

Guidelines for Sustainable Procurement Policy

When ordering the following items, staff should comply with the guidelines below at all times. If there is a reason why these guidelines cannot be followed, then please email carla.liburd@manchester.ac.uk with your reason and wait for a response before purchasing.

Stationery

Staff will purchase accredited items which display eco labels such as FSC, Fairtrade, Rain Forest Alliance, the Soil Association or EU Eco-Label.

- Pencils made from FSC certified sustainable wood in preference to wood from unaccredited sources. Example: Staedtler 110 traditional pencils from Egan Reid, code 118242 for 12 HB pencils.
- Water based correction fluid in preference to solvent based. Example: Pental Micro Correct Correction Fluid, Egan Reid code 225948.
- Biodegradable cellulose sticky tape in preference to acetate or polypropylene sticky tape. Example: Scotch Magic A Greener Choice, Egan Reid code 143153. There's also a dispenser which is recycled to go with the tape.

Batteries

Staff will order rechargeable batteries in preference to single use batteries.

- Example: Energizer Pre-Charged Rechargeable Batteries, AA, code 328110, pack of 10 batteries, Egan Reid, AAA, code 328102, pack of 10 batteries, Egan Reid
- Example@ Universal Charger, AA, AAA, C, D, 9v batteries, code 592960, Egan Reid

Light Bulbs

The ordering of desk lamps should be avoided as the School is charged by Estates for the supply of light bulbs, and charge is incurred when it comes to PAT testing them.

When necessary to order a light bulb, staff will order energy efficient bulbs.

Paper and Printing

All plain A4 white copier paper bought by SEED will meet at least one of the following options:

- Made from 70% recycled paper
- Made from NAPM accredited recycled paper
- Made from pulp from certified sustainable sources

Example: 5Star 100% Recycled Paper, code 930318, A4 80gsm, 2500 sheets, Egan Reid

SoSS will endeavour to request recycled paper for printing done by external companies.

When printing, please use the [XEROX pull-print system](#) to reduce unnecessary printing.

Catering

Staff will ensure the correct numbers are catered for so as not to over order. Increase the proportion of vegetarian food to reduce the amount of greenhouse gases emitted.

NB: When ordering food you should order for the number of people you expect to attend an event based on registrations.

If you have food waste from an event, please redistribute it first and then dispose of any waste in the food waste bins at the Students Union.

Clothing

Any clothing bought by the School will have a manufacturers guarantee that all items have been manufactured within the International Labour Organisations (ILO) nine core conventions. The ILO is an agency of the UN that works internationally to promote fair labour standards.

Furniture

Any new furniture or wood products ordered will be made with wood from certified sustainable sources.

Where possible we would like staff to use the [freecycle and furniture4reuse initiatives](#).

Equipment

If SoSS buys research or commercial equipment which counts as capital expenditure (over £50,000), the buyer will calculate the total lifetime cost of that piece of equipment as part of the procurement process.

Heaters

Any heater that is purchased will be oiled filled and will be purchased through the central school office.

Travel

- Use [Key Travel](#) (University Travel Management system) to book all travel where possible. Carbon footprint is calculated and help to reduce emissions from travel.
- Use the train where possible, including travel to and within Europe.
- Use video conferencing: [GoToMeeting](#), Zoom, Skype, [Google Hangout](#)
- University provides options for more affordable and [sustainable travel](#) ([cycle scheme](#), car-share scheme...)

END

2017 (updated in 2020)