

# Top tips for office procurement

## 1 Do you need to buy?

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- a) Can you share in your office? Utilising communal furniture and consumables such as stationary and kitchen equipment can save on purchasing, packaging and materials. Speak to your colleagues and see what is already available.
- b) Did you know the Yammer Group “[University Surplus Furniture and Equipment](#)” is a great place to find nearly new furniture and office equipment.
- c) Thinking about buying a heater or fan? Raise an Estates helpdesk request and see if they can address the issue instead.

## 2 Whole life costs

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Have you considered the environmental impact of what you are buying during its lifetime, from materials used to make it through, to its disposal?

- a) Think of using furniture and equipment that has an element of recycled content e.g. upcycled furnishings or furniture.
- b) Use paper made from 100% recycled materials.
- c) Ask the supplier about lifecycle costs and take back schemes during the purchasing process as well as relevant maintenance, warranty or servicing that might ensure the efficiency of the item.
- d) Understand the energy used by the equipment and any ways of reducing this including switching off, power down modes and energy star ratings.

- e) Need to recycle or dispose of something? [Click on this link: for more recycling and waste information](#) or contact: [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk)

## 3 Packaging

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- a) Single deliveries of multiple items are inefficient. Minimise the number of deliveries and boxes to reduce your impact on the environment from transport. Try to coordinate with colleagues.
- b) Ask for reusable or returnable packaging. Companies are legally responsible for their packaging. Challenge the supplier to provide a return scheme.
- c) Separate your packaging waste promptly to make space in the office, reduce fire risks and optimise recycling i.e. put all soft plastic and polystyrene in the general waste bins, hard plastic and card in their respective recycling bins.

## 4 Suppliers credentials

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- a) Labelling: Check the labels associated with the products you are purchasing. Some labels you should be aware of include:
  - a. Forest Stewardship Council (FSC)
  - b. Energy efficiency – star rated system
  - c. Recyclable materials
- b) [Check here to see the University’s approved suppliers](#). Speak to your local procurement team for more information.
- c) Be aware of ethical considerations of the supply chain, including:

- a. Workers conditions during raw material processing, manufacturing, delivery and installation
- b. Environmental impacts associated with manufacturing, use and disposal

## 5 Mindful of materials

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- a) Go paperless, use electronic devices and software like MS Teams to avoid the need to print or use paper, get in touch, with ISS for more information.
- b) Reduce single use plastics by looking at the office activities and choose reusable options.
- c) Request crockery and jugs from catering when ordering food and drink or buy your own.
- d) Look for products that can be recycled, PET and HDPE are plastics recycled on campus.



## 6 Contact us

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**Innovative idea? Great working practices you want to share? We are always open to new ways and ideas for reducing our environmental impact**

Contact us if you have any questions or queries about sustainable purchasing at Swansea University:

- Teifion Maddocks: Sustainability Officer
- Emily Ingram: Environment Officer
- Hayley Beharrell: Environment Officer

Or email us at: [sustainability@swansea.ac.uk](mailto:sustainability@swansea.ac.uk)

SWell points are also available for My Purchases!