

## CONTENTS

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>General Guidelines</b>	<b>4</b>
<b>3</b>	<b>Symbols to look out for</b>	<b>6</b>
<b>4</b>	<b>University Purchasing Agreements</b>	<b>8</b>
4.1	<b>General Stationery</b>	<b>9</b>
4.1.1	Adhesives	<b>10</b>
4.1.2	Correction Fluid	<b>10</b>
4.1.3	Envelopes	<b>11</b>
4.1.4	Files & Binders	<b>12</b>
4.1.5	Flipcharts	<b>12</b>
4.1.6	Notebooks & Pads	<b>13</b>
4.1.7	Pencils	<b>13</b>
4.1.8	Pens	<b>15</b>
4.1.9	Post It Notes	<b>15</b>
4.2	<b>Batteries</b>	<b>16</b>
4.3	<b>Computer Consumables</b>	<b>17</b>
4.3.1	Toner Cartridges	<b>17</b>
4.3.2	Computer Listing Paper	<b>19</b>
4.4	<b>Electricity</b>	<b>20</b>
4.5	<b>Furniture</b>	<b>21</b>
4.6	<b>Paper</b>	<b>22</b>
4.7	<b>Personal Computers</b>	<b>24</b>
4.8	<b>Photocopiers</b>	<b>25</b>
4.8.1	Departmental Copiers	<b>25</b>
4.8.2	Central Reprographic Copiers	<b>25</b>
4.9	<b>Printers</b>	<b>27</b>
4.10	<b>Vehicle Hire</b>	<b>28</b>
4.11	<b>Waste Disposal</b>	<b>29</b>
<b>5</b>	<b>Summary</b>	<b>30</b>
<b>Appendix A</b>	<b>Environmental Purchasing Policy</b>	<b>31</b>
<b>Appendix B</b>	<b>Environmental Policy</b>	<b>32</b>

## INDEX OF SUPPLIERS

<b>Supplier</b>	<b>Page</b>
Broadstock Office Furniture	21
Budget Car and Van Rental	28
Computer Form	19
Dell Computers	24
Desk Top Publishing	27
Enterprise Rent a Car	28
Farnell Electronic Components	16
Guilbert UK	9
Jillings Baddeley	21
Océ	25
Premier Paper	22
Supplies Team	17
UK Waste Management	29
Xerox UK	25
Yorkshire Electricity	20

## 1. INTRODUCTION

The Green Purchasing Guide is set within the context of the Environmental Purchasing Policy (Appendix A) which is itself a part of the wider ranging Environmental Policy (Appendix B).

The purpose of the guide is to help minimise the University's impact on the environment by promoting environmental purchasing practices. It highlights the University's consumption of materials and offers tips for reduction as well as providing information on alternative products that have less environmental impact. Lastly, the guide assists in promoting the environmental activities of a number of the University's main contractors.

This is the 3<sup>rd</sup> release of the Green Purchasing Guide; the 1<sup>st</sup> was printed and circulated in 1994. The guide is available on the Web at <http://www.lmu.ac.uk/environment> and this will be updated on an ongoing basis. A hard copy of the guide will only be re-released every 2 or 3 years.

Leeds Metropolitan University would like to thank all its suppliers that have contributed to the guide and for their commitment to environmental improvement. Particular thanks to Guilbert UK for their assistance in printing the guide.

Any comments, ideas, information or suggestions would be gratefully received. Please address them to:

**Mike Briggs  
Purchasing and Environment Officer  
Leeds Metropolitan University  
City Campus  
Leeds  
LS1 3HE**

**Tel: 0113 283 3414  
Fax: 0113 283 3132**

**E-Mail: [M.Briggs@lmu.ac.uk](mailto:M.Briggs@lmu.ac.uk)**

## 2. GENERAL GUIDELINES

Before buying any products or services, a number of questions should be considered:

- Is the product or service required?
- Can the need be met in another way?
- Is a suitable product available elsewhere in the institution?
- Can the requirement be met by renting or sharing rather than purchasing?
- Is the quantity requested essential?
- Can the product serve any useful purpose after its initial use?

**Remember that the best way to help the environment is to minimise consumption.**

If it is essential to purchase, it is important when choosing products to consider whether alternatives are available which are less environmentally and socially damaging. Consider all the phases of a product's lifecycle (e.g. production, transportation, maintenance, disposal etc.) when determining its cost and environmental impact. Assess the overall environmental probity of suppliers by looking at their policies and practices.

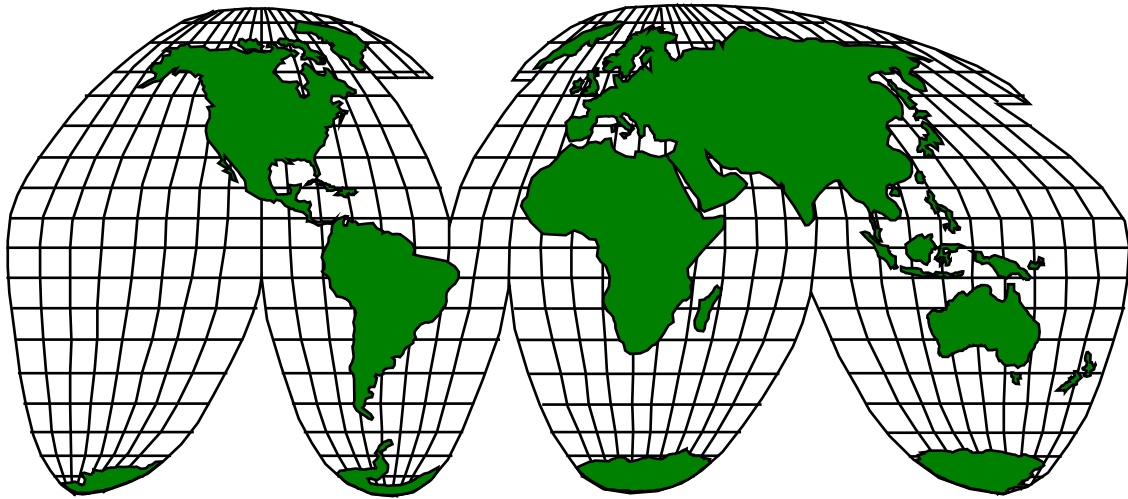
Examples of criteria to consider when determining potential impacts of goods and services include:

- Fit for the purpose and provide value for money
- Energy and resource efficient
- Minimum use of virgin materials
- Maximum use of post consumer materials
- Non (or reduced) polluting
- Durable, easily upgraded and repairable
- Minimum packaging
- Reusable and recyclable.

