**Product / Service:** Stationery & Paper

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|  | **Negative Impacts / Risks** |  | **Positive Opportunities** |
| **Environmental** | * Use of paper – deforestation & water use in production (scarce resources / impacts biodiversity)
* Use of plastics, chemicals and other non-renewable resources in production
* Delivery vehicle fuel & emissions (carbon impact) – high order frequency of paper / stationery
* Products may be delivered in excessive packaging
* Use results in waste, particularly paper and plastic (e.g. old pens) – landfill impact
 | * Recycled stationery e.g. paper with increased recycled content (ideally at least 50%)
* Consolidated orders & reduced delivery frequency of paper / stationery
* Low CO2 vehicles for delivery
* Reduce levels of packaging (including automated picking & packing) / use recycled packaging
* Recycle paper and plastic waste
* Minimise waste e.g. printing (default double-sided, black & white, font to minimise ink usage)
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| **Social** | * Frequency & timing of deliveries (multiple low volume deliveries) – congestion & noise impacting residents
* International manufacturing supply chains (potential for issues such as child labour / poor pay & working conditions / health and safety breaches)
 | * Consolidated orders & deliveries (including shared contracts) reduce congestion & noise
* Apprenticeship opportunities
* Job creation in rural communities in sustainable forestry
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| **Economic** | * Potential duplication of purchases across multiple sites - disconnected orders / multiple delivery charges
* Poor inventory management may result in over-ordering / leftover stock / high storage costs
* Sustainable products may be more expensive
 | * Rationalise suppliers, product offerings & deliveries (leverage spend)
* Reduce waste through effective inventory management / redistribute over-orders internally
* Stationery amnesty
* Rural communities benefit from forestry revenues
* Many UK manufacturers & distributors – opportunity to support local economy
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**RELATED PROC HE:** PG / PH / SH / SJ / SZ