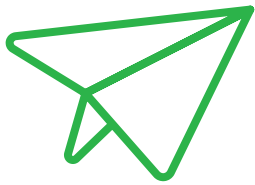


# *Sustainable purchasing – Stationery*

2020





# Sustainable purchasing – Stationery 2020

## 1. Reduce, reuse and recycle

Reducing unnecessary purchasing is the most sustainable procurement option. Before purchasing, ensure that products are really needed.

Designate an area in your stationery supply cupboard for sharing office supplies, encourage staff to re-use these items before purchasing new supplies.



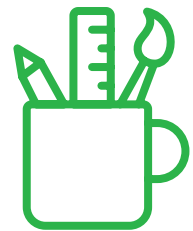
## 2. Buy Sustainable

Wherever possible CHOOSE products that employ a combination of characteristics listed below.

### ✓ Choose reusable and refillable

You can reduce unnecessary purchasing by avoiding disposable products that are designed for single use only. Consider whether the product can be reused, refilled or recharged to extend its life. It is also important to ensure that products are fit for their purpose in order to avoid unnecessary purchases.

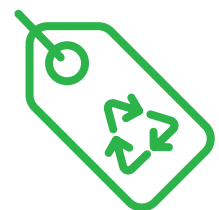
Many stationery products like pens, pencils, markers, and correction tapes are available with re-fillable ink or cartridges. Reusing the outer casing and only replacing consumable parts will reduce the resources and energy used in manufacturing.



### ✓ Choose items made with recycled content

By purchasing a recycled product, maximising post-consumer content, you are keeping the product, or its components in the loop and out of landfill. You are also supporting the recycling industry by creating demand for the materials placed in the recycling bins.

Look out for copy paper, pens, pencils and markers, made from 100% post-consumer waste. Always purchase remanufactured toners and cartridges, these cartridges have been recycled and refilled enabling the cartridges to continue to be reused. Details on how to recycle your used cartridges can be found [here](#).



### ✓ Choose products that are recyclable

When waste cannot be prevented, recycling is the next best option. Recycling keeps materials out of landfills, saves energy, and provides raw materials for the production of new products.





## Sustainable purchasing – Stationery 2020

### ✔ Choose sustainably harvested materials

Ensure wood and paper-based stationery products are made of sustainably harvested fibres. Forest certification demonstrates the implementation of sustainable forest management practices. Look out for any one, or a combination of the following:

- [Forest Stewardship Council \(FSC\)](#) certified timber
- Australian Forest Certification Scheme (AFCS) certified timber
- Chain of custody certification under an equivalent standard, such as those recognised by the [Programme for the Endorsement of Forest Certification Schemes \(PEFC\) Council](#)



### ✔ Choose non-toxic or minimally toxic products.

The two main categories of inks are petroleum-based and soy-based, although the two can be mixed together. Purchase soy-based inks rather than petroleum-based inks, as they emit less volatile organic compounds (VOCs) which affect indoor air quality and can cause health problems.

Use water-based, rather than solvent-based markers. Water-based markers release much fewer VOCs into the air, and are therefore considered better for the environment and your health.



### ✔ Choose products with reduced and/or recycled content packaging

The production of packaging products utilises significant resources and generates environmental impacts. As a minimum the products procured should have:

- reduced volume of packaging
- recyclable packaging
- packaging material that contains a minimum of 50% recycled content

Consolidate your stationery orders to reduce unnecessary delivery trips to campus.