The specification of a particular environmental requirement may occasionally result in a purchase that costs more - even after taking account of whole life costs - than a less environmentally preferable product or service. There is no reason why this extra cost can't be justified on environmental grounds, although care should be taken to ensure that a proper balance is struck between the cost and the perceived environmental benefits.

It is important not to overlook the supplier's environmental policies and practices, particularly if they are a major supplier to the University or to your division/faculty. Ask them to provide their environmental policy and details of their environmental performances. Do they operate an environmental management system and if so have they obtained certification to ISO 14001? Does any of their products carry any environmental "labels"? (see section 3)

Work with suppliers to improve their environmental performance. If they have been successful in undertaking environmental initiatives, pass the information onto colleagues and other universities. By promoting the "good practice" of suppliers, it will encourage them to seek further improvement which can only benefit them, LMU and the environment.



***THINK GLOBALLY, ACT LOCALLY***

### 3. SYMBOLS TO LOOK OUT FOR

Simple graphic indicators are often used by suppliers to illustrate that their products have been certified as meeting a particular set of environmental standards. The symbols shown below are widely recognised "seals of approval" for products and suppliers. Watch out for suppliers who invent their own!



**The Mobius Loop** - The internationally recognised recycling symbol is the 3 chasing arrows icon. Each arrow represents an aspect of a successful recycling programme: collection, remanufacturing/reprocessing into a new product, and finally purchase by the consumer.



**The European Ecolabel** - This scheme was launched to avoid proliferation of separate national schemes. Award of the label signals that the item meets "rigorous environmental criteria and proper fitness of use", but it does not necessarily mean that a product contains any recycled content. Products featuring the Ecolabel should become more widespread as manufacturers apply to be allowed to use the label on products which comply with the appropriate criteria, which are based on detailed life cycle analysis.

For more information see Web Site:

<http://www.ecosite.co.uk/Ecolabel-UK/scheme.html>



**The Blue Angel** - This scheme is administered by the German Quality Control Institute, and has been established since 1979. It covers a wide range of consumer products from wallpaper to tyres. Currently, over 4,000 products from various manufacturers carry this widely recognised label.

For recycled paper to qualify for the mark, it must be made of 100% waste paper (tolerance 5%), and contain at least 51% low grade or medium grade scrap and wastes.

For more information see Web Site:

<http://www.blauer-engel.de/Englisch>



**The Nordic Swan** - This label was introduced by the Nordic Council of Ministers in 1989, to encourage production methods that create the minimum environmental impact. It covers fine papers and soft tissue grades, but does not necessarily imply that the product contains any recycled fibre.



**NAPM Recycled Mark** - This mark is awarded to those papers which contain a minimum of 75% genuine waste. Genuine waste is defined as: Converters' waste - paper which has left the mill and has become waste during a converting process such as cutting or slitting to meet a specific commercial order. Printers' waste - printed or unprinted waste collected from a printing operation (trimmings, overs or rejects). Domestic or Office waste - collected from homes and offices, printed or unprinted.



The Swedish Confederation of Professional Employees currently offer TCO labels for information technology products. The labels address the life cycle or "cradle to grave" approach to the manufacturing process where it bans such chemicals as chlorofluorocarbons (CFCs) and certain chlorinated solvents. It also limits low-frequency electrical and magnetic emissions. For more details see Web Site: <http://www.tco-info.com>

**ISO 14001**

A supplier operating an environmental management system may seek certification to ISO 14001. This standard specifies the requirements for an environmental management system in terms of an organisation's environmental commitment to a policy, compliance with applicable legislation and regulations and to continual improvement in its overall performance.

For more information see Web site: <http://www.iso14000.com>



**The Forest Stewardship Council** evaluates, accredits and monitors certification organisations which inspect forest operations and grant labels certifying that timber has been produced from well managed forests. Once certified, timber and timber-based products originating from that forest or woodland are eligible to carry the FSC Trademark. For additional information, check out their Web site: <http://www.fsc-uk.demon.co.uk/index.html>



**EPA Energy Star** - The Energy Star® Office Equipment Program is a self-certification program dedicated to reducing energy consumption. It was developed in 1992 by the US environmental Protection Agency to reduce energy wasted during idle periods by personal computers, printers, fax machines, copiers and scanners. Machines with this logo should power down after a period of not being used, and then power up when used again.

For more information see Web site:

<http://www.epa.gov/appdstar/esoe>

#### 4. UNIVERSITY PURCHASING AGREEMENTS

The University has a significant number of recommended suppliers for the supply of a diverse range of commodities and service provisions. The purpose of this section is to provide environmental information on the suppliers that are recommended for the supply of commodities which are common to all the Operating Centres of the University. The information supplied will be a précis of the suppliers' environmental policies and practices plus environmental information on the products that they supply (including alternative "green" products available). Additional information is provided on the University's consumption of the commodities in question and on ways to minimise use.

The University acknowledges the work of the **North Eastern Universities Purchasing Group (NEUPG)** which has formulated a high proportion of the contracts and which is now proactive in encouraging the contractors to improve their environmental performances. Contracts that have been originated by the NEUPG or where it has made a significant contribution are indicated by the use of its logo:



#### 4.1 GENERAL STATIONERY

The University's recommended supplier for general stationery items is:

Guilbert Ltd.  
West Vale House  
Brown Lane West  
LEEDS  
LS12 6NN



**Tel:** 0113 2339913  
**Fax:** 0113 2426247

**CFACS NO:** 40612 + Site No. 1

The Guilbert catalogue is distributed throughout the University and all environmentally friendly products are identified by one or more of the symbols shown below.



