**Product / Service:** Outsourced Design, Printing & Binding

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 printing equipment (carbon impact)
* Vehicle fuel & emissions (carbon impact) – deliveries
* Printed products 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)
 | * Reduce demand for printed materials (e.g. use of email or online materials)
* Energy efficient equipment (e.g. EnergyStar)
* Consolidated orders
* Low CO2 vehicles for delivery
* 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
 |
| **Social** | * Working conditions of printing staff (low pay)
* Frequency & timing of deliveries – congestion & noise impacting residents
 | * Printing staff - local employment / living wage
* Apprenticeship opportunities
* Consolidated orders & deliveries
 |
| **Economic** | * Poor inventory management may result in over-ordering of printed materials / leftover stock / high storage costs
* Waste disposal costs of printed materials
 | * Reduce waste through effective inventory management / redistribute over-orders internally
* Recycle printed materials at end of life
 |

**RELATED PROC HE:** BA / PA / PD / PZ