

SUSTAINABLE PROCUREMENT CHECKLIST: Consider the following to help your organisation follow sustainable principles

1. **Consult:** inform, consult and engage all those involved in procurement in your organisation.
2. **Suppliers:** consult suppliers regarding their sustainable, environmental, natural resources and life cycle assessment policy.
3. **Social effects:** consider the effects of your organisation and suppliers on the local or wider community.
4. **Local supply:** are local suppliers able to provide your requirements cost effectively and sustainably?
5. **Buildings:** consider the effects of the organisation’s buildings and contractors, such as their “carbon footprint”.
6. **Energy:** consider energy saving policies, and current costs.
7. **Waste:** consider ways to reduce waste from suppliers or within your organisation. Reuse where possible and introduce sustainable recycling policies.
8. **Transport:** are transport policies sustainable? Consider alternative fuel, source of supplies, methods of transport, and Travel Plans.
9. **Ecology:** consider effects of the organisation and suppliers on ecology and nature.
10. **Water resources:** can effects of organisation and suppliers on water resources be improved?

NATIONAL, REGIONAL AND LOCAL (SURREY) RESOURCES FOR SUSTAINABLE PROCUREMENT AND LINKS TO USEFUL GUIDANCE AND SUSTAINABLE PROCUREMENT WEBSITES

National schemes promoting sustainability/procurement		
Name	Web site	Contact
Association of Sustainable Manufacturers	www.asma-uk.org/	0191 229 1824
Sustainable Supply Chain Forum	www.sscf.info	Malcolmm@sscf.info
Chartered Institute of Purchasing and Supply	http://www.cips.org/BigPage.asp?PageID=647&CatID=312	01780 756777
InspireRecycle	www.inspirerecycle.org/	inspirerecycle@kingston.ac.uk
The Green Consumer Guide	www.greenconsumerguide.com/	0191 2759777
Envirowise	www.envirowise.gov.uk/home.aspx?o=home	0800 585794
Greenspec Recycled products	www.greenspec.co.uk/index.html	See web site
WRAP recycled products	www.recycledproducts.org.uk	rpg@wrap.org.uk .
GreenChoices (Friends of the Earth)	www.greenchoices.org/office.html#moreinfo	0808 800 1111
Energy Saving Trust	www.est.org.uk/	020 7222 0101
The Carbon Trust	www.thecarbontrust.co.uk/carbontrust/	0800 085 2005
CRED – Carbon Reduction Initiative	www.cred-uk.org/CentralContent.aspx?intCID=4	01603 592838
Combined Heat and Power Association	www.chpa.co.uk/	info@chpa.co.uk

National companies who supply sustainable items			
Name	Sector	Web site	Telephone
Blueline	Office furniture	www.blueline.uk.com/	0870 0493366
Re-Markable	Recycled office goods	www.remarkable.co.uk/home.htm	020 8741 1234
Staples	Office products	www.staples.co.uk (search for recycled)	
Office Depot	Office products	www.officedepot.co.uk/	0870 7556831
Office2Office (WWF endorsed)	Office products	www.office2office.biz/	0800 521 939
M-Real (WWF endorsed)	Paper suppliers	www.evolve-papers.com	01628 411831
Ecotricity (WWF endorsed)	Sustainable energy	www.ecotricity.com/ also see: www.greenelectricity.org/business.html	08000 326100
Ecosac Limited	Biodegradable and compostable bags	www.edie.net/webforms/ecosac/index.htm	01630 639614
PV Systems Ltd	Renewable Energy	www.pvsystems.com/pv_for_public.asp	Enquiries@pvsystems.com
Mercury Recycling Limited	Recycling of fluorescent tubes	www.mercuryrecycling.co.uk/	Info@mercuryrecycling.co.uk
Green Building Store	Efficient building supplies	www.greenbuildingstore.co.uk	01484 854898
Vital Energi	Community Energy/CHP	http://www.vitalenergi.co.uk/burndengroup/pages/home.asp	01204 554 500
South East regional schemes promoting sustainability/procurement			
Name		Web site	Contact
National Industrial Symbiosis Programme-S East		www.nisp.org.uk/	Robert.spencer@scottwilson.com
SEEDA sustainability checklist		www.sustainability-checklist.co.uk/	See web site for details
Business in the Community		www.bitc.org.uk/regions/bitc_in_your_region/south_east/index.html	information@bitc.org.uk
South East Forum for Sustainability (FOE)		www.sefs.org.uk/	alisonw@foe.co.uk
South East regional companies who supply sustainable items			
Name	Sector	Web site	Telephone
Supreme Seating & Desking Ltd (WWF endorsed)	Office furniture	www.supremeseating.com/	0118 9595535
Orchard Street Furniture	Street Furniture	www.orchardstreet.co.uk/	01491 642123