**Caring for the Environment** - given to all products with an environmental benefit.



**Post Consumer waste** - Specifies the percentage of post-consumer waste contained within the paper product.



**Unspecified waste** - Specifies the percentage of undefined waste contained within the paper product.



**NAPM - approved recycled**



**Nordic Swan**



**Blue Angel**

- Guilbert continually explore ways of reducing packaging within its warehouse and distribution operations. Disposal of waste materials to landfill is being reduced to its lowest possible level by diverting materials to recycling and recovery.
- Guilbert recycles cardboard, paper and solvents. Office paper recycling is ongoing at all major administration centres.
- The Guilbert Environment range currently offers 186 products with environmental benefits over equivalent products. A catalogue and a contract price list, applicable to Leeds Metropolitan University, is available direct from Guilbert or, alternatively, the details and prices of the full environmental range can be found at <http://www.lmu.ac.uk/local/fin/purch/index.htm>

#### 4.1.1 Adhesives

The University purchases a significant amount of adhesives, particular adhesive tapes. In 1999, in excess of 2,000 different types and sizes of rolls were purchased, equating to over 70 miles of tape. Sufficient to leave a trail from Leeds to Newcastle!

General-purpose tape should preferably use water-soluble adhesive (derived from vegetable gum and therefore non-toxic) and where possible be paper or cellulose based to create a biodegradable product.

Spray adhesives should be avoided if possible, as much of the product is lost into the atmosphere. Most adhesives contain some solvents, although many are now water based and the solvent content has been reduced. Glue sticks are the most eco-friendly as they are completely non-toxic (to the point where one could be eaten and no side effects suffered!).

Product Code	Item
524 901	Bostik Solvent Free Glue 50ml
345 207	Bostik Blu-Tack Reusable Adhesive
Everyday Cellulose Tape Various Sizes (Biodegradable). See Guilbert catalogue for details	

#### Recommendations

- Minimise the use of tapes and adhesives.
- Use narrow adhesive tapes.

#### 4.1.2 Correction fluid

With the advent of PCs, use of correction fluid should logically have decreased. However, in 1999 LMU still purchased the equivalent of 33 litres of correction fluid which would be sufficient to decorate 6 decent sized bedrooms! Only 5% of this figure were of the solvent free variety.

Product Code	Item
416 533	Tipp-Ex Aqua Correction Fluid (water based, solvent free)
180 377	Niceday Correction Pen (airtight band, fluid will not dry out)

#### Recommendations

- Cut down on Tipp-Ex usage.
- Use solvent free fluid whenever possible as these have no need for thinners and do not emit toxic fumes into the atmosphere.
- Experiment with different types of solvent free fluid if you feel that your current brand doesn't give good coverage or is "watery".
- Consider using correction pens. These are less likely to dry out and will last substantially longer than the bottles.

### 4.1.3 Envelopes

In the previous 12 months, the University purchased approximately 1,500,000 envelopes.

The paper and envelopes in the Guilbert Environment range have been selected to make maximum use of recycled materials: re-using materials reduces disposal in landfills and may save water and energy consumption in manufacture. Where virgin materials are used to make a paper, Guilbert establishes whether the fibre comes from sustainably managed forest sources.

Product Code	Item
183 995	Environment Envelope 229x162mm 90gsm s/seal Manilla
188 443	Environment Envelope 254x178mm 90gsm s/seal Manilla
182 242	Environment Envelope 324x229mm 90gsm Manilla
184 934	Economy Envelope 110x220mm 70gsm Window Manilla
186 904	White Plain Self Seal 110x220mm 90gsm
186 937	White Window Self Seal 110 x220 90gsm
582 933	Treesaver Recycled Green Manilla Envelopes 229x162mm self seal (holds the 'Blue Angel' mark)
583 023	Treesaver Recycled Green Manilla Envelopes 324x229mm self seal (holds the 'Blue Angel' mark)
Numerous other environment envelopes are available - see the Guilbert catalogue.	

#### Recommendations

- Manilla envelopes should be used when possible.
- If a better quality or prestigious envelope is required, recycled white envelopes would be a preferable purchase.
- Reusing envelopes for internal use is a good use of resources and one already used by many departments.
- Window envelopes cannot be recycled so use them sparingly and try to use recycled envelopes made of a low-grade waste. Re-use window envelopes when possible.
- It is preferable to use Jiffy bags or shredded paper for packing purposes rather than plastic bubble wrap. Postal tubes are also a good idea being 100% recycled and reusable.

#### 4.1.4 Files & binders

Despite advances in computer data storage, our need for paper based storage systems is as great as ever. We use vast quantities of folders, binders and files - approximately 6000 files/binders and 43,000 wallets/folders every year! Many of these are the manilla buff variety and will already contain a certain amount of recycled material, but many will be plastic.

Product Code	Item
181 249	Foolscap Lever Arch File (100% recycled material)
181 057	A4 Lever Arch File (100% recycled material)
181 140	2 Ring Binder A4 (made using 90% post consumer waste, water based inks and solvent free glue)
181 067	A4 Rigid Box File (100% post consumer waste front and back cover)
There are many more 'green' files and binders available. Check out the Guilbert catalogue.	

#### Recommendations

- Avoid using PVC products whenever possible as PVC emits chlorine when burned and biodegrades to give off toxic fumes.
- Polypropylene is by contrast, an inert plastic which biodegrades slowly but harmlessly.
- Re-use files and folders as much as possible. Polypropylene is the most durable material for prolonged use and can also be cleaned.
- Use recycled products where possible (this includes recycled plastic and polypropylene).
- Avoid products which are part plastic e.g. plastic tabbed dividers. The plastic element hinders biodegradability.

#### 4.1.5 Flipcharts

Although the consumption of flipcharts is not great, the quantity of paper per pad is sizeable, especially considering that only one side of each sheet is generally used.

Product Code	Item
180 414	Flipchart Pad A1 Plain (made from 100% recycled paper)

#### Recommendations

- Use whiteboards or OHPs whenever possible and buy recycled pads when necessary.
- Write on both sides of the pads.

