



Sustainable Living Procurement Guide June 2021 Version2.



Purpose

The policy statement from ISMAPNG's [Sustainable Living Policy](#) states that " The Institute of the Sisters of Mercy Australia and Papua New Guinea is committed to promoting and adopting an integrated approach to sustainable living across the whole of the Institute to respect, reverence, conserve and renew our global environment."

In line with the Procurement theme of this policy and the Year 1 and Year 2 targets of the [Environmental Management Plan](#), this document provides guidelines for Sisters and staff who need to purchase and dispose of whitegoods, household items, cleaning products and stationery items and it considers the requirements of the following documents:-

[Code of Conduct](#)

[Delegations of Authority Policy](#)

[Workplace Health and Safety Statement](#)

There are two Year 1 Procurement targets and one Waste target from the Environmental Management Plan and one Year 2 procurement target that this document aims to address: -

- Development of buying guidelines for white goods / air conditioners / furniture / household items
- Introduction of Earth saver stationery and cleaning items as standard process where possible (not all areas can access these products easily.)
- Produce guide on where to recycle old household goods for free
- Policy Development for ethical sourcing of products

The choices we all make every day such as those suggested below and from the behaviours in the [Simple Daily Gestures booklet](#), help us to reduce our impact upon the planet as part of our collective care for our common home.

Please note that this will be a living document and changes will be made as more information and ideas are shared across the institute, so you are encouraged to contribute your ideas for environmentally friendly procurement items via email to chris.hill@ismapng.org.au . Multiple links have been included should you wish to investigate these guidelines further and If you discover a link that is not working, please contact Chris Hill so this can be rectified.

As important as sustainable procurement is, it is also important to understand how to dispose of products at their end of life because they are broken, or we no longer need them. As an earlier awareness campaign, a comprehensive recycling guide was developed through Rahamim and can be found [here](#).

While this initial Procurement guide is focussing on the above mentioned targets, there are websites such as [Shop ethical](#) (An ethical consumer guide) that seek to educate and empower people in making informed shopping choices across a wide variety of products.

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Guiding Principles

ISMAPNG's purchasing activity is governed by the following guiding principles: -

Timely provision of goods & services (wherever possible)

- Value for Money
- Fair and Ethical Dealings
- Sustainable Procurement – where possible
- Efficient and Effective purchasing practices
- Accountability and Transparency
- Risk Management
- Financial Management

All ISMAPNG employees who are authorised to procure goods or services must adhere to the [Delegations of Authority Policy](#) as purchasing is only to proceed within the limits as defined in the Financial and Functional Delegation of Authority.

If a contract is in place, no purchasing outside of the contract is to take place without the approval of David Penny, the Executive Director of ISMAPNG.

Common considerations for Purchase and selection

If you are thinking of buying an appliance, ask yourself: Do I really need it? The sun and a clothesline, and an indoor drying rack for wet weather, have almost no cost. A second fridge or second TV may be unnecessary. Without that extra appliance, think of the savings in buying and running costs, and its environmental impact from manufacture, use and disposal.

If you do need it, choose the right appliance size for your needs. A large model with the same star rating as a smaller model uses more energy and generates more greenhouse gas. Ensure the retailer considers the best size appliance for your needs.

Purchase the most efficient appliance available by choosing the highest rating product — many have appliance rating schemes to help. For detailed reviews of product performance, seek advice from consumer groups, such as Choice (www.choice.com.au).

Star Labels / ratings <https://www.energy.gov.au/households/energy-rating>

Appliances can account for 30% of home energy use. Energy rating labels provide consumers with information on the energy efficiency of a range of appliances. The more stars, the more energy efficient the product is compared to other models in its category.

The Australian Government will be working with industry and state and territory governments to extend the Energy Rating Label to include heating appliances, such as gas heaters and electric heaters, which can make up 26% of household energy use.

The [Energy Rating Label](#) is part of the Australian Government's [Equipment Energy Efficiency \(E3\)](#) program.

The Energy Rating Label is mandatory on:

- TVs
- computer monitors

- clothes dryers
- dishwashers
- washing machines
- fridges
- freezers
- some air conditioners (single-phase, non-ducted)

There are 2 label styles: the 6-star label and the 'super efficiency' 10-star label for appliances rated at 7 or higher.



The energy consumption figure shows an estimate of how much energy the appliance uses each year.

See the [Energy Rating](http://www.energyrating.gov.au) website for more information on the label.

