**Please ensure you have read the guidance associated with these documents before continuing**

**Sustainability Impact Analysis**

**Step 1: Describe the product, service or project you are procuring**

(Remember the more specific this is the easier it is to do an impact analysis)

Product/Service Description: **KB Printer Purchase and Maintenance**

**KC Printer Consumables, Toners, Ink, Ribbons etc**

**Step 2: Undertake the sustainability impact analysis**

During this step we are going to systematically identify as many as we can of the Environmental, Social and Economic impacts associated with the subject matter of the contract, both positive and negative (as described in Step 1).

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| --- | --- | --- |
|  | **Positive Impacts** | **Negative Impacts** |
| **Environmental** | There are very few environmental impacts that are truly positive, rather than leave an empty box this is a reminder that opportunities are identified in the next step. | * Company/Office resource use * Energy consumption in use * Energy & water use in mining and processing activity (carbon impact and natural resource consumption) * Packaging waste * Fuel & emissions from transport * Pollution & discharges * Loss of habitat/impact on landscape/soil erosion * Synthetic materials made from petro-chemicals * Raw material use |
| **Social** | * Job creation * Investment in training & apprentices * Investment in community | * Pay & conditions of staff * Health & safety risks * International supply chain risk of child labour & modern slavery * Congestion associated with deliveries * Noise pollution from production * Health risks associated with production process |
| **Economic** | * Local employment * Creates supply chain value | * Cost of product * High transport costs * Under-utilisation of products (depreciating asset) * Multiple purchases of individual items of equipment * Single use consumables * Product obsolescence |

**Step 3: Identifying Opportunities/Solutions**

When you have completed the impact analysis the following questions need to be asked:

* How can we reduce any negative impacts?
* How can we maximise any positive impacts?
* Where can we take any opportunities to turn negatives into positives?

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| --- | --- |
| Impact | Opportunity/Solution |
| Environmental | * Energy efficient equipment e.g. Energy Star * Recycle packaging * Using recycled packaging * Rationalise suppliers & deliveries to reduce vehicle and fuel emissions * Low CO2 delivery vehicles |
| Social | * Apprenticeship opportunities * Educate suppliers on modern slavery issues & workforce management |
| Economic | * Invest in robust and durable products (whole life cost) * Consider end of life re-use * Education of staff/students to reduce print demand * Share equipment (overall cost reduction) * Reduce waste through effective inventory management/redistribute over-orders of consumables internally |

Once you have identified the opportunities spend a little time thinking where in the procurement process it would be best to integrate the potential opportunity/solution, for example:

* Opportunity 1 (Include in specification)
* Opportunity 2 (Include as a KPI)
* Opportunity 3 (Discuss as part of Contract Management)
* Opportunity 4 (Include as a specific contract term)
* Opportunity 5 (Include as a selection/evaluation criteria)