#### 4.1.6 Notebooks and Pads

The good news is that since 1994, the University's use of refill pads has reduced by approximately 25% whilst the proportion of recycled pads purchased has risen from 1.5% of the total to 14%. Similarly, the number of shorthand books purchased has reduced although the proportion of recycled pads bought has fallen from 46% to 33% of the total.

Product Code	Item
184 338	Refill Pad A4 80LF Feint Ruled/Margin (manufactured from 100% recycled post consumer waste)
181 523	Spiral Shorthand Notebook 127x203mm 160 pages (manufactured from 100% recycled post consumer waste)
181 421	Spiral Notebook A4 50LF Punched 2 Hole (manufactured from 100% recycled post consumer waste)

Other pads are available, including graph and analysis pads, made from 100% recycled post consumer waste. See the Guilbert catalogue.

#### Recommendations

- Use scrap paper whenever possible and maximise use of recycled pads/notebooks etc.
- Scrap pads should be made of the lowest grade waste as it is unlikely that they will be recycled.
- Use both sides of memo pads.

#### 4.1.7 Pencils

Pencils make a good alternative to pens for informal use (making notes etc.). Although automatic pencils are not made from a renewable source, they can be used repeatedly and so save on waste.

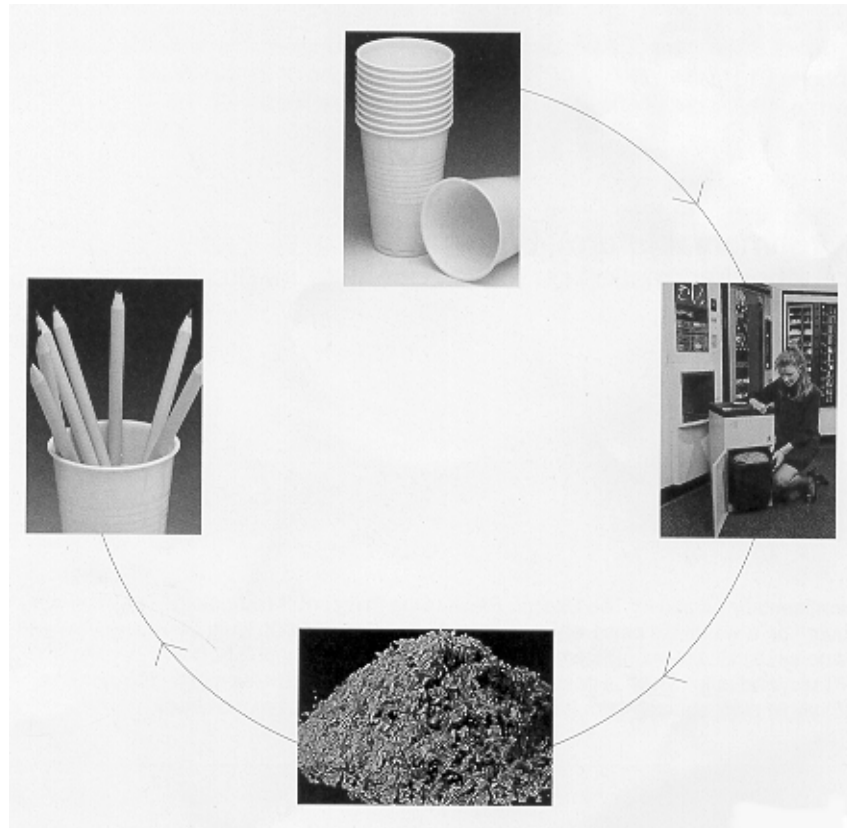
Product Code	Item
181 765	Niceday Graphite Pencil (natural unvarnished)
565 722	Remarkable Recycled Pencils (made from 1 recycled vending cup)

#### Recommendations

- Replace pens with pencils where possible.
- Use environmentally friendly pencils made with timber from sustained forests, lightly painted and varnished if necessary.
- Use refillable pencils.
- Avoid disposable automatic pencils.

The Remarkable Recycled Pencil (section 4.1.7) and the Remarkable Recycled Ball Pen (section 4.1.8) are manufactured in Great Britain from recycled vending cups and are a perfect example of **"Closing The Loop"**

Re-using material in this way not only avoids disposal to landfill but also provides a handy reminder to recycle. Recycling only makes sense if we create markets for the recycled materials, recycle and then "close the loop" by buying and using products made new from old.



#### 4.1.8 Pens

The University uses a great deal of biro and disposable pens. Many are replaced when the previous one is not entirely finished or begins to "blob". Perhaps the way to get around this is to invest in a good quality refillable pen and get the maximum usage from each refill. The propensity for pens to "vanish" may also decrease if they have a higher value!

Product Code	Item
565 724	Remarkable Recycled Ball Pens (blue)
521 837	Parker Frontier Rollerball Pen (blue)
129 030	Parker Rollerball refill (blue)
521 838	Parker Frontier Fountain Pen
521 036	Parker Quink Permanent ink 2oz Bottle (blue)

If there is enough interest in using fountain pens institutionally, a bulk purchase may be feasible and substantially decrease the cost.

#### Recommendations

- Provide refillable pens and request that each user looks after his/her pen to ensure the greatest possible usage.
- Use a fountain pen which takes ink rather than cartridges to save waste.
- Ensure that disposable pens have polypropylene barrels (these are biodegradable).

#### 4.1.9 Post it notes

The University uses in excess of 480,000 Post It notes every year (over 300 or 3 pads per member of staff) and less than half of these are made of recycled material. It is interesting to consider that Post Its didn't exist 15 years ago and yet they are now deemed indispensable. Most Post-Its are not recyclable due to the adhesive which is used and therefore even recycled notes only have one life.

Product Code	Item
524 915	Recycled Post It pad 38x51mm
524 813	Recycled Post It pad 76x76mm
524 770	Recycled Post It pad 76x127mm

#### Recommendations

- Purchase Post-Its made of the lowest grade recycled waste as they cannot be recycled themselves.
- Reduce the amount of Post-Its used by substitution of scrap pads etc.
- Analyse whether Post-Its are being used for the right purpose.