Use the [Energy Rating Calculator](http://www.energyrating.gov.au) to compare the energy-efficiency of electrical appliances.

In addition to the Energy Rating Label, dishwashers and clothes washing machines must also display a [Water Rating Label](http://www.energyrating.gov.au) to indicate comparative water efficiency.

A voluntary scheme exists for rating the energy-efficiency of swimming pool and spa pumps. See [Voluntary Energy Rating Labelling Program for Pool Pumps](http://www.energyrating.gov.au).

Other considerations for White goods and electrical goods

Operate appliances efficiently by closely following these guidelines.

- Turn appliances off when not in use, preferably at the power outlet. Many appliances continue to draw stand-by power when switched off, which can contribute up to 10% of household electricity use (the estimated average stand-by draw on household energy is 4%).
- Consider the full lifetime cost — including ongoing costs of maintenance and operation — when choosing an appliance. Ongoing running costs can easily exceed the appliance's original purchase price.

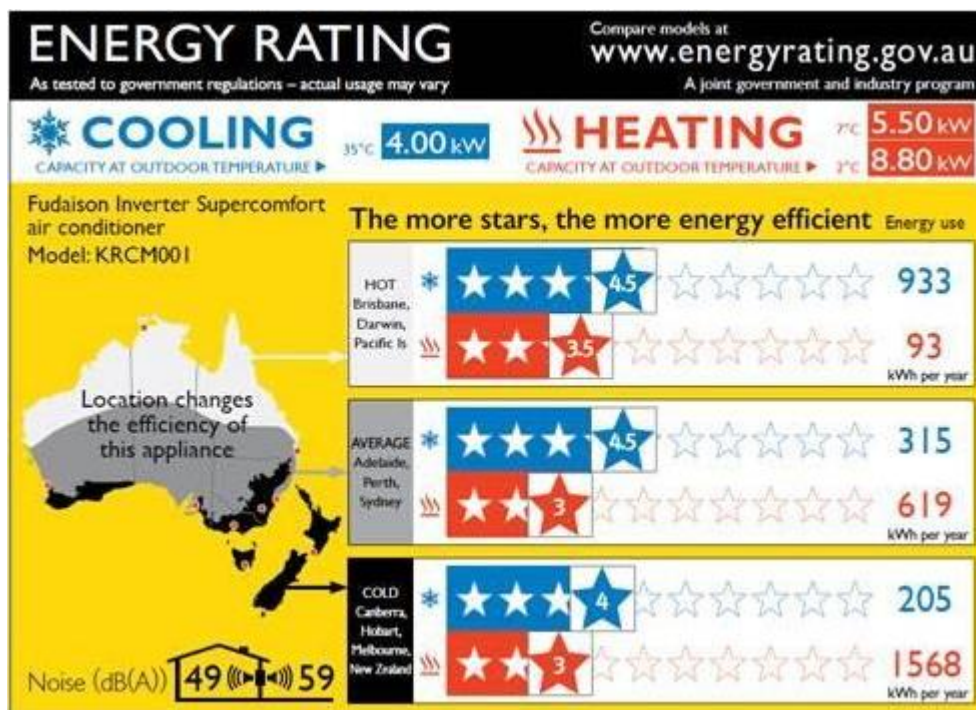
- Energy efficient appliances can save hundreds of dollars each year in running costs.
- Energy efficient appliances cost less to run and have less environmental impact than similar appliances with poorer energy efficiency. And they can save hundreds of dollars each year in running costs.
- If your residence or office has solar installed, then use all electrical items like washing machines, dryers, and dishwashers during the day.

Air conditioners

When considering purchasing a new air conditioner, the most important initial step is to ensure you select a suitably sized unit. Unlike other products such as televisions, where the size of the product is obvious, air conditioners typically look similar despite having wide ranges of heating and/or cooling capacities. Sizing for air conditioners is provided as a kilowatt (kW) capacity output figure (not to be confused with the power input, which is the amount of power required to produce the listed cooling and/or heating output) and you can find this on the energy rating label, as well as on the manufacturer's product literature.

Zoned Energy Rating Label

In March 2019, the Australian Government introduced the [Zoned Energy Rating Label](http://www.energyrating.gov.au) for domestic single phase, non-ducted air conditioners. The Zoned Energy Rating Label was developed in consultation with retailers and installers and provides a seasonal efficiency rating for 3 distinct climate zones across Australia. This provides you with more useful information about which air conditioner to buy and allows you to select a product that will operate more efficiently in your region.



