**Procurement Sustainability Checklist**

The Procurement team encourage and support a sustainable approach when procuring

new items. When undertaking a new procurement exercise, please answer the below questions:

For further help and support, please contact Procurement@fxplus.ac.uk

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| --- | --- | --- | --- |
| Reference Number | Question | YES | NO |
| 01 | Could I repair or refurbish the old item instead of purchasing a new one? |  |  |
| 02 | Can I loan, lease or buy it from someone else/another department? |  |  |
| 03 | Does the product make efficient use of resources? Does the product use energy, fuel or water more efficiently or uses less paper, ink, light or other resources? |  |  |
| 04 | Does the product have minimal content and use of toxic substances in production and final product? |  |  |
| 05 | Is the product reusable or durable, have a long economically useful life and/or can be economically repaired or upgraded, compared to alternatives? |  |  |
| 06 | Is the product recyclable (and do local facilities exist that are capable of recycling the product at the end of its useful life)? |  |  |
| 07 | Is the product biodegradable (will it take a long time to decompose in landfill)? Does the product contain recycled material? Do we really need to buy a virgin product when the recycled version is of the same quality? |  |  |
| 08 | Is the product purchased from local supplier, which minimizes the ecological footprint, such as transportation and packaging cost? |  |  |
| 09 | Can the additional cost accounted for improved quality be reimbursed in lower operating costs over 5 years? |  |  |
| 10 | Does the supplier have ISO 14001 or another Environmental Management Standard? |  |  |
| 11 | Are any of the products to be purchased eco labelled? (if yes, please state which ones) |  |  |