utilisation (depreciating asset) * Poor inventory management may result in over-ordering of consumables / leftover stock / high storage costs * High wastage of paper & ink – non-essential printing * Cost of energy used by equipment * Multiple maintenance visits across sites – inefficient & costly * Waste disposal costs | * Managed (or centralised) print to reduce number of machines (overall cost reduction / cheaper consumables) * Consider whole life cost of purchase v lease * Reduce waste through effective inventory management / redistribute over-orders of consumables internally * Minimising printing (default double-sided, black & white, font to minimise ink usage) * Energy efficient equipment (e.g. EnergyStar) – reduce energy bills * Consolidate & align maintenance contracts across sites * Sell old machines for parts/metal scrap |

**RELATED PROC HE:** KB / PC / PE / SG