<http://www.energyrating.gov.au/products/space-heating-and-cooling/air-conditioners>

There are many different elements within your home that will impact on the size air conditioner you'll require. These include (but are not limited to):

- Whether you are looking to heat/cool a single room, a larger space or your entire home.

- Size of room/home (including ceiling height).
- External wall materials.
- Insulation levels; and
- How many windows you have, their glazing, shading and orientation.

Because of all these factors, it's best to have a professional advise you on the size air conditioner to look for. Another element to consider is where you live. If you live in a cool climate, or where in winter temperatures are regularly below 5 degrees Celsius, it's important that the unit you choose can cope in these conditions.

Clothes dryers

Look for the most efficient dryer you can afford. A dryer with a 6 star Energy Rating Label (www.energyrating.gov.au) is more expensive to buy but is much cheaper to run. This is particularly relevant if you are unable to dry clothes outside and must use your dryer frequently. A 6-star dryer uses approximately half the electricity of a 2-star dryer.

For example, the average 6-star dryer used daily uses approximately 1080kWh of electricity a year, the average 2 star dryer used daily uses approximately 1990kWh of electricity a year - a difference of 910kWh. This amounts to a saving of \$260 on your energy bill over 12 months (calculated using a tariff of \$0.2855/kWh).

Look for an 'auto-sensing' feature on your dryer, which automatically stops the dryer as soon as clothes are dry. Also look for easily accessible lint filters and other features such as reverse tumbling and special fabric cycles.

Using your clothes dryer

- Drying a load of washing in an electric dryer generates more than 3kg of greenhouse gas www.yourenergysavings.gov.au. Whenever possible, dry clothes on a clothesline or rack instead of in a dryer.
- Avoid overloading or over-drying, which wastes energy.
- Don't put wet clothes in the dryer. Part dry or spin dry them first, using the maximum spin speed of the washer.
- Clean the lint filter after each load.
- Externally vent the dryer to remove moist air from the room (does not apply to condenser type dryers).
- Run the dryer on medium instead of high: it takes a little longer but uses less energy and is less damaging to your clothes.
- Whenever possible, it is more environmentally friendly to have your clothes drying on a clothesline or drying rack whenever possible.

Dishwashers

A modern dishwasher can wash a full 12-place setting with less than 14L of water, typically significantly less than the amount used when handwashing dishes.

Choose the right size for your needs so you won't always be washing partial loads. Two-drawer and benchtop models are available and can be more efficient in households where frequent small loads are washed.

Select the most energy and water efficient model.

A modern dishwasher typically uses significantly less water than handwashing dishes.

Older dishwashers use significantly more energy and water than newer models (typically the more water used the more energy used by a dishwasher). On average a dishwasher manufactured in the early 1990s uses twice as much water and 40% more energy to wash the same sized load as a current day model (Energy Efficient Strategies 2010).

Look for models with hot and cold connections or cold connection only. Hot connection only models use much more energy as the whole cycle uses hot water, not just the wash phase.

Before buying your new dishwasher, research performance well. Apart from referring to the energy label, check sources such as Choice magazine for more detailed information on such things as washing and drying performance, noise, ease of use and so on. Also check that the basket and rack design suit your dishes. Look for models with an economy cycle. Some models also offer a 'half wash' mode that washes the lower basket.

Some newer models now store the water from the last rinse to use for washing the next load. These models have very low water consumption.

Using a dishwasher

- Scrape plates well before packing the dishwasher and keep pre-rinsing to a minimum. Most modern dishwashers can easily deal with the remaining soil following scraping alone, so be smart, save water and time, and minimise rinsing.
- If you do pre-rinse, don't use the hot water tap, which is very wasteful of energy.
- Do not over-pack your dishwasher — it gives poorer wash performance.
- Always clean the filter between washes.
- Run the dishwasher only when fully loaded.
- Use cold water cycles as much as possible in dishwashers. Select the cycle with the lowest temperature and minimum time to get the job done.
- Avoid using drying cycles — open the door instead.
- Use the economy cycle. Using a high-quality detergent and eco-wash (and cleaning the filter after every load) can often give better cleaning results than a normal wash with a cheaper detergent. The energy and water savings offset the cost of the more expensive detergent.

