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

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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 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