## 4.2 BATTERIES

The University's recommended supplier for batteries is:

Farnell Electronic Component  
Canal Road  
Armley  
Leeds  
LS12 2TU

**Tel:** 0113 263 6311

**Fax:**

**CFACS NO** 26345

Batteries require up to 50 times more energy to manufacture than they are able to produce. Mains power should, therefore, be used whenever possible. Re-chargeable batteries can, if used carefully, be re-charged as many as 500 times, thereby reducing the number of batteries to be disposed of. Using long life batteries also helps to reduce the number of batteries required.

### **Recommendations**

- Use mains power whenever possible
- Use Long Life batteries
- Consider using re-chargeable batteries
- Make sure that all re-chargeable and button batteries are disposed of by the correct method.

### 4.3 COMPUTER CONSUMABLES

The University's recommended supplier for computer consumables is:

Supplies Team Ltd  
14 Eldon Place  
BRADFORD  
BD1 3AZ



**Tel:** 01274 741111/306787  
**Fax:** 01274 393495/726723

**CFACS NO:** 36577

#### 4.3.1 Toner Cartridges

Literally millions of laser printer cartridges are used each year and thrown away ending up in landfill sites. This is now recognised as a waste of a valuable resource as approximately 90% of the mass of a laser toner cartridge can be recycled by a refurbishing process.

There is little excuse for not considering the use of remanufactured toner cartridges provided they are from a reputable supplier that will guarantee quality and reliability. A properly remanufactured toner cartridge will perform at least as well as an OEM one. The two main concerns expressed in respect to using remanufactured cartridges are:

- **They damage the printers** - It is unlikely that even a poorly remanufactured toner cartridge would damage a printer, however even if this happens, a good supplier will provide a "repair or replacement" guarantee against such damage.
- **They invalidate printer warranties** - This is **NOT TRUE** and would actually be illegal.



Supplies Team offer the Reviva range of laser toner cartridges. The original cartridge is disassembled, quality checked, cleaned refilled and reassembled. All components are closely inspected and replaced if any signs of wear and tear are evident. The OPC drum (this generally fails before anything else) is replaced with a premium grade long-life drum such as the Fuji SX. It is not recoated as with many remanufactured cartridges.

Reviva laser toner and ink jet cartridges are manufactured to the same high standard as the big printer brands.

- Every cartridge is print tested prior to packing by specialist production engineers.
- Every cartridge carries a full service and product replacement guarantee.

More details of the Reviva scheme can be seen at: <http://www.supplies-team.co.uk>

For LMU contract prices for Reviva cartridges visit the Purchasing Intranet Site:  
<http://www.lmu.ac.uk/local/fin/purarra/paframe.htm>

<b>Product Code</b>	<b>Item</b>
REV92275	Series IIP EP-L Long Life Drum
REV92291	Series IIISi EP-N
RES92295	Series II EP-S OEM Drum
REV92295	Series II EP-S Long Life Drum
REV3909A	Series 5Si EP-W
REV3903A	Series 5P EP-V
REV3906A	Series 5L EP-A
REV39008	Series 4V EP-B
RES92274	Series 4L EP-P LL Drum
REV92298	Series 4 EP-E Long Life Drum
REH92298	Series 4 EP-E Jumbo Capacity
REV4000J	Laserjet 4000 Ultra High Yield

#### **Recommendations**

- To make cartridges last longer, set the density adjustment dial in the printer to a higher number (for a lighter print).
- When the toner starts to run out, fading and streaks may be seen on the page. Redistribute the toner by removing the cartridge from the machine and rocking it back and forth.
- Follow a regular cleaning and maintenance schedule for the printer. Regularly replace the ozone filter.
- Ensure you recycle your toner cartridges

Toner Recycling Bins are located at several points across the University including the Purchasing Office, Room D110, City Campus. If you have a high usage of cartridges you may wish to have a separate bin, please contact the Purchasing Office on Ext. 3414.

#### 4.3.2 Computer Listing Paper

A separate contract is available to the University for the supply of computer listing paper. The supplier is:

Computer Form South Wales  
Unit 1a, Pandy Road  
Bedwas  
South Wales  
NP1 8EH



**Tel:** 01222 880270

**Fax:** 01222 880271

**CFACS NO:** 108516

Although the amount of listing paper the University uses has reduced considerably over the past few years it is still important that recycled paper is used whenever possible. The paper detailed below is available from Computerform. For prices visit the Purchasing Intranet Site:

**<http://www.lmu.ac.uk/local/fin/purch/index.htm>**

Product Code	Item
1PL1REC (16)	11 x 14.5 1 part plain 60gsm Recycled (2000 sheets)
4PL 1REC	11 x 9.5 1 part plain 60gsm Recycled (2000 sheets)

#### 4.4 ELECTRICITY

The supplier of electricity to the University is:

Yorkshire Electricity Group plc  
Wetherby Road  
Scarcroft  
Leeds  
LS14 3HS

The University has contracted with Yorkshire Electricity for them to supply green electricity to the City Campus main site. This represents approximately 4,000,000 Kwhs of electricity consumption per annum. Green electricity is generated from wind power and biomass such as agricultural and forestry residues. By switching to green electricity, the University will be directly supporting the generation of electricity from renewable sources.

Yorkshire Electricity has Corporate Environment Policies for all aspects of their business and is actively involved in community environmental projects. Comprehensive information on their activities is provided on their Web site <http://www.yeg.co.uk/community/>.

##### **Recommendations**

- Switch off lights that are not needed
- Make maximum use of daylight
- Don't leave lights on in unoccupied areas
- Reduce decorative lighting
- Ensure someone turns off any remaining lights at the end of the day
- Don't switch on all the lights when only a few are needed
- Fit labels on switches so people know which switches control which lights
- Use local desk lights when appropriate
- Encourage others to do the above.