Home entertainment and home office equipment

Ownership and hours of use of home entertainment and computer equipment is increasing. A large screen (110cm to 130cm) 3 star rated TV on for 10 hours a day uses around 471kWh a year (generating around half a tonne of greenhouse gases) — more than an average sized (400L to 500L) 4 star family fridge, which uses about 336kWh/year. The ubiquity of computers, with associated scanners, printers, additional displays and 24-hour internet access, makes them a significant part of energy use in the home.

A large flatscreen television.

A large screen (110cm to 130cm) 3 star rated TV on for 10 hours generates more greenhouse gas than an average sized (400L to 500L) 4-star family fridge.

The keys to minimising energy use from this range of equipment are:

- Avoid buying equipment you do not need.
- Choose equipment that is the right size for your needs.

- Use efficiency data when available e.g. www.energyrating.gov.au to select the most efficient products. In many cases the cost of running equipment can exceed the original purchase price.
- Turn appliances off when not in use, preferably at the power outlet (or use a stand-by power controller). Many appliances continue to draw stand-by power when switched off at the unit.

Refrigerators and freezers

Refrigerators and freezers have been energy labelled since the late 1980s and subject to strict Minimum Energy Performance Standards since 1999. The refrigerator or freezer you can buy today is far more energy efficient and cheaper to run than those manufactured before 1999. By 2009 refrigerators were on average using approximately 40% less energy than equivalent refrigerators built in the first half of the 1990s.

Choosing a fridge or freezer

Running costs can be significant for refrigerators and freezers so it's worth purchasing the most energy efficient (highest star rated) refrigerator or freezer you can. A 2 star rated 400L to 500L refrigerator uses approximately 520kWh/year whereas a 4 star rated refrigerator of the same size uses only 336kWh/year, a saving of 184kWh/year or 35%. That's approximately \$53 in electricity costs a year or \$530 over a 10-year life (calculated using an electricity tariff of \$0.2855/kWh). A higher rated refrigerator costing a few hundred dollars more is worth the added investment in efficiency over its life.

Considerations for purchasing a modern-day model refrigerator.

- Today's refrigerators and freezers use about 40% less energy than those of 15 years ago.
- Buy appliances no larger than the size you need.
- Buy appliances that are the right size, especially freezers as their energy demand is high. A larger model uses more energy than a smaller one with the same energy star rating. A single large fridge is usually more efficient than two smaller ones.
- Look for features such as easily adjustable shelving, easy access to the thermostat, simple thermostat controls, separate thermostats for fridge and freezer compartments, a door-open alarm and rollers or castors that make cleaning and operating the fridge easier.
- Chest freezers are usually more efficient than upright models as cold air does not escape every time you open the door. Upright freezers with enclosed drawers (not baskets) are a good compromise.
- Through-the-door features such as cold-water dispensers and icemakers use more energy and cost more to buy. Upright units with one door above the other are generally more efficient than units with side by side doors.
- A cool cupboard keeps many fruits and vegetables well in most climates, allowing you to choose a smaller fridge. Locate the cool cupboard in the coolest part of the house and have good airflow in at floor level and out at the ceiling but be careful to ensure that the cupboard has a well-sealed door to prevent loss of heated air from your home in the cooler months.

Using your fridge or freezer

- Place the fridge or freezer in a cool spot out of direct sunlight and away from cookers, heaters and dishwashers.

- Leave an adequate air space — 75mm is desirable — around all sides of the cabinet (see your user guide). In an alcove make sure the top is also ventilated (again, 75mm clear space above). Many modern 'clean back' refrigerators without visible coils need to lose heat from their sides as well as backs. Adequate clearance between the fridge and surrounding cupboards is even more important.
- Make sure the door seal is clean and in good condition. It should hold a piece of paper tightly in place when shut.
- Set the fridge thermostat to between 3°C and 5°C, and the freezer to between -15°C and -18°C. Every degree lower requires 5% more energy. A fridge thermometer is a good investment.
- Avoid overloading the fridge or freezer. Try to leave about 20% free space for air circulation.
- Defrost manual models frequently or when ice is more than 5mm thick. Ice build-up significantly increases energy use.
- Empty and turn off a second fridge when not needed. An older refrigerator could easily be costing \$200 or more a year to run. Do not locate it in a hot garage or veranda.
- Avoid placing hot food in the fridge — it just makes your fridge work harder. Let it cool first.

Washing machines

Choose a washing machine that's the right size for your needs. An oversized model is often filled with partial loads.