South East regional companies who supply sustainable items (continued)			
Solar Century	Solar energy	www.solarcentury.co.uk/overview/	020 7803 0100
Beacon Press	Printing	www.beaconpress.co.uk/about_us/about.php	01825 768611
Local Food Works	Local food suppliers	www.localfoodworks.org/Web/SA/SAWeb.nsf/lfnetworks_selond.htm?OpenPage&charset=iso-8859-1	See web site for details
Ashwell Recycling Limited	Recycled timber products	www.ashwellrecycling.com/	01375 892576
TV Energy	Energy management advice	www.tvenergy.org/	info@tvenergy.org
Surrey schemes promoting sustainability/procurement			
Name		Web site	Contact
Surrey Sustainable Business Programme		www.egeneration.co.uk/surrey/docs/general/about.asp	sustainability@surreycc.gov.uk
Materials Exchange		www.egeneration.co.uk/surrey/services/exchange/mex/about_mex.asp	See web site
Surrey Car Share		www.surreycarshare.com/	info@surreycarshare.com
BedZED sustainable community		www.bedzed.org.uk/main.html	pr@peabody.org.uk
WRAP recycled products guide		www.recycledproducts.org.uk	Search by region
Surrey Urban Biodiversity Project		http://www.surreycc.gov.uk/sccwebsite/sccwspage.s.nsf/home?openpage	See web site (follow links to Environment/Countryside/Surrey Urban Biodiversity Project)
Surrey companies who supply sustainable items			
Name	Sector	Web site	Telephone
Norbury Park Wood Products	Outdoor FSC wood products	www.norburywood.org.uk	01483 401889
Crown Litho	Print and Design	www.crownlitho.co.uk/pages/about.asp	01483 567595
Empty Cartridge Co.	Cartridges/Toners	www.emptycartridge.co.uk/	01483 577747
Daikin Air-conditioning Limited	Energy efficient air-conditioning	www.daikin.co.uk/default.jsp	01932 879000
Bioregional	Sustainability consultancy	www.bioregional.com/about%20us/aboutus.htm	020 8404 4880
Environmental Transport Association	Sustainable transport motoring organisation	www.eta.co.uk/	0800 212 810

Other useful sites		
Topic	Name	Web site
Surrey Businesses with Sustainability Record:	Surrey Sustainable Business Awards Web site	www.egeneration.co.uk/surrey/awards/index.asp
	University Sustainable Procurement Policy Examples Guides and Assistance:	Environmental Association for Universities and Colleges www.eauc.org.uk/documents/procure/Sus%20Purchase.pdf
	Edinburgh University	www.pps.ed.ac.uk/about/procurement/manual/Sustainable%20procurement.pdf
	St Andrews University	www.st-andrews.ac.uk/resbus/proc_ProcGuide.shtml
	Sheffield University	www.shef.ac.uk/departments/admin/environment/sustainableprocurement
Local Authority Sustainable Procurement Policy Examples and Tools:	Forum for the Sustainable Procurement Tool	www.forumforthefuture.org.uk/FinalLAPsSPTOOLMarch2004_doc_media_public.aspx and www.forumforthefuture.org.uk/aboutus/LAPNetwork_page992.aspx
	I&D ^e A Knowledge site for procurement guidance in local councils	www.idea-knowledge.gov.uk/idk/core/page.do?pageId=1701462
	East Herts Council sustainable procurement guide	www.eastherts.gov.uk/business/procurement/Sustainable_Procurement_Guidance1.pdf
	The Canny Buyer: Aberdeen City Council and Partners	www.cannybuyer.com/index.shtml
	Sustain: sustainable food procurement	www.sustainweb.org/chain_index.asp
Charity Sustainable Procurement Policies:	Charities Facilities Management Group	www.upkeep.org.uk/cfmg/sustainability.htm
	Sustainable Procurement for Charities – by Save the Children	www.upkeep.org.uk/pdf/LucyBlackSustpres.pdf
Commercial Sustainable Procurement Policies:	WWF Forest and Trade Network Member companies	www.wwf.org.uk/ftn/members.asp

The above sites are just a few of the schemes or companies in the sustainability sector. Unless specified the above should not be construed as a recommendation to purchase products or services from them, and are for information only. Whilst every effort has been made to ensure the accuracy of the information outlined the authors do not accept any responsibility for the consequences of any error contained within, or any loss or inconvenience caused by reliance on inaccurate material contained.