## 4.5 FURNITURE

The University's recommended supplier for office furniture is:

Broadstock Office Furniture Ltd.  
Brunel Road  
Lyme Green Business Park  
Macclesfield  
Cheshire  
SK11 0TA



**Tel:** 01625 442613  
**Fax:** 01625 511136

**CFACS NO** 40629

Broadstock are a member of "Club Green" which is a sector specific initiative run by the Furniture Industries Research Association that requires furniture suppliers to undergo an annual third party scrutiny of their commitment to the environment and their willingness to improve on an ongoing basis.

The company has a clear and concise environmental policy and commit to ensuring furniture designs include an evaluation of material usage in terms of the environmental implications of materials and their efficiency of use. Broadstock achieved accreditation to the prestigious ISO 14001 Standard in January 2000.

The recommended range of desking from Broadstock is the Design 2000 range manufactured by Gresham Furniture. The main elements of which are melamine faced chipboard and steel framework. The chipboard is manufactured from soft and hardwood thinnings from sustainable sources, with resins and processes conforming to the lowest European levels of Formaldehyde E1 emissions. Most plastic components are manufactured from unplasticized polyvinyl chlorides and produce no isocyanate vapours and are free from PCB (polychlorinated biphenyl) and PCT (polychlorinated terphenyles). Waste from board production is incinerated for heat. Specialist compacting machinery ensures that the remaining waste for landfill is compacted by a ratio of 3:1.

Rather than buy new furniture, consider refurbishing existing. Office seats can easily be recovered and component parts replaced. Wood furniture can be sanded down and revarnished. A refurbisher that the University has previously used is:

Jillings Baddeley Ltd  
Aviary Works  
Aviary Road  
Off Canal Road  
Armley  
Leeds  
LS12 2NS

**Tel:** 0113 2633031  
**Fax:** 0113 2311741

**CFACS NO.** 49846

## 4.6 PAPER

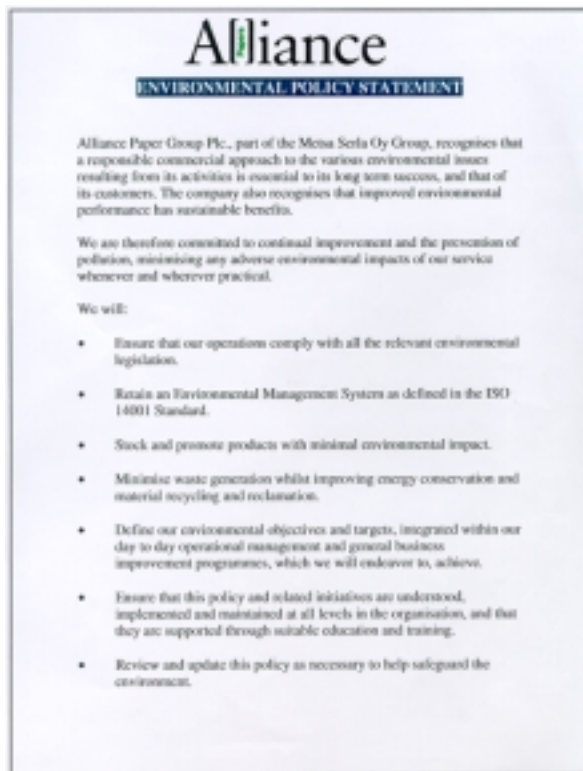
The University's contractor for the supply of paper is:

Premier Paper Group Ltd.  
 The Paper Centre  
 Valley Farm Road  
 Leeds  
 LS10 1SD



**Tel:** 0113 2823111  
**Fax:** 0113 2827297

In 1997 Premier Paper Group, then Alliance Paper, became the first paper merchant in the UK to secure the ISO 14001 accreditation for its operations. The ISO Standard specifies the requirements for an environmental management system in terms of an organisation's environmental commitment to a policy, compliance with applicable legislation and regulations and to continual improvement in its overall environmental performance.



LMU currently uses around 33 million sheets of A4 copier paper every year (this works out to roughly 20,000 sheets per member of staff) which includes around 3.5 million sheets of recycled. Paper is purchased by the Learning Technology Services for use in the Reprographics Unit and for distribution to satellite copiers. Paper for laser printers can be purchased through the Reprographics Unit. Two types of paper are available:

Laserspeed Recycled	Nordic Swan and ISO 14001 certified 50% recycled fibre and 25% ECF virgin fibre
Academic	Nordic Swan and ISO 14001 certified Elemental chlorine free

Laserspeed Recycled is soon to be replaced by Evolve Business. This is 100% Recycled-genuine Post Consumer Waste. Other environmental advantages include:

- Waste is collected from London and the South East (The Urban Forest!)
- Pulp manufactured at Kemsley, Kent (Reducing transport impact)
- Paper produced at Kemsley, Kent (Reducing transport impact even more!)
- The grade is accredited to Nordic Swan, Blue Angel, ERA NAPM and Eugropa and the pulp is TCF
- The Mill is ISO 14001
- The Mill runs on Natural Gas (keeping atmospheric emissions to a minimum and reducing energy required per tonne of product)

#### Recommendations

- Request the Reprographics Unit to use recycled paper for your copying (just tick the appropriate box on the Reprographics Request Form).
- Photocopy documents double sided to save paper.
- Recycle your paper.
- Ask yourself, "Is it necessary for me to copy this"?

Paper recycling bins are available from Stewart Ferris on Ext. 1972. **Please make sure your office has one.**

#### 4.7 PERSONAL COMPUTERS

Information technology is one of the fastest growing industry sectors in the world today. The computer industry is adding more than 60 million computers to the market each year with over 11 million being disposed of by business each year. Such activity has substantial impact on the environment, particularly in respect to energy consumption and waste production.

LMU is a large user of IT equipment and its purchase and disposal of PCs each year extends into the hundreds. It is only proper, therefore, that the University gives consideration to the environmental impacts of the equipment it buys and to the environmental policies and practices of the companies that supply it.