Select the most energy and water efficient model within your budget.

Front loaders are usually more water and energy efficient. They are gentler on clothes, use less detergent and save space as they can be installed under a bench. They usually have a higher spin speed, so clothes come out drier. However, some front loaders have only a cold-water connection and some take a very long time to complete a wash. Check these details before buying.

Front loaders are usually more water and energy efficient, and gentler on clothes. They use less detergent, save space and produce drier clothes after a high-speed spin.

Look for models with dual water connections (cold and hot). Washing machines with a cold-water connection only use an internal heater to heat the water. Gas, solar or heat pump type water heaters heat water less expensively and produce fewer greenhouse gas emissions (typically more than 50% less) than a washing machine.

Make sure the washing machine you buy includes cold wash program options. Some clothes washing machines may heat the water to a moderate temperature during the 'cold' wash program — to ensure detergent dissolves and cleans properly in cold climates such as Europe. Ask the retailer or product supplier whether the machine heats the water internally for a cold wash program. A warm or hot wash can generate up to 4kg of greenhouse gas per wash, a cold wash less than 0.5kg (www.yourenergysavings.gov.au).

Clothes washing machines that include manual load size selection or auto load sensing features are preferable. Such features allow the machine to use less energy and water when washing less than a full load.

Models with a high spin speed are also desirable, especially if you use a clothes dryer. Top of the range models with spin speeds of 1800rpm or more can extract twice as much moisture than models with only low spin speeds (less than 800rpm).

Look for machines that offer an 'economy' cycle, which often washes perfectly adequately (particularly for lightly soiled clothes) while saving both energy and water.

Using your washing machine

- Wash a full load rather than several smaller loads and use the suds saver if available. Don't use too much detergent. The manufacturing of detergent produces a lot of greenhouse gases and using too much pollutes our waterways. If your machine has an economy cycle option, use that to save energy and water.
- Washing in warm or hot water uses approximately 50 to 85% more energy than washing in cold water - depending on whether you have a front loader (50%) or top loader (85%) washing machine. Use cold wash programs whenever possible. Most wash loads are relatively clean, and a cold wash gives a perfectly satisfactory result.

Washer dryers

Some clothes washers can also dry your clothes. These combination washer dryers are always front-loading machines. They can save considerable space (i.e. one appliance instead of two), so are particularly useful in an apartment.

Watch out for washer dryers that use water during the drying phase (to cool the drum of the machine and condense water evaporated from the clothes). In some cases, the water consumed during the drying phase can exceed that used to wash the clothes. For more information go to:

www.waterrating.gov.au

Whenever possible, it is more environmentally friendly to have your clothes drying on a clothesline or drying rack whenever possible.

Disposal of Whitegoods / Electrical goods / Furniture

In some cases, the larger wholesalers like Good Guys offer a premium delivery service that will also take away the packaging and your old appliance.

<https://www.thegoodguys.com.au/shipping#premium-delivery>

It is recommended for ease of disposal that you discuss this with the retailer you are purchasing your item from on how they can assist with both delivery and then disposal of your existing broken or unwanted product. This has become more common place given the amount of competition in the market and they usually link in with existing recyclers within their geographic area.

All local council operated refuse sites also provide a method for recycling old equipment although there may be difficulty for all to transfer these items to these places. Some other examples include [The Green Shed](#) in Canberra, [Fridge and freezer disposal](#) through the Victorian Energy saver program, or nationally there is the [1800-Got Junk?](#) program.

Planet Arc provides a website that lists the recycling centre near your location

<https://recyclingnearyou.com.au/materials/>

By visiting the website, you can:

- Find out about what you can and can't recycle in your household recycling services.
- Search for drop-off locations to recycle a wide range of items including electronic waste, batteries, printer cartridges, whitegoods, furniture and much more.

They also provide a reuse hub that has advice on reusing or sharing a product instead of buying a new one, thereby reducing the consumption of water, energy, fuel and valuable natural resources, and reduce waste and greenhouse gas emissions. <https://recyclingnearyou.com.au/reuse-hub/>

Different states have other options that can be sourced through a google search for e-waste recycling local to your area that may offer a free service or a fee for service charge. An example of this in South Australia is [Unplug N' Drop](#).

Furniture no longer required can be donated to other Charities such as [St Vincent De Paul](#), and the [Sacred Heart Mission](#) and will often be collected for free. Sisters can also make contact with and assist Refugee Families who require beds and furniture.

