**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) |
| **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 |
| **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 |

**RELATED PROC HE:** PG / PH / SH / SJ / SZ