The University's primary contractor for the supply of personal computers is:

Dell Computer Corporation  
Berkshire Court  
Western Road  
Bracknell  
Berkshire  
RG12 1RE

Dell are very committed and proactive in dealing with environmental issues:

"Dell Computer Corporation is committed to protecting and preserving the environment through efficient and sound processes driven by the company's direct model. Dell's build to order model increases efficiency and eliminates waste by ensuring that each Dell® system produced has a buyer. Dell, in co-operation with its customers and suppliers, strives to protect the environment, conserve natural resources, prevent pollution and act as a responsible corporate citizen in the global community".

In practice this has led to a creditable number of environmental achievements including:

- German Blue Angel and Swedish TCO 95 certified OptiPlex® systems.
- Swedish TCO 92 and TCO 95 certified monitors.
- US Environmental Protection Agency ENERGY STAR® Partner.
- Green Away take-back program.
- 50% reduction in packaging volume in Dell Europe.
- Manufacturing facilities that achieve a landfill avoidance of 95% of the waste generated.

LMU presently operates a recycling service for PCs and office equipment. Contact the Business Services Division to arrange for the items to be collected for recycling (Ext. 1972)

## **4.8 PHOTOCOPIERS**

### **4.8.1 Departmental Copiers**

The University's contractor for the supply of departmental copiers is:

Océ (UK) Ltd.  
Venlo House  
Royds Close Industrial Estate  
297 Whitehall Road  
Leeds  
LS12 6LR

The University's photocopier contract is administered by Learning Technology Services. There are currently 110 Océ photocopiers located within LMU. These are digital machines capable of printing double sided and of being networked to personal computers. It is anticipated that, over time, this will, enable the transfer of a high percentage of the printing undertaken on the less environmentally friendly and more costly laser printers on to the digital copiers.

In awarding the contract to Océ, the University gave consideration to ozone and noise emissions, power consumption and the environmental performance of the company.

Océ has been in the forefront of ensuring that the technologies are sympathetic with the needs of the environment. It has been a guiding principle of the company over many decades - long before such issues became of public concern. Invention of the non-Ammonia dyeline process in the 1920's, non-hazardous photoconductors in the 1970's and establishment of a biennial international environmental award are few of the aspects visible to outsiders, but the philosophy embraces factory emissions, packaging materials, and every other facet of a major multinational enterprise.

The company obtained certification to ISO 14001 in 1994. Among the many actions it's taken are:

- Asset recovery factory dedicated to re-use, re-modelling of returned machines and assemblies, or recycling of their materials.
- Use of packaging reduced and made from recycled paper wherever practicable.
- Emissions cut to 15% of 1991 levels. Solvent coating operations have been largely replaced by other processes.
- No Ozone-depleting substances (CFC and Halons) used.
- Industrial sites have been inspected and decontaminated where necessary.
- Percentage of waste sent to landfill reduced to 10% of total with 90% being recycled compared to 50% recycled in 1991.
- Water and energy consumption (electricity and gas) significantly reduced, with further reductions planned.
- 'Blue Angel' and 'Energy Star' certification for many of it's copiers.

### **4.8.2 Central Reprographic Copiers**

The high volume copiers located within the Reprographic Units are supplied by:

Xerox (UK) Ltd  
Bridge House  
Oxford Road  
Uxbridge  
Middlesex  
UB8 1HS

Xerox's environmental track record dates back to the 1960s when it began recycling aluminium and selenium alloy from photocopiers. Since then, Xerox has established a reputation for environmental

responsible behaviour and set itself a triple goal of Waste-Free plants producing Waste-Free products, which work in Waste-Free offices. Among Xerox many achievements are:

- Top European Union Environment Award for Industry (EBEAFI) – in the recovery of waste category (1996)
- The 'Blue Angel' Award for both its recycled paper and 14 of its copiers.
- The largest number of products in the industry certified to 'Energy Star' (43 Copiers, 40 printer/fax and 29 multifunction).
- EMAS certification achieved by all Xerox equipment manufacturing sites in Europe.
- Over 93% of the solid waste from its manufacturing sites is being recycled (80% reduction since 1993).

#### **examples**

Xerox manufacturers its own injection moulded print cartridges, 25% of the feedstock is obtained from recovered cartridges.

Every year, Xerox recycles 100 tonnes of non-reusable platen glass to be used in products such as reflective road markings.

- CFCs and trichloroethane (category 1 ozone depleting substances) eliminated from all Xerox manufacturing processes in 1993, well ahead of legislation.
- Solvents reduced in remanufacturing processes.
- All equipment is delivered either "Packaging-Free" in returnable pallets or packaged in recyclable material and external wrapping is unbleached brown. A team within Xerox developed a single faced corrugated packaging material called Corrupad which is manufactured from 100% recycled board, glued with a starch based adhesive.
- Energy management systems at the Venray manufacturing plant (Holland) have reduced consumption by 36 million-kilowatt hours. A similar system at their Mitcheldean facility (U.K.) has reduced energy consumption by 62%.
- Operating Companies in Europe have started and in some countries (Denmark, Holland, Switzerland and Spain) have completed ISO 14001 environmental management system certification based on entire product life cycle management and waste free office programme.
- Xerox Corporate E&HS Supplier Standard implemented in 1997-1998
- New Xerox digital Document Centres have "Zero Landfill" design and the "Sixth Sense" remote diagnostic/repair capability considerably reducing service/transport impact.

For further information on Xerox's environmental performance, check their Web site at [http://www.xerox.com/go/xrx/about\\_xerox/T\\_ehs.jsp?trk=/Environment,\\_Health\\_and\\_Safety/](http://www.xerox.com/go/xrx/about_xerox/T_ehs.jsp?trk=/Environment,_Health_and_Safety/)

## 4.9 PRINTERS

The University's recommended supplier for printers is:

Desk Top Publishing Group Ltd.  
23 Cambrian Terrace  
Leeds  
LS11 8JB



**Tel:** 0113 2760210  
**Fax:** 0113 2771963

The Hewlett Packard printers supplied by DTP meet or exceed the 'Energy Star' guidelines for their Laser Jet, Desk Jet, Office Jet and Design Jet printers and Laser Jet scanner. HP design many of their products to be made with recycled plastics and are working with the American Plastics Council to develop reliable and economical sources of recycled plastics. In 1996, HP's commuter transportation scheme won a US Environmental Protection Award for its efforts to improve air quality and reduce traffic congestion.