Cleaning products

In considering the best options for sustainable cleaning, we need to think about what happens when our additives go down the drain and who or what is impacted. We also need to think about the packaging the products come in.

The ideas below offer some guidance in starting on a journey towards cleaning more sustainably without harmful chemicals while still getting the cleaning results we want. They are divided into 3 levels: Tier 1 (most sustainable); Tier 2 (more sustainable than most); and Tier 3 (less sustainable but a better choice among conventional brands).

Tier 3

These products are less damaging than some other choices you might find in major supermarkets, however they involve single use plastic packaging.

[Organic Choice Multipurpose Cleaner](#) – available from major supermarkets.

[Nature's Organics "Earth Choice" products](#) – available from major supermarkets. Includes kitchen, bathroom and laundry cleaning products.

Tier 2

These are products that are available to buy online, are re-fillable (minimal waste) and completely safe for the environment.

Koh Cleaning Solution

Koh is one powerful cleaning solution that does the job of twenty and is effective on dirt, grease and grime on almost every household surface.

Formulated alongside scientists at the University of New South Wales, Koh Universal Cleaner is free from harsh chemicals, fragrances, phosphates and parabens. It's allergy friendly, recommended by the National Asthma Council Australia's Sensitive Choice™ program.

The Universal Cleaner is an ionic formulation of exclusively potassium mineral salts and purified water. The active ingredient is less than 0.5% potassium minerals. Used together with the washable microfibre cloth this product is very effective and eco-friendly.

The re-fillable program helps to reduce single use plastics.

Koh also make dishwasher tablets that are safe and effective.

Purchase online [here](#).

Tier 1

These are cleaning products you can make yourself and/or completely natural with minimal packaging.

Bicarb Soda and Vinegar

Used either together or alone, these ingredients found in most pantries are known for their cleaning power. Baking soda is a mild alkali, and helps get rid of dirt and grease easily. If you keep it as a powder, it has a mild abrasive effect that helps you gently scour surfaces. Because it's a natural product and a food, you know it's safe to use on different surfaces with no worry of toxic chemicals contaminating your space.

Baking soda also helps neutralize odours, which is why many people keep a box in the fridge. You can also use it to deodorize carpets, furniture and similar items.

Vinegar is another natural food product that can replace harsh toxic cleaners. The acidity in vinegar is what makes it effective on various surfaces. Like baking soda, vinegar can help deodorize, and it is effective at removing some stains (but avoid wood or stone surfaces).

Here are some [recipes](#) for cleaning using vinegar and bicarb soda, including kitchen surfaces, dish washing, clearing drains and bathroom surfaces.

Soap Nuts

Soap nuts do not actually contain soap. They are all natural, organic, biodegradable nuts of the tree 'Sapindus Mukorossi' which are an ancient form of cleaning in many parts of the world. To use in the kitchen, simply boil about 10 nuts in a litre of water for 15 mins, then spray onto kitchen surfaces and store for next time. They offer a very effective clean and can also be used in the laundry (if using hot water).

Soap nuts are available from many health food stores or wholefood cooperatives and also [online](#). To learn more about soap nuts [click here](#).

Make your own Laundry Detergent!

Making your own requires just a few ingredients that are much less expensive to purchase separately, rather than buying a premixed solution. DIY laundry detergent is quick and easy to put together, and it cleans just as efficiently as the store brands. Follow [these simple steps](#) to make your own powdered laundry detergent from bar soap, borax and soda.

Stationery and office products

These are items used in central offices and home offices across ISMAPNG and these items are purchased through a variety of suppliers depending on the geographic location of the purchaser. Because of this geographic spread there is not a single company that has the capability to deliver and meet all the needs of ISMAPNG. Given the procurement theme of the Sustainable Living policy has a target to include Earth friendly products into our stationery range, here are five Reasons to Use Green Office Products:

1. Environmental issues are a common area of action for Sisters and staff within ISMAPNG and are key to the ISMAPNG direction to leadership to embed environmental sustainability across the Institute.
2. Purchasing green office supplies helps reduce the impact of your business or home office activities on the environment. Green purchasing reduces overall resource consumption and waste pollutants.
3. Green office products are economical. Many standard stationery items are commodities sold purely on price, they are often disposable and have short lives. Green products tend to have long lives and are re-usable, thereby offering good cost savings. Some green items like laser cartridges also offer direct price advantages because they use recycled components.
4. Using green products creates a positive staff culture from a sense that employers are caring and have long term goals. This links very well with the intent of ISMAPNG's sustainable Living Policy. Very often the introduction of recycled papers into an office has the effect of reducing the amount of paper consumed as staff take greater care to save paper.
5. The Green supplies industry is continuing to grow in momentum and purchasing from green companies helps to support these industries increase their product range. Without the support of committed customers these companies cannot create the markets that will allow the development of alternative products and services. This support includes purchasing non green items (where a green alternative product does not exist) from suppliers who have an advanced environmental policy.

There are a number of larger suppliers that are accessible from most major cities of Australia. These include Winc (formerly Staples) who have an extensive [EarthSaver range](#) of products for office supplies, paper and stationery items. Their EarthSaver range has been designed with the most important specification in mind – the planet. For a product to qualify for the EarthSaver classification, one or more of the following criteria must be met:

- Recycled content: contains 30% or more post-consumer recycled content.
- Third party standards and certifications: adheres to a select group of third-party environmental standards and certifications.
- Other environmental designs contain 30% or more agricultural residues, rapidly renewable material or bio-based plastics.

Winc has already secured suppliers who can provide eco-conscious products and services, made improvements to sustainable packaging options, and optimised transport strategies.

Another online retailer is [ecoOffice](#) who stock a number of sustainability related items in different categories. <https://www.ecooffice.com.au/shop/stationery/20>

Carbon neutral or recycled paper

In line with the Year 1 target within the Procurement theme of the [Environmental Management Plan](#), there is a target for the "Introduction of Earth saver stationery..... (to be) as standard process where possible". Currently paper ordering is conducted as a standard process within each central office and a number of offices are already purchasing paper with a recycled content or paper that is carbon neutral. As per above, Winc (Staples) have a number of different certifications in regards to their carbon and recycled paper items. These can include:-

AFS (Australian Forestry Standard) and **PEFC** (Programme for the Endorsement of Forestry Certification) logos, you can be confident that your organisation is using products sourced from sustainably managed forests. These certifications promote best practise in sustainable forestry management.

AFS is the only forest management standard recognised by Standards Australia and sets challenging environmental, economic and social requirements for forest managers.

PEFC is the world's largest sustainable forest management certification system. For more information visit www.forestrystandard.org.au and www.pefc.org.t from the origins of fibre sourcing and are tracked through the supply chain.

NCOS (National Carbon Offset Standard) Carbon Neutral Program allows Australian products to be certified as carbon neutral, meaning that net emissions associated with a product or an organisation's activities are equal to zero. A product can only be classified as carbon neutral if its manufacturer has accounted for all direct and indirect greenhouse gas emissions associated with the product's lifecycle, demonstrated an emissions reduction strategy via an emissions management plan and then offset by investments in greenhouse gas reductions projects. This process is then audited annually.

Some examples of paper products are shown below, but other sustainable options may be available from suppliers local to your office.



Ethical Procurement

Sustainable procurement takes a wider view of procurement and incorporates the benefits for both ISMAPNG and the wider world. It considers the impact of environmental, economic and social factors along with price and quality. This is important in terms of how ISMAPNG conducts their relationship with suppliers, including contract negotiation especially when sourcing globally with unfamiliar work cultures.

ISMAPMG promotes the proper use and management of all ISMAPMG resources. There are a number of points to consider explaining what proper management can entail: -

Efficient – maximum value for the resource used considering the scale, scope and risk of the item/s.

Effective – the extent that the purchased item/s achieve the desired outcomes or results.

Economical – the aim is to reduce waste and provide value for money.

Ethical – this can relate to honesty, integrity, diligence, fairness and consistency.

References

DEWHA 2008

<https://www.energy.gov.au/households/energy-rating>

<http://www.yourhome.gov.au/energy/appliances>

<http://greeneconet.eu/recycled-paper-and-green-office-supply-green-stationery>

<https://www.winc.com.au/main-catalogue-search?N=8080&Ntt=earth+saver>

https://i.unisa.edu.au/siteassets/staff/finance/pref-supplier-info/office-supplies/carbon_neutral_copy_paper_flyer.pdf

<https://www.ecooffice.com.au/shop/stationery/20>

<https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules/efficient-effective-economical-and-ethical-procurement>

<https://www.cips.org/knowledge/procurement-topics-and-skills/sustainability/sustainable-and-ethical-procurement/>