In 1996, HP were recognised for their commitment to environmental protection in California for diverting from landfill 92% of the solid waste it generated and for using waste water from manufacturing to irrigate landscaping and for recycling of solid waste. For more than a decade HP has operated and audited its' manufacturing facilities world-wide under a uniform environmental management system (EMS).

HP operates product re-furbishing centres in many countries and each month recycles or reuses approximately 1.36m Kg of material from old products. A growing number of products are designed to be easier to take apart and recycle; the number of different types of plastic and metal parts used have been reduced and material identification codes put on plastic parts to make recycling products easier. In the UK, HP is a founding member of the Industry Council for Electronic Equipment Recycling (ICER) which explores sound and economically feasible ways to collect, recycle, reprocess and reuse electronic equipment.

HP manuals for printers are printed on recycled paper using vegetable inks and have no metal or plastic bindings.

HP is moving towards the use of foam pellets made from wheat instead of traditional packaging. These pellets are reusable, recyclable and biodegradable. 100% of all packaging is recyclable.

#### 4.10 VEHICLE HIRE

The University's recommended suppliers for vehicle hire are:

Budget Car and Van Rental  
Unit 8, Hunslet Trading Estate  
Off Severn Way  
Leeds  
LS10 1BL

**Tel:** 0113 272 1177

**Fax:** 0113 272 1199

**CFACS NO** 83505+Site No. 1

Enterprise Rent a Car  
48 Concourse House  
432 Dewsbury Road  
Leeds  
LS11 7DF

**Tel:** 0800 800 227

**CFACS NO** 106733

#### Recommendations

- Before hiring a vehicle, ask yourself if the journey is necessary. Could business be conducted by telephone, fax or e-mail?
- If the journey is necessary, check whether it could be made by public transport.
- Hire cars are grouped according to engine size. The bigger the engine the more pollution is caused. If hiring a car is unavoidable then ensure that the car hired is the optimum car for the journey ( taking into account distance and any passengers) e.g.

Group A	up to 1300cc	local journeys
Group B	1300 to 1600cc	regional journeys
Group C	+ 1600cc	national journeys

Fuel is another important consideration. At present, most hire cars use either unleaded petrol or diesel. Unleaded petrol is preferred environmentally. LMU is currently discussing with car hire suppliers the possibility of hiring Liquefied Petroleum Gas (LPG) vehicles in future. Budget have indicated that in the near future, a Group C Ford Mondeo 1.6 or 1.8 will be available with LPG.

#### 4.11 WASTE DISPOSAL

The University's recommended supplier for waste disposal is:

UK Waste Management Ltd.  
Depot 13  
Yarn Street  
Hunslet  
Leeds  
LS10 1QA.

Tel: 0113 270 6590  
Fax: 0113 270 6001

Waste disposal is one of the most important environmental areas in which we can all play an important part. UK Waste Management Ltd. has recently been awarded the contract to dispose of waste from LMU. They will work within the framework of the University's Environmental Policy (see Appendix B) in order to evaluate present systems and suggest improvements. It is hoped that an awareness campaign will be launched by LMU/UK Waste Management so that everyone can contribute effectively to the problem of waste. In the meantime, please follow the recommendations below – they are listed in order of importance.

##### **Recommendations**

- *Reduction* – we can all use less of everything e.g. paper, electricity, water, plastic etc. All it requires is a little effort to establish an environmental approach.
- *Re-use* – if an article has been used, try to think of ways that it can be used again e.g. envelopes, A4 paper (scrap pads), unwanted items could be used by another department etc.
- *Recovery* – there are already recycling schemes in place for paper, cardboard, toner cartridges, aluminium cans and fluorescent tubes - please use them.
- *Disposal* – if disposal is the only option, ensure that the Best Practicable Environmental Option (BPEO) is used.

## **5. SUMMARY**

This guide provides environmental information in respect of:

- The University's key suppliers,
- the alternative products available,
- tips to reduce consumption, and
- the recycling facilities available.

The aim is to raise awareness of environmental issues and prompt colleagues to give consideration to them when procuring goods and services. Only by individuals taking action can the University hope to minimise its environmental impacts.



## LEEDS METROPOLITAN UNIVERSITY

### ENVIRONMENTAL PURCHASING POLICY

***The aim of the Environmental Purchasing Policy is to prompt staff involved in the procurement of goods and services to use environmental responsibility as a factor in their purchasing decisions. In particular for them to:***

- consider goods and services which can be manufactured, used and disposed of in an environmentally responsible way
- give preference, where items are of a similar cost, to those that are manufactured with a high recycled content
- specify items that can be recycled or reused
- consider the energy usage/cost of operating equipment prior to purchase
- favour suppliers that are committed to environmental improvement
- consider 'whole life' costs and impacts when assessing equipment for purchase.

***Specifically, the University's Purchasing Section will:***

- circulate agreements that offer environmentally friendly alternatives
- carry out an environmental assessment of the University's major suppliers
- supply to the University's Operating Centres, best advice on environmental issues relating to purchasing.



## LEEDS METROPOLITAN UNIVERSITY

### ENVIRONMENTAL POLICY

***Leeds Metropolitan University is committed to minimising the harmful effects of its operations on the environment by means of a programme of continuous improvement. In particular we will:***

- meet and, where appropriate, exceed the requirements of all relevant legislation - where no regulation exists, we shall set our own standards informed by relevant codes of practice and guidelines
- seek to reduce our consumption of materials, re-use where possible and promote recycling and the use of recycled materials
- seek to dispose of materials in an environmentally sensitive manner
- promote and manage energy efficiency in all our operations and incorporate effective energy efficiency measures in all new building and refurbishment projects
- influence our major suppliers to minimise the negative impact of their operations on the environment
- develop an environmentally responsible transport policy in accord with the transport strategy of the City
- work pro-actively with the local authority, other universities and the community at large to progress environmental initiatives and exchange best practice.